



**OCTOBER 28, 2015
REGULAR MEETING
OF THE CENTRAL OHIO TRANSIT AUTHORITY
BOARD OF TRUSTEES
W. G. PORTER BOARDROOM, 33 N. HIGH STREET**

MINUTES

1. **CALL TO ORDER**

Chair Dawn Tyler Lee called the meeting to order at 8:03 a.m.

2. **ROLL CALL**

BOARD MEMBERS PRESENT:

Dawn Tyler Lee, Chair
Jean Carter Ryan, Vice Chair
William A. Anthony
Philip Honsey
Gina R. Ormond
Amy Schmittauer
Craig P. Treneff
Richard R. Zitzke

BOARD MEMBERS ABSENT:

Brett Kaufman
Donald B. Leach, Jr.
Harry Proctor

3. **MOTION TO AMEND THE OCTOBER 28, 2015 BOARD OF TRUSTEES MEETING AGENDA**

Honsey motioned to amend the agenda to include the Oath of Office for Trudy Bartley. Zitzke seconded the motion. The amended October 28, 2015 Board of Trustees meeting agenda was approved. Ms. Bartley was unable to attend the meeting today and was not sworn into office.

4. **APPROVAL OF SEPTEMBER 23, 2015 BOARD OF TRUSTEES MEETING MINUTES**

Ryan motioned to approve the September 23, 2015 Board of Trustees meeting minutes. Treneff seconded the motion. Motion passed.

5. **PRESIDENT'S REPORT**

President Stitt did not give an oral report today. He referred the Trustees to the President's Report which was distributed in the Board packet.

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

Linda DeLong, a Mainstream customer, complained about Mainstream service. Amy Hockman, Director of Mobility, was asked to give a presentation on mobility services at the November 18, 2015 meeting.

Mrs. Crawley, a customer, thanked COTA for the increased presence of supervisors at Broad and High Streets.

7. COMMITTEES

A. HUMAN RESOURCES COMMITTEE – RICHARD ZITZKE, CHAIR

2015-88 - COMMENDING ALL EMPLOYEES WHO ARE VETERANS, AND THOSE WHO PRESENTLY SERVE IN OUR COUNTRY'S ARMED FORCES AND WHO CONTINUE TO SERVE OUR COMMUNITY

Kristen Treadway, Vice President, Human Resources presented this resolution. She said the Central Ohio Transportation Authority recognizes the importance of the Armed Forces to this country and there is no greater service a person can give to their country than to serve in the military. Scores of COTA employees have served and continue to serve their country in the Armed Forces, and the Central Ohio Transportation Authority desires to recognize and honor these employees. Treadway said these COTA employees will be recognized on November 6, 2015, during a ceremony in their honor.

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

B. PLANNING COMMITTEE – GINA ORMOND, CHAIR

Gina Ormond, Chair of the Planning Committee, gave a report on the September 28, 2015 Planning Committee meeting.

2015-89 - AUTHORIZING A CONTRACT WITH R.W. SETTERLIN BUILDING COMPANY FOR THE PURCHASE AND INSTALLATION OF A BUS RAPID TRANSIT (BRT) MARKER AND SHELTER

Mike Bradley, Vice President, Planning and Service Development, presented this resolution. He said COTA wishes to engage in a contract with a qualified company for the purchase and installation of a Bus Rapid Transit (BRT) marker and shelter. This resolution authorizes COTA to enter into a contract with R.W. Setterlin Building Company for the purchase and installation of a Bus Rapid Transit (BRT) marker and shelter for a total expenditure of Two Hundred Nineteen Thousand and 00/100 Dollars (\$219,000.00).

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

2015-90 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH LEND LEASE (US) CONSTRUCTION INC. FOR PROJECT MANAGEMENT/CONSTRUCTION MANAGEMENT SERVICES FOR THE RENOVATION OF THE MCKINLEY AVENUE FACILITY (FINAL PHASE)

Mike Bradley, Vice President, Planning and Service Development, presented this resolution. He said COTA is currently engaged in a project management contract with Lend Lease (US) Construction, Inc., for the renovation of the McKinley Avenue Facility (Final Phase). Resolution 2013-30, approved by the Board on April 23, 2013, authorized a total expenditure of \$1,258,399 and the contract was then increased by \$76,534 to \$1,334,933 under the President/CEO's delegated authority.

The purpose of this resolution is to approve additional expenditures for with Lend Lease (US) Construction, Inc. as a result of a delay in obtaining the construction permit, changes to the phasing of the project since design began, and owner requests for items such as the mezzanine addition to Phase B, which would exceed the \$100,000 delegated authority of the President/CEO.

The project has extended six months beyond the original planned timeline. The reason for the delay can be attributed to a three-week delay in receiving the construction permit; a three-month extension to the construction timeline to save costs; unforeseen construction scope items; and staff requests that included moving the mezzanine scope of work from Phase 3C to Phase 3B.

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

C. FINANCE COMMITTEE – CRAIG TRENEFF, CHAIR

Craig Treneff, Chair of the Finance Committee, gave a report on the October 28, 2015 Finance Committee Meeting.

Jeffrey Vosler, Vice President, Finance/CFO & DBE Compliance Officer, gave a finance report. He said the downward ridership trend continues. September ridership was 3.3% below prior September and 5.8% below budget. Passenger revenue was 3.2% below prior September or 5.5% below budget. Year-to-date ridership is down 0.9%, despite service level increases of 7%.

Sales tax revenue for September is 10.9% higher than budget and 15.2% higher than prior year. Year-to-date sales tax revenue is 6.9% higher than budget and 11.1% higher than prior year.

Total operating expense for August is .8% below budget. Year-to-date operating expenses are 4.5% below budget.

Vosler provided a brief update on technology projects.

D. CONSENT AGENDA - DAWN TYLER LEE, BOARD CHAIR

Dawn Tyler Lee presented resolutions 2015-91 through 2015-96 via consent agenda.

2015-91 - Authorizing a Contract with Mansfield Oil Company of Gainesville, Inc. for the Purchase of Ultra-Low Sulfur Diesel Fuel for Transit Coaches

2015-92 - Authorizing a Contract with Jess Howard Electric Company for the Purchase and Installation of Video Surveillance Systems for Three (3) COTA Park & Ride Facilities

2015-93 - Authorizing the Filing of Applications with the Ohio Department of Transportation for Grants for Fiscal Year 2016

2015-94- Authorizing a Contract with Browns Oil Service for the Purchase of Glycol for Transit Coaches

2015-95 - Authorizing a Contract with CB&I Government Solutions, Inc. for On-Call Environmental Consulting Services

2015-96 - Authorizing Expenditures for a Maintenance Agreement with Sumtotal Systems, LLC for the Payroll/Human Resources Software System

Treneff motioned to approve these resolutions. Zitzke seconded the motion. Motion passed.

8. UPCOMING MEETING(S)

Chair Dawn Tyler Lee announced the upcoming meetings:

November 6

9:00 A.M. – Planning Committee

November 10

8:00 A.M. – Finance Committee Budget Meeting

November 18

8:00 A.M. – Board of Trustees

December 2

8:00 A.M. - Finance Committee Budget Meeting

December 16

8:00 A.M. – Board of Trustees

Immediately Following Board – Marketing Communications Committee

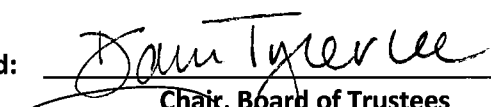
9. EXECUTIVE SESSION

Zitzke motioned to enter 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). Treneff seconded the motion. A roll call vote was taken. Motion passed unanimously.

10. ADJOURNMENT

The meeting adjourned at 9:39 a.m.

Adopted: November 18, 2015

Signed: 

Chair, Board of Trustees

Attest: 

President/CEO