

MINUTES

**CENTRAL OKLAHOMA TRANSPORTATION
AND PARKING AUTHORITY MEETING**

SEPTEMBER 2, 2011

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

TRUSTEES ABSENT: Chris Kauffman, Chairman
Kay Bickham
Veran Randle

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

I. CALL TO ORDER

Vice Chairman Dick Lee called the meeting to order at 9:04 a.m.

II. ITEM FROM THE CHAIRMAN

Presentation by Tim Johnson of Johnson and Associates - Canal Extension from the Oklahoma River to the Bricktown Canal

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 August 5, 2011

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

V. CONSENT DOCKET

- A. Consideration of Approval of American Public Transportation Association Dues Invoice for Fiscal Year 2012

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

- B. Consideration of Approval of Contract with Clean Energy to Purchase CNG Fuel

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

- C. Consideration of Approval of Contract with Ilium Associates Inc. for Market Research of Riders and Non-riders of the METRO Transit System

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

- D. Consideration of Approval of Amendment No. 5 to the Contract with Carter & Burgess, Inc. (Jacobs) to Conduct the Downtown Transit Circulator Alternatives Analysis Study

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

- E. Consideration of Approval of Six-Month Extension to the Operating Agreement with Republic Parking System for the Operation, Maintenance, and Management of the COTPA Parking System

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

- F. Consideration of Approval of Purchase of a 2011 Chevrolet Impala from Hudiburg Chevrolet

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

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Consideration of Approval of Contract with Miles Associates for Architectural Services for the Santa Fe Parking Garage

Rick Cain stated that the architectural services will include plans for updating the façade and for enhancements to the retail lease spaces and the courtyard area. It will also include any required ADA improvements. The base fee for the contract is \$160,000, with \$20,000 for additional services, such as surveying and/or engineering services as necessary.

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

- B. Consideration of Approval of Agreement with National Bus Sales and Leasing Inc. for Three Buses and Video Camera System for the City of Edmond

Rick stated that the City of Edmond has requested that COTPA use capital grant funds available for the Oklahoma City metropolitan area to purchase three light-medium duty buses plus a video camera system. He stated that Edmond is required to fund the local match.

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

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

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

VIII. RECEIVE FINANCIAL REPORT

Rick reviewed the transit budget to actual. He stated that the numbers in the report are tentative and are subject to change. He reported that fare box revenues are up. There is a timing issue with the social services grant funds. Fuel prices are higher than anticipated and will be monitored closely. In the Parking division, Rick stated that parking revenues are down because two of the larger groups did not get their payments in until after the closing of the month. The payments have since been received. Rick stated that staff is researching two items on the report, the negative interest number and an error in the payments and transfers numbers, both of which will be corrected in next month's report. In the River division, Rick stated that revenues and expenses are at expected levels.

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

IX. RECEIVE PROGRAM REPORTS

- A. Transit System Report

Mark Pritchard reported that Saturday ridership continues to be very strong. He stated that the number of miles between road calls decreased, primarily due to the extreme summer heat.

B. Long Range Plan Report

Rick reported on the visit from regional FTA officials who were briefed on the status of the AA process. He stated that the meeting went very well and they were impressed with the changes that have been made in downtown Oklahoma City.

C. Parking Report

Debi Holtzclaw reported that the occupancy rate continues to be strong. She 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 stated there was a decrease in the number of children who attended because school started earlier this year. The event will be held in July next year.

E. Oklahoma River Cruises Report

Jeanne Smith reported on upcoming events. Mark Fernandez of Hornblower Marine reported on the actions taken in response to the failure of a dam on the Oklahoma River.

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

X. ITEMS FROM TRUSTEES

Rick announced the dates that Thomas the Tank Engine is scheduled to be at the Oklahoma Railway Museum. He stated the museum has secured some materials to install signalization at the train crossings.

Rick announced that the City Council approved additional funding to enhance service on Routes 7 and 14. He stated the Board was appreciative of the Council's support of public transportation.

Rick commented that the Board members received an update on the alternative fuel pilot program in their board packets. He stated that further updates will be provided as the program progresses.

Rick thanked Craig Keith for filling in for Marsha Harrod.

Dick Lee also thanked the City Council and the City Manager for approving the additional funding.

XI. ADJOURNMENT

The meeting was adjourned at 9:47 a.m.

Respectfully Submitted,



Richard Cain
Secretary