



**REGULAR MEETING OF THE BOARD OF TRUSTEES
JANUARY 28, 2014**

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

MINUTES

1. CALL TO ORDER

Vice Chair, Cleve Ricksecker, called the Board of Trustees meeting to order at 8:12 a.m.

2. ROLL CALL

BOARD MEMBERS PRESENT:

J. Cleve Ricksecker, Vice Chair
James E. Daley
Mabel G. Freeman, Ph.D.
James E. Kunk
Gina Ormond
Harry Proctor
Jean Carter Ryan
Craig P. Treneff
Richard R. Zitzke

BOARD MEMBERS ABSENT:

Dawn Tyler Lee
William A. Anthony

3. APPROVAL OF AGENDA

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

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

Zitzke motioned to approve the agenda. Kunk seconded the motion. Motion passed.

5. APPROVAL OF DECEMBER 17, 2014 REGULAR BOARD OF TRUSTEES MEETING MINUTES

Freeman motioned to approve the agenda. Ryan seconded the motion. Motion passed.

6. APPROVAL OF JANUARY 5, 2015 SPECIAL BOARD OF TRUSTEES MEETING MINUTES

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

7. APPROVAL OF JANUARY 9, 2015 SPECIAL HUMAN RESOURCES COMMITTEE MEETING MINUTES

Kunk motioned to approve the agenda. Daley seconded the motion. Motion passed.

8. COMMENTS OR STATEMENTS FROM THE AUDIENCE

A COTA rider, Mrs. Crawley, stated she is pleased to see that more people are attending public meetings and expressing their opinions concerning the Transit System Review.

9. PRESIDENT'S REPORT

- President Stitt announced that Trustee Richard Zitzke will be speaking at the Columbus Bar Association's 3rd Annual Martin Luther King Jr. Civil Rights Symposium. The Symposium will explore the evolving demographics of America, community policing and the common thread between race, gender and ethnicity. The daylong symposium is scheduled for January 30. Additional information will be forthcoming.
- President Stitt thanked Vice Chair Cleve Ricksecker for his efforts on keeping COTA focused on appropriate priorities. Stitt said some strong opinions were expressed at the Planning Committee meeting last week regarding the details of the Transit System Review and its impact on the downtown area. He said the outcome of that meeting is that good work has been done on the Transit System Review, but we must continue to look at how much more we can accomplish beyond the current plan. He said COTA will take more of a leadership role on issues which occur around our bus stops that negatively impact COTA and other downtown businesses. Stitt said Trustees should have received a summary yesterday of the Transit System Review and the plans for the downtown area.
- President Stitt stated that the American Public Transportation Association (APTA) has declared April 9 as "National Stand Up for Transportation Day." APTA has asked transit agencies to hold local events in communities across the country. The goal is to bring more attention to infrastructure funding issues nationwide, especially public transit, and the threat communities face from inadequate funding. Currently, Congress has only funded federal transportation spending through May 31. President Stitt asked Trustees to set aside the morning of April 9 to participate in the "National Stand Up for Transportation Day" activities. Additional information will be forthcoming.

10. COMMITTEES:

A. OPERATIONS COMMITTEE – WILLIAM A. ANTHONY, CHAIR

James E. Kunk, Vice Chair of the Operations Committee, chaired the Operations Committee in the absence of William A. Anthony.

2015-03 - AUTHORIZING A CONTRACT WITH RUSH TRUCK CENTERS OF OHIO FOR THE PURCHASE OF DETROIT DIESEL AND ALLISON PARTS FOR TRANSIT COACHES

Clinton Forbes, Vice President, Operations presented this resolution. He said through a competitive procurement process, Rush Truck Centers of Ohio has been accepted as the lowest responsive and responsible bid for the purchase of Detroit Diesel and Allison parts for transit coaches for the period commencing March 1, 2015 and expiring February 29, 2016.

This resolution authorizes COTA to enter into a contract with Rush Truck Centers of Ohio for the purchase of Detroit Diesel and Allison parts for transit coaches for a total expenditure not to exceed One Hundred Forty-Six Thousand Two Hundred Forty-Four and 81/100 Dollars (\$146,244.81). Payment for this contract will be from local funds from the Operations Division's 2015 and 2016 Operating Budgets.

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

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

2015-04 - AUTHORIZING A COTA ADMINISTRATIVE EMPLOYEE PRECINCT ELECTION OFFICIAL LEAVE PROGRAM

Marty Stutz, Vice President, Communications, Marketing and Customer Service, presented this resolution. He said in October 2014, COTA was approached by the Franklin County Board of Elections and invited to participate in their "Champions of Democracy Program." The program was established to recruit and train members of the community to serve as poll workers on Election Day. There is a growing need for poll workers on Election Day and election officials are always seeking new poll workers for each election cycle. Several COTA employees participated in the effort.

He said the purpose of this resolution is to authorize the creation of a policy enabling COTA administrative employees to serve as election officials without loss of the employee's regular compensation. Since COTA provides an essential service to the community and is supported by the community through the sales tax which funds COTA's operations, employees are encouraged to pursue opportunities for involvement and "giving back."

Daley asked if COTA will limit the number of employees permitted to participate. Stutz said this program will only allow administrative employees to participate. In order to expand this to Union employees, it would have to be negotiated. Stitt said no limit on number of employees has been set yet, however, the work of the Authority will come first and employees who wish to participate in this program will need approval.

Daley moved to approve this resolution. Ricksecker seconded the motion. Motion passed.

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

2015-05 – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH BAKER & HOSTETLER, LLP FOR OUTSIDE LEGAL SERVICES

Marchelle Moore, Vice President, Legal & Government Affairs, presented this resolution. She said primarily due to labor contract negotiations, the Legal & Government Affairs Division experienced a greater than anticipated cost for outside counsel assistance. This has resulted in the Legal & Government Affairs Division having to increase the amount of spending authority allocated to Baker & Hostetler, LLP.

This resolution authorizes a \$25,000 increase in the amount of the contract with the firm of Baker & Hostetler, LLP. The total contract value shall be increased from a total not to exceed One Hundred Thousand and 00/100 Dollars (\$100,000) to a total not to exceed One Hundred Twenty-Five Thousand and 00/100 Dollars (\$125,000).

Daley moved to approve this resolution. Ryan seconded the motion. Motion passed.

2015-06 - AUTHORIZING AN AMENDMENT TO RESOLUTION NO. 2014-90 TO REVISE 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, presented this resolution. He said this proposed budget amendment reflects an updated perspective reflecting the estimated financial impact of the recently negotiated contract with COTA's represented staff. In addition to the amounts necessary to account for the new represented employees' contract terms, adjustments are also recommended to reflect merit pay adjustments and health benefit changes for the administrative staff. He said all of the other areas of the operating and capital budgets remain the same.

Treneff moved to approve this resolution. Daley seconded the motion. Motion passed.

2015-07 - AUTHORIZING APPROVAL OF THE ANNUAL DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL FOR FISCAL YEAR 2015

Jeffrey Vosler, Interim CFO/Vice President of Finance, presented this resolution. He said pursuant to Federal regulations, all FTA grant recipients are required to establish annual overall goals for potential contracting opportunities for certified DBE suppliers. In 2011, the FTA mandated that DBE goals for federally assisted projects would be developed for three-year periods. Staff has established an annual DBE goal of 11% for federally assisted projects for fiscal years 2015 through 2017. Additionally, staff has established a goal of 13.6% for all non-federally assisted projects for 2015. This results in an overall DBE goal of 12.3% for the Authority in 2015.

Vosler said the DBE goal is based on methodology that was part of COTA's DBE plan presented and approved by the Board of Trustees in July 1999. In conjunction with COTA's methodology, COTA utilized a methodology developed by FTA to establish the 2015 DBE goal.

Freeman moved to approve this resolution. Kunk seconded the motion. Motion passed.

2015-08 - AUTHORIZING THE DESIGNATION OF SELF-INSURANCE AND CAPITAL GRANT MATCHING FUNDS

Jeffrey Vosler, Interim CFO/Vice President of Finance, presented this resolution. He said COTA desires to properly designate funds that are set aside for self-insurance and local match for capital grant funds for the financial reporting year ending December 31, 2014. In accordance with GASB 34, COTA is required to have a specifically authorized Board approved designation of these funds in order to properly segregate funds on the balance sheets.

As of December 31, 2014, the balance in the self-insurance fund was \$15,081,237. This amount is slightly above the level of funds restricted for self-insurance of \$15 million that was established in Resolution No. 2008-33.

The amount of funds designated as local matching share for federal and state grants as of December 31, 2014 was \$6,483,785.

This resolution authorizes COTA to designate these funds on the balance sheet in accordance with GASB 34.

Kunk moved to approve this resolution. Ryan seconded the motion. Motion passed.

2015-09 - APPROVING THE PERFORMANCE GOALS FOR COTA'S 2015 PERFORMANCE INCENTIVE COMPENSATION (PIC) PROGRAM

Jeffrey Vosler, Interim CFO/Vice President of Finance, presented this resolution. He said the Board of Trustees approved Resolution 2014-90, the Authority's 2015 appropriations Resolution that included funding for the 2015 PIC Program. It is appropriate and necessary for the Board of Trustees to review and approve the performance goals for the 2015 PIC Program. The performance goals for COTA's 2015 Performance Incentive Compensation Program, were attached to the resolution as Exhibit A. This resolution authorizes the goals listed on Exhibit A as the performance goals for COTA's 2015 Performance Incentive Program.

Treneff moved to approve this resolution. Ryan seconded the motion. Motion passed.

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

Vosler reported that December fixed route ridership of 1,527,128 is 152,749 or 11.1% above prior December and 82,313 or 5.7% above budget. Annual ridership finished at 19,041,383 boardings, 569,344 or 3.1% above 2013 and 290,981 or 1.6% above budget.

Through the end of the year, ridership on CBUS is 348,230, a 202,397 variance from budgeted ridership of 145,833. This represents 69.6% of the total ridership variance from budget.

Vosler reported that December passenger revenue of \$1,578,675 is \$113,201 or 7.7% above prior year and \$5,273 or 0.3% above budget. Annual passenger revenue of \$19,543,825 is \$54,703 or 0.3% above 2013 and \$9,816 or 0.1% below budget.

December revenue per passenger is \$1.101, below prior December of \$1.105 and budget of \$1.129.

11. OTHER BUSINESS

No other business came before the Board.

12. EXECUTIVE SESSION

Ricksecker moved to enter into executive session to discuss and review the employment and compensation of a public employee pursuant to Ohio Revised Code Section 121.22(G)(1). Proctor seconded. A roll call vote was taken. Motion passed unanimously. Executive session ended.


13. UPCOMING MEETING:


Vice Chair Cleve Ricksecker announced that the next Board of Trustees meeting will be held on Wednesday, February 25, 2015, 8:00 a.m., in William G. Porter Boardroom.

14. ADJOURNMENT

The meeting adjourned at 9:12 a.m.

Adopted: February 25, 2015

Signed: 
Chair, Board of Trustees

Attest: 
President/CEO