



**REGULAR MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 25, 2014**

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

MINUTES

1. CALL TO ORDER

Chairwoman Dawn Tyler Lee called the Board of Trustees meeting to order at 8:04 a.m.

2. ROLL CALL

BOARD MEMBERS PRESENT:

Dawn Tyler Lee, Chair
J. Cleve Ricksecker, Vice Chair
William A. Anthony (8:40 a.m.)
Mabel G. Freeman, Ph.D.
Harry Proctor
Jean Carter Ryan
Craig P. Treneff

BOARD MEMBERS ABSENT:

James E. Daley
James E. Kunk
Regina R. Ormond
Richard R. Zitzke

3. APPROVAL OF AGENDA

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

4. APPROVAL OF REVISED JANUARY 28, 2015 REGULAR BOARD OF TRUSTEES MEETING MINUTES

Ricksecker motioned to approve the revised January 28, 2015 Regular Board of Trustees Meeting Minutes. Treneff seconded the motion. Motion passed.

5. COMMENTS OR STATEMENTS FROM THE AUDIENCE

None.

6. PRESIDENT'S REPORT

President Stitt announced that two individuals have been appointed to the COTA Board. Amy Schmittauer of Vlog Boss Studios, a marketing firm, has been appointed to fill Jennifer Brunner's term. Ms. Brunner ran for a judgeship in 2014 and was successful, leaving a vacancy on the Board. Brett Kaufman, owner of Kaufman Development, has been appointed to replace James Kunk. Mr. Kunk's term expired last year but he agreed to remain on the Board until a replacement was named.

President Stitt reminded the Board that the American Public Transportation Association is sponsoring a national event to focus Congress on the need for legislation that will help maintain our nation's transportation infrastructure. He said the event, Stand Up for Transportation Day, is not just about public transportation; it is about our entire transportation infrastructure (roads, bridges, buses, trains, and rail), that has suffered since Congress has not passed a long-term Surface Transportation Reauthorization Bill. The Bill that we currently operate under expired in September 2014, but has been

extended several times, and the current extension expires May 31, 2015. President Stitt said we are hopeful that Congress will pass a long-term Surface Transportation Reauthorization Bill so that all the entities who are responsible for building and maintaining the nation's transportation infrastructure can plan long-term. Stand up for Transportation Day will be held on April 9 throughout the United States and to date, over 90 APTA members have signed up to participate. COTA's event will be held at our newly constructed transit terminal on Spring Street between Front and High Streets at 11:00 a.m. President Stitt asked Board members to mark their calendars. Additional information on the Stand Up for Transportation Day event will be distributed to Board members.

In 2007, COTA created the Leaders of the Future program which was designed to enhance the leadership and competencies skills of COTA employees. Each year, the Leadership Team selects participants through a competitive process which includes a written application, supervisor's recommendation, and an interview process with the Leadership Team. Each participant is mentored by a member of COTA's Leadership Team. President Stitt introduced the 2014 Leaders of the Future graduating class: Kelsie Marty, Marketing; Charles Edwards, Transportation; Dan Fennell, Vehicle Maintenance; Shawn Prince, IT; and Nicole McAllister, Finance. The class provided a presentation on assessing the workload of the organization. The class' recommendation is a formalized project management training plan and to incorporate the project prioritization the class developed into COTA's capital project acceptance process. The graduating class will voluntarily commit to performing further investigation into the idea of a PMO and completing the project in time to be included in the 2016 budget.

President Stitt asked the new Leaders of the Future class to stand and be recognized. They are: J. Corey Bable, Transportation; Alex Beim, Planning; Amanda Brooks, Security; Vickie Buchanan, Finance; Megan Kleinman, Legal; Lisa Myers, Communications; Ronald Peterson, Transportation; and Virginia Giglio-Stump, Paratransit. Marchelle Moore, Vice President of Legal and Government Affairs, will serve as Class Advisor and Julie LaSusa, Director of Training and Development, will serve as Class Coordinator.

7. COMMITTEES:

A. COMMUNICATIONS, MARKETING & CUSTOMER SERVICE COMMITTEE – JAMES E. DALEY, CHAIR

2015-10 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH POST PRINTING COMPANY FOR THE PURCHASE OF TIMETABLE PRINTING SERVICES

Marty Stutz, Vice President of Marketing, Communications, and Customer Service, presented this resolution. He said this resolution authorizes COTA to increase the value of the contract with Post Printing Company for the purchase of timetable printing services by Two Hundred Thousand and 00/100 Dollars (\$200,000), from a total not to exceed Two Hundred Thousand and 00/100 Dollars (\$200,000) to a total not to exceed Four Hundred Thousand and 00/100 Dollars (\$400,000) for the period beginning April 1, 2015 and expiring March 31, 2016.

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

2015-11 - AUTHORIZING AN AGREEMENT WITH FRANKLIN COUNTY TO RENEW THE DISCOUNT PASS PROGRAM FOR COUNTY EMPLOYEES

Marty Stutz, Vice President of Marketing, Communications, and Customer Service, presented this resolution. He said this resolution authorizes COTA to enter into an agreement with Franklin County to renew the discount pass program for a minimum of 13,300 passes. The term of the agreement is

March 1, 2015 through February 28, 2018, pending approval by the Franklin County Board of Commissioners as part of their budget process. The rate for these passes shall be discounted ten percent off the published rates.

Proctor moved to approve this resolution. Treneff seconded the motion. Motion passed.

B. PLANNING & SERVICE DEVELOPMENT COMMITTEE – DR. MABEL G. FREEMAN, CHAIR

2015-12 - AUTHORIZING A CONTRACT WITH THE CITY OF COLUMBUS FOR REAL ESTATE ACQUISITION SERVICES FOR THE CMAX - CLEVELAND AVENUE BUS RAPID TRANSIT (BRT) PROJECT

Mike Bradley, Vice President, Planning and Service Development, presented this resolution. He said Resolution No. 2012-38 authorized the adoption of the Northeast Corridor for the Bus Rapid Transit from downtown Columbus to SR 161 with enhanced fixed route service being extended to Polaris Parkway, primarily via Cleveland Avenue. In February 2015, the Cleveland Avenue BRT (CMAX) was listed in the President's Federal FY2016 Budget. Within that budget is a proposal for Small Starts Grant Agreement funding in the amount of \$38 million. On July 25, 2014, COTA received approval from the Federal Transit Administration (FTA) that the criteria for a National Environmental Policy Act (NEPA) Categorical Exclusion (CE) were met. With the clearance from the FTA on the NEPA CE, COTA is permitted to begin land acquisition for the BRT Project. COTA desires to enter into a cooperative agreement with the City of Columbus Public Service Department to appraise and acquire the property needed for the station construction throughout the BRT project limits along the corridor at a cost not to exceed Three Hundred Fifty Thousand and 00/100 Dollars (\$350,000).

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

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

Jean Carter Ryan chaired the Finance Committee in the absence of James Kunk.

2015-13 - AUTHORIZING A CONTRACT WITH KING BUSINESS INTERIORS, INC. FOR THE PURCHASE AND INSTALLATION OF FURNITURE, FIXTURES AND EQUIPMENT FOR THE RENOVATION OF THE MCKINLEY AVENUE FACILITY- PHASE 3B (SEATING, TABLES, CASEGOODS AND MISCELLANEOUS BID PACKAGES)

Jeffrey Vosler, Interim CFO/Vice President of Finance, presented this resolution. He said this resolution authorizes COTA to enter into a contract with King Business Interiors, Inc. for the purchase and installation of furniture, fixtures and equipment for the renovation of the McKinley Avenue Facility – Phase 3B (seating, tables, casegoods and miscellaneous bid packages) for a total expenditure of Three Hundred Fifty-Two Thousand Five Hundred Sixty-Seven and 13/100 Dollars (\$352,567.13).

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

2015-14 – AUTHORIZING A CONTRACT WITH INTEGRATED WORKSPACE SOLUTIONS, LLC FOR THE PURCHASE AND INSTALLATION OF FURNITURE, FIXTURES AND EQUIPMENT FOR THE RENOVATION OF THE MCKINLEY AVENUE FACILITY - PHASE 3B (SYSTEMS FURNITURE BID PACKAGE)

Jeffrey Vosler, Interim CFO/Vice President of Finance, presented this resolution. He said this resolution authorizes COTA to enter into a contract with Integrated Workspace Solutions, LLC for

The purchase and installation of furniture, fixtures and equipment for the renovation of the McKinley Avenue Facility – Phase 3B (systems furniture bid package) for a total expenditure of One Hundred Five Thousand One Hundred Ninety-One and 70/100 Dollars (\$105,191.70).

Ryan moved to approve this resolution. Freeman seconded the motion. Motion passed.

2015-15 – AUTHORIZING A CONTRACT WITH IBI GROUP FOR TRANSIT TECHNOLOGY CONSULTING SERVICES

Jeffrey Vosler, Interim CFO/Vice President of Finance, presented this resolution. He said COTA desires to engage in a contract with a qualified company for transit technology consulting services. IBI Group has been selected through a competitive procurement process in accordance with the rules and regulations of the Federal Transit Administration and Section 306.43 of the Ohio Revised Code.

This resolution authorizes COTA to enter into a contract with IBI Group for transit technology consulting services for a total expenditure not to exceed Two Hundred Thousand and 00/100 Dollars (\$200,000).

Trenneff moved to approve this resolution. Proctor seconded the motion. Motion passed.

2015-16 – AUTHORIZING A CONTRACT WITH GUDENKAUF CORPORATION FOR COTA'S CONFERENCE ROOM TECHNOLOGY ENHANCEMENTS

Jeffrey Vosler, Interim CFO/Vice President of Finance, presented this resolution. He said this resolution authorizes COTA to enter into a contract with Gudenkauf Corporation for conference room technology enhancements for a total expenditure of One Hundred Forty-Seven Thousand Eight Hundred Sixty-Two and 95/100 Dollars (\$147,862.95).

Freeman moved to approve this resolution. Proctor seconded the motion. Motion passed.

- **FINANCE REPORT – JEFFREY VOSLER, INTERIM CFO/VICE PRESIDENT, FINANCE & DBE OFFICER**

Vosler reported that January ridership was 3.6% above prior January as a result of better weather conditions, but fell 5.6% below the 2015 budget. Passenger revenue was 0.3% below prior year or 0.95% below budget for the month. Overall improvement was shown compared to prior year but performance was still negatively impacted by harsher than normal weather.

Vosler reported that the Ohio Department of Taxation, through the Ohio Department of Public Service, notified COTA in December that they discovered a calculation error in sales tax collections from auto sales. Dating back to 2002, the amount attributed to COTA had been understated by \$2.2 million resulting in back payments due to COTA and refunded in January of 2015. They indicated that the error has been corrected going forward.

D. HUMAN RESOURCES COMMITTEE – HARRY W. PROCTOR, CHAIR

- EXECUTIVE SESSION

Ricksecker motioned to move into Executive Session to review negotiations or bargaining sessions

with public employees concerning their compensation or other terms and conditions of their employment pursuant to Ohio Revised Code Section 121.22 (G)(4) and to discuss and review the employment and compensation of a public employee pursuant to Ohio Revised Code section 121.22 (G)(1). A roll call vote was taken and the motion pass unanimously. Executive session ended.

2015-17 – APPROVING THE COLLECTIVE BARGAINING AGREEMENT BETWEEN TRANSPORT WORKERS UNION OF AMERICA, LOCAL 208 (CUSTOMER SERVICE REPRESENTATIVES) AND THE CENTRAL OHIO TRANSIT AUTHORITY

Kristen Treadway, Vice President, Human Resources, presented this resolution. She said the Collective Bargaining Agreement between the Transport Workers Union of America, Local 208 (Customer Service Representatives) and the Central Ohio Transit Authority expired on December 28, 2014. Negotiations with the Customer Services Representatives have resulted in a new tentative agreement that was ratified by the Union on February 18, 2015.

This resolution approves the tentative collective bargaining agreement between COTA and the Transport Workers Union of America, Local 208 (Customer Service Representatives) in all respects effective retroactively January 1, 2015 through December 28, 2017.

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

2015-18 - APPROVING THE COLLECTIVE BARGAINING AGREEMENT BETWEEN TRANSPORT WORKERS UNION OF AMERICA, LOCAL 208 (CASHIER CLERKS/FAREBOX PULLERS) AND THE CENTRAL OHIO TRANSIT AUTHORITY

Kristen Treadway, Vice President, Human Resources, presented this resolution. She said the Collective Bargaining Agreement between the Transport Workers Union of America, Local 208 (Cashier Clerks/Farebox Pullers) and the Central Ohio Transit Authority expired on December 28, 2014. Negotiations with the Cashier Clerks/Farebox Pullers have resulted in a new tentative agreement that was ratified by the Union on February 18, 2015.

This resolution approves the tentative collective bargaining agreement between COTA and the Transport Workers Union of America, Local 208 (Cashier Clerks/Farebox Pullers) in all respects effective retroactively January 1, 2015 through December 28, 2017.

Freeman moved to approve this resolution. Treneff seconded the motion. Motion passed.

8. OTHER BUSINESS

No other business came before the Board.

9. UPCOMING MEETING(S):

Chair Dawn Tyler Lee announced that the next Board of Trustees meeting will be held on Wednesday, March 25, 2015, 8:00 a.m., in William G. Porter Boardroom. A Governance Committee meeting is scheduled at 9:00 a.m. following the Board meeting to prepare for the Board's Annual Meeting on April 22.

10. ADJOURNMENT

The meeting adjourned at 9:18 a.m.

Adopted: March 25, 2015

Signed: 
Chair, Board of Trustees

Attest: 
President/CEO