



**APRIL 27, 2016
ANNUAL 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 8:04 a.m.

2. ROLL CALL

BOARD MEMBERS PRESENT

Dawn Tyler Lee, Chair
Jean Carter Ryan
William a. Anthony
Trudy A. Bartley
Donald B. Leach
David M. Norstrom
Gina Ormond
Letty Schamp
Amy M. Schmittauer
Richard R. Zitzke

BOARD MEMBERS ABSENT

Philip D. Honsey
Brett Kaufman

3. APPROVAL OF APRIL 27, 2016 BOARD OF TRUSTEES ANNUAL MEETING AGENDA (REVIEW CONSENT AGENDA)

Zitzke motioned to approve the April 27, 2016 Board of Trustees Annual Meeting Agenda. Leach seconded the motion. Motion passed.

4. APPROVAL OF MARCH 23, 2016 REGULAR BOARD OF TRUSTEES MEETING MINUTES

Bartley motioned to approve the March 23, 2016 Regular Board of Trustees Meeting Minutes. Anthony seconded the motion. Motion passed.

5. COMMENTS OR STATEMENTS FROM THE AUDIENCE

No comments from the audience.

6. PRESIDENT'S REPORT

Curtis Stitt announced that COTA will shortly deploy real-time technology, and introduced Kelsie Marty, Online Marketing Manager. Marty gave a presentation about real-time implementation via the mobile application, Transit App. COTA's real-time information will be available with Transit App

on May 6. Transit App allows users to get upcoming real-time departure information for transit lines. The integration of real-time information in to COTA.com is ongoing, and the Board will receive and update on the integration at the May meeting.

Curtis Stitt announced that COTA is among 13 rail and mass transit agencies from across the nation that earned the Transportation Security Administration's highest rating of "Gold Standard" on their 2015 Baseline Assessments for Security Enhancement for their dedication to building a strong security program. Glenn Taylor, Director of Security, accepted the award from Don Barker, TSA Ohio Federal Security Director.

Curtis Stitt recognized Stephanie Pulliam, Compensation & Benefits Manager, who won the National Public Employer Labor Relations Association (NPELRA) Pacesetter Award for her leadership with COTA's insurance and wellness program. NPELRA's Pacesetter Award is given to individuals, groups or organizations who have made contributions to or whose accomplishments or innovations in the last two years have been significant to the labor and/or employee relations field.

2016-22 - CONTINUING FREE PASSENGER FARES ON CBUS

Curtis Stitt, President/CEO, presented this resolution to continue free passenger fares on the CBUS through April 30, 2017. Since its inception on May 5, 2014, the CBUS has been a huge success. Ridership eclipsed one million trips on March 11, 2016 – exceeding our ridership goal by more than 60%.

COTA staff and the public and private entities who have provided financial support for CBUS formed the CBUS Taskforce to identify and implement sustainable funding sources. The Taskforce has reviewed and considered several potential sources of revenue for CBUS and will release its findings and recommendations in a report that will be issued by May 20, 2016.

Based on the work the Taskforce, staff is confident that sources identified will secure funding sufficient to support continuing free fares on the CBUS. Staff further believes that the sources that will be set out in the Taskforce report will be sufficient to fund CBUS beyond the one-year period provided in this resolution. Staff will bring further action to extend the free fares on CBUS for a longer period of time upon completion of the Taskforce report.

Recently, the continuing effort of staff, funding partners and the city of Columbus to secure support from CBUS beneficiaries has yielded an additional \$40,000 contribution from a Short North developer.

The current free fare authorization expires May 1, 2016. Based upon the current commitments and prospects for additional funding, staff recommends continuing the free CBUS fares through April 30, 2017.

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

2016-23 – RENEWING THE SALES AND USE TAX FOR THE PURPOSE OF PROVIDING GENERAL REVENUE FOR THE CENTRAL OHIO TRANSIT AUTHORITY

President Curtis Stitt shared a number of COTA's accomplishments over the last ten years and presented this resolution to renew COTA's sales and use tax for the purpose of providing general revenue for COTA. The renewal will be placed on the November 8, 2016 ballot.

This Resolution authorizes COTA to recommend the following ballot language, or other appropriate ballot language, to the Franklin County Board of Elections: Shall the continuation of an existing sales and use tax be levied for the purpose of providing transportation service for the district, including service to the elderly and people with disabilities, modernizing the bus fleet, and all other transit purposes of the Central Ohio Transit Authority at a rate not exceeding one-fourth of one percent (¼%) for a period of ten years?

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

7. COMMITTEE(S):

A. FINANCE/AUDIT COMMITTEE – CRAIG P. TRENEFF, CHAIR

2016-24 - AUTHORIZING A CONTRACT WITH CDW GOVERNMENT, LLC FOR THE PURCHASE OF CISCO EQUIPMENT FOR THE OPERATOR VIRTUAL DESKTOP INFRASTRUCTURE PROJECT

The purpose of this Resolution is to approve the purchase of hardware for a system to provide operators the ability to receive communications via email and access a portal to obtain materials in support of Transit System Review (TSR) initiatives. This platform provides a unified communication path for operators and maintenance personnel working on TSR initiatives eliminating static information on paper or thumb drives.

COTA currently has over 975 employees, 750 of which do not have COTA.com email addresses. Adding direct email access for these employees will facilitate timely distribution of official communications and critical operational information.

This resolution authorizes COTA to enter into a contract with CDW Government, LLC for the purchase of Cisco equipment for the operator virtual desktop infrastructure project for a total expenditure of \$103,624. 00.

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

- Jeff Vosler, Vice President of Finance/CFO & DBE Compliance Officer, gave the financial report.

B. PLANNING COMMITTEE – GINA R. ORMOND, CHAIR

2016-25 - AUTHORIZING THE ADOPTION OF COTA'S UPDATED TRANSIT PLAN FOR THE FUTURE KNOWN AS THE "2016 TO 2040 LONG-RANGE TRANSIT PLAN"

Mike McCann, Director of Planning, gave a presentation on the Long-Range Transit Plan (LRTP) at the March 2016 Board meeting. A draft of the Plan was distributed to Trustees. The new Plan covers the years 2016-2040. The Mid-Ohio Regional Planning Commission (MORPC) is required to update the region's Metropolitan Transportation Plan (MTP) every four years, and MORPC requests public transit agencies submit transit plans for inclusion in the MTP.

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

2016-27 - AUTHORIZING A CONTRACT WITH HILL INTERNATIONAL, INC. FOR ON-CALL PROJECT MANAGEMENT/CONSTRUCTION MANAGEMENT SERVICES

This resolution was removed from the consent agenda by Trustee Don Leach. Leach said references to the Ohio Revised Code should include Section 9.33 to 9.333. Leach motioned to amend this resolution. Ryan seconded the motion. Motion passed.

The purpose of this resolution is to approve a contract to provide on-call project management and construction management services with Hill International, Inc. for the period commencing May 1, 2016 and expiring April 30, 2017, with an option to renew for up to two additional one (1) year terms for a total expenditure not to exceed \$794,177.00.

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

8. CONSENT AGENDA

2016-26 - AUTHORIZING A CONTRACT WITH CJM SOLUTIONS, LLC FOR THE RETROFIT OF TWO (2) EXISTING VEHICLE WASH SYSTEMS

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

9. 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). Ormond seconded the motion. Motion passed. Executive session ended.

10. BOARD GOVERNANCE COMMITTEE

• APPROVAL OF MARCH 23, 2016 GOVERNANCE COMMITTEE MEETING MINUTES

Ryan motioned to approve the March 23, 2016 Board Governance Committee meeting minutes. Ormond seconded the motion. Motion passed.

- 2016-28 – AMENDING AND RESTATING THE BOARD GOVERNANCE GUIDELINES

Lindsay Ford Ellis presented this resolution. She said COTA's Board Governance Guidelines provide that the Governance Committee may conduct an annual review of and propose recommendations to the Board for revising the Board Governance Guidelines. The Board Governance Committee met on March 23, 2016 and discussed and proposed amendments to the Board Governance Guidelines.

Ford Ellis reported an error in the Table of Contents, Section 9.7. This will be corrected. Ormond motioned to amend this resolution. Bartley seconded the motion. Motion passed.

This amended resolution authorizes COTA to amend and restate the Board of Trustees Governance Guidelines as outlined in the Staff Summary in addition to the correction stated above.

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

- 2016-29 – AMENDING AND RESTATING THE BOARD RULES AND REGULATIONS

Lindsay Ford Ellis presented this resolution. It is COTA's longstanding practice to review the Board of Trustees Rules and Regulations on an annual basis and propose recommendations to COTA's Board Governance Committee. The Board Governance Committee met at a duly called and noticed meeting on March 23, 2016 and discussed and proposed amendments to the Board of Trustees Rules and Regulations.

This Resolution authorizes COTA to amend and restate the Board of Trustees Rules and Regulations as outlined in the Staff Summary.

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

- PERFORMANCE ASSESSMENT FORM

Performance self-assessment forms were distributed to the Board.

- INSTALLATION OF TRUSTEES

The following new members of the Board of Trustees were administered the Oath of Office:

Letty Schamp, Traffic Engineer for the City of Hilliard, has been appointed to a three-year term beginning April 27, 2016 by the City of Hilliard.

David Norstrom, Member of Worthington City Council and owner of DMN Enterprises, has been appointed by the City of Worthington to a three-year term beginning April 27, 2016. Norstrom previously served as a member of the COTA Board from April 2007 to April 2010.

• 2016-30 - ELECTION OF OFFICERS FOR THE CENTRAL OHIO TRANSIT AUTHORITY

The Governance Committee met on March 23, 2016 and developed a slate of officers as follows:

Chair of the Board of Trustees – Jean Carter Ryan
Vice Chair of the Board of Trustees – Philip D. Honsey
Secretary-Treasurer – Jeffrey S. Vosler
Assistant Secretary - Diana L. Bryant

Philip Honsey withdrew from the position of Vice Chair. Nominations for Vice Chair were taken from the floor. Jean Carter Ryan nominated Trudy A. Bartley as Vice Chair. Ormond motioned to amend this resolution. Zitzke seconded the motion. Motion passed. Ormond motioned to approve the amended resolution. Zitzke seconded the motion. Motion passed. The following individuals were elected to serve as the officers of the Board of Trustees:

Chair of the Board of Trustees – Jean Carter Ryan
Vice Chair of the Board of Trustees – Trudy A. Bartley
Secretary-Treasurer – Jeffrey S. Vosler
Assistant Secretary - Diana L. Bryant

11. 2016-31 - COMMENDING DAWN TYLER LEE

Jean Carter Ryan, newly elected Board Chair, presented a resolution commending Dawn Tyler Lee, past Board Chair, for her ten years of service to the Board of Trustees. Dawn Tyler Lee's term has expired.

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

12. OTHER BUSINESS

No other business came before the Board.

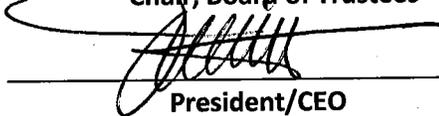
13. MEETING CALENDAR

The 2016 Board meeting calendar was distributed with the agenda.

Adopted: May 25, 2016

Signed: 

Chair, Board of Trustees

Attest: 

President/CEO