



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

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

MINUTES

1. Chair Tyler Lee called the Board of Trustees meeting to order at 8:02 a.m.

2. **ROLL CALL**

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Jennifer L. Brunner
Harry W. Proctor
Robert J. Weiler, Sr.

3. **APPROVAL OF AGENDA**

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

4. **APPROVAL OF FEBRUARY 26, 2014 REGULAR BOARD OF TRUSTEES MEETING MINUTES**

Ryan motioned to approve the February 26, 2014 Regular Board Meeting Minutes as distributed. Treneff seconded the motion. The Minutes were approved as distributed.

5. **PRESIDENT'S REPORT**

President Stitt made the following announcements:

- President Stitt asked Kristen Treadway, Vice President, Human Resources, to report on an initiative for which COTA will be recognized. Treadway said COTA has been honored as one of central Ohio's healthiest employers in Columbus Business First's Healthiest Employers of Central Ohio Awards program. The program honors local companies with outstanding health and wellness initiatives. An awards presentation will be held tomorrow, March 27. She commended Stephanie Albertus, COTA's Benefits Administrator, for her efforts on this initiative.

- President Stitt recognized Lindsay Ford Ellis, COTA's Associate Counsel, for an article she was recently featured in in the Capital University Lawyer publication. Lindsay also appeared on the front cover of the magazine. The photo was taken at our Fields Facility on a coach. Lindsay is active with the Law School, serving as President of the African American Law Alumni Association and as a member of the Alumni Association Board. She is being recognized as one of the outstanding alumns at Capital University. The article was entitled, "Oh the places you'll go! Graduates from the past decade reflect on diversity offered by a legal education."
- President Stitt reported a number of trustees have expressed interest in attending conferences concerning their roles and responsibilities as a Board member. He said the 2014 APTA Transit Board Members Seminar will be held in Cleveland July 19-22, 2014. The Seminar will be hosted by the Greater Cleveland Regional Transit Authority. Educational sessions will be offered on board roles and responsibilities and public transit issues. President Stitt said the Seminar is a great opportunity for Board members. A link to the Seminar will be sent to all Board members. Trustees interested in attending should notify Diana Bryant.
- COTA's Community Stakeholders Luncheon will be held on August 27, 2014. President Stitt said we are disappointed that Secretary Foxx is unavailable, however, Secretary Foxx recommended Therese McMillan, the Deputy Administrator (and currently serving as Acting Administrator) of the Federal Transit Administration, as a speaker. President Stitt and General Counsel Moore met with Ms. McMillan during the Legislative Conference and she agreed to be the keynote speaker for our event.

40 FOR 40 PRESIDENT'S AWARD

In celebration of COTA's 40th Anniversary, President Stitt, is recognizing 40 employees that have gone above and beyond their daily duties. COTA's Safety Manager, Liz Kaps, was presented with the 40 for 40 President's Award. Ms. Kaps was recognized for her work on a self-insurance workers' compensation program audit by the Ohio Bureau of Worker's Compensation. In order to continue this program, COTA was required to show that we run a financially sound, accurate program, and show a clear interest in the welfare of our injured employees. The audit was completely free of findings, which is very rare. The clean audit allows COTA to continue the program as opposed to paying premiums to the Ohio State Insurance Fund and saves COTA hundreds of thousands of dollars each year.

RESOLUTON NO. 2014-17, COMMENDING ROBERT E. LAWLER

President Curtis Stitt read Resolution 2014-17, commending Robert E. Lawler. He said, "the Mid-Ohio Regional Planning Commission (MORPC) is an association of central Ohio governments and regional organizations with multiple responsibilities including transportation planning in central Ohio. Robert E. Lawler has been employed by MORPC in many capacities since 1978 and has served as MORPC's Director of Transportation since 2003. Mr. Lawler has earned an outstanding reputation in central Ohio and the state as a key leader on transportation issues. MORPC and the Central Ohio Transit Authority have partnered on numerous public transportation projects in COTA's 40 years of operation. Mr. Lawler, in his

positions at MORPC, has played an instrumental role in the success of many of those projects. Mr. Lawler, in his roles at MORPC, has demonstrated extraordinary support for COTA and public transit. Mr. Lawler's efforts have supported and facilitated numerous grants for COTA operations and capital projects. President Stitt said Mr. Lawler has announced his retirement from MORPC effective March 31, 2014."

Robert Lawler was presented with a framed resolution. Dawn Tyler Lee congratulated Mr. Lawler and motioned to approve this Resolution. Cleve Ricksecker seconded the motion. Motion passed.

6. COMMITTEE REPORTS:

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

Terri Elder, Manager of Customer Service, and Ashley Sergent, provided an update on the 2013 Quality Service Contact Report.

B. PLANNING COMMITTEE – MABEL F. FREEMAN, CHAIR

2014-18 - AUTHORIZING A CONTRACT WITH WB REPUBLIC BUILDERS, LLC FOR THE CONSTRUCTION OF THE NEW ALBANY PARK & RIDE

Mike Bradley, Vice President of Planning and Service Development, presented this Resolution. He said COTA currently leases 26 parking spaces from the New Albany United Methodist Church located at 20 S. Third Street. A new park and ride, which was approved for purchase by the COTA Board in November 2013, will be built in the New Albany Business Park. COTA is proposing to increase express and reverse commute services to New Albany upon completion of this park and ride. The City of New Albany has agreed to be partners in the development of the park and ride. The City will contribute 30% of the estimated cost for the bus turnaround area within the public right-of-way. In addition, the City of New Albany will provide maintenance of the park and ride to include lawn care, snow removal and trash pickup at no cost to COTA. This Resolution authorizes COTA to enter into a contract with WB Republic Builders, LLC for the construction of the New Albany Park and Ride for a total expenditure of Seven Hundred Nine Thousand and 00/100 Dollars (\$709,000).

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

BUS STOP DESIGN GUIDE PRESENTATION – CLAIRE BECK, SERVICE PLANNER

Service Planner, Claire Beck, gave a presentation on the new Bus Stop Design Guide. She said the Guide will serve as an internal and external guide on requirements and best practices for the development of bus stops and surrounding areas. The final Bus Stop Design Guide will be available electronically on cota.com and in print by request.

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

2014-19 - ACCEPTING APPOINTMENT OF THE MID-OHIO REGIONAL PLANNING COMMISSION AS THE DESIGNATED RECIPIENT OF SECTION 5310 FUNDS AND AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION FOR FEDERAL TRANSPORTATION ASSISTANCE

Marion White, Vice President, Finance/CFO, presented this Resolution. He said the Federal Transit Administration has been delegated the authority to award federal financial assistance for transportation projects. Public transit funds, Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities) are apportioned to large urbanized areas based on various criteria set forth in the federal law and regulation. The Transportation Policy Committee of the Mid-Ohio Regional Planning Commission (MORPC) is the metropolitan planning organization (MPO) for the Columbus, Ohio urbanized area. MORPC proposes to become the "Designated Recipient" to administer these funds according to Federal Transit Administration (FTA) Policy and Program Guidance and regional priorities.

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

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

White reported the weather had a significant influence on February ridership. February ridership was 45,956 boardings or 3.1% below the prior year and 52,073 boardings or 3.5% below budget. The February decline in ridership of 3.1% followed a 9.1% ridership decrease in January. This brings the year-to-date ridership down 6.1% from the ridership level in the same period in the 2013.

White reported February passenger revenue was \$51,277 or 3.3% below prior year, and \$56,312 or 3.6% below budget. Cash fares contributed \$24,705 to the shortfall from budget mostly due to the free fare day, and student ridership contributed \$20,984 due to a one-day OSU/CCS school closure.

February sales tax receipts were 8.5% higher than February 2013 and 3.3% higher than the budget for February 2014. Year-to-date sales tax receipts are 6.0% higher than prior year and 0.9% higher than budget.

7. OTHER BUSINESS

President Stitt reminded Board members of the upcoming Board Workshop concerning the Transit System Review on April 30, 7:30 a.m. – 12:30 p.m., in the William G. Porter Boardroom and the Board Retreat on May 23, 7:30 a.m. – 12:30 p.m., at the Boat House at Confluence Park.

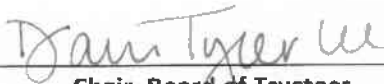
8. NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES


Chair Tyler Lee announced that the next meeting will be held on April 23, 8:00 a.m., in the W. G. Porter Boardroom.

9. ADJOURNMENT

The meeting adjourned at 9:02 a.m.

Adopted: April 23, 2014

Signed: 
Chair, Board of Trustees

Attest: 
President/CEO