

MINUTES

CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY

MARCH 6, 2009

TRUSTEES PRESENT:

**Chris Kauffman, Chairman
Dick Lee
Barney Semtner
Jim Couch
Laura Johnson
David Holt**

STAFF PRESENT:

**Rick Cain
Diane Lewis
Debi Holtzclaw
Mark Pritchard
Megan Mitchener
Michael Scroggins
Larry Hopper
Jeanne Smith
Ruvena Snellings
Jim Meeks**

I. CALL TO ORDER

Chairman Chris Kauffman called the meeting to order at 9:00 a.m.

II. ITEMS FROM THE CHAIRMAN

A. Recognition of Retirement of Lea Roy Bridge

Mr. Bridge was presented with a plaque and gift card in appreciation for his 19 years of service to Metro Transit.

III. CITIZENS TO BE HEARD

There were no citizens to be heard.

IV. APPROVAL OF MINUTES

A. Consideration of Approval of Minutes of the Central Oklahoma Transportation and Parking Authority Meeting of February 6, 2009

Dick Lee moved, seconded by Barney Semtner, to approve the minutes of the Central Oklahoma Transportation and Parking Authority Meeting of February 6, 2009.

V. CONSENT DOCKET

Rick stated he had a clarification regarding item V. E., Parking Agreement with the OKC Yard Dawgz. He stated that the cover memo indicated that event tickets would be used as incentives to get parkers to return surveys and to use as promotional items for our services. He stated that the memo also indicated that tickets were given to staff. Rick clarified that tickets would not be given to staff. Barney Semtner moved, seconded by Dick Lee to approve the consent docket subject to individual consideration.

A. Consideration of Approval of Contract with GovDelivery®, Inc. for Integration of Their Digital Subscription Management and Wireless Alerts System

APPROVED

B. Consideration of Approval of Authorization to Adopt the Agreement Between The Oklahoma City Municipal Facilities Authority, The City of Oklahoma City and All American Fitness & Racquetball Centers, Inc. to Provide Fitness Center and Healthy Living Services to Eligible Employees and Dependents.

APPROVED

C. Consideration of Approval of Lease Agreement with Bob Carter in Santa Fe Plaza

APPROVED

D. Consideration of Approval of Retroactive Extension of Agreement to Provide Legal Services for Employment and Labor Issues with Lytle, Soule & Curlee, P.C.

APPROVED

E. Consideration of Approval of Parking Agreement with the OKC Yard Dawgz Arena Football Organization

APPROVED

- F. Consideration of Approval of Request for Proposal for Discovery and Concept Development of a New Identity and Authorize the Administrator to Advertise and Release the Request

APPROVED

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

APPROVED

- H. Consideration of Approval of Request for Proposal for Labor and Employment Law Legal Services and Authorize the Administrator to Advertise and Release the Request

APPROVED

- I. Consideration of Approval of Lease Agreement with University of Central Oklahoma in Santa Fe Plaza

APPROVED

- J. Consideration of Approval of Lease Agreement with Janette Fowler for Space No. 6 in Santa Fe Plaza

APPROVED

- K. Consideration of Approval of Scheduled Service Pricing for Oklahoma River Cruises for Calendar Year 2009

APPROVED

- L. Consideration of Approval of Travel Expenses for Trustee Dick Lee to Attend the American Public Transportation Association Legislative Conference in Washington, DC, March 7-11, 2009

APPROVED

- M. Consideration of Approval of Contract with First Transit, Inc. to Provide Online Bus Inspection Services

APPROVED

- N. Receive Report from the Oklahoma Railway Museum Regarding Maintenance Schedule for 2009

APPROVED

- O. Consideration of Approval of Free Trolley Service During the Big 12 Basketball Tournament May 11-14, 2009

APPROVED

- P. Consideration of Approval of Contract Renewal with FCC Environmental for the Removal and Reclamation of Used Oil, Waste Products and Liquid

APPROVED

- Q. Consideration of Approval of Renewal of the Lease Agreement with the Oklahoma Railway Museum

APPROVED

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Consideration of Approval to Purchase Paratransit Vans from National Bus Sales and Leasing, Inc.

Rick stated that approximately one year ago, the Board approved a contract to purchase up to 25 vehicles over a five-year period. The purchase of nine vehicles was previously approved, and this is a purchase of another nine vehicles with federal grant funds that have been received. These vehicles will replace vans purchased in 2004, and are identical to those purchased last year. He stated that paratransit vans have a five-year federal life, so the 2004 vans qualify for replacement this year.

Dick Lee moved, seconded by Laura Johnson, to approve the Purchase of Paratransit Vans from National Bus Sales and Leasing, Inc.

- B. Consideration of Approval of Contract with Downey Contracting L.L.C. for Construction of the Exchange Avenue Maintenance Facility

This facility will provide docks for the Oklahoma River Cruisers, fresh water service, sewage removal and a fueling site. There still is no building incorporated into this particular phase of the project. In participation with the Trust, the City is adding some enhancements for storage of the boats that are used for cleaning the river. The contract award to Downey Contracting is for \$1,363,089, with the cost to COTPA at \$858,875, and the City contributing \$504,213 for their portion of the project.

Jim Couch moved, seconded by Dick Lee, to approve the Contract with Downey Contracting L.L.C. for Construction of the Exchange Avenue Maintenance Facility.

- C. Consideration of Approval of Final Plans and Specifications for the Repair/Remodel/Renovation of the Operations/Maintenance Facility

Rick stated that staff had identified a number of issues in connection with the lack of space and the inefficiency of storage and work areas at the May Avenue facility. Some of the chief items include adding two bays that will allow for two buses back-to-back, providing cover for four buses. The lighting will be improved and safety issues will be addressed. Currently, parts are stored on two separate floors, which is an inefficient method. The ground floor will be enlarged to allow for parts to be stored on one floor.

Dick Lee moved, seconded by Barney Semtner, to approve the Final Plans and Specifications for the Repair/Remodel/Renovation of the Operations/Maintenance Facility.

- D. Consideration of Approval of Task Order No. 3 with Triad Design Group, Inc., for Engineering Services Related to the Oklahoma River Transport Mobility System

Rick stated this was a catch-up item with a number of tasks associated with it. The primary task is the design of the operations and maintenance facility for the boats. It also includes some construction observation services and contract administration as the development of the facility progresses. This also covers the expansion of the parking areas near the Chesapeake boathouse and the increase of electrical capacity for the locks for storage of the boats last winter. This covers all the items related to the river, and the cost is eligible for federal funds, so federal grant money will be used to pay for a portion of the cost.

Dick Lee moved, seconded by Laura Johnson, to approve Task Order No. 3 with Triad Design Group, Inc., for Engineering Services Related to the Oklahoma River Transport Mobility System.

- E. Consideration of Approval of Change Order No. 1 to the Contract with Shell Construction Company, Inc. for the City Center Parking Garage Truck Dock Modifications Early Utility Package at the West Library Service Lane

Rick stated that during this preliminary utility relocation work, significant water problems were encountered. The engineers assessed the level of the water table, and it was determined that some additional reinforcement to the concrete was required to increase the stability of the area, as it will be extensively traveled by heavy vehicles. This work should be completed by March 11, at which point, the contractor should be able to begin excavation and demolition work under Harvey Avenue.

Barney Semtner moved, seconded by Jim Couch, to Approve Change Order No. 1 to the Contract with Shell Construction Company, Inc. for the City Center Parking Garage Truck Dock Modifications Early Utility Package at the West Library Service Lane.

VII. RATIFICATION OF CLAIMS AND PAYROLL THROUGH FEBRUARY 28, 2009

Dick Lee moved, seconded by Laura Johnson, to ratify claims and payroll through February 28, 2009.

RATIFIED

VIII. FINANCIAL REPORTS

Rick referred to the Transportation Division of the report. The federal grant draws are higher than anticipated. The largest contribution is the JAC grant draws done this year. There were some delays last year in getting grants through FTA. The grants finally got through and some lost ground was made up. Under the Operating expenses, supplies continue over budget. Personnel costs are less than budgeted, due to a decrease in insurance costs and some vacancies. Next month's report will show receipt of the second payment from the State Transit Revolving fund which has been coming in timely. There had been delays in the past, but staff has worked hard to get that issue resolved.

Rick stated that not much has changed in the Parking budget. The low interest rates continue to affect earnings. Rick pointed out that the payment from the Thunder basketball team has been received and will be reflected in next month's report.

Rick stated that in the River division, staff has not been able to make a federal grant draw, but is nearing being in a position to do so. With the federal monies, it will help shore up the shortfall in operating revenues.

Dick Lee moved, seconded Barney Semtner, to receive the financial reports.

RECEIVED

IX. RECEIVE PROGRAM REPORTS

- A. Transit System Report

Larry reported that ridership continues to be strong and the recent icy weather had a minimal impact.

- B. Long Range Plan Report

Larry described the surveying of bus passengers currently underway. ACOG is also surveying households about their transportation choices. Larry reported on the

discussion of public transportation options at the Northwest Sector meeting held by the Planning Department. Chris Kauffman commented that the breakfast meeting with APTA President Bill Millar and the SWATA conference were both well attended and very beneficial.

C. Parking Report

Debi reported that occupancy is very close to 90%. The Skybridge project has been completed. Chris Kauffman commented that it looks very good and he appreciated the benches. Chris Kauffman asked about the broken concrete in the Santa Fe Plaza courtyard. Rick stated that some repair work has been done, but noted that COTPA does not own all of the property. Rick stated there is additional work that needs to be done and staff would be working with the adjoining businesses to address the issues.

D. Marketing Report

Michael reported that several requests have been made for the "How to Ride" video. He described how Transit will participate in the upcoming Earth Day and Bike to Work Day events.

E. Oklahoma River Cruises Report

Jeanne reported on the progress of the new online ticketing system and the options available on the website for purchasing charter and catering services. She described the upcoming Chesapeake boathouse triathlon event to be held in May.

Jim Couch moved, seconded by Barney Semtner, to receive the program reports.

RECEIVED

X. ITEMS FROM TRUSTEES

Dick Lee commented that the SWTA Conference was very successful and he complimented staff on their efforts.

Rick provided a status report on the American Reinvestment and Recovery Act funds. The money will fund capital projects that have been on hold, such as installing real-time location and voice enunciation technologies in buses and partnering with the City to improve sidewalks and streets at bus stop locations.

Rick described the strategies to advance public transportation initiatives to be used during the APTA legislative conference that he and Dick Lee will be attending.

XI. ADJOURNMENT

The meeting was adjourned at 9:42 a.m.

Respectfully Submitted,

Richard Cain
Secretary