



BOARD OF DIRECTORS MEETING MINUTES

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

RTA Board of Directors Present

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

Entity

Oklahoma City
Norman
Edmond
Oklahoma City
Del City
Midwest City
Moore

RTA Board of Directors Absent

None

Municipal Staff Support Present

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

Guests Present

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

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

COTPA Staff

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

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

1. Call to Order – 2:33 p.m.

Chairman Henry called the meeting to order.

2. Roll Call – Brad Henry, RTA Board Chairman

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

ABSENT: None.

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

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

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

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

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

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

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

A. Transition Plan Report

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

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

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

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

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

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

Interim Executive Director Ferbrache replied yes.

B. Website Preview

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

C. Transfer of PL Funds

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

Roll call by Lisa Hubbell

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

D. Fiscal Year 2021 Budget

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

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

5. Committee Reports – Board Directors

A. Property Acquisition Committee

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

Roll call by Lisa Hubbell

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

B. RFQ Evaluation Committee

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

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

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

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

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

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

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

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

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

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

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

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

9. Public Comments – Brad Henry, RTA Board Chairman

None

10. New Business – Brad Henry, RTA Board Chairman

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

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

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

11. Adjourned – 3:54p.m.

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

ATTEST:

Mary Melon, Secretary

Brad Henry, Chairman