



# BOARD OF DIRECTORS SPECIAL MEETING AGENDA

**WEDNESDAY, OCTOBER 21, 2020**

**2:30 P.M.**

**420 W. MAIN STREET, OKLAHOMA CITY, OK**

**10<sup>TH</sup> FLOOR CONFERENCE ROOM**

## **SPECIAL MEETING**

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### **DIRECTORS:**

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

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**Virtual Meeting:** <https://okc.zoom.us/j/97260405402>

**Meeting ID: 972 6040 5402**  
**Passcode: 096470**



# BOARD OF DIRECTORS SPECIAL MEETING AGENDA

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## MEETING

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.

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## VIRTUAL MEETING

**Phone No: 1-346-248-7799 or 1-888-475-4499 (toll free)**

**Meeting ID: 972 6040 5402**

**Passcode: 096470**

Due to COVID-19 social distancing recommendations, RTA encourages virtual participation in the public meeting from the residents of Oklahoma City, Del City, Edmond, Midwest City, Moore and Norman. 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 speak on a certain agenda item, place a call, in advance of the meeting to 405-297-2824 or text your request in advance of the meeting to 405-479-1615 or email [lisa.hubbell@okc.gov](mailto:lisa.hubbell@okc.gov). Include your name, the agenda item number and the reason you would like to speak. **Please submit your request prior to the beginning of the meeting to avoid receiving your request after your item has been considered.** Staff will attempt to submit requests received during the meeting to process them to the Chair. When you are recognized by the Chair, please press \*6 to unmute your phone.

If the virtual meeting is disconnected, staff will attempt to restore communications for a maximum of 15 minutes and if communications cannot be restored, the meeting will reconvene to the next regularly scheduled meeting. If you are disconnected, please try again before calling 405-297-2824 or texting 405-479-1615.



# BOARD OF DIRECTORS SPECIAL MEETING AGENDA

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## AGENDA

October 21, 2020

2:30 p.m.

420 W Main Street, Oklahoma City, OK

10<sup>th</sup> Floor Conference Room

**SPECIAL MEETING**

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1. **Call to Order** – Brad Henry, RTA Board Chair
2. **Roll Call** – Brad Henry, RTA Board Chair
3. **Consider approval of Minutes of September 16, 2020 Regional Transportation Authority Meeting**
4. **Executive Director Reports** – Jason Ferbrache, Interim Executive Director
  - A. Administration Report
5. **Committee Reports** – Board of Directors
  - A. Property Acquisition Committee
  - B. Outreach Committee
6. **Consider approval of Travel Policy**
7. **Consider approval of Capital Asset Policy**



# BOARD OF DIRECTORS SPECIAL MEETING AGENDA

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8. **Consider adoption of resolution approving the Regional Transportation Authority of Central Oklahoma Regular Meeting Schedule for Calendar Year 2021.**
  9. **Receive Financial Report(s), and Approve Claims, Period of September 1, 2020 through September 30, 2020.**
  10. **Project Update: Alternative Analysis Update – Kimley Horn**
  11. **Public Comments – Brad Henry, RTA Board Chair**
  12. **New Business – Brad Henry, RTA Board Chair**

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.

13. **Adjournment**



Regional Transportation Authority  
of Central Oklahoma

# BOARD OF DIRECTORS MEETING MINUTES

The special meeting of the Regional Transportation Authority (RTA) was convened at 2:37 p.m. on Wednesday, September 16, 2020, via in person and videoconference. The agenda 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 September 14, 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, Chair  
Marion Hutchison, Vice Chair  
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**

Tom Leatherbee, Del City  
Randy Entz, Edmond  
Josh Moore, Edmond  
Billy Harless, Midwest City  
Brooks Mitchell, Moore  
Sean O’Leary, Norman

### **Guests Present**

Kathryn Holmes, Holmes & Assoc.  
Liz Scanlon, Kimley-Horn  
Luke Schmidt, Kimley-Horn  
Kyle Keahey, Kimley-Horn  
Greg Kyle, Kimley-Horn  
Derek Sparks, OKC Chamber  
Bill Crum, The Oklahoman

### **RTA Support Team**

Jason Ferbrache, Interim Executive Director  
Hailey Rawson, COTPA Legal Counsel  
Suzanne Wickenkamp, Administrative Manager,  
Michael Scroggins, Public Information Manager  
Tysheeka Holley, Graphic Design Specialist  
Lisa K. Hubbell, Trust Specialist  
Kari Shamblin, Planning Technician  
Justin Broesel, Marketing & I.T.

# REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA

SEPTEMBER 16, 2020

2:30 P.M.

## SPECIAL MEETING AGENDA

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**1. Call to Order – Brad Henry, RTA Board Chair**

Governor Henry called the meeting to order at 2:37 p.m.

**2. Roll Call – Brad Henry, RTA Board Chair**

**PRESENT: Boggs, Budd, Eddy, Henry, Hutchison, Mélon, and Vick. ABSENT: None**

**3. Minutes of July 15, 2020 Regional Transportation Authority Meeting**

**MOTION TO REVISE ACTION ON ITEM 10, FROM “RECEIVED” TO “RECEIVED RATIFIED, AND APPROVED”. Moved by Henry, seconded by Eddy. AYES: Boggs, Budd, Eddy, Henry, Hutchison, Mélon, and Vick.**

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

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

*A. Administration Report*

Suzanne Wickenkamp provided a verbal report.

**5. Committee Reports – Board of Directors**

*A. Property Acquisition Committee*

Vice-Chair Hutchison provided a verbal report, noting the committee had not met since the last meeting. Vice-Chair Hutchison introduced Derek Sparks, Greater Oklahoma City Chamber of Commerce, for a legislative update. Mr. Sparks provided a brief summary of previous steps the board had taken, and noted he is ready to move forward to reactivate the same legislation that was introduced last year, stating the Chamber of Commerce will continue to move forward as they did last year. Mr. Sparks also acknowledged the challenges noting the legislature will be sorting through an avalanche of re-filed legislative initiatives, but all the feedback he has received is supportive. Chair Henry encouraged Mr. Sparks to move forward and thanked him for his help with this initiative noting the RTA couldn't do this without him.

*B. RTA 21-001 External Audit Services Evaluation Committee*

Director Boggs provided a verbal report of the committee, noting the evaluation committee had met and after performing the evaluation, the committee is recommending approval of the contract with Allen, Gibbs & Houlik, L.C.

**6. Formation of a New Committee –** Discuss forming new committee for the purpose of facilitating communication regarding RTA progress to member cities and key stakeholders.

Chair Henry noted the RTA needs a more focused strategic effort to keep the member cities updated, as well as other stakeholders, on RTA initiatives. Chair Henry discussed formation of a new committee called the Outreach Committee. For the next 10-months, the committee will be responsible for re-engaging stakeholders with the assistance of Interim Executive Director Jason Ferbrache and RTA Representative Kathryn Holmes. The outreach will re-engage member cities, chambers of commerce, the Oklahoma Department of Transportation (ODOT), Federal Transit Administration (FTA), Federal Highway Administration (FHWA), Association of Central Oklahoma Governments (ACOG), and other major partners and stakeholders. The Outreach Committee will reacquaint the stakeholders with the Alternative Analysis (AA) Update Study, and what will be occurring over the next couple of years. The committee will review planning work done in 2015, and work with member cities' planning departments the importance of preserving the proposed rail corridor, and gain understanding of future municipal tax environment. Beginning in October, it is expected the committee will meet with member cities, ensuring member cities are contacted at least once every quarter. Next year, in conjunction with the Kimley-Horn AA Update, the RTA will form a Stakeholder Advisory Committee that will include a broader membership that will participate in local workshops to inform the public of the AA update process. Chair Henry reached out to Directors Budd, Eddy, and Mélon to serve on the committee, and they agreed. The committee will serve as Board oversight to the Stakeholder Advisory Committee. RTA Representative Kathryn Holmes noted that member city representative directors will be asked to participate in the meetings with their city. There may a need for one of the appointed members to bow out of a monthly meeting so the member's representative can participate without violating Open Meetings Act requirements.

**7. Consider Ratifying and Approving Addendum No. 1; and Approving Professional Services Agreement** with Allen, Gibbs & Houlik, L.C. for independent auditing services, estimated cost of \$12,600, September 4, 2020 to September 3, 2025.

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

**8. Receive Financial Report(s), and Ratify and Approve Claims**

*A. Period of July 1, 2020 through July 31, 2020*

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

*B. Period of August 1, 2020 through August 31, 2020*

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

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

No comments received.

Chair Henry recessed the meeting at 3:10 p.m. The meeting was reconvened at 3:23 p.m.

**10. Project Kick Off: Alternative Analysis Update – Kimley Horn**

Liz Scanlon and Luke Schmidt from Kimley-Horn presented an overview of their organization and the methodology that will be utilized to update the Alternatives Analysis. Ms. Scanlon also presented Kimley-Horn's partners that will be utilized for different components of the project.

**11. New Business – Brad Henry, RTA Board Chair**

No new business.

**12. Adjournment – 4:21 p.m.**

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

**APPROVED** by the Board of Directors and **SIGNED** by the Chairperson of the Regional Transportation Authority of Central Oklahoma, on this **21<sup>st</sup>** day of **October 2020**.

**ATTEST:**

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**Mary Mèlon, Secretary**

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**Brad Henry, Chairperson**



TO: Chairperson and Board of Directors

FROM: Interim Executive Director

Consider approval of Travel Policy to establish guidelines and reimbursement policies for board, employee, and consultant travel.

**Background**

Last month, a draft copy of the Travel Policy was distributed to the Board of Directors for review. After receiving input from the directors, a few changes were made, separating the procedures from the policy and adding a section related to consultant's travel.

The Regional Transportation Authority of Central Oklahoma (RTA) Travel Policy is being presented to the Board for final approval.

**Recommendation:** Approve the Travel Policy.



Jason Ferbrache  
Interim Executive Director



Regional Transportation Authority of Central  
Oklahoma

# Travel Policy

This manual addresses the policies  
for travel expenditures and  
reimbursements for travel  
related expenses.



The Travel Policy is hereby **APPROVED** by the Regional Transportation Authority of Central Oklahoma, and **SIGNED** by the Chairperson, this 21<sup>st</sup> day of October **2020**.

**ATTEST:**

**REGIONAL TRANSPORTATION  
AUTHORITY OF CENTRAL OKLAHOMA**

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Mary Mélon, Secretary

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Brad Henry, Chair

Reviewed for form and legality.

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Hailey Rawson, Legal Counsel

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## **INTRODUCTION**

The Regional Transportation Authority of Central Oklahoma (“RTA”) is a public trust funded in part by the taxpaying residents of Del City, Edmond, Midwest City, Moore, Norman, and the City of Oklahoma City. As such, all expense records, regardless of fund source, are open to the public under the Federal and State Freedom of Information Act. Business travel is first and foremost intended to achieve the RTA’s goal. All trips must support the mission of the RTA, receive the appropriate approvals, and be carefully planned to ensure that expenditures are necessary, prudent, and as economical as possible. Directors and staff travelling on behalf of RTA business have the responsibility to act prudently and to only incur travel expenses which are necessary, reasonable, appropriate, and in compliance with the RTA’s policies related to travel and business expenses.

This policy pertains to the reimbursement of business-related travel expenses incurred while traveling away from home for a period substantially longer than an ordinary workday and is reasonable to sleep or rest. It is designed to govern reimbursements and/or prepayment of conferences, seminars, training sessions, business meetings, and other beneficial situations where common expenses are incurred for transportation, registration, lodging, and meals. Incidental travel expenses are subject to approval. Traveling members of the RTA, through administrative support personnel, must obtain all quotes, complete related forms, and submit travel paperwork with all required approvals.

All modes of travel, lodging, and meals should be selected with consideration given to minimizing the loss of time to the traveling claimant and cost to the RTA. Traveling claimants should neither gain nor lose personal funds while conducting business for the RTA. It is the responsibility of each claimant, as well as the Executive Director, or designee, approving the expenses, to comply with the provisions of this travel policy. Any claimant making commitments for travel will be personally responsible for expenses if the commitments are not made in accordance with this policy.

Nothing contained herein shall prohibit the Board of Directors, or designee, from modifying or approving exceptions to this policy to meet the needs of a unique situation.

## **CONSULTANT TRAVEL**

Consultants’ travel expenses shall be negotiated and authorized as part of the terms of their Professional Services Agreement (PSA) with the RTA. Unauthorized expenses shall not be reimbursable to the Consultant, unless approved by the Board of Directors, at the Board’s sole discretion. Consultants must receive pre-approval in a written format from a member of the Board, the Executive Director, or designee.

Consultants shall submit a claim for reimbursement of travel expenses on a form listing: (1) the date and place of expenses, (2) purpose of the trip, and (3) name of the person on the trip. Additionally, the RTA requires the Consultant to maintain detailed source documentation that can be verified through the audit process. Summary credit card receipts, which contain only the cost and tip are not considered to be detailed receipts. Only food purchased according to the federal per diem requirements and for the benefit of employee(s) in travel status shall be allowed. Actual costs for alcohol and tobacco must be clearly segregated and removed from meal costs. The use of estimates for any travel expenses is unacceptable. Supporting documentation for all expenses contained in the invoice must be submitted with each invoice. Any additional instructions for reimbursements shall be included in the terms of the PSA.

No other portion of this travel policy shall be interpreted to apply to Consultants unless specified in the terms of their PSA.

## **AUTHORIZATION**

The RTA member must receive authorization from the Board of Directors to travel, and provide the RTA business purpose for the travel, the estimated cost of the travel, the travel destination(s), and dates of the trip. Any expenses related to a traveling companion of a claimant are not reimbursable by the RTA. A Director may not authorize or otherwise approve their own claims for reimbursement. Such authorizations must be made at the level of the Board of Directors.

## **REGISTRATION**

The RTA may pre-pay or reimburse claimants for registration for RTA-related workshops, conferences and seminars. Special events and tours that are not job-related and are leisure activity are not reimbursable. The Executive Director shall be responsible for prepayment of registration costs. If the Executive Director is unable to complete timely event registration, the traveling claimant may elect to register by using a personal credit card.

## **TRANSPORTATION**

Travel time is defined as 24 hours before and after the times in the official conference/training registration information.

### **Commercial Airline**

The standard mode for out-of-state travel is by commercial airline. When purchasing airfare, price should be the primary consideration; however, other factors to be considered may include reasonable departure and arrival times, as well as the duration of the flight. The goal is to book flights with consideration given to travel time, convenience to the traveling claimant, and cost effectiveness without interfering with the business purpose of the travel.

Traveling claimants can use the airline of their choice, but the reimbursement amount will be the lowest fare from three (3) flight quotes. Any difference in cost will be the responsibility of the traveling claimant.

The RTA will not reimburse claimants for added fees beyond economy coach fare, and the cost of checking one piece of luggage, if applicable. Examples of non-reimbursable fees include early boarding, better seating, obtain more leg room, etc.

### **Oklahoma City Ground Transportation and Parking**

Transportation expenses, including private vehicle mileage to and from Will Rogers World Airport are reimbursable. Airport parking is reimbursable. A receipt is required for reimbursement of airport parking for short, or long-term parking expenses.

## **Private Vehicle – In State Travel**

In the event an RTA owned vehicle is not available for travel within the State of Oklahoma, or circumstances dictate otherwise, a private vehicle can be used. The use of a private vehicle for traveling inside the state of Oklahoma must be approved by the Board, or designee, prior to travel. The claimant will need to track mileage and may utilize online tools to obtain mileage. Mileage reimbursement for use of a private vehicle will be paid at the current IRS rate. Mileage reimbursement claims pertaining to business related travel are to be filed in accordance with established RTA policies for vehicle mileage reimbursement (refer to the *Mileage Reimbursement* section of this policy).

## **Private Vehicle – Out of State Travel**

Private vehicle mileage reimbursement will be paid at the current IRS rate, but only to the extent of the most economical cost for airline coach fare or mileage, whichever is less. The IRS mileage rate includes the expense of fuel. A comparison rate shall be established by obtaining an airfare quote. Taxi fare, rental cars and shuttle expenses will not be considered for the purpose of establishing the reimbursement amount. The claimant will need to track mileage and may utilize online tools to obtain mileage from their home or work to the destination.

## **Rental Car**

The expense of a rental car for a claimant when out of town on behalf of the RTA, may be reimbursed only if written justification is provided by the claimant and approved by Executive Director, or designee, prior to travel. Automobile rental is not at the discretion of the traveling claimant and must be a necessary and cost-effective mode of transportation for the benefit of the RTA. Claimants must submit the rental agreement, receipt and the written justification, approved by the Board as part of the claim for reimbursement.

## **Rail Service**

The claimant may choose the option of using rail service based upon the most economical mode of travel in comparison to air travel. The justification must be documented by including a quote for the lowest and best economy coach airfare. Visit the rail service website to obtain quote(s) for commercial rail service.

## **LODGING**

If a hotel requires a credit card number to be on file to cover incidental expenses such as telephone calls, room service, Internet, mini bar etc., the credit card should belong to the traveling claimant. The hotel receipt must indicate the payment method and show the balance was paid. Only room fees and taxes are paid by the RTA.

Most hotels provide free internet. Claimants may be reimbursed for work-related internet usage charges. These charges should be separately identified on the original itemized hotel receipt.

Many conferences offer a list of hotels with special pricing. Traveling claimants are encouraged

to choose the most economically priced hotel possible. Three (3) separate hotel quotes are required unless the conference is at a hotel or conference center and hotel facility, then only that quote is required.

## **MEALS**

Complimentary free continental breakfasts provided by the hotel cannot be claimed as an expense. Meal(s) will not be reimbursed unless overnight stay is required or long enough that a claimant needs to stop for sleep or rest to properly perform their job duties. Meal(s) included in the cost of registration will not be reimbursed to claimant, except for continental breakfasts or special dietary needs. Meal expenses should include reasonable tips (no more than 20% tip). Alcoholic beverages are not reimbursable. Reimbursement will be made for the actual amount claimed up to the federal per diem rate as published by the General Services Administration (GSA) recommended by the IRS. The maximum allowable will be the Meals and Incidental Expenses (ME&I) rate of the GSA. The GSA per diem rates can be located by going to [www.gsa.gov](http://www.gsa.gov).

## **MISCELLANEOUS EXPENSE INFORMATION**

The RTA will not reimburse for personal items, services, or entertainment, including but not limited to, toiletries, medicine, clothing, grooming, laundry, dry cleaning, movies, snacks or alcoholic beverages. Receipts are not required for reasonable tips, shuttle/bus/taxicab fare, or business telephone calls.

## **FOREIGN TRAVEL**

In the event of foreign travel, the claimant is responsible for providing documentation from a bank, financial institution, or Internet of the currency exchange rate in effect at the time of exchange. The exchange rate information must be obtained during the dates of the travel.

The RTA will not reimburse the Goods and Services Tax (GST) or any other foreign tax that may be refunded to the claimant. The claimant is responsible for submitting a claim to the appropriate country for any tax refund.

## **MILEAGE REIMBURSEMENT**

A “mileage reimbursement only” claim for a one-time event or a special circumstance may be submitted by providing written notification to the Executive Director, or designee, explaining the public purpose of the reimbursement. The written notification should include the RTA related event, the purpose, and the total amount of mileage claimed. The claimant will be reimbursed for mileage at current IRS rates as found at [www.gsa.gov](http://www.gsa.gov).

## **CANCELLATIONS**

If registration, lodging and/or transportation has been prepaid by the RTA and the claimant is unable to complete the intended travel, the claimant is required to follow-up on the cancellation policy of the sponsoring organization and lodging site. All possible means are to be explored to obtain refunds, partial refunds, or options for substituting another RTA member.

The claimant must provide written justification, which is approved by the Executive Director, or

designee, to explain the reason for the inability to travel as previously arranged.

## **REFUNDS**

The claimant has the responsibility for the oversight and administration of seeking refunds to the RTA. Any RTA refunds obtained due to cancellations or overpayments must be deposited with the RTA.



TO: Chairperson and Board of Directors

FROM: Interim Executive Director

Consider approval of Capital Asset Policy to establish minimum guidelines for accounting for the Regional Transportation Authority of Central Oklahoma's capital assets.

**Background**

In accordance with Government Accounting Principles, the Administrative Management Team recommends the Board adopt a Capital Asset Policy to establish minimum guidelines for accounting of capital assets for the Regional Transportation Authority of Central Oklahoma (RTA).

**Recommendation:** Approve the Capital Asset Policy.



Jason Ferbrache  
Interim Executive Director



Regional Transportation Authority of Central  
Oklahoma

# Capital Asset Policy

This manual addresses the policies and  
procedures for managing capital assets.



The Capital Asset Policy is hereby **APPROVED** by the Regional Transportation Authority of Central Oklahoma, and **SIGNED** by the Chairperson, this **21<sup>st</sup>** day of **October 2020**.

**ATTEST:**

**REGIONAL TRANSPORTATION  
AUTHORITY OF CENTRAL OKLAHOMA**

\_\_\_\_\_  
Mary Mélon, Secretary

\_\_\_\_\_  
Brad Henry, Chair

**REVIEWED** for form and legality.

\_\_\_\_\_  
Hailey Rawson, Legal Counsel

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## **Custody and Reporting Responsibilities**

### **RTA**

The custody and control of capital assets is delegated to the RTA. RTA is responsible for the utilization, maintenance, inventory, tracking, storage, security, disposition, and reporting of property. Any removal of an asset from the RTA's oversight, whether by sale, loss, damage, or theft (including related insurance proceeds) must be reported immediately to the Executive Director. Any loss, damage, or theft of fixed assets should be fully investigated and documented.

Information shall be provided to the RTA board of directors at the time of an asset related transaction. These include:

- Purchase information, including disposition data for asset(s) traded-in, including, but not limited to, effective dates, trade-in values, and inventory numbers.
- Information on the retirement of assets due to sale, surplus disposal, replacement, loss, damage, or theft.
- Donated asset information including Trust Resolution acknowledging receipt of asset, fair market value of asset at the time of donation, donation date, and valuation methodology for fair market.
- Finalization of asset construction in progress including date the asset is placed in service, the asset profile, the asset identification numbers or project identification numbers.

### **Accounting Services**

The accounting services provider is responsible for accurately maintaining the RTA's asset records. This includes updating the records as changes occur as notified by the RTA, including additions, adjustments, re-categorizations, and retirements. The accounting services provider is responsible for confirming the RTA is following the policies and procedures outlined in this manual, reviews and sets up asset ID's, provides clarification when needed, and prepares annual support of capital asset balances and transactions for external auditors and financial reporting.

## **General Asset Policies**

### **Threshold and Valuation**

The RTA's property, equipment, and infrastructure with useful lives of more than five years are stated at historical cost. Donated assets are stated at fair value on the date donated. The RTA generally capitalizes assets with a cost of \$10,000 or more as purchase and construction outlays occur. Exceptions to the policy include grant assets that are capitalized at a cost of \$5,000.

Fixed assets should be valued at cost, plus all ancillary charges necessary to place the asset in its intended location and condition for use. Ancillary charges include but are not limited to legal fees, title fees, professional fees of engineers, attorneys, appraisers, financial advisors, etc., surveying fees, damage payments, site preparation costs, filing, excavation costs incurred to put the asset in condition for its intended use (land), demolition of unwanted structures (land), transportation costs, taxes, installation costs, etc.

Costs incurred on behalf of others that are otherwise capitalizable should not be capitalized. On occasion an outside party may reimburse the RTA for costs related to a project. The RTA should provide the accounting services provider information necessary to reduce the recorded capital costs, not actual costs of the RTA.

## **Disposition**

It is the responsibility of the RTA to notify the accounting services provider whenever an asset is replaced, retired, or otherwise removed from service. The date and manner of disposition should be provided to the Executive Director. The accounting services provider will remove the asset from the system based on the information supplied by the RTA.

## **Depreciation**

Depreciation is calculated by the asset management system using the straight-line method (annual depreciation = cost/useful life). Depreciation is prorated by month in the year of acquisition and disposal. Depreciation is a method of distributing the cost of a fixed asset over its useful life in a systematic and rational manner. Assets are assumed to have no salvage value at the end of their useful lives.

Depreciation normally begins when an asset is purchased or significantly completed and placed in service. However, if an asset is not placed in service immediately, depreciation should not start until the asset is placed in service.

Non-depreciable fixed assets are land, construction/work in progress and some art.

## **Ownership**

Generally, the entity that holds title to an asset should record the asset. This includes assets purchased with grant funds or through capital leases, even though the federal government retains a reversionary interest in the assets.

When ownership is unclear, the government entity that is responsible for maintaining the asset should record and report the asset.

## **Betterments**

A betterment provides additional value to an existing asset by substantially lengthening the estimated useful life or increasing the assets ability to provide service beyond its original capacity. This includes an addition made to or change made in a fixed asset other than maintenance that is anticipated to extend the usefulness of the asset, increase the asset capacity, efficiency, or quality of output, or extend the useful life beyond the original expectation.

When a single project has elements of both a repair and betterment, the relative cost of each should be determined and treated separately. When a component is replaced with a betterment, a reasonable effort should be made to locate and remove the asset.

Alterations to assets such as a change in the internal arrangement or other physical characteristics so it may be effectively used for a newly designated purpose (i.e. such as changing a storage room into office space) should be capitalized.

## **Impairments**

An impairment is a significant and unexpected decrease in the service utility of an asset that will continue to be used in operations. The book value of an impaired asset needs to be reduced to reflect the loss in service utility. An event or change in circumstances must be prominent and generally expected to have prompted discussion by the governing board, management, or media. It must also be significant and unexpected.

A change in the duration of use needs to be distinguished from a change in estimated useful life. A change in estimated useful life is not an impairment. However, a change in the duration of use may be considered an impairment. Only permanent impairments are recognized for financial reporting purposes. Debris removal is not an impairment.

Examples of an impairment include evidence of physical damage to the degree that restoration or

replacement is required, change in legal or environmental factors, evidence of obsolescence including technological advances, a change in the manner or duration of usage, construction/development stoppage due to lack of funding.

## **Capital Leases**

A capital lease is viewed as an installment purchase rather than a rental of property for financial reporting purposes. If a lease agreement meets one or more of the following criteria, the lease is classified as a capital lease-purchase:

- By the end of the lease term, ownership of the leased property is transferred to the RTA.
- The lease contains a bargain purchase option.
- The lease term is substantially (75% or more) equal to the estimated useful life of the leased property.
- At the inception of the lease, the present value of the minimum lease payments is 90% or more of the fair value of the leased property.

The presence of a fiscal funding clause in a lease does not prevent the lease from qualifying as a capital lease unless the likelihood of the RTA invoking the fiscal funding clause is not remote.

Capital lease asset values are calculated as the present value of minimum lease payments not to exceed the fair value of the asset, (principle only, do not capitalize interest). The RTA should provide the accounting services provider with the capital lease agreement when initiated. The accounting services provider will record the capital lease asset using the distribution chartfields from lease payments. Assets are depreciated over the normal useful life, not the life of the lease.

## **Removable/interchangeable components**

Costs related to equipment attached to capital assets which is removable and will not be disposed with the capital asset or is exchanged between like assets as a practice is not a cost of the capital asset and should be expensed at the time of purchase.

## **Repairs and Maintenance**

It is expected that components of certain assets will need to be replaced during its life. Components of the larger capital asset are replaced or repaired to keep the asset in service for its useful life, then they are expenses. Repairs and maintenance costs are expensed in the period incurred.

## **Non-Depreciable**

### **Land**

Although frequently closely related to some other asset, land must be accounted for separately. The cost of land should include not only its acquisition price, but also the cost of initially preparing the land for its intended use. Examples of items that may be capitalized as part of the cost of land include basic site improvements (i.e. excavation, fill, and grading), as well as the cost of removing, relocating, or reconstructing the property of others, (i.e. power lines). If land is acquired by exercise of the right of eminent domain, the award to the landholders becomes the equivalent of the purchase price. Permanent easements are classified as land assets.

## **Art**

Art assets are defined as tangible items purchased specifically for public display. Art assets can be either depreciable or non-depreciable depending on their location and media used. Art held for resale is not a capital asset. Costs are not aggregated for multiple quantities to determine if the dollar threshold is met.

## **Construction / Work in Progress**

Construction Work in Progress (CWIP) represents temporary capitalization of labor, materials, and direct overhead costs of a construction/work project. As construction progresses, each individual purchase is recorded to the construction project. Upon final acceptance of the project, the balance of the project is recategorized to the appropriate asset category and depreciation begins. Retainage costs should be included in the cost of the construction project at the time the work is performed. Temporary easements acquired as a direct cost of construction are capitalized with the project.

Costs incurred during construction of long-lived assets are recorded as construction in progress and are not depreciated until placed in service.

## **Depreciable**

### **Buildings**

This category of asset is defined as any structure permanently affixed to land. Examples include office buildings, warehouses, parking garages, etc. Buildings that are an ancillary part of a network of infrastructure assets should be recorded as infrastructure assets, i.e. water line pump houses. Building improvements (betterments) should be recorded as building cost. Original purchase of improvement costs would include structures and facilities and all other property permanently attached to or an integral part of the structure (e.g. loading docks, heat and air units, refrigeration equipment, etc.). The subsequent replacement of these components should be expensed. Please refer to Repairs and Maintenance for additional information.

### **Infrastructure**

Infrastructure assets are those items generally stationary in nature that can be preserved for a significantly greater number of years than most capital assets. Assets which are not infrastructure but are an ancillary part of an infrastructure network or subsystem should be recorded as infrastructure.

Donated assets should be capitalized at the fair market value at the date of donation acceptance by the RTA. If the fair market value is not readily available, an estimated cost using reasonable methods is used.

### **Improvements**

Improvement assets are permanent improvements, other than buildings, that add value to land, but do not have an indefinite life.

## **Furniture / Machinery / Equipment / Software**

This major asset class is used for vehicles, furnishings, and similar movable items. It also could be used for items that do not have an indefinite useful life and must be depreciated.

Furniture, fixtures, or other equipment not an integral part of the building are not considered building costs and should be classified as equipment. Costs are not aggregated for multiple quantities to determine if the dollar threshold is met. Cubicle/Modular purchases are evaluated on a cost per unit basis

to determine if they meet the capitalization threshold. If they meet the threshold, they are added to the RTA's Asset Management system as a single asset.

Original purchase of furniture, equipment, or machinery includes costs permanently attached to or an integral part of the asset (i.e. licenses, other costs directly related to placing the asset into service, etc.) can be capitalized. The subsequent replacement of these components should be expensed. The costs of outside consultants should not be capitalized unless the costs are associated with the development of new software or development of significant upgrades. Any additional, optional, or extended warranty is considered maintenance and is not capitalized. Please refer to Repairs and Maintenance for additional information.

Systems such as, but not limited to, transit operating systems, SCADA (System Control and Data Acquisition) equipment, and other systems are considered in total per system when meeting the asset capitalization threshold and considered capital when the threshold is met. When replacing one part of the system or a small part (not increasing the overall life or improving the entire system), those small purchases are expensed and not considered capital.

## Asset Profiles

*This table to be filled out...*

DESCRIPTION	ACCOUNT	USEFUL LIFE



TO: Chairperson and Board of Directors

FROM: Interim Executive Director

Consider adopting resolution approving the Regional Transportation Authority of Central Oklahoma Regular Meeting Schedule for Calendar Year 2021.

**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 2021 (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", is written in a cursive style.

Jason Ferbrache  
Interim Executive Director

**RESOLUTION NO. 20-0003**

**RESOLUTION OF THE REGIONAL TRANSPORTATION AUTHORITY OF  
CENTRAL OKLAHOMA APPROVING THE REGULAR MEETING  
SCHEDULE FOR CALENDAR YEAR 2021.**

**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**, staff is presenting the Regular Meeting Schedule for 2021 (Attachment "A") for Board approval; and

**WHEREAS**, upon adoption of the resolution, staff will provide appropriate public notice as required by the Oklahoma Open 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 2021.

**ADOPTED** by the Board of Directors and **SIGNED** by the Chairman of the Regional Transportation Authority of Central Oklahoma this **21<sup>st</sup>** day of **October 2020**.

**ATTEST:**

**REGIONAL           TRANSPORTATION  
AUTHORITY OF CENTRAL OKLAHOMA**

\_\_\_\_\_  
Mary Mélon, Secretary

\_\_\_\_\_  
Brad Henry, Chairman

**REVIEWED** for form and legality.

\_\_\_\_\_  
Hailey Rawson, General Counselor

# ATTACHMENT "A"

## RTA Regular Meeting Schedule

2021

Jan 2021						
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						

Feb 2021						
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						

Mar 2021						
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			

Apr 2021						
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 2021						
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					

Jun 2021						
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			

Jul 2021						
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

Aug 2021						
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				

Sep 2021						
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		

Oct 2021						
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						

Nov 2021						
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				

Dec 2021						
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	

### Regular Meeting Date

RTA Regular Meeting held at 2:30 p.m. on the third Wednesday of the month at  
 Arts District Garage  
 431 W Main Street, Large Conference Room  
 Oklahoma City, OK 73102

# REGIONAL TRANSPORTATION AUTHORITY

The Regional Transportation Authority  
of Central Oklahoma

## Board of Directors

Brad Henry, Chairperson - Oklahoma City

Marion Hutchinson, Vice Chairman - Norman

Mary Mélon, Secretary – Oklahoma City

James Boggs, Treasurer - Edmond

Donald Vick - Del City

Aaron Budd - Midwest City

Steve Eddy - Moore

## Management

Jason Ferbrache, Interim Executive Director

Monthly Financial Report for Month Ended September 30, 2020

Prepared by The Oklahoma City Finance Department, Accounting Services Division  
Angela Pierce CPA , Assistant Finance Director / Controller



The City of  
OKLAHOMA CITY  
DEPARTMENT OF FINANCE

To: The Board of Directors  
Regional Transportation Authority of Central Oklahoma

From: Accounting Services Division

Date: October 14, 2020

Subject: Regional Transportation Authority of Central Oklahoma for the  
Month Ended September 30, 2020 and 2019.

The financial statements presented in this report include a cash status report, balance sheet, statement of revenues and expenditures and statement of local funding.

The financial statements and schedules are preliminary and may change. Any changes will be reflected in the annual audited financial statements. Receivables have been based on an estimate from previous month's data.

The financial statements and schedules are unaudited and are prepared by the City Finance Department, Accounting Services Division. The undersigned are prepared to answer any questions that you may have pertaining to the financial statements and schedules.

Respectfully submitted:

*Ronda K Shelton*

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Ronda K. Shelton MS, MBA  
City of Oklahoma City  
Municipal Accountant III

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Amy M. Lucas MBA, CPA  
City of Oklahoma City  
Accounting Manager

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Angela Pierce, CPA  
City of Oklahoma City  
Assistant Finance Director / Controller

CASH STATUS REPORT  
 For the Month Ended September 30, 2020  
 (unaudited) (preliminary)

REGIONAL TRANSPORTATION AUTHORITY  
 OF CENTRAL OKLAHOMA

	OPERATING ACCOUNT	INVESTMENT SWEEP (1)	TOTAL
Beginning Balance September 1, 2020			
Cash on Deposit	\$1,066,565	\$-	\$1,066,565
Cash Receipts			
Total Cash Receipts	-	-	-
Cash Disbursements			
Consultant	20,368	-	20,368
Professional Services	4,894	-	4,894
Total Cash Disbursements	25,262	-	25,262
Ending Balance September 30, 2020			
Cash on Deposit	\$1,041,303	\$-	\$1,041,303

(1) As of March 2020, there is no longer a daily sweep from the operating account to the investment account at the close of the business day and a corresponding sweep back to the operating account at the beginning of the next business day.

BALANCE SHEET  
September 30,  
(unaudited) (preliminary)

REGIONAL TRANSPORTATION AUTHORITY  
OF CENTRAL OKLAHOMA

	2020	2019	Current Year % Change
<u>ASSETS</u>			
<u>Current Assets:</u>			
Cash & Cash Equivalents:			
Chase Operating Account	\$1,041,303	\$1,363,580	-24%
Total Cash & Cash Equivalents	1,041,303	1,363,580	-24%
Total Current Assets	1,041,303	1,363,580	-24%
Total Assets	1,041,303	1,363,580	-24%
<u>LIABILITIES</u>			
<u>Short-term Liabilities:</u>			
Deferred Revenue			
Unearned Revenue	1,041,303	1,363,580	-24%
Total Deferred Revenue	1,041,303	1,363,580	-24%
Total Short-term Liabilities	1,041,303	1,363,580	-24%
Total Liabilities	1,041,303	1,363,580	-24%
 Total Liabilities and Net Assets	 \$1,041,303	 \$1,363,580	 -24%

STATEMENT OF REVENUES AND EXPENDITURES  
 For the One Month and Three Months ended September 30,  
 (unaudited) (preliminary)

REGIONAL TRANSPORTATION AUTHORITY  
 OF CENTRAL OKLAHOMA

	2020 Current	2020 Year to Date	2019 Current	2019 Year to Date
<b><u>REVENUE</u></b>				
Beneficiary Donations:				
Del City	\$597	\$2,142	\$244	\$784
Edmond	2,277	8,174	933	2,992
Midwest City	1,521	5,459	623	1,998
Moore	1,541	5,531	631	2,024
Norman	3,103	11,138	1,271	4,077
Oklahoma City	16,223	58,233	6,644	21,317
Total Revenue	<u>25,262</u>	<u>90,677</u>	<u>10,346</u>	<u>33,192</u>
<b><u>EXPENDITURES</u></b>				
Administrative Services	-	-	3,086	4,939
Consultant Fees	20,368	85,783	5,135	23,631
Insurance	-	-	-	2,497
Legal Services	-	-	2,125	2,125
Professional Services	4,894	4,894	-	-
Total Expenditures	<u>25,262</u>	<u>90,677</u>	<u>10,346</u>	<u>33,192</u>
Net Revenue over Expenditures	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>

STATEMENT OF LOCAL FUNDING  
 For the One Month and Three Months ended September 30,  
 (unaudited) (preliminary)

REGIONAL TRANSPORTATION AUTHORITY  
 OF CENTRAL OKLAHOMA

LOCAL SPLIT	2020				
	Population	% Population	Local Share Contributed	Spent	Funds Remaining
Del City	21,332	2.3621%	\$49,580	\$24,984	\$24,596
Edmond	81,405	9.0138%	189,200	95,339	93,861
Midwest City	54,371	6.0204%	126,368	63,678	62,690
Moore	55,081	6.0990%	128,018	64,509	63,509
Norman	110,925	12.2825%	257,810	129,912	127,898
Oklahoma City	579,999	64.2222%	1,348,024	679,275	668,749
Total Revenue	903,113	100.0000%	\$2,099,000	\$1,057,697	\$1,041,303

After September 30, 2020 Claims Paid in October:

LOCAL SPLIT	2020				
	Population	% Population	Local Share Contributed	Spent	Funds Remaining
Del City	21,332	2.3621%	\$49,580	\$26,001	\$23,579
Edmond	81,405	9.0138%	189,200	99,222	89,978
Midwest City	54,371	6.0204%	126,368	66,271	60,097
Moore	55,081	6.0990%	128,018	67,136	60,882
Norman	110,925	12.2825%	257,810	135,203	122,607
Oklahoma City	579,999	64.2222%	1,348,024	706,944	641,080
Total Revenue	903,113	100.0000%	\$2,099,000	\$1,100,777	\$998,223

## Regional Transportation Authority of Central Oklahoma Payment Claims

<b>Period: 9/01/2020 to 9/30/2020</b>					
Date	Vendor	Description	Invoice No.	Cost	Total
10/1/2020	Holmes & Associates LLC	Consultant Fees - Labor	1020	\$ 27,847.50	
		Cost Reimbursement RTA	1020	<u>\$ 3,109.34</u>	
					\$ 30,956.84
8/31/2020	Kimley-Horn	Task 1 - Project Management	17282415	<u>\$ 9,827.82</u>	
					\$ 9,827.82
10/1/2020	COTPA	Admin Fee	2020-101	<u>\$ 2,288.00</u>	
					\$ 2,288.00
10/1/2020	Republic Parking System	Parking	2416601	<u>\$ 9.00</u>	
					\$ 9.00
<b>Total Claims</b>					<b>\$ 43,081.66</b>

**APPROVED** by the Treasurer and Chairperson of the Regional Transportation Authority of Central Oklahoma, this 21st day of **October, 2020**.

**TREASURER:**

**REGIONAL TRANSPORTATION AUTHORITY  
 OF CENTRAL OKLAHOMA**

\_\_\_\_\_  
 James P. Boggs

\_\_\_\_\_  
 Brad Henry, Chairperson

**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 #1020

October 1, 2020

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

Date	Billor	Description	Hours/Qty	Rate	Amount
9/01/2020	KAH	RTA - TIME: Total time billed by K Holmes for the period 9/01/2020 to 9/30/2020	70.5	395.00	\$27,847.50
9/01/2020	KAH	RTA - COSTS: Total costs incurred by KAH			\$3,109.34

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

**Invoice Balance Due** \$30,956.84

PO# 2021-002

RTA OF CENTRAL OK  
 ATTN: JASON FERBRACHE  
 2000 S. MAY AVENUE  
 OKLAHOMA CITY, OK 73108

Invoice No: 17282415  
 Invoice Date: Aug 31, 2020  
 Invoice Amount: \$9,827.82  
 Project No: 197385001.3  
 Project Name: OKC RTA AA NEPA STUDY  
 Project Manager: SCANLON, LIZ

Please send payments to:  
 KIMLEY-HORN AND ASSOCIATES, INC.  
 P.O. BOX 847385  
 LOS ANGELES, CA 90084-7385

Client Reference: TASK ORDER 001

For Services Rendered through Aug 31, 2020

Federal Tax Id: 56-0885615

**COST PLUS MAX**

Description	Contract Value	% Billed to Date	Amount Billed to Date	Previous Amount Billed	Current Amount Due
TASK 1: PROJECT MANAGEMENT	80,128.00	12.27%	9,827.82	0.00	9,827.82
TASK 2: PUBLIC ENGAGEMENT	34,399.00	0.00%	0.00	0.00	0.00
TASK 3: ASSESSMENT OF PRIOR STUDIES	25,676.00	0.00%	0.00	0.00	0.00
TASK 4: ALTERNATIVES ANALYSIS PROCESS	246,466.00	0.00%	0.00	0.00	0.00
TASK 5: STATION AREA AND LAND USE ANALYSIS	122,865.00	0.00%	0.00	0.00	0.00
TASK 6: RAIL OPERATIONS PLANNING	24,700.00	0.00%	0.00	0.00	0.00
TASK 7: TRAVEL DEMAND/RIDERSHIP FORECASTING	142,170.00	0.00%	0.00	0.00	0.00
EXPENSES	23,000.00	0.00%	0.00	0.00	0.00
<b>Subtotal</b>	<b>699,404.00</b>	<b>1.41%</b>	<b>9,827.82</b>	<b>0.00</b>	<b>9,827.82</b>
<b>Total COST PLUS MAX</b>					<b>9,827.82</b>

**Total Invoice: \$9,827.82**



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**  
Address: 2000 S May Avenue  
Oklahoma City, OK 73108

Phone:  
Email:

Invoice #: 2020-101  
Invoice Date: 9/1/2020

Invoice For: *Administrative Services*

Item #	Description	Qty	Unit Price	Discount	Price	
1	Admin Services Fee - Sept 2020 (Local Match)	1	\$2,288.00		\$2,288.00	
					\$0.00	
					\$0.00	
					\$0.00	
<b>NOTES: RTA PO # 2021-001</b>						
				Invoice Subtotal	<b>\$2,288.00</b>	
				Tax Rate		
				Sales Tax	<b>\$0.00</b>	
				Other		
				Deposit Received		
Make all checks payable to EMBARK					<b>TOTAL</b>	<b>\$2,288.00</b>

Account 127112 RTA  
Invoice 2416601 Total Due: \$9.00  
Invoice Date 10/1/2020  
Printed on 10/7/2020

Description of Billing

3 VALIDATED TKTS @ \$3.00 FOR SEPT 2020

Charges

Parking \$9.00

Total Charges \$9.00

Please detach and return this stub with your payment

Account 127112  
Location 129-54 V Cox Convention  
Invoice 2416601 10/1/2020  
Total Due \$9.00

Remit To: \_\_\_\_\_  
COTPA - PARKING Amount Enclosed \_\_\_\_\_  
C/O REPUBLIC PARKING SYSTEM  
P.O. BOX 2404  
OKLAHOMA CITY, OK 73101

RTA  
2000 S MAY  
OKC OK 73108