

MINUTES

CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY

May 1, 2009

TRUSTEES PRESENT:

**Chris Kauffman, Chairman
Dick Lee
Kay Bickham
Barney Semtner
Jim Couch
Veran Randle
Laura Johnson
David Holt**

STAFF PRESENT:

**Rick Cain
Marsha Harrod
Debi Holtzclaw
Mark Pritchard
Larry Hopper
Jeanne Smith
Melisa Rousey**

I. CALL TO ORDER

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

II. ITEMS FROM THE CHAIRMAN

There were no items from the Chairman.

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 April 3, 2009

Kay Bickham moved, seconded by Dick Lee, to approve the minutes of the Central Oklahoma Transportation and Parking Authority Meeting of April 3, 2009.

APPROVED

V. CONSENT DOCKET

Veran Randle moved, seconded by Dick Lee to approve the consent docket subject to individual consideration.

- A. Consideration of Approval of Agreement with Bank of Oklahoma Financial Services to Provide Investment Consulting Services to the COTPA Pension Fund

APPROVED

- B. Consideration of Approval of Lease Agreement for the Cox Convention Parking Facility

APPROVED

- C. Consideration of Approval of Agreement with Daily Living Centers, Inc.

APPROVED

- D. Consideration of Approval of Courier Services Agreement with Loomis Armored US, Inc.

APPROVED

- E. Consideration of Approval of Extension of the Contract with NextBus for Real Time Trolley Passenger Information retroactive to March 14, 2009

APPROVED

- F. Consideration of Approval of Professional Services Agreement with Public Financial Management (PFM) for Financial Advisor Services

APPROVED

- G. Consideration of Approval of Agreement with Retired Senior Volunteer Program of Central Oklahoma.

APPROVED

- H. Consideration of Approval of Sublease Agreement with the Oklahoma City Public Property Authority and the City of Oklahoma City for operation and maintenance of the E.K. Gaylord Parking Lot, east of South E.K. Gaylord Boulevard from SW 4th Street to Reno Avenue, retroactive to April 11, 2009 through March 30, 2014

APPROVED

- I. Consideration of Approval of Resolution Authorizing the Administrator to Use the Purchasing Resolutions Adopted by and the Contracts Approved by The City of Oklahoma City or Approved by Other Public Entities to Purchase Goods and Services

APPROVED

- J. Consideration of Approval of Declaring Transit Vehicles as Surplus

APPROVED

- K. Consideration of Approval of Task Order No. 4 with Triad Design Group, Inc., for Engineering Services Related to the Oklahoma River Transport Mobility System

APPROVED

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Consideration of Approval of Purchase of a Paratransit Van for Community Health Centers Inc. from Contract with National Bus Sales and Leasing, Inc.

Rick stated that as a part of the SAFETEA-LU legislation, a program called New Freedom Funding was created for services over and above the typical paratransit services. Community Health Centers was awarded funding through this grant program. Their client base lives throughout the Oklahoma county area and will be transported to receive services at their clinic on NW 48th Street. As the designated grant recipient, COTPA will purchase the vehicle on behalf of Community Health Centers.

Veran Randle moved, seconded by Jim Couch, to approve the purchase of a paratransit van for Community Health Centers Inc. from contract with National Bus Sales and Leasing, Inc.

- B. Consideration of Approval of Final Plans and Specifications for the Mechanical Improvements at Union Station and Authorize the Administrator to Advertise for Bids

Rick stated this is the second phase of the Union Station improvement process. This will address deficiencies in the air conditioning system that have occurred the last two summers. Rick further explained the next phases of the improvement package will include windows and doors, drainage issues, painting, stone refurbishment and repairs of the tile roof.

Dick Lee moved, seconded by Barney Semtner, to approve the final plans and specifications for the mechanical improvements at Union Station and authorize the Administrator to advertise for bids.

C. Consideration of Approval of Contract with Lippert Bros. Inc. for the Repair/Remodel/Renovation of the Operations/Maintenance Facility

Rick noted that ten bids were received for the project indicating a continuing competitive construction market. The apparent low bidder, Central Asset Management, Inc. did not return all mandatory documents. The submission was reviewed by the Municipal Counselor's Office, and was determined to be not in compliance. Therefore staff is recommending awarding the contract to the next lowest bidder, Lippert Bros., Inc. Due to the bid being significantly under budget, additional improvements to the May Avenue facility are possible including establishing an emergency generator backup and improvements to the bus parking lot.

Jim Couch moved, seconded by Laura Johnson, to approve the May Avenue construction contract award.

D. Consideration of Ratification of the Administrator's Action and Approval of Change Order No. 2 to the Contract with Timberlake Construction Company, Inc. for the City Center Parking Garage Truck Dock Modifications, Phase II

Rick stated that after excavation of the new tunnel under Harvey Avenue, over-pours on the existing garage foundations were discovered where the tunnel walls are to be built. After determining with the architect/engineer that there were no other options, and in order to keep the project on schedule, the contractor was authorized to demo and remove the over-pours. This change order covers the work that was done and the Board is being asked to ratify the Administrator's action authorizing the work.

Laura Johnson moved, seconded by Kay Bickham, to ratify the Administrator's action and approve Change Order No. 2 to the contract with Timberlake Construction Company, Inc. for the City Center Parking Garage Truck Dock Modifications, Phase II

VII. RATIFICATION OF CLAIMS AND PAYROLL THROUGH April 30, 2009

Dick Lee moved, seconded by Veran Randle, to ratify claims and payroll through April 30, 2009.

RATIFIED

VIII. FINANCIAL REPORTS

Rick stated that Transit revenues were above budget due primarily to larger than budgeted federal funds draws. The state money is being received on schedule. Due to the good budget to actual position within transit, the money is being credited to the capital account and therefore a negative variance appears on the report. Should the previously budgeted state money be needed for operations, the money will be transferred prior to the fiscal year end.

Parking revenues were reported above budget due to higher garage occupancy levels. The expenditures for Other Services, which shows as under budget, is due to timing and is expected to approach the budgeted amount at the end of the fiscal year.

River operations continue to be a challenge. Federal stimulus money is still not available but will pay for some of the operating expense once it is received. Meanwhile, operating hours have been reduced and additional revenue-generating opportunities are being investigated.

Kay Bickham moved, seconded Dick Lee, to receive the financial reports.

RECEIVED

IX. RECEIVE PROGRAM REPORTS

A. Transit System Report

Larry reported that through the end of March, the METRO Lift ridership was higher by about 15% for the year since July 1. He said fixed route regular bus ridership was up and had passed two million since July 1.

B. Long Range Plan Report

Larry stated that the Alliance for Public Transportation (APT) coalition held spring kick off meetings that attracted over 70 grass route transit supporters on April 21. He also stated that the MPO's Regional Transit Dialogue was also underway.

C. Parking Report

Debi reported occupancy continues to be strong. Event revenue was very high due to numerous downtown events during April.

D. Marketing Report

Rick reported that Michael and Megan are attending the Bike to Work Day activities. Staff expects to begin internal evaluation of the new website in June and hopefully have the site available to the public in July.

E. Oklahoma River Cruises Report

Jeanne reported that in partnership with the Chesapeake Boathouse, the first wedding getaway will be conducted. The reception will be held at the boathouse followed by the bride and groom leaving by river cruiser.

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

RECEIVED

X. ITEMS FROM TRUSTEES

Rick reported Susan was recovering from surgery to correct a torn bicep muscle and wished her well. The new Gillig buses are expected to be on the street in June pending warranty checks and the installation of radios and fareboxes.

XI. ADJOURNMENT

The meeting was adjourned at 9:35 a.m.

Respectfully Submitted,

Richard Cain
Secretary