

MINUTES

**CENTRAL OKLAHOMA TRANSPORTATION
AND PARKING AUTHORITY MEETING**

JUNE 3, 2011

TRUSTEES PRESENT: Chris Kauffman, Chairman
Dick Lee, Vice Chairman
Kay Bickham
Jim Thompson
Steve Hill
Laura Johnson
Veran Randle
Barney Semtner

TRUSTEES ABSENT: None

STAFF PRESENT: Rick Cain
Debi Holtzclaw
Craig Keith
Mark Pritchard
Michael Scroggins
Jeanne Smith
Ruvena Snellings

I. CALL TO ORDER

Chairman Chris Kauffman called the meeting to order at 9:00 a.m.

II. ITEMS FROM THE CHAIRMAN

None.

III. CITIZENS TO BE HEARD

None.

IV. APPROVAL OF MINUTES

- A. Consideration of Approval of Minutes of the Central Oklahoma Transportation and Parking Authority Meeting of May 6, 2011

APPROVED. Moved by Semtner, seconded by Lee. AYES: Kauffman, Lee, Bickham, Thompson, Hill, Johnson, Randle, and Semtner.

V. CONSENT DOCKET

- A. Consideration of Approval of Renewal of Consulting Agreement with Murray, Montgomery, and O'Donnell

APPROVED. Moved by Bickham, seconded by Semtner. AYES: Kauffman, Lee, Bickham, Thompson, Hill, Johnson, Randle, and Semtner.

- B. Consideration of Approval of Agreement with the City of Oklahoma City for Parking Services

APPROVED. Moved by Bickham, seconded by Semtner. AYES: Kauffman, Lee, Bickham, Thompson, Hill, Johnson, Randle, and Semtner.

- C. Consideration of Approval of Seventh Renewal of Agreement with the City of Oklahoma City to Operate Two Surface Parking Lots located at 620 and 712 Robert S. Kerr Avenue

APPROVED. Moved by Bickham, seconded by Semtner. AYES: Kauffman, Lee, Bickham, Thompson, Hill, Johnson, Randle, and Semtner.

- D. Consideration of Approval of Agreement with The City of Oklahoma City for Mobile Equipment Storage in the Sheridan Walker Parking Facility and Complimentary Parking for Citizens Conducting Business in City Offices

APPROVED. Moved by Bickham, seconded by Semtner. AYES: Kauffman, Lee, Bickham, Thompson, Hill, Johnson, Randle, and Semtner.

- E. Consideration of Approval of Renewal Agreement with C. L. Frates and Company to Provide General Liability Insurance for COTPA Properties and Felonious Assault Insurance for Represented Employees of the Central Oklahoma Transportation and Parking Authority

APPROVED. Moved by Bickham, seconded by Semtner. AYES: Kauffman, Lee, Bickham, Thompson, Hill, Johnson, Randle, and Semtner.

- F. Consideration of Approval of Renewal of Agreement with Oklahoma Business Insurors Agency, LLC to Provide Fleet Insurance for COTPA Owned Vehicles.

APPROVED. Moved by Bickham, seconded by Semtner. AYES: Kauffman, Lee, Bickham, Thompson, Hill, Johnson, Randle, and Semtner.

- G. Consideration of Approval of Renewal Agreement with Yellow Cab for Social Services Transportation Service

APPROVED. Moved by Bickham, seconded by Semtner. AYES: Kauffman, Lee, Bickham, Thompson, Hill, Johnson, Randle, and Semtner.

- H. Consideration of Approval of Agreement with Community Action Agency of Oklahoma City, Cleveland/Canadian Counties, Inc. to Provide Transportation for the Senior Medical Transportation Program

APPROVED. Moved by Bickham, seconded by Semtner. AYES: Kauffman, Lee, Bickham, Thompson, Hill, Johnson, Randle, and Semtner.

- I. Consideration of Approval of Agreement with Daily Living Centers, Inc. to Provide Transportation for the Senior Medical Transportation Program

APPROVED. Moved by Bickham, seconded by Semtner. AYES: Kauffman, Lee, Bickham, Thompson, Hill, Johnson, Randle, and Semtner.

- J. Consideration of Approval of Agreement with Retired Senior Volunteer Program of Central Oklahoma

APPROVED. Moved by Bickham, seconded by Semtner. AYES: Kauffman, Lee, Bickham, Thompson, Hill, Johnson, Randle, and Semtner.

- K. Receive Report on Current Pilot Program Comparing Operating Results of New Compressed Natural Gas, Hybrid Electric and Clean Diesel Buses

RECEIVED. Moved by Bickham, seconded by Semtner. AYES: Kauffman, Lee, Bickham, Thompson, Hill, Johnson, Randle, and Semtner.

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Consideration of Approval to Authorize the Administrator to Negotiate a Contract with Miles Associates for Architectural Services for the Santa Fe Parking Garage

Rick Cain stated there was an excellent response to the request for Letters of Interest. A selection committee interviewed four firms and selected Miles

Associates. A contract will be negotiated and submitted to the Board for approval.

APPROVED. Moved by Lee, seconded by Bickham. AYES: Kauffman, Lee, Bickham, Thompson, Hill, Johnson, Randle, and Semtner.

- B. Consideration of Approval to Authorize the Administrator to Negotiate a Contract for the National Environmental Policy Act Environmental Compliance Study and Services for the Greater Downtown Transit Circulator Project

Rick described the process that the selected consultant, Jacobs, will use to develop the scope of work for the compliance study. It is projected that the initial scoping will be completed by September and the entire study will be completed in 12-15 months.

APPROVED. Moved by Bickham, seconded by Thompson. AYES: Kauffman, Lee, Bickham, Thompson, Hill, Johnson, Randle, and Semtner.

- C. Consideration of Adoption of Resolution Declaring an Emergency, Ratifying Approval of Plans and Specifications, Ratifying Waiving Formal Competitive Bidding Procedures; Awarding Construction Contract to J. L. Walker Construction, Inc. for Interior, Doors and Windows Renovation at Union Station; Ratifying Issuance of an Emergency Work Order; and Approving Contract and Bonds

Rick stated that the limit for change orders had been reached in regard to the additional work needed to repair the hidden decay in the window frames at Union Station. The emergency contract was needed to allow the contractor to quickly reinstall the windows that had been removed to prevent any damage to the building.

APPROVED. Moved by Lee, seconded by Randle. AYES: Kauffman, Lee, Bickham, Thompson, Hill, Johnson, Randle, and Semtner.

VII. RATIFICATION OF CLAIMS AND PAYROLL THROUGH MAY 31, 2011

RATIFIED. Moved by Randle, seconded by Lee. AYES: Kauffman, Lee, Bickham, Thompson, Hill, Johnson, Randle, and Semtner.

VIII. RECEIVE FINANCIAL REPORTS

- A. Schedules of Revenues and Expenditures – Budget to Actual for the Ten Months Ended April 30, 2011

Rick reviewed the transit budget to actual. He reported that ticket sales are 12 percent higher than had been anticipated. Rick provided an update on the delay of the \$1 million in stimulus funds. He stated that there is sufficient fund balance to cover costs if the stimulus money is not received before the end of June. Rick explained that the reduction in maintenance costs, and subsequent reduction in reimbursement, might be offset by requesting reimbursement of other operational costs. In the Parking division, Rick commented that the positive balance in other services and fees was due to the timing of Republic

Parking payments. In the River division, federal grant draws will be lower than anticipated due to the FTA's stipulation that non-transit service is not eligible for reimbursement.

RECEIVED. Moved by Johnson, seconded by Randle. AYES: Kauffman, Lee, Bickham, Thompson, Hill, Johnson, Randle, and Semtner.

B. Interim Financial Statements for the Nine Months Ended March 31, 2011

RECEIVED. Moved by Johnson, seconded by Randle. AYES: Kauffman, Lee, Bickham, Thompson, Hill, Johnson, Randle, and Semtner.

IX. RECEIVE PROGRAM REPORTS

A. Transit System Report

Mark Pritchard stated that ridership was down 2.3% compared to 2010, which can be attributed to the fare increase. He commented that the national average for decreased ridership following a fare increase is 8-10%.

B. Long Range Plan Report

Rick reported on the findings of the recent AA steering committee meeting. He announced that the final transit planning public meeting will be held on June 23rd.

C. Parking Report

Debi Holtzclaw reported that the occupancy rate has remained steady. She provided an update on the installation of the new equipment and signage.

D. Marketing Report

Michael Scroggins announced the upcoming book giveaway to be held in August. He stated that a health fair will be held on October 20th at the Transit Center.

E. Oklahoma River Cruises Report

Jeanne Smith stated that April ridership was 16% higher compared to 2010. She described the plans for participating with the upcoming drag boat races.

RECEIVED. Moved by Semtner, seconded by Bickham. AYES: Kauffman Lee, Bickham, Thompson, Hill, Johnson, Randle, and Semtner.

X. ITEMS FROM TRUSTEES

Dick Lee stated that he was very pleased with the progress being made on the hub study and praised the information that Jacobs has provided.

Rick announced that he will present the transit operations budget to City Council on June 7th. He stated that an election will be held at the July Board meeting for Chairman and Vice Chairman. He provided an update on the hub study.

Rick stated that this could be the last meeting that Mr. Thompson will be in attendance. He thanked Mr. Thompson for his support of public transportation. Mr. Kauffman also thanked Mr. Thompson and congratulated him on his retirement.

XI. ADJOURNMENT

The meeting was adjourned at 10:14 a.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Richard Cain". The signature is written in black ink and is positioned below the text "Respectfully Submitted,".

Richard Cain
Secretary