

**MINUTES**

**CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY**

**FEBRUARY 6, 2009**

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**TRUSTEES PRESENT:**

**Chris Kauffman, Chairman**  
**Dick Lee**  
**Barney Semtner**  
**Kay Bickham**  
**Veran Randle**  
**Jim Couch**  
**Laura Johnson**  
**David Holt**

**STAFF PRESENT:**

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

**I. CALL TO ORDER**

Chairman Chris Kauffman called the meeting to order at 10:30 a.m.

**II. ITEMS FROM THE CHAIRMAN**

There were no items from the 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 January 9, 2009

Dick Lee moved, seconded by Barney Semtner, to approve the minutes of the Central Oklahoma Transportation and Parking Authority Meeting of January 9, 2009.

- B. Consideration of Approval of Minutes of the Central Oklahoma Transportation and Parking Authority Special Meeting of January 23, 2009

Barney Semtner moved, seconded by Veran Randle to approve the minutes of the Central Oklahoma Transportation and Parking Authority Meeting of January 23, 2009.

**V. CONSENT DOCKET**

Kay Bickham moved, seconded by Veran Randle to approve the consent docket subject to individual consideration.

- A. Consideration of Approval of an Agreement with Community Health Centers Inc. (CHCI) to Purchase a Paratransit Van and Provide Transportation Services

**APPROVED**

- B. Consideration of Approval of Contract with Hardwick Transit Associates for Customer Service Training

**APPROVED**

- C. Consideration of Approval of Agreement with Oklahoma County

**APPROVED**

- D. Consideration of Adoption of Resolution to Provide Free Rides on Earth Day

**APPROVED**

- E. Consideration of Adoption of Resolution to Provide Free Bus Rides for the Southwest Regional Transit Association's 29<sup>th</sup> Annual Conference & Expo Attendees

**APPROVED**

- F. Consideration of Approval Contract with Truck-Trailer-Transit for Brake Kits

**APPROVED**

- G. Receive the Fiscal Year Ended June 30, 2008 Annual Financial Report

**APPROVED**

- H. Consideration of Adoption of Resolution to Terminate the Lease Agreement with Tonya Coffey

**APPROVED**

**VI. ITEMS FOR INDIVIDUAL CONSIDERATION**

- A. Consideration of Approval of Task Order No. 13 with Tetra Tech for Engineering Services

Rick stated that there were signs that the parking lot pavement was breaking up at the Transit Center. Tetra Tech was assigned to determine the extent of the damage and how to proceed with repairs.

Dick Lee moved, seconded by Barney Semtner, to approve Task Order No. 13 with Tetra Tech for Engineering Services.

- B. Consideration of Approval of Task Order No. 14 with Tetra Tech for Engineering Services

Rick stated this was a similar situation at the May Avenue facility. Tetra Tech provided inspection services and prepared plans and specifications for the repairs to correct the problems.

Dick Lee moved, seconded by Kay Bickham, to approve Task Order No. 14 with Tetra Tech for Engineering Services.

- C. Enter into Executive Session with the Assistant Municipal Counselor and Outside Counsel to Discuss Pending Litigation as Authorized by 25 O.S. (2007) §307 (B)(4) in Case No. CJ-2007-937 Styled: Austin Peery, plaintiff, v. Bobby Carbone, an individual and Metro Transit aka Central Oklahoma Transportation and Parking Authority, a subdivision of the State of Oklahoma, defendants.

Dick Lee moved, seconded by Barney Semtner, to move this item to the heel of the docket.

**VII. RATIFICATION OF CLAIMS AND PAYROLL THROUGH JANUARY 31, 2009**

Jim Couch moved, seconded by Veran Randle, to ratify claims and payroll through January 31, 2009.

**RATIFIED**

## **VIII. FINANCIAL REPORTS**

Rick referred to what was reported last month regarding the new formula grant that had been delayed due to questions regarding the renovations at Union Station. The grant was approved and the draw that had been in arrears has been received. From an expense standpoint, the good news is that fuel prices continue to decline. Dick Lee asked about the overage in supplies. Rick stated that expenses continue over budget for the year but that significant progress has been made in getting the buses back to an acceptable operational condition. This is most evident by the increased reliability in being able to keep buses on the street. Rick stated there have also been some additional positive happenings. At the last meeting, a question was asked about the status of the engine retrofit. Rick reported the last four buses are being completed and the project will be finished two weeks earlier than anticipated. The maintenance department reports that there have been no performance problems with the retrofitted buses. Rick stated that during last year's ice storm, slush built up and froze the air lines on the New Flyer buses, which ride lower to the ground. That problem did not occur with New Flyer buses during the recent icy period.

Relative to the Parking division Rick reported the variance in Other Services and Fees reflects timing of payments to Republic, which is the largest expense component for that account. Chris Kauffman requested the status on the settlement involving the former Myriad Convention Center lease. Rick stated that this issue was first raised prior to the 2003 bond issue sale and then again in 2006. The long-standing debt on the balance sheet was related to payments due to the City based on the old agreement COTPA had with the City for the Cox Convention Center. When the oil bust of the early 1980s caused a downturn in parking the payments were put on hold. It was the desire of all involved to get the debt off the balance sheet. Last year, during the budgeting process, the issue came up again and it was determined that Parking would make a settlement payment to the City. Barney Semtner asked if there was any ongoing liability. Marsha Harrod stated there was none. Chris Kauffman asked if Thunder had paid, Rick responded that payment had not yet been received.

Dick Lee moved, seconded Veran Randle, to receive the financial reports.

### **RECEIVED**

## **IX. RECEIVE PROGRAM REPORTS**

### **A. Transit System Report**

Larry reported that ridership numbers continue to be higher than last year, and the miles between road calls have improved significantly compared to the previous year.

### **B. Long Range Plan Report**

Larry gave an update on the route changes implemented on February 2. He reported that there are two "How to Ride" classes scheduled for February 10 and March 10.

### **C. Parking Report**

Debi reported that occupancy remains very steady. Phase I of the truck dock relocation project has experienced some minor delays but is still on schedule. Rick informed the board that there was an error in the November parking report and a revised report was included in their packets.

D. Marketing Report

Michael stated that all of the 3,000 COTPA calendars have been distributed and requests have been received for more. The "How to Ride" video will begin airing on Channel 20 next week.

E. Oklahoma River Cruises Report

Jeanne reported that they are finalizing the plans for the upcoming season to ensure maximum ridership and minimize costs. Bids on the maintenance facility were opened on January 22, and the contract should be awarded in the next few weeks.

Dick Lee moved, seconded by Jim Couch, to receive the program reports.

**RECEIVED**

**X. ITEMS FROM TRUSTEES**

Chris Kauffman commented on the status of the Regional Transit Dialogue and stated that he was very excited about getting the process started.

Jim Couch stated that he was very impressed with how well Transit staff responded during the icy weather.

Rick reminded the Trustees of the SWTA Conference scheduled to begin on Sunday, February 8.

Rick provided an update on the status of the economic stimulus package.

Dick Lee moved to adjourn to Executive Session. Barney Semtner seconded the motion. Roll call was taken and Trustees adjourned to Executive Session at 10:51 a.m.

Trustees returned from Executive Session at 11:09 a.m.

**XI. ADJOURNMENT**

The meeting was adjourned at 11:10 a.m.

Respectfully Submitted,

Richard Cain  
Secretary