

MINUTES

**CENTRAL OKLAHOMA TRANSPORTATION
AND PARKING AUTHORITY MEETING**

DECEMBER 10, 2010

TRUSTEES PRESENT: Chris Kauffman, Chairman
Kay Bickham
Jim Couch
Steve Hill
Laura Johnson
Veran Randle
Barney Semtner

TRUSTEES ABSENT: Dick Lee, Vice Chairman

STAFF PRESENT: Rick Cain
Diane Lewis
Debi Holtzclaw
Michael Scroggins
Larry Hopper
Jeanne Smith
Melisa Rousey

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 November 5, 2010

APPROVED. Moved by Bickham, seconded by Semtner. AYES: Kauffman, Bickham, Couch, Hill, Johnson, Randle and Semtner.

V. CONSENT DOCKET

A. Consideration of Approval of Amendment No. 1 to the Non-Emergency Medical Transportation Services Agreement with Community Action Agency of Oklahoma City and Oklahoma/Canadian Counties, Inc. (CAA)

APPROVED. Moved by Couch, seconded by Semtner. AYES: Kauffman, Bickham, Couch, Hill, Johnson, Randle and Semtner.

B. Consideration of Approval of Amendment No. 2 to the Agreement with Davis Graham and Stubbs LLP to Provide Legal Services to the COTPA Pension Plan

APPROVED. Moved by Couch, seconded by Semtner. AYES: Kauffman, Bickham, Couch, Hill, Johnson, Randle and Semtner.

C. 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. Moved by Couch, seconded by Semtner. AYES: Kauffman, Bickham, Couch, Hill, Johnson, Randle and Semtner.

D. Consideration of Approval of Release of Options from Contract with GFI to Cleveland Area Rapid Transit (CART)

APPROVED. Moved by Couch, seconded by Semtner. AYES: Kauffman, Bickham, Couch, Hill, Johnson, Randle and Semtner.

E. Consideration of Approval of Authorizing the Administrator to Negotiate a Contract for a Parking Study

APPROVED. Moved by Semtner, seconded by Bickham. AYES: Kauffman, Bickham, Couch, Hill, Johnson, Randle and Semtner.

VI. ITEM FOR INDIVIDUAL CONSIDERATION

A. Consideration of Approval of Task Orders with Triad Design Group

Rick Cain stated that there are a number of small projects needing to be addressed at the maintenance facility, including drainage issues, sidewalk improvements, installation of an emergency generator and studies on HVAC and exterior lighting. Triad will provide the architectural planning, after which individual projects will be submitted for Board approval.

APPROVED. Moved by Semtner, seconded by Bickham. AYES: Kauffman, Bickham, Couch, Hill, Johnson, Randle and Semtner.

VII. RATIFICATION OF CLAIMS AND PAYROLL THROUGH NOVEMBER 30, 2010

RATIFIED. Moved by Johnson, seconded by Semtner. AYES: Kauffman, Bickham, Couch, Hill, Johnson, Randle and Semtner.

VIII. RECEIVE FINANCIAL REPORTS

A. Schedules of Revenues and Expenditures – Budget to Actual for the Four Months Ended October 31, 2010

Rick reviewed the transit budget to actual. He stated that fare box revenue and ticket sales are doing well in spite of the delay in implementing the fare increase. The initial grant draw for the stimulus money for a little over one million was made in October. It was delayed due to FTA technical difficulties and was not booked until November. Supplies expense continues to be under budget, which can be credited to improvements that have been made in Maintenance and lower fuel costs. Some buses will be coming out of warranty, which will increase costs in the future. There is an issue with the paratransit van engines which may be attributable to a manufacturer defect. Staff is monitoring the progress of a JARC and a formula grant that the regional office has been working on for over two months. In the Parking division, revenue is up in all four areas (monthly, transient, validation and event). Event revenue was down last month, but has rebounded with attendance at Thunder and Barons games. Lease revenue is strong with additional space leased to Red Earth, the Whole Enchilada and UCO. Rick explained that the positive balance in operating expenditures was due to a timing issue related to Republic Parking payments. He reported that Debi Holtzclaw has authorized some elevator repair work to be done at the Santa Fe. Chris Kauffman asked if all funds had been received from Devon for the garages. Rick responded that they had, and were used to pay down debt. Rick stated that the annual financial report included in the Board packet pointed out that the sale of the garages positively impacted both the cash flow and the balance sheet because of the decrease in debt by paying off the bonds. In the River division, Rick stated that passenger revenues are up. Charters have been very strong and there has been a carryover effect from the Groupon sales. The positive variance in expenses is due to timing of the Hornblower payment.

RECEIVED. Moved by Johnson, seconded by Bickham. AYES: Kauffman, Bickham, Couch, Hill, Johnson, Randle and Semtner.

B. Annual Financial Report for Fiscal Year Ended June 30, 2010

Rick stated that there was a lot in the report to read and the only point he had planned on mentioning was what he had stated earlier regarding the sale of the City Center garages.

RECEIVED. Moved by Randle, seconded by Bickham. AYES: Kauffman, Bickham, Couch, Hill, Johnson, Randle and Semtner.

C. Independent Accountants' Report on Application of Agreed-Upon Procedures dated June 30, 2010

Rick stated that this independent audit is done annually to meet a requirement of the State Revolving Fund in order to receive a payment based on mileage.

RECEIVED. Moved by Randle, seconded by Bickham. AYES: Kauffman, Bickham, Couch, Hill, Johnson, Randle and Semtner.

IX. RECEIVE PROGRAM REPORTS

A. Transit System Report

Larry Hopper stated that October ridership was up 1.8% when compared to 2009. Downtown trolley ridership was double that of last year, thanks to Platt College sponsoring free rides.

B. Long Range Plan Report

Larry reported on recent meetings of the Alternatives Analysis steering committee. The Association of Central Oklahoma Government (ACOG) has completed the Travel Model upgrade.

C. Parking Report

Debi Holtzclaw reported that the occupancy rate is increasing slightly each month. Event revenue increased and will continue to be strong through the New Year holiday. Chris Kauffman reported a parking problem that has occurred at two Thunder games. Debi stated it would be addressed.

D. Marketing Report

Michael Scroggins reported that Buy For Less will promote the sale of bus passes in their grocery flyers. Staff is working with the Oklahoma City Public School Foundation to develop bus ridership educational campaigns for middle school and high school students.

E. Oklahoma River Cruises Report

Jeanne Smith reported on the high number of charters for the month of December. She thanked OKC Events and the USA Shade Company for donating a canopy for the Meridian Avenue landing.

RECEIVED. Moved by Couch, seconded by Bickham. AYES: Kauffman, Bickham, Couch, Hill, Johnson, Randle and Semtner.

X. ITEMS FROM TRUSTEES

Chris Kauffman welcomed the new surrogate Trustee, Steve Hill. He wished everyone a Merry Christmas and Happy New Year.

Rick described the Christmas Train event to be held at the Oklahoma Railway Museum on December 18th. He wished everyone a safe and fun filled holiday.

Jim Couch congratulated Kay Bickham on being re-elected to the Edmond City Council.

Barney Semtner, Kay Bickham and Laura Johnson wished everyone Happy Holidays and Merry Christmas.

XI. ADJOURNMENT

The meeting was adjourned at 9:43 a.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Richard Cain".

Richard Cain
Secretary