



MEETING MINUTES

Time: 9:00 AM

Date: September 03, 2021

Location: City Council Chamber
200 North Walker
Oklahoma City, Oklahoma

TRUSTEES:

Chris Kauffman, Chairperson

Bernard L. Semtner, III, Vice Chairperson

Robert Ruiz

James Cooper

Brent Bryant

Meg McElhaney

David Holt

Steve Hill, Surrogate Trustee

Craig Freeman, City Manager

Laura Johnson, Surrogate Trustee

MINUTES

**CENTRAL OKLAHOMA TRANSPORTATION AND PARKING
AUTHORITY**

DATE: September 03, 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. CITIZENS TO BE HEARD

None.

IV. APPROVAL OF MINUTES

- A. Minutes of the August 6, 2021 COTPA Board Meeting.

APPROVED. MOVED BY HILL, SECONDED BY RUIZ. AYES: KAUFFMAN, SEMTNER, RUIZ, BRYANT, MCELHANEY, HILL, JOHNSON. AYES: NONE. ABSENT: COOPER

- B. Minutes of the August 26, 2021 Special Meeting of the Joint Finance and Parking Committee.

APPROVED. MOVED BY SEMTNER, SECONDED BY MCELHANEY. AYES: KAUFFMAN, SEMTNER, RUIZ, BRYANT, MCELHANEY, HILL, JOHNSON. AYES: NONE. ABSENT: COOPER

- C. Minutes of the August 26, 2021 Special Meeting of the Marketing Committee.

APPROVED. MOVED BY HILL, SECONDED BY RUIZ. AYES: KAUFFMAN, SEMTNER, RUIZ, BRYANT, MCELHANEY, HILL, JOHNSON. AYES: NONE. ABSENT: COOPER

V. CONSENT DOCKET

- A. Community Development Block Grant Operating Agreement FY 2021-2022 with the City of Oklahoma City for Share-a-Fare and

Homeless Transportation Program, benefitting Low- to Moderate- Income Residents, in kind match of \$75,000, estimated revenue \$105,000, retroactive to July 1, 2021, to June 30,2022.

APPROVED. MOVED BY SEMTNER, SECONDED BY BRYANT. AYES: KAUFFMAN, SEMTNER, RUIZ, COOPER, BRYANT, MCELHANEY, HILL, JOHNSON. NAYES: NONE.

- B. Resolution amending the FFY 2021 Agreement with the Oklahoma Department of Transportation Block Grant Paratransit Vehicle Project FHWA STBG Funds: Project No. STP-255E(531), JP No. 3491(04) CFDA No. 20.205 that Central Oklahoma Transportation and Parking Authority will retain records for seven years.

ADOPTED. MOVED BY SEMTNER, SECONDED BY BRYANT. AYES: KAUFFMAN, SEMTNER, RUIZ, COOPER, BRYANT, MCELHANEY, HILL, JOHNSON. NAYES: NONE.

- C. Parking Agreement with the City of Oklahoma City to provide parking for city employees, city vehicles and validated parking for individuals and businesses conducting business with the City or serving in the capacity of members of boards, commissions or other committees at the Sheridan Walker Garage and Arts District Garage, estimated annual revenue \$1,000,000, retroactive to July 1, 2021 to June 30, 2022.

APPROVED. MOVED BY SEMTNER, SECONDED BY BRYANT. AYES: KAUFFMAN, SEMTNER, RUIZ, COOPER, BRYANT, MCELHANEY, HILL, JOHNSON. NAYES: NONE.

- D. Professional Services Agreement with Lobdoc Inc. to provide onsite drug and alcohol testing services, estimated cost of \$75,000, term of September 3, 2021 to September 3, 2024.

APPROVED. MOVED BY SEMTNER, SECONDED BY BRYANT. AYES: KAUFFMAN, SEMTNER, RUIZ, COOPER, BRYANT, MCELHANEY, HILL, JOHNSON. NAYES: NONE.

- E. Preliminary Plans for Project MC-0619, Northwest Corridor Bus Rapid Transit from HNTB Corporation.

APPROVED. MOVED BY SEMTNER, SECONDED BY BRYANT. AYES: KAUFFMAN, SEMTNER, RUIZ, COOPER, BRYANT, MCELHANEY, HILL, JOHNSON. NAYES: NONE.

- F. Renewal of Professional Services Agreement with AlphaVu (COTPA 21-044) for data mining, services, estimated annual cost of \$75,000, retroactive to July 1, 2021, to June 30, 2022.

APPROVED. MOVED BY SEMTNER, SECONDED BY BRYANT. AYES: KAUFFMAN, SEMTNER, RUIZ, COOPER, BRYANT, MCELHANEY, HILL, JOHNSON. NAYES: NONE.

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Professional Service Agreement with HNTB, Inc. to provide consulting services to perform on-call transportation planning services, estimated cost of \$50,000, term September 3, 2021 to September 3, 2024.

APPROVED. MOVED BY COOPER, SECONDED BY HILL. AYES: KAUFFMAN, SEMTNER, RUIZ, COOPER, BRYANT, MCELHANEY, HILL, JOHNSON. NAYES: NONE.

- B. FFY 2021 Agreement with the Oklahoma Department of Transportation for Surface Transportation Block Grant Spokies Bike Share Service Area Expansion FHWA STBG Funds: Proj No.: TAP3 - 3284(004) AG, JP No.: 33284(04) CFDA No.: 20.205 (Highway Planning and Construction) for the purchase and installation of Bike Share amenities and associated vehicles and equipment, total project estimated cost \$120,000 requiring local match funding of \$30,000 and grant funds in the amount of \$90,000.

APPROVED. MOVED BY BRYANT, SECONDED BY MCELHANEY. AYES: KAUFFMAN, SEMTNER, RUIZ, COOPER, BRYANT, MCELHANEY, HILL, JOHNSON. NAYES: NONE.

- C. Resolution adopting the recommendation of the Central Oklahoma Transportation and Parking Authority Marketing Committee to approve the proposed naming and branding of its Bus Rapid Transit System.

ADOPTED. MOVED BY COOPER, SECONDED BY MCELHANEY. AYES: KAUFFMAN, SEMTNER, RUIZ, COOPER, BRYANT, MCELHANEY, HILL, JOHNSON. NAYES: NONE.

- D. Non-Disclosure Agreement with New Flyer of America, Inc., COTPA 21-032 BRT 40-ft CNG Bus Procurement, authorizing the Pre-Award Buy America Audit in compliance with Federal Transit Administration regulations (49 CFR part 663); estimated cost \$1,000.

APPROVED. MOVED BY SEMTNER, SECONDED BY BRYANT. AYES: KAUFFMAN, SEMTNER, RUIZ, COOPER, BRYANT, MCELHANEY, HILL, JOHNSON. NAYES: NONE.

VII. RATIFICATION OF CLAIMS AND PAYROLL

- A. Ratification of Payroll and Vendor Claims for the Period of August 3 through August 31, 2021.

RATIFIED. MOVED BY HILL, SECONDED BY BRYANT. AYES: KAUFFMAN, SEMTNER, RUIZ, COOPER, BRYANT, MCELHANEY, HILL, JOHNSON. NAYES: NONE.

VIII. RECEIVE FINANCIAL REPORTS

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

RECEIVED. MOVED BY BRYANT, SECONDED BY RUIZ. AYES: KAUFFMAN, SEMTNER, RUIZ, COOPER, BRYANT, MCELHANEY, HILL, JOHNSON. NAYES: NONE.

IX. RECEIVE PROGRAM REPORTS

- A. Community Engagement and Customer relations Program Report

RECEIVED. MOVED BY SEMTNER, SECONDED BY COOPER. AYES: KAUFFMAN, SEMTNER, RUIZ, COOPER, BRYANT, MCELHANEY, HILL, JOHNSON. NAYES: NONE.

- B. Marketing and Technology Program Report*

Michael Scroggins gave a PowerPoint presentation to update the Board on marketing and technology activities.

RECEIVED. MOVED BY SEMTNER, SECONDED BY COOPER. AYES: KAUFFMAN, SEMTNER, RUIZ, COOPER, BRYANT, MCELHANEY, HILL, JOHNSON. NAYES: NONE.

- C. Transit System Program Report

RECEIVED. MOVED BY SEMTNER, SECONDED BY COOPER. AYES: KAUFFMAN, SEMTNER, RUIZ, COOPER, BRYANT, MCELHANEY, HILL, JOHNSON. NAYES: NONE.

- D. Parking Services Program Report

RECEIVED. MOVED BY SEMTNER, SECONDED BY COOPER. AYES: KAUFFMAN, SEMTNER, RUIZ, COOPER, BRYANT, MCELHANEY, HILL, JOHNSON. NAYES: NONE.

- E. Safety Services Program Report*

Eugene Fritz gave a PowerPoint presentation to update the Board on the Safety Management System.

- F. Northwest BRT Program Report*

Jesse Rush gave a PowerPoint presentation to update the Board on the Northwest BRT program.

RECEIVED. MOVED BY SEMTNER, SECONDED BY COOPER. AYES: KAUFFMAN, SEMTNER, RUIZ, COOPER, BRYANT, MCELHANEY, HILL, JOHNSON. NAYES: NONE.

X. ITEMS FROM TRUSTEES

Jason Ferbrache reminded the Trustees of the upcoming Board Workshop regarding the status of the Comprehensive Operational Analysis, scheduled for September 9, 2021.

XI. ADJOURNMENT – 10:17 a.m.

APPROVED by the Trust and **SIGNED** by the Chairman of the Central Oklahoma Transportation and Parking Authority, this ____ day of _____ .

ATTEST:

**CENTRAL OKLAHOMA
TRANSPORTATION AND PARKING
AUTHORITY**

Jason Ferbrache, Secretary

Chris Kauffman, Chairman