

MINUTES

CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY

January 8, 2010

TRUSTEES PRESENT:

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

STAFF PRESENT:

**Rick Cain
Marsha Harrod
Larry Hopper
Jeanne Smith
Michael Scroggins
Debi Holtzclaw
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 December 4, 2009

Dick Lee moved, seconded by Jim Couch, to approve the minutes of the Central Oklahoma Transportation and Parking Authority meeting of December 4, 2009.

APPROVED

V. CONSENT DOCKET

Jim Couch moved, seconded by Kay Bickham, to approve the consent docket subject to individual consideration.

- A. Consideration of Approval of Amendment to the Joint Implementation and Coordination Agreement Among the Central Oklahoma Transportation and Parking Authority (COTPA), the Oklahoma City Economic Development Trust (OCEAT), The City of Oklahoma City (The City), the Oklahoma City Urban Renewal Authority (OCURA) and Devon World Headquarters, L.L.C. (Devon)

APPROVED

- B. Consideration of Approval of Memorandum of Understanding (MOU) Among the Association of Central Oklahoma Governments (ACOG), The City of Oklahoma City (The City) and the Central Oklahoma Transportation and Parking Authority (COTPA) for Conducting and Funding an Intermodal Transportation Hub Study

APPROVED

- C. Consideration of Approval of the Proposed Scope of Work for Conducting an Intermodal Transportation Hub Study

APPROVED

- D. Consideration of Approval of Agreement with the City of Edmond to Establish Authority for the Oversight of Any Edmond Public Transportation Service and Accountability for Any Federal Grant Funds Made Available for Edmond's Service

APPROVED

- E. Consideration of Approval to Authorize Administrator to Negotiate the Sale of the Broadway Kerr Garage

APPROVED

- F. Consideration of Approval of Changes to Routes 1, 10, 11, 12, 13, 15, 18, 51 and 52 Effective February 1, 2010

Rick Cain summarized the route changes and stated that the press releases have been prepared and new schedules have been posted at the Transit Center and on the website.

APPROVED

- G. Receive the Fiscal Year Ended June 30, 2009 Annual Financial Report

APPROVED

- H. Consideration of Approval of Settlement Agreement and Release with Charles F. McAfee FAIA, NOMA, PA in Connection with the Repair of Canopies at the Downtown Transit Center

APPROVED

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Consideration of Approval of Amendment No. 2 and Change Order No. 6 to the Contract with Downey Contracting, L.L.C. for Construction of the Exchange Avenue Maintenance Facility

Rick stated that Amendment No. 2 is a series of items built into the initial bid which were either added or subtracted as the project was completed, resulting in an additional cost of \$17,800. Change Order No. 6 consisted of five items totaling \$5,745.

Dick Lee moved, seconded by Kay Bickham to approve Amendment No. 2 and Change Order No. 6 to the contract with Downey Contracting, L.L.C. for construction of the Exchange Avenue Maintenance Facility.

- B. Consideration of Approval of Final Acceptance for Phase II of Project MP-0334 Oklahoma River Cruises Exchange Avenue Maintenance Facility and Place Maintenance Bond into Effect

Rick stated that the final inspection was completed on December 29, 2009, and all parties are satisfied with the project.

Kay Bickham moved, seconded by Jim Couch to approve final acceptance for Phase II of Project MP-0334, Oklahoma River Cruises Exchange Avenue Maintenance Facility, and place the maintenance bond into effect.

- C. Consideration of Approval of Contract with Lippert Bros., Inc. for Repair of Canopies at Downtown Transit Center

Rick described the issues connected with the defects in the support structure of the canopies. Lippert Bros., Inc. will repair the canopies at a net cost to COTPA of \$50,600.

Dick Lee moved, seconded by Veran Randle to approve the contract with Lippert Bros., Inc. for the repair of canopies at the Downtown Transit Center.

- D. Consideration of Approval of Change Order No. 2 to the Contract with Lippert Bros., Inc. for Repair/Remodel/Renovation of the Operations/Maintenance Facility

Rick stated that the Change Order addressed six items with the most significant being the modification of ventilation related to servicing CNG vehicles. Chris Kauffman inquired about the number of CNG vehicles in COTPA's fleet. Rick described the current numbers and provided information on COTPA's future plans for using CNG vehicles. Jim Couch commented on the prevalence of CNG vehicles in the City's fleet and the improvements in the technology.

Jim Couch moved, seconded by Dick Lee to approve Change Order No. 2 to the contract with Lippert Bros., Inc. for Repair/Remodel/Renovation of the Operations/Maintenance Facility.

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

Jim Couch moved, seconded by Dick Lee, to ratify claims and payroll through December 31, 2009.

RATIFIED

VIII. RECEIVE FINANCIAL REPORTS

Rick stated that the FTA approved three federal grant requests shortly before Thanksgiving and grant draws will 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. Rick reported that COTPA's subsidy from the City was reduced to comply with the recent budget cut of two percent for all departments. In the Parking division, Rick stated that the debt service has a favorable balance due to the sale of the City Center East garage. Chris Kauffman requested details on the debt service practices. Rick stated he would prepare a presentation on the subject. In the River division, passenger revenues are down due to the reductions in service. Rick reported on the plans for improving profits during the next season. Dick Lee asked if any federal funding was available. Rick described the challenges involved in securing grant funds for a river-based operation.

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

RECEIVED

IX. RECEIVE PROGRAM REPORTS

- A. Transit System Report

Larry Hopper reported that the average daily ridership was up 6% compared to last year. He stated that the number of breakdowns and accidents were significantly lower compared to the previous year.

- B. Long Range Plan Report

Larry reported on the status of the Alternatives Analysis. Chris Kauffman requested an update on the Regional Transit Dialogue. Dick Lee reported on the schedule for future meetings and stated he was very pleased with the progress made so far.

- C. Parking Report

Debi Holtzclaw reported on the status of the truck dock construction project. Chris Kauffman asked about the renovation of the Santa Fe Plaza. Rick stated that the engineering group would make a presentation on some proposed concepts within the next 30 days.

D. Marketing Report

Michael Scroggins reported on the status of the online trip planner. He stated that the project was more detailed and time-consuming than previously expected.

E. Oklahoma River Cruises Report

Jeanne Smith presented a slideshow on the Exchange Avenue Maintenance Facility project. She described the success of the free rides that were provided as part of Downtown in December.

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

RECEIVED

X. ITEMS FROM TRUSTEES

Rick thanked Rotary Club (#29) of Oklahoma City for sponsoring the free river cruiser and trolley rides during Downtown in December. A letter of appreciation will be sent from the Chairman.

XI. ADJOURNMENT

The meeting was adjourned at 10:02 a.m.

Respectfully Submitted,

Richard Cain
Secretary