



**SEPTEMBER 27, 2017  
BOARD OF TRUSTEES MEETING  
WILLIAM G. PORTER BOARDROOM**

**MINUTES**

**1. CALL TO ORDER**

Chair, Jean Carter Ryan, called the meeting to order at 8:05 a.m.

**2. ROLL CALL**

**BOARD MEMBERS PRESENT**

Jean Carter Ryan, Chair  
Trudy Bartley  
Philip Honsey  
Donald Leach  
David Norstrom  
Letty Schamp  
Amy Schmittauer  
Michael Stevens  
Craig Treneff

**BOARD MEMBERS ABSENT**

Gina Ormond

**3. APPROVAL OF THE SEPTEMBER 27, 2017 BOARD OF TRUSTEES MEETING AGENDA**

Norstrom motioned to approve the September 27, 2017 Board of Trustees meeting agenda. Schmittauer seconded the motion. Motion passed.

**4. APPROVAL OF THE REGULAR JULY 26, 2017 BOARD OF TRUSTEES MEETING MINUTES**

Stevens motioned to approve the Regular July 26, 2017 Board of Trustees meeting minutes. Norstrom seconded the motion. Motion passed.

**5. APPROVAL OF THE SPECIAL AUGUST 30, 2017 BOARD OF TRUSTEES MEETING MINUTES**

Schamp motioned to approve the Special August 30, 2017 Board of Trustees meeting minutes. 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

Curtis Stitt, President/CEO, gave his final report President's report. He acknowledged the many people who have helped him serve the community during his time at COTA, including past and present members of the Board of Trustees, the Leadership Team, and more than 1,000 COTA employees.

RESOLUTION NO. 2017-88 – COMMENDING W. CURTIS STITT

Jean Carter Ryan presented this resolution commending Curtis Stitt upon his retirement, for his five-year tenure as President/CEO, as well as his visionary leadership and dedicated service that has helped to move the COTA forward.

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

8. COMMITTEES:

A. SELECTION COMMITTEE – TRUDY BARTLEY, CHAIR

Trudy Bartley, Chair of the Selection Committee, gave an update on the search for COTA's new President/CEO. The Committee believes it is important to find a visionary leader who can work with all of the different demographics in our community, as well as nurture the current leadership at COTA and bring new ideas to the table. The Committee has interviewed 80 members of the community, and have used this information to begin compiling an executive profile. BeecherHill, the firm assisting with the search, is proactively reaching out across the country to transit organizations and speaking with prospective applicants. The committee expects to present a candidate to the Board for approval in the first quarter of 2018.

B. FINANCE COMMITTEE – CRAIG TRENEFF, CHAIR

RESOLUTION NO. 2017-89 – AUTHORIZING A FREE FARE DAY FOR VETERANS IN RECOGNITION OF VETERANS DAY

Marty Stutz, Vice President of Communications, Marketing & Customer Service, introduced this resolution authorizing COTA to offer free fares on fixed-route and mobility services to all veterans and active duty persons who present a Veterans Identification Card or any other military ID in honor of Veterans Day, observed on Friday, November 10, 2017.

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

RESOLUTION NO. 2017-90 – AUTHORIZING FREE FARES ON CMAX FOR THE FIRST WEEK OF SERVICE AND ONE ADDITIONAL DAY IN RECOGNITION OF CENTRAL OHIO'S FIRST BUS RAPID TRANSIT LINE

Marty Stutz, Vice President of Communications, Marketing & Customer Service, introduced this resolution authorizing COTA to establish a free fare for all trips taken on the CMAX service between 12 a.m. on January 1, 2018 and 12 a.m. January 8, 2018 and on the day of the celebratory dedication ceremony on a day in January to be determined.

Honsey motioned to approve this resolution. Schamp seconded the motion. Motion passed.

UPDATE ON DOWNTOWN TRANSIT PASS PROGRAM

Jeff Vosler, Vice President of Finance/CFO, gave an update on the Capital Crossroads Special Improvement District (CCSID) Downtown Transit Pass Program. He shared that this revolutionary \$4.5 million program will be funded through a special tax assessment that Downtown property owners have agreed to impose on themselves, funding from property owners and entities adjacent to the district, grants, sponsorships, and support from the Mid-Ohio Regional Planning Commission (MORPC). CCSID, COTA and MORPC are working on a draft agreement, and Jeff plans to share more information with the Board as the agreement progresses.

PRESENTATION ON REVIEW OF COTA FARES

Jeff Vosler also gave a presentation on COTA's Fare Evaluation process that is performed every three years and preliminary findings from a study the IBI Group has done on COTA's fare structure.

FINANCE REPORT – JEFFREY VOSLER

Jeff Vosler gave a brief Finance report.

C. PLANNING COMMITTEE – PHILIP HONSEY, CHAIR

Philip Honsey, Chair of the Planning Committee, gave a report on the September 12 Planning Committee meeting and a memo to the Board of Trustees that came out of the meeting in regards to providing public access to CNG stations. It was decided that the Board encourages public access on a site-by-site basis if space allows COTA to perform its core work and room for public access. This is not expected to be the situation at a forthcoming CNG fueling station to be built near COTA's Fields Operations Facility.

RESOLUTION NO. 2017-91 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH GUTKNECHT CONSTRUCTION FOR THE CONSTRUCTION OF THE NORTHLAND TRANSIT CENTER

This resolution authorizes COTA to increase the value of the contract with Gutknecht Construction for the construction of the Northland Transit Center by a total not to exceed \$260,426 to a total not to exceed \$3,646,213. The contract increase will include the installation of customer Wi-Fi, revisions to IT equipment and firewall additions to ensure digital security

and, and revision of the drive lanes from asphalt to concrete to ensure the longevity and reduce the maintenance costs associated with repairs.

Trenoff motioned to approve this resolution. Schamp seconded the motion. Leach abstained. Motion passed.

RESOLUTION NO. 2017-92 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH VALOR CONTRACTING, LLC FOR THE EASTON TRANSIT CENTER ADDITION AND REMODELING

This resolution authorizes COTA to increase the value of the construction contract with Valor Contracting, LLC for the COTA Easton Transit Center addition and remodeling by a total not to exceed \$123,351 to a total not to exceed \$1,300,827.98. The additional items include revisions to the underground plumbing due to conflicting electrical conduits located under the concrete slab, the installation of passenger Wi-Fi, and revisions to IT equipment and firewall additions to ensure digital security.

Bartley motion to approve this resolution. Norstrom seconded the motion. Motion passed.

D. ADVANCEMENT PROGRAM STEERING COMMITTEE – JEAN CARTER RYAN

RESOLUTION NO. 2017-93 - AMENDNG AND RESTATING THE BOARD OF TRUSTEES GOVERNANCE GUIDELINES

This resolution allows COTA to amend and restate the proposed changes to the Board Governance Guidelines as outlined in the staff summary attached to resolution no. 2017-93.

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

RESOLUTION NO. 2017-94 - AMENDING AND RESTATING THE BOARD OF TRUSTEES RULES AND REGULATIONS

This resolution allows COTA to amend and restate the proposed changes to the Board of Trustees Rules and Regulations as outlined in the staff summary attached to resolution no. 2017-94.

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

RESOLUTION NO. 2017-95 - AMENDING AND RESTATING COTA'S ETHICS POLICY

This resolution allows COTA to amend and restate proposed changes to the Board Governance Guidelines as outlined in the staff summary attached to resolution no. 2017-95.

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

9. CONSENT AGENDA

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

RESOLUTION NO. 2017-96 - AUTHORIZING AN EXTENDED WARRANTY AGREEMENT FOR ALL DIGITAL ON-BOARD MONITORING AND SURVEILLANCE SYSTEMS WITH SAFETY VISION, LLC

RESOLUTION NO. 2017-97 - AUTHORIZING EXPENDITURES FOR THE CONTRACT WITH MEDICAL MUTUAL OF OHIO FOR AN EMPLOYEE MEDICAL/PHARMACY INSURANCE PROGRAM

RESOLUTION NO. 2017-98 - AUTHORIZING THE FILING OF APPLICATIONS WITH THE OHIO DEPARTMENT OF TRANSPORTATION FOR GRANTS FOR FISCAL YEAR 2018

RESOLUTION NO. 2017-99 - AUTHORIZING AN AGREEMENT WITH COLUMBUS CITY SCHOOLS FOR A DISCOUNT PASS PROGRAM

RESOLUTION NO. 2017-100 - GRANTING REAL ESTATE TO THE CITY OF COLUMBUS, OHIO AT THE LIVINGSTON AND BARNETT PARK AND RIDE

RESOLUTION NO. 2017-101 – APPROVING AN AGREEMENT BETWEEN THE CENTRAL OHIO TRANSIT AUTHORITY AND THE DELAWARE COUNTY TRANSIT BOARD REGARDING THE GRANT OF 49 U.S.C. SECTION 5307 AND SECTION 5339 FEDERAL FUNDING

Treneff motioned to approve these resolutions. Honsey seconded the motion. Trustee Michael Stevens abstained on Resolution No. 2017-100. Motion passed.

10. OTHER BUSINESS

Marty Stutz announced the appointment of a new staff member, Stephanie Galloway, Director of Marketing.

11. MEETING CALENDAR

The following meetings were announced:

SEPTEMBER 27

8:00 a.m. – Board of Trustees

October 25

7:30 a.m. – Finance Committee

8:00 a.m. – Board of Trustees

Immediately following Board – Communications/Marketing Committee

November 8

8:00 a.m. – Finance Committee (Budget)

9:00 a.m. – Planning Committee

12. EXECUTIVE SESSION


Honsey motioned to enter into Executive Session for the purpose of preparing for collective bargaining pursuant to ORC 121.22(G)(4). Norstrom seconded the motion. A roll call vote was taken and the vote passed unanimously. Executive session ended.

13. ADJOURNMENT

The meeting adjourned at 9:35 a.m.

Adopted: September 27, 2017

Signed:   
Chair, Board of Trustees

Attest:   
President/CEO