

Time: 9:00 AM

Date: August 05, 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: August 05, 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. Election of Officers

Trustee Bryant nominated Chris Kauffman as the Chairman.

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

Trustee Johnson nominated Bernard Semtner as the Vice Chairman.

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

III. RESIDENTS TO BE HEARD

None.

IV. APPROVAL OF MINUTES

A. Minutes of the June 14, 2022 Special Meeting of the COTPA Finance Committee

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

B. Minutes of the July 1, 2022 COTPA Board meeting

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

V. CONSENT DOCKET

- A. Interlocal Cooperative Agreement with Oklahoma County for Route 019; \$115,941 in revenue, retroactive to July 1, 2022 to June 30, 2023.

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

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

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

- C. Renewal No. 2 of Professional Services Agreement with AlphaVu (COTPA 21- 044) for data mining, services, estimated annual cost of \$75,000, retroactive to July 1, 2022 to June 30, 2023.

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

- D. Fully executed Professional Service Agreement 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.

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

- E. Resolution increasing the contract amount with Kensington Consulting LLC (COTPA 20-057) for streetcar safety consultant services, from \$40,000 to \$80,000, through the end of the initial term that expires on August 31, 2023.

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

- F. Amendment No. 3 to the Code of Conduct Policy.

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

- G. Professional Services Agreement with Remix Technologies LLC (COTPA 22- 026) for Cloud-Based Transit Planning Software, estimated annual cost of

\$25,000, August 5, 2022 through August 4, 2027.

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

- H. Professional Services Agreement with Jeanne L. Smith to provide consultation services to support the financial services division, estimated annual cost of \$50,000, retroactive to July 18, 2022 to January 31, 2023.

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

- I. Request for Proposals for Automatic Passenger Counter Software (COTPA 23- 003) for collecting and analyzing passenger data, estimated cost of \$65,000; and authorize the Administrator to advertise the request for proposals.

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

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Contract award to C4L, LLC for Project MC-0681 Revised 2, Regatta Park Improvements, Zone G, Boathouse District; \$336,336.95; assigning Professional Services, Inc as Testing Laboratory; and approving contract and bonds.

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

- B. Professional Services Agreement with Clever Devices (COTPA 22-014) for Computer Aided Dispatch (CAD) and Automatic Vehicle Locator (AVL) systems for fixed route and bus rapid transit buses, streetcar, and other vehicles, August 5, 2022 through August 4, 2027, estimated cost \$3,642,181.

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

- C. Plans and Specifications to be advertised for bids, Project MB-1558, Prairie Surf/Santa Fe Parking Garage Skywalk Repairs, estimated construction cost \$160,000.

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

- D. Lease agreement with City of Oklahoma City and the Oklahoma City Water Utility Trust (OCWUT) for surplus and abandoned parcel of land on Lake Hefner Reservation for compatible use of a BRT public transportation facility and system for the initial term of twenty-five years from the effective date of this lease.

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

- E. Joint Resolution of the Central Oklahoma Transportation and Parking Authority (COTPA), the City of Oklahoma City and the Oklahoma City Water Utilities Trust (OCWUT) authorizing and accepting transfer to COTPA by deed, a surplus and abandoned parcel of land on Lake Hefner Reservation for compatible use of a BRT public transportation facility and system.

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

VII. RATIFICATION OF CLAIMS AND PAYROLL

- A. Ratification of Payroll and Vendor Claims for the Period July 6 through July 26, 2022

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

VIII. RECEIVE FINANCIAL REPORTS

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

Suzanne Wickenkamp, Assistant Director of Administration, gave a verbal overview of the revenues and expenditures for the month ending June 30, 2022.

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

IX. RECEIVE PROGRAM REPORTS

- A. Customer Relations Program Report

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

- B. Marketing, Community Engagement and Technology Program Report

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

C. Mobility Management Services Program Report

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

D. Parking Services Program Report

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

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

X. ITEMS FROM TRUSTEES

Cory Hubert, Parking Services Manager, introduced Brian Kern the President of PCI. PCI is the company that COTPA recently entered into an agreement with, to run parking operations and manage our facilities.

Brian Kern stated that he is very happy to be working with such a forward-thinking, progressive client and really appreciates the opportunity.

Chairman Kauffman welcomed Mr. Kern and his team.

Trustee Cooper thanked staff who attended the Ward 2 Meet-Up last week at Will Rogers Park. The meeting was very well attended, and it gave residents the opportunity to get to know their local government.

Administrator Ferbrache thanked Trustee Cooper for the invite. It gave staff the opportunity to show the residents of Ward 2 the new BRT bus, which was on display at the event. Administrator Ferbrache also thanked Dale Rogers for hosting a training on How to Use Public Transit. Staff are always happy to work with community partners that invite us to help people get comfortable with using public transit.

XI. ADJOURNMENT – 9:47 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