



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

WEDNESDAY, JANUARY 29, 2020 | 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 Minutes - Brad Henry, RTA Board Chair
 - A. December 11 Regular Meeting Minutes ([Attachment 2-A](#))
 - B. January 7 Special Meeting Minutes ([Attachment 2-B](#))
3. Review and Approve RTA Monthly Financial Report and Claims ([Attachment 3](#)) - Mark W. Sweeney, Interim RTA Executive Director
4. Review and consider approval of [Memorandum of Understanding \(MOU\)](#) for Interim Administrative Services between the Central Oklahoma Transportation and Parking Authority (COTPA) and RTA - Brad Henry, RTA Board Chair
5. Review and consider approval of [Press Release Regarding Agreement with COTPA for Interim Administrative Services](#) - Brad Henry, RTA Board Chair
6. Report from Property Acquisition Subcommittee - Marion Hutchison, RTA Board Vice-Chair
7. Discuss and consider approval of funds to develop RTA website, logo, rebranding (i.e., possible name change), and marketing materials - Marion Hutchison, RTA Board Vice-Chair
8. Update on discussion with BNSF and discuss and consider approval of date for a special board workshop with BNSF - Kathryn Holmes, RTA Consultant
9. Update on FHWA planning funds and upcoming meeting between RTA, ODOT and FHWA - Brad Henry, RTA Board Chair, and Kathryn Holmes, RTA Consultant

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

10. Update on Directors and Officers Liability Insurance Policy – Brad Henry, RTA Board Chair
11. Public Comments – Brad Henry, RTA Board Chair
12. New Business – Consideration and possible Board action concerning any matters not known about and which could not have been reasonably foreseen at the time of the posting of the agenda – Brad Henry, RTA Board Chair.
13. Adjourn

Next Meeting: Tuesday, February 25, 2020 at 2:30 p.m.

EMBARK Large Conference Room at 431 W. Main Street, Suite B

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-A

DECEMBER 11, 2019 MINUTES

A regular meeting of the Regional Transportation Authority (RTA) was convened at 2:30 p.m. on Wednesday December 11, 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
James Boggs
Aaron Budd
Marion Hutchison

Entity

Del City
Edmond
Midwest City
Norman

RTA Board of Directors Absent

Brad Henry
Mary Melon
Steve Eddy

Oklahoma City
Oklahoma City
Moore

Municipal Staff Support Present

Billy Harless, ADA Project Director
Randy Entz
Brooks Mitchell

Midwest City
Edmond
Moore

Guests Present

Kathryn Holmes
Pete White, Attorney
Mike Patterson
Heidi Katz
Pete White, Attorney
Derek Sparks

RTA Consultant
ACOG Legal Counsel
HNTB
HNTB
ACOG Legal Counsel
Greater Oklahoma City Chamber

ACOG Staff

Mark W. Sweeney
John Sharp
Debbie Cook
Jennifer Sebesta
Hayden Harrison
Jordan Evans
Gwendolyn Gordon

Position

Executive Director
Deputy Director
Director of Finance
Manager, TPS
Projects Coordinator II, TPS
Assistant Planner - Multimodal, TPS
Administrative Assistant

1. Welcome and Introductions

Acting Chair Marion Hutchison called the meeting to order. He welcomed everyone and entertained introductions. There was a quorum.

2. Review and Approval of the November 13, 2019 Minutes

Director Ken Bartlett made a motion to approve the November 13, 2019 minutes. Director Aaron Budd seconded the motion. The motion carried unanimously. (4-0)

3. Review and Approve RTA Monthly Financial Report and Claims

Mark Sweeney informed the Board that in addition to the monthly financial report, there is a claims report for consideration and approval that shows exactly where the money is being allocated; e.g., Holmes & Associates, and legal counsel Pete White. Director Marion Hutchison asked Director James Boggs to update the Board after his discussion with Debbie Cook and John Sharp. Director James Boggs said the 80/20 administrative funding split is appropriate. Director Boggs acknowledge that last month, because of the timing and the way ACOG does their payroll, there were not any expenses paid to ACOG. Director James Boggs said Holmes & Associates fee is for two months and we need to thank Kathryn Holmes for her patience. He said the MOU might be vague but when Director Brad Henry is back, he might want to revisit the MOU, but everything is appropriate to date.

Director Marion Hutchison said the Board can get some clarification on the administrative costs in the future.

Director Marion Hutchison asked for any comments or discussions on the financial report. John Sharp said ACOG was going to meet with Director James Boggs in the spring to discuss the annual audit and other issues going forward for next year. Director James Boggs said that is correct and said anyone on the Board who wants to be a part of that discussion is welcome.

Director James Boggs thanked John Sharp and Debbie Cook for all their hard work.

Director Marion Hutchison asked for a motion to approve the claims. Director Budd made a motion to approve the claims. Director Ken Bartlett seconded the motion. The motion carried unanimously (4-0).

4. Report from the RFP Evaluation Subcommittee

Director Marion Hutchison filled in for Director Steve Eddy. He said the RFP Evaluation Subcommittee is moving forward with more additions to the RFP. They are expecting to release the RFP after the first of the year.

5. Discussion of RTA Website

Director Marion Hutchison said discussion concerning the RTA website came up at the previous meeting. He feels it is important as the RTA begins to create their own identity to have their own website. Director Marion Hutchison said he recommends this and hopes everyone else on the Board thinks this is a good idea to move toward.

John Sharp said it would be a good idea to get pricing for a website and Director Marion Hutchison agreed. Mark Sweeney said the RTA has the benefit of being on ACOG's system and they will have to spend money on design and a new host. Director Marion Hutchison said because of some of the non-profits he is involved with, they are

not that expensive. He said he thinks it is something the Board should look at moving forward.

Kathryn Holmes said there is a timing issue that came up in the context of the RFP. Where are the consultants going to get information about the RFP and the data that is available for background research and information on what domain name they are going to write to, if they have questions? She said the RFP will be published before their next meeting. Do you want to have the domain name RTA.org or do you want to continue to go through ACOG and have someone with ACOG opening the mail for RTA?

Kathryn Holmes said there is a logistic issue that needs to be resolved. Director Marion Hutchison agreed with Ms. Holmes and said the RTA domain would be the most important part. Kathryn Holmes said they must figure out who is going to open the mail, if it is something the interim staff is going to do, have herself as the owner representative to open the mail or hire someone separately.

Director Marion Hutchison said he has viewed Go Daddy and looked at what is available, RTAOK.org is available also RTACOK.org. Director Marion Hutchison suggested sending an email to all the Board to get an idea what domain they would like. Director James Boggs said he was okay with Marion Hutchison picking the domain or having the chair pick the name. John Sharp and Mark Sweeney suggested the name RTACO; Director Marion Hutchison said the name was a little much and might be hard to remember. He prefers the name RTAOK.org because it is simple and easier to remember. Director Marion Hutchison said this is not an action item; therefore, he would come up with something later.

Director Marion Hutchison said before we proceed with Public Comments, there was an item on the draft agenda that was removed but he noticed that there were handouts given to the Board regarding the release of the RFP and the planning funds. He said the Chair previously responded to the letter and there was a difference of opinion on the information provided. Director Brad Henry thought it best to remove it from the final agenda. He said they will be having further discussion on the RFP.

Director James Boggs asked if the letter provided is the same as the one the emailed to the Board; Director Marion Hutchison responded yes. Kathryn Holmes said the letter does not include the response from Director Brad Henry and therefore the whole story has not been published.

Director James Boggs asked for confirmation from Director Marion Hutchison that the item was originally on the agenda and was removed. Director Marion Hutchison said yes.

6. Public Comments

Mark Sweeney said in relation to the letter that was given to the Board, if anyone of them wanted to reach out to him and discuss the letter further, to please contact him. Mr. Sweeney said the statement in the letter is something ACOG stands by.

Director Marion Hutchison said because the whole Board is not present that a discussion is inappropriate at this time. Director James Boggs agreed that now is not the time for the discussion. Mark Sweeney said that is why he asked the Board if they have questions, to feel free to contact him.

7. New Business

None

8. Adjourn

Director Marion Hutchison asked for a motion to adjourn the meeting. Director Ken Bartlett made a motion to adjourn. Director Aaron Budd seconded the motion. The motion carried Unanimously (4-0). The meeting adjourned at 2:50 p.m.

ATTACHMENT 2-B

JANUARY 7, 2020 SPECIAL MEETING MINUTES

A **special** meeting of the Regional Transportation Authority (RTA) was convened at 2:00 p.m. on Tuesday January 7, 2020 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
James Boggs
Aaron Budd
Steve Eddy
Marion Hutchison
Brad Henry
Mary Melon

Entity

Del City
Edmond
Midwest City
Moore
Norman
Oklahoma City
Oklahoma City

RTA Board of Directors Absent

None

Municipal Staff Support Present

Mark Edwards	Del City
Shawn O’Leary, Director Public Works	Norman

Guests Present

Pete White, Attorney	ACOG Legal Counsel
Hon. Floyd Eason, Mayor	Del City
Derek Sparks	Greater Oklahoma City Chamber

ACOG Staff

Mark W. Sweeney	Executive Director
John Sharp	Deputy Director
Jennifer Sebesta	Manager, TPS
Gwendolyn Gordon	Administrative Assistant

1. Welcome and Introductions

Chair Brad Henry called the meeting to order at 2:05 p.m. He welcomed everyone and entertained introductions. There was a quorum.

2. Proposed Executive Session – Brad Henry RTA Board Chair

Chair Brad Henry asked for a motion to move into Executive Session. Director Mary Mélon made the motion to move into Executive Session. Director Marion Hutchison seconded the motion. The motion carried unanimously (7-0).

Meeting closed to the public; session was not recorded for the record by ACOG staff.

3. Open Public Meeting – Brad Henry RTA Board Chair

Chair Brad Henry said he had nothing to report from the Executive Session and asked the Board if there needs to be discussion or motion.

Director Marion Hutchison made a motion to terminate the Memorandum of Understanding (MOU) between RTA Board and ACOG for administrative services effective January 31, 2020, unless another day is mutually agreed to both parties. Director Mary Mélon seconded the motion. The motion carried with the following votes:

AYE: Bartlett, Boggs, Hutchison, Henry, and Mélon.

NAY: Budd, Eddy

ABSTAIN: None

4. Public Comments – Brad Henry RTA Board Chair

None

5. Adjourn

Director Marion Hutchison asked for a motion to adjourn the meeting. Director Ken Bartlett made a motion to adjourn. Director Marion Hutchison seconded the motion. The motion carried unanimously (7-0). The meeting adjourned at 5:00 p.m.

ATTACHMENT 3

RTA LOCAL FUNDING

Attachment

BE IT RESOLVED, that on this 29th day of January 2020, the following claims for payment are approved by the Regional Transportation Authority of Central Oklahoma (RTA); and the Executive Director and ACOG staff are directed to electronically pay such claims from the RTA bank account.

ACOG Administrative Services (20%)

Salaries	\$ 1,825.90	
Fringe Benefits	769.07	
Indirect Costs	<u>1,766.65</u>	
Total Personnel Costs (Nov & Dec)		\$ 4,361.62
Mileage		
Postage		
Printing		
Special Projects		
Supplies		
Telephone	2.04	
Travel		
Total ACOG Administrative Services (20%)		<u>\$ 4,363.66</u>

ACOG Administrative Services (100%)

Supplies - RTA check stock	<u>317.80</u>	
Total ACOG Administrative Services		\$ 4,681.46

RTA Operating/Maintenance 100%

Holmes & Associates (Consultant - Dec)	21,369.28	
Peter S White, P.C. (Legal - Nov & Dec)	3,375.00	
Total January Claims		<u><u>\$ 29,425.74</u></u>

ATTEST:

CHAIRMAN

TREASURER

REGIONAL TRANSIT AUTHORITY
CASH STATUS REPORT
FOR THE MONTH ENDED DECEMBER 2019

	OPERATING ACCOUNT	INVESTMENT SWEEP	TOTAL
Beginning Balance <i>December 1, 2019</i>			
Cash on Deposit	\$ 500,000.00	\$ 826,838.72	\$ 1,326,838.72
Cash Receipts			
Transfers of Funds-Sweep	16,469,447.46	16,394,774.79	32,864,222.25
Transfers of Funds-Note 1	33.18	-	33.18
Interest/Dividend Earned	302.11	-	302.11
Miscellaneous	-	-	-
Total Cash Receipts	<u>\$ 16,469,782.75</u>	<u>\$ 16,394,774.79</u>	<u>\$ 32,864,557.54</u>
Cash Disbursements			
Legal	\$ 2,437.50	\$ -	\$ 2,437.50
Consultant	69,874.43	-	69,874.43
Contract - ACOG	2,628.07	-	2,628.07
Sweep Fee	67.96	-	67.96
Transfers of Funds-Sweep	16,394,774.79	16,469,447.46	32,864,222.25
Miscellaneous - Void Check	-	-	-
Total Cash Disbursements	<u>\$ 16,469,782.75</u>	<u>\$ 16,469,447.46</u>	<u>\$ 32,939,230.21</u>
Ending Balance <i>December 31, 2019</i>			
Cash on Deposit	<u>\$ 500,000.00</u>	<u>\$ 752,166.05</u>	<u>\$ 1,252,166.05</u>

At close of business, funds are swept out of the operating account and into the investment sweep. The beginning of the next business day, the funds are swept out of the investment sweep account and back into the operating account. All of the monthly transfers are shown in order for the ending balances to agree with the reconciled bank statement.

Note 1 - Final Transfer from ACOG to open bank account.