

MINUTES  
LAWTON METROPOLITAN PLANNING ORGANIZATION

Minutes of the Lawton Metropolitan Planning Organization meeting held March 28, 2013, in the City Hall Auditorium, 212 SW 9th Street, Lawton, Oklahoma.

The agenda for the meeting was posted on the bulletin board in City Hall in compliance with the Oklahoma Open Meeting Act.

The meeting was called to order at 3:05 p.m. by Chairman Pat Henry.

MEMBERS PRESENT:     Jim Nisbett  
                              Dave Davison  
                              David Denham  
                              Pat Henry  
                              Neil Springborn

MEMBERS ABSENT:     Harold Robinson (excused)  
                              John Jones (excused)  
                              John Pereira (excused)  
                              Charlotte Perkins (excused)

ALSO PRESENT:        Richard Rogalski, Secretary  
                              Steven Greb, Assistant City Attorney  
                              Debbie Dollarhite, Senior Planner  
                              Ha Vu, Transportation Planner  
                              Jackie Monette, Recording Secretary

---

APPROVAL OF MINUTES OF THE FEBRUARY 14, 2013 MEETING.

**MOTION by Denham, SECOND by Springborn, to approve the minutes of the February 14, 2013 meeting as written. AYES: Nisbett, Ledford, Denham, Henry, Springborn. NAYS: None. MOTION CARRIED 5 – 0.**

---

RECEIVE A PRESENTATION FROM FURRH AND ASSOCIATES ON THE LMPO AUDIT FOR THE PERIOD BEGINNING JULY 1, 2011 AND ENDING JUNE 30, 2012 AND CONSIDER ACCEPTING THE AUDIT AND TAKE APPROPRIATE ACTION IF NECESSARY.

As part of the Agreement between the LMPO and the Oklahoma Department of Transportation, the LMPO agrees to provide ODOT with a Single Audit performed in accordance with the Single Audit Act Amendment of 1996 and the revised OMB Circular A-133 to ensure compliance with federal and state laws, regulations and provisions of the Agreement.

Furrh and Associates has prepared the FY 2011-2012 audit, and the draft was provided in the agenda packet.

Kimberly Furrh of Furrh and Associates presented the audit to the Commissioners. She stated that it was a clean audit and no deficiencies were noted.

**MOTION by Denham, SECOND by Nisbett, to accept the LMPO audit for the period beginning July 1, 2011 and ending June 30, 2012 and authorize the Secretary to forward the audit to the State Auditor. AYES: Davison, Denham, Henry, Springborn, Nisbett. NAYS: None. MOTION CARRIED 5 – 0.**

---

CONSIDER AWARDING A CONTRACT FOR THE DOWNTOWN TRANSIT TRANSFER CENTER FEASIBILITY STUDY/DESIGN CONCEPT REPORT AND AUTHORIZE THE CHAIRMAN TO EXECUTE AN AGREEMENT FOR THE SAME.

The FY 2013 Unified Planning Work Program for the LMPO includes a project to develop a feasibility study/design concept report for the downtown transit transfer center. The Request for Proposal was mailed to 33 consultants and also placed on the LMPO website. Three proposals were received and reviewed by the Downtown Transfer Center Advisory Committee on March 4, 2013. The Advisory Committee ranked the proposals based on understanding of the project, similar experience, and project schedule and directed Staff to negotiate the fee. The Planning Director has contacted the consultant with the highest ranking, Guernsey Engineers Architects Consultants, and is in the process of negotiating a fee not to exceed \$80,000. It is anticipated the negotiations will be completed by the meeting date. The contract will not be signed by the Chairman until it has been reviewed by Steven Greb, Assistant City Attorney.

It is anticipated work will begin in early April. The consultant will work with Staff and the Advisory Committee during this project. Reports will be provided to the LMPO as work progresses.

Commissioners Denham and Springborn stated that they received a packet of information about the proposal, but never received any information about the date and time of the meeting.

Chairman Henry asked if a recommendation was reached if the two representatives from the LMPO were not present at the meeting. She asked Commissioners Denham and Springborn if they are comfortable with the recommendation that was made by the balance of members of the Advisory Committee.

Commissioners Denham and Springborn stated that they were comfortable with the recommendation made by the Committee.

Rogalski stated that Guernsey Engineers Architects Consultants have agreed to reduce their fee to be in an amount not to exceed \$80,000.00. He stated that the language of the contract has not been finalized, but the scope of services and cost have been determined. He added that the company will be doing a conceptual analysis with a design concept. He stated that the LMPO will accept the study, but LATS will make the final recommendation to the City Council.

Chairman Henry asked if the potential transfer center will be located in the downtown area.

Rogalski stated that it would be the most logical place for it, because all of the routes are built around it. He stated that moving it to a location outside the downtown area would change routes and pick up/drop off times at different locations.

**MOTION by Nisbett, SECOND by Denham, to award the contract to perform the Downtown Transit Transfer Center Feasibility Study/Design Concept Report to Guernsey Engineers Architects Consultants, at a fee not to exceed \$80,000, and authorize the Chairman to execute an agreement for same. AYES: Denham, Henry, Springborn, Nisbett, Davison. NAYS: None. MOTION CARRIED 5 – 0.**

---

COMMISSIONERS' REPORTS OR COMMENTS

None.

---

SECRETARY'S REPORT

None.

---

AUDIENCE PARTICIPATION

None.

---

Meeting adjourned at 3:24 p.m.

---

Pat Henry, Chairman  
LMPO

jm