



# BOARD OF DIRECTORS MEETING AGENDA

**WEDNESDAY, SEPTEMBER 15, 2021**

**2:30 P.M.**

**ARTS DISTRICT PARKING GARAGE    LARGE CONFERENCE ROOM**

431 West Main Street, Suite B    Oklahoma City, OK, 73102

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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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## Regional Transportation Authority of Central Oklahoma

### MEETING INFORMATION

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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](http://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) 297-2185 or TDD (405) 297-2020 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) 297-2185 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](mailto: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](http://www.rtaok.org)

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**September 15, 2021**  
**2:30 p.m.**  
**431 W. MAIN STREET, SUITE B, OKLAHOMA CITY, OK**  
**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. August 18, 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. Amendment of Professional Services Agreement with Allen, Gibbs, & Houlik L.C.** for independent auditing services.
- 7. Amendment of Professional Services Agreement with Holmes and Associates, LLC.** for owner's representative services.
- 8. Receive Financial Reports and Ratify and Approve Claims for Period of August 1, 2021 through August 31, 2021.**
- 9. Project Update: Alternative Analysis** – Liz Scanlon, Kimley-Horn
- 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**



# BOARD OF DIRECTORS MEETING MINUTES

The regularly scheduled meeting of the Regional Transportation Authority (RTA) was convened at 2:35 p.m. on Wednesday August 18, 2021 at 431 W. Main Street. This meeting was held as indicated by advanced notice filed with the Oklahoma County Clerk on August 16, 2021, at 1:22 p.m.

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**RTA Board of Directors Present**

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

**Entity**

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

**RTA Board of Directors Absent**

Steve Eddy

City of Moore

**Administrative Support Staff Present**

Hailey Rawson, Legal Counsel  
Suzanne Wickenkamp  
Justin Henry

**Guests Present**

Derek Sparks, Greater OKC Chamber  
Mike Patterson, HNTB  
Shawn O'Leary, City of Norman  
Amy Lucas, OKC Finance  
Sue Korpi, OKC Finance  
Randy Entz, City of Edmond  
Taylor Johnson, City of Norman  
Billy Harless, Midwest City  
Larry Hopper, Citizen  
Steve Rhodes, Tinker AFB  
Brad Beam, Tinker AFB

**Consultants Present**

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

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**August 18, 2021**  
**2:30 p.m.**  
**431 W. MAIN STREET, SUITE B, OKLAHOMA CITY, OK**  
**REGULAR MEETING**

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**1. Call to Order – Brad Henry, RTA Board Chairperson**

Governor Henry called the meeting to order at 2:35 p.m.

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

**PRESENT: Vick, Boggs, Henry, Mélon, Hutchison and Budd. ABSENT: Eddy**

**3. Consider Approval of Minutes**

**A. July 21, 2021 Regional Transportation Authority Regular Meeting**

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

**4. Executive Director Reports – Suzanne Wickenkamp**

Suzanne Wickenkamp stated that the RTA website has been updated with the Directors' headshots, except for Director Hutchison, who is scheduled to get his photo taken soon. RTA support staff have been working with Kimley-Horn to begin filming the educational videos that will be uploaded to the RTAMoves website. Ms. Wickenkamp informed the Directors that there will be an item on next month's agenda regarding the five-year contract with AGH, the firm conducting the RTA's annual financial audit. The Daily Oklahoman published an article featuring Governor Henry, Liz Scanlon, Kathryn Holmes, and Jason Ferbrache regarding plans for passenger rail and the studies that are being conducted.

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

**A. Property Acquisition Committee**

Director Hutchison said that the Property Acquisition Committee did not meet this month.

## **B. Outreach Committee**

Director Mélon stated that the Outreach Committee met with the City of Midwest City and ACOG, both of which were very productive meetings. There is an upcoming symposium with the Women in Transportation. The Outreach Committee scheduled meetings with the City of Moore and the City of Norman in September.

### **6. Receive Financial Reports and Ratify and Approve Claims for Period of July 1, 2021 through July 31, 2021.**

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

### **7. Project Update: Alternative Analysis – Liz Scanlon, Kimley-Horn.**

Liz Scanlon gave a presentation of the Alternative Analysis process for the North/South and East Corridors, which included a recap of the discussions at the June meeting, an introduction of travel patterns, an overview of the development of rail service and policy considerations for each of the corridors.

### **8. Public Comments – Brad Henry, RTA Board Chairperson**

Larry Hopper asked the Board to consider using a hybrid virtual and in-person format, for future meetings; mentioned the use or study of the corridor that runs out towards Lake Hefner; and asked about receiving agendas prior to the day of the meetings.

Suzanne Wickenkamp stated that the agenda is required to be posted at least 24 hours in advance for a regular meeting, but staff posted it 48 hours prior to the meeting.

Director Mélon stated that some promotion of the meetings and where to find the agendas could be included on the website.

### **9. 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.

Governor Henry stated that for now, if we are able to still meet in person, that masks are

needed and if anyone has concerns to let him know.

**10. Adjournment – 3:20 P.M.**

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

**APPROVED** by the Board of Directors and **SIGNED** by the Chairperson of the Regional Transportation Authority of Central Oklahoma, on this **15th** day of **September 2021**.

**ATTEST:**

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**Mary Mélon, Secretary**

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**Brad Henry, Chairperson**





TO: Chairman and Board of Directors

FROM: Interim Executive Director

Consider Approving Amendment No. 1 to the Professional Services Agreement with Allen, Gibbs & Houlik, L.C. for independent auditing services.

**Background** The Trust Indenture and Agreement requires an independent audit of the Regional Transportation Authority of Central Oklahoma (RTA) financial controls, and 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 RTA entered into a professional services agreement with Allen, Gibbs & Houlik, L.C. (AGH) on September 16<sup>th</sup>, 2020. The terms of this agreement were to last from September 4, 2020 to September 3, 2025.

AGH requested an amendment to the agreement to include provisions for additional efforts or services caused by the COVID-19 virus environment that may affect their fees.

Recommendation: Approve Amendment No. 1 to the Professional Services Agreement.

Jason Ferbrache  
Interim Executive Director



# AMENDMENT

## AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT

This Amendment is made and entered into this 15<sup>th</sup> day of September, 2021, (RTA 21-001) by and between the Regional Transportation Authority of Central Oklahoma, herein called the **RTA**, and Allen, Gibbs & Houlik LC., herein called the **SERVICES PROVIDER**.

### WITNESSETH:

**WHEREAS**, the **RTA** and **SERVICES PROVIDER** entered into an agreement on 16<sup>th</sup> day of September, 2020 (the "Effective Date"), as follows:

**WHEREAS**, the agreement was to provide independent auditing services of the **RTA**'s financial controls and an annual financial audit; and

**WHEREAS**, the agreement was for a term of five (5) years since the Effective Date with an option for further renewal; and

**WHEREAS**, this amendment updates the compensation terms to account for COVID provisions and additional required communication; and

**WHEREAS**, the original contract must be amended to provide for the **SERVICES PROVIDER**'s work as outlined above and associated fees; and

**NOW, THEREFORE**, the parties agree as follows:

I. Amend 4. COMPENSATION to read as follows:

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CONTRACTING ENTITY shall pay SERVICES PROVIDER the compensation after completion of services or products as specified in Attachment "C" ("Payment Milestones and Schedule of Fees), subject to the submission of appropriate documentation and completion and acceptance of all the services and deliverables. No payment will be due or owing for any incomplete or undocumented services and deliverables.

The CONTRACTING ENTITY and SERVICES PROVIDER acknowledge that the compensation to be paid SERVICES PROVIDER pursuant to this Agreement has



# AMENDMENT

been established at an amount reasonable for the availability and services of SERVICES PROVIDER and SERVICES PROVIDER'S Project Team.

Price Adjustment Terms. The unit price shall remain firm through the first twelve (12) month of the contract term.

Fees do not consider the additional efforts related and the incidence to the COVID-19 virus environment. These matters may be driven by complexities and uncertainties related to the various provisions of new laws and the continued issuance of interpretative and procedural guidance from federal agencies. Such amount will be billed based on time expended. Additional efforts or services may include:

A. Single Audits or compliance audits for the Coronavirus Aid, Relief, and Economic Security Act or other COVID-19 related funding programs. If these funding programs will be subject to Single Audit requirements or other compliance audits, AGHAUDIT FIRM will issue an engagement letter addendum for those services.

B. Accounting and auditing issues such as going concern, collectability of customer and notes receivables, compliance with debt agreements, modification of lease terms, etc

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**FURTHERMORE**, except as modified and amended herein, all other terms and provisions of the Agreement remain in full force and effect and are binding on the Parties. In the event of any conflict between the provisions of this Amendment and the provisions of the Agreement, the provisions in this Amendment will control.

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Regional Transportation Authority  
of Central Oklahoma

IT IS UNDERSTOOD AND AGREED BY AND BETWEEN, the RTA and SERVICES PROVIDER, as amended by this Instruments, all terms and conditions of the original contract shall remain in full force and effect and the provisions of this Instrument shall become a part of the original contract as is fully written herein.

IN WITNESS WHEREOF, this Amendment was executed and approve by the SERVICES PROVIDER this \_\_\_\_ day of \_\_\_\_\_, 2021.

ATTEST:

ALLEN, GIBBS & HOULIK LC.

  
\_\_\_\_\_

IN WITNESS WHEREOF, this Amendment was executed and approve by the RTA this 15<sup>th</sup> day of September, 2021.

ATTEST:

REGIONAL TRANSPORTATION AUTHORITY  
OF CENTRAL OKLAHOMA

\_\_\_\_\_  
Mary Mèlon, Secretary

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

Reviewed for Form and legality.

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



TO: Chairman and Board of Directors

FROM: Interim Executive Director

Consider Approving Amendment No. 1 to the Professional Services Agreement with Holmes & Associates, LLC clarifying the rates and travel policy for the Owners Representative.

**Background** On September 19, 2017, the Association of Central Oklahoma Governments (ACOG) entered into an agreement with Holmes and Associates, LLC, to provide legal and technical assistance in planning support to define and create the Regional Transportation Authority of Central Oklahoma (RTA). ACOG renewed the agreement in 2018, for a period of two years. On November 1, 2019, ACOG and the RTA entered into an Assignment and Assumption Agreement, assigning the professional services agreement to the RTA.

On July 15, 2020, the RTA renewed the agreement with Holmes and Associates, LLC, to continue performing additional tasks in the original Scope of Work under the supervision and direction of the RTA Board of Directors. The RTA and Holmes and Associates, LLC, agreed to renew the agreement for an additional two-year period from September 19, 2020 to September 18, 2022.

This amendment clarifies the billable travel rate and updates the travel policy within the professional services agreement.

**Recommendation:** Approve Amendment No. 1 to the Professional Services Agreement.

Jason Ferbrache  
Interim Executive Director



# AMENDMENT

## AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT

This Amendment is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021, ("Effective Date") by and between the Regional Transportation Authority of Central Oklahoma, herein called the **RTA**, and Holmes & Associates LLC, herein called the **CONSULTANT**.

### WITENESSETH:

**WHEREAS**, the **RTA** and **CONSULTANT** entered into a Professional Services Agreement, dated September 19, 2020 (RTA 20-002); and,

**WHEREAS**, the Professional Services Agreement established the **CONSULTANT** as the Owner's Representative to assist RTA in the development, review, and assessment of requests for proposals that may be issued by RTA, and to supervise and manage the development, construction, and implementation of a public transportation system and related improvements; and

**WHEREAS**, the parties wish to clarify certain terms of the Professional Services Agreement including costs associated with travel; and

**WHEREAS**, this Amendment will provide for the **CONSULTANT's** updated costs associated with travel.

**NOW, THEREFORE**, the parties agree as follows:

I. Amend Payment. Section 2(b) to read as follows:

(b) RTA will reimburse Consultant at the hourly rate of \$395 for productive working hours and for time spent in travel at the hourly rate of \$197.50.

II. Amend Payment. Section 2(d) to read as follows:

(d) RTA will reimburse Consultant for actual costs of travel and subsistence according to the established policies of RTA, as may be updated from time to time in RTA's sole discretion. Travel shall be limited to two (2) trips per month. Any travel in excess of this amount must be approved by the Interim Executive Director in written approval, prior to the Consultant incurring any costs related to travel and/or the additional trip(s).





Regional Transportation Authority  
of Central Oklahoma

**FURTHERMORE**, except as modified and amended herein, all other terms and provisions of the Agreement remain in full force and effect and are binding on the Parties. In the event of any conflict between the provisions of this Amendment and the provisions of the Agreement, the provisions in this Amendment will control.

**IT IS UNDERSTOOD AND AGREED BY AND BETWEEN**, the RTA and **CONSULTANT**, as amended by this Instrument, all terms and conditions of the original contract shall remain in full force and effect and the provisions of this Instrument shall become a part of the original contract as is fully written herein.

**IN WITNESS WHEREOF**, this Amendment was executed and approved by the **CONSULTANT** this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**ATTEST:**

**HOLMES & ASSOCIATES LLC**

  
Kathryn A. Holmes, Managing Member

**IN WITNESS WHEREOF**, this Amendment was executed and approved by the RTA this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**ATTEST:**

**REGIONAL TRANSPORTATION AUTHORITY  
OF CENTRAL OKLAHOMA**

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

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

Reviewed for Form and legality.

  
Assistant Municipal Counselor

# **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 Two Months Ended August 31, 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**

**TABLE OF CONTENTS**  
For the Two Months Ended August 31, 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: September 9, 2021

SUBJECT: Regional Transportation Authority of Central Oklahoma (Authority) Budget to Actual Schedule and Statement of Local Funding for the Two Months Ended August 31, 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 Two Months Ended August 31, 2021**

**SUMMARY**

(unaudited)(preliminary)

**REGIONAL  
TRANSPORTATION AUTHORITY  
OF CENTRAL OKLAHOMA**

	Original Budget Total Year	Original Budget Year to Date	Actual Revenues/ Expenditures Year to Date (2)	Variance	Actual as a Percent of Year to Date Budget
<b><u>SOURCES</u></b>					
Operations (1)-----	\$1,348,761	\$193,440	\$104,285	(\$89,155)	53.9%
Grant activity-----	360,201	143,476	212,353	68,877	148.0
<b>Total revenues-----</b>	<b>1,708,962</b>	<b>336,916</b>	<b>316,638</b>	<b>(20,278)</b>	<b>94.0</b>
<b><u>EXPENDITURES</u></b>					
Operations-----	1,348,761	193,440	92,631	100,809	47.9
Grant activity-----	360,201	143,476	141,390	2,086	98.5
<b>Total expenditures-----</b>	<b>1,708,962</b>	<b>336,916</b>	<b>234,021</b>	<b>102,895</b>	<b>69.5</b>
<b>Operating (loss) income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>82,617</b>	<b>\$82,617</b>	<b>N/A</b>

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

(2) Year to Date Actuals include expenses from May & June that were paid in July

**OPERATIONS**

Cash balance, beginning-----	803,341
<b>Cash balance, ending-----</b>	<b>\$814,995</b>

**GRANT ACTIVITY**

Cash balance, beginning-----	(70,963)
<b>Cash balance, ending-----</b>	<b>\$ -</b>

# SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET TO ACTUAL

For the Two Months Ended August 31, 2021

## OPERATIONS

(unaudited)(preliminary)

# REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA

	Original Budget Total Year	Original Budget Year to Date	Actual Revenues/ Expenditures Year to Date (2)	Variance	Actual as a Percent of Year to Date Budget
<b>SOURCES</b>					
Current year local contributions-----	\$632,761	\$193,440	\$104,285	(\$89,155)	53.9%
Prior year cash balance-----	716,000	-	-	-	N/A
<b>Total revenue-----</b>	<b>1,348,761</b>	<b>193,440</b>	<b>104,285</b>	<b>(89,155)</b>	53.9
<b>EXPENDITURES</b>					
Professional services - COTPA administration-----	27,460	6,864	6,864	-	100.0
Professional services - Holmes & Associates-----	301,080	67,042	57,182	9,860	85.3
Professional services - Kimley-Horn-----	872,621	79,329	-	79,329	0.0
Legal fees-----	9,000	-	-	-	N/A
Independent audit fees-----	15,000	-	-	-	N/A
Polling Services-----	26,000	-	-	-	N/A
Training-----	7,850	-	-	-	N/A
Travel-----	20,000	-	-	-	N/A
Insurance-----	3,500	-	-	-	N/A
Branding-----	10,000	-	-	-	N/A
Other services and charges-----	3,690	390	307	83	78.7
Supplies-----	1,520	-	-	-	N/A
Transfer to grant activity for grant match (1)-----	51,040	39,815	28,278	11,537	71.0
<b>Total expenditures-----</b>	<b>1,348,761</b>	<b>193,440</b>	<b>92,631</b>	<b>100,809</b>	47.9
<b>Operating (loss) income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$11,654</b>	<b>\$11,654</b>	N/A

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

(2) Year to Date Actuals include expenses from May & June that were paid in July

## CASH BALANCE

Cash balance, beginning-----	803,341
<b>Cash balance, ending-----</b>	<b>\$814,995</b>

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

**For the Two Months Ended August 31, 2021**

**GRANT ACTIVITY**

(unaudited)(preliminary)

**REGIONAL  
TRANSPORTATION AUTHORITY  
OF CENTRAL OKLAHOMA**

	<b>Original Budget Total Year</b>	<b>Original Budget Year to Date</b>	<b>Actual Revenues/ Expenditures Year to Date (2)</b>	<b>Variance</b>	<b>Actual as a Percent of Year to Date Budget</b>
<b><u>SOURCES</u></b>					
Federal grants (1)-----	\$360,201	\$143,476	\$184,075	\$40,599	128.3
Transfer from Operations for local grant match-----	-	-	28,278	28,278	N/A
<b>Total revenue-----</b>	<b>360,201</b>	<b>143,476</b>	<b>212,353</b>	<b>68,877</b>	148.0
<b><u>EXPENDITURES</u></b>					
Professional services - Kimley-Horn-----	360,201	143,476	141,390	2,086	98.5
<b>Total expenditures-----</b>	<b>360,201</b>	<b>143,476</b>	<b>141,390</b>	<b>2,086</b>	98.5
<b>Operating (loss) income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$70,963</b>	<b>\$70,963</b>	N/A

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

(2) Year to Date Actuals include expenses from May & June that were paid in July

**CASH BALANCE**

Cash balance, beginning-----	(70,963)
<b>Cash balance, ending-----</b>	<b>\$ -</b>

**STATEMENT OF LOCAL FUNDING**  
**As of August 31, 2021**  
**(unaudited)(preliminary)**

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

<b>LOCAL SPLIT</b>	<b>Population</b>	<b>% Population</b>	<b>Local Share Contributed (1)</b>	<b>Spent</b>	<b>Funds Remaining</b>
Del City	21,332	2.3621%	\$49,580	\$32,793	\$16,787
Edmond	81,405	9.0138%	189,200	125,138	\$64,062
Midwest City	54,371	6.0204%	155,481	83,581	\$71,900
Moore	55,081	6.0990%	203,193	84,672	\$118,521
Norman	110,925	12.2825%	257,810	170,517	\$87,293
Oklahoma City	579,999	64.2222%	1,348,024	891,592	\$456,432
Total Revenue	903,113	100.0000%	\$2,203,288	\$1,388,293	\$814,995

**After August, 2021 Claims Paid in September:**

<b>LOCAL SPLIT</b>	<b>Population</b>	<b>% Population</b>	<b>Local Share Contributed (1)</b>	<b>Spent</b>	<b>Funds Remaining</b>
Del City	21,332	2.3621%	\$49,580	\$34,323	\$15,257
Edmond	81,405	9.0138%	189,200	130,980	58,220
Midwest City	54,371	6.0204%	155,481	87,483	67,998
Moore	55,081	6.0990%	203,193	88,625	114,568
Norman	110,925	12.2825%	257,810	178,478	79,332
Oklahoma City	579,999	64.2222%	1,348,024	933,216	414,808
Total Revenue	903,113	100.0000%	\$2,203,288	\$1,453,105	\$750,183

(1) Contributions received in the current year have been added to the city's local share contributed total.

# Regional Transportation Authority of Central Oklahoma

## FY2022 Year End Forecast

Presented September 15, 2021

Prepared by RTA Support Team (unaudited)

OPERATIONS		YTD Acutals	Est. Remaining	Total YE	FY22		
Sources		Jul-Aug	Sep-Jun	Forecast	Budget	Variance	Variance %
	Local Contributions	\$1,047,221	\$185,300	\$1,232,521	\$632,761	\$599,760	
	Prior Year Cash Balance	\$803,341	\$0	\$803,341	\$716,000	\$87,341	
	<b>Total Operations Revenues</b>	<b>\$1,850,562</b>	<b>\$185,300</b>	<b>\$2,035,862</b>	<b>\$1,348,761</b>	<b>\$687,101</b>	<b>51%</b>
Expenditures		YTD Acutals	Est. Remaining	Total YE	FY22		
		Jul-Aug	Sep-Jun	Forecast	Budget	Variance	Variance %
	Contracts and Services						
	Professional Services - COTPA Administration	\$6,864	\$22,880	\$29,744	\$27,460	-\$2,284	
	Professional Services - Holmes & Associates	\$57,182	\$243,898	\$301,080	\$301,080	\$0	
	Professional Services - Kimley Horn <sup>(1)</sup>	\$0	\$872,621	\$872,621	\$872,621	\$0	
	Transfer to Grant Activity for Local Grant Match <sup>(2)</sup>	\$28,278	\$11,225	\$39,503	\$51,040	\$11,537	
	Professional Services-Legal	\$0	\$9,000	\$9,000	\$9,000	\$0	
	Independent Financial Audit	\$0	\$15,000	\$15,000	\$15,000	\$0	
	Website Hosting Fee	\$125	\$2,375	\$2,500	\$2,500	\$0	
	Branding	\$0	\$10,000	\$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	\$150	\$770	\$920	\$1,000	\$80	
	Printing & Binding	\$0	\$20	\$20	\$20	\$0	
	Postage	\$0	\$90	\$90	\$100	\$10	
	Mileage	\$0	\$10	\$10	\$20	\$10	
	Parking	\$0	\$50	\$50	\$50	\$0	
	Travel	\$0	\$20,000	\$20,000	\$20,000	\$0	
	Polling Services	\$0	\$26,000	\$26,000	\$26,000	\$0	
	Other Services & Fees	\$15	\$0	\$15	\$0	-\$15	
	<b>Total Contracts and Services</b>	<b>\$92,614</b>	<b>\$1,245,289</b>	<b>\$1,337,903</b>	<b>\$1,347,241</b>	<b>\$9,338</b>	<b>1%</b>
	Equipment and Supplies						
	Office Supplies	\$0	\$0	\$0	\$320	\$320	
	Food	\$0	\$1,000	\$1,000	\$1,000	\$0	
	Other Supplies	\$0	\$200	\$200	\$200	\$0	
	<b>Total Equipment and Supplies</b>	<b>\$0</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$1,520</b>	<b>\$320</b>	<b>21%</b>
	<b>Total Operations Expenditures</b>	<b>\$92,614</b>	<b>\$1,246,489</b>	<b>\$1,339,103</b>	<b>\$1,348,761</b>	<b>\$9,658</b>	<b>1%</b>

<sup>(1)</sup> Grants Funds are forecasted to exhaust with Task Order 1; future Kimley Horn expenses will be paid directly from Operations.

<sup>(2)</sup> This is the 20% match to the grant for the Kimley Horn expense.

GRANT ACTIVITY		YTD Acutals	Est. Remaining	Total YE	FY22		
Sources		Jul-Aug	Sep-Jun	Forecast	Budget	Variance	Variance %
Federal Grant <sup>(3)</sup>		\$184,075	\$222,392	\$406,467	\$309,161	-\$97,306	
Transfer from Operations for Local Grant Match <sup>(4)</sup>		\$28,278	\$11,225	\$39,503	\$51,040	\$11,537	
Total Grant Revenues		\$212,353	\$233,617	\$445,970	\$360,201	-\$85,769	-24%
Expenditures		YTD Acutals	Est. Remaining	Total YE	FY22		
Contracts and Services		Jul-Aug	Sep-Jun	Forecast	Budget	Variance	Variance %
Professional Services - Kimley Horn		\$93,892	\$208,077	\$301,969	\$360,201	\$58,232	
Total Grant Expenditures		\$93,892	\$208,077	\$301,969	\$360,201	\$58,232	16%

<sup>(3)</sup> This revenue is reimbursement from COTPA for 80% of Kimley Horn expense. Some previous FY21 Grant Invoices were deposited in August.

<sup>(4)</sup> This revenue is the 20% local match for the Kimley Horn expenses.

<b>FY22 Beginning Cash Balance</b>	\$803,341
<b>FY22 Ending Cash Balance (Forecast)</b>	\$697,959

# Regional Transportation Authority of Central Oklahoma Payment Claims

**Period: 8/01/2021 to 8/31/2021**

Date	Vendor	Description	Invoice No.	Cost	Total
9/1/2021	Holmes & Associates LLC	Consultant Fees - Labor	921	\$ 20,289.18	\$ 20,289.18
<u>YEAR 1</u>					
7/31/2021	Kimley-Horn	Tasks 1 - Project Management	19450419	\$ 5,913.96	
	Kimley-Horn	Task 2 - Public Engagement	19450419	\$ 5,104.70	
	Kimley-Horn	Task 4 - AA Process	19450419	\$ 11,002.62	
	Kimley-Horn	Task 6 - Rail Operations Planning	19450419	\$ 23,071.40	
	Kimley-Horn	Expenses	19450419	\$ 3,172.55	\$ 48,265.23
<u>YEAR 2</u>					
7/31/2021	Kimley-Horn	Tasks 1 - Project Management	19248906	\$ 6,168.23	
	Kimley-Horn	Task 2 - Public Engagement	19248906	\$ 12,146.01	
	Kimley-Horn	Task 4 - AA Process	19248906	\$ 10,991.19	
	Kimley-Horn	Task 6 - Rail Operations Planning	19248906	\$ 1,149.01	
	Kimley-Horn	Task 7 - Travel Demand/Ridership Forecasting	19248906	\$ 2,078.89	\$ 32,533.33
9/1/2021	COTPA	Admin Services Fee	2022-102	\$ 2,288.00	\$ 2,288.00
9/2/2021	IndaGo Digital, Inc.	Website Support Services	1256	\$ 49.00	\$ 49.00
<b>Total Claims</b>					<b>\$ 103,424.74</b>

**RATIFIED and APPROVED** by the Treasurer and Chairman of the Regional Transportation Authority of Central Oklahoma, this **15th** day of **September, 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 #0921

September 1, 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
8/01- 8/31/2021	KAH	RTA - TIME: Time billed by K Holmes for the period 8/01/2021 to 8/31/2021	33.25	395.00	\$13,133.75
08/01- 8/31/2021	KAH	RTA - TIME: Travel time billed by K Holmes for the period 8/01/2021 to 8/31/2021	27.0	197.50	\$5,332.50
08/01- 8/31/2021	KAH	RTA - COSTS: Total costs incurred by KAH			\$1,822.93

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

**Invoice Balance Due**

**\$20,289.18**

**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: 19450419  
 Invoice Date: Jul 31, 2021  
 Invoice Amount: \$48,265.23  
  
 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 the End of  
 the Year 1 Task Order

Description	Contract Value	% Billed to Date	Amount Billed to Date	Previous Amount Billed	Current Amount Due
TASK 1: PROJECT MANAGEMENT	110,218.00	99.92%	110,126.78	104,212.82	5,913.96
TASK 2: PUBLIC ENGAGEMENT	158,883.28	99.94%	158,787.98	153,683.28	5,104.70
TASK 3: ASSESSMENT OF PRIOR STUDIES	23,748.80	100.00%	23,748.80	23,748.80	0.00
TASK 4: ALTERNATIVES ANALYSIS PROCESS	235,266.00	50.71%	119,294.99	108,292.37	11,002.62
TASK 5: STATION AREA AND LAND USE ANALYSIS	2,865.00	0.00%	0.00	0.00	0.00
TASK 6: RAIL OPERATIONS PLANNING	29,700.00	137.30%	40,778.35	17,706.95	23,071.40
TASK 7: TRAVEL DEMAND/RIDERSHIP FORECASTING	115,722.92	0.30%	351.52	351.52	0.00
EXPENSES	23,000.00	26.68%	6,136.53	2,963.98	3,172.55
<b>Subtotal</b>	<b>699,404.00</b>	<b>65.66%</b>	<b>459,224.95</b>	<b>410,959.72</b>	<b>48,265.23</b>
<b>Total COST PLUS MAX</b>					<b>48,265.23</b>

**Total Invoice: \$48,265.23**

**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: 19446711  
 Invoice Date: Jul 31, 2021  
 Invoice Amount: \$32,533.33  
  
 Project No: 197385001.A  
 Project Name: OKC RTA AA NEPA STUDY  
 Project Manager: SCANLON, LIZ  
  
 Client Reference: YEAR 2 TASK ORDER

Federal Tax Id: 56-0885615  
 For Services Rendered through Jul 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	134,500.00	4.59%	6,168.23	0.00	6,168.23
TASK 2: PUBLIC ENGAGEMENT	226,500.00	5.36%	12,146.01	0.00	12,146.01
TASK 4: ALTERNATIVES ANALYSIS PROCESS	247,600.00	4.44%	10,991.19	0.00	10,991.19
TASK 5: STATION AREA AND LAND USE ANALYSIS	45,200.00	0.00%	0.00	0.00	0.00
TASK 6: RAIL OPERATIONS PLANNING	284,200.00	0.40%	1,149.01	0.00	1,149.01
TASK 7: TRAVEL DEMAND/RIDERSHIP FORECASTING	71,900.00	2.89%	2,078.89	0.00	2,078.89
CONTINGENCY	141,200.00	0.00%	0.00	0.00	0.00
KHA EXPENSES	23,000.00	0.00%	0.00	0.00	0.00
<b>Subtotal</b>	<b>1,174,100.00</b>	<b>2.77%</b>	<b>32,533.33</b>	<b>0.00</b>	<b>32,533.33</b>
<b>Total COST PLUS MAX</b>					<b>32,533.33</b>

**Total Invoice: \$32,533.33**



CENTRAL OKLAHOMA  
TRANSPORTATION & PARKING  
AUTHORITY

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

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

**Invoice #: 2022-102**

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

Invoice Date: 9/1/2021

**Invoice For:** Administrative Services

Item #	Description	Qty	Unit Price	Discount	Price
1	Admin Services Fee - August 2021	1	\$2,288.00		\$2,288.00
<b>NOTES: RTA PO # 2022-001</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>

**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** 1256  
**DATE** 09/02/2021  
**TERMS** Net 30  
**DUE DATE** 10/02/2021

DATE	DESCRIPTION	QTY	RATE	AMOUNT
09/01/2021	Plugin License Elementor Plug-in License Annual (Sept 2021-Aug 2022) - rtaok.org	1	49.00	49.00

BALANCE DUE

**\$49.00**