

**MINUTES**

**CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY**

**JANUARY 9, 2009**

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**TRUSTEES PRESENT:**

**Dick Lee, Vice Chairman  
Barney Semtner  
Kay Bickham  
Jim Couch  
Laura Johnson**

**STAFF PRESENT:**

**Rick Cain  
Marsha Harrod  
Debi Holtzclaw  
Mark Pritchard  
Megan Mitchener  
Michael Scroggins  
Jim Meeks  
Larry Hopper  
Jeanne Smith**

**I. CALL TO ORDER**

Vice Chairman Dick Lee called the meeting to order at 9:00 a.m.

**II. ITEMS FROM THE VICE CHAIRMAN**

There were no items from the Vice Chairman.

**III. CITIZENS TO BE HEARD**

There were no citizens to be heard.

**IV. APPROVAL OF MINUTES**

- A. Consideration of Approval of Minutes of the Central Oklahoma Transportation and Parking Authority Meeting of December 5, 2008

Jim Couch moved, seconded by Barney Semtner, to approve the minutes of the Central Oklahoma Transportation and Parking Authority Meeting of December 5, 2008.

**APPROVED**

**V. CONSENT DOCKET**

Jim Couch moved, seconded by Barney Semtner to approve the consent docket subject to individual consideration.

- A. Consideration of Approval of Transit Agreement with the University of Central Oklahoma

**APPROVED**

- B. Consideration of Approval of Adoption of Resolution Extending the Agreement with Fiduciary Capital Advisor, Inc. to Provide Investment Consulting Services to the COTPA Pension Plan

**APPROVED**

- C. Consideration of Approval of Adoption of Resolution Increasing the Guaranteed Ride Home Single Voucher Value

**APPROVED**

- D. Consideration of Approval to Renew Contract with Jordan Associates for Marketing and Promotion of Oklahoma River Cruises

**APPROVED**

- E. Consideration of Approval of Ratifying the Administrator's Action and Approve Agreement with the Arts Council of Oklahoma City to Allow Opening Night Activities in the Santa Fe and Broadway Kerr Parking Facilities

**APPROVED**

- F. Consideration of Approval to Utilize the City of Oklahoma City Contract with Professional Service Industries, Inc. (PSI) for Construction Materials Testing for Phase I and Phase II of Project MC-0386, City Center Parking Garage Truck Dock Modifications

**APPROVED**

**VI. ITEM FOR INDIVIDUAL CONSIDERATION**

- A. Consideration of Approval of Amendment No. 1 to the Contract with Shell Construction Company, Inc. for the City Center Parking Garage Truck Dock Modifications Early Utility Package at the West Library Service Lane

Rick stated that last month, the Board approved the contract for this project, and when the demolition was initiated, it was discovered that the dimensions of concrete removal fell just short of an expansion joint. It was logical for this area to be demolished and replaced to provide a more stable paved surface. Dick Lee asked how the project was progressing. Rick stated that there had been some concern about a possible delay involving OG&E, but it appeared the issue was resolved. The project is scheduled to be completed on January 28 or 29<sup>th</sup>.

Kay Bickham moved, seconded by Jim Couch, to approve Amendment No. 1 to the Contract with Shell Construction Company, Inc. for the City Center Parking Garage Truck Dock Modifications Early Utility Package at the West Library Service Lane

**VII. RATIFICATION OF CLAIMS AND PAYROLL THROUGH DECEMBER 31, 2008**

Laura Johnson moved, seconded by Barney Semtner, to ratify claims and payroll through December 31, 2008.

**RATIFIED**

**VIII. FINANCIAL REPORTS**

Rick reported on the issues affecting federal funding for renovations at Union Station. A new formula grant was approved in December and will be reflected in next month's report. There has been a significant reduction in fuel prices. Relative to the Parking operation, Rick stated that parking interest earnings remain low, but otherwise, the figures reflect a solid performance. River operations have concluded for the calendar year. Ridership revenues were not as high as expected. A Transportation Committee meeting will be scheduled to discuss the balance of the fiscal year and the budget for next year.

Jim Couch moved, seconded by Laura Johnson, to receive the financial reports.

**RECEIVED**

**IX. RECEIVE PROGRAM REPORTS**

- A. Transit System Report

Larry reported that ridership for November continued to be strong with an increase of 10.8% compared to last year. He stated that the number of service miles between road calls has improved significantly compared to the same period in 2007.

B. Long Range Plan Report

Larry reported on the work ACOG is performing to complete the Downtown Transit Circulator Analysis and Regional Transit Dialogue projects. Dick Lee asked about the Regional Transit Dialogue timeline. Larry stated that there are no dates set for meetings at this time. Rick stated that a meeting was scheduled for early 2009, but was cancelled. He stated ACOG has not determined who will serve on the steering committee.

C. Parking Report

Debi reported that Republic has started a "mystery shopper" program, and she will share the findings with the Board. She stated that occupancy continues to be very strong. Debi presented a slide show of pictures of several on-going and completed garage projects. Dick Lee asked if the skybridge renovation project was a shared expense. Rick stated the Renaissance Hotel will be paying a percentage of the cost.

D. Marketing Report

Michael reported that on April 22, COTPA would be working in cooperation with the City to promote Earth Day. He described the different promotions underway for the Tinker Express bus. Dick Lee asked how many people were expected to attend the SWTA Conference. Michael said they are hoping for 250 to 300 attendees.

E. Oklahoma River Cruises Report

Jeanne reported that 25% of all charters were booked in December. Total ridership for the season was 23,501 passengers. She described some of the plans to refine the river cruises services.

Barney Semtner moved, seconded by Kay Bickham, to receive the program reports.

**RECEIVED**

**X. ITEMS FROM TRUSTEES**

Barney Semtner inquired about the status of the engine replacements and trolley refurbishing. Rick stated that the engine replacement project is on schedule and should be completed by March. The buses with the new engines have performed very well. Mark Pritchard reported on the status of the trolley refurbishment project, stating that the prototype took longer than expected, but resulted in a very good finished product. The objective is to complete the work on each trolley every four weeks. Rick described the difficulty in finding the source for the exterior wood.

Rick informed the Board that the regularly scheduled Board meeting to be held February 6th will begin at 10:30 a.m. due to a breakfast the City is hosting for the State legislative body.

Dick Lee inquired about the involvement of the Historic Preservation Office regarding modifications at Union Station. Rick stated that generally speaking, any changes should be documented with the Preservation Office, depending on the type of work being done. He stated that it has been beneficial to have the long-standing relationship with the architect, John Robinson.

**XI. ADJOURNMENT**

The meeting was adjourned at 9:28 a.m.

Respectfully Submitted,

Richard Cain  
Secretary