

**Metropolitan Tulsa Transit Authority
BOARD of TRUSTEES MEETING**
Tuesday, August 26, 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 July 29, 2025, MEETING MINUTES** [Page 3](#)

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 7](#)
- 2. Accounting Software Purchase -*Rebecca Walner (Action)* [Page 18](#)
Authorize the General Manager to negotiate final terms and conditions to enter into a contract with Ascent Innovations LLC to convert MetroLink Tulsa's accounting software from Microsoft Great Plains (GP) to Microsoft Dynamics 365 Business Central, including three years of support, for an amount not to exceed \$364,000. This project will be funded through a Federal Grant and 2910 funding.
- 3. GM Expenses – *Rebecca Walner (Action)* [Page 21](#)
- 4. HNTB Contract Award – Route 66 BRT Pre-Award Authority – *Rebecca Walner (Action)* [Page 22](#)
Authorize the General Manager to negotiate final terms and conditions to enter into a contract with HNTB to complete the necessary pre-award activities outlined in the Federal Transit Administration's correspondence, as the FTA has agreed to grant pre-award authority, up to the amount 300,000.
- 5. Upcoming Procurements—*Kendell Haynes (Information)* [Page 23](#)
- 6. Review of Ridership – *Naaja Jeffries (Information)* [Page 24](#)

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B. Operating/Marketing

1. Bus Wash Purchase – *Randy Cloud (Action)* [Page 34](#)

Authorize the General Manager to negotiate final terms and conditions to execute the purchase of a new bus wash system from Westmatic in an amount not to exceed \$375,000.

2. Workers Compensation update – *Will Reece (Information)* [Page 35](#)

Present the history of loss ratio, number of claims, total incurred and current premiums paid to date. Present strategies for reduction in claims.

3. MetroLink Core Values – *Scott Marr/BreAnna McCutcheon (Information)*

Share the newly developed Core Values that will guide our behaviors, decisions, and strategic direction moving forward.

4. Executive Team Peer-to-Peer site visit – *Scott Marr (Information)*

Share the team’s experience in Nashville with “WeGo Transit” on our peer-to-peer visit.

C. Executive Committee—*James Wagner, Board Chair (Action)*

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, September 30, 2025, at 12:00 PM

METROPOLITAN TULSA TRANSIT AUTHORITY

Minutes of the Meeting of the Board of Trustees

Tuesday, July 29, 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	✓	
Totals	4	3

- **Phyllis Joseph arrived at 12:18pm**

OTHERS PRESENT:

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

IN ATTENDANCE: Scott Marr, General Manager; Jennifer Reed, MTTA Accounting Manager; 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 Director of Safety; Mike Colbert, MTTA retiree.

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 July 24, 2025 @ 1:33 pm, at the Municipal City Clerk's office and at Tulsa Transit Administrative offices on July 24, 2025.

I. CALL TO ORDER

James Wagner called the meeting to order at 12:09 pm.

II. INTRODUCTIONS

Scott introduced the MTTA staff and guests.

III. APPROVAL OF June 27, 2025, MEETING MINUTES

Adam Doverspike and Kelsey Hubble-Dowdell moved to approve June 27, 2025, meeting minutes.

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

IV. PUBLIC COMMENTS

None

A. Finance/Budget

1. Review of Financial Statements – Rebecca Walner

Rebecca presented the financial statements through June. Operating expenses are 2.25% over projections. The YTD total expenses are 7.3% less than projected, as a result of materials, supplies, utilities and insurance expenses. Rebecca also presented an update of projects finished this past year.

Adam Doverspike and **Emeka Nnaka** moved to approve FY25 year to date financial statement summary.

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

2. Upcoming Procurements—*Rebecca Walner*

Rebecca presented the upcoming procurements. Accounting software is coming on the August agenda, and the bus wash will be coming in September.

3. Review of the Ridership – *Naaja Jeffries*

Naaja gave an update on the free housing shuttle in 4 weeks we have transported 515 passengers. Naaja presented the ridership for June. 14.8 average passenger per hour and ridership. Ridership for Fixed was 190k, BRT was 53k, Micro at 11K, Link Assist was at 5,883. Naaja presented the upcoming route changes for August. Route 250, end of line change and new frequency to 35 min, headway. Route 490, remove the riverside/81st & Lewis sub-hub and keep route on 71st, new frequency to 45 min. headway. Route 410, re-route north end to service OU Tisdale as the end of line and south end to service Lewis, south of 81st and north of 71st, new frequency to 60 min. headway. Zone 7 will extend hours to include nights and Sundays.

B. Operating/Marketing

1. Purchase of 2 Ford E-Transit vans – *Randy Cloud*

Randy asked the Board to approve the purchase of 2 Ford E-transit vans using CMAQ grant and 50% local match. This will replace 2, 2016 model vehicles with over 300,000 miles on the.

Motion was made by **Adam Doverspike** and seconded by **Kelsey Hubble-Dowdell** to authorize the General Manager to negotiate final terms and conditions to execute the purchase of 2 Ford E-Transit Vans, for an amount not to exceed \$220,000.

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

2. Purchase of 2 Nissan Leaf Sedans Relief vehicles – *Randy Cloud*

Randy asked the Board to approve the purchase of 2 Nissan Leaf Sedans using the CMAQ grant and 50% local match. These will replace 2009 gasoline models.

Motion was made by **Adam Doverspike** and seconded by **Phyllis Joseph** to authorize the General Manager to negotiate final terms and conditions to execute the purchase of 2 Nissan Leaf Sedans relief vehicles, for an amount not to exceed \$60,000.

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

3. Purchase of 3 Mach-E Relief vehicles – *Randy Cloud*

Randy asked the Board to approve the purchase of 3 Mach-E Relief vehicles, 5307 funded with 80% federal match and 20% allotment from City of Tulsa. Purchased using State contract. The Mach-E is the only electric vehicle on the state contract.

Motion was made by **Adam Doverspike** and seconded by **Emeka Nnaka** to authorize the General Manager to negotiate final terms and conditions to execute the purchase of 3 Mach-E relief vehicles, for an amount not to exceed \$124,000.

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

4. Charging Infrastructure – *Randy Cloud*

Randy asked the Board to approve the purchase of the charging infrastructure equipment to replace ones that are not working. The 4 chargers will charge 2 vehicles each. Purchases will be funded using the Lo-No grant, 80% federal and 20% local.

Motion was made by **Emeka Nnaka** and seconded by **Adam Doverspike** to authorize the General Manager to negotiate final terms and conditions to execute the agreement for the charging infrastructure, for an amount not to exceed \$730,000.

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

5. Charging Installment – *Randy Cloud*

Randy asked the Board to approve the General Manager to negotiate the agreement for the installment of the charging equipment. Funding using Lo-No grant, 80% federal 20% local.

Motion was made by **Emeka Nnaka** and seconded by **Adam Doverspike** to authorize the General Manager to negotiate final terms and conditions to execute the agreement for the charging installment, for an amount not to exceed \$240,000.

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

6. Website Maintenance – *BreAnna McCutcheon*

BreAnna asked the Board to approve the purchase of the website maintenance agreement. Interviews of 4 companies through the RFP process, the top 2 came down to cost. Purchased using local operating funds.

Motion was made by **Adam Doverspike** and seconded by **Phyllis Joseph** to authorize the General Manager to negotiate final terms and conditions and execute agreement for the purchase of Website Maintenance Annual Maintenance Agreement, for an amount not to exceed \$50,000 over a five-year contract.

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

Adam Doverspike will be leaving the Board after 6 years of serving. He will stay on until the appointment of new Board member. Adam was thanked for serving as a Board member.

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

1. Board Officer Elections

Adam Doverspike nominated **James Wagner** for Chair and **Emily Hall** for Vice-Chair. There were no other nominations.

Motion was made by **Adam Doverspike** and seconded by **Kelsey Hubble-Dowdell** to appoint James Wagner to Chair and Emily Hall to Vice-Chair.

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

Adam Doverspike left meeting at 1:17pm

V. TRUSTEES AND GENERAL MANAGER COMMENTS

General Manager let the Board know his team will be taking a trip to Nashville for a peer-to-peer visit. Rebecca Walner informed the Board there was a compliment on the new ADA application process, saying it is a much easier process now.

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

August 26, 2025

To: Board of Trustees

From: Rebecca Walner, Chief Financial Officer

Subject: FY26 Financial Statement Summary through July 31, 2025

Executive Summary

For the one month ending July 31, 2025, Metrolink Tulsa continued progress on its strategic goals. Performance metrics emphasize system safety, financial stewardship, and service delivery.

Board Recommendation:

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

Analysis:

Income Statement (P&L)

Operating Revenues: Performance is close to budget with some variance tied to ridership and grant timing.

Operating Expenses: Generally within expectations, though fuel and maintenance costs are trending slightly above budget.

Net Position: The system remains on track financially with stable revenue streams from local, state, and federal sources.

Balance Sheet (BS)

Current Assets: Cash reserves remain steady, providing adequate liquidity for near-term obligations.

Liabilities: No significant unexpected obligations; debt service is being met.

Equity Position: The Authority maintains a healthy balance sheet with stable equity.

Safety & Accidents

Preventable accidents are tracked across Fixed Route and Rideshare, with year-to-date performance aligned with long-term safety goals. Safety remains a top operational focus, and accident rates are benchmarked against targets to ensure accountability.

Key Performance Indicators (KPIs)

Fixed Route: Ridership and service hours are being closely monitored; performance against cost and fare recovery goals is pending goal alignment.

Rideshare (MicroLink & LinkAssist):



- MicroLink: Cost per service hour is below the goal, with fare revenue per trip slightly under target.


- LinkAssist: Cost per service hour exceeded goal; fare recovery is below target.

On-Time Performance: Both Fixed Route and Rideshare are meeting reliability expectations, with on-time percentages in the high 80s to low 90s.

Outlook

Looking ahead, the focus remains on:

- Controlling operating costs while maintaining service quality.
- Enhancing farebox recovery through efficiency and ridership growth.
- Continuing to drive safety initiatives and maintaining strong accident-free performance.
- Monitoring funding streams and review for FY26 budget alignment and FY27 outlook.

		FY26 Executive Summary		
		For the One Month Ending July 31, 2025		
Summary of Activities*		Actual	Budget	Var%
Revenues From Operations	\$	264	\$ 231	14%
Grant Revenues		1,911	2,145	-11%
Total Operating Revenues		2,175	2,376	-8%
Total Expenses		(2,175)	(2,376)	-8%
Surplus (Deficit)	\$	-	\$ -	0%

Operating Revenues*		Actual	Budget	Var%
City of Tulsa	\$	1,086	\$ 1,086	0%
Federal Grants		633	880	-28%
State Grants		139	139	0%
Other Local		53	40	32%
Fare Revenues		177	169	4%
Advertising Revenues		77	54	42%
Other Revenues		11	8	36%
Total Operating Revenues	\$	2,175	\$ 2,376	-8%

Operating Expenses*		Actual	Budget	Var%
Payroll & Fringe	\$	1,527	\$ 1,641	-7%
Administrative Services		89	96	-8%
Materials & Supplies		389	397	-2%
Utilities		54	48	13%
Insurance		31	63	-50%
Miscellaneous		85	131	-35%
Total Expenses	\$	2,175	\$ 2,376	-8%



FY26 Executive Summary
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Goal 1. Operate a Safe Transit System				
Accidents (Per 100K miles)	FY26	FY25	Change	Target
Fixed Route	0.84	(0.29)	233%	2.00
RideShare	0.18	0.11	-92%	1.20
Goal 2. Meet and Exceed Customer Expectations				
Complaints	FY26	FY25	Change	Target
Fixed Route	7.37	17.10	-57%	25.00
MicroLink	2.35	10.17	-77%	25.00
LinkAssist	6.00	11.41	-100%	25.00
Goal 3. Maintain a Quality Workforce				
Absences (Per weekday)	FY26	FY25	Change	Target
Fixed Route	8	4	84%	9
Rideshare	2	2	-3%	5
Goal 4. Operate an Effective Transit System				
Passengers Per Hour	FY26	FY25	Change	Target
Fixed Route	13.77	13.40	3%	13.00
MicroLink	3.18	2.44	30%	2.50
LinkAssist	1.86	1.81	3%	2.50
Goal 5. Operate an Efficient Transit System				
Cost Per Trip	FY26	FY25	Change	Target
Fixed Route	\$ 98.81	\$ 95.28	4%	\$ 80.00
LinkAssist	\$ 159.90	\$ 110.55	45%	\$ 137.00
MicroLink	\$ 69.62	\$ 87.47	-20%	\$ 89.00

MetroLink Tulsa connects people to progress and prosperity.

Fixed Route Preventable Accidents - FY26								
	\$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	3							3
August								0
September								0
October								0
November								0
December								0
January								0
February								0
March								0
April								0
May								0
June								0
TOTAL	3	0	0	0	0	0	0	3
Percent of Total	100%	0%	0%	0%	0%	0%	0%	100%

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
MONTH								
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	1	0					1
May	7	2	1					10
June	1	2						3
TOTAL	38	10	3	0	0	0	0	51
Percent of Total	75%	20%	6%	0%	0%	0%	0%	100%

Rideshare Preventable Accidents - FY26								
	\$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
<i>Month</i>								
July	1		0					1
August								0
September								0
October								0
November								0
December								0
January								0
February								0
March								0
April								0
May								0
June						1		1
Total	1	0	0	0	0	0	0	2
Percent of Total	50%	0%	0%	0%	0%	0%	0%	0%

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
<i>Month</i>								
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	1		0					1
May	4							4
June	3		1			1		5
Total	23	5	2	0	0	0	0	31
Percent of Total	74%	16%	6%	0%	0%	0%	0%	100%

For the One Month Ending July 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	\$162,603	\$144,685	12.38%	Fixed Route Ridership revenue is trending above average
MicroLink	\$9,370	\$5,310	76.46%	As we have added more MicroLink service the revenue has surpassed expected budgeted amount.
LinkAssist	\$4,606	\$19,272	(76.10)%	As MicroLink has expanded the use for our LinkAssist customers have been converting more to that system. QuikTrip has also changed how they order.
Advertising	\$76,975	\$54,167	42.11%	Advertising revenue for the they year is less than projected. Currently reviewing contracts.
Investments	\$8,964	\$6,250	43.42%	Invested Revenue is above target.
Other Revenue	\$1,773	\$1,667	6.37%	On Target as many people like the merchandise we sell at the station
Expenses	YTD Act	YTD Budget	Var%	Details
Payroll and Fringe	\$1,526,675	\$1,641,294	-7%	Payroll and fringe is on target fo the year.
Advertising	\$9,350	\$21,667	-57%	Advertising Commission is not as high this year as we have realigned a new partnership.
Legal Fees	\$5,312	\$8,333	-36%	Mutiple litigations have increased the cost in legal expenses. We expect this to increase later part of the year with negotiations beginning.
Audit Fees	\$3,500	\$4,333	-19%	New Audit firm came in less than expected at time of budget.
Office Equipment / Computers	\$991	\$3,204	-69%	Office Equipment is under budget as we move through wrapping up the Remodel project.
Building & Facility Services	\$13,971	\$20,683	-32%	Building Services are reduced as we have brought contracts in house.
Professional & Technical Services	\$39,518	\$31,614	25%	Laywer fees are higher than originally budgets as we had an unexpected about of lawsuits.
Software Maintenance & Service	\$15,755	\$4,847	225%	Pending review to ensure software is classified correctly.
Security Services	\$141	\$6,232	-91%	Yearly cost allocated and classes have been taken. Will level out throughout the year.
Fuel	\$30,759	\$67,442	-54%	As we increase the MicroLink Vehicles it has fluated our cost between CNG to Gasoline and set contract rate has kept cost lower.
Gasoline	\$32,212	\$21,310	51%	As we increase the MicroLink Vehicles it has fluated our cost between CNG to Gasoline.
Oil & Lubricants	\$32,045	\$15,972	101%	New vehicles have decreased the amounts oil and lubricats we have needed.
Tires & Tubes	\$21,798	\$16,019	36%	Tires are typically hit heavy in July and level out throughout the year.
Facility Repairs & Maintenance	\$95,125	\$94,626	1%	On target.
Service & Shop Equipment	\$6,056	\$2,402	152%	On Target
Other Shop & Garage Expense	\$8,255	\$7,973	4%	On Target
Repair Parts	\$145,626	\$156,586	-13%	On Target
Servicing Supplies	\$8,614	\$10,000	0%	Reducing the amount of supplies we retain on hand has helped keep cost lowerer than prior years.
Transportation & Safety	\$9	\$446	-98%	Working with our traning company for train the trainers.
Schedules	-	\$872	-100%	No new schedules purchased in July to ensure we run out before August changes.
Passes & Transfers	\$8,902	\$3,624	146%	Purchased new LinkAssist books and the cost has gone up. Looking into options for future.
Utilities	\$53,994	\$47,674	13%	High heat cost and older buildings as well increased cost for utilities caused higher than expected.
Insurance	\$31,331	\$62,500	-50%	Insurance appears to be lower than budget due to the dilligence of our Contract Administrator collecting the offset when we are hit.
Planning	\$37,171	\$60,833	-39%	No study has been issued for this year to date.
Dues & Subscriptions	\$2,970	\$4,485	-34%	Dues stayed level so far for FY26 therefore we are not seeing as significant of increase as thought.
Travel & Meetings - Staff	\$10,621	\$10,052	6%	On target.
Travel & Meetings - Board	\$135	\$278	-51%	On Target
Marketing & Advertising	\$5,929	\$14,583	-59%	Lower level for Marketing in July, however, August is expected to have many projects.
General Office Expense	\$15,829	\$12,014	32%	Office Equipment is under budget as we move through wrapping up the Remodel project.
Other Miscellaneous Expenses	\$8,185	\$18,610	-56%	This account is to limited in use due to FTA requirements of everything needs a specific requirement.
Bank & Credit Card Fees	\$4,414	\$6,527	-32%	On Target
Leases & Rentals	-	\$3,504	-100%	On Target
Operational Grant Funding	YTD Act	YTD Budget	Var%	Details
Operating Assistance - Other	\$53,123	\$40,161	32%	On Target
Oklahoma State Funding	\$138,894	\$138,894	0%	On Target
FTA - Planning Assistance	\$38,702	\$40,333	-4%	On Target
FTA - Leases / Audit	\$3,483	\$9,000	-61%	We have reduced the amount of Leases in FY26 therefore the amount to draw down is less.
FTA - Preventative Maintenance	\$673,500	\$673,500	-39%	Preventative Maintenance cost is down so we are not needing to defer at the rate budget expected.
FTA - Operations	\$412,500	\$412,250	63%	Operations is drawing down at a higher rate due to Safety and Security amounts being required as well for FY26 vand beyond.
COT - Vision Assistance	\$412,500	\$412,250	-11%	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	\$673,500	\$673,500	0%	On Target
Capital Funding	YTD Act	YTD Budget	Var%	Details
Capital Assistance - FTA	\$1,439,833	\$666,667	0%	Bus purchased in July
Capital Assistance - COT	\$261,400	\$183,836	0%	Bus purchased in July

METRO TULSA TRANSIT AUTHORITY
Income Statement
For the One Month Ending Thursday, July 31, 2025

	Actual	Budget	Var %	PY	PY %	Act YTD	Bgt YTD	Var%	PY YTD	PY %
Operating Revenues										
Passenger	\$162,603	\$144,685	12.38%	\$152,387	6.70%	\$162,603	\$144,685	12.38%	\$152,387	6.70%
MicroLink	\$9,370	\$5,310	76.46%	\$3,363	178.59%	\$9,370	\$5,310	76.46%	\$3,363	178.59%
LinkAssist	\$4,606	\$19,272	(76.10%)	\$16,775	(72.54%)	\$4,606	\$19,272	(76.10%)	\$16,775	(72.54%)
Advertising	\$76,975	\$54,167	42.11%	\$60,865	26.47%	\$76,975	\$54,167	42.11%	\$60,865	26.47%
Investments	\$8,964	\$6,250	43.42%	\$8,625	3.93%	\$8,964	\$6,250	43.42%	\$8,625	3.93%
Other Revenue	\$1,773	\$1,667	6.36%	\$492	260.39%	\$1,773	\$1,667	6.37%	\$492	260.39%
Total Operating Revenues	<u>\$264,291</u>	<u>\$231,351</u>	14.24%	<u>\$242,507</u>	8.98%	<u>\$264,291</u>	<u>\$231,351</u>	14.24%	<u>\$242,507</u>	8.98%
Operating Expenses										
Labor:										
Operators	\$646,710	\$662,117	(2.33%)	\$646,392	0.05%	\$646,710	\$662,117	(2.33%)	\$646,392	0.05%
Transportation Administration	\$137,922	\$124,113	11.13%	\$111,597	23.59%	\$137,922	\$124,113	11.13%	\$111,597	23.59%
Maintenance	\$117,296	\$148,003	(20.75%)	\$124,898	(6.09%)	\$117,296	\$148,003	(20.75%)	\$124,898	(6.09%)
Maintenance Administration	\$43,672	\$36,186	20.69%	\$34,852	25.31%	\$43,672	\$36,186	20.69%	\$34,852	25.31%
Administration & Accounting	\$151,696	\$142,047	6.79%	\$142,807	6.22%	\$151,696	\$142,047	6.79%	\$142,807	6.22%
Total Labor	<u>\$1,097,296</u>	<u>\$1,112,466</u>	(1.36%)	<u>\$1,060,546</u>	3.47%	<u>\$1,097,296</u>	<u>\$1,112,466</u>	(1.36%)	<u>\$1,060,546</u>	3.47%
Fringe Benefits:										
FICA Taxes	\$89,449	\$87,251	2.52%	\$90,393	(1.04%)	\$89,449	\$87,251	2.52%	\$90,393	(1.04%)
Pension Plan Expense	\$109,491	\$107,866	1.51%	\$103,301	5.99%	\$109,491	\$107,866	1.51%	\$103,301	5.99%
Health & Dental Insurance	\$94,404	\$144,102	(34.49%)	\$132,719	(28.87%)	\$94,404	\$144,102	(34.49%)	\$132,719	(28.87%)
Life & Disability Insurance	\$12,878	\$22,642	(43.12%)	\$20,033	(35.71%)	\$12,878	\$22,642	(43.12%)	\$20,033	(35.71%)
Sick Leave	\$13,404	\$28,706	(53.31%)	\$26,868	(50.11%)	\$13,404	\$28,706	(53.31%)	\$26,868	(50.11%)
Holiday Pay	\$25,024	\$49,252	(49.19%)	\$48,805	(48.73%)	\$25,024	\$49,252	(49.19%)	\$48,805	(48.73%)
Vacation Pay	\$60,300	\$54,593	10.45%	\$80,084	(24.70%)	\$60,300	\$54,593	10.45%	\$80,084	(24.70%)
Uniform Allowance - Drivers	\$6,155	\$6,250	(1.52%)	\$5,858	5.06%	\$6,155	\$6,250	(1.52%)	\$5,858	5.06%
Clothing/Tool Allowance - Mechanics	\$6,570	\$3,000	118.98%	\$11,886	(44.73%)	\$6,570	\$3,000	118.98%	\$11,886	(44.73%)
Unemployment Compensation	\$3,378	\$4,333	(22.04%)	(\$670)	(603.94%)	\$3,378	\$4,333	(22.04%)	(\$670)	(603.94%)
Other Fringe Benefits	\$8,326	\$20,833	(60.03%)	\$7,982	4.31%	\$8,326	\$20,833	(60.03%)	\$7,982	4.31%
Total Fringe Benefits	<u>\$429,379</u>	<u>\$528,828</u>	(18.81%)	<u>\$527,259</u>	(18.56%)	<u>\$429,379</u>	<u>\$528,828</u>	(18.81%)	<u>\$527,259</u>	(18.56%)
Total Loaded Payroll	<u>\$1,526,675</u>	<u>\$1,641,294</u>	(6.98%)	<u>\$1,587,805</u>	(3.85%)	<u>\$1,526,675</u>	<u>\$1,641,294</u>	(6.98%)	<u>\$1,587,805</u>	(3.85%)
Administrative Services:										
Advertising	\$9,350	\$21,667	(56.84%)	\$25,374	(63.15%)	\$9,350	\$21,667	(56.84%)	\$25,374	(63.15%)
Legal Fees	\$5,312	\$8,333	(36.26%)	\$5,253	1.12%	\$5,312	\$8,333	(36.26%)	\$5,253	1.12%
Audit Fees	\$3,500	\$4,333	(19.22%)	\$3,617	(3.23%)	\$3,500	\$4,333	(19.22%)	\$3,617	(3.23%)
Office Equipment / Computers	\$991	\$3,204	(69.07%)	\$1,401	(29.29%)	\$991	\$3,204	(69.07%)	\$1,401	(29.29%)
Building & Facility Services	\$13,971	\$20,683	(32.45%)	\$14,713	(5.04%)	\$13,971	\$20,683	(32.45%)	\$14,713	(5.04%)
Professional & Technical Services	\$39,518	\$31,614	25.00%	\$44,027	(10.24%)	\$39,518	\$31,614	25.00%	\$44,027	(10.24%)
Software Maintenance & Service	\$15,755	\$4,847	225.05%	\$7,769	102.80%	\$15,755	\$4,847	225.05%	\$7,769	102.80%
Security Services	\$141	\$1,558	(90.95%)	\$83	70.03%	\$141	\$1,558	(90.95%)	\$83	70.03%
Total Administrative Services	<u>\$88,538</u>	<u>\$96,239</u>	(8.00%)	<u>\$102,237</u>	(13.40%)	<u>\$88,538</u>	<u>\$96,239</u>	(8.00%)	<u>\$102,237</u>	(13.40%)
Total Services	<u>\$88,538</u>	<u>\$96,239</u>	(8.00%)	<u>\$102,237</u>	(13.40%)	<u>\$88,538</u>	<u>\$96,239</u>	(8.00%)	<u>\$102,237</u>	(13.40%)
Materials & Supplies:										
Fuel	\$30,759	\$67,442	(54.39%)	\$65,667	(53.16%)	\$30,759	\$67,442	(54.39%)	\$65,667	(53.16%)
Gasoline	\$32,212	\$21,310	51.16%	\$25,661	25.53%	\$32,212	\$21,310	51.16%	\$25,661	25.53%
Oil & Lubricants	\$32,045	\$15,972	100.63%	\$19,253	66.44%	\$32,045	\$15,972	100.63%	\$19,253	66.44%
Tires & Tubes	\$21,798	\$16,019	36.08%	\$16,499	32.12%	\$21,798	\$16,019	36.08%	\$16,499	32.12%
Facility Repairs & Maintenance	\$95,125	\$94,626	0.53%	\$74,792	27.19%	\$95,125	\$94,626	0.53%	\$74,792	27.19%
Service & Shop Equipment	\$6,056	\$2,402	152.11%	\$4,608	31.42%	\$6,056	\$2,402	152.11%	\$4,608	31.42%
Other Shop & Garage Expense	\$8,255	\$7,973	3.53%	\$8,392	(1.64%)	\$8,255	\$7,973	3.53%	\$8,392	(1.64%)

Repair Parts	\$145,626	\$156,586	(12.58%)	\$221,660	(34.30%)	\$145,626	\$156,586	(12.58%)	\$221,660	(34.30%)
Servicing Supplies	\$8,614	\$10,000	0.00%	\$2,015	327.57%	\$8,614	\$10,000	0.00%	\$2,015	327.57%
Transportation & Safety	\$9	\$446	(97.97%)	\$184	(95.06%)	\$9	\$446	(97.97%)	\$184	(95.06%)
Schedules	-	\$872	(100.00%)	\$1,935	(100.00%)	-	\$872	(100.00%)	\$1,935	(100.00%)
Passes & Transfers	\$8,902	\$3,624	145.65%	\$771	1053.99%	\$8,902	\$3,624	145.65%	\$771	1053.99%
Total Materials & Supplies	\$389,401	\$397,272	(1.98%)	\$441,437	(11.79%)	\$389,401	\$397,272	(1.98%)	\$441,437	(11.79%)
Utilities:										
Light, Heat, Power, and Water	\$28,950	\$29,853	(3.02%)	\$30,499	(5.08%)	\$28,950	\$29,853	(3.02%)	\$30,499	(5.08%)
Communications	\$25,044	\$17,821	40.53%	\$7,372	239.71%	\$25,044	\$17,821	40.53%	\$7,372	239.71%
Total Utilities	\$53,994	\$47,674	13.26%	\$37,871	42.57%	\$53,994	\$47,674	13.26%	\$37,871	42.57%
Insurance:										
Insurance Premiums	\$53,278	\$62,500	(14.75%)	\$57,076	(6.65%)	\$53,278	\$62,500	(14.75%)	\$57,076	(6.65%)
Self Insurance	(\$21,947)	-	0.00%	(\$11,813)	85.79%	(\$21,947)	-	0.00%	(\$11,813)	85.79%
Total Insurance	\$31,331	\$62,500	(49.87%)	\$45,263	(30.78%)	\$31,331	\$62,500	(49.87%)	\$45,263	(30.78%)
Miscellaneous:										
Planning & Rideshare	\$37,171	\$60,833	(38.90%)	\$45,208	(17.78%)	\$37,171	\$60,833	(38.90%)	\$45,208	(17.78%)
Dues & Subscriptions	\$2,970	\$4,485	(33.78%)	\$3,233	(8.16%)	\$2,970	\$4,485	(33.78%)	\$3,233	(8.16%)
Travel & Meetings - Staff	\$10,621	\$10,052	5.66%	\$2,921	263.64%	\$10,621	\$10,052	5.66%	\$2,921	263.64%
Travel & Meetings - Board	\$135	\$278	(51.44%)	-	0.00%	\$135	\$278	(51.44%)	-	0.00%
Marketing & Advertising	\$5,929	\$14,583	(59.34%)	\$13,140	(54.88%)	\$5,929	\$14,583	(59.34%)	\$13,140	(54.88%)
General Office Expense	\$15,829	\$12,014	31.75%	\$13,875	19.09%	\$15,829	\$12,014	31.75%	\$13,875	19.09%
Other Miscellaneous Expenses	\$8,185	\$18,610	(56.02%)	\$12,024	(31.92%)	\$8,185	\$18,610	(56.02%)	\$12,024	(31.92%)
Bank & Credit Card Fees	\$4,414	\$6,527	(32.37%)	\$1,717	157.11%	\$4,414	\$6,527	(32.37%)	\$1,717	157.11%
Leases & Rentals	-	\$3,504	(100.00%)	\$3,038	(100.00%)	-	\$3,504	(100.00%)	\$3,038	(100.00%)
Total Miscellaneous	\$85,254	\$130,886	(34.86%)	\$95,156	(9.68%)	\$85,254	\$130,886	(34.86%)	\$95,156	(9.68%)
Total Expenses	\$2,175,193	\$2,375,865	(8.45%)	\$2,309,769	(5.80%)	\$2,175,193	\$2,375,865	(8.45%)	\$2,309,769	(5.80%)
Net Operating Loss	(\$1,910,902)	(\$2,144,514)	(10.89%)	(\$2,067,262)	(7.53%)	(\$1,910,902)	(\$2,144,514)	(10.89%)	(\$2,067,262)	(7.53%)
Operational Grant Funding										
Operating Assistance - Other	\$53,123	\$40,161	32.27%	\$127,824	(58.44%)	\$53,123	\$40,161	32.27%	\$127,824	(58.44%)
Oklahoma State Funding	\$138,894	\$138,894	0.00%	\$123,843	12.15%	\$138,894	\$138,894	0.00%	\$123,843	12.15%
FTA - Planning Assistance	\$38,702	\$40,333	(4.04%)	\$47,420	(18.38%)	\$38,702	\$40,333	(4.04%)	\$47,420	(18.38%)
FTA - Leases / Audit	\$3,483	\$9,000	(61.30%)	\$10,000	(65.17%)	\$3,483	\$9,000	(61.30%)	\$10,000	(65.17%)
FTA - Preventative Maintenance	\$247,341	\$436,667	(43.36%)	\$375,508	(34.13%)	\$247,341	\$436,667	(43.36%)	\$375,508	(34.13%)
FTA - Operations	\$343,609	\$393,709	(12.73%)	\$367,502	(6.50%)	\$343,609	\$393,709	(12.73%)	\$367,502	(6.50%)
COT - Vision Assistance	\$673,500	\$673,500	(38.79%)	\$383,333	7.54%	\$673,500	\$673,500	(38.79%)	\$383,333	7.54%
COT - Operating Assistance	\$412,500	\$412,250	63.37%	\$631,833	6.59%	\$412,500	\$412,250	63.37%	\$631,833	6.59%
Total Operational Grant Funding	\$1,910,902	\$2,144,514	(10.89%)	\$2,067,263	(7.56%)	\$1,910,902	\$2,144,514	(10.89%)	\$2,067,263	(7.56%)
Budget Surplus (Deficit)	-	-	0.00%	\$1	436687.50%	-	-	0.00%	\$1	436687.50%
Capital Revenues										
Capital Assistance - FTA	\$1,439,833	\$666,667	115.97%	\$170,364	745.15%	\$1,439,833	\$666,667	115.97%	\$170,364	745.15%
Capital Assistance - COT	\$261,400	\$183,836	42.19%	\$115,000	127.30%	\$261,400	\$183,836	42.19%	\$115,000	127.30%
Capital Assistance - Other	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
Gain (Loss) on Sale of Assets	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
Total Capital Revenues	\$1,701,233	\$850,503	100.03%	\$285,364	496.16%	\$1,701,233	\$850,503	100.03%	\$285,364	496.16%
Depreciation	\$358,817	\$470,000	(23.66%)	\$349,680	2.61%	\$358,817	\$470,000	(23.66%)	\$349,680	2.61%
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	\$1,342,416	\$380,503	241.82%	(\$64,315)	(2186.12%)	\$1,342,416	\$380,503	241.82%	(\$64,315)	(2186.12%)

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Assets

Current Assets:

Cash and Cash Equivalents		\$1,765,360
Restricted Cash		\$3,387,538
Trade Accounts Receivable	\$195,818	
FTA Operating & Capital Grants Receivable	\$2,880,056	
COT Operating & Capital Grants Receivable	<u>\$11,172,158</u>	
		\$14,248,032
Inventories		\$1,206,036
Prepaid Expenses		<u>\$788,856</u>
Total Current Assets		\$21,395,822

Capital Assets, at cost:

Revenue Equipment	\$49,921,969	
Service Equipment	\$707,798	
Security Equipment	\$2,259,693	
Buildings & Improvements	\$13,461,014	
Passenger Shelters	\$2,096,715	
Shop and Garage Equipment	\$3,558,197	
Computers & Other Equipment	\$6,948,762	
Office Furniture and Fixtures	\$216,404	
Land & Improvements	\$2,633,707	
Construction in Progress	\$13,530,914	
Less: Accumulated Depreciation	(\$53,854,394)	
Non- Depreciating Assets	<u>\$1,894,955</u>	
Total Capital Assets		\$41,480,778

Total Assets	<u><u>\$62,876,600</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	\$9,660,194	
Accrued Wages & Withholdings	\$541,608	
Accrued Insurance	\$82,610	
Deferred Grant Revenues	\$12,377,958	
Other Current Liabilities	<u>\$52,478</u>	
Total Current Liabilities		\$22,714,847

Noncurrent Liabilities:

Advance Payable to COT	\$326,674	
Net Pension Liability	\$10,131,541	
Accrued Compensated Absences	<u>\$357,056</u>	
Total Noncurrent Liabilities		<u>\$10,815,271</u>

Total Liabilities	\$33,530,118
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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	\$41,480,778	
Restricted for Capital Acquisitions	\$369,217	
Restricted for Workmen's Comp.	\$74,644	
Unrestricted	<u>(\$12,578,157)</u>	
Total Net Assets		\$29,346,482

Total Liabilities & Net Assets	<u>\$62,876,600</u>
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Total Liabilities & Net Assets	<u><u>\$64,734,699</u></u>
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MetroLink (July 2025 to July 2025)

	Current Month	Prior Year
Average Call Center Minutes on Hold Time	3.00	2.18
Average Absense Per Day	14.00	9.00
Employee Turnover	0.03	0.04
OSHA Accidents per 200K Manhours	-	-
Workers Comp Cases:	1.00	n/a
1) Operate a Safe Transit System		
Preventable Vehicle Accidents per 100k Miles-Fixed Route	0.84	(0.29)
Preventable Van Accidents per 100k Miles-RideShare	0.18	0.11
2) Meet and Exceed Customer Expectations		
Complaints per 10k Boardings-Fixed Route	7.37	17.10
Complaints per 10k Boardings-LinkAssist	6.00	11.41
Complaints per 10k Boardings-MicroLink	2.35	10.17
On-time Performance-Fixed Route	0.93	0.94
On-time Performance-LinkAssist	0.91	0.93
On-time Performance-MicroLink	0.89	0.93
Miles Between Road Calls-Fixed Route	7,232.55	6,512.79
Miles Between Road Calls-RideShare	9,916.56	15,671.93
3) Maintain a Quality Workforce		
Operator Absences-Fixed Route	7.78	4.23
Operator Absences-RideShare	1.94	2.00
Employee Turnover-Fixed Route	0.03	0.04
Employee Turnover-RideShare	0.04	0.09
4) Operate an Effective System		
Ridership-Fixed Route	207,027.00	214,348.00
Ridership-LinkAssist	6,056.00	5,960.00
Ridership-MicroLink	10,455.00	7,830.00
Passengers per Service Hour-Fixed Route	13.77	13.40
Passengers per Service Hour-LinkAssist	1.86	1.81
Passengers per Service Hour-MircoLink	3.18	2.44
Average Ridership-Fixed Route	8,103.68	8,142.27
Average Ridership-LinkAssist	201.87	198.67
Average Ridership-MicroLink	348.50	261.00
5) Operate an Efficient System		
Cost Per Service Hour-Fixed Route	98.81	95.28
Cost Per Service Hour-LinkAssist	159.90	110.55
Cost Per Service Hour-MicroLink	69.62	87.47
Cost Per Trip-Fixed Route	7.40	7.24
Cost Per Trip-LinkAssist	85.78	60.92
Cost Per Trip-MicroLink	21.91	35.87
Fare Revenue per Trip-Fixed Route	0.81	0.76
Fare Revenue per Trip-LinkAssist	0.76	2.81
Fare Revenue per Trip-MicroLink	0.90	0.43

Percent Change	YTD Monthly Average	Prior Year	Percent Change	Goal
38%	3.11	3.40	9%	1
56%	17.00	21.00	19%	30
-30%	0.03	0.04	29%	0
0%	-	-	0%	2
	n/a	n/a		

233%	7.17	7.08	1%	2
-92%	0.21	0.11	97%	1
-57%	11.79	11.57	2%	25
-100%	7.12	6.51	9%	25
-77%	7.24	3.94	-84%	25
-1%	0.93	1.69	-45%	1
-2%	0.93	0.93	0%	95
-4%	0.90	0.90	0%	1
11%	6,979.88	6,502.00	-7%	7,500
-37%	13,303.63	15,671.93	-15%	18,000
84%	6.93	4.31	61%	9
-3%	2.50	2.00	-25%	5
24%	0.52	0.50	-4%	0
-58%	0.06	0.09	-30%	1
-3%	349,180.83	191,656.18	82%	195,000
2%	5,618.58	5,960.00	-6%	6,200
34%	10,455.00	7,830.00	34%	9,000
3%	12.26	12.37	-1%	13
3%	0.04	1.81	-98%	3
30%	0.26	2.44	-89%	3
0%	7,383.23	7,565.48	-2%	8,125
2%	189.92	198.67	-4%	222
34%	327.41	261.00	25%	236
4%	98.34	91.63	7%	80
91%	106.62	110.55	-4%	137
-20%	87.65	45.36	93%	89
2%	8.24	7.79	6%	9
41%	65.75	59.54	10%	57
-39%	28.74	35.87	-20%	30
6%	0.79	0.62	29%	1
-73%	1.86	3.12	-40%	3
109%	0.90	0.43	110%	1



METROPOLITAN TULSA TRANSIT AUTHORITY BOARD MEETING

August 26, 2025

To: Board of Trustees

From: Rebecca Walner, Chief Financial Officer

Subject: Accounting Software Transition – Action Item

Recommendation

Authorize the General Manager to negotiate final terms and conditions to enter into a contract with Ascent Innovations LLC to convert MetroLink Tulsa's accounting software from Microsoft Great Plains (GP) to Microsoft Dynamics 365 Business Central, including three years of support, for an amount not to exceed \$364,000. This project will be funded through a Federal Grant and 2910 funding.

Background & Analysis

- In 2000, MetroLink Tulsa (then MTTA) transitioned from a legacy accounting system to Microsoft Great Plains.
- Over the past 25 years, Great Plains has become increasingly slow, time-consuming, and costly to maintain.
- In 2022/2023, Microsoft announced it would no longer actively support or enhance Great Plains, instead prioritizing Dynamics 365 Business Central.
- MetroLink Tulsa evaluated alternatives and determined that Business Central best meets its needs for efficiency, accessibility, and modern integration.

RFP Process

- RFP issued June 13, 2025.
- 56 document takers, 9 submissions received.
- Three firms shortlisted for interviews: Prelude Systems, RSM US LLP, and Ascent Innovations LLC.
- After evaluation and scoring, Ascent Innovations achieved the highest rating and is recommended.

Solution

MetroLink Tulsa seeks board approval to:

- Enter into a contract with Ascent Innovations LLC for migration from Great Plains to Business Central.
- Include three years of ongoing support as part of the contract.
- Approve a not-to-exceed project budget of \$364,000, funded with Federal Grant and 2910 funding sources.



METROPOLITAN TULSA TRANSIT AUTHORITY BOARD MEETING

August 26, 2025

ERP System Comparison: Dynamics GP vs. Dynamics 365 Business Central

Purpose

To provide board members with a high-level understanding of Microsoft's two ERP platforms and the implications for MetroLink Tulsa's future technology strategy.

Dynamics GP (Great Plains)

- Legacy ERP: On-premises system with optional hosting.
- Strengths: Proven reliability in finance, payroll, and distribution.
- Limitations:
 - Limited integration with modern Microsoft tools.
 - Dated interface and less mobile-friendly.
 - Customizations are harder to maintain.
- Status: Microsoft is maintaining support but not actively innovating.

Dynamics 365 Business Central

- Cloud ERP: Built for Microsoft Azure, always up-to-date.
- Strengths:
 - Full integration with Office 365, Teams, Power BI, and Power Platform.
 - Modern, web-based interface accessible from any device.
 - Easier to customize via extensions.
 - Broader functionality (finance, supply chain, service, CRM, analytics).
- Costs: Subscription-based pricing; predictable and lower infrastructure burden.
- Status: Microsoft's flagship ERP for SMBs with continuous investment.

Key Differences

Aspect	Dynamics GP	Dynamics 365 Business Central
Deployment	On-premises (servers required)	Cloud-based (Azure)
Updates	Manual upgrades	Automatic, regular updates
Integration	Limited	Deep with Microsoft 365 & Power Platform
User Experience	Desktop, dated	Modern, browser & mobile
Roadmap	Maintenance only	Continuous innovation

Board-Level Takeaway

- GP is stable but aging — best for organizations not ready for change.
- Business Central is the future — modern, integrated, cloud-first.
- Transitioning will involve planning around costs, data migration, training, and integrations, but positions MetroLink Tulsa for long-term sustainability and



METROPOLITAN TULSA TRANSIT AUTHORITY BOARD MEETING

August 26, 2025

To: Board of Trustees

From: Rebecca Walner, Chief Financial Officer

Subject: July FY26 General Manager Expenses

Recommendation

Review and approval of the General Manager Expenses for July 2025.

Analysis

The General Manager has registered to attend the APTA Conference in Boston, scheduled for September 14–17, 2025. The total amount charged for this registration is \$1,099.



METROPOLITAN TULSA TRANSIT AUTHORITY BOARD MEETING

August 26, 2025

To: Board of Trustees

From: Rebecca Walner, Chief Financial Officer

Subject: HNTB Contract Award – Route 66 BRT Pre-Award Authority – Action Item

Recommendation

Authorize the General Manager to negotiate final terms and conditions to enter into a contract with HNTB to complete the necessary pre-award activities outlined in the Federal Transit Administration's correspondence, as the FTA has agreed to grant pre-award authority, up to the amount 300,000.

Analysis

The FTA has provided pre-award authority allowing MetroLink Tulsa to advance key early project activities for the Route 66 BRT project. These activities, as detailed in correspondence with the FTA, include:

- NEPA technical resource analysis and documentation.
- Public and stakeholder outreach to present updated project design and schedule.
- Property report documentation certifying right-of-way and easements within BRT stop limits.

These activities are critical to ensuring the project remains on schedule, that stakeholders remain engaged, and that necessary documentation is completed in advance of design finalization, procurement, and construction.

Solution

Authorize the contract to HNTB to conduct the activities authorized under the FTA's pre-award authority. Funding for this contract will be provided up front by the City of Tulsa from the Route 66 budget already allocated to the project and will be reimbursed once the federal grant is fully executed at an 80/20 split with the FTA.

PROCUREMENTS



Accounting Software & Implementation \$

AUGUST 2025 / RFP

New Firm to help implementing new Accounting Software



Bus Wash \$\$\$

AUGUST 2025 / STATE CONTRACT

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



On-Call Consulting \$\$

SEPTEMBER 2025 / RFP

Offer the ability for on call planning services for future projects.



Bus Stop Signs \$\$\$

RFI SUBMITTED / TBD

Rebranding of current bus stop signs.



Maintenance Building Rehab \$\$

OCTOBER 2025 / RFP

Bathroom & break area.



Onboard Survey \$\$

NOVEMBER 2025 / RFP

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



Bus Vacuum \$\$

JANUARY 2026 / RFP



BRT Platform Fix \$\$

JANUARY 2026 / RFP

Rebranding of current bus stop signs.



Bus Radio Replacement \$\$\$

FEBRUARY 2026 / RFP

To replace radios in buses.

\$ \$50,000 - 150,000

\$\$ \$150,000 - 300,000

\$\$\$ \$300,000+



July 2025

Ridership

Fixed Route
MicroLink
LinkAssist

Fixed Route Ridership Overview

**Average Passengers
per Rev. Hr.**
15.4

Highest Ridership:

130: 18,634
110: 15,540
201: 12,612
140: 10,805
250: 10,636

Highest Passengers per Rev Hr.:

130: 22.8
114: 17.4
110: 17.1
150: 16.7
117: 15.8

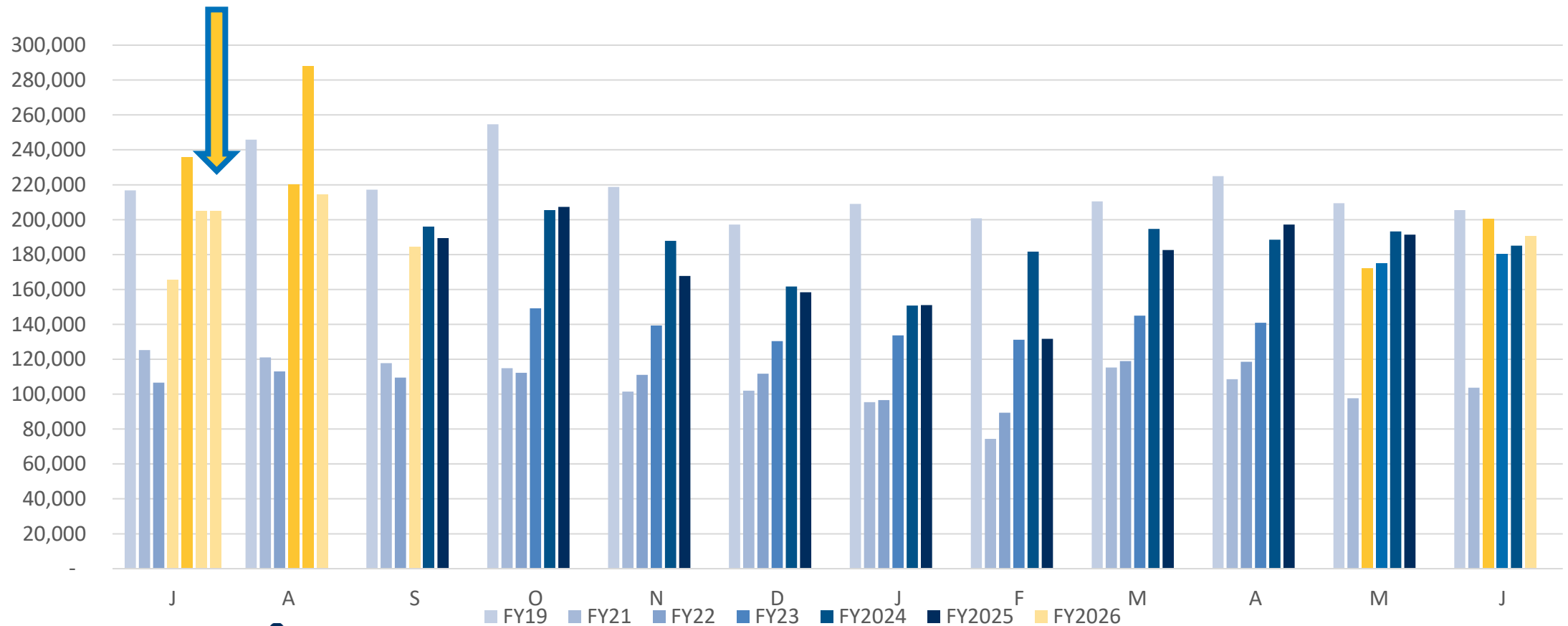
Avg Weekday Ridership:
8,104

Avg Saturday Ridership:
5,617

Avg Sunday Ridership:
1,050

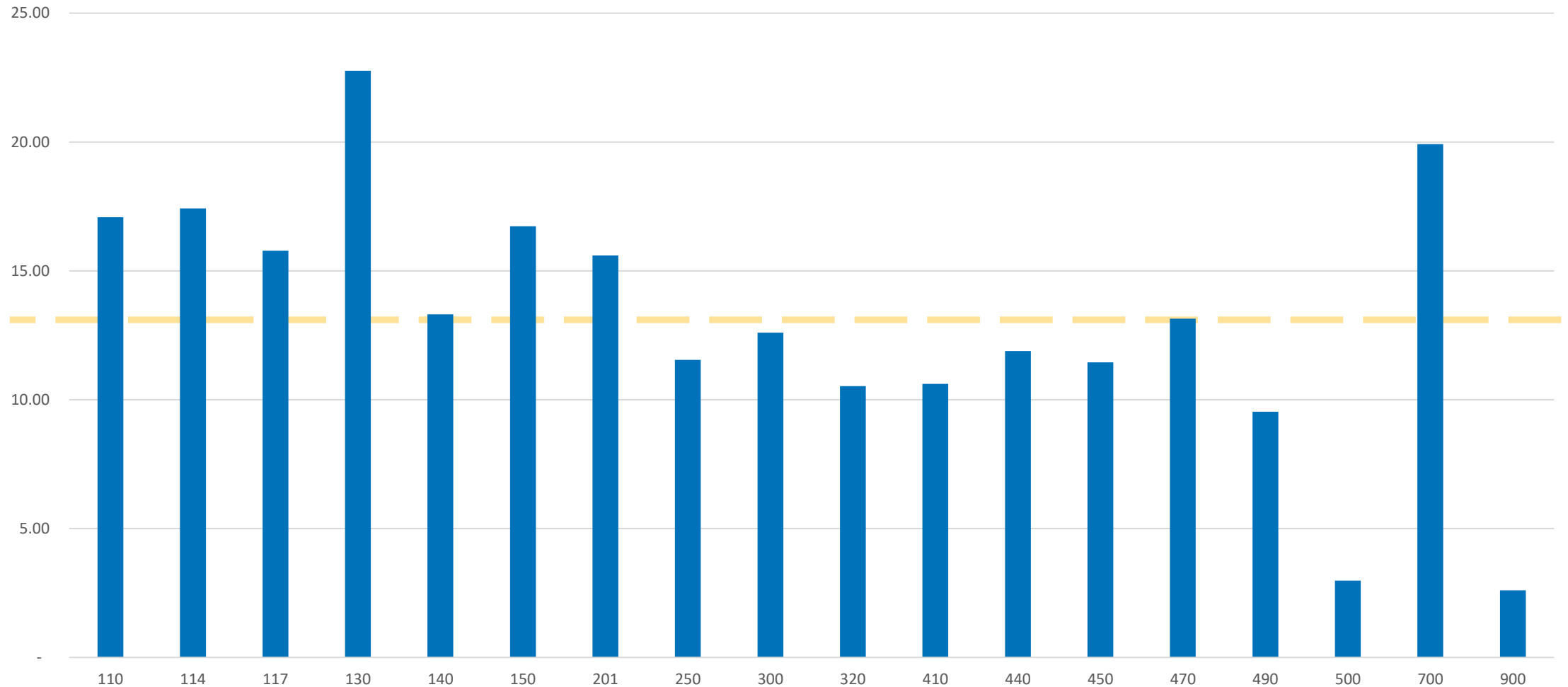
Fixed Route Ridership Trends

Ridership of 205K is 209 more than FY25



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

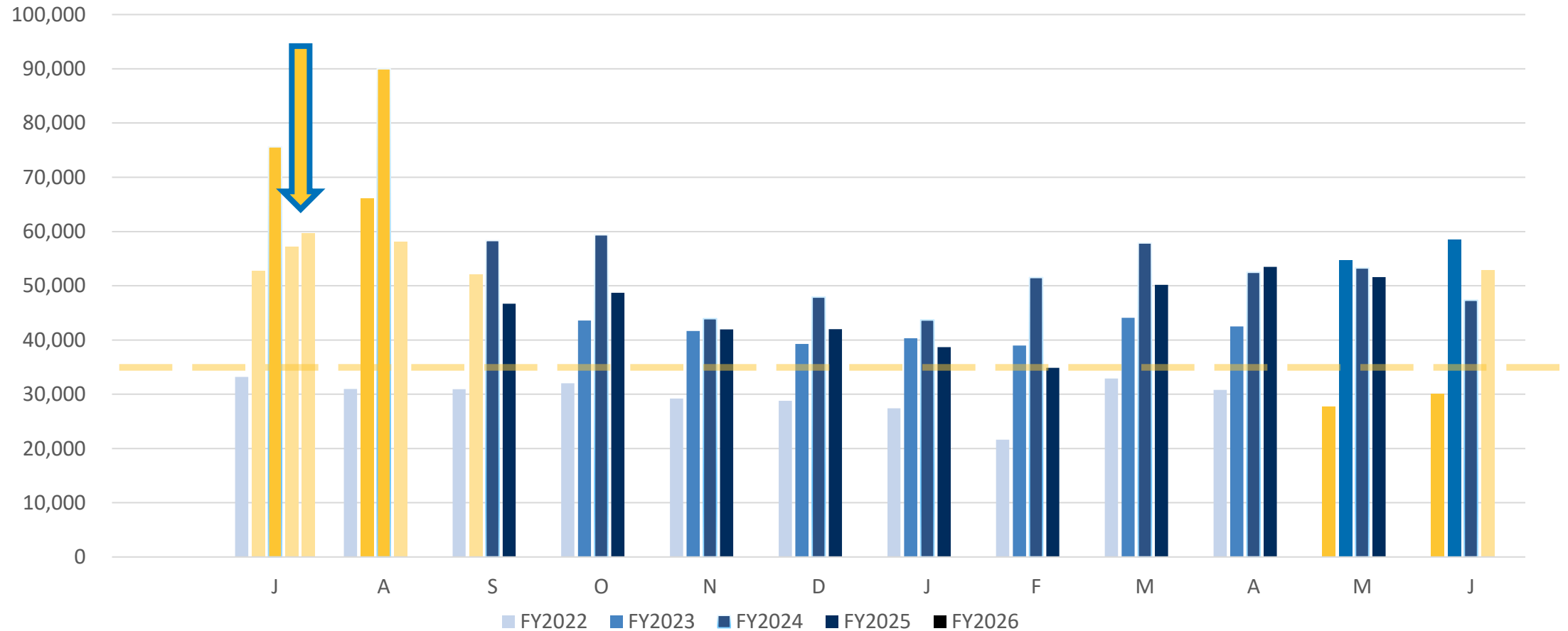
Passenger per Revenue Hour



BRT Ridership

Ridership of 60K is 2500 more than FY25 & 26K more than Route 105 Avg.

Passengers per Revenue Hour: 19.2



MicroLink Ridership Overview

**Average
Passengers
per Rev. Hr.**
3.2

**Ridership by Zone
(Day):**

Zone 6: 1,686
Zone 8: 1,106
Zone 7: 876
BAT: 962

**Ridership by Zone
(Night):**

Zone 1: 1,173
Zone 4: 985
Zone 3: 942
Zone 6: 809

**Ridership by Zone
(Sunday):**

Zone 3: 629
Zone 1: 616
Zone 4: 418
Zone 6: 254

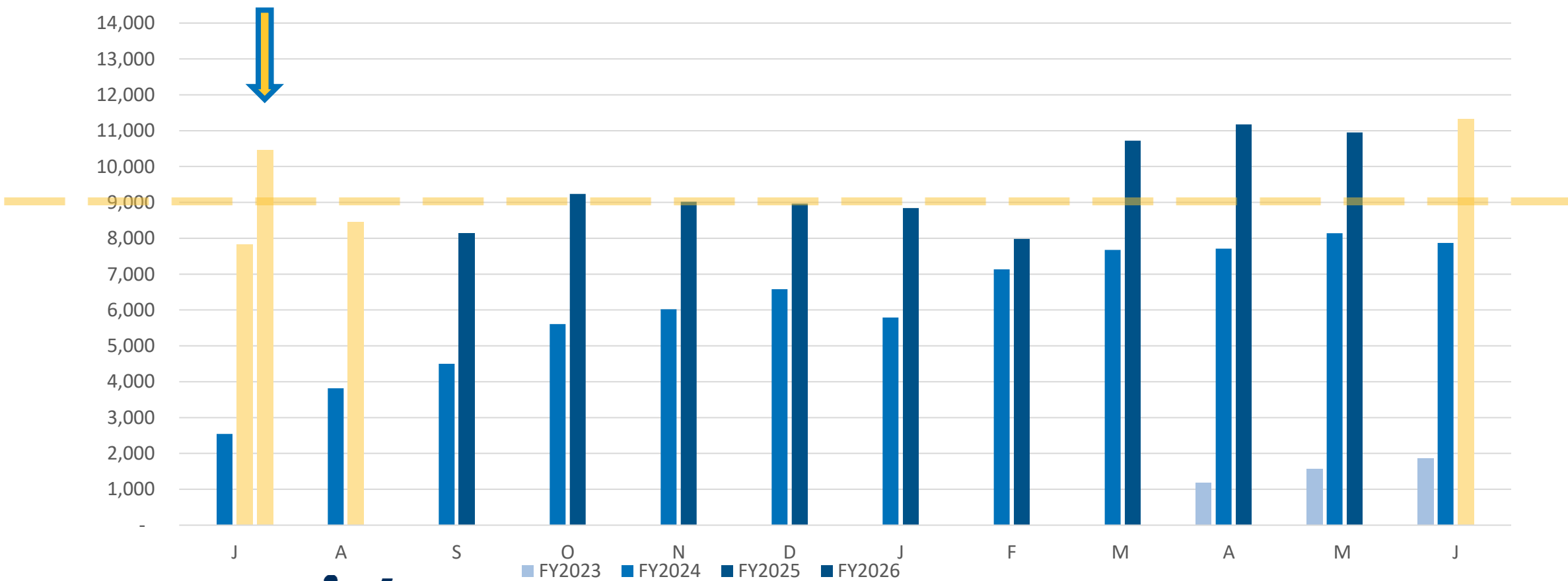
Avg Daily Daytime Ridership:
178

**Avg Daily Nighttime
Ridership:**
150

Avg Sunday Ridership:
479

MicroLink Ridership

Ridership of 10,456 is 2600 more than FY25



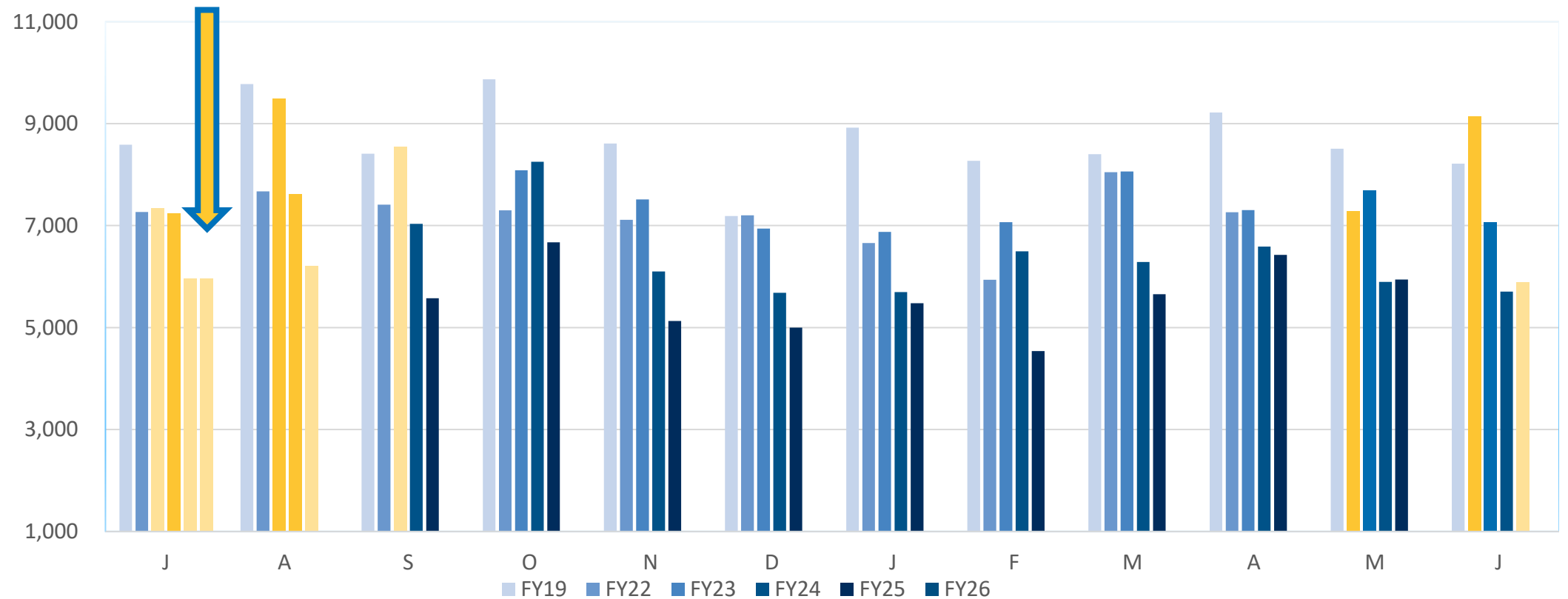
NOTES: Gold = Free Fare Full Month (3) Light Gold = Free Fare 1/2 Month OR half off fares

Performance Goal: 9K

LinkAssist Ridership Trends

Ridership of 5,967 was 8 more than FY25

229 trips/day 1.8 PRH



NOTES: (1) FY20 Removed, (2) Gold = Free Fare Full Month (3) Light Gold = Free Fare 1/2 Month



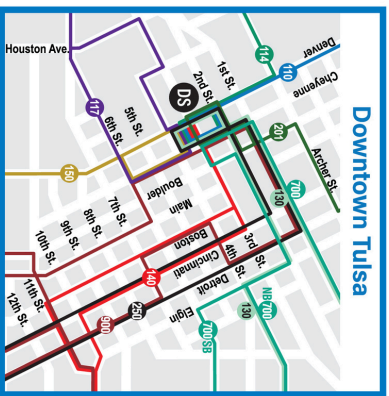
Daytime Map

MetrolinkOK.org

For information on Express Routes and Park & Ride locations, see Route 900.

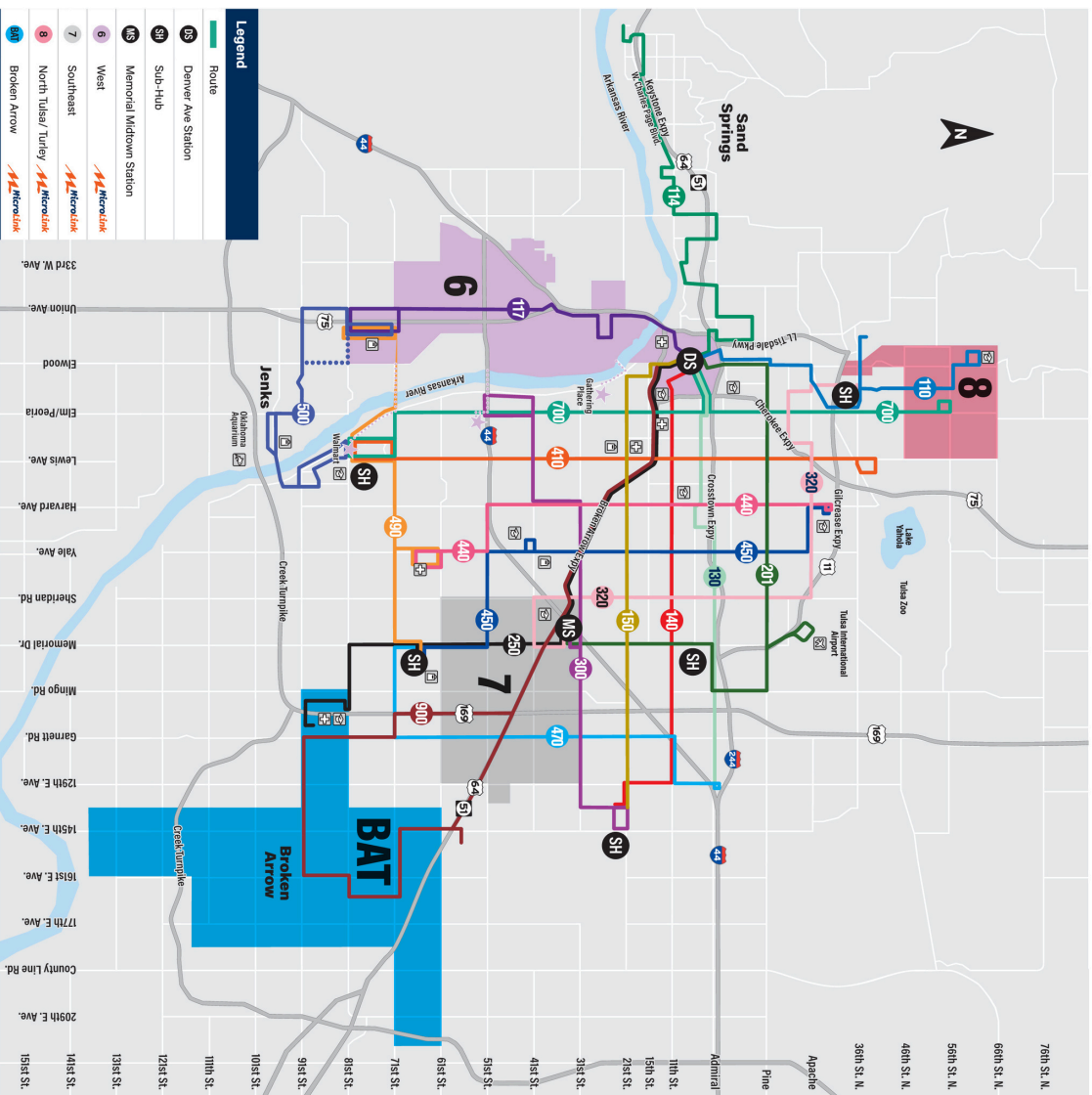
Route Listing

110	MLK/Hartford	320	Sheridan
114	Charles Page/Sand Springs	410	Lewis
117	Southwest Blvd/Union	440	Harvard
130	Admiral	450	Yale
140	11th Street	470	Garrett
150	21st Street	490	West Tulsa/71st Street
200	Airport/Pine	510	Jenks Connector
250	Crossdown	700	AERO Peoria
300	31st Street	910	Union Express



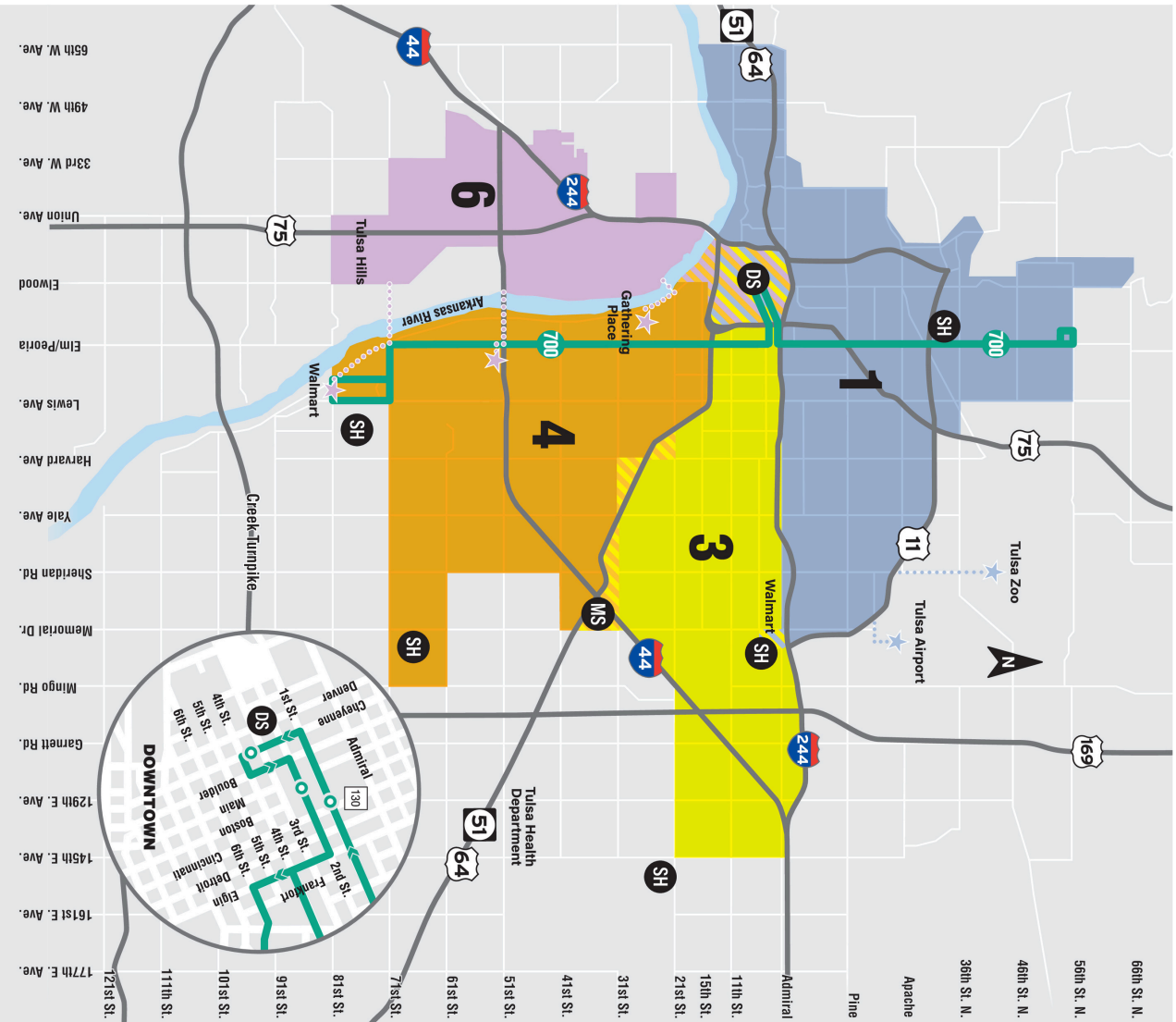
Service Hours:

Zones 6-8
Mon-Sat: 6 AM to 6:30 PM
Zone BAT
Mon-Fri: 7 AM to 6 PM



- Airports
- Hospitals
- University, College
- Malls
- Park & Ride
- All routes are wheelchair accessible.

Note: See individual route maps for detailed routing information.



Metrolink

	Route 700
	Denver Ave Station
	Sub-Hub
	Memorial Midtown Station
	AERO Peoria
	Northwest
	East
	South
	West

All routes are wheelchair accessible.
 Note: See individual route maps for detailed routing information.

Service Hours:
 Zones 1-6: Mon-Sat: 8 PM to 12 AM
 Zones 1, 3 & 4: Sunday: 8 AM to 8:30 PM
 Zones 6: Sunday: 8 AM to 6:30 PM
MetrolinkOK.org



METROPOLITAN TULSA TRANSIT AUTHORITY BOARD MEETING

August 26, 2025

To: Board of Trustees

From: Randy Cloud, Maintenance Director

Subject: Bus Wash Purchase – Action Item

Recommendation

Authorize the General Manager to negotiate final terms and conditions to execute the purchase of a new bus wash system from Westmatic in an amount not to exceed \$375,000.

Background & Analysis

- MetroLink Tulsa currently has two bus wash bays, but only one remains operational.
- Over the past several years, attempts to procure a replacement system resulted in limited vendor interest.
- Westmatic, a qualified vendor already on the State of Oklahoma contract and a prior partner, was identified.
- Pricing was analyzed and found to be within reason and consistent with expectations for this type of equipment.

Solution

MetroLink Tulsa recommends purchasing a new bus wash system from Westmatic in an amount not to exceed \$375,000.

- Funding Sources: Federal Transit Administration (FTA) grant and local IOT2 match.
- Impact: The new bus wash system will ensure MetroLink Tulsa can properly and consistently clean the exterior of its buses, improving fleet appearance and long-term maintenance.



WORKERS COMP CLAIMS

\$2,007,823

Current Premiums Paid To
Date

Total Incurred

\$834,355

February 2022 - 2023

\$597,374

July 2023 -2024

Totals

\$2,029,780

Loss Ratio

98.72%

February 2021-2022

288.48%

February 2022-2023

128.94%

July 2023 -2024

Number of Claims

37

July 2023 -2024

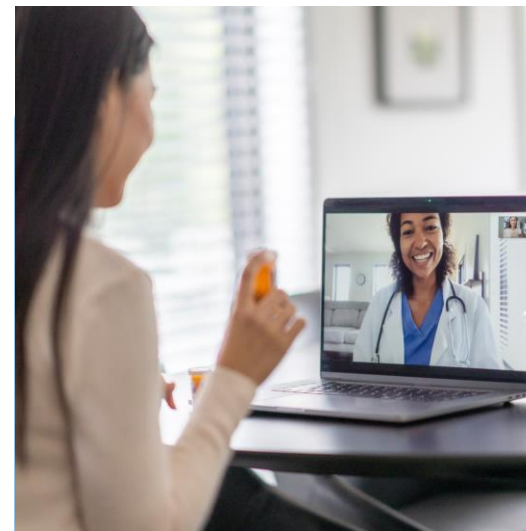
44

July 2024-2025

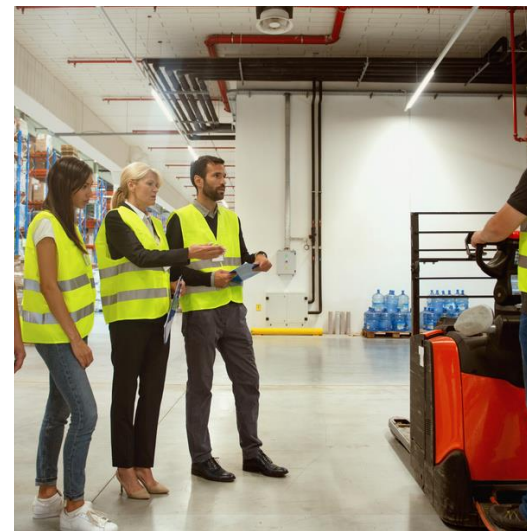
REDUCTION STRATEGIES



Call Center
Utilization



Virtual Triage



Quarterly
Trainings



Vehicle
Certification



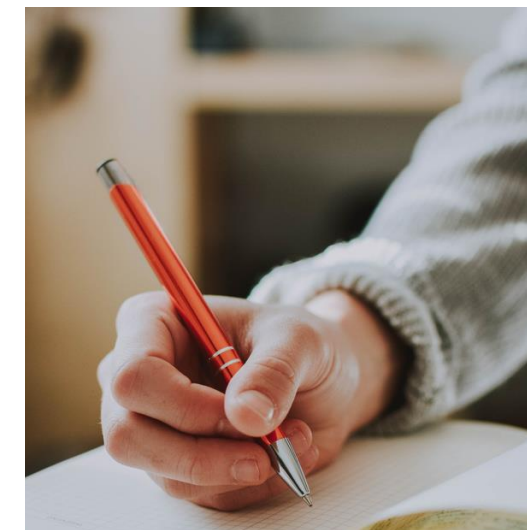
Bi-annual ADA
Training



Daily Radio
Reminders



Digital Display
Reminders



Report
Only

