



Metropolitan Tulsa Transit Authority

BOARD of TRUSTEES MEETING

Tuesday, October 31, 2023

R.O. Laird Board Room

510 South Rockford Avenue, Tulsa, Oklahoma

To Be Held 12:00 p.m.

AGENDA

INTRODUCTION AND NOTICE TO THE PUBLIC: The Board of Trustees will consider, discuss, and may take action on, adopt, amend, reject, or defer action on any item listed on this Agenda.

I. CALL TO ORDER and BOARD MEMBER ROLL CALL

II. INTRODUCTIONS

III. APPROVAL OF THE September 26, & September 29, MEETING MINUTES

IV. PUBLIC COMMENTS

Anyone wishing to comment on an agenda item shall notify the board secretary of their wish to speak, as well as the specific agenda item that they wish to speak about. Each speaker will be allowed three minutes to present. No person shall be allowed to comment without registering with the board secretary.

V. COMMITTEE BUSINESS and REPORTS

With respect to any action on a financial matter below, the Board may also consider and possibly approve, adopt, deny, or amend its current or proposed budget as warranted to add, delete, increase, or decrease programs, appropriations, expenditures, and amounts thereof.

A. Finance/Budget Committee – James Wagner, Committee Chair

1. Review of Ridership – Chase Phillips (*Information*)
2. Review and approval of September 2023 Financial Statements—*Rebecca Walner (Action)*
3. DART ILA – *Rebecca Walner (Action)*
Approval to continue use of the Go-Pass as a 1 app, authorize the General Manager to negotiate final terms with DART & Kuba Denmark (formerly Unwire) for an amount not to exceed \$566,800 over 5 years.
4. Upcoming Procurements—*Jack Van Hooser (Information)*
5. ARP Spending – *Rebecca Walner (Information)*



B. Operating/Marketing Committee— , Committee Chair

1. Update on Customer Survey Results – *BreAnna (information)*
2. Go Pass Update – *Rebecca (Information)*
3. Calendars for 2024—*Scott Marr (Action)*
 - 2024 Board Meetings
 - 2024 Holidays
4. Re-Branding Update- Scott Marr (Information)
5. Award of Contract for CNG Fixed Route Buses – *Randy Cloud (Action)*
Authorize the General Manager to enter a contract with Gillig for the purchase of nine (9) 40' CNG powered Fixed Route buses in an amount not to exceed \$7,200,000. This purchase will be made using the Washington State Transit Bus Cooperative Purchasing Contract.

C. Executive Committee—*Adam Doverspike, Board Chair*

1. Board Strategy Session
Board will discuss dates, times, and agenda for the MTTA Strategic Planning Retreat.
2. Discussion of the Committees stated in the MTTA By-laws.

VII. TRUSTEES AND GENERAL MANAGER COMMENTS

Members of the Board of Trustees and the General Manager will have an opportunity to comment on Tulsa Transit, its services and/or other issues related to Tulsa Transit. Action will not be taken by the Board of Trustees on these comments.

VIII. NEW BUSINESS

Pursuant to the Oklahoma Open Meetings Act, new business is any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda. Title 25 O.S. sec. 311(A)(9).

IX. ADJOURN

The next regularly scheduled meeting of the
Tulsa Transit Board of Trustees will be held on
Tuesday, December 5, 2023, at 12:00 PM

METROPOLITAN TULSA TRANSIT AUTHORITY

Minutes of the Meeting of the Board of Trustees

Tuesday, September 26, 2023

R.O. Laird Board Room

510 South Rockford Avenue, Tulsa, Oklahoma

CALL TO ORDER/ROLL CALL

Trustee	In-Person	Absent
Adam Doverspike, Chair	✓	
James Wagner, Vice Chair	✓	
Emily Hall	✓	
Tina Peña	✓	
Emeka Nnaka		✓
Phyllis Joseph	✓	
Ann Domin	✓	
Totals	6	1

OTHERS PRESENT:

Lori Soderstrom, Secretary to the Board of Trustees; Jean Ann Hudson, City-Appointed Attorney.

IN ATTENDANCE: Scott Marr, General Manager; Rebecca Walner, MTTA CFO; Jack Van Hooser, MTTA Procurement Specialist; Chase Phillips, MTTA Director of Planning.; Randy Cloud, MTTA Director of Maintenance; Ofir Bar, MTTA Director of IT; BreAnna Hall, MTTA Marketing Manager.

In accordance with the Oklahoma Open Meetings Act, the meeting was preceded by advance notice of the date, time, and place filed with the Municipal City Clerk’s office on November 1, 2022. An announcement was also given at least twenty-four (24) hours in advance by posting notice of the date, time and place and agenda of the meeting on September 22, 2023 @ 12:54 pm, at the Municipal City Clerk’s office and at Tulsa Transit Administrative offices on September 22, 2023.

I. CALL TO ORDER

Adam Doverspike called the meeting to order at 12:07 pm.

II. INTRODUCTIONS

Scott Marr introduced the MTTA Staff and welcome new Board member, Jim East.

III. APPROVAL OF THE August 29, 2023, MEETING MINUTES

James Wagner and **Emily Hall** moved to approve the August 29, 2023, meeting minutes.

Yeas 4 Nays 0 Abstained 2 Absent 1 -- Motion Carried.

IV. PUBLIC COMMENTS

None

V. COMMITTEE BUSINESS and REPORTS

A. Finance/Budget Committee – James Wagner, Committee Chair

1. Review of Ridership

Chase Phillips gave an update on the August ridership. Fixed ridership exceeded the FY23 by 68k, BRT was 24k more than FY22 ridership, Lift ridership was 1866 less than FY23. Chase went over the ridership insights from free fares. The free fares months make them a different color going forward on the passengers per revenue hour add a dotted line at the 12.9 level.

2. Review and approval of August 2023 Financial Statements

Rebecca Walner presented the August financials. August total expenses were within 1% the projected budget. ODOT has not given the grant numbers as of date, so we budgeted what we received last year, by not using the grant revenues this extends the budget deficit. The payroll increased due to retirements and paying out the sick leave. We are monitoring Overtime to keep us in budget. Rebecca went over goals, complaints, absences, passenger per hour and cost per trip. Jim East asked if he could see an overtime chart, historical and what is expected.

Jim East and Phyllis Joseph moved to approve August 2023 Financial statements.

Yeas 6 Nays 0 Abstained 0 Absent 1 -- Motion Carried.

3. General Manager Expenses – Rebecca Walner

Rebecca presented the GM’s expenses for \$315.84 for trip to DART in Delaware.

Jim East and Emily Hall moved to approve the General Managers expenses in the amount of \$315.84.

Yeas 6 Nays 0 Abstained 0 Absent 1 -- Motion Carried.

4. Upcoming Procurements – Jack Van Hooser

Jack covered the upcoming procurements.

James Wagner left the meeting @12:50 pm.

5. Update on Budget Initiatives – Rebecca/Scott

Scott said that **Jim East** had sent him an email asking some questions and Scott thought that this was a good opportunity to bring the Board up today on where we are on the initiatives that was set. Rebecca covered going out for the build grant, but we did not get the match, MTTA was not added to the vision package, so FTA said try again next year. We will continue working with Olson. We are working on restructuring our buildings to how to make work. Rebecca covered the mobility service and customer experience upgrades. Jim East asked what the ODOT money is based on a formula: based om 20% money awarded.

B. Operating/Marketing Committee – Ann Domin, Committee Chair

1. Authorization of Free Fares for Veterans – Scott Marr

Scott asked the Board to approve veterans’ free fares starting November 11th. This would require City Council approval on November 1st and the Mayor’s signature on November 8th. Jim East asked what the impact to the budget is: less than \$1500.

Jim East and **Tina Peña** moved to approve authorize the General Manager to provide free fares for veterans starting November 11th, 2023, pending City Council approval.

Yeas 5 Nays 0 Abstained 0 Absent 2 -- Motion Carried.

2. Purchase of Security Gates and Perimeter Fencing -Randy Cloud

Randy asked the Board to authorize the General Manager to enter a contract with DH Pace as the prime contractor for the purchase and installation of Security Gates and new Perimeter Fencing. This would help to secure the facility.

Emily Hall and **Jim East** moved to authorize the General Manager to enter a contract with DH Pace as the prime contractor for the purchase and installation of Security Gates and new Perimeter Fencing in an amount not to exceed \$350,000 and to negotiate final terms and conditions.

Yeas 5 Nays 0 Abstained 0 Absent 2 -- Motion Carried.

3. Approval to Order Gillig LoNo Electric buses - Randy Cloud

Randy let the Board know that there was a last-minute price change last night. The lead time is around 18 to 24 months. After the APTA conference we expect this to lead time to increase to 3 years. We need to get these ordered before the lead time goes out even further.

This will be tabled for a special meeting due to price change from what is on the agenda.

4. Update on Micro Transit Ridership

Ofir and Valerie gave an update on the micro transit ridership.

5. Update on Customer Survey Results

Tabled

6. Go Pass Update

Tabled

C. **Executive Committee** – Adam Doverspike, Committee Chair

1. General Manager Annual Review

Adam Doverspike and **Emily Hall** moved to enter executive session.

Yeas 5 Nays 0 Abstained 0 Absent 2 -- Motion Carried.

Jim East left during executive session.

Emily Hall and **Phyllis Joseph** moved to exit executive session.

Yeas 4 Nays 0 Abstained 0 Absent 3 -- Motion Carried.

Emily Hall and **Phyllis Joseph** made the motion to appoint **Adam Doverspike** to negotiate with Scott for the renewal of the General Manager contract.

Yeas 4 Nays 0 Abstained 0 Absent 3 -- Motion Carried.

VI. TRUSTEES AND GENERAL MANAGER COMMENTS

VII. NEW BUSINESS

None

VIII. ADJOURN

Adam Doverspike adjourned meeting at 2:09 pm.

Sincerely,

Lori Soderstrom
Secretary to the Board of Trustees

METROPOLITAN TULSA TRANSIT AUTHORITY
Minutes of the Special Meeting of the Board of Trustees

Tuesday, August 29, 2023

R.O. Laird Board Room

510 South Rockford Avenue, Tulsa, Oklahoma

CALL TO ORDER/ROLL CALL

Trustee	In-Person	Absent
Adam Doverspike, Chair	✓	
James Wagner, Vice Chair		✓
Tina Peña	✓	
Jim East	✓	
Emily Hall	✓	
Emeka Nnaka		✓
Phyllis Joseph	✓	
Totals	5	2

OTHERS PRESENT:

Lori Soderstrom, Secretary to the Board of Trustees; Jean Ann Hudson, City-Appointed Attorney.

IN ATTENDANCE: Scott Marr, General Manager; Chase Phillips, MTTA Director of Planning; Jack Van Hooser, MTTA Procurement Specialist; Randy Cloud, MTTA Director of Maintenance.

An announcement was given at least forty-eight (48) hours in advance by posting notice of the date, time and place and agenda of the meeting on September 26, 2023 @ 3:50 pm, at the Municipal City Clerk’s office and at Tulsa Transit Administrative offices on September 26, 2023.

I. CALL TO ORDER

Adam Doverspike called the meeting to order at 12:10 pm.

II. PUBLIC COMMENTS

None.

III. COMMITTEE BUSINESS and REPORTS

A. Operating/Marketing Committee – Committee Chair

1. Approval to Order Gillig LoNo Electric buses – Randy Cloud

Randy asked the Board to approve the purchase of 7 35’ EBus electric buses for the base price and any additional cost will be brought to the Board for approval.

Jim East asked for periodic updates with the discussions that is with PSO and ADP for the upgrades needed for electric stations.

Emily Hall and **Jim East** moved to Authorize the General Manager to enter a contract with Gillig for the purchase of seven (7) 35’ EBus electric buses rated at 688 KWH in an amount not to exceed \$9,360,000.

Yeas 5 Nays 0 Abstained 0 Absent 2 -- Motion Carried.

VI. TRUSTEES AND GENERAL MANAGER COMMENTS

VII. NEW BUSINESS
None

VIII. ADJOURN

Adam Doverspike adjourned meeting at 12:25 pm.

Sincerely,

Lori Soderstrom
Secretary to the Board of Trustees