



**Regional Transportation Authority
of Central Oklahoma**

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
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 1:00 p.m.

2. Roll Call – Brad Henry, RTA Board Chairman

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

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

A. Administration Report

Suzanne Wickenkamp presented the report.

5. Committee Reports – Board of Directors

A. Property Acquisition Committee – Discussion with BNSF Railroad

Director Hutchinson reported there were no additional meetings. Ms. Holmes presented a PowerPoint regarding the North/South Commuter Rail Corridor, summarizing the Regional Fixed Guideway Study that identified three transportation corridors. Ms. Holmes discussed the purpose of the review, encouraging the Board of Directors to start thinking about service parameters, conditions and trade-offs. Ms. Holmes noted there would be a discussion with BNSF Railroad later today.

B. RFQ Evaluation Committee

Director Eddy reported on negotiations with Kimley-Horn, noting at the June 17, 2020 Meeting, the Board authorized the committee to move forward with the negotiations. On July 1, 2020, Chairman Henry and Director Eddy met with Kimley-Horn to discuss the scope of work. Negotiations went well, and the Committee asked the consultant to resubmit fee proposals and a scope of work. On July 8, 2020, Kimley-Horn submitted the scope and fees. On July 9, 2020, the second meeting occurred. The item is on the today's agenda for the Board's consideration.

- 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 provided a history of the consultant's contract, noting it was with Association of Central Oklahoma Governments (ACOG). When the RTA was formed, the contract was assigned to the RTA by ACOG. The current contract expires in September 2020. The Interim Executive Director, Jason Ferbrache, summarized the scope of work and annual cost. Ms. Holmes discussed her experience working with local communities on transit issues. Director Vick asked about professional liability insurance, and noted it was not in contract. Ms. Holmes stated she has professional liability insurance, and she could provide a copy to the RTA. Director Vick recommended attaching an amendment to the contract to include professional liability insurance. Mr. Ferbrache suggested the Board receive the certificate of insurance at next month's board meeting.

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 the title of the agenda item be amended to state "cost \$700,000" and removing the word "estimated".

AMENDED. Moved by Hutchinson, seconded by Mélon. AYES: Boggs, Budd, Eddy, Henry, Hutchinson, Mélon 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 noted that Kimley-Horn will be great assistance for the RTA beyond the Alternatives Analysis Study. Chairman Henry discussed funding, the tasks that will need to be done, the approval of the task orders by the Board, and no invoices until task has been approved.

The RTA is not obligated to pay the full contract cost, payments are based upon tasks. The Board must authorize and approve each task and issuance of any notices to proceed. Director Vick asked about professional liability insurance, the General Counsel noted Attachment "G" of the agreement was the certificate of insurance.

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

Chairman Henry appointed Director Boggs to the Evaluation Committee, as Chairman. He also appointed directors Budd and Vick to the committee.

10. Receive Financial Report, and Ratify and Approve Claims

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

Mr. Ferbrache, Interim Executive Director, summarized the report.

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

At the September 16, 2020 Regional Transportation Authority of Central Oklahoma special meeting, Chairman Henry made a motion to revise the action on Item 10 of the July 15, 2020 Meeting Minutes, from "Received to "Received, Ratified and Approved". The motion was seconded by Director Eddy and passed unanimously.

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).

The RTA Board of Directors entered into executive session at 2:00 p.m.

ENTERED INTO EXECUTIVE SESSION. Moved by Mélon, 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

Chairman Henry reconvened the special virtual meeting and stated there was no reportable actions taken in Executive Session.

RECONVENED: 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

None.

15. Adjourned - 3:55 P.M.

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

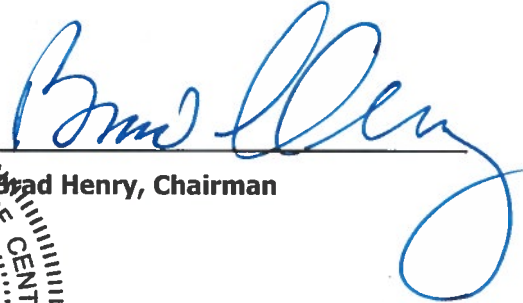
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APPROVED by the Board of Directors and **SIGNED** by the Chairman of the Regional Transportation Authority of Central Oklahoma, on this **16th** day of **September 2020**.

ATTEST:



Mary Melon, Secretary



Brad Henry, Chairman

