

MINUTES

**CENTRAL OKLAHOMA TRANSPORTATION
AND PARKING AUTHORITY MEETING**

OCTOBER 14, 2011

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

TRUSTEES ABSENT: Kay Bickham

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

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 September 2, 2011

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

V. CONSENT DOCKET

- A. Consideration of Approval of Price Increase in the Purchase Cost of a 2012 Chevrolet Impala from Hudiburg Chevrolet

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

- B. Consideration of Approval of Amendment No. 1 to the Transportation Services Agreement with Community Health Centers, Inc. (CHCI), the Sub-recipient of a New Freedom Grant for Receiving Funds to Support the Operation of the Healing Hands Transport Bus

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

- C. Consideration of Approval of Contract with Evolve Research for an Internal Employee Satisfaction Survey and Communications Plan

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

- D. 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

ADOPTED. Moved by Couch, seconded by Semtner. AYES: Kauffman, Lee, Couch, Freeman, Hill, Randle, and Semtner.

- E. Consideration of Adoption of Resolution to Adopt the Definitions Contained in 49 CFR Section 26.5 and the Disadvantaged Business Enterprise Program for FY 2012-14

ADOPTED. Moved by Couch, seconded by Semtner. AYES: Kauffman, Lee, Couch, Freeman, Hill, Randle, and Semtner.

- F. Consideration of Approval of Single Source Contract with Instant Radiator Exchange for the Repair of Radiators
- APPROVED. Moved by Couch, seconded by Semtner. AYES: Kauffman, Lee, Couch, Freeman, Hill, Randle, and Semtner.
- G. Consideration of Approval of Second Amendment to Lease with Devon Realty Advisors, L.L.C.
- APPROVED. Moved by Couch, seconded by Semtner. AYES: Kauffman, Lee, Couch, Freeman, Hill, Randle, and Semtner.
- H. Consideration of Ratification of the Administrator's Action to Approve Professional Services Provided by Stacey and Associates, Inc.
- RATIFIED. Moved by Couch, seconded by Semtner. AYES: Kauffman, Lee, Couch, Freeman, Hill, Randle, and Semtner.

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Consideration of Approval to Authorize the Administrator to Negotiate a Contract with Mentor Engineering for an Automatic Vehicle Location (AVL) System.
- Rick Cain stated that the system will provide real time information on bus location for both management and riders, along with automatic voice annunciation of stops on the buses, and automated passenger counting. Dick Lee described the selection process and thanked staff for their efforts.
- APPROVED. Moved by Lee, seconded by Freeman. AYES: Kauffman, Lee, Couch, Freeman, Hill, Randle, and Semtner.
- B. Consideration of Approval of Final Acceptance for Concrete Repairs to the Santa Fe Parking Garage and Place Maintenance Bond into Effect.
- Rick stated that the repairs addressed the crumbling and falling concrete that required blocking off some walkways and parking spaces. The total cost of the project was \$36,096.
- APPROVED. Moved by Freeman, seconded by Semtner. AYES: Kauffman, Lee, Couch, Freeman, Hill, Randle, and Semtner.
- C. Consideration of Approval of Contract with Restek, Inc. for Concrete Repairs to the Santa Fe Parking Garage.
- Rick stated that the work will include repairing expansion joints, cracks in the concrete, and structural steel members at the stairs. Two bids were received. Restek was the low bidder at \$320,932.
- APPROVED. Moved by Freeman, seconded by Randle. AYES: Kauffman, Lee, Couch, Freeman, Hill, Randle, and Semtner.
- D. Consideration of Adoption of Resolution Authorizing the Sale of the Broadway-Kerr Parking Garage Owned by the Central Oklahoma Transportation and Parking Authority; Authorizing the Redemption or Defeasance of Bonds; Directing the Use of the Proceeds of Such Sale; Authorizing the Trustee Bank for Outstanding Bonds to Take Action with Respect to Certain Bonds; Authorizing Notices, Escrow Agreements and Other Documents, as needed, Relating to the Transactions Authorized by this Resolution; and Containing Other Provisions Relating Thereto

Rick stated that there are three criteria that must be adhered to in the sale of a COTPA garage: 1) fair market price has to be received; 2) the overall parking system will not be damaged due to the sale; and 3) the bondholders cannot be harmed. Rick described the specifics of the proposed sales agreement. There was discussion regarding the timing of the notice to bondholders and the submission of evidence of financing by the proposed buyer. A motion was made to adopt the Resolution with the understanding that the Board will have the opportunity to approve the evidence of financing at a future meeting.

ADOPTED. Moved by Couch, seconded by Lee. AYES: Kauffman, Lee, Couch, Freeman, Hill, Randle, and Semtner.

- E. Consideration of Adoption of Resolution Authorizing the Chairman and Secretary of Central Oklahoma Transportation and Parking Authority, or in Their Absence, the Vice Chairman and Assistant Secretary or the Administrator to Execute and Deliver Such Documents and to Take Other Actions That May Be Necessary or Appropriate in Order to Effectuate the Real Estate Purchase and Sale Agreement Between Central Oklahoma Transportation and Parking Authority and SandRidge Realty, LLC, of This Date

ADOPTED. Moved by Lee, seconded by Couch. AYES: Kauffman, Lee, Couch, Freeman, Hill, Randle, and Semtner.

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

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

VIII. RECEIVE FINANCIAL REPORTS

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

Rick reviewed the transit budget to actual. He reported that fare box and ticket revenues are both up so far this fiscal year. He stated there were timing issues with the grant funds. The FTA temporarily shut down the system as it approached their fiscal year end. 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. He described the change in the timeline as to when the contingency funds will appear in the budget. He stated that fuel prices are approximately 41 cents higher per gallon than budgeted and will be monitored closely. In the Parking division, Rick stated that parking revenues are back to where they should be after being down last month because two large groups did not get their payments in until after the closing of the month. Rick mentioned that event revenue may be less than budgeted due to the situation with the NBA. In the River division, Rick stated that revenues and expenses are at anticipated levels. He stated that the September report will be impacted by the loss of revenue caused by the Brum dam failure.

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

IX. RECEIVE PROGRAM REPORTS

- A. Transit System Report

Mark Pritchard reported that ridership numbers were down slightly for August when compared to 2010, possibly due to the extremely hot weather. He stated that Saturday ridership continues to be very strong.

B. Long Range Plan Report

Larry Hopper reported on the visit by FTA staff from Washington, D.C. regarding the streetcar AA, the preferred routing, and the environmental study. He commented on the new bus service hours for Routes 7 and 14.

C. Parking Report

Debi Holtzclaw reported that event revenue is down significantly due to the availability of free on-street parking. She provided an update on the installation of the new equipment and signage.

D. Marketing Report

Michael Scroggins reported that COTPA received recognition at the Southwest Transit Association (SWTA) conference for two marketing campaigns. He stated there has been an increase in requests for the How to Ride video.

E. Oklahoma River Cruises Report

Jeanne Smith reported on upcoming events, such as Haunt the River. She commented on the extent that revenue was impacted by the failure of a dam on the Oklahoma River.

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

X. ITEMS FROM TRUSTEES

Barney Semtner commented on the pending sale of the Broadway Kerr Garage. He said he was looking forward to the results of the parking study. He stated that he saw the display booth for the AVL vendor, Mentor Engineering, at the APTA Expo and he believes the system will greatly benefit riders.

Dick Lee commented on the pending sale of the Broadway Kerr Garage. He thanked COTPA and legal staff for their efforts. He welcomed back Chairman Kauffman.

Rick commented on the success of the Thomas the Tank Engine event at the Oklahoma Railway Museum. He announced the upcoming Halloween-themed train that will run on October 29th. He commented on the Oklahoma Transit Association's "Roadeo" for rural transportation systems and the Operation Homefront Oklahoma "Stuff the Bus" event, which benefits military personnel and stateside families.

XI. ADJOURNMENT

The meeting was adjourned at 10:15 a.m.

Respectfully Submitted,



Richard Cain
Secretary