



# BOARD OF DIRECTORS MEETING AGENDA

**WEDNESDAY, JUNE 17, 2020**

**2:30 P.M.**

## **REGULAR & VIRTUAL MEETING**

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### **DIRECTORS:**

City of Del City City	Donald Vick
of Edmond City of	James Boggs
Midwest City City	Aaron Budd
of Moore City of	Steve Eddy
Norman City of	Marion Hutchison, Vice Chairman
Oklahoma City City	Brad Henry, Chairman
of Oklahoma City	Mary Mélon, Secretary

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**Arts District Parking Garage, Large Conference Room**

**431 W. Main Street, Oklahoma City, OK 73102**

**Or**

**Virtual Meeting: <https://okc.zoom.us/j/92445726021>**



# BOARD OF DIRECTORS MEETING AGENDA

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## REGULAR MEETING

Due to COVID-19 Social Distancing Guidelines, **face masks are strongly encouraged** for all in-person attendees.

It is the policy of 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 the Trust Specialist at 405-297-2824 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 the Trust Specialist.

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## VIRTUAL MEETING

**<https://okc.zoom.us/j/92445726021>**

**Phone No: 1-346-248-7799 or 1-888-475-4499 (toll free)**

**Meeting ID: 924 4572 6021**

The RTA will hold a virtual meeting in conjunction with the regular meeting on **June 17, 2020 at 2:30 p.m.** The RTA encourages virtual participation in the public meeting from the residents of Oklahoma City, Del City, Edmond, Midwest City, Moore and Norman. Below are instructions on how to listen to the meeting, request to speak on certain agenda items and how to request to speak under Public comments.

To speak on a certain agenda item, place a call, in advance of the meeting to 405-297-2824 or text your request in advance of the meeting to 405-479-1615 or email [lisa.hubbell@okc.gov](mailto:lisa.hubbell@okc.gov). Include your name, the agenda item number and the reason you would like to speak. **Please submit your request prior to the beginning of the meeting to avoid receiving your request after your item has been considered.** Staff will attempt to submit requests received during the meeting to process them to the Chairman. When you are recognized by the Chairman, please press \*6 to unmute your phone.

If the virtual meeting is disconnected, staff will attempt to restore communications for a maximum of 15 minutes and if communications cannot be restored, the meeting will reconvene to the next regularly scheduled meeting. If you are disconnected, please try again before calling 405-297-2824 or texting 405-479-1615.

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**JUNE 17, 2020**

**2:30 p.m.**

**REGULAR & VIRTUAL MEETING AGENDA**

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- 1. Call to Order – Brad Henry, RTA Board Chairman**
- 2. Roll Call – Brad Henry, RTA Board Chairman**
- 3. Minutes of April 13, 2020 Regional Transportation Authority Meeting**
- 4. Executive Director Reports – Jason Ferbrache, Interim Executive Director**
  - A. Administration Report
- 5. Committee Reports – Board Directors**
  - B. Property Acquisition Committee
  - C. RFQ Evaluation Committee
- 6. Resolution** accepting the Evaluation Committee recommendation and approving the short list of proposers for RTA 2020-001, Alternatives Analysis Update; and authorizing negotiations with the most qualified respondent; and authorize the Interim Executive Director to request a cost proposal and initiate negotiations with the most qualified respondent, and if the negotiations are not successful with the most qualified respondent, authorize negotiations with the second most qualified respondent.
- 7. Resolution** adopting the Regional Transportation Authority of Central Oklahoma of Central Oklahoma Fiscal Year 2021 Budget (Attachment “A”); and directing the Interim Executive Director to implement and administer the budget.
- 8. Receive Financial Reports, and Ratify and Approve Paid Claims**
  - A. Period of April 1, 2020 through April 30, 2020
  - B. Period of May 1, 2020 through May 31, 2020
- 9. Public Comments – Brad Henry, RTA Board Chairman**
- 10. New Business – Brad Henry, RTA Board Chairman**

Non action items that were not known or reasonably foreseen at the time of the posting of the agenda. This may include requests for future agenda items.
- 11. Adjournment**



# BOARD OF DIRECTORS MEETING MINUTES

The special scheduled meeting of the Regional Transportation Authority (RTA) was convened at 2:33 p.m. on Monday April 13, 2020, via teleconference. The agenda via teleconference was filed with the City Clerks of the City of Del City, the City of Edmond, the City of Midwest City, the City of Moore, the City of Norman, The City of Oklahoma City, and the Oklahoma County Clerk on April 7, 2020. The Chair announced if the teleconference is disconnected anytime during the meeting, the meeting shall be stopped and reconvened once the audio connections is restored. If communication is unable to be restored within 15 minutes, items remaining for consideration will be moved to a certain date and time.

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## **RTA Board of Directors Present**

Brad Henry, Chairman  
Marion Hutchison, Vice Chairman  
James Boggs, Treasurer  
Mary Mélon, Secretary  
Donald Vick  
Aaron Budd  
Steve Eddy

## **Entity**

Oklahoma City  
Norman  
Edmond  
Oklahoma City  
Del City  
Midwest City  
Moore

## **RTA Board of Directors Absent**

None

## **Municipal Staff Support Present**

Randy Entz, Edmond  
Josh Moore, Edmond  
Billy Harless, Midwest City

## **Guests Present**

Kathryn Holmes, Holmes & Associates LLC  
Heidi Katz, HNTB  
Hayden Harrison, ACOG  
Hannah Nolen, ACOG  
Lee Nichols, HALFF  
Tom Leatherbee, Del City  
Mark Seibold, Crafton Tull  
Chris Gray, CTA

Derek Sparks, OKC Chamber  
Christy Jameson, City of OKC  
Bill Crum, The Oklahoman

**COTPA Staff**

Jason Ferbrache, Interim Executive Director  
Hailey Rawson, COTPA Legal Counsel  
Suzanne Wickenkamp, Administrative Manager, COTPA  
Michael Scroggins, Public Information Manager  
Tysheeka Holley, Graphic Design Specialist  
Iris Newman, Administrative Assistant  
Lisa K. Hubbell, Trust Specialist

**REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA  
APRIL 13, 2020  
2:30 p.m.  
TELECONFERENCE MEETING MINUTES**

**1. Call to Order – 2:33 p.m.**

**Chairman Henry called the meeting to order.**

**2. Roll Call – Brad Henry, RTA Board Chairman**

**PRESENT: Boggs, Budd, Eddy, Henry, Hutchison, Melon, and Vick**

**ABSENT: None.**

**3. Consider minutes of February 25, 2020 Regional Transportation Authority Meeting**

Chairman Henry recommended an amendment of page 5, Item 10, second paragraph. "Fore" Claims Act should be "Governmental Torte" Claims Act.

**AMENDED. Moved by Henry, seconded by Vick. AYES: Boggs, Budd, Eddy, Henry, Hutchison, Melon and Vick.**

Director Vick recommended an amendment of Item 12, third line from the bottom. "Stand" up a Regional Transit System should be "start" up a Regional Transit System.

**AMENDED. Moved by Vick, seconded by Eddy. AYES: Boggs, Budd, Eddy, Henry, Hutchison, Melon and Vick.**

**APPROVED. Moved by Hutchison, seconded by Melon. AYES: Boggs, Budd, Eddy, Henry, Hutchison, Melon, and Vick.**

#### **4. Executive Director Reports – Jason Ferbrache, Interim Executive Director**

##### **A. Transition Plan Report**

Presented by Suzanne Wickenkamp, Administrative Manager. The report is a combination of March and April 2020 transition activities. Worked with Chase Bank in March to add Jason Ferbrache, Interim Executive Director, to the account as an authorized user. Updated signature cards and set up access for online bill pay services. Turned off all association with ACOG accounts and their staff's access has been removed. An FY-21 proposed budget has been prepared, to be adopted in the May or June board meeting.

Chairman Henry asked if the RTA's funds were earning income.

Interim Executive Director Ferbrache replied that up until March, they were. There was a discussion with Chase bank and our board Treasurer and based on the interest environment and the limitations of the Sweep Account, that account has been turned off, so as of April, the funds are not earning income. Chairman Henry asked if the Sweep account can be turned back on. Interim Executive Director Ferbrache replied yes.

Director Boggs added that the Sweep account can be turned back on when the environment and interest rates change.

Ms. Wickenkamp stated that the IRS Change of Address form has been completed. Application for DNO insurance has been submitted. ACOG has confirmed that they have transferred all records. A new Conflict of Interest has been sent and requires signatures by the board of directors. A board meeting calendar for 2020 has been created and will be provided to all board directors.

Chairman Henry asked if public records will be put on the RTA's website.

Interim Executive Director Ferbrache replied yes.

##### **B. Website Preview**

Presented by Michael Scroggins, Public Information Manager. Mr. Scroggins highlighted a few key attributes related to the website. It is device responsive, meaning it can be viewed across many different devices. Important sections are easily accessible from the home page. Historical information will be added to the website.

##### **C. Transfer of PL Funds**

Interim Executive Director Ferbrache updated the board on February projects. Mr. Ferbrache mentioned the Commuter Corridor study and stated that FHWA and FTA agreed to an approach to which ODOT agreed to via email. 5307 funds that are awarded to COTPA will be used to update the Commuter Corridor study. ACOG has verbally accepted this approach and Legal Counsel is currently working on a reimbursement agreement between COTPA and ACOG. A Transportation Improvement Plan amendment will go to the COTPA board in April. Once approved, ODOT will be advised that the programing has been completed and we will be able to proceed with the Request for Qualifications.

**Roll call by Lisa Hubbell**

**PRESENT: Boggs, Budd, Eddy, Henry, Hutchison, Melon, and Vick**

**D.** Fiscal Year 2021 Budget

Interim Executive Director Ferbrache directed everyone to the electronic copy of the proposed budget and explained the details of the budget summary. Mr. Ferbrache also highlighted some of the major changes and stated that an action from the board is not needed today.

Director Boggs and Chairman Henry stated that they fully support the proposed budget.

**5. Committee Reports – Board Directors**

**A.** Property Acquisition Committee

Director Hutchison commented that Kathryn Holmes has a meeting scheduled with BNSF on July 15<sup>th</sup>. On the Legislative side, Mr. Hutchison mentioned that two identical bills have been introduced to address the Torte Claims Act provision. Both bills passed in the House and Senate unanimously.

**Roll call by Lisa Hubbell**

**PRESENT: Boggs, Budd, Eddy, Henry, Hutchison, Melon, and Vick**

**B.** RFQ Evaluation Committee

Kathryn Holmes commented on the transfer of the PL Fund. Ms. Holmes stated that the money would be available early next month. The RFQ has been updated with a new timeline of early May.

6. Request for Qualifications, RTA 20-001 Alternatives Analysis Update, for architect and engineering professional services to update Commuter Corridor Plan, Central Oklahoma Region, and authorize the Interim Executive Director to advertise Request for Qualifications RTA 20-001 upon approval of Federal Highway Administration, or Federal Transportation Authority, or Oklahoma Department of Transportation, or as otherwise directed by the Board.

**APPROVED. Moved by Boggs, seconded by Vick. AYES: Boggs, Budd, Eddy, Henry, Hutchison, Melon, and Vick.**

7. Resolution authorizing the Executive Director to procure and execute the necessary documents to put into effect Director and Officer Liability Insurance, estimated cost \$3,000.

Chairman Henry recommended an amendment of the estimated cost. \$3,000 should be \$4,000.

**AMENDED. Moved by Hutchison, seconded by Melon. AYES: Boggs, Budd, Eddy, Henry, Hutchison, Melon, and Vick.**

Director Boggs stated that Insurica is an affiliate of his employer, therefore he will abstain from the vote.

**ADOPTED. Moved by Melon, seconded by Vick. AYES: Budd, Eddy, Henry, Hutchison, Melon, and Vick. ABSTAIN: Boggs**

**8. Receive Financial Reports, Approve March Claims and Ratify Payment of February Claims:**

- A. Period of January 29, 2020 through February 29, 2020
- B. Period of March 1, 2020 through March 31, 2020

Interim Executive Director Ferbrache asked the board to ratify the payment of claims in March. Chairman Henry clarified that since there wasn't a meeting in March, he agreed that Interim Executive Director Ferbrache should pay February claims.

**RECEIVED AND APPROVED: 8. A-B. Moved by Eddy, seconded by Hutchison. AYES: Boggs, Budd, Eddy, Henry, Hutchison, Melon, and Vick.**

**9. Public Comments – Brad Henry, RTA Board Chairman**

None

**10. New Business – Brad Henry, RTA Board Chairman**

Non action items that were not known or reasonably foreseen at the time of the posting of the agenda. This may include requests for future agenda items.

Director Hutchison stated that a request and proposal was received by mail and will be forwarded to Interim Executive Director Ferbrache. Chairman Henry asked if this was a prospective vendor and reminded everyone that is not appropriate to visit with potential vendors or contractors.

Chairman Henry thanked members of the media and asked everyone to stay safe and healthy.

**11. Adjourned – 3:54p.m.**

**APPROVED** by the Board of Directors and **SIGNED** by the Chairman of the Regional Transportation Authority of Central Oklahoma, on this **17<sup>th</sup>** day of **June, 2020.**

**ATTEST:**

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**Mary Mèlon, Secretary**

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**Brad Henry, Chairman**



TO: Chairman and Board of Directors

FROM: Interim Executive Director

Resolution approving the Evaluation Committee recommendation of short list respondents, for RTA 2020-001, Alternatives Analysis update; and approve the Evaluation Committee's recommendation for most qualified respondent; and authorize the Interim Executive Director to request a cost proposal and initiate negotiations with the most qualified respondent, and if the negotiations are not successful with the most qualified respondent, authorize negotiations with the second most qualified respondent.

**Background**

At the April 13, 2020, special meeting of the Regional Transportation Authority of Central Oklahoma (RTA), the board adopted a resolution (Item 6) authorizing the Interim Executive Director to release the request for qualifications (RFQ) for RTA 2020-001 Alternatives Analysis Update, as soon as funding was confirmed.

On April 8, 2020, the Association of Central Oklahoma Governments (ACOG) approved an amendment to the Transportation Improvement Program (TIP) including urbanized area formula funds to be used for the purpose of updating the commuter corridor study. The Interim Executive Director issued the RFQ, legally advertising the solicitation in the Journal Record on May 4, 2020, and on May 11, 2020.

Addendum No. 1 was issued on May 11, 2020, clarifying instructions and guidelines in the RFQ. The pre-proposal meeting was held on May 15, 2020. Questions were due on May 19, 2020, and Addendum No. 2 was issued on May 22, 2020, answering the questions received. On June 5, 2020, three proposals were received.

On June 9, 2020, the Evaluation Committee and the Technical Advisory Committee met to evaluate the proposals. During the drafting of this agenda item, the Evaluation Committee scheduled interviews with the top two respondents for the morning of June 17, 2020. Due to the timing of events, the Evaluation Committee will provide an oral recommendation of the short list respondents and which firm was determined to be the most qualified respondent.

I am requesting this resolution be amended to include the recommendations of the Evaluation Committee and authorization be provided to me to initiate negotiations with the most qualified respondent and in the event those negotiations aren't successful, authorize me to negotiate with the second most qualified respondent.

Recommendation: Resolution be amended to include the Evaluation Committee's recommendation and the resolution be adopted.

Reviewed by:



Jason Ferbrache  
Interim Executive Director

## **RESOLUTION**

**RESOLUTION OF THE REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA APPROVING THE EVALUATION COMMITTEE RECOMMENDATION OF SHORT LIST RESPONDENTS FOR RTA 2020-001, ALTERNATIVES ANALYSIS UPDATE; AND APPROVING THE EVALUATION COMMITTEE'S RECOMMENDATION FOR MOST QUALIFIED RESPONDENT; AND AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO REQUEST A COST PROPOSAL AND INITIATE NEGOTIATIONS WITH THE MOST QUALIFIED RESPONDENT AND IF THE NEGOTIATIONS ARE NOT SUCCESSFUL WITH THE MOST QUALIFIED RESPONDENT, AUTHORIZING NEGOTIATIONS WITH THE SECOND MOST QUALIFIED RESPONDENT.**

**WHEREAS**, at the April 13, 2020, special meeting of the Regional Transportation Authority of Central Oklahoma (RTA), the board adopted a resolution (Item 6) authorizing the Interim Executive Director to release the request for qualifications (RFQ) for RTA 2020-001 Alternatives Analysis Update, as soon as funding was confirmed; and

**WHEREAS**, on April 8, 2020, the Association of Central Oklahoma Governments (ACOG) approved an amendment to the Transportation Improvement Program (TIP) including urbanized area formula funds to be used for the purpose of updating the commuter corridor study; and

**WHEREAS**, the Interim Executive Director issued the RFQ, legally advertising the solicitation in the Journal Record on May 4, 2020, and on May 11, 2020; and

**WHEREAS**, Addendum No. 1 was issued on May 11, 2020, clarifying instructions and guidelines in the RFQ; and

**WHEREAS**, the pre-proposal meeting was held on May 15, 2020; and

**WHEREAS**, questions were due on May 19, 2020, and Addendum No. 2 was issued on May 22, 2020, answering the questions received; and

**WHEREAS** on June 5, 2020, three proposals were received; and

**WHEREAS**, on June 9, 2020, the Evaluation Committee and the Technical Advisory Committee met to evaluate the proposals and based upon the selection criteria determined \_\_\_\_\_ and \_\_\_\_\_, to be the most qualified respondents for the short list; and

**WHEREAS**, on June 17, 2020, the Evaluation Committee interviewed the top two respondents and determined the most qualified respondent and the second most qualified respondent; and

**WHEREAS**, the Evaluation Committee is recommending the Interim Executive Director be authorized to request a cost proposal and initiate negotiations with the most qualified respondent; and

**WHEREAS**, if the negotiations are not successful with the most qualified respondent, the Interim Executive Director is authorized to initiate negotiations with the second most qualified respondent.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Regional Transportation Authority of Central Oklahoma that they do hereby approve the Evaluation Committee recommendation of short list respondents, \_\_\_\_\_ and \_\_\_\_\_, for RTA 2020-001, Alternatives Analysis update.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the Board of Directors of the Regional Transportation Authority of Central Oklahoma that they do hereby authorize the Interim Executive Director to request a cost proposal and initiate negotiations with the most qualified respondent, and if the negotiations are not successful with the most qualified respondent, authorize negotiations with the second most qualified respondent.

**ADOPTED** by the Board of Directors and **SIGNED** by the Chairman of the Regional Transportation Authority of Central Oklahoma this **17<sup>th</sup>** day of **June 2020**.

**ATTEST:**

**Regional Transportation Authority  
of Central Oklahoma**

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**Secretary**

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**Chairman**

**REVIEWED** for form and legality

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**Assistant Municipal Counselor**



TO: Chairman and Board of Directors

FROM: Interim Executive Director

Resolution adopting the Regional Transportation Authority of Central Oklahoma of Central Oklahoma Fiscal Year 2021 Budget (Attachment "A"); and directing the Interim Executive Director to implement and administer the budget.

**Background** The Fiscal Year 2021 Budget (Attachment "A") for the Regional Transportation Authority of Central Oklahoma (RTA) is being presented for consideration by the Board of Directors. The budget covers general operations and administrative expenses, including such items as insurance, professional consulting services, website maintenance, etc.

The overall Fiscal Year 2021 Budget is \$1,257,560, a twenty percent increase from the Fiscal Year 2020 Budget. The increased costs are related to securing professional consultant services to develop an alternatives analysis update for the Central Oklahoma Corridor Study, and increased administration costs.

Staff is recommending the RTA Fiscal Year 2021 Budget of be adopted.

Recommendation: Adopt Resolution.

Jason Ferbrache  
Interim Executive Director

## **RESOLUTION**

### **RESOLUTION OF THE REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA ADOPTING THE REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA FISCAL YEAR 2021 BUDGET; AND DIRECTING THE INTERIM EXECUTIVE DIRECTOR TO IMPLEMENT AND ADMINISTER THE BUDGET.**

**WHEREAS**, the Fiscal Year 2021 Budget (Attachment "A") for the Regional Transportation Authority of Central Oklahoma (RTA) is being presented for consideration by the Board of Directors; and

**WHEREAS**, the budget covers general operations and administrative expenses; and

**WHEREAS**, the budget includes such items as insurance, professional consulting services, website maintenance, etc.; and

**WHEREAS** the overall Fiscal Year 2021 Budget is \$1,257,560, a twenty percent increase from the Fiscal Year 2020 Budget; and

**WHEREAS**, the increased costs are related to securing professional consultant services to develop an alternatives analysis update for the Central Oklahoma Corridor Study, and increased administration costs; and

**WHEREAS**, staff recommends the RTA Fiscal Year 2021 Budget be adopted.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Regional Transportation Authority of Central Oklahoma that they do hereby adopt the Regional Transportation Authority of Central Oklahoma of Central Oklahoma Fiscal Year 2021 Budget (Attachment "A").

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the Board of Directors of the Regional Transportation Authority of Central Oklahoma that they do hereby direct the Interim Executive Director to implement and administer the budget.

**ADOPTED** by the Board of Directors and **SIGNED** by the Chairman of the Regional Transportation Authority of Central Oklahoma this **17<sup>th</sup>** day of **June 2020**.

**ATTEST:**

**Central Oklahoma Transportation  
and Parking Authority**

\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Chairman**

**REVIEWED** for form and legality

\_\_\_\_\_  
**Assistant Municipal Counselor**

## Regional Transportation Authority of Central Oklahoma

### Summary - Proposed Fiscal Year 2021 Budget

			Adopted FY 2019		Adopted FY 2020		Proposed FY 2021		Change from Prior Year	Percent Change
<b>Section I: SOURCES</b>										
<b>Local Funding</b>										
Del City	2.36%	\$	29,799	\$	11,874	\$	14,700	\$	2,826	
Edmond	9.01%	\$	113,716	\$	45,312	\$	56,097	\$	10,785	
Midwest City	6.02%	\$	75,952	\$	30,264	\$	37,467	\$	7,203	
Moore	6.10%	\$	76,944	\$	30,659	\$	37,957	\$	7,297	
Norman	12.28%	\$	154,953	\$	61,743	\$	76,439	\$	14,696	
Oklahoma City	64.22%	\$	810,211	\$	322,840	\$	399,680	\$	76,840	
		\$	1,261,575	\$	502,692	\$	622,339	\$	119,647	19%
<b>Federal Funding</b>										
Federal Grant Funds		\$	664,042	\$	498,884	\$	635,221	\$	136,337	
		\$	664,042	\$	498,884	\$	635,221	\$	136,337	21%
<b>TOTAL SOURCES</b>		\$	1,925,616	\$	1,001,576	\$	1,257,560	\$	255,984	20%
			Adopted FY 2019		Adopted FY 2020		Proposed FY 2021		Change from Prior Year	Percent Change
<b>Section II: USES</b>										
<b>Operating Budget</b>										
Contracts and Services		\$	1,261,575	\$	502,372	\$	620,819	\$	\$118,447	
Equipment and Supplies		\$	-	\$	320	\$	1,520	\$	\$ 1,200	
<b>Total Operating</b>		\$	1,261,575	\$	502,692	\$	622,339	\$	119,647	19%
<b>Grant Budget</b>										
Contracts and Services		\$	664,042	\$	498,884	\$	635,221	\$	136,337	
Equipment and Supplies		\$	-	\$	-	\$	-	\$	-	
<b>Total Grant</b>		\$	664,042	\$	498,884	\$	635,221	\$	136,337	21%
<b>TOTAL USES</b>		\$	1,925,616	\$	1,001,576	\$	1,257,560	\$	255,984	20%





TO: Chairman and Board of Directors

FROM: Interim Executive Director

Receive Financial Reports, and Ratify and Approve Claims

A. Period of April 1, 2020 through April 30, 2020

B. Period of May 1, 2020 through May 31, 2020

**Background** Attached are the RTA financial reports for the periods ending April 30, 2020 and May 31, 2020.

Also, for the Board's consideration are ratification of the claims paid for the period April 1, 2020 through April 30, 2020, and May 1, 2020 through May 31, 2020.

**Recommendation:** Receive financial reports and approve claims.

Jason Ferbrache  
Interim Executive Director

**REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA**  
**CASH STATUS REPORT**  
**For the Month Ended April 30, 2020**  
**(Unaudited)**

	<b>OPERATING ACCOUNT</b>	<b>INVESTMENT SWEEP (1)</b>	<b>TOTAL</b>
Beginning Balance <i>April 1, 2020</i>			
Cash on Deposit	\$1,154,313	\$-	\$1,154,313
Cash Receipts			
Interest/Dividend Earned	231	-	231
Total Cash Receipts	231	-	231
Cash Disbursements			
Bank Account Analysis Fee	13	-	13
Consultant	3,950	-	3,950
Professional Services (Website Design)	5,033	-	5,033
Sweep Fee	106	-	106
Total Cash Disbursements	9,102	-	9,102
Ending Balance <i>April 30, 2020</i>			
Cash on Deposit	\$1,145,443	\$-	\$1,145,443

(1) As of March 2020, there is no longer a daily sweep from the operating account to the investment account at the close of the business day and a corresponding sweep back to the operating account at the beginning of the next business day.

**REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA**  
**BALANCE SHEET**  
**As of April 30, 2020 and 2019**  
**(Unaudited)**

	<u>2020</u>	<u>2019</u>	<u>Current Year % Change</u>
<b><u>ASSETS</u></b>			
<u>Current Assets:</u>			
Cash & Cash Equivalents:			
Chase Operating Account	\$1,145,443	\$1,499,789	-24%
Total Cash & Cash Equivalents	<u>1,145,443</u>	<u>1,499,789</u>	<u>-24%</u>
Total Current Assets	<u>1,145,443</u>	<u>1,499,789</u>	<u>-24%</u>
Total Assets	<u><u>1,145,443</u></u>	<u><u>1,499,789</u></u>	<u><u>-24%</u></u>
 <b><u>LIABILITIES</u></b>			
<u>Short-term Liabilities:</u>			
Deferred Revenue			
Unearned Revenue	1,145,443	1,499,789	-24%
Total Deferred Revenue	<u>1,145,443</u>	<u>1,499,789</u>	<u>-24%</u>
Total Short-term Liabilities	<u>1,145,443</u>	<u>1,499,789</u>	<u>-24%</u>
Total Liabilities	<u>1,145,443</u>	<u>1,499,789</u>	<u>-24%</u>
 Total Liabilities and Net Assets	<u><u>\$1,145,443</u></u>	<u><u>\$1,499,789</u></u>	<u><u>-24%</u></u>

**REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**For the One Month and Ten Months ended April 30, 2020 and 2019**  
**(Unaudited)**

	<b>April 2020 Current</b>	<b>April 2020 Year to Date</b>	<b>April 2019 Current</b>	<b>April 2019 Year to Date</b>
<b><u>REVENUE</u></b>				
Dividend Income	\$231	\$2,520	\$-	\$-
Beneficiary Donations:				
Del City	210	5,937	784	2,193
Edmond	800	22,654	2,991	8,373
Midwest City	534	15,131	1,998	5,592
Moore	541	15,329	2,024	5,665
Norman	1,089	30,869	4,075	11,409
Oklahoma City	5,696	161,409	21,309	59,654
Total Revenue	9,101	253,848	33,179	92,887
<b><u>EXPENDITURES</u></b>				
Administrative Services	-	19,224	1,585	11,439
Bank Account Analysis Fees	13	13		
Consultant Fees	3,950	213,878	31,594	81,448
Insurance	-	2,497	-	-
Investment Fees	106	641	-	-
Legal Services	-	12,563	-	-
Professional Services	5,033	5,033	-	-
Total Expenditures	9,101	253,848	33,179	92,887
Net Revenue over Expenditures	\$-	\$-	\$-	\$-

**REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA**  
**LOCAL FUNDING**  
**As of April 30, 2020**  
**(Unaudited)**

<b>LOCAL SPLIT</b>	<b>Population</b>	<b>% Population</b>	<b>Local Share Contributed</b>	<b>Spent</b>	<b>Funds Remaining</b>
Del City	21,332	2.3621%	\$49,579	\$22,524	\$27,056
Edmond	81,405	9.0138%	189,200	85,952	\$103,248
Midwest City	54,371	6.0204%	126,368	57,408	\$68,960
Moore	55,081	6.0990%	128,018	58,158	\$69,861
Norman	110,925	12.2825%	257,810	117,121	\$140,689
Oklahoma City	579,999	64.2222%	1,348,024	612,395	\$735,629
Total Revenue	903,113	100.0000%	\$2,099,000	\$953,557	\$1,145,443

**After April, 2020 Claims Paid in May:**

<b>LOCAL SPLIT</b>	<b>Population</b>	<b>% Population</b>	<b>Local Share Contributed</b>	<b>Spent</b>	<b>Funds Remaining</b>
Del City	21,332	2.3621%	\$49,579	\$22,678	\$26,901
Edmond	81,405	9.0138%	189,200	86,543	\$102,657
Midwest City	54,371	6.0204%	126,368	57,803	\$68,566
Moore	55,081	6.0990%	128,018	58,557	\$69,461
Norman	110,925	12.2825%	257,810	117,926	\$139,884
Oklahoma City	579,999	64.2222%	1,348,024	616,605	\$731,419
Total Revenue	903,113	100.0000%	\$2,099,000	\$960,112	\$1,138,888

## Regional Transportation Authority of Central Oklahoma Payment Claims

**Period: 4/01/2020 to 4/30/2020**

Date	Vendor	Description	Invoice No.	Cost	Total
5/1/2020	Holmes & Associates LLC	Consultant Fees - Labor	520	\$ 6,418.75	
		Cost Reimbursement RTA	520	\$ -	
				\$	6,418.75
4/1/2020	Staplegun Design LLC	Addons for Elementor	11785	\$ 34.47	
		Events Calendar Pro Subscr	11819	\$ 102.35	
				\$	136.82
Total Claims					\$ 6,555.57

**NOW, THEREFORE BE IT RESOLVED** by the Board of Directors for the Regional Transportation Authority of Central Oklahoma that they do hereby receive the April Financial Report and ratify the actions of the Interim Director in approving the payment claims for the period of **April 1, 2020 to April 30, 2020**.

**RECEIVED, RATIFIED, and APPROVED** by the Board of Directors and signed by the Treasurer and Chairman of the Regional Transportation Authority of Central Oklahoma, this **17th** day of **June, 2020**.

**TREASURER:**

James P. Boggs

**REGIONAL TRANSPORTATION AUTHORITY  
OF CENTRAL OKLAHOMA**

Brad Henry, Chairman

**ATTEST:**

Mary Melon

Mary Mélon, Secretary



# HOLMES & ASSOCIATES LLC

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

## Invoice #0520

May 4, 2020

EIN: 82-1144150  
Supplier ID: 231866

### Client

RTA  
2000 S. May  
Oklahoma City, OK 73108  
ATTN: James P. Boggs  
boggsedmondrt@cox.net  
ATTN: Suzanne Wickenkamp  
suzanne.wickenkamp@okc.gov

Date	Bill	Description	Hours/Qty	Rate	Amount
4/01/2020	KAH	RTA - TIME: Total time billed by K Holmes for the period 4/01/2020 to 4/30/2020	16.25	395.00	\$6,418.75
4/01/2020	KAH	RTA - COSTS: Total costs incurred by KAH			\$0.00

We appreciate your business. Please make checks payable to "Holmes & Associates LLC." Thank you.

**Invoice Balance Due**

**\$6,418.75**



**STAPLEGUN DESIGN LLC**  
204 N. Robinson, Suite 2000  
Oklahoma City, OK 73102 US  
+1 4052461262  
pbaker@staplegun.us

## INVOICE

### BILL TO

Regional Transportation  
Authority of Central Oklahoma  
2000 S. May Ave  
Oklahoma City, OK 73108

**INVOICE #** 11785

**DATE** 04/01/2020

**DUE DATE** 05/01/2020

**TERMS** Net 30

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### REFERENCE

COTPA-1033 | RTA Website

DESCRIPTION	QTY	RATE	AMOUNT
COTPA-1033   RTA Website - Essential Addons for Elementor - Single Website			34.47

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Thank you for your business!

**BALANCE DUE**

**\$34.47**





**STAPLEGUN DESIGN LLC**  
204 N. Robinson, Suite 2000  
Oklahoma City, OK 73102 US  
+1 4055002499  
pbaker@staplegun.us

## INVOICE

### BILL TO

Regional Transportation  
Authority of Central Oklahoma  
2000 S. May Ave  
Oklahoma City, OK 73108

**INVOICE #** 11819

**DATE** 04/20/2020

**DUE DATE** 05/20/2020

**TERMS** Net 30

DESCRIPTION	QTY	RATE	AMOUNT
Events Calendar Pro Year Subscription - Includes updates & support for one year. Subscription #2035344 Start Date: 4/6/2020			102.35

Thank you for your business!

**BALANCE DUE**

**\$102.35**

# **REGIONAL TRANSPORTATION AUTHORITY**

The Regional Transportation Authority  
of Central Oklahoma

## ***Board of Directors***

Brad Henry, Chairman - Oklahoma City

Marion Hutchinson, Vice Chairman - Norman

Mary Melon, Secretary - Oklahoma City

James Boggs, Treasurer - Edmond

Ken Bartlett - Del City

Aaron Budd - Midwest City

Steve Eddy - Moore

## ***Management***

Jason Ferbrache, Interim Executive Director

John Sharp, Deputy Director

Monthly Financial Report for Month Ended May 31, 2020

Prepared by The Oklahoma City Finance Department, Accounting Services Division  
Laura L. Papas, Controller



The City of  
OKLAHOMA CITY  
DEPARTMENT OF FINANCE

To: The Board of Directors  
Regional Transportation Authority of Central Oklahoma

From: Accounting Services Division

Date: June 10, 2020

Subject: Regional Transportation Authority of Central Oklahoma for the  
Month Ended May 31, 2020 and 2019.

The financial statements presented in this report include a cash status report, balance sheet, statement of revenues and expenditures and statement of local funding.

The financial statements and schedules are unaudited and are prepared by the City Finance Department, Accounting Services Division. The undersigned are prepared to answer any questions that you may have pertaining to the financial statements and schedules.

Respectfully submitted:

*Ronda K. Shelton*

Ronda K. Shelton MS, MBA  
City of Oklahoma City  
Municipal Accountant III

*Laura L. Papas*

Laura L. Papas  
City of Oklahoma City  
Controller

*Amy M. Lucas*

Amy M. Lucas MBA  
City of Oklahoma City  
Accounting Manager

**CASH STATUS REPORT**  
**For the Month Ended May 31, 2020**  
**(Unaudited)**

**REGIONAL TRANSPORTATION AUTHORITY**  
**OF CENTRAL OKLAHOMA**

	<u>OPERATING ACCOUNT</u>	<u>INVESTMENT SWEEP (1)</u>	<u>TOTAL</u>
Beginning Balance <i>May 1, 2020</i>			
Cash on Deposit	<u>\$1,145,443</u>	<u>\$-</u>	<u>\$1,145,443</u>
Cash Receipts			
Transfers of Funds-Sweep	-	-	-
Transfers of Funds-Note 1	-	-	-
Interest/Dividend Earned	-	-	-
Miscellaneous	-	-	-
Total Cash Receipts	<u>-</u>	<u>-</u>	<u>-</u>
Cash Disbursements			
Legal	-	-	-
Bank Account Analysis Fee	-	-	-
Consultant	6,418	-	6,418
Contract - ACOG	-	-	-
Professional Services (Website Design)	137	-	137
Sweep Fee	-	-	-
Transfers of Funds-Sweep	-	-	-
Miscellaneous - Void Check	-	-	-
Total Cash Disbursements	<u>6,555</u>	<u>-</u>	<u>6,555</u>
Ending Balance <i>May 31, 2020</i>			
Cash on Deposit	<u><u>\$1,138,888</u></u>	<u><u>\$-</u></u>	<u><u>\$1,138,888</u></u>

(1) As of March 2020, there is no longer a daily sweep from the operating account to the investment account at the close of the business day and a corresponding sweep back to the operating account at the beginning of the next business day.

**BALANCE SHEET**  
**May 31,**  
**(unaudited)**

**REGIONAL TRANSPORTATION AUTHORITY**  
**OF CENTRAL OKLAHOMA**

	<u>2020</u>	<u>2019</u>	<u>Current Year % Change</u>
<b><u>ASSETS</u></b>			
<b><u>Current Assets:</u></b>			
Cash & Cash Equivalents:			
Chase Operating Account	\$1,138,888	\$1,462,952	-22%
Chase Investment Sweep	-	-	N/A
Total Cash & Cash Equivalents	<u>1,138,888</u>	<u>1,462,952</u>	<u>-22%</u>
Accounts Receivable	-	-	N/A
Total Current Assets	<u>1,138,888</u>	<u>1,462,952</u>	<u>-22%</u>
Total Assets	<u><u>1,138,888</u></u>	<u><u>1,462,952</u></u>	<u><u>-22%</u></u>
<b><u>LIABILITIES</u></b>			
<b><u>Short-term Liabilities:</u></b>			
Deferred Revenue			
Unearned Revenue	1,138,888	1,462,952	-22%
Total Deferred Revenue	<u>1,138,888</u>	<u>1,462,952</u>	<u>-22%</u>
Total Short-term Liabilities	<u>1,138,888</u>	<u>1,462,952</u>	<u>-22%</u>
Total Liabilities	<u>1,138,888</u>	<u>1,462,952</u>	<u>-22%</u>
Total Liabilities and Net Assets	\$1,138,888	\$1,462,952	-22%

**STATEMENT OF REVENUES AND EXPENDITURES**  
**For the One Month and Eleven Months ended May 31,**  
**(unaudited)**

**REGIONAL TRANSPORTATION AUTHORITY**  
**OF CENTRAL OKLAHOMA**

	May 2020 Current	May 2020 Year to Date	May 2019 Current	May 2019 Year to Date
<b><u>REVENUE</u></b>				
Dividend Income	\$-	\$2,520	\$-	\$-
Beneficiary Donations:				
Del City	155	6,091	870	3,063
Edmond	591	23,245	3,320	11,693
Midwest City	396	15,527	2,218	7,810
Moore	400	15,728	2,247	7,912
Norman	805	31,675	4,524	15,934
Oklahoma City	4,208	165,617	23,658	83,312
Total Revenue	6,555	260,403	36,837	129,724
<b><u>EXPENDITURES</u></b>				
Administrative Services	\$-	\$19,224	\$726	\$12,165
Bank Account Analysis Fees	-	13		
Consultant Fees	6,418	220,296	36,111	117,559
Insurance	-	2,497	-	-
Investment Fees	-	641	-	-
Legal Services	-	12,563	-	-
Professional Services	137	5,169	-	-
Total Expenditures	6,555	260,403	36,837	129,724
Net Revenue over Expenditures	\$-	\$-	\$-	\$-

**STATEMENT OF LOCAL FUNDING**  
**For the One Month and Eleven Months ended May 31,**  
**(unaudited)**

**REGIONAL TRANSPORTATION AUTHORITY**  
**OF CENTRAL OKLAHOMA**

<b>LOCAL SPLIT</b>	<b>Population</b>	<b>% Population</b>	<b>Local Share Contributed</b>	<b>Spent</b>	<b>Funds Remaining</b>
Del City	21,332	2.3621%	\$49,579	\$22,678	\$26,901
Edmond	81,405	9.0138%	189,200	\$86,543	\$102,657
Midwest City	54,371	6.0204%	126,368	\$57,803	\$68,565
Moore	55,081	6.0990%	128,018	\$58,557	\$69,461
Norman	110,925	12.2825%	257,810	\$117,926	\$139,884
Oklahoma City	579,999	64.2222%	1,348,025	\$616,605	\$731,420
Total Revenue	903,113	100.0000%	\$2,099,000	\$960,112	\$1,138,888

**After May, 2020 Claims Paid in June:**

<b>LOCAL SPLIT</b>	<b>Population</b>	<b>% Population</b>	<b>Local Share Contributed</b>	<b>Spent</b>	<b>Funds Remaining</b>
Del City	21,332	2.3621%	\$49,579	\$22,774	\$26,805
Edmond	81,405	9.0138%	189,200	\$86,910	\$102,290
Midwest City	54,371	6.0204%	126,368	\$58,048	\$68,320
Moore	55,081	6.0990%	128,018	\$58,806	\$69,212
Norman	110,925	12.2825%	257,810	\$118,426	\$139,384
Oklahoma City	579,999	64.2222%	1,348,025	\$619,218	\$728,807
Total Revenue	903,113	100.0000%	\$2,099,000	\$964,182	\$1,134,818

## Regional Transportation Authority of Central Oklahoma Payment Claims

**Period: 5/01/2020 to 5/31/2020**

Date	Vendor	Description	Invoice No.	Cost	Total
6/1/2020	Holmes & Associates LLC	Consultant Fees - Labor	620	\$ 3,950.00	
		Cost Reimbursement RTA	620	\$ -	
					\$ 3,950.00
5/19/2020	Staplegun Design LLC	Media Plugin	11785	\$ 27.00	
		Account Service	11785	\$ 92.50	
					\$ 119.50
<b>Total Claims</b>					<b>\$ 4,069.50</b>

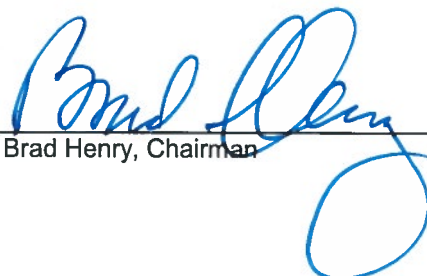
**NOW, THEREFORE BE IT RESOLVED** by the Board of Directors for the Regional Transportation Authority of Central Oklahoma that they do hereby receive the April Financial Report and ratify the actions of the Interim Director in approving the payment claims for the period of **May 1, 2020 to May 31, 2020**.

**RECEIVED, RATIFIED, and APPROVED** by the Board of Directors and signed by the Treasurer and Chairman of the Regional Transportation Authority of Central Oklahoma, this **17th** day of **June, 2020**.


**TREASURER:**

\_\_\_\_\_  
James P. Boggs

**REGIONAL TRANSPORTATION AUTHORITY  
OF CENTRAL OKLAHOMA**

  
\_\_\_\_\_  
Brad Henry, Chairman

**ATTEST:**

  
\_\_\_\_\_  
Mary Melon, Secretary





# HOLMES & ASSOCIATES LLC

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

## Invoice #0620

June 1, 2020

EIN: 82-1144150  
Supplier ID: 231866

### Client

RTA  
2000 S. May  
Oklahoma City, OK 73108  
ATTN: James P. Boggs  
boggsedmondrt@cox.net  
ATTN: Suzanne Wickenkamp  
suzanne.wickenkamp@okc.gov

Date	Biller	Description	Hours/Qty	Rate	Amount
5/01/2020	KAH	RTA - TIME: Total time billed by K Holmes for the period 5/01/2020 to 5/31/2020	10	395.00	\$3,950
4501/2020	KAH	RTA - COSTS: Total costs incurred by KAH			\$0.00
We appreciate your business. Please make checks payable to "Holmes & Associates LLC." Thank you.				<b>Invoice Balance Due</b>	<b>\$3,950</b>



**STAPLEGUN DESIGN LLC**  
204 N. Robinson, Suite 2000  
Oklahoma City, OK 73102 US  
+1 4055002499  
pbaker@staplegun.us

## INVOICE

### BILL TO

Regional Transportation  
Authority of Central Oklahoma  
2000 S. May Ave  
Oklahoma City, OK 73108

**INVOICE #** 11838

**DATE** 05/19/2020

**DUE DATE** 06/18/2020

**TERMS** Net 30

### REFERENCE

RTA Website - Media Plugin

DESCRIPTION	QTY	RATE	AMOUNT
RTA Website - Media Plugin			
RTA Website / Plugin Purchase - After Launch   FileBird - WordPress Media Library Folders	1	27.00	27.00
Account Service	0.50	185.00	92.50

Thank you for your business!

**BALANCE DUE**

**\$119.50**