



**APRIL 22, 2015 ANNUAL MEETING  
OF THE CENTRAL OHIO TRANSIT AUTHORITY  
BOARD OF TRUSTEES**

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

**MINUTES**

1. **CALL TO ORDER**

Chair Dawn Tyler Lee called the meeting to order at 8:00 a.m.

2. **OATH OF OFFICE**

New Board of Trustees members Philip D. Honsey, Brett Kaufman, and Donald B. Leach, Jr. were administered the Oath of Office. Mr. Honsey was appointed by the City of Grove City. His term will expire April, 2018. Mr. Kaufman was appointed by the City of Columbus to fill Jim Kunk's term. His term will expire April, 2017. Mr. Leach was appointed by the City of Upper Arlington. His term will expire April, 2018. Cleve Ricksecker was reappointed by the City of Columbus for a three-year term.

3. **ROLL CALL**

**BOARD MEMBERS PRESENT:**

**BOARD MEMBERS ABSENT:**

Dawn Tyler Lee, Chair  
J. Cleve Ricksecker, Vice Chair  
William A. Anthony  
Philip D. Honsey  
Brett Kaufman  
Donald B. Leach, Jr.  
Regina R. Ormond  
Harry W. Proctor  
Jean Carter Ryan  
Amy M. Schmittauer  
Craig P. Treneff  
Richard R. Zitzke

None

4. **APPROVAL OF APRIL 22, 2015 REGULAR BOARD OF TRUSTEES MEETING AGENDA**

Zitzke motioned to approve the April 22, 2015 regular Board of Trustees meeting agenda. Ricksecker seconded the motion. Motion passed.

5. **APPROVAL OF MARCH 25, 2015 REGULAR BOARD OF TRUSTEES MEETING MINUTES**

Zitzke motioned to approve the March 25, 2015 regular Board of Trustees meeting minutes. Ricksecker seconded the motion. Treneff abstained. Motion passed.

6. APPROVAL OF MARCH 25, 2015 BOARD GOVERNANCE COMMITTEE MEETING MINUTES

Zitzke motioned to approve the March 25, 2015 Board Governance Committee meeting minutes. Ricksecker seconded the motion. Motion passed.

7. COMMENTS OR STATEMENTS FROM THE AUDIENCE

Brian Ross, President and CEO of Experience Columbus, spoke about the importance of the CBUS on tourism in Columbus.

Marc Conte, Deputy Director of the Capital Crossroads Special Improvement District, spoke in favor of resolution 2015-40, authorizing a pilot pass program with the Capital Crossroads Special Improvement District and the Mid-Ohio Regional Planning Commission.

A customer and resident of the Franklin Park area spoke in support of Stand Up 4 Transportation Day.

Curtis Stitt, President/CEO, shared an email he received from a Mainstream customer who is concerned with service changes.

8. PRESIDENT'S REPORT

2015-25 – COMMENDING JAMES E. DALEY

Mr. Daley was unable to attend today's meeting. This resolution will be considered at a later date.

2015-26 – COMMENDING DR. MABEL G. FREEMAN

Dr. Mabel G. Freeman was commended for her service on the Board. Chair Tyler Lee read Resolution 2015-26. Zitzke motioned to approve this resolution. Treneff seconded the resolution. Resolution passed.

9. COMMITTEES:

A. BOARD GOVERNANCE COMMITTEE – J. CLEVE RICKSECKER, CHAIR

2015-27 - ELECTION OF OFFICERS FOR THE CENTRAL OHIO TRANSIT AUTHORITY

Chair of the Board Governance Committee, Cleve Ricksecker, presented this resolution. He said the Board of Trustees of the Central Ohio Transit Authority has considered individuals eligible for nomination to the following offices: Chair of the Board of Trustees, Vice Chair of the Board of Trustees, Secretary-Treasurer and Assistant Secretary. The Governance Committee has made its recommendation for such offices.

The following individuals have been elected to serve as the officers of the Board of Trustees and the Central Ohio Transit Authority as indicated below until the next annual meeting of the Board of Trustees of the Authority and until their successors are elected:

Chair of the Board of Trustees – Dawn Tyler Lee  
Vice Chair of the Board of Trustees – Cleve Ricksecker  
Secretary-Treasurer – Jeffrey S. Vosler  
Assistant Secretary - Diana L. Bryant

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

Resolutions 2015-28 - Amending the Board Governance Guidelines, 2015-29 - Amending the Board Rules and Regulations and 2015-30 - Amending COTA'S Ethics Policy were presented by consent agenda by Gary Tober, Senior Legal counsel. He said it is COTA's longstanding practice to conduct an annual review of the Board governance documents and propose recommendations to the Board for revising the Board structure and governance guidelines. The Board Governance Committee met on March 25, 2015 and discussed proposed changes to the governance documents. The Board Governance Committee recommends these proposed changes be approved by the full Board.

Jean Carter Ryan motioned to approve these resolutions. Proctor seconded the motion. Motion passed.

#### COMMITTEE ASSIGNMENTS

Trustees were asked to submit their completed committee preference forms to Cleve Ricksecker as soon as possible.

#### SELF-ASSESSMENT FORMS

Trustees were asked to submit their completed self-assessment forms to Cleve Ricksecker as soon as possible.

#### PROPOSED REVISED MEETING SCHEDULE

Trustees considered the implementation of regularly scheduled committee meetings for the Planning and Communications, Marketing & Customer Service Committees. It was proposed that these committees meet every other month beginning in May with the Planning Committee and beginning in June for the Communications, Marketing & Customer Service Committee.

President W. Curtis Stitt discussed a consent agenda plan for future meetings.

#### **B. HUMAN RESOURCES COMMITTEE – HARRY W. PROCTOR, CHAIR**

##### **2015-31 - AUTHORIZING A CONTRACT WITH FINDLEY DAVIES, INC. FOR EMPLOYEE MEDICAL BENEFITS CONSULTING SERVICES**

Kristen Treadway, Vice President, Human Resources, presented this resolution. She said this resolution authorizes COTA to enter into a contract with Findley Davies, Inc. to provide employee medical benefits

consulting services beginning June 1, 2015 and expiring May 31, 2018, for a total not to exceed \$220,500.

COTA's current contract for this service with Mercer expires May 31, 2015. This contract covers the following consulting services: review placement and performance of employee benefits coverage, benchmark medical and prescription drug plan costs and employee contributions, market plans to potential carriers, review policies and contracts for accuracy and conformity to specifications, provide coverage summaries for all new plans and changes, develop long term healthcare strategy, provide cost projections and funding analysis, etc.

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

C. COMMUNICATIONS/MARKETING COMMITTEE – WILLIAM A. ANTHONY, VICE CHAIR

Marty Stutz, Vice President, Communications, Marketing & Customer Service and Kelsie Marty, Online Marketing Manager, introduced The Ohio State University Marketing intern, Jevonna Morris. Ms. Morris provided a marketing update on The Ohio State University Student Pass Program.

D. PLANNING COMMITTEE – REGINA R. ORMOND, VICE CHAIR

Mike McCann, Director of Planning, provided a presentation on the 2015-2019 Short-Range Transit Plan and 2016-2019 Transportation Improvement Program.

2015-32 – ADOPTION OF 2015-2019 SHORT-RANGE TRANSIT PLAN AND 2016-2019 TRANSPORTATION IMPROVEMENT PROGRAM

Mike Bradley, Vice President, Planning & Service Development, presented this resolution. He said COTA updates the Short-Range Transit Plan (SRTTP) on a biennial basis. COTA's adoption of the updated plan coincides with MORPC's biennial update of the region's Transportation Improvement Program (TIP) and the State Transportation Improvement Program (STIP), which is necessary in order to qualify COTA for federal operating and capital assistance.

The 2015-2019 SRTTP reflects the transit service planning proposed in the Transit System Review (TSR), which was accepted by the Board in November 2014. The rate of service growth in the plan is approximately seventy thousand (70,000) hours of service in 2015 and fifty-eight thousand (58,000) hours of annualized service for 2016 and 2017, an improvement over the projected annualized hours of service in the 2012 Long Range Transit Plan.

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

Mike Bradley provided an update on the Transit System Redesign.

E. FINANCE/AUDIT COMMITTEE – CRAIG P. TRENEFF

2015-33 - AUTHORIZING A CONTRACT WITH FECCORP CORPORATION FOR THE REMOVAL AND DISPOSAL OF SLUDGE AND WATER FROM COTA PREMISES

Jeffrey Vosler, Interim CFO/Vice President, Finance, presented this resolution. He said this resolution authorizes COTA to enter into a contract with FeeCorp Corporation for the removal and disposal of sludge and water from COTA premises for a total expenditure not to exceed One Hundred Thirty-Seven Thousand Eight Hundred and 00/100 Dollars (\$137,800) for the period commencing June 1, 2015 and expiring May 31, 2017, with an option to renew for one additional year.

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

2015-34 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH RICHARD L. BOWEN + ASSOCIATES, INC. FOR DESIGN SERVICES FOR THE RENOVATION OF THE MCKINLEY AVENUE FACILITY (FINAL PHASE)

Jeffrey Vosler, Interim CFO/Vice President, Finance, presented this resolution. He said this resolution authorizes COTA to increase the contract with Richard L. Bowen + Associates, Inc. for design services for the renovation of the McKinley Avenue Facility (Final Phase) by Four Hundred Thirty-Nine Thousand One Hundred Ninety-Seven and 32/100 Dollars (\$439,197.32), from a total not to exceed One Million Seven Hundred Thirty Thousand Nine Hundred Three and 00/100 Dollars (\$1,730,903) to a total not to exceed Two Million One Hundred Seventy Thousand One Hundred and 32/100 Dollars (\$2,170,100.32).

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

2015-35 - AUTHORIZING A CONTRACT WITH MTM TECHNOLOGIES, INC. FOR A PHONE SYSTEM REPLACEMENT (VOIP)

Jeffrey Vosler, Interim CFO/Vice President, Finance, presented this resolution. He said this resolution authorizes COTA to enter into a contract with MTM Technologies, Inc. for a phone system replacement (VoIP) for a total expenditure of Three Hundred Thousand and 00/100 Dollars (\$300,000). The existing phone system was installed in 1999 with a Cisco based telephony solution. This solution integrates with COTA's e-mail and messaging application to provide better and faster access to communications. The system will also provide enhanced capabilities and reporting options for COTA's call centers and dispatchers.

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

2015-36 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH AMERICAN MECHANICAL GROUP, INC. FOR MECHANICAL CONTRACTOR SERVICES FOR COTA FACILITIES

Jeffrey Vosler, Interim CFO/Vice President, Finance. He said this resolution authorizes COTA to increase the value of the contract with American Mechanical Group Inc. by Forty Thousand and 00/100 Dollars (\$40,000) from a total not to exceed One Hundred Ninety-Two Thousand Seven Hundred Twenty-Seven and 00/100 Dollars (\$192,727) to a total not to exceed Two Hundred Thirty-Two Thousand Seven Hundred Twenty-Seven and 00/100 Dollars (\$232,727).

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

2015-37 - AUTHORIZING EXPENDITURES FOR THE CONTRACT WITH MSC INDUSTRIAL SUPPLY FOR THE PURCHASE OF HVAC FILTERS

Jeffrey Vosler, Interim CFO/Vice President, Finance presented this resolution. He said this resolution authorizes COTA to increase the value of the contract with MSC Industrial Supply for the purchase of HVAC filters by Fifty-Seven Thousand Four Hundred Fifteen and 56/100 Dollars (\$57,415.56), from a total not to exceed Eighty-Two Thousand Four Hundred Eighty-Nine and 44/100 Dollars (\$82,489.44) to a total not to exceed One Hundred Thirty-Nine Thousand Nine Hundred Five and 00/100 Dollars (\$139,905).

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

2015-38 - AUTHORIZING CONTINUING FREE PASSENGER FARES ON CBUS

President Curtis Stitt presented this resolution. He said COTA launched the CBUS service on May 5, 2014 and pursuant to Resolution 2014-15, authorized free passenger fares for the CBUS through December 31, 2014. COTA's Board of Trustees, pursuant to Resolution 2014-85, extended the free passenger fares to May 3, 2015 while staff worked to secure financial backing sufficient to warrant continuing the free passenger fares. To date, the funding effort has resulted in significant funding for the CBUS and staff continues to work with additional potential supporters toward making funding commitments. The CBUS funders and staff will create a task force to identify and implement a sustainable source of CBUS funding. This resolution authorizes the passenger fare for the CBUS to remain free through May 1, 2016.

Kauffman motioned to approve this resolution. Ricksecker seconded the motion. Motion passed.

2015-39 - APPROVING AN AGREEMENT BETWEEN THE CENTRAL OHIO TRANSIT AUTHORITY AND THE DELAWARE COUNTY TRANSIT BOARD REGARDING THE GRANT OF 49 U.S.C. SECTION 5307 FEDERAL FUNDING

Jeffrey Vosler, Interim CFO/Vice President, Finance presented this resolution. He said as a result of the 2010 US census, the City of Delaware has been classified as a part of the Columbus Metropolitan Statistical Area (MSA). This change was effective with Federal Fiscal Year 2013 which affected the funding status of DATA, moving them from a rural transit funded through ODOT to an urban transit funded directly from the Federal Transit Administration via Section 5307 formula funds.

With assistance of MORPC, COTA and DATA recently entered into an agreement that specified the method of allocation that will be used going forward to split the 5307 funds awarded to the Columbus MSA on an annual basis. The allocation that DATA receives from this split is significantly less than the funding they received under the rural program administered by ODOT.

ODOT recently identified some 5307 funds from 2012 that other transits in Ohio were unable to use. In recognition of the financial dilemma that DATA is in, ODOT and COTA have agreed to exchange the federal funds for local funds to assist DATA with their funding issues. COTA will be able to use the federal funds in its capital program and DATA will use the local funds from COTA in its operations.

This resolution authorizes COTA to approve the exchange of local funds in the amount of sixty-three thousand one hundred sixty-one and 00/100 dollars (\$63,161) for 49 U.S.C. Section 5307 grant.

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

2015-40 - AUTHORIZING A PILOT PASS PROGRAM WITH THE CAPITAL CROSSROADS SPECIAL IMPROVEMENT DISTRICT AND THE MID-OHIO REGIONAL PLANNING COMMISSION

Jeffrey Vosler, Interim CFO/Vice President, Finance presented this resolution. Vosler said the Capital Crossroads Special Improvement District and the Mid-Ohio Regional Planning Commission have approached COTA with a pilot pass program that fits within COTA's strategic vision of alignment with broader community goals. The pilot pass program will be effective for a term of 20 months, beginning May 1, 2015 and ending December 31, 2016. The reimbursement rate for the discount fares in this program shall be Two and 00/100 Dollars (\$2.00) per ride for fixed-route service capped at a maximum of Sixty-Two and 00/100 Dollars (\$62.00) per participant per month, Three Dollars and 50/100 Dollars (\$3.50) per ride for Mainstream service, and a fee of Ten and 00/100 Dollars (\$10.00) per original ID issued.

Ryan motioned to approve this resolution. Leach seconded the motion. Trustees Ormond and Ricksecker abstained. Motion passed.

FINANCE REPORT – JEFFREY VOSLER, INTERIM CFO/VICE PRESIDENT, FINANCE

Vosler reported that negative impacts of extreme weather were mitigated somewhat in March as ridership was 1.9% above year March 2014, but fell short of budget ridership projections by 2.9%. March passenger revenue of 1.0% was below prior year or 4.8% below budget.

10. OTHER BUSINESS

No other business came before the Board.

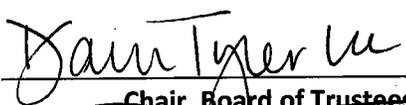
11. UPCOMING MEETING

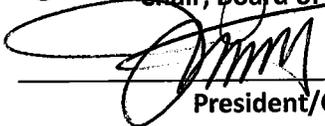
The next regular meeting of the COTA Board of Trustees is scheduled for May 27, 2015, 8:00 a.m.

12. ADJOURNMENT

The meeting adjourned at 9:58 a.m.

Adopted:                     May 27, 2015                    

Signed:   
Chair, Board of Trustees

Attest:   
President/CEO