

MINUTES
CENTRAL OKLAHOMA TRANSPORTATION
AND PARKING AUTHORITY MEETING
AUGUST 6, 2010

TRUSTEES PRESENT: Chris Kauffman, Chairman
Dick Lee, Vice Chairman
Jim Couch
Kay Bickham
Veran Randle
Laura Johnson

TRUSTEES ABSENT: David Holt
Barney Semtner

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

I. CALL TO ORDER

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

II. ITEMS FROM THE CHAIRMAN

None.

III. CITIZENS TO BE HEARD

Mr. Charles Rhinehart, 333 N.W. 25th Street, Oklahoma City, expressed his concern that signage on COTPA buses does not meet FTA requirements.

Mr. Walter Jacques, 4832 Koelsch Drive, Del City, expressed his desire for COTPA to partner with Del City in the same manner as it does with Midwest City.

IV. APPROVAL OF MINUTES

A. Consideration of Approval of Minutes of the Joint Transportation/Finance Committee Meeting of July 1, 2010

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

B. Consideration of Approval of Minutes of the Central Oklahoma Transportation and Parking Authority Meeting of July 2, 2010

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

V. CONSENT DOCKET

A. Consideration of Approval of the City of Oklahoma City Community Development Block Grant Operating Agreement

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

B. Consideration of Approval of Emergency Shelter Grant Agreement with the City of Oklahoma City

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

C. Consideration of Approval of Proprietary Sole Source Contract with GFI for Equipment, Parts, Supplies and Service

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

D. Consideration of Approval of Contract with January Environmental Services, Inc. for the Removal and Reclamation of Used Oil, Waste Products and Liquid

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

E. Consideration of Approval of Amendment No. 2 to the Lease with Joe Jungmann, d.b.a., The Whole Enchilada Café, LLC to Decrease Square Footage

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

F. Consideration of Approval of Amendment No. 1 to the Lease with Red Earth, Inc. to Increase Square Footage

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

G. Consideration of Approval of Proprietary Sole Source Contract with National Bus Sales for Equipment, Parts and Service

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

H. Consideration of Ratification of the Administrator's Action and Approval of Amendment No. 1 to the Contract with Oklahoma Railway Museum for Clearing and Mowing the Former MKT Railroad Right of Way

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

I. Consideration of Adoption of Resolution Authorizing the Open Market Purchase of Media Services for Fiscal Year 2010-2011

ADOPTED. Moved by Couch, seconded by Lee. AYES: Kauffman, Lee, Couch, Bickham, and Randle. ABSTAINED: Johnson.

J. Consideration of Ratification of the Administrator's Action and Approval of Contracts with Cherokee Color Corporation, Digital Graphics, Oklahoma Correctional Industries, and Southwestern Stationery & Bank Supply for Printing Services

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

K. Consideration of Approval of Proprietary Sole Source Contract with Central States Thermo King for Air Conditioning Equipment, Parts and Service

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

L. Consideration of Approval of Declaring Paratransit Vehicles as Surplus

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

M. Consideration of Approval of Bus Pass Contract with the Department of Human Services, Child Welfare

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

N. Consideration of Adoption of Resolution Establishing a Special Monthly Parking Rate for Lots C, D and E Located Under Interstate 40

ADOPTED. Moved by Couch, seconded by Lee. AYES: Kauffman, Lee, Couch, Bickham, Randle, and Johnson.

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

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

P. Consideration of Approval of Contract with Xcessories Squared for Bus Stop Poles and Hardware

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

Q. Consideration of Approval of the First Renewal of the Oklahoma Department of Human Services (OKDHS) Bus Pass Agreement for Goodwill Employees

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

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

A. Consideration of Approval of Change Order No. 3 to the Contract with Johnson and Hunt Construction, Inc. for Repairs to the Curtainwall for the Sheridan/Walker Garage

Rick Cain stated this was a no-cost extension to the contract due to delays caused by weather conditions. The project should be completed by the end of August.

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

B. Consideration of Approval of Final Acceptance of Union Station Mechanical Improvements and Place Maintenance Bond into Effect

Rick stated that the project, which included replacement of multiple units, has been completed. He mentioned that the cooling tower has been problematic and will need to be replaced in the future.

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

C. Consideration of Approval of Amendment No. 2 to the Contract with Robison & Associates Architects for Architectural and Engineering Services for the Repair/Renovation of Union Station

Rick stated that the Amendment expands the A/E services to include development of plans and specifications for an emergency generator backup for Union Station and lighting in the utility tunnel at a cost of \$5,360.

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

D. Consideration of Approval of Amendment No. 1 to the Contract with Oklahoma Roofing and Approval of Final Acceptance of Roofing Repairs and Place Maintenance Bond into Effect

Rick stated that Amendment No. 1 included removal/replacement of exterior wood fascias that were found to be deteriorated. It also included waterproofing of the exterior finish for a total cost of \$10,800. The project has been completed and inspected.

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

E. Consideration of Approval of Memorandum of Understanding for Planning Services Pertaining to the Intermodal Transportation Hub Study in Central Oklahoma

Rick stated that in January, 2010 COTPA partnered with ACOG and the City to fund a study to recommend the location and elements of an intermodal transportation hub. Jacobs Engineering Group has been selected to do the study at a cost of \$299,000. ODOT is also participating in funding the study, which should begin in late August.

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

F. Consideration of Approval of Change Order No. 5 to the Contract with Lippert Bros. Inc. for Repair/Remodel/Renovation of the Operations/Maintenance Facility

Rick stated the Change Order includes stenciling and striping assigned bus spots using reflective paint and repairing and unclogging broken waste oil lines in the maintenance service bays.

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

VII. RATIFICATION OF CLAIMS AND PAYROLL THROUGH JULY 31, 2010

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

VIII. RECEIVE FINANCIAL REPORTS

Rick reviewed the transit budget to actual. The report is through the end of the fiscal year, but it is not the official final version. He stated he did not expect any significant changes to the report. The variance in passenger revenue was primarily due to an aggressive budget. The revenue was also affected by an increase in bus pass sales, which are sold at a discount. He stated that ticket sales have been relatively flat for the last three years even though ridership is up. Less Federal grant money was received than projected due to reduced maintenance costs and some monies were set aside for local capital match requirements. Funding from the state was reduced because of cuts made in response to budget shortfalls. Referring to Payments & Transfers, Rick stated that the subsidy from the City's general fund was reduced in January when all departments were required to take a two percent budget cut. In the Parking division, revenue was very strong for the year. This was partially due to the delay in the departure of Devon parkers. Rick stated that the River division continues to strive towards increasing both the number of riders per trip and the revenue from each rider.

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

IX. RECEIVE PROGRAM REPORTS

A. Transit System Report

Larry Hopper stated that the year-end numbers were very positive. This is the second consecutive year that fixed-route ridership increased by five percent.

B. Long Range Plan Report

Larry reported on several meetings with transit users and the upcoming meetings for the Alternatives Analysis steering committee and various public meetings.

C. Parking Report

Debi Holtzclaw reported that the occupancy rate was 91% for June and will be lower in July due to the transition of Devon employees. She stated that Republic had hired a new security firm that will improve safety measures to protect garage patrons.

D. Marketing Report

Michael Scroggins reported that free books will be handed out from 7-10 a.m. on August 13th at the Transit Center. A Health Fair will be held at the Transit Center on Thursday, October 14. Flu and tetanus shots will be offered free of charge.

E. Oklahoma River Cruises Report

Jeanne Smith reported on the growing popularity of the Sunset Cruises. She displayed the new Oklahoma River Cruises caps that are available for purchase.

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

X. ITEMS FROM TRUSTEES

Veran Randle offered his personal assistance to Charles Rhinehart.

Kay Bickham stated she appreciated the citizens for coming forward to speak to the Board.

Dick Lee also thanked the citizens. He commented that COTPA has made significant improvements during the last five to six years. He congratulated staff and also thanked Mr. Couch for including the funding for new buses in the last bond issue.

XI. ADJOURNMENT

The meeting was adjourned at 10:12 a.m.

Respectfully Submitted,

Richard Cain
Secretary