



**BOARD OF TRUSTEES
JULY 23, 2014
REGULAR MEETING**

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

MINUTES

1. **CALL TO ORDER**

Chair Tyler Lee called the Board of Trustees meeting to order at 8:00 a.m.

2. **ROLL CALL**

BOARD MEMBERS PRESENT:

Dawn Tyler Lee, Chair
J. Cleve Ricksecker, Vice Chair
William A. Anthony, Jr.
Jennifer Brunner
James E. Daley
Mabel Freeman, Ph.D.
James E. Kunk
Jean Carter Ryan
Craig P. Treneff
Richard R. Zitzke

BOARD MEMBERS ABSENT:

Harry W. Proctor
Robert J. Weiler

3. **APPROVAL OF AGENDA**

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

4. **RENEWAL OF OATH OF OFFICE – JEAN CARTER RYAN**

Jean Carter Ryan, President, Franklin County Finance Authority, was appointed to the COTA Board in June, 2013 to fill the unexpired term of James Hudson. Ms. Ryan was re-appointed by the City of Columbus to a three-year term expiring April 2017. She renewed her oath of office at today's meeting.

5. **APPROVAL OF JUNE 25, 2014 REGULAR BOARD OF TRUSTEES MEETING MINUTES**

Treneff motioned to approve the June 25, 2014 Regular Board of Trustees meeting minutes. Kunk seconded the motion. Motion passed.

6. COMMENTS OR STATEMENTS FROM THE AUDIENCE

Adam Leddy, a current COTA rider, expressed his support for the Transit System Review but expressed concern regarding the proposed elimination of route #19-Arlington/Grandview. Leddy said ridership was the reason cited for the elimination, but in light of the current ridership and the development of Grandview Yard, there has been much opposition from Grandview City Council and others on the elimination of the #19 route.

Mrs. Crawley, a current COTA rider, expressed her support of the Transit System Review also but asked that COTA consider keeping the #11 and #16 routes.

Dawn Tyler Lee said staff will take these comments into consideration.

7. PRESIDENT'S REPORT

Operators Michael Jones, Harrison Hicks, and Tyrone Burke received the President's 40 for 40 Award. President Stitt said these three employees went above and beyond their normal job functions and responsibilities in exhibiting the values of COTA by assisting passengers and others in the community.

8. COMMITTEES:

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

2014-40 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH UNIVERSAL TRANSPORTATION SYSTEMS, LLC D/B/A UTS FOR A WILL CALL PROGRAM FOR MEDICAL TRIPS

Clinton Forbes, Vice President, Operations presented this resolution. He said COTA's Will Call Program is designed to supplement the regular paratransit service and provide same day transportation services for eligible paratransit customers for medical trips for long-term treatment such as dialysis, chemotherapy and radiation treatment. The original contract with Universal Transportation Services, LLC dba UTS was issued for a one-year period commencing October 1, 2012 and expiring September 30, 2013 with an option to renew for two additional one year periods. This resolution authorizes a renewal of the contract for the second additional one-year term for the period commencing October 1, 2014 and expiring September 30, 2015 for an additional expenditure not to exceed \$92,928.96. This will bring the value of the contract to a total not to exceed \$254,265.12.

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

2014-41 - AUTHORIZING EXPENDITURES FOR YEAR THREE (3) OF THE FIVE (5) YEAR CONTRACT WITH GILLIG, LLC FOR THE PURCHASE OF HEAVY-DUTY TRANSIT COACHES, SPARE PARTS AND TRAINING

Clinton Forbes, Vice President, Operations presented this resolution. This resolution authorizes a contract for the third year of a five-year contract with Gillig, LLC for the purchase of heavy-duty transit coaches, spare parts and training. This contract will include the purchase of 5, 35-foot CNG and thirty-three, 40-foot CNG, heavy-duty transit coaches, spare parts and training, for a

total expenditure not to exceed \$18,407,282. This is in accordance with COTA's Fixed-Route Bus Fleet Expansion Plan for 2013 through 2017.

Mr. Forbes said this order will be for a total of thirty-eight (38) CNG buses, which will be similar to COTA's 2014 35' and 40' buses. There will be a few changes, including LED low beam headlights and more conspicuous brake lighting in an effort to reduce rear end collisions.

Cleve Ricksecker asked if the audio feature can be adjusted on the new buses because he said the audio is very loud on most buses and can keep people up at night.

Daley motioned to approve this resolution. Kunk seconded the motion. Motion passed.

2014-42 - AUTHORIZING EXPENDITURES FOR THE CONTRACT WITH GILLIG, LLC FOR THE PURCHASE OF ASSORTED PARTS FOR TRANSIT COACHES

The original contract with Gillig, LLC was awarded for a total expenditure not to exceed \$79,458.75 for the period of April 1, 2014 through March 31, 2015. This contract was decreased to a total not to exceed \$77,870.10 under the President/CEO's delegated authority.

The need for the increase in value is primarily attributed to a higher than anticipated usage of the transmission coolers included in this contract. An additional \$55,000 is required, which shall increase the contract value from a total not to exceed \$77,870.10 to a total not to exceed \$132,870.10.

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

B. PLANNING COMMITTEE – DR. MABEL G. FREEMAN, CHAIR

• TRANST SYSTEM REVIEW

Chris Prentice, IBI Group and Jarrett Walker + Associates provided an update on the Transit System Review.

2014-43 - AUTHORIZING A CONTRACT WITH RICHARD L. STEBELTON FOR THE PURCHASE OF APPROXIMATELY 4.2 ACRES LOCATED AT 702 GENDER ROAD AND 681 WINCHESTER PIKE, CANAL WINCHESTER OHIO 43110, FRANKLIN COUNTY AUDITOR PARCELS #184-000924, 184-000816, 184-000820, 184-000878, 184-000884, AND 184-000919 (THE "PROPERTY")

Mike Bradley, Vice President of Planning & Service Development, said staff has been searching for property in Canal Winchester to develop a COTA-owned park and ride. COTA currently leases 40 parking spaces from the Gender Road Christian Church. Working with the Village of Canal Winchester, a site was located on Gender Road adjacent to SR 33 interchange. This location will offer high visibility and easy access for both the residents of Canal Winchester and passengers that utilize SR 33. In order to develop a park and ride site with good access, it was deemed necessary to purchase property from two separate owners that will total 5.6 acres and to develop a new access road to the park and ride and to increase the value of the excess land.

Bradley said this resolution authorizes the acquisition of approximately 4.2 acres of property from Richard L. Stebelton for a new park and ride site located in Canal Winchester, Ohio for \$850,000.

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

2014-44 - AUTHORIZING A CONTRACT WITH CONSTANCE M. JACKSON FOR THE PURCHASE OF APPROXIMATELY 1.365 ACRES LOCATED AT 639 WINCHESTER PIKE, CANAL WINCHESTER OHIO 43110, FRANKLIN COUNTY AUDITOR PARCELS #184-000809 AND 184-000808 (THE "PROPERTY")

Mike Bradley, Vice President of Planning & Service Development, said COTA staff has been searching for property in Canal Winchester to develop a COTA-owned park and ride site. COTA currently leases 40 parking spaces from the Gender Road Christian Church. Working with the Village of Canal Winchester, a site was located on Gender Road adjacent to state route 33 interchange. This location will offer high visibility and easy access for both the residents of Canal Winchester and passengers that utilize state route 33. In order to develop a park and ride site with good access, it was deemed necessary to purchase property from two separate owners that will total 5.6 acres and to develop a new access road to the park and ride and to increase the value of the excess land.

This resolution authorizes the acquisition of approximately 1.365 acres of property from Constance M. Jackson for a new park and ride site located in Canal Winchester, Ohio for \$145,000.

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

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

2014-45 – AUTHORIZING A DISCOUNT FARE STRUCTURE WITH THE CITY YEAR COLUMBUS PROGRAM

Marty Stutz, Vice President, Communications, Marketing & Customer Service, introduced Aaron Robinson, Director of Operations, City Year Columbus. Stutz said City Year Columbus has acted as a key partner with COTA for two decades. City Year corps members serve as COTA Ambassadors on COTA's fixed-route service. City Year also assists with the distribution of COTA information and staffs COTA-sponsored outreach, community relations, marketing and other public activities and events. City Year Columbus has requested a continuation of the COTA/City Year partnership for the 21st year. Board member Cleve Ricksecker commented that City Year provides a great service to the community.

Mr. Stutz said this resolution authorizes COTA to provide up to 45 express route monthly passes at a cost of \$85.00 per pass; and 750 Daypasses at a cost of \$4.50 per pass to be used by City Year corps members and Heroes program participants August 1, 2014 through June 30, 2015. The maximum retail value of the passes is \$45,450.

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

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

• PRESENTATION ON THE MCKINLEY RENOVATION

Marion White, CFO/Vice President of Finance, provided a presentation on Phase 3B of the McKinley Avenue Facility renovation.

2014-46 - AUTHORIZING A CONTRACT WITH MCDANIEL'S CONSTRUCTION CORP., INC. FOR THE SITE WORK PACKAGE FOR THE RENOVATION OF THE MCKINLEY AVENUE FACILITY (PHASE 3B)

Marion White, CFO/Vice President of Finance, presented this resolution. He said this resolution authorizes COTA to enter into a construction contract with McDaniel's Construction Corp., Inc. for the site work package for the renovation of the McKinley Avenue Facility (Phase 3B) for a total expenditure of Two Million Eight Hundred Seventy-Nine Thousand Nine Hundred and 00/100 Dollars (\$2,879,900).

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

2014-47 - AUTHORIZING A CONTRACT WITH THE ALTMAN COMPANY FOR THE GENERAL TRADES PACKAGE FOR THE RENOVATION OF THE MCKINLEY AVENUE FACILITY (PHASE 3B)

Marion White, CFO/Vice President of Finance, presented this resolution. He said this resolution authorizes COTA to enter into a construction contract with The Altman Company for the general trades package for the renovation of the McKinley Avenue Facility (Phase 3B) for a total expenditure of Four Million Five Hundred Eighty Thousand and 00/100 Dollars (\$4,580,000).

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

2014-48 - AUTHORIZING A CONTRACT WITH ACOUSTIC CEILING & PARTITION COMPANY, INC. FOR THE GYPSUM DRYWALL PACKAGE FOR THE RENOVATION OF THE MCKINLEY AVENUE FACILITY (PHASE 3B)

Marion White, CFO/Vice President of Finance, presented this resolution. This resolution authorizes COTA to enter into a construction contract with Acoustic Ceiling & Partition Company, Inc. for the gypsum drywall package for the renovation of the McKinley Avenue Facility (Phase 3B) for a total expenditure of One Million One Hundred Twenty-Seven Thousand Six Hundred Fifteen and 00/100 Dollars (\$1,127,615).

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

2014-49 - AUTHORIZING A 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)

Marion White, CFO/Vice President of Finance, presented this resolution. This resolution authorizes COTA to enter into a 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) for

a total expenditure of Four Hundred Ninety-Nine Thousand Nine Hundred Ninety-Five and 00/100 Dollars (\$499,995).

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

2014-50 - AUTHORIZING A CONTRACT WITH GENERAL TEMPERATURE CONTROL, INC. FOR THE HVAC PACKAGE FOR THE RENOVATION OF THE MCKINLEY AVENUE FACILITY (PHASE 3B)

Marion White, CFO/Vice President of Finance, presented this resolution. This resolution authorizes COTA to enter into a construction contract with General Temperature Control, Inc. for the HVAC package for the renovation of the McKinley Avenue Facility (Phase 3B) for a total expenditure of Two Million Seven Hundred Ninety Thousand and 00/100 Dollars (\$2,790,000).

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

2014-51 - AUTHORIZING A CONTRACT WITH TP MECHANICAL CONTRACTORS, INC. FOR THE PLUMBING AND FIRE PROTECTION PACKAGE FOR THE RENOVATION OF THE MCKINLEY AVENUE FACILITY (PHASE 3B)

Marion White, CFO/Vice President of Finance, presented this resolution. This resolution authorizes a contract with TP Mechanical Contractors, Inc. for the plumbing and fire protection packages for the renovation of the McKinley Avenue Facility (Phase 3B) for a total expenditure of One Million Six Hundred Fifty-One Thousand One Hundred Seventy-Eight 00/100 Dollars (\$1,651,178).

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

2014-52 - AUTHORIZING A CONTRACT WITH JESS HOWARD ELECTRIC COMPANY FOR THE ELECTRICAL PACKAGE FOR THE RENOVATION OF THE MCKINLEY AVENUE FACILITY (PHASE 3B)

Marion White, CFO/Vice President of Finance, presented this resolution. This resolution authorizes COTA to enter into 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).

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

2014-53 - AUTHORIZING A CONTRACT WITH KNIGHT ELECTRIC, INC. FOR THE PURCHASE AND INSTALLATION OF AN APM UNINTERRUPTED POWER SUPPLY SYSTEM FOR THE FIELDS AVENUE FACILITY

Marion White, CFO/Vice President of Finance, presented this resolution. This resolution authorizes COTA to enter into a construction contract with Knight Electric, Inc. for the purchase and installation of an uninterruptible power supply system for the Fields Avenue Facility for a total expenditure of One Hundred Fourteen Thousand Nine Hundred Fifty and 00/100 Dollars (\$114,950).

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

2014-54 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH CONSTELLATION, AN EXELON COMPANY (FORMERLY PROLIANCE ENERGY, LLC) FOR A NATURAL GAS SUPPLIER

Marion White, CFO/Vice President of Finance, presented this resolution. He said a contract was awarded to Constellation Proliance, LLC to provide natural gas for the McKinley Avenue, Fields Avenue and North High Street facilities for a three-year period commencing November 1, 2010 and expiring August 31, 2013, with an option to renew for up to two additional one-year terms, for a total expenditure not to exceed One Million Eight Hundred Seventy-Six Thousand Two Hundred Twenty Five and 00/100 Dollars (\$1,876,225). In May of 2013, COTA began using the natural gas provided under this contract to fuel our compressed natural gas (CNG) powered buses. The increased volume required to fuel COTA vehicles was not included in the estimates for the original contract with Constellation Proliance, LLC.

This resolution authorizes the renewal of this contract for the second additional one-year period, and an additional Five Hundred Thousand Dollars (\$500,000) to fulfill the contract requirements, for the period through August 31, 2015. Therefore, Board authorization is requested to increase the total contract value from a total not to exceed One Million Eight Hundred Seventy-Six Thousand Two Hundred Twenty Five and 00/100 Dollars (\$1,876,225) to a total not to exceed Two Million Three Hundred Seventy-Six Thousand Two Hundred Twenty Five Dollars (\$2,376,225).

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

2014-55 – AUTHORIZING A CONTRACT WITH CDW-GOVERNMENT, LLC FOR THE PURCHASE OF HARDWARE FOR A NETWORK CORE UPGRADE

Marion White, CFO/Vice President of Finance, presented this resolution. He said the current network core infrastructure is too weak to handle the changing requirements of technology within COTA to accomplish business requirements and uptime. At this time the core infrastructure does not enable redundancy. The current network core is designed as a “single point of failure.” If one piece of equipment were to fail at a given site, that site would lose connectivity to the network (no email, no internet, no application access). The upgrade and modification to the network core enables stability with “uptime.”

This resolution authorizes COTA to enter into a contract with CDW-Government, LLC for the purchase of hardware for a network core upgrade for a total expenditure of One Hundred Thirty-Two Thousand Eight Hundred Twenty-Eight and 00/100 Dollars (\$132,828).

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

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

Marion reported that the Federal Transit Administration will conduct a procurement system audit, August 11-14, 2014, to ensure COTA is in compliance with all procurement regulations.

9. OTHER BUSINESS

Cleve Ricksecker, James Daley, and Richard Zitzke reported on the APTA Transit Board Members Seminar they attended in Cleveland, July 19-22, 2014.

10. UPCOMING MEETINGS:

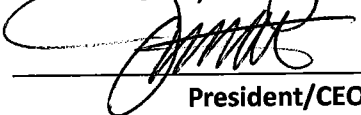
- COTA's 40th Anniversary Luncheon – August 27, 2014, 11:30 a.m. – 1:00 p.m., Hyatt Regency, 350 N. High St.
- Regular meeting of the COTA Board of Trustees – September 24, 2014, William G. Porter Boardroom, 33 N. High St.

11. ADJOURNMENT

The meeting adjourned at 10:15 a.m.

Adopted: September 24, 2014

Signed: 
Chair, Board of Trustees

Attest: 
President/CEO