



Regional Transportation Authority
of Central Oklahoma

BOARD OF DIRECTORS MEETING AGENDA

MONDAY, APRIL 13, 2020

2:30 P.M.

SPECIAL MEETING TELECONFERENCE

Call: (405) 534-4946 Conference ID: 412 176 007#

DIRECTORS:

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

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 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 the Trust Specialist at 405-297-2824 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.

**REGIONAL TRANSPORTATION AUTHORITY
MEETING MINUTES
February 25, 2020**

The regularly scheduled meeting of the Regional Transportation Authority (RTA) was convened at 2:10 p.m. on Tuesday February 25, 2020 in the Conference Room of the Oklahoma City Streetcar Storage and Maintenance Facility, 406 SW 7th St., Oklahoma City, Oklahoma. This meeting was held as indicated by advanced notice filed with the Oklahoma County Clerk, the Cleveland County Clerk, the City of Edmond, the City of Del City, the City of Moore, the City of Norman, and by notice posted at the City of Oklahoma City Clerk's office and at least twenty-four (24) hours prior to the meeting

RTA Board of Directors Present

James Boggs	Edmond
Donald Vick	Del City
Steve Eddy	Moore
Marion Hutchison	Norman
Brad Henry	Oklahoma City
Mary Mélon	Oklahoma City

RTA Board of Directors Absent

Aaron Budd	Midwest City
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Municipal Staff Support Present

Randy Entz	Edmond
Josh Moore	Edmond
Billy Harless, ADA Project Director	Midwest City

Guests Present

Kathryn Holmes	Holmes & Associates LLC
Craig Keith, Attorney	COTPA Legal Counsel
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
Lisa Hubbell	City of OKC
Christy Jameson	City of OKC
Bill Crum	The Oklahoman

COTPA Staff

Jason Ferbrache
Suzanne Wickenkamp
Michael Scroggins
Tysheeka Holley
Iris Newman

Interim Executive Director
Administrative Manager, COTPA
Public Information Manager
Graphic Design Specialist
Administrative Assistant

1. Welcome and Introductions

Chairman Henry called the meeting to order at 2:10 p.m. There was a quorum.

Chairman Henry stated that he had the distinct honor of attending the funeral service for Director Ken Bartlett. He mentioned the service was very inspirational and talked about how Director Bartlett was known for bringing people together. He recognized Director Bartlett's service to the RTA Board, Oklahoma and to transit in Oklahoma. Chairman Henry also stated that he believes we have an obligation to finish this for Director Bartlett and announced that he is rededicated and recommitted after attending such a beautiful ceremony.

Chairman Bard Henry introduced new Board member, Donald Vick. Mr. Vick explained that he's worked for Mr. Eddy off and on for about 20 years. Chairman Henry explained to Mr. Vick that one of his responsibilities to fulfill for Director Ken Bartlett, is to move to adjourn the meetings.

Chairman Henry welcomed everyone and entertained introductions.

2. Review and Approval of the Minutes – January 29, 2020.

Director Hutchison recommended a change to the second paragraph, page 3 of the minutes. He mentioned that the idea to create a contest for the six member cities was Aaron's idea and wanted to give him credit for that. Chairman Henry asked if that was in the form of an amendment, to which Director Hutchison answered yes. Director Hutchison asked for a motion to amend the minutes to switch his name to Aaron Budd.

AMENDED, (6-0). Moved by Hutchison, seconded by Eddy. AYES: Boggs, Eddy, Henry, Hutchison, Mélon, Vick.

Chairman Henry asked for a motion to approve the minutes.

APPROVED, (6-0). Moved by Hutchison, seconded by Boggs. AYES: Boggs, Eddy, Henry, Hutchison, Mélon, Vick.

Chairman Henry skipped to item #10 of the agenda, due to Derek Sparks needing to leave early. (See item 10).

3. Review and Approve RTA Monthly Financial Report and Claims

Interim Executive Director Jason Ferbrache thanked ACOG for preparing the financial reports. Chairman Henry asked for a motion to approve the Monthly Financial Report and Claims.

APPROVED, (6-0). Moved by Mélon, seconded by Eddy. AYES: Boggs, Eddy, Henry, Hutchison, Mélon, Vick.

4. Update on status of Proposed Transfer of Planning (PL) Funds and Consider Next Steps Regarding the Same

Chairman Henry gave a brief explanation regarding a meeting he attended with Kathryn Holmes, Marion Hutchison and Steve Eddy. The meeting was held at ODOT, with FHWA and ODOT officials, to discuss transferring of FHWA Planning funds from FHWA to FTA, which would allow the Board to operate as a subrecipient of COTPA. Kathryn Holmes explained that the FHWA representative informed her that the first step is for FHWA and FTA to agree in writing to the transfer.

Chairman Henry stated the consensus at the Federal level is that the DC office understands the intent and is supportive, but we are waiting for it be placed in writing. To have the funds go through the FTA for transit is preferable and has been confirmed verbally to the FHWA local representative.

Interim Executive Director Jason Ferbrache further explained that once the two entities agree, the funds would go from FHWA to FTA. We would then work with ACOG for approval to transfer the funds. He reminded everyone that the intent and purpose of the funds are not changing, and we would like to have those funds allocated by the end of the fiscal year.

No action needed.

5. Update on System Branding Options

Presentation by Public Information Manager Michael Scroggins. Mr. Scroggins shared research gathered and explained the process of developing a brand that will allow us to stand out as a strategic business. Chairman Henry asked if that could include a name change, Mr. Scroggins answered yes. Director Mary Mélon thanked Mr. Scroggins and commented how important it is for us to be mindful and intentional about our brand going forward. Mr. Scroggins suggests that the Board look at objectives and goals and consider bringing in an outside consultant. Kathryn Holmes mentioned the importance of getting

a website up to help with the Request for Qualifications (RFQ). Interim Executive Director Jason Ferbrache suggested a temporary place holder. Chairman Henry suggested we get the website up in ten days for the RFQ process.

6. **Resolution Authorizing Obligation of Funds for Professional Services Not to Exceed \$7,000 for Website Development and Website Hosting Services.**

Interim Executive Director Jason Ferbrache explained the \$7,000 is to build an RTA presence on the internet, not the final design. The goal is to have the site up by March 13, potentially the date the RFQ is issued. Chairman Henry asked for a motion to authorize obligation of funds for professional services not to exceed \$7,000 for website development and website hosting services.

ADOPTED, (6-0). Moved by Eddy, seconded by Mélon. AYES: Boggs, Eddy, Henry, Hutchison, Mélon, Vick.

7. **Report on Status of Transition Plan for Administrative Services**

Director Boggs reported there was a very successful transfer of services meeting at ACOG on February 12th. He acknowledged the exceptional job done by Debbie Cook at ACOG, in preparation for the meeting particularly with the punch list. He turned the floor over to Interim Executive Director Jason Ferbrache.

Mr. Ferbrache introduced Suzanne Wickenkamp, RTA Administrative Support Lead. Ms. Wickenkamp presented the Board a summary of activities that occurred in February, and the plan for the month of March. Ms. Wickenkamp thanked Director Boggs for setting up the meeting with ACOG. She stated that ACOG has done a great job transferring the financial records and financial reports will be presented at the March Board meeting, as well as claims for payments. Ms. Wickenkamp pointed out a few highlights from the handout, mentioning a Trust Specialist has been hired to support RTA activities and will be introduced at the next Board meeting.

8. **Resolution Appointing Official Custodians of the Regional Transit Authority's Funds, Authorizing Plenary Authority Including Control Over Funds Owned by the Authority and Requiring Two Signatures on Checks Against the Account.**

Chairman Henry asked for a motion to appoint official custodians of the RTA's funds, authorizing Plenary Authority including control over funds owned by the Authority and requiring two signatures on checks against the account.

ADOPTED, (6-0). Moved by Eddy, seconded by Mélon. AYES: Boggs, Eddy, Henry, Hutchison, Mélon, Vick.

9. **Resolution Authorizing the Procurement of Directors Errors and Omissions (E&O) Insurance.**

Chairman Henry mentioned the current Errors and Omissions policy expires on May 17th. Interim Executive Director Jason Ferbrache stated with the adoption of the resolution, procurement process would begin. An item will be presented to the Board when it is finalized. Mr. Ferbrache acknowledged ACOG for providing quotes from last year, which was used to determine the estimated cost of \$4,000. Chairman Henry asked for a motion to authorize the procurement of Directors Errors and Omissions (E&O) Insurance.

ADOPTED, (6-0). Moved by Boggs, seconded by Hutchison. AYES: Boggs, Eddy, Henry, Hutchison, Mélon, Vick.

10. **Report from Property Acquisition Committee**

Director Hutchison stated that the committee is working on the potential use of BNSF's right -of way and that there hasn't been a committee meeting since the last Board meeting. However, regarding some of the previous actions, there are legislations before the Oklahoma House and Senate that will move RTA forward with its objectives. Director Hutchison turned the floor over to Mr. Derek Sparks, who announced Senate Bill 1263 passed unanimously, last Tuesday. Mr. Sparks mentioned House Bill 3155 was not considered due to the size of the agenda. He did not receive any significant opposition, and he expects a positive outcome. The Board may have two bills to choose from and may have to decide about which one to use. Mr. Sparks recognized former Secretary Patterson as being very helpful.

Director Boggs thanked Mr. Sparks for doing a great job. Director Hutchison explained the objective is for BNSF to allow RTA to operate within the railway corridors, and BNSF will not allow this unless they are indemnified. Currently, State Statutes do not permit this, so RTA is seeking to amend the Fore Claims Act.

No action needed.

11. **Report from RFP Evaluation Committee**

Director Eddy explained that the Request for Qualification (RFQ) Evaluation Committee met at 1:00 p.m., and the proposed final RFQ draft was received. The Committee voted to move forward and recommended the Board approve the RFQ and authorize the release. Chairman Henry requested Ms. Kathryn Holmes explain why the Request for Proposal (RFP) process moved to an RFQ process. Ms. Holmes explained it's a two-step process, the qualifications are the first step and the cost proposal is the second step. Director Hutchison asked if the Board was required to approve the RFQ. Chairman Henry replied no and explained the Board previously voted to delegate the authority to approve

and issue the RFP to the Committee, so technically it did not need a vote. Kathryn Holmes agreed, along with Legal Counselor Craig Keith. Chairman Henry stated that another Board member is needed for the Evaluation Committee and if anyone is interested, please contact him.

No action needed.

12. **Report on Upcoming American Public Transportation Association Transit Board Members and Board Administrators Seminar August 1-4 in Salt Lake City, Utah.**

Chairman Henry noted the conference is a great opportunity for Board members and requested Ms. Kathryn Holmes provide additional information. Ms. Holmes explained the conference will give the Board an opportunity for personal tours of the streetcar, commuter rail and light rail systems in Salt Lake City. In addition, it will give an overview of what it takes to stand up a regional transit system. Ms. Holmes also offered to host a reception or dinner for the Board. The Board supported the initiative to attend the conference.

No action needed.

13. **Public Comments**

14. **New Business**

None.

13. **Adjournment – 2:31 p.m.**


ADJOURNED, (6-0). Moved by Vick, seconded by Boggs. AYES: Boggs, Eddy, Henry, Hutchison, Mélon, Vick.

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 Mélon, Secretary



Brad Henry, Chairman

RESOLUTION NO. 20-003

RESOLUTION OF THE REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE NECESSARY DOCUMENTS TO PUT INTO EFFECT DIRECTOR ERRORS AND OMISSIONS INSURANCE PRIOR TO THE EXPIRATION DATE, ESTIMATED COST IS \$4,000.

WHEREAS, it is in the best interest of the Regional Transportation Authority of Central Oklahoma (RTA) to procure Directors Errors and Omissions (E&O) Insurance policy; and

WHEREAS, on February 25, 2020, the Board authorized the Executive Director to procure a new policy prior to the expiration of the current policy on May 17, 2020; and

WHEREAS, policy providers require additional time to review the RTA Board's application and financials in order to provide quotes for the liability policy; and

WHEREAS, the next regular meeting of the RTA is May 20, 2020; and

WHEREAS, the RTA authorizes the Executive Director to receive the quotes and execute the necessary documents to put into effect the RTA Directors E & O Insurance policy prior to the expiration date.

NOW, THEREFORE, BE IT RESOLVED by the Directors of the Regional Transportation Authority of Central Oklahoma that they do hereby authorize the Executive Director to execute the necessary documents to put into effect Director Errors and Omissions Insurance prior to the expiration date, estimated cost \$4,000.

ADOPTED by the Directors and **SIGNED** by the Chairman of the Regional Transportation Authority of Central Oklahoma this 13th day of **April**, 2020.

ATTEST:



SECRETARY

**REGIONAL TRANSPORTATION AUTHORITY
OF CENTRAL OKLAHOMA**


CHAIRMAN

REVIEWED for form and legality.



Legal Counsel

**Regional Transportation Authority of Central Oklahoma
Payment Claims**

Period: 1/29/2020 to 2/29/2020

Date	Vendor	Description	Invoice No.	Cost	Total
3/1/2020	Holmes & Associates LLC	Consultant Fees - Labor	320	\$ 16,688.75	
		Cost Reimbursement RTA	320	\$ 1,358.09	
					\$ 18,046.84
3/12/2020	ACOG	Salaries	7369	\$ 709.23	
		Fringe Benefits	7369	\$ 298.73	
		Indirrect Cost	7369	\$ 686.22	
		Conference Call 1/29/20	7369	\$ 2.00	
		Filing 20019 1099 Tax Forms	7369	\$ 24.95	
					\$ 1,721.13
Total February Claims					\$ 19,767.97

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Regional Transportation Authority of Central Oklahoma that they do hereby receive the February Financial Report and ratify the actions of the Interim Executive Director in approving the payment claims for the period of January 29, 2020 to February 29, 2020.

RECEIVED, RATIFIED and APPROVED by the Board of Directors and signed by the Chairman of the Regional Transportation Authority of Central Oklahoma, this 13th day of **April, 2020**.

TREASURER:

**REGIONAL TRANSPORTATION AUTHORITY OF
CENTRAL OKLAHOMA**

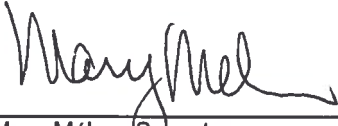
James P
Boggs

Digitally signed by James P
Boggs
Date: 2020.05.05 13:45:18
-05'00'

James P. Boggs


Brad Henry, Chairman

ATTEST:


Mary Mélon, Secretary

Regional Transportation Authority of Central Oklahoma Payment Claims

Period: 3/01/2020 to 3/31/2020

Date	Vendor	Description	Invoice No.	Cost	Total
3/1/2020	Holmes & Associates LLC	Consultant Fees - Labor	420	\$ 3,950.00	
		Cost Reimbursement RTA	420	\$ -	
					\$ 3,950.00
4/1/2020	Staplegun Design LLC	Website Design	11784	\$ 5,032.76	
					\$ 5,032.76
Total Claims					\$ 8,982.76

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Regional Transportation Authority of Central Oklahoma that they do hereby receive the March Financial Report, and approve claims for the period of March 1, 2020 to March 31, 2020.

APPROVED by the Regional Transportation Authority of Central Oklahoma and signed by the Chairman, this **13th** day of **April, 2020**.

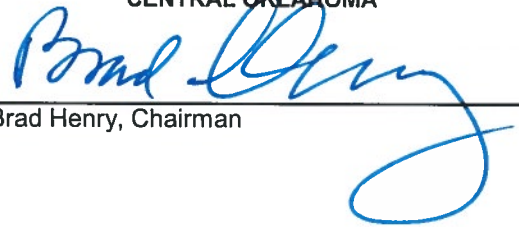
TREASURER:

James P
Boggs

Digitally signed by
James P Boggs
Date: 2020.05.05
13:46:51 -05'00'

James P. Boggs

**REGIONAL TRANSPORTATION AUTHORITY OF
CENTRAL OKLAHOMA**



Brad Henry, Chairman

ATTEST:



Mary Mélon, Secretary



HOLMES & ASSOCIATES LLC

Holmes & Associates LLC
P.O. Box 526057
Salt Lake City, UT 84152
Phone: 801.410.4449
E-Mail: kathryn@holmesassociatesllc.com

Invoice #0420

April 1, 2020

EIN: 82-1144150
Supplier ID: 231866

Client

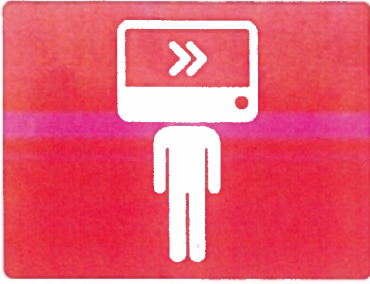
RTA
2000 S. May
Oklahoma City, OK 73108
ATTN: James P. Boggs
boggsedmondrt@cox.net
ATTN: Suzanne Wickenkamp
suzanne.wickenkamp@okc.gov

Date	Billor	Description	Hours/Qty	Rate	Amount
3/01/2020	KAH	RTA - TIME: Total time billed by K Holmes for the period 3/01/2020 to 3/31/2020	10	395.00	\$3,950.00
3/01/2020	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

\$3,950.00



STAPLEGUN DESIGN LLC
204 N. Robinson, Suite 2000
Oklahoma City, OK 73102 US
+1 4052461262
pbaker@staplegun.us

INVOICE

BILL TO

Regional Transportation
Authority of Central Oklahoma
2000 S. May Ave
Oklahoma City, OK 73108

INVOICE # 11784

DATE 04/01/2020

DUE DATE 05/01/2020

TERMS Net 30

P.O. NUMBER

XXXX

REFERENCE

RTA WEBSITE

DESCRIPTION	QTY	RATE	AMOUNT
Account Service	2	185.00	370.00
Creative - Design the site graphics, User interface and User experience (Home, Expanded Bus, Commuter Rail, Street Car, Other Mode Pages and Download ability in pages: History Page, News Page, Presentations Page and Minutes & Agenda	8	185.00	1,480.00
Software Development / HTML Production / Javascript for Parallax Scrolling	12	185.00	2,220.00
Implement Off the shelf or pre-written Press Release System, Subscribe Form, Contact Form	5	185.00	925.00
QA / Proofreading / Browser Testing	2	185.00	370.00
Creative Out of Pockets, Print outs, supplies, stock photography	1	200.00	200.00
Discount 10% for Services	1	-	-573.50

1-year.com email subscription for
info@rtaok.org

41.26

Thank you for your business!

BALANCE DUE

\$5,032.76