



association of central oklahoma governments

Chair Elizabeth Waner
Edmond Councilmember

Vice-Chair Pete White
Oklahoma City Councilmember

Secretary/Treasurer Vacant

Executive Director
John G. Johnson

Central Oklahoma Regional Transit Authority Task Force

April 20, 2016 – 3:00-4:30 p.m.
ACOG Board Room, 21 E. Main St., Suite 100
Oklahoma City, Oklahoma 73104

AGENDA

- I. Welcome and Introductions ([Attachment I](#))**
- II. Approval of February 17, 2016 RTA Task Force Meeting Minutes ([Attachment II](#))**
Action Requested: Motion to approve February 17, 2016 minutes
- III. Polling Discussion ([Attachment III](#))**
Action Requested: Action as desired by the RTA Task Force
- IV. Review RTA Governance Scenarios from Regional Transit Dialogue ([Attachment IV](#))**
Action Requested: Action as desired by the RTA Task Force
- V. Activity Log of 2016 Task Force Meetings ([Attachment V](#))**
Action Requested: Action as desired by the RTA Task Force
- VI. FY 2017 RTA Task Force Budget Reminder ([Attachment VI](#))**
Action Requested: Action as desired by the RTA Task Force
- VII. New Business**
- VIII. Adjourn**

Next Meeting: Wednesday, May 18, 2016, 3:00-4:30 p.m.

CENTRAL OKLAHOMA REGIONAL TRANSIT AUTHORITY TASK FORCE

CITY	NAME	TITLE	VOTING MEMBERSHIP
CITY OF DEL CITY	Hon. Brian Linley	Mayor	Member
	Hon. Ken Bartlett	Councilmember	Alternate
CITY OF EDMOND	Hon. Elizabeth Waner	Councilmember	Member
	Hon. Victoria Caldwell	Councilmember	Alternate
CITY OF MIDWEST CITY	Hon. Matt Dukes	Mayor	Member
	Hon. Daniel McClure, Jr.	Councilmember	Alternate
CITY OF MOORE	Hon. Mark Hamm	Councilmember	Member
	Hon. Jason Blair	Councilmember	Alternate
CITY OF NORMAN	Hon. Cindy Rosenthal	Mayor	Member
	Hon. Robert Castleberry	Councilmember	Alternate
	Hon. Lynne Miller	Councilmember	Alternate
CITY OF OKLAHOMA CITY	Hon. Mick Cornett	Mayor	Member
	Hon. Pete White	Councilmember	Alternate
TRANSIT PROVIDERS	NAME	TITLE	NON-VOTING MEMBERSHIP
COTPA	Jason Ferbrache	Administrator	Advisory
CART	Doug Myers	Director	Advisory
Citylink-Edmond	Harry Fenton	Project Engineer	Advisory
PRIVATE SECTOR	NAME	TITLE	NON-VOTING MEMBERSHIP
Greater OKC Chamber	Roy Williams	President	Advisory
	Derek Sparks	Mgr/Gov't Relations	Alternate
Norman Chamber	Tom Sherman	Past Chairman	Advisory
OnTrac	Marion Hutchison	Chair, Exec. Comm.	Advisory

**CENTRAL OKLAHOMA REGIONAL TRANSIT AUTHORITY TASK FORCE
MEETING MINUTES
FEBRUARY 17, 2016, 3:00 P.M.
ACOG BOARD ROOM, 21 E. MAIN ST, OKLAHOMA CITY**

Voting Members and Alternates Present

Hon. Brian Linley	City of Del City
Hon. Ken Bartlett	City of Del City
Hon. Elizabeth Waner	City of Edmond
Hon. Jay Dee Collins	City of Midwest City
Hon. Mark Hamm	City of Moore
Hon. Cindy Rosenthal	City of Norman
Hon. Mick Cornett	City of Oklahoma City

Non-Voting Members and Alternates Present

Doug Myers	CART
Harry Fenton	Citylink-Edmond
Jason Ferbrache	COTPA
Derek Sparks	Greater OKC Chamber
Marion Hutchison	OnTrac

Members and Alternates Absent

Hon. Victoria Caldwell	City of Edmond
Hon. Daniel McClure, Jr.	City of Midwest City
Hon. Jason Blair	City of Moore
Hon. Robert Castleberry	City of Norman
Hon. Lynne Miller	City of Norman
Hon. Pete White	City of Oklahoma City
Roy Williams	Greater OKC Chamber
Tom Sherman	Norman Chamber

Guests

James Cooper	COTPA Board of Trustees
Matt Dukes	Midwest City, Mayor-Elect
Lee Nichols	AECOM

ACOG Staff

	<u>Position</u>
John G. Johnson	Executive Director
Holly Massie	Special Programs Officer II, TPS

I. Welcome and Introductions

Mayor Mick Cornett called the meeting to order. RTA Task Force members and alternates introduced themselves and who they represent. Mayor Collins introduced Matt Dukes, mayor-elect of Midwest City.

II. Approval of January 20, 2016 RTA Task Force Meeting Minutes

Mayor Cindy Rosenthal made a motion to approve the minutes of the January 20, 2016 meeting. Councilman Hamm seconded the motion, and the motion carried.

III. Proposed Bylaws for the RTA Task Force

John G. Johnson highlighted a revision to the proposed bylaws concerning Article IV, Sec. 7, *Majority Vote*, to address discussion from the January 20 RTA Task Force meeting. He said that, in January, it was discussed that the *Majority Vote* language could result in decisions being made by just three of the six voting Task Force members, as previously written.

The revised language would change the voting majority requirement to three-quarters (3/4) of the quorum, which would be four voting members or their alternates. If the voting membership of the Task Force increases, the new language will ensure a larger majority vote requirement in relation to its quorum.

Councilwoman Waner made a motion to approve the proposed bylaws of the RTA Task Force. Mayor Collins seconded the motion, and the motion carried with the following vote:

AYE: Linley, Waner, Collins, Hamm, Rosenthal, Cornett

NAY: None

IV. Election of RTA Task Force Officers

Mr. Johnson stated that this item was also discussed at the January meeting with no action taken at that time. He said several members indicated Mayor Cornett would be a good choice for Chair, and Mayor Rosenthal previously indicated her willingness to serve as Vice Chair. Both nominees advised that they would accept their nominations.

Councilwoman Waner made a motion to elect Mayor Mick Cornett as RTA Task Force Chair and Mayor Cindy Rosenthal as Vice-Chair. Mayor Collins seconded the motion, and the motion carried with the following vote:

AYE: Linley, Waner, Collins, Hamm, Rosenthal, Cornett

NAY: None

V. Activity Log of 2016 RTA Task Force Meetings

John Johnson explained that this item was similar to information brought to the Task Force in January; however, it provides a series of topics for discussion and/or action by the Task Force, without identifying their specific order or meeting date.

Mayor Cornett stated he felt the next topic that needs to be discussed is baseline polling to determine the level of general support for transit within the region to determine where transit would most likely be supported and where more education is needed. Also, the polling would help identify what “transit” means to the public, and what type of taxation they would be willing to support to receive the transit they desire. He recommended that this be placed on the next agenda.

Mayor Rosenthal said she believes the Task Force should be able to proceed with decisions about the RTA boundary and governance at the same time the polling is being conducted.

Mr. Johnson advised that a request for proposals would have to be prepared and a pollster selected through a competitive bidding process. Holly Massie reminded the members that federal funds cannot be used for polling. However, ACOG could assist with putting together the request for proposals (RFP).

Mayor Cornett asked about assistance from the Greater OKC Chamber. Derek Sparks said the Chamber has supported previous Oklahoma City and Oklahoma County initiatives and believes they would be willing to consider this request. He mentioned that the Chamber Steering Committee is meeting currently to develop its 5-year economic development plan, which approximately 180 companies underwrite. A portion of their funds have been spent on polling in the past. Mr. Sparks said he would update Roy Williams concerning the assistance the Task Force is requesting. Mayor Cornett said we are needing someone to develop the RFP for polling and to fund it.

VI. Draft Scope of Work for Consultant Services for Planning Assistance

John Johnson stated that, as we move forward with developing the legal framework and structure of the Regional Transit Authority, we are at a position that expert assistance is needed beyond that of the ACOG staff. He said that the draft scope of work in the agenda is staff's first attempt to identify the type of assistance needed, and the preferred final scope would be incorporated into an RFP consistent with requirements of our federal funding partners.

Mayor Cornett expressed concern with spending money to hire someone prior to conducting the polling. He asked Jason Ferbrache about the type of expertise COTPA has on staff. Mr. Ferbrache advised that COTPA has a couple of planners, but does not have staff expertise on how RTAs operate in other areas or anyone with experience working with a transit authority.

There was discussion about the need for the Task Force to review the boundary and governance recommendations from phase one of the Regional Transit Dialogue prior to hiring a consultant. Holly Massie mentioned that these review efforts could be undertaken at the same time staff is working to complete and issue an RFP, receive proposals, conduct interviews and make a selection in order to be efficient with everyone's time.

Mayor Cornett asked what services a new consultant would provide that we did not receive last time. Mr. Johnson said they would provide assistance with the formation of the Regional Transit Authority Memorandum of Agreement that would formalize the structure of the RTA that each city council would adopt in order to be part of the RTA. Compliance with federal planning and funding requirements would also be necessary. He said the RTA will be a new political body and this is a road the region has not been down before; hence, the advice and counsel of someone with this type of knowledge is needed.

Derek Sparks advised that the Chamber relies heavily on polling data for the items it supports. Mr. Sparks will coordinate with ACOG about the support/role the Chamber can play in polling after discussing it with the director so that more information can be provided in the next meeting.

VII. Review of RTA Geography Scenarios from Regional Transit Dialogue

John Johnson gave a presentation on the boundary scenarios that were developed during the first phase of the Regional Transit Dialogue (RTD). The three models evaluated were the county model, city model, and district model. Both the county and city models would utilize existing geopolitical boundaries consisting of whole counties or cities. This would result in large portions of the RTA district being outside the foreseeable transit service area. The district model would be a new geopolitical boundary based on the region's census-designated urbanized areas, population and employment densities, and voting precinct boundaries. The new district would reflect the portion of the metro area where regional transit would most likely occur over the coming decades. The RTD committees also developed scenarios for potential subdistrict geography for representation on an RTA governing body. A copy of the presentation slides can be viewed at: <http://www.acogok.org/wp-content/uploads/2016/02/RTA-Task-Force-Presentation-on-RTD-Boundary-Scenarios-2-17-2016.pdf>

VIII. New Business

Mayor Cornett provided a brief update on the MAPS 3 streetcar, saying that the first tracks will be put in the ground in late 2016 as part of redesigning E.K. Gaylord Boulevard in front of Santa Fe Station. The street redesign will reflect the Project 180 standard of narrowing the street, adding landscaping and making it more pedestrian friendly, with the streetcar tracks being laid at that time. He said both the streetcar and Santa Fe hub improvements will get the public thinking about transit as never before, and by 2018 the streetcar system should be in operation.

Mayor Cornett complimented the boundary presentation slides, and Elizabeth Waner said that it provides a nice segway into governance.

IX. Adjourn

The meeting was adjourned at approximately 4:20 pm.

ACOG

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MEMORANDUM

DATE: April 13, 2016
TO: Central Oklahoma Regional Transit Authority (RTA) Task Force
FROM: John G. Johnson, Executive Director
SUBJECT: Polling Discussion

INFORMATION:

Staff will provide an update on the latest developments related to polling since the February meeting.

To prepare for future polling efforts, the following items will be discussed:

- When did each city last conduct a poll?
- How was that polling performed?
- Are there any polls scheduled by member cities in the near future?
- Are there specific questions related to regional transit that are important to poll?

ACTION REQUESTED:

Action as desired by the RTD Task Force.

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MEMORANDUM

DATE: April 13, 2016
TO: Central Oklahoma Regional Transit Authority (RTA) Task Force
FROM: John G. Johnson, Executive Director
SUBJECT: Review RTA Governance Scenarios from Regional Transit Dialogue

INFORMATION:

In recent meetings, the Task Force has discussed the need to review past work performed by the Regional Transit Dialogue (RTD) Governance/Finance Subcommittee concerning options for a geographic boundary and governance structure for the Regional Transit Authority.

A presentation on the geographic boundary scenarios was provided at the February 17, 2016 RTA Task Force meeting. A brief presentation on the governance scenarios reviewed under phase one of the RTD will be provided at the April meeting.

This will be new information for some RTA Task Force Members. You are encouraged to bring the RTD notebook that was handed out at a previous meeting.

ACTION REQUESTED:

Action as desired by the RTD Task Force.

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MEMORANDUM

DATE: April 13, 2016

TO: Central Oklahoma Regional Transit Authority (RTA) Task Force

FROM: Daniel J. O'Connor, Division Director
Transportation & Planning Services

SUBJECT: Activity Log of 2016 Task Force Meetings

INFORMATION:

Attached is a log of RTA Task Force meeting discussion and action items and a list of potential topics for future discussion. The list will be updated on a monthly basis to track progress and reflect emerging priorities.

ACTION REQUESTED:

Action as desired by the RTA Task Force.

Activity Log – 2016 RTA Task Force Meetings

January 20 Meeting 1

- Approval of RTA Task Force 2016 Meeting Calendar
- Review of draft RTA Task Force Bylaws
- RTA Task Force Officer Nominations
- Discussion of future RTA Meeting Topics

February 17 Meeting 2

- Approval of revised RTA Task Force Bylaws
- Election of RTA Task Force Officers
- Review of RTA District Geography Scenarios from Regional Transit Dialogue (RTD)

March 16 Meeting cancelled

April 20 Meeting 3 (anticipated)

- Polling discussion
- Review of RTA Governance Scenarios from Regional Transit Dialogue (RTD)
- Reminder to include FY 2017 RTA Task Force funds in local budgets

May 18 Meeting 4 (anticipated)

- Polling discussion with Greater OKC Chamber pollster

Possible Future Items for Discussion and Consideration (Order TBD):

Review Draft RFP Scope for Consultant Services for Task Force Planning Support

Peer Review

- Peer regions and RTAs
- Guest speaker from preferred model RTA

RTA District Geography

- Determine initial transit district geography
- Determine process for regional transit district expansion

RTA Board Structure and Governance

- Determine the governance structure, roles, and powers of RTA Board
- Determine method to adjust board structure with future district expansion

RTA Finance Options

Legal Review and Considerations

- Legal review of peer RTA structures and requirements
- Legal review of local, state, and federal requirements
- Legal review of COTPA, CART, and Citylink charters and governance statutes

Activity Log – 2016 RTA Task Force Meetings (cont.)

Public Education, Outreach, and Public Opinion

- Public opinion surveys and polling
- Talking points, presentations, and speaking engagements
- Public education and marketing strategic plan

Identifying First Strategic Steps of RTA

- Financing RTA activities
- Seating the board
- RTA staffing plan
- RTA strategic plan – Strategic initiatives and system plan

Memorandum of Agreement (MOA)

- RTA Charter Document

April 13, 2016

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MEMORANDUM

DATE: April 13, 2016

TO: Central Oklahoma Regional Transit Authority (RTA) Task Force

FROM: John G. Johnson, Executive Director

SUBJECT: FY 2017 RTA Task Force Budget Reminder

INFORMATION:

As each RTA Task Force community is preparing its FY 2017 budget, please be reminded to include your share of the FY 2017 Task Force budget, as outlined in the Central Oklahoma RTA Task Force Memorandum of Understanding, and detailed below:

FY 2017 RTA Task Force Budget (Proportional Share)

	<u>Population</u>	<u>% Population</u>	<u>Cost</u>
Oklahoma City	579,999	64%	\$ 615,248.64
Norman	110,925	12%	\$ 117,666.50
Edmond	81,405	9%	\$ 86,352.42
Moore	55,081	6%	\$ 58,428.57
Midwest City	54,371	6%	\$ 57,675.42
Del City	21,332	2%	\$ 22,628.46
	903,113	100%	\$ 958,000.00

Population figures are from 2010 Census

ACTION REQUESTED:

Action as desired by the RTD Task Force.