



**JANUARY 27, 2016
REGULAR MEETING
OF THE CENTRAL OHIO TRANSIT AUTHORITY
BOARD OF TRUSTEES
W. G. PORTER BOARDROOM, 33 N. HIGH STREET**

MINUTES

1. CALL TO ORDER

Vice Chair, Jean Carter Ryan, called the meeting to order at 8:04 a.m.

2. ROLL CALL

BOARD MEMBERS PRESENT

Jean Carter Ryan, Vice Chair
William Anthony
Trudy Bartley
Donald B. Leach, Jr.
Gina R. Ormond
Amy Schmittauer
Craig P. Treneff
Richard R. Zitzke

BOARD MEMBERS ABSENT

Dawn Tyler Lee, Chair
Philip D. Honsey
Brett Kaufman
Harry W. Proctor

3. REVIEW CONSENT AGENDA

Trustees reviewed the consent agenda. No modifications were made.

4. APPROVAL OF THE JANUARY 27, 2016 BOARD OF TRUSTEES MEETING AGENDA

Treneff motioned to approve the January 27, 2016 Board of Trustees meeting agenda as distributed. Zitzke seconded the motion. Motion passed.

5. APPROVAL OF DECEMBER 16, 2015 REGULAR BOARD OF TRUSTEES MEETING MINUTES

Zitzke motioned to approve the December 16, 2015 Regular Board of Trustees meeting minutes as distributed. Treneff seconded the motion. Motion passed.

6. COMMENTS OR STATEMENTS FROM THE AUDIENCE

There were no comments or statements from the audience.

7. PRESIDENT'S REPORT

President Stitt gave the President's report. He introduced the new Transport Workers Union, Local 208 leadership team, effective January 1, 2016: Andrew Jordan, President; Jarvis Williams, 1st Vice President;

Marcia Woods Johnson, 2nd Vice President; Davan Washington, Recording Secretary; Alesia Combs, Finance/Treasurer; Henry Cade, Executive Board; Michael Zimmerman, Executive Board; and Jimmy Wadlington, Executive Board.

2016-02 - URGING THE OHIO GENERAL ASSEMBLY AND GOVERNOR TO SUPPORT THE ENACTMENT OF LEGISLATION FOR INCREASED PENALTIES FOR ASSAULTS ON TRANSIT SYSTEM EMPLOYEES

President Stitt presented this resolution. He said COTA provides an important service to central Ohio residents, businesses and visitors. Assaults on transit system employees pose significant public safety risks and potential serious injury to the operator, passengers, other motorists and pedestrians. Preventing and mitigating operator assaults requires enforcement methods in agency practices and policy, but also in state and local legislation. In recent years, legislation has been introduced in the Ohio House and Senate to classify an assault on a public transit operator as a felony. COTA management and union leadership have joined with officials from other transit agencies throughout Ohio to support the passage of such legislation. Andrew Jordan, President of Transport Workers Union, Local 208, spoke in support of the resolution and legislation.

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

8. PRESENTATION(S) AND ACCOMPANYING RESOLUTIONS, IF APPROPRIATE

Marty Stutz, Vice President of Communications, Marketing & Customer Service, gave a presentation on the goals developed at the Board of Trustees Retreat on November 11, 2015.

Mike Bradley, Vice President of Planning & Service Development, gave a presentation on 2016 Service Changes for the entire year. He also introduced the branding of the airport service that will start in May, called AirConnect.

Mike Bradley gave an update presentation on the Transit System Redesign.

9. COMMITTEES

A. PLANNING COMMITTEE – GINA ORMOND, CHAIR

• EXECUTIVE SESSION

Trenneff motioned to move into executive session to confer with COTA's attorney to discuss imminent court action pursuant to Ohio Revised Code 121.22(G)(3). Ormond seconded the motion. Executive session ended.

2016-03 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH THE ALTMAN COMPANY FOR THE GENERAL TRADES PACKAGE FOR THE RENOVATION OF THE MCKINLEY AVENUE FACILITY (PHASE 3B)

Mike Bradley, Vice President, Planning and Service Development presented this resolution. This resolution authorizes an increase in the value of the construction contract with the Altman Company for the general trades package for the renovation of the McKinley Avenue Facility (Phase 3B) by a

total not to exceed Eleven Thousand and 00/100 Dollars (\$11,000.00), from a total not to exceed Five Million One Hundred Nine Thousand Eight Hundred Fifty-Five and 49/100 Dollars (\$5,109,855.49) to a total not to exceed Five Million One Hundred Twenty Thousand Eight Hundred Fifty-Five and 49/100 Dollars (\$5,120,855.49). The additional items constitute owner requests, unforeseen conditions, and design errors.

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

2016-04 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH JESS HOWARD ELECTRIC COMPANY FOR THE ELECTRICAL PACKAGE FOR THE RENOVATION OF THE MCKINLEY AVENUE FACILITY (PHASE 3B)

Mike Bradley, Vice President, Planning and Service Development presented this resolution. This resolution authorizes an increase in the value of the construction 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 Seventy-One Thousand One Hundred Two and 86/100 Dollars (\$71,102.86), from a total not to exceed Four Million Two Hundred Two Thousand Nine Hundred Seventeen and 28/100 Dollars (\$4,202,917.28) to a total not to exceed Four Million Two Hundred Seventy-Four Thousand Twenty and 14/100 Dollars (\$4,274,020.14). The additional items are owner requests, unforeseen conditions, and design errors.

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

B. FINANCE COMMITTEE – CRAIG TRENEFF, CHAIR

Craig Treneff gave a report on the January 27, 2016 Finance Committee meeting. The Committee passed Resolution No. 2016-01, approving the level of compensation payout for the 2015 Performance Incentive Compensation (PIC) program.

2016-05 - AUTHORIZING THE PERFORMANCE GOALS FOR COTA'S 2016 PERFORMANCE INCENTIVE COMPENSATION (PIC) PROGRAM

Jeffrey Vosler, Vice President, Finance/CFO & DBE Compliance Officer presented this resolution. He said the PIC Program was created to promote a performance driven organization. The purpose of this resolution is to approve goals for each key performance metric for the year 2016. The goals were established based on a critical review of past performance and changes in the operating environment. Consistent with the PIC Program objective of developing a performance driven organization, the goals reflect challenging targets, focusing on continuous improvements in both operational and management efficiencies.

Beginning in 2016, members of Transport Workers Union, Local 208, are eligible to participate in the PIC program for the first time. Union members with five or more years of service were required to make an election to remain in the Longevity Program or participate in PIC. Those elections were made prior to the end of 2015 and more than 85% of the employees elected the PIC Program.

Staff was asked to revisit the PIC metric weights for 2017. President Stitt agreed and will report back to Trustees at a future Board meeting.

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

2016-06 - AUTHORIZING APPROVAL OF THE ANNUAL DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL FOR FISCAL YEAR 2016

Jeffrey Vosler, Vice President, Finance/CFO & DBE Compliance Officer presented this resolution. The Department of Transportation federal regulations specify recipients of federal funding are required to establish overall goals to reflect race conscious and race neutral initiatives. COTA has examined its Federal Transit Administration (FTA) assisted budget for fiscal year 2016 in an effort to identify DBE opportunities for firms ready, willing and able to bid or participate in federally assisted contracts and established a goal of 11%. COTA has examined its non-FTA assisted budget for fiscal year 2016 in an effort to identify DBE opportunities for firms ready, willing and able to bid or participate in non-federally assisted contracts and established a goal of 10.6%. COTA utilized appropriate census data and relevant DBE directories to ensure inclusion of available DBEs and provide a level playing field for disadvantaged businesses.

This resolution authorizes the adoption of an annual DBE goal of 11% for FTA assisted contracts and 10.6% for non-FTA assisted contracts for an overall DBE goal of 10.7% for fiscal year 2016.

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

2016-07 - AUTHORIZING EXPENDITURES FOR MAINTENANCE AGREEMENTS WITH TRAPEZE SOFTWARE GROUP FOR THE ITS FIXED ROUTE AND ITS FIXED END MODULES OF THE NOVUS ITS CAD/AVL SYSTEM

Jeffrey Vosler, Vice President, Finance/CFO & DBE Compliance Officer presented this resolution. COTA utilizes software applications from Trapeze Software Group for the Novus ITS/AVL System and these applications include proprietary software that is maintained exclusively by Trapeze Software Group. Maintenance is required to keep the software current and evolving.

This resolution authorizes COTA to allocate funds in the amount of One Hundred Fifty-Five Thousand Six Hundred Fifteen and 00/100 Dollars (\$155,615) for the ITS Fixed Route module and One Hundred Thirty-Eight Thousand One Hundred Seventy-Four (\$138,174) for the ITS Fixed End module, for a total of Two Hundred Ninety-Three Thousand Seven Hundred Eighty-Nine and 00/100 Dollars (\$293,789) for the maintenance agreements for these modules of the ITS Novus ITS/AVL software system for the period commencing January 1, 2016 and expiring December 31, 2016.

Ryan asked President Stitt to provide an update on Trapeze. He said we are currently testing real time with a small internal group to ensure our data meets specifications and is ADA compliant.

The timeline for implementation is second quarter of 2016. Treneff motioned to approve this resolution. Leach seconded the motion. Motion passed.

Jeff Vosler, Vice President, Finance/CFO & DBE Compliance Officer gave a brief report on the Finance report which was distributed in the Board packet.

10. CONSENT AGENDA

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

2016-08 - AUTHORIZING A CONTRACT WITH MCKEE DOOR SALES, INC. FOR ON-CALL REPAIR OF GATE OPERATORS, OVERHEAD DOORS AND PEDESTRIAN DOORS

2016-09 - AUTHORIZING THE DESIGNATION OF SELF-INSURANCE AND CAPITAL GRANT MATCHING FUNDS

2016-10 - AUTHORIZING THE FILING OF APPLICATIONS WITH THE MID-OHIO REGIONAL PLANNING COMMISSION FOR COLUMBUS URBANIZED AREA (UZA) FEDERAL TRANSIT ADMINISTRATION (FTA) FUNDING FROM THE ENHANCED MOBILITY FOR OLDER ADULTS AND INDIVIDUALS WITH DISABILITIES PROGRAM

2016-11 - AUTHORIZING A CONTRACT WITH SAFETY KLEEN SYSTEMS, INC. FOR THE SERVICING OF PARTS CLEANING TANKS

Treneff motioned to pass Resolution Nos. 2016-08 through 2016-11 by consent agenda. Zitzke seconded the motion. Motion passed.

11. OTHER BUSINESS

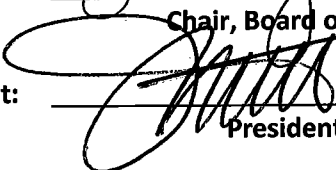
No other business came before the Board.

12. MEETING CALENDAR

The meeting calendar was included in the packet.

Adopted: February 24, 2016

Signed: 
Chair, Board of Trustees

Attest: 
President/CEO