

Time: 9:00 AM

Date: July 01, 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 Freeman, City Manager

Laura , Surrogate Trustee

MINUTES

CENTRAL OKLAHOMA TRANSPORTATION AND PARKING

AUTHORITY DATE: July 01, 2022

TIME: 9:00 AM

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

I. CALL TO ORDER

II. ITEMS FROM THE CHAIRMAN

- A. Presentation of EMBARK Safety by Chief Safety Officer Eugene Fritz

Eugene Fritz, Chief Safety Officer, gave a PowerPoint presentation updating the Trustees on what the Safety division has been working on.

III. RESIDENTS TO BE HEARD

None.

IV. APPROVAL OF MINUTES

- A. Minutes of the June 3, 2022 COTPA Board meeting

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

V. CONSENT DOCKET

- A. Lease agreement with REHCO Downtown Development, LLC for Surface Lot Parking at 200 West Reno and 300 SW 2nd Street, Oklahoma City, OK 73102; estimated cost \$321,020.

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

- B. U.S Government Lease for Real Property with General Services Administration (GSA) in the Century Center Garage, September 12, 2022 to September 11, 2032, estimated annual revenue of \$34,560.

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

- C. Resolution ratifying the Administrator's action in accepting grant awards and executing grant agreements with Areawide Aging Agency of Oklahoma, Inc. for senior transportation services, estimated cost \$27,500, estimated revenue \$344,243, July 1, 2022 to June 30, 2023.

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

- D. Resolution authorizing the increase of the estimated annual cost for on-call transportation planning services from \$50,000 to \$100,000 annually, for each contractor, to provide short-term transportation plans, cost benefit analysis, grant application writing, mapping projects, conceptual design and other related services.

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

- E. Post-Delivery Buy America Audit Report for Bus Rapid Transit 40-foot CNG rolling stock procurement (COTPA 21-032), nine buses; and approve the Federal Motor Vehicle Safety Standards, Purchaser's Requirements, and Buy America Compliance certifications.

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

- F.
 1. Addenda Nos. 1 and 2, and award and approve pricing agreements with Daily Living Centers, Inc. (COTPA 22-025A), Harrah Senior Citizens' Inc. (COTPA 22-025B), and Rasier, LLC (Uber). (COTPA 22-025C), for senior mobility management and human services transportation providers for various grant funded programs, estimated annual cost \$150,000, July 1, 2022 to June 30, 2023; and;
 2. Resolution authorizing the open market purchase of transportation services for senior mobility management and human services (COTPA 22-025), estimated annual cost \$150,000, July 1, 2022, through June 30, 2023.

APPROVED. MOVED BY RUIZ, SECONDED BY BRYANT. AYES: KAUFFMAN, SEMTNER,

RUIZ, COOPER, BRYANT, HILL, FREEMAN. ABSENT: MCELHANEY.

- G. Request for Proposals (COTPA 23-001) for Employee Life and Short-Term Disability Benefits and Authorize the Administrator to Advertise and Release the Request for Proposals.

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

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Resolution approving the Professional Service Agreement (Attachment “A”) with PCI Municipal Services, LLC (COTPA 22-028), for parking operations and facilities maintenance, estimated annual cost of \$220,000, July 1, 2022, through June 30, 2027; and authorize the Chairman to execute the agreement upon receipt of required supplemental documents and approval by the Municipal Counselor’s Office.

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

- B. Memorandum of Understanding between the City of Oklahoma City, Central Oklahoma Transportation and Parking Authority (COTPA), and the Oklahoma City Water Utilities Trust (OCWUT) to explore negotiations for the potential transfer of such deeds, easement, and leases of Lake Hefner and its improvements and assets, if authorized and mutually agreeable, as may meet the authorizations, legal requirements, and obligations of Oklahoma City, OCWUT, and COTPA, and their respective functions, financing and fiduciary responsibilities with Project No. MC-0619, MS-0123, and WC-1029.

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

- C. Agreement with the Oklahoma Department of Transportation approving the receipt of Surface Transportation Block Grant funding for the purchase and expansion of the transit signal priority safety project, revenue of \$940,803.

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

- D. Agreement with the Oklahoma Department of Transportation approving the receipt of Surface Transportation Block Grant funding for the purchase of two forty-foot CNG buses, revenue of \$895,899.

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

- E. 1. Authorize and direct the Municipal Counselor to settle the claim of The Estate of Elvern Scott Edge without admitting liability on behalf of the Central Oklahoma Transportation and Parking Authority;
AND/OR
2. Enter into executive session on the advice of the Municipal Counselor to receive confidential communications from its attorney concerning the above claim as authorized by 25. O.S. (2021 Supp.) § 307 (B)(4), because disclosure would seriously impair the ability of the public body to deal with the pending claims in the public interest.

Vice Chairman Semtner moved that the trust authorize and direct the Municipal Counselor to settle the claim up to the tort limit.

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

VII. RATIFICATION OF CLAIMS AND PAYROLL

- A. Ratification of Payroll and Vendor Claims for the Period June 1 through June 28, 2022

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

VIII. RECEIVE FINANCIAL REPORTS

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

Suzanne Wickenkamp, Assistant Director of Administration, gave a verbal overview of the revenues and expenditures for the month ending May 31, 2022.

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

IX. RECEIVE PROGRAM REPORTS

A. Customer Relations Program Report

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

B. Marketing and Technology Program Report

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

C. Mobility Management Services Program Report*

Marilyn Dillon, Mobility Management Administrator, gave a PowerPoint presentation updating the Trustees on what the Mobility Management division has been working on.

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

Cory Hubert, Parking Services Manager, gave a PowerPoint presentation updating the Trustees on what the Parking Services division has been working on.

D. Parking Services Program Report*

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

E. Transit System Program Report

Jesse Rush, Assistant Director of Operations, gave a PowerPoint presentation updating the Trustees on what the Transit Division has been working on and gave a Bus Rapid Transit (BRT) update as well.

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

X. ITEMS FROM TRUSTEES

Trustee Cooper congratulated Administrator Ferbrache on his recent promotion to Assistant City Manager.

XI. ADJOURNMENT – 10:08 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