



MEETING MINUTES

October 2, 2020

(The agenda via teleconference was filed with the City Clerk of The City of Oklahoma City at 4:51 p.m. on September 30, 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, Chairperson**
 Bernard L. Semtner, Vice Chairperson
 James Cooper
 Robert Ruiz
 Laura Johnson
 Brent Bryant
 Steve Hill

TRUSTEES ABSENT: **None.**

ADMINISTRATOR: **Jason Ferbrache**

ASST. MUNICIPAL COUNSELOR: **Hailey Rawson**

I. CALL TO ORDER – 9:00 a.m.

II. ITEMS FROM THE CHAIRPERSON

III. CITIZENS TO BE HEARD

IV. APPROVAL OF MINUTES

- A. Approval of the Minutes of the September 4, 2020 COTPA Board Meeting.

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

V. CONSENT DOCKET

- A. Transit Agreement with Rose State College for Route 015 fixed-route bus services, Fiscal Year 2021, revenue of \$24,776, retroactive to July 1, 2020 to June 30, 2021.

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

- B. Amendment No. 2 to Professional Services Agreement with Shiels Oblatz Johnsen, Inc. (COTPA 2016006) to amend proposed scope of work, cost of \$21,877.27.

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

- C. Resolution approving the new Parking Rate Schedule adding rates for the new parking garage located at 15 SW 4th Street, and the surface lot located at 20 SW 6th Street, effective November 1, 2020.

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

- D. Resolution authorizing the sole source purchase of bus wash system equipment, parts, supplies and service from Ross and White Company, estimated annual cost of \$35,000, October 2, 2020 to September 30, 2025.

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

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Amendment No. 2 to Contract for Engineering Services with Wendel WD Architecture, Engineering, Surveying and Landscape Architecture, P.C. D/B/A Wendel WD Design, P.C., Project MC-0564, EMBARK Compressed Natural Gas Fueling System, fee increase of \$38,000.

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

- B. Amendment No. 1 to the Professional Services Agreement with Houck Transit Advertising (COTPA 17016), amending the revenue proposal and extending initial term to June 30, 2023.

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

- C. Resolution authorizing the Administrator, to enter into a Bareboat Charter Agreement with HMS Ferries, Inc. (COTPA 2021038) for private charter boat services, estimated revenue \$17,000, effective date to June 30, 2021.

Administrator Ferbrache provided a summary of this item to the Board. Vice-Chairperson Semtner inquired if HMS was responsible for the advertising for the private charter boat services. Administrator Ferbrache replied yes and added that EMBARK's Marketing department would have final approval on advertisements. Chairperson Kauffman asked if the boats are currently in dry dock and Administrator Ferbrache responded in the affirmative.

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

- D. Resolutions authorizing the Administrator, or designee, to apply for Surface Transportation Block Grant Urbanized Area (STBG-UZA) funding for the:
 - 1. EMBARK Fixed Route Buses Project, to purchase two CNG 40-foot buses; and acknowledging and approving the Streetcar Safety
 - 2. Signage Striping Project, to install striping and signage along the streetcar route, no local funds.
 - 3. Streetcar Turnback Project, to install power to the two track switches, all associated train to wayside signaling and controls and traffic signal interfaces for the transit signal phasing on NW 5th Street, between Broadway and Hudson avenues and acknowledging and approving the local 20-percent match funding commitment, up to \$292,384.

Chairperson Kauffman asked Administrator Ferbrache if ACOG could approve projects individually and Administrator Ferbrache stated ACOG could approve any combination of the projects or none of them. Trustee Cooper inquired if there would be any increase in block funding. Administrator Ferbrache stated he was not aware of any significant increases in funding and that the STBG-UZA is typically utilized for roads and streets, but that ACOG has started to broaden the scope of projects accepted and approved under this grant type.

ADOPTED: D. 1-3. MOVED by Hill, SECONDED by Johnson. AYES: Bryant, Cooper, Hill, Johnson, Kauffman, Ruiz, Semtner.

- E. Change Order No. 7 for Project No. MB-1413, Convention Center Parking Garage, 15 SW 4th Street, Oklahoma City, for additional precast wall joint remedy, pipe protection, crediting FDC quantities, and extending completion date to November 24, 2020, increase of \$85,353.00.

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

- F.
 - 1. Receive Parking Committee recommendation and make nominations for naming the parking garage located at 15 SW 4th Street; and

2. Receive Parking Committee recommendation and make nominations for naming the new surface lot located at 20 SW 6th Street; and
3. Resolution naming the new parking garage located at 15 SW 4th Street in Oklahoma City, and naming the new surface lot located at 20 SW 6th Street in Oklahoma City.

RECEIVED: F. 1-2. ADOPTED: F. 3. MOVED by Semtner, SECONDED by Ruiz. AYES: Bryant, Cooper, Hill, Johnson, Kauffman, Ruiz, Semtner.

- G. Resolution approving the Purchase Option pricing and approving the amended optional items unit pricing, as attached (SR-2503 and SR-255 1), with New Flyer America, Inc. (COTPA 2016040), total estimated increase \$247,010.62.

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

VII. RATIFICATION OF CLAIMS AND PAYROLL

- A. Ratification of Payroll and Vendor Claims for the Period of September 1, 2020 through September 29, 2020.

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

VIII. RECEIVE FINANCIAL REPORTS

- A. Receive the COTPA Schedules of Revenues and Expenditures – Budget to Actuals for the Month Ended August 31, 2020.

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

IX. RECEIVE PROGRAM REPORTS

- A. Community Engagement and Customer Relations Program Update ***

Kristen Torkelson presented the Community Engagement and Customer Relations Program Update.

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

- B. Marketing and Technology Program Update ***

Michael Scroggins presented the Marketing and Technology Program Update.

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

C. Oklahoma City Streetcar Program Update

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

D. Parking Program Update ***

Cory Hubert presented the Parking Program Update. Chairperson Kauffman asked Mr. Hubert how long the tile work would take. Mr. Hubert stated that ten weeks has been reserved for the complete installation of the tile work, but this timeline is subject to change due to the tile work being such a large-scale project.

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

E. Transit System Program Update

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

X. ITEMS FROM TRUSTEES

Administrator Ferbrache thanked Rose State College and ODOT for their continued partnership. Administrator Ferbrache also added that the State Safety Oversight Audit was completed last week, and he is excited to bring the results to the Board once he receives them.

XI. ADJOURNMENT – 10:11 a.m.

APPROVED by the Trust and **SIGNED** by the Chairperson of the Central Oklahoma Transportation and Parking Authority, this **6th** day of **November 2020**.



Jason Ferbrache
Secretary

Chris Kauffman, Chairperson