



ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
REGIONAL TRANSPORTATION AUTHORITY (RTA)
OF CENTRAL OKLAHOMA BOARD OF DIRECTORS MEETING

WEDNESDAY, OCTOBER 16, 2019 | 2:30 P.M.

ACOG BOARD ROOM

4205 North Lincoln Blvd, Oklahoma City, Oklahoma

AGENDA

1. Welcome and Introductions ([Attachment 1](#)) - Brad Henry, RTA Board Chair
2. Review and Approval of the September 30, 2019 Minutes ([Attachment 2](#)) - Brad Henry, RTA Board Chair
3. RTA Monthly Financial Report ([Attachment 3](#)) - Mark W. Sweeney, Interim RTA Executive Director
4. Report on establishment of RTA bank accounts and transfer of local funds from ACOG to RTA and discuss and consider approval of Resolution adopting banking procedures ([Attachment 4](#)) - Mark W. Sweeney, Interim RTA Executive Director
5. Discuss and consider approval of [Assignment and Assumption Agreement](#) relating to the RTA Consultant's Agreement for Professional Services - Brad Henry, RTA Board Chair
6. Discuss and consider approval of [Resolution](#) adopting [RTA Procurement Policy](#) and [Procurement Procedures Manual](#) - Brad Henry, RTA Board Chair
7. Discuss and consider approval of and process for finalizing RFP for Consulting Services, including establishment of RFP Evaluation Committee - Brad Henry, RTA Board Chair
8. Discuss and consider approval of [Subrecipient Funding Agreement](#) - Brad Henry, RTA Board Chair
9. Public Comments - Brad Henry, RTA Board Chair
10. New Business - Brad Henry, RTA Board Chair
11. Adjourn

Next Meeting: Wednesday, November 13 at 2:30 p.m.

Please notify ACOG at 405.234.2264 (TDD/TTY Call 7-1-1 Statewide) if you require accommodations pursuant to the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.

Chair
Matt Dukes
Midwest City Mayor

Vice-Chair
Steven J. Gentling
Guthrie Mayor

Secretary/Treasurer
David Bennett
The Village Vice-Mayor

Executive Director
Mark W. Sweeney, AICP

ATTACHMENT 1

WELCOME AND INTRODUCTION

REGIONAL TRANSPORTATION AUTHORITY
OF CENTRAL OKLAHOMA BOARD OF DIRECTORS

MEMBERSHIP LIST

| CITY | NAME |
|-----------------------|-------------------------------------|
| CITY OF DEL CITY | Ken Bartlett |
| CITY OF EDMOND | James Boggs, <i>Treasurer</i> |
| CITY OF MIDWEST CITY | Aaron Budd |
| CITY OF MOORE | Steve Eddy |
| CITY OF NORMAN | Marion Hutchison, <i>Vice-Chair</i> |
| CITY OF OKLAHOMA CITY | Brad Henry, <i>Chair</i> |
| | Mary Mélon, <i>Secretary</i> |

ATTACHMENT 2

SEPTEMBER 30, 2019 MINUTES

A regular meeting of the Regional Transportation Authority (RTA) was convened at 2:30 p.m. on Wednesday September 30, 2019 in the Board Room of the Association of Central Oklahoma Governments (ACOG), 4205 N. Lincoln Blvd., Oklahoma City, Oklahoma. This meeting was held as indicated by advanced notice filed with the Oklahoma County Clerk and by notice posted at the ACOG office at least twenty-four (24) hours prior to the meeting.

RTA Board of Directors Present

| | |
|------------------|---------------|
| Ken Bartlett | Del City |
| James Boggs | Edmond |
| Aaron Budd | Midwest City |
| Steve Eddy | Moore |
| Marion Hutchison | Norman |
| Mary Melon | Oklahoma City |
| Brad Henry | Oklahoma City |

RTA Board of Directors Absent

None

Municipal Staff Support Present

| | |
|-------------------------------------|---------------|
| Randy Entz, Planning Director | Edmond |
| Mark Edwards, City Manager | Del City |
| Shawn O'Leary, Dir. of Public Works | Norman |
| Billy Harless, ADA Project Director | Midwest City |
| Brooks Mitchell, City Manager | Moore |
| Jason Ferbrache, COTPA Admin. | Oklahoma City |

Guests Present

| | |
|------------------------------------|--|
| Jason Huff, Project Manager | ODOT, Office of Mobility and Rail line Transit |
| Jim Hatt, Asst. Division Manager | ODOT, Rail Division |
| Derek Sparks, Government Relations | Greater OKC Chamber of Commerce |
| Kathryn Holmes | RTA Consultant |
| Pete White, Attorney | ACOG Legal Counsel |
| Mike Patterson | HNTB |

ACOG Staff

| | |
|------------------|---|
| Mark W. Sweeney | Executive Director (Interim RTA Executive Director) |
| John Sharp | Deputy Director |
| Debbie Cook | Director of Finance |
| Jennifer Sebesta | Manager, TPS |
| Hayden Harrison | Project Coordinator, II, TPS |
| Hannah Nolen | Associate Planner, TPS |
| Jordan Evans | Assistant Planner, TPS |
| Gwendolyn Gordon | Administrative Assistant |

1. Welcome and Introductions

Director Brad Henry called the meeting to order. He welcomed everyone and entertained introductions. There was a quorum.

2. Review and Approval of the July 17, 2019 Minutes

Director Brad Henry asked to amend the July 17, 2019 minutes to show the motion carried (7-0) to adjourn.

Director James Boggs moved to amend the July 17, 2019 minutes. Director Steve Eddy seconded the motion. The motion carried. (7-0)

Director Brad Henry moved to approve the amended July 17, 2019 minutes. Director Ken Bartlett seconded the motion. The motion carried. (7-0)

3. RTA Monthly Financial Report

Debbie Cook presented the Board with handouts of the monthly RTA Statements of Revenue and Expenditures for the period of June 30, 2019 through August 31, 2019. Ms. Cook told the Board that as of this morning the month of September has not closed, so you do not have all the direct labor costs to the RTA funds.

Debbie Cook said ACOG is in the process of switching banking arrangements from Bank of America to Chase Bank. She said ACOG is moving the RTA account into a separate account because you can move the funds faster, and this will happen sometime in early October.

Director Brad Henry asked if there were any questions, and Director James Boggs said he would like to have the financial report before the agenda meeting. Mark Sweeney said "yes," ACOG could provide the report before the meeting for the Board members to review.

Director Brad Henry told Ms. Cook that he would like the new RTA account to not have ACOG's name on it. Ms. Cook said she could do that, but she would need a Federal Tax ID number and the account would need at least two signers. Ms. Cook said she would start the process of separation of the RTA from ACOG.

Director Brad Henry asked the Board if there were any other questions regarding the Financial Report. There were no questions.

4. Subcommittee Report

Director Marion Hutchison said they have had two meetings and the discussion with BNSF is still ongoing.

5. Update and Discussion Concerning Procurement Policy Research and Next Steps

Mark Sweeney presented the Board with handouts on the Procurement research for the RTA which highlighted the requirement policies from the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA). Research included: conference call coordination with multiple agencies, discussions with FTA Region VI Procurement Officer, and conversations with the Mid-regional Council of Governments (MRCOG) in Albuquerque.

ACOG was mindful of the fact that any RTA procurement policy would have to satisfy both the FTA and FHWA requirements. Staff also researched the possibility of using state administered cooperative purchasing agreements for both the RTA's use and other ACOG related federal uses.

In discussions with MRCOG, it was discovered that the COG has two procurement policies, one for the COG and one for the Rio Metro Regional Transit District. The procurement policy for Rio Metro has additional documents included to ensure that it meets all federal requirements. Rio Metro procures all items for the Transit District.

Mark Sweeney stated that the ACOG Procurement Policy includes all possible purchasing options. It would allow the RTA Board to make all the decisions on acquisitions and the selection of future consultants.

Based on the information ACOG has gathered from FTA and FHWA officials. The RTA can access FHWA PL and FTA funds. There is flexibility in contracting for consulting services (RFP, cooperative purchases and interlocal government agreements). Based on RTD/RTA Task Force past history and other MPOs/COGs providing services for regional transit agencies, staff believes that ACOG will be able to effectively support the RTA decisions pertaining to the procurement process.

ACOG's research is directly from FTA/FHWA the agencies and people the RTA will be working with going forward. This is based on adhering to the advice from the RTA Consultant that we verify that each step that the RTA makes must conform with FTA/FHWA guidelines. Based on the last 10 years, ACOG has progressively coordinated the evolutionary process that created the RTA by providing the financial match for many of the past studies and initiatives. ACOG's objective is to raise the profile of the RTA by establishing their own Procurement Policy and timing a change in status that allows maximum access to FTA/FHWA funding.

Kathryn Holmes said she agrees with ACOG, there are two (2) ways legally that the RTA can go forward and procure services for the transit and other services that support the RTA interest. Ms. Holmes said ACOG can do the procurement for RTA, or RTA can do procurement for itself after adopting the RTA procurement manual. She said in either event ACOG would have to update its policy to include the federal requirements.

Ms. Holmes said the RTA would have to adopt a procurement policy. She said the suggestion that the RTA policy would not include all forms of procurement is not accurate. She said it would include all available procurement methods authorized by law and not just the third-party contracting method; it would be a full procurement manual. Ms. Holmes said the RTA today will not need a procurement manual, but eventually it will.

Ms. Holmes said if the RTA goes forward with an RTA Procurement Manual, she would adopt a manual that is fully flushed out, to include all forms of Office Management and Enterprise Services (OMES) schedule.

Ms. Holmes said when the RTA Task Force was started in November of 2017, only two of the Board Members were here. She said in her second meeting, she presented the Task Force with her proposal. Ms. Holmes said her short version is to follow the money and get the RTA qualified to receive federal money.

Ms. Holmes said the objective is to have the RTA recognized in the state of Oklahoma as a separate entity and to start building what the federal government refers to as Institutional Capacity. She said Institutional Capacity is a technical term that is necessary to demonstrate as you start to qualify for discretionary federal grants to support capital investments. It refers to your legal, technical, and operational capacity before the federal government will grant you money.

Ms. Holmes said the more the RTA can demonstrate they are operating on their own, like their own bank account and Bylaws, the higher they will rate with the federal government.

Ms. Holmes said she does not foresee a roadblock concerning federal money, but to be sure, she suggests talking with Cardinal Consultant Group, getting their recommendations, and giving the Board an answer by the next agenda meeting, October 16.

Director Steve Eddy asked if, under the separate subrecipient, eventually RTA would have their own staff separating it from ACOG, sooner than later. Ms. Holmes answered that she could not tell him when that would happen, but eventually it must happen.

Director James Boggs said that it seems to him that every city's RTA system is different. Kathryn Holmes said yes and that she and ACOG spent eighteen months looking at various governing models. She said she feels the MRCOG model is going backwards because of the work she already did. She asked Jennifer Sebesta if she could send a link of the document to the Board members. Jennifer Sebesta said yes, she will give each board member a link to the document, but it is also available on ACOG's website.

Director Brad Henry mentioned that he sent out a two-page memo to the Board last Friday discussing what Kathryn will be talking about regarding the Procurement Policy. He also gave the Board an American Public Transit Association (APTA) guide on procurement policies. Director Henry said the type of procurement policy the RTA needs will be lengthy, and therefore, he decided to take a vote on the Procurement Policy at the next RTA meeting.

Director Mary Melon asked Kathryn Holmes how long it would take to get the procurement guideline. Kathryn Holmes said she has already drafted a Procurement Policy Manual (PPM), and she can deliver it at the next RTA meeting. Ms. Holmes said this document has a link in it to the federal requirements, so the manual itself never goes out of date. She said it is written as a manual for someone who works in Procurement, with check lists, forms, etc.

Director Brad Henry asked if there were any other questions about Procurement. There were no further questions.

6. Discuss and Consider Authorizing RTA Consultant to Develop RFP for Transit Planning Services

Director Brad Henry turned the RFP discussion over to Kathryn Holmes. Ms. Holmes said the last study was published in 2015 and it was the Commuter Corridor Study

(CCS). She said this study looked at transit alternative in the region, but there was no transit mode. There was a bus only mode, bus rapid mode, light rail transit mode, and commuter rail mode.

Kathryn Holmes said the study had color charts that showed how each mode ranked in different scenarios. She said the commuter rail line scored the most favorable to the region and was recommended as the locally preferred alternative. However, she said when you go back and look at the data, it does not rank well; it gets a lot of red marks and the federal government will look at that and not want to fund a rail line that doesn't score well. Ms. Holmes said the study assumed there was access to the BNSF railway, which was not true, and should have been corrected. She said the rail access costs to build out the passenger system. was not fully flushed out,

Ms. Holmes suggested to the Board that they get really focused on exactly what the operating scenario would be. She said we require real numbers based on what BNSF is providing us today and then you will want to update the RPF assumptions.

Director Henry asked Kathryn Holmes to talk about how long it would take her to prepare the Request for Proposal (RFP). Ms. Holmes said she can have something completed by the end of October and out for bidding in November and get the proposals back by the end of the year.

Director Brad Henry asked for a motion to have Kathryn Holmes, RTA Consultant, to develop the RFP for Transit Planning. Director Mary Melon moved to approve. Director Marion Hutchison seconded the motion. The motion carried. (7-0)

Director Aaron Budd exited the meeting as he had a 3:30 appointment.

Director Henry asked for a motion to move into the Executive Session. Director Steve Eddy made the motion to move into Executive Session. Director James Boggs seconded the motion. The motion carried. (6-0)

7. Proposed Executive Session

Meeting closed to the public; session was recorded for the record.

8. Open Public Meeting

Director Brad Henry moved to approve reconvening the regular meeting. Director Mary Mélon seconded the motion. The motion carried. (6-0)

9. Public Comments

None

10. New Business

None

11.. Adjourn

Director Brad Henry asked for a motion to adjourn. Director Ken Bartlett made a motion to adjourn. Director Steve Eddy seconded the motion. The motion carried. (6-0) The meeting adjourned at 4:00 p.m.

ATTACHMENT 3

RTA LOCAL FUNDING

| Local split | Population | % Pop | Local Share Contributed | Spent Through 9/30/2019 | Funds Remaining 8/31/2019 |
|--------------------|-------------------|--------------|------------------------------------|--|--|
| Del City | 21,332 | 2.3621% | \$ 49,579.47 | \$ 17,371.61 | \$ 32,207.86 |
| Edmond | 81,405 | 9.0138% | 189,200.13 | 66,291.77 | 122,908.36 |
| Midwest City | 54,371 | 6.0204% | 126,368.16 | 44,276.76 | 82,091.40 |
| Moore | 55,081 | 6.0990% | 128,018.33 | 44,854.95 | 83,163.38 |
| Norman | 110,925 | 12.2825% | 257,810.01 | 90,331.24 | 167,478.77 |
| OKC | 579,999 | 64.2222% | 1,348,023.89 | 472,319.41 | 875,704.48 |
| | 903,113 | | \$ 2,099,000.00 | \$ 735,445.75 | \$ 1,363,554.25 |

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
Statement of Revenues and Expenditures by Period
RTA
From 7/1/2019 Through 09/30/2019

| | | FY 16 | FY 17 | FY 18 | FY 19 | FY 20 To Date | |
|-----------------------------------|------|-------------------------|-------------------------|------------------------|-----------------------|-----------------------|----------------------|
| | | 7/1/2015 - 6/30/2016 | 7/1/2016 - 6/30/2017 | 7/1/2017 - 06/30/18 | 07/01/18- 06/30/19 | 07/01/19- 09/30/19 | Total |
| Expenditures | | | | | | | |
| Salaries | 5000 | \$ 3,571.36 | \$ 9,878.16 | \$ 27,296.42 | \$ 43,099.31 | \$ 10,327.24 | \$ 94,172.49 |
| Fringe Benefits | 5020 | 1,378.16 | 3,631.64 | 10,353.04 | 15,539.85 | 4,349.84 | 35,252.53 |
| Mileage | 6000 | 0.00 | 0.00 | 0.00 | 89.32 | - | 89.32 |
| Travel | 6020 | 0.00 | 25.33 | 173.96 | 39.22 | - | 238.51 |
| Insurance | 6100 | 0.00 | 0.00 | 0.00 | 342.24 | 2,496.76 | 2,839.00 |
| Postage | 6220 | 0.00 | 0.00 | 0.00 | 49.00 | - | 49.00 |
| Printing | 6240 | 0.00 | 0.00 | 0.00 | 135.00 | - | 135.00 |
| Printing - local | 6240 | 0.00 | 0.00 | 0.00 | 323.07 | - | 323.07 |
| Supplies | 6300 | 0.00 | 0.00 | 0.00 | 578.06 | - | 578.06 |
| Telephone | 6320 | 0.00 | 0.00 | 0.00 | 0.00 | 27.69 | 27.69 |
| Internet Service | 6340 | 0.00 | 40.34 | 0.00 | 0.00 | - | 40.34 |
| Special Projects | 6370 | 0.00 | 0.00 | 0.00 | 2,687.73 | - | 2,687.73 |
| Legal | 6400 | 0.00 | 0.00 | 1,071.00 | 7,075.00 | 2,125.00 | 10,271.00 |
| Consultants - Massie | 6420 | 0.00 | 760.07 | 4,468.75 | 0.00 | - | 5,228.82 |
| Consultants - Holmes | 6420 | 0.00 | 0.00 | 304,115.55 | 347,208.53 | 23,630.53 | 674,954.61 |
| Indirect Costs | 6900 | 2,633.22 | 7,767.74 | 23,067.17 | 38,687.92 | 9,992.16 | 82,148.21 |
| Total Expenditures | | \$ 7,582.74 | \$ 22,103.28 | \$ 370,545.89 | \$ 455,854.25 | \$ 52,949.22 | \$ 909,035.38 |
| Federal Revenue (PL/FTA) | | \$ 5,960.04 | \$ 17,682.62 | \$ 52,148.30 | \$ 78,041.12 | \$ 19,757.54 | \$ 173,589.63 |
| Local Match from RTA Participants | | 1,622.70 | 4,420.66 | 318,397.59 | 377,813.13 | 33,191.68 | 735,445.75 |
| Total Revenues | | \$ 7,582.74 | \$ 22,103.28 | \$ 370,545.89 | \$ 455,854.25 | \$ 52,949.22 | \$ 909,035.38 |

These are 100% RTA local not 80% fed/20% local

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
Statement of Revenues and Expenditures by Period
RTA
From 7/1/2019 Through 09/30/2019

| | | <u>07/01/19-</u> <u>07/31/19</u> | <u>08/01/19-</u> <u>08/31/19</u> | <u>09/01/19-</u> <u>09/30/19</u> | <u>Total</u> |
|-----------------------------------|------|-------------------------------------|-------------------------------------|-------------------------------------|---------------------|
| Expenditures | | | | | |
| Salaries | 5000 | \$ 3,237.35 | \$ 631.34 | \$ 6,458.55 | \$ 10,327.24 |
| Fringe Benefits | 5020 | 1,363.57 | 265.92 | 2,720.35 | 4,349.84 |
| Mileage | 6000 | - | - | - | - |
| Travel | 6020 | - | - | - | - |
| Insurance | 6100 | 2,496.76 | - | - | 2,496.76 |
| Postage | 6220 | - | - | - | - |
| Printing | 6240 | - | - | - | - |
| Printing - local | 6240 | - | - | - | - |
| Supplies | 6300 | - | - | - | - |
| Telephone | 6320 | - | 27.69 | 27.69 | 55.38 |
| Internet Service | 6340 | - | - | - | - |
| Special Projects | 6370 | - | - | - | - |
| Legal | 6400 | - | - | 2,125.00 | 2,125.00 |
| Consultants - Massie | 6420 | - | - | - | - |
| Consultants - Holmes | 6420 | - | 18,495.53 | 5,135.00 | 23,630.53 |
| Indirect Costs | 6900 | 3,132.31 | 610.85 | 6,249.00 | 9,992.16 |
| Total Expenditures | | \$ 10,229.99 | \$ 20,031.33 | \$ 22,715.59 | \$ 52,976.91 |
| Federal Revenue (PL/FTA) | | \$ 6,186.58 | \$ 1,228.64 | \$ 12,364.47 | \$ 19,779.70 |
| Local Match from RTA Participants | | 4,043.41 | 18,802.69 | 10,351.12 | 33,197.21 |
| Total Revenues | | 10,229.99 | 20,031.33 | 22,715.59 | 52,976.91 |

These are 100% RTA local not 80% fed/20% local

ATTACHMENT 4

BANKING PROCEDURES RESOLUTION



RESOLUTION

THE BOARD OF DIRECTORS OF THE
REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA
4705 N. LINCOLN BLVD.
OKLAHOMA CITY, OKLAHOMA 73105

Be it resolved that

| | |
|-------|---|
| _____ | Brad Henry, Chair |
| _____ | Marion Hutchison, Vice-Chair |
| _____ | James Boggs, Treasurer |
| _____ | Mark W. Sweeney, Interim RTA Executive Director |
| _____ | John M. Sharp, ACOG Deputy Director |

of the Regional Transportation Authority of Central Oklahoma whose signatures(s) appear(s) above are appointed as official custodians of the Authority's funds. They have plenary authority, including control, over funds owned by the Authority. Control includes possession, as well as the authority to establish accounts for the funds in insured depository institutions and to make deposits, withdrawals and disbursements of such funds. Two (2) signatures shall be required on checks against the accounts. This resolution is effective October 16, 2019 and supersedes all prior authorizations, which are hereby cancelled.

I hereby certify that the foregoing is a full, true and correct copy of a resolution regularly adopted on October 16, 2019 by the Board of Directors of the Regional Transportation Authority of Central Oklahoma and is in full force. That the signatures above hereof are genuine and of the respective officers of said Authority as designated thereon.

IN WITNESS WHEREOF, the undersigned affixed his/her signature this 16th day of October 2019.

SECRETARY