



MEETING MINUTES

December 4, 2020

The agenda was posted at the Office of the City Clerk on December 2, 2020 at 1:44 p.m.

TRUSTEES PRESENT: Laura Johnson, Chairperson Pro Tempore

Brent Bryant

James Cooper

Steve Hill

Robert Ruiz

TRUSTEE(S) ABSENT: Charis Kauffman, Chairperson

Bernard L. Semtner, III, Vice Chairperson

STAFF: Jason Ferbrache, Administrator

Hailey Rawson, Assistant Municipal Counselor

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

MINUTES

CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY

DATE: December 04, 2020

TIME: 9:00 A.M.

**PLACE: City Council Chambers
200 North Walker
Oklahoma City, Oklahoma**

I. CALL TO ORDER – 9:09 A.M.

Secretary Ferbrache called meeting to order, noting Chairperson Chris Kauffman and Vice Chairperson Bernard L. Semtner, III, were not present. Secretary Ferbrache requested nominations for Chairperson Pro Tempore to preside over the meeting.

PRESENT: BRYANT, COOPER, HILL, JOHNSON, RUIZ.

ABSENT: KAUFFMAN, SEMTNER.

**MOTION: NOMINATE SURROGATE TRUSTEE LAURA JOHNSON TO
CHAIRPERSON PRO TEMPORE.**

MOVED BY HILL, SECONDED BY COOPER.

AYES: BRYANT, COOPER, HILL, JOHNSON, RUIZ.

II. ITEMS FROM THE CHAIRPERSON

III. CITIZENS TO BE HEARD

IV. APPROVAL OF MINUTES

- A. Minutes of the November 4, 2020, COTPA Finance Committee Special Meeting.

APPROVED. MOVED BY COOPER, SECONDED BY RUIZ.

AYES: BRYANT, COOPER, HILL, JOHNSON, RUIZ.

ABSENT: KAUFFMAN, SEMTNER

- B. Minutes of the November 6, 2020, COTPA Board Meeting.

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

V. CONSENT DOCKET

- A. Resolution amending EMBARK Fee Schedule to provide discounts for bulk ticket purchases.

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

- B. Amendment No. 1 to Professional Services Agreement with Monarch Marketing Group, L.L.C. (COTPA 2016018) for media buying and consulting services, amending the term, estimated cost of \$50,000, January 8, 2021 to May 7, 2021.

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

- C. Amendment No. 7 to Software Maintenance Agreement with Trapeze Software Group, Inc. d.b.a. TripSpark (COTPA 201105) for software maintenance, amending the term, removing services, and defining the cost, estimated annual cost not to exceed \$225,000, December 4, 2020 to December 3, 2024.

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

- D. Amendment No. 1 to Lease Agreement with Oklahoma City Public Schools Foundation, 431 W Main Street, Suite E, Oklahoma City, annual revenue \$24,907.04, retroactive from October 1, 2020 to September 30, 2021.

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

- E. Resolution authorizing the Administrator to renegotiate the quantity of parking spaces for premium seating patrons with The Professional Basketball Club, LLC for the 20202021 National Basketball Season Due to the COVID-19

Pandemic.

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

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Change Order No. 9 for Project No. MB-1413, Convention Center Parking Garage, 15 SW 4th Street, Oklahoma City, for additional signage, corner guards, bollard covers, sump pump cover, and modifications to handrails, guardrails, and elevator cab flooring, increase of \$73,600.

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

- B. Supplemental and Modification Agreement No. 1 with the State of Oklahoma Department of Transportation for Federal Highway Administration Surface Transportation Block Grant Funds, Project No. STP-255E (518) AG., JP No. 374755(04), CFDA No. 20.205 (Highway Planning and Construction), requiring the submission of required documents for the purchase of two 40-foot buses.

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

- C. Resolution approving the Public Transportation Agency Safety Plan, Version 1, December 2020 (Attachment "A") for bus operations and authorize implementation of the Safety Management System.

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

VII. RATIFICATION OF CLAIMS AND PAYROLL

- A. Ratification of Payroll and Vendor Claims for the Period of November 3 through November 24, 2020.

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

VIII. RECEIVE FINANCIAL REPORTS

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

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

Administrator Ferbrache provided an overview and summary of the Financial Report for revenue and expenditures for the month ended October 31, 2020.

IX. RECEIVE PROGRAM REPORTS

- A. Community Engagement and Customer Relations Program Update

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

Administrator Ferbrache provided an update on the Bus Rapid Transit (BRT) project, the BRT Advisory Committee, and Annual Health Fair alternative.

- B. Marketing and Technology Program Update

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

- C. Oklahoma City Streetcar Program Update

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

- D. Parking Program Update

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

- E. Transit System Program Update

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


X. ITEMS FROM TRUSTEES

Chairperson Pro Tempore Laura Johnson commemorated the last meeting of 2020 by thanking all EMBARK Operators and staff for their service to the City of Oklahoma City.

XI. ADJOURNMENT – 9:39 A.M.

APPROVED by the Trust and **SIGNED** by the Chairperson of the Central Oklahoma Transportation and Parking Authority, this **8th** day of **January 2021**.

ATTEST:



Secretary



**CENTRAL OKLAHOMA
TRANSPORTATION AND PARKING
AUTHORITY**



~~Chris Kauffman, Chairperson~~

Laura Johnson, Chairperson Pro Tempore