



**REGULAR MEETING OF THE BOARD OF TRUSTEES
DECEMBER 17, 2014**

**WILLIAM G. PORTER BOARDROOM
33 N. HIGH STREET**

MINUTES

1. **CALL TO ORDER**

Chair Dawn Tyler Lee called the Board of Trustees meeting to order at 8:16 a.m.

2. **ROLL CALL**

BOARD MEMBERS PRESENT:

Dawn Tyler Lee, Chair
J. Cleve Ricksecker, Vice Chair
William A. Anthony, Jr.
Mabel G. Freeman, Ph.D.
Gina Ormond
Harry Proctor
Jean Carter Ryan
Craig P. Treneff

BOARD MEMBERS ABSENT:

James E. Daley
James E. Kunk
Richard R. Zitzke

3. **APPROVAL OF AGENDA**

Ricksecker motioned to approve the agenda. Treneff seconded the motion. Motion passed.

4. **APPROVAL OF NOVEMBER 19, 2014 REGULAR BOARD OF TRUSTEES MEETING MINUTES**

Jean Carter Ryan announced that the November 19, 2014 minutes indicate that she was present at the meeting, but she was absent. With this correction the minutes were approved. Treneff motioned to approve the minutes with this change. Proctor seconded the motion. Motion passed.

5. **COMMENTS OR STATEMENTS FROM THE AUDIENCE**

Mrs. Crawley said she is hearing riders say that they are pleased that the implementation of the Transit System Review will be gradual. She reported that she is ecstatic that the fares were not increased. She said she is passionate about public transportation and therefore she distributed Christmas cards with candy canes to 350 bus drivers. Mrs. Crawley announced that she would like to be involved in the upcoming Next Generation plan. President Stitt thanked Mrs. Crawley for her commitment to public transportation.

6. PRESIDENT'S REPORT

President Stitt thanked every member of the Board for their service and leadership during 2014 and said he appreciates the guidance COTA receives from their leadership. He said he looks forward to working with all trustees in 2015.

Mr. Robert J. Weiler was recognized for his service on the COTA Board. Chair Dawn Tyler Lee recognized Mr. Weiler by officially reading Resolution No. 2014-68. She thanked Mr. Weiler for the personal mentorship to her and her husband and said they are grateful to have Mr. Weiler in their community and lives. Many trustees commented on Mr. Weiler's great leadership and service in the community. Mr. Weiler said he loved serving on the COTA Board and is willing to assist COTA in the future in any way possible.

Kevin Stevenson received the President's 40 for 40 Award for developing a new report for analyzing on-time performance. He worked closely with former employee Philip Boone on the development of the report. The report displays data in a much more user friendly format, showing the scheduled travel time, the average travel time, and the difference between the two. With one key stroke you can see all of the detailed data that makes up the average travel time, allowing exclusion of unrealistic data. Use of this report saves the Scheduling Department countless hours when reviewing on-time performance for a specific line and day.

Sonya Seals-Leonard and David Sabree received the President's 40 for 40 Award for assisting a disabled person when the wheelchair lift was not working on a coach. On December 10, CBUS operator Sonya Seals-Leonard and Transportation Services Supervisor David Sabree were working together to get the wheelchair lift working on coach 1403 in the Brewery District in the downtown area. The customer, Daryn Brown, needed to get off the bus to get to work. Sonya and David helped Daryn Brown off the coach by lifting her wheelchair and getting her safely to the sidewalk. Notes were received from both Daryn's mother and father thanking the CBUS drivers for the excellent service Daryn receives everyday.

Marion White, former CFO/Vice President of Finance, received the President's 40 for 40 Award for his 13 years of service at COTA and for leading the Finance Department during 13 years in which the Government Finance Officers Association Certificate for Achievement for Excellence in Financial Reporting was received. Marion was due to receive the award last month before his retirement, however due to an unfortunate circumstance, he was unable to attend the meeting. Chair Tyler Lee extended her gratitude to Marion for his years of service.

President Stitt reviewed the 2014 accomplishments. Highlights were:

- Three-Star Certified Ohio Green Fleet
- Clean Audit of Self Insured Workers Compensation Program
- FTA Reviews – Procurement and Drug & Alcohol Programs
- Unmodified Financial Audit
- Ohio Auditor's Award of Distinction
- GFOA Certificate for Achievement for Excellence in Financial Reporting - 25 consecutive years

7. COMMITTEES:

A. OPERATIONS COMMITTEE – WILLIAM A. ANTHONY, CHAIR

2014-86 - AUTHORIZING EXPENDITURES FOR THE CONTRACT WITH FIRST TRANSIT, INC. FOR TRANSPORTATION SERVICES FOR SENIORS AND INDIVIDUALS WITH DISABILITIES

Clinton Forbes, Vice President, Operations presented this resolution. He said Resolution No. 2011-84 authorized a contract with First Transit, Inc. for transportation services for seniors and individuals with disabilities (ADA service) for the period commencing January 1, 2012 and expiring December 31, 2014, with an option to renew for up to two additional one-year terms. COTA wishes to renew this contract for the first additional one-year term.

This resolution authorizes COTA to allocate the funds necessary for the provision of transportation services for seniors and individuals with disabilities provided by First Transit, Inc. for the period commencing January 1, 2015 and expiring December 31, 2015 for an estimated expenditure not to exceed Seven Million Six Hundred Thirty Thousand Three Hundred Ninety and 00/100 Dollars (\$7,630,390).

Anthony motioned to approve this resolution. Treneff seconded the motion. Motion passed.

2014-87 - AUTHORIZING A CONTRACT WITH FRANKLIN COUNTY FOR MULTI-AGENCY RADIO COMMUNICATIONS SYSTEM (MARCS) SERVICES

Clinton Forbes, Vice President, Operations presented this resolution. He said COTA's radio communications system utilizes the Franklin County radio network. Franklin County is converting their analog radio system to a digital radio system under the Multi-Agency Radio Communication System (MARCS) agreement. Services available under the Franklin County MARCS agreement meet COTA's radio communications service requirement. This purchase is a non-competitive procurement in accordance with Section 306.43 of the Ohio Revised Code and the rules and regulations of the Federal Transit Administration.

This resolution authorizes COTA to enter into an agreement with Franklin County for the provision of Multi-Agency Radio Communication System (MARCS) services for a contract period from January 1, 2015 through December 31, 2017 for an estimated expenditure not to exceed Three Hundred Eighty-One Thousand Three Hundred Two and 49/100 Dollars (\$381,302.49).

Ricksecker motioned to approve this resolution. Proctor seconded the motion. Motion passed.

B. COMMUNICATIONS, MARKETING & CUSTOMER SERVICE – JAMES E. DALEY, CHAIR

William A. Anthony chaired the Communications, Marketing & Customer Service meeting in the absence of James E. Daley.

2014-88 - AUTHORIZING AN EXTENSION OF THE AGENCY DISCOUNT DAYPASS PROGRAM

Marty Stutz, Vice President, Communications, Marketing and Customer Service, presented this resolution. He said the Agency Discount DayPass Program was initiated in 1991 at the request of representatives of local human service agencies. The DayPass program has proven to be successful assisting human service agencies in meeting the need for transportation for their disadvantaged consumers and in encouraging new passengers to use the COTA service.

This resolution authorizes COTA to extend the Agency Discount DayPass Program effective January 1, 2015 until such time as COTA changes its fare structure, applying the eligibility criteria to agencies currently participating in the program and any new agencies, and that a maximum of 150,000 Discount DayPasses will be allocated to this program each calendar year at the authorized discounted price of \$4.00 each.

Ricksecker motioned to approve this resolution. Proctor seconded the motion. Motion passed. Freeman and Treneff abstained.

C. FINANCE/AUDIT COMMITTEE – JAMES E. KUNK, CHAIR

Craig P. Treneff chaired the Finance/Audit Committee meeting in the absence of James E. Kunk.

2014-89 - AUTHORIZING AN AMENDMENT TO RESOLUTION 2013-85 TO REVISE APPROPRIATIONS FOR THE EXPENDITURES OF THE CENTRAL OHIO TRANSIT AUTHORITY FOR THE CALENDAR YEAR ENDING DECEMBER 31, 2014

Jeffrey Vosler, Interim CFO/Vice President of Finance & DBE Officer, presented this resolution. He said the Ohio Revised Code Section 5705 requires that the Authority adopt an annual appropriations resolution for 2014 in order to make lawful expenditures of funds for the operations of the Central Ohio Transit Authority. The Board of Trustees has previously adopted Resolution 2013-85 establishing appropriations for the expenditures of the Central Ohio Transit Authority for the calendar year ending December 31, 2014. Vosler said it is necessary to amend Resolution 2013-85 to redistribute appropriations within the original budgeted amount to reflect actual expenditure needs.

Ricksecker motioned to approve this resolution. Freeman seconded the motion. Motion passed.

2014-90 - AUTHORIZING APPROPRIATIONS FOR THE EXPENDITURES OF THE CENTRAL OHIO TRANSIT AUTHORITY FOR THE CALENDAR YEAR ENDING DECEMBER 31, 2015

Jeffrey Vosler, Interim CFO/Vice President of Finance & DBE Officer, presented this resolution. He said the Ohio Revised Code, Chapter 5705 requires that the Authority adopt an annual appropriations resolution to make lawful expenditures of funds for the operations of the Central Ohio Transit Authority for calendar year ending December 31, 2015 and to direct the Secretary-Treasurer to certify a copy of the resolution to the Auditor of Franklin County.

The proposed budget reflects the applicable contract provisions and other relevant items and financial assumptions for the 2015 operating and capital budgets for the Authority.

Ryan motioned to approve this resolution. Ricksecker seconded the motion. Motion passed.

Jeffrey Vosler, Interim CFO/Vice President of Finance & DBE Officer, stated that the next eight resolutions are related to the McKinley Avenue renovation. He said the vast majority of the work and dollars requested represent bid alternates that were rejected at the original time of award in July 2014 due to budget limitations. Since then additional contingency funds in the form of savings on other projects were identified allowing the alternates to be reconsidered.

2014-91 - AUTHORIZING A CONTRACT WITH N/S CORPORATION FOR THE VEHICLE WASHING EQUIPMENT PACKAGE FOR THE RENOVATION OF THE MCKINLEY AVENUE FACILITY (PHASE 3B)

COTA desires to engage in a contract with a qualified company for the vehicle washing equipment package for the renovation of the McKinley Avenue Facility (Phase 3B). This resolution authorizes COTA to enter into a construction contract with N/S Corporation for the vehicle washing equipment package for the renovation of the McKinley Avenue Facility (Phase 3B) for a total expenditure of Six Hundred Sixty-Nine Thousand and 00/100 Dollars (\$669,000).

Freeman motioned to approve this resolution. Treneff seconded the motion. Motion passed.

2014-92 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH THE ALTMAN COMPANY FOR THE GENERAL TRADES PACKAGE FOR THE RENOVATION OF THE MCKINLEY AVENUE FACILITY (PHASE 3B)

This resolution authorizes COTA to increase the value of the construction contract with the Altman Company for the general trades package for the renovation of the McKinley Avenue Facility (Phase 3B) by a total not to exceed Three Hundred Eleven Thousand Three Hundred Eighty-One and 15/100 Dollars (\$311,381.15), from a total not to exceed Four Million Six Hundred Nine Thousand Seven Hundred Eighty-Three and 74/100 Dollars (\$4,609,783.74) to a total not to exceed Four Million Nine Hundred Twenty-One Thousand One Hundred Sixty-Four and 89/100 Dollars (\$4,921,164.89).

Anthony motioned to approve this resolution. Ricksecker seconded the motion. Motion passed.

2014-93 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH GENERAL TEMPERATURE CONTROL, INC. FOR THE HVAC PACKAGE FOR THE RENOVATION OF THE MCKINLEY AVENUE FACILITY (PHASE 3B)

This resolution authorizes COTA to increase the value of the construction contract with General Temperature Control, Inc. for the HVAC package for the renovation of the McKinley Avenue Facility (Phase 3B) by a total not to exceed Eighty-Seven Thousand Three Hundred Seventy-One and 17/100 Dollars (\$87,371.17), from a total not to exceed Two Million Eight Hundred Sixty Thousand Ninety-Four and 23/100 Dollars (\$2,860,094.23) to a total not to exceed Two Million Nine Hundred Forty-Seven Thousand Four Hundred Sixty-Five and 40/100 Dollars (\$2,947,465.40).

Freeman motioned to approve this resolution. Proctor seconded the motion. Motion passed.

2014-94 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH R.C. HEMM GLASS SHOPS, INC. FOR THE STOREFRONTS, GLASS, GLAZING AND SKYLIGHTS PACKAGE FOR THE RENOVATION OF THE MCKINLEY AVENUE FACILITY (PHASE 3B)

This resolution authorizes COTA to increase the value of the construction contract with R.C. Hemm Glass Shops, Inc. for the storefronts, glass, glazing and skylights package for the renovation of the

McKinley Avenue Facility (Phase 3B) by a total not to exceed One Hundred Five Thousand Four Hundred Twenty-Seven and 50/100 Dollars (\$105,427.50), from a total not to exceed Five Hundred One Thousand Six Hundred Seven and 00/100 Dollars (\$501,607) to a total not to exceed Six Hundred Seven Thousand Thirty-Four and 50/100 Dollars (\$607,034.50).

Ricksecker motioned to approve this resolution. Anthony seconded the motion. Motion passed.

2014-95 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH TP MECHANICAL CONTRACTORS, INC. FOR THE PLUMBING AND FIRE PROTECTION PACKAGES FOR THE RENOVATION OF THE MCKINLEY AVENUE FACILITY (PHASE 3B)

This resolution authorizes COTA to increase the value of the construction contract with TP Mechanical Contractors, Inc. for the plumbing and fire protection packages for the renovation of the McKinley Avenue Facility (Phase 3B) by a total not to exceed Three Hundred Eighty-Eight Thousand Seven Hundred Twenty-Nine and 99/100 Dollars (\$388,729.99), from a total not to exceed One Million Six Hundred Sixty-Seven Thousand Two Hundred Fifty-Four and 63/100 Dollars (\$1,667,254.63) to a total not to exceed Two Million Fifty-Five Thousand Nine Hundred Eighty-Four and 62/100 Dollars (\$2,055,984.62).

Ricksecker motioned to approve this resolution. Freeman seconded the motion. Motion passed.

2014-96 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH JESS HOWARD ELECTRIC COMPANY FOR THE ELECTRICAL PACKAGE FOR THE RENOVATION OF THE MCKINLEY AVENUE FACILITY (PHASE 3B)

Resolution No. 2014-52 authorized a construction contract with Jess Howard Electric Company for the electrical package for the renovation of the McKinley Avenue Facility (Phase 3B) for a total expenditure of Three Million Three Hundred Thirty-Seven Thousand Forty-Four and 00/100 Dollars (\$3,337,044). Resolution No. 2014-66 authorized an increase in the contract value to a total not to exceed Three Million Four Hundred Ninety-Two Thousand Nine Hundred Nine and 50/100 Dollars (\$3,492,909.50). The contract was increased to a total not to exceed Three Million Four Hundred Ninety-Four Thousand Five Hundred Ninety and 15/100 Dollars (\$3,494,590.15) under the President/CEO's delegated authority. An additional total not to exceed Four Hundred Fifteen Thousand Eight Hundred Thirty-One and 46/100 Dollars (\$415,831.46) is required for additional scope modifications.

Ricksecker motioned to approve this resolution. Freeman seconded the motion. Motion passed.

2014-97 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH KALKREUTH ROOFING & SHEET METAL, INC. FOR THE ROOFING & METAL PANELS PACKAGE FOR THE RENOVATION OF THE MCKINLEY AVENUE FACILITY (PHASE 3B)

This resolution authorizes COTA to increase the value of the construction contract with Kalkreuth Roofing & Sheet Metal, Inc. for the roofing and metal panels packages for the renovation of the McKinley Avenue Facility (Phase 3B) by a total not to exceed Two Hundred Five Thousand and 00/100 Dollars (\$205,000), from a total not to exceed One Million Three Hundred Forty Thousand and 00/100 Dollars (\$1,340,000) to a total not to exceed One Million Five Hundred Forty-Five Thousand and 00/100 Dollars (\$1,545,000).

Ricksecker motioned to approve this resolution. Proctor seconded the motion. Motion passed.

2014-98 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH ACOUSTIC CEILING & PARTITION COMPANY, INC. FOR THE GYPSUM DRYWALL PACKAGE FOR THE RENOVATION OF THE MCKINLEY AVENUE FACILITY (PHASE 3B)

This resolution authorizes COTA to increase the value of the construction contract with Acoustic Ceiling & Partition Company, Inc. for the gypsum drywall package for the renovation of the McKinley Avenue Facility (Phase 3B) by a total not to exceed One Hundred Fifty-Nine Thousand Two Hundred Twenty-Seven and 39/100 Dollars (\$159,227.39), from a total not to exceed One Million One Hundred Thirty-Seven Thousand Seven Hundred Twenty-Three and 31/100 Dollars (\$1,137,723.31) to a total not to exceed One Million Two Hundred Ninety-Six Thousand Nine Hundred Fifty and 70/100 Dollars (\$1,296,950.70).

Freeman motioned to approve this resolution. Ricksecker seconded the motion. Motion passed.

2014-99 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH SHI INTERNATIONAL CORPORATION FOR THE PURCHASE OF A MICROSOFT ENTERPRISE AGREEMENT

This resolution authorizes COTA to increase the value of the contract with SHI International Corporation by One Hundred Nine Thousand Six Hundred Ninety-Five and 73/100 (\$109,695.73), from a total not to exceed Two Hundred Thirty-One Thousand Two Hundred Thirty-Five and 92/100 Dollars (\$231,235.92) to a total not to exceed Three Hundred Forty Thousand Nine Hundred Thirty-One and 65/100 (\$340,931.65).

Anthony motioned to approve this resolution. Ryan seconded the motion. Motion passed.

- FINANCE REPORT – JEFFREY VOSLER, INTERIM CFO/VICE PRESIDENT, FINANCE & DBE OFFICER

Vosler reported that November ridership was 9,236 or 0.6% below budget. Year-to-date fixed ridership is 2.4% above prior year. November revenue per passenger of \$1.125 was slightly above prior year and budget.

8. OTHER BUSINESS

Dr. Freeman asked that a Planning Committee meeting be scheduled before the January Board meeting to review the Transit System Review Plan and its impact on COTA's service in the downtown service area.

Chair Tyler Lee thanked Belinda Taylor for her work in making the Rosa Parks Tribute and Children's Assembly a big success.

Chair Tyler Lee acknowledged Clinton Forbes for reinstating a Columbus Chapter of the Conference of Minority Transportation Officials (COMTO).

9. UPCOMING MEETING

Chair Tyler Lee announced that a Finance Committee meeting is scheduled for Wednesday, January 28, 2015, 7:30 a.m. and a regular Board of Trustees meeting is scheduled for Wednesday, January 28, 2015, 8:00 a.m. Meetings will be held in the W.G. Porter Boardroom.

10. EXECUTIVE SESSION

Tyler Lee moved to enter executive session to review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment pursuant to Ohio Revised Code Section 121.22(G)(4). Ricksecker seconded the motion.

Due to a lack of time, Chair Tyler Lee asked that a Human Resources Committee meeting be scheduled to enter into executive session to review the employment and compensation of a public employee.

11. ADJOURNMENT

The meeting adjourned at 9:48 a.m.

Adopted: _____ January 28, 2015

Signed: _____

Vice Chair, Board of Trustees

Attest: _____

President/CEO