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**MEETING: COTA BOARD OF TRUSTEES**

**DATE: WEDNESDAY, DECEMBER 16, 2020**

**TIME: 8:30 AM – 10:00 AM**

**LOCATION: VIA WEBEX**

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**MEETING MINUTES**

**1. CALL TO ORDER**

Chair Treneff called the COTA Board of Trustees Meeting to order at 8:31 AM.

**2. ROLL CALL**

**Board Members Present**  
Craig Treneff, Chair  
Marlon Moore, Vice Chair  
Trudy Bartley  
Cathy DeRosa  
Jennifer Gallagher  
Steven Gladman  
Thomas Grote  
Timothy Skinner  
Julie Sloat  
Michael Stevens  
Kumi Walker

**Board Members Absent**  
Amy Landino

**3. APPROVAL OF BOARD OF TRUSTEES MEETING MINUTES**

Trustee Gladman motioned to approve the October 28, 2020 Board of Trustees Meeting minutes. Trustee Sloat seconded the motion. Motion carries.

**4. COMMENTS OR STATEMENTS FROM THE PUBLIC**

Adero Robinson, Interim Executive Director and Chief of Staff at City Year Columbus, expressed the organization’s support of Resolution 2020-113 – Authorizing a Discount Fare Structure with the City Year Columbus Program. Since 1994, COTA has provided valuable transportation services to City Year Corps Members. By providing the discounted bus passes, City Year Corps members also serve as COTA Ambassadors at local and neighborhood events. Adero thanked COTA for their partnership over the years and looks forward to the continued collaboration.





## **RESOLUTION 2020-113 - AUTHORIZING A DISCOUNT FARE STRUCTURE WITH THE CITY YEAR COLUMBUS PROGRAM**

Because City Year staff was present, Chair Treneff asked to bring up Resolution 2020-113 – Authorizing a Discount Fare Structure with the City Year Columbus Program for consideration.

Angel Mumma, Chief Financial Officer, stated that this resolution would provide 62 Express 31-Day passes to the City Year Corps members during the period of January 1, 2021 – June 30, 2021.

Vice Chair Moore motioned to approve Resolution 2020-113 – Authorizing a Discount Fare Structure with the City Year Columbus Program. Trustee Walker seconded the motion. Motion carries.

### **5. PRESIDENT’S REMARKS**

Joanna M. Pinkerton, President/CEO, thanked Adero Robinson for his remarks this morning and thanked the Board for their leadership and guidance during a very difficult year. The Board will be considering next year’s budget, changes the team would like to make to our capital planning processes, as well as the sustainability of our long-term future. The budget continues to invest in items that will support the strategic plan and gives the organization the flexibility to address rapidly changing needs of the community. In 2021 and 2022, we will continue to see different needs in our community from those who have been impacted most by the pandemic, and COTA will be ready to address those needs. President Pinkerton closed with the message of gratitude to the Board of Trustees and Team COTA looks forward to the New Year.

Chair Treneff thanked Team COTA for their dedication during this difficult year. Vice Chair Moore also thanked the team for the commitment to inclusion despite navigating the pandemic. Trustee Grote thanked all of COTA’s frontline workers for their dedication to keeping our community moving.

### **6. GOVERNANCE COMMITTEE REPORT – CRAIG TRENEFF, CHAIR**

Chair Treneff stated that the Governance Committee met on Wednesday, December 9 at 3:00 PM. The committee heard reports from committee chairs, as well as reviewed the resolutions up for consideration today. The only new business item was a language change to our Rules and Regulations that would amend Section 3.3 to allow for the Annual Meeting of the COTA Board of Trustees to take place at the next regularly scheduled meeting of the Board if there is no regularly scheduled meeting in April.

## **RESOLUTION 2020 –110 - AMENDING AND RESTATING THE BOARD OF TRUSTEES RULES AND REGULATIONS**

Trustee Bartley motioned to approve Resolution 2020-110 Amending and Restating the Board of Trustees Rules and Regulations. Vice Chair Moore seconded the motion. Motion carries.





## **7. STRATEGIC AND OPERATIONAL PLANNING COMMITTEE REPORT – MARLON MOORE, CHAIR**

Vice Chair Moore stated that the Strategic and Operational Planning Committee met on Wednesday, December 2. The majority of the meeting was spent discussing the 2021 Operating Budget.

### **2021 Budget Presentation - Angel Mumma, Chief Financial Officer**

Angel Mumma presented an overview of the 2021 Operating Budget to the Governance Committee. COTA's proposed 2021 Operating Budget would expend roughly \$171,918,700 in support of COTA's vision to Move Every Life Forward. The largest expense is Labor and Benefits, which makes up 63% of our expenditures. We expect 8.2 million boardings for 2021 and approximately 1 million service hours. Included in this budget is funding for organizational initiatives outlined in the Strategic Plan, as well as funds to focus on organizational change management and project management. With our return to fares in 2021, we will allocate additional Marketing dollars to help build back ridership. The proposal in 2021 is the smallest increase in COTA's budget in the last ten years – a total of 1.1% increase. In 2021, we expect \$160 million of revenue, a decrease of what was budgeted in 2020. The largest source continues to be sales tax revenue. With the capital budget and debt policy discussions that the Board has considered, this budget proposes 10% of sales tax revenue to the capital improvement fund. Angel encourages the Board to consider the adoption of this budget proposal as this budget is built around flexibility, recognizing the likely need to change our services based on the needs of our community. The organization will continue to look at new revenue sources and strengthen existing revenue sources.

Vice Chair Moore thanked Angel and the team as the committee asked the team to go back and make further reductions to expenses, which they were able to do. He also noted that the committee will continue to work with the team to align expenses and revenues.

### **RESOLUTION 2020-111 - AUTHORIZING APPROPRIATIONS FOR THE EXPENDITURES OF THE CENTRAL OHIO TRANSIT AUTHORITY FOR THE CALENDAR YEAR ENDING DECEMBER 31, 2021**

Trustee Gladman motioned to approve Resolution 2020-111 Authorizing Appropriations for the Expenditures of the Central Ohio Transit Authority for the Calendar Year Ending December 31, 2021. Trustee Grote seconded the motion. Motion carries.

## **8. EXTERNAL/STAKEHOLDER RELATIONS COMMITTEE REPORT - AMY LANDINO, CHAIR**

Patrick Harris, Associate Vice President of Government Affairs and Communications, gave the External Stakeholder Relations Committee report on behalf of Trustee Landino. He stated that the committee met on Tuesday, December 8, 2020 and heard four presentations and one resolution. The first was a presentation from Quincy Howard on Supplier Diversity and DBE Participation. Next, Sindy Mondesir presented on COTA's Workforce Diversity. The report serves as a baseline for the organization and will utilize the information to support COTA's initiatives and strategic





priorities. Patrick presented the Return to Fares Communications Plan to the committee to show the team's commitment and focus ensure that internal and external partners are aware of our return to charging fares on January 11, 2021. The meeting then concluded with a presentation from Aslyne Rodriguez on COTA's 2021-2022 Public Policy Agendas at the federal, state, and local levels, which was asked to be shared with the full Board of Trustees.

#### **2021-2022 Public Policy Agendas – Aslyne Rodriguez, Director of Government Affairs**

Aslyne presented COTA's 2021-2022 Public Policy Agendas. There are three plans for each level of government - federal, state, and local – with all three focused on funding, innovation, and regionalism. This was developed through input from internal staff, as well as external partners and stakeholders.

Patrick stated that he is very proud of the team on developing these agendas. The full plans for each level of government are uploaded into BoardPaaS for Board Members for reference.

#### **RESOLUTION 2020–112 - APPROVING THE 2021-222 FEDERAL, STATE AND LOCAL PUBLIC POLICY AGENDAS**

Vice Chair motioned to approve Resolution 2020-112 – Approve the 2021-2022 Federal, State, and Local Public Policy Agendas. Trustee Sloat seconded the motion. Motion carries.

### **9. PERFORMANCE MONITORING/AUDIT COMMITTEE REPORT – KUMI WALKER, CHAIR**

Trustee Walker stated that the Performance Monitoring/Audit Committee met on Wednesday, December 9 prior to the Governance Committee. Angel gave an Unaudited Financial update to the committee. Sales tax revenue continue to perform better than expected considering the economic impact of COVID-19. Through October, sales tax revenue is down 2.2% than what was budgeted. The largest impact to revenue is our continued suspension of fares as revenue is down nearly \$11.8 million than what was budgeted in 2020. Expenses are currently down \$14.5 million than what was budgeted in 2020.

#### **RESOLUTION 2020-114 - AUTHORIZING THE ADOPTION OF A DEBT POLICY**

Angel Mumma, Chief Financial Officer, stated that at the October meeting of the COTA Board of Trustees, she presented the plan for COTA's new debt policy so all Board Members could see the direction the organization was headed. The resolution before the Board this morning reflects the adoption of such plan.

Trustee DeRosa that stated that this is great step forward to make long-term investments in the organization. She appreciates all the work the team put into bringing forward these plans.

Trustee Gladman motioned to approve Resolution 2020-114 – Authorizing the Adoption of a Debt Policy. Trustee DeRosa seconded the motion. Motion carries.





## 10. CONSENT AGENDA

Vice Chair Moore motioned to approve the following resolutions on the Consent Agenda. Trustee Gladman seconded the motion. Motion carries with Trustees Gallagher and Stevens abstaining from Resolution 2020-124 – Authorizing Expenditures for the Purchase of Services with the Columbus Police Department.

- RESOLUTION 2020-115 - AUTHORIZING A CONTRACT WITH CUMMINS SALES AND SERVICE FOR THE PURCHASE OF MISCELLANEOUS CUMMINS PARTS FOR TRANSIT COACHES
- RESOLUTION 2020-116 - AUTHORIZING A CONTRACT WITH DIESEL INJECTION SERVICE COMPANY FOR THE PURCHASE OF MISCELLANEOUS CUMMINS PARTS FOR TRANSIT COACHES
- RESOLUTION 2020-117 - AUTHORIZING A CONTRACT WITH GILLIG LLC FOR THE PURCHASE OF MISCELLANEOUS PARTS FOR TRANSIT COACHES
- RESOLUTION 2020-118 - AUTHORIZING A CONTRACT WITH THE AFTERMARKET PARTS COMPANY LLC FOR THE PURCHASE OF MISCELLANEOUS PARTS FOR TRANSIT COACHES
- RESOLUTION 2020-119 - AUTHORIZING A CONTRACT WITH MUNCIE TRANSIT SUPPLY FOR THE PURCHASE OF MISCELLANEOUS PARTS FOR TRANSIT COACHES
- RESOLUTION 2020-120 - AUTHORIZING A CONTRACT WITH ROMAINE ELECTRIC CORPORATION FOR THE PURCHASE OF MISCELLANEOUS PARTS FOR TRANSIT COACHES
- RESOLUTION 2020-121 - AUTHORIZING A CONTRACT WITH ALTERRA REAL ESTATE ADVISORS FOR PROPERTY MANAGEMENT SERVICES
- RESOLUTION 2020-122 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH CINTAS CORPORATION #2 FOR RENTAL AND LAUNDRY SERVICES FOR APPAREL, GARMENTS, AND FACILITIES SUPPLIES
- RESOLUTION 2020-123 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH COLUMBUS FIBERNET FOR UTILITY LOCATING SERVICES IN THE RIGHT OF WAY
- RESOLUTION 2020-124 - AUTHORIZING EXPENDITURES FOR THE PURCHASE OF SERVICES FROM THE COLUMBUS POLICE DEPARTMENT
- RESOLUTION 2020-125 - AUTHORIZING EXPENDITURES FOR THE ENTERPRISE RESOURCE PLANNING SYSTEM SUPPORT AGREEMENT WITH INFOR (US), INC.





- RESOLUTION 2020-126 – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH FIRST TRANSIT, INC. FOR TRANSPORTATION SERVICES FOR SENIORS AND INDIVIDUALS WITH DISABILITIES
- RESOLUTION 2020-127 – AUTHORIZING EXPENDITURES FOR MAINTENANCE AGREEMENTS WITH TRAPEZE SOFTWARE GROUP FOR THE ITS FIXED ROUTE, THE ITS FIXED END, AND THE OPS MODULES
- RESOLUTION 2020-128 – AUTHORIZING A CONTRACT WITH T-MOBILE USA, INC. FOR CUSTOMER WI-FI INTERNET SERVICES
- RESOLUTION 2020-129 - AUTHORIZING A CONTRACT WITH GILLIG LLC FOR THE PURCHASE OF PRESSURE RELIEF DEVICES FOR CNG TRANSIT COACHES
- RESOLUTION 2020-130 - AUTHORIZING EXPENDITURES FOR THE PURCHASE OF SERVICES FROM GOOGLE
- RESOLUTION 2020-131 – AUTHORIZING A CONTRACT WITH IKONOS FOR THE RENEWAL OF DATA AND ANALYTIC SUPPORT SERVICES
- RESOLUTION 2020-132 – AUTHORIZING ADDITIONAL EXPENDITURES WITH BRC GROUP FOR ACCIDENT DAMAGE REPAIR ON A FORTY- FOOT (40') HEAVY-DUTY TRANSIT VEHICLE
- RESOLUTION 2020-133 - AUTHORIZING DECLARATIONS OF OFFICIAL INTENT UNDER U.S. TREASURY REGULATIONS WITH RESPECT TO REIMBURSEMENTS FROM NOTE AND BOND PROCEEDS OF TEMPORARY ADVANCES MADE FOR PAYMENTS PRIOR TO ISSUANCE, AND RELATED MATTERS
- RESOLUTION 2020-134 – AUTHORIZING THE ADOPTION OF THE CENTRAL OHIO TRANSIT AUTHORITY PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)
- RESOLUTION 2020-135 - AUTHORIZING AN AMENDMENT TO RESOLUTION NO. 2019-116 TO REVISE APPROPRIATIONS FOR THE EXPENDITURES OF THE CENTRAL OHIO TRANSIT AUTHORITY FOR THE CALENDAR YEAR ENDING DECEMBER 31, 2020

#### **11. OTHER BUSINESS**

There was no other business before the Board of Trustees.

#### **12. MEETING CALENDAR**

- STRATEGIC AND OPERATIONAL PLANNING COMMITTEE – JANUARY 6, 2021 | 9:00 AM
- EXTERNAL STAKEHOLDER RELATIONS COMMITTEE – JANUARY 12, 2021 | 3:00 PM

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- PERFORMANCE MONITORING/AUDIT COMMITTEE – JANUARY 20, 2021 | 1:30 PM
- GOVERNANCE COMMITTEE – JANUARY 20, 2021 | 3:00 PM
- BOARD OF TRUSTEES – JANUARY 27, 2021 | 8:30 AM

**13. EXECUTIVE SESSION FOR THE PURPOSE OF PREPARING FOR, CONDUCTING, OR REVIEWING NEGOTIATIONS OR BARGAINING SESSIONS WITH PUBLIC EMPLOYEES CONCERNING THEIR COMPENSATION OR OTHER TERMS AND CONDITIONS OF THEIR EMPLOYMENT**

Vice Chair Moore motioned to enter into executive session pursuant to Ohio Revised Code 121.22 (G)(4) – for the purpose of preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

The motion was approved by Chair Treneff, Vice Chair Moore, and Trustees Bartley, DeRosa, Gallagher, Gladman, Grote, Skinner, Sloat, Stevens, and Walker via a roll call vote.

The Board of Trustees entered Executive Session at 9:32 AM.

The Board of Trustees exited Executive Session at 10:01 AM.

**14. ADJOURNMENT**

Chair Treneff motioned to adjourn the COTA Board of Trustees Meeting. Vice Chair Moore seconded the motion. The meeting adjourned at 10:02 AM.

**Adopted:** January 27, 2021

**Signed:** DocuSigned by:  
Craig P. Treneff  
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Chair, Board of Trustees

**Attest:** DocuSigned by:  
Joanna M. Pinkerton  
7454ADB3E0F6470...  
President/CEO

