

MINUTES

**CENTRAL OKLAHOMA TRANSPORTATION
AND PARKING AUTHORITY MEETING**

MAY 6, 2011

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

TRUSTEE ABSENT: Kay Bickham

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

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

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 April 8, 2011

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

V. CONSENT DOCKET

A. Consideration of Approval of the Amended COTPA Substance Abuse Policy

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

B. Consideration of Adoption of Resolution Authorizing the Open Market Purchase of Media Services for Fiscal Year 2011-2012

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

C. Consideration of Approval of the Second Renewal of the Department of Human Services Bus Pass Agreement for Goodwill Employees

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

D. Consideration of Approval of Correction in Addition for Amendment No. 3 to the Contract with HSE Architects for Architectural Services

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

E. Consideration of Approval to Utilize the City of Oklahoma City Contract with Cox Business Services for Installation of Internet Wiring and Services for the Santa Fe and Century Center Garages

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

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Consideration of Approval of Amendment No. 3 and Change Order No. 4 to the Contract with J. L. Walker Construction, Inc. for the Interior, Doors and Windows Renovation at Union Station

Rick Cain stated that the change order addresses the replacement of five doors to meet ADA standards. The amendment addresses hidden decay in window frames. The total combined cost is \$29,154.

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

- B. Consideration of Approval of Final Plans and Specifications for the Union Station Tunnel Project and Authorize the Administrator to Advertise for Bids

Rick stated that the project would provide for a watertight seal for the passenger rail and freight tunnels that were partially removed as a part of the I-40 relocation. The Oklahoma Department of Transportation will share a portion of the cost for the work.

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

VII. RATIFICATION OF CLAIMS AND PAYROLL THROUGH APRIL 30, 2011

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

VIII. RECEIVE FINANCIAL REPORTS

- A. Schedules of Revenues and Expenditures – Budget to Actual for the Nine Months Ended March 31, 2011

Rick reviewed the transit budget to actual. He stated that ridership revenue continues to be strong even though fares were increased. He provided an update on COTPA's request for reallocation of stimulus funds. He noted that state funds were received earlier in the year than expected. Rick reminded the Board that as part of the budgeting process, departments are required to include contingency funds, which are in the Other Services and Fees line item. It is anticipated that, barring any unforeseen costs, that line item will have a positive balance through the end of the year. He stated that COTPA is almost \$100,000 over budget in fuel expense relative to the price of fuel on a per gallon basis. Fortunately, fuel consumption is down by almost six percent, which compensates for the difference in price. Rick stated that staff will provide comparative data on the CNG, hybrid electric and clean diesel fuel operating costs to the Board in June or July. In the Parking division, occupancy revenues continue to be strong. He explained that the positive balance in other services and fees was due to the timing of Republic Parking payments. In the River division, it is anticipated that the year will finish in arrears by approximately \$155,000 in terms of federal grant draws due to the FTA's stipulation that non-transit operations are not eligible for reimbursement.

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

- B. Employee Retirement Trust Interim Financial Statement for the Nine Months Ended March 31, 2010

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

IX. RECEIVE PROGRAM REPORTS

A. Transit System Report

Larry Hopper stated that ridership was down slightly compared to March 2010. He reported that March ridership was more than double for the downtown trolley when compared to last year.

B. Long Range Plan Report

Larry reported on the public hearing regarding the proposed elimination of the Route 51 Stagecoach Line. He described the findings of the hub study meeting.

C. Parking Report

Debi Holtzclaw reported that there was a small decrease in occupancy in March. She stated that revenues for the Arts Festival were down compared to last year due to free on-street parking and bad weather.

D. Marketing Report

Michael Scroggins announced the upcoming book giveaway. He stated that Platt College will continue its support of the downtown trolley through June 2012.

E. Oklahoma River Cruises Report

Jeanne Smith stated that service between Meridian Landing and Regatta Park will begin today. She described the new three-day training program provided by Hornblower for its employees.

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

X. ITEMS FROM TRUSTEES

Veran Randle expressed his appreciation for the level of public discourse at the hub study meeting. He thanked Nancy McWhirter for her input at the Board meeting.

XI. ADJOURNMENT

The meeting was adjourned at 9:56 a.m.

Respectfully Submitted,



Richard Cain
Secretary