



# BOARD OF DIRECTORS MEETING AGENDA

## **REGULAR MEETING** **WEDNESDAY, SEPTEMBER 18, 2024** **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	James Boggs, Treasurer
City of Edmond	Phil Fraim
City of Norman	Marion Hutchison, Vice Chairperson
City of Norman	Chuck Thompson
City of Oklahoma City	Brad Henry, Chairperson
City of Oklahoma City	Mary Mélon-Tully, Secretary
City of Oklahoma City	Aaron Curry

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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 are as effective as communications with others. Anyone with a disability who requires accommodations, modifications of policies or procedures or auxiliary aid or services to participate in this meeting should call (405) 297-2484 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) 297-2484 at least 48 hours before the meeting.

#### Public Parking

Parking for 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



Regional Transportation Authority  
of Central Oklahoma

# 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) 297-2484; or visit the website at [www.rtaok.org](http://www.rtaok.org)

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**September 18, 2024**  
**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 21, 2024 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, 2024 through August 31, 2024
7. Consider a Resolution approving the Regional Transportation Authority of Central Oklahoma Regular Meeting Schedule for Calendar Year 2025
8. Introduction to AFFIRM, Branding and Marketing Consultants
9. Public Comments – Brad Henry, RTA Board Chairperson
10. 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.
11. Adjournment



Regional Transportation Authority  
of Central Oklahoma

# BOARD OF DIRECTORS MEETING MINUTES

The regular meeting of the Regional Transportation Authority (RTA) was convened at 2:34 p.m. on Wednesday, August 21, 2024, at 431 W. Main Street. This meeting was held as indicated by advanced notice filed with the Oklahoma County Clerk on August 20, 2024 at 12:11 p.m.

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### **RTA Board of Directors Present**

Marion Hutchison, Vice Chairperson  
Phil Fraim, Director  
Chuck Thompson, Director  
James Boggs, Treasurer  
Mary Mélon-Tully, Secretary

### **Entity**

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

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

Brad Henry, Chairperson  
Aaron Curry, Director

City of Oklahoma City  
City of Norman

### **Administrative Support Staff Present**

Jason Ferbrache, Interim Executive Director  
Craig Keith, Legal Counsel  
Suzanne Wickenkamp, RTA Admin Support

### **Guests Present**

Randy Entz, City of Edmond  
Steve Harris, Huitt-Zollars  
Scott Young Jacobs Engineering  
Kyler Smith, ADG Blatt  
Tahirih Johnson, ODC/CAP  
William Ginn, ODC/CAP  
Sara Lynn Sadorra, OKC Chamber  
Shannon Stevenson, City of Norman  
Kimi Dedrich, HNTB  
Anthony Purinton, City of Norman

Justin Henry, OKC  
Bart Vleugels, ODOT  
Taylor Johnson, City of Norman  
Don Steel, STX  
Hannah Nolen, ACOG  
Larry Hopper, OKC Resident  
Max Harris, OKC  
Trent Elmore, Resident OKC  
Krystal Harris, STV  
Janet Yowell, EEDA

### **Consultants Present**

Kathryn Holmes, Holmes & Assoc.

**August 21, 2024**  
**2:30 p.m.**  
**431 W. MAIN STREET, SUITE B, OKLAHOMA CITY, OK**  
**REGULAR MEETING**

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1. Call to Order – 2:34 p.m.

Vice Chairperson Hutchison called the meeting to order at 2:34 p.m.

2. Roll Call

**QUORUM PRESENT: Boggs, Fraim, Hutchison, Thompson, and Mélon-Tully. ABSENT: Henry, Curry.**

3. Consider Approval of Minutes

A. July 17, 2024 Regional Transportation Authority Regular Meeting

**APPROVED: Moved by Thompson, seconded by Fraim. AYES: Fraim, Hutchison, Thompson, and Mélon-Tully. ABSTAINED: Boggs. NAYS: None.**

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

Interim Executive Director Ferbrache stated that he and Kathryn met with BNSF since the last meeting. The invoices have gone out to the member cities for their local contributions. Staff have received one payment so far, which will be reflected in next month's financial reports. Staff anticipate receiving all payments by the end of October. Staff have been coordinating with ODOT on a Rail Crossing Elimination Grant. It is a competitive grant, so no guarantees, but if successful it would allow the RTA to prioritize all the rail crossings along the corridors to mitigate any safety issues. Now that all the LPAs have been approved and we move toward the referendum, staff are looking to schedule small strategic planning meetings to look at what the next steps will be.

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

Kathryn Holmes, Holmes & Associates, stated that the meeting with BNSF was very productive and they have given us their requirements and their cost estimates based on categories of the various fees for us to use their facilities. We will have a more in-depth conversation tomorrow with our financial planner and economic advisor. They will advise on our debt and bonding capacity and sales tax. We will start meeting with the Marketing and Branding firm on a bi-weekly basis.

6. Receive Financial Reports and Ratify and Approve Claims

A. Period of July 1, 2024 through July 31, 2024

**RATIFIED AND APPROVED: Moved by Boggs, seconded by Mélon-Tully. AYES: Boggs, Fraim, Hutchison, Thompson, and Mélon-Tully. NAYS: None.**

7. Receive Kimley Horn's Regional Transportation Authority of Central Oklahoma's Transit System Plan: Regional Corridors.
8. Consider a Resolution authorizing and directing the Executive Director, Interim Executive Director, or designee to pay AlphaVu \$111,004, the difference in cost between tier 3 and tier 2 services, in accordance with the terms of the Central Oklahoma Transportation and Parking Authority (COTPA) contract with AlphaVu; and administrate and use the services available under the COTPA-AlphaVu contract on behalf of and for the benefit of the Regional Transportation Authority of Central Oklahoma (RTA), or as otherwise instructed by the RTA, in accordance with the terms of said contract, retroactive to July 1, 2024 through June 30, 2025.

**ADOPTED: Moved by Boggs, seconded by Thompson. AYES: Boggs, Fraim, Hutchison, Thompson, and Mélon-Tully. NAYS: None.**

9. Consider ratifying the Interim Executive Director's actions and approving the Professional Services Agreement with AFFIRM the Branding and Marketing Consultant (RTA 24-001).

**RATIFIED AND APPROVED: Moved by Fraim, seconded by Mélon-Tully. AYES: Boggs, Fraim, Hutchison, Thompson, and Mélon-Tully. NAYS: None.**

10. Public Comments – Brad Henry, RTA Board Chairperson

Director Boggs introduced Janet Yowell from the Edmond economic Development Authority.

11. New Business – Brad Henry, RTA Board Chairperson

None.

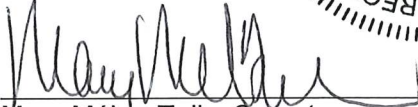
12. Adjournment – 2:58 p.m.

**ADJOURNED: Moved by Mélon-Tully, seconded by Thompson. AYES: Boggs, Fraim, Hutchison, Thompson, and Mélon-Tully . NAYS: None.**


**APPROVED** by the Directors and **SIGNED** by the Chairperson of the Regional Transportation Authority of Central Oklahoma, this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

ATTEST:



  
Mary Mélon-Tully, Secretary

REGIONAL TRANSPORTATION  
AUTHORITY OF CENTRAL  
OKLAHOMA

  
Brad Henry, Chairperson



**Regional Transportation Authority of Central Oklahoma  
FY2025 Year End Forecast**

Presented September 18, 2024

Prepared by RTA Support Team (unaudited)

OPERATIONS Sources	YTD Actuals	Est. Remaining	Total YE	FY24	Variance	Variance %
	Jul	Aug-Jun	Forecast	Budget		
Local Contributions	\$158,602	\$1,358,933	\$1,517,535	\$1,517,535	\$0	
<b>Total Operations Revenues</b>	<b>\$158,602</b>	<b>\$1,358,933</b>	<b>\$1,517,535</b>	<b>\$1,517,535</b>	<b>\$0</b>	<b>0%</b>

Expenditures	YTD Actuals	Est. Remaining	Total YE	FY24	Variance	Variance %
	Jul	Aug-Jun	Forecast	Budget		
<b>Contracts and Services</b>						
Professional Services - COTPA Administration	\$20,140	\$100,702	\$120,842	\$120,842	\$0	
Professional Services - Holmes & Associates	\$86,230	\$613,770	\$700,000	\$700,000	\$0	
Professional Services - Kimley Horn <sup>(1)</sup>	\$23,294	\$211,568	\$234,862	\$234,862	\$0	
Professional Services - On-Call Engineering Consultant	\$0	\$100,000	\$100,000	\$100,000	\$0	
Transfer to Grant Activity for Local Grant Match <sup>(2)</sup>	\$39,544	\$95,310	\$134,854	\$134,854	\$0	
BNSF Study Fee	\$28,685	\$71,315	\$100,000	\$100,000	\$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	\$13,636	\$0	\$13,636	\$10,000	-\$3,636	
Independent Financial Audit	\$0	\$9,700	\$9,700	\$9,700	\$0	
Website Hosting Fee	\$0	\$2,500	\$2,500	\$2,500	\$0	
Branding	\$0	\$250,000	\$250,000	\$250,000	\$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	\$172	\$828	\$1,000	\$1,000	\$0	
Printing & Binding	\$60	\$442	\$502	\$500	-\$2	
Postage	\$0	\$100	\$100	\$100	\$0	
Mileage	\$0	\$500	\$500	\$500	\$0	
Parking	\$6	\$244	\$250	\$250	\$0	
Travel	\$0	\$20,000	\$20,000	\$20,000	\$0	
Market Research Services	\$13,333	\$97,667	\$111,000	\$111,000	\$0	
CIG Implementation Advisor	\$6,148	\$83,852	\$90,000	\$90,000	\$0	
Other Services & Fees	\$0	\$1,000	\$1,000	\$300	-\$700	
<b>Total Contracts and Services</b>	<b>\$231,248</b>	<b>\$1,820,848</b>	<b>\$2,052,096</b>	<b>\$2,047,758</b>	<b>-\$4,338</b>	<b>0%</b>
<b>Equipment and Supplies</b>						
Office Supplies	\$0	\$320	\$320	\$320	\$0	
Food	\$0	\$1,000	\$1,000	\$1,000	\$0	
Other Supplies	\$0	\$200	\$200	\$200	\$0	
<b>Total Equipment and Supplies</b>	<b>\$0</b>	<b>\$1,520</b>	<b>\$1,520</b>	<b>\$1,520</b>	<b>\$0</b>	<b>0%</b>
<b>Total Operations Expenditures</b>	<b>\$231,248</b>	<b>\$1,822,368</b>	<b>\$2,053,616</b>	<b>\$2,049,278</b>	<b>-\$4,338</b>	<b>0%</b>

<sup>(1)</sup> This reflects estimated expenses from two invoices carried over from FY24

<sup>(2)</sup> This is the 38% local match required for the RAISE grant based on estimated consultant cost.

GRANT ACTIVITY Sources	YTD Actuals	Est. Remaining	Total YE	FY24	Variance	Variance %
	Jul	Aug-Jun	Forecast	Budget		
Federal Grant <sup>(3)</sup>	\$63,270	\$152,498	\$215,768	\$215,768	\$0	
Transfer from Operations for Local Grant Match <sup>(4)</sup>	\$39,544	\$95,310	\$134,854	\$134,854	\$0	
<b>Total Grant Revenues</b>	<b>\$102,814</b>	<b>\$247,808</b>	<b>\$350,622</b>	<b>\$350,622</b>	<b>\$0</b>	<b>0%</b>

Expenditures	YTD Actuals	Est. Remaining	Total YE	FY24	Variance	Variance %
	Jul	Aug-Jun	Forecast	Budget		
<b>Contracts and Services</b>						
Professional Services - RAISE Grant Consultant Fees	\$102,814	\$247,808	\$350,622	\$350,622	\$0	
<b>Total Grant Expenditures</b>	<b>\$102,814</b>	<b>\$247,808</b>	<b>\$350,622</b>	<b>\$350,622</b>	<b>\$0</b>	<b>0%</b>

<sup>(3)</sup> This revenue is reimbursement from COTPA for 62% of consultant fees for the RAISE grant study.

<sup>(4)</sup> This revenue is the 38% RTA local match for RAISE grant consultant fees.

<b>FY25 Beginning Cash Balance</b>	\$1,433,063
<b>FY25 Ending Cash Balance (Forecast)</b>	\$896,982

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

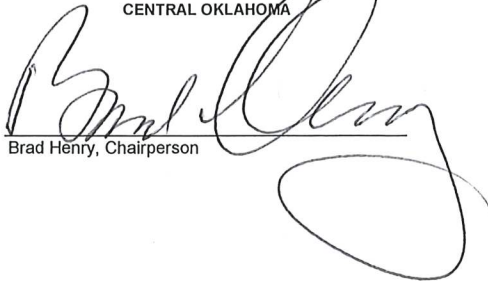
<b>Period: 8/01/2024 to 8/31/2024</b>						
Date	Vendor	Description	Invoice No.	Cost	Total	
9/1/2024	Holmes & Associates LLC	Consultant Fees - Labor	924	\$ 51,865.00		
		Cost Reimbursement RTA	924	\$ 2,069.55		
					\$	53,934.55
7/31/2024	Kimley-Horn	<u>AA Update - Year 4</u>				
		Task 1 - Project Management	28977489	\$ 647.50		
		Task 2 - Public Engagement	28977489	\$ 43.10		
		Task 4 - AA Process	28977489	\$ 5,617.50		
		Task 6 - Rail Ops Planning	28977489	\$ 9,583.91		
					\$	15,892.01
7/31/2024	Kimley-Horn	<u>EDEI Project</u>				
		Project Management	196742000-0724	\$ 2,855.00		
		Project Participation	196742000-0724	\$ 4,223.73		
		Alternatives Analysis	196742000-0724	\$ 18,874.10		
					\$	25,952.83
9/6/2024	Jacobs Engineering Group, Inc.	<u>On-Call Engineering Services -Task Order No. 5</u>				
		Contracts and Services	WFXS1105-01	\$ 12,210.00		
					\$	12,210.00
9/6/2024	Jacobs Engineering Group, Inc	<u>On-Call Engineering Services -Task Order No. 6</u>				
		Professional Services	WFXS1106-01	\$ 600.00		
					\$	600.00
6/11/2024	Shouse Consulting	Heartland Flyer Anniversary Summitt - Marketing and Advertising	24-073	\$ 1,000.00		
					\$	1,000.00
8/29/2024	PCI Municipal Services	Parking Fees - July 2024	236875	\$ 8.00		
					\$	8.00
4/9/2024	PFM Financial Advisors LLC	Financial Advisory Services January - March 2024	130203	\$ 975.00		
					\$	975.00
9/1/2024	AlphaVu	Transit Research	2061	\$ 9,250.00		
					\$	9,250.00
9/2/2024	COTPA	Admin Services Fee	25-103	\$ 10,070.00		
		Reimbursement for Printing	25-103	\$ 37.80		
					\$	10,107.80
<b>Total Claims</b>					<b>\$</b>	<b>129,930.19</b>

APPROVED by the Regional Transportation Authority of Central Oklahoma, and SIGNED by the Treasurer and Chairman on this 18th day of September 2024.


TREASURER:

  
James P. Boggs

REGIONAL TRANSPORTATION AUTHORITY OF  
CENTRAL OKLAHOMA

  
Brad Henry, Chairperson

ATTEST:

  
Mary Melon-Tully, 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 #924

September 1, 2024

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

### Client

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

Date	Billor	Description	Hours/Qty	Rate	Amount
8/01- 8/31/2024	KAH	RTA - TIME: Time billed by K Holmes for the period 8/01/2024 to 8/31/2024	110.50	410.00	\$45,305.00
8/01- 8/31/2024	KAH	RTA - TIME: Travel time billed by K Holmes for the period 8/01/2024 to 8/31/2024	32.00	205.00	6,560.00
8/01- 8/31/2024	KAH	RTA - COSTS: Total costs incurred by KAH			\$2,069.55

We appreciate your business. Please make checks payable to "Holmes & Associates LLC." Thank you.

**Invoice Balance Due****\$53,934.55**

<p><b>Please remit payment electronically to:</b></p> <p>Account Name: KIMLEY-HORN AND ASSOCIATES, INC.          Bank Name and Address: WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94104          Account Number: 2073089159554          ABA#: 121000248          Please send remittance information to: payments@kimley-horn.com</p>	<p><b>If paying by check, please remit to:</b></p> <p>KIMLEY-HORN AND ASSOCIATES, INC.          P.O. BOX 913221          DENVER, CO 80291-3221</p>
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RTA OF CENTRAL OK  
 ATTN: JASON FERBRACHE  
 2000 S. MAY AVENUE  
 OKLAHOMA CITY, OK 73108

**Invoice Amount: \$15,892.01**

Invoice No: 28977489  
 Invoice Date: Jul 31, 2024  
 Project No: 197385001.C  
 Project Name: RTA OK AA/NEPA STUDY  
 Project Manager: SCANLON, LIZ  
 Client Reference:

Federal Tax Id: 56-0885615  
 For Services Rendered through Jul 31, 2024

**HOURLY NOT TO EXCEED**

Description	Contract Value	% Billed to Date	Amount Billed to Date	Previous Amount Billed	Current Amount Due
ALTERNATIVES ANALYSIS	127,519.00	80.52%	102,680.00	97,062.50	5,617.50
EXPENSES	17,000.00	27.00%	4,590.70	4,590.70	0.00
OFFICE EXPENSE	0.00		0.00	0.00	0.00
PROJECT MANAGEMENT	193,941.00	37.40%	72,537.50	71,890.00	647.50
PUBLIC ENGAGEMENT	39,576.00	6.60%	2,610.60	2,567.50	43.10
RAIL OPERATIONS PLAN	163,076.00	78.72%	128,372.86	118,788.95	9,583.91
SANTE FE IMHS	86,561.00	99.94%	86,510.00	86,510.00	0.00
STATION AREA ANALYSIS	63,723.00	99.90%	63,660.00	63,660.00	0.00
SUBCONSULTANT MARKUP	2,625.00	0.00%	0.00	0.00	0.00
TRAVEL DEMAND/RIDERSHIP	42,316.00	66.58%	28,175.00	28,175.00	0.00
<b>Subtotal</b>	<b>736,337.00</b>	<b>66.43%</b>	<b>489,136.66</b>	<b>473,244.65</b>	<b>15,892.01</b>
<b>Total COST PLUS MAX</b>					<b>15,892.01</b>

**Total Invoice: \$15,892.01**

<p><b>Please remit payment electronically to:</b></p> <p>Account Name: KIMLEY-HORN AND ASSOCIATES, INC.          Bank Name and Address: WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94104          Account Number: 2073089159554          ABA#: 121000248          Please send remittance information to: payments@kimley-horn.com</p>	<p><b>If paying by check, please remit to:</b></p> <p>KIMLEY-HORN AND ASSOCIATES, INC.          P.O. BOX 913221          DENVER, CO 80291-3221</p>
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RTA OF CENTRAL OK  
 ATTN: JASON FERBRACHE  
 2000 S. MAY AVENUE  
 OKLAHOMA CITY, OK 73108

Federal Tax Id: 56-0885615  
 For Services Rendered through Jul 31, 2024

**Invoice Amount: \$25,952.83**

Invoice No: 196742000-0724  
 Invoice Date: Jul 31, 2024

Project No: 196742000  
 Project Name: RTA - WEST AND AIRPORT AA  
 Project Manager: SCANLON, LIZ

Client Reference:

**HOURLY NOT TO EXCEED**

KHA Ref # 196742000.3-29095096

Description	Contract Value	% Billed to Date	Amount Billed to Date	Previous Amount Billed	Current Amount Due
PROJECT MANAGEMENT	188,097.00	85.53%	160,877.50	158,022.50	2,855.00
PUBLIC PARTICIPATION	288,076.00	97.20%	279,998.42	275,774.69	4,223.73
ALTERNATIVES ANALYSIS	680,987.47	58.70%	399,730.52	380,856.42	18,874.10
<b>Subtotal</b>	<b>1,157,160.47</b>	<b>72.64%</b>	<b>840,606.44</b>	<b>814,653.61</b>	<b>25,952.83</b>
<b>Total COST PLUS MAX</b>					<b>25,952.83</b>

**Total Invoice: \$25,952.83**



INVOICE NUMBER: **WFXS1105-01**

INVOICE DATE: **09/06/24**

Bill To:  
Regional Transportation Authority of Central Oklahoma  
2000 S MAY AVENUE  
OKLAHOMA CITY, OK 73108

Remit to:  
JACOBS ENGINEERING GROUP, INC  
C/O BANK OF AMERICA  
800 MARKET STREET, LOCKBOX 18713  
ST. LOUIS, MO 63150

Attention: Christina Hankins

Project Number: WFXS1105  
PO Number: 2025-017  
Project Description: Task Order No. 5  
Project Manager: YOUNG, SCOTT  
Terms: NET 30  
Due Date: **10/06/24**

Billing Period From: **07/22/24**  
To: **08/23/24**

Description:			Scheduled Value	Percent Complete	Amount Billable	Previous Billed	Current Amount Due
<b>RTA 2023-001 On-Call Engineering Consulting Services – Task Order No. 5</b>							
Contracts and Services	TM	\$	16,770.00	72.81%	\$ 12,210.00	\$ -	\$ 12,210.00
<b>Grand Total</b>		<b>\$</b>	<b>16,770.00</b>	<b>72.81%</b>	<b>\$ 12,210.00</b>	<b>\$ -</b>	<b>\$ 12,210.00</b>

**TOTAL AMOUNT DUE THIS INVOICE** \$ 12,210.00

I have reviewed and approved all expenditures associated with this project. All Charges are valid charges to this project.

Status:

- 8/23/24 – submitted Draft Geometry and Clearance Tech Memo
- 8/27/24 – Meeting to discuss OKC Development and future transit



INVOICE NUMBER: WFXS1106-01

INVOICE DATE: 09/06/24

Bill To: Regional Transportation Authority of Central Oklahoma  
2000 S MAY AVENUE  
OKLAHOMA CITY, OK 73108

Remit to: JACOBS ENGINEERING GROUP, INC  
C/O BANK OF AMERICA  
800 MARKET STREET, LOCKBOX 18713  
ST. LOUIS, MO 63150

Attention: Christina Hankins

Project Number: WFXS1106  
PO Number: 2025-006  
Project Description: Task Order No. 6  
Project Manager: YOUNG, SCOTT  
Terms: NET 30  
Due Date: 10/06/24

Billing Period From: 07/11/24  
To: 08/23/24

Description:		Scheduled Value	Percent Complete	Amount Billable	Previous Billed	Current Amount Due
<b>RTA 2023-001 On-Call Engineering Consulting Services – Task Order No. 6</b>						
Professional Services	TM	\$ 14,450.00	4.15%	\$ 600.00	\$ -	\$ 600.00
<b>Grand Total</b>		<b>\$ 14,450.00</b>	<b>4.15%</b>	<b>\$ 600.00</b>	<b>\$ -</b>	<b>\$ 600.00</b>
<b>TOTAL AMOUNT DUE THIS INVOICE</b>						<b>\$ 600.00</b>

I have reviewed and approved all expenditures associated with this project. All Charges are valid charges to this project.

- Status:
- 7/11/24 – Olsson/BNSF/RTA Virtual Meeting
  - 7/24/24 – Olsson/BNSF/RTA Virtual Meeting
  - 8/5/24 – Attendance Virtually at BNSF Meeting
  - 8/21/24 – Olsson/BNSF/RTA Virtual Meeting

# Invoice



June 11, 2024  
Invoice: 24-073

**Shouse & Associates Consulting**  
13009 Burnt Oak Road  
Oklahoma City, OK 73120  
phone: (405) 650-2981  
email: [jerrodd@shouseconsulting.com](mailto:jerrodd@shouseconsulting.com)

*Invoice for:*  
**Regional Transit Authority**  
*Via email: [Jason.ferbrache@okc.gov](mailto:Jason.ferbrache@okc.gov)*

Service	Amount
June 17 Heartland Flyer 25th Anniversary Summit & Reception • marketing / advertising	\$1,000
<b>Total</b>	<b>\$1,000</b>

*Please remit payment to:*  
**Shouse & Associates Consulting**  
**13009 Burnt Oak Road**  
**Oklahoma City, OK 73120**



# COTPA

**Arts District Garage**  
431 W Main Street  
Oklahoma City, OK 73102  
405-297-2551

INVOICE #: **236875**  
Reference ID: **Tax Exempt**  
Invoice Date: **08/29/2024**  
Due Date: **09/05/2024**

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**Invoice To:**  
RTA (TE)

**Invoice Details**  
Total Due:\$8.00  
Location: Arts District Garage  
Status: sent

**Mailing Address**  
COTPA-Parking c/o Municipal  
Services PO Box 2404  
Oklahoma City  
73101

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Item	Rate	Qty	Total
July Validations	\$2.67	3	\$8.00

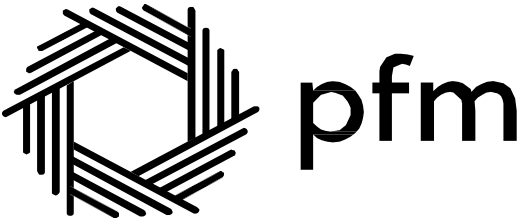
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*Subtotal:* 8.00  
**Total:** **\$8.00**

## Notes

see attached for validation usage summary

**Note:** Please make checks payable to COTPA - Parking c/o Municipal Services. If you have any question about your invoice, please contact Erika Scheufele via email at [escheufele@municipalparking.com](mailto:escheufele@municipalparking.com) or by phone at 405-297-2551



Date	Invoice Number
April 9, 2024	130203
Payment Terms	Due Date
Upon Receipt	April 9, 2024

Bill To:
Regional Transportation Authority of Central Oklahoma 2000 S. May Avenue Oklahoma City, OK 73108 United States of America

Company Address:
1735 Market Street 42nd Floor Philadelphia, PA 19103 +1 (215) 5676100  Federal Tax ID: 81-1642787

**Remittance Options:**

Via ACH (preferred):	Via Wire:	Via Mail:
PFM Financial Advisors LLC Bank Name: M&T Bank ACH# (ACH): 031302955 Account #: 9865883681	Bank Name: M&T Bank ABA# (Wire): 022000046 Account #: 9865883681	PFM Financial Advisors LLC P.O. Box 65117 Baltimore, MD 21264-5117 United States of America

**RE:** Q1 2024: For Financial Advisory services related to OK RTA 2023-2024 FA Services

Name	Title	Rate	Hours	Amount
Scott Carlson	Director	\$325.00	3.00	\$975.00
Total Professional Fees				\$975.00
<b>Total Amount Due</b>				<b><u>\$975.00</u></b>

1100 15th St NW, 4th Floor  
Washington, DC 20005  
(202) 450-6541  
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 #** 2061  
**DATE** 09/01/2024  
**DUE DATE** 10/01/2024  
**TERMS** Net 30

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ACTIVITY	QTY	RATE	AMOUNT
<b>Social network intelligence, analysis, and reporting</b> August 2024 Services --Retainer	1	9,250.00	9,250.00

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BALANCE DUE **\$9,250.00**



CENTRAL OKLAHOMA  
TRANSPORTATION & PARKING  
AUTHORITY

**REMIT PAYMENT TO:**  
EMBARC - Accts Receivable  
2000 S. May | Oklahoma City, OK 73108  
embarkok@okc.gov

Bill To: **Regional Transportation  
Authority of Central Oklahoma**

Invoice #: 2025-103

Address: 2000 S May Avenue  
Oklahoma City, OK 73108

Invoice Date: 9/2/24

Invoice For: *Administrative Services*

Item #	Description	Qty	Unit Price	Discount	Price
1	Admin Services Fee - August 2024	1	\$10,070.00		\$10,070.00
2	Reimbursement Printing	1	\$37.80		\$37.80

NOTES: RTA PO # 2025-003

Invoice Subtotal	<b>\$10,107.80</b>
Tax Rate	
Sales Tax	<b>\$0.00</b>
Other	
Deposit Received	

Make all checks payable to EMBARK	<b>TOTAL</b>	<b>\$10,107.80</b>
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TO: Chairperson and Board of Directors

FROM: Interim Executive Director

Consider adopting a resolution approving the Regional Transportation Authority of Central Oklahoma Regular Meeting Schedule for Calendar Year 2025.

**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 BOD to comply with all statutory and regulatory requirements. Therefore, staff is presenting the Regular Meeting Schedule for 2025 (Attachment "A"). Upon adoption by the BOD, 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.

A handwritten signature in black ink, appearing to read "Jason Ferbrache".

Jason Ferbrache  
Interim Executive Director

**RESOLUTION NO. 24-008**

**RESOLUTION OF THE REGIONAL TRANSPORTATION AUTHORITY  
OF CENTRAL OKLAHOMA APPROVING THE BOARD'S REGULAR  
MEETING SCHEDULE FOR 2025.**

**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

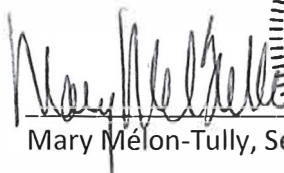
**WHEREAS**, staff is presenting the Regular Meeting Schedule for 2025 (Attachement "A") for Board approval; and

**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 2025.

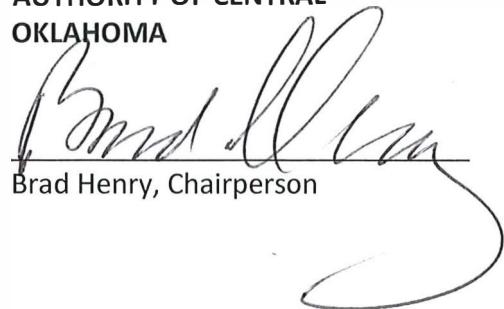
**ADOPTED** by the Directors and **SIGNED** by the Chairman of the Regional Transportation Authority of Central Oklahoma this **18th** day of **September 2025**.

**ATTEST:**

  
Mary Melon-Tully, Secretary



**REGIONAL TRANSPORTATION  
AUTHORITY OF CENTRAL  
OKLAHOMA**

  
Brad Henry, Chairperson

REVIEWED for form and legality.

  
Assistant Municipal Counselor

# RTA Regular Meeting Calendar

2025

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Historically meetings begin at 2:30 p.m. and are held at the Arts District Garage, 431 W. Main Street, Suite B, Oklahoma City, OK 73102  
 March meeting will take place the 4th Wednesday of the month.