



ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
REGIONAL TRANSPORTATION AUTHORITY (RTA)
OF CENTRAL OKLAHOMA BOARD OF DIRECTORS MEETING

WEDNESDAY, JUNE 19, 2019 | 2:30 P.M.

AGENDA

1. Welcome and Introductions ([Attachment 1](#)) – Brad Henry, RTA Board Chair
2. Review and Approval of the April 24, 2019 Minutes ([Attachment 2](#)) – Brad Henry, RTA Board Chair
3. Open Meetings/Open Records Acts Presentation – Laura Hammons, Assistant Attorney General
4. RTA Financial Report – Debbie Cook, ACOG Finance Director
 - a. Monthly Statement
 - b. Indemnification Policy
 - c. FY 2020 Budget Summary
5. Close the public meeting for an RTA Board Executive Session – Brad Henry, RTA Board Chair
The RTA Board and Staff will convene in the ACOG Board Room Extension for discussion with Consultant Kathryn Holmes pertaining to negotiations with BNSF Railway Co.
6. Open public meeting – Brad Henry, RTA Board Chair
Report any actions to be taken by the RTA Board as a result of the Executive Session.
7. Update on Procurement Policy Research and Next Steps – Mark W. Sweeney, Interim RTA Executive Director
8. Discussion of other RTA consultant related studies and associated costs – Mark W. Sweeney, Interim RTA Executive Director
 - a. Evaluation of Santa Fe Station for future capacity and ability to connect to other lines ([Attachment 3](#)) – Marion Hutchison, RTA Board Vice-Chair
 - b. Legal research and coordination to ensure the ability to construct future rail service along the Union Pacific spur through Bricktown ([Attachment 4](#)) – Marion Hutchison, RTA Board Vice-Chair and Jason Ferbrache, COTPA Administrator
9. Public Comments
10. Old Business
 - a. Conflict of Interest Form
 - b. RTA Business Cards
11. New Business
 - a. Updated Schedule of Meetings ([Attachment 5](#))
12. Adjourn

Next Meeting: Wednesday, July 17, at 2:30 p.m.

Please notify ACOG at 405.234.2264 (TDD/TTY Call 7-1-1 Statewide) by 5 p.m. Monday, June 17, if you require accommodations pursuant to the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.

Chair
Matt Dukes
Midwest City Mayor

Vice-Chair
Lynne Miller
Norman Mayor

Secretary/Treasurer
Steven J. Gentling
Guthrie Mayor

Executive Director
Mark W. Sweeney, AICP

ATTACHMENT 1

WELCOME AND INTRODUCTION

REGIONAL TRANSPORTATION AUTHORITY
OF CENTRAL OKLAHOMA BOARD OF DIRECTORS

MEMBERSHIP LIST

CITY	NAME
CITY OF DEL CITY	Ken Bartlett
CITY OF EDMOND	James Boggs
CITY OF MIDWEST CITY	Aaron Budd
CITY OF MOORE	Steve Eddy
CITY OF NORMAN	Marion Hutchison
CITY OF OKLAHOMA CITY	Brad Henry
	Mary Mélon

ATTACHMENT 2

APRIL 24, 2019 MINUTES

A regular meeting of the Regional Transportation Authority (RTA) was convened at 9:40 a.m. on Wednesday April 24, 2019 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

Ken Bartlett	City of Del City
James Boggs	City of Edmond
Marion Hutchison	City of Norman
Brad Henry	City of Oklahoma City
Mary Melon	City of Oklahoma City

RTA Board of Directors Absent

Aaron Budd	City of Midwest City
Steve Eddy	City of Moore

Municipal Staff Support Present

Brooks Mitchell, City Manager	City of Moore
Randy Entz, Planning Director	City of Edmond
Jason Ferbrache, COTPA Administrator	City of Oklahoma City
Mark Edwards, City Manager	City of Del City
Shawn O'Leary, Dir. of Public Works	City of Norman
Billy Harless, Comm. Development Dir.	City of Midwest City

Guests Present

Chip Nolen, Associate Planner	Central OK Trans. & Parking Authority (COTPA)
Derek Sparks, Government Relations	Greater Oklahoma City Chamber
Kathryn Holmes	RTA Consultant
Pete White, Attorney	ACOG Legal Council
Jim Hatt	ODOT Rail Programs Division
Jim Marshall	RailPros
Dave Fitzwater	RailPros
Shawn Marshall	RailPros

ACOG Staff

Mark W. Sweeney	Executive Director
John Sharp	Deputy Director & Div. Dir. of Trans. & Planning Ser.
Debbie Cook	Director of Finance
Jennifer Sebesta	Program Coordinator, TPS
Hannah Nolen	Associate Planner, TPS
Taylor Johnson	Program Coordinator, TPS
Hayden Harrison	Projects Coordinator, TPS
Conrad Aaron	GIS Technician, TPS
Gwendolyn Gordon	Administrative Assistant, TPS

1. Welcome and Introductions

Director Brad Henry called the meeting to order. He welcomed everyone in attendance and entertained introductions. There was a quorum.

2. Review and Approval of the March 21, 2019 Minutes

John Sharp asked to amend the March 21, 2019 minutes to include Mark Edwards, who was left off the attendance of the March 21, 2019 meeting minutes.

Director Ken Bartlett moved to amend the March 21, 2019 minutes. Director Marion Hutchison seconded the motion. The motion carried. (5-0)

Director Brad Henry asked for a motion to approve the March 21, 2019 minutes. Director Mary Melon moved to approve the minutes. Director Ken Bartlett seconded the motion. The motion carried. (5-0)

3. Assessment of BNSF Line

Kathryn Holmes provided background information on the gentlemen with RailPros. She said Jim Marshall is the Engineer who takes a project from concept to engineering, Dave Fitzwater is the Structural Engineer, and Shawn Marshall is the Track Designer who is responsible for the track alignment shown in the upcoming presentation. She said the gentlemen with RailPros will be discussing the track alignment and “pinch point” areas that have been identified as having higher costs to alleviate concerns.

Ms. Holmes said she is going to focus on the rail alignment only. It was assumed in the 2015 Commuter Corridors Study that BNSF would grant access to the corridor. Ms. Holmes said it is important at this point for the Regional Transportation Authority (RTA) to test that assumption to determine if it will get access to the corridor in a way the RTA can afford. If not, we will have to rethink the commuter options. Ms. Holmes said the work done so far was to determine the feasibility of operating a commuter rail system in a shared environment. Ms. Holmes added that the BNSF mainline is running near capacity.

Ms. Holmes and RailPros have looked into locating a commuter rail line in the BNSF corridor, how it would impact the BNSF line operationally, how we mitigate that impact, and what the cost would be. She said she wanted to do this feasibility study before she approaches BNSF because she knows what their response will be on certain issues and she wanted to have an idea of how to alleviate their concerns. Also, she wanted to know if the RTA can afford the costs of meeting their needs and if there are solutions on the identified “pinch point” areas, where there are conflicts.

Ms. Holmes encouraged the committee to ask questions as they view the presentation by RailPros.

There were questions raised by various board members regarding areas shown in the presentation where the commuter rail line is intended to be located. Ms. Holmes asked the Board to let her know as soon as possible if their city has any changes or adjustments that would impact the rail right of way.

John Sharp gave an example of the City of Norman looking to expand James Garner Avenue along the rail right of way to Robinson Street and Flood Avenue. He said the city owns some right of way in the corridor, but not the railway right of way. He said this is the type of project that RailPros would need to be informed about.

Director Brad Henry asked when BNSF's position on some of the issues would be known. Kathryn Holmes said she has requested a meeting with J.D. Mitchell with BNSF out of Ft. Worth and is hoping it will take place sometime in May. She is not guaranteeing that time period, but she is optimistic.

Director Brad Henry asked about looking into political angles to motivate BNSF to work with the RTA.

After the ten-minute break, Director Brad Henry asked for the final follow-up on the BNSF Assessment. Director Marion Hutchison said he read an article that said Canadian County is the fastest growing county in the State of Oklahoma. He suggested having a discussion at the next meeting about inviting Mustang and Yukon representatives to the RTA meetings. He said the Union Pacific (UP) rail line needs to be reviewed, especially the connection coming from the east, and possible additions need to be made to our contract work.

For more information on the presentation view the link below:

<\\srv-acog-file01\\Files\\TPDS\\Transit\\RTA\\RailPros\\OKC RTA Commuter Project\\ OKC Presentation 2019-04-24.pdf>

4. Consideration of MOU for Interim Administrative Services between ACOG and the RTA Updated Version

There were additional changes to page 6-A-5, Section B-General Terms, to the five (5) year contract. Director Mary Melon moved to approve the change. Director James Boggs seconded the motion. The motion carried (5-0).

Director Ken Bartlett made a motion to approve the updated version of the MOU for Interim Administrative Services between ACOG and RTA. Director James Boggs seconded the motion. The motion carried (5-0).

5. RTA Financial Report

Debbie Cook, Finance Director with ACOG presented the Board with handouts of the monthly financial statement, investment policy, and indemnification policy. Ms. Cook said she intends to apply for a federal employer ID for the RTA. She said currently RTA funds are in ACOG's bank account identified as RTA funds. Ms. Cook said soon she will be opening RTA's own bank account.

Director Brad Henry asked if the funds will eventually be in an interest-bearing account. Ms. Cook answered yes, and that the investment policy is in progress.

Ms. Cook said she is in the process of applying for Liability Insurance and she needs a list of outside affiliations from all the Directors (i.e. any boards that they serve on that might conflict with their service on the RTA Board). She emphasized the insurance company did not give a definition on outside affiliation.

6. Public Comments

None

7. Old Business

None

8. New Business

Conflict of Interest forms were passed out to the board members to complete and return to ACOG at their convenience.

Mark Sweeney said ACOG needs to know from the board members exactly what they want on their business cards. He encouraged the Board to get that information to John Sharp or him as soon as possible, so he can present the cards at the next meeting, June 19, 2019 at 2:30 p.m.

11. **Adjourn**

There being no further business to discuss, the meeting adjourned at 11:57 a.m.

ATTACHMENT 3

EVALUATION OF SANTA FE STATION FOR FUTURE CAPACITY AND ABILITY TO CONNECT TO OTHER LINES

The following request was submitted by RTA Vice-Chair Marion Hutchison.

Based on extensive reviews and detailed analysis by Jacobs under the 2011 Intermodal Transportation Hub Study, the Santa Fe Station was selected as the intermodal hub for the region's future Commuter Rail transit system. Since that time, considerable local, state and federal investments have been made to acquire and renovate the station for its future intended purpose. Two primary factors in the selection of Santa Fe as the future intermodal hub were (1) the ability to provide connectivity and service into and out of the terminal for not only the north-south BNSF corridor, but also the east-west UP corridor (both from the mainline to the south and the Bricktown Spur to the north), and (2) the ability to expand the terminal area to the east to accommodate an additional passenger platform and tracks for effective operations for all anticipated future rail transit service, including Commuter Rail service to/from West Oklahoma City, Yukon, Mustang, Midwest City/Tinker, Del City, OKC Adventure District, as well as potential intercity passenger rail service to/from Tulsa. As those connections and service were considered critical to the selection of Santa Fe Station as the future intermodal hub, it is imperative that those anticipated connections and operations be evaluated as part of the current BNSF corridor review to ensure those options remain available as part of any BNSF Commuter Rail corridor solution.

Consideration to approve additional work by Holmes/RailPros to identify the potential/impacts/constraints for/to/on Commuter Rail connectivity/hub operations into/out of the Santa Fe Station terminal and the proposed Burlington Northern Santa Fe (BNSF) corridor Commuter Rail line from (a) Union Pacific's (UP) Bricktown Spur right-of-way lying north of Santa Fe and (b) Union Pacific's mainline lying south of Santa Fe Station, as shown on the attached plan sheet.

ACTION REQUESTED:

Review and Comment.

ATTACHMENT 4

LEGAL RESEARCH AND COORDINATION TO ENSURE THE ABILITY TO CONSTRUCT FUTURE RAIL SERVICE ALONG THE UNION PACIFIC SPUR THROUGH BRICKTOWN

The following request was submitted by Marion Hutchison RTA Vice-Chair and Jason Ferbrache, COTPA Administrator.

As previously noted in Attachment 3, the ability to provide Commuter Rail connectivity between the Santa Fe Station and the UP Bricktown Spur corridor was considered critical in the selection of Santa Fe Station as the future intermodal hub. Since the completion of the Intermodal Hub Study and the acquisition of Santa Fe by Oklahoma City, numerous discussions have taken place between the City and Don Karchmer in-regards-to the potential construction of a parking garage in north Bricktown on properties owned by the Oklahoma City and Mr. Karchmer. The initial proposal was considered problematic by the City, as it would have adversely impacted the ability to provide the necessary rail connectivity between the UP Bricktown Spur and Santa Fe Station. More recently, Mr. Karchmer in partnership with BancFirst has proposed and received approval from the City to acquire the City's north Bricktown property for the purposes of constructing a parking garage, subject to the exception and reservation by the City, as well as the necessary conveyance by Mr. Karchmer, to provide the necessary right-of-way and easements across the property to ensure the ability to construct, operate and maintain the necessary rail infrastructure for both connectivity between Santa Fe Station and the Bricktown Spur, as well as that which is necessary as part of the expansion of the east retaining wall of the BNSF corridor for future expansion of the Santa Fe Station terminal.

Consideration to approve additional work by Holmes/RailPros to review and give a legal opinion and if needed, contribute to the necessary technical parameters and legal documents with regard to the property sale between Oklahoma City/ Mr. Karchmer/BancFirst to reserve the necessary right-of-way and easements are excepted and reserved from such sale to provide for (1) the future Commuter Rail connectivity across such properties to/from Santa Fe Station and the UP Bricktown Spur corridor and (2) the future eastward expansion of the current BNSF retaining wall to allow for Santa Fe Station terminal expansion, all as provided for under the attached 2015 URS Terminal Design Plan.

ACTION REQUESTED:

Review and Comment.

ATTACHMENT 5

UPDATED 2019 MEETING CALENDAR

Wednesday, July 17, 2019 at 2:30 p.m.

No August Meeting

Wednesday, September 18, 2019 at 2:30 p.m.

Wednesday, October 16, 2019 at 2:30 p.m.

Wednesday, November 20, 2019 at 2:30 p.m.

Wednesday, December 11, 2019 at 2:30 p.m.

All meetings will be held at ACOG's offices at 4205 N Lincoln Blvd.