

**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 7<sup>th</sup> 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 17<sup>th</sup>. 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.**

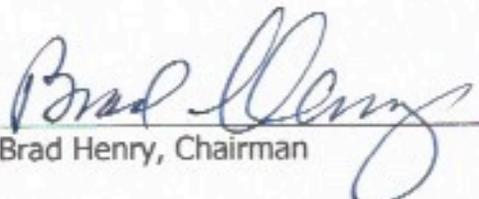
13. **Adjournment – 2:31 p.m.**

**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:**

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Mary Mélon, Secretary

  
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Brad Henry, Chairman