



MEETING MINUTES

July 10, 2020

(The agenda via teleconference was filed with the City Clerk of The City of Oklahoma City at 4:35 p.m. on June 3, 2020. The Chair announced if the teleconference is disconnected anytime during the meeting, the meeting shall be stopped and reconvened once the audio connections is restored. If communication is unable to be restored within 15 minutes, items remaining for consideration will be moved to 1:00 p.m.)

TRUSTEES PRESENT:

**Chris Kauffman, Chairman
Bernard L. Semtner, Vice Chairman
Brent Bryant
James Cooper
David Greenwell
Robert Ruiz
Steve Hill
Laura Johnson**

TRUSTEES ABSENT:

None

STAFF PRESENT:

**Jason Ferbrache
Michael Scroggins
Cory Hubert
Jesse Rush
Suzanne Wickenkamp
Justin Broesel
Lisa Hubbell
Hailey Rawson
Iris Newman**

I. CALL TO ORDER

9:04 A.M.

II. ITEMS FROM THE CHAIRMAN

Chairman Kauffman announced Trustee David Greenwell has resigned, and today would be his last meeting. The Trustees thanked Trustee Greenwell for his service to COTPA.

III. CITIZENS TO BE HEARD

None.

IV. APPROVAL OF MINUTES

- A. Approval of the Minutes of the June 5, 2020 COTPA Board Meeting.

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

V. CONSENT DOCKET

- A. Agreement to Renew the Term of Contract with the City of Moore to provide senior non-emergency medical transportation, revenue of \$15,000, retroactive to July 1, 2020 to June 30, 2021.

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

- B. Agreement with the Community Transportation Association of America for the transportation services and administrative oversight for the Arnall Family Foundation Transportation Innovation Grant entitled "Increasing Successful Foster Care Parent-Child Reunifications in Oklahoma County Through Innovative Transportation Delivery", estimated cost \$180,000, estimated revenue \$180,000, retroactive to April 15, 2020 to April 15, 2021.

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

- C. Parking Agreement with the City of Oklahoma City for parking services, estimated revenue \$1,000,000, retroactive to July 1, 2020 to June 30, 2021.

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

- D. Professional Services Agreement with SendaRide, Inc. for the Share-A-Fare Transportation Program (COTPA2020049), estimated cost \$90,000, retroactive to July 1, 2020 to June 30, 2021.

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

- E. Professional Services Agreement with Jeanne L. Smith, to provide consultation services for Oklahoma River Ferry and Spokies, and general technical writing services, estimated annual cost \$25,000, July 7, 2020 to June 30, 2021.

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

- F. Resolution authorizing Administrator to negotiate agreements with the two successful proposers for COTPA 2020-004 Marketing Research and Data Mining Services, ETC Institute for market research and AlphaVu for data mining, estimated annual cost \$250,000.

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

- G. Resolution waiving informal bidding procedures and authorizing the sole source purchase of Kleen Break Sign Post System, parts and hardware from Xcessories Squared Development and Manufacturing, Inc. (COTPA 2020061), estimated annual cost \$10,000, July 10, 2020 through July 9, 2025.

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

- H. Resolution accepting grant awards from Areawide Aging Agency of Oklahoma, Inc. for Senior Transportation Services in Canadian County, North Cleveland County, and Oklahoma County, and accepting Coronavirus Aid, Relief, and Economic Security (CARES) Act grant award for supportive transportation services in response to COVID-19, and ratifying the actions of the Administrator in approving the grant agreement, estimated cost \$30,000, revenue of \$414,114, retroactive to July 1, 2020 to June 30, 2021.

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

- I. Renewal of Pricing Agreement with Central States Thermo King Inc (COTPA 2016-037) for air conditioning repair parts and services for buses and vans, estimated annual cost \$65,000, retroactive to July 1, 2020 to June 30, 2021.

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

- J. Renewal of Pricing Agreement with Half and Associates Inc (COTPAMC0590) for on-call transportation planning services, estimated annual cost \$50,000, retroactive to July 7, 2020 to July 6, 2021.

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

- K. Termination of Lease Agreement with Factor 110, LLC, Santa Fe Station, reduce lease revenue \$30,000.

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

- L. Approve payment to the American Public Transportation Association for Fiscal Year 2021 Dues, \$35,500.

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

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Interlocal Service Agreement for Provision of Transportation Services with the City of Norman for EMBARK to provide fixed route and paratransit bus service, estimated cost \$2,555,021, estimated revenue \$2,836,074, retroactive to July 1, 2020 to June 30, 2021.

Presentation by Public Information and Marketing Manager, Michael Scroggins.

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

- B. Resolution authorizing the Administrator to enter into an agreement with National American Insurance Company (NAICO) for insurance coverage for the Norman public transportation system, annual premium estimated \$42,000, retroactive to July 1, 2020 to June 30, 2021.

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

- C. Agreement with the Regional Transportation Authority of Central Oklahoma, to establish the Regional Transportation Authority of Central Oklahoma as a subrecipient of the Central Oklahoma Transportation and Parking Authority to establish necessary procedures and accountability for federal grant funds that are available to update the Alternative Analysis for regional fixed guideway public transportation, retroactive to July 1, 2020 to June 30, 2025.

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

- D. Change Order No. 5 for Project No. MB-1413, Convention Center Parking Garage; decrease of \$130,592.

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

- E. Resolution setting a public hearing regarding route elimination (Route 050), schedule changes (Routes 009, 010, 023, and 024), and new service to Social Security Office, on Friday, August 7, 2020 at 9:00 a.m. during the regular scheduled Board of Trustees meeting.

APPROVED. MOVED BY JOHNSON, SECONDED BY BRYANT. AYES: BRYANT, COOPER,

GREENWELL, HILL, JOHNSON, KAUFFMAN, SEMTNER AND RUIZ.

- F. Resolution authorizing free rides on fixed-route bus, Zone 1 and Zone 1a ADA Paratransit and Oklahoma City Streetcar service, revenue decrease of \$5,000 per free day, retroactive to July 1, 2020 to June 30, 2021.

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

- G. Resolution authorizing half-off pass sale for up to seven business days in both August and December 2020.

Trustee Ruiz returned to meeting. Trustee Johnson asked for clarification of the number of days the passes will be half off. Administrator Ferbrache explained that it will be 20 days per year.

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

- H. Resolution waiving competitive bidding procedures and authorizing the open market purchase of Transportation Network Company (TNC) transportation services, retroactive to July 1, 2020 to June 30, 2023.

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

- I. Agreement with the Oklahoma Department of Transportation approving receipt of Surface Transportation Block Grant funding for the purchase of two, forty-foot CNG buses, revenue of \$748,329.

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

- J. Resolution approving the replacement of rolling stock utilizing the current contract with New Flyer America, Inc. (COTPA 2016-040), eight 40-Foot CNG Heavy Duty Transit Buses, cost of \$3,932,984.

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

- K. Resolution approving Price Change No. 2467-1 with New Flyer America, Inc. (COTPA 2016-040) for one electric bus (SR-2467), increase of \$9,097.11; and Price Change No. 2503-1 with New Flyer America, Inc. (COTPA 2016-040) for two 40-Foot CNG buses (SR-2503), increase of \$19,491.14.

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

VII. RATIFICATION OF CLAIMS AND PAYROLL

- A. Ratification of Payroll and Vendor Claims for the Period June 2 through June 30, 2020

APPROVED. MOVED BY JOHNSON, SECONDED BY BRYANT. AYES: BRYANT, COOPER,

GREENWELL, HILL, JOHNSON, KAUFFMAN, SEMTNER AND RUIZ.

VIII. RECEIVE FINANCIAL REPORTS

Administrator Ferbrache pointed out that a new line for the CARES Act reimbursements has been added to the Financial Report.

- A. Receive the COTPA Schedules of Revenues and Expenditures - Budget to Actual for the Eleven Months Ended May 31, 2020

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

IX. RECEIVE PROGRAM REPORTS

- A. Transit System Report
- B. Oklahoma City Streetcar Update
- C. Parking Program Update

Presentation by Parking Operations Manager, Cory Hubert.

- D. Marketing and Technology Program Report
- E. Oklahoma River Cruises and Spokies Bike Share Program Update

Presentation by Streetcar Operations Manager, Jesse Rush.

Administrator Ferbrache stated that we are looking forward to bringing Spokies back and that we are currently negotiating with HMS about Oklahoma River Cruises.

- F. Community Engagement and Customer Relations

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

X. ITEMS FROM TRUSTEES

Trustee Greenwell suggested that we consider extended bus service from Oklahoma City Community College (OCCC) to Amazon, along Portland Ave. to 119th & 134th, to serve the Vo-Tech and library. He also suggested extending Western, north to I-240, using OCCC as a main hub and having satellite hubs at the far end of the city.

Trustee Cooper commented on bus service to the Social Security Office. He also thanked Trustee Greenwell for his service.

Administrator Ferbrache thanked Vice Chairman Semtner and Councilman Stonecipher for the media op celebrating the install of the 100th bus shelter. He also acknowledged Tyler Media for their assistance.

XI. ADJOURNMENT

10:22 a.m.

APPROVED:

A handwritten signature in black ink, appearing to read "Jason Ferbrache", enclosed within a thin black rectangular border.

Jason Ferbrache
Administrator

Chris Kauffman, Chairman