

**MINUTES**

**CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY**

**June 5, 2009**

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**TRUSTEES PRESENT:**

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

**STAFF PRESENT:**

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

**I. CALL TO ORDER**

Chairman Chris Kauffman called the meeting to order at 9:00 a.m.

**II. ITEMS FROM THE CHAIRMAN**

A. Centennial Train Station Presentation

Pat Downes provided a briefing and slideshow presentation on the Centennial Train Station project.

**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 May 5, 2009

Dick Lee moved, seconded by Barney Semtner, to approve the minutes of the Central Oklahoma Transportation and Parking Authority Meeting of May 5, 2009.

**APPROVED**

**V. CONSENT DOCKET**

Veran Randle moved, seconded by Dick Lee, to approve the consent docket subject to individual consideration.

A. Consideration of Approval of Amendment No. 1 Extending the Term of the Professional Services Agreement with the Association of Central Oklahoma Governments (ACOG) for Funding Additional Downtown Area Travel Surveys

**APPROVED**

B. Consideration of Approval of Amendment No. 1 Extending the Term of the Contract with Carter & Burgess to Conduct the Downtown Transit Circulator Alternatives Analysis Study

**APPROVED**

C. Consideration of Approval of Resolution for Special Parking Rates for the HOG Rally on June 27, 2009

**APPROVED**

D. Consideration of Approval of Renewal Agreement with Yellow Cab for the Share-A-Fare Program

**APPROVED**

- E. Consideration of Approval of Renewal Agreement with Yellow Cab for Social Services Transportation Service

**APPROVED**

- F. Consideration of Approval of Contract with Alcohol and Drug Testing Inc. to Provide On-Site Drug and Alcohol Testing Services

**APPROVED**

**VI. ITEMS FOR INDIVIDUAL CONSIDERATION**

- A. Consideration of Approval of Task Order No. 19 with Tetra Tech, FHC for Re-striping of COTPA Parking Garages

Rick stated that Tetra Tech will develop re-striping plans for the Broadway Kerr and Sheridan Walker garages to create universal sized spaces as had been done with the City Center garage. He stated that some spaces will be eliminated due to the widening. The plan is to maximize all of the available space.

Veran Randle moved, seconded by Dick Lee, to approve Task Order No. 19 with Tetra Tech, FHC for re-striping of COTPA parking garages.

- B. Consideration of Approval of Task Order No. 20 with Tetra Tech, FHC to Declare an Emergency and Authorize an Emergency Inspection/Repair of Glass Towers at the Sheridan Walker Parking Facility

Rick described the impact of the recent windstorm on the glass towers at the Sheridan Walker facility. He stated that a report of engineer's findings was received this week that identified options to repair the glass towers. A Parking Committee meeting will be scheduled to discuss these options.

Dick Lee moved, seconded by Jim Couch, to approve Task Order No. 20 with Tetra Tech, FHC to declare an emergency and authorize an emergency inspection/repair of glass towers at the Sheridan Walker Parking Facility.

- C. Consideration of Approval of an Increase in the Cost of the Contract with Trapeze Software Group

Rick stated that all of the 15 new buses had been outfitted with security cameras. This item is to fund extra cameras for the next round of new buses and set up an inventory for repair parts and materials. He stated that the cameras have proven to be very valuable for training purposes.

Veran Randle moved, seconded by Barney Semtner, to approve the increase in the cost of the Contract with Trapeze Software Group.

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

Dick Lee moved, seconded by Veran Randle, to ratify claims and payroll through May 31, 2009.

**RATIFIED**

## **VIII. RECEIVE FINANCIAL REPORTS**

Rick stated that there had not been much change in the status of the various accounts over the last couple of months. The state government subsidies revenue account is showing a significant negative variance. As mentioned last month, the monies have been received and have been set aside in the capital account. Rick stated that the budget is in good stead, so the monies have been allocated to provide the local share for federal funding initiatives.

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

### **RECEIVED**

## **IX. RECEIVE PROGRAM REPORTS**

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

Larry stated that overall ridership was up 8% compared to last year. In the month of April, fixed route ridership was up 3.3% compared to 2008.

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

Larry described the progress with the Downtown Circulator Alternatives Analysis. He reported that the Regional Transit Dialogue is moving along very quickly. Chris Kauffman commented on the improvement in the miles between road calls data. Rick described the change in the criteria for tracking down time due to maintenance issues. Veran Randle complimented the maintenance manager.

### **C. Parking Report**

Rick reported the occupancy continues to be strong overall based on what had been planned from a budget perspective. Barney Semtner inquired if spaces are still being sold in the Santa Fe garage, Rick stated they are not. Barney Semtner asked if the re-striping in the Broadway Kerr facility will be completed by October 1<sup>st</sup>. Rick and Jim Couch discussed the impact of the re-striping project and the timeline for completion based on the sale of the City Center West garage and the impact on the total parking system.

### **D. Marketing Report**

Michael reported on the status of the River Cruises campaign and creating a parking website. He stated that they are in the process of interviewing agencies for the branding project.

### **E. Oklahoma River Cruises Report**

Jeanne reported on the progress of the Exchange Avenue Maintenance Facility construction project. She described the improvements in the lighting at Regatta Park.

Barney Semtner moved, seconded by Dick Lee, to receive the program reports.

### **RECEIVED**

## **X. ITEMS FROM TRUSTEES**

Barney Semtner inquired about WIFI availability on the new suburban buses. Rick stated that he is working with the Information Technology department on that project.

Dick Lee provided an update on the progress of the Regional Transit Dialogue committees.

Rick stated that the grant request for the stimulus funding has been submitted. He reported that the 2009 ferryboat funds would be available on a competitive grant basis. Jeanne Smith is working on the grant request.

Chris Kauffman stated that Tulsa is using a large portion of their stimulus money to convert some of their fleet to LNG and putting in a refueling station. Rick described the current standing of COTPA on hybrid technology buses and other energy conservation issues.

**XI. ADJOURNMENT**

The meeting was adjourned at 9:57 a.m.

Respectfully Submitted,

Richard Cain  
Secretary