

MINUTES

CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY

May 7, 2010

TRUSTEES PRESENT:

**Chris Kauffman, Chairman
Dick Lee
Barney Semtner
Kay Bickham
Jim Couch
David Holt
Veran Randle
Laura Johnson**

STAFF PRESENT:

**Rick Cain
Craig Keith
Jeanne Smith
Michael Scroggins
Melisa Rousey
Ruvena Snellings
Larry Hopper
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 April 2, 2010

Barney Semtner moved, seconded by Dick Lee, to approve the minutes of the Central Oklahoma Transportation and Parking Authority meeting of April 2, 2010.

APPROVED

V. CONSENT DOCKET

Kay Bickham moved, seconded by Barney Semtner, to approve the consent docket subject to individual consideration.

- A. Consideration of Approval of Free Bus Rides For Bicyclists on Bike To Work Day

APPROVED

- B. Consideration of Approval of Agreement for Dental Insurance Program for Eligible COTPA Employees and Retirees for FY 2011

APPROVED

- C. Consideration of Approval of Agreement with Precision Administrators, Inc. to Provide Section 125 Flexible Benefits Plan Administrative Services for COTPA Employees

APPROVED

- D. Consideration of Approval of Agreement for Short Term Disability and Life Insurance Programs for Eligible COTPA Employees and Retirees

APPROVED

- E. Consideration of Approval of Extension of Contract with OHC of Oklahoma, L.L.C., d/b/a Concentra Health Services Inc. to Provide Occupational Health Services and Drug and Alcohol Testing for COTPA Employees

APPROVED

- F. Consideration of Approval of Request for Proposals for Occupational Health Services for COTPA Employees and Authorize the Administrator to Advertise and Release the Request

APPROVED

- G. Consideration of Approval of Contract Extension with FCC Environmental for the Removal and Reclamation of Used Oil, Waste Products and Liquids

APPROVED

- H. Consideration of Approval of Contract with Design Architects Plus for Architectural Services

APPROVED

- I. Consideration of Approval of Amendment No. 2 to the Lease Agreement with Oklahoma City Water Utilities Trust

APPROVED

- J. Consideration of Approval of Ratification of the Administrator's Action and Approval of Renewal Agreement with The Salvation Army for Congregate Meal Transportation Service

APPROVED

- K. Consideration of Approval of Ratification of the Administrator's Action and Approval of Renewal Agreement with The Salvation Army for STEP Transportation Service

APPROVED

- L. Consideration of Approval Declaring Two Rubber Tire Trolley Vehicles as Surplus

APPROVED

- M. Consideration of Approval of Contract with S. E. Hardesty Co. d/b/a Hardesty Team for Maintenance for the Mechanical Systems at Union Station

APPROVED

- N. Consideration of Approval of Assignment of Contract with Premier Landscape and Maintenance, Inc.

APPROVED

- O. Consideration of Approval of Agreement with the City of Edmond, the Sub-recipient of a New Freedom Grant for Receiving Funds to Operate the New Dial-a-ride Style Service

APPROVED

- P. Consideration of Approval of Agreement with the City of Edmond, the Sub-recipient of Job Access Reverse Commute (JARC) Grant for Receiving Funds to Operate Express Bus Service Between Oklahoma City and Edmond

APPROVED

- Q. Consideration of Approval of Purchase of Wheel Realignment Machine from NAPA Auto Parts

APPROVED

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

A. Consideration of Approval of Contract with Bob Howard Dodge for Four Dodge Vans

Rick Cain stated that three of the vans will be used by COTPA supervisory personnel and one will be used by the OU Health Sciences Center transit system.

Dick Lee moved and Veran Randle seconded to approve the contract with Bob Howard Dodge for four Dodge vans.

B. Consideration of Approval of Amendment No. 2 to Contract with HSE Architects for Architectural Services

Rick stated that the amendment provides a not-to-exceed amount of \$5,000 for reimbursable expenses such as printing and travel. This modifies the total contract price to just over \$100,000.

Veran Randle moved and Barney Semtner seconded to approve Amendment No. 2 to the contract with HSE Architects for architectural services.

C. Consideration of Approval of the Transfer of Two Rubber Tire Trolley Vehicles to Monterey, California

Rick stated that the trolleys were previously used in Edmond and are no longer needed due to service reductions. They have been inspected by the buyer and will be sold as is for the existing book value of \$43,544.

Dick Lee moved and Kay Bickham seconded to approve the transfer of two rubber tire trolley vehicles to Monterey, California

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

Veran Randle moved, seconded by Jim Couch, to ratify claims and payroll through April 30, 2010.

RATIFIED

VIII. RECEIVE FINANCIAL REPORTS

Rick reviewed the transit budget to actual. He stated that fare box revenues are down relative to budget primarily due to an increase in bus pass purchases, which are discounted. He stated that the variance in federal grants is due to a combination of timing and the reduction in maintenance expenses, which results in less reimbursement. Fuel costs are higher than expected for the cost per gallon, but are lower than anticipated for the number of gallons consumed. In the Parking division, the loss of parkers is occurring more slowly than expected, and many Devon parkers have been replaced by Sandridge parkers. For the River division, the reduction in service has resulted in a reduction in expenses.

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

RECEIVED

IX. RECEIVE PROGRAM REPORTS

A. Transit System Report

Larry Hopper stated that March ridership was the highest since March of 2004. The number of miles between road calls continues to be much higher than in previous years.

B. Long Range Plan Report

Larry reported on several meetings with transit agencies and the upcoming meetings for the Alternatives Analysis steering committee and various public meetings.

C. Parking Report

Rick reported that the revenue for the week of the Arts Festival should be close to \$100,000. He thanked Debi Holtzclaw and Republic Parking for their work in opening the lots under I-40 to allow additional parking for the many events held during April.

D. Marketing Report

Michael Scroggins provided an overview of the Let's Talk Transit meetings.

E. Oklahoma River Cruises Report

Jeanne Smith reported on the success of the OU Big 12 Rowing Championship event. She described upcoming events to be held during May.

Dick Lee moved, seconded by Barney Semtner, to receive the program reports.

RECEIVED

X. ITEMS FROM TRUSTEES

Veran Randle complimented staff and the City Manager on the increase in recreational opportunities available downtown.

Rick announced meeting dates for the Let's Talk Transit meetings in May. He reported on the results of the Triennial Review.

XI. ADJOURNMENT

The meeting was adjourned at 9:55 a.m.

Respectfully Submitted,



Richard Cain
Secretary