



# BOARD OF DIRECTORS MEETING AGENDA

## **REGULAR MEETING** **WEDNESDAY, FEBRUARY 11, 2026** **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	Dr. David Chapman
City of Edmond	DeShawn Heusel
City of Norman	Marion Hutchison, Vice Chairperson
City of Norman	Chuck Thompson, Secretary
City of Oklahoma City	Brad Henry, Chairperson
City of Oklahoma City	Aaron Curry, Treasurer
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](http://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 is as effective as communications with others. Anyone with a disability who requires accommodation, modifications of policies or procedures or auxiliary aid or services to participate in this meeting should call (405) 297-1025 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) 297-1025 at least 48 hours before the meeting.

#### Public Parking

Parking for the 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](mailto: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



Regional Transportation Authority  
of Central Oklahoma

# 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) 297-1025; or visit the website at [www.rtaok.org](http://www.rtaok.org)

---



# BOARD OF DIRECTORS MEETING AGENDA

**February 11, 2026**

**2:30 p.m.**

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

---

1. Call to Order – Brad Henry, RTA Board Chairperson
2. Roll Call – Brad Henry, RTA Board Chairperson
3. Consider Approval of Minutes
  - A. January 21, 2026, Regional Transportation Authority Regular Meeting
4. Executive Director Reports – Jason Ferbrache, Interim Executive Director
5. Receive Financial Reports and Ratify and Approve Claims
  - A. Period of January 1, 2026, through January 31, 2026
6. Receive Annual Financial Report for the Fiscal Year ended June 30, 2025
7. Consider approving amendment to increase the not-to-exceed amount under the existing agreement with AlphaVu for continued professional services.
8. Consider adopting a resolution approving the proposed naming and re-branding of the Authority for trade name purposes and to authorize staff to register the trade name with the Oklahoma Secretary of State.
  - A. Presentation of the new brand made by AFFIRM
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



Regional Transportation Authority  
of Central Oklahoma

# BOARD OF DIRECTORS MEETING MINUTES

The regular meeting of the Regional Transportation Authority (RTA) was convened at 2:34 p.m. on Wednesday January 21, 2026, at 431 W. Main Street. This meeting was held as indicated by advanced notice filed with the Oklahoma County Clerk on January 15, 2026, at 8:11am.

---

### **RTA Board of Directors Present**

Brad Henry, Chairperson  
Marion Hutchison, Vice Chairperson  
Aaron Curry, Treasurer  
Chuck Thompson, Secretary  
Dr. David Chapman  
DeShawn Heusel  
Vacant

### **Entity**

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

### **RTA Board of Directors Absent**

None

### **Administrative Support Staff Present**

Jason Ferbrache, Interim Executive Director  
Jonathan Garcia, Legal Counsel  
Suzanne Wickenkamp, Director of Strategic Initiatives

### **Guests Present**

Mike Patterson, HNTB  
Kyler Smith, ADG Blatt  
Larry Hopper, APT  
Taylor Wilson, Resident  
Shaundra North, Koch Comm  
Krystal Harris, STV  
Steve Harris, Huitt – Zollars  
Bart Vleugels, ODOT

Taylor Johnson, City of Norman  
Ethan Mazzio, ACOG  
Jahind Johnson, Office Disability Concern  
William Guinn, Office Disability Concern  
Scott Young, Jacobs

### **Consultants Present**

None

**January 21, 2026**  
**2:30 p.m.**  
**431 W. MAIN STREET, SUITE B, OKLAHOMA CITY, OK**  
**REGULAR MEETING**

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

Chairperson Henry called the meeting to order at 2:34 PM.

2. Roll Call – Brad Henry, RTA Board Chairperson

**Quorum Present: Henry, Hutchison, Curry, Thompson, Chapman, Heusel**

3. Consider Approval of Minutes

- A. December 17, 2025 Regional Transportation Authority Regular Meeting

APPROVED: MOVED BY CURRY, SECOND BY HUTCHISON

AYES: HENRY, HUTCHISON, CURRY, THOMPSON, CHAPMAN, HEUSEL

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

- FY27 Budget work continues, engagement with Executive Committee and Treasurer forthcoming.
- Next month's meeting will include consultants presenting new branding preview.
- City Outreach: Meetings held with City of Edmond and City of Norman to review accomplishments and outline next 12-month priorities. Positive feedback received. Appreciation was extended to Directors Thompson, Hutchison, and Chapman for participation.
- Outreach Advisory Group formation in progress; appreciation for Director Hutchison's leadership.
- Audit FY25 finalization underway; presentation expected in February or March.

5. Receive Financial Reports and Ratify and Approve Claims

- A. Period of December 1, 2025, through December 31, 2025

RECEIVED, RATIFIED, AND APPROVED: MOVED BY CURRY, SECOND BY THOMPSON.

AYES: HENRY, HUTCHISON, CURRY, THOMPSON, CHAPMAN, HEUSEL

6. Public Comments – Brad Henry, RTA Board Chairperson

Taylor Wilson suggested integrating financial model discussion earlier in strategic planning to avoid future political challenges.

7. 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.

No new business was introduced.

8. Adjournment – 2:45 PM

APPROVED: MOVED BY THOMPSON, SECOND BY HUTCHISON.  
AYES: HENRY, HUTCHISON, CURRY, THOMPSON, CHAPMAN, HEUSEL


**APPROVED** by the Directors and **SIGNED** by the Chairperson of the Regional Transportation Authority of Central Oklahoma, this 11<sup>th</sup> day of February 2026.

ATTEST:



**REGIONAL TRANSPORTATION  
AUTHORITY OF CENTRAL  
OKLAHOMA**

  
\_\_\_\_\_  
Chuck Thompson, Secretary

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

**Regional Transportation Authority of Central Oklahoma  
FY2026 Year End Forecast**

Presented February 11, 2026

Prepared by RTA Support Team (unaudited)

**OPERATIONS**

	YTD Actuals	Est. Remaining	Total YE	FY26		
	Jul-Dec	Jan-June	Forecast	Budget	Variance	Variance %
<b>Sources</b>						
Local Contributions	\$916,364	\$0	\$916,364	\$916,364	\$0	
<b>Total Operations Revenues</b>	<b>\$916,364</b>	<b>\$0</b>	<b>\$916,364</b>	<b>\$916,364</b>	<b>\$0</b>	<b>0%</b>
<b>Expenditures</b>						
Contracts and Services						
Professional Services - COTPA Administration	\$89,413	\$66,035	\$155,448	\$122,050	-\$33,398	
Professional Services - Holmes & Associates	\$418,312	\$218,132	\$636,444	\$700,000	\$63,556	
Professional Services - On-Call Engineering Consultant	\$45,133	\$49,192	\$94,324	\$100,000	\$5,676	
Professional Services - FTA Recipient Support	\$18,803	\$2,500	\$21,303	\$0	-\$21,303	
Transfer to Grant Activity for Local Grant Match <sup>(1)</sup>	\$0	\$0	\$0	\$176,690	\$176,690	
BNSF Study Fee	\$2,234	\$0	\$2,234	\$50,000	\$47,766	
Professional Services-Legal	\$0	\$50,000	\$50,000	\$50,000	\$0	
Professional Service - Financial Planning Consultant	\$0	\$10,000	\$10,000	\$100,000	\$90,000	
Professional Service - Economic Advising Consultant	\$0	\$50,000	\$50,000	\$5,000	-\$45,000	
Independent Financial Audit	\$5,000	\$5,185	\$10,185	\$10,185	\$0	
Website Hosting Fee	\$1,969	\$531	\$2,500	\$2,500	\$0	
Branding	\$205,485	\$145,440	\$350,924	\$350,000	-\$924	
Conference/Training	\$3,151	\$2,500	\$5,651	\$7,850	\$2,199	
Directors & Officer Liability Insurance	\$0	\$3,500	\$3,500	\$3,500	\$0	
Advertising/Public Notice	\$180	\$948	\$1,128	\$1,000	-\$128	
Printing & Binding	\$232	\$135	\$367	\$500	\$133	
Postage	\$0	\$0	\$0	\$100	\$100	
Mileage	\$0	\$0	\$0	\$500	\$500	
Parking	\$48	\$80	\$128	\$250	\$122	
Travel	\$11,614	\$38,054	\$49,669	\$50,000	\$331	
Market Research Services	\$85,500	\$71,250	\$156,750	\$74,000	-\$82,750	
CIG Implementation Advisor	\$27,610	\$35,043	\$62,653	\$80,000	\$17,348	
Other Services & Fees	\$218	\$79,750	\$79,968	\$300	-\$79,668	
<b>Total Contracts and Services</b>	<b>\$914,900</b>	<b>\$828,274</b>	<b>\$1,743,174</b>	<b>\$1,884,425</b>	<b>\$141,251</b>	<b>7%</b>
Equipment and Supplies						
Office Supplies	\$48	\$422	\$470	\$320	-\$150	
Food	\$456	\$980	\$1,436	\$1,000	-\$436	
Other Supplies	\$0	\$400	\$400	\$200	-\$200	
<b>Total Equipment and Supplies</b>	<b>\$504</b>	<b>\$1,802</b>	<b>\$2,306</b>	<b>\$1,520</b>	<b>-\$786</b>	<b>-52%</b>
<b>Total Operations Expenditures</b>	<b>\$915,404</b>	<b>\$830,076</b>	<b>\$1,745,480</b>	<b>\$1,885,945</b>	<b>\$140,465</b>	<b>7%</b>

(1) This is the 38% local match required for the RAISE grant based on estimated consultant cost.

**GRANT ACTIVITY**

	YTD Actuals	Est. Remaining	Total YE	FY26		
	Jul-Dec	Jan-June	Forecast	Budget	Variance	Variance %
<b>Sources</b>						
Federal Grant <sup>(2)</sup>	\$0	\$0	\$0	\$282,704	\$282,704	
Transfer from Operations for Local Grant Match <sup>(3)</sup>	\$0	\$0	\$0	\$176,690	\$176,690	
<b>Total Grant Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$459,394</b>	<b>\$459,394</b>	<b>100%</b>
<b>Expenditures</b>						
Contracts and Services						
Professional Services - RAISE Grant Consultant Fees	\$ -	\$0	\$0	\$459,394	\$459,394	
<b>Total Grant Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$459,394</b>	<b>\$459,394</b>	<b>100%</b>

(2) This revenue is reimbursement from COTPA for 62% of consultant fees for the RAISE grant study.

(3) This revenue is the 38% RTA local match for RAISE grant consultant fees.


<b>FY26 Beginning Cash Balance</b>	\$1,842,389
<b>FY26 Ending Cash Balance (Forecast)</b>	\$1,013,273

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

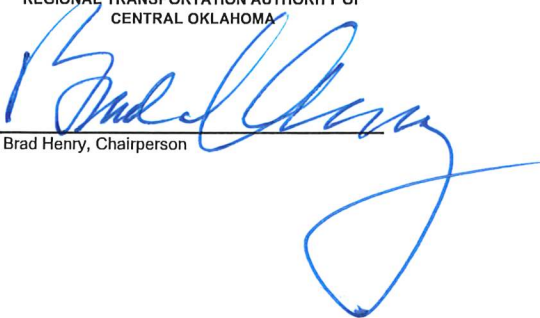
<b>Period: 1/1/26-1/31/26</b>						
<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Invoice No.</b>	<b>Cost</b>	<b>Total</b>	
	Holmes & Associates LLC	Consultant Fees - Labor	126a	\$ 17,630.00		
		Sub-Consultant Fees	126a	\$ 9,589.56		
		Project Management	126a	\$ 1,438.43		
		Cost Reimbursement RTA	126a	\$ 529.86		
						\$ 29,187.85
12/9/2025	Jacobs Engineering Group, Inc.	<u>On-Call Engineering Services -Task Order No. 9</u>				
		Professional Services	WFXS1109-03	\$ 2,880.00		
		Professional Services	WFXS1109-04	\$ 4,507.50		
						\$ 7,387.50
1/1/2026	*HNTB	<u>On-Call Engineering Services -Task Order No. 1</u>				
		Professional Services	02-85848-PL-001	\$ 2,937.00		
						\$ 2,937.00
1/22/2026	Allen, Gibbs & Houlik, LC	2025 Audit Work	973529	\$ 5,185.00		
						\$ 5,185.00
12/4/2025	Cardinal Infrastructure	Professional Services - November 2025	3453	\$ 10,752.50		
		Professional Services - December 2025	3472	\$ 4,290.00		
						\$ 15,042.50
1/19/2026	AlphaVu	Transit Research	2301	\$ 14,250.00		
						\$ 14,250.00
11/30/2025	Affirm	Strategic Marketing, Planning & Management - November	INV-4404	\$ 17,346.25		
		Strategic Marketing, Planning & Management - December	INV-4443	\$ 16,421.75		
						\$ 33,768.00
2/1/2026	COTPA	Admin Services Fee: Jan 2026	2026-107	\$ 10,171.00		
		Reimbursement for Printing: Jan 2026	2026-107	\$ 15.10		
		Director of Strategic Initiatives: Jan 2026	2026-107	\$ 3,035.96		
						\$ 13,222.06
2/4/2026	David Chapman	Travel Reimbursement- DFW 11/17/25-11/18/25		\$ 53.09		
						\$ 53.09
2/4/2026	Brad Henry	Travel Reimbursement- DFW 11/17/25-11/18/25		\$ 154.39		
						\$ 154.39
12/31/2025	Williams, Box, Forshee & Bullard, P.C.	Legal services	35467	\$ 6,335.02		
						\$ 6,335.02
<b>Total Claims</b>						<b>\$ 127,522.41</b>

APPROVED by the Regional Transportation Authority of Central Oklahoma, and SIGNED by the Treasurer and Chairman on this 11th day of February, 2026.

TREASURER:

  
\_\_\_\_\_  
Aaron Curry, Treasurer

REGIONAL TRANSPORTATION AUTHORITY OF  
CENTRAL OKLAHOMA

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

ATTEST:

  
\_\_\_\_\_  
Chuck Thompson, 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  
 EIN: 82-1144150

## Invoice #126a

February 1, 2026

Client
RTA 2000 S. May Oklahoma City, OK 73108 ATTN: Christina Hankins

Date	Billor	Description	Hours/Qty	Rate	Amount
2/01/2026	KAH	RTA - TIME: Total time billed by K Holmes for the period 1/01/2026 to 1/31/2026	35.00	410.00	\$14,350.00
2/01/2026	KAH	RTA -TRAVEL TIME billed by K Holmes for the period 1/01/2026 to 1/31/2026	16.00	205.00	\$3,280.00
2/01/2026	KAH	RTA - COSTS: Total costs incurred by KAH			\$529.86
11/07/2025	DB	Subconsultant Services	26.00		\$6,789.56
10/24/2025	DJM2	DJM2 Consultancy	8.00	\$350.00	\$2,800.00
12/01/2025	KAH	Project Management		15%	\$1,438.43

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

<b>Invoice Balance Due</b>	<b>\$29,187.85</b>
----------------------------	--------------------



INVOICE NUMBER:

WFXS1109-03

INVOICE DATE:

12/09/25

Bill To:

Regional Transportation Authority of Central Oklahoma  
2000 S MAY AVENUE  
OKLAHOMA CITY, OK 73108

Remit to:

JACOBS ENGINEERING GROUP, INC  
C/O BANK OF AMERICA  
P.O. Box 845422  
Dallas, TX 75284-5422

Attention: Christina Hankins

Project Number:

WFXS1109

PO Number:

2026-012

Project Description:

Task Order No. 9

Project Manager:

YOUNG, SCOTT

Terms:

NET 30

Due Date:

01/08/26

Billing Period From:

10/25/25

To:

11/21/25

Description:		Scheduled Value	Percent Complete	Amount Billable	Previous Billed	Current Amount Due
<b>RTA 2023-001 On-Call Engineering Consulting Services – Task Order No. 9</b>						
<b>Professional Services</b>	<b>TM</b>	<b>\$ 69,427.50</b>	<b>51.15%</b>	<b>\$ 35,513.00</b>	<b>\$ 32,633.00</b>	<b>\$ 2,880.00</b>
Key TO Efforts	TM			\$ 32,413.00	\$ 29,533.00	\$ 2,880.00
Santa Fe Station	TM			\$ 3,100.00	\$ 3,100.00	\$ -
<b>Grand Total</b>		<b>\$ 69,427.50</b>	<b>51.15%</b>	<b>\$ 35,513.00</b>	<b>\$ 32,633.00</b>	<b>\$ 2,880.00</b>

**TOTAL AMOUNT DUE THIS INVOICE** \$ 2,880.00

I have reviewed and approved all expenditures associated with this project. All Charges are valid charges to this project.

Status:

Refer to attached progress report



INVOICE NUMBER:

WFXS1109-04

INVOICE DATE:

01/09/26

Bill To:

Regional Transportation Authority of Central Oklahoma  
2000 S MAY AVENUE  
OKLAHOMA CITY, OK 73108

Attention: Christina Hankins

Remit to:

JACOBS ENGINEERING GROUP, INC  
C/O BANK OF AMERICA  
P.O. Box 845422  
Dallas, TX 75284-5422

Project Number:

WFXS1109

PO Number:

2026-012

Project Description:

Task Order No. 9

Project Manager:

YOUNG, SCOTT

Terms:

NET 30

Due Date:

02/08/26

Billing Period From: 11/22/25

To: 12/26/25

Description:		Scheduled Value	Percent Complete	Amount Billable	Previous Billed	Current Amount Due
RTA 2023-001 On-Call Engineering Consulting Services – Task Order No. 9						
Professional Services	TM	\$ 69,427.50	57.64%	\$ 40,020.50	\$ 35,513.00	\$ 4,507.50
Key TO Efforts	TM			\$ 36,920.50	\$ 32,413.00	\$ 4,507.50
Santa Fe Station	TM			\$ 3,100.00	\$ 3,100.00	\$ -
<b>Grand Total</b>		<b>\$ 69,427.50</b>	<b>57.64%</b>	<b>\$ 40,020.50</b>	<b>\$ 35,513.00</b>	<b>\$ 4,507.50</b>

TOTAL AMOUNT DUE THIS INVOICE \$ 4,507.50

I have reviewed and approved all expenditures associated with this project. All Charges are valid charges to this project.

Status:

Refer to attached progress report

**HNTB Corporation**  
 The HNTB Companies  
 Infrastructure Solutions

Bryan Lambkin  
 1111 Main Street, Suite 2500  
 Kansas City, MO 64106

Telephone (816) 472-1201  
 Facsimile (816) 472-4060  
 www.hntb.com



<b>RTA PROJECT NO.:</b>	<b>2025-021</b>	<b>DATES OF SERVICE:</b>	<b>4/26/2025</b>
<b>PROJECT DESCRIPTION:</b>		<b>Through</b>	<b>12/26/2025</b>
<b>RTA Board Education</b>		<b>INVOICE DATE:</b>	<b>12/30/2025</b>
		<b>INVOICE NUMBER:</b>	<b>02-85848-PL-001 Final</b>

LUMP SUM Contract Component	Contract/Task Order Amount	Total Billed	Previously Billed	Total Percentage	Current Billed	Resulting Contract Balance
RTA Board Education	\$5,874.00	\$5,874.00	\$2,937.00	100.00%	\$2,937.00	\$0.00
<b>TOTALS:</b>	<b>\$5,874.00</b>	<b>\$5,874.00</b>	<b>\$2,937.00</b>	<b>100.00%</b>	<b>\$2,937.00</b>	<b>\$0.00</b>



CPAs & ADVISORS

Allen, Gibbs & Houlik, LC  
301 N. Main, Suite 1700  
Wichita, KS 67202-4868

PHONE: 316.267.7231  
FAX: 316.267.0339

Christina Hankins  
Regional Transportation Authority  
2000 S May Ave  
Oklahoma City, OK 73108-4446

**Invoice No.** 973529  
**Date** 01/22/2026  
**Client No.** 75520

---

Final Bill for RTA 2025 audit completed in January 2026 per contract dated September 16, 2020/amended 10/20/2021 and 8/8/2025	\$ 10,185.00
Previously Billed	<u>(5,000.00)</u>
Invoice Total	<u>\$ 5,185.00</u>

---

**Regional Transportation Authority, we appreciate your business!**

**Make all checks payable to Allen, Gibbs & Houlik, L.C.**  
**If you would like to pay by ACH please contact us for further instructions**  
**To make a payment online please go to [www.aghlc.com](http://www.aghlc.com) and click on *Make a payment***

**RETURN ONE COPY WITH PAYMENT  
PAYMENT DUE UPON RECEIPT**



600 Massachusetts Avenue, NW  
Suite 250  
Washington, DC 20001  
202-240-2857

# INVOICE

INVOICE #3453  
PO 2026-004  
DATE: DECEMBER 4, 2025

**TO:**

Regional Transportation Authority of Central Oklahoma  
2000 South May  
Oklahoma City, Oklahoma 73108

DESCRIPTION	HOURS	RATE	AMOUNT
Professional Services (November 1 -- 30, 2025)			
Sherry Little	2.3	\$550.00	\$1,265.00
Auke Mahar-Piersma	7.5	\$550.00	\$4,125.00
Jamie Harrell	9.75	\$550.00	\$5,362.50
<b>Total</b>	<b>19.55</b>		<b>\$10,752.50</b>
Monthly report attached.			

Please make all checks payable to Cardinal Infrastructure LLC.

**Thank you for your business!**



600 Massachusetts Avenue, NW  
Suite 250  
Washington, DC 20001  
202-240-2857

# INVOICE

INVOICE #3472  
PO 2026-004  
DATE: JANUARY 9, 2026

**TO:**

Regional Transportation Authority of Central Oklahoma  
2000 South May  
Oklahoma City, Oklahoma 73108

DESCRIPTION	HOURS	RATE	AMOUNT
Professional Services (December 1 -- 31, 2025)			
Sherry Little	2.3	\$550.00	\$1,265.00
Auke Mahar-Piersma	0	\$550.00	\$0.00
Jamie Harrell	5.5	\$550.00	\$3,025.00
<b>Total</b>	<b>7.8</b>		<b>\$4,290.00</b>
Monthly report attached.			

Please make all checks payable to Cardinal Infrastructure LLC.

**Thank you for your business!**

PO Box 4884  
Baltimore, MD 21211 USA  
2024506541  
scott@alphavu.com  
www.alphavu.com



**BILL TO**

Christina Hankins  
Regional Transportation Authority  
of Central Oklahoma  
2000 South May Avenue  
Oklahoma City, Oklahoma  
73108

**INVOICE #** 2301  
**DATE** 01/19/2026  
**DUE DATE** 02/18/2026  
**TERMS** Net 30

---

ACTIVITY	QTY	RATE	AMOUNT
<b>DataVu Platform SAAS</b> DataVu Public Opinion Analytics Platform/Services December 18 -January 17, 2025	1	9,250.00	9,250.00
<b>Consulting</b> Direct Expense - Subcontractor Alan Wulkan	1	5,000.00	5,000.00

---

\$7,125 (50%) assignable to July.  
\$7,125 (50%) assignable to August.

**BALANCE DUE**

**\$14,250.00**



262.650.9900  
affirmagency.com

N28W23050 Roundy Drive  
Suite 100  
Pewaukee, WI 53072

**RTA of Central Oklahoma**  
**Kathryn Holmes**  
**2000 S. May Ave.**  
**Oklahoma City, OK 73108**

**Invoice #      INV-4404**  
**Invoice Date    11/30/2025**

Danny Mager - Principal 11.5 hrs x \$135 / hr	\$1,552.50				
Amy Opad - Director of Client Services 1.75 hrs x \$135 / hr	\$236.25				
Meghan Walters - Account Executive 21.25 hrs x \$135 / hr	\$2,868.75				
Ryan Quade - Creative Director 45.0 hrs x \$135 / hr	\$6,075.00				
Morgan Sumter - Graphic Designer 6.25 hrs. x \$135 / hr	\$843.75				
Matt Froehlich - Social Media Coordinator 1.0 hr x \$135 / hr	\$135.00				
Mark Skowron - Senior Digital Designer 1.0 hr x \$135 / hr	\$135.00				
Public Relations Services	\$5,500.00				
	<table border="0"> <tr> <td>Invoice Total</td> <td style="border-top: 1px solid black; text-align: right;">\$17,346.25</td> </tr> <tr> <td>Amount Due</td> <td style="border-top: 1px solid black; text-align: right;">\$17,346.25</td> </tr> </table>	Invoice Total	\$17,346.25	Amount Due	\$17,346.25
Invoice Total	\$17,346.25				
Amount Due	\$17,346.25				

Make checks payable to AFFIRM Agency  
Due upon receipt



262.650.9900  
affirmagency.com

N28W23050 Roundy Drive  
Suite 100  
Pewaukee, WI 53072

**RTA of Central Oklahoma**  
**Armando Reyes**  
**2000 S. May Ave.**  
**Oklahoma City, OK 73108**

**Invoice #**      **INV-4443**  
**Invoice Date**    **12/31/2025**

**Branding & Marketing Services**

---

<b>Project Management</b>	<b>\$7,762.50</b>
57.5 hrs	
<b>Public Information &amp; Engagement Framework Process Design &amp; Development</b>	<b>\$3,449.25</b>
25.55 hrs	
<b>Website Redesign Services</b>	<b>\$810.00</b>
6.0 hrs	
<b>Public Relations Services</b>	<b>\$4,400.00</b>
<b>Invoice Total</b>	<b>\$16,421.75</b>
<b>Amount Due</b>	<b>\$16,421.75</b>

Make checks payable to AFFIRM Agency  
Due upon receipt



CENTRAL OKLAHOMA  
TRANSPORTATION & PARKING  
AUTHORITY

**REMIT PAYMENT TO:**  
EMBARCK - Accts Receivable  
2000 S. May | Oklahoma City, OK 73108  
embarkok@okc.gov

Bill To: **Regional Transportation  
Authority of Central Oklahoma**

**Invoice #: 2026-107**

Address: 2000 S May Avenue  
Oklahoma City, OK 73108

Invoice Date: 2/1/2026

**Invoice For:** Administrative Services

Item #	Description	Qty	Unit Price	Discount	Price	
1	Admin Services Fee - January 2026	1	\$10,171.00		\$10,171.00	
1	January Printing (Job #116153, #115722 & #115721)	1	\$15.10		\$15.10	
1	Director of Strategic Initiatives: December 2025	1	\$3,035.96		\$3,035.96	
<b>NOTES: RTA PO # 2026-003</b>						
				Invoice Subtotal	<b>\$13,222.06</b>	
				Tax Rate		
				Sales Tax	<b>\$0.00</b>	
				Other		
				Deposit Received		
Make all checks payable to EMBARK					<b>TOTAL</b>	<b>\$13,222.06</b>

**WILLIAMS, BOX, FORSHEE & BULLARD, P.C.**

Attorneys and Counsellors  
522 Colcord Drive  
Oklahoma City, OK 73102-2202  
Federal ID no. 73-1377280

405-232-0080

---

---

Invoice submitted to:

Oklahoma City Regional Transit Authority  
City of Oklahoma City  
c/o Mike Baskin  
100 N. Walker, Suite 400  
Oklahoma City, OK 73102

December 31, 2025

Invoice # 35467

In Reference To: Legal services rendered in connection with Regional Transit Authority.

Professional Services

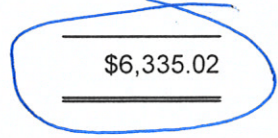
	<u>Hours</u>
12/1/2025 JMW Preparation for Executive Committee meeting of following date.	0.90
12/2/2025 JMW Preparation for and attendance at RTA briefing at Oklahoma City Convention Center; follow-up notes regarding same.	6.40
12/3/2025 JMW Follow-up actions from workshop meeting of prior date; notes with respect to teams call regarding ballot language.	0.80
12/4/2025 JMW Review and notes with respect to ballot, rules with respect to funding of education.	1.00
12/5/2025 JMW Participation in ballot/polling meeting; follow-up notes; review and response to correspondence from Jonathan Garcia regarding use of authority funds; review and notes with respect to taxation of railroads; review and actions with respect to use of authority funds.	2.30
12/8/2025 JMW Review and actions with respect to pending RTA matters, including taxation of railroads and preparation for meeting of December 11, 2025.	1.00
12/9/2025 JMW Review and notes with respect to advancement of RTA; preparation for team meeting of December 11, 2025.	0.80
12/10/2025 JMW Preparation for team meeting of following date.	0.10
12/11/2025 JMW Preparation for and participation in team meeting; follow-up notes.	2.40
12/12/2025 JMW Review and notes with respect to 501C4, political action committees.	0.30
12/15/2025 ST Review Agenda packet; prepare materials for meeting.	0.20
12/17/2025 JMW Attendance at RTA meeting at Embark headquarters; follow-up notes.	2.60
12/20/2025 JMW Review and notes with respect to RTA and advancement of election.	0.50

	<u>Hours</u>
12/21/2025 JMW Review and notes with respect to advancement of RTA election.	0.30
12/22/2025 JMW Review and notes with respect to election and matters related thereto; correspondence.	0.70
12/23/2025 JMW Review and correspondence with respect to advancement of election.	0.30
12/24/2025 JMW Review and notes with respect to election matters.	0.30
12/27/2025 JMW Review and notes with respect to advancement of RTA election.	0.50
	<u>Amount</u>
<b>For professional services rendered</b>	<b>\$6,317.42</b>
Expense Charges :	
Photocopies/B&W	10.40
Photocopies/B&W	7.20
<b>Total expense charges</b>	<u><b>\$17.60</b></u>
<b>TOTAL AMOUNT OF THIS BILL</b>	<u><b>\$6,335.02</b></u>

---

<b>PREVIOUS BALANCE</b>	<b>\$3,504.50</b>
Accounts receivable transactions	
12/19/2025 Payment - Thank you. Check No. 1345306	(\$3,504.50)
<b>Total payments and adjustments</b>	<u><b>(\$3,504.50)</b></u>
Balance due	<u><u><b>\$6,335.02</b></u></u>

*Pay this Amount  
 With Bank  
 1-15-2026*





TO: Chairman and Board of Directors

FROM: Interim Executive Director

Receive Annual Financial Report for the Fiscal Year ended June 30, 2025.

**Background** The Regional Transportation Authority of Central Oklahoma's (RTA) Trust Indenture requires an independent audit of its financial controls and the results compiled in an annual financial report. The report is to be filed annually with the governing body of the Beneficiaries. The RTA is committed to providing annual financial reporting in compliance with Generally Accepted Accounting Principles (GAAP), as prescribed by the Governmental Accounting Standards Board (GASB). The objective of the RTA is to comply with all statutory and regulatory requirements.

The Board of Directors approved the professional services agreement (PSA) with Allen, Gibbs, Houlik, L.C. (AGH) in September 2020, and the agreement was amended in September 2021. The agreement was renewed and amended in August 2025. AGH completed their audit of the RTA's financials for the fiscal years ended June 30, 2025. The annual report is hereby submitted to the Board.

The audit will be filed with the three member cities as required by the Trust Indenture and Agreement.

Recommendation: Receive the Annual Financial Report for the Fiscal Year ended June 30, 2025.

A handwritten signature in black ink, appearing to read "Jason Ferbrache".

Jason Ferbrache  
Interim Executive Director

Board of Trustees  
**Regional Transportation Authority of Central Oklahoma**  
Oklahoma City, Oklahoma

We are pleased to present this report related to our June 30, 2025 audit of the Regional Transportation Authority of Central Oklahoma's (the Authority) basic financial statements. Our report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for the Authority's financial reporting process.

This report is intended solely for the information and use of the Board of Trustees and management, and is not intended to be, and should not be, used by anyone other than these specified parties.

The following required communications summarize our responsibilities regarding the financial statement audit as well as observations from our audit that are significant and relevant to your responsibility to oversee the financial and related compliance reporting process.

This letter includes other comments and suggestions with respect to matters that came to our attention in connection with our audit of the Authority's financial statements. These items are offered as constructive suggestions to be considered part of the ongoing process of modifying and improving the Authority's practices and procedures.

### **Our Responsibilities**

We describe our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States to you in our engagement letter dated October 20, 2021 as amended. Our audit of the basic financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.

### **Planned Scope and Timing of the Audit**

We have issued a separate communication dated November 19, 2025 regarding the planned scope and timing of our audit and identified significant risks. We made no significant changes to the scope or timing of our procedures.

### **Accounting Policies and Practices**

Preferability of Accounting Policies and Practices - Under generally accepted accounting principles, in certain circumstances, management may select among alternative accounting practices. In our view, in such circumstances, management has selected the preferable accounting practice.

Adoption of, or Change in, Accounting Policies - Management has the ultimate responsibility for the appropriateness of the accounting policies used by the Authority. The Authority did not adopt any significant new accounting policies, nor have there been any changes in existing significant accounting policies during the current period.

Significant Accounting Policies - We did not identify any significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Unusual Transactions - We did not identify any significant unusual transactions.

Management's Judgments and Accounting Estimates - Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses their knowledge and experience about past and current events, and certain assumptions about future events. You may wish to monitor throughout the year the process used to determine and record these accounting estimates.

### **Audit Adjustments and Uncorrected Misstatements**

There were no audit adjustments made to the original trial balance presented to us to begin our audit.

We are not aware of any uncorrected misstatements other than misstatements that are clearly trivial.

### **Other Information Included in Annual Reports**

Our responsibility for other information included in annual reports is to read the information and consider whether its content or the manner of its presentation is materially inconsistent with the financial information covered by our auditor's report, whether it contains a material misstatement of fact or whether the other information is otherwise misleading. We read the Authority's transmittal letter section. We did not identify material inconsistencies with the audited basic financial statements.

### **Observations About the Audit Process**

We did not discuss with management any alternative treatments within generally accepted accounting principles for accounting policies and practices related to material items during the current audit year; we encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit or significant disclosures to be included in the financial statements; we are not aware of any consultations management had with other accountants about accounting or auditing matters; no significant issues arising from the audit were discussed or the subject of correspondence with management; we did not encounter any difficulties in dealing with management relating to the performance of the audit; and we did not encounter any significant and difficult or contentious matters that required consultation outside the engagement team.

### **Shared Responsibilities for Independence**

Independence is a **joint responsibility** and is managed most effectively when management, audit committees, and audit firms work together in considering compliance with AICPA and *Government Accountability Office* (GAO) independence rules. For Allen, Gibbs & Houlik, L.C. (AGH) to fulfill its professional responsibility to maintain and monitor independence, management, the audit committee, and AGH each play an important role.

### **Our Responsibilities**

- AICPA and GAO rules require independence both of mind and in appearance when providing audit and other attestation services. AGH is to ensure that the AICPA and GAO's General Requirements for performing non-attest services are adhered to and included in all letters of engagement.
- Maintain a system of quality control over compliance with independence rules and firm policies.

## **The Authority's Responsibilities**

- Timely inform AGH, before the effective date of transactions or other business changes, of the following:
  - New affiliates, directors, officers, or persons in financial reporting and compliance oversight roles.
  - Changes in the reporting entity impacting affiliates such as subsidiaries, partnerships, related entities, investments, joint ventures, component units, and jointly governed organizations.
- Provide necessary affiliate information such as new or updated structure charts, as well as financial information required to perform materiality calculations needed for making affiliate determinations.
- Understand and conclude on the permissibility, prior to the Authority and its affiliates, officers, directors, or persons in a decision-making capacity, engaging in business relationships with AGH.
- Not entering into arrangements of nonaudit services resulting in AGH being involved in making management decisions on behalf of the Authority.
- Not entering into relationships resulting in AGH, AGH covered persons or their close family members, temporarily or permanently acting as an officer, director, or person in an accounting, financial reporting or compliance oversight role at the Authority.

## **Management Representations**

In connection with our audit procedures, we have obtained a written management representation letter. This representation letter constitutes written acknowledgments by management that it has the primary responsibility for the fair presentation of the financial statements in conformity with generally accepted accounting principles and also includes the more significant and specific oral representations made by officers and employees during the course of the audit. The letter is intended to reduce the possibility of misunderstandings between us and the Authority and reminds the signing officers to consider seriously whether all material liabilities, commitments and contingencies or other important financial information have been brought to our attention.

## **Other Matters**

Electronic Fund and Wire Transfers - The risk of loss or fraud around the electronic transfer of cash is significant and has grown exponentially in recent years. Therefore, we suggest the Authority evaluate current controls around these types of transactions to minimize risks associated with electronic payments.

In general, the Authority's processes and controls should:

- Maintain dual authorizations over electronic payments.
- Develop a formal written policy for generating, approving and executing electronic payments to ensure that all transfers are properly performed, routed, and accounted for. The lack of a formal written agreement can lead to improper transaction recording, whether by accident or fraud, that can result in significant loss to the Authority.
- Utilize written agreements with vendors that specifically communicate wire procedures, account numbers, multi-factor authentication requirements, change or update requirements, etc. These agreements should be strictly followed and extremely difficult to change to minimize the risk of fraudulent activity around electronic payments. Your bank or insurance company many times

will have best practices and templates that align with the banking procedures or insurance policies already in place.

Cybersecurity - Effective cybersecurity risk management continues to be more important than ever in today's environment. Those charged with governance and executive management (the governance team) face an enormous challenge: to oversee how the organization manages cybersecurity risk. An effective cybersecurity risk management program includes assessments of your comprehensive risk, controls and vulnerabilities to provide reasonable, but not absolute, assurance that material breaches are prevented or detected, and mitigated in a timely manner. The combined effects of an organization's dependency on IT, the complexity of IT networks and business applications, extensive reliance on third parties and human nature (i.e., susceptibility to social engineering) are only likely to increase the need for effective cybersecurity risk management programs.

As a best practice, we encourage executive management to be intimately involved with the risk management program and to share the results with the governance team.

Comprehensive Policy and Procedure Review - Given the broad and deep scope of your operations, you should consider completing a comprehensive evaluation of the adequacy and effectiveness of the entity's internal financial policies, processes and procedures, including a comparison to best practices among organizations the same size.

For entities that have experienced budget cuts in the finance area or those that have experienced turnover, a periodic review of controls is imperative. Even if your finance team has been stable over the years, we remind you that even the best design of controls is only as good as the people who carryout and execute such controls.

Financial policies, procedures and processes are a key element of sound fiscal administration. When policies are effective, they can preserve or enhance the fiscal health and wealth of the organization and create efficiencies for staff members.

This comprehensive evaluation could include:

1. Evaluation of existing controls
2. Identification of financial policies that could lead to vulnerability to fraud and/or abuse
3. For those identified weaknesses and risks, recommendations for improvements

### **Closing**

We will be pleased to respond to any questions you have about this report or set up an introductory meeting to discuss the other recommendations at no charge. We appreciate the opportunity to continue to be of service to the Regional Transportation Authority of Central Oklahoma.

*Allen, Gibbs & Houlik, L.C.*  
CERTIFIED PUBLIC ACCOUNTANTS

Wichita, KS  
January 21, 2026



TO: Chairperson and Board of Directors

FROM: Interim Executive Director

Consider approving amendment to increase the not-to-exceed amount under the existing agreement with AlphaVu for continued professional services.

**Background** On June 18, 2025, the RTA entered into an Agreement with AlphaVu, effective through June 30, 2026, with a not-to-exceed compensation amount of \$150,400, inclusive of all fees and reimbursable expenses.

The parties now mutually agree to amend Attachment B to increase the not-to-exceed amount by \$79,900 for the remainder of the term, resulting in a revised total not-to-exceed amount of \$230,300. This increase will allow AlphaVu to perform or subcontract additional services requested by the RTA that were contemplated within the original scope of work.

Recommendation: Approve the resolution.

Jason Ferbrache  
Interim Executive Director

# PROFESSIONAL SERVICES AGREEMENT

## AMENDMENT NO. 1

### ALPHAVU

This Amendment (“Amendment No. 1”) is made by and between AlphaVu ("AlphaVu") and the Regional Transportation Authority of Central Oklahoma, a regional transit authority and public trust organized under the laws of the State of Oklahoma (“RTA”), each a Party and collectively the “Parties”.

### RECITALS

**WHEREAS**, the RTA is a public trust created pursuant to the authority of 60 O.S. § 176 et seq., and 68 O.S. § 1370.7, for purposes of planning, financing, constructing, maintaining, and operating transportation projects located within the boundaries of the RTA; and

**WHEREAS**, on April 1, 2020, the Central Oklahoma Transportation and Parking Authority (COTPA) issued a Request for Proposal (RFP) seeking a Professional Services Agreement for market research and data mining; and

**WHEREAS**, a selection committee reviewed and evaluated the responses based on the criteria set forth in the RFP, awarding an agreement to AlphaVu on November 6, 2020; and

**WHEREAS**, on June 2, 2023, the COTPA governing board and AlphaVu signed an amendment allowing the RTA to utilize the services of AlphaVu under the COTPA agreement; and

**WHEREAS**, AlphaVu has been actively working with the RTA on projects under this agreement; and

**WHEREAS**, COTPA has decided not to renew its contract with AlphaVu, resulting in the agreement’s expiration on June 30, 2025; and

**WHEREAS**, the RTA has an ongoing need for the services provided by AlphaVu, with certain projects currently on hold due to the impending expiration of the original contract; and

**WHEREAS**, Section 3.5 of the RTA Procurement Procedures Manual (Manual) outlines exceptions for noncompetitive or sole source procurements, allowing the Governing Body to adopt a sole source agreement under specific circumstances; and

**WHEREAS**, the Manual permits a sole source agreement in cases of follow-on contracts where awarding to another contractor would result in substantial duplication of costs not recoverable through competition; and

**WHEREAS**, the Manual also allows a sole source agreement when awarding to another contractor would cause unacceptable delays in meeting the RTA's need; and

**WHEREAS**, the RTA entered into an Agreement with AlphaVu on June 18, 2025, with a term expiring on June 30, 2026, which includes Attachment B establishing a not-to-exceed amount and total compensation under the Agreement, inclusive of all fees and reimbursable expenses, in the amount of One Hundred Fifty Thousand Four Hundred Dollars (\$150,400.00); and


**WHEREAS**, the Parties mutually agree to amend Attachment B in the Agreement under the same terms, conditions, and provisions as originally awarded, and further agree to increase the not-to-exceed amount for the remainder of the contract term by an additional Seventy-Nine Thousand Nine Hundred Dollars (\$79,900.00), resulting in a revised total not-to-exceed amount of Two Hundred Thirty Thousand Three Hundred Dollars (\$230,300.00), inclusive of all fees and reimbursable expenses; and

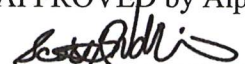
**WHEREAS**, the increased not-to-exceed amount will allow AlphaVu to perform or subcontract additional services requested by the RTA that were contemplated within the original scope of work set forth in the Agreement executed by the Parties on June 18, 2025; and

**WHEREAS**, pursuant to the June 18, 2025 Agreement, AlphaVu agreed to comply with the RTA Travel Policy, and AlphaVu now further agrees that any subconsultant retained by AlphaVu whose services require travel shall also be subject to and comply with the RTA Travel Policy, as attached hereto and incorporated herein by reference;

**NOW, THEREFORE**, be it resolved that the Agreement between the RTA and AlphaVu dated June 18, 2025 is hereby amended to increase the not-to-exceed compensation as stated herein, and except as expressly modified by this amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

APPROVED by the Directors of the Regional Transportation Authority of Central  
OALPklahoma and signed by the Chairperson on this 11<sup>th</sup> day of  
February 2026.

By:   
Its: Chairperson

APPROVED by AlphaVu the 2nd day of February 2026.  
By:   
Its: Chief Executive Officer

Attachment  
RTA Travel Policy



Regional Transportation Authority of Central  
Oklahoma

# Travel Policy

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

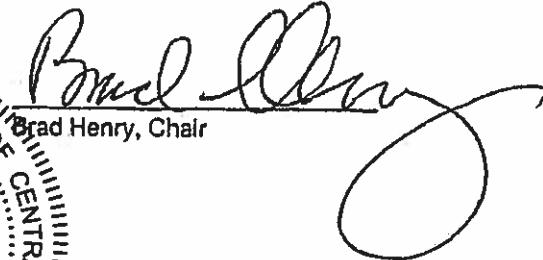


The Travel Policy is hereby APPROVED by the Regional Transportation Authority of Central Oklahoma, and SIGNED by the Chairperson, this 17th day of March 2021.

ATTEST:

REGIONAL TRANSPORTATION  
AUTHORITY OF CENTRAL OKLAHOMA

  
Mary Melon, Secretary

  
Brad Henry, Chair

Reviewed for form and legality.



  
Hailey Rawson, Assistant Municipal Counselor

## Table of Contents

INTRODUCTION .....	4
CONSULTANT TRAVEL .....	4
AUTHORIZATION .....	5
REGISTRATION .....	5
TRANSPORTATION .....	5
Commercial Airline.....	5
Oklahoma City Ground Transportation and Parking .....	5
Private Vehicle – In State Travel .....	6
Private Vehicle – Out of State Travel.....	6
Rental Car .....	6
Rail Service .....	6
LODGING .....	6
MEALS.....	7
MISCELLANEOUS EXPENSE INFORMATION .....	7
FOREIGN TRAVEL .....	7
MILEAGE REIMBURSEMENT .....	7
CANCELLATIONS.....	7
REFUNDS.....	8

## **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. Expenses not included in the terms of the PSA, must receive pre-approval in a written format from the Executive Director, prior to travel.

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 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.

If the cost of a flight is \$1,000 or more, the claimant is responsible for obtaining three quotes and the reimbursement amount will be the lowest fare from three (3) flight quotes with similar travel times, transfers, baggage fee, etc. The RTA will not reimburse claimants for added fees beyond economy coach fare to the extent a good faith effort is taken to fly coach on a primary airline, 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

### **Consideration**

Adopt a resolution approving the proposed naming and re-branding of the Authority for trade name purposes and to authorize staff to register the trade name with the Oklahoma Secretary of State.

### **Background**

The Regional Transportation Authority of Central Oklahoma (RTA), a public trust established in February 2019 pursuant to the Oklahoma Trust Act and other applicable statutes of the State of Oklahoma, whose beneficiaries are the cities of Edmond, Norman, and Oklahoma City, is an independent governmental entity formed for the purpose of planning, financing, constructing, maintaining, and operating transportation projects located within the boundaries of the regional transportation district consisting of the city limits of the named cities.

In 2024 the RTA approved an agreement with AFFIRM to develop a new name, brand, and Strategic Marketing and Media Plan for the promotion of the RTA in Central Oklahoma. The selected brand and logo represent a transformation in regional transportation, embodies the strength of collaboration, and the promise of a safe, future-forward transit experience in Central Oklahoma.

Recommendation: Adopt the resolution.



Jason Ferbrache  
Interim Executive Director

## **RESOLUTION NO. 26-0001**

### **RESOLUTION OF THE REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA TO APPROVE THE PROPOSED NAMING AND RE-BRANDING OF THE AUTHORITY FOR TRADE NAME PURPOSES AND TO AUTHORIZE STAFF TO REGISTER THE TRADE NAME WITH THE OKLAHOMA SECRETARY OF STATE.**

**WHEREAS**, The Regional Transportation Authority of Central Oklahoma (“RTA”), is a transportation Authority established in February 2019 pursuant to Title 68 Section§1370.7. and other applicable statutes of the State of Oklahoma, with the Cities of Edmond, Norman, and Oklahoma City as its beneficiaries; and

**WHEREAS**, the RTA is an independent governmental entity formed for the purpose of planning, financing, constructing, maintaining, and operating transportation projects located within the boundaries of the regional transportation district compromised by the city limits of the named cities; and

**WHEREAS**, in 2024 the RTA through a competitive request for proposal process selected Staples Marketing, LLC d/b/a AFFIRM Agency to develop a new agency name, brand identity, and Strategic Marketing and Media Plan for the promotion of the RTA throughout Central Oklahoma; and

**WHEREAS**, AFFIRM conducted more than six months of market research, brand audits, and interviews with key stakeholders and board members, resulting in the development of a comprehensive brand profile defining the RTA’s promise to the public, including the creation, review, and refinement of more than twenty proposed brand names and logo concepts; and

**WHEREAS**, the recommended name and logo reflect a transformation in regional transportation and are intended to embody collaboration, innovation, and the promise of a safe, future-focused transit experience in Central Oklahoma; and

**WHEREAS**, the RTA Executive Committee reviewed the recommended new name, brand, and logo and desire to move forward with changing the official name; and

**WHEREAS**, Article II of the RTA Trust Indenture sets the formal name of the authority and Article XII of the RTA Trust Indenture provides that amendments to the Trust Indenture, may only be made by written approval of all three beneficiary cities; and

**WHEREAS**, it is the intent of the RTA Board to present a proposed amendment to the Trust Indenture to each of the beneficiary cities later this year to formally effectuate the name change; and

**WHEREAS**, pending completion of the required amendment process, the recommended name and logo will be used on an interim basis as a trade name only; and

**WHEREAS**, the approval of this Resolution will allow the RTA to do business as “ONE Transit” and to file the trade name with the Oklahoma Secretary of State; and

**WHEREAS**, it is understood that the official legal name of the Regional Transportation Authority of Central Oklahoma shall remain unchanged unless and until the Trust Indenture is formally amended in accordance with Article XII.

**NOW, THEREFORE, BE IT RESOLVED**, that the RTA Board of Directors hereby approves the proposed naming and rebranding of the RTA for interim trade name purposes to “ONE Transit” and authorizes staff to file the trade name with the Oklahoma Secretary of State.

**ADOPTED** by the Board of Directors and **SIGNED** by the Chairperson of the Regional Transportation Authority of Central Oklahoma this 11<sup>th</sup> day of **February 2026**.

**ATTEST:**



REGIONAL TRANSPORTATION  
AUTHORITY OF CENTRAL OKLAHOMA

  
\_\_\_\_\_  
Chuck Thompson, Secretary

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

**REVIEWED** for form and legality.

  
\_\_\_\_\_  
Jonathan Garcia  
Municipal Counselor