



# BOARD OF DIRECTORS MEETING AGENDA

## **REGULAR MEETING** **WEDNESDAY, SEPTEMBER 17, 2025** **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 Edmond	Dr. David Chapman
City of Edmond	DeShawn Heusel
City of Norman	Marion Hutchison, Vice Chairperson
City of Norman	Chuck Thompson, Secretary
City of Oklahoma City	Brad Henry, Chairperson
City of Oklahoma City	Aaron Curry, Treasurer
City of Oklahoma City	Vacant

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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 is as effective as communications with others. Anyone with a disability who requires accommodation, modifications of policies or procedures or auxiliary aid or services to participate in this meeting should call (405) 297-1025 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) 297-1025 at least 48 hours before the meeting.

#### Public Parking

Parking for the 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) 297-1025; or visit the website at [www.rtaok.org](http://www.rtaok.org)

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**September 17, 2025**  
**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 16, 2025 Regional Transportation Authority Regular Meeting
4. Executive Director Reports – Jason Ferbrache, Interim Executive Director
5. Owner’s Representative Report – Kathryn Holmes, Holmes & Associates LLC
6. Receive Financial Reports and Ratify and Approve Claims
  - A. Period of August 1, 2025 through August 31, 2025
7. Consider approval of Central Oklahoma Transportation and Parking Authority & Regional Transportation Authority of Central Oklahoma memo of understanding Amendment
8. Consider approval of the Regional Transportation Authority of Central Oklahoma’s Budget Development and Administration Policy
9. Consider approval of the Regional Transportation Authority of Central Oklahoma’s Grant Management Policy
10. Consider approval of the Regional Transportation Authority of Central Oklahoma’s Accounts Payable and Disbursement Policy
11. Consider adopting a Resolution authorizing travel for Board Directors and RTA Executive Staff to travel to Salt Lake City, UT and/or Dallas/Ft Worth, TX estimated costs not to exceed \$1,700 per person.
12. Consider a Resolution approving the Regional Transportation Authority of Central Oklahoma Regular Meeting Schedule for Calendar Year 2026
13. Central Oklahoma Long-Range Transit Plan Project Update - Presented by Kimley-Horn
14. Public Comments – Brad Henry, RTA Board Chairperson





## BOARD OF DIRECTORS MEETING AGENDA

### 15. 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.

### 16. Adjournment



Regional Transportation Authority  
of Central Oklahoma

# BOARD OF DIRECTORS MEETING MINUTES

The regular meeting of the Regional Transportation Authority (RTA) was convened at 2:42 p.m. on Wednesday August 20, 2025, at 431 W. Main Street. This meeting was held as indicated by advanced notice filed with the Oklahoma County Clerk on August 18, 2025, at 3:47p.m.

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## **RTA Board of Directors Present**

Dr. David Chapman  
DeShawn Heusel  
Marion Hutchison, Vice Chairperson  
Chuck Thompson, Secretary  
Brad Henry, Chairperson  
Vacant

## **Entity**

City of Edmond  
City of Edmond  
City of Norman  
City of Norman  
City of Oklahoma City  
City of Oklahoma City

## **RTA Board of Directors Absent**

Marion Hutchison, Vice Chairperson  
Aaron Curry, Treasurer

## **Administrative Support Staff Present**

Jason Ferbrache, Interim Executive Director  
Jonathan Garcia, Legal Counsel  
Jesse Rush, Director of Public Transportation  
Suzanne Wickenkamp, Director of Strategic Initiatives

## **Guests Present**

Scott Young, Jacobs Engineering  
Stuart Campbell, Jacobs Engineering  
Kyler Smith, ADG Blatt  
Krystal Harris, STV, Inc.  
Phillip Moore, STV, Inc.  
David Newhauser, STV, Inc.  
Taylor Wilson, Resident  
OKCMAR Representative  
Shaundra North, Koch Comm  
Karen Kurtz, Koch Comm

Jonathan Heusel, Parkhill  
Laura Davis, HNTB  
Kimi Diedrich, HNTB  
Justin Henry, OKC  
Taylor Johnson, City of Norman  
Ethan Mazzio, ACOG  
Craig Keith, OKC  
Landry Hills, OKCMAR  
Hannah Nolen, City of Edmond  
Larry Hopper, APT

## **Consultants Present**

*Kathryn Holmes, Holmes & Assoc.*

**August 20, 2025**  
**2:30 p.m.**  
**431 W. MAIN STREET, SUITE B, OKLAHOMA CITY, OK**  
**REGULAR MEETING**

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1. Call to Order – 2:42 p.m.

Chairperson Henry called the meeting to order at 2:42 p.m.

2. Introduction of DeShawn Heusel, Newly Appointed RTA Director

Chairperson Henry formally introduced DeShawn Heusel, the newest board member representing the City of Edmond

Director Heusel briefly introduced herself and shared her background in urban development and fostering public transit growth, particularly in Florida. The board welcomed Director Heusel.

3. Roll Call – Brad Henry, RTA Board Chairperson

**QUORUM PRESENT: Henry, Chapman, Heusel, Thompson. ABSENT: Hutchison, Curry.**

4. Officer Elections for Chairperson, Vice Chairperson and Secretary for the Regional Transportation Authority of Central Oklahoma

Director Chapman moved to reappoint Chairperson Henry as the Chairperson for the Regional Transportation Authority of Central Oklahoma for the next 2 years.

**APPROVED: Moved by Chapman, seconded by Thompson. AYES: Henry, Chapman, Heusel, Thompson. NAYS: None.**

Chairperson Henry moved to reappoint Vice Chairperson Hutchison as the Vice Chairperson for the Regional Transportation Authority of Central Oklahoma for the next 2 years.

**APPROVED: Moved by Henry, seconded by Thompson. AYES: Henry, Chapman, Heusel, Thompson. NAYS: None.**

Chairperson Henry moved to appoint Director Thompson as the Secretary for the Regional Transportation Authority of Central Oklahoma for the next 2 years.

**APPROVED: Moved by Henry, seconded by Heusel. AYES: Henry, Chapman, Heusel, Thompson. NAYS: None.**

5. Consider Approval of Minutes

A. July 16, 2025, Regional Transportation Authority Regular Meeting

**APPROVED: Moved by Chapman, seconded by Thompson. AYES: Henry, Chapman, Heusel, Thompson. NAYS: None.**

6. Executive Director Reports – Interim Executive Director Ferbrache, Interim Executive Director

**Interim Executive Director Ferbrache** stated that he and Kathryn Holmes, Owners Representative, provided onboarding for the new Board members. Staff continue to collaborate with consultants and with the BNSF strategy team.

Suzanne Wickenkamp, Director of Strategic Initiatives, provided a detailed overview of the documentation required for the RTA to become a direct recipient of FTA funds. Some of those documents are on the agenda today and additional policies will be on next month's agenda for approval.

7. Owner's Representative Report – Kathryn Holmes, Holmes & Associates LLC

Kathryn advised that she would hold her update for the executive session.

8. Receive Financial Reports and Ratify and Approve Claims

A. Period of July 1, 2025, through July 31, 2025

**RECEIVED, RATIFIED and APPROVED: Moved by Thompson, seconded by Chapman. AYES: Henry, Chapman, Heusel, Thompson. NAYS: None.**

9. Consider approving Renewal No. 1 and Amendment No. 2 to the Professional Services Agreement with Allen, Gibbs & Houlik, L.C for independent auditing services.

**APPROVED: Moved by Chapman, seconded by Heusel. AYES: Henry, Chapman, Heusel, Thompson. NAYS: None.**

10. Consider approving the Regional Transportation Authority of Central Oklahoma Investment Policy.

**APPROVED: Moved by Thompson, seconded by Heusel. AYES: Henry, Chapman, Heusel, Thompson. NAYS: None.**

11. Consider receiving Financial Capacity, Technical Capacity and Legal Capacity reports as part of the Regional Transportation Authority of Central Oklahoma's Federal Transit Administration Direct Recipient application.

**RECEIVED: Moved by Thompson, seconded by Chapman. AYES: Henry, Chapman, Heusel, Thompson. NAYS: None.**

12. Enter into Executive Session on advice of the Municipal Counselor to discuss the purchase or appraisal of real property and to confer on matters pertaining to economic development including the transfer of property, as public disclosure of the matter discussed would interfere with the development of products or services regarding the Board's strategy and approach for the acquisition of certain real property from BNSF for the commuter rail operation, as authorized by 25 O.S. (2021 Supp.) §§ 307 (B) (3) and (C) (11).

Chairperson Henry asked that Item Nos. 12 and 13 be taken before Item No. 11 Executive Session, to allow for public comments and any new business prior to entering into Executive Session. **Outcome:** New business and public comments were taken prior to executive session. Returned to meeting following the Executive Session at 3:48pm.

**APPROVED: Moved by Thompson, seconded by Heusel. AYES: Henry, Chapman, Heusel, Thompson. NAYS: None.**

13. Public Comments – Brad Henry, RTA Board Chairperson

Taylor Wilson, resident, provided feedback on the investment policy, recommending that it included benchmarking against industry standards to improve return monitoring. Mr. Wilson emphasized the need for modeling transit use, financial sustainability, and economic impacts such as loss per passenger and Transit Oriented Development (TOD) value.

Interim Executive Director Ferbrache responded that the website is being revamped, and partnerships are underway with national transit organizations to build economic and TOD-related modeling.

14. New Business – Brad Henry, RTA Board Chairperson

Director Chapman informed the Directors that there is a conference scheduled for October 1<sup>st</sup> hosted by the state's largest commercial real estate company and asked if the Directors or the Interim Executive Director would like to participate as a panelist or keynote speaker.

15. Adjournment – 3:51 p.m.

**APPROVED: Moved by Heusel, seconded by Thompson. AYES: Henry, Chapman, Heusel, Thompson. NAYS: None.**

**APPROVED by the Directors and SIGNED by the Chairperson of the Regional Transportation Authority of Central Oklahoma, this \_\_\_\_\_ day of \_\_\_\_\_ 2025.**

**ATTEST:**

**REGIONAL TRANSPORTATION  
AUTHORITY OF CENTRAL  
OKLAHOMA**

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**Chuck Thompson, Secretary**

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**Brad Henry, Chairperson**

Regional Transportation Authority of Central Oklahoma  
FY2026 Year End Forecast

Presented September 17, 2025  
Prepared by RTA Support Team (unaudited)

OPERATIONS	YTD Actuals	Est. Remaining	Total YE	FY26		
	Jul-Aug	Sep-June	Forecast	Budget	Variance	Variance %
Sources						
Local Contributions	\$916,364	\$0	\$916,364	\$916,364	\$0	
Total Operations Revenues	\$916,364	\$0	\$916,364	\$916,364	\$0	0%

Expenditures	YTD Actuals	Est. Remaining	Total YE	FY26		
	Jul-Aug	Sep-June	Forecast	Budget	Variance	Variance %
Contracts and Services						
Professional Services - COTPA Administration	\$20,342	\$101,708	\$122,050	\$122,050	\$0	
Professional Services - Holmes & Associates	\$126,840	\$681,161	\$808,000	\$700,000	-\$108,000	
Professional Services - On-Call Engineering Consultant	\$8,885	\$91,115	\$100,000	\$100,000	\$0	
Professional Services - FTA Recipient Support	\$0	\$0	\$0	\$0	\$0	
Transfer to Grant Activity for Local Grant Match <sup>(1)</sup>	\$0	\$176,690	\$176,690	\$176,690	\$0	
BNSF Study Fee	\$0	\$50,000	\$50,000	\$50,000	\$0	
Professional Services-Legal	\$0	\$50,000	\$50,000	\$50,000	\$0	
Professional Service - Financial Planning Consultant	\$0	\$100,000	\$100,000	\$100,000	\$0	
Professional Service - Economic Advising Consultant	\$0	\$5,000	\$5,000	\$5,000	\$0	
Independent Financial Audit	\$0	\$10,185	\$10,185	\$10,185	\$0	
Website Hosting Fee	\$0	\$2,500	\$2,500	\$2,500	\$0	
Branding	\$9,821	\$340,179	\$350,000	\$350,000	\$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	\$0	\$1,000	\$1,000	\$1,000	\$0	
Printing & Binding	\$17	\$483	\$500	\$500	\$0	
Postage	\$0	\$100	\$100	\$100	\$0	
Mileage	\$0	\$500	\$500	\$500	\$0	
Parking	\$5	\$245	\$250	\$250	\$0	
Travel	\$350	\$49,650	\$50,000	\$50,000	\$0	
Market Research Services	\$14,250	\$123,750	\$138,000	\$74,000	-\$64,000	
CIG Implementation Advisor	\$3,300	\$76,700	\$80,000	\$80,000	\$0	
Other Services & Fees	\$0	\$300	\$300	\$300	\$0	
Total Contracts and Services	\$183,809	\$1,872,616	\$2,056,426	\$1,884,425	-\$172,001	-9%
Equipment and Supplies						
Office Supplies	\$0	\$320	\$320	\$320	\$0	
Food	\$0	\$1,000	\$1,000	\$1,000	\$0	
Other Supplies	\$0	\$200	\$200	\$200	\$0	
Total Equipment and Supplies	\$0	\$1,520	\$1,520	\$1,520	\$0	0%
Total Operations Expenditures	\$183,809	\$1,874,136	\$2,057,946	\$1,885,945	-\$172,001	-9%

(1) This is the 38% local match required for the RAISE grant based on estimated consultant cost.

GRANT ACTIVITY	YTD Actuals	Est. Remaining	Total YE	FY26		
	Jul-Aug	Sep-June	Forecast	Budget	Variance	Variance %
Sources						
Federal Grant <sup>(2)</sup>	\$0	\$282,704	\$282,704	\$282,704	\$0	
Transfer from Operations for Local Grant Match <sup>(3)</sup>	\$0	\$176,690	\$176,690	\$176,690	\$0	
Total Grant Revenues	\$0	\$459,394	\$459,394	\$459,394	\$0	0%
Expenditures						
Contracts and Services						
Professional Services - RAISE Grant Consultant Fees	\$ -	\$459,394	\$459,394	\$459,394	\$0	
Total Grant Expenditures	\$0	\$459,394	\$459,394	\$459,394	\$0	0%

(2) This revenue is reimbursement from COTPA for 62% of consultant fees for the RAISE grant study.  
(3) This revenue is the 38% RTA local match for RAISE grant consultant fees.

FY26 Beginning Cash Balance	\$1,842,389
FY26 Ending Cash Balance (Forecast)	\$700,807

## Regional Transportation Authority of Central Oklahoma Payment Claims

Period: 8/01/2025 to 8/31/2025					
Date	Vendor	Description	Invoice No.	Cost	Total
9/2/2025	Holmes & Associates LLC	Consultant Fees - Labor	925a	\$ 39,155.00	
		Cost Reimbursement RTA	925a	\$ 1,296.84	
		Sub-Consultant Fees	925a	\$ 8,024.34	
		Project Management	925a	\$ 1,203.65	
		Project Management	FY26c	\$ 3,328.88	
		Project Management	FY25c	\$ 8,769.00	
					<b>\$ 61,777.71</b>
7/3/2025	Cardinal Infrastructure	Professional Services - June 2025	3289	\$ 3,905.00	
		Professional Services - May 2025	3269	\$ 3,960.00	
					<b>\$ 7,865.00</b>
8/25/2025	AlphaVu	Transit Research	2232	\$ 14,250.00	
					<b>\$ 14,250.00</b>
7/31/2025	Affirm	Strategic Marketing, Planning & Management	INV-4262	\$ 105,236.00	
					<b>\$ 105,236.00</b>
9/5/2025	COTPA	Admin Services Fee	2026-103	\$ 10,171.00	
		Reimbursement for Printing	2026-103	\$ 103.95	
					<b>\$ 10,274.95</b>
<b>Total Claims</b>					<b>\$ 199,403.66</b>

**APPROVED** by the Regional Transportation Authority of Central Oklahoma, and **SIGNED** by the Treasurer and Chairman on this 17th day of September, 2025.

**TREASURER:**

**REGIONAL TRANSPORTATION AUTHORITY OF  
CENTRAL OKLAHOMA**

\_\_\_\_\_  
Aaron Curry, Treasurer

\_\_\_\_\_  
Brad Henry, Chairperson

**ATTEST:**

\_\_\_\_\_  
Chuck Thompson, Secretary





# HOLMES & ASSOCIATES LLC

Holmes & Associates LLC  
910 S Donner Way #304  
Salt Lake City, UT 84108  
Phone: 703.999.4440  
E-Mail: kathryn@holmesassociatesllc.com

## Invoice #925a

September 2, 2025

EIN: 82-1144150  
Supplier ID: 231866  
P.O # 2021-003

### Client

RTA  
2000 S. May  
Oklahoma City, OK 73108  
ATTN : Christina Hankins  
christina.hankins@okc.gov

Date	Billor	Description	Hours/Qty	Rate	Amount
8/1-29/2025	KAH	RTA - TIME: Time billed by K	87.5	410.00	\$35,875.00
8/1-29/2025	KAH	RTA - TIME: Travel time billed	16.00	205.00	\$3,280.00
08/08/25	DB ECO	Subconsultant Services	29.5	\$213.61 \$253.84	\$6,361.84
08/24/2025	DJM2	DJM2 Consultancy	4.75	\$350.00	\$1,662.50
8/01- 8/29/2025	KAH	Project Management 15%		15%	\$1,203.65
08/01- 08/29/2025	KAH	RTA- COSTS: Total costs			\$1,296.84

Please make checks payable to  
"Holmes & Associates LLC."

**Invoice Balance Due**

**\$49,679.83**



# HOLMES & ASSOCIATES LLC

Holmes & Associates LLC  
910 S Donner Way #304  
Salt Lake City, UT 84108  
Phone: 703.999.4440  
E-Mail: kathryn@holmesassociatesllc.com

EIN: 82-1144150  
Supplier ID: 231866  
P.O # 2021-003

## Invoice Due to Markup FY26

August 26, 2025

### Client

RTA  
2000 S. May  
Oklahoma City, OK 73108  
ATTN: Misty Durham  
Misty.durham@okc.gov  
ATTN: Christina Hankins  
christina.hankins@okc.gov

Date	Biller	Description	Hours/Qty	Rate	Amount
FY 26	KAH	RTA – PROJECT MANAGEMENT MARKUP	22,192.50	15%	\$3,328.88
We appreciate your business. Please make checks payable to "Holmes & Associates LLC." Thank you.					<b>Invoice Balance Due</b> \$3,328.88



# HOLMES & ASSOCIATES LLC

Holmes & Associates LLC  
910 S Donner Way #304  
Salt Lake City, UT 84108  
Phone: 703.999.4440  
E-Mail: kathryn@holmesassociatesllc.com

EIN: 82-1144150  
Supplier ID: 231866  
P.O # 2021-003

## Invoice Due to Markup FY26

August 18, 2025

### Client

RTA  
2000 S. May  
Oklahoma City, OK 73108  
ATTN : Christina Hankins  
christina.hankins@okc.gov

Date	Billor	Description	Hours/Qty	Rate	Amount
FY 25	KAH	RTA – PROJECT MANAGEMENT MARKUP		15%	\$8,769.00
We appreciate your business. Please make checks payable to "Holmes & Associates LLC." Thank you.					<b>Invoice Balance Due</b> \$8,769.00



600 Massachusetts Avenue, NW  
Suite 250  
Washington, DC 20001  
202-240-2857

## INVOICE

INVOICE #3289  
PO 2025-005  
DATE: JULY 3, 2025

**TO:**

Regional Transportation Authority of Central Oklahoma  
2000 South May  
Oklahoma City, Oklahoma 73108

DESCRIPTION	HOURS	RATE	AMOUNT
Professional Services (June 1 -- 30, 2025)			
Sherry Little	2.1	\$550.00	\$1,155.00
Auke Mahar-Piersma	1.5	\$550.00	\$825.00
Jamie Harrell	3.5	\$550.00	\$1,925.00
<b>Total</b>	<b>7.1</b>		<b>\$3,905.00</b>
Monthly report attached.			

Please make all checks payable to Cardinal Infrastructure LLC.

**Thank you for your business!**



600 Massachusetts Avenue, NW  
Suite 250  
Washington, DC 20001  
202-240-2857

## INVOICE

INVOICE #3269  
PO 2025-005  
DATE: JUNE 14, 2025

**TO:**

Regional Transportation Authority of Central Oklahoma  
2000 South May  
Oklahoma City, Oklahoma 73108

DESCRIPTION	HOURS	RATE	AMOUNT
Professional Services (May 1-31, 2025)			
Sherry Little	1.2	\$550.00	\$660.00
Auke Mahar-Piersma	0.5	\$550.00	\$275.00
Jamie Harrell	5.5	\$550.00	\$3,025.00
<b>Total</b>	<b>7.2</b>		<b>\$3,960.00</b>
Monthly report attached.			

Please make all checks payable to Cardinal Infrastructure LLC.

**Thank you for your business!**

PO Box 4884  
Baltimore, MD 21211 USA  
2024506541  
scott@alphavu.com  
www.alphavu.com



**BILL TO**  
Christina Hankins  
Regional Transportation Authority  
of Central Oklahoma  
2000 South May Avenue  
Oklahoma City, Oklahoma  
73108

**INVOICE #** 2232  
**DATE** 08/25/2025  
**DUE DATE** 09/24/2025  
**TERMS** Net 30

ACTIVITY	QTY	RATE	AMOUNT
<b>DataVu Platform SAAS</b> DataVu Public Opinion Analytics Platform/Services July -August 17, 2025	1	9,250.00	9,250.00
<b>Consulting</b> Direct Expense - Subcontractor Alan Wulkan	1	5,000.00	5,000.00
BALANCE DUE			<b>\$14,250.00</b>



262.650.9900  
affirmagency.com

N28W23050 Roundy Drive  
Suite 100  
Pewaukee, WI 53072

**RTA of Central Oklahoma**  
**Kathryn Holmes**  
**2000 S. May Ave.**  
**Oklahoma City, OK 73108**

**Invoice #**      **INV-4262**  
**Invoice Date**    **7/31/2025**

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Danny Mager - Principal	\$438.75
3.25 hrs x 135 / hr	
Meghan Walters - Account Executive	\$1,350.00
10.00 hrs x 135 / hr	
Amy Opad - Director Client Services	\$506.25
3.75 hrs x 135	
Paid Media Net Cost -50%	\$87,500.00
Media Commission - 50%	\$15,441.00
-Includes media planning, buying, monitoring and reporting	

Invoice Total	<u>\$105,236.00</u>
Amount Due	\$105,236.00

Make checks payable to AFFIRM Agency  
Due upon receipt



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**

**Invoice #: 2026-103**

Address: 2000 S May Avenue  
Oklahoma City, OK 73108

Invoice Date: 9/5/25

**Invoice For:** Administrative Services

Item #	Description	Qty	Unit Price	Discount	Price
1	Admin Services Fee - August 2025	1	\$10,171.00		\$10,171.00
1	August Printing (Job 108504)	1	\$103.95		\$103.95
<b>NOTES: RTA PO # 2026-003</b>					
Invoice Subtotal					<b>\$10,274.95</b>
Tax Rate					
Sales Tax					<b>\$0.00</b>
Other					
Deposit Received					
Make all checks payable to EMBARK					
<b>TOTAL</b>					<b>\$10,274.95</b>





TO: Chairman and Board of Directors  
FROM: Interim Executive Director

Consider approving Amendment No. 1 to the Memorandum of Understanding with the Central Oklahoma Transportation and Parking Authority for interim administrative services.

Background: On January 29, 2020, the Regional Transportation Authority of Central Oklahoma (RTA) and Central Oklahoma Transportation and Parking Authority (COTPA) entered into a Memorandum of Understanding (MOU) for COTPA to provide interim administrative services for a term of two years with the option to renew for additional one-year terms.

On November 1, 2024, the COTPA Board renewed the MOU for the fourth time for the term of February 1, 2025 through January 31, 2026. On November 20, 2024, the RTA Board also renewed the MOU for interim administrative services.

On September 5, 2025, the COTPA Board approved Amendment No. 1 which reflects changes that align with the restructuring of COTPA's Director position, as well as the need for additional assistance in enabling the RTA to fulfill its mission. Section B.13 of the MOU provides that the parties may modify or amend the MOU.

Recommendation: Amendment No. 1 be approved.

Reviewed by:

Jason Ferbrache  
Interim Executive Director

**AMENDMENT NO. 1 OF  
MEMORANDUM OF  
UNDERSTANDING FOR INTERIM  
ADMINISTRATIVE SERVICES**

This First Amendment (“Amendment No. 1”), effective as of the date of the last Party’s signature, is entered into by and between the Central Oklahoma Transportation and Parking Authority, d/b/a EMBARK (“COTPA”), and the Regional Transportation Authority of Central Oklahoma (“RTA”) (collectively, the “Parties”), to the Memorandum of Understanding for Interim Administrative Services (“MOU”).

**WITNESSETH:**

**WHEREAS**, COTPA is a public trust created pursuant to the authority of Title 60 OS §176 et seq., for purposes which included providing public transit within the greater Oklahoma City area; and

**WHEREAS**, the RTA is a public trust created pursuant to the authority of Title 60 OS §176, as authorized by Title 68 OS §1370.7, for the purposes of planning, financing, constructing, maintaining, and operating transportation projects located within the boundaries of a regional transportation district; and

**WHEREAS**, COTPA is governed by its Board of Trustees (the “COTPA Board”) which is made up of officials as designated by its trust indenture, or as amended; and

**WHEREAS**, the RTA is governed by its Board of Directors (the “RTA Board”) comprised of appointed representatives of beneficiaries of the trust; and

**WHEREAS**, on January 29, 2020, the RTA Board of Directors approved the Memorandum of Understanding for Interim Administrative Services (MOU) between COTPA and RTA; and

**WHEREAS**, THE MOU was for a term of two years with the option to renew for additional one-year terms,

**WHEREAS**, the MOU has been renewed for the fourth time on November 1, 2024, for the term of February 1, 2025, through January 31, 2026; and

**WHEREAS**, due to a restructuring of COTPA’s Director position and the need for additional assistance in enabling the RTA to fulfill its mission, the Parties desire to enter into Amendment No. 1 to the MOU; and

**WHEREAS**, section B.13 of the MOU provides that the Parties may modify or amend

this MOU, only by written agreement adopted by both the COTPA Board and the RTA Board.

**Now, THEREFORE**, it is mutually agreed by and between the Parties to amend the MOU as a follow:

Section A.1 of the Agreement to read in its entirety as follows:

- 1. Personnel.** The **City Manager's Surrogate serving on the COTPA Board** will act as the RTA's Interim Executive Director. The Interim Executive Director will allocate appropriate staff to use best efforts to support the RTA in **strategic planning**, administration, meeting management, policy and procedure development, financial services, legal services, procurement, public information, marketing, community relations, technology, planning, recordkeeping, correspondence and other services to be performed by knowledgeable staff (collectively "staff"). In order to transition from the current RTA administration to the Interim Executive Director a transition plan is described in Attachment "A", which is attached and incorporated herein.

Section A.5 of the Agreement to read in its entirety as follows:

**5. Public Records.** Interim Executive Director or **designee** shall keep and maintain for RTA its public records, respond to open records requests and shall comply with the state disclosure requirements. All records described in this section, or otherwise belonging to the RTA, shall be turned over to the RTA upon termination of this MOU. The RTA shall provide access to its records system and historical records.

Section A.9 of the Agreement to read in its entirety as follows:


**9. Institutional Capacity.** COTPA shall use its best efforts to support the RTA in establishing the institutional capacity necessary to qualify for discretionary federal grant funds to support capital investments, and, **if needed, COTPA "Staff" shall assist the RTA with grant management.**

**APPROVED** by the Trustees and **SIGNED** by the Chairperson of the Central Oklahoma Transportation and Parking Authority this 5th day of September 2025.



**ATTEST:**

**CENTRAL OKLAHOMA  
TRANSPORTATION AND PARKING  
AUTHORITY**

  
\_\_\_\_\_  
Jesse Rush, Secretary

  
\_\_\_\_\_  
Bernard Semtner, III, Chairperson

REVIEWED for form and legality

  
\_\_\_\_\_  
Jonathan Hare  
Assistant Municipal Counselor

**APPROVED** by the Board of Directors and **SIGNED** by the Chairperson of the Regional Transportation Authority of Central Oklahoma this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

**ATTEST:**

**REGIONAL TRANSPORTATION  
AUTHORITY OF CENTRAL  
OKLAHOMA**

\_\_\_\_\_  
Chuck Thompson, Secretary

\_\_\_\_\_  
Brad Henry, Chairperson

REVIEWED for form and legality

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



TO: Chairperson and Board of Directors  
FROM: Interim Executive Director

Consider adopting a Resolution of the Regional Transportation Authority of Central Oklahoma authorizing approval of the Budget Development and Administration Policy to establish guidelines for the preparation, adoption and management of the Regional Transportation Authority of Central Oklahoma's capital and operating budget.

Background: On July 16, 2025 (Item No. 09), the Regional Transportation Authority of Central Oklahoma (RTA) adopted a Resolution authorizing the Interim Executive Director to file an application with the Federal Transit Administration (FTA) to become a direct recipient for federal assistance authorized by 49 U.S.C. Chapter 53, title 23, United States Code.

As part of the FTA Direct Recipient application, the RTA must adopt financial policies to guide its operations and ensure accountability. This Budget Development and Administration Policy establishes the framework for how the RTA develops, adopts, administers, and reports its annual budget. The policy ensures compliance with the RTA Trust Indenture and applicable state statutes, while aligning with best practices in public budgeting. It provides guiding principles for accountability, transparency, financial stability, and long-term sustainability. Adoption of this policy is a critical step in preparing the RTA to responsibly manage current resources and future dedicated funding.

Recommendation: Resolution be adopted.

Jason Ferbrache  
Interim Executive Director

## **RESOLUTION NO. 25-0008**

### **RESOLUTION OF THE REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA AUTHORIZING THE ADOPTION OF A BUDGET DEVELOPMENT AND ADMINISTRATION POLICY TO ESTABLISH GUILDLINES FOR THE PREPARATION, ADOPTION, AND MANAGEMENT OF THE RTA'S CAPITAL AND OPERATING BUDGET.**

**WHEREAS**, the Regional Transportation Authority of Central Oklahoma (RTA) was established through a Trust Agreement and Indenture entered into on October 24, 2022, by the governing city councils of Oklahoma City, Edmond, and Norman (the Beneficiaries); and

**WHEREAS**, the Trust Agreement and Indenture outlines the requirements for the preparation and adoption of the RTA's capital and operating budgets; and

**WHEREAS**, the RTA entered into a Memorandum of Understanding (MOU) with the Central Oklahoma Transportation and Parking Authority (COTPA) on January 29, 2020, to provide interim administrative services, including budget development and oversight, until such time as RTA retains its own staff; and

**WHEREAS**, the Interim Executive Director, under the MOU, is authorized to allocate appropriate COTPA staff to support RTA activities; and

**WHEREAS**, the Budget Development and Administration Policy defines the operating framework for completing all activities related to the development, adoption, and administration of the RTA's capital and operating budgets; and

**WHEREAS**, the policy includes key sections such as Roles, Responsibilities and Oversight; Budget Development and Adoption; Budget Administration; Reporting and Transparency; Long-Term Financial Planning; Debt and Investment Management; and Cost Allocation;

**NOW, THEREFORE, BE IT RESOLVED** by the Directors of the Regional Transportation Authority of Central Oklahoma that:

- A. The Budget Development and Administration Policy, as presented, is hereby adopted and approved.
- B. The Interim Executive Director is authorized to implement the policy and ensure that all budget-related activities are conducted in accordance with its provisions.

- C. The Interim Executive Director is further authorized to make administrative updates to the policy as necessary to reflect changes in best practices, legal requirements, or organizational needs.
- D. This resolution shall take effect immediately upon its adoption.

**ADOPTED** by the Board of Directors and **SIGNED** by the Chairperson of the Regional Transportation Authority of Central Oklahoma this **17th** day of **September 2025**.

**ATTEST:**

**REGIONAL          TRANSPORTATION  
AUTHORITY OF CENTRAL OKLAHOMA**

\_\_\_\_\_  
Chuck Thompson, Secretary

\_\_\_\_\_  
Brad Henry, Chairperson

**REVIEWED** for form and legality.

\_\_\_\_\_  
Jonathan Garcia,  
Assistant Municipal Counselor



# Budget Development and Administration Policy

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## INTRODUCTION AND LEGAL AUTHORITY

The Trust Agreement and Indenture of the Regional Transportation Authority of Central Oklahoma (RTA) was entered into on October 24, 2022, by the governing city councils of Oklahoma City, Edmond, and Norman (Beneficiaries). RTA is governed by a board of directors appointed by the governing city councils of the member jurisdictions creating the RTA. The Trust Agreement and Indenture establishes the requirements for preparation and adoption of the RTA's capital and operating budgets, which are implemented through this Budget Policy.

The RTA entered into a Memorandum of Understanding (MOU) with the Central Oklahoma Transportation and Parking Authority (COTPA) on January 29, 2020, to provide interim administrative services, as the RTA has not yet retained staff to perform these services. The MOU has been renewed on multiple occasions. The most recent renewal, designated as Renewal No.4, was executed on November 4, 2024 for the term of February 1, 2025, through January 31, 2026 and is expected that this MOU continue until the RTA hires permanent staff. Services under the MOU primarily include personnel support for policy development, strategic planning, financial services, administration, public information, marketing, community relations, technology and record keeping. Under the MOU, the Interim Executive Director is given authority to allocate appropriate COTPA staff to support RTA activities.

In 2014, Oklahoma passed HB 2480, which ensured the RTA had the flexibility to draw tax boundaries by precinct, city, and county. Pursuant to this authority, the RTA intends to bring forward a referendum for consideration by its member cities to approve a dedicated sales tax to fund regional transit operations and capital projects.

### General Applicability

Certain provisions of this Budget Development and Administration Policy anticipate the availability of dedicated funding to support RTA operations and capital projects. Until such funding is secured -- through voter approval of a dedicated sales tax or other reliable revenue sources -- these provisions will be applied on a limited basis, as applicable, to reflect the RTA's current stage of development. Upon approval and availability of dedicated funding, all provisions of this policy shall become fully applicable and will govern the development, adoption, and administration of the RTA's budget in accordance with the Trust Agreement and Indenture and applicable state statutes, unless the Board takes action to modify this policy.

### Budget Principles

The RTA adopts the following principles to guide the development and administration of its operating budget:

## Financial Capacity - Policies and Procedures

- **Balanced Budget** – The RTA shall adopt a balanced budget in which appropriations do not exceed available revenues and fund balance.
- **Accountability** – The budget shall clearly align with the RTA’s mission, ensuring public funds are managed responsibly and for the benefit of regional transit users and taxpayers.
- **Transparency** – The budget process shall be open, accessible, and understandable to the public, with opportunities for input and full disclosure of decisions.
- **Conservatism in Revenue Forecasting** – Revenue estimates shall be based on objective, supportable data and shall avoid overstatement of resources.
- **Long-Term Sustainability** – The RTA will use the budget to promote financial stability, maintain adequate reserves, and support the long-term sustainability of transit operations and capital investments.
- **Performance and Results** – Budget decisions will be informed by performance measures and outcomes, ensuring that resources are directed toward effective, efficient, and equitable programs.

## ROLES, RESPONSIBILITIES, AND OVERSIGHT

### Roles and Responsibilities

The following roles and responsibilities in the budget process are established in alignment with the RTA Trust Agreement and Indenture, applicable Oklahoma statutes, and RTA’s adopted financial management policies. These assignments ensure proper segregation of duties, accountability, and compliance with public trust requirements.

The roles and responsibilities will be reviewed and updated as the RTA’s operations expand, ensuring that future staff positions, committees, and functions are incorporated as necessary to support the RTA’s financial capacity and governance needs.

Role	Responsibilities
RTA Board of Directors	<ul style="list-style-type: none"> <li>• Approves the annual budget and amendments</li> <li>• Conducts public hearings prior to adoption of the budget</li> <li>• Ensures budget aligns with strategic priorities</li> </ul>
Treasurer of the Board, Director Aaron Curry	<ul style="list-style-type: none"> <li>• Serves as an officer of the Board of Directors, as stated in the RTA’s Bylaws</li> <li>• Provides Board-level financial oversight of the budget process, reserve levels, and proposed amendments prior to full Board consideration</li> <li>• Ensures compliance with the Trust Agreement and Indenture, applicable state statutes, and public trust requirements.</li> <li>• Acts in an oversight capacity only; day-to-day budget management remains the responsibility of RTA staff or designated financial partners.</li> </ul>

## Financial Capacity - Policies and Procedures

Role	Responsibilities
Interim Executive Director, Jason Ferbrache	<ul style="list-style-type: none"> <li>Provides oversight of the budget process; ensures expenditures align with the approved budget; presents monthly budget-to-actual reports and year-end forecasts to the Board; recommends corrective actions as needed.</li> </ul>
COTPA Finance Manager, Christina Hankins	<ul style="list-style-type: none"> <li>Manages day-to-day budget monitoring and reporting under delegation from the Interim Executive Director. Prepares budget forecasts and monitoring reports and conducts variance analysis; supports development of annual and long-term budgets. Ensures grant funds are budgeted, tracked, and reported in compliance with federal/state rules.</li> </ul>
Legal Counsel, Jonathan Garcia & Craig Keith	<ul style="list-style-type: none"> <li>Reviews budget adoption, amendments, and related resolutions for compliance with Trust Agreement and Indenture and state law.</li> </ul>
Independent Auditor	<ul style="list-style-type: none"> <li>Performs annual external audit of RTA's financial statements and compliance</li> <li>Provides assurance that the budget and financial reporting are accurate and transparent.</li> </ul>

### Oversight

The Interim Executive Director provides overall oversight of the budgeting and monitoring process, ensuring that expenditures align with the approved budget and that appropriate corrective actions are recommended when needed. Day-to-day budget monitoring and reporting responsibilities are delegated to COTPA's Finance Manager. Regular financial reporting to the Board of Directors is provided as outlined in the Reporting and Transparency section of this policy.

## BUDGET DEVELOPMENT AND ADOPTION

### Budget Process

The RTA Board shall adopt an annual operating budget, including a program of work that specifies anticipated revenues and expenses for the fiscal year. The fiscal year begins on July 1 and ends on June 30. The proposed and final operating and capital budgets for the upcoming fiscal year shall be filed with the governing bodies of the Trust Beneficiaries within the timeframes designated in the Trust Agreement and Indenture. The annual budget shall be adopted no later than the June Board meeting preceding the start of the fiscal year. Additional budget requirements are set forth in the RTA Trust Agreement and Indenture.

### Public Hearing Requirement

The RTA Board shall hold a public hearing on the proposed budget prior to its adoption. Notice of the hearing shall be published in a newspaper of general circulation within the RTA district, in accordance with the requirements of the Trust Indenture and applicable state statutes.

### Funding Sources

## Financial Capacity - Policies and Procedures

At present, the operating fund of the RTA is supported solely by local contributions from its three member cities. Each city contributes a proportionate share of the revenue required to fund annual operating expenses. The contribution is incorporated into each city's general fund budget and approved by its Mayor and Council. Payments shall be remitted to the RTA within ninety (90) days of the start of each fiscal year to provide funding for the adopted budget.

In addition to member city contributions, the RTA may also receive federal grants and, in the future, a dedicated sales tax as a long-term source of operating revenue is anticipated.

### Budget Requirements

The RTA shall prepare and administer its budget in accordance with generally accepted accounting principles (GAAP) as established by the Governmental Accounting Standards Board (GASB). The RTA shall also follow best practices in public budgeting as recommended by the Government Finance Officers Association (GFOA). The RTA's annual financial statements shall be audited by an independent certified public accounting firm, with results reported to the RTA Board. Compliance with all applicable federal, state, and grantor requirements shall be maintained in the administration of funds.

Annual budget must comply with the following requirements:

- Revenues shall equal expenses (balanced budget)
- Appropriations adopted by the RTA Board shall not exceed the total of estimated revenues and available fund balance for each fiscal year.
- Expenditures must be based on the best available knowledge of planned activity.
- Budgets for each fund must not exceed estimated revenues, including budgeted fund balance, for that fund
- The RTA shall adhere to its enabling legislation, interlocal agreements, and best practices in public budgeting.
- The RTA shall not borrow from external sources to fund ongoing operations.

### Scope of Budget

The RTA's annual budget shall estimate revenues and appropriate expenditures for all funds projected to be available during the fiscal year. Certain funds are subject to additional controls or oversight beyond the standard budget process, including:

- **Grant Funds:** The annual budget will include estimates of revenues and expenditures for any federal, state and private grant funds. Control and accountability will be maintained at the individual grant level, in accordance with each award's terms and conditions.
- **Debt Service:** If the RTA issues debt, the associated Debt Service expenditure shall be included in the annual budget. These expenses shall be governed by the terms of the bond indenture, applicable state law, and any relevant agreements. The Interim Executive Director, or designee, shall ensure the budget reflects all required debt service obligations.

## BUDGET ADMINISTRATION

## **Fund Balance**

Fund Balance shall not be budgeted as revenue to support ongoing operations, with the exception of operating contingency funds. It may be budgeted for one-time expenditures such as capital projects. Fund balance may also be used for cash flow needs and may be recognized as revenue without a budget amendment if other revenue sources in total fall short of the adopted estimate.

## **Reserves and Contingency Funds**

To provide cash flow, meet unexpected needs, and minimize disruption caused by fluctuations in revenues and expenditures, the RTA shall maintain reserves within its operating funds. These reserves serve as a safeguard for financial stability and shall be maintained in accordance with best practices, the Trust Agreement and Indenture, and applicable state statutes.

### *Contingency Reserves*

Each RTA fund shall include an adequate appropriation to fund a contingency account equal to approximately two percent (2%) of the fund's budgeted expenditures. This reserve is intended for unforeseen needs and shall be classified as a miscellaneous purpose under applicable budgeting standards. Transfers must comply with all legal and procedural requirements.

### *Operating Reserves*

The Operating Reserve is a general financial cushion consisting of fund balance carried forward into the next fiscal year that is not otherwise budgeted. In accordance with GFOA best practices, the RTA shall maintain an Operating Reserve equal to no less than fourteen percent (14%) and no more than twenty percent (20%) of the total operating budget. This reserve provides broad protection against unexpected cost increases or expenditure fluctuations. If the Operating Reserve falls outside this range, the Interim Executive Director shall recommend corrective action to the Board.

### *Revenue Reserves*

The Revenue Reserve is a dedicated safeguard against cash flow interruptions or delays in revenue collection. The RTA shall maintain a Revenue Reserve equal to at least 180 days of administrative expenses. This reserve may only be used with Board approval through a budget amendment and must be replenished in the following year's budget.

### *Special Purpose Reserves*

Reserves and contingencies may be set aside periodically for specific future purposes (e.g., capital projects, debt service stabilization). Such reserves shall be used at the discretion of the Interim Executive Director with Board guidance.

### *Reporting*

The Interim Executive Director shall report reserve and contingency levels for all funds as part of the proposed annual budget.

# Financial Capacity - Policies and Procedures

## Appropriations for Fiscal Year

Appropriations shall be made specific to each fund and general character of expenditure. Appropriations shall not exceed estimated revenues and available fund balance.

### *Transfers*

To ensure flexibility and efficiency in managing the RTA's budget:

- The Interim Executive Director, or designee, may authorize transfers of any unexpended and unencumbered appropriations within the same fund between account classes
- No appropriation for debt service or any appropriation required by law or contract may be reduced below the minimum required.

### *Lapsed Appropriations*

The RTA's fiscal year ends on June 30. Claims for goods or services ordered in the prior fiscal year may be paid from the prior year appropriation until September 30. After that time, no further claims can be made against the prior year's appropriations.

## Budget Amendment

Budget amendments must maintain a balanced budget and remain in compliance with the Trust Agreement and Indenture. The RTA may amend its annual budget, provided notice of the proposed amendment is included in the meeting notice.

The RTA Board may adopt amendments to:

- Make supplemental appropriations based on revenues not anticipated in the original budget, revenues received in excess of budget estimates, or unexpended or unencumbered balances carried forward
- Reduce appropriations if revenues are insufficient
- Transfer money between funds as necessary to address unforeseen circumstances.

No appropriation for debt service may be reduced, and no transfer may be made from the debt service fund except as permitted by the bond issue or law.

Amendments authorizing supplemental appropriations or reductions in total appropriations must be adopted by the RTA Board and filed with the Municipal Clerks of the Beneficiaries stated in the Trust Agreement and Indenture. Any resolution amending the budget to recognize and appropriate fund balance shall state the reason for the amendment and the estimated impact on reserves.

## REPORTING AND TRANSPARENCY

### Budget Accountability

Budget accountability rests with individual departments. Department leadership shall monitor budget variances in coordination with the RTA Finance Manager. Significant variances shall be



evaluated jointly, with recommendations for corrective action elevated to the Chief Financial Officer (or equivalent financial oversight role) and reported to the Board as necessary.

### **Monthly Financial Reports**

The Interim Executive Director shall provide the Board of Directors with monthly financial reports. These reports shall include a comparison of budgeted revenues and expenditures versus actual results, along with a year-end forecast. The reports will highlight significant variances, explain underlying causes, and recommend corrective actions where appropriate. The Interim Executive Director shall present a brief review of these reports during each monthly Board meeting. This process ensures continuous alignment with the Trust Agreement and Indenture requirement for Board oversight of RTA's finances.

### **Mid-Year Review**

A formal mid-year financial review shall be conducted and presented to the Board of Directors no later than the February Board meeting each year. This review shall assess whether revenues and expenditures are tracking in line with the adopted budget, evaluate reserve and contingency levels, and recommend any amendments needed to maintain a balanced budget in compliance with all applicable laws, and the Trust Indenture.

### **Annual Budget Book**

Following adoption of the annual budget, the RTA shall prepare and publish an Annual Budget Book within thirty (30) days. The Budget Book shall include the adopted operating and capital budgets, financial summaries, program descriptions, staffing levels as reflected in the budget, performance metrics, and long-term forecasts. The Budget Book shall be published on the RTA's official website to ensure accessibility and transparency.

## **LONG-TERM FINANCIAL PLANNING**

### **Five-Year Financial Forecast**

The Interim Executive Director shall prepare a five-year financial forecast projecting revenues and expenditures to support long-term planning. The forecast will serve as a planning tool in developing each annual budget and will be updated at least every other year, with major policy issues identified for Board consideration.

### **Capital Planning and Expenditures**

Capital expenditures include the cost of new construction, renovation, acquisition, or major maintenance of RTA infrastructure, facilities, or other capital assets. The RTA will make efforts to fund capital expenditures through non-recurring revenue sources. As a target, 1 to 3% of the annual budget shall be allocated to capital expenditures.

Every other year, the Interim Executive Director shall submit a five-year Capital Improvement Plan (CIP) to the Board to ensure the condition and sustainability of the RTA's capital assets.



## Revenue Strategy

The RTA shall strive to maintain a diversified mix of revenues to provide stability, predictability, and growth. Where appropriate, the RTA shall charge fees for services that provide direct benefits to users (e.g., fares, advertising, facility rentals). The Interim Executive Director shall periodically direct staff to conduct cost-of-service studies to ensure fees remain fair and sustainable.

## Retirement Contributions

The annual budget shall include sufficient appropriations to meet RTA's retirement contribution obligations in accordance with state law and the terms of any retirement system in which it participates.

## DEBT AND INVESTMENT MANAGEMENT

### Debt Issuance Principles

All debt issuance shall comply with the Trust Agreement and Indenture, applicable Oklahoma statutes, and federal regulations. Debt must be authorized by resolution of the RTA Board with a weighted vote, as required by the Indenture. Debt shall be issued only for capital improvements, major transit system investments, or refunding of existing obligations when a financial benefit is realized. Debt shall not be used to fund ongoing operations. The RTA shall maintain debt service coverage ratios consistent with industry best practices to preserve creditworthiness.

#### *Debt Administration*

An annual review of outstanding debt obligations shall be presented to the Board of Directors as part of the budget process. Quarterly reports on debt service status shall also be provided. Summaries of outstanding debt and annual debt service requirements shall be included in the Annual Budget Book.

#### *Investment Management*

Idle funds shall be invested in compliance with the Oklahoma Public Trust Act, the Trust Agreement and Indenture, and the RTA's adopted Investment Policy. Investment objectives, in order of priority, are: (1) safety of principal, (2) liquidity, and (3) return. The Interim Executive Director is responsible for ensuring investments remain consistent with state law and RTA policy. Quarterly reports on investment activity shall be provided to the Board of Directors.

#### *Arbitrage Compliance*

If the RTA issues tax-exempt bonds, the Interim Executive Director shall ensure full compliance with federal arbitrage requirements, including timely calculation and payment of any arbitrage penalties, rebates, or related obligations. Arbitrage-related costs shall be charged to the fund responsible for bond proceeds.

## COST ALLOCATION (FUTURE IMPLEMENTATION)

The RTA currently outsources administrative services and does not yet maintain internal departments. As such, a formal cost allocation plan is not required at this time. As the RTA grows and develops internal operations, it will implement a cost allocation plan to ensure that shared costs are distributed equitably across programs and services. The plan will:

- Comply with applicable federal requirements, including OMB Uniform Guidance, if federal funds are involved.
- Be developed with input from relevant stakeholders.
- Promote fairness, transparency, and accountability in the use of public funds.

## GLOSSARY

**Account** – A record used to track specific revenues or expenditures, or to group related financial activities within a fund or program.

**Account Class** – A category of expenditures used in budgeting, such as Personal Services, Services and Charges, Materials and Supplies, Capital Outlay, Debt Service, and Transfers.

**Appropriated Fund Balance** – The portion of fund balance that is authorized for use in the current budget year.<sup>90</sup>

**Appropriation** – An authorization by the RTA Board to expend or encumber funds for specific purposes.

**Balanced Budget** – A budget in which appropriations do not exceed available revenues and fund balance, in accordance with the Trust Agreement and Indenture and state law.

**Budget** – A financial plan for the fiscal year, including estimated revenues and proposed expenditures.

**Budget Summary** – A high-level presentation of estimated revenues by source and expenditures by fund and program for the budget year.

**Budget Year** – The fiscal year for which the budget is being prepared or has been adopted.

**Capital Project** – A project involving the acquisition, construction, improvement, or major maintenance of infrastructure, facilities, or long-term assets.

**Contingency** – A budgeted account for unanticipated or emergency expenditures.

**Debt Service Fund** – A fund established to account for the accumulation of resources and payment of principal and interest on debt obligations.

**Estimated Revenue** – The projected amount of revenue expected to be received during the budget year.

## Financial Capacity - Policies and Procedures

**Interim Executive Director** – The top executive of the RTA, responsible for overall administration and budget execution. Under the current MOU with COTPA, this role is filled by the City Manager’s Surrogate serving on COTPA’s Board of Trustees until a permanent Executive Director is hired.

**Fiscal Year** – The RTA’s annual financial reporting period, beginning July 1 and ending June 30.

**Fund** – A self-balancing set of accounts used to track financial resources and obligations for specific activities or objectives.

**Fund Balance** – The difference between a fund’s financial assets and its liabilities.

**Operating Reserve** – The portion of fund balance not appropriated in the current budget, maintained for financial stability.

**Reserve** – Financial resources set aside for specific purposes, including operating, contingency, revenue, and special-purpose reserves.

**Supplemental Appropriation** – An appropriation made during the fiscal year to provide budget authority beyond the amounts originally adopted.

**Transfers** – The movement of budget authority or resources from one account, program, or fund to another, as authorized by the RTA Board or Interim Executive Director, consistent with policy.



TO: Chairperson and Board of Directors  
FROM: Interim Executive Director

Consider adopting a Resolution of the Regional Transportation Authority of Central Oklahoma approving the Grant Management Policy.

Background: On July 16, 2025 (Item No. 09), the Regional Transportation Authority of Central Oklahoma (RTA) adopted a Resolution authorizing the Interim Executive Director to file an application with the Federal Transit Administration (FTA) to become a direct recipient for federal assistance authorized by 49 U.S.C. Chapter 53, title 23, United States Code.

As part of the FTA Direct Recipient application, the RTA must adopt financial policies to guide its operations and ensure accountability. Having previously served as a subrecipient to COTPA for two FTA-funded awards, the RTA will, as a future Direct Recipient, rely on this Grant Management Policy to guide the development of procedures that ensure compliance throughout all grant activities. The policy, based on FTA Circular 5010.F, will provide a framework for oversight of federally funded projects in coordination with the Interim Executive Director, RTA Legal Counsel, Owner's Representative, Project Managers, and COTPA staff. The policy also establishes expectations to ensure that contractors' task orders and overall work performance align with applicable federal regulations and grant requirements when federal funds are used.

Recommendation: Resolution be adopted.

Jason Ferbrache  
Interim Executive Director

**RESOLUTION NO. 25-0009**

**RESOLUTION OF THE REGIONAL TRANSPORTATION AUTHORITY OF  
CENTRAL OKLAHOMA AUTHORIZING THE ADOPTION OF A GRANT  
MANAGEMENT POLICY TO SUPPORT BEING A DIRECT RECIPIENT  
OF FEDERAL TRANSIT ADMINISTRATION FUNDS.**

**WHEREAS**, on July 16, 2025, the Regional Transportation Authority of Central Oklahoma (RTA) adopted a resolution (Item No. 09) authorizing the Interim Executive Director to file an application with the Federal Transit Administration (FTA) to become a direct recipient of federal assistance under 49 U.S.C. Chapter 53 and Title 23 of the United States Code; and

**WHEREAS**, as part of the FTA application process, the RTA is required to establish and maintain policies and procedures that ensure compliance with federal grant requirements; and

**WHEREAS**, the RTA has previously served as a subrecipient to the Central Oklahoma Transportation and Parking Authority (COTPA) for two FTA-funded grant awards and now seeks to establish its own internal procedures as a Direct Recipient; and

**WHEREAS**, the proposed Grant Management Policy is based on the principles, requirements, and expectations outlined in the FTA Circular 5010.F (Award Management Requirements), and is designed to ensure effective oversight and compliance throughout the lifecycle of federally funded projects; and

**WHEREAS**, the Grant Management Policy outlines the roles and responsibilities of the Interim Executive Director, legal counsel, Owner's Representative, Project Managers, and COTPA personnel in managing and monitoring grant-funded activities;

**NOW, THEREFORE, BE IT RESOLVED** by the Directors of the Regional Transportation Authority of Central Oklahoma that:

- A. The Grant Management Policy, as presented, is hereby adopted and approved.
- B. The Interim Executive Director is authorized to implement the policy and ensure adherence to its provisions.
- C. The Interim Executive Director is further authorized to make administrative updates to the policy as necessary to maintain compliance with FTA requirements and best practices in grant management.

D. This resolution shall take effect immediately upon its adoption.

**ADOPTED** by the Board of Directors and **SIGNED** by the Chairperson of the Regional Transportation Authority of Central Oklahoma this **17th** day of **September 2025**.

**ATTEST:**

**REGIONAL           TRANSPORTATION  
AUTHORITY OF CENTRAL OKLAHOMA**

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Chuck Thompson, Secretary

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Brad Henry, Chairperson

**REVIEWED** for form and legality.

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Jonathan Garcia,  
Assistant Municipal Counselor

# Grant Management Policy

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## INTRODUCTION

The Regional Transportation Authority of Central Oklahoma (RTA) is advancing its Locally Preferred Alternatives (LPAs) for the regional corridors with the intent of pursuing CIG New Starts program funding and a Full Funding Grant Agreement (FFGA) for one or more of these corridors.

RTA entered into a Memorandum of Understanding (MOU) with the Central Oklahoma Transportation and Parking Authority (COTPA) on January 29, 2020, to provide interim administrative services. The MOU was renewed on November 4, 2024 for the term of February 1, 2025, through January 31, 2026. It is expected the MOU will continue to be renewed until the RTA hires permanent staff to perform the administrative duties. Under the MOU, the City Manager's Surrogate serving on COTPA's Board of Trustees is designated as the Interim Executive Director of the RTA until a permanent Executive Director is hired by the RTA. The Interim Executive Director will allocate appropriate staff to support the RTA building the institutional capacity necessary to qualify for discretionary federal grant funds to support capital investments and manage federal grants.

In the future, the RTA will hire an experienced Grant Manager to provide oversight, reporting and closeout. In the meantime, the Interim Executive Director has designated COPTA's Finance Department to be responsible for grant administration and management. The RTA's Owner's Representative is responsible for providing the necessary information for the FTA report submittals described below for consultant's work performance.

The RTA has served as a subrecipient to COTPA for two FTA funded grant awards. As a Direct Recipient, the RTA will establish procedures to ensure compliance throughout grant awards. The Grant Management Policy is based on the principles, requirements, and expectations outlined in the Federal Transit Administration Award Management Requirements (FTA Circular 5010.F).

## ROLES AND RESPONSIBILITIES

Title	Responsibilities
RTA Interim Executive Director, Jason Ferbrache	<ul style="list-style-type: none"><li>• Oversees all activities funded by federal grants</li><li>• Allocates appropriate staff to support the RTA, designating responsibility as described here</li><li>• Oversees grant activities to ensure compliance with intended design, schedule, budget, and scope of work</li></ul>



# Financial Capacity

Title	Responsibilities
COTPA Finance Manager, Christina Hankins	<ul style="list-style-type: none"> <li>• Primary day-to-day oversight of the RTA's grant management duties and processes to ensure compliance with FTA requirements</li> <li>• Reviews all contracts and subcontracts to ensure compliance</li> <li>• Monitors drawdowns of grant funds</li> <li>• Controls the roles and responsibilities of the RTA's users in TrAMS</li> <li>• Ensures all procurements and contracts follow FTA guidelines and the RTA Procurement Policy</li> <li>• Ensures expenditures remain within the planned and approved award budget</li> <li>• Ensures resources are properly safeguarded and used solely for authorized purposes</li> <li>• Ensures sufficient records are maintained</li> <li>• Oversees the preparation and submittal of FFRs and MPRs</li> <li>• Oversees initiation of grant closeout process</li> </ul>
COTPA Federal Grant Coordinator, Marty Dickens	<ul style="list-style-type: none"> <li>• Prepares and submits FFRs and MPRs</li> <li>• Coordinates with appropriate individuals for the FFRs and MPRs updates</li> </ul>
RTA Owner's Representative, Kathryn Holmes, Holmes & Associates, LLC	<ul style="list-style-type: none"> <li>• Oversees consultant/contractor activities funded by federal grants</li> <li>• Ensures expenditures remain within the planned and approved award budget</li> <li>• Monitors grant activities to ensure compliance with intended design, schedule, budget, and scope of work</li> <li>• Provides necessary information to COTPA staff for FTA reporting requirements, as required</li> </ul>
Legal Team, Jonathan Garcia & Craig Keith	<ul style="list-style-type: none"> <li>• Ensures sufficient records are maintained in compliance with all applicable laws</li> <li>• Ensures all procurements and contracts follow FTA guidelines and RTA Procurement Policy</li> <li>• Reviews all contracts and subcontracts</li> </ul>
Project Managers	<ul style="list-style-type: none"> <li>• Oversees all activities funded by federal grants</li> <li>• Reviews all contracts and subcontracts</li> <li>• Monitors grant activities to ensure compliance with intended design, schedule, budget, and scope of work</li> </ul>

## OVERSIGHT

The Interim Executive Director will work with COTPA's Finance Manager, Federal Grant Coordinator (who reports to the Finance Manager), and legal team (collectively referred to as the "Grant Management Support Team"), as well as Owner's Representative and Project Managers, to oversee all activities funded by federal grants. This oversight ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts and/or task orders. The Finance Department, along with the Grant Management Support Team ensure compliance with FTA requirements for agencies, consultants, contractors, and subcontractors working under approved third-party contracts or inter-agency agreements.

Responsibilities of the Grant Management Support Team includes ensuring the following:

- Expenditures remain within the planned and approved award budget, maintaining effective control and accountability for all grants and subgrants, cash, real and personal property, and other assets.
- Resources are properly safeguarded and used solely for authorized purposes.
- Sufficient records are maintained detailing the history of the procurement process.

The Interim Executive Director has designated the primary day-to-day oversight of the RTA's grant management duties to COTPA's Finance Manager, Christina Hankins.

The Finance Manager will review all third-party contracts to ensure compliance with the grant agreement, as well as FTA and federal requirements. Drawdowns of grant funds will be monitored to confirm they match payments to vendors performing eligible work and adequate records are retained to substantiate withdrawals.

The RTA's Grant Management Support Team, Owner's Representative, and designated Project Manager shall review all contracts and subcontracts, providing adequate technical inspection and supervision by qualified professionals for all work in progress. This includes periodic and timely monitoring of grant activities to ensure the project is delivered and implemented according to the intended design, schedule, budget, and scope of work.

Independent organization-wide financial audits mandated by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) shall be completed annually. In addition, the Board of Directors requires an independent audit of the RTA's financial records, financial controls, and annual financial report. The RTA shall request and withdraw federal funds for eligible activities after expenditures are paid. Drawdowns occur by reimbursement only. The RTA will not draw in advance of submitting a payment.

The RTA Grant Management Support Team shall account for project property and maintain property inventory records containing all required elements, demonstrating and maintaining satisfactory continuing control over the use of project property. Procedures for asset management will be developed to ensure adequate maintenance of equipment and facilities.

The Finance Manager will control the roles and responsibilities of the RTA's users in TrAMS.

## REPORTING

### Federal Financial Reports

Federal Financial Reports (FFRs) are completed on a quarterly or annual basis, as required by the FTA, for each active award. The Interim Executive Director has designated COTPA's Finance Manager to oversee the preparation and submittal of FFRs electronically via Transit Award Management System (TrAMS) for all active grants, including the required data as specified by FTA Circular 5010.1F. COTPA's Federal Grant Coordinator shall coordinate with appropriate individuals for FFRs.

The FFR provides a current, complete, and accurate financial picture of the grant. The FFR shall be prepared on the accrual basis of accounting; that is, income is recorded when earned instead of when received, and expenses are recorded when incurred instead of when paid. FFRs shall be based on supporting documentation maintained for the RTA in COTPA's financial management system, which objectively discloses financial aspects of events or transactions. Reported financial data will be derived from accounts maintained on a consistent, periodic basis, with any material changes in accounting policies or methods clearly explained.

### Milestone Progress Reports

Milestone Progress Reports (MPRs) are completed on a quarterly or annual basis, as required by the FTA, for each active award. The Interim Executive Director has designated COTPA's Finance Manager to oversee the preparation and submittal of MPRs electronically via TrAMS for all active grants, including the required data as specified by FTA Circular 5010.1F. COTPA's Federal Grant Coordinator shall coordinate with appropriate individuals for MPRs.

MPRs shall reflect actual completion dates for any milestones completed during the reporting period and any revised dates if the original (or last revised) completion dates were not met. MPRs shall include a narrative detailing project status, budget changes, schedule changes, explanation of any unmet milestone dates, identification of problem areas including solutions, expected impacts, efforts to recover from any delays, analysis of any significant project cost variance, any settled or outstanding claims, any potential and executed change orders, and any real property acquisition actions.

### Regular Communication

The RTA shall promptly report to the FTA significant developments or changes, including any problems, delays, or adverse conditions that may materially impair the ability to meet the objectives of the award. Favorable developments that may enable meeting time schedules and objectives sooner or at a lower cost shall also be reported. Updates will be communicated to the FTA through phone calls, emails, or other appropriate means indicated by the FTA, including any necessary attachments. Unforeseen

events impacting the schedule, cost, capacity, usefulness, or purpose shall be reported to the FTA immediately upon detection and reflected in the next quarterly progress report.

## GRANT CLOSEOUT

The Interim Executive Director has designated COTPA's Finance Manager to oversee initiation of the grant closeout process within 90 days of completion of all grant activities or once applicable Federal funds are expended.

The FTA places a priority on closing out grants for which activity has ceased. The FTA identifies grants that should be potentially closed out as those that are 100 percent dispersed or those that were obligated more than three years before and have not had a disbursement within the past 12 months. If a grant has been delayed for a substantial period of time without a reasonable explanation, the FTA may determine that the funds should be de-obligated and the grant closed. The FTA will be notified of the closeout through a letter or email.

The following documents shall be submitted as part of the grant closeout process:

- Final budget reflecting actual project costs by scope and activity
- Final FFR
- Final MPR indicating the actual completion date of each Activity Line Item (ALI) and a discussion of each ALI contained in the final budget, along with a list of project property purchased under the grant.
- Request to de-obligate any unexpended balance of Federal funds.
- Any other reports required as part of the terms and conditions of the grant.

## ADDITIONAL INFORMATION

Once the RTA becomes a direct recipient and receives FTA grant funds, it will:

- Submit a Title VI Program report on a triennial basis, demonstrating compliance with civil rights objectives outlined in FTA Circular 4702.1.
- Submit Disadvantaged Business Enterprise (DBE) compliance reports on a semiannual basis, as required under FTA Circular 4704.1.
- Submit Equal Employment Opportunity (EEO) compliance reports on a triennial basis, as required under FTA Circular 4704.1.
- Provide a National Transit Database (NTD) report of its transit operations, if required.



TO: Chairperson and Board of Directors

FROM: Interim Executive Director

Consider adopting a Resolution of the Regional Transportation Authority of Central Oklahoma approving the Accounts Payable and Disbursement Policy to establish guidelines for the processing of financial transactions and to ensure financial control, accuracy and regulatory compliance.

Background: On July 16, 2025 (Item No. 09), the Regional Transportation Authority of Central Oklahoma (RTA) adopted a Resolution authorizing the Interim Executive Director to file an application with the Federal Transit Administration (FTA) to become a direct recipient for federal assistance authorized by 49 U.S.C. Chapter 53, title 23, United States Code.

As part of the application process, the RTA must adopt specific financial policies to guide its operations and ensure accountability. The Accounts Payable and Disbursement Policy establishes procedures and financial controls to ensure all disbursements are valid, timely, and accurate, in compliance with applicable regulations. It covers vendor invoices, staff reimbursements, and Board of Directors' expense reports, with clear guidance on segregation of duties to safeguard against error or misuse. The policy also outlines how these activities are carried out in coordination with the Central Oklahoma Transportation and Parking Authority and the City of Oklahoma City's accounting and accounts payable personnel.

Recommendation: Resolution be adopted.

Jason Ferbrache  
Interim Executive Director

## **RESOLUTION NO. 25-0010**

### **RESOLUTION OF THE REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA AUTHORIZING THE ADOPTION OF AN ACCOUNTS PAYABLE AND DISBURSEMENT POLICY TO ESTABLISH GUIDELINES FOR THE PROCESSING OF FINANCIAL TRANSACTIONS AND TO ENSURE FINANCIAL CONTROL, ACCURACY, AND REGULATORY COMPLIANCE.**

**WHEREAS**, on July 16, 2025, the Regional Transportation Authority of Central Oklahoma (RTA) adopted a resolution authorizing the Interim Executive Director to file an application with the Federal Transit Administration (FTA) to become a direct recipient of federal assistance under 49 U.S.C. Chapter 53 and Title 23 of the United States Code; and

**WHEREAS**, as part of the FTA application process, the RTA is required to establish specific financial and administrative policies to guide the management of its obligations; and

**WHEREAS**, the Accounts Payable and Disbursement Policy outlines the procedures for processing RTA financial activities in coordination with the Central Oklahoma Transportation and Parking Authority (COTPA) and the City of Oklahoma City accounting and accounts payable personnel; and

**WHEREAS**, the policy is designed to ensure financial control and accuracy, improve cash management, and maintain compliance with applicable regulations; and

**WHEREAS**, the policy applies to all vendor invoices and employee expense reports and is intended to be read in conjunction with the RTA's finance and procurement policies and procedures; and

**WHEREAS**, the policy establishes clear, consistent, and accountable procedures for accounts payable processing, including internal controls, segregation of duties, payment authorization, documentation requirements, invoice workflow, and methods of payment such as ACH and electronic fund transfers;

**NOW, THEREFORE, BE IT RESOLVED** by the Directors of the Regional Transportation Authority of Central Oklahoma that:

1. The Accounts Payable and Disbursement Policy, as presented, is hereby adopted and approved.

2. The Interim Executive Director is authorized to implement the policy and ensure that all financial transactions are processed in accordance with its provisions.
3. The Interim Executive Director is further authorized to make administrative updates to the policy as necessary to reflect changes in best practices, regulatory requirements, or organizational needs.
4. This resolution shall take effect immediately upon its adoption.

**ADOPTED** by the Board of Directors and **SIGNED** by the Chairperson of the Regional Transportation Authority of Central Oklahoma this **17th** day of **September 2025**.

**ATTEST:**

**REGIONAL          TRANSPORTATION  
AUTHORITY OF CENTRAL OKLAHOMA**

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Chuck Thompson, Secretary

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Brad Henry, Chairperson

**REVIEWED** for form and legality.

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Jonathan Garcia,  
Assistant Municipal Counselor

# Accounts Payable and Disbursement Policy

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## POLICY STATEMENT AND SCOPE

The RTA entered into a Memorandum of Understanding (MOU) with the Central Oklahoma Transportation and Parking Authority (COTPA) on January 29, 2020, to provide interim administrative services, as the RTA has not yet retained staff to perform these services. The MOU has been renewed on multiple occasions. The most recent renewal, designated as Renewal No.4, was executed on November 4, 2024 for the term of February 1, 2025, through January 31, 2026. It is expected that this MOU will continue to be renewed until the RTA hires permanent staff to assume the administrative duties. Under the MOU, the City Manager's Surrogate serving on COTPA's Board of Trustees is designated as the Interim Executive Director of the RTA until such time as a permanent Executive Director is hired by the RTA. The Interim Executive Director will allocate appropriate COTPA staff to support this policy. COTPA uses accounting services from the City of Oklahoma City, which also provides accounting services to the RTA.

This policy provides guidance to ensure the valid, timely, and accurate disbursement of funds by the RTA in compliance with applicable regulations and supports accurate financial reporting. It applies to vendor invoices, staff reimbursements, and Board of Directors' expense reports.

## ROLES AND RESPONSIBILITIES

Title	Responsibilities
RTA Board of Directors	<ul style="list-style-type: none"> <li>• Approves monthly Payment Claims Reports</li> <li>• Ratifies emergency payments</li> </ul>
Interim Executive Director, Jason Ferbrache	<ul style="list-style-type: none"> <li>• Provides overall oversight of AP processes</li> <li>• Authorizes access to banking platforms</li> <li>• Provides initial approval for exceptions and emergency payments</li> <li>• Delegates review and approval of payments to COTPA staff</li> </ul>
Owner's Representative	<ul style="list-style-type: none"> <li>• Reviews consultant work and invoices against deliverables</li> <li>• Recommends consultant invoices for approval</li> </ul>
COTPA's Finance Manager, Christina Hankins	<ul style="list-style-type: none"> <li>• Day-to-day oversight of AP activities and record retention</li> <li>• Reviews invoices for accuracy, task order alignment, and policy compliance</li> <li>• Approves Payment Claims Report before submitting to the Board</li> <li>• Approves payments in the banking system</li> <li>• Prepares wire transfer files and ensures segregation of duties</li> </ul>
COTPA's Accounting Team	<ul style="list-style-type: none"> <li>• Prepares Payment Claims Report</li> <li>• Sets up payments in the banking system</li> <li>• Maintains AP documentation and vendor records</li> </ul>

## Financial Capacity – Policies and Procedures

City of OKC Accounting Services Team	<ul style="list-style-type: none"> <li>• Conducts monthly review of RTA bank statements</li> <li>• Confirms alignment with Board-approved Payment Claims Reports</li> <li>• Provides independent compliance oversight</li> </ul>
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### INTERNAL CONTROL AND SEGREGATION OF DUTIES

Staff, vendors, contractors, and Directors involved in any aspect of the accounts payable process are responsible for and expected to ensure integrity, prevent fraud and conflict of interest, and safeguard the assets of the RTA. Below are two key control measures the RTA implements:

**Dual Authorization:** The RTA requires payment by one authorized individual entering a payment online, and a separate authorized individual approving the payment online and verifying that it matches the amounts approved in the Payment Claims report.

**Vendor Setup:** Vendor setup procedures include a sign-off by staff requiring verification of all banking information for new vendors and any changes to existing vendor information. Periodic review of vendor files looking for inactive and/or duplicate vendors shall be performed by COTPA Finance Team.

Segregation of duties associated with the accounts payable (AP) process is outlined in the following steps:

- The RTA's Owner's Representative reviews consultant work and associated invoices to ensure alignment with contracted deliverables. If aligned, the Owner's Representative provides a recommendation for the invoice to proceed through the approval process.
- The COTPA Finance Manager reviews all invoices to confirm that amounts align with the authorized Task Order and travel expenses comply with RTA's Travel Policy.
- The COTPA Finance Manager approves the Payment Claims report created by the COTPA Finance Team that is presented to the RTA Board of Directors for approval.
- The RTA Board of Directors formally approves the Payment Claims during the monthly RTA Board meeting.
- A designated staff member from the COTPA Finance Team sets up the payment in the bank application based on the Board approved Payment Claim report and the COTPA Finance Manager approves payment.
- The City of Oklahoma City's Accounting Services conducts a monthly review of RTA's bank statements and ensures alignment with the Board of Directors approved Payment Claims report.

### OVERSIGHT

All personnel involved in RTA's AP processes must be familiar with the policies and procedures outlined in this document, as well as any related financial and procurement policies of the RTA. Only individuals explicitly authorized by the Interim Executive Director may initiate, approve, or

## Financial Capacity – Policies and Procedures

process AP transactions. Access to the RTA's bank account is strictly limited and controlled by the Interim Executive Director to ensure financial integrity and security.

The Interim Executive Director has designated the primary day-to-day oversight of RTA's Accounts Payable duties to the COTPA Finance Manager. The COTPA Finance Manager is responsible for ensuring compliance with applicable policies, maintaining accurate records, and coordinating with staff and vendors as needed. All AP activities are subject to regular review and audit to ensure transparency and accountability.

### **PAYMENT REQUIREMENTS**

Invoices eligible for payment must fulfil the following requirements:

- Goods/services must comply with the RTA's Procurement Policy and Procedures
- Valid invoices must include vendor name, description, rates, quantities, total due, remit/payment instructions, and must be clearly marked "Invoice"
- Quotes or estimates are not valid for payment
- Invoices must match task order amounts and deliverables
- Tax exemption must be observed

### **Payment Authorization**

#### *General*

All invoices are compiled into a monthly Payment Claims Report, which includes copies of each invoice. This report is presented to the RTA Board for review, discussion, and approval during each regularly scheduled board meeting. Upon board approval, the Payment Claims Report serves as the basis for COTPA staff processing payments.

#### *Standard Payment Terms*

The RTA will make every effort to process valid and approved invoices in a timely manner. Unless otherwise required by contract or statute, standard payment terms are net 30 days from receipt of a valid invoice.

In the event a board meeting is cancelled, the COTPA Finance Manager contacts the RTA Treasurer and provides the Payment Claims Report along with all associated invoices. The Treasurer is asked to authorize payment processing to ensure timely disbursement. The payment actions taken under this authorization are then presented at the next RTA Board meeting for formal ratification.

Exceptions to this standard require written approval from the Interim Executive Director or the RTA Board of Directors.

#### *Reimbursements*

In accordance with the RTA Travel Policy, Board of Directors' travel expenses must be pre-authorized during a public board meeting before reimbursement can be considered. Only

## Financial Capacity – Policies and Procedures

expenses that have been properly pre-authorized and documented in compliance with the Travel Policy will be included in the Payment Claims Report.

All reimbursement requests will be reviewed by the COTPA Finance Manager to confirm compliance with the Travel Policy before inclusion in the monthly Payment Claims Report for the RTA Board approval. Reimbursements will not be made outside of this established process unless specifically authorized under the Exceptions and Emergency Payments provisions of this policy.

### Exceptions and Emergency Payments

In rare circumstances, it may be necessary to issue a payment outside the standard monthly Payment Claims Report process to address an urgent operational or financial need. Such emergency payments must be approved by the Interim Executive Director, documented with full justification, and reported to the RTA Board of Directors at its next regular meeting for ratification. Emergency payments shall be used sparingly and only when delay would result in significant operational disruption, financial penalty, or other adverse impact to the RTA.

### METHODS OF PAYMENT OR DISBURSEMENTS

Payments for goods and services must be made directly to the provider and not to any other party.

- Checks and Automated Clearinghouse (ACH): All payment documentation must adhere to this policy and any applicable procedures and be processed by RTA's Depository Bank.
- Wire Transfers: Wire payments should be reserved for special circumstances (e.g., debt service obligations), supported by written justification, and must follow this policy and related procedures.
- Purchasing Cards: Purchasing cards are used to make approved purchases for RTA business in accordance with current RTA policies and procedures.

### Payment Disbursement Authorization

All payment disbursements require dual approval to ensure proper oversight and internal control. The Interim Executive Director is authorized to initiate payment batches for all payment types, including checks, ACH transfers, and wire payments.

The Interim Executive Director has the authority to review and approve these payment batches once they are created. While check and ACH payments are automatically transmitted to RTA's Depository Bank for processing, wire transfers require manual setup on the bank's platform. In such cases, COTPA's Finance Manager is responsible for preparing the wire payment files, which must then be approved by the Interim Executive Director before submission.

### Checks

All checks will be disbursed by RTA's Depository Bank. Under special circumstances the RTA retains the ability to have checks sent to the vendor's address of record or to RTA's address for pickup or forwarding should a vendor request.

The RTA will refer to the RTA Claims procedures for ACH and Electronic Funds Transfer (EFT) enrollment processes.

### **Fraud Prevention and Cybersecurity Protocols**

The RTA recognizes that electronic payments, including Automated Clearinghouse (ACH) transfers and wire transfers, carry heightened fraud and cybersecurity risks. Suspicious or unusual transactions must be reported immediately to the Interim Executive Director and investigated prior to release of funds.

Any suspicion of fraud must be reported using the designated fraud reporting channel.

### **AUDIT AND COMPLIANCE**

AP activities and related records are subject to periodic review by internal and external auditors. In addition, any expenditure funded as a whole or in part by federal or state grants are subject to compliance reviews to ensure adherence to the Uniform Guidance, FTA requirements, and other applicable regulations. The Interim Executive Director and COTPA Finance Team shall cooperate fully with auditors and provide all records necessary to demonstrate compliance, transparency, and accountability.

### **RECORD RETENTION REQUIREMENTS**

All AP documentation, including invoices, payment claims reports, approvals, and supporting materials, shall be retained in accordance with the RTA's Records Retention Schedule and applicable federal and state regulations. As a minimum standard, such documentation shall be maintained for five (5) years following payment, unless a longer period is required by federal grant requirements or ongoing audit, litigation, or investigation.

### **CONFLICT OF INTEREST**

Engaging in practices that result in conflicts of interest is prohibited. RTA makes every effort to avoid, identify, and prevent real and apparent conflicts of interest as it relates to the Board of Directors, staff, vendors, and contractors.

Conflicts of interest are defined in Section 2(A) of the Regional Transportation Authority (RTA) of Central Oklahoma's Board Policy on Conflicts of Interest and Related Procedures, adopted on March 21, 2019. In accordance with Section 3(A) of the policy, all RTA Board members have a fiduciary duty to act in the best interests of the RTA and must avoid any actual, potential, or apparent conflicts that could compromise their impartiality or decision-making.

RTA Directors are required to disclose any personal, financial, or professional relationships that may influence—or appear to influence—their actions. This includes submitting an annual Conflict of Interest Disclosure Form and updating it throughout the year as needed. Directors must refrain from using their position for personal gain or to secure special privileges, and they are obligated to communicate in any situation that may create a conflict of interest.

RTA Directors are required to annually sign and abide by the RTA's Conflict of Interest Policy.

## Financial Capacity – Policies and Procedures



Regional Transportation Authority  
of Central Oklahoma

The RTA's full Code of Ethics and Conflict of Interest Policy can be found in Chapter 2 of the Procurement Procedures Manual, located in the Procurement section of this application in the Policies and Procedures chapter.



TO: Chairperson and Board of Directors

FROM: Interim Executive Director

Consider adopting a Resolution authorizing travel for Board Directors and RTA Executive Staff to travel to Salt Lake City, UT and/or Dallas/Ft Worth, TX estimated costs not to exceed \$1,700 per person.

Background: The Regional Transportation Authority of Central Oklahoma (RTA) adopted the Travel policy on March 17, 2021 and per that policy the board must authorize travel for the directors.

The RTA Interim Executive Director is recommending travel to Salt Lake City, UT or Dallas/Ft Worth, TX as it pertains to the RTA. The dates of travel will be in October and November 2025. The RTA will reimburse business-related lodging, meals and incidentals incurred while traveling.

Recommendation: Adopt the resolution.

Jason Ferbrache  
Interim Executive Director

**RESOLUTION NO. 25-0011**

**RESOLUTION OF THE REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA AUTHORIZING TRAVEL FOR BOARD OF DIRECTORS AND EXECUTIVE STAFF TO TRAVEL TO SALT LAKE CITY, UTAH AND/OR DALLAS/FORT WORTH, TEXAS AS IT PERTAINS TO THE REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA; AND AUTHORIZE STAFF TO COORDINATE AND SECURE TRAVEL RESERVATIONS USING THE CHASE BANK BUSINESS CREDIT CARD ON BEHALF OF THE BOARD OF DIRECTORS, ESTIMATED TRAVEL COSTS NOT TO EXCEED \$1,700 PER PERSON.**

**WHEREAS**, the Regional Transportation Authority of Central Oklahoma (RTA) adopted the Travel Policy on March 17, 2021; and

**WHEREAS**, per the Travel Policy, the board must authorize travel for directors; and

**WHEREAS**, the RTA Interim Executive Director is recommending directors travel to three upcoming technical tour opportunities designed to provide valuable insights into shared corridor operations, regional transit partnerships, and Transit Oriented Development (TOD) on behalf of the RTA; and

**WHEREAS**, the dates of travel will take place in October and November 2025; and

**WHEREAS**, the RTA business purpose for the travel is to present the property acquisition exception request to the Federal Transit Administration; and

**NOW, THEREFORE, BE IT RESOLVED** by the Directors of the Regional Transportation Authority of Central Oklahoma that they do hereby authorize travel for directors to three upcoming technical tour opportunities to present the property acquisition exception request to the Federal Transit Authority.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the Directors of the Regional Transportation Authority of Central Oklahoma that they do hereby authorize for directors' travel to three upcoming technical tour opportunities designed to provide valuable insights into shared corridor operations, regional transit partnerships, and Transit Oriented Development (TOD). These tours will offer firsthand exposure to successful peer models that align with our ongoing planning and development efforts; and authorize staff to coordinate and secure travel reservations using the



Chase Bank Business credit card on behalf of the board of directors, estimated travel costs not to exceed \$1,700 per director.

**ADOPTED** by the Board of Directors and **SIGNED** by the Chairperson of the Regional Transportation Authority of Central Oklahoma this      day of **September 2025**.

**ATTEST:**

**REGIONAL      TRANSPORTATION  
AUTHORITY OF CENTRAL OKLAHOMA**

\_\_\_\_\_  
Chuck Thompson, Secretary

\_\_\_\_\_  
Brad Henry, Chairperson

**REVIEWED** for form and legality.

\_\_\_\_\_  
Johnathan Garcia,  
Assistant Municipal Counselor



TO: Chairperson and Board of Directors  
FROM: Interim Executive Director

Consider adopting a Resolution of the Regional Transportation Authority of Central Oklahoma approving the Board's regular meeting schedule for 2026.

Background: Section 6.13 *Meeting and Records* of the Trust Indenture and Agreement state the directors are responsible for designating the time and place of all regular meetings. Section 7 of the Regional Transportation Authority of Central Oklahoma (RTA) Bylaws state the Board of Directors (BOD) shall meet at 2:30 p.m. on the third Wednesday of each month.

It is the desire of the Board of Directors to comply with all statutory and regulatory requirements. Therefore, staff is presenting the Regular Meeting Schedule for 2026 (Attachment). Upon adoption by the Board of Directors, staff will notify the Secretary of State, the Clerks of member municipalities, and the Oklahoma County Clerk, as required by 25 O.S. (2017 Supp.) §301 et.seq., and the RTA Bylaws (R19-0001).

Recommendation: Adopt the resolution.

Jason Ferbrache  
Interim Executive Director

**RESOLUTION NO. 25-0011**

**RESOLUTION OF THE REGIONAL TRANSPORTATION AUTHORITY  
OF CENTRAL OKLAHOMA APPROVING THE BOARD'S REGULAR  
MEETING SCHEDULE FOR 2026.**

**WHEREAS**, the Directors designate the time and place of all regular meetings per Section 6.13 Meetings and Records, of the Regional Transportation Authority of Central Oklahoma's (RTA) Trust Indenture; and

**WHEREAS**, as per Article 7, Section 7.2 of the RTA Bylaws (R19-0001) regular meetings of the RTA shall be held at 2:30 p.m. on the third Wednesday of each month; and

**WHEREAS**, the March meeting will be held on the fourth Wednesday of the month; and

**WHEREAS**, staff is presenting the Regular Meeting Schedule for 2026 (Attachment) for Board approval; and

**WHEREAS**, upon adoption of the resolution, staff will provide appropriate public notice as required by the Oklahoma Meetings Act, Title 25 O.S. (2017 Supp) 301, et. Seq., and the RTA bylaws (R19-0001); and

**NOW, THEREFORE, BE IT RESOLVED** by the Directors of the Regional Transportation Authority of Central Oklahoma that they do hereby approve the Regular Meeting Schedule for Calendar Year 2026.

**ADOPTED** by the Directors and **SIGNED** by the Chairman of the Regional Transportation Authority of Central Oklahoma this \_\_\_\_ day of \_\_\_\_\_ **2025**.

**ATTEST:**

**REGIONAL TRANSPORTATION  
AUTHORITY OF CENTRAL  
OKLAHOMA**

\_\_\_\_\_  
Chuck Thompson, Secretary

\_\_\_\_\_  
Brad Henry, Chairperson

REVIEWED for form and legality.

\_\_\_\_\_  
Jonathan Garcia,  
Assistant Municipal Counselor

# 2026

## RTA Board Meetings

January	February	March	April
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4
4 5 6 7 8 9 10	8 9 10 11 12 13 14	8 9 10 11 12 13 14	5 6 7 8 9 10 11
11 12 13 14 15 16 17	15 16 17 18 19 20 21	15 16 17 18 19 20 21	12 13 14 15 16 17 18
18 19 20 21 22 23 24	22 23 24 25 26 27 28	22 23 24 25 26 27 28	19 20 21 22 23 24 25
25 26 27 28 29 30 31		29 30 31	26 27 28 29 30
May	June	July	August
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
	1 2 3 4 5 6	1 2 3 4	1
3 4 5 6 7 8 9	7 8 9 10 11 12 13	5 6 7 8 9 10 11	2 3 4 5 6 7 8
10 11 12 13 14 15 16	14 15 16 17 18 19 20	12 13 14 15 16 17 18	9 10 11 12 13 14 15
17 18 19 20 21 22 23	21 22 23 24 25 26 27	19 20 21 22 23 24 25	16 17 18 19 20 21 22
24 25 26 27 28 29 30 31	28 29 30	26 27 28 29 30 31	23 24 25 26 27 28 29 30 31
September	October	November	December
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5	1 2 3	1 2 3 4 5 6 7	1 2 3 4 5
6 7 8 9 10 11 12	4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12
13 14 15 16 17 18 19	11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19
20 21 22 23 24 25 26	18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26
27 28 29 30	25 26 27 28 29 30 31	29 30	27 28 29 30 31

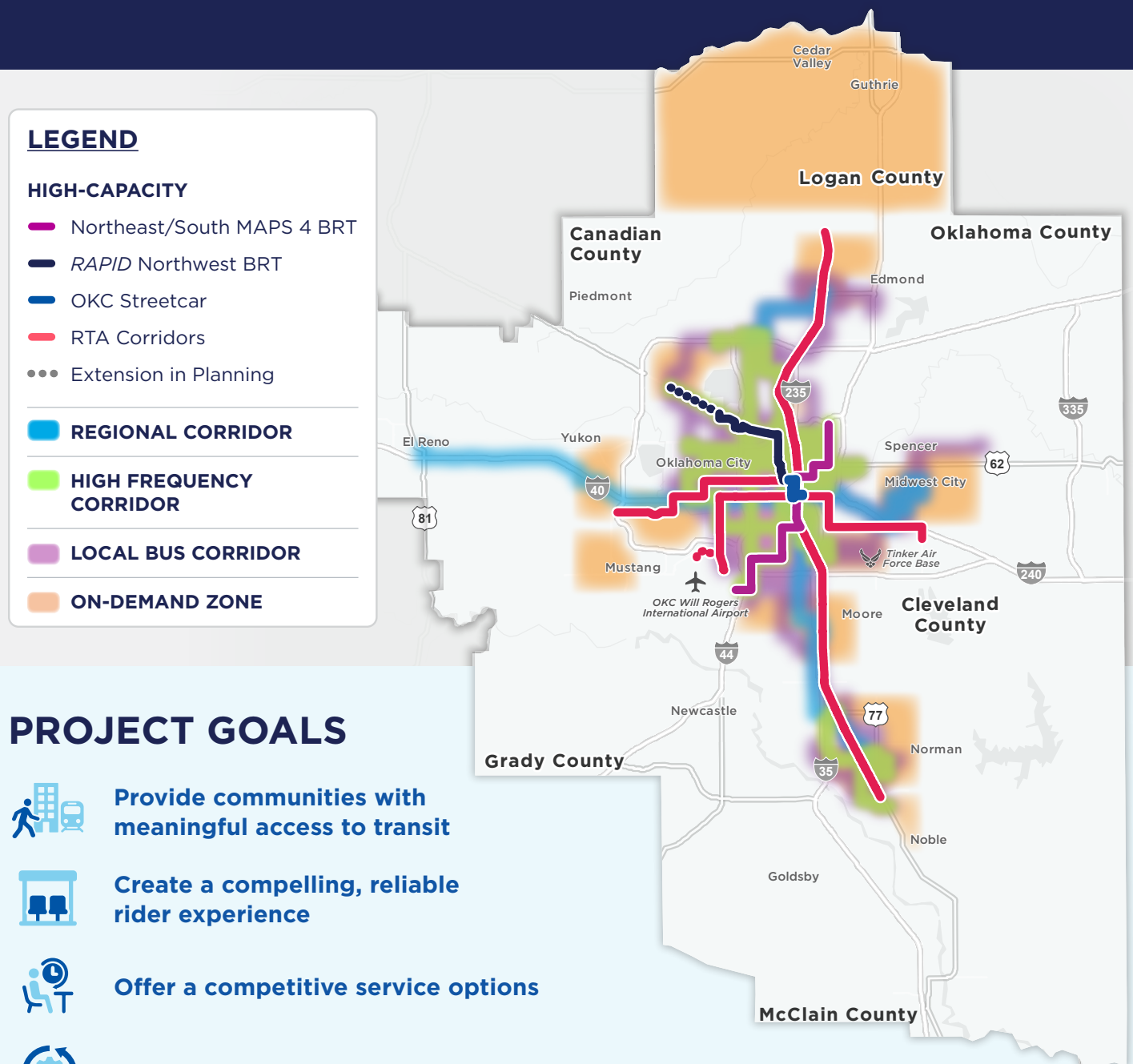
RTA Board Meeting 2:30pm CST  
City of OKC Holiday

Regular meetings of the Board shall be held at 2:30 p.m. on the third Wednesday of each month (Article VII, 7.2).  
Regular meetings will be held the Arts District Garage, 431 W. Main Street, Suite B, Oklahoma City, OK 73102.  
Deviation from Article VII, 7.2 for 2026 will be the March meeting, which will be held on the 4th Wednesday.

# CENTRAL OKLAHOMA LONG RANGE TRANSIT PLAN

**Central Oklahoma** is growing—and so must its transit system. Building on two decades of planning, the Long Range Transit Plan (LRTP) sets a bold vision for the next 30+ years, designed to meet the region's evolving needs.

Developed with input from community members and stakeholders, the LRTP takes a regional approach to improving mobility. It leverages high-capacity transit investments to expand access, support economic development, and prepare for future growth—while encouraging even more. The plan lays the groundwork for a more connected, accessible region.



## PROCESS



Community-driven  
needs assessment





Data-driven analysis to  
identify opportunities



Aligning with previous plans  
and stakeholder input

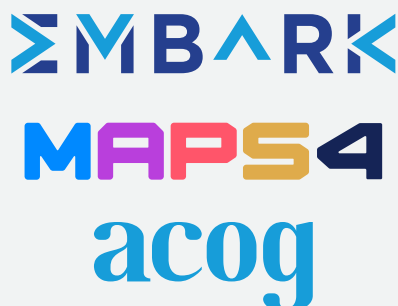


## TRANSIT VISION

What We Heard 	The Vision 
<b>Need to respond to projected growth in Central Oklahoma</b>	Includes 15 on-demand zones in high growth areas and strategies to support sustainable development along high-capacity corridors and high-density areas
<b>Desire for increased service frequency and longer service hours</b>	Establishes a core network of high-capacity and high frequency services with extended service windows throughout the system to support a wider variety of trip types
<b>Need for improved transfers to make trips more seamless and convenient</b>	Identifies opportunities to invest in passenger and driver facilities to support better transfers and provide riders with more amenities
<b>Desire for transit service between jurisdictions</b>	Proposes new or enhanced routes to promote connectivity between jurisdictions such as Edmond, Oklahoma City, Norman, El Reno, Midwest City, and Spencer on weekdays and weekends
<b>Prioritize reliability in the transit network so buses arrive when expected and riders can plan their trips with confidence</b>	Provides potential technological investments to prioritize transit in the roadway for more service while increasing reliability

## PROJECT PARTNERS

### PROJECT LEADS



### OPERATING PARTNERS



**NORMAN Transit**  
(DBA EMBARK NORMAN)

### GOVERNMENT PARTNERS



# PHASING

Short-Term	Mid-Term	Long-Term
0-10 Years	10-20 Years	20-30+ Years
Targeted Improvements in Key Areas	Core Network of High-Capacity and High Frequency Services	Integrated Transit System
<b>High-Capacity Transit Investments:</b> NE/S MAPS 4 BRT Corridor & OKC Streetcar Extension (to MAPS 4 Multipurpose Stadium)	<b>High-Capacity Transit Investments:</b> RTA N/S Commuter Rail, RTA West BRT Corridor, RTA East Corridor, RTA Airport LRT Corridor & RTA FAA Extension	<b>High-Capacity Transit Investments:</b> OKC Streetcar Extension (Innovation District), <i>RAPID</i> NW BRT Extension
<b>Local Service Investments:</b> <ul style="list-style-type: none"> <li>Frequency improvements on select routes</li> <li>Enhanced nighttime and weekend service on select routes</li> </ul>	<b>Local Service Investments:</b> <ul style="list-style-type: none"> <li>Frequency improvements on core network</li> <li>Enhanced nighttime and weekend service on core network</li> <li>Increased regional connectivity through high-capacity service improvements</li> </ul>	<b>Local Service Investments:</b> <ul style="list-style-type: none"> <li>Enhanced nighttime and weekend service on local bus corridors</li> <li>Partnerships to establish and enhance transit access through on-demand zones</li> <li>Increased regional connectivity through express service on regional corridors</li> </ul>

## Connecting Communities Through Convenient Transit



**60%** of residents and jobs with access to fixed route will have access to high frequency or high-capacity transit

Investing in high frequency and high-capacity transit services near jobs and housing gives people the flexibility to get to work, school, and daily destinations without relying on a car. This not only makes commuting more affordable and convenient—it also helps reduce traffic congestion across Central Oklahoma.

## COMMUNITY BENEFITS



Transit investments **stimulate the local economy** by attracting business and encouraging development to improve **economic competitiveness**.



Transit hubs and easy access to high-capacity and high frequency services can increase **property values** by spurring **residential and commercial development**.



# KEY ACTIONS TO DELIVER THE PLAN



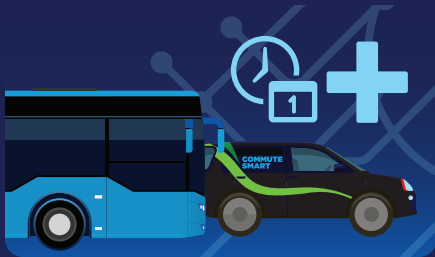
## ✓ Enhance the Rider Experience

Standardize branding, integrate fare systems, and invest in transit-oriented development and mobility hubs to create seamless, intuitive, and attractive transit experiences.



## ✓ Establish Strategic Partnerships

Collaborate with public agencies, private sector, non-profits to accelerate infrastructure, strengthen workforce, and expand access.



## ✓ Diversify Services

Expand high-frequency routes, on-demand zones, and off-peak service to deliver flexible, inclusive mobility.



## ✓ Increase Reliable Funding

Leverage local taxes, developer contributions, federal grants, and private investment to fuel long-term transit investments and sustainable operations.

A screenshot of a laptop displaying a map of Central Oklahoma's Planned High-Capacity Network. The map shows various transit corridors and stations. A text box on the screen explains what high-capacity transit is and lists key features.

## CHECK OUT THE FULL LRTP HERE!

<https://tinyurl.com/OKLRTP-Storymap>

A QR code that, when scanned, likely leads to the full Long-Range Transportation Plan (LRTP) storymap.

A QR code that, when scanned, likely leads to the full Long-Range Transportation Plan (LRTP) storymap.

# CENTRAL OKLAHOMA LONG RANGE TRANSIT PLAN

*RTA Board of Directors | September 2025*







# Agenda

- 1** Project Overview
- 2** Developing the Vision
- 3** Transit Vision
- 4** Delivering the Vision
- 5** Next Steps



# Project Partners

**Project Leads**



**Operating Partners**



**NORMAN Transit**  
*(dba EMBARK Norman)*

**Government Partners**



# Project Overview





# Setting the Stage for Growth

ACOG's Projections for 2045



**+434K**  
**Residents**



**+320K**  
**Jobs**



**+1.1M**  
**Trips**

## The LRTP Will



Guide strategic **investment** to meet the **region's growth**



Set a framework to **build on** previous **planning efforts**



Connect **communities** by **investing** in a wide array of **transit services**

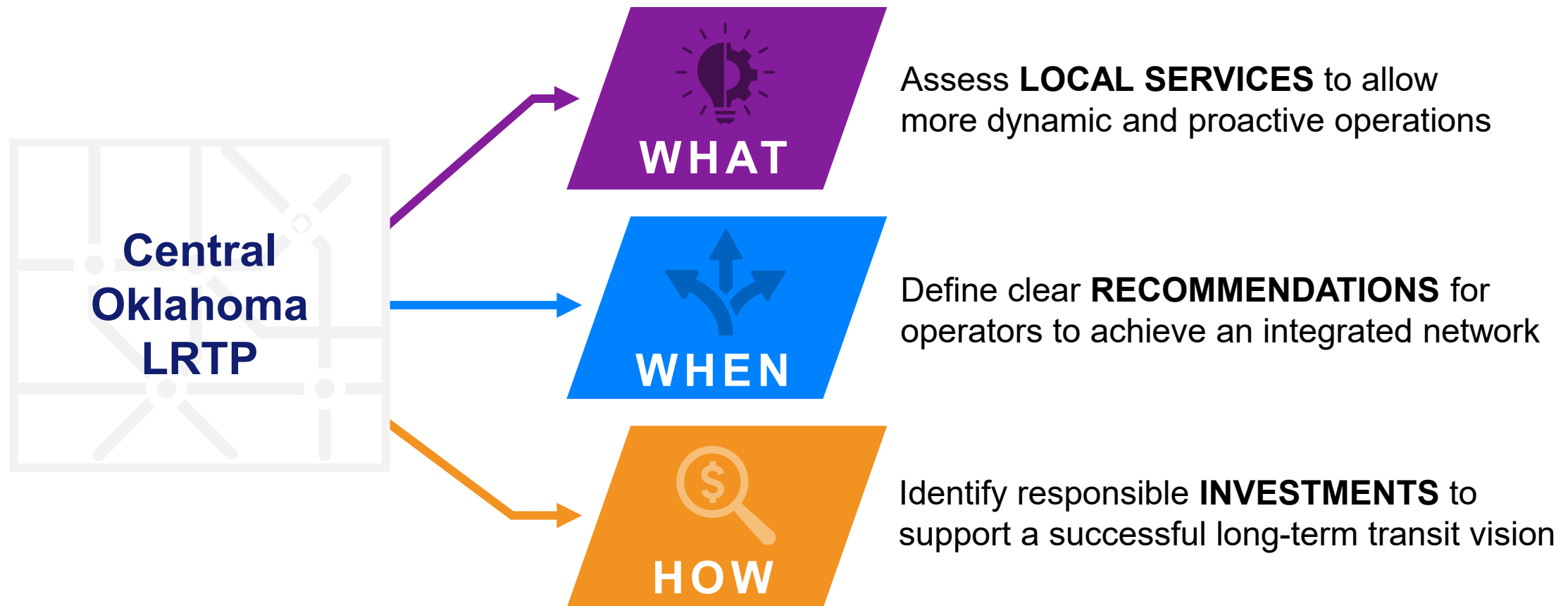


Stimulate **local economies** by connecting **people and jobs**





# Project Description

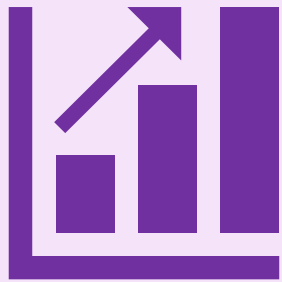




# Vision and Goals



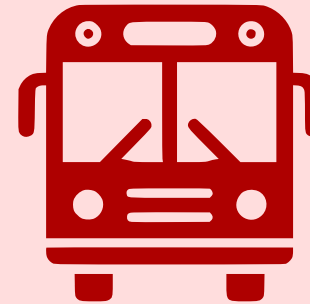
Develop an intentional plan for a cohesive network of transit services that supports growth, promotes economic mobility, enhances quality of life, and facilitates opportunity across Central Oklahoma.



*Provide communities  
with meaningful  
access to transit*



*Create a compelling,  
reliable rider  
experience*



*Offer competitive  
service options*



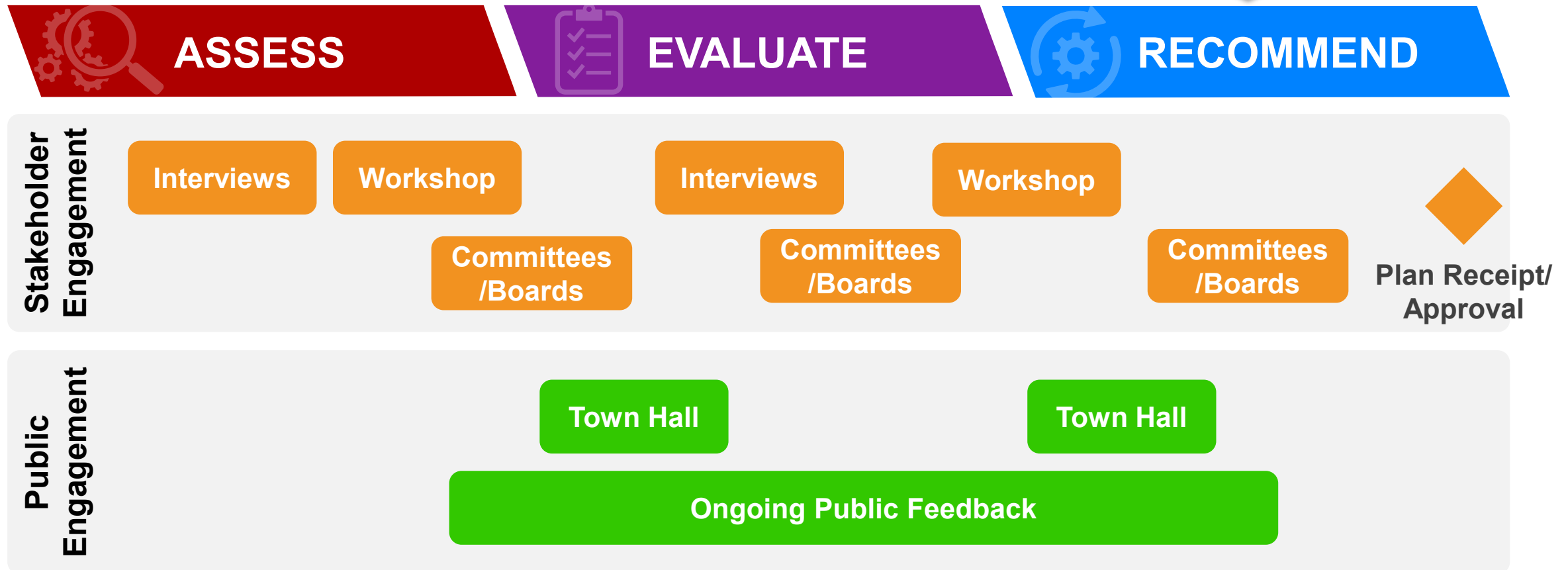
*Utilize resources  
effectively*





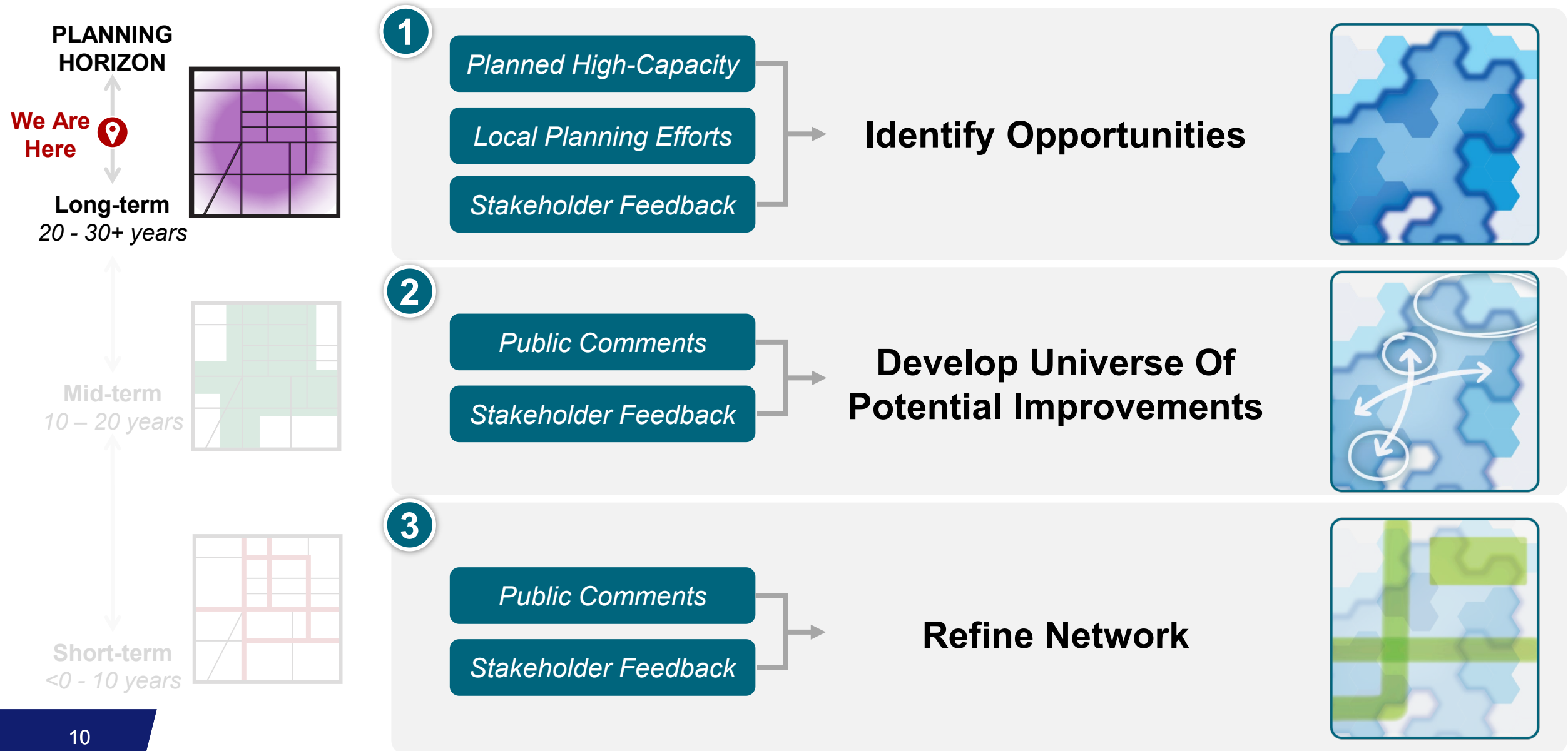
# Project Schedule

WE ARE  
HERE



# Developing the Vision

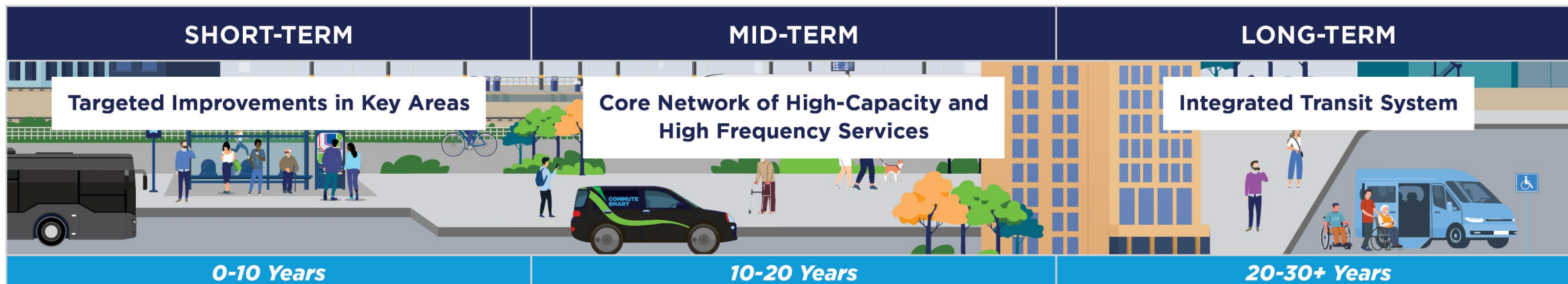




# Transit Vision



# Planning Horizons



## HIGH-CAPACITY TRANSIT INVESTMENTS

- MAPS 4 NE/S BRT Corridor
- OKC Streetcar Extension (to MAPS 4 Multipurpose Stadium)

- RTA N/S Commuter Rail
- RTA West BRT Corridor
- RTA East BRT Corridor
- RTA Airport LRT Corridor & RTA FAA Extension

- OKC Streetcar Extension (Innovation District)
- *RAPID* NW BRT Extension

## LOCAL SERVICE INVESTMENTS

- New high frequency in **key corridors**
- Enhanced service spans on **key routes**



- High frequency service on **core network**
- Enhanced service spans on **core network**

- **New on-demand zones** to expand access
- Enhanced service spans on **all routes**





# Public Engagement Summary

What We Heard 	What We Did 
Need to respond to projected growth in Central Oklahoma	✓ Proposed <b>on-demand service zones</b> ✓ <b>Sustainable development strategies</b> focused on high-density neighborhoods
Desire for increased service frequency and longer service hours	✓ <b>Core network of high-capacity</b> transit services ✓ <b>Extended operating hours</b> to better serve diverse travel needs
Need for improved transfers to make trips more seamless and convenient	✓ Investments in <b>passenger and driver facilities</b> ✓ <b>Upgraded amenities</b> to enhance rider comfort
Desire for transit service between jurisdictions	✓ Recommended new routes to promote <b>weekday and weekend connectivity</b>
Prioritize transit reliability so riders can plan their trips with confidence	✓ <b>Technology upgrades</b> proposed to prioritize transit

Activities	
	<b>29</b> Board/Committee Meetings
	<b>2</b> Virtual Town Halls <b>77</b> Live Attendees <b>655</b> Recording Views
	<b>3,747</b> Website Views <b>705</b> Story Map Views
	<b>84</b> Public Comments
	Factsheets, Social Media, Website

# Long-Term

## Integrated Transit System

### Core Network

**16** High Frequency Routes      **430** Miles of High-Capacity/ High Frequency

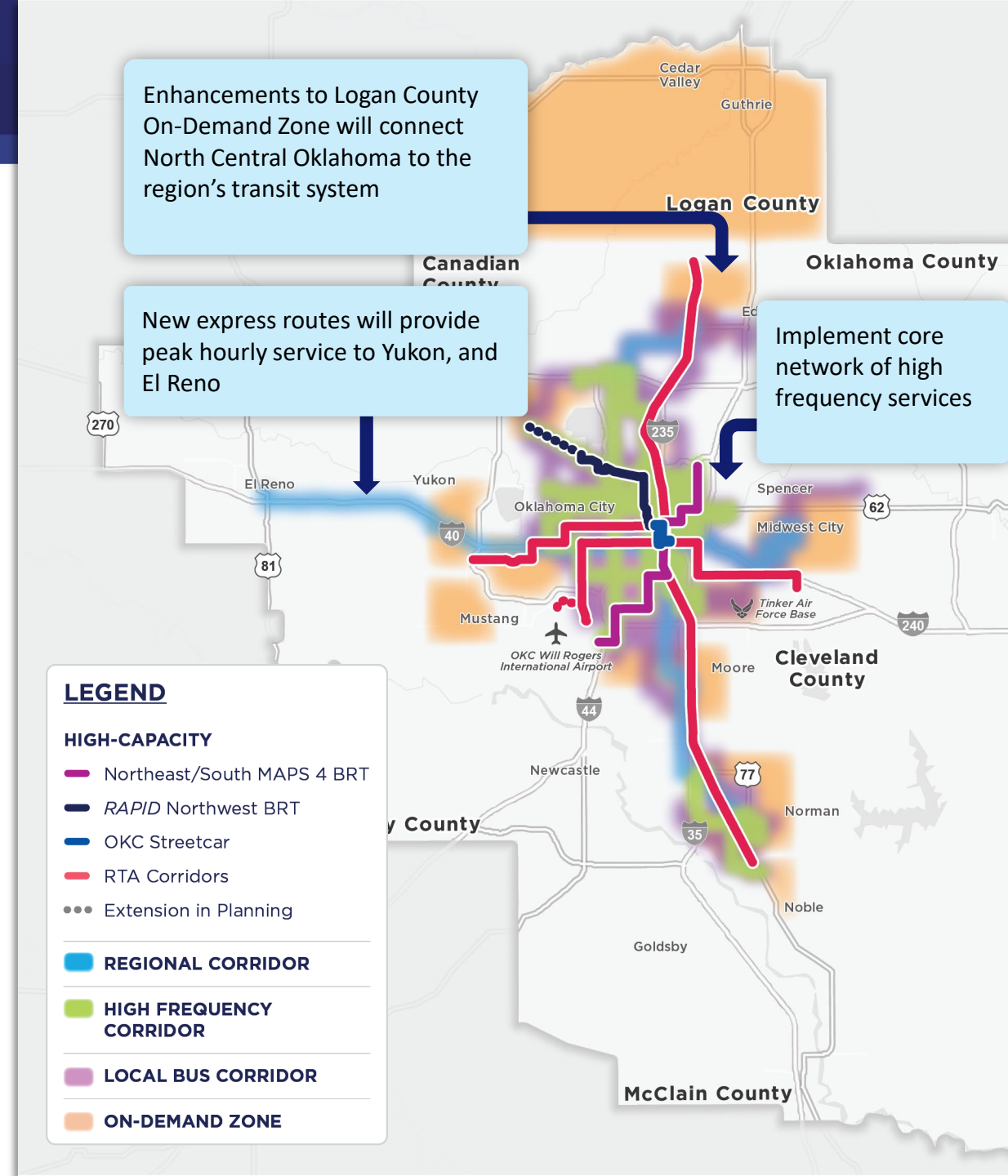
**9** High-Capacity Routes      **375K** More Residents/Jobs with increased access to frequent service

### Fixed Route

**8** Crosstown Routes      **3** Express Routes      **24** Enhanced Local Bus      **8** New Local Bus

### On-Demand Zones

**13** All Day      **2** Night/ Weekend





# Transit Supports Economic Development



**5-to-1**

Return on  
Investment from  
Transit  
Expenditures\*



**151,000**

Additional Jobs  
Accessible by Transit



**1,300**

Sustained Jobs

Save Commuters

**1.1 M**

Hours from Reduced  
Congestion Annually



**\$100+ M**

Annual Growth in the  
Local Economy



**\$100+M**

In Wages



**\$28+M**

Annual Savings from  
Reduced Congestion



# Long-Term

## Performance Metrics



Access to **151,000** more jobs and access to **390,000** residents



Access to **170,000** potential new jobs



Access to **219,000** more underserved groups



Access to **100,000** potential new residents



**20-25%** decrease in transit trip times between key destinations



Potential to serve **38,000** to **67,000** average daily weekday transit riders

## Destinations

- 📍 OKC Will Rogers Int. Airport
- 📍 University of Oklahoma
- 📍 Innovation District
- 📍 Tinker AFB
- 📍 Quail Springs

## Jurisdictions

- |                 |                |
|-----------------|----------------|
| 🏛 Oklahoma City | 🏛 Midwest City |
| 🏛 Norman        | 🏛 Bethany      |
| 🏛 Edmond        | 🏛 Mustang      |
| 🏛 Spencer       | 🏛 Yukon        |
| 🏛 Moore         | 🏛 El Reno      |
| 🏛 The Village   |                |

## Transit Investment\*



**\$500M - \$725M**  
Total Capital Cost



**\$125M - \$175M**  
Annual Operation & Maintenance Cost

*\*Not including RTA projects*

## LEGEND

### HIGH-CAPACITY

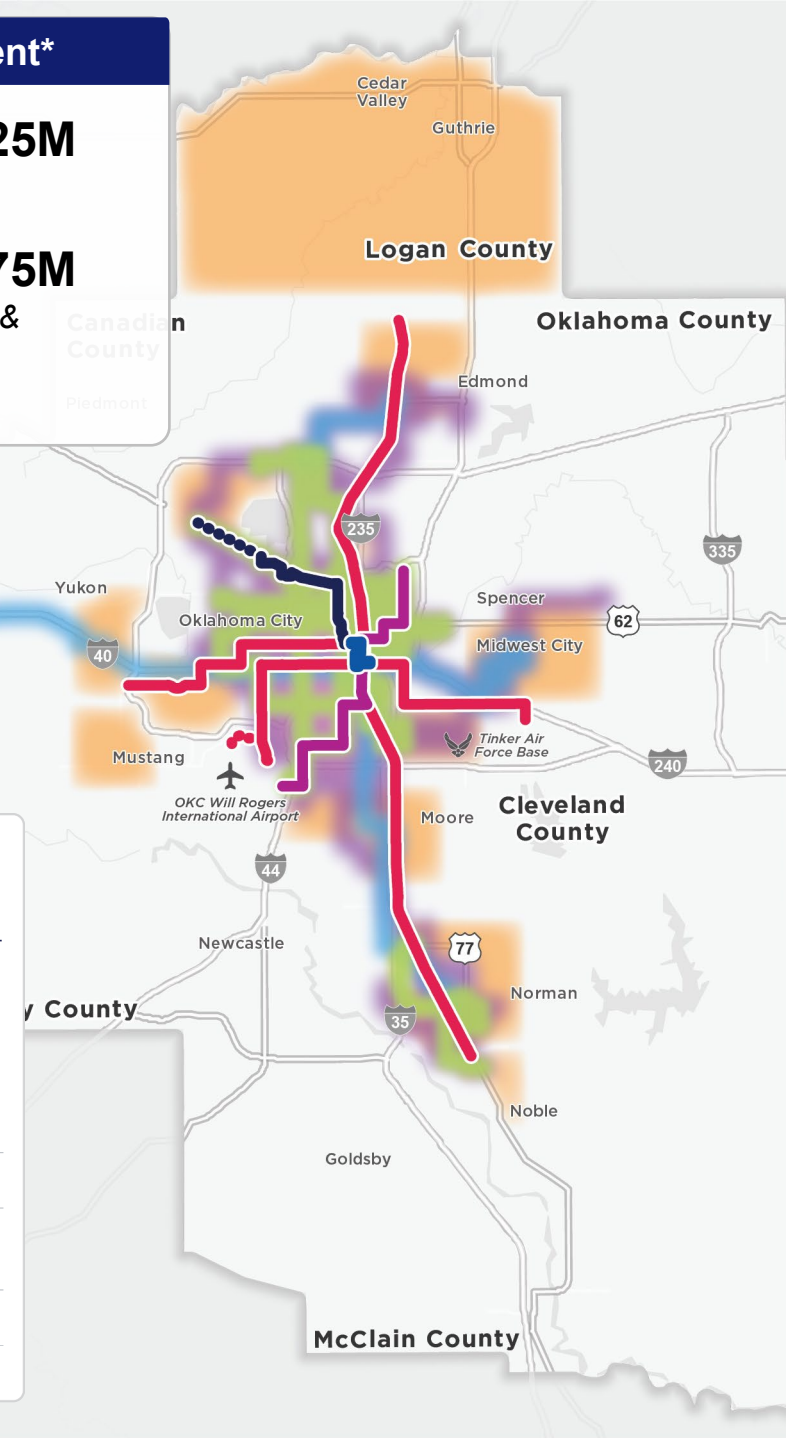
- Northeast/South MAPS 4 BRT
- RAPID Northwest BRT
- OKC Streetcar
- RTA Corridors
- ... Extension in Planning

### REGIONAL CORRIDOR

### HIGH FREQUENCY CORRIDOR

### LOCAL BUS CORRIDOR

### ON-DEMAND ZONE



# Delivering the Vision

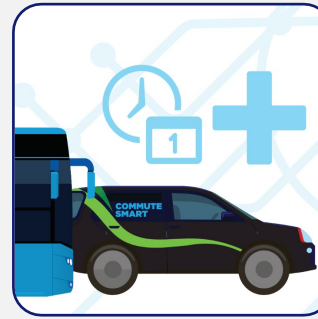


# Key Actions to Deliver the Plan



## Enhance the Rider Experience

*Standardize branding, integrate fare systems, and invest in transit-oriented development and mobility hubs to create seamless, intuitive, and attractive transit experiences.*



## Diversify Services

*Expand high-frequency routes, on-demand zones, and off-peak service to deliver flexible, inclusive mobility.*



## Establish Strategic Partnerships

*Collaborate with public agencies, private sector, non-profits to accelerate infrastructure, strengthen workforce, and expand access.*



## Increase Reliable Funding

*Leverage local taxes, developer contributions, federal grants, and private investment to fuel long-term transit investments and sustainable operations.*

# Key Actions to Deliver the Plan



## Enhance the Rider Experience

*Standardize branding, integrate fare systems, and invest in transit-oriented development and mobility hubs to create seamless, intuitive, and attractive transit experiences.*

### Minor Mobility Hub Example





# Key Actions to Deliver the Plan



## Diversify Services

*Expand high-frequency routes, on-demand zones, and off-peak service to deliver flexible, inclusive mobility.*

Core Network	High-Capacity		High Frequency	
	Fixed Route	Crosstown Routes	Express Routes	Local Bus Routes
		All Day On-Demand	Night & Weekend On-Demand	Paratransit





# Key Actions to Deliver the Plan



**Establish Strategic Partnerships**  
*Collaborate with public agencies, private sector, non-profits to accelerate infrastructure, strengthen workforce, and expand access.*

Partnerships	<b>Public Agencies</b> <i>Public-to-Public</i>
	<b>Private Businesses</b> <i>Public-To-Private, Transportation Demand Management</i>
	<b>Non-Profit Organizations</b> <i>Transit Awareness, Access, and Education</i>

# Key Actions to Deliver the Plan



## **Increase Reliable Funding**






*Leverage local taxes, developer contributions, federal grants, and private investment to fuel long-term transit investments and sustainable operations.*

## **Example Funding Sources:**

- *Local Taxes & Fees*
- *General Fund*
- *State Grant Funding*
- *FTA Formula Funds*
- *USDOT Discretionary Grants*
- *Private Investment*

# Aligning with the Regional Planning Process

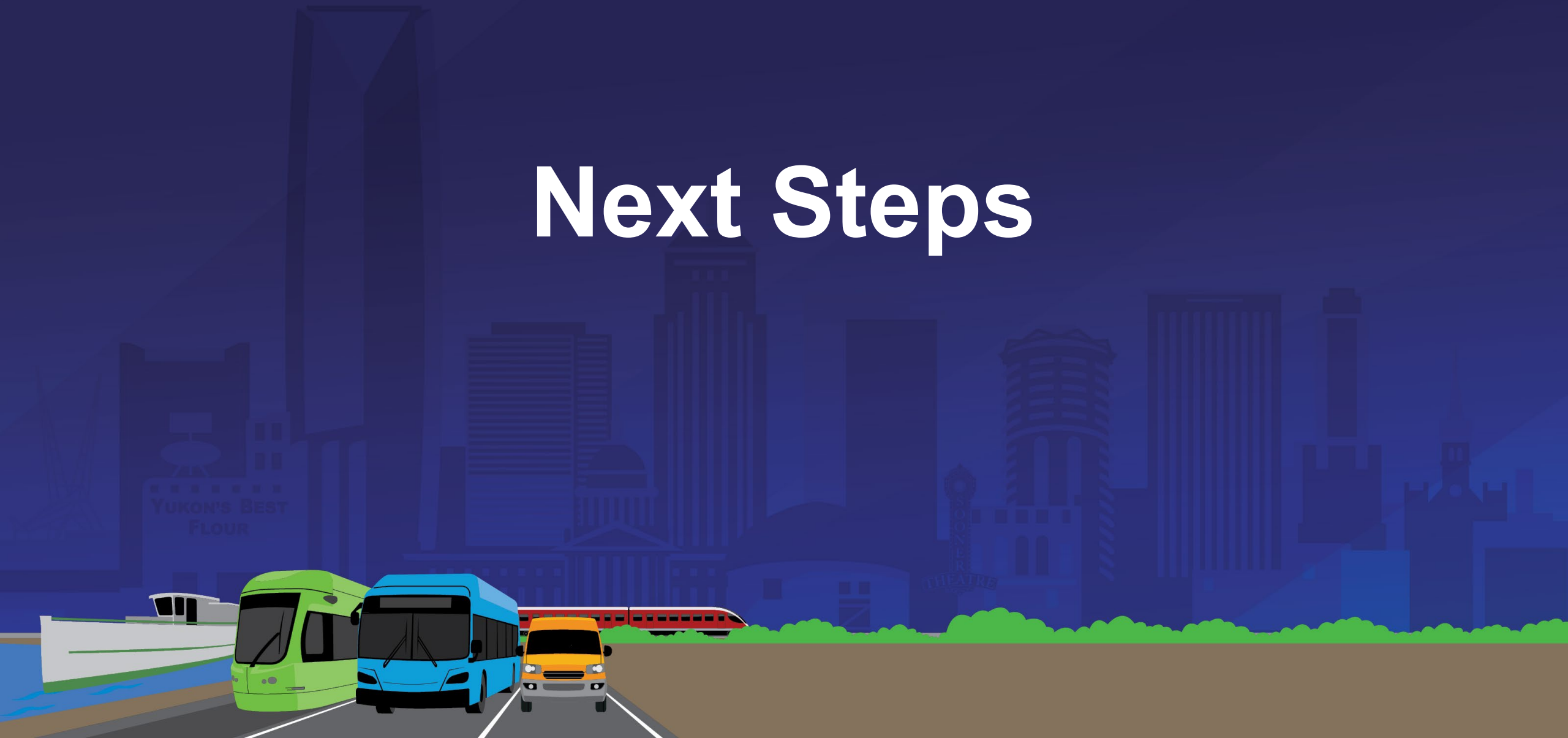
## Future LRTP Updates Will Include:

-  Review current transit performance
-  Stakeholder engagement to gather feedback
-  Analysis of existing transit demand and projected demand
-  Evaluate new, innovative solutions to enhance transit service delivery
-  Updates on Action Plan progress





# Next Steps

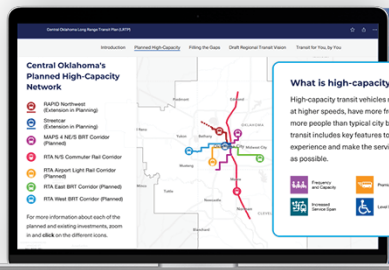


# Get Involved!

Follow us for project updates

 <https://facebook.com/ACOGOK>

 [@acogok](https://instagram.com/acogok)



## What is high-capacity transit?

High-capacity transit vehicles make fewer stops, travel at higher speeds, have more frequent service, and carry more people than typical city buses. High-capacity transit includes key features to create a better rider experience and make the service as congestion-proof as possible.

For more information about each of the planned and existing investments, click in and click on the different icons.

Check out the Story Map to see the full transit vision and provide feedback!

[www.tinyurl.com/OKLRTP-Storymap](http://www.tinyurl.com/OKLRTP-Storymap)



## We Want to Hear From You!

Review the Plan and share your thoughts, ideas, and any questions on the project website.



[www.ConnectCentralOK.com](http://www.ConnectCentralOK.com)

Send Comments from:  
10/21 – 11/07



**Q & A**