

Metropolitan Tulsa Transit Authority  
BOARD of TRUSTEES MEETING  
Tuesday, April 29, 2025  
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 SPECIAL MEETING MINUTES April 4, 2025, MEETING Page 3 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**
    1. Review and approval of Financial Statements—*Rebecca Walner (Action)* **Page 6**
    2. Procurement Policy Revisions – *Rebecca Walner (Action)* **Page 16**

Authorizing to make policy revisions to say: “All surplus stock and/or equipment with a value exceeding \$5,000 will be competitively auctioned. All other items will be disposed of at management’s discretion”.
    3. HNTB Amendment – *Rebecca Walner (Action)* **Page 17**

MTTA is requesting the board to approve the agreement with HNTB, amendment #1 for finalizing projects required to meet the Build Grant requirements to be able to complete the Paper Grant Agreement with the FTA.
    4. Upcoming Procurements—*Kendell Haynes (Information)* **Page 18**
    5. Review of Ridership – *Naaja Jeffries (Information)* **Page 19**

**Metropolitan Tulsa Transit Authority**

**BOARD of TRUSTEES MEETING**

Tuesday, April 29, 2025

R.O. Laird Board Room

510 South Rockford Avenue, Tulsa, Oklahoma

To Be Held 12:00 p.m.

**B. Operating/Marketing**

1. BRT Shelter Maintenance – *Randy Cloud (Action)* **Page 25**

MTTA is seeking approval from the Board for contract negotiations with OPW Commercial Services for Cleaning of the BRT Shelter and Maintenance. This contract is going to be a 1 year with four 1-year options.

2. Architectural & Engineering Services on call – *Rebecca Walner (Action)* **Page 26**

MTTA is seeking approval from the board of 3 on-call contractors for Architectural and Engineering Services. GH2 Architects, Route 66 Engineering LLC and ECS Southwest LLP.

3. Update from Transit Day at the Capital – *Scott Marr/BreAnna McCutcheon (Information)*

4. Update on ELERTS, Go Pass, Validations – *Rebecca Walner (Information)*

5. Update on Operations – *Naaja Jefferies (Information)*

**C. Executive Committee**—*James Wagner, Board Chair*

**VI. TRUSTEES AND GENERAL MANAGER COMMENTS**

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

**VII. 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).

**VIII. ADJOURN**

The next regularly scheduled meeting of the  
Metropolitan Tulsa Transit Authority Board of Trustees will be held on  
**Tuesday, May 27, 2025, at 12:00 PM**

**METROPOLITAN TULSA TRANSIT AUTHORITY**  
**Minutes of the Special Meeting of the Board of Trustees**  
 Thursday, April 3, 2025  
 R.O. Laird Board Room  
 510 South Rockford Avenue, Tulsa, Oklahoma

**CALL TO ORDER/ROLL CALL**

Trustee	In-Person	Absent
James Wagner, Chair	✓	
Emily Hall, Vice Chair	✓	
Adam Doverspike		✓
Tina Peña		✓
Emeka Nnaka	✓	
Phyllis Joseph	✓	
Kelsey Hubble-Dowdell	✓	
<b>Totals</b>	<b>5</b>	<b>2</b>

**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; Chase Phillips, MTTA Director of Planning; Randy Cloud, MTTA Director of Maintenance; BreAnna Hall, MTTA Marketing Manager; Naaja Jefferies, MTTA Director of Transportation; Ofir Bar, MTTA Director of IT; Will Reece, MTTA Safety & Training Manager; Kendell Haynes, Liability Claims Adjuster; and Ben Abrams NPR radio.

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 6, 2024. 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 March 25, 2025 @ 8:02 am, at the Municipal City Clerk's office and at MetroLink Tulsa Administrative offices March 25, 2025.

**I. CALL TO ORDER**

**James Wagner** called the meeting to order at 12:06 pm.

**II. INTRODUCTIONS**

Scott introduced the MTTA staff.

**III. APPROVAL OF January 17, 2025 & January 28, 2025, MEETING MINUTES**

**Emeka Nnaka and Kelsey Hubble-Dowdell** moved to approve the January 17, 2025, meeting minutes.

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

**Emily Hall and Kelsey Hubble-Dowdell** moved to approve January 28, 2025, meeting minutes.

Yeas 3 Nays 0 Abstained 2 Absent 2 -- Motion Carried.

#### IV. PUBLIC COMMENTS

None

##### A. Finance/Budget

###### 1. Review of Ridership – *Chase Phillips*

Chase presented ridership. Ridership for fixed was at 132k, BRT was 39k, LinkAssist was 211 trips/day, and MicroTransit trips was 7,984. Chase informed the Board of the service changes for April. The 201 going to airport, r112 no longer going downtown, 490 changing end of line, adding in Crystal City in Micro zone 6. Emeka Nnaka asked if there was another option from 3<sup>rd</sup> street to downtown on the 112, Chase answered yes, 130 route covers it.

###### 2. Review and approval of Financial Statements – *Rebecca Walner*

Rebecca presented the financial statements through February. The total expenses are 8% less than projected, due to insurance, fuel cost, utilities, and payroll being lower. Rebecca presented the MTTA goal numbers.

**Emily Hall** and **Phyllis Joseph** moved to approve FY25 year to date financial statement summary.

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

###### 3. General Manager Expenses- *Rebecca Walner*

Rebecca presented the expenses for the GM in the amount of \$262.58. \$166.58 for donuts for drivers and mechanics that worked during the winter storm and \$96 for taking his assigned team to lunch during the Love Squad community outreach day.

**Emeka Nnaka** and **Kelsey Hubble-Dowdell** moved to approve the General Manager's expenses in the amount of \$262.58.

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

###### 4. Upcoming Procurements- *Rebecca Walner*

Rebecca presented the upcoming procurements.

##### B. Operating/Marketing

###### 1. ADA RideCo Paratransit Eligibility Add On. -*Rebecca Walner*

Rebecca presented the Board with adding on an ADA eligibility module to our existing RideCo software. The Mobility Coordinator will oversee the eligibility process. **James Wagner** wants to make sure that this will not take time away from Clem going out to the public.

**Emeka Nnaka** and **Emily Hall** moved to authorize the General Manager to negotiate final terms and conditions with RideCo, to add the ADA eligibility module.

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

## **2. Advertising Contract – *BreAnna McCutcheon***

BreAnna presented the Board with advertising services and the RFP process. Board members asked who will be doing the cleaning? Block by Block will partner with Adsposure for the cleaning. Who is going to hold Block by Block accountable for the cleaning? There is an agreement with them. The board suggested exploring a separate cleaning contract.

**Emily Hall** and **Emeka Nnaka** moved to authorize the General Manager to negotiate final terms and conditions with Adsposure, Inc. to provide advertising sales and related services for a three-year contract with two option years.

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

## **3. Plumbing Contract – *Randy Cloud***

Randy requested the Boards approval to enter a contract with Tulsa Plumbing and Remodeling for ongoing plumbing services for all MTTA facilities.

**Kelsey Hubble-Dowdell** and **Phyllis Joseph** moved to authorize the General Manager to negotiate final terms and conditions with Tulsa Plumbing and Remodeling to provide ongoing plumbing services for all MTTA facilities.

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

## **4. Proterra Electric Fleet Update- *Randy Cloud***

Randy updated the Board on the 4 Proterra electric vehicles. Proterra filed bankruptcy and went out of business. The chargers don't work and are not able to be fixed. The vehicles are not running, a company came and inspected them, and they can be repaired, and they will need new drive motors. The cost is \$27,000 for each drive motor. The new electric buses that are on order their chargers will work with the Proterra's. After the new bus chargers are installed then we will look at repairing the Proterra's.

## **V. TRUSTEES AND GENERAL MANAGER COMMENTS**

None

## **VI. 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).

## **VII. ADJOURN**

**James Wagner** adjourned the meeting at 1:22pm.

Sincerely,

Lori Soderstrom  
Secretary to the Board of Trustees

**METROPOLITAN TULSA TRANSIT AUTHORITY**  
**BOARD MEETING**  
**April 28,2025**

To: Board of Trustees  
 From: Rebecca Walner, Chief Financial Officer  
 Subject: FY25 Financial Statement Summary through March 31, 2025


**Recommendation:**

Review and approve the FY25 year to date Financial Statement Summary.

**Analysis:**

March operating expenses of \$1.9M and around 15% less than projections based on the FY2025 budget.

YTD we have a total expenses of 16.6M which are 1.5M or 8% less than projected. Revenues from Operations are on target higher. The FY25 underspending of 1.7M is reflected largely in material and supplies, utilities and insurance expenses and other Miscellaneous being under budget. However, some of these items will level out by the fiscal year end and have another month of half price fares. Below is a summary of our YTD FY25 operating results before audit:

		<b><i>FY25 Executive Summary</i></b>	
		For the Nine Months Ending Mar 31, 2025	
Summary of Activities*	Actual	Budget	Var%
Revenues From Operations \$	2,004	\$ 2,061	-3%
Grant Revenues	16,627	18,364	-9%
Total Operating Revenues	18,631	20,425	-9%
Total Expenses	(18,631)	(20,425)	-9%
Surplus (Deficit) \$	(0)	\$ (0)	0%

Operating Revenues*	Actual	Budget	Var%
City of Tulsa \$	8,792	\$ 9,053	-3%
Federal Grants	6,262	8,133	-23%
State Grants	1,252	863	45%
Other Local	321	315	2%
Fare Revenues	1,422	1,413	1%
Advertising Revenues	477	525	-9%
Other Revenues	105	124	-15%
Total Operating Revenues \$	18,631	\$ 20,425	-9%

Operating Expenses*	Actual	Budget	Var%
Payroll & Fringe \$	13,174	\$ 14,115	-7%
Administrative Services	821	794	3%
Materials & Supplies	3,212	3,515	-9%
Utilities	450	499	-10%
Insurance	360	563	-36%
Miscellaneous	614	939	-35%
Total Expenses \$	18,631	\$ 20,425	-9%



**FY25 Executive Summary**  
For the Nine Months Ending Mar 31, 2025

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Goal 1. Operate a Safe Transit System				
Accidents (Per 100K miles)	FY25	FY24	Change	Target
Fixed Route	1.68	3.18	-47%	2.00
RideShare	2.00	1.00	100%	1.20
Goal 2. Meet and Exceed Customer Expectations				
Complaints	FY25	FY24	Change	Target
Fixed Route	15.00	12.00	25%	25.00
MicroLink	35.00	40.00	-100%	25.00
LinkAssist	41.00	37.00	11%	25.00
Goal 3. Maintain a Quality Workforce				
Absences (Per weekday)	FY25	FY24	Change	Target
Fixed Route	7	3	133%	9
Rideshare	11	2	461%	5.0
Goal 4. Operate an Effective Transit System				
Passengers Per Hour	FY25	FY24	Change	Target
Fixed Route	12.19	12.00	2%	13.00
MicroLink	3.12	3.55	-12%	2.50
LinkAssist	1.57	1.70	-8%	2.00
Goal 5. Operate an Efficient Transit System				
Cost Per Trip	FY25	FY24	Change	Target
Fixed Route \$	7.58	\$ 8.45	-10%	\$ 8.71
MicroLink \$	25.02	\$ 23.36	7%	\$ 30.00
LinkAssist \$	52.90	\$ 55.26	-4%	\$ 57.00

MetroLink Tulsa connects people to progress and prosperity.

Fixed Route Preventable Accidents - FY25								
	\$0 to \$500	\$500 to \$1,000	\$1,000 to \$2,500	\$2,500 to \$5,000	\$5,000 to \$10,000	\$10,000 to \$20,000	Over \$20,000	Total
<b>MONTH</b>								
July	0							0
August	2							2
September	8							8
October	2	2	2					6
November	2	2						4
December	3							3
January	3							3
February	6							6
March	4	1						5
April								0
May								0
June								0
<b>TOTAL</b>	<b>30</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37</b>
<b>Percent of Total</b>	<b>81%</b>	<b>14%</b>	<b>5%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>100%</b>

Fixed Route Preventable Accidents - FY24								
	\$0 to \$500	\$500 to \$1,000	\$1,000 to \$2,500	\$2,500 to \$5,000	\$5,000 to \$10,000	\$10,000 to \$20,000	Over \$20,000	Total
<b>MONTH</b>								
July	6							6
August	2							2
September			3	1				4
October	6							6
November	3							3
December	2					1		3
January	1	1						2
February								0
March	5	1	2					8
April	1	1	1	1				4
May	2		1					3
June	1							1
<b>TOTAL</b>	<b>29</b>	<b>3</b>	<b>7</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>42</b>
<b>Percent of Total</b>	<b>69%</b>	<b>7%</b>	<b>17%</b>	<b>5%</b>	<b>0%</b>	<b>2%</b>	<b>0%</b>	<b>100%</b>



Rideshare Preventable Accidents - FY25								
	\$0 to \$500	\$500 to \$1,000	\$1,000 to \$2,500	\$2,500 to \$5,000	\$5,000 to \$10,000	\$10,000 to \$20,000	Over \$20,000	Total
Month								
July			1					1
August	1							1
September	4							4
October	2	1						3
November	3	3						6
December	0	0						0
January	3							3
February	1							1
March	1	1						2
April								0
May								0
June								0
Total	15	5	1	0	0	0	0	21
Percent of Total	71%	24%	5%	0%	0%	0%	0%	0%

Rideshare Preventable Accidents - FY24								
	\$0 to \$500	\$500 to \$1,000	\$1,000 to \$2,500	\$2,500 to \$5,000	\$5,000 to \$10,000	\$10,000 to \$20,000	Over \$20,000	Total
Month								
July	1	3						4
August	6	4						10
September	5	0						5
October	3	3						6
November	0	2		1				3
December	3	4						7
January	1	1	1					3
February	5	0						5
March	3	0				1		4
April	0	3		1				4
May	3	1						4
June	2	1						3
Total	32	22	1	2	0	0	0	58
Percent of Total	55%	38%	2%	3%	0%	0%	0%	100%

**For the Nine Months Ending Mar 31, 2025**  
**SUMMARY OF OPERATING BUDGET VARIANCE ANALYSIS**

Projected expenses within +/- \$1,000 and +/- 5% YTD variance are considered consistent with projections.

Operating Revenues	YTD Act	YTD Budget	Var%	Details
Passenger	\$1,261,731	\$1,193,320	5.73%	Fixed Route Ridership revenue is trending above average
MicroLink	\$64,027	\$31,815	101.25%	As we have added more MicroLink service the revenue has surpassed expected budgeted amount.
LinkAssist	\$96,145	\$187,500	(48.72%)	As MicroLink has expanded the use for our LinkAssist customers have been converting more to that system.
Advertising	\$477,084	\$525,000	(9.13%)	Advertising revenue for the they year is less than projected. Currently reviewing contracts.
Investments	\$86,652	\$108,750	(20.32%)	Investments revenue fot the year are slightly lower than targeted due to fluxuation of markets.
Other Revenue	\$18,767	\$15,000	25.11%	Due to increase in Credit card usage, we have received a larger increase in rebate.
Expenses	YTD Act	YTD Budget	Var%	Details
Payroll and Fringe	\$13,173,695	\$14,115,228	-7%	Payroll and fringe is on target fo the year.
Advertising	\$192,168	\$210,000	-8%	Advertising Commission is in alightment with more advertising.
Legal Fees	\$85,805	\$58,130	48%	Mutple litigations have increased the cost in legal expenses.
Audit Fees	\$32,550	\$34,500	-6%	Audit fees are on target for FY25.
Office Equipment / Computers	\$9,250	\$28,839	-68%	Office Equipment is under budget as we move through wrapping up the Remodel project.
Building & Facility Services	\$143,737	\$171,134	-16%	Building Services is currently lower than expected as we did not have 1 facility open for majority of the year.
Professional & Technical Services	\$317,001	\$236,285	34%	Reclass for Eligibility will be in February report
Software Maintenance & Service	\$23,983	\$41,080	-42%	Reclass for Eligibilty will be in February report
Security Services	\$16,833	\$6,232	20%	Yearly cost allocated and classes have been taken. Will level out throughout the year.
Fuel	\$498,445	\$814,116	-39%	As we increase the MicroLink Vehicles it has fluated our cost between CNG to Gasoline and set contract rate has kept cost lower.
Gasoline	\$219,034	\$138,013	59%	As we increase the MicroLink Vehicles it has fluated our cost between CNG to Gasoline.
Oil & Lubricants	\$99,507	\$150,391	-34%	New vehicles have decreased the amounts oil and lubricats we have needed.
Tires & Tubes	\$130,310	\$142,436	-9%	Tires have began to level out for FY25.
Facility Repairs & Maintenance	\$789,954	\$641,533	23%	Reclass for Eligibility will be in February report
Service & Shop Equipment	\$26,744	\$24,838	8%	On Target
Other Shop & Garage Expense	\$62,683	\$72,265	-13%	On Target
Repair Parts	\$1,327,276	\$1,446,513	-8%	On Target
Servicing Supplies	\$16,397	\$43,373	-62%	Reducing the amount of supplies we retain on hand has helped keep cost lowerer than prior years.
Transportation & Safety	\$834	\$6,852	-88%	Working with our traning company for train the trainers.
Schedules	\$7,587	\$10,973	-31%	New Schedules will come out in April.
Passes & Transfers	\$33,122	\$24,170	37%	Purchased new LinkAssist books and the cost has gone up. Looking into options for future.
Utilities	\$450,461	\$499,191	-10%	New CNG station does not pull as much energy as old in FY25 it is reflecting that.
Insurance	\$359,933	\$562,500	-36%	At budget season it was unknown on workers compensations, therefore we had to highly over estimate the cost.
Planning	\$285,584	\$360,000	-21%	No study has been issued for this year to date.
Dues & Subscriptions	\$30,637	\$45,000	-32%	Dues stayed level so far for FY25 therefore we are not seeing as significant of increase as thought.
Travel & Meetings - Staff	\$49,360	\$46,800	5%	March was a high time for travel with Scott and Randy at APTA in Austin and other directors going to Arizona for SWTA.
Travel & Meetings - Board	\$2,080	\$2,250	-8%	On Target
Marketing & Advertising	\$63,704	\$173,729	-63%	Preparing for June half price fair. Has started increasing the sticker change out on buses, expected to be completed in April and seen on the May board.
General Office Expense	\$110,980	\$120,854	-8%	Office Equipment is under budget as we move through wrapping up the Remodel project.
Other Miscellaneous Expenses	\$842	\$90,000	-99%	This account is to limited in use due to FTA requirements of everything needs a specific requirement.
Bank & Credit Card Fees	\$40,385	\$68,184	-41%	Reclass on payroll expenses required.
Leases & Rentals	\$30,367	\$31,828	-5%	On Target
Operational Grant Funding	YTD Act	YTD Budget	Var%	Details
Operating Assistance - Other	\$320,994	\$315,000	2%	On Target
Oklahoma State Funding	\$1,252,171	\$862,500	45%	In October we received official notice of State funding amount and trued up the amount for FY25 to date. We received 1,666,340 instead of 1,150,656.
FTA - Planning Assistance	\$460,530	\$848,710	-46%	Due to not doing a planning project, cost of planning draw downs are lower.
FTA - Leases / Audit	\$54,011	\$135,240	-60%	We have reduced the amount of Leases in FY25 therefore the amount to draw down is less.
FTA - Preventative Maintenance	\$2,721,503	\$4,120,025	-34%	Preventative Maintenance cost is down so we are not needing to defer at the rate budget expected.
FTA - Operations	\$3,025,786	\$3,028,916	0%	Operations is drawing down at a higher rate due to Safety and Security amounts being required as well for FY24 and beyond.
COT - Vision Assistance	\$3,105,349	\$3,366,750	-8%	With the State of Oklahoma increasing their amount for the year to keep a level budget, we have requested less in Vision funds for the month, however, it will be requested at a later time.
COT - Operating Assistance	\$5,686,497	\$5,686,500	0%	On Target
Capital Funding	YTD Act	YTD Budget	Var%	Details
Capital Assistance - FTA	\$8,122,597	\$2,299,374	253%	In FY25 we have added 9 Gillig Buses, Validators for the buses, a new truck, and the call center remodel.
Capital Assistance - COT	\$2,489,713	\$1,654,522	50%	In FY25 we have added 9 Gillig Buses, Validators for the buses, a new truck, and the call center remodel.

METRO TULSA TRANSIT AUTHORITY  
Income Statement  
For the Nine Months Ending Monday, March 31, 2025

	Actual	Budget	Var %	PY	PY %	Act YTD	Bgt YTD	Var%	PY YTD	PY %
<b>Operating Revenues</b>										
Passenger	\$122,607	\$132,591	-7.53%	\$100,820	21.61%	\$1,261,731	\$1,193,320	5.73%	\$938,899	34.38%
MicroLink	\$10,720	\$3,818	180.77%	\$4,039	165.39%	\$64,027	\$31,815	101.25%	\$31,410	103.84%
LinkAssist	\$9,901	\$20,833	-52.47%	\$18,016	-45.04%	\$96,145	\$187,500	-48.72%	\$190,286	-49.47%
Advertising	\$90,472	\$58,333	55.09%	\$45,225	100.05%	\$477,084	\$525,000	-9.13%	\$540,781	-11.78%
Investments	\$9,911	\$12,083	-17.98%	\$10,900	-9.07%	\$86,652	\$108,750	-20.32%	\$92,871	-6.70%
Other Revenue	\$1,418	\$1,667	-14.92%	\$2,071	-31.52%	\$18,767	\$15,000	25.11%	\$16,977	10.55%
<b>Total Operating Revenues</b>	<b>\$245,029</b>	<b>\$229,325</b>	<b>6.85%</b>	<b>\$181,071</b>	<b>35.32%</b>	<b>\$2,004,406</b>	<b>\$2,061,385</b>	<b>-2.76%</b>	<b>\$1,811,224</b>	<b>10.67%</b>
<b>Operating Expenses</b>										
<b>Labor:</b>										
Operators	\$598,307	\$613,849	-2.53%	\$597,877	0.07%	\$5,509,402	\$5,524,643	-0.28%	\$5,148,180	7.02%
Transportation Administration	\$87,032	\$131,804	-33.97%	\$114,567	-24.03%	\$974,662	\$1,186,236	-17.84%	\$1,168,818	-16.61%
Maintenance	\$110,211	\$128,655	-14.34%	\$125,565	-12.23%	\$1,063,383	\$1,157,895	-8.16%	\$1,153,861	-7.84%
Maintenance Administration	\$32,348	\$60,179	-46.25%	\$34,045	-4.99%	\$295,074	\$541,611	-45.52%	\$293,622	0.49%
Administration & Accounting	\$136,570	\$141,733	-3.64%	\$147,279	-7.27%	\$1,259,871	\$1,275,597	-1.23%	\$1,105,472	13.97%
<b>Total Labor</b>	<b>\$964,468</b>	<b>\$1,076,220</b>	<b>-10.38%</b>	<b>\$1,019,333</b>	<b>-5.38%</b>	<b>\$9,102,392</b>	<b>\$9,685,982</b>	<b>-6.03%</b>	<b>\$8,869,953</b>	<b>2.62%</b>
<b>Fringe Benefits:</b>										
FICA Taxes	\$75,137	\$95,111	-21.00%	\$80,460	-6.62%	\$747,948	\$855,996	-12.62%	\$754,847	-0.91%
Pension Plan Expense	\$105,250	\$109,167	-3.59%	\$104,603	0.62%	\$949,155	\$982,500	-3.39%	\$943,498	0.60%
Health & Dental Insurance	\$106,635	\$124,894	-14.62%	\$116,656	-8.59%	\$987,408	\$1,124,042	-12.16%	\$1,141,158	-13.47%
Life & Disability Insurance	\$14,748	\$22,642	-34.87%	(\$6,396)	-330.56%	\$135,471	\$203,775	-33.52%	\$172,314	-21.38%
Sick Leave	\$17,830	\$31,585	-43.55%	\$18,909	-5.70%	\$246,440	\$284,267	-13.31%	\$370,531	-33.49%
Holiday Pay	\$6,674	\$40,015	-83.32%	\$47,101	-85.83%	\$368,238	\$360,138	2.25%	\$413,520	-10.95%
Vacation Pay	\$26,838	\$41,061	-34.64%	\$27,061	-0.82%	\$371,777	\$369,550	0.60%	\$338,566	9.81%
Uniform Allowance - Drivers	\$5,899	\$6,250	-5.61%	\$4,712	25.21%	\$62,661	\$56,250	11.40%	\$48,701	28.66%
Clothing/Tool Allowance - Mechanics	\$1,639	\$3,000	-45.38%	\$2,030	-19.26%	\$28,211	\$27,000	4.49%	\$23,873	18.17%
Unemployment Compensation	\$3,378	\$4,333	-22.05%	\$2,157	56.60%	\$30,686	\$39,000	-21.32%	\$31,826	-3.58%
Other Fringe Benefits	\$20,049	\$14,081	42.38%	\$7,682	161.00%	\$143,308	\$126,728	13.08%	\$135,334	5.89%
<b>Total Fringe Benefits</b>	<b>\$384,077</b>	<b>\$492,139</b>	<b>-21.96%</b>	<b>\$404,975</b>	<b>-5.16%</b>	<b>\$4,071,303</b>	<b>\$4,429,246</b>	<b>-8.08%</b>	<b>\$4,374,168</b>	<b>-6.92%</b>
<b>Total Loaded Payroll</b>	<b>\$1,348,545</b>	<b>\$1,568,359</b>	<b>-14.02%</b>	<b>\$1,424,308</b>	<b>-5.32%</b>	<b>\$13,173,695</b>	<b>\$14,115,228</b>	<b>-6.67%</b>	<b>\$13,244,121</b>	<b>-0.53%</b>
<b>Administrative Services:</b>										
Advertising	\$36,249	\$23,333	55.35%	\$15,584	132.60%	\$192,168	\$210,000	-8.49%	\$197,694	-2.80%
Legal Fees	\$9,682	\$6,459	49.90%	\$8,329	16.25%	\$85,805	\$58,130	47.61%	\$58,797	45.93%
Audit Fees	\$3,617	\$3,833	-5.65%	\$3,617	0.00%	\$32,550	\$34,500	-5.65%	\$32,550	0.00%
Office Equipment / Computers	\$11	\$3,204	-99.66%	\$2,625	-99.58%	\$9,250	\$28,839	-67.93%	\$16,821	-45.01%
Building & Facility Services	\$13,569	\$19,015	-28.64%	\$19,060	-28.81%	\$143,737	\$171,134	-16.01%	\$123,671	16.23%
Professional & Technical Services	\$44,517	\$26,254	69.56%	\$35,392	25.78%	\$317,001	\$236,285	34.16%	\$240,567	31.77%
Software Maintenance & Service	\$3,497	\$4,564	-23.39%	\$2,598	34.57%	\$23,983	\$41,080	-41.62%	\$21,675	10.65%
Security Services	\$543	\$1,558	-65.16%	\$497	9.21%	\$16,833	\$14,022	20.04%	\$1,733	871.47%
<b>Total Administrative Services</b>	<b>\$111,685</b>	<b>\$88,220</b>	<b>26.60%</b>	<b>\$87,702</b>	<b>27.34%</b>	<b>\$821,327</b>	<b>\$793,990</b>	<b>3.44%</b>	<b>\$693,508</b>	<b>18.43%</b>
<b>Total Services</b>	<b>\$111,685</b>	<b>\$88,220</b>	<b>26.60%</b>	<b>\$87,702</b>	<b>27.34%</b>	<b>\$821,327</b>	<b>\$793,990</b>	<b>3.44%</b>	<b>\$693,508</b>	<b>18.43%</b>
<b>Materials &amp; Supplies:</b>										
Fuel	\$61,708	\$90,457	-31.78%	\$68,793	-10.30%	\$498,445	\$814,116	-38.77%	\$602,750	-17.30%
Gasoline	\$22,661	\$15,335	47.77%	\$16,440	37.84%	\$219,034	\$138,013	58.70%	\$142,287	53.94%
Oil & Lubricants	\$12,252	\$16,710	-26.68%	\$20,964	-41.56%	\$99,507	\$150,391	-33.83%	\$122,463	-18.75%
Tires & Tubes	\$12,748	\$15,826	-19.45%	\$11,363	12.19%	\$130,310	\$142,436	-8.51%	\$137,419	-5.17%

Facility Repairs & Maintenance	\$70,056	\$71,281	-1.72%	\$83,580	-16.18%	\$789,954	\$641,533	23.14%	\$747,980	5.61%
Service & Shop Equipment	\$7,201	\$2,760	160.92%	\$6,849	5.14%	\$26,744	\$24,838	7.67%	\$36,751	-27.23%
Other Shop & Garage Expense	\$5,112	\$8,029	-36.33%	\$5,226	-2.18%	\$62,683	\$72,265	-13.26%	\$63,092	-0.65%
Repair Parts	\$166,320	\$160,724	3.48%	\$232,876	-28.58%	\$1,327,276	\$1,446,513	-8.24%	\$1,500,948	-11.57%
Servicing Supplies	\$1,330	\$4,819	-72.41%	\$3,463	-61.60%	\$16,397	\$43,373	-62.19%	\$43,229	-62.07%
Transportation & Safety	-	\$761	-100.00%	\$1,395	-100.00%	\$834	\$6,852	-87.83%	\$8,805	-90.53%
Schedules	-	\$1,219	-100.00%	-	0.00%	\$7,587	\$10,973	-30.86%	\$9,482	-19.98%
Passes & Transfers	\$2,607	\$2,686	-2.91%	\$3,970	-34.32%	\$33,122	\$24,170	37.03%	\$40,821	-18.86%
Total Materials & Supplies	\$361,995	\$390,607	-7.33%	\$454,919	-20.43%	\$3,211,893	\$3,515,473	-8.64%	\$3,456,027	-7.06%
Utilities:										
Light, Heat, Power, and Water	\$45,584	\$37,944	20.13%	\$32,891	38.59%	\$333,991	\$341,498	-2.20%	\$331,042	0.89%
Communications	\$14,974	\$17,521	-14.54%	\$20,234	-26.00%	\$116,470	\$157,693	-26.14%	\$152,081	-23.42%
Total Utilities	\$60,558	\$55,465	9.18%	\$53,125	13.99%	\$450,461	\$499,191	-9.76%	\$483,123	-6.76%
Insurance:										
Insurance Premiums	\$56,243	\$62,500	-10.01%	\$53,387	5.35%	\$507,520	\$562,500	-9.77%	\$480,483	5.63%
Self Insurance	(\$60,543)	-	0.00%	\$6,528	-1027.44%	(\$147,587)	-	0.00%	\$63,082	-333.96%
Total Insurance	(\$4,300)	\$62,500	-106.88%	\$59,915	-107.18%	\$359,933	\$562,500	-36.01%	\$543,565	-33.78%
Miscellaneous:										
Planning & Rideshare	\$29,317	\$40,000	-26.71%	\$56,579	-48.18%	\$285,584	\$360,000	-20.67%	\$286,105	-0.18%
Dues & Subscriptions	\$5,049	\$5,000	0.97%	\$4,913	2.76%	\$30,637	\$45,000	-31.92%	\$44,467	-31.10%
Travel & Meetings - Staff	\$8,155	\$5,200	56.83%	\$11,631	-29.88%	\$49,360	\$46,800	5.47%	\$73,852	-33.16%
Travel & Meetings - Board	\$19	\$250	-92.49%	\$164	-88.54%	\$2,080	\$2,250	-7.56%	\$2,143	-2.95%
Marketing & Advertising	\$3,728	\$19,303	-80.69%	\$28,731	-87.03%	\$63,704	\$173,729	-63.33%	\$222,180	-71.33%
General Office Expense	\$11,935	\$13,428	-11.12%	\$10,912	9.38%	\$110,980	\$120,854	-8.17%	\$102,990	7.76%
Other Miscellaneous Expenses	\$4,069	\$10,000	-59.31%	\$1,189	242.28%	\$842	\$90,000	-99.06%	(\$12,871)	-106.55%
Bank & Credit Card Fees	\$3,925	\$7,576	-48.19%	\$6,434	-38.99%	\$40,385	\$68,184	-40.77%	\$62,997	-35.89%
Leases & Rentals	\$1,712	\$3,536	-51.59%	\$7,885	-78.29%	\$30,367	\$31,828	-4.59%	\$32,277	-5.92%
Total Miscellaneous	\$67,909	\$104,293	-34.89%	\$128,438	-47.13%	\$613,939	\$938,645	-34.59%	\$814,140	-24.59%
Total Expenses	\$1,946,392	\$2,269,444	-14.24%	\$2,208,407	-11.86%	\$18,631,248	\$20,425,027	-8.78%	\$19,234,484	-3.14%
Net Operating Loss	(\$1,701,363)	(\$2,040,119)	-16.60%	(\$2,027,336)	-16.08%	(\$16,626,842)	(\$18,363,642)	-9.46%	(\$17,423,260)	-4.57%
Operational Grant Funding										
Operating Assistance - Other	\$37,209	\$35,000	6.31%	\$49,600	-24.98%	\$320,994	\$315,000	1.90%	\$487,005	-34.09%
Oklahoma State Funding	\$139,130	\$95,833	45.18%	\$123,843	12.34%	\$1,252,171	\$862,500	45.18%	\$1,294,585	-3.28%
FTA - Planning Assistance	\$114,068	\$94,301	20.96%	\$66,894	70.52%	\$460,530	\$848,710	-45.74%	\$574,416	-19.83%
FTA - Leases / Audit	\$4,212	\$15,027	-71.97%	\$36,298	-88.40%	\$54,011	\$135,240	-60.06%	\$105,907	-49.00%
FTA - ADA LIFT	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
FTA - CMAQ	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
FTA - Preventative Maintenance	\$338,025	\$457,498	-26.11%	\$316,944	6.65%	\$2,721,503	\$4,120,025	-33.94%	\$2,812,457	-3.23%
FTA - Operations	\$51,843	\$336,546	-84.60%	\$432,451	-88.01%	\$3,025,786	\$3,028,916	-0.10%	\$3,004,228	0.72%
COT - Vision Assistance	\$385,041	\$374,083	2.93%	\$357,500	7.70%	\$3,105,349	\$3,366,750	-7.76%	\$3,569,916	-13.01%
COT - Operating Assistance	\$631,833	\$631,833	0.00%	\$619,416	2.00%	\$5,686,497	\$5,686,500	0.00%	\$5,574,744	2.00%
Total Operational Grant Funding	\$1,701,361	\$2,040,121	-16.60%	\$2,002,946	-15.06%	\$16,626,841	\$18,363,641	-9.46%	\$17,423,258	-4.57%
Budget Surplus (Deficit)	(\$2)	\$2	-92.50%	(\$24,390)	-100.00%	(\$1)	(\$1)	-61.25%	(\$2)	-32.61%
Capital Revenues										
Capital Assistance - FTA	\$2,889,658	\$255,486	1031.04%	\$266,057	986.10%	\$8,122,597	\$2,299,374	253.25%	\$3,892,911	108.65%
Capital Assistance - COT	-	\$183,836	-100.00%	-	0.00%	\$2,489,713	\$1,654,522	50.48%	\$1,195,800	108.20%
Capital Assistance - Other	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
Gain (Loss) on Sale of Assets	-	-	0.00%	-	0.00%	-	-	0.00%	(\$147)	-100.00%
Total Capital Revenues	\$2,889,658	\$439,322	557.75%	\$266,057	986.10%	\$10,612,310	\$3,953,896	168.40%	\$5,088,564	108.55%

Depreciation	\$353,269	\$470,000	-24.84%	\$311,251	13.50%	\$3,390,628	\$4,230,000	-19.84%	\$3,225,151	5.13%
Debt Service	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
COT Pass Through	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
Change in Net Assets	\$2,536,387	(\$30,676)	-8367.84%	(\$69,584)	-3745.01%	\$7,221,681	(\$276,105)	-2715.56%	\$1,863,411	287.55%

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## Assets

## Current Assets:

Cash and Cash Equivalents		\$687,960
Restricted Cash		\$3,959,971
Trade Accounts Receivable	\$116,468	
FTA Operating & Capital Grants Receivable	\$4,564,397	
COT Operating & Capital Grants Receivable	\$18,857,449	
ODOT Operating & Capital Grants Receivable	<u>\$556,521</u>	
		\$24,094,836
Inventories		\$1,156,677
Prepaid Expenses		<u>\$653,933</u>
Total Current Assets		<u>\$30,553,378</u>

## Capital Assets, at cost:

Revenue Equipment	\$49,921,969	
Service Equipment	\$660,601	
Security Equipment	\$2,259,693	
Buildings & Improvements	\$13,019,727	
Passenger Shelters	\$2,096,715	
Shop and Garage Equipment	\$3,517,524	
Computers & Other Equipment	\$6,928,854	
Office Furniture and Fixtures	\$209,681	
Land & Improvements	\$2,633,707	
Construction in Progress	\$3,291,584	
Less: Accumulated Depreciation	<u>(\$52,428,841)</u>	
Non- Depreciating Assets	<u>\$1,966,118</u>	
Total Capital Assets		\$32,111,213

Total Assets	<u><u>\$62,664,591</u></u>
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Deferred outflows of resources, pension related amounts	<u>\$2,117,186</u>
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## Liabilities

## Current Liabilities:

Trade Accounts Payable	\$2,753,633	
Accrued Wages & Withholdings	\$593,057	
Accrued Insurance	\$82,610	
Deferred Grant Revenues	\$17,977,321	
Other Current Liabilities	<u>\$19,172</u>	
Total Current Liabilities		\$21,425,793

## Noncurrent Liabilities:

Advance Payable to COT	\$326,674	
Net Pension Liability	\$10,131,541	
Accrued Compensated Absences	<u>\$471,773</u>	
Total Noncurrent Liabilities		<u>\$10,929,988</u>

Total Liabilities	\$32,355,781
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Deferred inflows of resources, pension related amounts	<u>\$3,001,470</u>
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## Net Position:

Invested in Capital Assets	\$32,111,213	
Restricted for Capital Acquisitions	\$873,916	
Restricted for Workmen's Comp.	\$74,222	
Unrestricted	<u>(\$2,750,541)</u>	
Total Net Assets		\$30,308,810

Total Liabilities & Net Assets	<u><u>\$62,664,591</u></u>
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### MetroLink (July 2024 to Mar 2025)

	Current Month	Prior Year	Percent Change	YTD Monthly Average	Prior Year	Percent Change	Goal
Average Call Center Minutes on Hold Time	1.63	2	-25%	3.11	3	9%	1
Average Absense Per Day	14	9	56%	17	21	19%	30
Employee Turnover	3%	4%	-30%	3%	4%	29%	35%
OSHA Accidents per 200K Manhours	0	0	0%	0	0	0%	2

#### 1) Operate a Safe Transit System

Preventable Vehicle Accidents per 100k Miles-Fixed Route	1.68	3.18	2%	4.33	3.33	-30%	2
Preventable Van Accidents per 100k Miles-RideShare	2	1	-100%	2.36	2.63	10%	1.2

#### 2) Meet and Exceed Customer Expectations

Complaints per 10k Boardings-Fixed Route	15	12	24%	13	7.54	68%	25
Complaints per 10k Boardings-LinkAssist	35	37	5%	38.6	66	42%	25
Complaints per 10k Boardings-MicroLink	41	40	-100%	38.88	22	100.00%	25
On-time Performance-Fixed Route	92%	92%	0%	92%	92%	0%	85%
On-time Performance-LinkAssist	94%	94%	0%	95%	97%	2%	95%
On-time Performance-MicroLink	91%	94%	3%	84%	85%	1%	95%
Miles Between Road Calls-Fixed Route	7,434.00	5,836.00	-27%	6,492.00	5,586.00	-16%	7,500.00
Miles Between Road Calls-RideShare	13,634.00	11,351.00	-20%	11,807.00	10,492.00	-13%	18,000.00

#### 3) Maintain a Quality Workforce

Operator Absences-Fixed Route	7	3	-133%	6	5	-20%	9
Operator Absences-RideShare	11.21	2	-461%	2.5	2	-25%	5
Employee Turnover-Fixed Route	4.39%	16.38%	73%	5.80%	0.86%	-574%	50%
Employee Turnover-RideShare	0.00%	1.00%	100%	2.84%	11.58%	75%	50%

#### 4) Operate an Effective System

Ridership-Fixed Route	182,613.00	189,937.00	4%	175,475.00	200,390.00	12%	195,000.00
Ridership-LinkAssist	5,655.00	6,285.00	10%	5,543.00	6,711.00	17%	6,200.00
Ridership-MicroLink	10,720.00	7,673.00	-40%	8,799.00	5,364.00	-64%	6,600.00
Passengers per Service Hour-Fixed Route	12.19	12.00	-2%	11.93	13.04	9%	13.00
Passengers per Service Hour-LinkAssist	1.57	1.70	8%	1.70	1.81	6%	2.00
Passengers per Service Hour-MicroLink	3.12	3.55	12%	3.50	2.60	-35%	2.50
Average Ridership-Fixed Route	7,270.00	7,465.00	3%	7,376.00	7,577.00	3%	10,000.00
Average Ridership-LinkAssist	182.00	202.00	10%	205.00	248.00	17%	222.00
Average Ridership-MicroLink	345.00	173.00	-99.42%	325.00	198.00	-64%	236.00

#### 5) Operate an Efficient System

Cost Per Service Hour-Fixed Route	90.27	99.1	9%	96.44	95.94	-1%	115
Cost Per Service Hour-LinkAssist	81.16	106.74	24%	91.09	126.4	28%	137
Cost Per Service Hour-MicroLink	88.89	67.95	-31%	129.19	68.81	-88%	89
Cost Per Trip-Fixed Route	7.58	8.45	10%	8.19	8.19	0%	8.71
Cost Per Trip-LinkAssist	52.9	55.26	4%	50.06	69.46	28%	57
Cost Per Trip-MicroLink	25.02	23.36	-7%	49.61	26.42	-88%	30
Fare Revenue per Trip-Fixed Route	0.69	0.7	1%	0.76	0.53	-43%	0.78
Fare Revenue per Trip-LinkAssist	1.75	2.86	39%	1.73	2.73	37%	3
Fare Revenue per Trip-MicroLink	1	0.7	-43%	1.43	1.69	15%	0.78

**METROPOLITAN TULSA TRANSIT AUTHORITY**  
**BOARD MEETING**  
**April 28<sup>th</sup>, 2025, Consent Calendar Item**

To: Board of Trustees

From: Rebecca Walner

Subject: Procurement Policy Revision

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Recommendation

Authorizing to make policy revisions to say: "All surplus stock and/or equipment with a value exceeding \$5,000 will be competitively auctioned. All other items will be disposed of at management's discretion". Approval of this recommendation will ensure continuity of service and compliance with procurement requirements while securing a qualified vendor for MTTA's BRT Shelter Maintenance.

Background

Since about 2019 MTTA has been having difficulty disposing of surplus buses and equipment.

Now that the City auction is primarily fully virtual and per our policy and procedures, we're required to submit the items to the City first before they're listed online. After the sale, we receive a portion of the proceeds. The impression is that our buses are taking up space and to much time the city does not appear to want us to bring more buses, and we currently have 12 buses we need to get rid of. 8 of which are 35ft + and 4 are the ADA smaller vehicles.

MTTA spoke with the FTA regarding their guidelines. They stated that as of the update in October, as long as the item's value is under \$10,000, they do not have specific disposal requirements but must follow our policy manual.

The manual was last officially reviewed by the Board in 2010, but no notes on if approved, denied, or tabled, just that it was on the agenda. It also looks like in 2014 a proposed change was brought up, but tabled and looking through 2020, it was never talked about again. While the manual has been updated over the years for changes in names and titles, the core processes haven't been modified that would reflect a need to bring it back to the board.

Financial Impact

The request for change is the last line item to state: "All surplus stock and/or equipment with a value exceeding \$5,000 will be competitively auctioned. All other items will be disposed of at management's discretion."

2. Disposition of Surplus Stock and/or Equipment. It is the policy of MTTA to dispose of surplus and scrap in the most effective manner available, and in conformity with FTA Circular 5010.1E, 9030.1E, and FTA C4220.1F and City of Tulsa Ordinances. All surplus stock and/or equipment are turned over to the City of Tulsa for public auction.



**METROPOLITAN TULSA TRANSIT AUTHORITY**  
**BOARD MEETING**  
**April 29<sup>th</sup>, 2025, Consent Calendar Item**

To: Board of Trustees

From: Rebecca Walner

Subject: HNTB Amendment for BRT Rt 66 Pre-Award

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Recommendation

MTTA is requesting the board to approve the agreement with HNTB, amendment #1 for finalizing projects required to meet the Build Grant requirements to be able to complete the Paper Grant Agreement with the FTA.

Background

In November of 2024 MTTA requested Pre-Award authority from the FTA to finalize items for the Raise Grant, as of April 24, 2025, we were awarded the Pre-Award for HNTB to do early activities.

1. NEPA technical resource analysis and documentation to be completed by June 2025. The anticipated cost for this item is \$190,000.
2. Additional public and stakeholder outreach to present the BRT design to date and the revised schedule for NEPA, final design, and construction. Additional public and stakeholder outreach to be completed in conjunction with NEPA and be completed by June 2025. The anticipated cost for this item is \$50,000.
3. Property report documentation which will include research to document and certify existing right-of-way within the BRT stop limits, permanent easements, platted dedications, and deeds of dedication. Note, this does not include costs for any actual ROW/easement purchasing. This research and coordination need to begin in early 2025 to have all documentation complete prior to the shelter and marker fabrication in late 2025 and the start of construction in early 2026. The anticipated cost for this item is \$60,000.

The early activities that could be completed under the Pre-Award Authority would benefit the Project by ensuring that the project remains on schedule by keeping the public and stakeholders informed and engaged now that the project is fully funded, completing the necessary resource documentation for the NEPA process, and completing the property documentation and coordination prior to completion of construction plans, procurement, and construction, which will occur after the grant agreement is executed.

If granted Pre-Award Authority, MTTA agrees to follow all FTA/Federal procedures and assumes all risks for actions that may not align with the grant requirements.

Financial Impact

The overall impact is to be around \$300,000. This will be reimbursed by the City as part of the Vision funds allocated to the BRT for RT 66 funds.

# PROCUREMENTS



## On-Call A&E Services

**APRIL 2025 / RFP**

Design and construction contract.



## BRT Cleaning

**APRIL 2025 / RFP**

Clean BRT shelters along Peoria and additional option of route 66 when it comes time.



## Onboard Survey

**MAY 2025 / RFP**

Customer on-board survey- requirement from FTA every 3 years.



## Bus Wash & Vacuum

**MAY 2025 / RFP**

Existing Bus Wash & Vacuum is in need of replacement after reaching it's expected life. It will be allowed to bid on either option or both.



## Forklift

**MAY 2025 / RFP**

To replace the current Fork Lift (1996).



## > 30 Paratransit Vehicles

**JUNE 2025 / RFP**

Contract for purchase of ADA Lift & Microtransit Vehicles.



## Accounting Firm for Implementation

**JUNE 2025 / RFP**

New Firm to help implementing new Accounting Software



## Rolling Stock - Fixed Route

**JUNE 2025 / RFP**

Contract for purchase of Fixed Route Vehicles.

## Bus Radio Replacement

**DECEMBER 2025 / RFP**

To replace radios in buses.



## Bus Stop Signs

**RFI SUBMITTED / TBD**

Rebranding of current bus stop signs.



# Fixed Route

**Average Passengers  
per Rev. Hr.**  
13.7

\*APC Ridership

## Highest Ridership:

130: 16,133  
110: 14,822  
250: 10,240  
140: 10,032  
201: 9,849

\*APC Ridership

## Highest Passengers per Rev Hr.:

130: 19.4  
150: 16.7  
201: 16.3  
110: 16.1  
114: 14.3

\*APC Ridership

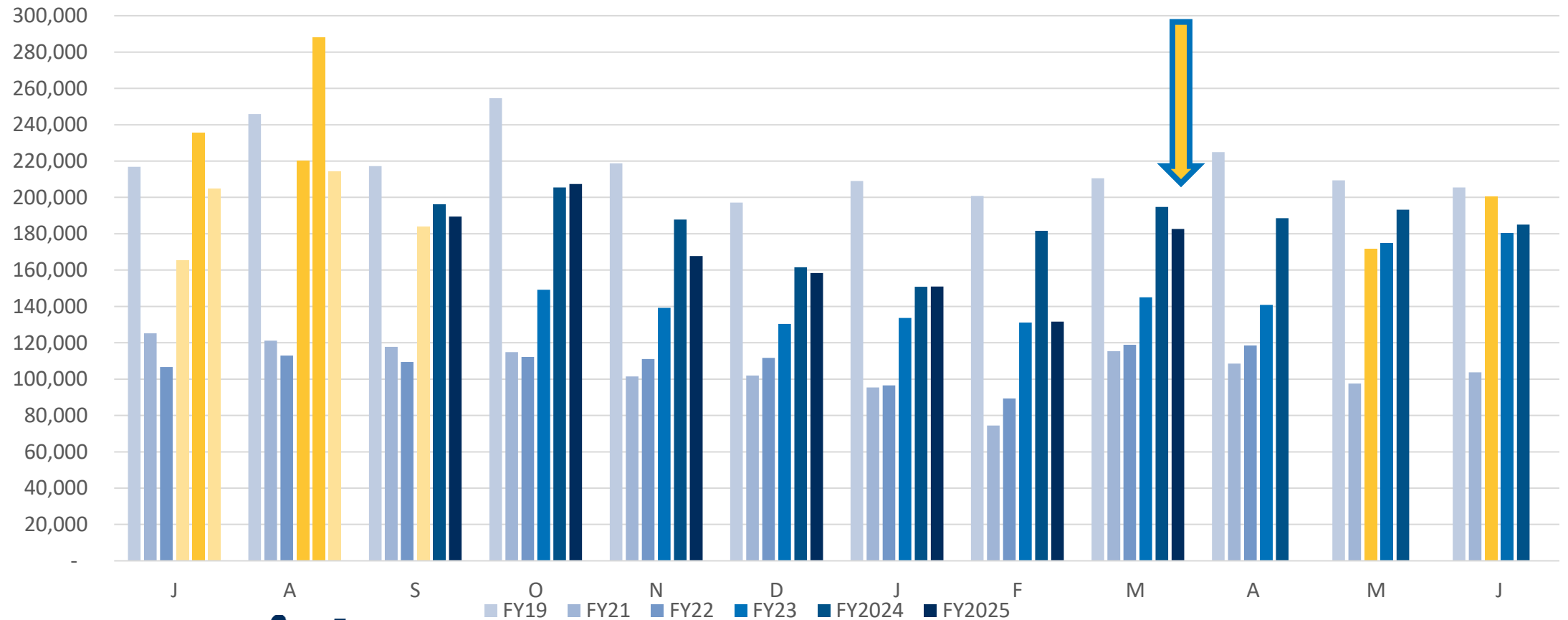
**Avg Weekday Ridership:**  
7270

**Avg Saturday Ridership:**  
5143

**Avg Sunday Ridership:**  
846

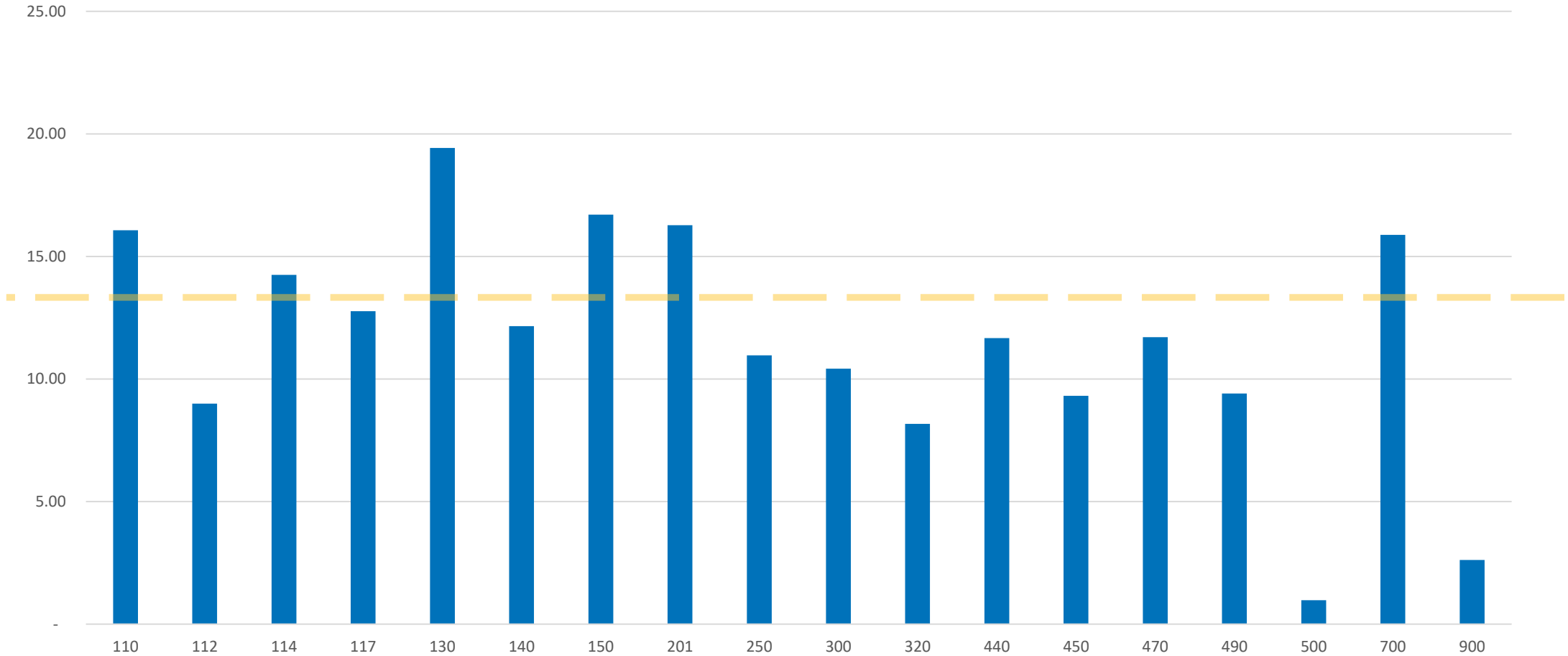
# Fixed Route Ridership

Ridership of 183K is 12K less than FY24



**NOTES:** (1) FY20 Removed (2) Gold = Free Fare Full Month (3) Light Gold = Free Fare 1/2 Month OR half off fares

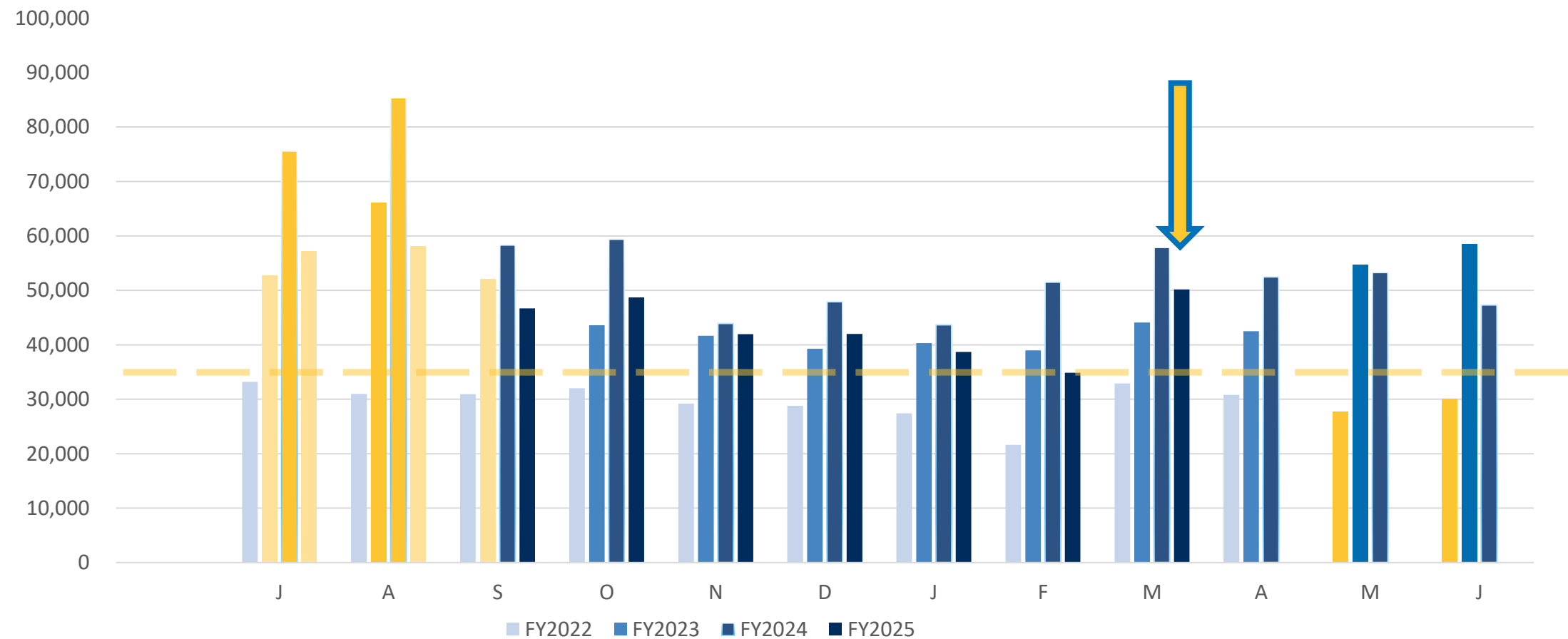
# Passenger per Revenue Hour



# BRT Ridership<sup>22</sup>

Ridership of 50K is 7K less than FY24 & 16K more than Route 105 Avg.

Passengers per Revenue Hour: 15.9

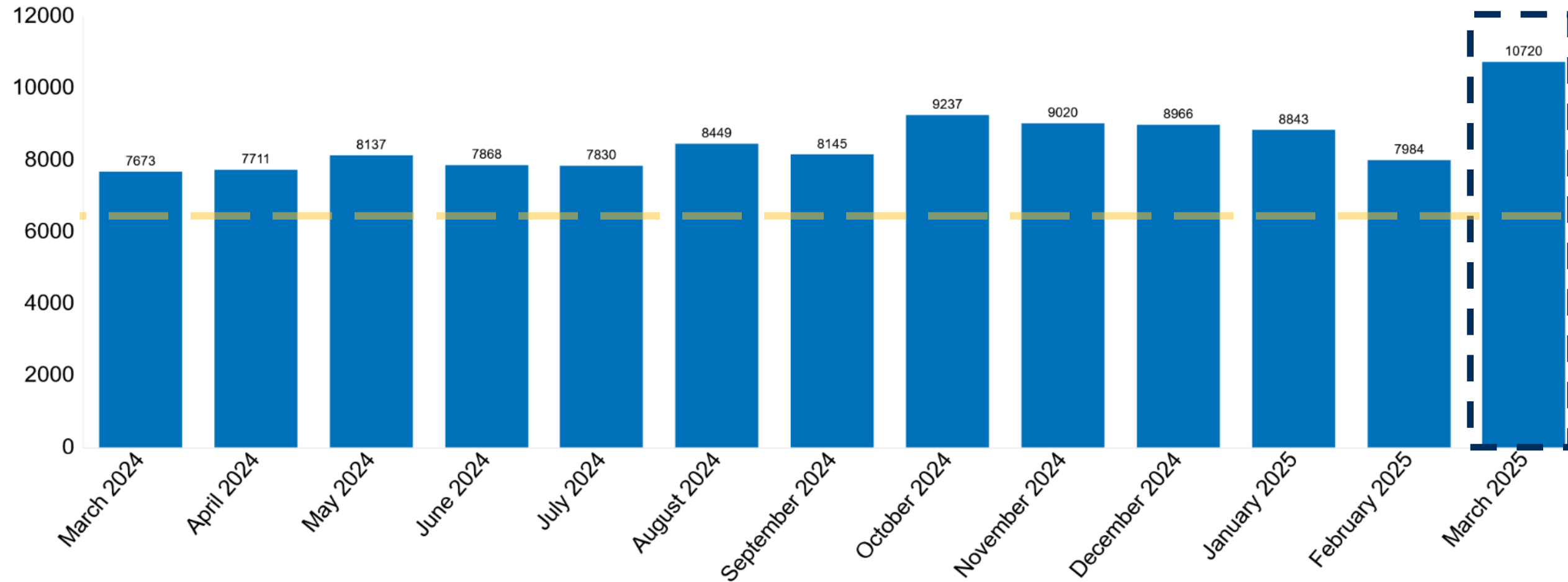


NOTES: (1) FY20 Removed (2) Gold = Free Fare Full Month (3) Light Gold = Free Fare 1/2 Month OR half off fares

RT 105 Avg Monthly Ridership: 34,000 (2019)

# MicroLink – Monthly Ridership

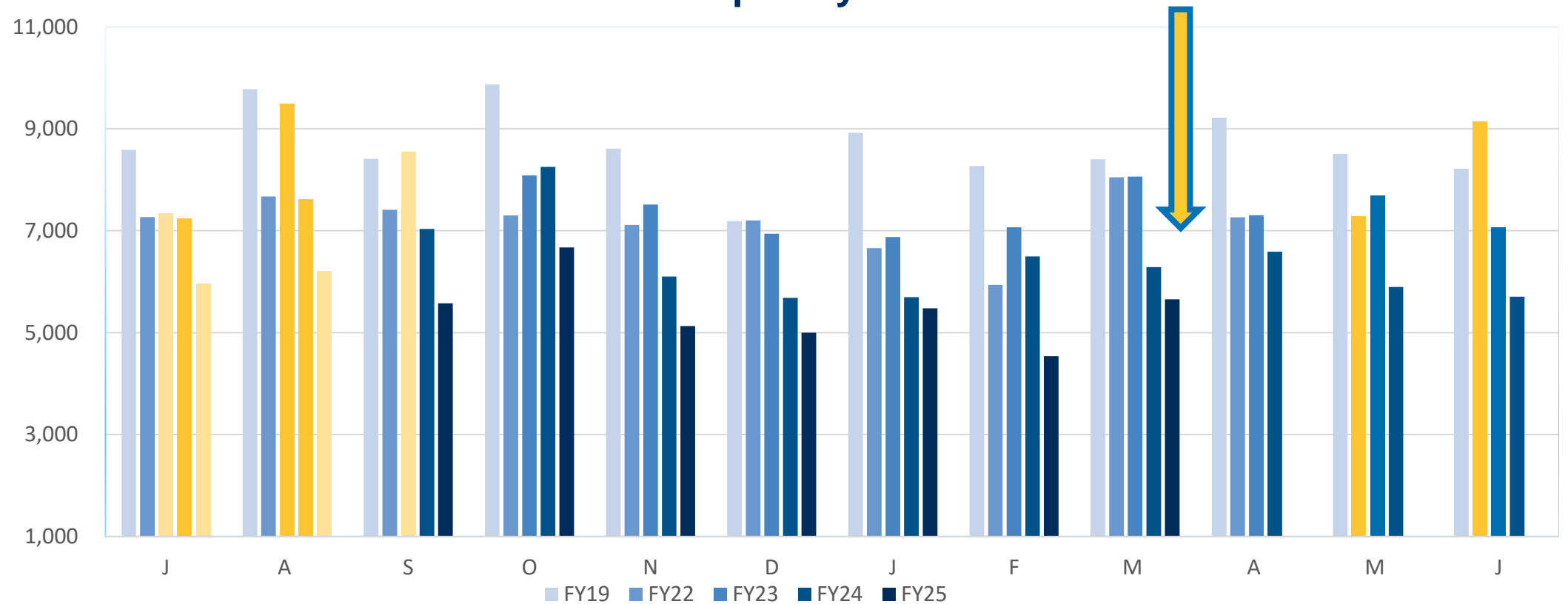
Ridership: 10,720 - Pass per Rev. Hour: 3.0



# LinkAssist Ridership

Ridership of 5,655 was 630 less than FY24

235 trips/day





**METROPOLITAN TULSA TRANSIT AUTHORITY**  
**BOARD MEETING**  
**April 28<sup>th</sup>, 2025, Consent Calendar Item**

To: Board of Trustees

From: Randy Cloud

Subject: BRT Cleaning Contract

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Recommendation

We request the Board's authorization for the General Manager to negotiate the final terms and conditions with OPW Commercial Services and enter into a contract for BRT Shelter Maintenance. This contract will be executed in accordance with the terms outlined in RFP 25-10.

Approval of this recommendation will ensure continuity of service and compliance with procurement requirements while securing a qualified vendor for MTTA's BRT Shelter Maintenance.

Background

In April 2025, MTTA's contract is set to expire. To maintain compliance with procurement guidelines while the new Request for Proposal (RFP) process was underway.

On February 20, 2025, MTTA issued RFP 25-10 for BRT Shelter Maintenance services. The deadline for submitting questions was April 10, 2025, with final bid submissions due by April 16, 2025. Evaluations were completed by April 24, 2025.

Throughout this process, MTTA proactively reached out to over 9 vendors through our procurement portal. Of these, five vendors submitted an intent to bid, five ultimately submitted proposals. Of the five submissions, three were over budget for current cost, with the second lowest bidder increasing the price by 35% from current contract, one submission was deemed unqualified and non-compliant.

As a result, OPW Commercial Services has been identified as the most beneficial bidder for this contract.

Financial Impact

MTTA estimates around \$98,000 in the first year for cleaning of the current BRT Shelter with a 1% increase after. Funds for this paid with an 80/20 split for federal and local apportionment with 5307 Funds from the FTA.

**METROPOLITAN TULSA TRANSIT AUTHORITY**  
**BOARD MEETING**  
**April 28<sup>th</sup>, 2025, Consent Calendar Item**

To: Board of Trustees

From: Rebecca Walner

Subject: Architectural & Engineering Services- On- Call

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Recommendation

We request the Board's authorization for the General Manager to negotiate the final terms and conditions with three Architectural & Engineering Service companies.

GH2 Architects  
Route 66 Engineering LLC  
ECS Southwest LLP

This contract will be executed in accordance with the terms outlined in RFP 25-08.

Approval of this recommendation will ensure continuity of service and compliance with procurement requirements while securing qualified vendors for MTTA's On-Call Architectural and Engineering Service.

Background

In Nov 2024, MTTA's contract with current A&E Contractors expired. To maintain compliance with procurement guidelines while the new Request for Proposal (RFP) process was underway.

On February 20, 2025, MTTA issued RFP 25-08 for On-Call Architecture & Engineering services. The deadline for submitting questions was March 17, 2025, with final bid submissions due by April 7, 2025. Evaluations were completed by April 24, 2025.

Throughout this process, MTTA proactively reached out to over 20 vendors through our procurement portal. Of these, five vendors submitted an intent to bid, four ultimately submitted proposals. Of the four submissions, one submission hourly rate was submitted higher than average.

As a result, GH2 Architects, Route 66 Engineering LLC, ECS Southwest LLP all are qualified with respect to the bids. With this on call it gives us the opportunity to eliminate interviews each time we need architectural, or engineering work completed. These contracts are expected to be 3 year with 2 one-year options.

Financial Impact

MTTA estimates that these contracts are master service agreements, and each project will be individually bid out. In the coming years we have identified currently 4 major projects that we would utilize for this master agreement, as with all contracts anything above the general manager pre-approved amount will come before the board for final approval.