



MAY 28, 2014
REGULAR MEETING
OF THE CENTRAL OHIO TRANSIT AUTHORITY
BOARD OF TRUSTEES
WILLIAM G. PORTER BOARDROOM
33 N. HIGH STREET

MINUTES

1. Chair Tyler Lee called the Board of Trustees meeting to order at 8:05 a.m.

2. ROLL CALL

BOARD MEMBERS PRESENT:

Dawn Tyler Lee, Chair
J. Cleve Ricksecker, Vice Chair
James E. Daley (8:15 a.m.)
William A. Anthony, Jr. (8:41 a.m.)
Mabel Freeman, Ph.D.
Harry W. Proctor
Jean Carter Ryan
Craig P. Treneff
Richard R. Zitzke

BOARD MEMBERS ABSENT:

Jennifer L. Brunner
James E. Kunk
Robert J. Weiler

3. APPROVAL OF AGENDA

Ricksecker motioned to approve the Agenda. Proctor seconded the motion. Motion passed.

4. APPROVAL OF APRIL 23, 2014 REGULAR BOARD OF TRUSTEES MEETING MINUTES

Treneff motioned to approve the May 28, 2014 regular Board meeting minutes as distributed. Zitzke seconded the motion. The minutes were approved as distributed.

5. APPROVAL OF APRIL 30, 2014 SPECIAL BOARD WORKSHOP

Treneff motioned to approve the March 26, 2014 Board Governance Committee meeting minutes as distributed. Ricksecker seconded the motion. The minutes were approved as distributed.

6. COMMENTS OR STATEMENTS FROM THE AUDIENCE

Mrs. Eva Crawley, a customer and resident of the Franklin Park area, spoke about the Transit System Review and the negative impacts she feels it would have on the residents of her neighborhood. Chair Tyler Lee said no final decisions have been made and encourages participation at upcoming public service change meetings.

7. PRESIDENT'S REPORT

President Stitt announced that COTA's Administrative Office building at 33 N. High Street, a 110 year old building, has been added to the National Register of Historic Places.

President Stitt gave an update on CBUS service, and announced that it is going very well. The service has been well received throughout the community, and each week ridership has grown.

President Stitt commended Marchelle Moore, Vice President, Legal Affairs/General Counsel, for becoming an Adjunct Professor at Capital University Law School teaching a course on the responsibilities and challenges of in-house Corporate Counsel.

President Stitt presented Tom Belcher, Don Readnour and Steve Woods, members of COTA's Vehicle Maintenance Roadeo Team, with the 40 for 40 President's Award for representing COTA at the 2014 APTA International Bus Roadeo, and placing first in the Bus Defect Inspection Competition.

Marion White, Vice President of Finance/CFO, gave an overview of the first year of the CNG transition. White said COTA has saved approximately \$564,000 in fuel costs in the first full year of CNG operations.

8. COMMITTEES:

A. HUMAN RESOURCES COMMITTEE -- HARRY W. PROCTOR, CHAIR

2014-27 - AUTHORIZING THE IMPLEMENTATION OF COMPENSATION AND CLASSIFICATION STUDY RECOMMENDATIONS

Kristen Treadway, Vice President of Human Resources, presented this resolution. She said in April 2013, the Human Resources Department presented a recommendation to the Board to proceed with a comprehensive compensation and classification review of COTA's administrative positions' salary structure and market competitiveness. Following a competitive bid process, Evergreen Solutions, LLC was awarded the contract to serve as the consultant to perform the analysis. Recommendations were presented to the Board of Trustees at the Board Retreat on May 23, 2014 by Dr. Jeffrey Ling, Vice President, Evergreen Solutions, LLC. Recommendations included implementation of a salary structure with 24 pay grades, 60% range spreads, and 7.5% progression between pay grades. Treadway said employee salaries were positioned into the new pay grades based on prior experience and education.

Dr. Mabel Freeman, Vice Chair of the Human Resources Committee, stated that Dr. Ling did a great job presenting the results of the compensation and classification study on May 23. She said the plan is reasonable and it is time to modify the pay bands since it has been a very long time since changes have been made to the pay bands. Chair Tyler Lee said the plan allows COTA to be more competitive in the market and fairly compensates current employees.

Ricksecker motioned for approval of this Resolution. Zitzke seconded the motion. Motion was approved.

B. OPERATIONS COMMITTEE – WILLIAM A. ANTHONY, CHAIR

2014-28 - AUTHORIZING A CONTRACT WITH CUMMINS BRIDGEWAY, LLC FOR THE PURCHASE OF REPLACEMENT PARTS FOR CUMMINS ENGINES USED IN TRANSIT COACHES

Clinton Forbes, Vice President of Operations, presented this resolution. He said this resolution authorizes COTA to enter into a contract with Cummins Bridgeway, LLC for the purchase of replacement parts for Cummins engines used in transit coaches for a total expenditure not to exceed One Million One Hundred Forty-Five Thousand Thirty and 84/100 Dollars (\$1,145,030.84) for the period commencing July 1, 2014 and expiring June 30, 2015.

Ricksecker motioned for approval of this resolution. Proctor seconded the motion. Motion was approved.

2014-29 - AUTHORIZING A CONTRACT WITH BTMC CORPORATION FOR THE PURCHASE OF REPLACEMENT PARTS FOR CUMMINS ENGINES USED IN TRANSIT COACHES

Clinton Forbes, Vice President of Operations, presented this resolution. He said this resolution authorizes COTA to enter into a contract with BTMC Corporation for the purchase of replacement parts for Cummins engines used in transit coaches for a total expenditure not to exceed Three Hundred Eighty-Seven Thousand Three Hundred-Twenty-Six and 23/100 Dollars (\$387,326.23) for the period commencing July 1, 2014 and expiring June 30, 2015.

Proctor motioned for approval of this resolution. Ryan seconded the motion. Motion was approved.

C. COMMUNICATIONS/MARKETING COMMITTEE – JAMES E. DALEY, CHAIR

2014-30 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH DYNAMIT TECHNOLOGIES, LLC FOR WEB AND MOBILE SITE DEVELOPMENT AND DESIGN

Marty Stutz, Vice President of Corporate Communications, Marketing & Customer Service, presented this resolution. He said Resolution No. 2012-81 authorized a contract with Dynamit Technologies, LLC for web and mobile site development and design for a total expenditure not to exceed One Hundred Forty-Five Thousand Seven Hundred Eighty and 00/100 Dollars (\$145,780). The contract was increased by Twenty-Nine Thousand One Hundred Fifty-Six and 00/100 Dollars (\$29,156) under the President/CEO's delegated authority for an additional search engine function. Additional expenditures in the amount of Forty-Four Thousand Two Hundred Thirteen and 00/100 Dollars (\$44,213) are required for the completion of real time functionality on the web site.

This resolution authorizes COTA to increase the contract with Dynamit Technologies, LLC for web and mobile site development and design by Forty-Four Thousand Two Hundred Thirteen and 00/100 Dollars (\$44,213), from a total not to exceed One Hundred Seventy-Four Thousand Nine Hundred Thirty-Six and 00/100 Dollars (\$174,936) to a total not to exceed Two Hundred Nineteen Thousand One Hundred Forty-Nine and 00/100 Dollars (\$219,149).

Trefff motioned for approval of this resolution. Ryan seconded the motion. Motion was approved.

D. PLANNING COMMITTEE – MABEL G. FREEMAN, CHAIR

2014-31 – AUTHORIZING A GENERAL WARRANTY DEED FOR .014 ACRES OF TAX PARCEL NUMBER 222-004643 TO THE CITY OF NEW ALBANY, OHIO FOR THE RIGHT-OF-WAY ALONG FOREST DRIVE

Michael L. Bradley, Vice President of Planning and Service Development, presented this resolution. He said on December 10, 2013, COTA purchased 2.451 acres in New Albany for the construction of a new park and ride. As part of the park and ride development, a bus turnout was developed for the boarding and alighting of passengers. The turnout extends into COTA's parcel and in order for the City of New Albany to maintain the turnout, it is necessary to dedicate that portion of property which is COTA's to the City of New Albany. He said staff recommends that a general warranty deed be granted to the City of New Albany for .014 acres on Parcel 222-004643 located along Forest Drive.

Daley motioned for approval of this resolution. Zitzke seconded the motion. Motion was approved.

E. FINANCE/AUDIT COMMITTEE – JAMES E. KUNK, CHAIR

2014-32 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH ALTERRA REAL ESTATE ADVSIORS FOR REAL ESTATE BROKERAGE AND PROPERTY MANAGEMENT SERVICES

Marion White, Vice President of Finance/CFO, DBE Compliance Officer, presented this resolution. He said COTA is currently engaged in a contract for real estate brokerage and property management services with Alterra Real Estate Advisors. The current contract balance is \$402,358. Projected expenditures for the period from April 1, 2014 through November 30, 2014 amount to \$1,005,661; therefore additional funds in the amount of \$603,303 are required for this contract. The additional funding would pay for the planned renovation of restrooms on the tenant floors at the 33 N. High Street facility, additional expenditures related to the severe winter, including HVAC services, snow and ice removal, and the replacement of the cooling tower coils on the roof at the 33 N. High Street facility which was severely damaged from the cold temperatures.

Trefff motioned for approval of this resolution. Ryan seconded the motion. Motion was approved.

2014-33 – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH GUTKNECHT CONSTRUCTION COMPANY FOR IMPROVEMENTS TO THE SPRING STREET AND COMMONS TRANSIT TERMINALS

Marion White, Vice President of Finance/CFO, DBE Compliance Officer, presented this resolution. He said Resolution No. 2014-12 authorized a contract with Gutknecht Construction Company for improvements to the Spring Street and Commons transit terminals for a total expenditure of Four Million Five Hundred Ninety-Nine Thousand and 00/100 Dollars (\$4,599,000). White said due to unforeseen conditions and code requirements, additional funds will be needed to complete the improvements to the Spring Street and Commons transit terminals.

This resolution authorizes COTA to increase the value of the contract with Gutknecht Construction Company for improvements to the Spring Street and Commons transit terminals by a total not to exceed Six Hundred Sixty-Four Thousand Four Hundred Thirty-Nine and 00/100 Dollars (\$664,439).

Freeman motioned for approval of this resolution. Ryan seconded the motion. Motion was approved.

2014-34 – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH JRED SERVICES, LLC FOR COTA BUS PASSENGER SHELTER CLEANING SERVICES

Marion White, Vice President of Finance/CFO, DBE Compliance Officer, presented this resolution. He said this resolution authorizes COTA to exercise the option to renew the contract with JRED services, LLC for bus passenger shelter cleaning services for One Hundred Thirty-six Thousand one Hundred Fifty 00/100 Dollars (\$136,150) for one additional year commencing July 1, 2014 and expiring June 30, 2015.

Treney motioned for approval of this resolution. Zitzke seconded the motion. Motion was approved.

FINANCE REPORT

Marion White, Vice President of Finance/CFO, DBE Compliance Officer, reported April fixed route ridership of 1,563,742 was 3,941 or 0.3% below prior year and 10,647 or 0.7% below budget, reversing the gains made in March as March was above prior year and budget.

White said year-to-date fixed route ridership is 172,795 or 2.8% below prior year, and 198,844 or 3.2% below budget comparing favorably to March year to date of 3.7% and 4.1% respectively. He said while these numbers are below expectations, the trend is improving when compared to January and February when the shortfall compared to prior year was as high as 8.9%.

White reported April fixed route passenger revenue of \$1,647,976 was \$13,459 or 0.8% below prior year and \$10,051 or 0.6% below budget. Year-to-date fixed route passenger revenue is \$168,003 or 2.6% below prior year and \$166,758 or 2.6% below budget.

9. OTHER BUSINESS

President Stitt announced that Art Guzetti, Vice President of Policy for the American Public Transit Association, and John Carroll, a developer head of Portland Streetcar from Portland, Oregon will be speaking at the CMC Forum today at noon on the return of investment of public transit.

10. EXECUTIVE SESSION

Tyler Lee motioned to move into Executive Session to review the employment and compensation of a public employee pursuant to Ohio Revised Code Section 121.22(G)(1). Treney seconded the motion. Motion unanimously passed.

Freeman motioned to move out of Executive Session. Ryan seconded the motion. Motion unanimously passed.

11. UPCOMING MEETING

Chair Tyler Lee announced the next regular meeting of the Board will be held on Wednesday, June 25, 2014, 8:00 a.m. in the William G. Porter Boardroom.

12. ADJOURNMENT

Anthony motioned to adjourn. Ricksecker seconded the motion. Motion passed.

Adopted: June 25, 2014

Signed: Tyler Lee
 Chair, Board of Trustees

Attest: [Signature]
 President/CEO