

**MINUTES**

**CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY**

**December 4, 2009**

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**TRUSTEES PRESENT:**

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

**STAFF PRESENT:**

**Rick Cain  
Marsha Harrod  
Larry Hopper  
Jeanne Smith  
Michael Scroggins  
Debi Holtzclaw  
Mark Pritchard  
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 November 6, 2009

Veran Randle moved, seconded by Dick Lee, to approve the minutes of the Central Oklahoma Transportation and Parking Authority meeting of November 6, 2009.

**APPROVED**

**V. CONSENT DOCKET**

Dick Lee moved, seconded by Barney Semtner, to approve the consent docket subject to individual consideration.

- A. Consideration of Approval of Agreement with the Arts Council of Oklahoma City to Allow Opening Night Activities in the Santa Fe and Broadway Kerr Parking Facilities

**APPROVED**

- B. Consideration of Adoption of Resolution Terminating Lease Agreement with Janette Fowler

**APPROVED**

- C. Consideration of Approval of Lease Agreement with Red Earth, Inc. for Space No. 6 in Santa Fe Plaza

**APPROVED**

- D. Consideration of Adoption of Resolution Authorizing Designated COTPA Trustees and Staff to Sign and Act on Behalf of the Authority in Administrative Matters Concerning Outstanding Parking System Revenue Bonds

**APPROVED**

- E. Consideration of Approval of Appointment of Mr. Jesse Brown to the Central Oklahoma Transportation and Parking Authority Pension Plan Committee

**APPROVED**

- F. Consideration of Approval of Agreement with Community Health Centers Inc. to Operate H.Net Express

**APPROVED**

- G. Consideration of Approval to Authorize Administrator to Enter into Memorandum of Understanding (MOU) Between the Central Oklahoma Transportation and Parking Authority (COTPA) and the Board of Regents of the University of Oklahoma, on Behalf of the Cleveland Area Rapid Transit (CART)

**APPROVED**

- H. Consideration of Approval of Standard Policies and Procedures for Complimentary Passes for Public Transportation Bus Service

**APPROVED**

**VI. ITEMS FOR INDIVIDUAL CONSIDERATION**

- A. Consideration of Approval of Change Order No. 5 to the Contract with Downey Contracting L.L.C. for Construction of the Exchange Avenue Maintenance Facility

Rick Cain stated that the change order had no costs associated with it. It extends the completion date to accommodate a delay in the receipt of materials.

Kay Bickham moved, seconded by Veran Randle to approve Change Order No. 5 to the contract with Downey Contracting L.L.C. for Construction of the Exchange Avenue Maintenance Facility.

- B. Consideration of Approval of Task Order No. 16 with Tetra Tech, FHC for Santa Fe Parking Garage Aesthetic Improvements

Rick stated that the task order is for the architect/engineer to provide approximately three concept designs to upgrade the façade of the facility.

Dick Lee moved, seconded by Barney Semtner to approve Task Order No. 16 with Tetra Tech, FHC for Santa Fe Parking Garage aesthetic improvements.

- C. Consideration of Ratification of the Administrator's Action and Approval of Change Order No. 5 to the Contract with Timberlake Construction Company, Inc. for the City Center Parking Garage Truck Dock Modifications, Phase II

Rick stated that the majority of the costs of the change order relate to the construction of an additional dock area to service the Colcord Hotel.

Barney Semtner moved, seconded by Kay Bickham to ratify the Administrator's action and approve Change Order No. 5 to the contract with Timberlake Construction Company, Inc. for the City Center Parking Garage Truck Dock Modifications, Phase II.

- D. Consideration of Approval of Amendment No. 1 and Ratification of Administrator's Action and Approval of Change Order No. 1 to the Contract with S. E. Hardesty Co., dba Hardesty Team, for the Union Station Mechanical Improvements

Rick stated that the amendment was for replacing 23 heating/air conditioning units throughout Union Station. The new units will be much more energy efficient. The change order addresses the cost of repairing a water line pipe that was deteriorated.

Dick Lee moved, seconded by Veran Randle to approve Amendment No. 1 and ratify the Administrator's action and approve Change Order No. 1 to the contract with S. E. Hardesty Co., dba Hardesty Team, for the Union Station mechanical improvements.

- E. Consideration of Approval of Change Order No. 1 to the Contract with Lippert Bros. Inc. for Repair/Remodel/Renovation of the Operations/Maintenance Facility

Rick stated that the change order includes 16 items. Rick described the key items, which were the enhanced epoxy coating for the shop floor and some sub-slab work to accommodate the servicing of compressed natural gas vehicles in the future.

Veran Randle moved, seconded by Kay Bickham to approve Change Order No. 1 to the contract with Lippert Bros. Inc. for repair/remodel/renovation of the Operations/Maintenance Facility.

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

Dick Lee moved, seconded by Jim Couch, to ratify claims and payroll through November 30, 2009.

### **RATIFIED**

## **VIII. RECEIVE FINANCIAL REPORTS**

Rick stated the FTA approved three federal grant requests shortly before Thanksgiving and grant draws will begin to be reflected in the monthly report for December that the Board will receive in February. He reported that due to decreased maintenance costs, COTPA would receive less in reimbursement than in previous years. The supplies account continues to be below budget, even though fuel costs have been higher than anticipated. Rick stated that a new pro forma is being developed and will be presented to the Parking and Finance Committees. In the River division, passenger revenue is down due to reduction in service. Hornblower Marine Services reports that passenger figures across the country are down due to the state of the economy.

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

### **RECEIVED**

## **IX. RECEIVE PROGRAM REPORTS**

- A. Transit System Report

Larry Hopper reported that the average daily ridership was up 1.6% compared to last year. He stated that passenger claims per 100,000 miles are significantly lower than 2008.

- B. Long Range Plan Report

Larry reported on the status of the downtown streetscape project and the proposed intermodal hub called for in the Fixed Guideway Study. Chris Kauffman requested an update on the service enhancements on Routes 8 and 40. Rick directed the Board's attention to a copy of the City Manager's Status Report that detailed the ridership data for the last three months. Staff will continue to monitor the routes and provide updates to the Board. Chris requested that the cost of the enhanced service be included on future reports.

- C. Parking Report

Debi Holtzclaw reported that there were very few disruptions during the City Center parker transition completed on December 1<sup>st</sup>. She provided an update on the City Center dock relocation project.

- D. Marketing Report

Michael Scroggins reported on the success of the new website, which has had over 12,000

individual visitors. He thanked the Downtown Rotary Club #29 for sponsoring the free trolley and river cruiser rides connected with Downtown in December. Barney Semtner asked about the timeline for the online trip planner. Michael stated the process is in the preliminary stages and estimated it will be operational by the start of the fiscal year.

E. Oklahoma River Cruises Report

Jeanne Smith reported on the benefits of the new Exchange Avenue landing, which will become the hub of river operations in 2010. She thanked the Downtown Rotary for sponsoring the free river cruiser rides, which has been very successful.

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

**RECEIVED**

**X. ITEMS FROM TRUSTEES**

Dick Lee thanked Barney Semtner for the role he played in acquiring the Downtown Rotary sponsorship. He thanked Debi Holtzclaw, Marsha Harrod, Jim Couch and City staff for their assistance with the sale of the parking garages. He wished everyone a Merry Christmas and Happy New Year.

Jim Couch commented on all the changes experienced by COTPA in 2009. He wished everyone a Merry Christmas.

Laura Johnson complimented Debi Holtzclaw for her work in connection with the sale of the garages and the transition of the parkers. She wished everyone a Merry Christmas.

Rick acknowledged Republic Parking and Devon Energy for their cooperation in connection with the sales of the garages and transition of parkers. He thanked the City Manager, City staff and the Trustees for their support and responsiveness this year. He wished everyone a safe and happy holiday.

Chris Kauffman stated that 2009 was the most challenging the Trustees had ever faced. He congratulated the Trustees and staff for meeting every challenge in a remarkable way. He wished everyone a Merry Christmas and a safe New Year.

**XI. ADJOURNMENT**

The meeting was adjourned at 9:47 a.m.

Respectfully Submitted,

Richard Cain  
Secretary