



**MAY 27, 2015 REGULAR MEETING  
OF THE CENTRAL OHIO TRANSIT AUTHORITY  
BOARD OF TRUSTEES**

**FIELDS AVENUE TRAINING ROOM, 1333 FIELDS AVENUE**

**MINUTES**

1. **CALL TO ORDER**

Chair Tyler Lee called the meeting to order at 8:03 a.m.

2. **OATH OF OFFICE – TRUDY BARTLEY**

Trudy Bartley was administered the Oath of Office. Ms. Bartley was appointed by the Franklin County Commissioners to fill a vacant seat. Her term will expire April 2017.

3. **ROLL CALL**

**BOARD MEMBERS PRESENT:**

Dawn Tyler Lee, Chair  
William A. Anthony (8:15 a.m.)  
Trudy Bartley  
Philip D. Honsey  
Brett Kaufman  
Donald B. Leach, Jr.  
Regina R. Ormond  
Jean Carter Ryan  
Amy M. Schmittauer  
Craig P. Treneff  
Richard R. Zitzke

**BOARD MEMBERS ABSENT:**

Harry W. Proctor

4. **APPROVAL OF MAY 27, 2015 BOARD OF TRUSTEES MEETING AGENDA**

Treneff motioned to approve the May 27, 2015 Board of Trustees meeting agenda. Ryan seconded the motion. Motion passed.

5. **APPROVAL OF APRIL 22, 2015 ANNUAL BOARD OF TRUSTEES MEETING MINUTES**

Honsey motioned to approve the April 22, 2015 Annual Board of Trustees meeting minutes. Treneff seconded the motion. Motion passed.

6. RESOLUTION 2015-41 – ELECTION OF AN OFFICER FOR THE CENTRAL OHIO TRANSIT AUTHORITY BOARD OF TRUSTEES

Jean Carter Ryan was elected as Vice Chair of the Central Ohio Transit Authority Board of Trustees. Ryan will serve until the next annual meeting of the Board of Trustees and until her successor is elected.

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

7. PRESIDENT'S REPORT

President Stitt welcomed everyone to the Fields campus. He said the impetus for holding today's meeting at the Fields Avenue Facility was to show the campus to new Board members. The Fields Campus includes the Fields Facility, Mobility Facility and the Street and Remote Facility. A tour will be given immediately following the meeting today.

A. RESOLUTION 2015-42 – COMMENDING J. CLEVE RICKSECKER

Chair Tyler Lee presented Resolution 2015-42, commending J. Cleve Ricksecker for this service on the COTA Board. Many Board members commented on Cleve's passion for transit and wished him well.

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

B. RECOGNITION OF ROADEO WINNERS

COTA's Maintenance team including Tom Belcher, Don Readnour and Steve Woods and Coach Operator Howard Yoder were named Grand Champions of the 2015 APTA International Bus Roadeo in Fort Worth, Texas on May 5, 2015. The Grand Champion Award recognizes the system with the highest combined bus operator and maintenance team score in the International Roadeo. Vice President of Operations Clinton Forbes said this is a special achievement and recognition that places COTA at the top of our industry. Team members received prizes and trophies. Forbes said a bus will be wrapped to honor the Roadeo winners.

C. ANNUAL LUNCHEON

Curtis Stitt announced that the speaker at the COTA Luncheon on August 20 will be Bob Morgan, President/CEO of the Charlotte Chamber of Commerce.

8. COMMENTS OR STATEMENTS FROM THE AUDIENCE

Linda DeLong, a Mainstream customer, and Accessible Transportation Advisory Committee (ATAC) member, expressed concerns regarding service changes related to COTA's Mainstream service. Amy Hockman, Director of Mobility, was asked to assist Ms. DeLong with her concerns. A copy of Ms. Hockman's response will be provided to Trustees.

9. MONTHLY STAFF PRESENTATION(S) AND ACCOMPANYING RESOLUTIONS IF APPROPRIATE

President Stitt gave a presentation to update new members of the Board of Trustees on conversations that have taken place regarding COTA's next levy campaign. He said that the 2016 general election is considered to be the best time to go to the ballot. We will bring back a proposal to Board in the near future.

BRANDING TRAINING – OLOGIE

Marty Stutz, Vice President of Communications, Marketing & Customer Service, introduced Ologie and Marketing Works, the agencies working on COTA's new marketing campaign and public relations efforts. Representatives from Ologie and Marketing Works presented the work their respective firms have done to date, and informed the Board of Trustees of next steps. Several trustees expressed concern that there does not seem to be enough focus on COTA's goal of increasing ridership and education on riding COTA. Trustee Kaufman encouraged the group to become more creative to attract a different group of riders.

10. COMMITTEE(S)

HUMAN RESOURCES COMMITTEE – HARRY W. PROCTOR, CHAIR

Richard Zitzke chaired the Human Resources Committee in the absence of Harry Proctor. Kristen Treadway, Vice President, Human Resources presented resolutions 2015-43, 2015-44, 2015-45, 2015-46 and these resolutions were acted upon by single vote:

A. RESOLUTIONS 2015-43, 2015-44, 205-45, 2015-46

These resolutions authorize the reduction of the portion of the statutorily required employee contributions currently picked-up and paid as a fringe benefit by COTA for each person who has been hired before December 31, 2012. The effective dates and portion of the statutorily required employee contribution to OPERS being picked-up as a fringe benefit are as follows:

- For non-union, administrative employees hired before December 31, 2012: January 1, 2015 - 3.5%; July 1, 2015 - 3.0%; July 1, 2016 - 2.5%; January 1, 2017 - 2.25%.
- For Bus Operators and Vehicle/Facilities Maintenance Employees hired before December 31, 2012: January 1, 2015 - 3.5%; July 1, 2015 - 3.0%; July 1, 2016 - 2.5%; and January 1, 2017 - 2.25%.
- For Cashier Clerks and Farebox Puller Employees hired before December 31, 2012: January 1, 2015 - 3.5%; July 1, 2015 - 3.0%; July 1, 2016 - 2.5%; January 1, 2017 - 2.25%.
- For Customer Service Representatives hired before December 31, 2012: January 1, 2015 - 3.0%; July 1, 2016 - 2.5%; January 1, 2017 - 2.25%.

Zitzke motioned to approve these resolutions. Ryan seconded the motion. Motion passed.

OPERATIONS COMMITTEE – WILLIAM A. ANTHONY, JR., CHAIR

A. RESOLUTION 2015-47 - AUTHORIZING EXPENDITURES FOR YEAR FIVE OF THE FIVE-YEAR CONTRACT WITH AMERICAN BUS & ACCESSORIES, INC. FOR THE PURCHASE OF PARATRANSIT VEHICLES

Clinton Forbes, Vice President, Operations introduced Amy Hockman, Director of Mobility Services. Ms. Hockman presented this resolution. She said on November 10, 2010, the COTA Board of Trustees approved a five-year contract for the purchase of up to 21 new replacement paratransit vehicles per year, for the life of the contract, to be used by the Authority to provide transportation services to the disabled and elderly in accordance with the paratransit bus replacement program and the Short Range Transit Plan. Paratransit vehicles are typically retired after four years and/or 150,000 miles. The current paratransit vehicles that this new purchase will replace have exceeded their useful life. The current fleet size is 64 vehicles. Timely vehicle replacement helps reduce operating costs and maintain reliable service.

This resolution authorizes for the fifth year purchase of twenty (20) paratransit vehicles at \$73,060.28 each, for a total of \$1,461,205.60.

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

PLANNING COMMITTEE – REGINA R. ORMOND

A. RESOLUTION 2015-48 - 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)

Mike Bradley, Vice President, Planning presented this resolution. He said staff is requesting an increase to the contract with Jess Howard Electric Company for the electrical package for the renovation of the McKinley Avenue Facility (phase 3B). The additional items constitute owner requests and unforeseen conditions and were based on the reevaluation of COTA's operational needs after the design had been completed. This resolution authorizes COTA to increase the value of the construction contract with Jess Howard Electric Company for the electrical package for the renovation of the McKinley Avenue Facility (Phase 3B) by a total not to exceed One Hundred Fifty-Three Thousand Eight Hundred Four and 87/100 Dollars (\$153,804.87), from a total not to exceed Three Million Nine Hundred Twenty-Nine Thousand Eight Hundred Seventy-Four and 40/100 Dollars (\$3,929,874.40) to a total not to exceed Four Million Eighty-Three Thousand Six Hundred Seventy-Nine and 27/100 Dollars (\$4,083,679.27).

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

B. RESOLUTION 2015-49 - 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)

Mike Bradley, Vice President, Planning presented this resolution. He said COTA is currently engaged in a construction contract with the Altman Company for the general trades package for the renovation of the McKinley Avenue Facility (Phase 3B). The purpose of this resolution is to

approve additional expenditures for Altman Company based on owner requests and/or unforeseen conditions that will exceed the \$100,000 delegated authority of the President/CEO. The additional items constitute owner requests and unforeseen conditions and were based on the reevaluation of COTA's operational needs after the design had been completed. 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 One Hundred Nine Thousand Six Hundred Ninety-Seven and 65/100 Dollars (\$109,697.65), from a total not to exceed Four Million Nine Hundred Thirty-Three Thousand Seven Hundred Three and 65/100 Dollars (\$4,933,703.65) to a total not to exceed Five Million Forty-Three Thousand Four Hundred One and 30/100 Dollars (\$5,043,401.30).

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

#### FINANCE/AUDIT COMMITTEE – CRAIG P. TRENEFF

##### A. RESOLUTION 2015-50 – AUTHORIZING A CONTRACT WITH CDW-GOVERNMENT, LLC FOR THE PURCHASE OF HARDWARE FOR THE CCTV STORAGE PROJECT

Jeffrey Vosler, Interim CFO/Vice President, Finance & DBE/Compliance Officer, presented this resolution. He said the purpose of this resolution is to approve a contract to purchase hardware that will be utilized as a centralized storage system for CCTV video captured on transit coaches and in facilities. The proposed storage system will provide 40TB and is expandable to approximately ten times the initial capacity should our storage requirements increase in the future. Video captured on transit coaches and in facilities is used for investigative purposes by the Operations, Security and Legal staff and is required to be kept and maintained for long periods according to document retention policies. The proposed new equipment is expected to have a useful life of five or more years.

This resolution authorizes COTA to enter into a contract with CDW-Government, LLC for the purchase of hardware for the CCTV project for a total expenditure of Two Hundred Thirty-Two Thousand Eight Hundred Seventy-One and 00/100 Dollars (\$232,871).

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

##### B. FINANCE REPORT

Jeffrey Vosler, Interim CFO/Vice President, Finance & DBE/Compliance Officer, reported ridership is not as strong as anticipated, however, we are exceeding prior year ridership. He said we continue to operate within budget and revenues are exceeding target with the additional sales tax COTA received earlier in the year. In an effort to keep the Board abreast of significant IT projects, updates will be included in the Finance Committee Division monthly reports.

#### 11. CONSENT AGENDA

Chair Dawn Tyler Lee presented the following resolutions by consent agenda:

- A. RESOLUTION 2015-51 - AUTHORIZING A CONTRACT WITH CUMMINS BRIDGEWAY, LLC FOR THE PURCHASE OF REPLACEMENT PARTS FOR CUMMINS ENGINES USED IN TRANSIT COACHES
- B. RESOLUTION 2015-52 - AUTHORIZING A CONTRACT WITH AMERICAN MECHANICAL GROUP, INC. FOR MECHANICAL SERVICES FOR COTA FACILITIES
- C. RESOLUTION 2015-53 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH JRED SERVICES, LLC FOR COTA BUS PASSENGER SHELTER CLEANING SERVICES
- D. RESOLUTION 2015-54 - AUTHORIZATION TO ADOPT A TAX BUDGET FOR THE FISCAL YEAR ENDING DECEMBER 31, 2016 AND TO SUBMIT THE 2015 TAX BUDGET TO THE FRANKLIN COUNTY AUDITOR
- E. RESOLUTION 2015-55 - AUTHORIZING A CONTRACT WITH ABUNDANT INDUSTRIES FOR THE PURCHASE OF SIXTEEN (16) SWITCHES FOR THE NETWORK SERVER STORAGE PROJECT

Treneff motioned to approve these resolutions. Zitzke seconded the motion. Motion passed.

#### 12. OTHER BUSINESS

- Richard Zitzke thanked Clinton Forbes and Glenn Taylor for assisting him with the International Visitors Council Project. The project is sponsored by the US State Department to prevent terrorism. Two groups visited central Ohio last month. One group was from Northern African and another group was from eastern and southern Europe to discuss how local governments collaborate with each other on terrorism and how we secure a safe environment for our citizens. Trustee Zitzke also thanked staff for their participation in the Senior Expo event held in Whitehall recently.
- Jean Carter Ryan requested that trends be added to the monthly Operations Division reports.
- Dawn Tyler Lee announced that committee assignments will be finalized for the June Board meeting.
- Dawn Tyler Lee asked Trustees to mark their calendars for the August 20 COTA Annual Luncheon.
- William Anthony thanked Diamond Zimmerman for her participation in the Champions of Democracy program.

#### 13. UPCOMING MEETING(S)

The next regular Board of Trustees meeting is scheduled for June 24, 2015, 8:00 a.m., in the William G. Porter Boardroom, 33 N. High Street.

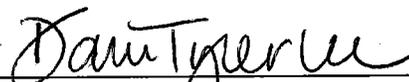
14. ADJOURNMENT

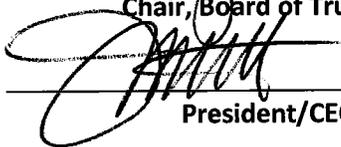
The meeting adjourned at 10:07 a.m.

15. TOUR OF FIELDS CAMPUS

President Stitt invited members of the Board to tour the Fields Campus directly after the Board meeting.

Adopted: June 24, 2015

Signed:   
Chair, Board of Trustees

Attest:   
President/CEO