

MINUTES

CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY

March 5, 2010

TRUSTEES PRESENT:

**Dick Lee, Vice-Chairman
Barney Semtner
James Couch
David Holt
Veran Randle**

STAFF PRESENT:

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

I. CALL TO ORDER

Vice-Chairman Dick Lee called the meeting to order at 8:33 a.m.

II. ITEMS FROM THE VICE-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 Meeting of February 5, 2010

Barney Semtner moved, seconded by Veran Randle, to approve the minutes of the Central Oklahoma Transportation and Parking Authority meeting of February 5, 2010.

APPROVED

V. CONSENT DOCKET

Jim Couch moved, seconded by Veran Randle, to approve the consent docket subject to individual consideration.

- A. Consideration of Approval of Agreement with Community Action Agency to Provide Transportation for the Senior Medical Transportation Program

APPROVED

- B. Consideration of Approval of Renewal Agreement with Community Action Agency for Congregate Meal Transportation Service

APPROVED

- C. Consideration of Approval of Renewal Agreement with Community Action Agency for Senior Companion Transportation Service

APPROVED

- D. Consideration of Approval of Renewal Agreement with Community Action Agency for STEP Program Transportation Service

APPROVED

- E. Consideration of Approval of Memorandum of Agreement with Community Action Agency for Continued Service During Emergencies

APPROVED

- F. Consideration of Approval of Renewal Agreement with Daily Living Centers, Inc. for Congregate Meal Transportation Service

APPROVED

- G. Consideration of Approval of Memorandum of Agreement with Daily Living Centers, Inc. for Continued Service During Emergencies

APPROVED

- H. Consideration of Approval of Renewal Agreement with Harrah Senior Citizens, Inc. for Congregate Meal Transportation Service

APPROVED

- I. Consideration of Approval of Agreement with Harrah Senior Citizens, Inc. for STEP Transportation Service

APPROVED

- J. Consideration of Approval of Memorandum of Agreement with Harrah Senior Citizens, Inc. for Continued Service During Emergencies

APPROVED

- K. Consideration of Approval of Agreement with the OKC Yard Dawgz Arena Football Organization for Parking

APPROVED

- L. Consideration of Adoption of Resolution Terminating Lease Agreement with Bob Carter

APPROVED

- M. Consideration of Approval of Lease Agreement with Joe Jungmann, d.b.a. The Whole Enchilada Café, LLC, for Space No. 4 in Santa Fe Plaza

APPROVED

- N. Consideration of Approval of Free Rides on Earth Day

APPROVED

- O. Consideration of Approval of One-Year Extension to the Contract with GovDelivery®, Inc. for Integration of their Digital Subscription Management and Wireless Alerts System

APPROVED

- P. Consideration of Approval of Request for Proposals for Dental, Life and Short-Term Disability Insurance Plans and Authorize the Administrator to Advertise and Release the Request

APPROVED

- Q. Consideration of Approval of Request for Proposals for Section 125 Flexible Benefits Plan Administrative Service for COTPA Employees and Authorize the Administrator to Advertise and Release the Request

APPROVED

- R. Consideration of Approval of Amended Scheduled Service Pricing for Oklahoma River Cruises

APPROVED

- S. Consideration of Approval of First Amendment to Lease and Easement with ALLTEL Newco LLC d/b/a/ Verizon Wireless

APPROVED

- T. Consideration of Approval of Release of an Option for a Paratransit Van with National Bus Sales

APPROVED

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Consideration of Approval of Change Order No. 3 to the Contract with Lippert Bros. Inc. for Repair/Remodel/Renovation of the Operations/Maintenance Facility

Rick Cain stated that the change order totaled \$26,687 and included additional revisions to support servicing CNG vehicles. The local share funding will be from 2007 general obligation bonds.

Barney Semtner moved, seconded by Veran Randle, to approve Change Order No. 3 to the contract with Lippert Bros. Inc. for repair/remodel/renovation of the Operations/Maintenance Facility.

- B. Consideration of Approval of Purchase of Two 26-foot Paratransit Vans from National Bus Sales and Leasing, Inc.

Rick stated that the demanded for Metro Lift services has increased. The van will be used as a back up when other vehicles are being serviced.

Veran Randall moved, seconded by Barney Semtner, to approve the purchase of two 26-foot paratransit vans from National Bus Sales and Leasing, Inc.

- C. Consideration of Approval of Amendment No. 1 to the Contract with Gillig Corporation for the Purchase of Buses

Rick Cain stated that the contract amendment reduces the purchase quantity from ten to eight because Gillig does not manufacture CNG fueled vehicles and staff is recommending a pilot program to test alternative fuel vehicles. Additionally, one of the diesel buses will be replaced with a hybrid electric bus.

Jim Couch moved, seconded by Barney Semtner, to approve Amendment No. 1 to the contract with Gillig Corporation for the purchase of buses.

- D. Consideration of Approval of the Purchase of Two 40-foot New Flyer Compressed Natural Gas (CNG) Buses

Rick stated that the New Flyer buses purchased in 2003 have been reliable and maintenance is familiar with the body style. CNG fueling options were discussed, including the increase in the construction of fueling stations by the private sector.

Veran Randle moved, seconded by Barney Semtner, to approve the purchase of two 40-foot New Flyer compressed natural gas (CNG) buses.

- E. Consideration of Approval of Amendment No. 3 to the Contract with Jacobs (formerly Carter & Burgess) to Conduct the Downtown Transit Circulator Alternatives Analysis Study

Rick stated that Jacobs will perform an evaluation of the feasibility of proposed streetcar routes based on existing and proposed utility information. The amendment also extends the contract by one year. The engineering component will be billed on an hourly basis. Rick stated he expects it to be significantly less than the not-to-exceed amount of \$20,500.

James Couch moved, seconded by Barney Semtner to approve Amendment No. 3 to the contract with Jacobs (formerly Carter & Burgess) to conduct the Downtown Transit Circulator Alternatives Analysis Study.

VII. RATIFICATION OF CLAIMS AND PAYROLL THROUGH FEBRUARY 28, 2010

Jim Couch moved, seconded by Barney Semtner, to ratify claims and payroll through February 28, 2010.

RATIFIED

VIII. RECEIVE FINANCIAL REPORTS

In reviewing Transit operations, Rick stated that farebox revenue is down nearly 8% which can be attributed to a shift to more ticket sales by riders who want to avoid paying cash fares on the buses. He stated that share-a-fare revenue has been off as much as 25% for quite a while, and staff is investigating this significant drop in the program. In federal grant draws, \$400,000 will show up in the February statement. The draw for maintenance reimbursement is expected to be \$312,000 less than previously planned. Rick stated that Parking revenue is slightly higher than anticipated. He mentioned the \$3,000,000 received from OCEDT for reimbursement on the dock relocation project. In the River division, Rick stated that operation expenses are now being reimbursed through Federal grant monies.

Veran Randle moved, seconded by Barney Semtner, to receive the financial reports.

RECEIVED

IX. RECEIVE PROGRAM REPORTS

- A. Transit System Report

Larry Hopper reported that the average daily ridership was up 10% compared to last year despite the inclement weather. Ridership is 3.3% above 2009 year-to-date.

- B. Long Range Plan Report

Larry reported on the status of the Alternatives Analysis and the Project 180 program. He stated a current focus of the Regional Transit Dialogue is the tie between transit and land use.

- C. Parking Report

Debi Holtzclaw reported that more than 30 events are scheduled for March. The completion of the Sheridan-Walker project has been delayed by bad weather. She introduced Miles Terry as the new general manager for Republic Parking. Barney Semtner inquired about the Santa Fe garage façade renovation. Debi stated that additional concepts have been requested of the engineer, which she expects to be completed soon.

D. Marketing Report

Michael Scroggins described the new McDonald's bus wrap. He stated that staff is taking a new direction in transit advertising by securing larger accounts. He reported on the success of the health fair at the Transit Center.

E. Oklahoma River Cruises Report

Jeanne Smith reported that scheduled service will start on April 1. A St. Patrick's sunset cruise will be held on March 17. A new sales position for outside charter sales is being developed.

Jim Couch moved, seconded by Barney Semtner, to receive the program reports.

RECEIVED

X. ITEMS FROM TRUSTEES

Rick thanked everyone for adjusting their schedules so the meeting could begin early.

XI. ADJOURNMENT

The meeting was adjourned at 9:15 a.m.

Respectfully Submitted,

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

Richard Cain
Secretary