

MINUTES

CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY

April 2, 2010

TRUSTEES PRESENT:

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

STAFF PRESENT:

**Rick Cain
Marsha Harrod
Jeanne Smith
Michael Scroggins
Debi Holtzclaw
Larry Hopper**

I. CALL TO ORDER

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

II. ITEMS FROM THE CHAIRMAN

Jeanne Smith introduced the new outside sales staff person for the Oklahoma River Cruisers, Tyler Dixon.

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 March 5, 2010

Dick Lee moved, seconded by Veran Randle, to approve the minutes of the Central Oklahoma Transportation and Parking Authority meeting of March 5, 2010.

APPROVED

V. CONSENT DOCKET

Laura Johnson moved, seconded by Barney Semtner, to approve the consent docket subject to individual consideration.

- A. Consideration of Approval of Assignment of Contract with Premier Landscape and Maintenance, Inc.

APPROVED

- B. Consideration of Approval of Agreement with the City of Edmond, the Sub-recipient of a New Freedom Grant for Receiving Funds to Operate the New Dial-a-ride Style Service

APPROVED

- C. Consideration of Approval of Agreement with the City of Edmond, the Sub-recipient of Job Access Reverse Commute (JARC) Grant for Receiving Funds to Operate Express Bus Service Between Oklahoma City and Edmond

APPROVED

- D. Consideration of Approval of Purchase of Wheel Realignment Machine from NAPA Auto Parts

APPROVED

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Consideration of Approval of Ratification of the Administrator's Action and Approval of Change Order No. 1 to the Contract with J. L. Walker Construction, Inc. for the Interior, Doors and Windows Renovation at Union Station

Rick Cain stated that the change order totaled \$30,243. The addition of automatic flush valves and faucets in four bathrooms is nearly 50% of the increased cost. Veran Randle asked if the renovations would make Union Station more attractive to potential tourists. Rick commented on the Core to Shore project. He stated that it is his goal to keep the history of the building alive.

Veran Randle moved and Kay Bickham seconded to ratify the Administrator's action and approve Change Order No. 1 to the contract with J. L. Walker Construction, Inc. for the interior, doors and windows renovation at Union Station.

- B. Consideration of Approval of Change Order No. 1 to the Contract with Johnson and Hunt Construction, Inc. for Repairs to the Curtainwall for the Sheridan/Walker Garage

Rick stated that this project had experienced significant delays due to bad weather and windy conditions. The change order totaled \$11,402, and the new completion date is April 14th.

Dick Lee moved and Veran Randle seconded to approve Change Order No. 1 to the contract with Johnson and Hunt Construction, Inc. for repairs to the curtainwall for the Sheridan/Walker Garage.

- C. Consideration of Approval of Change Order No. 1 to the Contract with Crawford Roofing, Inc. for the Tile Roofing Reinstallation at Union Station

Rick stated that the change order totaled \$16,783 and would provide the solution to the ponding of water on the flat roof where it intersects with the tile roof.

Veran Randle moved and Kay Bickham seconded to approve Change Order No. 1 to the contract with Crawford Roofing, Inc. for the tile roofing reinstallation at Union Station.

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

Dick Lee moved, seconded by Veran Randle, to ratify claims and payroll through March 31, 2010.

RATIFIED

VIII. RECEIVE FINANCIAL REPORTS

Rick reviewed the transit budget to actual. He stated that approximately \$425,000 of the variance in federal grants is due to reduced expenses. He reported that the Areawide Aging Agency grant funding was reduced by \$76,000 due to the downturn in the economy. In the Parking division, Rick stated that the loss of parkers is occurring more slowly than anticipated. He stated that Debi Holtzclaw has been working very closely with Devon during this relocation project. This is the first day of the new season for the River Cruisers, so the report was unchanged from last month.

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

RECEIVED

IX. RECEIVE PROGRAM REPORTS

A. Transit System Report

Larry Hopper stated the trend of increased ridership is continuing. The distance between road calls was significantly more than last year. Chris Kauffman inquired about the reason for the reduced road calls. Rick stated it was a combination of improvements in the maintenance division and the addition of the new buses.

B. Long Range Plan Report

Larry reported that the steering committee for the Alternatives Analysis has been formed and will meet within the next three to five weeks. He stated that May 21st will be Bike to Work Day.

C. Parking Report

Debi Holtzclaw reported that the occupancy rate continues to be over 100%. She described upcoming events in April. Chris Kauffman asked if Devon employees were included in the current occupancy rate. She stated approximately 1200 Devon parkers will be relocated during the next two months.

D. Marketing Report

Michael Scroggins reported that the online trip planner is in the testing phase. Free bus rides will be available in connection with Earth Day on April 22. He presented a slideshow on the Let's Talk Transit program.

E. Oklahoma River Cruises Report

Jeanne Smith reported on the opening of the River Cruiser scheduled service season. She presented a slideshow on the enhancements to the cruise experience and the plans for some new programs.

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

RECEIVED

X. ITEMS FROM TRUSTEES

Veran Randle congratulated Rick and his staff on the improvements in all divisions.

Rick reported on the status of the Intermodal Transit Hub Study.

XI. ADJOURNMENT

The meeting was adjourned at 10:02 a.m.

Respectfully Submitted,



Richard Cain
Secretary