

**MINUTES**

**CENTRAL OKLAHOMA TRANSPORTATION  
AND PARKING AUTHORITY SPECIAL MEETING**

**APRIL 8, 2011**

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**TRUSTEES PRESENT:** Dick Lee, Vice Chairman  
Jim Couch  
Steve Hill  
Laura Johnson  
Barney Semtner

**TRUSTEES ABSENT:** Chris Kauffman, Chairman  
Kay Bickham  
Veran Randle

**STAFF PRESENT:** Rick Cain  
Diane Lewis  
Melisa Rousey  
Michael Scroggins  
Larry Hopper  
Jeanne Smith

**I. CALL TO ORDER**

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

**II. ITEMS FROM THE CHAIRMAN**

None.

**III. CITIZENS TO BE HEARD**

Nancy McWhirter, 4320 NW 61st Terrace, Oklahoma City, expressed her support for improved bus service.

**IV. APPROVAL OF MINUTES**

A. Consideration of Approval of Minutes of the Central Oklahoma Transportation and Parking Authority Meeting of January 21, 2011

APPROVED. Moved by Semtner, seconded by Couch. AYES: Couch, Hill, Johnson, Lee, and Semtner.

B. Consideration of Approval of Minutes of the Central Oklahoma Transportation and Parking Authority Meeting of March 4, 2011

APPROVED. Moved by Semtner, seconded by Couch. AYES: Couch, Hill, Johnson, Lee, and Semtner.

**V. CONSENT DOCKET**

A. Consideration of Approval of Utilizing the City of Oklahoma City's Contract with Traffic and Lighting Systems, LLC

APPROVED. Moved by Couch, seconded by Hill. AYES: Couch, Hill, Johnson, Lee, and Semtner.

B. Consideration of Approval of Request for Proposal (RFP) for Automatic Vehicle Location (AVL) System and Authorize the Administrator to Advertise and Release the RFP

APPROVED. Moved by Couch, seconded by Hill. AYES: Couch, Hill, Johnson, Lee, and Semtner.

C. Consideration of Approval of Sole Source Contract with Womack Radiator for Repair of Bus Radiators

APPROVED. Moved by Couch, seconded by Hill. AYES: Couch, Hill, Johnson, Lee, and Semtner.

D. Consideration of Approval of Amendment No. 1 to the Lease Agreement with SMJ Corporation for Office Space at the Operations/Maintenance Facility

APPROVED. Moved by Couch, seconded by Hill. AYES: Couch, Hill, Johnson, Lee, and Semtner.

E. Consideration of Approval of Contract with Metaicon for Website Design and Development

APPROVED. Moved by Couch, seconded by Hill. AYES: Couch, Hill, Johnson, Lee, and Semtner.

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

A. Consideration of Approval of Amendment No. 3 to the Contract with Robison & Associates Architects for Architectural and Engineering Services for the Repair/Renovation of Union Station

Rick Cain stated that the Amendment provides for investigation to determine the causes of the structural instability of Union Station. It also provides for engineering services to work with the Oklahoma Department of Transportation to develop a watertight seal for the passenger rail and freight tunnels that were removed as a part of the I-40 relocation.

APPROVED. Moved by Semtner, seconded by Hill. AYES: Couch, Hill, Johnson, Lee, and Semtner.

B. Consideration of Approval of Amendment No. 3 to the Contract with HSE Architects for Architectural Services

Rick stated that the amendment addresses Phase II of improvements at the Maintenance Facility. The information that HSE provides will allow staff to prioritize the work and make decisions regarding allocation of grant money.

APPROVED. Moved by Semtner, seconded by Couch. AYES: Couch, Hill, Johnson, Lee, and Semtner.

## **VII. RATIFICATION OF CLAIMS AND PAYROLL THROUGH MARCH 31, 2011**

RATIFIED. Moved by Lee, seconded by Randle. AYES: Couch, Hill, Johnson, Lee, and Semtner.

## **VIII. RECEIVE FINANCIAL REPORTS**

A. Schedules of Revenues and Expenditures – Budget to Actual for the Eight Months Ended February 28, 2011

Rick reviewed the transit budget to actual. He stated that the report showed a significant improvement in terms of the federal grant draws. He reminded the Board that at the end of the year there will be less federal grant money received

than projected due to reduced maintenance costs resulting in less reimbursement. He stated that in Other Services and Fees, there is a significant advantage in terms of what has been spent versus what was budgeted. He stated that as part of the budgeting process, departments are required to include contingency funds, which are in that line item. Rick stated that he would continue to keep the Board updated on fuel costs. On a cost-per-gallon basis, the budget has been exceeded by approximately \$67,000; however, consumption is down, so the net effect is a favorable balance. In the Parking division, occupancy continues to rise slightly each month. He stated that lease revenue continues to be high because of changes that occurred after the budget process. The tenant operating the hair salon has given notice that she will be moving; however, three existing tenants have expressed interest in taking over the space. He explained that the positive balance in other services and fees was due to the timing of Republic Parking payments. In the River division, Rick stated that federal grant draws would not be as high as had been anticipated due to the FTA's stipulation that non-transit operations are not eligible for reimbursement. It is anticipated that expenditures will be down by the end of the year. He stated that potentially there could be a shortfall that would have to be covered by the existing fund balance.

RECEIVED. Moved by Couch, seconded by Semtner. AYES: Couch, Hill, Johnson, Lee, and Semtner.

B. Interim Financial Statements for the Six Months Ended December 31, 2010

RECEIVED. Moved by Couch, seconded by Semtner. AYES: Couch, Hill, Johnson, Lee, and Semtner.

**IX. RECEIVE PROGRAM REPORTS**

A. Transit System Report

Larry Hopper stated that ridership in February was down compared to last year due to two major snowstorms. He reported that a community meeting to receive input regarding the proposed elimination of Route 51 would be held on April 28.

B. Long Range Plan Report

Larry presented a slideshow of information on the status of the Alternative Analysis. He provided an update on the process of obtaining approval for federal funding.

C. Parking Report

Rick reported that there was a small increase in occupancy in February. He stated that Continental Resources is coming to downtown and has given notice that its employees will park in the Santa Fe garage.

D. Marketing Report

Michael Scroggins reported on the partners that are providing coupons/vouchers for distribution on Earth Day. He stated that staff has been developing the advertising materials and the new website for the River Cruises.

E. Oklahoma River Cruises Report

Jeanne Smith reported on the sales plan for the new season, which includes increasing public awareness and developing new markets. She thanked the River Trust for its monetary contribution and for creating a Trust subcommittee to assist in marketing efforts.

RECEIVED. Moved by Johnson, seconded by Couch. AYES: Couch, Hill, Johnson, Lee, and Semtner.

**X. ITEMS FROM TRUSTEES**

Rick stated that he had received a letter from the FTA advising that if Congress did not agree to approve the continuing resolution, federal activities would be shut down. If it is not passed, COTPA's \$140,000 grant draw would not be processed and no reimbursements would be approved.

Rick stated that there is a new starts working group that is making submission to Congress for consideration in terms of how they evaluate new starts projects. It is an effort to simplify the process, including shortcutting the alternatives analysis process.

Rick described the upcoming events to be held by the Oklahoma Railway Museum.

Rick thanked David Behr for his work with COTPA and wished him well in his retirement.

Rick thanked Diane Lewis for filling in for Marsha Harrod.

Dick Lee expressed his appreciation to staff for their efforts in developing partnerships in the community.

**XI. ADJOURNMENT**

The meeting was adjourned at 9:52 a.m.

Respectfully Submitted,



Richard Cain  
Secretary