



**JUNE 22, 2016
OF THE CENTRAL OHIO TRANSIT AUTHORITY
BOARD OF TRUSTEES
W. G. PORTER BOARDROOM, 33 N. HIGH STREET**

MINUTES

1. CALL TO ORDER

Chair, Jean Carter Ryan, called the meeting to order at 8:00 a.m.

2. OATHS OF OFFICE

Amy Schmittauer and Richard Zitzke were administered the Oath of Office. Both were appointed by the City of Columbus to a three-year term ending April 2019.

3. ROLL CALL

BOARD MEMBERS PRESENT

Jean Carter Ryan, Chair
Trudy Bartley, Vice Chair
Brett Kaufman
Donald B. Leach
David M. Norstrom
Gina Ormond
Letty Schamp
Amy M. Schmittauer

BOARD MEMBERS ABSENT

William Anthony
Philip Honsey

4. APPROVAL OF THE JUNE 22, 2016 BOARD OF TRUSTEES REGULAR MEETING AGENDA

Bartley motioned to amend the agenda to remove Resolution 2016-52 from the Consent Agenda. Ormond seconded the motion. Motion passed. Bartley motioned to approve the amended June 22, 2016 Board of Trustees Regular Meeting Agenda. Ormond seconded the motion. Motion passed.

5. APPROVAL OF THE MAY 25, 2016 REGULAR BOARD OF TRUSTEES MEETING MINUTES

Schmittauer motioned to approve the May 25, 2016 Regular Board of Trustees Meeting Minutes. Kaufman seconded the motion. Motion passed.

6. COMMENTS OR STATEMENTS FROM THE AUDIENCE

No comments from the audience.

7. PRESIDENT'S REPORT

Curtis Stitt, President/CEO, gave the President's report. He addressed the passing of Jim O'Neil by reflecting on Jim's career at COTA and asking the meeting attendees to remember him with a moment of silence.

Stitt recognized Letty Schamp, Trustee, for her participation in MORPC's Commuter Challenge and using alternative transportation. He commended her for using COTA as transportation to and from her Board Orientation, as well as today's Board Meeting, and for becoming engaged with COTA very early on in her appointed term.

Stitt introduced Richard Crockett, Columbus Chapter President of the Conference of Minority Transportation Officials (COMTO), who reflected on COTA's longstanding partnership with COMTO and commitment to the DBE community. Mr. Crockett shared that he is advocating for maintaining support for COTA so it can continue offering safe, reliable and cost-effective service to the community.

Quincy Howard, DBE/Contracts Administrator, gave a presentation on the Disadvantaged Business Enterprise (DBE) program.

Stitt updated the Board about a customer complaint and allegation of discrimination that arose following the interruption of service, which occurred on Line #83 on June 2. The incident received attention on social media and, subsequently, on traditional media.

8. PRESENTATIONS AND ACCOMPANYING RESOLUTIONS, IF APPROPRIATE

- TITLE VI – ELLIOTT DOZA, PROJECT MANAGER SERVICE PLANNING

Elliott Doza, Project Manager Service Planning, provided a presentation on Title VI. He reported that the Federal Transit Administration (FTA) requires the Board of Trustees to have an understanding of and approve the Title VI analysis.

Title VI is a Federal law found within the Civil Rights Act of 1964; created to prevent discrimination of minorities by federally funded entities. FTA creates Title VI regulations to ensure agencies comply with the law. COTA adopts the required policies and procedures to comply with FTA regulations and submits a program every three years.

Four policies adopted by Board of Trustees in 2013 as required by the FTA are:

1. Major Service Change - A change in service hours on a bus line of 25% or more will require an analysis.
2. Disparate Impact - If major service change analysis uncovers an impact negatively affecting minority populations 20% greater than that of non-minority populations actions must be taken to mitigate the impact.

3. Disproportionate Burden - If major service change analysis uncovers an inequality burdening low-income populations 20% greater than that of non-low-income populations actions should be taken to mitigate the impact.
4. Fare Equity Analysis - Any change in fare requires analyses on minority and low-income populations.

Doza went through the evaluation process for each policy. A draft report will be available by June 24 and a resolution seeking approval of the program will be presented at the July 27 Board meeting. September 20 is the deadline for submittal to FTA.

9. COMMITTEE(S):

A. PLANNING COMMITTEE - GINA ORMOND, CHAIR

2016-43 - AUTHORIZING THE SALE OF 1.314 ACRES OF REAL PROPERTY (FRANKLIN COUNTY PARCEL NUMBER 09-008248) TO WHITEHALL COMMUNITY IMPROVEMENT CORPORATION

Mike Bradley, Vice President, Planning and Service Development, presented this resolution. He said COTA owns and maintains a park and ride facility at the intersection of Broad and Schofield Streets in the City of Whitehall. The property consists of 148 parking spaces. COTA's use of the parking spaces is substantially less. The City of Whitehall approached COTA about splitting the 2.039 acre parcel. The Whitehall Community Improvement Corporation wishes to purchase 1.314 acres for additional parking capacity for two adjacent employers to utilize. COTA will retain 0.725 acres, which would include 58 parking spaces and would meet COTA's needs.

This resolution authorizes COTA to enter into a contract with Whitehall Community Improvement Corporation for the sale of 1.314 acres of real property for One Hundred Thousand 00/100 Dollars (\$100,000).

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

B. FINANCE/AUDIT COMMITTEE

Trustee Philip Honsey chaired the Finance Committee.

2016-52 - AUTHORIZING A CONTRACT WITH CNA FOR THE PURCHASE OF COMMERCIAL PROPERTY INSURANCE FOR THE PERIOD COMMENCING JULY 1, 2016 THROUGH JUNE 30, 2017

This resolution was pulled from the Consent Agenda at the request of Trustee Donald Leach. Leach asked staff to explain the evaluation process. Jeffrey Vosler, CFO/Vice President, Finance presented this resolution. He said COTA retains Willis of Ohio as an insurance broker. Willis has evaluated COTA's policy needs and has solicited bids from five (5) highly rated insurance carriers. The most economical and reliable choice was CNA with a renewal premium of \$180,196

covering \$242.7 million in assets under the policy for the term of July 1, 2016 through June 30, 2017. For comparison, the previous policy limit was \$217.1 million of coverage at an annual premium of \$161,443.

While CNA, the incumbent, was the only company that submitted a bid, Willis advised COTA that the price was fair and reasonable. The property rate quoted is flat compared to 2015-2016 coverage with the increase in premium due to increased property values (11.7%).

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

FINANCE REPORT

Jeffrey Vosler, CFO/Vice President, Finance/DBE Officer reported May ridership fell short of both prior year and budget. Ridership was 1.8% below prior year and 4.5% below budget. Year-to-date fixed route ridership is above prior year by 0.2% but below budget by 1.2%.

Vosler reported that May passenger revenue was 4.5% below prior year and 7.6% below budget. Year to date passenger revenue is below budget by 3.2% and below prior year by 1.5%.

10. CONSENT AGENDA

Chair Jean Carter Ryan presented the following resolutions by Consent Agenda:

2016-44 - AUTHORIZING A CONTRACT FOR RIGHTOF-WAY SITE WORK FOR THE CMAX - CLEVELAND AVENUE BUS RAPID TRANSIT (BRT) PROJECT

2016-45 - AUTHORIZING A CONTRACT WITH DECAMIL FOR THE PURCHASE OF SHELTERS AND MARKERS FOR THE CMAX - CLEVELAND AVENUE BUS RAPID TRANSIT (BRT) PROJECT

2016-46 - AUTHORIZING A CONTRACT WITH THE CITY OF COLUMBUS FOR CONSTRUCTION ADMINISTRATION SERVICES FOR THE CMAX - CLEVELAND AVENUE BUS RAPID TRANSIT (BRT) PROJECT

2016-47 - AUTHORIZING A CONTRACT FOR THE PURCHASE OF BUS STORAGE BATTERIES FOR TRANSIT COACHES

2016-48 - AUTHORIZING A CONTRACT WITH GILLIG, LLC FOR THE PURCHASE OF MISCELLANEOUS PARTS FOR TRANSIT COACHES

2016-49 - AUTHORIZING A CONTRACT WITH LEVEL 3 FINANCING, INC. FOR TELECOMMUNICATION NETWORK SERVICES

2016-50 - AUTHORIZING A CONTRACT WITH SHI INTERNATIONAL CORPORATION FOR A MICROSOFT SELECT AGREEMENT

