



Regional Transportation Authority  
of Central Oklahoma

# BOARD OF DIRECTORS MEETING MINUTES

The special meeting of the Regional Transportation Authority (RTA) was convened at 2:37 p.m. on Wednesday, September 16, 2020, via in person and videoconference. The agenda 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 September 14, 2020, at 12:49 p.m. 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, Chair  
Marion Hutchison, Vice Chair  
James Boggs, Treasurer  
Mary Mélon, Secretary  
Steve Eddy

### **Entity**

Oklahoma City  
Norman  
Edmond  
Oklahoma City  
Moore

### **RTA Board of Directors Virtual**

Donald Vick  
Aaron Budd

Del City  
Midwest City

### **RTA Board of Directors Absent**

None

### **Municipal Staff Support Present**

Tom Leatherbee, Del City  
Randy Entz, Edmond  
Josh Moore, Edmond  
Billy Harless, Midwest City  
Brooks Mitchell, Moore  
Sean O'Leary, Norman

### **Guests Present**

Kathryn Holmes, Holmes & Assoc.  
Liz Scanlon, Kimley-Horn  
Luke Schmidt, Kimley-Horn  
Kyle Keahey, Kimley-Horn  
Greg Kyle, Kimley-Horn  
Derek Sparks, OKC Chamber  
Bill Crum, The Oklahoman

### **RTA Support Team**

Jason Ferbrache, Interim Executive Director  
Hailey Rawson, COTPA Legal Counsel  
Suzanne Wickenkamp, Administrative Manager,  
Michael Scroggins, Public Information Manager  
Tysheeka Holley, Graphic Design Specialist  
Lisa K. Hubbell, Trust Specialist  
Kari Shamblin, Planning Technician  
Justin Broesel, Marketing & I.T.

# REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA

SEPTEMBER 16, 2020

2:30 P.M.

## SPECIAL MEETING AGENDA

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

Governor Henry called the meeting to order at 2:37 p.m.

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

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

**3. Minutes of July 15, 2020 Regional Transportation Authority Meeting**

**MOTION TO REVISE ACTION ON ITEM 10, FROM “RECEIVED” TO “RECEIVED RATIFIED, AND APPROVED”. Moved by Henry, seconded by Eddy. AYES: Boggs, Eddy, Henry, Hutchison and Mélon. VIRTUAL AYES: Budd and Vick. NAYS: None.**

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

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

*A. Administration Report*

Suzanne Wickenkamp provided a verbal report.

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

*A. Property Acquisition Committee*

Vice-Chair Hutchison provided a verbal report, noting the committee had not met since the last meeting. Vice-Chair Hutchison introduced Derek Sparks, Greater Oklahoma City Chamber of Commerce, for a legislative update. Mr. Sparks provided a brief summary of previous steps the board had taken, and noted he is ready to move forward to reactivate the same legislation that was introduced last year, stating the Chamber of Commerce will continue to move forward as they did last year. Mr. Sparks also acknowledged the challenges noting the legislature will be sorting through an avalanche of re-filed legislative initiatives, but all the feedback he has received is supportive. Chair Henry encouraged Mr. Sparks to move forward and thanked him for his help with this initiative noting the RTA couldn't do this without him.

*B. RTA 21-001 External Audit Services Evaluation Committee*

Director Boggs provided a verbal report of the committee, noting the evaluation committee had met and after performing the evaluation, the committee is recommending approval of the contract with Allen, Gibbs & Houlik, L.C.

**6. Formation of a New Committee –** Discuss forming new committee for the purpose of facilitating communication regarding RTA progress to member cities and key stakeholders.

Chair Henry noted the RTA needs a more focused strategic effort to keep the member cities updated, as well as other stakeholders, on RTA initiatives. Chair Henry discussed formation of a new committee called the Outreach Committee. For the next 10-months, the committee will be responsible for re-engaging stakeholders with the assistance of Interim Executive Director Jason Ferbrache and RTA Representative Kathryn Holmes. The outreach will re-engage member cities, chambers of commerce, the Oklahoma Department of Transportation (ODOT), Federal Transit Administration (FTA), Federal Highway Administration (FHWA), Association of Central Oklahoma Governments (ACOG), and other major partners and stakeholders. The Outreach Committee will reacquaint the stakeholders with the Alternative Analysis (AA) Update Study, and what will be occurring over the next couple of years. The committee will review planning work done in 2015, and work with member cities' planning departments the importance of preserving the proposed rail corridor, and gain understanding of future municipal tax environment. Beginning in October, it is expected the committee will meet with member cities, ensuring member cities are contacted at least once every quarter. Next year, in conjunction with the Kimley-Horn AA Update, the RTA will form a Stakeholder Advisory Committee that will include a broader membership that will participate in local workshops to inform the public of the AA update process. Chair Henry reached out to Directors Budd, Eddy, and Mélon to serve on the committee, and they agreed. The committee will serve as Board oversight to the Stakeholder Advisory Committee. RTA Representative Kathryn Holmes noted that member city representative directors will be asked to participate in the meetings with their city. There may a need for one of the appointed members to bow out of a monthly meeting so the member's representative can participate without violating Open Meetings Act requirements.

**7. Consider Ratifying and Approving Addendum No. 1; and Approving Professional Services Agreement** with Allen, Gibbs & Houlik, L.C. for independent auditing services, estimated cost of \$12,600, September 4, 2020 to September 3, 2025.

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

**8. Receive Financial Report(s), and Ratify and Approve Claims**

*A. Period of July 1, 2020 through July 31, 2020*

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

*B. Period of August 1, 2020 through August 31, 2020*

**RECEIVED AND APPROVED. Moved by Hutchison, seconded by Mélon. AYES: Boggs, Eddy, Henry, Hutchison and Mélon. VIRTUAL AYES: Budd and Vick. NAYS: None.**

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

No comments received.

Chair Henry recessed the meeting at 3:10 p.m. The meeting was reconvened at 3:23 p.m.

**10. Project Kick Off: Alternative Analysis Update – Kimley Horn**

Liz Scanlon and Luke Schmidt from Kimley-Horn presented an overview of their organization and the methodology that will be utilized to update the Alternatives Analysis. Ms. Scanlon also presented Kimley-Horn's partners that will be utilized for different components of the project.

**11. New Business – Brad Henry, RTA Board Chair**

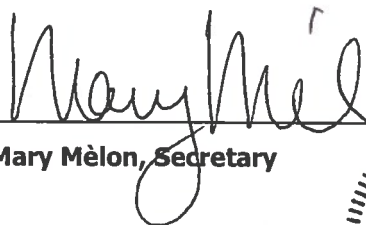
No new business.

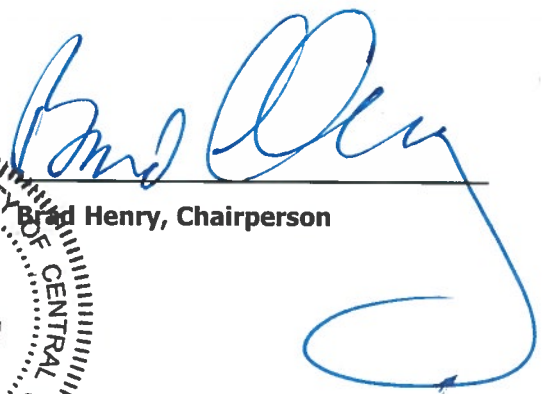
**12. Adjournment – 4:21 p.m.**

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

**APPROVED** by the Board of Directors and **SIGNED** by the Chairperson of the Regional Transportation Authority of Central Oklahoma, on this **21<sup>st</sup>** day of **October 2020**.

**ATTEST:**

  
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Mary Mèlon, Secretary

  
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Brad Henry, Chairperson

