



BOARD OF DIRECTORS MEETING MINUTES

The regular scheduled meeting of the Regional Transportation Authority (RTA) scheduled to convene at 2:30 p.m. was canceled and a special virtual meeting was convened at 1:00 p.m. on Wednesday, July 15, 2020, via teleconference. The agenda via teleconference was filed with the City Clerks of the City of Del City, the City of Edmond, the City of Midwest City, the City of Moore, the City of Norman, The City of Oklahoma City, and the Oklahoma County Clerk on July 13, 2020, at 12:49 p.m.. The Chair announced if the teleconference is disconnected anytime during the meeting, the meeting shall be stopped and reconvened once the audio connections is restored. If communication is unable to be restored within 15 minutes, items remaining for consideration will be moved to a certain date and time.

RTA Board of Directors Present

Brad Henry, Chairman
Marion Hutchison, Vice Chairman
James Boggs, Treasurer
Mary Mélon, Secretary
Donald Vick
Aaron Budd
Steve Eddy

Entity

Oklahoma City
Norman
Edmond
Oklahoma City
Del City
Midwest City
Moore

RTA Board of Directors Absent

None

Municipal Staff Support Present

Randy Entz, Edmond
Josh Moore, Edmond
Billy Harless, Midwest City
Tom Leatherbee, Del City

Guests Present

Kathryn Holmes, Holmes & Associates LLC
Heidi Katz, HNTB
Hayden Harrison, ACOG
Hannah Nolen, ACOG
Lee Nichols, HALFF
Mark Seibold, Crafton Tull
Chris Gray, CTA
Derek Sparks, OKC Chamber
Christy Jameson, City of OKC
Bill Crum, The Oklahoman
Taylor Johnson, City of Norman
Ernie Mbroh, ODOT
Christy Jameson, City of OKC
Linda Koenig
Abra Nusser

COTPA Staff

Jason Ferbrache, Interim Executive Director
Hailey Rawson, COTPA Legal Counsel
Suzanne Wickenkamp, Administrative Manager, COTPA
Michael Scroggins, Public Information Manager
Tysheeka Holley, Graphic Design Specialist
Iris Newman, Administrative Assistant
Lisa K. Hubbell, Trust Specialist
Justin Broesel, EMBARK

REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA**JULY 15, 2020****1:00 P.M.****SPECIAL VIRTUAL MEETING AGENDA**

1. Call to Order – Brad Henry, RTA Board Chairman

Governor Henry called the meeting to order at

2. Roll Call – Brad Henry, RTA Board Chairman

The clerk called the roll.

PRESENT: Boggs, Budd, Eddy, Henry, Hutchison, Mélon, and Vick.

ABSENT: None

3. Minutes of June 17, 2020 Regional Transportation Authority Meeting

APPROVED. Moved by Vick, seconded by Melon. AYES: Boggs, Budd, Eddy, Henry, Hutchison, Mélon, and Vick.

4. Executive Director Reports – Jason Ferbrache, Interim Executive Director*A. Administration Report*

Suzanne Wickenkamp presents

- Holmes and Associates
- Internal Financial
- Policy development for Capitol Assets and Travel

5. Committee Reports – Board of Directors*A. Property Acquisition Committee – Discussion with BNSF Railroad*

Marion Hutchinson reported there were no additional meetings.

Kathryn Holmes did Power Point presentation.

The North/South Commuter Rail Corridor; Regional Fixed Guideway Study

CCS evaluated three transportation corridors.

2017 Conceptual Timeline

Discussed the purpose of the review

Had an early conversation with BNSF to see if possible. Asked the board to start thinking about service parameters and conditions and understand the tradeoffs among these conditions. Will have a discussion with BNSF later today.

Director Budd asked: Is the retainer for 4 years. Kathryn replied it is a four-year contract.

B. RFQ Evaluation Committee

Director Eddy commented.

June 17th the board authorized the staff to begin contract negotiations with Kimley Horn. July 1st Henry & Eddy met, had 1st contract negotiations with Kimley Horn. Discussed scope of work. Negotiations went well, asked them to resubmit fee proposals and scope of work. Not sure how long the process will take. Will not exceed the 8 million over four years. July 8th Kimley Horn submitted scope of work and fee. July 9th, second meet with Kimley Horn.

Director Hutchinson commented. The 8 million is not just for the study. The number in year one will determine if we can do a commuter rail.

Kathryn Holmes commented

- 6. Renewal of Professional Service Agreement with Holmes and Associates, LLC**, extending the term of the agreement from September 19, 2020 to September 18, 2022, estimated annual cost \$500,035.

Chairman Henry commented that contract was with ACOG. Assigned Holmes & Associate to the RTA. Expires Sept. 2020.

Interim Executive Director commented on the scope of work and discussed the annual cost.

Chairman Henry that this agreement is the same. Look at Exhibit A to see full scope of services.

Kathryn commented on working with local communities on transit.

Director Vick commented on professional liability insurance, not in contract.

Kathryn stated that she does have Professional liability insurance. 3 million.

Director Vick recommended an attaching an amendment to include Professional Liability Ins.

Ferbrache suggested bringing an amendment back to the board next month.

Hailey agrees that we could bring an amendment and attach to the contract.

APPROVED. Moved by Vick, seconded by Boggs. AYES: Boggs, Budd, Eddy, Henry, Hutchison, Mélon, and Vick.

- 7. Agreement with the Central Oklahoma Transportation and Parking Authority**, assigning the Regional Transportation Authority of Central Oklahoma as a sub-recipient for federal mass transit funding for the Oklahoma City urbanized area, estimated cost \$700,000.

Chairman Henry recommended Amending 3rd line transit funding amount should be 700,000 instead of estimated cost.

AMMENDED. Moved by Hutchinson, seconded by Melon. AYES: Boggs, Budd, Eddy, Henry, Hutchinson, Melon and Vick.

APPROVED. Moved by Boggs, seconded by Hutchinson. AYES: Boggs, Budd, Eddy, Henry, Hutchison, Mélon, and Vick.

- 8. Professional Services Contract with Kimley-Horn**, to update the Alternative Analysis of the Commuter Corridor Study, July 15, 2020 to July 14, 2024, cost not to exceed \$8,068,404; and authorize Notice to Proceed for Task Order 1, cost not to exceed total maximum fee of \$699,404.

Chairman Henry commented; Kimley Horn can be of great assistance to us beyond the AA study. Discussed funding. The tasks that have been outlined are tasks that will need to be done. Task orders must be approved by the board. No invoices until task order have been approved.

Kathryn stated its difficult to anticipate. Feels confident of what is laid out for year one. Will come back with a more refined scope of work each year. Funding will be available for each task order.

Henry we are not obligated to pay 8 million, tasks will be outlined and detailed.

Hutchison...get used to seeing larger numbers. This is what you deal with in these

Eddy...is there Professional Liability Ins?

Hailey commented Exhibit A...Kimley Horn does have insurance.

Kathryn it is found in Exhibit G

APPROVED. Moved by Hutchison, seconded by Eddy. AYES: Boggs, Budd, Eddy, Henry, Hutchison, Mélon, and Vick.

- 9. Request for Proposal, RTA 21-001 External Audit Services**, for independent auditing services for the period of February 2019 to June 30, 2020, estimated cost \$15,000.

APPROVED. Moved by Melon, seconded by Hutchison. AYES: Boggs, Budd, Eddy, Henry, Hutchison, Mélon, and Vick.

Chairman Henry have appointed James Boggs, Aaron Budd and Donald Vick to...

10. Receive Financial Report, and Ratify and Approve Claims

A. Period of June 1, 2020 through June 30, 2020

Interim Executive Director commented on cash status report, cash balance report, statement of claims and liability insurance renewal.

RECEIVED. Moved by Eddy, seconded by Boggs. AYES: Boggs, Budd, Eddy, Henry, Hutchison, Mélon, and Vick.

11. Public Comments – Brad Henry, RTA Board Chairman

None

12. Executive Session – Hailey Rawson, Legal Counsel

Enter into Executive Session to discuss real property acquisition with BNSF Railroad, as authorized by 25 O.S. (2019) §307 (B)(3).

ENTERED INTO EXECUTIVE SESSION. Moved by Melon, seconded by Budd. AYES: Boggs, Budd, Eddy, Henry, Hutchison, Mélon, and Vick.

13. Reconvene and Provide Executive Session Reportable Action(s)– Brad Henry, RTA Board Chairman

Kathryn Holmes stated that BNSF is here for discussion only,

Courtney Estes with BNSF agreed, no commitment today. Here for discussion and to answer questions.

Director Hutchinson stated that we're now prepared.

DJ Mitchell opened up the floor for questions. Stated what is the mission of commuter rail service; discussed the length of a commuter train; 7 ½ miles;

Director Hutchinson asked how are you able to manage that capacity of freight?

Mitchell replied to very comfortable accommodating; 97% on time. Design and build the capacity...

Director Hutchison...

Mitchell will probably need more track in OKC. What kind of service do you want to run. Depending on service objective. Put your mind around what you're trying to accomplish. We will build out what you need to be able to run our freight

Chairman Henry directed to DJ...capitol cost?

DJ explained we may be able to keep it to a 2 track operation; or 3 track like in Seattle. 10 million a mile to build a third track. If you can stay within a 2 track, If consuming both tracks, will need a third track.

Director Melon...are there any that haven't been successful. Anything we should avoid doing? What's the plan going forward since COVID19.

DJ explained no one started rail service and then stopped. Mentioned carrying only 3000 passengers a day since COVID19. Going forward, planning for a basic service.

Chairman Henry asked DJ to talk about station alignment. What is your advice in terms of how we should operate.

DJ commented that having so many stations. Most have 5 stops. Integrate highway planning with rail transit planning so that they compliment each other.

Director Boggs commented on if we would be the ideal partner, what's the next big thing you'd want to see the board focus on.

DJ what do you want to accomplish? We're here to work with communities.
DJ stated that these kinds of conversations are important. Willing to meet anytime to discuss.

Hutchinson...we just approved contract with Kimley Horn. As we move forward, how does DJ and his information integrate.

Kathryn...suggested staying highly connected. Will work effectively and efficiently together, as to not duplicate our efforts.

Budd...is there anything we haven't brought up?

DJ...no

Henry...we appreciate the relationship with a Rail partner. Has been very beneficial; appreciate offer to continue dialogue. Thanked Courtney and DJ.

Chairman Henry reconvened the special virtual meeting at 2:00 p.m. and stated there were no reportable actions taken in Executive Session.

Chairman Henry reconvened the special virtual meeting at 3:43 p.m.

Moved by Vick. Seconded by Budd. AYES: Boggs, Budd, Eddy, Henry, Hutchison, Mélon, and Vick.

14. 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.

None

15. Adjourned at 3:55 p.m.

Moved by Vick. Seconded by Melon. AYES: Boggs, Budd, Eddy, Henry, Hutchison, Melon, and Vick.