

**MINUTES**

**CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY**

**February 5, 2010**

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**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  
Jeanne Smith  
Michael Scroggins  
Debi Holtzclaw  
Melisa Rousey  
Ruvena Snellings  
Mark Pritchard  
Michelle Crom**

**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 January 8, 2010

Dick Lee moved, seconded by Jim Couch, to approve the minutes of the Central Oklahoma Transportation and Parking Authority meeting of January 8, 2010.

**APPROVED**

**V. CONSENT DOCKET**

Jim Couch moved, seconded by Barney Semtner, to approve the consent docket subject to individual consideration.

- A. Consideration of Approval of Contract with Transit Advertising, Inc. for Transit Advertising and Production of Outdoor Bus Sales

**APPROVED**

- B. Consideration of Approval of Extension of Contract with NextBus for Real Time Passenger Information

**APPROVED**

- C. Consideration of Approval of Contract with American Professional Services for Security Guard Services at the Transit Center

**APPROVED**

- D. Consideration of Approval of Contract with Goodyear Tire & Rubber Company for the Lease of Tires

**APPROVED**

- E. Consideration of Approval of Additional Contract Authority to Purchase Parts and Supplies from TransIT Solutions

**APPROVED**

- F. Consideration of Approval of Purchase of Three Vans from Bob Howard Dodge

**APPROVED**

- G. Consideration of Approval of Purchase of Office Furniture from Core Office Furniture

**APPROVED**

- H. Consideration of Approval of Purchase of Office Furniture from Interior Concepts

**APPROVED**

**VI. ITEMS FOR INDIVIDUAL CONSIDERATION**

- A. Consideration of Approval of Ratification of the Administrator's Action and Approval of Change Order No. 6 to the Contract with Timberlake Construction Company, Inc. for the City Center Parking Garage Truck Dock Modifications, Phase II

Rick Cain stated that this was the final change order for this project. Debi Holtzclaw presented a slideshow illustrating the items included in the change order. Rick stated that the change order represents the end of COTPA's involvement in this project.

Dick Lee moved, seconded by Kay Bickham to ratify the Administrator's action and approve Change Order No. 6 to the contract with Timberlake Construction Company, Inc. for the City Center Parking Garage Truck Dock Modifications, Phase II.

- B. Consideration of Approval of Final Acceptance for Phase II of Project MC-0386 City Center Parking Garage Truck Dock Modifications and Place Maintenance Bond Into Effect

Rick stated that the final inspection was done on January 22, and it was determined that all final punch list items had been completed. He recommended final acceptance for the project and to place the maintenance bond into effect.

Dick Lee moved, seconded by Kay Bickham to approve final acceptance for Phase II of Project MC-0386 City Center Parking Garage Truck Dock Modifications and place maintenance bond into effect.

- C. Authorization for the Administrator or designee to settle without admitting liability in the claim of Ronald Haywood, Theresa Scruggs and Steve Hensley, claim #BA-090402 (date of loss September 1, 2009);  
and/or

Enter into Executive Session on advice of the Municipal Counselor to receive confidential communications from the Assistant Municipal Counselor and Outside Counsel concerning the above pending claim and investigation, as authorized by 25 O.S. (2008 Supp.) §307(B)(4), because disclosure would seriously impair the ability of the public body to conduct the pending investigation in the public interest.

Chris Kauffman asked for a motion to move this item to the heel of the docket. Dick Lee moved, seconded by Barney Semtner, to move the item to the heel of the docket.

- D. Enter into Executive Session with the Assistant Municipal Counselor and Outside Counsel to Discuss Pending Litigation as Authorized by 25 O.S. (2007) §307 (B)(4) in Case No CJ-2009-6024 Styled: Rebecca Wolf, Individually and as parent and next friend of Haley Wolf, Hannah Wolf and Hollie Wolf, minors, plaintiff vs. Metro Transit, a division of Central Oklahoma Transportation & Parking Authority, a public trust, and the City of Oklahoma City, an Oklahoma municipal corporation, defendants.

Chris Kauffman asked for a motion to move this item to the heel of the docket. Dick Lee moved, seconded by Barney Semtner, to move the item to the heel of the docket.

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

Barney Semtner moved, seconded by Laura Johnson, to ratify claims and payroll through January 31, 2010.

### **RATIFIED**

## **VIII. RECEIVE FINANCIAL REPORTS**

In reviewing Transit operations, Rick stated that nearly \$2,000,000 in federal grant draws had been completed in December and \$1,000,000 in January. He stated there could still be a negative variance at the end of the year because the maintenance draws will be less due to reduction in expenses. Rick reported that state funding will be less this year due to budget reductions. He stated that services and fees are down due to less outsourcing, which is a compliment to the maintenance department. He stated that expenses have been down for a variety of reasons, including cutting back on stock levels during the construction of the new parts room. Rick stated that the Parking division continues to perform very well. Devon started moving parkers into their expanded parking garage this week. Relocations will continue into March. He reported that for almost every Devon parker who moves out of the Broadway Kerr garage, a Sandridge parker will move in. In the River division, Rick stated that charter operations were significantly less than last year, which he believes is related to the downturn in the economy.

Dick Lee moved, seconded by Laura Johnson, to receive the financial reports.

### **RECEIVED**

## **IX. RECEIVE PROGRAM REPORTS**

### **A. Transit System Report**

Rick reported that the average daily ridership was up 7% compared to last year, which was surprising due to the bad weather during December. He thanked staff for their hard work during the recent snowstorms.

### **B. Long Range Plan Report**

Rick reported on the status of the Alternatives Analysis and the Hub Study. Dick Lee reported on the recommendations that will be made at the Regional Transit Dialogue meeting in March.

### **C. Parking Report**

Debi Holtzclaw reported that event revenue continues to be lower than last year. She presented a slideshow on the completed loading dock project. She provided an update on the curtain wall repair at the Sheridan Walker garage. Jim Couch asked for a projected completion date. Debi estimated it would take 30-45 days.

### **D. Marketing Report**

Michael Scroggins described the new bus headliners with the APTA tagline, "Public Transportation Takes Us There." He announced a free health fair to be held at the Transit Center on February 17<sup>th</sup> and 18<sup>th</sup>.

### **E. Oklahoma River Cruises Report**

Jeanne Smith reported on the success of the marketing done to promote the Valentine's Day Sunset Cruises. She announced a new lunch service in partnership with Cattlemen's Steakhouse.

Kay Bickham moved, seconded by Dick Lee, to receive the program reports.

**RECEIVED**

**X. ITEMS FROM TRUSTEES**

Chris Kauffman appointed Barney Semtner and Kay Bickham to the Alternatives Analysis steering committee and Dick Lee to the Hub Study steering committee.

Rick commented on a newspaper article regarding Devon's parking relocation in which Klay Kimker made positive comments about COTPA's role during the process. Rick thanked Debi and the Republic staff for their efforts.

A roll call vote was taken at 9:39 a.m. to enter into Executive Session. Kay Bickham, Barney Semtner, Dick Lee, Chris Kauffman, Jim Couch, Laura Johnson and David Holt voted affirmatively.

Trustees returned from Executive Session at 9:58 a.m.

**XI. ADJOURNMENT**

Dick Lee moved, seconded by Laura Johnson, to adjourn the meeting. The meeting was adjourned at 9:58 a.m.

Respectfully Submitted,

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

Richard Cain  
Secretary