

**MINUTES**  
**CENTRAL OKLAHOMA TRANSPORTATION**  
**AND PARKING AUTHORITY MEETING**  
**NOVEMBER 5, 2010**

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

**TRUSTEES ABSENT:** None

**STAFF PRESENT:** Rick Cain  
Diane Lewis  
Debi Holtzclaw  
Michael Scroggins  
Larry Hopper  
Jeanne Smith  
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**

Mr. Charles Rhinehart, 333 N.W. 25<sup>th</sup> Street, Oklahoma City, expressed his appreciation to Mark Pritchard and the Board for improving the signage on COTPA buses. Mr. Rhinehart read a letter regarding a complaint he filed with the FTA regarding usage of Metro Lift.

**IV. APPROVAL OF MINUTES**

A. Consideration of Approval of Minutes of the Central Oklahoma Transportation and Parking Authority Meeting of October 1, 2010

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

B. Consideration of Approval of Minutes of the Central Oklahoma Transportation and Parking Authority Special Meeting of October 19, 2010

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

**V. CONSENT DOCKET**

A. Consideration of Approval of Acceptance of the Donation of a Shade Canopy at Meridian Landing from OKC Motorsports and USA Shade & Fabric Structures, Inc.

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

B. Consideration of Approval of Agreement with Community Health Centers Inc., the Sub-recipient of New Freedom Grant Funds to Operate Healing Hands Transport Bus.

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

C. Consideration of Approval to Declare Handheld Ticketing Devices as Surplus and Authorize Administrator to Dispose of Devices

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

D. Consideration of Approval of Free Excursion Cruises on Oklahoma River Cruises During Downtown In December

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

- E. Consideration of Approval of Single Source Contract with American Pest Services  
APPROVED. Moved by Lee, seconded by Semtner. AYES: Kauffman, Lee, Bickham, Couch, Holt, Johnson, Randle and Semtner.
- F. Consideration of Approval of Contract with Unifirst Holdings, Inc., Formerly Western Uniform and Towel Service, for Maintenance Uniforms and Floor Mats  
APPROVED. Moved by Lee, seconded by Semtner. AYES: Kauffman, Lee, Bickham, Couch, Holt, Johnson, Randle and Semtner.
- G. Consideration of Approval of Contract with ARI Hetra for a Heavy Duty Vehicle Lift  
APPROVED. Moved by Lee, seconded by Semtner. AYES: Kauffman, Lee, Bickham, Couch, Holt, Johnson, Randle and Semtner.
- H. Approval of Purchase of Man Lift from Sooner Lift  
APPROVED. Moved by Lee, seconded by Semtner. AYES: Kauffman, Lee, Bickham, Couch, Holt, Johnson, Randle and Semtner.
- I. Consideration of Adoption of Resolution to Extend the Contract with Hornblower Marine Services, Inc. to Provide Operating Services for the Oklahoma River Water Transit Mobility Program  
APPROVED. Moved by Lee, seconded by Semtner. AYES: Kauffman, Lee, Bickham, Couch, Holt, Johnson, Randle and Semtner.
- J. Receive the Notice of Meetings for 2011  
APPROVED. Moved by Lee, seconded by Semtner. AYES: Kauffman, Lee, Bickham, Couch, Holt, Johnson, Randle and Semtner.
- K. Consideration of Approval of Request for Proposal (RFP) for a Comprehensive Maintenance Inspection of Parking Facilities and Authorize the Administrator to Advertise and Release the RFP  
APPROVED. Moved by Lee, seconded by Semtner. AYES: Kauffman, Lee, Bickham, Couch, Holt, Johnson, Randle and Semtner.
- L. Consideration of Approval of Professional Services Agreement with the City of Oklahoma City and COTPA for Employee Hepatitis B Vaccinations Provided Through the Oklahoma City Occupational Health Clinic  
APPROVED. Moved by Lee, seconded by Semtner. AYES: Kauffman, Lee, Bickham, Couch, Holt, Johnson, Randle and Semtner.
- M. Consideration of Approval of Purchase of a 2011 Chevrolet Truck from Hudiburg Chevrolet  
APPROVED. Moved by Lee, seconded by Semtner. AYES: Kauffman, Lee, Bickham, Couch, Holt, Johnson, Randle and Semtner.

N. Consideration of Approval of Retrofit of Service Truck by Perfection Truck Parts and Equipment Co.

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

## **VI. ITEMS FOR INDIVIDUAL CONSIDERATION**

A. Consideration of Approval of Final Acceptance for Repairs to the Curtainwall for the Sheridan/Walker Garage and Place Maintenance Bond into Effect

Rick Cain stated that the project experienced a number of delays and required three change orders to address various issues. The final cost was \$250,552, paid with 2006 parking revenue bond funds.

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

B. Consideration of Approval of Task Order No. 2 with Triad Design Group to Declare an Emergency and Authorize an Emergency Analysis and Emergency Bid for Repairs to the Santa Fe Parking Garage

Rick stated that the task order will authorize Triad Design Group to develop plans and specifications for the repair of earthquake damage at the Santa Fe Garage.

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

C. Consideration of Approval of Final Acceptance of Repair/Remodel/Renovation of the Operations/Maintenance Facility and Place Maintenance Bond into Effect.

Rick provided an overview of the project. There were a total of five change orders approved during the process. The final cost was \$1,244,528, which was a combination of federal funds and the local share using 2007 GO bond funds.

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

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

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

## **VIII. RECEIVE FINANCIAL REPORTS**

Rick reviewed the transit budget to actual. He stated there was a slight decrease in fare box revenue and a slightly larger increase in ticket sales. The variance is partially attributable to the delay in the fare increases. The initial grant draw for the ARRA money was delayed due to FTA technical difficulties during their year-end. Supplies expense continues to be under budget due to the favorable changes that have been

made in Maintenance and a newer fleet in operation. In the Parking division, revenue continues to be very strong. The only area that has shown a decrease is event revenue. The lease revenue is higher than anticipated due to a payment timing issue with the Utilities department. 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 passenger revenues are up, which is attributable to two factors: charter events and the Groupon sale event. Expenses are under budget due to timing of the Hornblower invoice receipt and payment.

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

## **IX. RECEIVE PROGRAM REPORTS**

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

Larry Hopper stated that ridership was down slightly for September compared to 2009, possibly due to the initiation of the fare increase and service reductions. Senior and special services were up almost five percent compared to last year.

In response to a question from Dick Lee, Rick described the City's Leading For Results program and how the performance measures documented in the Transit System Report assist the department to focus on maintaining/achieving quality public services.

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

Larry reported that COTPA was awarded a \$378,000 TIGER II federal planning grant to be used for environmental assessment work.

### **C. Parking Report**

Debi Holtzclaw reported that the occupancy rate is remaining constant. Event revenue is down, but is expected to increase during the holiday months. She stated that seven proposals were received in response to the parking study RFP.

### **D. Marketing Report**

Michael Scroggins described a public transportation education campaign, which is nearing completion. He reported that COTPA was recognized by the Public Relations Society of America with awards for "Let's Talk Transit" as a community relations campaign and for the website.

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

Jeanne Smith reported that a new theme cruise in 2011 will use actors from "Shakespeare in the Park." She stated that a hot chocolate concession will be available in the Pavilion for the Downtown in December free cruises.

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

**X. ITEMS FROM TRUSTEES**

David Holt thanked the Board for all that they do and stated it had been a pleasure to serve as a Trustee. He stated he looked forward to working with COTPA in his new capacity as a State senator.

Barney Semtner asked if there would be a dedication for the completion of the maintenance facility renovation project or if a committee meeting could be held at the facility. Rick stated that the facility could host a committee meeting and/or a tour could be arranged for anyone who is interested.

Laura Johnson thanked Mr. Rhinehart for his persistence in pursuing the sign issue. She stated it is important for the Board to hear public input and she recognized the effort Mr. Rhinehart put forth in attending the meeting.

Mr. Kauffman noted that it was important for the public to be made aware that COTPA had responded in a positive manner to Mr. Rhinehart's concerns.

Rick congratulated David Holt on his election and thanked him for his work as a Board member.

Rick described a Halloween train event conducted by the Oklahoma Railway Museum (ORM) and Dental Depot. The ORM Christmas train will run on December 18<sup>th</sup>. He reported that the Museum worked with ODOT in relocating tons of ballast that was excavated for the I-40 relocation/construction project. The ballast was used on the right-of-way between 10<sup>th</sup> and 50<sup>th</sup> Streets.

**XI. ADJOURNMENT**

The meeting was adjourned at 10:00 a.m.

Respectfully Submitted,



Richard Cain  
Secretary