

**MINUTES**

**CENTRAL OKLAHOMA TRANSPORTATION  
AND PARKING AUTHORITY MEETING**

**October 06, 2017**

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

**TRUSTEES ABSENT:** Kay Bickham

**STAFF PRESENT:** Jason Ferbrache  
Kari Shamblin  
Chip Nolen  
Cory Hubert  
Jesse Rush  
Dennis Fry  
Eugene Fritz  
Kevin Mulcahy  
Jimmy Friend  
Marsha Harrod  
Chris Bourke  
Jeanne Smith  
Melisa Rousey

**I. CALL TO ORDER**

**II. ITEMS FROM THE CHAIRMAN**

**III. CITIZENS TO BE HEARD**

**IV. APPROVAL OF MINUTES**

- A. Approval of the Minutes of the COTPA Board Meeting on September 8, 2017.

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

- B. Approval of the Minutes of the COTPA Joint Transportation and Parking Committee Meeting of October 3, 2017.

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

COTPA Joint Transportation and Parking Committee meeting minutes amended to omit a vote from Trustee James Cooper for the item Parking Committee item to Discuss and/or Recommend Bid and Add Alternates for Sheridan/Walker Parking Garage Improvements; whom is not a member of the Parking Committee.

**V. CONSENT DOCKET**

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

- A. Approval of Renewal of Agreement with JRC Property Management, LLC for the Installation and Repair of Bus Stop Poles and Signs, Estimated Cost \$85,000 Annually, October 7, 2017 Through October 7, 2018.

Chairman Kauffman inquired what the installation and repair of bus stop poles and signs will include. Administrator Ferbrache responded that this agreement is for normal repairs for existing poles and signs and will not include benches.

- B. Approval of Renewal Agreement with Enterprise (EAN Holding, Inc.) for Vanpool Services, Estimated Cost \$8,800 Annually, October 1, 2017 Through September 30, 2018.

- C. Adopt Resolution Ratifying the Administrator's Action to Terminate the Contract with Safety and Security Services, Inc. for Security Guard Services at the Transit Center (Project 2013-22).

**VI. ITEMS FOR INDIVIDUAL CONSIDERATION**

- A. Approval of Agreement with Four Nines Technologies for Mobile Ticketing Consulting Services Estimated Cost \$99,880 with a term of October 6, 2017 to December 31, 2018.

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

Administrator Ferbrache commented that EMBARK is transitioning to a more modern fare collection system. Through Four Nines Technologies' fare study consultants EMBARK has learned the preferred platform for fare collection is mobile ticketing. Administrator Ferbrache also expressed that staff is recommending this platform as well; adding mobile ticketing will not replace EMBARK's current fare collection method, but will become an added feature for convenience for transit customers. The Request for Proposals was advertised August 30, 2017 and September 6, 2017 to which Four Nines was the lone, responsive proposer to each.

Administrator Ferbrache further explained the approval of this agreement with Four Nines Technologies will allow EMBARK to obtain the necessary expertise to further understand how to meet EMBARK's system-wide, fare collection needs, write the specifications and scope, conduct procurement for the technology, evaluate proposals, and provide EMBARK assistance as the technology is implemented.

Four Nines will assist EMBARK with The launch of the new mobile ticketing platform will coincide with the launch of the Oklahoma City Streetcar.

- B. Ratifying the Administrator's Action of Approving Addendum Nos. 1 and 2 to the Plans and Specifications; and Awarding Contract to Nurnberg Roofing, LLC; Project No. MB-1081, Century Center Parking Garage Re-Roof, 100 W. Main Street, \$420,000 and Approving Contract and Bonds.

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

Administrator Ferbrache commented that the information located in the Board packet is similar to what was discussed last month. Administrator Ferbrache asked the Trustees to recall when the Board Authorized the Administrator to give the contractor a notice to proceed and receive the contract. He stated since last month's Board meeting EMBARK has received the contract, which is what is currently being presented to the Board for approval.

- C. Ratifying the Administrators Action of Approving Addendum Nos. 1 and 2 to the Plans and Specifications and Awarding Contract to AC Owen Construction for Project No. MB-1342, Exterior Renovations of One North Walker Parking Garage (Sheridan-Walker Parking Garage), 501 West Sheridan Avenue, \$1,173,750.68 and Approving Contract and Bonds.

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

Administrator Ferbrache stated this item was discussed thoroughly during the Joint Transportation and Parking Committee meeting, which was held on Tuesday, October 3, 2017. He reminded the Board that improvements to the Sheridan/Walker Parking Garage range from enhanced, LED lighting inside the structure, the renovation and remodel of the elevators and lobby areas, re-stripping the parking spaces inside the garage; a multitude of enhancements to improve customer experience.

Administrator Ferbrache added that as a part of the bid there were eight add alternates. Through discussion and approval by the Parking Committee, Administrator Ferbrache explained that six are being recommended to move forward; the painting of the ceilings in the garage and painting the exterior street level of the garage are not recommended to move forward at this time. Administrator Ferbrache added that the exterior, street level will need to be addressed, so staff is looking into other options; including the application of alternate textures and mural options by way of the Arts and Cultural Affairs Officer.

Chairman Kauffman confirmed the Parking Committee discussed this item and all the add alternates at length.

**VII. RATIFICATION OF CLAIMS AND PAYROLL**

- A. Ratification of Payroll and Vendor Claims for the Period September 6 through September 26, 2017

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

**VIII. RECEIVE FINANCIAL REPORTS**

- A. Receive the COTPA Schedules of Revenues and Expenditures - Budget to Actual for the Two Months Ended August 31, 2017.

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

**IX. RECEIVE PROGRAM REPORTS  
( Notes: \*\* Verbal Report To Be Given )**

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

- A. Transit System Report
- B. Oklahoma City Streetcar Report\*\*
- C. Long-Range Planning Report
- D. Parking System Report\*\*
- E. Marketing, Customer Relations and Technology Report
- F. Oklahoma River Cruises and Spokies Reports\*\*

**X. ITEMS FROM TRUSTEES**

Trustee Semtner complimented the EMBARK bus, bus number 1701, that is parked in front of City Hall. He stated it is one of twelve that EMBARK is receiving and how exciting it is to see the new CNG buses.

Administrator Ferbrache highlighted EMBARK's Maintenance staff by stating Bus 1701 arrived on site this past Monday and it is ready for service despite a couple of off site inspections. He explained the fare box is installed, decals are added and it is ready for revenue service. Administrator Ferbrache stated the entire Maintenance staff did a great job preparing the bus.

**XI. ADJOURNMENT**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jason Ferbrache". The signature is written in a cursive style with a large initial "J" and "F".

Jason Ferbrache  
Administrator