



**JANUARY 24, 2017
BOARD OF TRUSTEES MEETING
WILLIAM G. PORTER BOARDROOM**

MINUTES

1. CALL TO ORDER

Chair, Jean Carter Ryan, called the meeting to order at 8:03 a.m.

2. ROLL CALL

BOARD MEMBERS PRESENT

Jean Carter Ryan, Chair
Trudy Bartley, Vice Chair
Donald Leach
Letty Schamp
Amy Schmittauer
Michael Stevens
Craig Treneff

BOARD MEMBERS ABSENT

Philip Honsey
David Norstrom
Gina Ormond

3. APPROVAL OF THE REGULAR DECEMBER 13, 2017 BOARD OF TRUSTEES MEETING MINUTES

Schmittauer motioned to approve the regular December 13, 2017 Board of Trustees meeting minutes. Stevens seconded the motion. Motion passed.

4. COMMENTS OR STATEMENTS FROM THE AUDIENCE

Eva Crawley, Public Transportation advocate and COTA Rider conveyed her viewpoint on the importance of the authority's decision in hiring a new CEO and the affect that decision will have on all segments of the public transportation community, riders, operators, as well as, everyone seated in the room.

Crawley expressed her belief that the voice of ridership is vital to the health of public transportation here in the Central Ohio Community and her endorsement of Emille Williams in becoming COTA's next President & CEO.

5. PRESIDENT'S REPORT

Emille Williams, Interim President/CEO, gave the President's Report.

Williams shared highlights from the CMAX launch events that occurred throughout the month of January. Those events included a week long promotion of free fares from January 1 to January 7, a CMAX community celebration on January 6 at the Linden STEM Academy which welcomed over 300 community members, and the CMAX Ribbon Cutting Ceremony at the Linden Transit Center coupled with a Community Leaders Luncheon at the new Huntington Gateway Center.

Williams also mentioned the launch of the new line 35 crosstown route in north Columbus that operates primarily along Dublin Granville Road between Busch Boulevard and COTA's Easton Transit Center. It serves the new Northland Transit Center, and connects with more than 15 other COTA lines.

10. EXECUTIVE SESSION


Carter Ryan motioned to enter into Executive Session for the purpose of preparing for collective bargaining pursuant to ORC 121.22(G)(4) and to consider the employment of a public employee pursuant to ORC 121.22 (G)(1). Leach seconded the motion. A roll call vote was taken and the vote passed unanimously. Stevens motioned to exit Executive Session. Treneff seconded the motion.

11. ADJOURNMENT

The meeting adjourned at 10:00 a.m.

Adopted: February 28, 2018

Signed: 
Chair, Board of Trustees

Attest: 
President/CEO

Williams thanked the COTA staff, Leadership, and Board Members for their commitment and the successful launch of CMAX.

6. COMMITTEES:

Ryan gave a brief overview of the new board committee structure.

Governance Committee: Headed by the Board Chair and consisting of the chairs of the other three standing committees and the Interim President/CEO, the Governance Committee is responsible for coordinating the work of the Board and its standing committees, for developing the Board's governing capacity and for managing the Board-CEO working relationship.

Strategic and Operational Planning Committee: The Strategic and Operational Planning Committee is responsible for designing and coordinating the Board's participation in COTA's strategic and operational planning, including annual budget preparation.

Performance Monitoring/Audit Committee: The Performance Monitoring/Audit Committee is responsible for monitoring the operational and financial performance of COTA and for updating operational policies and systems.

External/Stakeholder Relations Committee: The External/Stakeholder Relations Committee is responsible for overseeing the Board's involvement in updating and carrying out strategies for COTA image building, community relations, stakeholder relations and legislative relations.

A. STRATEGIC AND OPERATIONAL PLANNING COMMITTEE – TRUDY BARTLEY, CHAIR

Bartley gave a report on the January 9 committee meeting. She shared that the committee is looking toward the future and has established a goal to design a comprehensive strategic plan that essentially incorporates all of COTA's planning documents and manageable outcomes by the second quarter of 2018.

B. EXTERNAL/STAKEHOLDER RELATIONS COMMITTEE – DON LEACH, CHAIR

Leach gave a report on the January 10 committee meeting. The committee received an overview of the responsibilities of COTA's Government Affairs & Strategic External Affairs and Communications, Marketing & Customer Service divisions. They also reviewed a draft of COTA's Government Affairs Policies and Procedures, and a draft of proposed COTA Federal Policy Agenda Goals. A representative from MORPC spoke about the Regional Corridor Analysis.

C. PERFORMANCE MONITORING/AUDIT COMMITTEE – CRAIG TRENEFF, CHAIR

Treneff gave a report on the January 17 committee meeting. During the meeting, the committee approved the 2017 PIC payout. At the February meeting, the committee will explore what financial and non-financial information they would like to receive from staff each month.

The following resolutions were approved:

RESOLUTION NO. 2018-02 – APPROVING THE 2018 PERFORMANCE GOALS FOR COTA’S PERFORMANCE INCENTIVE COMPENSATION (PIC) PROGRAM

This resolution approves the 2018 performance goals for COTA’s Performance Incentive Compensation (PIC) Program.

Category	Measure/Metric	Weight	2018 Performance Level	
			Target	Goal
Expense Control	Budgeted controllable cost per service hour	50%	XXX.XX	\$ 111.78
Ridership	Budgeted riders per service vehicle hour	10%	15.31	
On-Time Performance				
Fixed-Route	Percent of time points departing on-time to five minutes late	10%	72.25%	75.00%
Paratransit	Percent of pick-ups (0-20) minutes on-time from scheduled pick-up times		93.00%	95.00%
Customer Satisfaction				
* Fixed-Route	Reduction of net complaints/commendations	6%	2.30%	5.50%
	Results of Annual Survey (percentage of positive responses)	4%	XXXX	90.00%
** Paratransit	Total number of complaints / 1,000 boardings	10%	1.45	1.15
Service Reliability				
Fixed-Route	Miles between service interrupting road call	10%	4,500	5,000
Paratransit	Miles between service interrupting road call		61,000	66,000
Safe Operations				
Fixed-Route	Total number of preventable accidents / 100,000 miles	5%	1.45	1.40
Paratransit	Total number of preventable accidents / 100,000 miles		0.80	0.60
Fixed-Route	Recordable injury rate (number of injuries per 200,000 hours)	5%	4.25	3.75
Paratransit	Recordable injury rate (number of injuries per 200,000 hours)		8.25	5.75
* Baseline for comparison is 3,346 net complaints/commendations in 2016, and 94% positive response to annual survey		100%		
** Net of complaints/commendations				

Schamp mentioned to approve this resolution. Schmittauer seconded the motion. Motion passed.

RESOLUTION NO. 2018-03 – AUTHORIZING APPROVAL OF THE ANNUAL DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL FOR FISCAL YEAR 2018

Pursuant to 49 CFR Part 26, titled “Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs,” all FTA grant recipients are required to establish goals for potential contracting opportunities for certified DBE suppliers.

This resolution authorizes COTA to adopt an annual DBE goal of 15% for FTA assisted contracts and 23.2% for non-FTA assisted contracts for an overall DBE goal of 21.1% for fiscal year 2018.

Stevens mentioned to approve this resolution. Leach seconded the motion. Motion passed.

RESOLUTION NO. 2018-04 - AUTHORIZING AN EXTENSION OF THE AGREEMENT WITH THE OHIO STATE UNIVERSITY FOR A STUDENT TRANSIT PASS PROGRAM

COTA and The Ohio State University have been involved in a student pass program since March of 1997. The program provides all registered Ohio State main campus student's unlimited access to COTA services by swiping their current student ID card (Buck ID) as they board the bus. The students pay a universal student fee of \$13.50 per enrolled student per semester, which is unchanged from the previous agreements. This program contributes significantly to daily ridership, a major COTA strategic objective. It also exposes the benefits of mass transit to a large group of potential long-term riders and supporters.

This resolution authorizes COTA to enter into an agreement with The Ohio State University to extend the existing discount pass program that provides unlimited bus service on all COTA routes to the participating student population for one year.

Schamp mentioned to approve this resolution. Schmittauer seconded the motion. Bartley abstained. Motion passed.

RESOLUTION NO. 2018-05 - AUTHORIZING A FIVE YEAR CONTRACT WITH NEW FLYER OF AMERICA FOR THE PURCHASE OF HEAVY DUTY TRANSIT COACHES

This contract shall provide for the purchase of heavy duty transit coaches over a five-year contract term. The first year purchase of 28 40' buses are to be delivered in the first quarter of 2019.

In accordance with COTA's plan to continue transitioning our bus fleet to compressed natural gas power, this contract with New Flyer of America shall include compressed natural gas powered engines in all twenty-eight buses. This is in accordance with COTA's Fixed-Route Bus Fleet Level Buying Program for 2018 through 2022.

This resolution authorizes COTA to enter into a contract with New Flyer of America for the first year purchase of 28 40' heavy duty transit coaches for a total expenditure of \$15,027,282.80.

Schmittauer mentioned to approve this resolution. Bartley seconded the motion. Motion passed.

RESOLUTION NO 2018-06 – AUTHORIZING EXPENDITURES FOR AGREEMENT WITH TRAPEZE SOFTWARE GROUP FOR OPS WEB EMPLOYEES AND BIDDING, PASS SERVICE INFRACTIONS, BLOCKBUSTER SOFTWARE, TRANSITION FROM NOVUS ITS TO TRANSITMASTER, PASS-WEB, PASS-IVR AND INFO IVR

This is a significant project that will upgrade all of COTA's current software in production from the seven year-old version 10.0 to version 16, then to TransitMaster. The upgrade to version 16 is needed as the first step to convert from Novus ITS to TransitMaster, which is the standard system for an agency of COTA's size, and is the identified direction for Trapeze. Additionally, this request will upgrade all of the hardware on COTA's fixed route fleet which, in most cases, is now end of life and increasing in failures requiring repair.

This resolution authorizes COTA to allocate funds in the amount of \$142,780 for OPS Web Employees and Bidding, \$35,450 for PASS Service Infractions, \$259,503 for Blockbuster Software, \$3,912,413 for the Transition from Novus ITS to TransitMaster, \$60,630 for PASS-Web, \$105,140 for PASS-IVR and \$138,424 for INFO-IVR, for a grand total of \$4,654,340.

Leach mentioned to approve this resolution. Schamp seconded the motion. Motion passed.

D. GOVERNANCE COMMITTEE– JEAN CARTER RYAN, CHAIR

RESOLUTION NO 2018-07–AMENDING AND RESTATING THE BOARD OF TRUSTEES GOVERNANCE GUIDELINES

This resolution amends and restates COTA's Board Governance Guidelines.

Carter Ryan mentioned to approve this resolution. Leach seconded the motion. Motion passed

7. CONSENT AGENDA

Jean Carter Ryan presented the following resolutions by consent agenda:

RESOLUTION NO 2018-08 – AUTHORIZING A CONTRACT WITH BRC GROUP FOR ACCIDENT DAMAGE REPAIR ON A THIRTY-FIVE FOOT (35') HEAVY DUTY TRANSIT BUS

This contract is for accident damage repair on a 35' heavy duty transit bus. Bus #1415, a 2014 Gillig CNG low-floor bus, was extensively damaged in an accident last year. The FTA share of remaining book value and the projected cost of the repair led COTA to the decision to repair this bus for a return to revenue service.

This resolution authorizes COTA to enter into a contract with BRC Group for accident damage repair on a 35' heavy duty transit bus for a total expenditure of \$243,760.

RESOLUTION NO. 2018-09 – AUTHORIZING DESIGNATION OF SELF-INSURANCE AND CAPITAL GRANT MATCHING FUNDS

This resolution authorizes COTA to properly designate funds that are set aside for self-insurance and local matching for capital grant funds for the financial reporting year ending 2017. In accordance with the Governmental Accounting Standards Board Statement 34 (GASB 34), COTA is required to have a specifically authorized board approved designation of these funds in order to properly segregate such funds on the balance sheets.

Following are specific designations of restricted funds on the balance sheet for year ended 2017:

Self-Insurance Fund: As of December 31, 2017, the balance in this fund was \$15,311,310. This amount is slightly above the level of funds restricted for self-insurance of \$15 million that was established in Resolution No. 2008-33.

Local Match for Capital Grants: The amount of funds designated as local matching share for federal and state grants as of December 31, 2017 was \$5,581,092.

RESOLUTION NO 2018-10 – AUTHORIZING A CONTRACT WITH THE DATA HOUSE FOR A TONER INCLUSIVE PRINTER AND COPIER MAINTENANCE PROGRAM

The purpose of this contract is to provide a centralized, consolidated toner inclusive printer and copier maintenance program for the existing fleet of RICOH copiers and Hewlett Packard printers that are located within COTA facilities. The proposed program shall include toner, service, repairs, fusers, drums, preventative maintenance, warranty services, and any services necessary in order to keep COTA's fleet operational.

This resolution authorizes COTA to enter into a requirements contract with The Data House for a toner inclusive printer and copier maintenance program for a total expenditure not to exceed \$106,575.

RESOLUTION NO 2018-11 – AUTHORIZING EXPENDITURES FOR THE CONTRACT WITH STEWART'S SECURITY SERVICE FOR ELECTRONIC ACCESS CONTROL SYSTEMS FOR FOUR (4) COTA FACILITIES

The purpose of this project was to eliminate legacy access control hardware that has remained in service far longer than recommended by the manufacturer. With the establishment of a S2 access control system footprint during the McKinley renovation, it became immediately apparent that the new S2 system was more than capable of meeting our needs throughout the organization. It then became our goal to unify the access control system into a single platform, and in order to achieve this, we began by upgrading the access control system at four facilities: 33 N. High, Fields, Mobility, and Essex.

This resolution authorizes COTA to increase the value of the contract with Stewart's Security Service for electronic access control systems for four COTA facilities by \$29,352, from a total not to exceed \$91,815 to a total not to exceed \$121,167.

Treneck motioned to approve this resolution. Schmittauer seconded the motion. Motion passed.

8. **OTHER BUSINESS**

No other business came before the Board.

9. **MEETING CALENDAR**

The following meetings were announced:

February 6, 2018, p.m. – Strategic and Operational Planning Committee
February 7, 2018, 8:30 a.m. – External/Stakeholder Relations Committee
February 20, 2018, 2 p.m. – Performance Monitoring/Audit Committee
February 26, 2018, 3:30 p.m. – Governance Committee
February 28, 8 a.m. – Board of Trustees Meeting