

**MINUTES**

**CENTRAL OKLAHOMA TRANSPORTATION  
AND PARKING AUTHORITY MEETING**

**December 02, 2016**

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**TRUSTEES PRESENT:** Chris Kauffman, Chairman  
Barney Semtner, Acting Chairman  
David Greenwell  
Craig Freeman  
Steve Hill  
Laura Johnson  
James Cooper

**TRUSTEES ABSENT:** Kay Bickham

**STAFF PRESENT:** Jason Ferbrache  
Marsha Harrod  
Sheila Holmes  
Ruvena Skidmore  
Larry Hopper  
Sharon Boyle  
Kevin Mulcahy  
Michael Scroggins  
Jeanne Smith  
Dennis Fry  
Jesse Rush  
Marilyn Dillon  
Melisa Rousey  
Chip Nolen  
Kari Shamblin

**I. CALL TO ORDER**

**II. ITEMS FROM THE CHAIRMAN**

**III. CITIZENS TO BE HEARD**

**IV. APPROVAL OF MINUTES**

APPROVED. Moved by Johnson, Seconded by Cooper. AYES: Cooper, Freeman, Greenwell, Hill, Johnson, Semtner.

- A. Approval of the Minutes of the COTPA Board Meeting of November 4, 2016

**V. CONSENT DOCKET**

APPROVED. Moved by Cooper, Seconded by Hill. AYES: Cooper, Freeman, Greenwell, Hill, Johnson, Semtner.

- A. Adopt Resolution Approving Central Oklahoma Transportation and Parking Authority Revised Procurement Policy
- B. Ratify Administrator's Action Amending the Lease Agreement with REHCO Downtown Development, LLC for Surface Lot Parking
- C. Adopt Resolution of the COTPA Board of Trustees Amending and Restating the COTPA 457 Deferred Compensation Plan and Trust Administered by ICMA Retirement Corporation and Amending and Restating the COTPA Deferred Compensation Plan for Public Employees 457 Governmental Plan and Trust Administered by Nationwide Retirement Solutions and Authorizing the COTPA Human Resources Manager to Act as the Authorized Agent for the Plans and Ratifying and Approving All Previous Actions Taken by the Human Resources Manager with Respect to the Plans to Ensure Legislative and Regulatory Compliance

**VI. ITEMS FOR INDIVIDUAL CONSIDERATION**

- A. Approval of Amendment No. 1 to the Contract for Engineering Services with Wendel WD Architecture, Engineering, Surveying & Landscape Architecture, P.C. (Wendel) for a New EMBARK Compressed Natural Gas (CNG) Fueling Facility

APPROVED. Moved by Johnson, Seconded by Cooper. AYES: Cooper, Freeman, Greenwell, Hill, Johnson, Semtner.

Acting Chairman Semtner inquired how long the process will take to completion. Administrator Ferbrache stated approximately 18 months which syncs with the next CNG bus order.

- B. Approval of Professional Services Agreement with ValMedia for Digital Media Development, Web Development and Graphic Design Services

APPROVED. Moved by Hill, Seconded by Cooper. AYES: Cooper, Freeman, Greenwell, Hill, Johnson, Semtner.

- C. Resolution Amending the COTPA Fiscal Year 2017 Operating Budget

Chairman Kauffman arrived and asked that Vice Chairman Semtner continue as Acting Chairman for the remainder of the meeting.

AMEND RESOLUTION. Moved by Greenwell, Seconded by Kauffman. AYES: Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman, Semtner.

- D. Approval of Contract and Amendment with Smart Growth America (COTPA 2017008) for Consultant Services to Perform a Benefit Cost Analysis for a High Capacity Transit Project

APPROVED. Moved by Kauffman, Seconded by Johnson. AYES: Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman, Semtner.

## **VII. RATIFICATION OF CLAIMS AND PAYROLL**

RATIFIED. Moved by Kauffman, Seconded by Freeman. AYES: Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman, Semtner.

- A. Ratification of Payroll and Vendor Claims for the Period November 1 through November 29, 2016

## **VIII. RECEIVE FINANCIAL REPORTS**

- A. COTPA Schedules of Revenues and Expenditures - Budget to Actual for the Four Months ended October 31, 2016

RECEIVED. Moved by Johnson, Seconded by Cooper. AYES: Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman, Semtner.

- B. COTPA Pension Interim Financial Statements for the Three Months ended September 30, 2016

RECEIVED. Moved by Cooper, Seconded by Kauffman. AYES: Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman, Semtner.

## **IX. RECEIVE PROGRAM REPORTS**

RECEIVED. Moved by Johnson, Seconded by Cooper. AYES: Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman, Semtner.

- A. Transit System Report

On future reports, staff will be measuring miles between road calls without paratransit. By separating fixed-route and paratransit, staff feels it will refine the procedure since they are different vehicles and different customers. Acting Chairman Semtner stated he is pleased with the on-time performance for the month reported.

B. Oklahoma City Streetcar Report

Trustee Johnson inquired about the removal of wheelchair tie downs. Staff responded that because of the direction of movement they are not necessary and other streetcar operations do not utilize them. Trustee Hill thanked Jesse Rush for setting up a meeting with Mayor Cornett, Brookville and touring of their facility. Administrator Ferbrache reminded trustees each program report will be presented quarterly as of today except Streetcar reporting will be given monthly.

C. Parking System Report

D. Marketing, Customer Relations and Technology Report

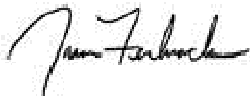
E. Oklahoma River Cruises and Spokies Report

**X. ITEMS FROM TRUSTEES**

Administrator Ferbrache mentioned the Long Range report was accidentally left off item IX and then introduced Larry Hopper to give a quick presentation about 2016 Transit Initiative updates. Mr. Hopper gave his presentation and answered a few questions from the board.

**XI. ADJOURNMENT**

Respectfully Submitted,



Jason Ferbrache  
Administrator