

*The agenda was posted at the
Office of the City Clerk on March 31, 2021 at 8:29 a.m.*

Time: 9:00 AM

Date: April 02, 2021

Location: Video/Teleconference Only

TRUSTEES:

Chris Kauffman, Chairperson

Bernard L. Semtner, III, Vice Chairperson

Brent Bryant

James Cooper

Robert Ruiz

Meg McElhaney

David Holt

Steve Hill, Surrogate Trustee

Craig Freeman, City Manager

Laura Johnson, Surrogate Trustee

MINUTES

CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY

DATE: April 02, 2021

TIME: 9:00 AM

PLACE: Video/Teleconference

I. CALL TO ORDER – 9:02 a.m.

II. ITEMS FROM THE CHAIRMAN

None.

III. CITIZENS TO BE HEARD

None.

IV. APPROVAL OF MINUTES

- A. Minutes of the March 5, 2021 COTPA Board Meeting.

APPROVED. MOVED BY BRYANT, SECONDED BY JOHNSON. AYES: KAUFFMAN, SEMTNER, BRYANT, COOPER, RUIZ, HILL, JOHNSON, MCELHANEY.

V. CONSENT DOCKET

- A. Resolution authorizing the purchase of vehicle lifts and other garage associated equipment from State Contract with Mohawk Lifts, LLC (S22-SW228798), estimated cost \$200,000, March 30, 2021 through March 29, 2022.

ADOPTED. MOVED BY BRYANT, SECONDED BY JOHNSON. AYES: KAUFFMAN, SEMTNER, BRYANT, COOPER, RUIZ, HILL, JOHNSON, MCELHANEY.

- B. Resolution authorizing the sole source purchase of Thermo King air conditioning repair parts, services and equipment from Central States Thermo King of Oklahoma (SS-COTPA-21-061), estimated annual cost of \$50,000, April 2, 2021 to April 1, 2026.

ADOPTED. MOVED BY BRYANT, SECONDED BY JOHNSON. AYES: KAUFFMAN, SEMTNER, BRYANT, COOPER, RUIZ, HILL, JOHNSON, MCELHANEY.

- C. Resolution authorizing the sole source purchase of Glaval paratransit bus parts from Creative Bus Sales, Inc.

(SS-COTPA-21-077), estimated annual cost of \$15,000, April 2, 2021 to April 1, 2026.

ADOPTED. MOVED BY BRYANT, SECONDED BY JOHNSON. AYES: KAUFFMAN, SEMTNER, BRYANT, COOPER, RUIZ, HILL, JOHNSON, MCELHANEY.

- D. 1. Request for proposals COTPA 21065 Drug and Alcohol Testing; authorize the Administrator to advertise the request for proposal, estimated annual cost \$50,000; and

APPROVED. MOVED BY BRYANT, SECONDED BY JOHNSON. AYES: KAUFFMAN, SEMTNER, BRYANT, COOPER, RUIZ, HILL, JOHNSON, MCELHANEY.

- D. 2. Resolution authorizing the Administrator to approve the short list of proposers based upon the selection criteria of COTPA 21065 Drug and Alcohol Testing Services request for proposal and authorizing negotiation of a Professional Services Agreement with the top ranked proposer.

ADOPTED. MOVED BY BRYANT, SECONDED BY JOHNSON. AYES: KAUFFMAN, SEMTNER, BRYANT, COOPER, RUIZ, HILL, JOHNSON, MCELHANEY.

- E. Request for proposals for COTPA 2021072 Electric Assisted Bicycles; and authorize the Administrator to advertise the request for proposals, estimated cost \$120,000.

APPROVED. MOVED BY BRYANT, SECONDED BY JOHNSON. AYES: KAUFFMAN, SEMTNER, BRYANT, COOPER, RUIZ, HILL, JOHNSON, MCELHANEY.

- F. Resolution declaring obsolete equipment parts (Exhibit "A") and bus rolling stock and vehicles (Exhibit "B") surplus; and authorizing the Administrator, or designee, to dispose of surplus items in compliance with Purchasing Policies and Procedures.

ADOPTED. MOVED BY BRYANT, SECONDED BY JOHNSON. AYES: KAUFFMAN, SEMTNER, BRYANT, COOPER, RUIZ, HILL, JOHNSON, MCELHANEY.

- G. Resolution authorizing the Administrator to issue all current, non-represented employees a onetime stipend in recognition of extraordinary work performed during FY20-21.

ADOPTED. MOVED BY BRYANT, SECONDED BY JOHNSON. AYES: KAUFFMAN, SEMTNER, BRYANT, COOPER, RUIZ, HILL, JOHNSON, MCELHANEY.

- H. Resolution amending the Annual Leave Policy for non-represented Trust employees, to add accrual increases at the fifth and twentieth anniversary dates.

ADOPTED. MOVED BY BRYANT, SECONDED BY JOHNSON. AYES: KAUFFMAN, SEMTNER, BRYANT, COOPER, RUIZ, HILL, JOHNSON, MCELHANEY.

- I. Resolution approving and adopting the amended Central Oklahoma Transportation and Parking Authority Substance Abuse Policy, effective April 2, 2021.

ADOPTED. MOVED BY BRYANT, SECONDED BY JOHNSON. AYES: KAUFFMAN, SEMTNER, BRYANT, COOPER, RUIZ, HILL, JOHNSON, MCELHANEY.

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Contract Award to Peak Media (COTPA-2021048) media buying, estimated annual cost of \$150,000, April 2, 2021, to April 1, 2024.

APPROVED. MOVED BY BRYANT, SECONDED BY COOPER. AYES: KAUFFMAN, SEMTNER, BRYANT, COOPER, RUIZ, HILL, JOHNSON, MCELHANEY.

- B. Change Order No. 2 of Project MC-0622 Phase II, Ferry Landing and Terminal Upgrades, Oklahoma River Meridian Landing, Final Claim \$61,783.25; accepting project and placing maintenance bond into effect.

APPROVED, ACCEPTED AND PLACED INTO EFFECT. MOVED BY HILL, SECONDED BY SEMTNER. AYES: KAUFFMAN, SEMTNER, BRYANT, COOPER, RUIZ, HILL, JOHNSON, MCELHANEY.

- C. Resolution authorizing the application for FY 2021 US Department of Transportation Low or No Emission Competitive Grant Program; and approving Federal assistance amount \$2,826,866, and local matching funds in the amount of \$1,522,158 (35%); total project amount \$4,349,024; and authorizing the Administrator to execute all documents as required for the grant application and agreement.

ADOPTED. MOVED BY COOPER, SECONDED BY MCELHANEY. AYES: KAUFFMAN, SEMTNER, BRYANT, COOPER, RUIZ, HILL, JOHNSON, MCELHANEY.

- D. Resolution amending the Central Oklahoma Transportation and Parking Authority Fiscal Year 2021 Budget (Attachment "A"); and directing the Administrator to implement and administer the amended budget.

ADOPTED. MOVED BY BRYANT, SECONDED BY HILL. AYES: KAUFFMAN, SEMTNER, BRYANT, COOPER, RUIZ, HILL, JOHNSON, MCELHANEY.

VII. RATIFICATION OF CLAIMS AND PAYROLL

- A. Ratification of Payroll and Vendor Claims for the Period of March 2 through March 30, 2021

RATIFIED BY ROLL CALL VOTE. MOVED BY JOHNSON, SECONDED BY SEMTNER. AYES: KAUFFMAN, SEMTNER, BRYANT, COOPER, RUIZ, HILL, JOHNSON, MCELHANEY.

VIII. RECEIVE FINANCIAL REPORTS

- A. COTPA Schedules of Revenues and Expenditures – Budget to Actual for the Month Ended February 28, 2021

RECEIVED. MOVED BY HILL, SECONDED BY SEMTNER. AYES: KAUFFMAN, SEMTNER, BRYANT, COOPER, RUIZ, HILL, JOHNSON, MCELHANEY.

IX. RECEIVE PROGRAM REPORTS

- A. Community Engagement and Customer Relations Program Report and Presentation

Kristen Torkelson gave a presentation regarding the two BRT Town Hall meetings that were held last month. Trustee Johnson asked if there are plans to post the questions and answers that were discussed in the meeting on the website. Ms. Torkelson said that HNTB is putting together a FAQ and staff have already started posting information on the BRT website within the EMBARKok site. Trustee Hill said that he attended the noon Town Hall meeting, and it was very well done.

- B. Marketing and Technology Program Report
- C. Oklahoma City Streetcar Program Report
- D. Parking Services Program Report
- E. Transit System Report

RECEIVED. MOVED BY BRYANT, SECONDED BY COOPER. AYES: KAUFFMAN, SEMTNER, BRYANT, COOPER, RUIZ, HILL, JOHNSON, MCELHANEY.

X. ITEMS FROM TRUSTEES

Ms. Wickenkamp informed the Trustees that staff are planning a media event on Earth Day Thursday, April 22nd to celebrate the official opening of the CNG facility and the launch of

the state's very first electric bus. Also, Free Fair Friday starts April 23rd. Staff are working on finalizing these events, invitations to follow. Trustee Ruiz noted that he is encouraging organizations to utilize the new parking garage adjacent to Scissortail Park.

XI. ADJOURNMENT – 9:30 a.m.

APPROVED by Trust and **SIGNED** by the Chairperson of the Central Oklahoma Transportation and Parking Authority, this 7th day of May 2021.

ATTEST:



Jason Ferbrache, Secretary



**CENTRAL OKLAHOMA
TRANSPORTATION AND PARKING
AUTHORITY**



Chris Kauffman, Chairperson