

**MINUTES**

**CENTRAL OKLAHOMA TRANSPORTATION  
AND PARKING AUTHORITY MEETING**

**August 7, 2015**

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

**TRUSTEES ABSENT:** none

**STAFF PRESENT:** Jason Ferbrache  
Marsha Harrod  
Larry Hopper  
Kevin Mulcahy  
Melisa Rousey  
Michael Scroggins  
Jeanne Smith

**I. CALL TO ORDER**

Chairman Chris Kauffman called the meeting to order at 9:00 a.m.

**II. ITEMS FROM THE CHAIRMAN**

- A. Recognition of Retirement of Terry Wilson
- B. Presentation by Jacobs Engineering on the Status of the MAPS 3 Downtown Streetcar Project

**III. CITIZENS TO BE HEARD**

**IV. APPROVAL OF MINUTES**

- A. Consideration of Approval of the Minutes of the Joint Parking and Finance Committee Meeting of July 9, 2015  
  
APPROVED. Moved by Johnson, Seconded by Bickham. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman and Semtner
- B. Consideration of Approval of the Minutes of the COTPA Board Meeting of July 10, 2015  
  
APPROVED. Moved by Semtner, Seconded by Greenwell. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman and Semtner

**V. CONSENT DOCKET**

- A. Consideration of Approval of Payment of the American Public Transportation Association (APTA) Dues for Fiscal Year 2016  
  
APPROVED. Moved by Bickham, Seconded by Semtner. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman and Semtner
- B. Consideration of Approval of Agreement with the City of Midwest City for Transit Services  
  
APPROVED. Moved by Bickham, Seconded by Semtner. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman and Semtner
- C. Consideration of Approval of Renewal of Contract with Cummins Southern Plains, LLC for Cummins OEM Equipment, Parts and Service  
  
APPROVED. Moved by Bickham, Seconded by Semtner. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman and Semtner
- D. Consideration of Approval of Renewal of Contract with United Engines for United Engines OEM Equipment, Parts and Service  
  
APPROVED. Moved by Bickham, Seconded by Semtner. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman and Semtner
- E. Consideration of Approval of Extension of Contract with Central States Thermo King  
  
APPROVED. Moved by Bickham, Seconded by Semtner. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman and Semtner

- F. Consideration of Approval of Extension of Contract with National Bus Sales  
APPROVED. Moved by Bickham, Seconded by Semtner. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman and Semtner
- G. Consideration of Approval of Contract for Professional Services with Cheryl MacKenzie  
APPROVED. Moved by Bickham, Seconded by Semtner. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman and Semtner
- H. Consideration of Adoption of Open Market Resolution for Occupational Health Services and Drug and Alcohol Testing for COTPA Employees  
ADOPTED. Moved by Bickham, Seconded by Semtner. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman and Semtner

**VI. ITEMS FOR INDIVIDUAL CONSIDERATION**

- A. Consideration of Approval of Change Order No. 1 to the Contract with W. L. McNatt & Company for Tenant Build-Out for the Arts District Retail Space  
APPROVED. Moved by Freeman, Seconded by Semtner. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman and Semtner
- B. Consideration of Approval of Final Acceptance of Contract with Restek, Inc. for the Installation of Waterproofing Membrane for Top Deck of Sheridan Walker Parking Garage and Place Maintenance Bond into Effect  
APPROVED. Moved by Freeman, Seconded by Semtner. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman and Semtner
- C. Consideration of Approval of Change Order No. 4 for MB-1143, Landscaping Improvements at Union Station, and Approval of Final Acceptance and Place Maintenance Bond into Effect  
APPROVED. Moved by Johnson, Seconded by Bickham. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman and Semtner
- D. Consideration of Approval of Contract with ETC Institute for Market Research Services  
APPROVED. Moved by Cooper, Seconded by Freeman. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman and Semtner
- E. Consideration of Approval of Request for Proposal (RFP) for Consultant Services to Assist in Selecting a Streetcar Operator and Authorize the Administrator to Advertise and Release the RFP  
APPROVED. Moved by Freeman, Seconded by Greenwell. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman and Semtner
- F. Consideration of Approval of Request for Proposal (RFP) for Consultant Services to Assist in Site Analysis, Engineering, Design and Construction Management for a CNG Fueling Station and Authorize the Administrator to Advertise and Release the RFP  
APPROVED. Moved by Johnson, Seconded by Greenwell. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman and Semtner

- G. Enter into Executive Session with the Assistant Municipal Counselor to Discuss a Settlement Offer for Claim No. BA-15-0411 as Authorized by 25 O.S. (2011) §307 (B)(4)

ENTERED INTO EXECUTIVE SESSION. Moved by Bickham, Seconded by Freeman.  
AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman and Semtner

**VII. RATIFICATION OF CLAIMS AND PAYROLL**

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

**VIII. RECEIVE FINANCIAL REPORTS**

- A. COTPA Schedules of Revenues and Expenditures – Budget to Actual for the Twelve Months Ended June 30, 2015

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

**IX. RECEIVE PROGRAM REPORTS**

- A. Transit System
- B. Long Range Plan
- C. Parking System
- D. Marketing, Customer Relations, and Technology
- E. Oklahoma River Cruises

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

**X. ITEMS FROM TRUSTEES**

**XI. ADJOURNMENT**

The meeting was adjourned at 10:43 a.m.

Respectfully Submitted,



Jason Ferbrache  
Secretary