



BOARD OF DIRECTORS MEETING MINUTES

The regularly scheduled meeting of the Regional Transportation Authority (RTA) was convened at 2:30 p.m. on Wednesday March 17, 2021, virtually via Zoom. This meeting was held as indicated by advanced notice filed with the Oklahoma County Clerk and by notice posted at the City of Oklahoma City Clerk's office at least twenty-four (24) hours prior to the meeting on March 16, 2021 at 9:03 a.m.

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

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

Consultants Present

Kathryn Holmes, Holmes & Associates
Liz Scanlon, Kimley-Horn
Luke Schmidt, Kimley-Horn

1. Call to Order

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

2. Roll Call – Brad Henry, RTA Board Chairperson

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

3. Consider Approval of Minutes

A. October 21, 2021 Regional Transportation Authority Special Meeting

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

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

A. Administration Report

Assistant Director of Administration Suzanne Wickenkamp stated the audit by AGH was finalized in December 2020 and the report will be distributed to the member cities, per the Trust Indenture. Staff have assisted in the coordination of many Outreach Committee meetings with member cities, ODOT, ACOG and FTA and provided administrative support for the first Town Hall meeting that was held in January. Staff will be working on the FY 2022 Proposed Budget based on the feedback received today. The Conflict-of-Interest form has been sent to the directors, per the Bylaws, and will need to be signed and returned. Another Town Hall meeting is scheduled for March 31, 2021, which staff will provide administrative support to Kimley-Horn and continued support for the Outreach Committee.

Chairperson Henry thanked the administration and executive support staff. Chairperson Henry asked the Board about consolidating committees for purposes of practicality. Chairman Henry asked the Board of Directors to forward their comments regarding this matter to him.

5. Committee Reports – Board of Directors

A. Property Acquisition Committee

Vice Chairperson Hutchison briefed the board on the reintroduction of legislation. Based on the support from the regional member cities and the Chamber of Commerce, the bill should reach the Governor's desk and hopefully will be signed.

B. Outreach Committee

Secretary Mélon thanked the Outreach Committee, Kathryn Holmes, Kimley Horn, and administrative support staff for all their efforts. The first Virtual Town Hall was very successful, and all of the questions/answers and recording are on the website. Secretary Mélon stated that many RTA Board Members have been asked about participating in speaking engagements and in response to those requests, a Mobile Meeting Kit has been developed to aid those Board Members at those speaking engagements.

6. Consider Approval of Travel Policy

Assistant Director of Administration Suzanne Wickenkamp summarized the revisions to the attached Travel Policy.

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

Receive Annual Financial Report for the February 2019 through June 30, 2020 Period. Allen, Gibbs, Houlik, L.C. will present an overview of the audit.

Tara Laughlin with AGH, gave an overview of the Financial Report. Interim Executive Director Ferbrache stated that once the Board receives the Financial Report, the report will be filed with each of the member cities.

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

7. Receive Financial Reports and Ratify and Approve Claims

- A. Period of February 1, 2021 through February 28, 2021
- B. Period of January 1, 2021 through January 31, 2021
- C. Period of December 1, 2020 through December 31, 2020
- D. Period of November 1, 2020 through November 30, 2020
- E. Period of October 1, 2020 through October 31, 2020

Interim Executive Director Ferbrache asked the Board to receive the Financial Reports and ratify the Claims for October 2020 through January 2021 and receive the Financial Reports and approve the Claims for the month of February 2021. Treasurer Boggs stated that during the months that the Board could not meet, it was important that Claims were paid in a timely manner. The staff reviewed the claims, and the Treasurer approved the claims for payment. Those claims, from October 2020 to January 2021, are what the Board will ratify today. Interim Executive Director Ferbrache gave a summary of the attached Financial Reports and Claims for the month of February 2021.

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

8. Receive and Discuss the Proposed Fiscal Year 2022 Budget

Interim Executive Director Ferbrache summarized the proposed Fiscal Year 2022 Budget. Chairperson Henry requested a line-item budget be sent to the directors. Mr. Ferbrache agreed, stating they would be e-mailed within the next day or so.

Interim Executive Director Ferbrache stated to support the proposed budget local fund contributions from the member cities will be required. Director Eddy asked if there would be additional Federal Funds available. Mr. Ferbrache stated that those funds may not be available for another two years. Chairperson Henry asked how to initiate the additional fund contributions from the member cities and asked if the Board of Directors had any concerns. Mr. Ferbrache stated the RTA support staff would administratively manage the contributions by sending an invoice to each of the member cities. Director Boggs stated that he does not believe that any member city would be surprised by the request. Chairperson Henry stated that from what he is hearing, the executive staff should move forward as soon as possible.

NO ACTION TAKEN.

9. Project Update: Alternative Analysis Update – Kimley Horn

Liz Scanlon, Kimley Horn, gave an update on the January Town Hall meeting, an overview for the March 31st Town Hall meeting, and long-term vision for the RTA.

10. Public Comments – Brad Henry, RTA Board Chairperson

Director Hutchison said that Mr. Dereck Sparks was listening to the meeting but had complications with the video.

11. New Business – Brad Henry, RTA Board Chairperson

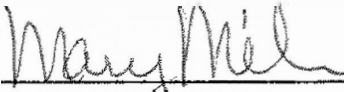
No new business.

12. Adjournment – 4:16 p.m.


ADJOURNED. Moved by Vick, seconded by Mélon. AYES: 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 **21st** day of **April 2021**.

ATTEST:



Mary Mélon, Secretary



Brad Henry, Chairperson