

MINUTES

CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY

September 4, 2009

TRUSTEES PRESENT:

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

STAFF PRESENT:

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

I. CALL TO ORDER

Vice Chairman Dick Lee called the meeting to order at 9:00 a.m.

II. ITEMS FROM THE CHAIRMAN

There were no items from the Vice 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 Parking Committee Meeting of August 13, 2009

Kay Bickham moved, seconded by Barney Semtner, to approve the minutes of the Central Oklahoma Transportation and Parking Authority Parking Committee Meeting of August 13, 2009.

APPROVED

- B. Consideration of Approval of Minutes of the Central Oklahoma Transportation and Parking Authority Meeting of August 14, 2009

Kay Bickham moved, seconded by Barney Semtner, to approve the minutes of the Central Oklahoma Transportation and Parking Authority Meeting of August 14, 2009.

APPROVED

- C. Consideration of Approval of Minutes of the Central Oklahoma Transportation and Parking Authority Special Meeting of August 19, 2009

Kay Bickham moved, seconded by Barney Semtner, to approve the minutes of the Central Oklahoma Transportation and Parking Authority Special Meeting of August 19, 2009.

APPROVED

V. CONSENT DOCKET

Barney Semtner moved, seconded by Kay Bickham, to approve the consent docket subject to individual consideration.

- A. Consideration of Approval of Agreement with Areawide Aging Agency

APPROVED

- B. Consideration of Approval of the Oklahoma Department of Human Services Bus Pass Agreement for Goodwill Employees

APPROVED

- C. Consideration of Approval of Purchase of Six 25-foot Vehicles for the City of Edmond From National Bus Sales and Leasing, Inc.

APPROVED

- D. Consideration of Approval of to Retrofit a Service Truck by Perfection Truck Parts and Equipment Co.

APPROVED

- E. Consideration of Approval of Resolution Changing the Share-A-Fare Rates for Municipalities Effective October 5, 2009

APPROVED

- F. Consideration of Approval of Amendment No. 4 to Contract with Trapeze Software Group for Online Trip Planning

APPROVED

- G. Consideration of Approval of Travel Expenses for Trustee Dick Lee to Attend the Annual Meeting of the American Public Transportation Association in Orlando, Florida, October 4-7, 2009

APPROVED

- H. Consideration of Approval of Resolution to Extend the Contract with Unifirst Holdings, Inc., Formerly Western Uniform and Towel Service, for Maintenance Uniforms and Floor Mats

APPROVED

- I. Consideration of Approval of Increase to Cost Authorization Level for Agreement with USI Consulting Group ("USI") to Provide Actuarial Services for the Central Oklahoma Transportation and Parking Authority ("COTPA") Pension Plan

APPROVED

- J. Consideration of Approval of Free Trolley Rides on all Trolley Routes During Downtown in December

APPROVED

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Consideration of Approval of Amendment No. 12 to Contract with Architectural Design Group for Architectural/Engineering Services for Project MC-0135, Galleria Parking Garage Expansion and Project PC-0242, Harvey Avenue Street Extension

Rick stated the amendment covers the A/E services to design a new dock at the south basement to support Colcord Hotel activity.

Jim Thompson moved, seconded by Barney Semtner, to approve Amendment No. 12 to the contract with Architectural Design Group for Architectural/Engineering Services for Project MC-0135, Galleria Parking Garage Expansion and Project PC-0242, Harvey Avenue Street Extension.

- B. Consideration of Approval of Change Order No. 3 to the Contract with Downey Contracting L.L.C. for Construction of the Exchange Avenue Maintenance Facility

Rick stated the change order addresses the need to bore a new channel for an irrigation line that was discovered during the dredging process. The City will share 50 percent of the cost. The project is still expected to be completed by October 31st.

Kay Bickham moved, seconded by Barney Semtner, to approve Change Order No. 3 to the contract with Downey Contracting L.L.C. for Construction of the Exchange Avenue Maintenance Facility.

- C. Consideration of Approval of Contract with J. L. Walker Construction, Inc. for the Interior, Doors and Windows Renovation at Union Station

Rick stated this is the next phase of the Union Station activity and includes windows, doors and interior repair work to address water damage and settling of the building. ADA improvements and some interior demolition and remodeling work will also be completed. Barney Semtner asked if this item would complete the work at Union Station. Rick stated that there would be some stabilization work to be done in the future. Some of the interior work will be delayed until that is addressed. Rick stated that renovating the west courtyard and improving exterior lighting were projects that he would like to see done when funding becomes available. Laura Johnson inquired about the process for using stimulus money. Rick stated that the law requires that all 80/20 money in federal grants must be depleted before stimulus funds can be used. It cannot be determined at this time if additional change orders or other factors will deplete the 80/20 money and then allow for stimulus funds to be utilized for the work at Union Station.

Jim Thompson moved, seconded by Kay Bickham, to approve the contract with J. L. Walker Construction, Inc. for the interior, doors and windows renovation at Union Station.

- D. Consideration of Approval of Amendments to the Investment Policy for the Central Oklahoma Transportation and Parking Authority ("COTPA") Pension Plan

Rick stated the new pension fund investment advisor, Bank of Oklahoma, has requested broader investment options to mitigate risk in the current volatile market conditions. They are low-risk investments and would enhance diversification. Rick stated that the pension committee members are very pleased with the work Bank of Oklahoma is doing.

Laura Johnson moved, seconded by Kay Bickham, to approve the amendments to the Investment Policy for the Central Oklahoma Transportation and Parking Authority ("COTPA") Pension Plan.

- E. Consideration of Approval of Amendment No. 1 to Professional Services Agreement Financial Advisors Services

Rick stated that the Board approved an agreement with Public Financial Management, the bond financial advisor group, last May. He stated that the scope of services covered under the agreement need to be expanded to allow for the purchase of securities for the bond defeasance escrow account in connection with the sale of the parking garages.

Laura Johnson moved, seconded by Kay Bickham, to approve Amendment No. 1 to Professional Services Agreement Financial Advisors Services.

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

Jim Thompson moved, seconded by Barney Semtner, to ratify claims and payroll through August 31, 2009.

RATIFIED

VIII. RECEIVE FINANCIAL REPORTS

Rick reviewed the transit budget to actual. Federal grant revenues are down due to timing issues. The draws in July were mostly for June expenses. The \$61,000 shortfall is due to an error when preparing the budget. The monthly amount was underestimated. Supply costs have been down, however, fuel costs are increasing. In payments and transfers, the August City payment to the Trust was reflected in July, which tends to happen at the first of the fiscal year. In the parking division, there is a significant positive balance in operating expenditures, which Rick explained is a timing issue related to Republic Parking payments. Regarding the river division, Rick commented on the factors contributing to the shortfall in revenue, including the heat and rain in July. He stated that the first grant draw has been made and should be reflected in next month's report. Mr. Lee inquired about when the parking division budget would be revised to reflect the sale of the garages. Rick stated that the amended budget will be finalized once the management agreement has been completed.

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

RECEIVED

IX. RECEIVE PROGRAM REPORTS

A. Transit System Report

Larry reported that the average daily ridership was just under 10,000 on fixed routes. He stated that the number was lower compared to last year, probably due to the rainy weather.

B. Long Range Plan Report

Larry reported on the status of the region's application for TIGER funding. He described efforts to draw attention to the Fixed Guideway Study.

C. Parking Report

Debi reported that occupancy and event revenue have remained steady. She provided a status report on the construction projects in progress.

D. Marketing Report

Michael reported that the Oklahoma City County and State Health Departments are interested in providing a health fair at the Transit Center some time before the end of the year.

E. Oklahoma River Cruises Report

Jeanne reported that revenues were up sixty percent compared to this time last year. She reported on the price for the Sunday Sensations Live Cruises and how they are promoted.

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

RECEIVED

X. ITEMS FROM TRUSTEES

Dick Lee inquired about the status of the stimulus funds. Rick stated one official draw had been made and the Board had approved an ARRA item on today's agenda. He stated that the funds will be used to purchase buses, which currently have a lead time of 18-20 months. Once the funding is received, there is no restriction on how long it takes to spend the money.

XI. ADJOURNMENT

The meeting was adjourned at 9:38 a.m.

Respectfully Submitted,

Richard Cain
Secretary