

Time: 9:00 AM

Date: October 07, 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: October 07, 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. Union Station Update

Lisa Hubbell, Administrative Services Manager, gave a PowerPoint presentation on the Union Station Transfer and relocating the Finance Division to the EMBARK Headquarters.

III. CITIZENS TO BE HEARD

None.

IV. APPROVAL OF MINUTES

A. Minutes of the September 2, 2022 COTPA Board meeting

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

V. CONSENT DOCKET

A. Resolution authorizing the Administrator to apply for Surface Transportation Block Grant Urbanized Area (STBG-UZA) funds for EMBARK Fixed Route Buses Project; and approve local match funding estimated at \$207,950.

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

- B. Post-Delivery Buy America for one, 40-Foot, Low No Emission Electric rolling stock procurement (COTPA 21-073) (Unit 53426), and approve Federal Motor Vehicle Safety Standards, Purchasers Requirements, and Buy America Compliance Certifications.

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

- C. Operating Agreement with the City of Oklahoma City Community Development Block Grant FY 2022/2023 for the Share-A-Fare and Homeless Transportation Program for transportation services benefitting low-to- moderate-income residents; estimated cost \$75,000 and estimated revenue \$105,000, retroactive to July 1, 2022 through June 30, 2023.

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

- D. Pricing Agreement awards and approvals, Cummins Southern Plains LLC (COTPA 22040125), Holt Truck Centers of Oklahoma LLC (COTPA 22040225), for Cummins OEM engine, parts, and services, October 7, 2022, to October 6, 2025, estimated annual cost \$500,000.

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

- E. 1. Ratify and approve Addenda Nos. 1 through 4 to the Central Oklahoma Transportation and Parking Authority (COTPA) employee life and short-term disability benefits Request for Proposal (RFP); and;
2. Resolution authorizing the Administrator to secure an agreement with Ochs Inc. (COTPA 2300125) for COTPA employee life and short-term disability benefits, estimated annual cost \$250,000.

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

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Ratify and approve Addendum No. 1 and approve Professional Services Agreement with Mecatran (COTPA2200227), for Mobility Data Management, Customer Information and Trip Planning Software services, upgrades and maintenance, October 7, 2022 to October 6,

2027, estimated cost of \$273,898 for the first year and \$124,658 years two through five.

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

- B. Ratify and approve Addendum No. 1 and award of contract to Globe Construction Company Project MB-1558, Prairie Surf/Santa Fe Parking Garage Skywalk Repairs, in the vicinity of the 100 block of W Main Street, cost \$152,630; and approve contract and bonds.

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

- C. Report by the Selection Committee on the consultant selection for MC-0672, First American Museum River Boat Landing and authorizing negotiations with the top ranked firm.

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

- D. Amendment No. 1 and Change Order No. 1, on Projects MC-0619, MS-0123 and WC-1029, Northwest Bus Rapid Transit, Transit Center Downtown providing service north on North Classen Boulevard to Northwest Expressway and Meridian Avenue, increase of \$226,715.47.

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

VII. RATIFICATION OF CLAIMS AND PAYROLL

- A. Ratification of Payroll and Vendor Claims for the Period September 7 through September 27, 2022

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

VIII. RECEIVE FINANCIAL REPORTS

Suzanne Wickenkamp, Assistant Director of Administration, introduced Trudie Melson, the new Financial Services Manager, and Christina Hankins, the new Trust Specialist. Ms. Wickenkamp also stated that there would be about nine new support positions coming on board in the next couple of months.

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

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

IX. PROGRAM REPORTS

- A. Customer Relations Program Report

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

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

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

- C. Mobility Management Services Program Report*

Marilyn Dillon, Mobility Management Administrator, gave a PowerPoint presentation updating the Trustees on what the recent work of the Mobility Management Division.

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

- D. Parking Services Program Report*

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

- E. Transit System Program Report*

Jesse Rush, Assistant Director of Operations, gave a PowerPoint presentation updating the Trustees on the work of the Transit Division. Mr. Rush also recognized Marilyn Dillon on her Lynn Legacy Communication Champion Award and thanked Cory Hubert and Joel Garcia for their service during the crane incident.

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

X. ITEMS FROM TRUSTEES

Administrator Ferbrache stated that staff would submit an insurance claim regarding the crane incident for lost revenue and damages. The relocation of the Finance staff from Union Station to EMBARK headquarters went smoothly, and all are very happy everyone is under one roof, and all are looking forward to the remodel. Administrator Ferbrache gave a verbal update on the

RTA. He stated there is continued development on the alignments and modes for the East Corridor, and staff has released a Request for Proposals for consultant services for the Airport corridor and West corridor.

XI. ADJOURNMENT – 10:13 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**

Suzanne Wickenkamp, Surrogate

Chris Kauffman, Chairman