

**MINUTES**

**CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY**

**July 10, 2009**

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**TRUSTEES PRESENT:**

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

**STAFF PRESENT:**

**Rick Cain  
Marsha Harrod  
Larry Hopper  
Jeanne Smith  
Melisa Rousey  
Michael Scroggins  
Ruvena Snellings  
Debi Holtzclaw**

**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 June 5, 2009

Dick Lee moved, seconded by Veran Randle, to approve the minutes of the Central Oklahoma Transportation and Parking Authority Meeting of June 5, 2009.

**APPROVED**

**V. CONSENT DOCKET**

Dick Lee moved, seconded by Laura Johnson, to approve the consent docket subject to individual consideration.

- A. Consideration of Approval of Declaring Transit Vehicles as Surplus and Authorizing Administrator to Dispose of Vehicles

**APPROVED**

- B. Consideration of Ratification of Administrator's Action and Approval of Lease Agreement with the City of Edmond for the Lease of Six Paratransit Vehicles

**APPROVED**

- C. Consideration of Approval of Contract Agreement with C.L. Frates and Company to Provide General Liability Insurance for COTPA Properties and Felonious Assault Insurance for Represented Employees of the Central Oklahoma Transportation and Parking Authority

**APPROVED**

- D. Consideration of Approval of Resolution Authorizing the Filing of an Application with the Department of Transportation (Federal Transit Administration) for a Grant under 49 U.S.C. Sections 5307, 5309, 5316, 5317, 5307-4 and Section 70, Ferryboat Funding

**APPROVED**

- E. Consideration of Approval of Termination of the Contract with Hornblower Marine Services, Dated September 15, 2007

**APPROVED**

- F. Consideration of Approval of Contract with Hornblower Marine Services, Retroactive to January 1, 2009

Rick provided clarification on this item, stating that the contract will be extended for one additional year, however the cost of \$1,244,000 is the cost for this current operating year. Next year's cost will not be determined until after this year has been completed.

**APPROVED**

- G. Consideration of Approval of Amendment No. 1 to the Consulting Agreement with Murray, Montgomery, and O'Donnell

**APPROVED**

- H. Consideration of Approval of Agreement with Crowe & Dunlevy to Provide Legal Services for Employment and Labor Issues

**APPROVED**

- I. Consideration of Approval of Amendment No. 1 and Renewal of Agreement with Oklahoma Business Insurors Agency, LLC ("OBI") to Provide Fleet Insurance for COTPA Owned Vehicles

**APPROVED**

- J. Consideration of Approval of Donation of Two Surplus Paratransit Vans to Payne County Sheriff's Office in Stillwater, Oklahoma

**APPROVED**

- K. Consideration of Adoption of Resolution Authorizing the Open Market Purchase of Media Services for Fiscal Year 2009-2010

**APPROVED**

- L. Consideration of Adoption of Resolution to Terminate the Lease Agreement with Rachel Honeywell

**APPROVED**

- M. Consideration of Approval of One-Year Extension for Republic Parking System's Operating Agreement for the Operation, Maintenance, and Management of the COTPA Parking System

Chris Kauffman asked for clarification on this item. Rick stated it was initially a three-year agreement with options for two one-year renewals. This is the first of the one-year renewals with one more year remaining on the contract.

**APPROVED**

- N. Consideration of Approval of Request for Proposal for Developing an Advertising and Public Education Campaign and Authorize the Administrator to Advertise and Release the Request

**APPROVED**

- O. Consideration of Approval of Agreement with The City of Oklahoma City for Mobile Equipment Storage in the Sheridan Walker Parking Facility and Complimentary Parking for Citizens Conducting Business in City Offices

**APPROVED**

- P. Consideration of Approval of Fifth Renewal of Agreement with the City of Oklahoma City to Operate Two Surface Parking Lots located at 620 and 712 Robert S. Kerr Avenue

**APPROVED**

- Q. Consideration of Approval of Agreement with the City of Oklahoma City for Parking Services

**APPROVED**

- R. Consideration of Approval of Resolution to Increase the Cost of the Contract with the Gillig Corporation for the Purchase of Fifteen 35-Foot Buses

**APPROVED**

## **VI. ITEMS FOR INDIVIDUAL CONSIDERATION**

- A. Consideration of Approval of Change Order No. 1 to the Contract with Downey Contracting L.L.C. for Construction of the Exchange Avenue Maintenance Facility

Rick stated that Change Order No. 1 extends the completion date by 90 days due to some early delays. There is also an increase in the contract for \$4,384 for inspection fees related to water lines. The cost to COTPA will be 50% of that figure. The City is responsible for the other 50%.

Dick Lee moved, seconded by Veran Randle, to approve Change Order No. 1 to the contract with Downey Contracting L.L.C. for construction of the Exchange Avenue Maintenance Facility.

- B. Consideration of Approval of Contract with S. E. Hardesty Co., dba Hardesty Team for the Union Station Mechanical Improvements

Rick stated this contract is for Phase II of the improvements at Union Station. The work involves a complete replacement of the underground piping system for the heat and air. Only one bid was received at an amount that was approximately 50% of the engineer's estimate.

Barney Semtner moved, seconded by Dick Lee, to approve contract with S. E. Hardesty Co., dba Hardesty Team for the Union Station mechanical improvements.

- C. Consideration of Approval of Final Plans and Specifications for the Interiors, Doors and Windows at Union Station and Authorize the Administrator to Advertise for Bids

Rick stated that this is Phase III of the improvements at Union Station and involves addressing the doors and windows that are in poor condition. He summarized how the project will progress and the timing of completing interior work in connection with the roofing and structural repairs.

Dick Lee moved, seconded by Barney Semtner, to approve final plans and specifications for the interiors, doors and windows at Union Station and authorize the Administrator to advertise for bids.

- D. Consideration of Approval of Final Acceptance for Phase I of Project MC-0386 City Center Parking Garage Truck Dock Modification

Rick described the purpose of this phase of the project and stated it had been completed and inspected. Barney Semtner asked if the cost of the project was reimbursable and Rick advised that it was.

Veran Randle moved, seconded by Barney Semtner, to approve the final acceptance for Phase I of Project MC-0386 City Center Parking Garage truck dock modification.

- E. Consideration of Ratification of Administrator's Action and Approval of Change Order No. 3 to the Contract with Timberlake Construction Company, Inc. for the City Center Parking Garage Truck Dock Modifications, Phase II

Rick stated there are five components to this change order that are necessary to maintain the timeframe for completion in October so that Devon can start on the corporate tower project.

Dick Lee moved, seconded by Veran Randle, to approve the ratification of Administrator's action and approval of Change Order No. 3 to the contract with Timberlake Construction Company, Inc. for the City Center Parking Garage truck dock modifications, Phase II.

- F. Consideration of Approval of Resolution Authorizing the Sale of Katy Railroad Right-of-Way to the Highest and Best Bidder

ITEM PULLED

- G. Consideration of Approval of the COTPA Fiscal Year 2010 Operating Budget

Rick presented the highlights of the PowerPoint presentation created for the Council budget process. The presentation identified issues, strategic results and budget information for Transit, Parking and the Oklahoma River Cruises.

Veran Randle moved, seconded by Dick Lee, to approve the COTPA fiscal year 2010 operating budget.

## **VII. RATIFICATION OF CLAIMS AND PAYROLL THROUGH JUNE 30, 2009**

Dick Lee moved, seconded by Veran Randle, to ratify claims and payroll through June 30, 2009.

**RATIFIED**

## **VIII. RECEIVE FINANCIAL REPORTS**

Rick reported that he had conferred with Laura Johnson regarding the reporting of state government subsidies revenue. As a result of that conversation, the monies will be reclassified so they pass through the report. He stated that over one million plus had been received from the state and should be reflected in the next report. It does not change anything from an operational standpoint. Rick stated that due to the new buses and improved maintenance procedures, the supplies account is below budget. Fuel costs have also dropped, contributing to the improvement in the supplies account. Parking occupancy continues to be above projections. Interest rates continue to be very low. Rick stated that as soon as stimulus monies are received, the River operation will recover some of the expenses that have been incurred. He complimented Hornblower Marine Services, stating they have reacted well to Jeanne's direction in decreasing costs and improving revenue enhancement opportunities.

Laura Johnson moved, seconded Veran Randle, to receive the financial reports.

**RECEIVED**

## **IX. RECEIVE PROGRAM REPORTS**

- A. Transit System Report

Larry stated that overall ridership was up 6.4% compared to last year. For the month of May, there were 9,500 riders on the fixed routes which is slightly higher compared to last year.

- B. Long Range Plan Report

Larry described the partnerships which can impact ridership, such as the park and ride locations on Routes 40 and 8. He reported that the Regional Transit Dialogue has had several successful meetings and is moving along quickly. Dick Lee asked about the spike in ridership on the trolley west link. Rick replied that it was due to the increase in events held downtown and the river cruisers.

C. Parking Report

Debi reported that occupancy has been fluctuating, but is at the same level as last year. The new lot at E.K. Gaylord and Reno has been busier than expected. She presented a slideshow of the truck dock modifications project.

D. Marketing Report

Michael reported on the status of the website. He stated that compatibility with browsers has been a challenge. He demonstrated navigation in the website.

E. Oklahoma River Cruises Report

Jeanne reported on the progress of the Exchange Avenue Maintenance Facility construction project. She stated that there has been a very positive response to the theme cruises.

Barney Semtner moved, seconded by Veran Randle, to receive the program reports.

**RECEIVED**

**X. ITEMS FROM TRUSTEES**

Rick acknowledged the presence of a citizen in the audience, Mr. Charles Rhinehart, and thanked him for his participation.

**XI. ADJOURNMENT**

The meeting was adjourned at 10:14 a.m.

Respectfully Submitted,

Richard Cain  
Secretary