MINUTES
CITY TRANSIT TRUST SPECIAL MEETING
NOVEMBER 27, 2018 - 6:00 P.M.
LAWTON CITY HALL, COUNCIL CHAMBERS/AUDITORIUM

The meeting was called to order at 6:00 p.m. by Keith Jackson, Acting Chairman. Notice of meeting and agenda were posted on the City Hall notice board as required by law.

ROLL CALL

PRESENT: Bob Morford, Keith Jackson, Caleb Davis, Dwight Tanner, Jr., Sean Fortenbaugh, Onreka Johnson, Randy Warren.

ABSENT: Chairman Fitch, Jay Burk

ALSO PRESENT: Jerry Ihler, City Manager; Frank V. Jensen, City Attorney; Traci Hushbeck, City Clerk.

CONSIDER APPROVAL OF MINUTES OF CITY TRANSIT TRUST MEETING OF NOVEMBER 13, 2018.

MOVED by Tanner SECOND by Warren to approve the minutes of November 13, 2018. AYE: Morford, Jackson, Davis, Tanner, Fortenbaugh, Johnson, Warren. NAY: None. MOTION CARRIED.

NEW BUSINESS ITEMS:

1. Consider approving a lease agreement (extension) with Terry K. Bell, II Trust, Lawton Transit Management, Inc., and the City of Lawton Transit Trust for premises of 611 SW Bishop Road, which is the Lawton Area Transit System's Administration and Maintenance Facility and authorized the execution of the same. Exhibits: Lease on file in City Clerk's Office.

This item was stricken from the agenda.

2. Consider adopting a resolution approving Amendment 2018-1 to the City Transit Trust Procurement Manual setting out the methodology of cost analysis for evaluation of bids or proposals as recommended by the Federal Transit Administration. Exhibits: Resolution No. 18-__ with attached Amendment 2018-1.

Deborah Jones, representing Lawton Area Transit System, stated every three years they have a triennial audit by FTA and it was completed this previous May. In the audit there were some deficiencies and they have corrected all but an amendment to the procurement manual. The resolution sets out what that amendment is and it does not change the threshold for the amount the trust approves in bids or proposals, it basically sets out the methodology that they use to establish independent cost analysis prior to acquiring an item as well as how they evaluate proposals or bids. If it is a major item like engineering, then they have an engineering estimate. There were no major deficiencies in the tri-annual. There were two financial items, one was that the City's audit was late this year because of the IT problems and with the second one they had to update some ECHO forms. She stated she would recommend approval of the resolution.

MOVED by Morford SECOND by Johnson to approve **Resolution No. 18-10**. AYE: Morford, Jackson, Davis, Tanner, Fortenbaugh, Johnson, Warren. NAY: None. MOTION CARRIED.

There being no further business, the meeting adjourned at 6:04 p.m. upon motion, second and roll call vote.

KEITH JACKSON
ACTING CHAIRMAN

ATTEST:

TRACI L. HUSHBECK, SECRETARY