

MINUTES
CENTRAL OKLAHOMA TRANSPORTATION
AND PARKING AUTHORITY MEETING
OCTOBER 1, 2010

TRUSTEES PRESENT: Dick Lee, Vice Chairman
Kay Bickham
Jim Couch
David Holt
Laura Johnson
Veran Randle

TRUSTEES ABSENT: Chris Kauffman, Chairman
Barney Semtner

STAFF PRESENT: Rick Cain
Marsha Harrod
Melisa Rousey
Debi Holtzclaw
Michael Scroggins
Larry Hopper
Jeanne Smith
Mark Pritchard

I. CALL TO ORDER

Vice-Chairman Dick Lee called the meeting to order at 9:00 a.m.

II. ITEMS FROM THE VICE-CHAIRMAN

Presentation by Susan Miller, Planner IV with the City of Oklahoma City, on "planOKC," which is the new long-range plan to ensure a healthy community, economy, and environment for the citizens of Oklahoma City.

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 August 6, 2010

APPROVED. Moved by Couch, seconded by Bickham. AYES: Lee, Bickham, Couch, Holt, Johnson and Randle.

V. CONSENT DOCKET

A. Consideration of Approval of American Public Transportation Association Dues for Fiscal Year 2011

APPROVED. Moved by Bickham, seconded by Randle. AYES: Lee, Bickham, Couch, Holt, Johnson and Randle.

B. Consideration of Approval of Renewal of Lease Agreement with the University of Central Oklahoma at Santa Fe Plaza Retroactive to March 6, 2010

APPROVED. Moved by Bickham, seconded by Randle. AYES: Lee, Bickham, Couch, Holt, Johnson and Randle.

C. Consideration of Approval of Authorizing the Administrator to Negotiate a Contract with Wetherbee Electric (SkiData Group) for a Parking Access and Revenue Control System

APPROVED. Moved by Bickham, seconded by Randle. AYES: Lee, Bickham, Couch, Holt, Johnson and Randle.

D. Consideration of Approval of Extension of Contract with Unifirst Holdings, Inc., Formerly Western Uniform and Towel Service, for Maintenance Uniforms and Floor Mats

APPROVED. Moved by Bickham, seconded by Randle. AYES: Lee, Bickham, Couch, Holt, Johnson and Randle.

- E. Consideration of Approval of Contract with J & S Sandblasting and Painting, Inc. for Rust Removal and Painting

APPROVED. Moved by Bickham, seconded by Randle. AYES: Lee, Bickham, Couch, Holt, Johnson and Randle.

- F. Consideration of Ratification of the Administrator's Action to Cancel Agreement and Approval of Cancellation of Parking Management Agreement with Superior Management Group (SMG)

APPROVED. Moved by Bickham, seconded by Randle. AYES: Lee, Bickham, Couch, Holt, Johnson and Randle.

- G. Consideration of Approval of Purchase of Service Truck From Country Ford-Mercury

APPROVED. Moved by Bickham, seconded by Randle. AYES: Lee, Bickham, Couch, Holt, Johnson and Randle.

- H. Consideration of Approval of Purchase of Lighting and Electrical Equipment for South May Avenue Maintenance Facility from Cable Automotive Equipment

APPROVED. Moved by Bickham, seconded by Randle. AYES: Lee, Bickham, Couch, Holt, Johnson and Randle.

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Consideration of Approval of Request for Proposal (RFP) for a Parking Study and Authorize the Administrator to Advertise and Release the RFP

Rick Cain stated that the study will provide a comprehensive parking strategy for both off and on-street parking in the Downtown/Midtown/Bricktown areas.

APPROVED. Moved by Randle, seconded by Bickham. AYES: Lee, Bickham, Couch, Holt, Johnson and Randle.

- B. Consideration of Approval of Purchase of Six Buses from Gillig Corporation

Rick stated that COTPA has nine trolley buses that are nearing the end of their economic useful life. Based on high maintenance costs of trolley buses and other factors, staff has recommended replacing the nine trolley buses with 29-foot buses to be used for circulator service downtown. The Authority will only purchase six new buses due to an overage of vehicles as per FTA spare ratio guidelines.

APPROVED. Moved by Bickham, seconded by Randle. AYES: Lee, Bickham, Couch, Holt, Johnson and Randle.

- C. Enter into executive session on advice of the Municipal Counselor to receive confidential communications from its attorneys concerning claim, potential litigation and settlement offer involving the Trust, including but not limited to legal defense related to the design on the part of Architectural Design Group, Inc., of the City

Center Garage, as authorized by 25 O.S. (2009 Supp.) §307(B)(4), because disclosure would seriously impair the ability of the public body to process the claim and conduct a pending investigation or pursue litigation in the public interest.

STRICKEN.

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

RATIFIED. Moved by Couch, seconded by Johnson. AYES: Lee, Bickham, Couch, Holt, Johnson and Randle.

VIII. RECEIVE FINANCIAL REPORTS

Rick reviewed the transit budget to actual. The variance in passenger revenue was attributable to the delay in the fare increases. The federal grant draw in September will help shore up the shortfall. The first draw for operating costs from the ARRA program will be made in October in the amount of \$250,000. In the Parking division, revenue continues to be strong. There is a significant positive balance in operating expenditures, which Rick explained is a timing issue related to Republic Parking payments. In the River division, Rick stated that the increase in revenue was attributable to the Groupon sale event and improved concessions sales. He stated that the concessions revenue will be offset by some additional expenditures that were not included in this report.

RECEIVED. Moved by Couch, seconded by Randle. AYES: Lee, Bickham, Couch, Holt, Johnson and Randle.

IX. RECEIVE PROGRAM REPORTS

A. Transit System Report

Larry Hopper stated that ridership was up five percent year to date. The number of miles between road calls and accidents continue to show improvement compared to last year.

B. Long Range Plan Report

Larry reported on recent meetings of the Alternatives Analysis steering committee. Dick Lee requested the more information be presented at a future meeting on the background and significance of the strategic measures of the long range plan.

C. Parking Report

Debi Holtzclaw reported that the data in the parking report has been revised to reflect the findings of the recent parking utilization study. The occupancy rate dropped to 80% due to the transition of Devon employees.

D. Marketing Report

Michael Scroggins reported on the recent awards that COTPA has won for marketing campaigns and also on nominations for other awards. Dick Lee expressed appreciation for the hard work of the marketing staff.

E. Oklahoma River Cruises Report

Jeanne Smith reported that there were 23 charters for September 2010 compared to only nine in 2009. She described several upcoming events, including the Devon Holiday Parade on December 4.

RECEIVED. Moved by Couch, seconded by Bickham. AYES: Lee, Bickham, Couch, Holt, Johnson and Randle.

X. ITEMS FROM TRUSTEES

Veran Randle expressed his appreciation to the marketing department.

Dick Lee thanked Marsha Harrod for her work on the item that was stricken from the agenda.

Rick described the Thomas the Train event being held this weekend. He reported on the closeout of the FTA triennial review. He stated that Congress passed another continuing resolution to fund the federal government through December 3. Rick expressed his appreciation to the marketing staff and all staff members who contribute to promoting our services. He wished Dick Lee an early happy birthday.

Dick Lee thanked the staff for their efforts in meeting the transportation needs of central Oklahoma.

XI. ADJOURNMENT

The meeting was adjourned at 10:01 a.m.

Respectfully Submitted,



Richard Cain
Secretary