



**NOVEMBER 16, 2016  
OF THE CENTRAL OHIO TRANSIT AUTHORITY  
BOARD OF TRUSTEES  
W. G. PORTER BOARDROOM, 33 N. HIGH STREET**

**MINUTES**

**1. CALL TO ORDER**

Chair, Jean Carter Ryan, called the meeting to order at 8:05 a.m.

**2. ROLL CALL**

**BOARD MEMBERS PRESENT**

Jean Carter Ryan, Chair  
Trudy Bartley  
Donald Leach  
David Norstrom  
Letty Champ  
Amy Schmittauer  
Craig Treneff  
Richard Zitzke

**BOARD MEMBERS ABSENT**

William Anthony  
Brett Kaufman  
Philip Honsey  
Gina Ormond

**3. APPROVAL OF THE NOVEMBER 16, 2016 BOARD OF TRUSTEES MEETING AGENDA**

Schmittauer motioned to approve the November 16, 2016 Board of Trustees Meeting Agenda. Norstrom seconded the motion. Motion passed.

**4. APPROVAL OF THE OCTOBER 26, 2016 BOARD OF TRUSTEES MEETING MINUTES**

Schmittauer motioned to approve the October 26, 2016 Board of Trustees Meeting Minutes. Zitzke seconded the motion. Motion passed.

**5. COMMENTS OR STATEMENTS FROM THE AUDIENCE**

Jean Carter Ryan, Board Chair, thanked Curtis Stitt, President/CEO, and the Authority for the hard work that went in to passing Issue 60, and congratulated staff on the tremendous amount of support from the community.

Eva Crawley, COTA customer and public transportation advocate, spoke about her efforts to communicate with community members about Issue 60.

6. PRESIDENT'S REPORT

Curtis Stitt gave the President's Report. He thanked all of the Board and staff members who worked on the levy campaign and have worked to improve COTA over the last 10 years. He offered additional thanks to the leadership team and members of Transport Workers Union, Local 208, who played a significant role in the groundwork for the campaign, including distributing campaign signs and literature door-to-door and at Get Out The Vote rallies. He stated his belief that Issue 60 was a success because of the work we have done and the story we have told over the last 10 years, not just in the weeks before the election.

Curtis Stitt also gave an update on 2017 initiatives, including: the Transit System Redesign launching in May 2017; work on the NextGen project that will occur with community partners in 2017; negotiation of the labor agreement between COTA and TWU, Local 208 at the end of 2017; and the CMAX Bus Rapid Transit launching in January 2018.

7. COMMITTEES:

A. TECHNOLOGY COMMITTEE – GINA ORMOND, CHAIR

• REPORT ON NOVEMBER 7, 2016 TECHNOLOGY COMMITTEE MEETING

Micheal Carroll, Vice President/Chief Information Officer, gave an update on the Special Technology Committee Meeting on November 9. A contract is being negotiated for the Enterprise Resource Planning (ERP) Information System replacement project. Installation of the data 4G wireless solution continues on schedule. Google has accepted our real-time data feed. Final specifications are being finalized for the fare collection system RFP.

B. FINANCE COMMITTEE- CRAIG TRENEFF, CHAIR

• REPORT ON NOVEMBER 9, 2016 FINANCE COMMITTEE MEETING

Craig Treneff, Finance Committee Chair, gave an update on the Finance Committee Budget Meeting held on November 9. The Budget Committee has completed the first round of internal reviews. Additional reviews and refinements will be made over the next 30 days. The TSR Advisory groups are continuing to refine budget requests. These numbers will be included in the December 8 presentation to the Finance Committee. Proposed operating and capital budget resolutions will be presented at the December 15 Board meeting.

RESOLUTION 2016-79 - AUTHORIZING A CONTRACT WITH ELFORD, INC. FOR THE COTA DOWNTOWN ADMINISTRATIVE OFFICE 4<sup>TH</sup> AND 8<sup>TH</sup> FLOOR RENOVATION

The purpose of this contract is to provide a construction contract for the renovation of the 4th and 8th floors at 33 N. High Street. This project is to build out additional enclosed offices in order to maintain standard office/space assignments consistent with other similar positions within COTA. Since moving the administrative offices to 33 N. High Street, positions have been added or upgraded without available enclosed office spaces. The project also includes cubicle

reconfiguration of the 8th floor with some taller panels to diminish the impact of noise and traffic near the copier; addition of a new, fully equipped conference room on the 4th floor; secure storage areas in the 4th floor shell space; and removal of the enclosed hallway with cubicles on the 4th floor reconfigured to the same arrangement as the other COTA occupied floors. The renovation and facility improvements will support the ongoing operations of COTA's administrative office facility. This Resolution authorizes COTA to enter into a construction contract with Elford, Inc. for the COTA Downtown administrative office 4th and 8th floor renovation for a total expenditure of \$222,500.

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

FINANCE REPORT – JEFFREY VOSLER

Jeff Vosler, CFO/VP of Finance/DBE Compliance Officer, gave the Finance report. He said October ridership was 5.0% below prior year and 3.7% below budget. Ryan asked for COTA's ridership initiatives. President Stitt said the 25 by 25 Report is in draft form and will be distributed to the Board once completed.

C. OPERATIONS COMMITTEE – DONALD LEACH, CHAIR

- REPORT ON NOVEMBER 14, 2016 SPECIAL OPERATIONS COMMITTEE MEETING

Donald Leach, Operations Committee Chair, gave an update on the Special Operations Committee Meeting held on November 14. The Committee agreed to the following staff-proposed actions regarding two protests received in response to the contract award related to RFP #2016-14, request for proposal for transportation services for seniors and individuals with disabilities (ADA and Non-ADA Service): Reject all proposals and initiate a new RFP process 1. Ask the Board to rescind the contract awarded to Total Transportation 2. Extend the current contract with First Transit for a three-month period, and; 3. Engage the services of an outside consultant to evaluate COTA's processes and recommend industry best practices. The outside consultant will also provide training for COTA employees who may be asked to participate in evaluating proposals in the future on the competitive bid process and evaluating bids and proposals.

- APPROVAL OF THE REVISED NOVEMBER 14, 2016 SPECIAL OPERATIONS COMMITTEE MEETING MINUTES

Norstrom motioned to approve the November 14, 2016 Special Operations Committee Meeting Minutes. Bartley seconded the motion. Motion passed.

RESOLUTION 2016-80 – AUTHORIZING THE RESCISSION OF THE CONTRACT TO TOTAL TRANSPORTATION CORP. FOR TRANSPORTATION SERVICES FOR SENIORS AND INDIVIDUALS WITH DISABILITIES (ADA SERVICE AND NON-ADA SERVICE)

Resolution No. 2016-73 authorized a contract with Total Transportation Corp. for transportation services for seniors and individuals with disabilities (ADA service and non-ADA service). After this resolution was approved by the Board on October 26, 2016, COTA received two separate protests of the contract award. COTA's subsequent investigation of the allegations in these protests revealed it is in the best interest of COTA to rescind the contract award to Total Transportation Corp. and, in order to maintain the integrity of the procurement process, resolicit proposals for transportation services for seniors and individuals with disabilities (ADA service and non-ADA service). This Resolution authorizes COTA to rescind the contract awarded to Total Transportation Corp. for transportation services for seniors and individuals with disabilities (ADA service and non-ADA service). The current contract with First Transit will be extended for a three-month period.

Norstrom motioned to approve this resolution. Bartley seconded the motion. Motion passed.

8. CONSENT AGENDA

Jean Carter Ryan presented the following resolutions by consent agenda:

RESOLUTION 2016-81 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH MID-CITY ELECTRIC COMPANY FOR AN ON-CALL ELECTRICAL CONTRACTOR FOR COTA FACILITIES

RESOLUTION 2016-82 - AUTHORIZING A CONTRACT WITH GILLIG, LLC FOR THE PURCHASE OF MISCELLANEOUS PARTS FOR TRANSIT COACHES

RESOLUTION 2016-83 - AUTHORIZING EXPENDITURES FOR THE CONTRACT WITH THE DATA HOUSE FOR A TONER INCLUSIVE MAINTENANCE SERVICE AGREEMENT

RESOLUTION 2016-84 - AUTHORIZING EXPENDITURES FOR THE PURCHASE OF SERVICES FROM THE COLUMBUS POLICE DEPARTMENT

RESOLUTION 2016-85 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH HDR ENGINEERING, INC. FOR FINAL DESIGN AND PUBLIC COMMUNICATION SERVICES FOR THE CMAX - CLEVELAND AVENUE BUS RAPID TRANSIT (BRT) PROJECT

RESOLUTION 2016-86 - AUTHORIZING A CONTRACT WITH NEWCOMER CONCRETE SERVICES, INC. FOR PRIORITY TWO BUS STOP SIDEWALK DEVELOPMENT

Schamp motioned to approve these resolutions. Norstrom seconded the motion. Leach abstained from 2016-81. Motion passed.

9. OTHER BUSINESS

No other business came before the Board.

10. MEETING CALENDAR

The meeting calendar was distributed with the packet.

11. EXECUTIVE SESSION

Zitzke motioned to move into executive session to review and discuss the employment and compensation of a public employee pursuant to Ohio Revised Code section 121.22 (G)(1). Norstrom seconded the motion. A roll call vote was taken and the motion passed unanimously.

Executive session ended.

12. ADJOURNMENT

The meeting adjourned at 9:52 a.m.

Adopted: \_\_\_\_\_ December 15, 2016 \_\_\_\_\_

Signed: \_\_\_\_\_  
Chair, Board of Trustees

Attest: \_\_\_\_\_  
President/CEO