



BOARD OF DIRECTORS MEETING AGENDA

SPECIAL MEETING **WEDNESDAY, DECEMBER 14, 2022** **2:30 P.M.**

ARTS DISTRICT PARKING GARAGE LARGE CONFERENCE ROOM
431 West Main Street, Suite B Oklahoma City, OK, 73102

DIRECTORS:

City of Edmond	James Boggs, Treasurer
City of Edmond	Vacant
City of Norman	Marion Hutchison, Vice Chairperson
City of Norman	Chuck Thompson
City of Oklahoma City	Brad Henry, Chairperson
City of Oklahoma City	Mary Mélon, Secretary
City of Oklahoma City	Vacant

Regional Transportation Authority of Central Oklahoma

MEETING INFORMATION

The Regional Transportation Authority of Central Oklahoma (RTA) typically meets once a month. The meetings are held on the third Wednesday of the month at the Arts District Parking Garage, Large Conference Room, 431 West Main Street, Suite B, Oklahoma City, Oklahoma, at 2:30 p.m. Notices of or changes to meeting dates and locations are posted prior to the meeting at www.rtaok.org, and filed with the Secretary of State.

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 who requires accommodations, modifications of policies or procedures or auxiliary aid or services to participate in this meeting should call (405) 297-2484 or TDD (405) 297-2020 at least 48 hours in advance (excluding weekends or holidays). The department will give primary consideration to the choice of auxiliary aid or service requested by the individual with disability. If you need an alternate format of the agenda or any information provided at this meeting, please call (405) 297-2484 at least 48 hours before the meeting.

Public Parking

Parking for meeting is available in the Arts District Parking Garage, 431 West Main Street, or at metered parking on the street.

Addressing RTA

The public may address RTA during public hearings on any agenda item or at the end of the meeting when the Board Chairperson asks for public comments. You may sign up to speak at the meeting. **Please limit your comments to three minutes.** Prior to the meeting, you may submit your comments by e-mail to: info@rtaok.org. Please address your e-mail to the RTA Board Chairperson.

The Chairperson or presiding officer may in his or her discretion prohibit a person from addressing the RTA, or have any person removed from the meeting, if that person commits any disorderly or disruptive behavior. Disorderly conduct includes, but is not limited to, any of the following: speaking without being recognized by the Chairperson or presiding officer; continuing to speak after notice that the speaker's allotted time has expired; presenting comments or material not relevant to the item under discussion; failing to comply with the lawful instructions of the Chairperson or presiding officer; engaging in other conduct, activity or speech that delays, pursuant to 21 O.S. §280, disruptive conduct includes any conduct that is "violent, threatening, abusive, obscene, or that jeopardizes the safety of self or others". A person may also be subject to arrest and removal from the building for violation of Oklahoma City Municipal Code 2020, § 30-81 - Disorderly conduct and/or violation of Okla. Stat. tit. 21, §280- Willfully Disturbing, Interfering With or Disrupting State Business, Agency Operations or Employees



BOARD OF DIRECTORS MEETING AGENDA

RTA Actions

RTA may adopt, amend, approve, ratify, deny, defer, recommend, strike or continue any agenda item. RTA is not limited by staff recommendations as to the actions it may take. When more information is needed, RTA may refer matters to the Executive Director, General Counsel, committees, or independent consultants for additional information and study. Items may be stricken from the agenda, or no action may be taken.

To confirm meeting dates or for more information about the RTA, call (405) 297-2185; or visit the website at www.rtaok.org

December 14, 2022
2:30 p.m.
431 W. MAIN STREET, SUITE B, OKLAHOMA CITY, OK
SPECIAL MEETING

1. Call to Order – Brad Henry, RTA Board Chairperson
2. Roll Call – Brad Henry, RTA Board Chairperson
3. Consider Approval of Minutes
 - A. November 16, 2022 Regional Transportation Authority Meeting
4. Executive Director Reports – Jason Ferbrache, Interim Executive Director
5. Committee Reports – Board of Directors
 - A. Property Acquisition Committee
 - B. Outreach Committee
6. Receive Financial Reports and Ratify and Approve Claims
 - A. Period of November 1, 2022 through November 30, 2022
7. Approval of the Evaluation Committee’s recommendation for the most qualified respondent for RTA 22-001, Alternatives Analysis to Promote Economic Development and Equity Inclusion for corridors in the Central Oklahoma Region; and authorize the Interim Executive Director to request a cost proposal and initiate negotiations.
8. Project Update: Alternative Analysis – Liz Scanlon, Kimley-Horn
9. Public Comments – Brad Henry, RTA Board Chairperson
10. New Business – Brad Henry, RTA Board Chairperson

Non-action items that were not known or reasonably foreseen at the time of the posting of the agenda. This may include requests for future agenda items.
11. Adjournment



BOARD OF DIRECTORS MEETING MINUTES

The regular meeting of the Regional Transportation Authority (RTA) was convened at 2:51 p.m. on Wednesday, November 16, 2022 at 431 W. Main Street. This meeting was held as indicated by advanced notice filed with the Oklahoma County Clerk on November 14, 2022 at 4:40 p.m.

RTA Board of Directors Present

Marion Hutchison, Vice Chairperson
Chuck Thompson, Director
Brad Henry, Chairperson
Mary Mélon, Secretary

Entity

City of Norman
City of Norman
City of Oklahoma City
City of Oklahoma City

RTA Board of Directors Absent

James Boggs, Treasurer

City of Edmond

Administrative Support Staff Present

Jason Ferbrache, Interim Executive Director
Joshua Minner, Legal Counsel
Suzanne Wickenkamp, RTA Admin Support
Christina Hankins, RTA Admin Support

Guests Present

Amy Parker, OKC Finance
Sue Korpi, OKC Finance
Linsey Nunn, OKC Finance
Hannah Nolen, ACOG
Maxton Harris, OKC

Justin Henry, OKC Planning
Sasha McCrone, OKC
Larry Hopper, Citizen
Chad Linville, Citizen
Jason Huff, City of Norman

Consultants Present

Kathryn Holmes, Holmes & Assoc.
Liz Scanlon, Kimley-Horn
Luke Schmidt, Kimley-Horn



BOARD OF DIRECTORS MEETING MINUTES

November 16, 2022

2:30 p.m.

431 W. MAIN STREET, SUITE B, OKLAHOMA CITY, OK
REGULAR MEETING

1. Call to Order – 2:51 p.m.

Chairperson Henry called the meeting to order at 2:51 p.m.

2. Introduction of Chuck Thompson, Newly Appointed RTA Director – Brad Henry, RTA Board Chairperson

Chairperson Henry informed the Board of Directors that Director Thompson will be representing the City of Norman along with Director Hutchison. The Board welcomed the new Director.

3. Roll Call

QUORUM PRESENT: Hutchison, Henry, Thompson, and Mélon. ABSENT: Boggs.

4. Consider Approval of Minutes

A. June 15, 2022 Regional Transportation Authority Regular Meeting

APPROVED: Moved by Hutchison, seconded by Mélon. AYES: Hutchison, Henry, and Mélon. ABSTAINED: Thompson. NAYES: None.

B. September 15, 2022 Regional Transportation Authority Meeting

APPROVED: Moved by Hutchison, seconded by Mélon. AYES: Hutchison, Henry, and Mélon. ABSTAINED: Thompson. NAYES: None.

5. Executive Director Reports – Jason Ferbrache, Interim Executive Director

Interim Executive Director Ferbrache stated that the other two member cities, Edmond and the City of Oklahoma City, are in the process of appointing another Director. Once staff has received the dates when the City Council will appoint those future directors, staff will notify the Board.

Suzanne Wickenkamp advised the Board that AGH is close to finishing the annual audit. After the audit is completed, a representative from AGH will be attend the board meeting to present the audit report. Wickenkamp also reported that the RAISE grant that would fund the second alternative analysis study of two new corridors is now being reviewed by the FTA. We anticipate the grant agreement being finalized in time for the Board to award a contract to the Consultant by February’s board meeting.

6. Committee Reports – Board of Directors

A. Property Acquisition Committee

Director Hutchison stated that the Property Acquisition Committee did meet since the last meeting and there is nothing new to report.

B. Outreach Committee

Director Mélon stated there is an upcoming Outreach Committee meeting scheduled for December and moving forward there will be reoccurring monthly meetings with each one of the member cities.

7. Receive Financial Reports and Ratify and Approve Claims

A. Period of September 1, 2022 through September 30, 2022

RECEIVED, RATIFIED, and APPROVED: Moved by Mélon, seconded by Hutchison. AYES: Hutchison, Henry, Mélon, and Thompson. NAYES: None.

8. Receive the amended Trust Indenture of the Regional Transportation Authority of Central Oklahoma and resolutions from withdrawing cities.

RECEIVED: Moved by Hutchison, seconded by Thompson. AYES: Hutchison, Henry, Mélon, and Thompson. NAYES: None.

- 9. Consider** adopting a Resolution approving the Regional Transportation Authority of Central Oklahoma Regular Meeting Schedule for Calendar Year 2023.

ADOPTED: Moved by Mélon, seconded by Hutchison. AYES: Hutchison, Henry, Mélon, and Thompson. NAYES: None.

- 10. Consider** amending the Bylaws of the Regional Transportation Authority of Central Oklahoma.

Josh Minner, Assistant Municipal Counselor, gave a brief overview of some of the minor changes that are being proposed to the by-laws. These changes are to reflect the amendments made to the trust indenture.

APPROVED: Moved by Hutchison, seconded by Mélon. AYES: Hutchison, Henry, Mélon, and Thompson. NAYES: None.

- 11. Project Update: Alternative Analysis – Liz Scanlon, Kimley-Horn**

Liz Scanlon, Kimley-Horn, gave a PowerPoint presentation updating the Board on the Alternatives Analysis, technical evaluation results, takeaways, engagement summary and next steps.

- 12. Public Comments – Brad Henry, RTA Board Chairperson**

None.

- 13. Enter into Executive Session on advice of the Municipal Counselor to discuss the purchase or appraisal of real property as authorized by 25 O.S. (2021 Supp.) § 307 (B)(3)**

ENTERED EXECUTIVE SESSION. Moved by Thompson, seconded by Hutchison. AYES: Hutchison, Henry, Thompson, Mélon. NAYS: None.

- 14. New Business – Brad Henry, RTA Board Chairperson**

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.

- 15. Adjournment – 4:33 p.m.**

APPROVED by the Board of Directors and **SIGNED** by the Chairperson of the Regional Transportation Authority of Central Oklahoma, on this **14th** day of **December 2022**.

ATTEST:

Mary Mèlon, Secretary

Brad Henry, Chairperson

Regional Transportation Authority of Central Oklahoma FY2023 Year End Forecast

Presented December 14, 2022

Prepared by RTA Support Team (unaudited)

OPERATIONS Sources	YTD Actuals	Est. Remaining	Total YE	FY23		
	Jul-Nov	Dec-Jun	Forecast	Budget	Variance	Variance %
Local Contributions	\$182,654	\$1,106,378	\$1,289,032	\$1,409,753	-\$120,721	
Total Operations Revenues	\$182,654	\$1,106,378	\$1,289,032	\$1,409,753	-\$120,721	-9%

Expenditures	YTD Actuals	Est. Remaining	Total YE	FY23		
	Jul-Nov	Dec-Jun	Forecast	Budget	Variance	Variance %
Contracts and Services						
Professional Services - COTPA Administration	\$11,440	\$16,016	\$27,456	\$27,460	\$4	
Professional Services - Holmes & Associates	\$115,980	\$245,000	\$360,980	\$444,900	\$83,920	
Professional Services - Kimley Horn ⁽¹⁾	\$500,261	\$655,723	\$1,155,984	\$1,121,110	-\$34,874	
Transfer to Grant Activity for Local Grant Match ⁽²⁾	\$0	\$24,000	\$24,000	\$200,000	\$176,000	
BNSF Study Fee	\$0	\$250,000	\$250,000	\$250,000	\$0	
Professional Services-Legal	\$0	\$9,000	\$9,000	\$9,000	\$0	
Independent Financial Audit	\$4,000	\$11,000	\$15,000	\$15,000	\$0	
Website Hosting Fee	\$275	\$2,225	\$2,500	\$2,500	\$0	
Branding	\$0	\$10,000	\$10,000	\$10,000	\$0	
Conference/Training	\$1,690	\$3,925	\$5,615	\$7,850	\$2,235	
Directors & Officer Liability Insurance	\$0	\$3,500	\$3,500	\$3,500	\$0	
Advertising/Public Notice	\$69	\$545	\$614	\$1,000	\$386	
Printing & Binding	\$0	\$20	\$20	\$20	\$0	
Postage	\$0	\$60	\$60	\$100	\$40	
Mileage	\$0	\$10	\$10	\$20	\$10	
Parking	\$26	\$15	\$41	\$50	\$9	
Travel	\$2,405	\$10,000	\$12,405	\$20,000	\$7,595	
Polling Services	\$0	\$26,000	\$26,000	\$26,000	\$0	
Other Services & Fees	\$4	\$162	\$166	\$300	\$134	
Total Contracts and Services	\$636,150	\$1,267,201	\$1,903,351	\$2,138,810	\$235,459	11%
Equipment and Supplies						
Office Supplies	\$36	\$0	\$36	\$320	\$284	
Food	\$0	\$500	\$500	\$1,000	\$500	
Other Supplies	\$0	\$150	\$150	\$200	\$50	
Total Equipment and Supplies	\$36	\$650	\$686	\$1,520	\$834	55%
Total Operations Expenditures	\$636,186	\$1,267,851	\$1,904,037	\$2,140,330	\$236,293	11%

(1) This reflects estimated expenses from two invoices carried over from FY22 plus 10 months of projected expenditures for Kimley Horn's Year 3 contract.

(2) This is the 33% local match required for the RAISE grant based on estimated consultant cost.

GRANT ACTIVITY Sources	YTD Actuals	Est. Remaining	Total YE	FY23		
	Jul-Nov	Dec-Jun	Forecast	Budget	Variance	Variance %
Federal Grant ⁽³⁾	\$0	\$48,000	\$48,000	\$400,000	\$352,000	
Transfer from Operations for Local Grant Match ⁽⁴⁾	\$0	\$24,000	\$24,000	\$200,000	\$176,000	
Total Grant Revenues	\$0	\$72,000	\$72,000	\$600,000	\$528,000	88%
Expenditures						
Contracts and Services						
Professional Services - RAISE Grant Consultant Fees	\$0	\$120,000	\$120,000	\$600,000	\$480,000	
Total Grant Expenditures	\$0	\$120,000	\$120,000	\$600,000	\$480,000	80%

(3) This revenue is reimbursement from COTPA for 67% of consultant fees for the RAISE grant funded study.

(4) This revenue is the 33% RTA local match for the RAISE grant funded consultant fees.

FY23 Beginning Cash Balance	\$1,219,729
FY23 Ending Cash Balance (Forecast)	\$604,724

**Regional Transportation Authority of Central Oklahoma
Payment Claims**

Period: 11/01/2020 to 11/30/2020

Date	Vendor	Description	Invoice No.	Cost	Total
12/1/2022	Holmes & Associates LLC	Consultant Fees - Labor	1222	\$ 26,650.00	
		Cost Reimbursement RTA	1222	\$ <u>2,532.72</u>	
					\$ 29,182.72
10/31/2022	Kimley-Horn	Task 1 - Project Management	22989590	\$ 17,377.50	
	Kimley-Horn	Task 2 - Public Engagement	22989590	\$ 25,177.50	
	Kimley-Horn	Task 3 - Prior Studies Assess	22989590	\$ -	
	Kimley-Horn	Task 4 - AA Process	22989590	\$ 53,057.50	
	Kimley-Horn	Task 5 - Station Area/Land Use Analysis	22989590	\$ 35,835.00	
	Kimley-Horn	Task 6 - Rail Ops Planning	22989590	\$ 16,807.24	
	Kimley-Horn	Task 7 - Travel/Rider Forecast	22989590	\$ 2,975.00	
	Kimley-Horn	Task 8 - FTA Cap Grant	22989590	\$ 280.00	
	Kimley-Horn	NEPA Dpcumentation	22989590	\$ -	
	Kimley-Horn	Expenses	22989590	\$ <u>8,478.84</u>	
					\$ 159,988.58
11/18/2022	AGH	RTA 2022 Audit	951843	\$ <u>4,000.00</u>	
					\$ 4,000.00
12/1/2022	COTPA	Admin Services Fee	23-105	\$ 2,288.00	
	COTPA	Office Supplies	23-105	\$ <u>35.97</u>	
					\$ 2,323.97
Total Claims					\$ 195,495.27

APPROVED by the Regional Transportation Authority of Central Oklahoma, and **SIGNED** by the Treasurer and Chairman on this _____ day of _____, 2022.

TREASURER:

**REGIONAL TRANSPORTATION AUTHORITY
OF CENTRAL OKLAHOMA**

James P. Boggs

Brad Henry, Chairman

ATTEST:

Mary Mélon, Secretary



TO: Chairman and Board of Directors

FROM: Interim Executive Director

Approval of the Evaluation Committee's recommendation for the most qualified respondent for RTA 22-001, Alternatives Analysis to Promote Economic Development and Equity Inclusion for corridors in the Central Oklahoma Region; and authorize the Interim Executive Director to request a cost proposal and initiate negotiations.

Background At the September 15, 2022, Special meeting of the Regional Transportation Authority of Central Oklahoma (RTA), the board authorized the Interim Executive Director to release the request for proposal (RFP) for professional services to perform an Alternatives Analysis to Promote Economic Development and Equity Inclusion for corridors in the Central Oklahoma Region (RTA 22-001).

The Interim Executive Director issued the RFQ, legally advertising the solicitation in the Journal Record on October 3, 2022, and on October 10, 2022.

The pre-proposal meeting was held on October 19, 2022. Questions were due on October 19, 2022, and Addendum No. 1 was issued on October 20, 2022, answering the questions received. Proposals were due on October 31, 2022.

The Evaluation Committee met on November 16, 2022, and determined the proposer, Kimley-Horn, met the criteria of the RFP and was the most qualified firm.

Recommendation: Approve the Evaluation Committee's recommendation and authorize the Interim Executive Director to request a cost proposal and initiate negotiations

Reviewed by:

Jason Ferbrache
Interim Executive Director