

*The agenda was posted at the Office of the City Clerk on May 5, 2021
at 2:49 p.m.*

Time: 9:00 AM

Date: May 07, 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

ALL TRUSTEES ATTENDING THE MEETING BY VIDEO/TELECONFERENCE

Join the Zoom Webinar: <https://okc.zoom.us/j/96106339710>

Toll Free: 877-853-5257 or 888-475-4499

MINUTES

CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY

DATE: May 07, 2021

TIME: 9:00 AM

PLACE: City Council Chamber, 200 North Walker, Oklahoma City, Oklahoma 73102

I. CALL TO ORDER

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

II. ITEMS FROM THE CHAIRPERSON

None.

III. RESIDENTS TO BE HEARD

Jeremy Moses commented on the recent capacity changes on fixed route buses. Mr. Moses believes that there should have been a change in capacity for ADA customers before able-bodied customers.

Administrator Ferbrache replied that the operators notify dispatch that there is an individual in a mobility device that is unable to board because the bus is already at capacity and alternate arrangements are made for that individual, but it can be a timely process. Staff will be looking at our capacity every two weeks and hopefully incrementally increasing capacity, specifically for mobility devices on the fixed-route buses. Administrator Ferbrache thanked Mr. Moses for being a customer.

IV. APPROVAL OF MINUTES

- A. Minutes of the April 2, 2021 COTPA Board Meeting.

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

V. CONSENT DOCKET

- A. Renewal agreements with Community Action Agency of Oklahoma City, Oklahoma/Canadian Counties, Inc. and SendaRide, Inc. for the Provision of Senior STEP Grocery Shopping Transportation Services in Oklahoma and northern Cleveland Counties (COTPA2020047), estimated cost \$43,000 annually, July 1, 2021 to June 30, 2022.

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

- B. Renewal agreement with SendaRide, Inc. for the EMBARK Well Transportation Program (COTPA2020047); estimated cost \$30,000, July 1, 2021 to June 30, 2022.

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

- C. Renewal agreement with SendaRide, Inc. for the provision of Senior Companion Transportation Services in Oklahoma and northern Cleveland Counties (COTPA2020047); estimated cost \$9,000 annually, July 1, 2021 to June 30, 2022.

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

- D. Renewal agreement with Community Action Agency of Oklahoma City, Oklahoma/Canadian Counties, Inc., SendaRide, Inc., and, New Yellow Cab, LLC for the Provision of Senior Congregate Meal Transportation Services in Oklahoma and Northern Cleveland Counties (COTPA2020047 and COTPA OM-2020047); estimated cost \$97,100 annually, July 1, 2021 to June 30, 2022.

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

- E. Renewal agreement with Harrah Senior Citizens, Inc. for Senior Congregate Meal CMP Transportation (COTPA2018001), Senior Non-Emergency Medical Transportation (COTPA2018003), and Senior STEP Grocery Shopping Transportation (COTPA2018002); estimated cost \$22,000, July 1, 2021 to June 30, 2022.

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

- F. Renewal agreement with RSVP of Central Oklahoma, Inc. for Senior Non-Emergency Medical Transportation (COTPA2018007); estimated cost \$45,000, July 1, 2021 to June 30, 2022.

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

- G. Renewal agreement with SendaRide, Inc. for the ShareA-Fare Transportation Program (COTPA2020047); estimated cost \$90,000, term July 1, 2021 to June 30, 2022.

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

- H. Amendment No. 1 to agreement with SendaRide, Inc. for the provision of transportation services under the Arnall Transportation Innovation Grant Project for the CLIMB Ride Program (COTPA2020050); increasing annual estimated cost from \$100,000 to \$160,000.

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

- I. Pricing Agreement award and approval, Heritage-Crystal Clean LLC (COTPA 21022) waste oil and other waste removal and disposal; estimated annual cost of \$25,000, May 7, 2021 to May 6, 2024.

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

- J. Audit Contract with Allen, Gibbs & Houlik, L.C., for auditing services for Fiscal Year 2021 Financial Statements, cost of \$60,321.

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

- K. Resolution rejecting bids for COTPA 21058 decal purchase for buses, vans, and other vehicles; and authorizing the open market purchase of decals for buses, vans,

and other vehicles utilizing current purchasing policies and procedures for open market purchases; estimated cost \$75,000, May 7, 2021 to May 6, 2022.

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

- L. Agreement for Professional Service for Public Art Projects with the City of Oklahoma City, effective date through June 30, 2021.

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

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. FFY 2021 Agreement with the Oklahoma Department of Transportation for Surface Transportation Block Grant Paratransit Vehicle Project FHWA STBG Funds: Project No. STP-255E(531), JP No.: 34941(04) CFDA Number 20.205 (Highway Planning and Construction) for the purchase of paratransit vehicles; grant funds in the amount of \$747,935.

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

- B. Agreement with the Oklahoma Department of Environmental Quality to provide financial assistance to replace three diesel vehicles/engines with three compressed natural gas transit buses; estimated cost \$499,995.75, five years from execution date.

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

- C. Amendment No. 1 to Professional Services Agreement with Nelson/Nygaard Consulting Associates, Inc. (COTPA 21005), to amend the scope of services to include a facilities assessment and a conceptual master plan, cost increase of \$56,916.

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

- D1. Resolution ratifying the actions of the Administrator in rejecting the proposals from AEA Environmental Services LLC and Central Staffing Solutions, LLC and re-advertising the bid specifications; and ratifying the actions of the Administrator in authorizing negotiations with the lowest and best bidder, JRC

- Property Management, LLC, for COTPA 21017 Bus Stop Refuse Collection, Removal, and Disposal; and
- D2. Contract award and approval with JRC Property Management, LLC (COTPA 21017) for bus stop refuse collection, removal and disposal; estimated annual cost of \$30,000.

RATIFIED, APPROVED AND AWARDED. MOVED BY COOPER, SECONDED BY MCELHANEY. AYES: KAUFFMAN, SEMTNER, COOPER, RUIZ, HILL, JOHNSON, MCELHANEY; ABSENT: BRYANT

- E. Lease Agreement with The City of Oklahoma City to manage parking operations and maintenance for Scissortail Park Surface Lot; estimated revenue \$100,000, retroactive to May 1, 2021 to March 30, 2027.

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

- F. Request for Proposals for COTPA 21032 BRT 40-ft CNG Bus Procurement, to procure nine buses for the new Bus Rapid Transit system; estimated cost \$5,400,000, May 7, 2021 to May 6, 2026.

Jesse Rush reviewed item F and gave a brief presentation update on the BRT. Trustee Cooper asked if the board will be able to see the designs of the continental crosswalks prior to the construction. Jesse Rush said that staff can present the 65% drawings to the board and have HNTB provide an update. The plan is to match what is already downtown, which is essentially the new OKC standard.

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

VII. RATIFICATION OF CLAIMS AND PAYROLL

- A. Ratification of Payroll and Vendor Claims for the Period April 6 through April 27, 2021

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

VIII. RECEIVE FINANCIAL REPORTS

- A. COTPA Schedules of Revenues and Expenditures – Budget to Actuals for the Month Ended March 31, 2021.

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

- B. Rescind the previously received report and receive the corrected COTPA Employee Retirement Trust Interim Financial Statements for the Six Months December 31, 2020 and 2019.

Amy Lucas, Accounting Manager in the Finance Department, explained that there was an error on the previously received report due to a saving malfunction of the document and the attached are the corrected numbers.

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

IX. RECEIVE PROGRAM REPORTS

- A. Community Engagement and Customer Relations Program Report
- B. Marketing and Technology Program Report and Presentation

Michael Scroggins gave a PowerPoint presentation highlighting some updates from the Marketing and IT Team and EMBARK Norman Service. Trustee Ruiz asked for the YouTube channel. Michael Scroggins replied EMBARKok is our YouTube channel.

- C. Oklahoma City Streetcar Program Report
- D. Parking Services Program Report
- E. Transit Services Program Report

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

X. ITEMS FROM TRUSTEES

Administrator Ferbrache commented on the success of Trustee Ruiz' Cinco de Mayo festival and that there were 850 parking customers on Saturday and 718 on Sunday in the lot that the board just approved the lease for. Administrator Ferbrache recognized the MAPS office for turning over the property so quickly, so parking could be offered for the event. Administrator Ferbrache thanked the Trust for passing a resolution declaring an emergency that allowed staff to quickly implement a safe environment for our customers during the pandemic. Chairperson Kauffman stated that the June meeting will be in person and held at City Council Chambers.

XI. ADJOURNMENT – 10:28a.m.

APPROVED by the Trust and **SIGNED** by the Chairperson of the Central Oklahoma Transportation and Parking Authority, this **4th** day of **June 2021**.

ATTEST:

**CENTRAL OKLAHOMA TRANSPORTATION
AND PARKING AUTHORITY**

Jason Ferbrache, Secretary

Chris Kauffman, Chairperson