

MINUTES

CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY

APRIL 3, 2009

TRUSTEES PRESENT:

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

STAFF PRESENT:

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

I. CALL TO ORDER

Chairman Chris Kauffman called the meeting to order at 9:00 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 March 6, 2009

Dick Lee moved, seconded by Barney Semtner, to approve the minutes of the Central Oklahoma Transportation and Parking Authority Meeting of March 6, 2009.

V. CONSENT DOCKET

Barney Semtner moved, seconded by Veran Randle to approve the consent docket subject to individual consideration.

- A. Consideration of Approval of Purchase of Ten 35-foot Gillig Buses

APPROVED

- B. Consideration of Approval of Free Bus Rides For Bikers on Bike To Work Day

APPROVED

- C. Consideration of Approval of Request for Proposals for On-Site Alcohol and Drug Testing and Authorize the Administrator to Advertise and Release the Request

APPROVED

- D. Consideration of Approval of Certification for Funds Made Available Under the American Recovery and Reinvestment Act of 2009

APPROVED

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Consideration of Approval of Public Property Acquisition Agreement Among the Oklahoma City Urban Renewal Authority, the Central Oklahoma Transportation and Parking Authority (COTPA) and the City of Oklahoma City

Laura Johnson moved, seconded by Jim Thompson, to approve the Public Property Acquisition Agreement Among the Oklahoma City Urban Renewal Authority, the Central Oklahoma Transportation and Parking Authority (COTPA) and the City of Oklahoma City.

- B. Consideration of Ratification of the Administrator's Action and Approval of Change Order No. 1 to the Contract with Timberlake Construction Company, Inc. for the City Center Parking Garage Truck Dock Modifications, Phase II

Rick stated that during excavation, a large concrete vault was discovered. Due to the tight timeframe, Rick stated that he approved the change order for the costs associated with removing the vault.

Dick Lee moved, seconded by Barney Semtner, to approve ratification of the Administrator's action and approval of Change Order No. 1 to the contract with Timberlake Construction Company, Inc. for the City Center Parking Garage Truck Dock Modifications, Phase II.

- C. Consideration of Ratification of the Administrator's Action and Approval to Utilize the City of Oklahoma City Contract with GMR & Associates for Abatement of Asbestos Containing Materials for Phase II of Project MC-0386, City Center Parking Garage Truck Dock Modifications

Rick stated that this item was also related to a finding made during excavation. He stated that 68 linear feet of transite pipe containing asbestos was discovered. To avoid delay, Rick stated that a City contract with GMR & Associates was utilized to perform the asbestos abatement work.

Kay Bickham moved, seconded by Veran Randle, to approve ratification of the Administrator's action and approval to utilize the City of Oklahoma City Contract with GMR & Associates for abatement of asbestos containing materials for Phase II of Project MC-0386, City Center Parking Garage Truck Dock Modifications.

VII. RATIFICATION OF CLAIMS AND PAYROLL THROUGH MARCH 31, 2009

Laura Johnson moved, seconded by Veran Randle, to ratify claims and payroll through March 31, 2009.

RATIFIED

VIII. FINANCIAL REPORTS

Rick stated there had not been much change in the Transportation division. The significant item in revenues continues to be the JAC grant draws done this year which are paying back some expenses from last year. Under Operating expenses, there continues to be a significant positive balance in personnel costs because the insurance costs were less than anticipated.

Rick stated there were not any significant changes in the Parking division figures. He stated that the variance in Other Services and Fees reflects timing of payments to Republic, which is the largest expense component for that account.

Dick Lee asked how the funds from the stimulus package would be reported. Rick responded that it would be a stand-alone grant with a unique numbering system. He described how the federal government will be tracking the spending. Laura Johnson described how the City will track the funds. Rick provided information regarding the plans for spending the stimulus funds.

Veran Randle moved, seconded Kay Bickham, to receive the financial reports.

RECEIVED

IX. RECEIVE PROGRAM REPORTS

A. Transit System Report

Larry reported that ridership in February was 10% higher than last year. The passenger per service hour figure was up considerably compared to last year.

B. Long Range Plan Report

Larry reported on the benefits of the travel surveying process being conducted by ACOG.

C. Parking Report

Debi reported that occupancy is approximately 90%. Event revenue was down slightly, but there will be many events in May. She presented a slideshow of the truck dock modifications project.

D. Marketing Report

Michael described an insert for City water bills that will promote public transportation. He stated that staff is working on a television commercial promoting the River Cruises.

E. Oklahoma River Cruises Report

Jeanne reported that operations had resumed as of April 1st. The new online ticketing system website was demonstrated.

Veran Randle moved, seconded by Kay Bickham, to receive the program reports.

RECEIVED

X. ITEMS FROM TRUSTEES

Dick Lee commented that he attended the first meeting of the Regional Transit Dialogue Steering Committee. The meeting went well and had very good attendance.

XI. ADJOURNMENT

The meeting was adjourned at 9:44 a.m.

Respectfully Submitted,

Richard Cain
Secretary