



*association of central oklahoma governments*

Chair Pete White  
Oklahoma City Councilmember

Vice-Chair Jay Adams  
Mustang Mayor

Secretary/Treasurer Matt Dukes  
Midwest City Mayor

Executive Director  
John G. Johnson

## **Central Oklahoma Regional Transit Authority Task Force**

February 15, 2017 – 3:00-4:30 p.m.  
ACOG Training Room, 4205 North Lincoln Blvd.  
Oklahoma City, Oklahoma 73105

### **AGENDA**

- I. Welcome and Introductions ([Attachment I](#))**
- II. Approval of January 18, 2017 RTA Task Force Meeting Minutes ([Attachment II](#))**  
Action Requested: Motion to approve January 18, 2017 minutes.
- III. Discussion and consideration of polling questions for transit and a regional transit initiative.**  
Action Requested: As desired by the Task Force.
- IV. Review and discussion of the Task Force 3-year budget and a review of the financial report reflecting expenditures and revenues through December 31, 2016.**  
Action Requested: As desired by the Task Force
- V. Review and discussion of the RTA timeline since March 2015.**  
Action Requested: As desired by the Task Force
- VI. Discussion and consideration of the proposed language of the scope of work needed for the Request for Quotes and/or Proposals to secure professional consultant support for the Central Oklahoma Regional Transit Authority Task Force with defining and creating a Regional Transit Authority in Central Oklahoma.**  
Action Requested: As desired by the Task Force.
- VII. New Business**
- VIII. Adjourn**

**Next Meeting: Wednesday, March 15, 2017, 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	Cindy Rosenthal	Former Mayor	Member
	Hon. Lynne Miller	Mayor	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  
JANUARY 18, 2017, 3:00 P.M.  
ACOG TRAINING ROOM, 4205 N. LINCOLN BLVD., OKLAHOMA CITY**

Voting Members and Alternates Present

Hon. Ken Bartlett	City of Del City
Hon. Elizabeth Waner	City of Edmond
Hon. Matt Dukes	City of Midwest City
Hon. Mark Hamm	City of Moore
Cindy Rosenthal	Norman Representative
Hon. Robert Castleberry	City of Norman

Non-Voting Members and Alternates Present

Jason Ferbrache	COTPA
Doug Myers	CART
Derek Sparks	Greater OKC Chamber
Tom Sherman	Norman Chamber
Marion Hutchison	OnTrac
Hon. Victoria Caldwell	City of Edmond
Harry Fenton	Citylink - Edmond

Members and Alternates Absent

Hon. Brian Linley	City of Del City
Hon. Daniel McClure, Jr.	City of Midwest City
Hon. Jason Blair	City of Moore
Hon. Lynne Miller	City of Norman
Hon. Mick Cornett	City of Oklahoma City
Hon. Pete White	City of Oklahoma City
Roy Williams	Greater OKC Chamber

ACOG Staff

John G. Johnson	Executive Director
Jennifer McCollum	Director of Communications
John Sharp	Division Director, TPS
Jennifer Sebesta	Program Coordinator, TPS
Shelby Templin	Assistant Planner, TPS

Position

I. Welcome and Introductions

Elizabeth Waner called the meeting to order in place of Cindy Rosenthal. John Johnson welcomed everyone and members and alternates introduced themselves and who they represent.

II. Approval of October 19, 2016 RTA Task Force Meeting Minutes

Vice Mayor Ken Bartlett made a motion to approve the minutes of the October 19, 2016 meeting. Mayor Matt Dukes seconded the motion, and the motion carried.

IV. Update on Base Line Polling Questions

John Johnson suggested that the group move on to the fourth item on the agenda, Update on Base Line Polling Questions. Mr. Johnson stated that one of the strong considerations that the City of Oklahoma City has expressed is that the Task Force needs to get some sense of how the public feels towards regional public transportation using polling. He continued to say that the past few months the Task Force has been attempting to establish the framework for a poll to go out, including who would pay for the poll and who would conduct the poll. He reminded the group that at a previous meeting, ACOG had suggested that the Greater Oklahoma City Chamber of Commerce would be the organization that would bear the expense of a region wide poll in order to make it a private polling effort and not subject to public disclosure. Mr. Johnson went on to say that there has been a disconnect between Pat McFerron, the designated pollster, and the RTA Task Force in terms of scope of the poll and when the poll should be distributed.

Mr. Johnson said that in an effort to move the polling process along, he met with Oklahoma City Mayor Mick Cornett, Oklahoma City City Manager Jim Couch, Pat McFerron, Greater Oklahoma City Chamber President Roy Williams, and Committee Member Derek Sparks on January 12 to reach some clarity on this subject. He emphasized to the meeting attendants that this poll is time sensitive and that the Task Force has a desire to start the polling now and wanted to authorize the Chamber to start the polling process as soon as possible. Mr. Johnson stated that after that meeting he had a sense that all entities were on board with moving forward with the poll in a timely manner. Mr. Johnson stated that Mr. McFerron had agreed to start work on sample polling questions and would be presenting them for review to the Task Force at the February 15 meeting.

Derek Sparks stated that there was an opportunity for the Chamber to roll the poll regarding public transportation into another poll that would be distributed by the public, in an effort to bring costs down. He also stated that the scope of the poll is significant and should be taken into consideration by the Task Force. He shared that from the meeting on January 12, the estimated polling cost would be \$18,000-\$22,000 depending on various factors. Mr. Sparks stated that Mayor Mick Cornett was very interested in starting the polling as soon as possible as well as scheduling a potential second poll following the opening of the Oklahoma City Downtown Streetcar. Mr. Sparks stated that he would be following up with Roy Williams regarding the wishes of the Task Force and would report back at the February Task Force Meeting.

Elizabeth Waner stated that within this discussion regarding polling, she was under the impression that the poll would be a guide for the Task Force in terms of how much work the committee needed to do and where the group's efforts were best spent. Ms. Waner said that she did not think it was to be a poll for a "yes-no" type of vote for whether to move forward with the Task Force and regional transportation options. Mr. Johnson stated that the poll was never envisioned to be a one-step solution and there is the opportunity for many polls and gauging of public opinion in the future.

Marion Hutchison stated that there were two separate issues that were being discussed. The first is that polling needs to be conducted in order to gauge the level of public interest and support for a regional public transit system. The second issue that had been discussed previously by the Task Force was to poll whether there is support for creating a formal Regional Transit Authority (RTA) for the region. Mr. Hutchison stated that when previously discussed by the Task Force, it had been agreed that even if public support was not present for forming an RTA, the group had decided that the formation of the RTA would still move forward.

Mr. Johnson agreed with both Ms. Waner and Mr. Hutchison and stated that while the OKC Chamber has agreed to pay for the first polling effort, moving forward as polls get more specific and involved, the Task Force would be expected to pay for any additional polls in the future. Ms. Waner stated that the group would like the Chamber to move forward with the polling effort and emphasized that the group would like the opportunity to see and review the questions before being distributed to the public. Ms. Waner also asked for clarification as to whether the polling effort would be conducted across the broader region versus just polling certain sections of Central Oklahoma, and Mr. Johnson stated that it all depends on the poll that the Task Force questions would be added to in regards to the scope and area of those questions.

Derek Sparks then stated that the information that was passed from Roy Williams was that while the Chamber is interested in covering the cost of this initial poll, that Mr. Williams hopes that in the future there would be some burden sharing in terms of cost for any future polls. Mr. Sparks told the group that he would report back to Mr. Williams and share that going forward, the Task Force does not expect the Chamber to fund all polling efforts in the future and that the member cities are interested in sharing the cost of future polls.

Tom Sherman said that while he cannot speak for the Norman Chamber as a whole, he would assume that the Norman Chamber would be willing to participate in funding of future polls, as would many of the other member cities Chambers. John Johnson said that the group should not assume any funding sources are available but that he would be hopeful that all other Chambers would be willing to participate moving forward.

John Johnson made a motion asking Derek Sparks to convey the conversation from the Task Force meeting and request that the Oklahoma City Chamber of Commerce fund the initial kickoff polling on behalf of the Task Force and requested that Pat McFerron come meet with the Task Force and bring sample polling questions for the group to review prior to any polling taking place.

Ken Bartlett asked for clarification as to whether Mr. McFerron would be bringing actual polling questions in hand or if he would be coming to the next meeting to get more information regarding the questions. Mr. Johnson said that his goal would be for Mr. McFerron to know what polling effort these questions would be tacked on to and would have an idea of what questions he would be putting with it. Jason Ferbrache mentioned that COTPA recently completed a non-rider survey and would be willing to share the data they compiled with Mr. McFerron in order to build the polling questions and areas of the city in terms of their feelings towards transit.

Cindy Rosenthal seconded the motion, and the motion carried.

III. Discussion, consideration and possible action to authorize ACOG staff to prepare and present a draft Request for Proposal to engage a consulting firm to assist with the formation and creation of a Central Oklahoma Regional Transit Authority

Cindy Rosenthal then took over the role of chairperson from Elizabeth Waner.

Ms. Rosenthal stated that this topic had been discussed at the last Task Force meeting but that nothing formal was decided on how ACOG staff should proceed. Ms. Rosenthal stated that the Task Force as it stands has reached the end of its knowledge and ability in regards to a formal Regional Transit Authority and that the next steps require advanced knowledge of this topic and technical assistance from a consultant or consulting group. Ms. Rosenthal said that it is necessary at the stage that the Task Force is at to formalize a Request for Proposal in order to hire a consultant to continue the work on the Central Oklahoma RTA.

John Johnson stated that John Sharp, Director of Transportation Services, had compiled a draft RFP that ACOG staff and the Task Force have been reviewing over the last 12 months. Mr. Johnson asked that the Task Force take the draft with them to review and come to the next Task Force meeting with comments or suggestions as to how to proceed with the RFP and the scope of work being requested from a future consultant team. John Johnson stated that hiring a consultant team to work on a large project such as this is a big undertaking and emphasized that ACOG staff understands the significance of taking on a project and consultant team to do this type of work for a project of this size.

Elizabeth Waner asked if it was appropriate at this stage to talk about a timeline to be required within the RFP. She mentioned that the draft RFP talks about deliverables but stated that there was not a timeline laid out in the draft. John Johnson said that ACOG staff would need to determine that requirement for the final RFP to be sent out. Mr. Johnson also stated that some of the more minute details would be decided following an initial meeting with the potential consultant and before a formal agreement was entered into. Mr. Johnson said that using the previous Intermodal Hub Study as an example, the Task Force should expect this to be a one to two year process for hiring a consultant and receiving deliverables.

Victoria Caldwell asked if this RFP and the information to be gained from it would be different from the information that was involved in the RTD<sup>2</sup> and that consultant work, in an effort to not

duplicate the work that has already been completed. John Johnson stated that there will be no duplication in regards to the work that the future consultant team provides, and the Task Force has the benefit of having relationships already with the consulting firms that do this type of work from the RTD<sup>2</sup> experience. Elizabeth Waner requested that there be language included in the RFP to ask that the consultant team take the work already completed by the Task Force and use that as a starting point rather than getting rid of that information and starting from scratch. John Johnson stated that while that will be stipulated in the RFP, it will be good to have a fresh set of eyes review the work that has already been done from a professional's perspective to confirm that the work that the Task Force has completed was in the correct direction and at the correct time.

Marion Hutchison asked whether the cost of paying a consultant would be included in the three-year budget as established by the Task Force previously, John Johnson stated that it would be. Victoria Caldwell asked what the remaining balance for the Task Force budget was and what the payment schedule from all of the member cities was. Mr. Johnson said that he did not have the information on hand but would provide it to the members of the Task Force at the next meeting. Elizabeth Waner added a request to add an update of the Task Force budget to the agenda for the next meeting.

Mayor Matt Dukes made a motion to instruct staff to prepare a comprehensive draft RFP for engagement of a consulting firm and present the same for review at the next RTA Task Force meeting. Ken Bartlett seconded the motion. The motion carried.

V. Activity Log of 2017 Task Force Meetings/Future Tasks

John Johnson stated that this item was listed purely to remind the Task Force of the list of items that are still to be completed. Mr. Johnson said that this list was compiled by staff and previous consultants as a guiding list of tasks that are to be conducted when forming an RTA and that it is not a list of items that need to be done right away.

Cindy Rosenthal mentioned that on the list of tasks was coordination with the local transit providers (COTPA, CART, Citylink) but that this was not mentioned in the draft RFP. Ms. Rosenthal requested that this requirement be added to the RFP; Mr. Johnson stated that it would be added.

VI. New Business

Mayor Matt Dukes from Midwest City requested a review of what the Task Force has completed up to this point in order to provide a thorough report for his city council, due to the fact that Mr. Dukes has only been a member of the Task Force for eight months. Cindy Rosenthal agreed that a report would be helpful for all of the member cities and for future new members that may join the Task Force.

VII. Adjourn

Ken Bartlett made a motion to adjourn. Elizabeth Waner seconded the motion. The meeting was adjourned at approximately 4:15 pm.