



**REGULAR MEETING OF THE BOARD OF TRUSTEES
OCTOBER 22, 2014**

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

MINUTES

1. CALL TO ORDER

Chair Tyler Lee called the Board of Trustees meeting to order at 8:16 a.m.

2. ROLL CALL

BOARD MEMBERS PRESENT:

Dawn Tyler Lee, Chair
J. Cleve Ricksecker, Vice Chair
William A. Anthony, Jr.
James E. Daley
Mabel G. Freeman, Ph.D
James E. Kunk
Harry Proctor
Craig P. Treneff
Robert J. Weiler
Richard R. Zitzke

BOARD MEMBERS ABSENT:

Jennifer L. Brunner
Jean Carter Ryan

3. APPROVAL OF AGENDA

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

4. APPROVAL OF SEPTEMBER 24, 2014 REGULAR BOARD OF TRUSTEES MEETING MINUTES

Daley moved to approve the September 24, 2014 Regular Board of Trustees Meeting Minutes. Zitzke seconded the motion. Motion passed.

5. COMMENTS OR STATEMENTS FROM THE AUDIENCE

No one from the audience made comments.

6. PRESIDENT'S REPORT

President Stitt began his report by saying that one of the three prongs of COTA's strategic vision includes improving and maximizing the service we provide today using our current revenue and resources. He said in order to do that, we need to do a number of things including finding ways to operate more efficiently so that we are able to commit more of our current resources to adding service

and improving the rider experience. One of the biggest savings COTA has achieved is converting our systems to CNG fuel.

A recent suggestion by Clinton Forbes, Vice President, Operations was that there might be a need to increase the number of transportation service supervisors in order to provide better bus operator supervision, improved coverage on the street and faster response times to incidents and accidents among other things. Clinton had a team of Operations Division employees look at how we deploy our transportation service supervisors. That team developed and implemented a plan for reassigning transportation service supervisors which resulted in 29% greater supervisor coverage without hiring additional supervisors or increasing the number of supervisor hours. President Stitt said we believe this plan will achieve an annual cost savings of \$335,000 and he presented the 40 for 40 President's Award to the following team members: Chris Cole, Director of Transportation; Matt Allison, Superintendent of Transportation; Roland Caldwell, Superintendent of Transportation; Erin Coffey, Transportation Training Manager; James Gallione, Transportation Services Supervisor; Whitney Johns, Superintendent of Transportation; and Tim McAlea, Superintendent of Transportation.

7. A. OPERATIONS COMMITTEE – WILLIAM A. ANTHONY, CHAIR

2014-63 - AUTHORIZING A CONTRACT WITH MANSFIELD OIL COMPANY OF GAINESVILLE, INC. FOR THE PURCHASE OF ULTRA-LOW SULFUR DIESEL FUEL FOR TRANSIT COACHES

Clinton Forbes, Vice President, Operations, presented this resolution. He said ultra-low sulfur diesel fuel is used by the fleet of transit coaches purchased prior to 2013. This contract will ensure the availability of fuel for COTA. The contract will be based on an anticipated price of up to \$3.50 per gallon. He said this resolution authorizes COTA to enter into a contract with Mansfield Oil Company of Gainesville, Inc. for the purchase of ultra-low sulfur diesel fuel for transit coaches for a total not to exceed Eight Million Seven Hundred Fifty Thousand and 00/100 Dollars (\$8,750,000) plus a total not to exceed Seven Hundred Thousand and 80/100 Dollars (\$700,000.80) for state diesel fuel taxes, for a grand total not to exceed Nine Million Four Hundred Fifty Thousand and 80/100 Dollars (\$9,450,000.80) for the period commencing December 1, 2014 and expiring November 30, 2015.

Trustee Daley asked if COTA has plans to partner with others on the use of our CNG facility on McKinley Avenue. President Stitt said we are in discussions with the City about using our third-party fueling station. Stitt said we are also looking at private companies using the station as well.

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

B. PLANNING COMMITTEE – DR. MABEL G. FREEMAN, CHAIR

- UPDATE ON TRANSIT SYSTEM REVIEW – MIKE BRADLEY, VICE PRESIDENT, PLANNING & SERVICE DEVELOPMENT

Mike Bradley, Vice President of Planning & Service Development, provided an update on the Transit System Review. He said we will be presenting a resolution to the Board at the November meeting for consideration. The resolution will be to accept the consultant's report

and adopt a 70% ridership and 30% coverage network plan. An implementation plan will be included.

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

2014-64 - AUTHORIZING A CONTRACT WITH KALKREUTH ROOFING & SHEET METAL, INC. FOR THE ROOFING PACKAGE AND THE METAL PANELS PACKAGE FOR THE RENOVATION OF THE MCKINLEY AVENUE FACILITY (PHASE 3B)

Jeffrey Vosler, Director of Finance, presented this resolution. He said this resolution authorizes COTA to enter into a construction contract with Kalkreuth Roofing & Sheet Metal, Inc. for the roofing package and the metal panels package for the renovation of the McKinley Avenue Facility (Phase 3B) for a total expenditure of One Million Three Hundred Forty Thousand and 00/100 Dollars (\$1,340,000).

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

2014-65 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH MCDANIEL'S CONSTRUCTION CORPORATION FOR THE SITE WORK PACKAGE FOR THE RENOVATION OF THE MCKINLEY AVENUE FACILITY (PHASE 3B)

Jeffrey Vosler, Director of Finance, presented this resolution. He said this resolution authorizes COTA to increase the value of the construction contract with McDaniel's Construction Corporation, Inc. for the site work package for the renovation of the McKinley Avenue Facility (Phase 3B) by a total not to exceed Five Hundred Seventy-Two Thousand Eight Hundred Forty-Six and 00/100 Dollars (\$572,846), from a total not to exceed Two Million Eight Hundred Seventy-Nine Thousand Nine Hundred and 00/100 Dollars (\$2,879,900) to a total not to exceed Three Million Four Hundred Fifty-Two Thousand Seven Hundred Forty-Six and 00/100 Dollars (\$3,452,746).

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

2014-66 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH JESS HOWARD ELECTRIC COMPANY FOR THE ELECTRICAL PACKAGE FOR THE RENOVATION OF THE MCKILEY AVENUE FACILITY (PHASE 3B)

Jeffrey Vosler, Director of Finance, presented this resolution. This resolution authorizes COTA to increase the value of the contract with Jess Howard Electric Company for the electrical package for the renovation of the McKinley Avenue Facility (Phase 3B) by a total not to exceed One Hundred Thirty-Nine Thousand Eighty-Nine and 99/100 Dollars (\$139,089.99), from a total not to exceed Three Million Three Hundred Fifty-Three Thousand Eight Hundred Nineteen and 51/100 Dollars (\$3,353,819.51) to a total not to exceed Three Million Four Hundred Ninety-Two Thousand Nine Hundred Nine and 50/100 Dollars (\$3,492,909.50).

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

2014-67 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH ALTERRA REAL ESTATE ADVISORS FOR REAL ESTATE BROKERAGE AND PROPERTY MANAGEMENT SERVICES

Jeffrey Vosler, Director of Finance, presented this resolution. Resolution No. 2010-86 authorized a contract with Alterra Real Estate Advisors for real estate brokerage and property management services for a total estimated expenditure not to exceed Three Million Three Hundred Sixty-Four Thousand Eight Hundred Ninety-Four and 00/100 Dollars (\$3,364,894) for the period commencing December 1, 2010 and expiring November 30, 2013, with an option to renew for up to two additional one-year periods. COTA wishes to exercise the option to renew this contract for the second additional one-year period.

This resolution authorizes COTA to increase the value of the contract with Alterra Real Estate Advisors for real estate brokerage and property management services by One Million Four Hundred Eighty Thousand Two Hundred Eighty-Nine and 00/100 Dollars (\$1,480,289), from a total not to exceed Four Million Eight Hundred Fifty-Eight Thousand One Hundred Ninety-Six and 00/100 Dollars (\$4,858,196) to a total not to exceed Six Million Three Hundred Thirty-Eight Thousand Four Hundred Eighty-Five and 00/100 Dollars (\$6,338,485) for the second additional one-year period.

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

- FINANCE REPORT – JEFFREY VOSLER, DIRECTOR, FINANCE

Jeffrey Vosler, Director, Finance reported ridership continues to be above both prior year-to-date and budget. September is the fifth consecutive month of ridership growth reversing the losses accumulated in the first four months due to adverse weather conditions. The subsequent growth has been led by the stronger than expected performance of the CBUS since its inception in May. In the first five months of operation, CBUS ridership has totaled 233,243.

September fixed route ridership of 1,792,490 was 156,458 or 9.6% above prior year and 80,486 or 4.7% above budget. This brings the year-to-date ridership to 326,941 or 2.4% above prior year and 165,285 or 1.2% above budget.

Categories which contributed most positively to the positive ridership variance for the month, as compared to budget, were Transfers +13,135, Monthly Passes +29,659, and Free +46,136.

Vosler said the year-to-date increase in working capital of \$24.0 million funded local capital projects and acquisitions of \$13.5 million resulting in a net increase of \$10.5 million in working capital year-to-date.

8. OTHER BUSINESS

Trustee Daley asked if COTA has a fare box replacement plan. President Stitt said we do not currently have a fare box replacement plan, but we do need to look into it and make it a priority. Stitt said he recently researched this at the APTA Annual Expo and will be sharing information with staff. Stitt said we will be making a decision on what technology we need to pursue.

9. UPCOMING MEETINGS:

Chair Tyler Lee reminded everyone about the Human Resources Committee meeting directly following the Board meeting today. She also reminded everyone about the Board Retreat scheduled on Monday, October 27, 2014 and the Finance Budget Committee meeting on Wednesday, November 12, from 8 – 10 a.m. where staff will review the 2015 proposed budget assumptions for the Board's consideration. The final budget will be presented at the December 17, 2014 meeting.

10. ADJOURNMENT

The meeting adjourned at 8:48 a.m.

Adopted: November 19, 2014

Signed: 
Chair, Board of Trustees

Attest: 
President/CEO