



MARCH 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 8:00 a.m.

2. ROLL CALL

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Gina Ormond

3. APPROVAL OF THE REGULAR FEBRUARY 28, 2018 BOARD OF TRUSTEES MEETING MINUTES

Treneff motioned to approve the regular February 28, 2018 Board of Trustees meeting minutes. Stevens seconded the motion. Honsey abstained. Motion passed.

4. COMMENTS OR STATEMENTS FROM THE AUDIENCE

Jean Carter Ryan, Chair, asked if there were any attendees wishing to make comments before the Board. There were no comments from the audience.

5. PRESIDENT'S REPORT

Emille Williams, Interim President/CEO, gave the President's Report. Williams thanked the Board and the community for the opportunity to serve as Interim President/CEO. He also thanked COTA staff for the warm welcome and for making the transition a smooth one. Additionally, he thanked Tracy Spikes for stepping up and elevating the role as Interim Executive Assistant.

Ryan thanked Williams for his services and expressed how pleased the board has been with his response to the challenges of the job.

6. COMMITTEES:

A. STRATEGIC AND OPERATIONAL PLANNING COMMITTEE REPORT - TRUDY BARTLEY, CHAIR

Trudy Bartley, Chair of the Strategic and Operational Planning Committee, gave a report on the March 6 committee meeting. She shared information about the Board's plan to engage in a strategic planning process that will take COTA to the next level.

Bartley also shared information about a presentation on COTA's First Mile/Last Mile Study from IBI Group at the March 6 meeting. The Committee learned about best practices around the country, and different possible partnership models to meet First Mile/Last Mile challenges.

B. EXTERNAL STAKEHOLDER RELATIONS COMMITTEE REPORT - DON LEACH, CHAIR

Don Leach, Chair of the External/Stakeholder Relations Committee, gave a report on the March 7 meeting. Leach shared that the committee is reviewing COTA's marketing and outreach efforts, and looks forward to a non-rider survey that will inform the strategic planning process.

Leach also mentioned that Williams and Laura Koprowski, VP of Government Affairs & Strategic External Communications, recently traveled to the American Public Transportation Association (APTA) Legislative Conference in Washington, DC. Koprowski gave an overview and some highlights of the visit.

C. PERFORMANCE MONITORING/AUDIT COMMITTEE - CRAIG TRENEFF, CHAIR

Craig Treneff, Chair of the Performance Monitoring/Audit Committee, gave a report on the March 21 meeting.

D. GOVERNANCE COMMITTEE REPORT - JEAN CARTER RYAN, CHAIR

Ryan gave a report on the March 26 Governance Committee meeting.

The following resolutions were approved:

RESOLUTION NO. 2018-26 - AUTHORIZING EMPLOYMENT AGREEMENT FOR JOANNA PINKERTON FOR THE CENTRAL OHIO TRANSIT AUTHORITY.

This resolution authorizes COTA to enter into and Employment Agreement with Joanna Pinkerton.

Bartley asked Joanna Pinkerton, COTA's new President/CEO to come forward and say a few words. Pinkerton share her thanks and appreciation with the Board, and with the community at large. She stated that COTA has done some amazing things, especially in the last few years, adapting to the changing transportation environment. She looks forward to joining the team and expanding these efforts. Pinkerton starts her new position on Monday, April 23.

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

RESOLUTION NO. 2018-27 - COMMENDING DONALD B. LEACH

This resolution commends Donald B. Leach for his dedicated service with the COTA Board of Trustees as the Chair of the External/Stakeholder Relations Committee; Chair of the Governance Committee; member of the Governance Committee; member of the Planning Committee; Chair of the Operations Committee, Vice Chair of the Operations Committee; and member of the Operations Committee.

Ryan thanked Don and Phil for their service and expressed the great loss and phenomenal service.

Treffe commented; "terrific service to the board. It has gotten the community off to a great start."

Leach addressed the organization and thanked the Board for the opportunity to serve the community.

Treffe motioned to approve this resolution. Mike seconded the motion. Motion passed.

RESOLUTION NO. 2018-28 - COMMENDING PHILIP D. HONSEY

This resolution commends Philip D. Honsey for his dedicated service with the COTA Board of Trustees as the Chair of the Planning Committee; Vice Chair of the Planning Committee; member of the Governance Committee; member of Finance Committee; and a member of the External/Stakeholder Relations Committee.

Carter Ryan invited Leach and Phil Honsey to come forward for the passage of resolutions honoring their service to the Board on the occasion of the expiration of their terms.

Honsey echoed the staff that COTA has been fun to work with.

Craig motioned to approve this resolution. Mike seconded the motion. Motion passed.

New Board Member Appointment

Carter Ryan invited Marlon Moore to come forward. He was administered the Oath of Office as the newest member of the Board appointed by the City of Columbus.

7. CONSENT AGENDA

Carter Ryan motioned to approve the following consent agenda resolutions. Leach seconded the motion. Motion passed.

RESOLUTION NO. 2018-29 – AUTHORIZING THE FILING OF APPLICATIONS WITH THE MID-OHIO REGIONAL PLANNING COMMISSION (MORPC) FOR COLUMBUS URBANIZED AREA (UZA) FEDERAL TRANSIT ADMINISTRATION (FTA) FUNDING FROM THE ENHANCED MOBILITY FOR OLDER ADULTS AND INDIVIDUALS WITH DISABILITIES PROGRAM.

MORPC is Columbus UZA's designated recipient for FTA Section 5310 funds. Eligible projects for 5310 funds include public transportation capital projects planned, designed, and carried out to meet the

special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable and carried out by eligible sub-recipients.

COTA's request is for operating funds to assist in funding COTA's Mainstream services by funding a portion of the non-ADA services. COTA's 2018 operating budget reflects receipt of 50% match on a portion of the Mainstream services at an estimated \$600,000. The remainder of the funds are expected to be received in 2019.

This resolution authorizes COTA to file applications and execute contracts for the Fiscal Year 2018 and 2019 for federal Section 5310 grants available for transit projects through the Mid-Ohio Regional Planning Commission (MORPC).

RESOLUTION NO. 2018-30 AUTHORIZING A CONTRACT WITH GILBANE, INC. FOR PROJECT MANAGEMENT SERVICES FOR THE RENOVATION OF THE FIELDS AVENUE FACILITY

The purpose of this Resolution is to authorize the contract with Gilbane Building Company for the project management services for construction of a Compressed Natural Gas (CNG) fueling station, modifications to the Fields Avenue facility for CNG compliance, and renovations and upgrades.

To provide efficient operations and balance our fleet requirements between our two bus-storage and maintenance facilities, 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 project includes renovation and upgrades to critical mechanical, electrical, technology infrastructure along with new roof, bus wash, and fare collections systems. To accommodate a pilot bus-electrical program of 10 buses, the facility design will include charging units and electrical systems.

This resolution authorizes COTA to enter into a contract with Gilbane Building Company for project management services for the renovation of the Fields Avenue Facility for a total expenditure not to exceed \$1,890,992.

RESOLUTION NO. 2018-31 AUTHORIZING A CONTRACT WITH CUMMINS SALES AND SERVICE FOR THE PURCHASE OF MISCELLANEOUS CUMMINS PARTS FOR TRANSIT COACHES

These parts are used for the maintenance and in-house repair of all the Authority's transit coaches. This contract would ensure required stocks of materials for timely repair of these revenue service buses. This shall be a requirements contract with Cummins Sales and Service for 107 line items.

This resolutions authorizes COTA to enter into a requirements contract with Cummins Sales and Service for the purchase of miscellaneous Cummins parts for Transit coaches for a total expenditure not to exceed \$766,225.32.

RESOLUTION NO. 2018-32 AUTHORIZING A CONTRACT WITH KIRK'S AUTOMOTIVE FOR THE PURCHASE OF MISCELLANEOUS CUMMINS PARTS FOR TRANSIT COACHES

These parts are used for the maintenance and in-house repair of all the Authority's transit coaches. This contract would ensure required stocks of materials for timely repair of these revenue service buses. This shall be a requirements contract with Kirk's Automotive, Inc. for 11 line items.

This resolution authorizes COTA to enter into a requirements contract with Cummins Sales and Service for the purchase of miscellaneous Cummins parts for transit coaches for a total expenditure not to exceed \$110,812.32.

8. OTHER BUSINESS

There was no other business brought before the board.

9. MEETING CALENDAR

The following meetings were announced:

- April 3, 2018, 3:00 p.m. – Strategic and Operational Planning Committee - Cancelled
- April 4, 2018, 8:30 a.m. – External/Stakeholder Relations Committee
- April 18, 2018, 2:00 p.m. – Performance Monitoring/Audit Committee
- April 18, 2018, 3:00 p.m. – Governance Committee
- April 25, 2018, 8:00 a.m. – Board of Trustees Meeting

10. Carter Ryan motioned to enter into EXECUTIVE SESSION FOR THE PURPOSE OF PREPARING FOR COLLECTIVE BARGAINING PURSUANT TO ORC 121.22(G)(4)

11. ADJOURNMENT

Carter Ryan motioned to adjourn Leach and Honsey seconded. Meeting adjourned at 9:09 a.m.

Adopted: _____ April 25, 2018

Signed: _____

Chair, Board of Trustees

Attest: _____

President/CEO