

Time: 9:00 AM

Date: June 03, 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 Holt

Steve Hill, Surrogate Trustee

Craig Freeman, City Manager

**Laura Johnson, Surrogate
Trustee**

MINUTES

CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY

DATE: June 03, 2022

TIME: 9:00 AM

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

I. CALL TO ORDER – 9:01 a.m.

Chairman Kauffman called the meeting to order at 9:01 a.m.

II. ITEMS FROM THE CHAIRMAN

A. Presentation of Customer Satisfaction Survey by ETC

Chris Tathem, CEO of ETC, presented a PowerPoint summary of the findings of EMBARK's 2021 Customer Satisfaction report.

III. CITIZENS TO BE HEARD

None.

IV. APPROVAL OF MINUTES

A. Minutes of the May 20, 2022 Special Meeting of the COTPA Board

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

V. CONSENT DOCKET

- A.**
1. Pricing Agreement awards and approvals, Gillig LLC (COTPA 22-022-1), Muncie Reclamation and Supply d/b/a Muncie Transit Supply (COTPA 22-022- 2), Romaine Electric Corporation (COTPA 22-022-3), RAM Products, Inc (COTPA 22-022-4), Vehicle Maintenance Program (COTPA 22-022-5), OK Batteries (COTPA 22-022-6), for automotive repair and maintenance parts and supplies, May 20, 2022, to May 19, 2025, estimated annual cost \$1,200,000;and
 2. Resolution authorizing the open market purchase of automotive repair and maintenance parts, related supplies, and services not

available on a pricing agreement (OM COTPA 22-022), estimated cost \$500,000, June 3, 2022 through June 2, 2025.

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

- B. Resolution authorizing half-off pass sale for up to seven business days in both July and December 2022.

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

- C. Renewal agreement with Kutak Rock LLP (COTPA 2020-025), for legal services for pension matters, estimated annual cost \$13,000, retroactive to March 6, 2022 through March 5, 2023.

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

- D. Air Quality Grant Program Contract (AQSGP) with the Association of Central Oklahoma Governments (ACOG) for the EMBARK/Spokies Rack Expansion Program, local match funding of up to \$5,640. Resolution to renew the Professional Services Agreements with the Oklahoma City Family Justice Center, Inc. (Palomar) for the provision of in-house transportation services and on-demand transportation services to clients of Palomar, estimated annual revenue \$1,500, term July 1, 2022 through June 30, 2023.

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

- E. Resolution to renew the Professional Services Agreements with the Oklahoma City Family Justice Center, Inc. (Palomar) for the provision of in-house transportation services on-demand transportation services to clients of Palomar, estimated annual revenue \$1,500, term July 1, 2022 through June 30, 2023.

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

- F. Resolution authorizing free rides on fixed-route bus, zone 1 and zone 1a ADA paratransit and streetcar service on specified days in Fiscal Year 2023.

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

- G. Resolution approving payment to the American Public Transportation Association for Fiscal year 2023 dues in the amount of \$35,500, July 1, 2022 to June 30, 2023.

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

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Interlocal Service Agreement with the City of Norman for provisions of transportation services, vehicle cleaning, washing and fueling services by EMBARK for fixed route and paratransit bus services, estimated revenue \$3,564,864.98, estimated expense \$3,229,890.98, effective July 1, 2022 to June 30, 2023.

Taylor Johnson, Director of Public Transportation for the City of Norman, gave some background on the Interlocal Service Agreement (Item VI.A) and how it came to be. Mr. Johnson stated the agreement, and the 1/8th sales tax has allowed for continued public transportation in Norman. The partnership was instrumental in making sure no service days were missed. Mr. Johnson thanked Jason Ferbrache and Jesse Rush for their leadership and all the frontline employees for their work.

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

- B. Resolution adopting the Central Oklahoma Transportation and Parking Authority Fiscal Year 2023 Budget; and directing the Administrator to implement the budget.

Suzanne Wickenkamp, Assistant Director of Administration, gave a brief overview of COTPA's Fiscal Year 2023 Budget and the updated five-year Capital Improvement Plan.

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

- C. Resolution adopting the Central Oklahoma Transportation and Parking Authority Five-year Capital Improvement Plan updated for Fiscal Years 2023-2027.

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

- D. Parking agreement with Griffin Communications, LLC for 178 dedicated parking spaces in the Century Center Parking Garage, estimated revenue \$146,911 annually the first year with escalation for future years, ten (10) year term.

Cory Hubert, Parking Services Manager, gave a brief verbal summary of the parking agreement with Griffin Communications, LLC.

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

VII. RATIFICATION OF CLAIMS AND PAYROLL

- A. Ratification of Payroll and Vendor Claims for the Period May 3 through May 24, 2022

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

VIII. RECEIVE FINANCIAL REPORTS

- A. COTPA Schedules of Revenues and Expenditures – Budget to Actuals for the Month Ended April 30, 2022

Suzanne Wickenkamp gave a verbal overview of the revenues and expenditures for the month ending April 30, 2022.

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

IX. RECEIVE PROGRAM REPORTS

- A. Customer Relations Program Report

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

- B. Marketing and Technology Program Report*

Michael Scroggins, Marketing and Technology Manager, gave a PowerPoint presentation updating the Trustees on what the Marketing and Technology division has been working on.

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

C. Mobility Management Service Program Report

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

D. Parking Services Program Report

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

E. Transit System Program Report

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

X. ITEMS FROM TRUSTEES

Vice Chairperson Semtner stated that staff did a wonderful job setting the scene for the BRT reveal event.

Jason Ferbrache, Administrator/Secretary of COTPA, informed the Trustees of the express bus routes that will be provided to the Softball Hall of Fame for the Softball World Series, and staff will provide those results to the board in July. Mr. Ferbrache recognized Representative Forrest Bennett and thanked him for attending the BRT reveal event.

XI. ADJOURNMENT – 10:18 a.m.

APPROVED by the Trust and **SIGNED** by the Chairman of the Central Oklahoma Transportation and Parking Authority, this _____ day of _____ 2022.

ATTEST:

**CENTRAL OKLAHOMA
TRANSPORTATION AND PARKING
AUTHORITY**

Jason Ferbrache, Secretary

Chris Kauffman, Chairman