



# BOARD OF DIRECTORS MEETING AGENDA

**WEDNESDAY, MAY 19, 2021**

**2:30 P.M.**

**VIDEO TELECONFERENCE**

**REGULAR MEETING**

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## **DIRECTORS:**

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

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**Video Teleconference Meeting: <https://okc.zoom.us/j/94446604918>**

**Meeting ID: 944 4660 4918**

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# BOARD OF DIRECTORS MEETING AGENDA

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

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## VIRTUAL MEETING

**Zoom:** <https://okc.zoom.us/j/94446604918>

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

**Meeting ID: 944 4660 4918**

The RTA will hold a virtual meeting on May 19, 2021 at 2:30 p.m. The RTA encourages virtual participation in the public meeting from the residents of Oklahoma City, Del City, Edmond, Midwest City, Moore and Norman. Below are instructions on how to listen to the meeting, request to speak on certain agenda items and how to request to speak under Public comments.

To speak on a certain agenda item, place a call, in advance of the meeting to 405-297-2484 or text your request in advance of the meeting to 405-479-1615 or email [infoRTA@rtaok.org](mailto:infoRTA@rtaok.org). Include your name, the agenda item number and the reason you would like to speak. **Please submit your request prior to the beginning of the meeting to avoid receiving your request after your item has been considered.** Staff will attempt to submit requests received during the meeting to process them to the Chairperson. When you are recognized by the Chairperson, please press \*6 to unmute your phone.

If the virtual meeting is disconnected, staff will attempt to restore communications for a maximum of 15 minutes and if communications cannot be restored, the meeting will reconvene to the next regularly scheduled meeting. If you are disconnected, please try again before calling 405-297-2484 or texting 405-479-1615.

**May 19, 2021**

**2:30 p.m.**

**VIDEO TELECONFERENCE  
REGULAR MEETING**

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- 1. Call to Order** – Brad Henry, RTA Board Chairperson
- 2. Roll Call** – Brad Henry, RTA Board Chairperson
- 3. Consider Approval of Minutes**
  - A.** April 21, 2021 Regional Transportation Authority Regular Meeting
- 4. Executive Director Reports** – Jason Ferbrache, Interim Executive Director
- 5. Committee Reports** – Board of Directors
  - A.** Property Acquisition Committee
  - B.** Outreach Committee
- 6. Fiscal Year 2022 Budget**
  - A.** Public Hearing; and
  - B.** Consider resolution adopting the Fiscal Year 2022 Budget; and authorize the Interim Executive Director to implement and administer the budget as per the Trust Agreement and Indenture (2019).

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7. **Consider approval Insurance Proposal from Insurica, for director and officer liability insurance, \$2,839 annual premium.**
  8. **Receive Financial Reports and Ratify and Approve Claims for Period of April 1, 2021 through April 30, 2021.**
  9. **Public Comments** – Brad Henry, RTA Board Chairperson
  10. **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.

11. **Adjournment**



# BOARD OF DIRECTORS MEETING MINUTES

The regularly scheduled meeting of the Regional Transportation Authority (RTA) was convened at 2:30 p.m. on Wednesday April 21, 2021, virtually via Zoom. This meeting was held as indicated by advanced notice filed with the Oklahoma County Clerk on April 16, 2021 at 12:58 p.m.

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## **RTA Board of Directors Present**

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

## **Entity**

City of Del City  
City of Edmond  
City of Midwest City  
City of Moore  
City of Norman  
City of Oklahoma City  
City of Oklahoma City

## **RTA Board of Directors Absent**

None

## **Administrative Support Staff Present**

James Ferbrache, Interim Executive Director  
Hailey Rawson, Assistant Municipal Counselor  
Suzanne Wickenkamp, COTPA Assistant Director of Administration  
Lisa K. Hubbell, COTPA Trust Specialist

## **Guests Present**

Larry Hopper  
Anthony Thomas, Midwest City Beacon  
Mike Patterson  
Tom Leatherbee

## **Consultants Present**

Kathryn Holmes, Homes & Assoc.  
Liz Scanlon, Kimley-Horn  
Luke Schmidt, Kimley-Horn

## **MEETING MINUTES**

### **APRIL 21, 2021**

#### **1. Call to Order**

Governor Henry called the meeting to order at 2:36 p.m.

#### **2. Roll Call – Brad Henry, RTA Board Chairperson**

**QUORUM PRESENT: Boggs, Budd, Eddy, Henry, Hutchison, Henry, Mélon, and Vick. ABSENT: None**

#### **3. Consider Approval of Minutes**

A. March 17, 2021 Regional Transportation Authority Special Meeting

**APPROVED. Moved by Mélon, seconded by Hutchison. AYES: Boggs, Budd, Eddy, Henry, Hutchison, Mélon, and Vick. NAYES: None.**

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

A. Administration Report

Suzanne Wickenkamp, RTA support staff, stated the Financial Audit report, that was presented at the last meeting, was filed with each of the member cities. Three invoices for local fund contributions for FY 2022 have been issued and the others will be issued shortly. The conflict-of-interest forms have been received from the directors and staff are working on renewing the liability insurance for the directors, which expires next month. RTA support staff have drafted a schedule for next quarter's Outreach Committee meetings, once finalized, staff will reach out to the member cities to coordinate those meetings.

#### **5. Committee Reports – Board of Directors**

A. Property Acquisition Committee

Derek Sparks stated that yesterday SB-967 passed the State House 89-1 and all indications are that it will be signed into law. Mr. Sparks thanked all who were involved in the passage of this very important legislation. Anthony Thomas from the Midwest City Beacon asked what the legislation does. Kathryn Holmes said that it allows an operator within the freight corridor who happens to be operating passenger services for a governmental entity to receive the limited governmental immunity for purposes of the passenger operations.

B. Outreach Committee

Secretary Mélon said the Outreach Committee is in the process of getting meetings scheduled for the second quarter with all the member cities. Secretary Mélon thanked Director Hutchison for his presentation to the Norman City Council and Director Boggs for his upcoming scheduled presentations in Edmond. If anyone is asked to give a presentation, please remember to contact the Outreach Committee for the most up-to-date version of the presentation.

Chairperson Henry thanked Director Hutchison and Secretary Mélon for their leadership in the Property Acquisition and Outreach Committees.

**6. A. Receive Public Engagement Reports – Kimley Horn**

1) January 2021 Town Hall Meeting

2) March 2021 Town Hall Meeting

Chairperson Henry said the results of the two Town Hall Meetings (attached to the agenda) were very successful. Interim Executive Director Ferbrache said that the virtual forum has been very successful for participation purposes.

**RECEIVED. Moved by Vick, seconded by Boggs. AYES: Boggs, Budd, Eddy, Henry, Hutchison, Mélon, and Vick. NAYES: None**

**B. Consider approval of RTA Transit System Plan; and direct Interim Executive Director to forward the Transit System Plan to ACOG for inclusion in Encompass 2045 Plan.**

Liz Scanlon gave a recap of the methods of engagement and discussed the draft Transit System Plan. Chairperson Henry asked if the plan is approved as proposed could the Board decide to amend the plan to include a new corridor at a later date? Ms. Scanlon confirmed that an amendment could be made and would be very appropriate.

Interim Executive Director Ferbrache noted staff is recommending the Board approve the Transit System Plan and authorize submittal of the plan to ACOG to include in the Encompass 2045 Plan.

Resident, Larry Hopper, requested to be heard. Chairperson Henry recognized Mr. Hopper. Mr. Hopper noted four corridors are recommended for the Transit System Plan; however, a fifth corridor in the Northwest region should be included. Mr. Hopper noted Association of Central Oklahoma Governments (ACOG) would not adopt the 2045 Plan until October and the cost information on each corridor should be submitted. Ms. Scanlon said it is an interesting idea and warrants examination, but Kimley-Horn's recommendation would be to study it before recommending it be included in the plan. Director Hutchison recognized the population growth in Northwest Oklahoma City and noted the area should be looked at, but it should not be added right now. Director Hutchison suggested it may be a better fit for EMBARK.

Kathrine Holmes said an important foundational question is, who has jurisdiction. That question is more of a policy matter and shouldn't be decided without thinking it all the way through. Director Boggs asked the Interim Executive Director to describe the next steps, assuming the draft plans are approved. Interim Executive Director Ferbrache said that the plans will be available for the public to view on social media and the RTA website. Administratively, the next step is to review the Transit System Plan with ACOG.

Director Vick noted the corridors are listed as North/South connecting Edmond to the North and Norman to the South, Moore should be listed there and to the East, Del City and Midwest City should be listed, and

the West should list Yukon and Mustang. Ms. Scanlon noted the revisions would be made in the final version.

**AMENDED TO INCLUDE ADDITIONAL CITIES. Moved by Vick, seconded by Boggs. AYES: Boggs, Budd, Eddy, Henry, Hutchison, Mélon, and Vick. NAYES: None**

**APPROVED TRANSIT SYSTEM PLAN, AS AMENDED, AND DIRECTED INTERIM EXECUTIVE DIRECTOR JASON FERBRACHE TO FORWARD THE TRANSIT SYSTEM PLAN TO ACOG FOR INCLUSION IN ENCOMPASS 2045 PLAN. Moved by Hutchison, seconded by Mélon. AYES: Boggs, Budd, Eddy, Henry, Hutchison, Mélon, and Vick. NAYES: None**

7. **Consider resolution setting a public hearing on May 19, 2021, as per the Trust Agreement and Indenture (2019), Section 11.2 Annual Budget, to receive public comments regarding the Fiscal Year 2022 Budget; and authorize the Interim Executive Director to publish the Notice of Public Hearing (Attachment "A") at least seven days prior to the May 19, 2021 public hearing.**

**ADOPTED. Moved by Boggs, seconded by Eddy. AYES: Boggs, Budd, Eddy, Henry, Hutchison, Mélon, and Vick. NAYES: None.**

8. **Receive Financial Reports and Ratify and Approve Claims for Period of March 1, 2021 through March 31, 2021.**

Interim Executive Director Ferbrache gave a summary of the attached Financial Reports and Claims. Chairperson Henry asked about allocation of the new local funds. Interim Executive Director Ferbrache said based on the direction of the board, invoices have been created for each of the member cities based on their population. Invoices have been sent to Oklahoma City, Norman, and Del City. An invoice went out today for Edmond. Staff will meet with the City Managers of Moore and Midwest City to explain what the funding will be used for.

**RECEIVED, RATIFIED and APPROVED. Moved by Mélon, seconded by Eddy. AYES: Boggs, Budd, Eddy, Henry, Hutchison, Mélon, and Vick. NAYES: None.**

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

Resident Larry Hopper noted multijurisdictional is a key concept and added the additional Northwest corridor would serve other cities in that area.

Resident Mike Patterson said he is proud of how far this has come and applauded the efforts of staff and the consultants.

City Manager Tom Leatherbee, City of Del City, thanked the Board, the consultants, and staff for the Town Halls and look forward to continued input from the members of RTA stakeholder groups.

**10. 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.

**11. Adjournment – 4:07 p.m.**

**ADJOURNED. Moved by Vick, seconded by Eddy. Boggs, Budd, Eddy, Henry, Hutchison, Mélon, and Vick. NAYES: None.**

**APPROVED** by the Board of Directors and **SIGNED** by the Chairperson of the Regional Transportation Authority of Central Oklahoma, on this **19th** day of **May 2021**.

**ATTEST:**

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**Mary Mèlon, Secretary**

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**Brad Henry, Chairperson**



TO: Chairman and Board of Directors

FROM: Interim Executive Director

- A. Public Hearing; and
- B. Resolution adopting the Fiscal Year 2022 Budget; and directing the Interim Executive Director to implement and administer the budget as per the Trust Agreement and Indenture (2019).

**Background**

The Fiscal Year 2022 Budget (Attachment "A") for the Regional Transportation Authority of Central Oklahoma (RTA) is being presented for public hearing, discussion by the Board of Directors, and final adoption. The budget covers general operations and administrative expenses, including such items as insurance, professional consulting services, website maintenance, etc.

The overall Fiscal Year 2022 Budget is \$1,708,962, a thirty-six percent increase from the Fiscal Year 2021 Budget. The increased costs are related to professional consultant services for the Central Oklahoma Corridor Study.

Upon adoption of the Fiscal Year 2022 Budget, staff will file the adopted Fiscal Year 2022 operating and capital budget with the governing bodies of the Beneficiaries, as per Section 7.13 of the Trust Agreement and Indenture (2019).

**Recommendation:**

To hold the public hearing and adopt the proposed Fiscal Year 2022 Budget.

Respectfully,



Jason Ferbrache  
Interim Executive Director

## **RESOLUTION**

### **RESOLUTION OF THE REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA ADOPTING THE FISCAL YEAR 2022 BUDGET; AND DIRECTING THE INTERIM EXECUTIVE DIRECTOR TO IMPLEMENT AND ADMINISTER THE BUDGET AS PER THE TRUST AGREEMENT AND INDENTURE (2019).**

**WHEREAS**, the Fiscal Year 2022 Budget (Attachment "A") for the Regional Transportation Authority of Central Oklahoma (RTA) is being presented for consideration by the Board of Directors; and

**WHEREAS**, a resolution setting the public hearing was adopted by the RTA on April 21, 2021 (Item No. 7); and

**WHEREAS**, a public hearing was held on May 21, 2021 (Item 6.A.), as per the requirements of the Trust Agreement and Indenture (2019); and

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

**WHEREAS** the overall Fiscal Year 2022 Budget is \$1,708,961, a thirty-six percent increase from the Fiscal Year 2021 Budget; and

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

**WHEREAS**, staff recommends the RTA Fiscal Year 2022 Budget be adopted.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Regional Transportation Authority of Central Oklahoma that they do hereby adopt the

Regional Transportation Authority of Central Oklahoma of Central Oklahoma Fiscal Year 2022 Budget (Attachment "A").

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the Board of Directors of the Regional Transportation Authority of Central Oklahoma that they do hereby direct the Interim Executive Director to implement and administer the budget as per the Trust Agreement and Indenture (2019).

**ADOPTED** by the Board of Directors and **SIGNED** by the Chairman of the Regional Transportation Authority of Central Oklahoma this **19<sup>th</sup>** day of **May 2021**.

**ATTEST:**

**Central Oklahoma Transportation  
and Parking Authority**

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**Secretary**

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**Chairperson**

**REVIEWED** for form and legality

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**Assistant Municipal Counselor**

# Regional Transportation Authority of Central Oklahoma

## Summary - Proposed Fiscal Year 2022 Budget

		Adopted FY 2021	Proposed FY 2022	Change from Prior Year	Percent Change
<b>Section I: SOURCES</b>					
<b>Local Funding</b>					
Del City	2.36%	\$ 14,700	\$ 31,858	\$ 17,158	
Edmond	9.01%	\$ 56,097	\$ 121,575	\$ 65,478	
Midwest City	6.02%	\$ 37,467	\$ 81,201	\$ 43,734	
Moore	6.10%	\$ 37,957	\$ 82,261	\$ 44,305	
Norman	12.28%	\$ 76,439	\$ 165,662	\$ 89,223	
Oklahoma City	64.22%	\$ 399,680	\$ 866,204	\$ 466,524	
		<b>\$ 622,339</b>	<b>\$ 1,348,761</b>	<b>\$ 726,423</b>	<b>117%</b>
<b>Federal Funding</b>					
Federal Grant Funds		\$ 635,221	\$ 360,201	\$ (275,020)	
		<b>\$ 635,221</b>	<b>\$ 360,201</b>	<b>\$ (275,020)</b>	<b>-43%</b>
<b>TOTAL SOURCES</b>		<b>\$ 1,257,560</b>	<b>\$ 1,708,962</b>	<b>\$ 451,403</b>	<b>36%</b>
		Adopted FY 2021	Proposed FY 2022	Change from Prior Year	Percent Change
<b>Section II: USES</b>					
<b>Operating Budget</b>					
Contracts and Services		\$ 620,819	\$ 1,347,241	\$ 726,423	
Equipment and Supplies		\$ 1,520	\$ 1,520	\$ -	
<b>Total Operating</b>		<b>\$ 622,339</b>	<b>\$ 1,348,761</b>	<b>\$ 726,423</b>	<b>117%</b>
<b>Grant Budget</b>					
Contracts and Services		\$ 635,221	\$ 360,201	\$ (275,020)	
Equipment and Supplies		\$ -	\$ -	\$ -	
<b>Total Grant</b>		<b>\$ 635,221</b>	<b>\$ 360,201</b>	<b>\$ (275,020)</b>	<b>-43%</b>
<b>TOTAL USES</b>		<b>\$ 1,257,560</b>	<b>\$ 1,708,962</b>	<b>\$ 451,403</b>	<b>36%</b>



TO: Chairman and Board of Directors

FROM: Interim Executive Director

Consider approval of insurance proposal, Insurica (RTA 21-001), for Director Errors and Omissions Insurance, cost \$2,839.

**Background** As per the direction of the Authority, the Executive Director has requested quotes for the renewal of the Directors Errors and Omissions (E&O) Insurance. Policy providers require additional time to review the RTA Board application and financials before quotes can be provided. Therefore, a final policy was not available at the time this agenda was drafted.

This resolution will authorize the Executive Director to complete the procurement of the E & O insurance policy before the expiration date of May 17, 2020, and execute any documents associated with the policy.

Recommendation: Resolution be adopted.

Reviewed by:

Jason Ferbrache  
Interim Executive Director

# Insurance Proposal

**PREPARED FOR:**

## Regional Transportation Authority of Central Oklahoma

**PROPOSED TERM:**

**May 17, 2020 to May 17, 2021**

**PRESENTED BY:**

**Bill Orcutt, CIC**

**INSURICA**  
P O Box 25928  
Oklahoma City, OK 73125

This presentation is designed to provide an overview of the insurance coverages we have prepared for your review. This proposal is meant to facilitate a general understanding of your insurance needs and should not be construed as a legal interpretation of the insurance policies in place or presented within. Please refer to the actual policies for details on coverages, conditions and exclusions that will govern in the event of a loss.

## DIRECT CONTACT TO SERVICE

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**Bill Orcutt, CIC**

Producer

Phone: (405) 556-2358

Mobile: (405) 659-6222

[Bill.Orcutt@INSURICA.com](mailto:Bill.Orcutt@INSURICA.com)

**Michelle Schurig**

Account Manager

Phone: (405) 556-2217

[Michelle.Schurig@INSURICA.com](mailto:Michelle.Schurig@INSURICA.com)

**General Office Information**

**Physical Address:**

5100 N. Classen Blvd, #300

Oklahoma City, OK 73118

Main Number: (405) 523-2100

Toll Free Number: (800) 880-0291

Fax Number: (405) 556-2332

Website: [www.INSURICA.com](http://www.INSURICA.com)

## NOTIFY US IF

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### CHANGES:

It is important we be informed when a significant change in your operation takes place, such as any:

- Additional locations, new construction
- Changes in property values
- Change in ownership
- Sudden change in sales
- Increased or decreased hazards (i.e. type of work to be insured or new activities undertaken)
- Change in security or protection (i.e. burglar, sprinkler, fire alarm, watchguard, lighting, etc)
- Change in product lines
- New contractual obligations
- Changes in vehicles and/or drivers
- Expansion or moving of operations to a new state
- Employees hired in a new state
- Higher limits and/or additional coverages required or desired (i.e. Flood, Earthquake, Pollution, Professional Liability)
- Vacancy of building you own, operate, or occupy
- Possible claim or incident; notification of suit

The above are examples of situations of which we should be made aware; there are many others as well.

If any questions arise, please contact us at (405) 523-2100 or by fax at (405) 556-2332.

**Disclaimer:** While this list is not inclusive, failure to notify us can affect your coverage.

## DIRECTORS & OFFICERS LIABILITY

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<b>INSURER:</b>	ACE American Insurance Company	<b>A.M. Best Rating:</b> A++ <input checked="" type="checkbox"/> Admitted Carrier <input type="checkbox"/> Non-Admitted Carrier
<b>POLICY TERM:</b>	5/17/2021 to 5/17/2022	
<b>COVERAGE FORM:</b>	Coverage is Primary	
<b>LIMITS:</b>	Each Claim Aggregate	\$1,000,000 \$1,000,000
<b>ADDITIONAL COVERAGES:</b>	Crisis Management Fund	\$25,000
<b>RETENTION:</b>	\$0 Public Officials Liability \$5,000 Public Entity Reimbursement \$5,000 Public Entity Liability	
<b>DEFENSE:</b>	The cost of defending claims is inside the limit of liability	
<b>RETROACTIVE DATE:</b>	Full Prior Acts	
<b>FORMS &amp; ENDORSEMENTS:</b>	Network Security or Privacy Liability Exclusion Employment Practices Liability Exclusion Bond Exclusion Public Entity Liability Enhancement Endorsement	
<b>PREMIUM:</b>	\$2,839	<b>POLICY AUDITABLE:</b> No Minimum Earned Premium: N/A

See Policy for Specific Coverage, Exclusions, Limitations, Conditions and Definitions.

Higher limits may be available on request.

**SPECIFIC QUESTIONS, CONDITIONS, AND/OR SUBJECTIVITIES:**

## PREMIUM SUMMARY

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LINE OF COVERAGE	EXPIRING PREMIUM	RENEWAL PREMIUM
Directors and Officers Liability	\$2,839.00	\$2,839.00

### PAYMENT OPTIONS/TERMS:

Agency Bill – Annual Payment

### SPECIFIC QUESTIONS, CONDITIONS, AND/OR SUBJECTIVITIES:

### MARKETING EFFORTS:

Insurance Carrier	Results
Great American	Declined
AmWINS	\$3,000 w/o taxes and fees

## DISCLOSURES

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### Compensation Disclosure to our Customers

INSURICA is part of the American Independent Agency system (Independent Agents), which consists of some 40,000 insurance agencies nationwide. For our efforts, primarily commissions paid by insurance companies compensate us. The amount is based on the commission schedules established individually by each insurance company and is typically calculated as a percentage of the premium.

Our agency may also be eligible to receive various forms of incentive compensation, including contingent commissions and other awards and bonuses. This incentive compensation is based upon criteria that may include the volume, growth, profitability, and retention of business placed or other performance measures established by the individual insurers with whom we do business. If our agency does not meet the criteria set by any individual insurer in a given year, we will not receive any incentive compensation from the carrier for that year.

On occasion insurance carriers will issue a policy at a net premium (no commission factored into the premium) and at that time, our agency will determine an appropriate fee which fairly reflects the various services provided for the policy being issued. These fees are disclosed and itemized as a separate billing amount to our clients.

### Limits of Coverage

**Higher limits of coverage may be available upon request.**

### Property Coverages

**Vacant Properties:** Property policies contain vacancy provisions excluding or reducing coverage for certain perils if a building or suite is vacant 60 or more days. A building or suite is considered vacant if less than 31% of the total square footage is used to conduct customary operations.

**Flood and Earthquake Coverage:** Unless specifically noted on the policy, Flood and Earthquake coverage is not provided. It is important to consider this coverage and it is available upon request subject to underwriting consideration and additional premium.

**Appraisal:** Obtaining an updated appraisal on an annual basis is a sound risk management technique. Failure to obtain an appraisal increases the risk that your property might be underinsured and that you may incur a coinsurance penalty.

## DISCLOSURES

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### A.M. BEST RATING

A Best Financial Strength Rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. The rating is based on a comprehensive quantitative and qualitative evaluation of a company's balance sheet strength, operating performance and business profile. Their ratings range from A++ (Superior) to S (Suspended.)

The two highest ratings given by A.M. Best receive a "Secure" financial evaluation.

<u>Rating</u>	<u>Definition</u>
A++, A+	Assigned to companies that have, in Best's opinion, a superior ability to meet their ongoing insurance obligations.
A, A-	Assigned to companies that have, in Best's opinion, an excellent ability to meet their ongoing insurance obligations

The ratings are not assigned to specific insurance policies or contracts and do not address any other risk, including, but not limited to, an insurer's claims-payment policies or procedures; the ability of the insurer to dispute or deny claims payment on grounds of misrepresentation or fraud; or any specific liability contractually borne by the policy or contract holder. A Best's Financial Strength Rating is not a recommendation to purchase, hold or terminate any insurance policy, contract or any other financial obligation issued by an insurer, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser.

Financial analysis of insurance companies is a complex process that requires specialized knowledge. INSURICA relies upon opinions expressed by A.M. Best Company in determining the financial strength and size of insurance companies. INSURICA makes no representations and warranties concerning the solvency of any carrier, nor does it make any representation or warranty concerning the rating of the carrier which may change.

### ADMITTED COMPANY

A foreign or alien insurance company which has been licensed by the insurance department of the state in question and which, thereby, is authorized to conduct business within that state to the extent licensed. Also called an admitted market or admitted insurer.

### NONADMITTED COMPANY

If an insurer is not licensed to write insurance in a specific state, then the insurer is a nonadmitted insurer for that state. They are usually nonadmitted because they do not meet the same capitalization requirements as an admitted company. Premiums paid to them are not protected by any state guaranty fund and they are not subject to state regulation.

# **REGIONAL TRANSPORTATION AUTHORITY**

The Regional Transportation Authority  
of Central Oklahoma

## ***Board of Directors***

Brad Henry, Chairperson - Oklahoma City

Marion Hutchinson, Vice Chairperson - Norman

Mary Mélon, Secretary - Oklahoma City

James Boggs, Treasurer - Edmond

Donald Vick - Del City

Aaron Budd - Midwest City

Steve Eddy - Moore

## ***Management***

Jason Ferbrache, Interim Executive Director

Schedules of Revenues and Expenditures - Budget to Actual  
For the Ten Months Ended April 30, 2021

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

**REGIONAL TRANSPORTATION AUTHORITY  
OF CENTRAL OKLAHOMA  
SCHEDULES OF REVENUES AND EXPENDITURES - BUDGET TO ACTUAL**

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For the Ten Months Ended April 30, 2021

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The City of  
OKLAHOMA CITY  
DEPARTMENT OF FINANCE

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

FROM: Accounting Services Division

DATE: May 13, 2021

SUBJECT: Regional Transportation Authority of Central Oklahoma (Authority) Budget to Actual Schedule and  
Statement of Local Funding for the Ten Months Ended April 30, 2021

The financial reports presented on the following pages include schedules of revenues and expenditures - budget to actual and a statement of local funding for the Authority.

On the budget to actual schedules, the difference between the actual revenues and expenditures to the budget is the variance. Positive variances indicate favorable conditions, whereas negative variances indicate unfavorable conditions.

The budget to actual schedules are prepared on a cash basis of accounting.

The financial reports are preliminary and may change. However, any changes are expected to be immaterial. Significant changes would result in the reissuance of the reports.

The financial reports are for internal use only and are unaudited. The schedules are prepared by the City of Oklahoma City Finance Department, Accounting Services Division. The undersigned are prepared to answer any questions you may have pertaining to the reports.

Respectfully submitted:

*Susan R Korpi*

Sue Korpi  
City of Oklahoma City  
Municipal Accountant II

*Amy M. Lucas*

Amy M. Lucas, MBA, CPA  
City of Oklahoma City  
Accounting Manager

*Alex E. Fedak*

Alex E. Fedak, CPA  
City of Oklahoma City  
Acting Controller

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET TO ACTUAL**

**For the Ten Months Ended April 30, 2021**

**SUMMARY**

(unaudited)

**REGIONAL  
TRANSPORTATION AUTHORITY  
OF CENTRAL OKLAHOMA**

	Original Budget Total Year	Original Budget Year to Date	Actual Revenues/ Expenditures Year to Date	Variance	Actual as a Percent of Year to Date Budget
<b><u>SOURCES</u></b>					
Operations (1)-----	622,339	254,938	306,909	51,971	120.4%
Grant activity-----	635,221	349,848	156,250	(193,598)	44.7
<b>Total revenues-----</b>	<b>1,257,560</b>	<b>604,786</b>	<b>463,159</b>	<b>(141,627)</b>	<b>76.6</b>
<b><u>EXPENDITURES</u></b>					
Operations-----	622,339	254,938	306,909	(51,971)	120.4
Grant activity-----	635,221	349,848	221,857	127,991	63.4
<b>Total expenditures-----</b>	<b>1,257,560</b>	<b>604,786</b>	<b>528,766</b>	<b>76,020</b>	<b>87.4</b>
<b>Operating (loss) income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(65,607)</b>	<b>(\$65,607)</b>	<b>N/A</b>

(1) Operation's source of funds is from the prior year cash balance.

**OPERATIONS**

Cash balance, beginning-----	1,131,979
<b>Cash balance, ending-----</b>	<b>\$825,070</b>

**GRANT ACTIVITY**

Cash balance, beginning-----	-
<b>Cash balance, ending-----</b>	<b>(\$65,607)</b>

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET TO ACTUAL**

**For the Ten Months Ended April 30, 2021**

**OPERATIONS**

(unaudited)

**REGIONAL  
TRANSPORTATION AUTHORITY  
OF CENTRAL OKLAHOMA**

	Original Budget Total Year	Original Budget Year to Date	Actual Revenues/ Expenditures Year to Date	Variance	Actual as a Percent of Year to Date Budget
<b><u>SOURCES</u></b>					
Prior year cash balance-----	\$622,339	\$254,938	\$306,909	\$51,971	120.4%
<b>Total revenue-----</b>	<b>622,339</b>	<b>254,938</b>	<b>306,909</b>	<b>51,971</b>	120.4
<b><u>EXPENDITURES</u></b>					
Professional services - COTPA administration-----	27,460	20,592	20,577	15	99.9
Professional services - Holmes & Associates-----	501,000	221,379	228,695	(7,316)	103.3
Legal fees-----	9,000	-	-	-	N/A
Independent audit fees-----	15,000	12,600	12,600	-	100.0
Polling Services-----	26,000	-	-	-	N/A
Training-----	7,850	-	-	-	N/A
Travel-----	20,000	-	-	-	N/A
Insurance-----	4,000	-	-	-	N/A
Branding-----	10,000	-	-	-	N/A
Other services and charges-----	509	367	666	(299)	181.5
Supplies-----	1,520	-	-	-	N/A
Transfer to grant activity for grant match (1)-----	-	-	44,371	(44,371)	N/A
<b>Total expenditures-----</b>	<b>622,339</b>	<b>254,938</b>	<b>306,909</b>	<b>(51,971)</b>	120.4
<b>Operating (loss) income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	N/A

(1) This is the 20% grant match on the Kimley-Horn invoices approved through the March, 2021 claims reports.

**CASH BALANCE**

Cash balance, beginning-----	1,131,979
<b>Cash balance, ending-----</b>	<b>\$825,070</b>

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET TO ACTUAL**

**For the Ten Months Ended April 30, 2021**

**GRANT ACTIVITY**

(unaudited)

**REGIONAL  
TRANSPORTATION AUTHORITY  
OF CENTRAL OKLAHOMA**

	Original Budget Total Year	Original Budget Year to Date	Actual Revenues/ Expenditures Year to Date	Variance	Actual as a Percent of Year to Date Budget
<b><u>SOURCES</u></b>					
Federal grants (1)-----	\$635,221	\$349,848	\$111,879	(\$237,969)	32.0
Transfer from Operations for local grant match-----	-	-	44,371	44,371	N/A
<b>Total revenue-----</b>	<b>635,221</b>	<b>349,848</b>	<b>156,250</b>	<b>(193,598)</b>	<b>44.7</b>
<b><u>EXPENDITURES</u></b>					
Professional services - COTPA administration-----	109,841	-	-	-	N/A
Professional services - Kimley-Horn-----	525,000	349,848	221,857	127,991	63.4
Other services and charges-----	380	-	-	-	N/A
<b>Total expenditures-----</b>	<b>635,221</b>	<b>349,848</b>	<b>221,857</b>	<b>127,991</b>	<b>63.4</b>
<b>Operating (loss) income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(\$65,607)</b>	<b>(\$65,607)</b>	<b>N/A</b>

(1) The adopted budget was for 100% Federal grant reimbursement with no local match.

**CASH BALANCE**

Cash balance, beginning-----	-
<b>Cash balance, ending-----</b>	<b>(\$65,607)</b>

**STATEMENT OF LOCAL FUNDING**  
**For the Ten Months Ended April 30, 2021**  
**(unaudited)**

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

<b>2021</b>					
<b>LOCAL SPLIT</b>	<b>Population</b>	<b>% Population</b>	<b>Local Share Contributed</b>	<b>Spent</b>	<b>Funds Remaining</b>
Del City	21,332	2.3621%	\$49,580	\$30,092	\$19,488
Edmond	81,405	9.0138%	189,200	114,830	\$74,370
Midwest City	54,371	6.0204%	126,368	76,696	\$49,672
Moore	55,081	6.0990%	128,018	77,697	\$50,321
Norman	110,925	12.2825%	257,810	156,471	\$101,339
Oklahoma City	579,999	64.2222%	1,348,024	818,144	\$529,880
Total Revenue	903,113	100.0000%	\$2,099,000	\$1,273,930	\$825,070

**After April, 2021 Claims Paid in May:**

<b>LOCAL SPLIT</b>	<b>Population</b>	<b>% Population</b>	<b>Local Share Contributed</b>	<b>Spent</b>	<b>Funds Remaining</b>
Del City	21,332	2.3621%	\$49,580	\$30,560	\$19,020
Edmond	81,405	9.0138%	189,200	116,617	72,583
Midwest City	54,371	6.0204%	126,368	77,889	48,479
Moore	55,081	6.0990%	128,018	78,906	49,112
Norman	110,925	12.2825%	257,810	158,906	98,904
Oklahoma City	579,999	64.2222%	1,348,024	830,881	517,143
Total Revenue	903,113	100.0000%	\$2,099,000	\$1,293,759	\$805,241

# Regional Transportation Authority of Central Oklahoma

## FY2021 Year End Forecast

Presented May 19, 2021

Prepared by RTA Support Team (unaudited)

### OPERATIONS

	YTD Acutals	Est. Remaining	Total YE	FY21		
Sources	Jul - Apr	May - Jun	Forecast	Budget	Variance	Variance %
Prior Year Cash Balance	\$306,909	\$66,817	\$373,726	\$622,339	\$248,613	
<b>Total Operations Revenues</b>	<b>\$306,909</b>	<b>\$66,817</b>	<b>\$373,726</b>	<b>\$622,339</b>	<b>\$248,613</b>	<b>40%</b>

### Expenditures

	YTD Acutals	Est. Remaining	Total YE	FY21		
Contracts and Services	Jul - Apr	May - Jun	Forecast	Budget	Variance	Variance %
Professional Services - COTPA Administration	\$20,577	\$4,576	\$25,153	\$27,460	\$2,307	
Professional Services - Holmes & Associates	\$228,695	\$27,999	\$256,694	\$501,000	\$244,306	
Transfer to Grant Activity for Local Grant Match <sup>(1)</sup>	\$44,371	\$30,543	\$74,914	\$0	-\$74,914	
Professional Services-Legal	\$0	\$0	\$0	\$9,000	\$9,000	
Independent Financial Audit	\$12,600	\$0	\$12,600	\$15,000	\$2,400	
Website Hosting Fee	\$0	\$0	\$0	\$413	\$413	
Branding	\$0	\$0	\$0	\$10,000	\$10,000	
Conference/Training	\$0	\$0	\$0	\$7,850	\$7,850	
Directors & Officer Liability Insurance	\$0	\$3,500	\$3,500	\$4,000	\$500	
Advertising/Public Notice	\$479	\$150	\$629	\$40	-\$589	
Printing & Binding	\$0	\$0	\$0	\$20	\$20	
Postage	\$26	\$50	\$76	\$15	-\$61	
Mileage	\$0	\$0	\$0	\$20	\$20	
Parking	\$23	\$0	\$23	\$0	-\$23	
Travel	\$0	\$0	\$0	\$20,000	\$20,000	
Polling Services	\$0	\$0	\$0	\$26,000	\$26,000	
Other Services & Fees	\$34	\$0	\$34	\$0	-\$34	
<b>Total Contracts and Services</b>	<b>\$306,805</b>	<b>\$66,817</b>	<b>\$373,623</b>	<b>\$620,818</b>	<b>\$247,195</b>	<b>40%</b>
Equipment and Supplies						
Office Supplies	\$0	\$0	\$0	\$320	\$320	
Food	\$0	\$0	\$0	\$1,000	\$1,000	
Other Supplies	\$103	\$0	\$103	\$200	\$97	
<b>Total Equipment and Supplies</b>	<b>\$103</b>	<b>\$0</b>	<b>\$103</b>	<b>\$1,520</b>	<b>\$1,417</b>	<b>93%</b>
<b>Total Operations Expenditures</b>	<b>\$306,909</b>	<b>\$66,817</b>	<b>\$373,726</b>	<b>\$622,338</b>	<b>\$248,612</b>	<b>40%</b>

<sup>(1)</sup> This is the 20% match for the Kimley Horn expense.

### GRANT ACTIVITY

	YTD Acutals	Est. Remaining	Total YE	FY21		
Sources	Jul - Apr	May - Jun	Forecast	Budget	Variance	Variance %
Federal Grant <sup>(2)</sup>	\$134,108	\$70,984	\$205,092	\$635,221	\$430,129	
Transfer from Operations for Local Grant Match <sup>(3)</sup>	\$44,371	\$30,543	\$74,914	\$0	-\$74,914	
<b>Total Grant Revenues</b>	<b>\$178,479</b>	<b>\$101,527</b>	<b>\$280,006</b>	<b>\$635,221</b>	<b>\$355,215</b>	<b>56%</b>

### Expenditures

	YTD Acutals	Est. Remaining	Total YE	FY21		
Contracts and Services	Jul - Apr	May - Jun	Forecast	Budget	Variance	Variance %
Professional Services - Kimley Horn	\$221,857	\$152,713	\$374,570	\$525,000	\$150,430	
Professional Services - COTPA Administration	\$0	\$0	\$0	\$109,841	\$109,841	
Other Services & Charges	\$0	\$0	\$0	\$380	\$380	
<b>Total Grant Expenditures</b>	<b>\$221,857</b>	<b>\$152,713</b>	<b>\$374,570</b>	<b>\$635,221</b>	<b>\$260,651</b>	<b>41%</b>

<sup>(2)</sup> This revenue is reimbursement from COTPA for 80% of Kimley Horn expense. The forecast reflects a 30 day lag time.

<sup>(3)</sup> This revenue is the 20% local match for the Kimley Horn expenses.

**FY21 Beginning Cash Balance <sup>(4)</sup>** \$1,131,979

**FY21 Ending Cash Balance (Forecast)** \$758,253

<sup>(4)</sup> Cash balance as of the June 2020 Financial Statement.

## Regional Transportation Authority of Central Oklahoma Payment Claims

Period: 4/01/2021 to 4/30/2021					
Date	Vendor	Description	Invoice No.	Cost	Total
5/3/2021	Holmes & Associates LLC	Consultant Fees - Labor	521	\$ 7,998.75	\$ 7,998.75
3/31/2021	Kimley-Horn	Tasks 1 - Project Management	18570214	\$ 5,739.84	
	Kimley-Horn	Task 2 - Public Engagement	18570214	\$ 38,816.64	
	Kimley-Horn	Task 3 - Prior Studies Assess	18570214	\$ -	
	Kimley-Horn	Task 4 - AA Process	18570214	\$ 3,156.45	
	Kimley-Horn	Expenses	18570214		\$ 47,712.93
5/1/2021	COTPA	Admin Services Fee	2021-105	\$ 2,288.00	\$ 2,288.00
<b>Total Claims</b>					<b>\$ 57,999.68</b>

**RATIFIED and APPROVED** by the Treasurer and Chairman of the Regional Transportation Authority of Central Oklahoma, this **19th** day of **May, 2021**.

**TREASURER:**

**REGIONAL TRANSPORTATION AUTHORITY  
OF CENTRAL OKLAHOMA**

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

\_\_\_\_\_  
Brad Henry, Chairperson

**ATTEST:**

\_\_\_\_\_  
Mary Mélon, Secretary



# HOLMES & ASSOCIATES LLC

Holmes & Associates LLC  
P.O. Box 581572  
Salt Lake City, UT 84152  
Phone: 703.999.4440  
E-Mail: kathryn@holmesassociatesllc.com

## Invoice #0521

May 3, 2021

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
4/01/2021	KAH	RTA - TIME: Total time billed by K Holmes for the period 4/01/2021 to 4/30/2021	20.25	395.00	\$7,998.75
4/30/2021	KAH	RTA - COSTS: Total costs incurred by KAH			\$0.00

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

**Invoice Balance Due**

**\$7,998.75**

**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 847385  
 LOS ANGELES, CA 90084-7385

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

Invoice No: 18570214  
 Invoice Date: Mar 31, 2021  
 Invoice Amount: \$47,712.93  
  
 Project No: 197385001.3  
 Project Name: OKC RTA AA NEPA STUDY  
 Project Manager: SCANLON, LIZ  
  
 Client Reference: TASK ORDER 001

Federal Tax Id: 56-0885615  
 For Services Rendered through Mar 31, 2021

**COST PLUS MAX**

Description	Contract Value	% Billed to Date	Amount Billed to Date	Previous Amount Billed	Current Amount Due
TASK 1: PROJECT MANAGEMENT	100,128.00	71.79%	71,879.54	66,139.70	5,739.84
TASK 2: PUBLIC ENGAGEMENT	134,399.00	90.64%	121,819.15	83,002.51	38,816.64
TASK 3: ASSESSMENT OF PRIOR STUDIES	25,676.00	92.49%	23,748.80	23,748.80	0.00
TASK 4: ALTERNATIVES ANALYSIS PROCESS	246,466.00	20.24%	49,880.94	46,724.49	3,156.45
TASK 5: STATION AREA AND LAND USE ANALYSIS	2,865.00	0.00%	0.00	0.00	0.00
TASK 6: RAIL OPERATIONS PLANNING	24,700.00	0.00%	0.00	0.00	0.00
TASK 7: TRAVEL DEMAND/RIDERSHIP FORECASTING	142,170.00	0.00%	0.00	0.00	0.00
EXPENSES	23,000.00	9.75%	2,241.57	2,241.57	0.00
<b>Subtotal</b>	<b>699,404.00</b>	<b>38.54%</b>	<b>269,570.00</b>	<b>221,857.07</b>	<b>47,712.93</b>
<b>Total COST PLUS MAX</b>					<b>47,712.93</b>

**Total Invoice: \$47,712.93**



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** Phone:

**Invoice #: 2021-105**

Address: 2000 S May Avenue  
Oklahoma City, OK 73108 Email:

Invoice Date: 5/1/2021

**Invoice For:** *Administrative Services*

Item #	Description	Qty	Unit Price	Discount	Price
1	Admin Services Fee -Apr 2021 (Local Match)	1	\$2,288.00		\$2,288.00
<b>NOTES: RTA PO # 2021-001</b>				Invoice Subtotal	<b>\$2,288.00</b>
				Tax Rate	
				Sales Tax	<b>\$0.00</b>
				Other	
				Deposit Received	
Make all checks payable to EMBARK				<b>TOTAL</b>	<b>\$2,288.00</b>