



**FEBRUARY 22, 2017
BOARD OF TRUSTEES MEETING
W. G. PORTER BOARDROOM, 33 N. HIGH STREET**

MINUTES

1. CALL TO ORDER

Chair, Jean Carter Ryan, called the meeting to order at 8:01 a.m.

2. ROLL CALL

BOARD MEMBERS PRESENT

BOARD MEMBERS ABSENT

Jean Carter Ryan, Chair
Trudy Bartley
Philip Honsey
Donald Leach
David Norstrom
Gina Ormond
Letty Schamp
Amy Schmittauer
Craig Treneff
Richard Zitzke

3. APPROVAL OF THE FEBRUARY 22, 2017 BOARD OF TRUSTEES MEETING AGENDA

Bartley motioned to approve the February 22, 2017 Board of Trustees Meeting Agenda. Zitzke seconded the motion. Motion passed.

4. APPROVAL OF THE JANUARY 25, 2017 BOARD OF TRUSTEES MEETING MINUTES

Leach motioned to approve the January 25, 2017 Board of Trustees Meeting Minutes. Schamp seconded the motion. Motion passed.

5. APPROVAL OF THE FEBRUARY 6, 2017 SPECIAL OPERATIONS COMMITTEE MEETING MINUTES

The February 6, 2017 Special Operations Committee Meeting Minutes will be approved at a later date.

6. APPROVAL OF THE FEBRUARY 15, 2017 SPECIAL BOARD GOVERNANCE COMMITTEE MEETING MINUTES

Treneff motioned to approve the February 15, 2017 Special Board Governance Committee minutes. Leach seconded the motion. Motion passed.

7. COMMENTS OR STATEMENTS FROM THE AUDIENCE

There were no comments or statements from the audience.

8. PRESIDENT'S REPORT

RESOLUTION 2017-16 - COMMENDING WILLIAM A. ANTHONY

Curtis Stitt presented a resolution commending outgoing Board of Trustees member William A. Anthony, who served on the Board for 17 years in many capacities. Trustees Ryan, Bartley, Treneff, Schmittauer, and Zitzke made comments.

LEADERS OF THE FUTURE GRADUATION/PRESENTATION

Julie LaSusa, Training Director, provided a background on the William J. Lhota Leaders of the Future Program, and introduced Emille Williams, Vice President of Operations. Emille sponsored the project for the 2016 Leaders of the Future Class. He introduced the members of the class, who gave a presentation on their project, COTA Ambassadors. LaSusa presented the graduates of the 2016 William J. Lhota Leaders of the Future Class: Brian Comisford, Vehicle Maintenance Manager Lindsay Ford Ellis, Senior Associate Counsel James Pugh, Vehicle Maintenance Supervisor Aaron Taylor, Transportation Services Supervisor Michael Williams, Sales and Revenue Collections Supervisor.

9. COMMITTEES:

A. HUMAN RESOURCES – RICHARD ZITZKE, CHAIR

RESOLUTION 2017-17 – AUTHORIZING COMPENSATION FOR THE PRESIDENT/CEO OF THE CENTRAL OHIO TRANSIT AUTHORITY

This resolution authorizes a salary increase of 3.16% for the President/CEO, effective January 1, 2017, and a one-time payment of \$15,000.

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

B. COMMUNICATIONS AND MARKETING COMMITTEE – AMY SCHMITTAUER, CHAIR

RESOLUTION 2017-18 - AUTHORIZING EXPENDITURES FOR THE CONTRACT FOR GEBEN COMMUNICATION FOR SOCIAL MEDIA MANAGEMENT SERVICES

This resolution authorizes COTA to increase the value of the contract with Geben Communication for social media management services by \$66,600 to a total not to exceed \$133,200 for the period commencing March 1, 2017 and expiring February 28, 2018. The purpose of the contract is to maintain and evolve COTA's social media presence among current and potential customers and community stakeholders, and to develop social media strategies and recommendations that will build better relationships with customers, boost loyalty and build a community of COTA advocates and supporters.

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

RESOLUTION 2017-19 - AUTHORIZING FREE FARES ON ALL COTA SERVICE FOR A ONE WEEK PERIOD IN RECOGNITION OF THE TRANSIT SYSTEM REDESIGN

This resolution authorizes free fares May 1-7, 2017 during the first week of service after the Transit System Redesign. Free fares will encourage new and existing customers to try out and experience the new system, and demonstrate COTA's appreciation for its customers, promote goodwill and encourage ridership.

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

C. GOVERNANCE COMMITTEE – DONALD LEACH, CHAIR

Donald Leach, Governance Committee Chair, gave a report on the Special Governance Committee meeting held on February 15. The Committee has started reviewing governance documents and discussed the upcoming 2017 Board Retreat.

D. FINANCE COMMITTEE- CRAIG TRENEFF, CHAIR

Jeffrey Vosler gave a Finance report.

E. OPERATIONS COMMITTEE – DONALD LEACH, CHAIR

Donald Leach, Operations Committee Chair, gave a report on the Special Operations Committee meeting held on February 6. The committee discussed the role and responsibilities of the committee, and reviewed the metrics included in the monthly Operations Division Report.

F. PLANNING COMMITTEE – PHILIP HONSEY, CHAIR

Resolution 2017-25 was moved from the Consent Agenda by Trustee Jean Carter Ryan.

RESOLUTION 2017-25 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH R.W. SETTERLIN BUILDING COMPANY, INC. FOR COTA EASTON TRANSIT CENTER SITE IMPROVEMENTS

This resolution authorizes COTA to increase the value of the construction contract with R.W. Setterlin Building Company, Inc. for COTA Easton Transit Center site improvements by a total not to exceed \$346,965.50, from a total not to exceed \$949,823.50 to a total not to exceed \$1,296,789. Additional expenditures include owner requests for unforeseen conditions as the project is being constructed. The additional scope being requested is to extend the useful life of the facility by repairing the drive lanes.

G. CONSENT AGENDA

Chair Jean Carter Ryan presented the following resolutions by consent agenda:

RESOLUTION 2017-20 - AUTHORIZING EXPENDITURES FOR THE CONTRACT WITH FIRST TRANSIT, INC. FOR THIRD PARTY BUS OPERATOR MONITORING SERVICES

RESOLUTION 2017-21 - AUTHORIZING A CONTRACT WITH FIRST TRANSIT, INC. FOR TRANSPORTATION SERVICES FOR SENIORS & INDIVIDUALS WITH DISABILITIES (ADA & NON-ADA SERVICE)

RESOLUTION 2017-22 - AUTHORIZING EXPENDITURES FOR MAINTENANCE AGREEMENTS WITH TRAPEZE SOFTWARE GROUP FOR THE ITS FIXED ROUTE AND ITS CAD/AVL MODULES

RESOLUTION 2017-23 - AUTHORIZING THE CENTRAL OHIO TRANSIT AUTHORITY TO PARTICIPATE IN THE OHIO DEPARTMENT OF TRANSPORTATION COOPERATIVE PURCHASING PROGRAM

RESOLUTION 2017-24 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH GUTKNECHT CONSTRUCTION FOR THE CONSTRUCTION OF THE NORTHLAND TRANSIT CENTER

RESOLUTION 2017-26 - AUTHORIZING A CAPITAL IMPROVEMENTS PROJECT CONTRIBUTION AGREEMENT BETWEEN THE CITY OF COLUMBUS, OHIO, THE CENTRAL OHIO TRANSIT AUTHORITY AND THE FRANKLIN COUNTY ENGINEER FOR RESURFACING – 2017 PACKAGE 2 FOR THE CLEVELAND AVENUE BUS RAPID TRANSIT (BRT) PROJECT

Bartley motioned to approve these resolutions. Honsey seconded the motion. Leach abstained on Resolution 2017-24. Motion passed.

10. OTHER BUSINESS

No other business came before the Board.

11. MEETING CALENDAR

The following meetings were announced:

- March 8, 10 a.m. - Planning Committee
- March 15, 9 a.m. - Technology Committee
- March 22, 8 a.m. - Board of Trustees
- March 22, Immediately following Board of Trustees Meeting - Board Governance Committee

12. ADJOURNMENT

The meeting adjourned at 8:46 a.m.

Adopted: April 26, 2017

Signed:  _____

Chair, Board of Trustees

Attest:  _____

President/CEO