



MEETING MINUTES

Time: 9:00 AM

Date: September 02, 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

COTPA Office, 2000 S. May Ave., Oklahoma City, Oklahoma 73108

MINUTES

CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY

DATE: September 02, 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. Presentation of EMBARK Commute Vanpool Services by Enterprise Holdings

Allen Robbins, from Enterprise Holdings, gave a brief verbal update on the Commute Vanpool Services program.

III. RESIDENTS TO BE HEARD

None.

IV. APPROVAL OF MINUTES

- A. Minutes of the August 5, 2022 COTPA Board meeting

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

V. CONSENT DOCKET

- A. Agreement for transit services with City of Midwest City for Route 015 fixed-route bus services for Fiscal Year 2023, revenue of \$203,980 annually, retroactive to July 1, 2022 to June 30, 2023.

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

- B. Agreement for transit services with Rose State College for Route 015 fixed-route bus services for Fiscal Year 2023, revenue of \$30,517 annually, retroactive to July 1, 2022 to June 30, 2022.

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

- C. Renewal No. 2 of Agreement (COTPA2020-026) with McAfee & Taft A Professional Corporation, for Legal Services Labor, estimated annual cost

\$80,000, retroactive to March 6, 2022 through March 5, 2023.

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

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Plans and Specifications to be advertised for bids, Projects MB-1576-1 and MB-1576-2, EMBARK Transit Center lighting and building renovations.

Jesse Rush, Assistant Director of Operations, gave a PowerPoint presentation regarding item VI.A., which explained the Base Bid and Alternate No. 1 for Project MB-1576-1, and the Base Bid and Alternates for Project MB-1576-2.

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

VII. RATIFICATION OF CLAIMS AND PAYROLL

- A. Ratification of Payroll and Vendor Claims for the Period August 2 through August 30, 2022

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

VIII. RECEIVE FINANCIAL REPORTS

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

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

IX. RECEIVE PROGRAM REPORTS

- A. Customer Relations Program Report

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

- B. Marketing, Community Engagement, and Technology Program Report*

Michael Scroggins, Marketing Manager, gave a PowerPoint presentation updating the Trustees on what the Marketing, Community Engagement, and Technology Divisions have been up to. He also thanked his staff for their commitment and professionalism.

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

- C. Mobility Management Services Program Report

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

D. Parking Services Program Report

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

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

X. ITEMS FROM TRUSTEES

Administrator Ferbrache stated that staff will start providing a monthly updates on the Regional Transportation Authority of Central Oklahoma (RTA) going forward. The planning stages are well underway on the North and South Corridors, covering Edmond, Oklahoma City, and Norman. This coming fiscal year, the focus will be on the East Corridor to determine the final alignment of the corridor. The Administrative staff is currently working on amending the RTA's Trust Indenture to allow for changes to the composition of the member cities and to include one additional board member for each of the remaining cities. Recently, a few of the board members attended a conference in Salt Lake City, specifically for Board Members and Administrators. The conference was very informative, but it was also an opportunity for the board members to attend some private events that really gave them an inside look at a regional transportation system at work and what it takes to get it started.

XI. ADJOURNMENT – 10:02 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