



MEETING MINUTES

August 7, 2020

(The agenda via teleconference was filed with the City Clerk of The City of Oklahoma City at 8:29 a.m. on August 5, 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
James Cooper
Robert Ruiz
Steve Hill
Laura Johnson
Brent Bryant**

TRUSTEES ABSENT:

None

STAFF PRESENT;

**Jason Ferbrache, Administrator
Hailey Rawson, Assistant Municipal Counselor**

I. CALL TO ORDER – 9:02 a.m.

II. ITEMS FROM THE CHAIRMAN

Chairman Kauffman congratulated Administrative Coordinator Iris Newman on her retirement. Chairman Kauffman also stated Agenda Item III. Citizens to be Heard, would be moved to the end of the agenda, to coincide with the public hearing under Item VI. E.

- A. Election of Officers

APPROVED. THE ELECTION OF CHRIS KAUFFMAN TO THE OFFICE OF CHAIRMAN AND BERNARD L. SEMTNER TO THE OFFICE OF VICE CHAIRMAN WAS MOVED BY BRYANT. SECONDED BY JOHNSON. AYES: BRYANT, COOPER, HILL, JOHNSON, KAUFFMAN, RUIZ, SEMTNER.

III. CITIZENS TO BE HEARD

IV. APPROVAL OF MINUTES

- A. Approval of the Minutes of the July 7, 2020 Transportation Committee Meeting.

APPROVED. MOVED by Semtner. SECONDED by Johnson. AYES: Bryant, Cooper, Hill, Johnson, Kauffman, Ruiz, Semtner.

- B. Approval of the Minutes of the July 10, 2020 COTPA Board Meeting.

APPROVED. MOVED by Semtner. SECONDED by Cooper. AYES: Bryant, Cooper, Hill, Johnson, Kauffman, Ruiz, Semtner.

V. CONSENT DOCKET

- A. Agreement with the City of Edmond to establish accountability for federal grant funds that may be available for the City of Edmond's service area, estimated cost \$519,039, retroactive to July 1, 2020 to June 30, 2025.

APPROVED. MOVED by Bryant. SECONDED by Johnson. AYES: Bryant, Cooper, Hill, Johnson, Kauffman, Ruiz, Semtner.

- B. Interlocal Cooperative Agreement with Oklahoma County for Route 019, \$115,941 in revenue, retroactive to July 1, 2020 to June 30, 2021.

APPROVED. MOVED by Bryant. SECONDED by Johnson. AYES: Bryant, Cooper, Hill, Johnson, Kauffman, Ruiz, Semtner.

- C. Transit Agreement with City of Midwest City for Route 015 fixed-route bus services, Fiscal Year 2021, revenue of \$171,299, retroactive to July 1, 2020 to June 30, 2021.

APPROVED. MOVED by Bryant. SECONDED by Johnson. AYES: Bryant, Cooper, Hill, Johnson, Kauffman, Ruiz, Semtner.

- D. Professional Services Agreement with The City of Oklahoma City (COTPA 2021-013), for pre-employment exams with the City's contract provider, cost \$125 per exam,

retroactive to July 1, 2020 to June 30, 2023.

APPROVED. MOVED by Bryant. SECONDED by Johnson. AYES: Bryant, Cooper, Hill, Johnson, Kauffman, Ruiz, Semtner.

- E. Amendment No. 1 to Professional Service Agreement with Staplegun Design, LLC, for public relation services, estimated annual cost \$81,000, a decrease of \$37,500, August 7, 2020 to December 6, 2023.

APPROVED. MOVED by Bryant. SECONDED by Johnson. AYES: Bryant, Cooper, Hill, Johnson, Kauffman, Ruiz, Semtner.

- F. Renewal of Contract with DEFEO Manufacturing (COTPA2016-044) for engine and transmission repair parts and supplies, estimated annual cost \$30,000, retroactive to July 1, 2020 to June 30, 2021.

RENEWED. MOVED by Bryant. SECONDED by Johnson. AYES: Bryant, Cooper, Hill, Johnson, Kauffman, Ruiz, Semtner.

- G. Resolution authorizing the open market purchase of media and public relations services, utilizing current purchasing policies and procedures for open market purchases, estimated cost \$175,000, retroactive to July 1, 2020 to June 30, 2021.

ADOPTED. MOVED by Bryant. SECONDED by Johnson. AYES: Bryant, Cooper, Hill, Johnson, Kauffman, Ruiz, Semtner.

- H. Resolution accepting the recommendation of the Selection Committee for COTPA RFP 2020-057, Streetcar Safety Consultant, and authorizing the Administrator to enter into negotiations with the most qualified proposer, Kensington Consulting LLC; authorizing negotiations with the second most qualified proposer, DDM Consulting Services, LLC, if negotiations with the most qualified proposer are not successful.

ADOPTED. MOVED by Bryant. SECONDED by Johnson. AYES: Bryant, Cooper, Hill, Johnson, Kauffman, Ruiz, Semtner.

- I. Resolution authorizing sole source purchase of farebox equipment, parts, supplies and services with SPX Genfare (SS21-COTPA21-012), a division of SPX Corporation, estimated annual cost \$100,000, September 1, 2020 to August 31, 2025.

ADOPTED. MOVED by Bryant. SECONDED by Johnson. AYES: Bryant, Cooper, Hill, Johnson, Kauffman, Ruiz, Semtner.

- J. Resolution approving funding for EMBARK Employee Recognition Program, estimated annual cost of \$5,000, up to \$10,000 should advertising revenue exceed the minimum guarantee.

ADOPTED. MOVED by Bryant. SECONDED by Johnson. AYES: Bryant, Cooper, Hill, Johnson, Kauffman, Ruiz, Semtner.

- K. Resolution authorizing the Administrator to execute and file an application on behalf of the Central Oklahoma Transportation and Parking Authority with the US Department of Transportation to Aid in the financing of planning, capital and/or assistance projects pursuant to 49 U.S.C. Section 5307, Section 5309, Section 5310, Section 5337, Section 5339, Section 70, other federal grants

including Federal Highway Administration, Ferryboat Program 1121, Surface Block Grant and Urbanized Area funds; authorizing the Administrator to set forth and execute policies in connection with the program of projects, budgets and procurement needs.

ADOPTED. MOVED by Bryant. SECONDED by Johnson. AYES: Bryant, Cooper, Hill, Johnson, Kauffman, Ruiz, Semtner.

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Contract Award to ETC Institute (COTPA 2020-004) for market research, COTPA RFP2020-004 Market Research and Data Mining, first year estimated annual cost \$193,635, August 7, 2020 through August 6, 2025.

APPROVED. MOVED by Semtner. SECONDED by Bryant. AYES: Bryant, Cooper, Hill, Johnson, Kauffman, Ruiz, Semtner.

- B. Amendment No. 2 to the Professional Service Agreement with Dewitt Investments LLC, dba Elite Protection Services for streetcar fare inspections and security services, providing for security services at additional locations; and increasing the estimated annual cost to \$400,000.

APPROVED. MOVED by Johnson. SECONDED by Semtner. AYES: Bryant, Cooper, Hill, Johnson, Kauffman, Ruiz, Semtner.

- C. Scope of Work for COTPA 2021-005 Comprehensive Operational Analysis of EMBARK's fixed route bus system, to analyze current operational processes to gain efficiencies and develop strategies for meeting the mobility needs of the urbanized area; and authorize the Administrator to advertise the Request for Proposals, COTPA 2021-005 Comprehensive Operational Analysis.

APPROVED. MOVED by Semtner. SECONDED by Johnson. AYES: Bryant, Cooper, Hill, Johnson, Kauffman, Ruiz, Semtner.

- D. Resolution adopting State Contract (SW0797C), for the purchase of CNG ARBOC low floor vans, estimated cost of \$170,000 each, estimated delivery date 180 days from the date of order; and authorize the purchase of two (2) CNG ARBOC low floor vans to replace two vehicles that have exceeded the Federal Transit Administration Useful Life Benchmark, estimated cost of \$340,000.

ADOPTED. MOVED by Bryant. SECONDED by Johnson. AYES: Bryant, Cooper, Hill, Johnson, Kauffman, Ruiz, Semtner.

- E. 1. Public Hearing regarding route scheduling changes, eliminating Route 050, changing schedules for Routes 009, 010, 023, 024, and establishing a new Route 044; and
2. Resolution approving route changes by eliminating Route 050, approving schedule changes for Routes 009, 010, 023, 024; and adding a new Route 044, effective August 9, 2020.

Michael Scroggins presented an overview of the proposed route scheduling changes.

Chairman Kauffman opened the public hearing at 9:38 a.m. regarding the proposed service

changes.

Citizen Jeremy Moses voiced concern with Route 024 schedule changes and inquired as to when that information would be available to the public, noting if the changes were to go into effect on Sunday, that didn't provide a lot of notification to the public.

Trustee Cooper mirrored Mr. Moses' request for timing when scheduling information would be available to the public. Mr. Scroggins offered to send the requested information directly to Mr. Moses and stated all updated routes and scheduling changes will be available later this afternoon. Trustee Cooper expressed his excitement about reconnecting with the Social Security office and asked Trustee Johnson to provide the background information.

Trustee Johnson explained that when it was determined the Social Security Office would move from the Shepherd Mall location to its new location, no bus transportation would be accessible. She stated at the time Edmond could provide more cost-effective service to the new location than COTPA could. Trustee Johnson also expressed excitement that COTPA would add this location to the service area. Trustee Johnson also implored developers to take public transportation into account for both citizens and staff when making location decisions for public services. Trustee Cooper echoed Trustee Johnson's excitement for upcoming route, schedule, and infrastructure changes to better serve citizens.

PUBLIC HEARING HELD: E.1. ADOPTED: E.2. MOVED by Semtner. SECONDED by Johnson. AYES: Bryant, Cooper, Hill, Johnson, Kauffman, Ruiz, Semtner.

VII. RATIFICATION OF CLAIMS AND PAYROLL

- A. Ratification of Payroll and Vendor Claims for the Period July 7 through July 28, 2020.

RATIFIED. MOVED by Hill. SECONDED by Johnson. AYES: Bryant, Cooper, Hill, Johnson, Kauffman, Ruiz, Semtner.

VIII. RECEIVE FINANCIAL REPORTS

- A. Receive the COTPA Schedules of Revenues and Expenditures - Budget to Actual for the Twelve Months Ended June 30, 2020

Administrator Ferbrache added clarification and expectations for budget changes to come as the fiscal year closes out.

RECEIVED. MOVED by Hill. SECONDED by Cooper. AYES: Bryant, Cooper, Hill, Johnson, Kauffman, Ruiz, Semtner.

IX. RECEIVE PROGRAM REPORTS

- A. Transit System Program Update ***

Chip Nolen presented the annual Ridership Report for fixed route bus transportation and Jesse Rush presented the annual Ridership Report for streetcar transportation.

Trustee Cooper inquired about the ridership report for Spokies bikeshare. Administrator Ferbrache presented the Spokies ridership report from June. Administrator Ferbrache stated the best indicator of who is currently utilizing transit is the on-board customer surveys. He added bus

ridership is returning quicker to pre-COVID numbers than streetcar and that the Trustees and staff should remain optimistic and guard perception for dependable, reliable transit service to continue and for Spokies to return as budget restraints improve and pandemic restrictions are reduced.

RECEIVED. Moved by Bryant. Seconded by Cooper. AYES: Bryant, Cooper, Hill, Kauffman, Ruiz, Semtner. ABSENT: Johnson

B. Oklahoma City Streetcar Update

RECEIVED. Moved by Bryant. Seconded by Cooper. AYES: Bryant, Cooper, Hill, Kauffman, Ruiz, Semtner. ABSENT: Johnson

C. Parking Program Update ***

Cory Hubert presented the monthly Parking Program Report.

RECEIVED. Moved by Bryant. Seconded by Cooper. AYES: Bryant, Cooper, Hill, Kauffman, Ruiz, Semtner. ABSENT: Johnson

D. Marketing and Technology Program Update

RECEIVED. Moved by Bryant. Seconded by Cooper. AYES: Bryant, Cooper, Hill, Kauffman, Ruiz, Semtner. ABSENT: Johnson

E. Mobility Management Services Update ***

Marilyn Dillon presented the monthly Mobility Management Services Report. Trustee Cooper requested to cohost a virtual discussion on the services Mobility Management offer and Ms. Dillon confirmed such a discussion is in the planning phase, but as more information becomes available, she will include Trustee Cooper.

RECEIVED. Moved by Bryant. Seconded by Cooper. AYES: Bryant, Cooper, Hill, Kauffman, Ruiz, Semtner. ABSENT: Johnson

F. Community Engagement and Customer Relations Program Update

RECEIVED. Moved by Bryant. Seconded by Cooper. AYES: Bryant, Cooper, Hill, Kauffman, Ruiz, Semtner. ABSENT: Johnson

X. ITEMS FROM TRUSTEES

XI. ADJOURNED -10:48 a.m.

APPROVED by the Trust and **SIGNED** by the Chairman of the Central Oklahoma Transportation and Parking Authority, this 4th day of **September 2020**.



Jason Ferbrache
Administrator

Chris Kauffman, Chairman

