

**MINUTES**

**CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY**

**June 4, 2010**

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**TRUSTEES PRESENT:**

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

**STAFF PRESENT:**

**Rick Cain  
Marsha Harrod  
Debi Holtzclaw  
Megan Mitchener  
Jeanne Smith  
Melisa Rousey  
Ruvena Snellings  
Mark Pritchard**

**I. CALL TO ORDER**

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

**II. 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 May 7, 2010

Dick Lee moved, seconded by Barney Semtner, to approve the minutes of the Central Oklahoma Transportation and Parking Authority meeting of May 7, 2010.

**APPROVED**

**V. CONSENT DOCKET**

Veran Randle moved, seconded by Barney Semtner, to approve the consent docket subject to individual consideration.

- A. 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**

- B. Consideration of Approval of Renewal of Agreement with Oklahoma Business Insurors Agency, LLC to Provide Fleet Insurance for COTPA Owned Vehicles

**APPROVED**

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

**APPROVED**

- D. Consideration of Approval of Sixth 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**

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

**APPROVED**

- F. 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**

- G. Consideration of Approval of Administrative Procedures for Processing Share-A-Fare Mail-in Orders and Limited Billing for Fare Media

**APPROVED**

- H. Consideration of Approval of Agreement with Retired Senior Volunteer Program of Central Oklahoma

**APPROVED**

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

**APPROVED**

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

**APPROVED**

- K. Consideration of Approval of Renewal of Lease Agreement with Vicki Harris, d/b/a/ Vicki's Hair and Nail Salon at Santa Fe Plaza

**APPROVED**

**VI. ITEMS FOR INDIVIDUAL CONSIDERATION**

- A. Consideration of Approval of Change Order No. 2 to the Contract with Johnson and Hunt Construction, Inc. for Repairs to the Curtainwall for the Sheridan/Walker Garage

Rick Cain stated that the change order represented no increase in cost. The project has been delayed by numerous weather delays. The change order extends the completion date to June 30.

Dick Lee moved, seconded by Barney Semtner, to approve Change Order No. 2 to the Contract with Johnson and Hunt Construction, Inc. for repairs to the curtainwall for the Sheridan/Walker Garage.

- B. Consideration of Approval of Change Order No. 4 to the Contract with Lippert Bros. Inc. for Repair/Remodel/Renovation of the Operations/Maintenance Facility

Rick stated that this construction project is nearing completion. The total cost of the items in the change order represent less than one-half of one percent over the original contract price.

Barney Semtner moved, seconded by Veran Randle, to approve Change Order No. 4 to the Contract with Lippert Bros. Inc. for repair/remodel/renovation of the Operations/Maintenance Facility.

- C. Consideration of Approval of Amendment No. 1 to Contract No. 2008-11 with National Bus Sales and Leasing, Inc.

Rick stated that the Board approved purchasing six vehicles on Edmond's behalf. Edmond made modifications which resulted in an increase of \$3,500 for each vehicle. Payment to the vendor was withheld pending Board approval of the increased amount.

Dick Lee moved, seconded by Veran Randle, to approve Amendment No. 1 to Contract No. 2008-11 with National Bus Sales and Leasing, Inc.

- D. Ratification of the Administrator's Action to Negotiate a Contract and Approval of Contract with Triad Design Group for Engineering Services as COTPA's Engineer of Record

Rick stated that staff worked with the City's Public Works Department to solicit letters of interest from engineering firms. Staff interviewed four responders and determined that the firm which best met the requirements was Triad Design Group.

Barney Semtner moved, seconded by Dick Lee, to ratify the Administrator's action to negotiate a contract and approve the contract with Triad Design Group for engineering services as COTPA's Engineer of Record.

## **VII. RATIFICATION OF CLAIMS AND PAYROLL THROUGH MAY 31, 2010**

Dick Lee moved, seconded by Veran Randle, to ratify claims and payroll through May 31, 2010.

### **RATIFIED**

## **VIII. RECEIVE FINANCIAL REPORTS**

Rick reviewed the transit budget to actual. He stated that the budget variance in federal grants is due to a combination of timing and the reduction in maintenance expenses, which results in less reimbursement. There was discussion regarding capital funds, which are not reflected in the monthly financial reports. Rick stated he would work with City accounting staff to develop a capital report for the Trustees. In the Parking division, the Devon parkers are transitioning out at a high rate. Occupancy will be down in June for the Santa Fe and Cox Center garages, which are two locations where many Devon employees were parking. In the River division, ridership is down in connection with the service hours cuts. There has been an increase in charter bookings.

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

### **RECEIVED**

## **IX. RECEIVE PROGRAM REPORTS**

- A. Transit System Report

Rick stated that fixed route ridership continues to be higher than last year, and is not following the national trend of decreased ridership. The number of miles between road calls continues to be much higher than in previous years.

- B. Long Range Plan Report

Rick reported on the Alternatives Analysis steering committee kick-off meeting and the Let's Talk Transit meetings. Dick Lee provided an update on the Regional Transit Dialogue.

- C. Parking Report

Debi Holtzclaw reported on the transition of Devon parkers and how it will affect the occupancy rate in the next few months. She described upcoming events to be held downtown.

- D. Marketing Report

Megan Mitchener provided an overview of the final two Let's Talk Transit meetings. She reported that Platt College is sponsoring free rides on the Downtown trolley beginning July 1 for a period of one year.

E. Oklahoma River Cruises Report

Jeanne Smith described the maintenance performed on the Devon Explorer. She reported an increase in teacher appreciation and student field trip charters.

Veran Randle moved, seconded by Jim Couch, to receive the program reports.

**RECEIVED**

**X. ITEMS FROM TRUSTEES**

Rick stated that he will be presenting the department's budget to Council on Tuesday the 8<sup>th</sup>. He reminded Trustees of the transit workshop with the Council to be held on Tuesday the 22<sup>nd</sup>.

Jim Couch stated that it is a positive sign that Council requests transit workshops, as it demonstrates the high level of interest it has in transportation issues.

**XI. ADJOURNMENT**

The meeting was adjourned at 9:45 a.m.

Respectfully Submitted,

Richard Cain  
Secretary