

MINUTES

CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY

October 2, 2009

TRUSTEES PRESENT:

**Chris Kauffman, Chairman
Dick Lee, Vice Chairman
Kay Bickham
James Couch
Veran Randle
Laura Johnson
David Holt**

STAFF PRESENT:

**Rick Cain
Craig Keith
Larry Hopper
Jeanne Smith
Melisa Rousey
Michael Scroggins
Debi Holtzclaw
Mark Pritchard
Jim Meeks**

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 September 4, 2009

Kay Bickham moved, seconded by Dick Lee, to approve the minutes of the Central Oklahoma Transportation and Parking Authority Meeting of September 4, 2009.

APPROVED

V. CONSENT DOCKET

Dick Lee moved, seconded by Kay Bickham, to approve the consent docket subject to individual consideration.

- A. Consideration of Adoption of Resolution Establishing a Policy That 1% of Budgeted Construction Costs for New Buildings and Major Renovation of Existing Buildings Be Allocated for Works of Art

APPROVED

- B. Consideration of Approval of Consulting Agreement with Murray, Montgomery, and O'Donnell

APPROVED

- C. Consideration of Approval of Agreement in Principle Between The State of Oklahoma and the Central Oklahoma Transportation and Parking Authority (COTPA) in Support of the Oklahoma Department of Transportation's Grant Request for High Speed Intercity Passenger Rail

APPROVED

- D. Consideration of Approval of Participation by Oklahoma River Cruises in Downtown Oklahoma City, Inc.'s *Downtown in December* promotion with Free Boat Rides on Sundays November 27, 2009 through December 31, 2009 from 1:00 pm to 6:00 pm

Jeanne described the 15-20 minute rides as an introduction to the River Cruisers, promoting awareness of the service and providing an incentive to take the full boat ride. Riders will board at the Regatta Park Landing and reservations are not required. There will be two boats available at the landing.

APPROVED

- E. Consideration of Adoption of Resolution Extending Contract with Transit Advertising, Inc. for Transit Advertising Outdoor Bus Sales

APPROVED

- F. Consideration of Approval of Sole Source Agreement for Bus Camera Equipment, Supplies, and Technical Support with TransIT Solutions

APPROVED

- G. Consideration of Approval of Purchase of Two 38-foot Vehicles For City of Edmond From National Bus Sales and Leasing, Inc.

APPROVED

- H. Consideration of Approval of Contract for Bond Counsel Services and Ratification of Administrator's Action

APPROVED

- I. Consideration of Approval of Transit Agreement with the City of Midwest City for Route 15

APPROVED

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Consideration of Approval of Contract with Crawford Roofing, Inc. for the Tile Roofing Reinstallation at Union Station

Rick stated this is the fourth item in the Union Station renovation program. He provided an update on the previous three items of the program. This item is for the replacement of the tile portion of the roof, which is approximately one-half of the facility. The old superstructure holding the tiles in place will be replaced with a more advanced technology fastening system. Four bidders responded, and staff is recommending that the low bidder, Crawford Roofing, be awarded the contract.

Jim Couch moved, seconded by Kay Bickham, to approve the contract with Crawford Roofing, Inc. for the tile roofing reinstallation at Union Station.

- B. Consideration of Approval of Contract with Johnson and Hunt Construction Corporation, Inc. for the Curtainwall Repairs to the Sheridan Walker Parking Garage

Rick stated the storm damage repair to the garage was recently completed. This item is to replace the curtainwalls all around the building. Two bids were received, and due to the large discrepancy between the prices, staff performed an investigation into both contractors. J. L. Walker indicated they ran out of time to get bids from suppliers, causing their bid to be overpriced. Staff recommends awarding the contract to Johnson and Hunt Construction Corporation. The project is expected to take 120 days to complete.

Dick Lee moved, seconded by Kay Bickham, to approve the contract with Johnson and Hunt Construction Corporation, Inc. for the curtainwall repairs to the Sheridan Walker Parking Garage.

VII. RATIFICATION OF CLAIMS AND PAYROLL THROUGH SEPTEMBER 22, 2009

Jim Couch moved, seconded by Dick Lee, to ratify claims and payroll through September 22, 2009.

RATIFIED

VIII. RECEIVE FINANCIAL REPORTS

Rick referred to the transit revenue information and stated some investigation had been done to determine why revenue was down slightly when ridership was up. He stated there have been six clean air days in this fiscal year. Patrons ride for free on clean air days, and as a result, revenues of approximately \$5,000 per day were lost. Grant receipts are down for this time of the year, mainly due to the volume of requests flowing through FTA as a result of the ARRA stimulus funds. He stated that approval has not yet been received on the formula grant. The supplies account was underestimated when preparing the budget. As a percentage of the total budget, expenses are slightly lower than anticipated. In the parking division, Rick pointed out the timing issue related to Republic Parking payments. He stated that there has been more relocation activity than anticipated because Sheridan had to be shut down about 10 days earlier than expected. He stated that revenue from monthly parkers would be in a state of flux throughout the relocation process. Regarding the river division, Rick stated that the timing of the approval of the stimulus funds is the factor for the revenues exceeding expenses on this report.

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

RECEIVED

IX. RECEIVE PROGRAM REPORTS

A. Transit System Report

Larry reported that the average daily ridership was 10,253 on fixed routes. He stated that the number was higher compared to last year, even though fuel prices are down.

B. Long Range Plan Report

Larry reported on the status of the Alternatives Analysis. He commented that some underpasses will be closed causing changes to bus schedules. Dick Lee inquired about the impact of the recent changes to Routes 8 and 40. Rick stated that the plan is to do a presentation to the Board at the end of 90 days from the start of the enhanced service. He stated that early feedback has been very positive. Chris Kauffman commented on how outstanding the maintenance measures were. Rick thanked Erick Zaage, Mark Pritchard, the maintenance staff, the Union and the Board for their efforts in improving bus maintenance services.

C. Parking Report

Debi reported that occupancy and event revenue have remained steady through August, which will obviously change during the next two months. She commented that the closing on the sale of the garages went very well. Dick Lee inquired about the dock relocation project. She stated it was essentially complete, except for the skybridge. Chris Kauffman inquired about Thunder suite holder parking. Debi stated it would continue to be below the Cox Center and in the I-40 lot behind the Ford Center.

D. Marketing Report

Michael announced that the new website would be launched on Monday, and he appreciated any feedback from the Trustees. He described the direct mail promotion for the changes to Routes 8 and 40. Chris Kauffman commented that all rebranding efforts should keep in mind that COTPA is endeavoring to become a regional hub. Dick Lee commented that staff should keep thorough records on the impact that the direct mailing has on ridership for future reference.

E. Oklahoma River Cruises Report

Jeanne reported on the status of the maintenance facility project, including the plan for draining the river to complete the channel opening. Chris Kauffman asked for clarification on events being scheduled during the draining of the middle basin. Jeanne stated the boats could still operate from the two landings; they just are prohibited from going through the locks.

Veran Randle moved, seconded by Dick Lee, to receive the program reports.

RECEIVED

X. ITEMS FROM TRUSTEES

Dick Lee thanked the City Manager and City staff for their work on the sale of the garages. He stated he was very proud of what COTPA had done to benefit the economic development of Oklahoma City.

Jim Couch stated that the sale of the garages and the accomplishment of the Devon project would result in downtown being a very different place in five to ten years. He commented on the public's desire for improvements in public transportation. He stated that the Fixed Guideway Study has the potential to change COTPA and downtown forever.

Chris Kauffman stated that COTPA is going in the right direction for the long-range plan. He thanked the Trustees and staff for their work related to the sale of the garages.

Rick thanked the Finance Department and other City staff for their efforts. He thanked Craig Keith for filling in for Marsha Harrod.

XI. ADJOURNMENT

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

Respectfully Submitted,

Richard Cain
Secretary