

**MINUTES**  
**CENTRAL OKLAHOMA TRANSPORTATION**  
**AND PARKING AUTHORITY MEETING**  
**JULY 1, 2011**

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**TRUSTEES PRESENT:** Dick Lee, Vice Chairman  
Kay Bickham  
Jim Couch  
Laura Johnson  
Veran Randle  
Barney Semtner

**TRUSTEES ABSENT:** Chris Kauffman, Chairman  
Steve Hill

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

**I. CALL TO ORDER**

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

**II. ITEMS FROM THE CHAIRMAN**

A. Election of Chairman and Vice Chairman

Barney Semtner made a motion to nominate Chris Kauffman as Chairman, seconded by Kay Bickham.

APPROVED. AYES: Lee, Bickham, Couch, Johnson, Randle, and Semtner.

Kay Bickham made a motion to nominate Dick Lee as Vice Chairman, seconded by Jim Couch.

APPROVED. AYES: Bickham, Couch, Johnson, Randle, and Semtner.

B. Hub Study Presentation by Jacobs

Doug Tennant with Jacobs Engineering Group provided a slideshow presentation detailing the results of the Hub Study.

**III. CITIZENS TO BE HEARD**

Marian Hutchison, 5220 Montrose Circle, Norman, expressed his appreciation for the cooperative efforts of the entities involved in the Hub Study.

Jeff Bezdek, 605 NW 4<sup>th</sup>, Oklahoma City, commended Mike McAnelly of Jacobs for his leadership and dedication to the transit projects Jacobs has performed.

**IV. APPROVAL OF MINUTES**

A. Consideration of Approval of Minutes of the Central Oklahoma Transportation and Parking Authority Meeting of June 3, 2011

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

B. Consideration of Approval of Minutes of the Central Oklahoma Transportation and Parking Authority Parking Committee Meeting of June 3, 2011

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

**V. CONSENT DOCKET**

A. Consideration of Approval of a Memorandum of Understanding with the City of Oklahoma City for Project Consultant Selection and Project Management Services

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

- B. Consideration of Approval of the List of Fees for Oklahoma Open Records Act Requests

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

- C. Consideration of Approval of Amendments to the Investment Policy for the Central Oklahoma Transportation and Parking Authority Pension Plan

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

- D. Consideration of Approval of Request for Proposal for Market Research and Authorize the Administrator to Advertise and Release the Request

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

- E. Consideration of Adoption of Resolution Authorizing the Filing of an Application with the Department of Transportation (Federal Transit Administration) for a Grant under 49 U.S.C. Sections 5307, 5309, 5316, 5317, 5339, 5307-4 and Section 70, Ferryboat Funding

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

- F. Consideration of Approval of Agreement Between the City of Oklahoma City and the Central Oklahoma Transportation and Parking Authority Concerning the Payment of the City's Portion of the Cost of the Hub Study

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

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

- A. Consideration of Approval of Amendment No. 4 and Change Order No. 5 to the Contract with J. L. Walker Construction, Inc. for the Interior, Doors and Windows Renovation at Union Station

Rick Cain stated that the cost of this amendment and change order was what precipitated the emergency contract approved last month to quickly reinstall the windows that had been removed to prevent any damage to the building. The combined cost was \$31,544, bringing the final contract amount to just over \$520,000. The contract was covered 100% by federal stimulus money.

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

B. Consideration of Approval of the COTPA Fiscal Year 2012 Operating Budget

Rick provided a summary of the operating budget figures for Transit, Parking and the Oklahoma River Cruises. The budget information was presented in detail to the Finance Committee on June 30.

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

C. Consideration of Approval of the COTPA Five-Year Capital Budget for Fiscal Years 2012-2016

Rick summarized the projected capital needs for the next five years for Transit, Parking and the Oklahoma River Cruises. He stated that all capital projects are submitted individually to the Board for approval.

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

D. Consideration of Adoption of Resolution to Select the Locally Preferred Alternative (LPA) for the Greater Downtown Transit Circulator Project Alternatives Analysis

Rick stated that the selection of the LPA must be approved at the local level as part of the application process to receive federal funding for the downtown transit circulator project. Mike McAnelly presented a slideshow detailing the LPA.

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

E. Consideration of Approval of Contract with Jacobs to Conduct the National Environmental Policy Act Environmental Compliance Study and Services for the Greater Downtown Transit Circulator Project

The environmental study will look at the AA route and technology in more depth, and determine if project changes or mitigation of environmental impacts are required. The cost of the contract is \$747,210, and should be completed by January 2013.

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

**VI. RATIFICATION OF CLAIMS AND PAYROLL THROUGH JUNE 30, 2011**

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

**VII. RECEIVE FINANCIAL REPORTS**

A. Schedules of Revenues and Expenditures – Budget to Actual for the Eleven Months Ended May 31, 2011

Rick reviewed the transit budget to actual. He reported that lease revenue is less than expected due to the pending payment by the May Avenue lessee. Federal grant funds are expected to be approximately \$850,000 below what was targeted for this year. He stated that there is sufficient fund balance to cover costs if the stimulus money is not received prior to the closing of the fiscal year. Fuel consumption was less than expected, which has covered the increase in fuel prices. In the Parking division, Rick commented it has been another good year for parking. The positive balance in other services and fees was due to the timing of Republic Parking payments, which will balance out at the end of the year. In the River division, passenger revenue is doing very well. There will be a larger draw in June than normal due to some renovations made to the boats.

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

## **VIII. RECEIVE PROGRAM REPORTS**

### **A. Transit System Report**

Larry Hopper stated that Saturday ridership is up 9% compared to 2010. He commented that weekday service is down very slightly compared to last year.

### **B. Long Range Plan Report**

Larry reported on the upcoming NEPA study to be done by Jacobs. He commented that COTPA was one of only thirteen entities across the country awarded an FTA TIGER II Planning grant, which will provide the funding for the study.

### **C. Parking Report**

Debi Holtzclaw reported that the occupancy rate continues to be steady. She provided an update on the installation of the new equipment and signage.

### **D. Marketing Report**

Michael Scroggins reported on the new advertisements that feature personal stories of riders who describe their experiences with public transportation. He stated that the participants were very complimentary of transit drivers.

### **E. Oklahoma River Cruises Report**

Jeanne Smith stated that both ridership and revenue were up compared to 2010. She announced that the television program "Discover Oklahoma" has filmed a segment featuring the Oklahoma River Cruisers that will air on July 9<sup>th</sup>.

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

## **IX. ITEMS FROM TRUSTEES**

Laura Johnson stated she wanted to commend Transit staff for their work during the budget process. She commented that interest in public transportation has risen to a very high level, which she attributed to improved communication by Rick Cain. She stated it was encouraging that the City Council was interested in receiving additional information about how to improve bus service and may increase funding for the new fiscal year to bring about those improvements.

Rick thanked Laura for her comments and expressed his appreciation to the Trustees for their attendance at the lengthy meeting. He announced that the resolution to select the Locally Preferred Alternative would be presented to Council for its concurrence on July 19<sup>th</sup>. Rick thanked the Maintenance staff for their efforts in keeping the buses cool during this hot summer.

Dick Lee said we have much to be grateful for and wished everyone a safe and patriotic 4<sup>th</sup> of July holiday.

## **X. ADJOURNMENT**

The meeting was adjourned at 10:32 a.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Richard Cain".

Richard Cain  
Secretary