



**FEBRUARY 28, 2018**  
**BOARD OF TRUSTEES MEETING**  
**WILLIAM G. PORTER BOARDROOM**  
**8:00 a.m.**

**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  
David Norstrom  
Gina Ormond  
Letty Schamp  
Michael Stevens  
Craig Treneff

BOARD MEMBERS ABSENT

Philip Honsey  
Amy Schmittauer

3. APPROVAL OF THE REGULAR JANUARY 24, 2018 BOARD OF TRUSTEES MEETING MINUTES

Leach motioned to approve the regular January 24, 2018 Board of Trustees meeting minutes. Treneff seconded the motion. Motion passed.

4. COMMENTS OR STATEMENTS FROM THE AUDIENCE

Eva Crawley, COTA rider and public transportation advocate, thanked COTA for their support of and participation in the "Love, Kindness" effort on February 14. She commended COTA's commitment to the community and informed the Board that participating in events and supporting the Reeb Center demonstrates COTA's importance to customers, stakeholders and our less fortunate neighbors.

Mrs. Crawley also related safety concerns at bus stop #1644. The stop on East Main Street between High and Third streets is served by 10 lines, she said, yet there is a stop in the middle of two active driveways and lacking a protective shelter. The board thanked her and said they would look into conditions at the stop.

5. PRESIDENT'S REPORT

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

Williams requested a moment of silence honoring and remembering longtime COTA employee David Mitchell, who died Feb. 8. Mitchell was a valued member of the vehicle maintenance team as Chief Coach Repairman.

Williams recently attended a meeting of the American Public Transportation Association and said COTA's CPASS program was the subject of much

favorable attention from transit system executives around the country, who hailed it as forward-thinking.

6. COMMITTEES:

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

Treneff gave a report on the February 20, 2018 Performance Monitoring/Audit Committee meeting.

Vosler provided details and clarification to the audience on the funding model for the CPASS Program.

Cleve Ricksecker addressed the audience conveying his thanks and appreciation for the Transit Pass Program the importance of the program being essential to the health of the downtown community.

Bradley gave a presentation on the Fields Avenue Renovations/CNG and the Potential impact of the CNG/Electric Infrastructure Project.

Ryan addressed Bradley on the issue of funding.

Bradley conveyed to the audience that funding has not been identified.

Vosler interceded that the vast amount of this project will be locally funded.

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

Bartley gave the report on the February 6, 2018 Strategic and Operational Planning Committee meeting and the three issues of focus: First/Last Mile, Electric Buses and Strategic Planning. Bartley also expressed the Authority's obligation in leveraging our key partners and stakeholders in these initiatives. The draft of The Strategic Plan timeline was also discussed.

Bradley gave a presentation on the Proposed Electric Bus Concept.

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

Leach gave the report on the February 21, 2018 External Stakeholder Relations Committee meeting which focused on gaining adequate resources from our public partners, transportation technology and advocating for Federal programs

Koprowski addressed the audience with excitement in bringing forth Resolution No. 2018-15 and the opportunity in having an influential voice at the state and local level to the federal level. Congressional members need to know our priorities.

The following resolutions were approved:

RESOLUTION NO. 2018-12 – AUTHORIZING A DISCOUNT FARE PROGRAM FOR DOWNTOWN EMPLOYERS

This resolution authorizes COTA to enter into an agreement with MORPC and the Capital Crossroads SID for the implementation of the discount fare program for Downtown employees for the period commencing June 1, 2018 through December 31, 2020.

Over 31 months, COTA will be paid a minimum fee of \$4.5 million to offer 45,000 eligible downtown workers access to COTA service. The fee will be paid by \$1.3 million in self-assessments by SID property owners, \$2.8 million from MORPC and \$400,000 from other contributors.

(Board member Gina Ormond recused herself from the discussion and abstained from the vote on this resolution.)

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

RESOLUTION NO. 2018-13- AUTHORIZING A CONTRACT WITH RICHARD L. BOWEN + ASSOCIATES, INC. FOR DESIGN SERVICES FOR THE RENOVATION OF THE FIELDS AVENUE FACILITY

This resolution authorizes COTA's President/CEO to enter into a contract with Richard L. Bowen + Associates, Inc. for design services for the renovation of the Fields Avenue facility for a total expenditure not to exceed \$2,103,392.90.

A new CNG station at Fields Avenue is necessary to support CNG buses and maintain a regular purchase bus program for a reliable fleet.

The \$35 million project includes renovation and upgrades to critical mechanical, electrical, technology infrastructure along with new roof, bus wash, and fare collection systems. To accommodate a pilot bus electrical program of 10 buses, the facility design will include electric charging units and electrical systems to support the program.

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

RESOLUTION NO. 2018-14 – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH ATOS HEALTHCARE PROVIDER CONSULTING SOLUTIONS INC. (FORMERLY XEROX CONSULTING COMPANY, INC.) FOR AN ENTERPRISE RESOURCE PLANNING INFORMATION SYSTEM

This resolution authorizes the President/CEO to increase the value of the contract with Atos Healthcare Provider Consulting Solutions Inc. (formerly Xerox Consultant Company Inc.) by 499,558, from a total not to exceed \$4,230,020 to a total not to exceed \$4,729,578. The increase is necessary due to an extension of the contract go-live date, an increase to the level of contractor resources and other contract scope changes.

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



RESOLUTION NO. 2018-15 - ADOPTION OF THE 2018 FEDERAL POLICY AGENDA

The Board of Trustees adopted the following 2018 Federal Public Policy Goals:

- Pursue federal appropriations, programs and policies that support increased federal investment in public transportation.
- Advance new transportation technologies and initiatives that encourage transit and position Central Ohio as a leader in transportation innovation.
- Advocate for federal programs, policies and funding that spur economic development and create sustainable growth that will serve the region's projected growth of up to one million people and 300,000 new jobs by 2050.

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

7. CONSENT AGENDA

Jean Carter Ryan presented the following resolutions by consent agenda:

RESOLUTION NO. 2018-16 - AUTHORIZING A CONTRACT WITH TRANSPORTATION EQUIPMENT SALES FOR THE PURCHASE OF PARATRANSIT VEHICLES

This resolution authorizes entering into a contract with Transportation Equipment Sales Corp. for the purchase of twenty 2018 Ford Transit vans modified to include up to three wheelchair positions and a total capacity for up to seven passengers at a cost of \$65,287 per vehicle, for a total of \$1,305,740.

RESOLUTION NO. 2018-17 - AUTHORIZING A CONTRACT WITH GILLIG LLC FOR THE PURCHASE OF MISCELLANEOUS PARTS FOR TRANSIT COACHES

This resolution authorizes entering into a requirements contract with Gillig LLC for the purchase of miscellaneous parts for transit coaches. These parts are used for the maintenance and in-house repair of all the Authority's transit coaches for a total expenditure not to exceed \$120,197.78.

RESOLUTION NO. 2018-18 - AUTHORIZING A CONTRACT WITH NS FOR A VEHICLE WASH SYSTEM FOR THE COTA MOBILITY SERVICES FACILITY

This resolution authorizes entering into a contract with NS Corporation for a vehicle wash system for the COTA Mobility Services facility for a total expenditure of \$218,543. This project covers the replacement of the vehicle wash unit at the Mobility Services building.

RESOLUTION NO. 2018-19 - AUTHORIZING A RADIO SYSTEMS USER AGREEMENT WITH FRANKLIN COUNTY

This resolution authorizes entering into a Radio Systems User Agreement with Franklin County. COTA has 587 radios (fixed route and mobility revenue/non-revenue vehicles and hand-held portables) and fifteen voice/data channels that are on the Franklin County 800 MHz communications system. In order to use the system, COTA has to lease air time for the Trapeze Automated Vehicle Locator System. The previous agreement for these services expired on December 31, 2017. The new agreement with Franklin County will include a transition from an analog system to its new digital system. This agreement shall commence January 1, 2018 and expire January 1, 2021 for a total estimated expenditure not to exceed \$350,000.

RESOLUTION NO. 2018-20 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH COMPLETE GENERAL CONSTRUCTION COMPANY FOR RIGHT-OF-WAY SITE WORK FOR THE CLEVELAND AVENUE BUS RAPID TRANSIT (BRT) PROJECT

This resolution authorizes increasing the value of the construction contract with Complete General Construction Company for right-of-way site work for the Cleveland Avenue Bus Rapid Transit Project by a total not to exceed \$102,951, from a total not to exceed \$11,329,350.73 to a total not to exceed \$11,432,301.73. The project includes the site civil work, fiber and electric installation, and shelter installation along the CMAX corridor.

RESOLUTION NO. 2018-21 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH R.W. SETTERLIN BUILDING COMPANY FOR THE CONSTRUCTION OF THE NORTHERN LIGHTS PARK AND RIDE

This resolution authorizes increasing the value of the contract with R.W. Setterlin Building Company for the construction of the Northern Lights Park and Ride by \$145,022, from a total not to exceed \$1,188,400 to a total not to exceed \$1,333,422. COTA staff requested additional conduit infrastructure that will permit the installation of future electric charging stations for COTA passengers owning electric vehicles.

RESOLUTION NO. 2018-22 - AUTHORIZING ADDITIONAL EXPENDITURES FOR AN ENTERPRISE RESOURCE PLANNING SYSTEM SUPPORT AGREEMENT WITH INFOR (US), INC.

This resolution authorizes the ongoing software support and maintenance agreement for 12 months and offered exclusively by Info (U.S.), Inc. at a total cost of \$156,126.28.

RESOLUTION NO. 2018-23 - AUTHORIZING EXPENDITURES FOR THE CONTRACT WITH KNIGHT ELECTRIC, INC. FOR ELECTRICAL CABLE INSTALLATION SERVICES FOR THE MCKINLEY AVENUE AND LINDEN TRANSIT CENTER FACILITIES

This resolution authorizes increasing the value of the contract with Knight Electric Inc. for electric and fiber installation services at the McKinley Avenue and Linden Transit Center facilities by \$49,726.50.

RESOLUTION NO. 2018-24 - AUTHORIZING REIMBURSEMENT TO RELOCATE CERTAIN ELECTRIC UTILITIES AND GRANTING OF AN ELECTRIC UTILITY EASEMENT TO THE OHIO POWER COMPANY

**D.B.A. AMERICAN ELECTRIC POWER TO DEVELOP THE NEW NORTHERN LIGHTS PARK AND RIDE FACILITY**

This resolution authorizes granting an easement of 0.202 acres to AEP in conjunction with the Northern Lights Park and Ride project and reimbursing the electric company \$150,000 for it to relocate its electric utilities.

Treneff motioned to approve these resolutions. Leach seconded the motion. Motion passed.

**8. OTHER BUSINESS**

No other business came before the Board.

**9. MEETING CALENDAR**

The following meetings were announced:

March 6, 2018, 3:00 p.m. – Strategic and Operational Planning Committee

March 7, 2018, 8:30 a.m. – External/Stakeholder Relations Committee

March 21, 2018, 2:00 p.m. – Performance Monitoring/Audit Committee

March 23, 2018, 3:00 p.m. – Governance Committee

March 28, 2018, 8:00 a.m. – Board of Trustees Meeting

**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. Ormond seconded the motion.

**11. ADJOURNMENT**

The meeting adjourned at 10:25 a.m.

**Adopted:** March 28, 2018

**Signed:**  \_\_\_\_\_  
Chair, Board of Trustees

**Attest:**  \_\_\_\_\_  
President/CEO