



BOARD OF DIRECTORS MEETING AGENDA

MONDAY, APRIL 13, 2020

2:30 P.M.

SPECIAL MEETING TELECONFERENCE

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

DIRECTORS:

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

It is the policy of RTA to ensure communication with participants and members of the public with disabilities are as effective as communications with others. Anyone with a disability that would like to participate in the meeting but requires an accommodation, modification of policies/procedures, auxiliary aid or service, or an alternate format of the agenda/information provided at the meeting, please contact the Trust Specialist at 405-297-2824 within 48 hours (not including weekends or holidays) of scheduled meeting. Individuals utilizing TTY/TDD technology for telephone communication should utilize the free "711 Relay Oklahoma" service by dialing 711 to assist you in contacting the Trust Specialist.

REGIONAL TRANSPORTATION AUTHORITY
OF CENTRAL OKLAHOMA
SPECIAL TELECONFERENCE MEETING INFORMATION

The Regional Transportation Authority of Central Oklahoma (RTA) will provide the first teleconference meeting on April 13, 2020 at 2:30 p.m. The RTA encourages participation in the public meeting from the residents of Oklahoma City, Del City, Edmond, Midwest City, Moore and Norman. The EMBARK Large Conference Room will be closed and the only alternative to participate in the meeting will be by teleconference. Below are instructions on how to listen to the meeting, request to speak on certain agenda items and how to request to speak under Public comments.

- To listen to the meeting, call **(405) 534-4946**. When prompted, enter **Conference ID: 412 176 007#**
- To sign up to speak on an agenda item or “Public comments,” or ask questions about the meeting, call (405) 297-2824 or text (405) 479-1615.

Participants who wish to speak on items on the agenda will be placed on mute until the Chairman recognizes the caller to speak. Citizens will be limited to 3 minutes to speak to the Board of Directors.

To speak on a certain agenda item, please call 405-297-2824 or text your request to 405-479-1615, please include the agenda item number and the reason you would like to speak (support, protests, request continuance, i.e.) Please submit your request prior to the beginning of the meeting to avoid receiving your request after your item has been considered. The Secretary will attempt to submit requests received during the meeting to process them to the Chairman.

To speak under “Public Comments” please call (405) 297-2824 or text (405) 479-1615; please list your name, address, phone number and the subject on which you wish to address the Board of Directors.

The Chairman will announce at the beginning of the meeting that if connections are lost, the board will attempt to restore communications for a maximum of 15 minutes and if communications cannot be restored, the meeting will reconvene at a certain date, time and place. If you are disconnected from the teleconference, please try again before calling (405) 297-2824 or texting (405) 479-1615.



BOARD OF DIRECTORS MEETING AGENDA

**APRIL 13, 2020
2:30 p.m.
TELECONFERENCE ONLY**

1. **Call to Order – Brad Henry, RTA Board Chairman**
2. **Roll Call – Brad Henry, RTA Board Chairman**
3. **Consider minutes of February 25, 2020 Regional Transportation Authority Meeting**
4. **Executive Director Reports – Jason Ferbrache, Interim Executive Director**
 - A. Transition Plan Report
 - B. Website Preview
 - C. Transfer of PL Funds
 - D. Fiscal Year 2021 Budget
5. **Committee Reports – Board Directors**
 - A. Property Acquisition Committee
 - B. RFQ Evaluation Committee
6. Request for Qualifications, RTA 20-001 Alternatives Analysis Update, for architect and engineering professional services to update Commuter Corridor Plan, Central Oklahoma Region, and authorize the Interim Executive Director to advertise Request for Qualifications RTA 20-001 upon approval of Federal Highway Administration, or Federal Transportation Authority, or Oklahoma Department of Transportation, or as otherwise directed by the Board.
7. Resolution authorizing the Executive Director to procure and execute the necessary documents to put into effect Director and Officer Liability Insurance, estimated cost \$3,000.



BOARD OF DIRECTORS MEETING AGENDA

8. Receive Financial Reports, Approve March Claims and Ratify Payment of February Claims:

A. Period of January 29, 2020 through February 29, 2020

B. Period of March 1, 2020 through March 31, 2020

9. **Public Comments – Brad Henry, RTA Board Chairman**

10. **New Business – Brad Henry, RTA Board Chairman**

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
MEETING MINUTES
February 25, 2020**

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

RTA Board of Directors Present

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

RTA Board of Directors Absent

Aaron Budd	Midwest City
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Municipal Staff Support Present

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

Guests Present

Kathryn Holmes	Holmes & Associates LLC
Craig Keith, Attorney	COTPA Legal Counsel
Heidi Katz	HNTB
Hayden Harrison	ACOG
Hannah Nolen	ACOG
Lee Nichols	HALFF
Tom Leatherbee	Del City
Mark Seibold	Crafton Tull
Chris Gray	CTA
Derek Sparks	OKC Chamber
Lisa Hubbell	City of OKC
Christy Jameson	City of OKC
Bill Crum	The Oklahoman

COTPA Staff

Jason Ferbrache
Suzanne Wickenkamp
Michael Scroggins
Tysheeka Holley
Iris Newman

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

1. **Welcome and Introductions**

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

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

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

Chairman Henry welcomed everyone and entertained introductions.

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

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

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

Chairman Henry asked for a motion to approve the minutes.

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

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

3. Review and Approve RTA Monthly Financial Report and Claims

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

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

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

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

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

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

No action needed.

5. Update on System Branding Options

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

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

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

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

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

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

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

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

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

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

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

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

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

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

10. **Report from Property Acquisition Committee**

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

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

No action needed.

11. **Report from RFP Evaluation Committee**

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

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

No action needed.

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

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

No action needed.

13. **Public Comments**

14. **New Business**

None.

13. **Adjournment – 2:31 p.m.**

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

APPROVED by the Board of Directors and **SIGNED** by the Chairman of the Regional Transportation Authority of Central Oklahoma, on this ____ day of _____, 2020.

ATTEST:

Mary Mélon, Secretary

Brad Henry, Chairman



TO: Chairman and Board of Directors

FROM: Interim Executive Director

Request for Qualifications, RTA 20-001 Alternatives Analysis Update, for professional services to update the Commuter Corridor Plan, Central Oklahoma Region, and authorize the Interim Executive Director to advertise Request for Qualifications RTA 20-001 upon approval by Federal Highway Administration, or Federal Transportation Authority, or the Oklahoma Department of Transportation, or as otherwise directed by the Board.

Background As per the direction of the Authority, the Evaluation Committee has met several times to develop the RTA Alternatives Analysis Update request for qualifications (RFQ), in order to solicit for professional services to conduct an Alternatives Analysis Update in the Central Oklahoma Region.

The selected consultant will update an Alternatives Analysis (AA) on three rail corridors to identify the costs, benefits, environmental and social impacts, and financial feasibility of the corridors. The goals of this study are to provide the necessary land use and transportation technical analysis including stakeholder and public outreach to support the selection by the RTA of Locally Preferred Alternatives (LPA) for the region.

Staff is recommending the request for qualifications (RFQ) be approved and the Interim Executive Director be authorized to advertise the RFQ upon funding source approval.

Recommendation: Request for Qualifications and authorization to advertise be approved.

Reviewed by:

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

Jason Ferbrache
Interim Executive Director



TO: Chairman and Board of Directors

FROM: Interim Executive Director

Resolution authorizing the Executive Director to execute the necessary documents to put into effect Director Errors and Omissions (E&O) Insurance, estimated cost is \$4,000.

Background As per the direction of the Authority, the Executive Director has requested quotes for the renewal of the Directors Errors and Omissions (E&O) Insurance. Policy providers require additional time to review the RTA Board application and financials before quotes can be provided. Therefore, a final policy was not available at the time this agenda was drafted.

This resolution will authorize the Executive Director to complete the procurement of the E & O insurance policy before the expiration date of May 17, 2020, and execute any documents associated with the policy.

Recommendation: Resolution be adopted.

Reviewed by:

Jason Ferbrache
Interim Executive Director

RESOLUTION NO. 20-003

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

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

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

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

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

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

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

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

ATTEST:

**REGIONAL TRANSPORTATION AUTHORITY
OF CENTRAL OKLAHOMA**

SECRETARY

CHAIRMAN

REVIEWED for form and legality.

Legal Counsel



TO: Chairman and Board of Directors

FROM: Interim Executive Director

Receive Financial Reports, Approve March Claims and Ratify Payment of February Claims:

- A. Period of January 29, 2020 through February 29, 2020
- B. Period of March 1, 2020 through March 31, 2020

Background Attached are the RTA financial reports for the periods ending February 29, 2020 and March 31, 2020.

Also, for the Board's consideration are the claims for the period January 29, 2020 through February 29, 2020, and March 1, 2020 through March 31, 2020.

Recommendation: Receive financial reports and approve claims.

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

Jason Ferbrache
Interim Executive Director

REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA
CASH STATUS REPORT
For the Month Ended February 29, 2020
(Unaudited)

	OPERATING ACCOUNT	INVESTMENT SWEEP	TOTAL
Beginning Balance <i>February 1, 2020</i>			
Cash on Deposit	\$500,000	\$723,289	\$1,223,289
Cash Receipts			
Transfers of Funds-Sweep	13,693,519	13,643,853	27,337,372
Interest/Dividend Earned	671	-	671
Total Cash Receipts	13,694,190	13,643,853	27,338,043
Cash Disbursements			
Legal	2,750	-	2,750
Consultant	42,177	-	42,177
Contract - ACOG	5,251	-	5,251
Sweep Fee	159	-	159
Transfers of Funds-Sweep	13,643,853	13,693,519	27,337,372
Total Cash Disbursements	13,694,190	13,693,519	27,387,709
Ending Balance <i>February 29, 2020</i>			
Cash on Deposit	\$500,000	\$673,623	\$1,173,623

REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA
BALANCE SHEET
As of February 29, 2020 and February 28, 2019
(Unaudited)

	<u>2020</u>	<u>2019</u>	<u>Current Year % Change</u>
<u>ASSETS</u>			
<u>Current Assets:</u>			
Cash & Cash Equivalents:			
Chase Operating Account	\$500,000	\$-	N/A
Chase Investment Sweep	673,623	-	N/A
Total Cash & Cash Equivalents	<u>1,173,623</u>	<u>-</u>	<u>N/A</u>
Accounts Receivable	-	1,565,132	-100%
Total Current Assets	<u>1,173,623</u>	<u>1,565,132</u>	<u>-25%</u>
Total Assets	<u><u>1,173,623</u></u>	<u><u>1,565,132</u></u>	<u><u>-25%</u></u>
<u>LIABILITIES</u>			
<u>Short-term Liabilities:</u>			
Deferred Revenue			
Unearned Revenue	1,173,623	1,565,132	-25%
Total Deferred Revenue	<u>1,173,623</u>	<u>1,565,132</u>	<u>-25%</u>
Total Short-term Liabilities	<u>1,173,623</u>	<u>1,565,132</u>	<u>-25%</u>
Total Liabilities	<u>1,173,623</u>	<u>1,565,132</u>	<u>-25%</u>
 Total Liabilities and Net Assets	 <u><u>\$1,173,623</u></u>	 <u><u>\$1,565,132</u></u>	 <u><u>-25%</u></u>

REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA
STATEMENT OF REVENUES AND EXPENDITURES
For the One Month and Eight Months ended February 29, 2020 and February 28, 2019
(Unaudited)

	February 2020 Current	February 2020 Year to Date	February 2019 Current	February 2019 Year to Date
<u>REVENUE</u>				
Dividend Income	\$671	\$1,687	\$-	\$-
Beneficiary Donations:				
Del City	1,173	5,271	650	650
Edmond	4,477	20,114	2,483	2,483
Midwest City	2,990	13,434	1,658	1,658
Moore	3,029	13,610	1,680	1,680
Norman	6,100	27,408	3,383	3,383
Oklahoma City	31,897	143,311	17,689	17,689
Total Revenue	<u>50,337</u>	<u>224,836</u>	<u>27,544</u>	<u>27,544</u>
<u>EXPENDITURES</u>				
Administrative Services	5,251	17,503	5,258	5,258
Insurance	-	2,497	-	-
Legal Services	2,750	12,563	-	-
Consultant Fees	42,177	191,882	22,287	22,287
Investment Fees	159	392	-	-
Total Expenditures	<u>50,337</u>	<u>224,836</u>	<u>27,544</u>	<u>27,544</u>
Net Revenue over Expenditures	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>

REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA
LOCAL FUNDING
As of February 29, 2020
(Unaudited)

LOCAL SPLIT	Population	% Population	Local Share Contributed	Spent	Funds Remaining
Del City	21,332	2.3621%	\$49,579	\$21,858	\$27,722
Edmond	81,405	9.0138%	189,200	83,412	\$105,788
Midwest City	54,371	6.0204%	126,368	55,711	\$70,657
Moore	55,081	6.0990%	128,018	56,439	\$71,579
Norman	110,925	12.2825%	257,810	113,660	\$144,150
Oklahoma City	579,999	64.2222%	1,348,024	594,298	\$753,726
Total Revenue	903,113	100.0000%	\$2,099,000	\$925,377	\$1,173,623

After March, 2020 Claims:

LOCAL SPLIT	Population	% Population	Local Share Contributed	Spent	Funds Remaining
Del City	21,332	2.3621%	\$49,579	\$22,325	\$27,255
Edmond	81,405	9.0138%	189,200	85,194	\$104,006
Midwest City	54,371	6.0204%	126,368	56,901	\$69,467
Moore	55,081	6.0990%	128,018	57,645	\$70,374
Norman	110,925	12.2825%	257,810	116,088	\$141,722
Oklahoma City	579,999	64.2222%	1,348,024	606,993	\$741,031
Total Revenue	903,113	100.0000%	\$2,099,000	\$945,145	\$1,153,855

REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA
CASH STATUS REPORT
For the Month Ended March 31, 2020
(Unaudited)

	OPERATING ACCOUNT	INVESTMENT SWEEP	TOTAL
Beginning Balance <i>March 1, 2020</i>			
Cash on Deposit	\$500,000	\$673,623	\$1,173,623
Cash Receipts			
Transfers of Funds-Sweep	11,458,924	10,785,301	22,244,225
Interest/Dividend Earned	601	-	601
Total Cash Receipts	11,459,525	10,785,301	22,244,827
Cash Disbursements			
Consultant	18,047	-	18,047
Contract - ACOG	1,721	-	1,721
Sweep Fee	143	-	143
Transfers of Funds-Sweep	10,785,301	11,458,924	22,244,225
Total Cash Disbursements	10,805,212	11,458,924	22,264,136
Ending Balance <i>March 31, 2020</i>			
Cash on Deposit	\$1,154,313	\$-	\$1,154,313

REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA
BALANCE SHEET
As of March 31, 2020 and 2019
(Unaudited)

	<u>2020</u>	<u>2019</u>	<u>Current Year % Change</u>
<u>ASSETS</u>			
<u>Current Assets:</u>			
Cash & Cash Equivalents:			
Chase Operating Account	\$1,154,313	\$-	N/A
Chase Investment Sweep	-	-	N/A
Total Cash & Cash Equivalents	<u>1,154,313</u>	<u>-</u>	<u>N/A</u>
Accounts Receivable	-	1,532,969	-100%
Total Current Assets	<u>1,154,313</u>	<u>1,532,969</u>	<u>-25%</u>
Total Assets	<u><u>1,154,313</u></u>	<u><u>1,532,969</u></u>	<u><u>-25%</u></u>
<u>LIABILITIES</u>			
<u>Short-term Liabilities:</u>			
Deferred Revenue			
Unearned Revenue	1,154,313	1,532,969	-25%
Total Deferred Revenue	<u>1,154,313</u>	<u>1,532,969</u>	<u>-25%</u>
Total Short-term Liabilities	<u>1,154,313</u>	<u>1,532,969</u>	<u>-25%</u>
Total Liabilities	<u>1,154,313</u>	<u>1,532,969</u>	<u>-25%</u>
 Total Liabilities and Net Assets	 <u><u>\$1,154,313</u></u>	 <u><u>\$1,532,969</u></u>	 <u><u>-25%</u></u>

REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA
STATEMENT OF REVENUES AND EXPENDITURES
For the One Month and Nine Months ended March 31, 2020 and 2019
(Unaudited)

	March 2020 Current	March 2020 Year to Date	March 2019 Current	March 2019 Year to Date
<u>REVENUE</u>				
Dividend Income	\$601	\$2,288	\$-	\$-
Beneficiary Donations:				
Del City	456	5,727	760	1,410
Edmond	1,741	21,855	2,899	5,382
Midwest City	1,163	14,597	1,936	3,595
Moore	1,178	14,788	1,962	3,642
Norman	2,372	29,780	3,950	7,334
Oklahoma City	12,401	155,712	20,656	38,345
Total Revenue	<u>19,911</u>	<u>244,747</u>	<u>32,163</u>	<u>59,708</u>
<u>EXPENDITURES</u>				
Administrative Services	1,721	19,224	4,596	9,853
Insurance	-	2,497	-	-
Legal Services	-	12,563	-	-
Consultant Fees	18,047	209,928	27,568	49,854
Investment Fees	143	535	-	-
Total Expenditures	<u>19,911</u>	<u>244,747</u>	<u>32,163</u>	<u>59,708</u>
Net Revenue over Expenditures	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>

REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA
LOCAL FUNDING
As of March 31, 2020
(Unaudited)

LOCAL SPLIT	Population	% Population	Local Share Contributed	Spent	Funds Remaining
Del City	21,332	2.3621%	\$49,579	\$22,314	\$27,265
Edmond	81,405	9.0138%	189,200	85,152	\$104,048
Midwest City	54,371	6.0204%	126,368	56,874	\$69,494
Moore	55,081	6.0990%	128,018	57,617	\$70,402
Norman	110,925	12.2825%	257,810	116,031	\$141,779
Oklahoma City	579,999	64.2222%	1,348,024	606,698	\$741,325
Total Revenue	903,113	100.0000%	\$2,099,000	\$944,687	\$1,154,313

After April, 2020 Claims:

LOCAL SPLIT	Population	% Population	Local Share Contributed	Spent	Funds Remaining
Del City	21,332	2.3621%	\$49,579	\$22,526	\$27,053
Edmond	81,405	9.0138%	189,200	85,962	\$103,238
Midwest City	54,371	6.0204%	126,368	57,415	\$68,953
Moore	55,081	6.0990%	128,018	58,164	\$69,854
Norman	110,925	12.2825%	257,810	117,135	\$140,675
Oklahoma City	579,999	64.2222%	1,348,024	612,467	\$735,556
Total Revenue	903,113	100.0000%	\$2,099,000	\$953,669	\$1,145,331

Regional Transportation Authority of Central Oklahoma Payment Claims

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

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

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

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

TREASURER:

**REGIONAL TRANSPORTATION AUTHORITY OF
CENTRAL OKLAHOMA**

James P. Boggs

Brad Henry, Chairman

ATTEST:

Mary Mélon, Secretary



HOLMES & ASSOCIATES LLC

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

Invoice #0320

March 1, 2020

EIN: 82-1144150
Supplier ID: 231866

Client

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

Date	Billor	Description	Hours/Qty	Rate	Amount
2/01/2020	KAH	RTA - TIME: Total time billed by K Holmes for the period 2/01/2020 to 2/29/2020	42.25	395.00	\$16,688.75
2/01/2020	KAH	RTA - COSTS: Total costs incurred by KAH			\$1,358.09

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

Invoice Balance Due \$18,046.84



INVOICE #7369

SEND PAYMENT TO:
ACOG
4205 N Lincoln Blvd
Oklahoma City, OK 73105
P: 405.234.2264

INVOICE TO:
Regional Transportation Authority of
Central Oklahoma

March 12, 2020

DESCRIPTION	QTY	UNIT COST	TOTAL
ACOG Feb 2020 Staff Services for RTA			
Salaries \$ 3,546.16 x 20%			709.23
Fringe Benefits \$ 1,493.64 x 20%			298.73
Indirect Cost \$ 3,431.10 x 20%			686.22
Conference Call Jan 29, 2020 \$ 10.00 x 20%			2.00
Online filing of 2019 1099 tax forms 100%			24.95
		TOTAL DUE	<u>\$1,721.13</u>

* PLEASE MAKE CHECKS PAYABLE TO ACOG

THANK YOU!

Association of Central Oklahoma Governments



Regional Transportation Authority of Central Oklahoma Payment Claims

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

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

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

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

TREASURER:

**REGIONAL TRANSPORTATION AUTHORITY OF
CENTRAL OKLAHOMA**

James P. Boggs

Brad Henry, Chairman

ATTEST:

Mary Mélon, Secretary



HOLMES & ASSOCIATES LLC

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

Invoice #0420

April 1, 2020

EIN: 82-1144150
Supplier ID: 231866

Client

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

Date	Billor	Description	Hours/Qty	Rate	Amount
3/01/2020	KAH	RTA - TIME: Total time billed by K Holmes for the period 3/01/2020 to 3/31/2020	10	395.00	\$3,950.00
3/01/2020	KAH	RTA - COSTS: Total costs incurred by KAH			\$0.00

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

Invoice Balance Due \$3,950.00



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

INVOICE

BILL TO

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

INVOICE # 11784

DATE 04/01/2020

DUE DATE 05/01/2020

TERMS Net 30

P.O. NUMBER

XXXX

REFERENCE

RTA WEBSITE

DESCRIPTION	QTY	RATE	AMOUNT
Account Service	2	185.00	370.00
Creative - Design the site graphics, User interface and User experience (Home, Expanded Bus, Commuter Rail, Street Car, Other Mode Pages and Download ability in pages: History Page, News Page, Presentations Page and Minutes & Agenda	8	185.00	1,480.00
Software Development / HTML Production / Javascript for Paralax Scrolling	12	185.00	2,220.00
Implement Off the shelf or pre-written Press Release System, Subscribe Form, Contact Form	5	185.00	925.00
QA / Proofreading / Browser Testing	2	185.00	370.00
Creative Out of Pockets, Print outs, supplies, stock photography	1	200.00	200.00
Discount 10% for Services	1	-	-573.50
		573.50	
		0	
1-year.com email subscription for info@rtaok.org			41.26

Thank you for your business!

BALANCE DUE

\$5,032.76