



**FEBRUARY 26, 2014 REGULAR MEETING
OF THE CENTRAL OHIO TRANSIT AUTHORITY
BOARD OF TRUSTEES**

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

MINUTES

1. Board member Harry Proctor called the Board of Trustees meeting to order at 8:08 a.m.

2. ROLL CALL

BOARD MEMBERS PRESENT:

Dawn Tyler Lee, Chair
William A. Anthony, Jr.
Jennifer L. Brunner
James E. Daley
Mabel Freeman, Ph.D.
Harry W. Proctor
J. Cleve Ricksecker
Jean Carter Ryan
Craig P. Treneff

BOARD MEMBERS ABSENT:

James E. Kunk
Robert J. Weiler, Sr.
Richard R. Zitzke

3. APPROVAL OF AGENDA

Treneff motioned to approve the Agenda. Ryan seconded the motion. Motion passed.

4. APPROVAL OF JANUARY 22, 2014 REGULAR BOARD OF TRUSTEES MEETING MINUTES

Ryan motioned to approve the January 22, Regular Board Meeting Minutes as distributed. Treneff seconded the motion. The Minutes were approved as distributed.

5. APPROVAL OF FEBRUARY 11, 2014 BOARD GOVERNANCE COMMITTEE MEETING MINUTES

Proctor motioned to approve the February 11, 2014 Board Governance Committee minutes as distributed. Ryan seconded the motion. The Minutes were approved as distributed.

6. BOARD GOVERNANCE COMMITTEE – HARRY PROCTOR, MEMBER

2014-09 – ELECTION OF AN OFFICER FOR THE CENTRAL OHIO TRANSIT AUTHORITY

Harry Proctor presented this Resolution in the absence of Robert J. Weiler, Vice Chair of the Board Governance Committee. He said the Governance Committee met on February 11, 2014 and has recommended Trustee J. Cleve Ricksecker for the position of Vice Chair of the Board of Trustees. This office became vacant when Kevin E. Wood resigned from the Board in August 2013. Proctor recommended to the full Board that J. Cleve Ricksecker be elected to serve as Vice Chair of the Board of Trustees of the Central Ohio Transit Authority until a successor is elected.

Daley motioned to approve this Resolution. Ryan seconded the motion. Motion passed.

7. COMMENTS OR STATEMENTS FROM AUDIENCE

There were no comments from the audience.

8. PRESIDENT'S REPORT

- 2013 LEADERS OF THE FUTURE PRESENTATION AND GRADUATION

Stephanie Albertus, Benefits Administrator; Quincy Howard, Contracts/DBE Administrator; Melissa Thomas, Transportation Services Supervisor ; Andy Volenik, Senior Service Analyst; and Lia Wolford, Customer Service Manager completed the 2013 William J. Lhota Leaders of the Future program. The 2013 graduates gave a presentation on customer service.

The 2014 Leaders of the Future class were introduced. They are Charles Edwards, Transportation Services Supervisor; Dan Fennel, Vehicle Maintenance Supervisor; Kelsie Marty, Events Coordinator; Nicole McAllister, Grants Analyst, and Shawn Prince, Director of IT.

9. COMMITTEE REPORTS:

A. PLANNING COMMITTEE – MABEL G. FREEMAN, CHAIR

- TRANSIT SYSTEM REVIEW - MIKE BRADLEY, VICE PRESIDENT, PLANNING

Mike Bradley provided an update on the Transit System Review. Board members were asked to hold the morning of April 30, 7:45 a.m. – Noon, for a workshop on the Transit System Review. This is a special workshop to provide board members an opportunity for in depth information into the Transit System Review study. The Board will review alternatives for system improvements and consider policy options that might impact how transit services are provided in the future. The workshop will be facilitated by IBI Group, the Transit System Review consultant.

B. HUMAN RESOURCES COMMITTEE – HARRY PROCTOR, CHAIR

2014-10 - AUTHORIZING A CONTRACT WITH V&A RISK SERVICES, LLC FOR WORKERS' COMPENSATION THIRD PARTY ADMINISTRATOR AND ACTUARIAL SERVICES

Kristen Treadway, Vice President of Human Resources, presented this Resolution. She said Resolution 1998-56 authorized COTA to become self-insured for Workers' Compensation. COTA requires a qualified contractor to perform certain workers' compensation third party administrative, actuarial services and managed care services in the administration of its self-insured plan. This Resolution authorizes COTA to enter into a contract with V&A Risk Services, LLC for workers' compensation third party administrator and actuarial service for a total expenditure of One Hundred Forty-Seven Thousand and 00/100 Dollars (\$147,000) for the period commencing April 1, 2014 and expiring March 31, 2017.

Ryan motioned to approve this Resolution. Proctor seconded the motion. Motion passed.

C. COMMUNICATIONS/MARKETING COMMITTEE – JAMES E. DALEY, CHAIR

2014-11 - AUTHORIZING A CONTRACT WITH POST PRINTING COMPANY FOR THE PURCHASE OF TIMETABLE PRINTING SERVICES

Marty Stutz, Vice President of Communications, presented this Resolution. He said this Resolution authorizes COTA to enter into a contract with Post Printing Company for the printing of COTA timetables for the period beginning April 1, 2014 and expiring March 31, 2015, with an option to renew for two additional one-year terms. This contract includes the printing of timetables for all lines in COTA's system as needed for the one-year contract term. The contract value shall be for a total not to exceed \$200,000.

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

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

2014-12 - AUTHORIZING A CONTRACT WITH GUTKNECHT CONSTRUCTION FOR IMPROVEMENTS TO THE SPRING STREET AND COMMONS TRANSIT TERMINALS

Marion White, Vice President of Finance/CFO, presented this Resolution. He said COTA wishes to engage in a contract with a qualified company for improvements to the Spring Street and Commons Transit Terminals. Gutknecht Construction Company has been selected through a competitive procurement process. This Resolution authorizes COTA to enter into a contract with Gutknecht Construction Company for improvements to the Spring Street and Commons transit terminals for a total expenditure of Four Million Five Hundred Ninety-Nine Thousand and 00/100 Dollars (\$4,599,000).

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

2014-13 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH RESOURCE INTERNATIONAL, INC. FOR DESIGN AND PROJECT MANAGEMENT/CONSTRUCTION MANAGEMENT SERVICES FOR IMPROVEMENTS TO COTA'S TWO (2) DOWNTOWN TRANSIT TERMINALS

Marion White, Vice President of Finance/CFO, presented this Resolution. He said Resolution 2013-42 authorized a contract with Resource International, Inc. for design services and project management/construction management services for improvements to COTA's two downtown transit terminals for a total expenditure not to exceed Four Hundred Twenty Thousand Nine Hundred and 00/100 Dollars (\$420,900). As the programming phase progressed, there have been significant additions to the scope of the project. The additional design and project management/construction management services required will cost Two Hundred Thirty-Two Thousand Four Hundred Ninety 00/100 Dollars (\$232,490). This Resolution authorizes COTA to increase the contract with Resource International, Inc. by Two Hundred Thirty-Two Thousand Four Hundred Ninety and 00/100 Dollars (\$232,490).

Ryan motioned to approve this Resolution. Proctor seconded the motion. Motion passed.

2014-14 - APPROVING AN AGREEMENT BETWEEN THE CENTRAL OHIO TRANSIT AUTHORITY AND THE DELAWARE COUNTY TRANSIT BOARD REGARDING THE GRANT OF 49 U.S.C. SECTION 5307 FEDERAL FUNDING

Marion White, Vice President of Finance/CFO, presented this Resolution. He said as a result of 2010 US census, the City of Delaware has been classified as a part of the Columbus Metropolitan Statistical Area. This change affected the funding status of Delaware Area Transit Authority (DATA), moving them from a rural transit funded through ODOT to an urban transit funded directly from the Federal Transit Administration.

With assistance of MORPC, COTA and DATA recently entered into an agreement that specified the method of allocation that will be used going forward to split the 5307 funds awarded to the Columbus Metropolitan Statistical Area on an annual basis. The allocation that DATA receives from this split is significantly less than the funding they received under the rural program administered by ODOT.

ODOT recently identified 5307 funds from 2011 that other transits in Ohio were unable to use. In recognition of the financial dilemma that DATA is in, ODOT and COTA have agreed to exchange the federal funds for local funds to assist DATA with their funding issues. COTA will be able to use the federal funds in its capital program and DATA will use the local funds from COTA in its operations.

This Resolution authorizes COTA to approve the exchange of local funds in the amount of One Million Four Hundred Eighty-Four and 00/100 Dollars (\$1,000,484) for 49 U.S.C. Section 5307 grant funds as stated in the agreement.

Ryan motioned to approve this Resolution. Proctor seconded the motion. Motion passed.

2014-15 - AUTHORIZING A FARE STRUCTURE FOR THE DOWNTOWN CIRCULATOR

President Curtis Stitt presented this Resolution. He said COTA is developing and will implement a new service for the downtown area called the Downtown Circulator. The Downtown Circulator service will operate seven days a week, providing connectivity in the downtown area using branded vehicles on a convenient schedule and route. This user-friendly service will promote ridership and provide an additional connectivity option for everyone in the downtown area.

Stitt said to celebrate the launch of the Circulator and stimulate ridership, staff is recommending that the fare for this service be free as a demonstration project from the inception of the service on May 5, 2014 through December 31, 2014. He said prior to the completion of the demonstration period, staff will return to the Board with a recommendation to either continue the Downtown Circulator with a free fare or to fix a fare deemed appropriate and consistent with other fares currently and historically fixed and collected by COTA. Staff will evaluate the effectiveness of the program throughout the demonstration period and update the COTA Board as appropriate.

In response to a question, President Curtis Stitt reported that COTA plans to call the circulator "CBUS."

Brunner motioned to approve this Resolution. Ricksecker seconded the motion. Motion passed.

- FINANCE REPORT – MARION WHITE, VICE PRESIDENT OF FINANCE/CFO

Marion White reported that the extreme weather conditions negatively impacted ridership throughout the month. January ridership was 138,846 boardings or 8.9% below prior year and 145,607 boardings or 9.3% below budget. White said January passenger revenue was \$110,106 or 6.8% below prior year, and \$102,915 or 6.4% below budget. Cash fares contributed \$79,887 to the shortfall from budget, and as expected non-OSU student ridership contributed a significant \$21,244.

White said January sales tax receipts were 3.5% higher than January 2013, they were slightly under the anticipated revenue budgeted for January 2014 by -0.5%.

10. PRESIDENT'S "40 FOR 40" PROGRAM AWARDS

Bus operator Luddie Hatten, Jr. was presented the President's "40 for 40" Award for his exceptional testimony at a hearing on House Bill 355. During a recent two-week period, Operator Hatten, Jr., and two other operators, were assaulted during the performance of their duties. If passed, House Bill 355 would increase the penalty for assault when the victim is an employee of an Ohio transit system and would permit the court to impose a fine of up to \$5000 and a six-month or lifetime prohibition from riding an Ohio transit system for assault. This Bill would also increase the penalty for evading payment of fares of a public transportation system. The Board expressed their unanimous support for the passage of House Bill 355 and to take every possible measure to protect public transit employees, passengers and the general public from assaults and their inherent dangers.

Brunner motioned to pass a resolution supporting the passage of House Bill 355. Ricksecker seconded the motion. Motion passed.

State Auditor Dave Yost made a personal appearance to recognize COTA with the Auditor of State Award with Distinction. The recognition is given to agencies that file an annual Comprehensive annual Financial Report (CAFR) and timely financial reports in accordance with Generally Accepted Accounting Principles, as well as receive a "clean" audit report. Auditor Yost addressed the Trustees and presented the award to Marion White Vice President of Finance/CFO. President Stitt presented the "40 for 40" Award to Jeff Vosler, Director of Finance, and Melissa Segreti, Manager of Accounting, for their efforts on COTA's CAFR. Finance staff members were also recognized for their contributions.

11. OTHER BUSINESS

No other business was brought before the Board.

12. NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES

Chair Tyler Lee announced that the next meeting will be held on March 26, 8:00 a.m., in the W. G. Porter Boardroom.

13. ADJOURNMENT

The meeting adjourned at 9:51 a.m.

Adopted: March 26, 2014

Signed: 
Chair Board of Trustees

Attest: 
President/CEO