

**During the state of emergency in place during the COVID-19 pandemic, and in compliance with state and local social distancing orders, no physical location will be provided for meeting. The meeting will instead be live streamed from remote locations. Instructions on how to join the meeting can be found on the bottom of this page.**

## **SPECIAL MEETING**

**Time: 9:00 AM**

**Date: March 05, 2021**

**Location: TELECONFERENCE ONLY**

### **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**

### **Join the Zoom Webinar:**

**<https://okc.zoom.us/j/96106339710>**

**Passcode: 504439**

**Telephone: US +1 408 638 0968**

**Toll Free: 1-877-853-5257 or 1-888-475-4499**

**Webinar ID: 961 0633 9710**

**Passcode: 504439**

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## Participant Instructions

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The COTPA encourages participation in the public meeting from the residents of Oklahoma City. The City Council Chamber will be closed and the only alternative to participate in the meeting will be by video conference. Below are instructions on how to access the meeting, request to speak on certain agenda items and how to request to speak under Citizens to be Heard.

- To participate in the meeting via ZOOM, go to meeting  
**URL:**<https://okc.zoom.us/j/96106339710>
- When prompted, enter **Meeting ID:961 0633 9710, Passcode: 504439**
- To participate in the meeting by cell phone, call **US +1 408 638 0968**
- To participate by land line call **toll free: 1-877-853-5257 or 1-888-475-4499**

To speak on a certain agenda item, place a call, in advance of the meeting to 405-297-2824 or text your request in advance of the meeting to 405-479-1615 or email [EMBARKBoard@okc.gov](mailto:EMBARKBoard@okc.gov). Include your name, the agenda item number and the reason you would like to speak. Please submit your request prior to the beginning of the meeting to avoid receiving your request after your item has been considered. City staff will attempt to submit requests received during the meeting to process them to the Chairman. Please press \*6 to speak when recognized by the Chairman.

The Chairman will announce at the beginning of the meeting that if connections are lost, the COTPA will attempt to restore communications for a maximum of 15 minutes and if communications cannot be restored, the meeting will reconvene at a certain date, time and place. If you are disconnected, please try again before calling 405-297-2824 or texting 405-479-1615.

Citizens may address the Board on certain items by signing up to speak and providing the agenda item number and reason for appearing, but all comments must be relevant to the item. The Chairperson or presiding officer may in his or her discretion prohibit a person from addressing the Board, or have any person removed from the Zoom Webinar, if that person commits any disorderly or disruptive behavior, which includes without limitation any of the following: speaking without being recognized by the Chairperson or presiding officer; continuing to speak after notice that the speaker's allotted time has expired; presenting comments or material not relevant to the item under discussion; failing to comply with the lawful instructions of the Chairperson or presiding officer; engaging in other conduct, activity or speech that delays, disrupts or interferes with the effective or timely conduct of the meeting.

It is the policy of COTPA to ensure communication with participants and members of the public with disabilities are as effective as communications with others. Anyone with a disability that would like to participate in the meeting but requires an accommodation, modification of policies/procedures, auxiliary aid or service, or an alternate format of the agenda/information provided at the meeting, please contact Trust Specialist at 405-297-2824 within 48 hours (not including weekends or holidays) of scheduled meeting. Individuals utilizing TTY/TDD technology for telephone communication should utilize the free "711 Relay Oklahoma" service by dialing 711 to assist you in contacting Trust Specialist. The Authority will consider the choice of auxiliary aid or service requested by the individual with a disability.

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**SPECIAL MEETING AGENDA**

**CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY**

**DATE: March 05, 2021**

**TIME: 9:00 AM**

**PLACE: TELECONFERENCE ONLY**

**I. CALL TO ORDER**

**II. ITEMS FROM THE CHAIRMAN**

**III. CITIZENS TO BE HEARD**

**IV. APPROVAL OF MINUTES**

- A. Minutes of the January 8, 2021 COTPA Board Meeting.

**V. CONSENT DOCKET**

- A. Pricing Agreement with Unifirst Corporation (COTPA 2021-002) for uniform rental services, estimated annual cost of \$75,000, March 5, 2021, to March 4, 2024.
- B. Resolution approving and accepting FY 2020 Section 5339c Low No Emission Grant OK-2021-003-01-00 Federal assistance amount of \$711,255, and total project amount of \$889,069, authorizing matching funds in the amount of \$177,814; and declaring COTPA Bus No. 0912 surplus and authorize disposal as per COTPA purchasing policy and procedures; and authorizing the Administrator to procure one 40-foot electric bus, as per Grant Agreement No. OK-2021-003-01-00.
- C. Resolution authorizing the Administrator to enter into negotiations with the highest ranked proposer Peak Media for COTPA 2021-048 Media Buying, estimated annual cost \$250,000.
- D. Resolution authorizing the open market purchase of printing services (COTPA2021-059), not available on existing Central Oklahoma Transportation and Parking Authority contracts or City of Oklahoma City pricing agreements, and using purchasing policies and procedures for open market purchases, estimated annual cost \$20,000, March 5, 2021 to March 4, 2022.

**VI. ITEMS FOR INDIVIDUAL CONSIDERATION**

- A. Amendment No. 1 to Agreement with the City of Edmond to provide for disbursement of CARES federal funds for COVID-19 relief to the City of Edmond.
- B. Amendment No 2 to Contract for Engineering Services with HNTB Corporation, Project MC-0619 Northwest Bus Rapid Transit Project, to provide surveying and right of way services, cost increase of \$20,220.
- C. Change Order No. 11 for Project No. MB-1413, Convention Center Parking Garage, 15 SW 4th Street, Oklahoma City, increase of \$29,435, accepting project and placing maintenance bond into effect.
- D. Resolution amending the Central Oklahoma Transportation and Parking Authority Fiscal Year 2021 Budget (Attachment "A"); and directing the Administrator to implement and administer the amended budget.
- E. Resolution of The City of Oklahoma City and the Central Oklahoma Transportation and Parking Authority authorizing the Assistant Director of Administration or the Assistant Director of Operations to serve as surrogate Director / Administrator / Secretary, and Accountable Executive, in the absence of the

Director of Public Transportation and Parking, and Administrator/Secretary of the Central Oklahoma Transportation and Parking Authority, in accordance with the Municipal Code, the Trust Indenture, Central Oklahoma Transportation and Parking Authority By-Laws, and Accountable Executive Resolution.

**VII. RATIFICATION OF CLAIMS AND PAYROLL**

- A. Ratification of Payroll and Vendor Claims for the Period January 27 through February 23, 2021

**VIII. RECEIVE FINANCIAL REPORTS**

- A. COTPA Schedules of Revenues and Expenditures - Budget to Actuals for the Month Ended January 31, 2021.
- B. COTPA Pension Plan Committee Interim Financial Statements for the Six Months Ended December 31, 2020 and 2019.

**IX. RECEIVE PROGRAM REPORTS**

- A. Community Engagement and Customer Relations Program Report
- B. Marketing and Technology Program Report
- C. Oklahoma City Streetcar Program Report
- D. Parking Services Program Report
- E. Transit System Report

**X. ITEMS FROM TRUSTEES**

**XI. ADJOURNMENT**