



# MEETING MINUTES

SPECIAL MEETING

---

**Time:** 9:00 AM

**Date:** January 22, 2025

**Location:** City Council Chamber  
200 North Walker  
Oklahoma City, Oklahoma

**TRUSTEES:**

**Bernard L. Semtner, III,  
Chairperson**

**Meg McElhaney, Vice Chairperson**

**Robert Ruiz**

**James Cooper**

**Brent Bryant**

**Chris Kauffman**

**David Holt**

**Steve Hill, Surrogate Trustee**

**Craig Freeman, City Manager**

**Jason Ferbrache, Surrogate  
Trustee**

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

---

**MINUTES**  
SPECIAL MEETING OF THE  
**CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY**

**DATE: January 22, 2025**

**TIME: 9:00 AM**

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

**I. CALL TO ORDER – 9:00 a.m.**

Chairperson Semtner called the meeting to order at 9:00 a.m.

**II. ITEMS FROM THE CHAIRMAN**

- A. Central Oklahoma Long-Range Transit Plan Project Update

Luke Schmidt, Kimley Horn, gave a PowerPoint presentation of the Central Oklahoma Long-Range Transit Plan update.

**III. RESIDENTS TO BE HEARD**

**IV. APPROVAL OF MINUTES**

- A. Minutes of the December 6, 2024 COTPA Board meeting

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

**V. CONSENT DOCKET**

- A. Approve Renewal No. 1 to the Professional Services Agreement with JRC Property Management, LLC (COTPA-2020001), for the installation and repair of bus stop poles and signs, estimated annual cost \$85,000, retroactive to November 1, 2024 through October 31, 2025.

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

- B. Approve Amendment No. 1 to the Lease Agreement with the Oklahoma City Municipal Facilities Authority for the premises located at 424 Colcord Drive, Suite A, Oklahoma City, Oklahoma 73102 to extend the initial term of the lease from five years to six years, estimated annual revenue \$35,208, January 1, 2020 through December 31, 2025.

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

- C. Approve Amendment No. 1 to Interlocal Service Agreement with the City of Norman for the Central Oklahoma Transportation and Parking Authority to provide security services at the Norman Transit Center, estimated annual cost \$35,221.76, estimated annual revenue \$35,221.76, effective February 1, 2025.

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

**VI. ITEMS FOR INDIVIDUAL CONSIDERATION**

- A. Approve Plans and Specifications and authorize Administrator to advertise for bids for Project MB-1716, Renovation at EMBARK Administration Building.

Kristen Torkelson, Senior Projects Manager, gave a PowerPoint presentation reviewing the Plans and Specifications for the renovations at the EMBARK Administrative Building.

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

- B. Approve the Request for Qualifications for Public Art for Sheridan Walker Parking Garage Mural (RFQ-COTPA 002-25) and authorize the Administrator to advertise it.

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

- C. Approve the Professional Services Agreement with Walker Consultants to provide parking consulting and auditing services, to Central Oklahoma Transportation and Parking Authority, FY2025 – \$97,090 and FY2027 – \$78,730 totaling \$175,820.

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

- D. Receive Structural Parking Garage Assessment Report completed by Kirkpatrick, Forest and Curtis Engineering, Inc. of four parking garages owned by Central Oklahoma Transportation and Parking Authority.

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

- E. 1. Approve Settlement Agreement with Progressive Northern Insurance

Company and Paul Kinsey arising from a claim filed by Central Oklahoma Transportation and Parking Authority against Progressive due to Kinsey hitting an OKC Streetcar on October 4, 2023 in the amount of \$16,555.05 and authorize the Chairperson to sign the Release which fully resolves the claim and to avoid litigation;

AND/OR

2. Enter into executive session on advice of the Municipal Counselor to receive confidential communications from its attorney regarding the above pending claim as authorized by 25 O.S. (2024 Supp.) §307(B)(4), because disclosure would seriously impair the ability of the public body to conduct the litigation with settlement discussion in the public interest.

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

#### **VII. RATIFICATION OF CLAIMS AND PAYROLL**

- A. Ratification of Payroll and Vendor Claims for the Period December 1 through December 31, 2024

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

#### **VIII. RECEIVE FINANCIAL REPORTS**

- A. COTPA Schedules of Revenues and Expenditures – Budget to Actual for the month ended November 30, 2024

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

#### **IX. RECEIVE PROGRAM REPORTS**

- A. Presentation of the Mobility Management Services Report

Jesse Rush, Director, gave a PowerPoint presentation of the Mobility Management Services report.

- B. Presentation of the Safety, Security and Training Report

Jesse Rush, Director, gave a PowerPoint presentation of the Safety, Security and Training report.

- C. Receive Program Report

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

**X. ITEMS FROM TRUSTEES**

Jesse Rush, Director, thanked the members from Beck Design team that assisted on the plans and specifications item that was approved earlier. The Urban Land Institute has nominated the *RAPID* Northwest for the Impact Award for Outstanding Public Impact. The ceremony is scheduled for February 7<sup>th</sup> at 5:30 p.m. Mr. Rush extended an invite to Trustees. The cold weather has arrived in Oklahoma City, COTPA has partnered with the OKC Planning Department and other partners to provide shuttle service to warming shelters around the city.

**XI. ADJOURNMENT – 9:55 a.m.**

**APPROVED** by the Trust and **SIGNED** by the Chairperson of the Central Oklahoma Transportation and Parking Authority, this 7th day of February 2025.

ATTEST:



Jesse Rush, Secretary



**CENTRAL OKLAHOMA  
TRANSPORTATION AND PARKING  
AUTHORITY**



Bernard Semtner, III, Chairperson