

RTA

REGIONAL TRANSIT AUTHORITY (RTA) OF CENTRAL OKLAHOMA BOARD OF DIRECTORS MEETING

TUESDAY, FEBRUARY 25, 2020 – 2:00 P.M.

**OKLAHOMA CITY STREETCAR STORAGE AND MAINTENANCE FACILITY
406 SW 7th St. Oklahoma City, Oklahoma 73108**

AGENDA

1. Call to Order and Welcome and Introductions – Brad Henry, RTA Board Chair
2. Review and Approval of the January 29th Regular Meeting Minutes (Attachment 1) – Brad Henry, RTA Board Chair
3. Review and Approve Monthly Financial Report and Claims (Attachment 2) – James Boggs, RTA Treasurer and Jason Ferbrache RTA Interim Executive Director
4. Update on Status of Proposed Transfer of Planning (PL) Funds and Consider Next Steps Regarding the Same – Brad Henry, RTA Board Chair and Kathryn Holmes, Holmes and Associates
5. Update on System Branding Options – Jason Ferbrache, RTA Interim Executive Director
6. Resolution Authorizing Obligation of Funds for Professional Services Not to Exceed \$7,000 for Website Development and Website Hosting Services (Attachment 3) – Jason Ferbrache, RTA Interim Executive Director
7. Report on Status of Transition Plan for Administrative Services – James Boggs, RTA Treasurer and Jason Ferbrache, RTA Interim Executive Director
8. Resolution Appointing Official Custodians of the Regional Transit Authority's Funds, Authorizing Plenary Authority Including Control Over Funds Owned by the Authority and Requiring Two Signatures on Checks Against the Account (Attachment 4) – James Boggs, RTA Treasurer and Jason Ferbrache RTA Interim Executive Director
9. Resolution Authorizing the Procurement of Directors Errors and Omissions (E&O) Insurance – Jason Ferbrache, RTA Interim Executive Director
10. Report from Property Acquisition Committee – Marion Hutchinson, RTA Vice Chair
11. Report from RFP Evaluation Committee – Steve Eddy, RTA Board Director and Kathryn Holmes, Holmes and Associates
12. Report on Upcoming American Public Transportation Association Transit Board Members and Board Administrators Seminar August 1-4 in Salt Lake City Utah – Brad Henry, Board Chair and Katherine Holmes, Holmes and Associates
13. Public Comments – Brad Henry, RTA Board Chair
14. New Business – Consideration and possible Board action concerning any matters not known about which could not have been reasonably foreseen at the time of the posting of the agenda – Brad Henry, RTA Board Chair
15. Adjourn

Next Meeting: Wednesday, March 18, 2020 at 2:30 p.m.

Arts District Parking Garage Large Conference Room at 431 W. Main Street, Suite B

It is the policy of the RTA to ensure communication with participants and members of the public with disabilities are as effective as communications with others. Anyone with a disability that would like to participate in the meeting but requires an accommodation, modification of policies/procedures, auxiliary aid or service, or an alternate format of the agenda/information provided at the meeting, please contact Iris Newman at 405-297-2484 within 48 hours (not including weekends or holidays) of scheduled meeting. Individuals utilizing TTY/TDD technology for telephone communication should utilize the free "711 Relay Oklahoma" service by dialing 711 to assist you in contacting Ms. Newman. The Authority will consider the choice of auxiliary aid or service requested by the individual with a disability.

**REGIONAL TRANSPORTATION AUTHORITY
MEETING
January 29, 2020**

The regularly scheduled meeting of the Regional Transportation Authority (RTA) was convened at 2:30 p.m. on Tuesday January 29, 2020 in the Board Room of the Association of Central Oklahoma Governments (ACOG), 4205 N. Lincoln Blvd., Oklahoma City, Oklahoma. This meeting was held as indicated by advanced notice filed with the Oklahoma County Clerk and by notice posted at the ACOG office at least twenty-four (24) hours prior to the meeting

RTA Board of Directors Present

James Boggs	Edmond
Aaron Budd	Midwest City
Steve Eddy	Moore
Marion Hutchison	Norman
Brad Henry	Oklahoma City
Mary Melon	Oklahoma City

RTA Board of Directors Absent

Ken Bartlett	Del City
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Municipal Staff Support Present

Randy Entz	Edmond
Mark Edwards	Del City
Shawn O'Leary, Director Public Works	Norman
Billy Harless, ADA Project Director	Midwest City
Brooks Mitchell	Moore
Jason Ferbrache	COTPA
Steve Jagosh	ODOT

Guests Present

Kathryn Holmes	Holmes & Associates LLC
Pete White, Attorney	ACOG Legal Counsel
Heidi Katz	HNTB
Mike Peterson	HNTB
Suzanne Wickenkamp	COTPA
Michael Scroggins	COTPA
Lee Nichols	HALFF
Jason Huff	ODOT
Tom Leatherbee	Del City

ACOG Staff

Mark W. Sweeney	Executive Director
John Sharp	Deputy Director
Jennifer Sebesta	Manager, TPS
Rachel Meinke	Public Information Director
Hayden Harrison	Projects Coordinator II, TPS
Jordan Evans	Assistant Planner – Multimodal, TPS
Gwendolyn Gordon	Administrative Assistant

1. Welcome and Introductions

Chair Brad Henry called the meeting to order at 2:40 p.m. He welcomed everyone and entertained introductions. There was a quorum.

Chair Brad Henry said Director Ken Bartlett is not present today because of health issues. The Board called Director Ken Bartlett to wish him well. Director Bartlett said because of his health issues it will be necessary for him to resign his position on the Board and wished them great success.

2. Review and Approval of the Minutes – December 11, 2019 & January 7, 2020

Chair Brad Henry asked for a motion to approve both sets of minutes. Director Mary Melon made the motion to approve both sets of minutes. Director Steve Eddy seconded the motion. The motion carried unanimously (6-0).

3. Review and Approve RTA Monthly Financial Report and Claims

Chair Brad Henry asked for a motion to approve the Monthly Financial Report and Claims. Director Marion Hutchison made motion to approve Monthly Financial Report and Claims. Director Mary Melon seconded the motion. The motion carried unanimously (6-0).

4. Review and consider approval of Memorandum of Understanding (MOU) for Interim Administrative Services between the Central Oklahoma Transportation and Parking Authority (COTPA) and RTA.

Chair Brad Henry asked for a motion to approve the Memorandum of Understanding (MOU). Director Marion Hutchison made a motion to approve the (MOU). Director Mary Melon seconded the motion. The motion carried unanimously (6-0).

5. Review and consider approval of Press Release Regarding Agreement with COTPA for Interim Administrative Services

Chair Brad Henry asked for a motion to approve the press release regarding the Agreement with COTPA for Interim Administrative Services. Director James Boggs approved the motion. Director Steve Eddy seconded the motion. The motion carried with the following votes:

AYE: Boggs, Hutchison, Henry, Melon, Eddy

NAY: None

ABSTAIN: Budd

6. Report from Property Acquisition Subcommittee

Director Marion Hutchison said they have not had a recent meeting, but Kathryn Holmes continues to meet with BNSF on a number of issues. BNSF plans to meet with the Board and have a discussion in the near future. He said until then there are no additional items to report.

7. Discuss and consider approval of funds to develop RTA website, logo, rebranding (i.e., possible name change), and marketing materials

Director Marion Hutchison suggested that the Board use COTPA's marketing department to bring back a proposal of various potential name changes. Director Mary Melon suggested outsourcing the branding to a professional group. Chair Brad Henry said perhaps the RTA Board could get a professional marketing company to do some in kindwork.

Jason Ferbrache said the way COTPA approaches branding is they have an in-house marketing team that keeps their brand and their customers engaged. When it comes to developing a branding strategy, they have always relied on professionals that do it day in and day out. They let their in-house team manage the professional firm.

Director Steve Eddy made a motion for COTPA to bring back a proposal to the RTA Board to consider regarding branding, establishing a website, and possible name change. Director Mary Melon seconded the motion. The motion carried unanimously (6-0).

Director Marion Hutchison suggested to create a contest from the six member cities requesting they come up with something unique and if it is great the RTA might use it. The Board liked his idea.

8. Update on discussion with BNSF and discuss and consider approval of date for special board workshop with BNSF
Chair Brad Henry said consultant Kathryn Holmes has had good discussions with BNSF. He said Kathryn Holmes included Derek Sparks and himself in a phone call with BNSF legal counsel to discuss the legislation the RTA was filing to get their approval. He said the discussions have progressed and that BNSF has asked Kathryn Holmes for an opportunity to bring their team and address the RTA Board on the full ramifications, road blocks, and ways to get around them.

Kathryn Holmes said it is a nice opportunity for BNSF to speak directly to the RTA Board to help explain what is required to get through this acquisition process. The process of gaining access to the corridor and/or acquiring an interest of some kind to allow the commuter rail on their line.

Kathryn Holmes said she was hoping to get several dates from the RTA Board to take back to BNSF. She gave the date of March 18, 2020, Director James Boggs and Director Marion Hutchison were not available on that date due to Spring Break. Ms. Holmes gave the date of April 6, and she emphasized it would be an afternoon meeting starting at 1:00 p.m. and should be over by 5:00 p.m. Director Steve Eddy said he could not make April 6. Kathryn Holmes gave the date of April 7, and Mary Melon said she has a grandbaby due that week. She then gave the date of April 13. Ms. Holmes said she would present the following dates of March 18, April 6, 7, and 13 to BNSF and get back to the RTA Board on which date would work for them.

9. Update on FHWA planning funds and upcoming meeting between RTA, ODOT and FHWA.
Chair Brad Henry said there is not much to update except encouraging preliminary discussions with the Deputy Director at ODOT. He said the FHWA sends planning funds to the state and the state distribute the funds. In Oklahoma the entity is ODOT and FHWA funds go to ODOT which it distributes to ACOG, the Metropolitan Planning Organization (MPO). He said ACOG puts together annually a work plan for the expenditures of the FHWA funds.

Chair Brad Henry spoke with Dawn Sullivan Deputy Director with ODOT and she agreed to set up a meeting with ODOT and FHWA to further discuss this issue and the meeting is tomorrow morning, Thursday, January 30 at 10 a.m. He said Kathryn Holmes, himself and James Boggs will be attending.

10. Update on Directors and Officers Liability Insurance Policy
Chair Brad Henry said the RTA has a Directors and Officers Liability Insurance Policy that ACOG was instrumental in securing and the premium is paid up through May 17 of this year. He said that Mark Sweeney provided him with the actual policy as well as the summary of the policy and contact information for the agent. Chair Brad Henry said he forwarded the information to Aaron Budd. He spoke with the agent and gave him the new address and contact information. He was told by the agent that the policy was for the RTA Directors and Officers and the fact that administrative officials change should not impact the policy as it would follow them and the new Officers. Chair Brad Henry said the changes will take effect February 1, 2020 and there will be no gap in coverage but if there are any concerns, they will get back to the committee immediately.
11. Public Comments
None

12. New Business – Consideration and possible Board action concerning any matters not known about and which could not have been reasonably foreseen at the time of the positing of the agenda. Director Aaron Budd presented the Board with copies of a letter from ACOG Board Chair, Mayor Matt Dukes on his disappointment with events that have transpired. He said Mayor Dukes would like for Kathryn Holmes and Chair Brad Henry to come and address the Midwest City Council. Kathryn said she would be happy to come out, but she does not think she is the right person. She said what she has previously presented to the city councils was the legislation and explaining the relationship with BNSF and what their requirements are.

Chair Brad Henry said he thinks Mayor Dukes is more interested in where the RTA is headed, what the plan is and the things that Kathryn Holmes is doing for the RTA. Director Aaron Budd said yes because Kathryn Holmes is more involved with the day to day direction of where the RTA Board is going and how it applies to Midwest City. Kathryn Holmes again said she would be happy to do that, but she feels the Chair or Vice Chair is more appropriate.

Chair Brad Henry stated that Matt Dukes is not only the Mayor of Midwest City but also the Chair of ACOG and he understands his concerns. He said the letter was directed to him and he will absolutely reach out to Mayor Matt Dukes. He also asked for Aaron Budd to attend the meeting and address Mayor Dukes concerns.

13. Adjourn
Chair Brad Henry asked for a motion to adjourn the meeting. Director James Boggs made a motion to adjourn. Director Marion Hutchison seconded the motion. The motion carried unanimously (6-0). The meeting adjourned at 4:00 p.m.

TO: Chairman and Board of Directors

FROM: Interim Executive Director

Review and Approve Monthly Financial Report and Claims

Background Attached are the RTA financial reports for the period ending January 31, 2020 and claims for the period Jan 1, 2020 through January 31, 2020

Recommendation: Receive financial reports and approve claims

A handwritten signature in black ink, appearing to read "Jason Ferbrache". The signature is fluid and cursive, with the first name "Jason" and last name "Ferbrache" clearly distinguishable.

Jason Ferbrache
Interim Executive Director

**REGIONAL TRANSIT AUTHORITY
CASH STATUS REPORT
FOR THE MONTH ENDED JANUARY 2020**

	<u>OPERATING ACCOUNT</u>	<u>INVESTMENT SWEEP</u>	<u>TOTAL</u>
Beginning Balance <i>January 1, 2020</i>			
Cash on Deposit	\$ 500,000.00	\$ 752,166.05	\$ 1,252,166.05
Cash Receipts			
Transfers of Funds-Sweep	15,777,036.91	15,748,159.95	31,525,196.86
Transfers of Funds-Note 1	-	-	-
Interest/Dividend Earned	714.13	-	714.13
Miscellaneous	-	-	-
Total Cash Receipts	<u>\$ 15,777,751.04</u>	<u>\$ 15,748,159.95</u>	<u>\$ 31,525,910.99</u>
Cash Disbursements			
Legal	\$ 3,375.00	\$ -	\$ 3,375.00
Consultant	21,369.28	-	21,369.28
Contract - ACOG	4,681.46	-	4,681.46
Sweep Fee	165.35	-	165.35
Transfers of Funds-Sweep	15,748,159.95	15,777,036.91	31,525,196.86
Miscellaneous - Void Check	-	-	-
Total Cash Disbursements	<u>\$ 15,777,751.04</u>	<u>\$ 15,777,036.91</u>	<u>\$ 31,554,787.95</u>
Ending Balance <i>January 31, 2020</i>			
Cash on Deposit	<u>\$ 500,000.00</u>	<u>\$ 723,289.09</u>	<u>\$ 1,223,289.09</u>

Regional Transportation Authority of Central Oklahoma

Balance Sheet

As of 1/31/2020

	Current Year	Prior Year	Current Year % Change
Assets			
Current Assets			
Cash & Cash Equivalents			
Chase Operating Account	500,000.00	0.00	100.00
Chase Investment Sweep	723,289.09	0.00	100.00
Total Cash & Cash Equivalents	1,223,289.09	0.00	100.00
Total Current Assets	1,223,289.09	0.00	100.00
Total Assets	1,223,289.09	0.00	100.00
Liabilities			
Short-term Liabilities			
Deferred Revenue			
Unearned Revenue	1,223,289.09	0.00	100.00
Total Deferred Revenue	1,223,289.09	0.00	100.00
Total Short-term Liabilities	1,223,289.09	0.00	100.00
Total Liabilities	1,223,289.09	0.00	100.00
Total Liabilities and Net Assets	1,223,289.09	0.00	100.00

Regional Transportation Authority of Central Oklahoma

Statement of Revenues and Expenditures

From 1/1/2020 Through 1/31/2020

	Current Period Actual	Current Year Actual
Revenue		
Dividend Income		
N/A	714.13	1,016.24
Beneficiary Donations		
Del City	682.11	4,097.84
Edmond	2,602.91	15,637.41
Midwest City	1,738.51	10,444.37
Moore	1,761.21	10,580.73
Norman	3,546.81	21,308.04
Oklahoma City	18,545.41	111,414.57
Total Revenue	29,591.09	174,499.20
Expenditures		
Administrative Services		
ACOG	4,681.46	12,252.12
Insurance		
N/A	0.00	2,496.76
Legal Services		
N/A	3,375.00	9,812.50
Consultant Fees		
N/A	21,369.28	149,704.51
Investment Fees		
N/A	165.35	233.31
Total Expenditures	29,591.09	174,499.20
Net Revenue Over Expenditures	0.00	0.00

RTA Local Funding

As of 01/31/2020

Local split	Population	% Pop	Local Share Contributed	Spent	Funds Remaining
Del City	21,332	2.3621%	\$ 49,579.47	\$ 20,684.75	\$ 28,894.73
Edmond	81,405	9.0138%	189,200.13	78,935.03	110,265.10
Midwest City	54,371	6.0204%	126,368.16	52,721.29	73,646.88
Moore	55,081	6.0990%	128,018.33	53,409.74	74,608.59
Norman	110,925	12.2825%	257,810.01	107,559.34	150,250.68
OKC	579,999	64.2222%	1,348,023.89	562,400.78	785,623.11
	903,113		\$ 2,099,000.00	\$ 875,710.92	\$ 1,223,289.08

After Feb 2020 Claims

Local split	Population	% Pop	Local Share Contributed	Spent	Funds Remaining
Del City	21,332	2.3621%	\$ 49,579.47	\$ 21,869.97	\$ 27,709.50
Edmond	81,405	9.0138%	189,200.13	83,457.94	105,742.18
Midwest City	54,371	6.0204%	126,368.16	55,742.18	70,625.98
Moore	55,081	6.0990%	128,018.33	56,470.08	71,548.25
Norman	110,925	12.2825%	257,810.01	113,722.41	144,087.61
OKC	579,999	64.2222%	1,348,023.89	594,625.94	753,397.95
	903,113		\$ 2,099,000.00	\$ 925,888.52	\$ 1,173,111.48

ACOG Administrative Services (20%)

Salaries	\$ 2,156.20	
Fringe Benefits	908.20	
Indirect Costs	<u>2,086.24</u>	
Total Personnel Costs (Jan 2020)	\$ 5,150.64	
Mileage	5.87	
Postage		
Printing		
Special Projects		
Supplies		
Telephone	<u>3.38</u>	
Total ACOG Administrative Services (20%)		\$ 5,159.89

ACOG Administrative Services (100%)

Lunch meeting Faculty House Nov 2019 (Sweeney, Sharp, White, Dukes)	<u>91.00</u>
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Total ACOG Administrative Services	\$ 5,250.89
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RTA Operating/Maintenance 100%

Holmes & Associates (Consultant - Jan)	42,176.71
Peter S White, P.C. (Legal - Jan)	2,750.00
Total February Claims	<u><u>\$ 50,177.60</u></u>

ATTEST:


CHAIRMAN
TREASURER

**INVOICE #7363****SEND PAYMENT TO:**

ACOG
4205 N Lincoln Blvd
Oklahoma City, OK 73105
P: 405.234.2264

INVOICE TO:

Regional Transportation Authority of
Central Oklahoma

February 14, 2020

DESCRIPTION	QTY	UNIT COST	TOTAL
ACOG Jan 2020 Staff Services for RTA			
Salaries \$ 10,781.02 x 20%			2,156.20
Fringe Benefits \$ 4,540.97 x 20%			908.20
Indirect Cost \$ 10,431.21 x 20%			2,086.24
Conference Call Dec 2, 2019 \$ 16.89 x 20%			3.38
Mileage J. Sharp July - Dec \$ 29.35 x 20%			5.87
Lunch meeting Faculty House Nov 2019 100%			91.00
TOTAL DUE			\$5,250.89

* PLEASE MAKE CHECKS PAYABLE TO ACOG

THANK YOU!

Association of Central Oklahoma Governments



HOLMES & ASSOCIATES LLC

Holmes & Associates LLC
P.O. Box 526057
Salt Lake City, UT 84152
Phone: 801.410.4449
E-Mail: kathryn@holmesassociatesllc.com
EIN: 82-1144150

Invoice #0220

February 1, 2020

Client

RTA
c/o 2000 S. May
Oklahoma City, OK 73108
ATTN: James P. Boggs
boggsedmondrt@cox.net

Date	Billor	Description	Hours/Qty	Rate	Amount
1/01/2020	KAH	RTA - TIME: Total time billed by K Holmes for the period 1/01/2020 to 1/31/2020	87.5	395.00	34,562.50
1/01/2020	KAH	RTA - COSTS: Total costs incurred by KAH			3,290.21
1/20/2020	Crowe	RTA - COSTS: Total costs incurred by Subcontractor Crowe (#682436)			\$3,760.00
	KAH	15% Project management fee			\$564.00
We appreciate your business. Please make checks payable to "Holmes & Associates LLC." Thank you.				Invoice Balance Due	\$42,176.71

PETER S. WHITE, P.C.
Attorney and Counselor at Law

2200 Shadowlake Drive

Oklahoma City, OK 73159

Invoice Date 16-Jan-20

405-232-8888 Telephone

405-388-9648 Cell

405-691-1950 Facsim sep

peteokc@aol.com Email

Mark Sweeney, Executive Director
4205 N Lincoln Blvd
Oklahoma City, OK 73105

SERVICES RENDERED FOR: January, 2020
Category RTA

Date	Service	Hours
29-Jan-20	Monthly Meeting & review	2.00
7-Jan-20	Special Meeting, Executive Session & review	3.75
16-Jan-20	Meeting with ACOG staff	2.25

Lunch meeting with:
regarding:

Date	Service	Hours
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Attend function:

Misc telecons, e-mails and faxes	and document review	3.00
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Total Hours	<u>11.00</u>
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Hourly rate	<u>250.00</u>
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Invoice Total	<u><u>2,750.00</u></u>
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TO: Chairman and Board of Directors

FROM: Interim Executive Director

Update on Status of Proposed Transfer of Planning (PL) Funds and Consider Next Steps Regarding the Same

Background An update will be provided by the RTA Board Members and/or the RTA Administrative Support Team and/or Holmes and Associates

A handwritten signature in black ink, appearing to read "Jason Ferbrache". The signature is fluid and cursive, with the first name "Jason" and last name "Ferbrache" clearly distinguishable.

Jason Ferbrache
Interim Executive Director

TO: Chairman and Board of Directors

FROM: Interim Executive Director

Update on System Branding Options

Background An update will be provided by the RTA Board Members and/or the RTA Administrative Support Team and/or Holmes and Associates

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Jason Ferbrache
Interim Executive Director

TO: Chairman and Board of Directors

FROM: Interim Executive Director

Resolution Authorizing Obligation of Funds for Professional Services Not to Exceed \$7,000 for Website Development and Website Hosting Services

Background The Regional Transit Authority of Central Oklahoma (RTA) is an independent government entity created for the purpose of planning, financing, constructing, maintaining, and operating transportation projects located within the boundaries of the regional transportation district.

To fulfill its purpose of delivering transportation services, creating awareness in the community, and communicating with residents of the central Oklahoma region and other stakeholders an internet presence is needed.

The RTA Administrative Support Team recommends engaging a professional firm to assist with initial website development. Estimated costs to develop a website and fund hosting services is \$7,000.

Estimated Cost \$7,000

Source of Funds RTA Local Funds

Recommendation: Approve Resolution



Jason Ferbrache
Interim Executive Director

RESOLUTION AUTHORIZING OBLIGATION OF FUNDS FOR PROFESSIONAL SERVICES NOT TO EXCEED \$7,000 FOR WEBSITE DEVELOPMENT AND WEBSITE HOSTING SERVICES

WITNESSETH

WHEREAS, the Regional Transit Authority of Central Oklahoma (RTA) is an independent government entity created for the purpose of planning, financing, constructing, maintaining, and operating transportation projects located within the boundaries of the regional transportation district, and;


WHEREAS, having a presence on the internet as an independent government entity will assist the RTA in fulfilling its purpose for delivering transportation services and communicating with the community and various stakeholders, and;

WHEREAS, to develop a website for the RTA and host the RTA's presence on the internet, professional services are needed, and;

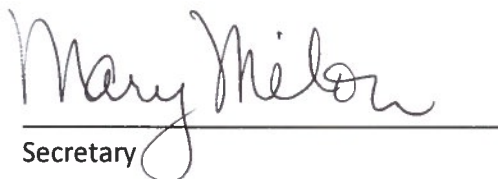
WHEREAS, it is estimated the cost of professional services and web hosting to develop and host an initial website will not exceed \$7,000, and;

NOW, THEREFORE, BE IT RESOLVED the RTA Board of Directors authorizes obligating not to exceed \$7,000 for professional services to website development and hosting services.

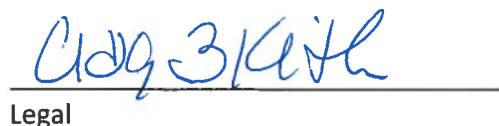
APPROVED by the Board of Directors and **SIGNED** by the Chairman of the Regional Transit Authority of Central Oklahoma this 25th day of February, 20 20.


Chairman

ATTEST: (Seal)


Secretary

REVIEWED for form and legality,


Legal

TO: Chairman and Board of Directors

FROM: Interim Executive Director

Report on Status of Transition Plan for Administrative Services

Background An report will be provided by the RTA Board Members and/or the RTA Administrative Support Team and/or Holmes and Associates

Recommendation:

A handwritten signature in black ink, appearing to read "Jason Ferbrache". The signature is fluid and cursive, with the first name "Jason" and last name "Ferbrache" clearly distinguishable.

Jason Ferbrache
Interim Executive Director

TO: Chairman and Board of Directors

FROM: Interim Executive Director

Resolution Appointing Official Custodians of the Regional Transit Authority's Funds, Authorizing Plenary Authority Including Control Over Funds Owned by the Authority and Requiring Two Signatures on Checks Against the Account

Background With approval of the agreement between the Central Oklahoma Transportation and Parking Authority (COTPA) and the Regional Transit Authority of Central Oklahoma (RTA) for COTPA to provide administrative support services including financial management to the RTA, there is a need to update the official custodian of RTA funds.

The attached resolution provides that official custodians of the RTA funds have plenary authority, including control, over funds owned by the Authority control includes possession, as well as the authority to establish accounts for the funds in insured depository institutions and to make deposits, withdrawals and disbursements of such funds. The resolution also specifies that two signatures shall be required on checks against the RTA accounts. The resolution, once effective, supersedes all prior authorizations and prior authorizations are cancelled.

Recommendation: Approve Resolution



Jason Ferbrache
Interim Executive Director

RESOLUTION APPOINTING OFFICIAL CUSTODIANS OF THE REGIONAL TRANSIT AUTHORITY'S FUNDS, AUTHORIZING PLENARY AUTHORITY INCLUDING CONTROL OVER FUNDS OWNED BY THE AUTHORITY AND REQUIRING TWO OFFICIAL CUSTODIAN SIGNATURES ON CHECKS AGAINST THE ACCOUNT

WITNESSETH

WHEREAS, with approval of the agreement between the Central Oklahoma Transportation and Parking Authority (COTPA) and the Regional Transit Authority of Central Oklahoma (RTA) for COTPA to provide administrative support services to the RTA there is a need to update the official custodian of RTA funds, and;

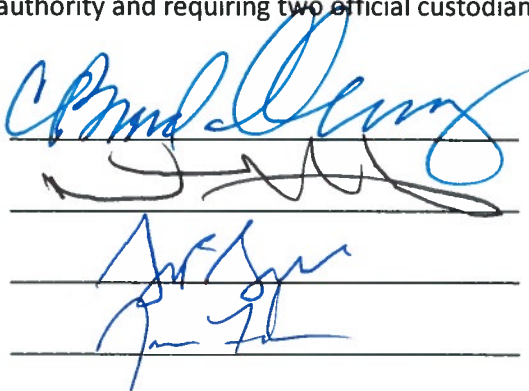
WHEREAS, this resolution provides that official custodians of the RTA funds have plenary authority, including control, over funds owned by the Authority, and;

WHEREAS, control includes possession, as well as the authority to establish accounts for the funds in insured depository institutions and to make deposits, withdrawals and disbursements of such funds, and;

WHEREAS, two (2) signatures shall be required on checks against the accounts, and;

WHEREAS, this resolution is effective February 25, 2020 and supersedes all prior authorizations, which are hereby cancelled, and;

NOW, THEREFORE, BE IT RESOLVED the RTA Board of Directors appoints as official custodians of RTA funds those whose signatures appear below, and authorizing plenary authority including control over funds owned by the authority and requiring two official custodian signatures on checks against the account;



C. Brad Henry, Chair

Marion F. Hutchison II, Vice-Chair

James P. Boggs, Treasurer

Jason Ferbrache, Interim RTA Executive Director

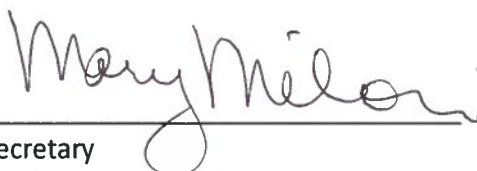
NOW, THEREFORE, BE IT FURTHER RESOLVED this resolution supersedes all prior authorizations, which are hereby cancelled.

APPROVED by the Board of Directors and **SIGNED** by the Chairman of the Regional Transit Authority of Central Oklahoma this 25th day of February, 2020.

RESOLUTION APPOINTING OFFICIAL CUSTODIANS OF THE REGIONAL TRANSIT AUTHORITY'S FUNDS, AUTHORIZING PLENARY AUTHORITY INCLUDING CONTROL OVER FUNDS OWNED BY THE AUTHORITY AND REQUIRING TWO SIGNATURES ON CHECKS AGAINST THE ACCOUNT


Chairman

ATTEST: (Seal)


Secretary

REVIEWED for form and legality,


Legal

**RESOLUTION APPOINTING OFFICIAL CUSTODIANS OF THE REGIONAL TRANSIT AUTHORITY'S FUNDS,
AUTHORIZING PLENARY AUTHORITY INCLUDING CONTROL OVER FUNDS OWNED BY THE AUTHORITY
AND REQUIRING TWO SIGNATURES ON CHECKS AGAINST THE ACCOUNT**

TO: Chairman and Board of Directors

FROM: Interim Executive Director

Resolution Authorizing the Procurement of Directors Errors and Omissions (E&O) Insurance

Background The Regional Transit Authority of Central Oklahoma (RTA) secured Errors and Omissions insurance for the Board of Directors. On February 13th, the RTA received a Notice of Nonrenewal of Insurance from the current E&O provider, Ace American Insurance.

To make sure there is no lapse in coverage, the RTA Administrative Support Team would like to begin the process of procuring replacement insurance in accordance with RTA procurement procedures.

Annual cost of E&O insurance is \$4,000

Estimate Cost \$4,000

Source of Funds RTA Local Funds

Recommendation: Approve Resolution

Jason Ferbrache
Interim Executive Director

**RESOLUTION AUTHORIZING PROCUREMENT OF DIRECTORS ERRORS AND OMISSIONS (E&O)
INSURANCE**

WITNESSETH

WHEREAS, the Regional Transit Authority of Central Oklahoma (RTA) has secured Errors and Omissions Insurance for the Board of Directors with a term expiring May 17, 2020, and;

WHEREAS, the RTA received notification from the current insurance carrier that the E&O policy would not be renewed and;

WHEREAS, there is a need to begin the procurement for replacement insurance in order to have no lapse in coverage, and;

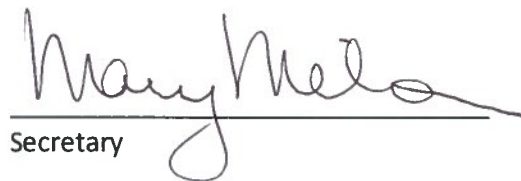
NOW, THEREFORE, BE IT RESOLVED the RTA Board of Directors authorizes the procurement of Errors and Omissions Insurance.

APPROVED by the Board of Directors and **SIGNED** by the Chairman of the Regional Transit Authority of Central Oklahoma this 25th day of February, 2020.



Chairman

ATTEST: (Seal)



Secretary

REVIEWED for form and legality,



Legal

TO: Chairman and Board of Directors

FROM: Interim Executive Director

Report from Property Acquisition Committee

Background A report will be provided by the RTA Board Members and/or the RTA Administrative Support Team and/or Holmes and Associates

A handwritten signature in black ink, appearing to read "Jason Ferbrache". The signature is fluid and cursive, with the first name "Jason" and last name "Ferbrache" clearly distinguishable.

Jason Ferbrache
Interim Executive Director

TO: Chairman and Board of Directors

FROM: Interim Executive Director

Report from RFP Evaluation Committee

Background A report will be provided by the RTA Board Members and/or the RTA Administrative Support Team and/or Holmes and Associates

A handwritten signature in black ink, appearing to read "Jason Ferbrache". The signature is fluid and cursive, with the first name "Jason" and last name "Ferbrache" clearly distinguishable.

Jason Ferbrache
Interim Executive Director

TO: Chairman and Board of Directors

FROM: Interim Executive Director

Report on Upcoming American Public Transportation Association Transit Board Members and Board Administrators Seminar August 1-4 in Salt Lake City, Utah

Background A report will be provided by the RTA Board Members and/or the RTA Administrative Support Team and/or Holmes and Associates

A handwritten signature in black ink, appearing to read "Jason Ferbrache". The signature is fluid and cursive, with a large initial "J" and "F".

Jason Ferbrache
Interim Executive Director