

MINUTES

**CENTRAL OKLAHOMA TRANSPORTATION
AND PARKING AUTHORITY MEETING**

AUGUST 5, 2011

TRUSTEES PRESENT: Kay Bickham, Acting Chairman
M. T. Berry
Steve Hill
Laura Johnson
Veran Randle
Barney Semtner

TRUSTEES ABSENT: Chris Kauffman, Chairman
Dick Lee, Vice Chairman

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

Secretary Rick Cain called for nominations for Acting Chairman for the meeting. Barney Semtner made a motion to nominate Kay Bickham as Acting Chairman, seconded by Laura Johnson.

APPROVED BY ROLL CALL VOTE. AYES: Bickham, Berry, Hill, Johnson, Randle, and Semtner.
NAYS: None.

I. CALL TO ORDER

Acting Chairman Kay Bickham called the meeting to order at 9:03 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 July 1, 2011

APPROVED. Moved by Semtner, seconded by Randle. AYES: Bickham, Berry, Hill, Johnson, Randle, and Semtner.

- B. Consideration of Approval of Minutes of the Central Oklahoma Transportation and Parking Authority Parking Committee Meeting of July 28, 2011

APPROVED. Moved by Semtner, seconded by Berry. AYES: Bickham, Berry, Hill, Johnson, Randle, and Semtner.

V. CONSENT DOCKET

- A. Consideration of Approval of Contract with BKD, LLP, to Serve as External Auditor for the Authority

APPROVED. Moved by Semtner, seconded by Berry. AYES: Bickham, Berry, Hill, Johnson, Randle, and Semtner.

- B. Consideration of Approval of One-Year Renewal Option of the Contract with Environmental Lawn Service for Lawn Care Maintenance at Union Station

APPROVED. Moved by Semtner, seconded by Berry. AYES: Bickham, Berry, Hill, Johnson, Randle, and Semtner.

- C. Consideration of Approval of One-Year Renewal Option of the Contract with Facility Care, Inc. for Cleaning Services

APPROVED. Moved by Semtner, seconded by Berry. AYES: Bickham, Berry, Hill, Johnson, Randle, and Semtner.

- D. Consideration of Approval of Amendment No. 2 to the Lease with Red Earth, Inc. to Increase Square Footage
- APPROVED. Moved by Semtner, seconded by Berry. AYES: Bickham, Berry, Hill, Johnson, Randle, and Semtner.
- E. Consideration of Approval of Transit Agreement with the City of Midwest City for Route 15
- APPROVED. Moved by Semtner, seconded by Berry. AYES: Bickham, Berry, Hill, Johnson, Randle, and Semtner.
- F. Consideration of Approval of Interlocal Cooperative Agreement with Oklahoma County for Route 19
- APPROVED. Moved by Semtner, seconded by Berry. AYES: Bickham, Berry, Hill, Johnson, Randle, and Semtner.
- G. Consideration of Approval of Renewal Agreement with Yellow Cab of Oklahoma for the Share-A-Fare Program
- APPROVED. Moved by Semtner, seconded by Berry. AYES: Bickham, Berry, Hill, Johnson, Randle, and Semtner.
- H. Consideration of Approval of Travel Expenses for Trustees Kay Bickham, Dick Lee, Veran Randle and Barney Semtner to Attend the American Public Transportation Association 2011 Annual Meeting & Expo in New Orleans, October 2-5, 2011
- APPROVED. Moved by Semtner, seconded by Berry. AYES: Bickham, Berry, Hill, Johnson, Randle, and Semtner.

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Consideration of Approval of the Purchase of Four Buses from Gillig Corporation
- Rick Cain stated that it will take 12-16 months for the buses to be delivered. He stated that any increase in cost during that time period must be approved by the Board. The total cost is estimated to be \$1,379,580, and will be paid with 100% federal funds.
- APPROVED. Moved by Randle, seconded by Semtner. AYES: Bickham, Berry, Hill, Johnson, Randle, and Semtner.
- B. Consideration of Approval of Contract with Young Contracting L.L.C. for the Union Station Tunnel Closure
- Rick stated that the contract is to provide a watertight closure system for the tunnels at Union Station that were partially removed due to the relocation of Interstate 40. A bid alternate was also included for the removal of a cistern that was installed sometime after Union Station was opened. The cistern can be removed because it was not original/historic and is no longer necessary. The Oklahoma Department of Transportation is responsible for the full cost of the closure system and COTPA is responsible for the cost to remove the cistern.
- APPROVED. Moved by Johnson, seconded by Randle. AYES: Bickham, Berry, Hill, Johnson, Randle, and Semtner.
- C. Consideration of Approval of Contract with Brewer Construction Oklahoma, LLC for Concrete Repairs to the Santa Fe Parking Garage

Rick stated that the contract will address the crumbling and falling concrete that required blocking off some walkways and parking spaces. The winning bid was a little over \$36,000, which will be paid from the parking operating account.

APPROVED. Moved by Berry, seconded by Semtner. AYES: Bickham, Berry, Hill, Johnson, Randle, and Semtner.

D. Consideration of Approval of Final Plans and Specifications for Santa Fe Garage Structural Repairs and Authorize the Administrator to Advertise for Bids

Rick stated that the work will include repairing expansion joints, cracks in the concrete, and structural steel members at the stairs. He stated that based upon the THP condition report, the repairs are estimated to cost between \$110,000 and \$130,000.

APPROVED. Moved by Randle, seconded by Semtner. AYES: Bickham, Berry, Hill, Johnson, Randle, and Semtner.

VI. RATIFICATION OF CLAIMS AND PAYROLL THROUGH JULY 31, 2011

RATIFIED. Moved by Johnson, seconded by Berry. AYES: Bickham, Berry, Hill, Johnson, Randle, and Semtner.

VII. RECEIVE FINANCIAL REPORTS

A. Schedules of Revenues and Expenditures – Budget to Actual for the Twelve Months Ended June 30, 2011

Rick reviewed the transit budget to actual. He stated that the report is not the actual yearend report, it is only preliminary. He reported that passenger revenues are up. There was a 14% increase in the use of passes, which was very positive. He stated that on the day after the numbers for the report were generated, the negative balance in federal grant funds was reduced by \$1.1 million. He stated that the additional \$1 million in stimulus money has not yet been received. He mentioned that the FTA Administrator, Bob Patrick, will be here at the end of the month. He reported that approximately \$400,000 in grant funds will not be drawn because of the reduction in maintenance expenses. He commended the maintenance staff for keeping the buses cool during the extremely hot summer. He commented on the difficult working conditions of the maintenance staff, and said they have done a great job. In regard to expenditures, Rick stated that COTPA will finish the year in good shape. Fuel expenses will be approximately \$200,000 more than anticipated; however, fuel consumption and maintenance supplies/repairs were less than expected, so it was not necessary to request additional funding from the City. In the Parking division, Rick stated that revenues are up. Both transient and monthly parking were higher than anticipated. Event revenue was down approximately six percent. The positive balance in other services and fees is due to the timing of Republic Parking payments. Overall, it was another solid performance for the Parking division. In the River division, passenger revenue is up for the year. Federal grant draws will end the year in arrears due to the FTA changing the rules for reimbursement for "non-transit" operations. Expenses will be less than budgeted. Overall, it was a good year for each of the divisions.

B. COTPA Employee Retirement Trust Interim Financial Statements for the Twelve Months Ended June 30, 2011

RECEIVED. Moved by Semtner, seconded by Randle. AYES: Bickham, Berry, Hill, Johnson, Randle, and Semtner.

VIII. RECEIVE PROGRAM REPORTS

A. Transit System Report

Larry Hopper reported that ridership was down one percent compared to last year. Usage of the Share-a-Fare program was down 25%, possibly due to an increase in taxi fares.

B. Long Range Plan Report

Larry stated that the Locally Preferred Alternative (LPA) approved by the Board in July has been concurred by the City Council. He described the next step, which is an environmental study to provide for additional review of the LPA.

C. Parking Report

Rick reported that the occupancy rate remains strong. He provided an update on the installation of the new equipment and signage.

D. Marketing Report

Michael Scroggins reported on the third annual book giveaway. He described the success of the new program of providing free bus service on the third Friday of every month during ozone season.

E. Oklahoma River Cruises Report

Jeanne Smith presented the "Discover Oklahoma" segment featuring the Oklahoma River Cruisers that aired on July 9. She described some of the features available on the new website that launched in July.

RECEIVED. Moved by Johnson, seconded by Randle. AYES: Bickham, Berry, Hill, Johnson, and Randle.

IX. ITEMS FROM TRUSTEES

Veran Randle expressed his appreciation to the maintenance staff for doing a great job under difficult conditions.

Laura Johnson welcomed M. T. Berry and thanked him for his attendance at the meeting.

Rick described two proposals for additional funding that will be presented to the City Council. The first is to add a bus to Route 7 on Saturdays, which will increase frequency to 30 minutes from the current 75 minutes. The second is to add trips to Route 14 during peak service times, increasing frequency to an average of 22 minutes from the current 45 minutes.

X. ADJOURNMENT

The meeting was adjourned at 10:18 a.m.

Respectfully Submitted,



Richard Cain
Secretary