

MINUTES

CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY

November 6, 2009

TRUSTEES PRESENT:

**Chris Kauffman, Chairman
Dick Lee, Vice Chairman
Barney Semtner
Kay Bickham
James Couch
Laura Johnson
David Holt**

STAFF PRESENT:

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

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 October 2, 2009

Kay Bickham moved, seconded by Dick Lee, to approve the minutes of the Central Oklahoma Transportation and Parking Authority Meeting of October 2, 2009.

APPROVED

V. CONSENT DOCKET

Jim Couch moved, seconded by Dick Lee, to approve the consent docket subject to individual consideration.

- A. Consideration of Approval of Contract with Anglin Public Relations for Servicing an Advertising and Public Education Campaign

APPROVED

- B. Consideration of Approval of Memorandum of Understanding Providing Transportation Services for Emergency Evacuation of Federal Transfer Center

APPROVED

- C. Consideration of Approval of Amendment No. 1 to the Lease Agreement with Oklahoma City Water Utilities Trust

APPROVED

- D. Consideration of Approval of Interlocal Cooperative Agreement with Oklahoma County for Route 19

APPROVED

- E. Consideration of Approval of Request for Proposal for a Professional Advertising Sales and Service on METRO Transit Public Transportation Vehicles and Authorize the Administrator to Advertise and Release the Request

APPROVED

- F. Consideration of Approval of Amendment No. 1 to the Bus Pass Agreement with the Oklahoma Department of Human Services

APPROVED

- G. Receive the Notice of Meetings for 2010

RECEIVED

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Consideration of Approval of Change Order No. 4 to the Contract with Downey Contracting L.L.C. for Construction of the Exchange Avenue Maintenance Facility

Jeanne Smith presented a slide show of the progress at the facility. The change order includes additional riprap to prevent bank erosion caused by the boat propellers. Dick Lee inquired whether the clearance for the boats to turn around is adequate, and Jeanne stated that it is. Rick Cain stated that the change order also extended the completion date to November 25 due to delays caused by rain and events on the river.

Barney Semtner moved, seconded by Kay Bickham to approve Change Order No. 4 to the contract with Downey Contracting L.L.C. for construction of the Exchange Avenue Maintenance Facility.

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

Jim Couch moved, seconded by Dick Lee, to ratify claims and payroll through October 31, 2009.

RATIFIED

VIII. RECEIVE FINANCIAL REPORTS

Rick stated that three grant requests have been delayed due to the volume of requests flowing through FTA in connection with the ARRA stimulus funds. He stated that the grants should be approved next week and will be reflected in the November report that the Board will receive in January. Rick stated that even though fuel costs are over budget, it is offset by other supplies in that category, resulting in a very positive position at this time. Dick Lee inquired about the discrepancy between budget and actual in the River Cruises Division's other services and fees. Rick stated it was an accounting adjustment between a capital account and an operating account. He advised the Trustees that he could provide further details after the conclusion of the meeting. Chris Kauffman requested information on the \$224,000 under payments and transfers in the River budget. Rick advised that it is a budget item in the expense budget for the River Cruises Division to reimburse the Transportation Division for trolley services for River Cruises passengers.

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

RECEIVED

IX. RECEIVE PROGRAM REPORTS

A. Transit System Report

Larry Hopper reported that the average daily ridership was 10,324 on fixed routes, which is higher than last year. Special services ridership is down slightly compared to last year.

B. Long Range Plan Report

Larry reported on the status of the Alternatives Analysis and the maintenance facility construction project. Chris Kauffman requested an update on the progress of the Regional Transit Dialogue. Rick stated that the Governance and Finance committees have determined that meeting as a group is the next step in determining the best structure for this region. He stated that the major challenge is how to fund a project of this scope. Dick Lee commented on the process that his steering committee is utilizing to produce funding recommendations. He stated he believes that the final plan will include a reliance on local bus systems to provide bus transportation.

C. Parking Report

Rick reported that next month's report would include the adjustment to available parking spaces as a result of the sale of the City Center garages. He provided an update on the relocation of parkers. He commented on a parking meter study that will provide recommendations as to the types and location of meters and pricing. Dick Lee inquired about the availability of the County's parking garage. Rick stated that the County recently agreed to operate their garage on a 24/7 basis to assist parkers affected by the relocation process.

D. Marketing Report

Michael Scroggins stated that the direct mail piece announcing the changes to Routes 8 and 40 was mailed to approximately 30,000 homes this week. He stated that the response to the updated gometro website has been very positive. He presented a demonstration of the new parking website. Dick Lee asked for the status of the rebranding project. Michael stated they have been working with purchasing to finalize the contract. He stated the process will initiate with the rider and non-rider surveys that are currently being evaluated.

E. Oklahoma River Cruises Report

Jeanne reported on the status of the Exchange Avenue construction project. She stated that Hornblower Marine Services has made significant reductions in staff to prepare for the layup period. A limited number of staff will be available for private-use cruises. Chris Kauffman inquired about when the layup season begins, and Jeanne responded that it starts January 1.

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

RECEIVED

X. ITEMS FROM TRUSTEES

Chris Kauffman asked Rick if any information needed to be presented regarding the Bus Fare and Ticket Revenues audit. Rick stated that the findings of the audit have been addressed by staff. The auditors found that COTPA has good control of its system. There are some policies and procedures that will be put in place, and Rick expects the policies to be presented to the Board at the next meeting. Rick thanked the City Auditor's staff for their efforts.

XI. ADJOURNMENT

The meeting was adjourned at 9:37 a.m.

Respectfully Submitted,

Richard Cain
Secretary