



MEETING: COTA BOARD OF TRUSTEES

DATE: WEDNESDAY, APRIL 22, 2020

TIME: 8:30 AM

LOCATION: VIA TELECONFERENCE

MEETING MINUTES

1. CALL TO ORDER

Chair Bartley called the Board of Trustees meeting to order at 8:30 AM. She noted that members of the public who wish to listen and participate for this morning's Board Meeting are able to do so via teleconference. The Conference Number is 614-308-4407 and the Conference ID is 91350.

2. ROLL CALL

Board Members Present

Trudy Bartley, Chair
Craig Treneff, Vice Chair
Jean Carter Ryan
Cathy DeRosa
Steven Gladman
Thomas Grote
Amy Landino
Gina Ormond
Timothy Skinner
Michael Stevens
Kumi Walker

Board Members Absent

Marlon Moore

3. APPROVAL OF BOARD OF TRUSTEES MEETING MINUTES

Trustee Gladman motioned to approve the February 26, 2020 Board of Trustees Meeting Minutes. Trustee DeRosa seconded the motion. Motion carries.

Trustee Gladman motioned to approve the March 19, 2020 Special Meeting of the Board of Trustees Meeting Minutes. Trustee Skinner seconded the motion. Motion carries.

Trustee Gladman motioned to approve the March 25, 2020 Board of Trustees Meeting Minutes. Trustee Skinner seconded the motion. Motion carries.



4. COMMENTS OR STATEMENTS FROM THE AUDIENCE

No comments or statements from the public.

5. PRESIDENT'S REMARKS

Joanna M. Pinkerton, President/CEO of COTA thanked the Board of Trustees for being so accommodating during this time. Team COTA has shifted its thinking towards recovery mode, understanding we are not going to be able to flip a switch and go back to normal. The team understands that we will have to win back customers and knows that behaviors and needs will be different. The team has done a tremendous job during the last few weeks to communicate with elected officials, nonprofit leaders, and the public. Joanna thanked Team COTA, especially the frontline employees, for all that they are doing during this incredible situation.

Chair Bartley thanked the team for not only what is being done locally, but how they are truly leading the way nationally. Trustee Grote stated that during times of crisis, every organization is being tested on their values. COTA plays a vital role in our community and applauded the team for the focus on its values and mission. Trustee Walker asked when the team plans to evaluate the ridership and revise projections. Alexis Yamokoski, Chief Marketing, stated that the team is actively working on how we breakdown our customer segmentation. Trustee DeRosa thanked every member of the COTA team and reiterated that the community is very appreciative.

6. GOVERNANCE COMMITTEE REPORT – TRUDY BARTLEY, CHAIR

Chair Bartley stated that the Governance Committee met on Friday, April 10 and recommended to delay the Board of Trustees' Annual Meeting until the organization is out of the operational state of emergency. Trustee Grote thanked the members of the Board for continuing to serve in leadership during this time.

7. STRATEGIC AND OPERATIONAL PLANNING COMMITTEE REPORT - CRAIG TRENEFF, CHAIR

Vice Chair Treneff stated that the Strategic and Operational Planning Committee met on Wednesday, April 1. The committee received an update from Kimberly Sharp, Senior Director of Development, on the Short Range/Long Range Transit Plans. The plans will be presented to the full Board of Trustees during the June Board of Trustees Meeting. The components of the plans include: fixed route service, bus-rapid transit, high capacity transit, intelligent transportation systems, microtransit, Mainstream Paratransit, fleet needs, facility needs, and fares.

8. EXTERNAL/STAKEHOLDER RELATIONS COMMITTEE REPORT - MARLON MOORE, CHAIR

Patrick Harris, AVP of Government Affairs & Corporate Communications, gave the report on behalf of Trustee Moore. The External Stakeholder Relations Committee met on Monday, April 13 with a focus around recovery for COTA in the areas of Marketing, Corporate Engagement, and Government Affairs. Marketing goals include gaining a critical understanding of current and potential customers, increasing COTA's brand value and visibility, and building back ridership. Corporate Engagement strategies include coordination with employers, economic development

community coordination, and conduct surveys with employers. In Government Affairs, the focus will be about telling COTA's story, seeking financial assistance, and supporting a recovery service model.

9. PERFORMANCE MONITORING/AUDIT COMMITTEE REPORT - MICHAEL STEVENS, CHAIR

COVID-19 Impact Presentation – Angel Mumma

Angel Mumma, Chief Financial Officer, gave a brief presentation on how the COVID-19 pandemic has impacted COTA thus far. Angel reviewed data related to daily ridership statistics, Mainstream and Dynamic Service hours, and dynamic service pickups. Angel also reviewed the factors that the COTA team reviews when making decisions related to service. She then walked through what we know currently about the financial impact that COVID-19 has had on the organization thus far – including the loss in ridership revenue, and funding received via the CARES Act.

Trustee Carter Ryan asked about working capital. Angel confirmed that we have \$200 million in working capital as of the end of March. Trustee Walker asked if we are evaluating other countries and their recovery plans. Angel stated that we have not looked at any specific countries yet, but will do research on how other countries plan to rebound.

Trustee Stevens stated that the Performance Monitoring/Audit committee met on Wednesday, April 15. In addition to reviewing the presentation, the committee reviewed and recommended that all of the resolutions up for the Board's consideration be placed on the Consent Agenda.

10. CONSENT AGENDA

Trustee Stevens motioned to approve the following resolutions on the Consent Agenda. Trustee Gladman seconded the motion. Motion carries.

- RESOLUTION 2020-29 – AUTHORIZING A CONTRACT WITH CUMMINS SALES AND SERVICE FOR THE PURCHASE OF MISCELLANEOUS CUMMINS PARTS FOR TRANSIT COACHES
- RESOLUTION 2020-30 – AUTHORIZING A CONTRACT WITH KIRK'S AUTOMOTIVE, INC. FOR THE PURCHASE OF MISCELLANEOUS CUMMINS PARTS FOR TRANSIT COACHES
- RESOLUTION 2020-31 – AUTHORIZING A CONTRACT WITH ABLE FENCE OF COLUMBUS FOR THE RENOVATION OF THE FIELDS AVENUE FACILITY
- RESOLUTION 2020-32 – AUTHORIZING A CONTRACT WITH 2K GENERAL COMPANY, INC. FOR ON-CALL SITE IMPROVEMENT SERVICES
- RESOLUTION 2020-33 – AUTHORIZING A CONTRACT WITH SETTERLIN BUILDING COMPANY FOR ON-CALL SITE IMPROVEMENT SERVICES
- RESOLUTION 2020-34 – AUTHORIZING A FARE STRUCTURE FOR MICRO TRANSIT ON-DEMAND PILOT PROJECTS

- RESOLUTION 2020-35 – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH TRANSYSTEMS CORPORATION OF OHIO FOR TRANSIT PLANNING & ENGINEERING SERVICES
- RESOLUTION 2020-36 – AUTHORIZING EXPENDITURES FOR THE CONTRACT WITH VIA MOBILITY, LLC FOR A MICRO TRANSIT PILOT PROGRAM
- RESOLUTION 2020-37 – AUTHORIZING A CONTRACT WITH CDW GOVERNMENT LLC FOR SPLUNK 200GB ENTERRRPRISE TERM LICENSES
- RESOLUTION 2020-38 – AUTHORIZING A CONTRACT WITH CDW GOVERNMENT LLC FOR IT EQUIPMENT IN SUPPORT THE FIELDS AVENUE RENOVATION
- RESOLUTION 2020-39 – AUTHORIZING A CONTRACT WITH AVAAP USA, LLC FOR REBUILDING THE ENTERPRISE RESOURCE PLANNING (ERP) SOLUTION TEST ENVIRONMENT
- RESOLUTION 2020-40 – AUTHORIZING A CONTRACT WITH HUNTER CONSULTING COMPANY FOR WORKERS' COMPENSATION THIRD PARTY ADMINISTRATOR AND ACTUARIAL SERVICE
- RESOLUTION 2020-41 – AUTHORIZING A CONTRACT WITH WORKSTEPS, INC. FOR POST-OFFER /PRE-PLACEMENT FIT FOR DUTY PHYSICAL CAPABILITY TESTING SERVICES

11. OTHER BUSINESS

No other business before the Board of Trustees.

12. EXECUTIVE SESSION FOR THE PURPOSE TO CONSIDER THE APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION OR COMPENSATION OF A PUBLIC EMPLOYEE OR OFFICIAL

Trustee Grote motioned to enter into executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official. Trustee Treneff seconded the motion. The motion was approved by Chair Bartley, Vice Chair Treneff, and Trustees Carter Ryan, DeRosa, Gladman, Grote, Landino, Ormond, Skinner, Stevens, Walker via a roll call vote.

The Board of Trustees entered Executive Session at 9:18 AM.

The Board of Trustees exited Executive Session at 10:00 AM.

13. MEETING CALENDAR

- STRATEGIC AND OPERATIONAL PLANNING COMMITTEE – JUNE 3, 2020, 9:00 AM
- EXTERNAL STAKEHOLDER RELATIONS COMMITTEE – JUNE 8, 2020, 9:00 AM
- PERFORMANCE MONITORING/AUDIT COMMITTEE – JUNE 17, 2020, 2:00 PM
- GOVERNANCE COMMITTEE – JUNE 17, 2020, 3:00 PM
- BOARD OF TRUSTEES – JUNE 24, 2020, 8:30 AM

14. ADJOURNMENT

Chair Bartley motioned to adjourn the Board of Trustees meeting. Vice Chair Treneff seconded the motion. The Board of Trustees Meeting adjourned at 10:01 AM.

Adopted: June 24, 2020

Signed: *Craig P. Treneff*
Craig P. Treneff (Jun 24, 2020 12:04 EDT)

Chair, Board of Trustees

Attest: *John Smith*
President/CEO