



BOARD OF DIRECTORS MEETING AGENDA

REGULAR MEETING **WEDNESDAY, JANUARY 17, 2024** **2:30 P.M.**

ARTS DISTRICT PARKING GARAGE LARGE CONFERENCE ROOM
431 West Main Street, Suite B Oklahoma City, OK, 73102

DIRECTORS:

City of Edmond	James Boggs, Treasurer
City of Edmond	Jim Gebhart
City of Norman	Marion Hutchison, Vice Chairperson
City of Norman	Chuck Thompson
City of Oklahoma City	Brad Henry, Chairperson
City of Oklahoma City	Mary Mélon-Tully, Secretary
City of Oklahoma City	Aaron Curry

Regional Transportation Authority of Central Oklahoma

MEETING INFORMATION

The Regional Transportation Authority of Central Oklahoma (RTA) typically meets once a month. The meetings are held on the third Wednesday of the month at the Arts District Parking Garage, Large Conference Room, 431 West Main Street, Suite B, Oklahoma City, Oklahoma, at 2:30 p.m. Notices of or changes to meeting dates and locations are posted prior to the meeting at www.rtaok.org, and filed with the Secretary of State.

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 who requires accommodations, modifications of policies or procedures or auxiliary aid or services to participate in this meeting should call (405) 297-2484 at least 48 hours in advance (excluding weekends or holidays). The department will give primary consideration to the choice of auxiliary aid or service requested by the individual with disability. If you need an alternate format of the agenda or any information provided at this meeting, please call (405) 297-2484 at least 48 hours before the meeting.

Public Parking

Parking for meeting is available in the Arts District Parking Garage, 431 West Main Street, or at metered parking on the street.

Addressing RTA

The public may address RTA during public hearings on any agenda item or at the end of the meeting when the Board Chairperson asks for public comments. You may sign up to speak at the meeting. **Please limit your comments to three minutes.** Prior to the meeting, you may submit your comments by e-mail to: info@rtaok.org. Please address your e-mail to the RTA Board Chairperson.

The Chairperson or presiding officer may in his or her discretion prohibit a person from addressing the RTA, or have any person removed from the meeting, if that person commits any disorderly or disruptive behavior. Disorderly conduct includes, but is not limited to, any of the following: speaking without being recognized by the Chairperson or presiding officer; continuing to speak after notice that the speaker's allotted time has expired; presenting comments or material not relevant to the item under discussion; failing to comply with the lawful instructions of the Chairperson or presiding officer; engaging in other conduct, activity or speech that delays, pursuant to 21 O.S. §280, disruptive conduct includes any conduct that is "violent, threatening, abusive, obscene, or that jeopardizes the safety of self or others". A person may also be subject to arrest and removal from the building for violation of Oklahoma City Municipal Code 2020, § 30-81 - Disorderly conduct and/or violation of Okla. Stat. tit. 21, §280- Willfully Disturbing, Interfering With or Disrupting State Business, Agency Operations or Employees



BOARD OF DIRECTORS MEETING AGENDA

RTA Actions

RTA may adopt, amend, approve, ratify, deny, defer, recommend, strike or continue any agenda item. RTA is not limited by staff recommendations as to the actions it may take. When more information is needed, RTA may refer matters to the Executive Director, General Counsel, committees, or independent consultants for additional information and study. Items may be stricken from the agenda, or no action may be taken.

To confirm meeting dates or for more information about the RTA, call (405) 297-2185; or visit the website at www.rtaok.org

January 17, 2024
2:30 p.m.
431 W. MAIN STREET, SUITE B, OKLAHOMA CITY, OK
REGULAR MEETING

1. Call to Order – Brad Henry, RTA Board Chairperson
2. Roll Call – Brad Henry, RTA Board Chairperson
3. Consider Approval of Minutes
 - A. December 6, 2023 Regional Transportation Authority Meeting
4. Executive Director Reports – Jason Ferbrache, Interim Executive Director
5. Owner’s Representative Report – Kathryn Holmes, Holmes & Associates LLC
6. Receive Financial Reports and Ratify and Approve Claims
 - A. Period of December 1, 2023 through December 31, 2023
7. Receive Annual Financial Report for the Fiscal Year ended June 30, 2023
8. Consider adopting a resolution authorizing travel for up to the Vehicle Evaluation Committee to Travel to Ft. Worth, Texas to review vehicles in service in the Dallas area; and authorize staff to coordinate and make travel arrangements on behalf of the board, estimated cost not to exceed \$5,000
9. Consider adopting a resolution authorizing updates to the procurement policies, procedures, and authority
10. Public Comments – Brad Henry, RTA Board Chairperson
11. New Business – Brad Henry, RTA Board Chairperson
 - 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.
12. Adjournment



RTA Board of Directors Present

Entity

RTA Board of Directors Absent

City of Edmond

Guests Present

Linsey Nunn, OKC Finance
Lee Nichols, Halff
Laura Davis, HNTB
Kimi Diedrich, HNTB
Trent Elmore, Resident

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BOARD OF DIRECTORS MEETING MINUTES

December 6, 2023

2:30 p.m.

**431 W. MAIN STREET, SUITE B, OKLAHOMA CITY, OK
SPECIAL MEETING**

1. Call to Order – 2:33 p.m.

Chairperson Henry called the meeting to order at 2:33 p.m.

2. Roll Call – Brad Henry, RTA Board Chairperson

**QUORUM PRESENT: Boggs, Hutchison, Thompson, Henry, Mélon-Tully.
ABSENT: Gebhart. *Director Curry arrived after the roll call.***

3. Consider Approval of Minutes

A. November 15, 2023 Regional Transportation Authority Meeting

Chairperson Henry asked that the minutes be amended to show that Vice Chairperson Hutchison called the November 15, 2023 meeting to order.

AMENDED: Moved Hutchison, seconded by Thompson. AYES: Hutchison, Thompson, Henry, Mélon-Tully. NAYS: None. ABSTAIN: Boggs.

APPROVED AS AMENDED: Moved Mélon-Tully, seconded by Hutchison. AYES: Hutchison, Thompson, Henry, Mélon-Tully. NAYS: None. ABSTAIN: Boggs.

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

Interim Executive Director Ferbrache informed the Directors that staff have finalized the annual audit and that Tara Laughlin from AGH will be at the February meeting to discuss the annual financial report.

5. Owner's Representative Report – Kathryn Holmes, Holmes & Associates LLC

Kathryn Holmes, Owner's Representative, stated that she and Interim Executive Director Ferbrache attended a meeting in Ft. Worth with Jacobs Engineering and Olson, who is a third-party representative of BNSF, to review designs, and to discuss some technical issues

they identified and possible solutions. The Board should have something from them to consider before the end of the fiscal year.

6. Receive Financial Reports and Ratify and Approve Claims

A. Period of November 1, 2023 through November 30, 2023

RECEIVED, RATIFIED AND APPROVED: Moved by Thompson, seconded by Mélon-Tully. AYES: Boggs, Hutchison, Thompson, Henry, Mélon-Tully. NAYS: None.

7. Project Update: Alternatives Analysis Update on the West and Airport Corridors – Liz Scanlon, Kimley Horn

Liz Scanlon, Kimley Horn, gave a PowerPoint presentation on the corridor travel times and guideway widths, initial evaluation results, engagement updates, and a recap of the October Board meeting. Ms. Scanlon informed the directors that there is a virtual Town Hall scheduled for January 18th from 5:30 p.m. – 7:00 p.m.

Chairperson Henry asked for the February meeting, that Kimley Horn provide an update on the turnout of the Town Hall and the traffic that the website has received.

8. Public Comments – Brad Henry, RTA Board Chairperson

Derek Sparks, Greater Oklahoma City Chamber, stated that members from the Chamber met with Kimley Horn to discuss the Airport corridor. The Chamber president, Christy Gillenwater, is very passionate about transportation and it would be great to get her more engaged on what the RTA is doing.

9. New Business – Brad Henry, RTA Board Chairperson

None.

10. Adjournment – 3:26 p.m.

ADJOURNED: Moved by Boggs, seconded by Mélon-Tully. AYES: Boggs, Hutchison, Thompson, Henry, Mélon-Tully, and Curry. NAYS: None.

APPROVED by the Board of Directors and **SIGNED** by the Chairperson of the Regional Transportation Authority of Central Oklahoma, on this **17th** day of **January 2024**.

ATTEST:



Mary Melon-Tully, Secretary





Brad Henry, Chairperson

Regional Transportation Authority of Central Oklahoma
FY2024 Year End Forecast

Presented January 17, 2024
Prepared by RTA Support Team (unaudited)

OPERATIONS						
Sources	YTD Actuals Jul-Dec	Est. Remaining Jan-Jun	Total YE Forecast	FY24 Budget	Variance	Variance %
Local Contributions	\$2,462,617	\$0	\$2,462,617	\$2,462,617	\$0	
Total Operations Revenues	\$2,462,617	\$0	\$2,462,617	\$2,462,617	\$0	0%
Expenditures						
Contracts and Services	YTD Actuals Jul-Dec	Est. Remaining Jan-Jun	Total YE Forecast	FY24 Budget	Variance	Variance %
Professional Services - COTPA Administration	\$14,694	\$14,688	\$29,382	\$29,382	\$0	
Professional Services - Holmes & Associates	\$205,169	\$278,886	\$484,055	\$600,000	\$115,945	
Professional Services - Kimley Horn ⁽¹⁾	\$241,320	\$349,934	\$591,253	\$724,638	\$133,385	
Professional Services - On-Call Engineering Consultant	\$8,896	\$91,105	\$100,000	\$100,000	\$0	
Transfer to Grant Activity for Local Grant Match ⁽²⁾	\$165,479	\$240,539	\$406,018	\$428,462	\$22,444	
BNSF Study Fee	\$0	\$500,000	\$500,000	\$500,000	\$0	
Professional Services-Legal	\$0	\$9,000	\$9,000	\$9,000	\$0	
Professional Service - Financial Planning Consultant	\$2,625	\$33,825	\$36,450	\$50,000	\$13,550	
Professional Service - Economic Advising Consultant	\$18,182	\$27,273	\$45,455	\$50,000	\$4,545	
Independent Financial Audit	\$5,000	\$4,300	\$9,300	\$9,300	\$0	
Website Hosting Fee	\$125	\$2,375	\$2,500	\$2,500	\$0	
Branding	\$150	\$9,850	\$10,000	\$10,000	\$0	
Conference/Training	\$0	\$7,850	\$7,850	\$7,850	\$0	
Directors & Officer Liability Insurance	\$0	\$3,500	\$3,500	\$3,500	\$0	
Advertising/Public Notice	\$0	\$1,000	\$1,000	\$1,000	\$0	
Printing & Binding	\$370	\$130	\$500	\$500	\$0	
Postage	\$0	\$100	\$100	\$100	\$0	
Mileage	\$0	\$20	\$20	\$20	\$0	
Parking	\$60	\$190	\$250	\$250	\$0	
Travel	\$0	\$20,000	\$20,000	\$20,000	\$0	
Market Research Services	\$46,250	\$64,750	\$111,000	\$111,000	\$0	
Other Services & Fees	\$0	\$300	\$300	\$300	\$0	
Total Contracts and Services	\$708,320	\$1,659,613	\$2,367,933	\$2,657,802	\$289,869	11%
Equipment and Supplies						
Office Supplies	\$0	\$320	\$320	\$320	\$0	
Food	\$0	\$1,000	\$1,000	\$1,000	\$0	
Other Supplies	\$4	\$196	\$200	\$200	\$0	
Total Equipment and Supplies	\$4	\$1,516	\$1,520	\$1,520	\$0	0%
Total Operations Expenditures	\$708,324	\$1,661,129	\$2,369,453	\$2,659,322	\$289,869	11%
(1) This reflects estimated expenses from two invoices carried over from						
(2) This is the 38% local match required for the RAISE grant based on						
GRANT ACTIVITY						
Sources	YTD Actuals Jul-Dec	Est. Remaining Jan-Jun	Total YE Forecast	FY24 Budget	Variance	Variance %
Federal Grant ⁽³⁾	\$277,373	\$306,859	\$584,232	\$685,538	\$101,306	
Transfer from Operations for Local Grant Match ⁽⁴⁾	\$165,479	\$191,788	\$357,267	\$428,462	\$71,195	
Total Grant Revenues	\$442,852	\$498,647	\$941,499	\$1,114,000	\$172,501	15%
Expenditures						
Contracts and Services	YTD Actuals Jul-Dec	Est. Remaining Jan-Jun	Total YE Forecast	FY24 Budget	Variance	Variance %
Professional Services - RAISE Grant Consultant Fees	\$442,852	\$498,647	\$941,499	\$1,114,000	\$172,501	
Total Grant Expenditures	\$442,852	\$498,647	\$941,499	\$1,114,000	\$172,501	15%
(3) This revenue is reimbursement from COTPA for 62% of consultant fees						
(4) This revenue is the 38% RTA local match for RAISE grant consultant						
FY24 Beginning Cash Balance	\$922,648					
FY24 Ending Cash Balance (Forecast)	\$1,015,812					

**Regional Transportation Authority of Central Oklahoma
Payment Claims**

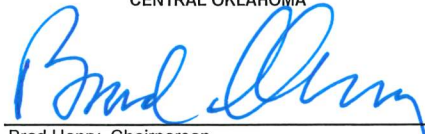
Period: 12/01/2023 to 12/31/2023					
Date	Vendor	Description	Invoice No.	Cost	Total
1/2/2024	Holmes & Associates LLC	Consultant Fees - Labor	124	\$ 27,367.50	
		Cost Reimbursement RTA	124	\$ 1,518.21	
					\$ 28,885.71
11/30/2023	Kimley-Horn	AA Update - Year 4			
		Task 1 - Project Management	26510347	\$ 7,615.00	
		Task 4 - AA Process	26510347	\$ 4,137.50	
		Task 5 - Station Area/Land Use Analysis	26510347	\$ 8,055.00	
		Task 5.2 - Santa Fe Intermodal Hub Study	26510347	\$ 15,020.00	
		Task 6 - Rail Ops Planning	26510347	\$ 20,755.81	
		Task 7 - Travel/Rider Forecast	26510347	\$ 180.00	
		Expenses	26510347	\$ 182.24	
					\$ 55,945.55
11/30/2023	Kimley-Horn	EDEI Project			
		Project Management	196742000-1123	\$ 8,475.00	
		Project Participation	196742000-1123	\$ 8,382.50	
		Alternatives Analysis	196742000-1123	\$ 17,620.76	
					\$ 34,478.26
12/21/2023	Jacobs Engineering Group, Inc.	On-Call Engineering Services -Task Order No. 1			
		Task 1.1 Coordination	WFXS1100-03	\$ 1,230.00	
		Task 1.2 BNSF Conceptual Design Review	WFXS1100-03	\$ 6,540.00	
					\$ 7,770.00
12/14/2023	Allen, Gibbs & Houlik, LC	2023 Audit Work	959096	\$ 4,300.00	
					\$ 4,300.00
12/1/2023	PFM Financial Advisors LLC	Financial Advisory Services November 2023	128248	\$ 675.00	
		Financial Advisory Services December 2023	129059	\$ 3,150.00	
					\$ 3,825.00
1/5/2024	AlphaVu	Transit Research	1943	\$ 9,250.00	
					\$ 9,250.00
10/3/2023	IndaGo Digital, Inc.	RTA Website	1915	\$ 1,613.66	
					\$ 1,613.66
1/1/2024	COTPA	Admin Services Fee	24-107	\$ 2,449.00	
		Reimbursement for Printing	24-107	\$ 15.60	
					\$ 2,464.60
Total Claims					\$ 148,532.78

APPROVED by the Regional Transportation Authority of Central Oklahoma, and SIGNED by the Treasurer and Chairman on this 17th day of January 2024.


TREASURER:


James P. Boggs

REGIONAL TRANSPORTATION AUTHORITY OF
CENTRAL OKLAHOMA


Brad Henry, Chairperson

ATTEST:


Mary Melon-Tully, Secretary



HOLMES & ASSOCIATES LLC

Holmes & Associates LLC
910 S Donner Way #304
Salt Lake City, UT 84108
Phone: 703.999.4440
E-Mail: kathryn@holmesassociatesllc.com

Invoice #124

January 2, 2024

EIN: 82-1144150
Supplier ID: 231866
P.O # 2021-003

Client

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

Date	Billor	Description	Hours/Qty	Rate	Amount
12/01- 12/31/2023	KAH	RTA - TIME: Time billed by K Holmes for the period 12/01/2023 to 12/31/2023	59.75	410.00	\$24,497.50
12/01- 12/31/2023	KAH	RTA - TIME: Travel time billed by K Holmes for the period 12/01/2023 to 12/31/2023	14.00	205.00	\$2,870.00
12/01- 12/31/2023	KAH	RTA - COSTS: Total costs incurred by KAH			\$1,518.21
We appreciate your business. Please make checks payable to "Holmes & Associates LLC." Thank you.					
Invoice Balance Due					\$28,885.71

Please remit payment electronically to:

Account Name: KIMLEY-HORN AND ASSOCIATES, INC.
 Bank Name and Address: WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94163
 Account Number: 2073089159554
 ABA#: 121000248

If paying by check, please remit to:

KIMLEY-HORN AND ASSOCIATES, INC.
 P.O. BOX 913221
 DENVER, CO 80291-3221

RTA OF CENTRAL OK
 ATTN: JASON FERBRACHE
 2000 S. MAY AVENUE
 OKLAHOMA CITY, OK 73108

Invoice No: 26558546
 Invoice Date: Nov 30, 2023
 Invoice Amount: \$55,945.55

 Project No: 197385001.C
 Project Name: RTA OK AA/NEPA STUDY
 Project Manager: SCANLON, LIZ

 Client Reference:

Federal Tax Id: 56-0885615
 For Services Rendered through Nov 30, 2023

COST PLUS MAX

Description	Contract Value	% Billed to Date	Amount Billed to Date	Previous Amount Billed	Current Amount Due
ALTERNATIVES ANALYSIS	131,419.00	24.47%	32,152.50	28,015.00	4,137.50
EXPENSES	17,000.00	1.34%	228.03	45.79	182.24
OFFICE EXPENSE	0.00		0.00	0.00	0.00
PROJECT MANAGEMENT	193,941.00	14.13%	27,397.50	19,782.50	7,615.00
PUBLIC ENGAGEMENT	82,376.00	0.09%	72.50	72.50	0.00
RAIL OPERATIONS PLAN	115,276.00	29.52%	34,024.21	13,268.40	20,755.81
SANTE FE IMHS	76,361.00	58.72%	44,842.50	29,822.50	15,020.00
STATION AREA ANALYSIS	40,023.00	56.42%	22,580.00	14,525.00	8,055.00
SUBCONSULTANT MARKUP	2,625.00	0.00%	0.00	0.00	0.00
TRAVEL DEMAND/RIDERSHIP	77,316.00	0.98%	760.00	580.00	180.00
Subtotal	736,337.00	22.01%	162,057.24	106,111.69	55,945.55
Total COST PLUS MAX					55,945.55

Total Invoice: \$55,945.55

Please remit payment electronically to:

Account Name: KIMLEY-HORN AND ASSOCIATES, INC.
 Bank Name and Address: WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94163
 Account Number: 2073089159554
 ABA#: 121000248

If paying by check, please remit to:

KIMLEY-HORN AND ASSOCIATES, INC.
 P.O. BOX 913221
 DENVER, CO 80291-3221

RTA OF CENTRAL OK
 ATTN: JASON FERBRACHE
 2000 S. MAY AVENUE
 OKLAHOMA CITY, OK 73108

Invoice No: 196742000-1123
 Invoice Date: Nov 30, 2023
 Invoice Amount: \$34,478.26

Project No: 196742000
 Project Name: RTA - WEST AND AIRPORT AA
 Project Manager: SCANLON, LIZ

Federal Tax Id: 56-0885615
 For Services Rendered through Nov 30, 2023

Client Reference:

COST PLUS MAX

KHA Ref # 196742000.3-26794153

Description	Contract Value	% Billed to Date	Amount Billed to Date	Previous Amount Billed	Current Amount Due
PROJECT MANAGEMENT	188,097.00	45.93%	86,385.00	77,910.00	8,475.00
PUBLIC PARTICIPATION	221,776.00	75.74%	167,979.35	159,596.85	8,382.50
ALTERNATIVES ANALYSIS	747,287.47	30.89%	230,844.76	213,224.00	17,620.76
Subtotal	1,157,160.47	41.93%	485,209.11	450,730.85	34,478.26
Total COST PLUS MAX					34,478.26

Total Invoice: \$34,478.26



INVOICE NUMBER:

WFXS1100-03

INVOICE DATE:

12/21/23

Bill To:

Regional Transportation Authority of Central Oklahoma
2000 S MAY AVENUE
OKLAHOMA CITY, OK 73108

Attention: Christina Hankins

Remit to:

JACOBS ENGINEERING GROUP, INC
C/O BANK OF AMERICA
800 MARKET STREET, LOCKBOX 18713
ST. LOUIS, MO 63150

Project Number:

WFXS1100

PO Number:

2024-016

Project Description:

Task Order No. 1

Project Manager:

YOUNG, SCOTT

Terms:

NET 30

Due Date:

01/20/24

Billing Period From: 11/21/23

To: 12/15/23

Description:		Scheduled Value	Percent Complete	Amount Billable	Previous Billed	Current Amount Due
RTA 2023-001 On-Call Engineering Consulting Services						
Labor	TM	\$ 41,790.00	33.51%	\$ 14,005.00	\$ 6,235.00	\$ 7,770.00
Task 1.1. Coordination	TM	\$ 16,820.00	42.00%	\$ 7,065.00	\$ 5,835.00	\$ 1,230.00
Task 1.2. BNSF Conceptual Design Review	TM	\$ 9,570.00	68.34%	\$ 6,540.00	\$ -	\$ 6,540.00
Task 1.3. Prepare RTA	TM	\$ 15,400.00	2.60%	\$ 400.00	\$ 400.00	\$ -
Expenses	TM	\$ 1,982.00	35.55%	\$ 704.58	\$ 704.58	\$ -
Subcontractor	TM	\$ 6,200.00	0.00%	\$ -	\$ -	\$ -
		\$ 49,972.00		\$ 14,709.58	\$ 6,939.58	\$ 7,770.00
Grand Total		\$ 49,972.00	29.44%	\$ 14,709.58	\$ 6,939.58	\$ 7,770.00

TOTAL AMOUNT DUE THIS INVOICE

\$7,770.00

I have reviewed and approved all expenditures associated with this project. All Charges are valid charges to this project.

Status:

During invoicing period, Jacobs provided coordination services under Task Order 1, in participation with the RTA Owner's Representative, for the following activities:

- 11/22/2023 – OK-RTA Design Bi-Weekly Meeting (virtually between BNSF, Olsson, RTA, Jacobs)
- 11/27/2023 – Jacobs over-the-shoulder review of Olsson design
- 11/28/2023 – RTA-Jacobs Design Workshop Planning Meeting
- 11/29/2023 – OK-RTA Design Workshop (in-person) DFW
- 11/13/2023 – OK-RTA Design Bi-Weekly Meeting (virtually between BNSF, Olsson, RTA, Jacobs)
- 11/14/2023 – RTA-Jacobs Standing Meeting

Upcoming Activities:

- 12/28/2023 – OK-RTA Design Bi-Weekly Meeting (virtually between BNSF, Olsson, RTA, Jacobs)
- 12/28/2023 – RTA-Jacobs Standing Meeting
- 1/4/2024 – TRE & TEXRail Vehicle Tour (RTA, Jacobs, Lochner)
- 1/10/2024 – OK-RTA Bi-Weekly Meeting (virtually between BNSF, Olsson, RTA, Jacobs)
- 1/11/2024 – RTA-Jacobs Standing Meeting
- 1/18/2024 (approximate) – Jacobs vehicle considerations feedback memo

Please reference invoice # with all payments

Remit To: Jacobs Engineering Group c/o Bank of America 800 Market St. Lockbox 18713 St. Louis, MO 63150-8713
ACH/ Wire Payments: Jacobs Engineering Group c/o Bank of America ABA # 111000012 Acct # 3750916030



CPAs & ADVISORS

Allen, Gibbs & Houlik, LC
301 N. Main, Suite 1700
Wichita, KS 67202-4868

PHONE: 316.267.7231
FAX: 316.267.0339

Christina Hankins
Regional Transportation Authority
2000 S May Ave
Oklahoma City, OK 73108-4446

Invoice No. 959096
Date 12/14/2023

Client No. 75520

Final Bill for RTA 2023 audit completed in December 2023 per contract
dated September 16, 2020/amended 10/20/2021

\$ 9,300.00

Previously Billed (5,000.00)

Invoice Total \$ 4,300.00

Regional Transportation Authority, we appreciate your business!

Make all checks payable to Allen, Gibbs & Houlik, L.C.

If you would like to pay by ACH please contact us for further instructions

To make a payment online please go to www.aghlc.com and click on **Make a payment**

**RETURN ONE COPY WITH PAYMENT
PAYMENT DUE UPON RECEIPT**



Date	Invoice Number
December 1, 2023	128248
Payment Terms	Due Date
Upon Receipt	December 1, 2023

Bill To:
Regional Transportation Authority of Central Oklahoma 2000 S. May Avenue Oklahoma City, OK 73108 United States of America

Company Address:
1735 Market Street 42nd Floor Philadelphia, PA 19103 +1 (215) 5676100 Federal Tax ID: 81-1642787

Remittance Options:

Via Mail:

PFM Financial Advisors LLC
P.O. Box 65117
Baltimore, MD 21264-5117
United States of America

RE: For Financial Advisory services related to the Regional Transportation Authority of Central Oklahoma for November 2023.

Name	Title	Rate	Hours	Amount
Scott Carlson	Senior Managing Consultant	\$300.00	2.25	\$675.00
Total Professional Fees				\$675.00
Total Amount Due				\$675.00



Date	Invoice Number
January 2, 2024	129059
Payment Terms	Due Date
Upon Receipt	January 2, 2024

Bill To:
Regional Transportation Authority of Central Oklahoma 2000 S. May Avenue Oklahoma City, OK 73108 United States of America

Company Address:
1735 Market Street 42nd Floor Philadelphia, PA 19103 +1 (215) 5676100 Federal Tax ID: 81-1642787

Remittance Options:

Via ACH (preferred):

Via Wire:

Via Mail:

PFM Financial Advisors LLC
P.O. Box 65117
Baltimore, MD 21264-5117
United States of America

RE: For Financial Advisory services related to the Oklahoma RTA for December, 2023

Name	Title	Rate	Hours	Amount
Matthew Rudroff	Senior Managing Consultant	\$300.00	1.00	\$300.00
Ryan Borgstrom	Analyst	\$275.00	6.00	\$1,650.00
Scott Carlson	Senior Managing Consultant	\$300.00	4.00	\$1,200.00
Total Professional Fees				\$3,150.00
Total Amount Due				\$3,150.00

1100 15th St NW, 4th Floor
Washington, DC 20005
(202) 450-6541
scott@alphavu.com
www.alphavu.com



BILL TO
Christina Hankins
Regional Transportation Authority
of Central Oklahoma
2000 South May Avenue
Oklahoma City, Oklahoma
73108

INVOICE # 1943
DATE 01/05/2024
DUE DATE 02/04/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Social network intelligence, analysis, and reporting December 2023 Services --Updating precinct-level model, client meetings.	1	9,250.00	9,250.00
BALANCE DUE			\$9,250.00

**IndaGo Digital, Inc.**

500 S Lynn Riggs #214
Claremore, OK 74017 US
+1 9186305255
andrea@indagodigital.us
indagodigital.us

INVOICE

BILL TO
Michael Scroggins
Regional Transportation Authority of Central Oklahoma
2000 S May Ave
Oklahoma City, OK 73108 USA

INVOICE 1915
DATE 10/03/2023
TERMS Net 30
DUE DATE 11/02/2023

DATE		DESCRIPTION	QTY	RATE	AMOUNT
09/01/2023	Plugin License	Elementor Plug-in - Annual License - rtaok.org	1	49.00	49.00
09/27/2023	Software Services	Domain Renewal (1 Year) - rtaok.org	1	23.17	23.17
09/27/2023	Software Services	Ultimate Domain Protection (1 Year) - rtaok.org	1	29.99	29.99
10/01/2023	Website Maintenance	Annual Website Maintenance - rtaok.org	1	840.00	840.00
10/01/2023	Website Hosting	Annual Website Hosting - rtaok.org	1	480.00	480.00
10/01/2023	Plugin License	Essential Add-Ons - Annual License - rtaok.org	1	49.00	49.00
10/04/2023	Payment Processing		1	70.62	70.62
03/11/2024	Software Services	GoDaddy - MicroSoft 365 - Email Essentials (annual renewal)	1	71.88	71.88

BALANCE DUE**\$1,613.66**



CENTRAL OKLAHOMA
TRANSPORTATION & PARKING
AUTHORITY

REMIT PAYMENT TO:
EMBARC - Accts Receivable
2000 S. May | Oklahoma City, OK 73108
embarkok@okc.gov

Bill To: **Regional Transportation
Authority of Central Oklahoma**

Invoice #: 2024-107

Address: 2000 S May Avenue
Oklahoma City, OK 73108

Invoice Date: 1/1/24

Invoice For: Administrative Services

Item #	Description	Qty	Unit Price	Discount	Price
1	Admin Services Fee - December 2023	1	\$2,449.00		\$2,449.00
2	Reimbursement for Printing - December 2023	1	\$15.60		\$15.60
NOTES: RTA PO # 2024-002				Invoice Subtotal	\$2,464.60
				Tax Rate	
				Sales Tax	\$0.00
				Other	
				Deposit Received	
Make all checks payable to EMBARK				TOTAL	\$2,464.60



TO: Chairman and Board of Directors

FROM: Interim Executive Director

Receive Annual Financial Report for the Fiscal Year ended June 30, 2023.

Background The Regional Transportation Authority of Central Oklahoma's (RTA) Trust Indenture requires an independent audit of its financial controls and the results compiled in an annual financial report. The report is to be filed annually with the governing body of the Beneficiaries. The RTA is committed to providing annual financial reporting in compliance with Generally Accepted Accounting Principles (GAAP) (SEC rule 15c2-12). The objective of the RTA is to comply with all statutory and regulatory requirements.

The Board of Directors approved the professional services agreement (PSA) with Allen, Gibbs, Houlik, L.C. (AGH) in September 2020, and the agreement was amended in September 2021. AGH completed their audit of the RTA's financials for the fiscal years ended June 30, 2023 and 2022. The annual report is hereby submitted to the Board.

The audit will be filed with the three member cities as required by the Trust Indenture and Agreement.

Recommendation: Receive the Annual Financial Report for the Fiscal Year ended June 30, 2023.

Jason Ferbrache
Interim Executive Director

Board of Trustees

Regional Transportation Authority of Central Oklahoma

Oklahoma City, Oklahoma

We are pleased to present this report related to our audit of the basic financial statements of the Regional Transportation Authority of Central Oklahoma (the Authority) as of and for the year ended June 30, 2023. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for the Authority's financial reporting process.

This report is intended solely for the information and use of the Board of Trustees and management, and is not intended to be, and should not be, used by anyone other than these specified parties.

Consistent with this requirement, the following summarizes our responsibilities regarding the basic financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial and related compliance reporting process.

This letter includes other comments and suggestions with respect to matters that came to our attention in connection with our audit of the Authority's financial statements. These items are offered as constructive suggestions to be considered part of the ongoing process of modifying and improving the Authority's practices and procedures.

The following summarizes various matters that must be communicated to you under auditing standards generally accepted in the United States of America.

Our Responsibilities with Regard to the Financial Statement and Compliance Audit

Our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States have been described to you in our arrangement letter dated October 20, 2021. Our audit of the basic financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.

Overview of the Planned Scope and Timing of the Financial Statement Audit

We have issued a separate communication dated August 7, 2023, regarding the planned scope and timing of our audit and identified significant risks. We made no significant changes to the scope or timing of our procedures.

Accounting Policies and Practices

Preferability of Accounting Policies and Practices - Under generally accepted accounting principles, in certain circumstances, management may select among alternative accounting practices. In our view, in such circumstances, management has selected the preferable accounting practice.

Adoption of, or Change in, Accounting Policies - Management has the ultimate responsibility for the appropriateness of the accounting policies used by the Authority. The Authority did not adopt any significant new accounting policies, nor have there been any changes in existing significant accounting policies during the current period.

Significant Accounting Policies - We did not identify any significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Unusual Transactions - We did not identify any significant unusual transactions.

Management's Judgments and Accounting Estimates - Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses their knowledge and experience about past and current events, and certain assumptions about future events. You may wish to monitor throughout the year the process used to determine and record accounting estimates.

Audit Adjustments and Uncorrected Misstatements

There were no audit adjustments made to the original trial balance presented to us to begin our audit.

We are not aware of any uncorrected misstatements other than misstatements that are clearly trivial.

Management Representations

In connection with our audit procedures, we have obtained a written management representation letter. This representation letter constitutes written acknowledgments by management that it has the primary responsibility for the fair presentation of the financial statements in conformity with generally accepted accounting principles and also includes the more significant and specific oral representations made by officers and employees during the course of the audit. The letter is intended to reduce the possibility of misunderstandings between us and the Authority and reminds the signing officers to consider seriously whether all material liabilities, commitments and contingencies or other important financial information have been brought to our attention.

Other Information Included in Annual Reports

Our responsibility for other information included in annual reports is to read the information and consider whether its content or the manner of its presentation is materially inconsistent with the financial information covered by our auditor's report, whether it contains a material misstatement of fact or whether the other information is otherwise misleading. We read the Authority's transmittal letter section. We did not identify material inconsistencies with the audited financial statements.

Observations About the Audit Process

We did not discuss with management any alternative treatments within generally accepted accounting principles for accounting policies and practices related to material items during the current audit year; we encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit or significant disclosures to be included in the financial statements; we are not aware of any consultations management had with other accountants about accounting or auditing matters; no significant issues arising from the audit were discussed or the subject of correspondence with management; we did not encounter any difficulties in dealing with management relating to the performance of the audit; and we did not encounter any significant and difficult or contentious matters that required consultation outside the engagement team.

Shared Responsibilities for Independence

Independence is a joint responsibility and is managed most effectively when management, audit committees, and audit firms work together in considering compliance with AICPA and *Government Accountability Office* (GAO) independence rules. For Allen, Gibbs & Houlik, L.C. (AGH) to fulfill its professional responsibility to maintain and monitor independence, management, the audit committee, and AGH each play an important role.

Our Responsibilities

- AICPA and GAO rules require independence both of mind and in appearance when providing audit and other attestation services. AGH is to ensure that the AICPA and GAO's General Requirements for performing non-attest services are adhered to and included in all letters of engagement.
- Maintain a system of quality control over compliance with independence rules and firm policies.

The Authority's Responsibilities

- Timely inform AGH, before the effective date of transactions or other business changes, of the following:
 - New affiliates, directors, officers, or persons in financial reporting and compliance oversight roles.
 - Changes in the reporting entity impacting affiliates such as subsidiaries, partnerships, related entities, investments, joint ventures, component units, and jointly governed organizations.
- Provide necessary affiliate information such as new or updated structure charts, as well as financial information required to perform materiality calculations needed for making affiliate determinations.
- Understand and conclude on the permissibility, prior to the Authority and its affiliates, officers, directors, or persons in a decision-making capacity, engaging in business relationships with AGH.
- Not entering into arrangements of nonaudit services resulting in AGH being involved in making management decisions on behalf of the Authority.
- Not entering into relationships resulting in AGH, AGH covered persons or their close family members, temporarily or permanently acting as an officer, director, or person in an accounting, financial reporting or compliance oversight role at the Authority.

Other Matters

Effective cybersecurity risk management has never been more important than in today's environment. Boards of Trustees and executive management (the governance team) face an enormous challenge: to oversee how the organization manages cybersecurity risk.

An effective cybersecurity risk management program provides reasonable, but not absolute, assurance that material breaches are prevented or detected, and mitigated in a timely manner. The combined effects of an organization's dependency on IT, the complexity of IT networks and business applications, extensive reliance on third parties and human nature (i.e., susceptibility to social engineering) are only likely to increase the need for effective cybersecurity risk management programs. Elements of an effective cyber risk management program should include:

- A comprehensive and documented risk assessment. Such assessment should not fall solely on the IT team. It is a governance and management challenge that should involve executive management and others charged with governance.
- Control assessments should include, at a minimum, an information technology systems general controls review, social engineering testing and, potentially, internal and/or external penetration testing.
- A vulnerability assessment will identify potential network vulnerabilities that can leave a company open to significant risk. Using automated scanners, this will help the organization identify and resolve vulnerabilities before they are exploited by cybercriminals.

The Authority utilizes the IT department of the City of Oklahoma City which has annual IT assessments and vulnerability assessments, which we believe is imperative in today's environment. We encourage executive management to be intimately involved with the review and summary reports should also be shared with the governance team.

Comprehensive Policy and Procedure Review - Given the broad and deep scope of your operations, you should consider completing a comprehensive evaluation of the adequacy and effectiveness of the entity's internal financial policies, processes and procedures, including a comparison to best practices among organizations the same size.

For entities that have experienced budget cuts in the finance area or those that have experienced turnover, a periodic review of controls is imperative. Even if your finance team has been stable over the years, we remind you that even the best design of controls is only as good as the people who carry out and execute such controls.

Financial policies, procedures and processes are a key element of sound fiscal administration. When policies are effective, they can preserve or enhance the fiscal health and wealth of the organization and create efficiencies for staff members.

This comprehensive evaluation could include:

1. Evaluation of existing controls
2. Identification of financial policies that could lead to vulnerability to fraud and/or abuse
3. For those identified weaknesses and risks, recommendations for improvements

AGHUniversity Resources - As part of AGH's ongoing commitment to serve as a trusted advisor, we offer these resources as a key part of the additional value AGH provides beyond the engagement itself:

- AGHUniversity.com - a full schedule of complimentary CPE or current and relevant topics and other updates to clients throughout the year. Free registration and webinars are available for the Company's staff and board members at aghuniversity.com. A sample of recent topics include Lease accounting; Become a destination employer: 5 factors you must get right; 6 steps to improving employee soft skills - Along with productivity and profitability; Measuring what matters in your 401(k) plan for recruitment, retention and reward; Cybersecurity: Protect your organization from cybercriminals; and 10 steps to prepare your business for a sale.
- AGH alerts and newsletters - This includes periodic mailings or emails to alert clients to new accounting standards or regulatory changes.

Closing

We will be pleased to respond to any questions you have about this report or set up an introductory meeting to discuss the other recommendations at no charge. We appreciate the opportunity to continue to be of service to the Regional Transportation Authority of Central Oklahoma.

Allen, Gibbs & Houlik, L.C.
CERTIFIED PUBLIC ACCOUNTANTS

Wichita, KS
November 7, 2023



Regional Transportation Authority
of Central Oklahoma

Annual Financial Report

for the Fiscal Years ended
June 30, 2023 and 2022



REGIONAL TRANSPORTATION AUTHORITY

The Regional Transportation Authority
of Central Oklahoma

Board of Directors

Brad Henry, Chairman - Oklahoma City

Marion Hutchison, Vice Chairman - Norman

Mary Melon-Tully, Secretary - Oklahoma City

James Boggs, Treasurer - Edmond

Jim Gebhart - Edmond

Chuck Thompson - Norman

Aaron Curry - Oklahoma City

Management

Jason Ferbrache, Interim Executive Director

Annual Financial Report for the Fiscal Years Ended June 30, 2023 and 2022

Prepared by The Oklahoma City Finance Department, Accounting Services Division
Alex E. Fedak, CPA / Controller

Introductory Section

REGIONAL TRANSPORTATION AUTHORITY

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November 7, 2023

Chairman and Directors
Regional Transportation Authority of Central Oklahoma

The Regional Transportation Authority of Central Oklahoma (Authority) annual financial report (annual report) provides a comprehensive overview of the Authority's financial position and the results of operations during the past fiscal year. It complies with reporting requirements specified by Oklahoma State Statutes and the dictates of effective financial management practices. The Oklahoma City Finance Department, Accounting Services Division, has prepared this report in compliance with generally accepted accounting principles in the United States. It is fairly stated in all material respects. Responsibility for the accuracy of the reported information and the completeness and fairness of the presentation, including disclosures, rests with the Authority.

The Authority's annual report includes the reports of independent auditors, management's discussion and analysis (MD&A), financial statements, and related notes. Management's narrative on the financial activities of the Authority for fiscal years ended June 30, 2023, and 2022 is in the MD&A section of this report, immediately following the independent auditor's report on financial statements and supplementary information. The Authority's reporting entity is comprised of financial and operating activities conducted within the legal framework of the Authority.

The original Authority Task Force established in 2009 by the Association of Central Oklahoma Governments (ACOG) was led by a steering committee of locally elected officials and volunteer private sector representatives. The governing cities provided the initial funding for the region's longstanding vision to transform the transportation system of Central Oklahoma.

The Authority was created as a public trust pursuant to Title 60 of the Oklahoma Statutes, section 176, et seq., on February 20, 2019, by the governing city councils of Del City, Edmond, Midwest City, Moore, Norman, and Oklahoma City. The purpose of the Authority is to plan, finance, implement and operate a regional transportation system. During the fiscal ended year June 30, 2022, three of the member cities withdrew from the Authority. On October 24, 2022, an amended and restated trust agreement and indenture was entered into by the governing city councils of Edmond, Norman, and Oklahoma City.

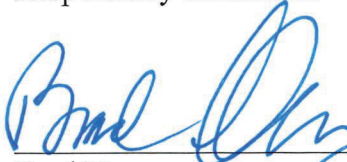
The Authority will analyze potential dedicated funding sources for public transportation while providing legal, financial, and marketing support. The Authority also establishes policies and procedures required for operation of the Authority, planning, and development of the public transportation system in Central Oklahoma while coordinating with existing transit operators, the Oklahoma Department of Transportation (ODOT), and federal governing agencies via a trust indenture approved by the governing city councils and mayors of the member jurisdictions.

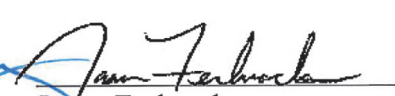
Dr. Russell Evans, Partner and Chief Economist at the Thorberg Collectorate, provides an annual economic outlook to City leaders in February. Dr. Evans' expectation for 2023 was at best a slow economic growth, with a real possibility of a mild recession surfacing at some point. Although the labor market and consumer spending remained strong during the first half of the fiscal year, both were beginning to show signs of weakness as unemployment gradually rose and household net worth and savings fell. While inflation had begun to moderate, household spending was considered unlikely to keep pace and the record high revenue growth Central Oklahoma experienced in recent years from high sales and use tax collections were expected to significantly diminish in fiscal year 2023. Per-capita personal income in Central Oklahoma was expected to increase 1.9% in 2023, due to current labor market strength. The forecast for nonfarm and private employment in Central Oklahoma was for 0.8% growth in the number of people employed. Dr. Evans' forecast predicted sales tax growth of between 5.9% and 7.1% for fiscal year 2023, as the record-high growth witnessed in recent years recedes with the likelihood of an economic downturn at some point during the period.

In September 2023, Dr. Evans provided a mid-year update which took into consideration slowing job growth and increasing consumer fragility nationwide. The fragility of the consumer is underscored by the decline of personal savings to below pre-pandemic levels and rising credit card balances which have been fueling recent consumption. Despite these worrying signs, Central Oklahoma is on a solid economic footing as payroll employment and average weekly earnings have grown. Central Oklahoma is expected to maintain positive fiscal performance through fiscal year 2024, with sales tax collections forecasted to grow 2.5% and use tax collections expected to grow 11.4% in the baseline scenario. Still, there remain considerable downside risks to the forecast with uncertainty over how determined federal fiscal policy will be in imposing an economic slowdown and the ability of fragile consumers to weather such a contraction.

The governing boards of the member jurisdictions appoint seven directors. Each jurisdiction's mayor appoints two directors with the exception of Oklahoma City who appoints three directors. The Authority participates in the City of Oklahoma City's comprehensive accounting system. Interim financial statements provide the Authority management and other interested readers with regular financial analysis.

Respectfully submitted:


Brad Henry
Chairman


Jason Ferbrache
Interim Executive Director


Alex E. Fedak, CPA
Controller

Financial Section

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
Regional Transportation Authority of Central Oklahoma
Oklahoma City, Oklahoma

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities and the major fund of the Regional Transportation Authority of Central Oklahoma (Authority), as of and for the years ended June 30, 2023 and 2022, and the related notes to financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the governmental activities and the major fund of the Authority as of June 30, 2023 and 2022, and the respective changes in financial position for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve

collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not part of the of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory section but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audits of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If,

based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 7, 2023 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

Allen, Gibbs & Houlik, L.C

CERTIFIED PUBLIC ACCOUNTANTS

Wichita, KS
November 7, 2023

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MANAGEMENT'S DISCUSSION AND ANALYSIS

Within this section of the Regional Transportation Authority of Central Oklahoma (Authority) annual financial report, the Authority's management provides narrative discussion and analysis of the financial activities of the Authority for the fiscal years ended June 30, 2023 and 2022. The Authority's financial performance is discussed and analyzed within the context of the accompanying financial statements and disclosure following this section. Introductory information is available in the transmittal letter which precedes this discussion and analysis.

Financial Summary

- Authority assets equaled liabilities in fiscal years 2023 and 2022.
- Total assets for the Authority decreased by \$222,375 (18.2%) to \$997,354 during fiscal year 2023 and increased by \$303,275 (33.1%) to \$1,219,729 during fiscal year 2022.
- Total liabilities for the Authority decreased by \$222,375 (18.2%) to \$997,354 during fiscal year 2023 and increased by \$303,275 (33.1%) to \$1,219,729 during fiscal year 2022.

Overview of the Financial Statements

This discussion and analysis introduces the Authority's basic financial statements. The basic financial statements include: (1) Authority-wide statements, (2) fund financial statements, and (3) notes to the financial statements.

Authority-wide Financial Statements

The Authority's annual report includes two Authority-wide financial statements. These statements provide both long-term and short-term information about the overall status of the Authority and are presented to demonstrate the extent to which the Authority has met its operating objectives efficiently and effectively using all the resources available and whether the Authority can continue to meet its objectives in the foreseeable future. Financial reporting at this level uses a perspective similar to that found in the private sector with its basis in full accrual accounting.

The first of these statements is the statement of net position. This statement presents information that includes all of the Authority's assets and liabilities, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Authority as a whole is improving or deteriorating, identify financial strengths and weaknesses and assess liquidity.

The second statement is the statement of activities which reports how the Authority's net position changed during the current fiscal year. This statement can be used to assess the Authority's operating results in its entirety and analyze how the Authority's programs are financed. All current year revenues and expenses are included regardless of when cash is received or paid.

Fund Financial Statements

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The Authority has only one fund, a governmental fund, which serves as the general fund of the Authority.

Governmental Fund

The governmental fund is reported in the fund financial statements and reports the regional transportation function as reported in the Authority-wide financial statements. Fund statements report short-term fiscal accountability focusing on the use of spendable resources and balances of spendable resources available at the end of the year. They are useful in evaluating annual financing requirements and the commitment of spendable resources for the near-term.

Since the Authority-wide financial statements focus includes the long-term view, comparisons between the two perspectives may provide useful insights. Both the governmental fund balance sheets and the governmental fund statements of revenues, expenditures, and changes in fund balance provide a reconciliation to assist in understanding the differences between these two perspectives.

Notes to the Financial Statements

The accompanying notes to the financial statements provide information essential to gain a full understanding of the Authority-wide and fund financial statements. The notes to the financial statements begin immediately following the basic financial statements.

Financial Analysis

	Summary of Net Position						
	2023	2022	2023-2022 Amount of Change	2023-2022 %	2021	2022-2021 Amount of Change	2022-2021 %
Assets							
Current assets	\$997,354	\$1,219,729	(\$222,375)	(18.2%)	\$916,454	\$303,275	33.1%
Total assets	997,354	1,219,729	(222,375)	(18.2)	916,454	303,275	33.1
Liabilities							
Current liabilities	997,354	1,219,729	(222,375)	(18.2)	916,454	303,275	33.1
Total liabilities	997,354	1,219,729	(222,375)	(18.2)	916,454	303,275	33.1
Net position (deficit)							
Total net position	\$-	\$-	\$-	-	\$-	\$-	-

As of June 30, 2023, current assets decreased \$222,375 from June 30, 2022. Cash decreased \$309,687 with the payment of consulting and administration services to perform initial functions and planning for operations and strategies of the Authority, offset by contributions from the member cities. Intergovernmental receivables increased \$87,312. As of June 30, 2022, current assets increased \$303,275 from June 30, 2021. Cash increased \$487,350 with contributions from the member cities offset by the payment of consulting and administration services to perform initial functions and planning for operations and strategies of the Authority. Intergovernmental receivables decreased \$184,075.

Total liabilities decreased \$222,375 in 2023 primarily due to a decrease in unearned revenue of \$226,927. In 2022, total liabilities increased \$303,275 primarily due to an increase in unearned revenue of \$257,824 and an increase in accounts payable of \$47,497.

Summary of Changes in Net Position							
			2023-2022	2023-2022		2022-2021	2022-2021
			Amount of	%		Amount of	%
	2023	2022	Change	Change	2021	Change	Change
Revenues							
Operating grants & contributions	\$1,603,272	\$1,206,378	\$396,894	32.9%	\$689,697	\$516,681	74.9%
Total revenues	1,603,272	1,206,378	396,894	32.9	689,697	516,681	74.9
Program expenses	1,603,272	1,206,378	396,894	32.9	689,697	516,681	74.9
Changes in net position	-	-	-	-	-	-	-
Beginning net position	-	-	-	-	-	-	-
Ending net position	\$-	\$-	\$-	-	\$-	\$-	-

Current contribution of funds of the Authority are considered earned when the expenditures are paid. Within total revenues, the Authority reported a net increase of \$396,894 in 2023. The increase was primarily due to an increase of \$309,582 due to the recognition of contribution revenues applied to consulting and administrative services, and an increase of \$87,312 in Federal Transit Administration funds received. The Authority reported a net increase of \$516,681 in 2022. The increase was primarily due to an increase of \$614,216 due to the recognition of contribution revenues applied to consulting and administrative services partially offset by a decrease of \$97,535 in Federal Transit Administration funds received.

In 2023, program expenses increased \$396,894 primarily related to an increase in professional and consulting services. In 2022, program expenses increased \$516,681 primarily related to an increase of \$520,463 in professional and consulting services, partially offset by a decrease of \$3,900 in audit financial audit services.

Governmental Fund

As discussed, the Authority governmental fund is reported in the fund statements with a short-term, inflow and outflow of spendable resources focus. This information is useful in assessing resources available at the end of the year in comparison to upcoming financing requirements. There are no differences between the Authority-wide and governmental fund financial statements.

Contacting the Authority's Financial Management

This financial report is designed to provide a general overview of the Authority's finances, comply with finance-related laws and regulations, and demonstrate commitment to public accountability. The RTA annual statement may be obtained online at okc.gov/departments/finance. Questions relating to the Authority's operations should be directed to the Regional Transportation Authority of Central Oklahoma, 2000 S May Avenue, Oklahoma City, Oklahoma 73108.

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Basic Financial Statements

Authority-wide Financial Statements

Provide both long-term and short-term information about the Authority's overall status using full accrual accounting.

- * ***Governmental Activities*** – *Reports regional transportation activities and the general revenues of the Authority.*

Fund Financial Statements

Focus on the Authority's governmental fund.

Governmental Fund Financial Statements

Encompass essentially the same functions reported as governmental activities in the Authority-wide financial statements using modified accrual accounting and report the annual financing requirements of governmental programs and the commitment of spendable resources for the near-term.

STATEMENTS OF NET POSITION
June 30,

REGIONAL TRANSPORTATION
AUTHORITY

	<u>2023</u>	<u>2022</u>
<u>ASSETS</u>		
<u>CURRENT ASSETS</u>		
Cash-----	\$910,042	\$1,219,729
Intergovernmental receivables-----	87,312	-
Total current assets-----	<u>997,354</u>	<u>1,219,729</u>
Total assets -----	<u>997,354</u>	<u>1,219,729</u>
<u>LIABILITIES</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses-----	235,676	231,204
Unearned revenue-----	759,068	985,995
Intergovernmental payable-----	2,610	2,530
Total liabilities -----	<u>997,354</u>	<u>1,219,729</u>
<u>NET POSITION</u>		
Total net position -----	<u>\$ -</u>	<u>\$ -</u>

See accompanying notes to financial statements.

STATEMENTS OF ACTIVITIES
For the Years Ended June 30,

REGIONAL TRANSPORTATION
AUTHORITY

	<u>2023</u>	<u>2022</u>
<u>PROGRAM EXPENSES</u>		
Materials and supplies-----	\$49	\$ -
Professional services-----	1,592,153	1,202,459
Other services and charges-----	11,070	3,919
Total program expenses-----	<u>1,603,272</u>	<u>1,206,378</u>
<u>PROGRAM REVENUES</u>		
<u>CHARGES FOR SERVICES</u>		
<u>OPERATING GRANTS AND CONTRIBUTIONS</u>		
Other operating grants and contributions-----	1,603,272	1,206,378
Total program revenues-----	<u>1,603,272</u>	<u>1,206,378</u>
Changes in net position-----	-	-
Net position-beginning-----	-	-
Net position-ending-----	<u>\$ -</u>	<u>\$ -</u>

See accompanying notes to financial statements.

BALANCE SHEETS
June 30,

REGIONAL TRANSPORTATION
AUTHORITY

	<u>2023</u>	<u>2022</u>
<u>ASSETS</u>		
Cash-----	\$910,042	\$1,219,729
Intergovernmental receivable-----	87,312	-
Total assets-----	<u>\$997,354</u>	<u>\$1,219,729</u>
<u>LIABILITIES AND FUND BALANCE</u>		
<u>LIABILITIES</u>		
Accounts payable and accrued expenditures-----	235,676	231,204
Unearned revenue-----	759,068	985,995
Intergovernmental payable, current-----	2,610	2,530
Total liabilities-----	<u>997,354</u>	<u>1,219,729</u>
Total liabilities and fund balances-----	<u>\$997,354</u>	<u>\$1,219,729</u>
<u>RECONCILIATION OF THE BALANCE SHEETS TO THE STATEMENTS OF</u>		
<u>NET POSITION</u>		
Total fund balances-----	\$ -	\$ -
Total net position-----	<u>\$ -</u>	<u>\$-</u>

See accompanying notes to financial statements.

**STATEMENTS OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE
For the Years Ended June 30,**

**REGIONAL TRANSPORTATION
AUTHORITY**

	<u>2023</u>	<u>2022</u>
<u>REVENUES</u>		
Intergovernmental programs-----	\$1,603,272	\$1,206,378
Total revenues-----	<u>\$1,603,272</u>	<u>1,206,378</u>
<u>EXPENDITURES</u>		
<u>CURRENT</u>		
Materials and supplies-----	49	-
Professional services-----	1,592,153	1,202,459
Other services and charges-----	11,070	3,919
Total expenditures-----	<u>1,603,272</u>	<u>1,206,378</u>
Net changes in fund balances-----	-	-
Fund balances, beginning-----	-	-
Fund balances, ending-----	<u>\$ -</u>	<u>\$ -</u>
<u>RECONCILIATION OF STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES TO STATEMENTS OF ACTIVITIES</u>		
Change in net position-----	<u>\$ -</u>	<u>\$ -</u>

See accompanying notes to financial statements.

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Notes to Financial Statements

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

I. A. INTRODUCTION

The accounting and reporting framework and the more significant accounting principles and practices are discussed in subsequent sections of this note. The remainder of the notes is organized to provide explanations, including required disclosures, of the Regional Transportation Authority of Central Oklahoma (Authority) financial activities for the fiscal years ended June 30, 2023 and 2022.

I. B. BASIS OF PRESENTATION

I. B. 1. REPORTING ENTITY

The Authority was created as a public trust pursuant to Title 60 of the Oklahoma Statutes, section 176, et seq., on February 20, 2019, by the governing city councils of Oklahoma City, Edmond, Norman, Moore, Midwest City, and Del City hereinafter referred to as the Beneficiaries. The purpose of the Authority is to plan, establish, develop, acquire, construct, purchase, own, install, repair, enlarge, improve, maintain, equip, finance and refinance, operate and regulate public transportation systems and facilities within the boundaries of the regional district of the Authority including but not limited to the purchase, lease, construction, installation, equipping, maintenance, and operation of such buildings and other facilities necessary for the servicing of such public transportation systems and facilities.

On October 24, 2022, The Authority trust agreement was amended, removing Moore, Midwest City, and Del City as Beneficiaries. Under the amended agreement, there are seven Directors who are appointed by the governing boards of the member jurisdictions. Each jurisdiction's mayor will appoint two Directors with the exception of Oklahoma City who will appoint three Directors subject to the approval of the governing board. The initial term of the Directors shall begin concurrent with the creation of the Authority and end on June 30 in the year following a successful referendum establishing a dedicated funding source for Authority operations. Effective July 1 in the year following a successful referendum establishing a dedicated funding source for Authority operations, the term of the Directors shall be established on a staggered basis with four Directors serving a transitional term of four years and three Directors serving a transitional term of two years. After completion of the transitional term by the Directors, all Directors shall be appointed for four-year terms beginning on July 1.

Related Parties

Central Oklahoma Transportation and Parking Authority (COTPA)

On January 29, 2020, the Authority entered into an agreement with the Central Oklahoma Transportation and Parking Authority (COTPA) to provide interim administrative services. The Authority has not retained staff needed to perform the services necessary to accomplish the existing plan of work. The agreement will provide services of its Administrator as Interim Executive Director. Those services will consist primarily of personnel allocated to support policy development, financial services, administration, public information, marketing, community relations, technology and record keeping. COTPA uses accounting services from the City of Oklahoma City who is also providing these services to the Authority.

I. B. 2. BASIC FINANCIAL STATEMENTS

The basic financial statements include the statement of net position, the statement of activities, balance sheet, and statement of revenues, expenditures, and changes in fund balances. These statements report financial information for the Authority as a whole.

Authority-Wide Financial Statements

The statement of net position reports both short and long-term assets and liabilities, specifically including capital assets, acquired by the Authority.

The statement of activities reports the revenues and expenses of the Authority. Program revenue includes operating and capital grants as well as contributions. All other revenues of the Authority are included as general revenues.

Fund Financial Statements

The balance sheet and statement of revenues, expenditures, and changes in fund balances are also included in the basic financial statements. These statements report current assets and liabilities and sources and uses of these resources.

I. B. 3. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION

Authority-Wide Financial Statements

The financial statements of the Authority are prepared in accordance with accounting principles generally accepted in the United States (U.S. GAAP). The statement of net position and statement of activities report using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Capital assets are recorded when purchased or constructed and depreciated over their useful lives.

Fund Financial Statements

The remaining two financial statements report using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to pay current liabilities. The Authority considers revenues to be available if they are collected within 60 days of the end of the fiscal year. Expenditures are recorded when the related liability is incurred.

I. C. BUDGET LAW AND PRACTICE

Oklahoma Statutes require the submission of financial information for public trusts. However, legal budgetary control levels are not specified. Accordingly, the Authority's budget is submitted to its governing body for approval. Appropriations are recorded and available for encumbrance or expenditure as revenue is received in cash. Budgetary control is exercised on a project-length basis. Therefore, appropriations are carried forward each year until projects are completed. Management's policy prohibits expenditures to exceed appropriations at the detail, line-item level. Management may transfer appropriations without governing body approval.

**I. D. POLICIES RELATED TO ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES,
DEFERRED INFLOWS OF RESOURCES, AND FUND EQUITY**

Implementation of New Accounting Standards

In 2023, the Authority implemented the following accounting standards. The implementation of these standards did not have a material impact on the Authority's financial statements.

The Authority implemented GASB Statement No. 91, Conduit Debt Obligations. The objective of this Statement is to eliminate diversity in practice and provide a single method of reporting conduit debt obligations and improving related required note disclosures. This standard did not have a material impact on the Authority's financial statements.

The Authority implemented GASB Statement No. 94, Public-Private and Public-Public Partnerships and Availability Payment Arrangements. The primary objectives of this statement are to better meet the information needs of financial statement users by improving the comparability of financial statements among governments by addressing issues related to public-private and public-public partnership arrangements and also provide guidance for accounting and financial reporting for availability payment arrangements. The implementation of this standard did not have a material impact on the Authority's financial statements.

The Authority implemented GASB Statement No. 96, Subscription-Based Information Technology Arrangements (SBITAs). The objective of this Statement is to better meet the information needs of financial statement users by (a) establishing uniform accounting and financial reporting requirements for SBITAs; (b) improving the comparability of financial statements among governments that have entered into SBITAs; and (c) enhancing the understandability, reliability, relevance, and consistency of information about SBITAs. The Statement defines a SBITA, establishes that a SBITA results in a right-to-use subscription asset and a corresponding subscription liability, provides the capitalization criteria for outlays other than subscription payments and requires note disclosures regarding a SBITA. The implementation of this standard did not have a material impact on the Authority's financial statements.

The Authority implemented GASB Statement No. 99, Omnibus 2022. The objective of this Statement is to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements and accounting and financial reporting for financial guarantees. There was no effect of adopting GASB Statement No. 99 to the financial statements.

I. D. 1. CASH AND CASH EQUIVALENTS

Cash and cash equivalents reported by the Authority include cash on hand.

I. D. 2. RECEIVABLES

Receivables are due from an intergovernmental agency. All receivables are ordinarily due within 90 days of year end. The receivables are considered fully collectible and no allowances for uncollectible amounts has been recorded.

I. D. 3. PREPAIDS

Prepays are payments to vendors that benefit future reporting periods and are reported on the consumption basis. Prepays are similarly reported in the Authority-wide and fund statements. Payments to vendors that are less than \$5,000 are considered de minimis and are reported with expenses/expenditures in the year of payment. The prepaid threshold amount is \$5,000.

I. D. 4. FUND EQUITY

Fund Balance

Non-Spendable Fund Balance

Fund balance reported as non-spendable includes amounts that cannot be spent because it is not in spendable form or is not expected to be converted to cash including inventories, prepaid expenses and non-current receivables and advances.

Restricted Fund Balance

Restricted fund balance includes amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors or amounts constrained due to constitutional provisions or enabling legislation.

Committed Fund Balance

Committed fund balance includes amounts that are constrained for specific purposes that are internally imposed by a vote of the Board of Directors. Commitments of fund balance do not lapse at year-end.

Assigned Fund Balance

Assigned fund balance includes amounts that are intended to be used for specific purposes that are neither considered restricted nor committed.

Unassigned Fund Balance

Unassigned fund balance includes fund balance which has not been classified within the above mentioned categories.

Fund Balance Usage

The Authority uses restricted amounts when both restricted and unrestricted fund balance is available unless there are legal documents or contracts that prohibit doing this, such as grant agreements requiring dollar for dollar spending. Additionally, the Authority uses committed, then assigned, and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

Net Position

Net position invested in capital assets, net of related debt, and legally restricted amounts are separated from unrestricted net position.

Restricted Net Position

Amounts reported as restricted for debt service include those amounts held in restricted accounts as required by the debt instrument. Restricted amounts held to pay bond interest are reduced by accrued interest payable. Net position restricted for capital projects include unspent debt proceeds legally restricted for capital outlays. Restricted net position also include purpose restrictions from enabling legislation and other external sources.

I. E. USE OF ESTIMATES

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures; accordingly, actual results could differ from those estimates.

I. F. RISK MANAGEMENT

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters.

The Authority carries commercial insurance of all risks of loss, including property and liability insurance.

I. G. MAJOR REVENUES

Revenues are from contributions and grant awards. Program revenues include contributions received from the Beneficiaries and grant awards.

I. H. TAX STATUS

The Authority is exempt from Federal and state income taxes under Section 115 of the Internal Revenue Code for any trade or business related to the Authority's tax-exempt purpose or function.

II. ASSETS

II. A. DEPOSITS AND CASH

Deposits

Custodial credit risk for deposits is the risk that in the event of a bank failure, the Authority's deposits may not be returned or the Authority will not be able to recover collateral securities in the possession of an outside party. The Authority policy requires deposits to be 110 percent secured by collateral valued at market or par, whichever is lower, less the amount covered by Federal deposit insurance. Deposited funds may be invested in certificates of deposit in institutions with an established record of fiscal health, as determined by the bank's institutional rating provided by commercially available bank services or on performance evaluations conducted pursuant to the Federal Community Reinvestment Act, 12 United States Code, Section 2901. Collateral agreements must be approved prior to deposit of funds as provided by law.

At June 30, 2023 and 2022, the Authority's cash is collateralized with securities held by the pledging financial institution in the name of the Authority, less Federal depository insurance.

II. B. ACCOUNTS RECEIVABLE

Intergovernmental receivables at June 30, 2023, were \$87,312. There were no intergovernmental receivables at June 30, 2022.

III. LIABILITIES

III. A. UNEARNED REVENUES

The Authority received contributions from the Beneficiaries. Unearned revenue on these contributions as of June 30, 2023 and 2022, is \$759,068 and \$985,995, respectively.

IV. RELATED PARTY TRANSACTIONS

Central Oklahoma Transportation and Parking Authority (COTPA)

RTA paid COTPA for administrative support in the amounts of \$27,471 and \$27,606 during fiscal years 2023 and 2022, respectively. These payments were for providing the services of personnel allocated to support policy development, financial services, administration, public information, marketing, community relations, technology and record keeping. COTPA uses accounting services from the City of Oklahoma City who is also providing these services to the Authority.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON
AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
Regional Transportation Authority of Central Oklahoma
Oklahoma City, Oklahoma

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of the Regional Transportation Authority of Central Oklahoma (Authority), as of and for the years ended June 30, 2023 and 2022, and the related notes to financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents, and have issued our report thereon dated November 7, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audits of the financial statements, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audits we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audits and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control on compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Allen, Gibbs & Houlik, L.C.

CERTIFIED PUBLIC ACCOUNTANTS

Wichita, KS
November 7, 2023



TO: Chairperson and Board of Directors

FROM: Interim Executive Director

Consider adopting a resolution authorizing travel for up to the Vehicle Evaluation Committee to Travel to Ft. Worth, Texas to review vehicles in service in the Dallas area; and authorize staff to coordinate and make travel arrangements on behalf of the board, estimated cost not to exceed \$5,000.

Background The Regional Transportation Authority of Central Oklahoma (RTA) adopted the Travel policy on March 17, 2021 and per that policy the board must authorize travel for the directors.

The RTA Owner's Representative is recommending the Vehicle Evaluation Committee travel to Ft. Worth, Texas to review the different types of vehicles for operation. The dates of travel will take place in January 2024. The RTA will reimburse business-related travel expenses incurred while traveling, at an estimated cost not to exceed \$5,000.

Recommendation: Adopt the resolution.

Jason Ferbrache
Interim Executive Director

RESOLUTION NO. 24-0003

RESOLUTION OF THE REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA AUTHORIZING TRAVEL FOR THE VEHICLE EVALUATION COMMITTEE TO TRAVEL TO FT. WORTH, TEXAS TO REVIEW VEHICLES IN SERVICE IN THE DALLAS AREA; AND AUTHORIZING STAFF TO COORDINATE AND MAKE TRAVEL ARRANGEMENTS ON BEHALF OF THE BOARD, ESTIMATED COST NOT TO EXCEED \$5,000.

WHEREAS, the Regional Transportation Authority of Central Oklahoma (RTA) adopted the Travel Policy on March 17, 2021; and

WHEREAS, per the Travel Policy, the board must authorize travel for directors; and

WHEREAS, the RTA owner's representative is recommending the Vehicle Evaluation Committee travel to Ft. Worth, Texas to review the different types of vehicles in operation; and

WHEREAS, the dates of travel will take place in January 2024; and

WHEREAS, the RTA business purpose for the travel is for the Vehicle Evaluation Committee to see what vehicle options there are, in order to choose the best fit for the RTA; and

WHEREAS, the RTA will reimburse business-related travel expenses incurred while traveling and will comply with the RTA's Travel Policy; and

NOW, THEREFORE, BE IT RESOLVED by the Directors of the Regional Transportation Authority of Central Oklahoma that they do hereby authorize travel for the Vehicle Evaluation Committee, to Ft. Worth, Texas to review vehicles in service in the Dallas area.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Directors of the Regional Transportation Authority of Central Oklahoma that they do hereby authorize staff to coordinate and make travel arrangements on behalf of the board, estimated cost not to exceed \$5,000.

ADOPTED by the Board of Directors and **SIGNED** by the Chairperson of the Regional Transportation Authority of Central Oklahoma this **17th** day of **January 2024**.

ATTEST:


Mary Mélon-Tully, Secretary



**REGIONAL TRANSPORTATION
AUTHORITY OF CENTRAL OKLAHOMA**


Brad Henry, Chairperson

REVIEWED for form and legality.


Christopher Hall
Municipal Counselor



TO: Chairperson and Board of Directors

FROM: Interim Executive Director

Consider adopting a resolution authorizing updates to the procurement policies, procedures, and authority.

Background The Regional Transportation Authority of Central Oklahoma (RTA) adopted a Procurement Policy and Procurement Procedures Manual on October 16, 2019. Since the adoption of the policy and manual, the RTA has engaged in exponentially more procurement activity. RTA staff has evaluated the current policy and manual and determined that an update is needed to maximize the effectiveness and efficiency of the RTA's procurement process.

Staff desires to implement the following changes: extending the threshold of micro-purchases from \$3,000 to \$10,000 to reflect current federal thresholds, consolidating small purchases from two categories into one, and authorizing the Interim Executive Director to make micro-purchases and securing a purchasing card for such purchases.

Recommendation: Adopt the resolution.

Jason Ferbrache
Interim Executive Director

RESOLUTION NO. 24-0004

**RESOLUTION OF THE REGIONAL TRANSPORTATION AUTHORITY OF
CENTRAL OKLAHOMA AUTHORIZING (RTA) UPDATES TO THE RTA
PROCUREMENT POLICIES, PROCEDURES, AND AUTHORITY.**

WHEREAS, the Regional Transportation Authority of Central Oklahoma (“RTA”) adopted a Procurement Policy and Procurement Procedures Manual on October 16, 2019; and

WHEREAS, the ultimate purpose of the Procurement Policy and Procurement Procedures Manual is to effectively and efficiently procure goods and services for the benefit the RTA in compliance with applicable federal, state and local requirements; and

WHEREAS, since the adoption of the policy and manual, the RTA has engaged in exponentially more procurement activity; and

WHEREAS, RTA staff has evaluated the current policy and manual and determined that an update to the RTA’s policy and manual is needed to maximize the effectiveness and efficiency of the RTA’s procurement processes; and

WHEREAS, the RTA desires to implement the following changes in its procurement policy, manual, and procedures.

NOW, THEREFORE, BE IT RESOLVED by the Directors of the Regional Transportation Authority of Central Oklahoma that:

A. Micro Purchases. The maximum threshold for Micro Purchases is extended from \$3,000 to \$10,000 to reflect current federal thresholds.

B. Small Purchases. The two current categories of Small Purchases (\$3,000.01 to \$10,000 and \$10,000.01 to \$100,000) are consolidated into a new single class, which shall reflect purchases greater than \$10,000 but less than \$100,000. Purchases falling within this new Small Purchase range will adhere to the steps provided in Section 3.2.1 of the current RTA Procurement Procedures Manual.

C. Executive Director Micro Purchase Authority. Pursuant to RTA business, the RTA Executive Director or designee is hereby authorized to make Micro Purchases and execute contracts for such procurements (as appropriate) on behalf of the RTA without pre-approval of the

RTA Board of Directors.

Any such procurements and contracts authorized by the RTA Executive Director or designee will be brought to the next RTA Board meeting to be received by the RTA Board of Directors.

D. Purchase Cards. The RTA Executive Director or designee is hereby authorized and directed to secure purchase cards on behalf of the RTA to be used for RTA business. Once secured, the RTA Executive Director and RTA staff will use the RTA purchase cards to make purchases for RTA business in accordance with current RTA policies and procedures, when the use of a purchase card is appropriate.

E. Effect. The content of this resolution shall take effect upon adoption by the RTA. To the extent this resolution conflicts with the current RTA Procurement Policy or RTA Procurement Procedures Manual, or current RTA authority or resolutions, this resolution shall be controlling.

ADOPTED by the Board of Directors and **SIGNED** by the Chairperson of the Regional Transportation Authority of Central Oklahoma this **17th** day of **January 2024**.

ATTEST:


Mary Mélon-Tully, Secretary



REGIONAL TRANSPORTATION
AUTHORITY OF CENTRAL OKLAHOMA


Brad Henry, Chairperson

REVIEWED for form and legality.


Christopher Hall
Municipal Counselor