

MINUTES

CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY

August 14, 2009

TRUSTEES PRESENT:

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

STAFF PRESENT:

**Rick Cain
Marsha Harrod
Larry Hopper
Jeanne Smith
Melisa Rousey
Michael Scroggins
Debi Holtzclaw
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 July 10, 2009

Veran Randle moved, seconded by Jim Couch, to approve the minutes of the Central Oklahoma Transportation and Parking Authority Meeting of July 10, 2009.

APPROVED

- B. Consideration of Approval of Minutes of the Central Oklahoma Transportation and Parking Authority Parking Committee Meeting of July 10, 2009

Veran Randle moved, seconded by Jim Couch, to approve the minutes of the Central Oklahoma Transportation and Parking Authority Parking Committee Meeting of July 10, 2009.

APPROVED

V. CONSENT DOCKET

Barney Semtner moved, seconded by Kay Bickham, to approve the consent docket subject to individual consideration.

- A. Consideration of Approval of Resolution to Extend the Contract for Security Guard Services with American Professional Services, Inc.

APPROVED

- B. Consideration of Approval of Contract with Grant Thornton, LLP, to Serve as External Auditor for the Authority

APPROVED

- C. Consideration of Approval of Donation of Six Buses to Cleveland Area Rapid Transit (CART) a Unit of the University of Oklahoma

APPROVED

- D. Consideration of Approval of Amendment No. 2 to the Contract with Jacobs (Formerly Carter & Burgess) to Prepare a TIGER Grant Application for Regional Commuter Rail

APPROVED

- E. Consideration of Approval of Contract with Opinion Research Corporation for Market Research of Riders and Non-riders of the METRO Transit System

APPROVED

- F. Consideration of Approval of Purchase of Service Truck From Riverside Autoplex

APPROVED

- G. Consideration of Approval of Contract with S Design for the Development and Design of a New METRO Transit Identity

APPROVED

- H. Consideration of Approval of Contract with Special Ops Uniform, Inc. for Bus Operator Uniforms

APPROVED

- I. Consideration of Approval of Bus Pass Agreement with the Department of Human Services

APPROVED

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Consideration of Approval of Final Plans and Specifications for the Tile Roof Repair at Union Station and Authorize the Administrator to Advertise for Bids

Rick stated that this is Phase 4 of the improvements for Union Station and will include the complete removal and replacement of the tile roof and installation of a new hanging system to replace the worn-out wooden system. The individual improvement projects are being timed to ensure that the building is watertight and structurally sound before interior finish work is begun.

Kay Bickham moved, seconded by Veran Randle, to approve the final plans and specifications for the tile roof repair at Union Station and authorize the Administrator to advertise for bids.

- B. Consideration of Approval of Request for Bids for Repairs to the Sheridan/Walker Parking Garage Curtainwalls and Authorize the Administrator to Advertise for Bids

Rick stated the repair will consist of a mid-span anchoring system to add support to prevent damage during high winds. There will also be a new anchoring system for the frames that hold the glass. Some of the glass will be replaced as well. The engineer's estimate for the project is approximately \$250,000.

Veran Randle moved, seconded by Barney Semtner, to approve the request for bids for repairs to the Sheridan/Walker Parking Garage curtainwalls and authorize the Administrator to advertise for bids.

- C. Consideration of Ratification of the Administrator's Action and Approval of Change Order No. 4 to the Contract with Timberlake Construction Company, Inc. for the City Center Parking Garage Truck Dock Modifications, Phase II

Rick stated there were a number of items included in the change order, including a new pump station, automated sliding glass doors, replacement/repair of some damaged waterproofing, and the rerouting of some conduit. There was a \$7,000 credit included because some waterproofing was found to be unnecessary.

Veran Randle moved, seconded by Barney Semtner, to ratify the Administrator's action and approve Change Order No. 4 to the contract with Timberlake Construction Company, Inc. for the City Center Parking Garage Truck Dock Modifications, Phase II.

- D. Consideration of Approval of the Joint Implementation and Coordination Agreement Among the Central Oklahoma Transportation and Parking Authority (COTPA), the Oklahoma City Economic Development Trust (OCEAT), The City of Oklahoma City, the Oklahoma City Urban Renewal Authority (OCURA) and Devon World Headquarters, L.L.C.

Rick stated this item was discussed in detail at the parking committee meeting. The agreement states that COTPA will complete the truck dock relocation project, assist in mitigating the parking issues related to the relocation of parkers, and submit documents to the Devon Implementation Committee in anticipation of the sale of the East garage to confirm the terms are consistent with the overall development on that site.

Veran Randle moved, seconded by Jim Couch, to approve the Joint Implementation and Coordination Agreement Among the Central Oklahoma Transportation and Parking Authority (COTPA), the Oklahoma City Economic Development Trust (OCEAT), The City of Oklahoma City, the Oklahoma City Urban Renewal Authority (OCURA) and Devon World Headquarters, L.L.C.

- E. Consideration of Approval of Amendment No. 1 and Change Order No. 2 to the Contract with Downey Contracting L.L.C. for Construction of the Exchange Avenue Maintenance Facility

Rick stated these items relate to the Oklahoma River Cruisers facility and provides for a ramp and sidewalk down to the dock area through Amendment No. 1. The Change Order includes an upgrade to the fuel system with maintenance software and support and some additional earthwork to minimize erosion. He stated that a \$1.4 million grant has been submitted to fund a building on the maintenance site, but the funds are not expected to be allocated until September.

Kay Bickham moved, seconded by Veran Randle, to approve Amendment No. 1 and Change Order No. 2 to the contract with Downey Contracting L.L.C. for Construction of the Exchange Avenue Maintenance Facility.

VII. RATIFICATION OF CLAIMS AND PAYROLL THROUGH JULY 31, 2009

Dick Lee moved, seconded by Veran Randle, to ratify claims and payroll through July 31, 2009.

RATIFIED

VIII. RECEIVE FINANCIAL REPORTS

Rick stated that the report is only a preliminary version of the year-end numbers. Additional federal grant money, exceeding \$400,000, will be booked into the year. He pointed out that the positive balance in the supplies account, which he credited to lower than expected fuel costs and improvements in the Maintenance department. He noted the two significant items in the Parking account, which were low interest earnings and the \$500,000 payment for the settlement of the Cox Convention Center lease. On the River account, approval was received in July for the ARRA grant, which will allow the recovery of a portion of the costs paid to Hornblower for the operation of the river system. He stated that some significant changes have been made to reduce costs and staff continues to work with Hornblower to improve revenues.

Veran Randle moved, seconded Barney Semtner, to receive the financial reports.

RECEIVED

IX. RECEIVE PROGRAM REPORTS

A. Transit System Report

Larry reported that the full fiscal year data demonstrated positive trends in ridership and miles driven between road calls. Barney Semtner inquired about the Tinker Express bus service. Rick stated that the program was initially projected to be a one-year program and due to the low ridership, it will be discontinued in September.

B. Long Range Plan Report

Larry provided an update on the status of the Downtown Alternatives Analysis project. He mentioned the route frequency changes made to Routes 8 and 40 last month.

C. Parking Report

Debi reported that occupancy has fluctuated and there has been an increase in movement of parkers from one garage to another. Veran Randle inquired about the plans for the parking relocation related to the Devon development project. Rick described how some parkers may pay less than they are currently paying and Debi commented that for some parkers, proximity to their places of business will improve. Barney Semtner asked about the re-striping project at Broadway Kerr. Rick stated that initially the project was delayed until a relocation plan was finalized, as staff did not want to reduce the number of spaces available in the garage during the relocation process. However, recognizing the spaces in the garage are narrower than other garages, resulting in some parkers taking up more than one space, staff is considering going forward with the repainting if it can be completed without causing major disruption to the parking system.

D. Marketing Report

Michael reported on the success of the book giveaway event held at the Transit Center. Bus bench advertisements for Routes 8 and 40 will be in place in one to two weeks.

E. Oklahoma River Cruises Report

Jeanne reported that ridership is slightly below last year, but ridership per trip has increased. She described how the holiday packages would be advertised. Veran Randle commented on how development along the banks of the river would improve ridership on the cruisers. Rick described the efforts being made to enhance services and provide a variety of experiences to attract repeat customers to the river cruisers.

Veran Randle moved, seconded by Kay Bickham, to receive the program reports.

RECEIVED

X. ITEMS FROM TRUSTEES

Veran Randle commented that Rick and his staff are doing a great job in growing this entity.

Rick reminded the Trustees of the Special Meeting on August 19th in the Council Chambers to review the documents associated with the sale of the garages.

Rick expressed condolences to the Trust's bond counsel, John Williams, on the loss his mother.

XI. ADJOURNMENT

The meeting was adjourned at 10:14 a.m.

Respectfully Submitted,

Richard Cain
Secretary