

**Metropolitan Tulsa Transit Authority
BOARD of TRUSTEES MEETING**
Tuesday, May 28, 2024
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 April 23, 2024, 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 of Ridership – *Chase Phillips (Information)* [Page 5](#)
- 2. Review and approval of Financial Statements—*Rebecca Walner (Action)* [page 12](#)
- 3. GM Expenses—*Rebecca Walner (Action)*
- 4. FY2025 Budget – *Rebecca Walner (Information)*
Update on MTTA’s FY2025 Budget per Mayors proposed budget and MTTA solutions.
- 5. Upcoming Procurements—*Rebecca Walner (Information)* [Page 24](#)

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B. Operating/Marketing

1. INCOG Contract for Dept. of Energy AV Pilot Project - *Chase Phillips (Action)* [Page 25](#)
Authorize the General Manager to negotiate final terms and conditions with INCOG to purchase vehicles and related equipment, for an amount not to exceed \$750,000. These purchases serve as the local match for the INCOG/Univ. Cornell Autonomous Vehicle (AV) Pilot Project, funded by Dept. of Energy (DOE).

2. Update on Operations—*Scott Marr (Information)*

3. Upcoming Board Meeting Date Change (October)—*Scott Marr (Action)*
Change the October 22, 2024, Board meeting date to October 29, 2024.

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

VII. TRUSTEES AND GENERAL MANAGER COMMENTS

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

VIII. NEW BUSINESS

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

IX. ADJOURN

The next regularly scheduled meeting of the
Tulsa Transit Board of Trustees will be held on
Tuesday, June 25, 2024, at 12:00 PM

METROPOLITAN TULSA TRANSIT AUTHORITY

Minutes of the Meeting of the Board of Trustees

Tuesday, April 24, 2024

R.O. Laird Board Room

510 South Rockford Avenue, Tulsa, Oklahoma

CALL TO ORDER/ROLL CALL

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

*Emeka Nnaka joined 12:14pm

OTHERS PRESENT:

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

IN ATTENDANCE: Scott Marr, General Manager; Rebecca Walner, MTTA CFO; Jack Van Hooser, MTTA Procurement Specialist; Chase Phillips, MTTA Director of Planning; Randy Cloud, MTTA Director of Maintenance; BreAnna Hall, MTTA Marketing Manager; John Dobie, HNTB; Mike Colbert; Paulette Jackson; Kenneth Day.

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 16, 2023. 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 April 18, 2024, @ 3:53pm, at the Municipal City Clerk’s office and at Tulsa Transit Administrative offices on April 18, 2024.

I. CALL TO ORDER

Adam Doverspike called the meeting to order at 12:02 pm.

Adam Doverspike informed the Board that Board member **Jim East** had passed away on his vacation. Board members shared stories about Jim.

II. INTRODUCTIONS

Scott introduced the MTTA staff, Paulette Jackson Union President, and Kenneth Day, International ATU Vice President.

III. APPROVAL OF THE March 26, 2024, MEETING MINUTES

Emily Hall and Tina Peña moved to approve the March 26, 2024, meeting minutes.

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

IV. PUBLIC COMMENTS

None

A. Finance/Budget

1. Review of Ridership – *Chase Phillips*

Chase presented the March 2024 ridership. Ridership for fixed was at 195k, BRT was at 51k, Lift was at 6,285 and Microtransit trips was 7,673.

2. Review and approval of Financial Statements—*Rebecca Walner*

Rebecca presented the financial statements for March. Under budget by 6%, operations revenues are on target, planning is under budget due to not doing studies, utilities are under and repairs due to less engine overhauls.

Emily Hall and **Phyllis Joseph** moved to approve March Financial Statement Summary.

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

3. FY2025 Budget—*Rebecca Walner*

Rebecca informed the Board of the change in the FY2025 budget; the City of Tulsa cut the budget by around \$700,000. **James Wagner** stated that the Major had two primary goals, to keep up the employees’ compensation, so he proposed a wage increase for the City of Tulsa employees; the other goal is not leaving the incoming Major a deficit. City of Tulsa’s general fund was cut for all authorities and departments. Board asked that in May come back with solutions for the cuts of the \$700,000 for the FY2025 budget.

4. Upcoming Procurements—*Jack Van Hooser (Information)*

Jack presented the upcoming procurements.

Operating/Marketing

1. INCOG Contract for Dept. of Energy AV Pilot Project – *Chase Phillips*

Item tabled until next meeting.

C. Executive Committee

V. TRUSTEES AND GENERAL MANAGER COMMENTS

Emily Hall commented on a MetroLink Tulsa bus passing by and it looks sleek and inviting.

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

Adam Doverspike adjourned meeting at 12:31 pm.

Sincerely,

Lori Soderstrom
Secretary to the Board of Trustees

Fixed Route

Avg Passengers per Rev. Hr.
12.8

*APC Ridership

Highest Ridership:

110: 15,394 – 15.2 Pass/Rev. Hr.
130: 14,935 – 16.1
140: 12,327 – 14.0
150: 10,411 – 18.5
112: 9,721 – 10.1

*APC Ridership

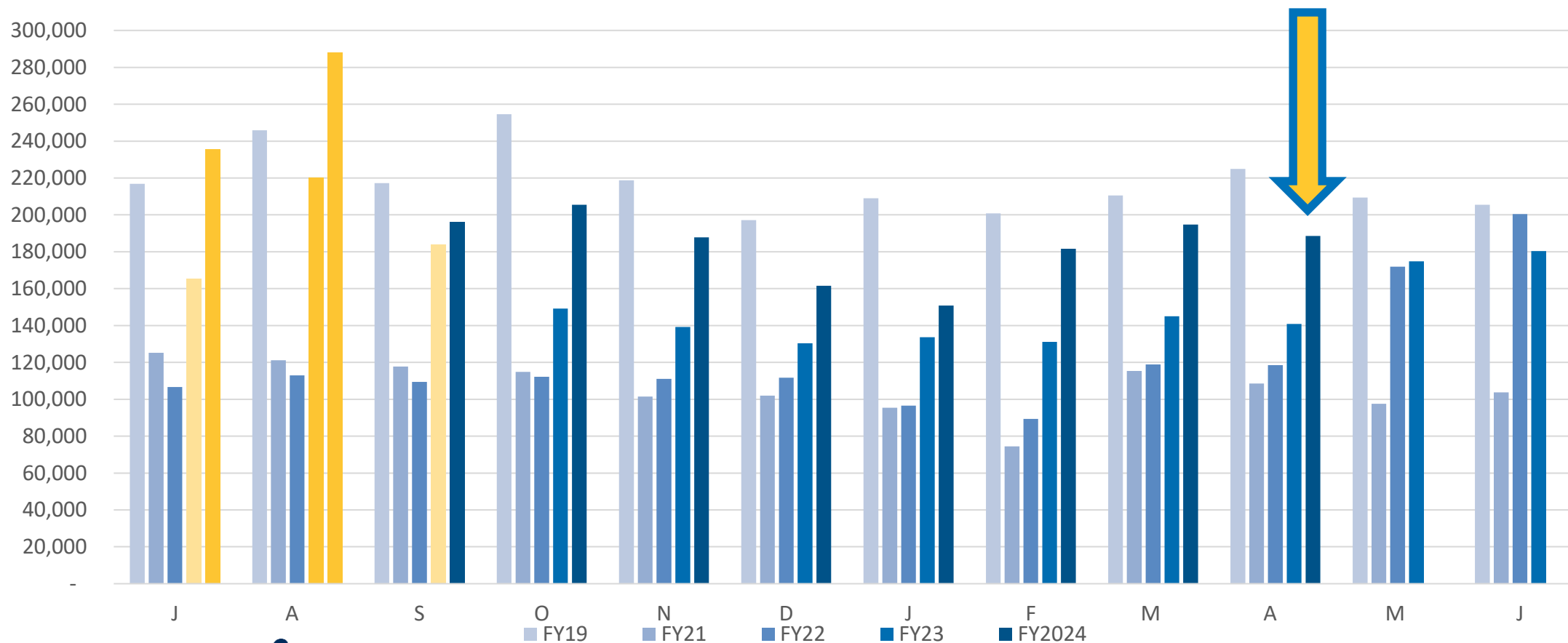
Avg Weekday Ridership:
7465

Avg Saturday Ridership:
5351

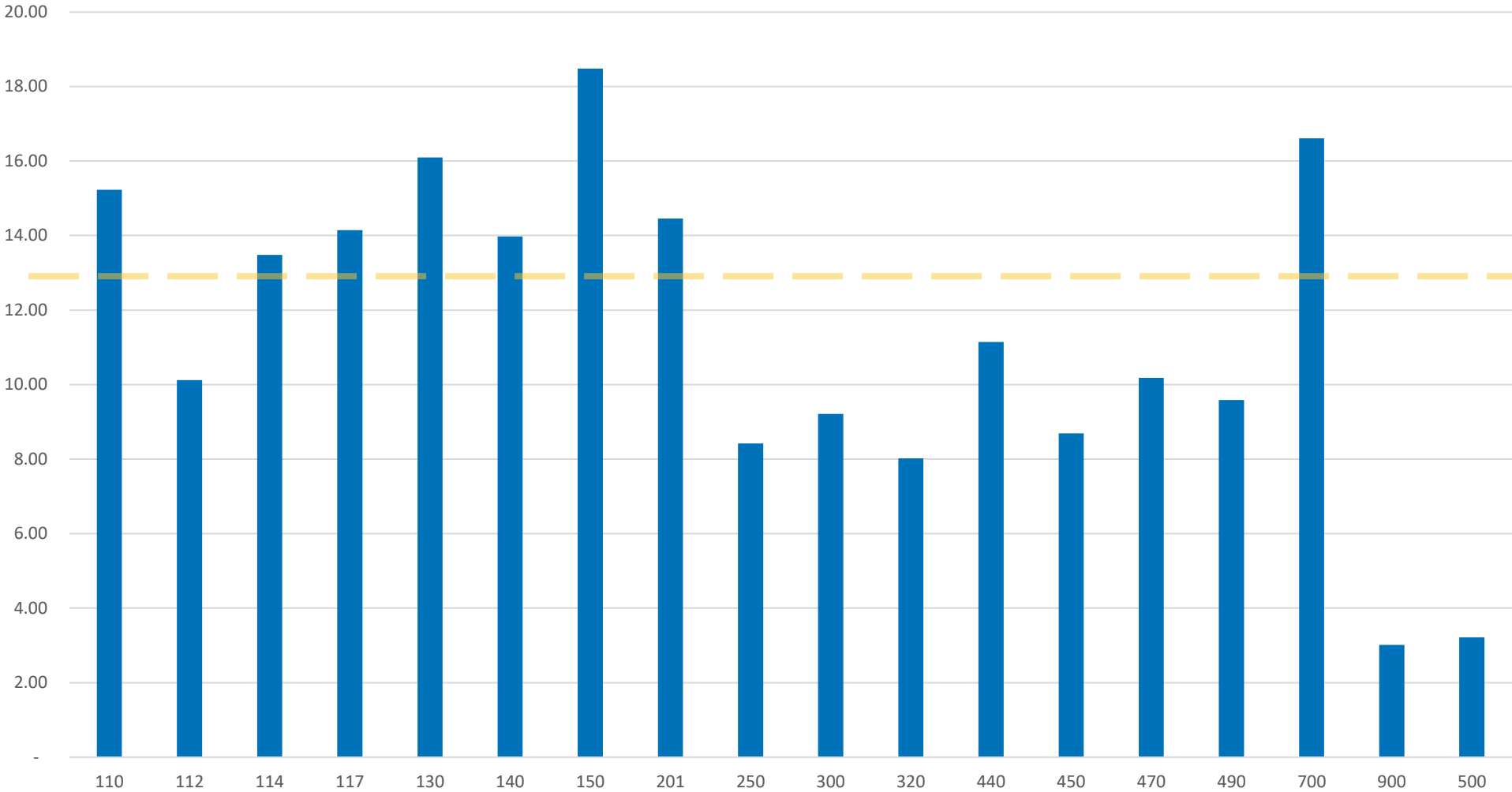
Avg Sunday Ridership:
1073

Fixed Route Ridership

Ridership of 189K exceeded FY23 by 48K



Pass per Rev Hour

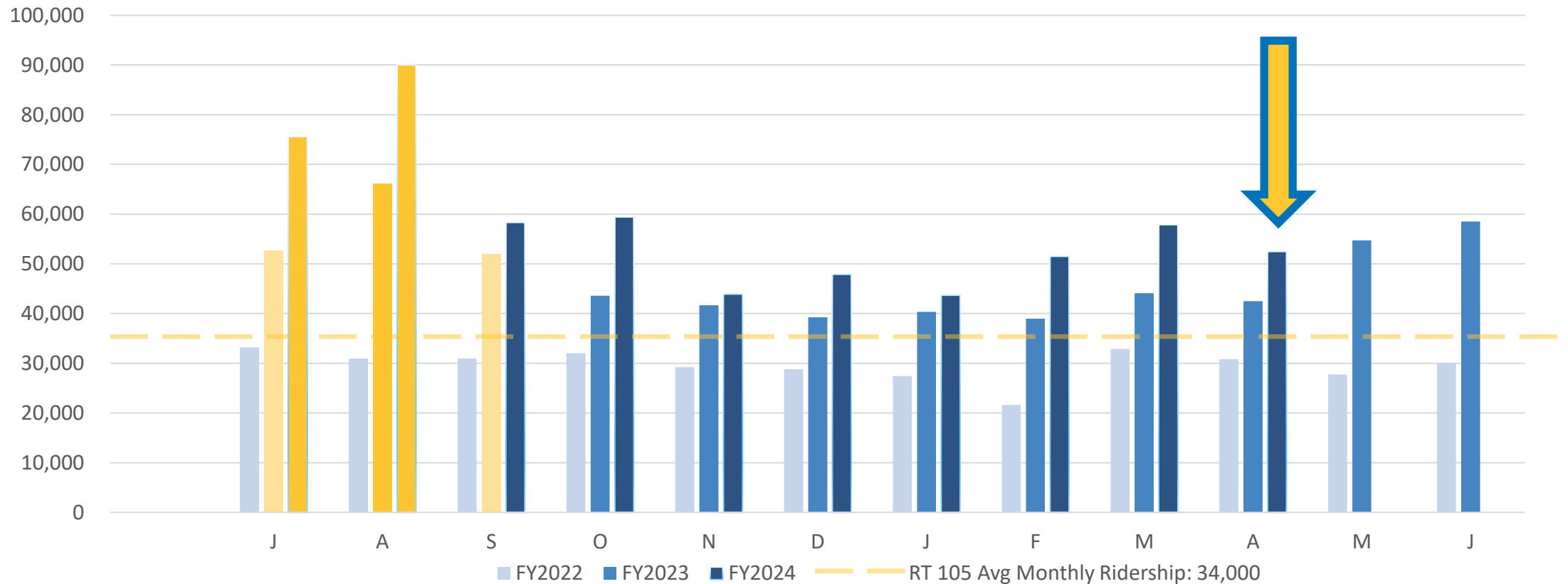


--- FX Service Benchmark is 13

BRT Ridership

BRT ridership of 52K is 10K more than FY23 Ridership & 18K more than Route 105 Avg.

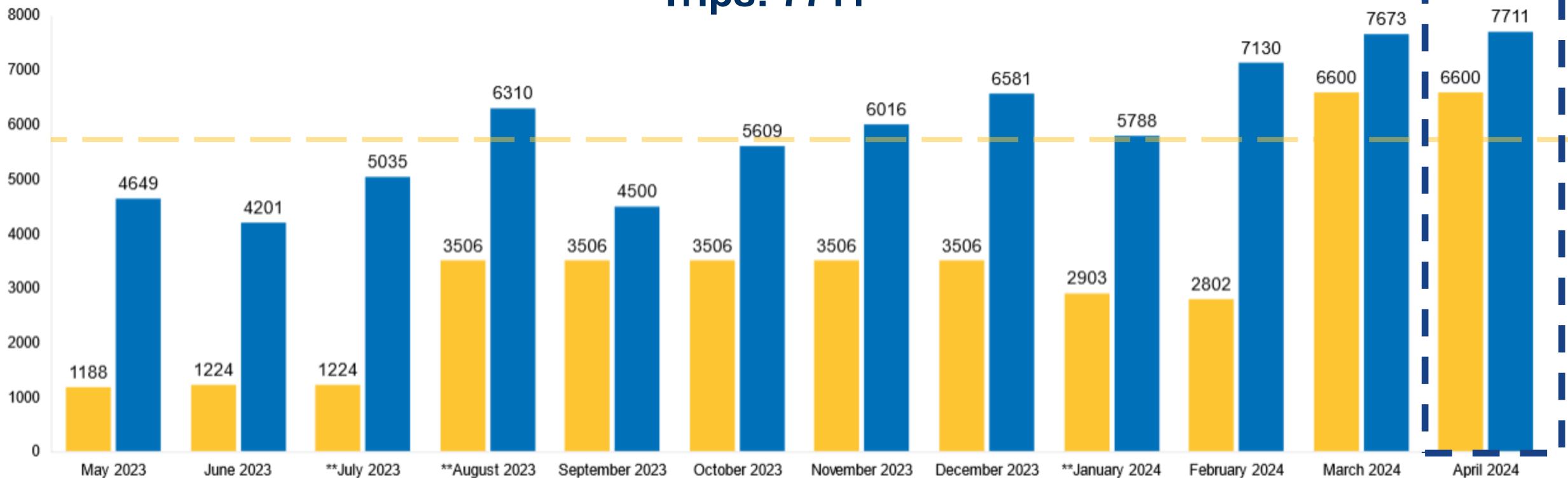
Passengers per Revenue Hour: 16.6



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

Microtransit – Monthly Ridership

Trips: 7711

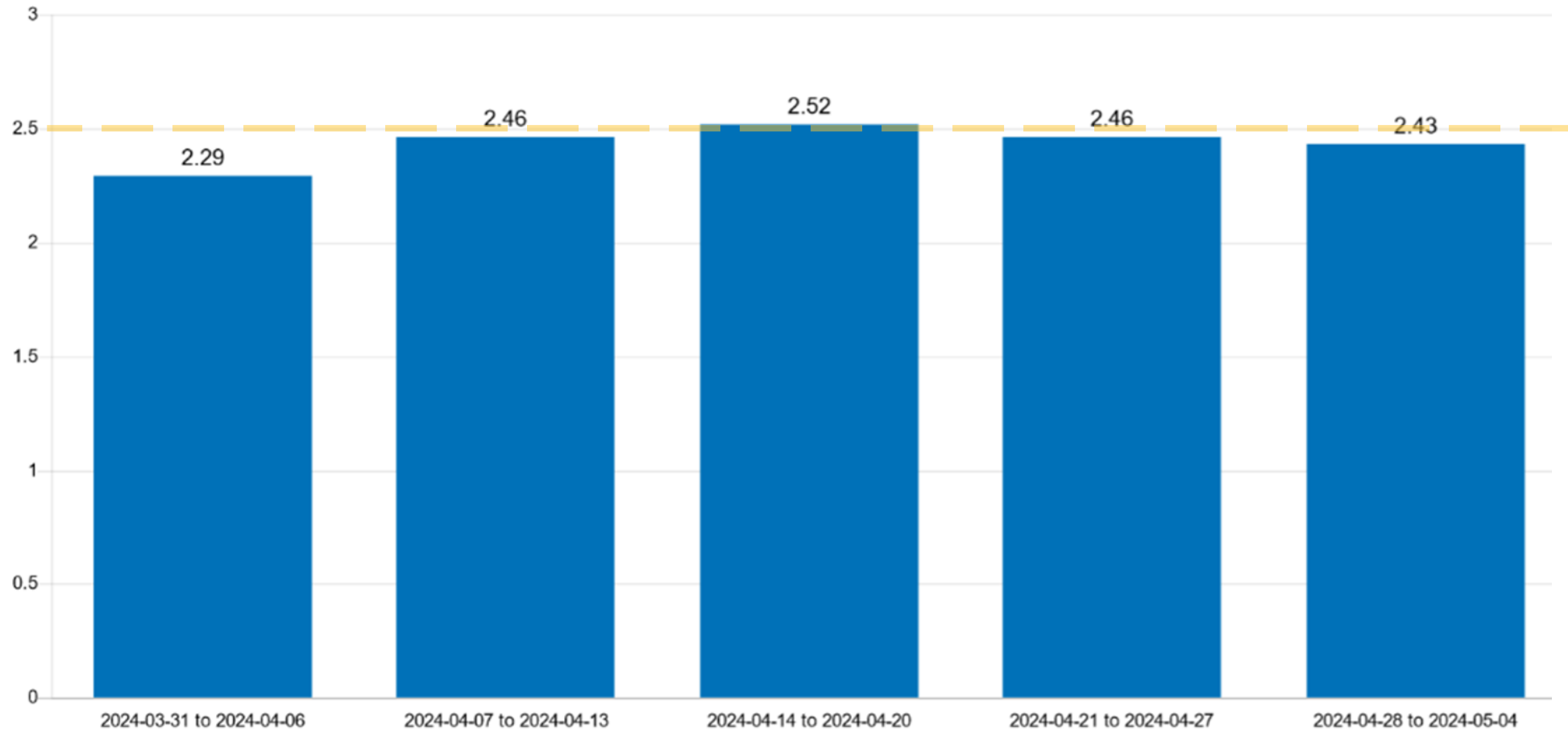


● Agency KPI / Goal - Ridership ● Passengers Completed - Microtransit

--- Performance Goal: 6.6K

Microtransit – Monthly Ridership

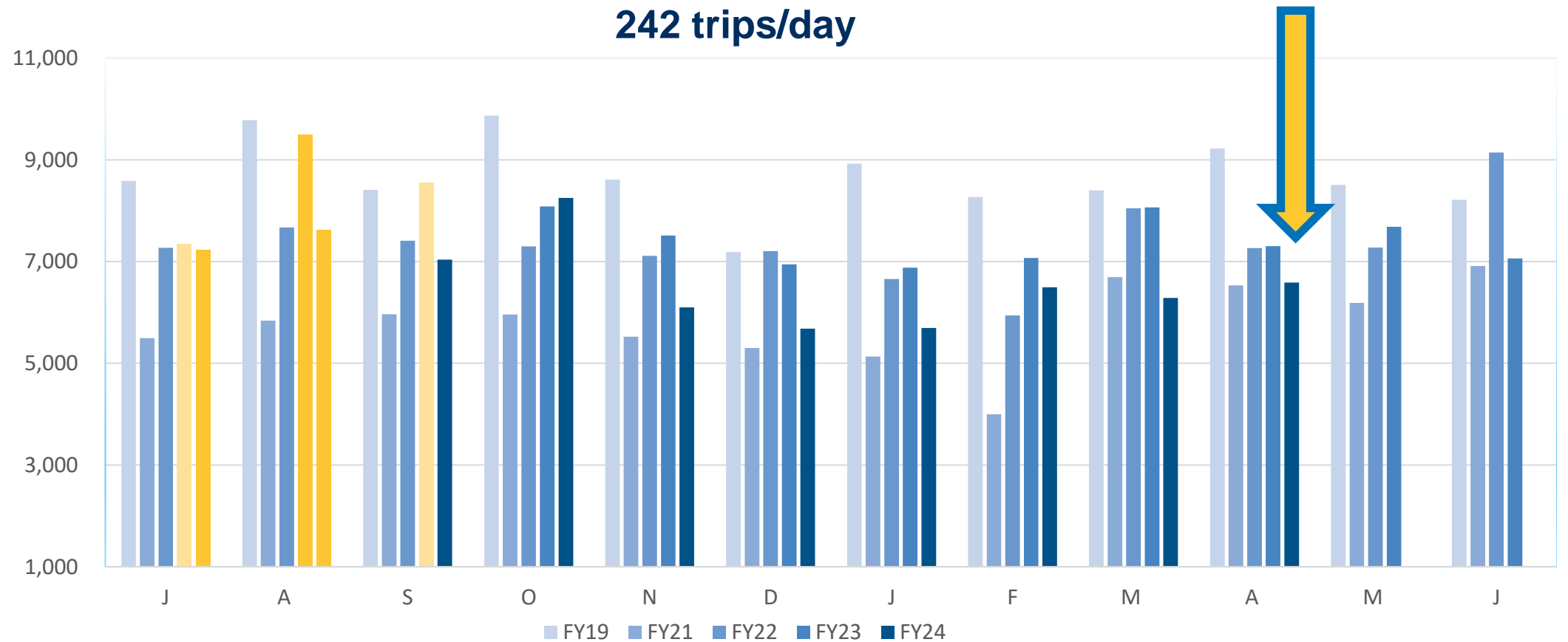
Passengers per Revenue Hour: 2.4



Lift Ridership

Ridership of 6,285 was 717 less than FY23.

242 trips/day



**METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
April 23, 2024**

To: Board of Trustees
From: Rebecca Walner, Chief Financial Officer
Subject: FY24 Financial Statement Summary through April 30, 2024


Recommendation:

Review and approve the FY24 April Financial Statement Summary.

Analysis:

April operating expenses of \$2.1M were \$96K or 4.24% less projections based on the FY2024 budget.

YTD we have a total expenses of 21.4M which are 1.2M or 5.6% less than projected. Revenues from Operations are on target. The FY24 underspending of 1.2M is reflected in the following areas Administrative Services \$85,000, Materials and Supplies, 443K, Utilities 113K, Insurance \$176K. Below is a summary of our YTD FY24 operating results before audit:

		<i>FY24 Executive Summary</i>		
		For the Ten Months Ending Apr 30, 2024		
Summary of Activities*		Actual	Budget	Var%
Revenues From Operations	\$ 2,030	\$ 2,100		-3%
Grant Revenues	19,377	20,592		-6%
Total Operating Revenues	21,407	22,692		-6%
Total Expenses	(21,407)	(22,692)		-6%
Surplus (Deficit)	\$ 0	\$ (0)		0%
 Operating Revenues*		Actual	Budget	Var%
City of Tulsa	\$ 10,122	\$ 9,769		4%
Federal Grants	7,302	9,460		-23%
State Grants	1,418	958		48%
Other Grants	535	404		32%
Fare Revenues	1,314	1,296		1%
Advertising Revenues	595	650		-8%
Other Revenues	121	155		-22%
Total Operating Revenues	\$ 21,407	\$ 22,692		-6%
 Operating Expenses*		Actual	Budget	Var%
Payroll & Fringe	\$ 14,841	\$ 14,471		3%
Transportation Services	-	-		0%
Administrative Services	769	865		-11%
Materials & Supplies	3,768	4,332		-13%
Utilities	519	663		-22%
Insurance	618	799		-23%
Marketing & Planning	892	1,562		-43%
Total Expenses	\$ 21,407	\$ 22,692		-6%



FY24 Executive Summary
For the Ten Months Ending Apr 30, 2024

Summary of Activities*	Actual	Budget	Var%
Revenues From Operations \$	2,030	\$ 2,100	-3%
Grant Revenues	19,377	20,592	-6%
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Total Expenses	(21,407)	(22,692)	-6%
Surplus (Deficit) \$	0	\$ (0)	0%

Operating Revenues*	Actual	Budget	Var%
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Marketing & Planning	892	1,562	-43%
Total Expenses \$	21,407	\$ 22,692	-6%

Goal 1. Operate a Safe Transit System

Accidents (Per 100K miles)	FY24	FY23	Change	Target
Fixed Route	3.33	9.40	-65%	2.00
RideShare	5.36	6.75	-21%	1.20

Goal 2. Meet and Exceed Customer Expectations

Complaints	FY24	FY23	Change	Target
Fixed Route	27.30	2.77	-3301%	25.00
MicroLink	34.71	n/a	n/a	25.00
LinkAssist	44.26	34.59	40%	25.00

Goal 3. Maintain a Quality Workforce

Absences (Per weekday)	FY24	FY23	Change	Target
Fixed Route	3	7	-33%	9
Rideshare	5	n/a	2%	5.0

Goal 4. Operate an Effective Transit System

Passengers Per Hour	FY24	FY23	Change	Target
Fixed Route	12.00	12.04	-5%	13.00
MicroLink	2.44	n/a	n/a	2.50
LinkAssist	1.76	2.05	-14%	2.00

Goal 5. Operate an Efficient Transit System

Cost Per Trip	FY24	FY23	Change	Target
Fixed Route \$	8.26	\$ 10.03	29%	\$ 8.71
MicroLink \$	34.91	n/a	n/a	\$ 30.00
LinkAssist \$	51.78	\$ 57.19	0%	\$ 57.00

MetroLink Tulsa connects people to progress and prosperity.

Fixed Route and Nightline 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	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								0
June								0
TOTAL	26	3	6	2	0	1	0	38
Percent of Total	68%	8%	16%	5%	0%	3%	0%	100%

Fixed Route and Nightline Preventable Accidents - FY23								
	\$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					2
August	2		1					3
September	1		1					2
October	3	1						4
November								0
December	5	1					1	7
January	8	2		1	1			12
February	3			1				4
March	3	1	7	1			1	13
April	8	1		1				10
May	3		1					4
June	1			1				2
TOTAL	38	6	11	5	1	0	2	63
Percent of Total	60%	10%	17%	8%	2%	0%	3%	100%

Lift 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
<i>Month</i>								
July	3							3
August	4							4
September	0							0
October	3							3
November	2		1					3
December	4							4
January	1	1						2
February								0
March					1			1
April	3		1					4
May								0
June								0
Total	20	1	2	0	1	0	0	24
Percent of Total	83%	4%	8%	0%	4%	0%	0%	0%

Lift Preventable Accidents - FY23								
	\$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					2
August	6			1				7
September	5	1		1	1			8
October	3							3
November								0
December	3		1					4
January	1							1
February	5							5
March	3			1				4
April			3					3
May	3	1						4
June	2					1		3
Total	32	2	5	3	2	0	0	44
Percent of Total	73%	5%	11%	7%	5%	0%	0%	100%

SUMMARY OF OPERATING BUDGET VARIANCE ANALYSIS

				Projected expenses within +/- \$1,000 and +/- 5% YTD variance are considered consistent with projections.
	YTD	YTD	YTD	
Operating Revenues	\$	Var\$	Var%	Details
Fixed Route Revenues	1,104,292.00	28,588.00	3%	Fixed Route Ridership (including Micro Transit) is on target to projected revenue.
Advertising Revenue	595,051.00	(54,949.00)	-8%	Advertising revenue for the month of April is lower, however, we are starting to see more full bus ad's being purchased.
Lift Program Revenues	210,126.00	(9,674.00)	-4%	As we continue to work with RideCo (our software company) we are hopeful that ridership will begin to increase as well.
	YTD		YTD	
Expenses	\$		Var%	Details
Payroll and Fringe	14,841,217.00	369,922.00	3%	Payroll and fringe is on target fo the year, currently over by 3%, due to overtime that we are working through to get down for the remaining year.
Transportation Services	-	-	0%	This has been removed in FY24, keeping on list for FY24 to be removed in FY25 as we watch budget to actuals in totals.
Advertising Commissions	219,374.00	(43,959.00)	-17%	As we dropped in advertising revenue, commissions dropped as well.
Legal	60,630.00	(33,753.00)	-36%	Legal expenses are currently lower than budgeted as we have wrapped up union negotiations and fewer pending issues.
Audit Fees	36,167.00	-	0%	Audit fees are on target for FY24.
Bldg. & Facility Services	138,931.00	(30,385.00)	-18%	Building and Facility Services are currently under budgeted as we have not ramped up any new projects.
Professional and Technical	293,083.00	38,551.00	15%	Due to increase in turnover, background checks and drug testing are costing more than expected.
Fuel	706,884.00	(579,097.00)	-47%	Fuel cost is less as the contract value is lower the prior years.
Gasoline	145,177.00	(33,494.00)	-19%	Gasoline is starting to level out as MicroTransit Vans have started service.
Oil & Lubricants	139,265.00	(873.00)	-1%	With the Eletric vehicles in service it has decrease oil and lubricant needs.
Tires & Tubes	149,975.00	9,942.00	7%	Still in tire replacement for many buses and cost is starting to level out.
Facility Repairs	832,015.00	199,698.00	32%	As our building infrastructure beging to deteriorate is it cost more to repair, we had a major sewer problem, coil replacement, and electrical issues in maintainance facility.
Service & Shop Equipment	41,780.00	15,700.00	60%	Air Compressor had a few additional parts that added to this cost.
Other Shop & Garage	69,990.00	(7,434.00)	-10%	Due to fewer buses pulling out our expenses have not reached the expected amount.

Repair Parts	1,633,015.00	(206,990.00)	-11%	We are currently looking into why we are under budget. Some old buses are stationary at this time due to prepping for auction as they were replaced with a few new parts.
Servicing Supplies	44,595.00	8,442.00	23%	Purchasing of supplies has cost us for this quarter. Expected to level out.
Utilities	518,726.00	(143,797.00)	-22%	Communication amounts have significantly decreased by using 3CX phones vs land lines.
Insurance	618,486.00	(180,538.00)	-23%	The amounts for is Workers Comp came in lower than expected, budget revision may need to be done later in FY24.
Planning	322,880.00	(350,050.00)	-52%	Studies have not kicked off yet.
Marketing & Advertising	239,349.00	(49,079.00)	-17%	Marketing and Advertising in on budget for FY24.
General Office Expense	201,587.00	(309,768.00)	-61%	Lease and rentals are being evaluated.
	YTD		YTD	
Grant Revenues	\$\$		Var%	Details
Other Operational Assistance	535,043.00	131,000.00	32%	These revenues represent contracts with the City of Broken Arrow, Jenks, and Sand Springs, as well as MMS. Broken Arrow Contract has been reduced due to one express versus two and there was a 5% increase for FY24 for the city contract as well as college contracts.
Oklahoma State Funding	1,418,428.00	460,095.00	48%	ODOT increased the FY24 amount
FTA Planning	620,748.00	(322,263.00)	-34%	YTD Planning expenses are 32% less than expected due to not doing a study at this time.
FTA Audit/Leases	105,907.00	(44,360.00)	-30%	
FTA ADA Lift	-	-	0%	All Budgeted Revenue was moved to Operations.
FTA - Operations	3,425,482.00	(1,186,898.00)	-26%	Operations is currently under budget significantly due to the amount reimbused coming in under budget as we have moved the ADA revenue to Operational Revenue as that is majority of the cost.
FTA Preventive Maintenance	3,149,782.00	(604,988.00)	-16%	PM is under budget due to Repair Parts being significantly under budget.

METRO TULSA TRANSIT AUTHORITY
Income Statement
For the Ten Months Ending Tuesday, April 30, 2024

	Actual	Budget	Var %	PY	PY %	Act YTD	Bgt YTD	Var%	PY YTD	PY %
Operating Revenues										
Passenger	\$129,282	\$104,397	23.84%	\$103,303	25.15%	\$1,068,182	\$1,043,971	2.32%	\$1,199,696	(10.96%)
Nightline	\$4,699	\$1,883	149.63%	\$991	373.99%	\$29,593	\$18,825	57.20%	\$24,504	20.77%
Sunday Service	-	\$1,291	(100.00%)	\$893	(100.00%)	\$6,517	\$12,908	(49.52%)	\$16,067	(59.44%)
Advertising	\$54,270	\$65,000	(16.51%)	\$44,924	20.80%	\$595,051	\$650,000	(8.45%)	\$554,329	7.35%
Investments	\$10,819	\$11,790	(8.23%)	\$9,966	8.56%	\$103,690	\$117,895	(12.05%)	\$59,935	73.00%
Lift Program - ADA	\$19,841	\$21,980	(9.73%)	\$14,037	41.34%	\$210,126	\$219,800	(4.40%)	\$240,199	(12.52%)
Other Revenue	\$342	\$3,700	(90.75%)	\$378	(9.50%)	\$17,319	\$37,000	(53.19%)	\$25,188	(31.24%)
Total Operating Revenues	\$219,253	\$210,041	4.39%	\$174,492	25.65%	\$2,030,478	\$2,100,399	(3.33%)	\$2,119,918	(4.22%)
Operating Expenses										
Labor:										
Operators	\$654,819	\$570,032	14.87%	\$380,932	71.90%	\$5,802,999	\$5,700,318	1.80%	\$4,231,936	37.12%
Transportation Administration	\$162,176	\$138,757	16.88%	\$105,094	54.32%	\$1,585,031	\$1,387,570	14.23%	\$1,209,335	31.07%
Maintenance	\$137,436	\$110,937	23.89%	\$114,635	19.89%	\$1,291,297	\$1,109,366	16.40%	\$1,176,811	9.73%
Maintenance Administration	\$31,849	\$32,673	(2.52%)	\$27,561	15.56%	\$325,471	\$326,729	(0.39%)	\$280,367	16.09%
Administration & Accounting	\$96,449	\$118,704	(18.75%)	\$95,004	1.52%	\$947,884	\$1,187,040	(20.15%)	\$847,540	11.84%
Total Labor	\$1,082,729	\$971,103	11.49%	\$723,226	49.71%	\$9,952,682	\$9,711,023	2.49%	\$7,745,989	28.49%
Fringe Benefits:										
FICA Taxes	\$90,767	\$87,108	4.20%	\$61,539	47.49%	\$845,614	\$871,081	(2.92%)	\$663,297	27.49%
Pension Plan Expense	\$111,282	\$105,539	5.44%	\$82,799	34.40%	\$1,054,780	\$1,055,390	(0.06%)	\$952,833	10.70%
Health & Dental Insurance	\$142,510	\$122,712	16.13%	\$126,203	12.92%	\$1,283,669	\$1,227,123	4.61%	\$1,205,930	6.45%
Life & Disability Insurance	\$34,528	\$14,375	140.20%	\$14,406	139.67%	\$206,841	\$143,748	43.89%	\$99,863	107.13%
Sick Leave	\$19,143	\$36,555	(47.63%)	\$40,742	(53.01%)	\$389,674	\$365,548	6.60%	\$314,287	23.99%
Holiday Pay	\$46,498	\$36,478	27.47%	\$41,206	12.84%	\$460,019	\$364,777	26.11%	\$339,227	35.61%
Vacation Pay	\$59,638	\$43,918	35.80%	\$33,434	78.38%	\$398,204	\$439,179	(9.33%)	\$176,174	126.03%
Uniform Allowance - Drivers	\$1,810	\$10,417	(82.62%)	\$5,260	(65.59%)	\$50,511	\$104,167	(51.51%)	\$63,881	(20.93%)
Clothing/Tool Allowance - Mechanics	\$1,640	\$2,678	(38.78%)	\$1,570	4.44%	\$25,513	\$26,783	(4.74%)	\$13,658	86.80%
Unemployment Compensation	(\$5,660)	\$2,167	(361.24%)	\$2,157	(362.41%)	\$26,166	\$21,667	20.76%	\$8,431	210.35%
Other Fringe Benefits	\$12,210	\$14,081	(13.29%)	\$6,516	87.38%	\$147,544	\$140,809	4.78%	\$137,671	7.17%
Total Fringe Benefits	\$514,366	\$476,028	8.05%	\$415,832	23.70%	\$4,888,535	\$4,760,272	2.69%	\$3,975,252	22.97%
Total Loaded Payroll	\$1,597,095	\$1,447,131	10.36%	\$1,139,058	40.21%	\$14,841,217	\$14,471,295	2.56%	\$11,721,241	26.62%
Transportation Services:										
Fixed Route	-	-	0.00%	\$49,069	(100.00%)	-	-	0.00%	\$492,883	(100.00%)
Sunday Service	-	-	0.00%	\$25,022	(100.00%)	-	-	0.00%	\$226,782	(100.00%)
Lift Program - ADA	-	-	0.00%	\$193,440	(100.00%)	-	-	0.00%	\$2,038,018	(100.00%)
Circulator Service-Downtown/Midtown	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
Lift Services - Meals On Wheels	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
Total Transportation Services	-	-	0.00%	\$267,531	(100.00%)	-	-	0.00%	\$2,757,683	(100.00%)
Administrative Services:										
Advertising	\$21,680	\$26,333	(17.67%)	\$18,268	18.68%	\$219,374	\$263,333	(16.69%)	\$228,932	(4.18%)
Legal Fees	\$1,833	\$9,438	(80.58%)	\$20,209	(90.93%)	\$60,630	\$94,383	(35.76%)	\$85,425	(29.03%)
Audit Fees	\$3,617	\$3,617	0.00%	\$3,475	4.08%	\$36,167	\$36,167	0.00%	\$34,750	4.08%
Office Equipment / Computers	\$2,340	\$3,204	(26.97%)	\$1,739	34.57%	\$19,161	\$32,043	(40.20%)	\$18,567	3.20%
Building & Facility Services	\$15,261	\$16,932	(9.87%)	\$16,613	(8.14%)	\$138,931	\$169,316	(17.95%)	\$120,903	14.91%
Professional & Technical Services	\$28,111	\$16,028	75.39%	\$26,465	6.22%	\$268,678	\$160,280	67.63%	\$272,469	(1.39%)
Software Maintenance & Service	\$2,730	\$9,425	(71.04%)	\$3,304	(17.36%)	\$24,405	\$94,252	(74.11%)	\$94,984	(74.31%)
Security Services	\$66	\$1,558	(95.75%)	\$384	(82.75%)	\$1,799	\$15,580	(88.45%)	\$6,515	(72.39%)
Total Administrative Services	\$75,638	\$86,535	(12.59%)	\$90,457	(16.38%)	\$769,145	\$865,354	(11.12%)	\$862,545	(10.83%)

Total Services	\$75,638	\$86,535	(12.59%)	\$357,988	(78.87%)	\$769,145	\$865,354	(11.12%)	\$3,620,228	(78.75%)
Materials & Supplies:										
Fuel	\$47,948	\$122,980	(61.01%)	\$63,061	(23.96%)	\$650,698	\$1,229,795	(47.09%)	\$784,433	(17.05%)
Gasoline	\$2,890	\$17,867	(83.83%)	\$12,819	(77.46%)	\$145,177	\$178,671	(18.75%)	\$122,840	18.18%
Oil & Lubricants	\$16,801	\$14,014	19.89%	\$27,028	(37.84%)	\$139,265	\$140,138	(0.62%)	\$112,819	23.44%
Tires & Tubes	\$12,557	\$14,003	(10.33%)	\$249	4943.99%	\$149,975	\$140,033	7.10%	\$120,992	23.95%
Facility Repairs & Maintenance	\$84,035	\$63,232	32.90%	\$72,637	15.69%	\$832,015	\$632,317	31.58%	\$591,286	40.71%
Service & Shop Equipment	\$5,029	\$2,608	92.84%	\$14,912	(66.27%)	\$41,780	\$26,080	60.20%	\$43,098	(3.06%)
Other Shop & Garage Expense	\$6,898	\$7,742	(10.90%)	\$7,212	(4.35%)	\$69,990	\$77,424	(9.60%)	\$71,023	(1.45%)
Repair Parts	\$132,068	\$184,001	(28.22%)	\$111,597	18.34%	\$1,633,015	\$1,840,005	(11.25%)	\$1,455,952	12.16%
Servicing Supplies	\$1,366	\$3,615	(62.22%)	\$1,514	(9.78%)	\$44,595	\$36,153	23.35%	\$34,634	28.76%
Transportation & Safety	-	\$837	(100.00%)	\$1,775	(100.00%)	\$8,805	\$8,368	5.22%	\$12,426	(29.14%)
Schedules	-	\$1,446	(100.00%)	\$1,714	(100.00%)	\$9,482	\$14,458	(34.42%)	\$8,943	6.03%
Passes & Transfers	\$2,597	\$842	208.55%	(\$1,220)	(312.94%)	\$43,418	\$8,418	415.81%	\$20,781	108.93%
Total Materials & Supplies	\$312,189	\$433,187	(27.93%)	\$313,298	(0.35%)	\$3,768,215	\$4,331,860	(13.01%)	\$3,379,227	11.51%
Utilities:										
Light, Heat, Power, and Water	\$17,311	\$36,188	(52.16%)	\$30,961	(44.09%)	\$348,353	\$361,882	(3.74%)	\$294,214	18.40%
Communications	\$18,292	\$30,064	(39.16%)	\$12,932	41.46%	\$170,373	\$300,641	(43.33%)	\$169,568	0.47%
Total Utilities	\$35,603	\$66,252	(46.26%)	\$43,893	(18.88%)	\$518,726	\$662,523	(21.70%)	\$463,782	11.85%
Insurance:										
Insurance Premiums	\$53,387	\$79,902	(33.18%)	\$26,704	99.92%	\$533,870	\$799,024	(33.18%)	\$357,004	49.54%
Self Insurance	\$21,534	-	0.00%	(\$7,219)	(398.29%)	\$84,616	-	0.00%	(\$15,458)	(647.40%)
Total Insurance	\$74,921	\$79,902	(6.23%)	\$19,485	284.50%	\$618,486	\$799,024	(22.59%)	\$341,546	81.08%
Miscellaneous:										
Planning & Rideshare	\$36,775	\$67,293	(45.35%)	\$13,483	172.76%	\$322,880	\$672,930	(52.02%)	\$386,990	(16.57%)
Dues & Subscriptions	\$3,223	\$4,150	(22.33%)	\$4,696	(31.36%)	\$47,690	\$41,500	14.92%	\$25,884	84.25%
Travel & Meetings - Staff	\$3,694	\$4,769	(22.55%)	\$3,467	6.52%	\$77,546	\$47,692	62.60%	\$84,070	(7.76%)
Travel & Meetings - Board	\$457	\$42	997.74%	-	0.00%	\$2,600	\$417	524.05%	-	0.00%
Marketing & Advertising	\$17,169	\$28,843	(40.47%)	\$9,737	76.33%	\$239,349	\$288,428	(17.02%)	\$330,047	(27.48%)
General Office Expense	\$9,314	\$13,138	(29.11%)	\$8,196	13.64%	\$112,304	\$131,383	(14.52%)	\$101,525	10.62%
Other Miscellaneous Expenses	\$1,878	\$13,680	(86.27%)	\$14,913	(87.41%)	(\$10,993)	\$136,802	(108.04%)	\$91,624	(112.00%)
Bank & Credit Card Fees	\$1,964	\$4,974	(60.50%)	\$6,132	(67.96%)	\$64,961	\$49,737	30.61%	\$49,562	31.07%
Leases & Rentals	\$3,038	\$19,343	(84.29%)	\$3,345	(9.17%)	\$35,315	\$193,433	(81.74%)	\$49,658	(28.88%)
Total Miscellaneous	\$77,512	\$156,232	(50.39%)	\$63,969	21.17%	\$891,652	\$1,562,322	(42.93%)	\$1,119,360	(20.34%)
Total Expenses	\$2,172,958	\$2,269,239	(4.24%)	\$1,937,691	12.14%	\$21,407,441	\$22,692,378	(5.66%)	\$20,645,384	3.69%
Net Operating Loss	(\$1,953,705)	(\$2,059,198)	(5.12%)	(\$1,763,199)	10.80%	(\$19,376,963)	(\$20,591,979)	(5.90%)	(\$18,525,466)	4.60%
Operational Grant Funding										
Operating Assistance - Other	\$48,038	\$40,404	18.89%	\$36,905	30.16%	\$535,043	\$404,043	32.42%	\$420,617	27.20%
Oklahoma State Funding	\$123,843	\$95,833	29.23%	\$119,445	3.68%	\$1,418,428	\$958,333	48.01%	\$1,376,114	3.07%
FTA - Planning Assistance	\$46,332	\$94,301	(50.87%)	\$54,312	(14.69%)	\$620,748	\$943,011	(34.17%)	\$798,927	(22.30%)
FTA - Leases / Audit	-	\$15,027	(100.00%)	\$6,777	(100.00%)	\$105,907	\$150,267	(29.52%)	\$117,929	(10.19%)
FTA - ADA LIFT	-	-	0.00%	\$55,750	(100.00%)	-	-	0.00%	\$557,500	(100.00%)
FTA - CMAQ	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
FTA - Preventative Maintenance	\$337,325	\$375,477	(10.16%)	\$297,361	13.44%	\$3,149,782	\$3,754,770	(16.11%)	\$2,819,175	11.73%
FTA - Operations	\$421,254	\$461,238	(8.67%)	\$307,442	37.02%	\$3,425,482	\$4,612,380	(25.73%)	\$3,063,678	11.81%
COT - Vision Assistance	\$357,500	\$357,500	0.00%	\$271,987	31.44%	\$3,927,416	\$3,575,000	9.86%	\$3,239,358	21.24%
COT - Operating Assistance	\$619,416	\$619,417	(0.00%)	\$613,217	1.01%	\$6,194,160	\$6,194,167	(0.00%)	\$6,132,170	1.01%
Total Operational Grant Funding	\$1,953,708	\$2,059,197	(5.12%)	\$1,763,196	10.80%	\$19,376,966	\$20,591,971	(5.90%)	\$18,525,468	4.60%
Budget Surplus (Deficit)	\$3	(\$1)	(260.00%)	(\$3)	250.00%	\$3	(\$8)	(102.86%)	\$2	(95.87%)
Capital Revenues										

Capital Assistance - FTA	-	\$255,486	(100.00%)	\$171,477	(100.00%)	\$3,892,911	\$2,554,860	52.37%	\$2,477,454	57.13%
Capital Assistance - COT	-	\$183,836	(100.00%)	\$258,069	(100.00%)	\$1,223,237	\$1,838,358	(33.46%)	\$418,805	192.08%
Capital Assistance - Other	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
Gain (Loss) on Sale of Assets	-	-	0.00%	-	0.00%	(\$147)	-	0.00%	(\$20,338)	(99.28%)
Total Capital Revenues	-	\$439,322	(100.00%)	\$429,546	(100.00%)	\$5,116,001	\$4,393,218	16.45%	\$2,875,921	77.89%
Depreciation	\$312,239	\$470,000	(33.57%)	\$353,615	(11.70%)	\$3,537,390	\$4,700,000	(24.74%)	\$3,508,846	0.81%
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	(\$312,236)	(\$30,679)	917.78%	\$75,928	(511.21%)	\$1,578,614	(\$306,790)	(614.57%)	(\$632,923)	(349.42%)

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Assets

Current Assets:

Cash and Cash Equivalents		\$688,302
Restricted Cash		\$4,423,394
Trade Accounts Receivable	\$198,225	
FTA Operating & Capital Grants Receivable	\$11,198,781	
COT Operating & Capital Grants Receivable	\$14,623,696	
ODOT Operating & Capital Grants Receivable	\$555,372	
		\$26,576,074
Inventories		\$1,244,986
Prepaid Expenses		\$344,421
Total Current Assets		\$33,277,177

Capital Assets, at cost:

Revenue Equipment	\$42,746,890	
Service Equipment	\$642,793	
Security Equipment	\$1,860,932	
Buildings & Improvements	\$12,920,749	
Passenger Shelters	\$2,092,715	
Shop and Garage Equipment	\$3,517,524	
Computers & Other Equipment	\$6,550,135	
Office Furniture and Fixtures	\$209,681	
Land & Improvements	\$2,633,707	
Construction in Progress	\$665,823	
Less: Accumulated Depreciation	(\$48,356,263)	
Non- Depreciating Assets	\$1,785,129	
Total Capital Assets		\$25,484,685

Total Assets		\$58,761,862
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Deferred outflows of resources, pension related amounts		\$1,586,911
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Liabilities

Current Liabilities:

Trade Accounts Payable	\$2,264,194	
Accrued Wages & Withholdings	\$771,118	
Accrued Insurance	\$73,400	
Deferred Grant Revenues	\$26,333,350	
Other Current Liabilities	\$38,324	
Total Current Liabilities		\$29,480,386

Noncurrent Liabilities:

Advance Payable to COT	\$326,674	
Net Pension Liability	\$6,059,501	
Accrued Compensated Absences	\$874,110	
Total Noncurrent Liabilities		\$7,260,284

Total Liabilities		\$36,740,670
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Deferred inflows of resources, pension related amounts		\$7,191,815
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Net Position:

Invested in Capital Assets	\$25,484,685	
Restricted for Capital Acquisitions	\$1,220,548	
Restricted for Workmen's Comp.	\$59,536	
Unrestricted	(\$4,743,578)	
Total Net Assets		\$22,021,191

Total Liabilities & Net Assets		\$58,761,862
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Fixed Route Report (July 2023 to April 2024)

Description	Current Month	Prior Year	Percent Change	YTD Monthly Average	Prior Year	Percent Change	Goal
1) Operate a Safe Transit System							
Preventable Vehicle Accidents per 100k Miles	1.59	2.84	44%	3.33	9.4	65%	2
2) Meet and Exceed Customer Expectations							
Complaints per 10k Boardings	27.3	5.75	-375%	94.2	2.77	-3301%	25
On-time Performance	92%	n/a	#VALUE!	93%	n/a	#VALUE!	90%
Miles Between Road Calls	5,836	7,482	22%	7,241	7,035	-3%	7,500
3) Maintain a Quality Workforce							
Operator Absences	3	8	63%	4	7	43%	9
Fixed Route Employee Turnover	16.38%	3.96%	-314%	73%	75%	2%	50%
4) Operate an Effective System							
Ridership	189,937	144,454	-31%	157,393	157,393	0%	195,000
Passengers per Service Hour	12	9.39	-28%	12.65	12.04	-5%	13
Average Ridership	6,331	5,790	0	0	6,495	100%	8,125
5) Operate an Efficient System							
Cost Per Service Hour	99.1	106.09	7%	96.22	122.47	21%	115
Cost Per Trip	8.26	10.03	18%	9.15	10.37	12%	8.71
Fare Revenue per Trip	0.93	0.75	(0.24)	0.56	0.79	29%	0.78

Rideshare Programs Report (July 2023 to April 2024)							
Description	Current Month	Prior Year	Percent Change	YTD Monthly Average	Prior Year	Percent Change	Goal
1) Operate a Safe Transit System							
Preventable Van Accidents per 100k Miles	4	6.75	41%	5.36	6.02	11%	1.2
2) Meet and Exceed Customer Expectations							
Complaints per 10k Boardings-LinkAssist	54	31.12	-74%	44.26	34.59	-28%	25
Complaints per 10k Boardings-MicroLink	63	n/a	#VALUE!	34.71	n/a	n/a	25
On-time Performance-LinkAssist	93%	94%	1%	95%	95.76	99%	95%
On-time Performance-MicroLink	95%	n/a	#VALUE!	84%	n/a	#VALUE!	95%
Miles Between Road Calls	11722	14808.00	21%	10882	17999	40%	18,000
3) Maintain a Quality Workforce							
Average Operator Absences per Day	5	n/a	#VALUE!	5	n/a	#VALUE!	5
Employee Turnover	3%	n/a	#VALUE!	2.7	27.85	90%	50%
4) Operate an Effective System							
Ridership-LinkAssist	6588	7069.00	7%	6315	7734.00	18%	6200
Van Passengers per Service Hour-LinkAssist	1.76	2.05	14%	1.72	2.05	16%	2
Average Ridership-LinkAssist	220	353	38%	271	364	26%	222
Ridership-MicroLink	7711	n/a	#VALUE!	4930.13	n/a	#VALUE!	6600
Van Passengers per Service Hour-MicroLink	2.44	n/a	#VALUE!	1.66	n/a	#VALUE!	2.50
Average Day Ridership-MicroLink	257	n/a	#VALUE!	1,232	n/a	#VALUE!	236
5) Operate an Efficient System							
Cost Per Service Hour-LinkAssist	91.06	111.07	18%	117.17	117.74	0%	137
Cost Per Trip-LinkAssist	51.78	54.16	4%	68.14	57.19	-19%	57
Fare Revenue per Trip-LinkAssist	3.01	1.91	-58%	2.83	2.79	-1%	3.00
Cost Per Service Hour-MicroLink	85	n/a	#VALUE!	n/a	n/a	#VALUE!	89
Cost Per Trip-MicroLink	34.91	n/a	#VALUE!	n/a	n/a	#VALUE!	30
Fare Revenue per Trip-MicroLink	1.5	n/a	#VALUE!	n/a	n/a	#VALUE!	0.78

Upcoming Procurements

Est. Board Date	Good/Service	Type	Estimated Amt.	Status
Jun-24	On Call Consulting	RFP	\$150,000	Questions Due 5/24/24 Bid Closes 6/7/2024
	On Call Consulting contract with 3 to 5 vendors to supply various consulting services.			
Sep-24	Rolling Stock - ADA Lift & Microtransit Vehicles	RFP	>\$250,000	Prep Stage
	Contract for purchase of ADA Lift & Microtransit Vehicles			
Oct-24	Bus Wash	RFP	\$350,000	Planning Stage
	Existing Bus Wash is in need of replacement after reaching it's expected life.			
Nov-24	Plumbing/HVAC/Electrical Contractor	RFP	>\$100,000 Each	Prep Stage
	Contract for On Call Plumbing/HVAC/Electrical services.			
May-25	Accounting Software	RFP	\$100,000	Planning Stage
	Non support of Great Plains is causing the agency to seek out new accounting software.			
Sep-25	Rolling Stock - Fixed Route	RFP	>\$250,000	Prep Stage
	Contract for purchase of Fixed Route Vehicles			
Pending Pilot program out comes	Replacement of mirror technology	RFP	\$90,000	Pilot Program
	Mirror replacement on buses			
Pending COT conversation	Bus Stop Signs	Pending	\$150,000	On hold
	Replace bus stop signs along all routes with new name and look			

METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
Contract Approval

To: Board of Trustees

From: Chase Phillips & Randy Cloud – Director of Planning & Director of Maintenance

Subject: Approval of INCOG Contract for Autonomous Vehicle Pilot Project

Recommendation

Authorize the General Manager to negotiate final terms and conditions with INCOG to purchase vehicles and related equipment, for an amount not to exceed \$750,000. These purchases serve as the local match for the INCOG Autonomous Vehicle (AV) Pilot Project, funded by Dept. of Energy (DOE).

By leveraging previously planned investments in microtransit vehicles and electric charging infrastructure, MTTA is using this as an opportunity to (1) strengthen community/agency partnerships, (2) gain experience with maintaining and operating an AV fleet, (3) further public engagement with on-demand transportation, (4) receive additional federal funds to operate transit services as MTTA will receive \$258,583 for personnel costs, and (5) improve MTTA’s image as an innovative transit agency.

Background

INCOG was successfully awarded a Dept. of Energy grant with the University of Cornell, MIT, National Renewable Energy Lab, and MTTA to deploy on-demand, energy efficient autonomous vehicles (AV) in an underserved community in North Tulsa. As a DOE pilot project, the primary grant outcomes are research in dynamic AV deployment, public engagement for AV usage, energy consumption, etc. MTTA’s role is operating the vehicles with an on-board safety driver/attendant and maintaining the vehicle fleet. This will be a three-year project, taking place in a food-desert and underserved community directly north of the central business district in Tulsa- based on Creating Access to Nutrition (C.A.N.) *Plan Area*.

Financial Impact

MTTA will receive \$258,583 for personnel costs to operate the service. The local match for this grant must equate to \$720,164. MTTA’s plans to account for this through project-related capital purchases- vehicles, vehicle equipment, and a dual electric charger as it sees these as necessary to its existing operations, as well as added value to the project contributions. MTTA funds would come from Improve Our Tulsa 2 (Aging Vehicle Replacement and Transit Infrastructure).

The DOE has already confirmed the full cost of the vehicles will be count as local match. They haven’t determined the total local match value for the vehicle charger and equipment items, as they will not fully depreciate during the project. However, MTTA has options in how this is accounted, including leasing assets to the project. MTTA and INCOG are hopeful that PSO may contribute in-kind match. See table below for project items costs.

Item	Count	Unit Cost	Total Cost
Vehicles	4	\$111,549	\$446,196
Vehicle equip. (Farebox, Camera, Radio)	4	\$35,00, quoted	\$140,000
Vehicle Charger (Dual)	1	\$160,000 estimated	\$160,000
		<i>Total Capital Spending</i>	\$746,196
		Total Contract Amount	\$720,164
		<i>Overmatch of \$720,164, excluding depreciation.</i>	\$26,032