

Time: 9:00 AM

Date: March 04, 2022

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

Steve Hill, Surrogate Trustee

Craig , City Manager

**Laura Johnson, Surrogate
Trustee**

MINUTES

CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY

DATE: March 04, 2022

TIME: 9:00 AM

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

I. CALL TO ORDER – 9:00 a.m.

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

II. ITEMS FROM THE CHAIRMAN

- A. American Institute of Architects Award of Excellence Program presents Honor Award for Large Commercial Architecture 2021 for excellence in design of Convention Center Parking Garage

Anthony McDermid presented the American Institute of Architects Award of Excellence to the Board of Trustees for the design of the Convention Center Parking Garage.

- B. Resolution recognizing and in appreciation of the distinguished service by Kay Bickham.

Chairman Kauffman read the Resolution recognizing the service of former COTPA Trustee Kay Bickham.

Kay Bickham thanked the Chairman and the Trustees.

Trustees Johnson and Cooper thanked Kay Bickham for her service and dedication to the Trust.

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

- C. EMBARK Safety Presentation

Eugene Fritz gave a PowerPoint presentation that focused on the fact that EMBARK is now a Third-Party Examiner for the Department of Public Safety (DPS) for CDL licenses.

- D. Resolution recognizing and in appreciation of the distinguished service by Jeanne Smith.

Administrator Ferbrache read the Resolution recognizing the service and contributions of Jeanne

Smith during her employment with COTPA.

Jeanne Smith stated that her time with the City and COTPA were the most challenging and most fun.

Trustee Johnson thanked Jeanne Smith for her service.

Trustee Cooper thanked Jeanne Smith for her guidance when he first started working with COTPA.

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

III. RESIDENTS TO BE HEARD

None.

IV. APPROVAL OF MINUTES

- A. Minutes of the February 9, 2022 Special Meeting of the COTPA Board

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

V. CONSENT DOCKET

- A. Receive Pre-Award Buy America Audit for Bus Rapid Transit 40-Ft CNG rolling stock procurement (COTPA 21-032), nine buses; and approve the enclosed certifications.

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

- B. Resolution authorizing the open market purchase of Buy America audit services for pre-award and post-delivery inspection audits for rolling stock purchases, not available on existing pricing agreements, COTPA-OM-22-06, estimated annual cost \$20,000, March 4, 2022 to March 3, 2025

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

- C. Resolution authorizing the open market purchase of professional printing services not available on existing pricing agreements, COTPA OM-22-05, estimated annual cost \$75,000, March 4, 2022 to March 3, 2023.

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

- D. Agreement with the Community Transportation Association of America for the Provision of Transportation Services and Administrative Oversight of the Arnall Family Foundation Transportation Innovation Grant Entitled "Increasing Successful Foster Care Parent-Child Reunifications in Oklahoma County Through Innovative Transportation Delivery", effective July 1, 2022 through June 30, 2023.

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

- E. Reimbursement agreement with the Association of Central Oklahoma Governments for qualified expenses incurred in developing an Alternatives Analysis for regional high capacity transit conducted by the Regional Transportation Authority of Central Oklahoma (RTA) funded in part through a federal grant subrecipient agreement between the RTA and Central Oklahoma Transportation and Parking Authority, estimated revenue \$560,000

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

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Final Comprehensive Operational Analysis Report.

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

- B. Request for Proposal for COTPA 22-002 Mobility Data Management, Customer Information, and Trip Planning Software., estimated annual cost of \$175,000, and authorize the Administrator to advertise

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

- C. Request for Proposal for COTPA 22-025 Senior and Mobility Services

Providers for various grant funded mobility programs, and authorize the Administrator to advertise, estimated annual cost for all services \$300,000.

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

- D. Resolution to Approve the Title VI Program for FY 2022-25.

Chip Nolen gave a PowerPoint presentation that provided an overview of the Title VI program.

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

- E. Resolution approving changes to the Spokies Bike Share Fee Schedule effective March 7, 2022.

Cory Hubert explained the changes to the Spokies Bike Share fee schedule and how Oklahoma City compares to other peer Cities as far as what they charge for their bike share programs.

Trustee Cooper requested a copy of the comparisons of the fee schedules for the bike share programs.

Administrator Ferbrache stated that staff will get those comparisons to Trustee Cooper and the rest of the Trustees.

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

- F. Joint Resolution with the Regional Transportation Authority of Central Oklahoma, agreeing to renew the Memorandum of Understanding for interim administrative services, annual revenue \$27,360, retroactive to February 1, 2022 through January 31, 2023

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

- G. Contract with the Associate of Central Oklahoma Governments for 5303 funding for transit planning activities, estimated revenue in the amount of \$152,000, retroactive to July 1, 2021 to June 30, 2022

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

VII. RATIFICATION OF CLAIMS AND PAYROLL

- A. Ratification of Payroll and Vendor Claims for the Period February 1 through February 23, 2022

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

VIII. RECEIVE FINANCIAL REPORTS

- A. COTPA Schedules of Revenues and Expenditures – Budget to Actuals for the Month Ended January 31, 2022

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

- B. COTPA Employee Retirement Trust Interim Financial Statements for the Month Ended December 31, 2021 and 2020

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

IX. RECEIVE PROGRAM REPORTS

- A. Customer Relations Program Report

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

- B. Marketing and Technology Program Report

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

- C. Parking Services Program Report

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

- D. Transit System Program Report

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

X. ITEMS FROM TRUSTEES

Trustee Cooper asked Administrator Ferbrache if he would discuss item V.D. on the consent docket.

Administrator Ferbrache explained that staff does plan to provide a formal presentation on this item at a later date, but basically EMBARK, the Oklahoma Transit Association (OTA), and the Community Transportation Association of America (CTAA) received a grant from the Arnall Family Foundation to reunite children in foster care with their biological parents and one of the hardest obstacles for the reunification is transportation and EMBARK helps to provide the transportation for this program.

Administrator Ferbrache reminded the Trustees about the upcoming special meeting on March 23, 2022.

XI. ADJOURNMENT – 10:20 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