



JANUARY 25, 2017
BOARD OF TRUSTEES MEETING
W. G. PORTER BOARDROOM, 33 N. HIGH STREET

MINUTES

1. **CALL TO ORDER**

Chair, Jean Carter Ryan, called the meeting to order at 8:08 a.m.

2. **ROLL CALL**

BOARD MEMBERS PRESENT

Jean Carter Ryan, Chair
Trudy Bartley
Donald Leach
David Norstrom
Gina Ormond
Letty Schamp
Amy Schmittauer
Craig Treneff
Richard Zitzke

BOARD MEMBERS ABSENT

Philip Honsey

3. **APPROVAL OF THE JANUARY 25, 2017 BOARD OF TRUSTEES MEETING AGENDA**

Treneff motioned to approve the January 25, 2017 Board of Trustees Meeting Agenda. Leach seconded the motion. Motion passed.

4. **APPROVAL OF THE DECEMBER 15, 2016 BOARD OF TRUSTEES MEETING MINUTES**

Zitzke motioned to approve the December 15, 2016 Board of Trustees Meeting Minutes. Leach seconded the motion. Motion passed.

5. **COMMENTS OR STATEMENTS FROM THE AUDIENCE**

There were no comments or statements from the audience.

6. **PRESIDENT'S REPORT**

President Stitt gave no formal report. Jean Carter Ryan read Resolution 2017-02, Commending Brett Kaufman. Kaufman resigned from the Board on December 12, 2016 due to work commitments.

7. COMMITTEES:

A. FINANCE COMMITTEE- CRAIG TRENEFF, CHAIR

• REPORT ON JANUARY 25, 2017 FINANCE COMMITTEE MEETING

Craig Treneff reported that the Finance Committee met earlier today and reviewed COTA's cash portfolio, the Energy Price Risk Management Program, and an the annual Disadvantaged Business Enterprise (DBE) Goal for Fiscal Year 2017. The Committee also approved Resolution 2017-01, the level of compensation payout for the 2016 Performance Incentive Compensation (PIC) program performance. The Committee also reviewed the 2017 PIC goals.

Jeffrey Vosler, VP, Finance/CFO, presented the following resolutions:

RESOLUTION 2017-03 - APPROVING THE 2017 PERFORMANCE GOALS FOR COTA'S PERFORMANCE INCENTIVE COMPENSATION (PIC) PROGRAM

The Board of Trustees approved COTA's 2017 PIC Program goals. The PIC Program was created to promote a performance driven organization. This resolution establishes targets and goals for each key performance metric for 2017. Consistent with the PIC Program objective of developing a performance driven organization, the goals reflect challenging targets, focusing on continuous improvement in both operational and management efficiencies while maintaining the high levels of performance achieved to date.

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

RESOLUTION 2017-04 - AUTHORIZING APPROVAL OF THE ANNUAL DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL FOR FISCAL YEAR 2017

All FTA grant recipients are required to establish goals for potential contracting opportunities for certified DBE suppliers. This resolution establishes an annual DBE goal of 11% for Federal Transit Administration (FTA) assisted contracts and 15% for non-FTA assisted contracts for an overall DBE goal of 12.9% for fiscal year 2017.

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

B. TECHNOLOGY COMMITTEE - GINA ORMOND, CHAIR

• REPORT ON JANUARY 18, 2017 TECHNOLOGY COMMITTEE MEETING

Gina Ormond provided an update on the January 18 Technology Committee meeting. The Committee discussed WiFi for customers and the project to replace COTA's fare collection system. Micheal Carroll, VP of Information Technology, gave an update to the Board of Trustees on both projects. Carroll presented the following resolutions for consideration.

RESOLUTION 2017-05 - AUTHORIZING A CONTRACT WITH GENFARE, A DIVISION OF SPX CORPORATION, FOR A FARE MANAGEMENT SYSTEM

This resolution allows COTA to engage in a contract with Genfare, a Division of SPX Corporation, for a new fare management system for a total expenditure not to exceed \$6,841,708.65. This contract is for the purchase of technology that will replace all of the current fare boxes on our fixed route fleet with an enhanced technology fare collections system that will support a multi-modal, account based system to accept cash, magnetic cards, smart cards and mobile tickets. Additionally, for the first time, COTA will install fare validators on the Mobility Services fleet that will permit traceable fare collection, smart card and mobile tickets.

COTA will also replace or upgrade the current ticket vending machines vault system, probing system and point of sale devices. This will allow for multiple forms of payments and various media issuance, such as smart cards and mobile tickets in addition to standard cards/tickets. It will also permit online payments without the need to visit a COTA ticketing location.

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

RESOLUTION 2017-06 - AUTHORIZING A CONTRACT WITH TRAPEZE SOFTWARE GROUP, INC. FOR THE PURCHASE AND INSTALLATION OF PASS-RANGER DIRECTIONAL UNITS FOR THE MOBILITY SERVICES FLEET

This resolution allows COTA to enter into a contract with Trapeze Software Group, Inc. for the purchase and installation of PASS-Ranger directional units for the Mobility Services fleet for a total expenditure of \$419,295.17. This project will replace all of the current directional units on our Mobility Services fleet to an updated technology solution.

In addition to installing a new mobile data computer to handle electronic dispatching and turn by turn navigation, this project will upgrade the current software to a newer solution of PASS-WEB that will also introduce online booking options for our customers. Dispatchers can make schedule changes throughout the day which will be sent immediately to the driver's Ranger device and drivers can accept trips with a single click eliminating the need for phone or radio communications.

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

RESOLUTION 2017-07 - AUTHORIZING A CONTRACT WITH ZED DIGITAL FOR THE DESIGN, DEVELOPMENT AND DELIVERY OF AN INTERACTIVE WEBSITE AND DATA MANAGEMENT SYSTEM

This resolution allows COTA to enter into a contract with ZED Digital for the design, development and delivery of an interactive website and data management system for a total expenditure not to exceed \$349,450. This funding will replace the current cota.com website and back-office website data management system. The final product will be incorporated into our new fare management system and real-time data feeds to significantly ensure our customer's online experience and be ready to integrate with emerging technologies in the future.

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

C. PLANNING COMMITTEE – PHILIP HONSEY, CHAIR

- REPORT ON JANUARY 11, 2017 PLANNING COMMITTEE MEETING

Letty Schamp gave an update on the January 11 Planning Committee Meeting. The Committee received updates on the Short-Range Transit Plan, Transit System Redesign, and NextGen project.

RESOLUTION 2017-08 - AUTHORIZING A CONTRACT WITH R.W. SETTERLIN BUILDING COMPANY FOR A SATELLITE COMPRESSED NATURAL GAS (CNG) FUELING FACILITY

This resolution allows COTA to enter into a construction contract with R.W. Setterlin Building Company for a satellite CNG fueling facility for a total expenditure of \$3,319,000. The CNG Satellite Fueling Station is planned to be constructed for use by both the City of Columbus (COC) and the public. The CNG Satellite Fueling Station includes eight fueling dispensers with four dedicated to the COC's use and the remaining four for public use. The satellite fueling station allows COC to refuel its vehicles, which are located across the street from COTA's facility in a new maintenance facility. An agreement with the COC will reimburse COTA for the costs of the design, construction of the facility and splitting the costs of the canopy and the right-of-way work necessary for the fueling station.

President Stitt said this project has been in the works with the City of Columbus for several years. The project is an excellent example of a public-public partnership. COTA and the City have worked together to maximize public resources and taxpayer dollars by sharing the infrastructure needed to build and operate the fueling station.

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

8. CONSENT AGENDA

Jean Carter Ryan presented the following resolutions by Consent Agenda:

RESOLUTION 2017-09 - AUTHORIZING THE DESIGNATION OF SELF-INSURANCE AND CAPITAL GRANT MATCHING FUNDS

RESOLUTION 2017-10 - AUTHORIZING EXPENDITURES FOR THE CONTRACT WITH EITEL'S TOWING, INC. FOR THE PURCHASE OF VEHICLE TOWING SERVICES

RESOLUTION 2017-11 - AUTHORIZING EXPENDITURES FOR THE CONTRACT WITH A TO Z PROPERTY MAINTENANCE, INC. FOR PRIORITY ONE BUS STOP SIDEWALK DEVELOPMENT – PACKAGE ONE

RESOLUTION 2017-12 - AUTHORIZING AN AGREEMENT AND DECLARATION OF CERTAIN CONVENANTS WITH THE CITY OF COLUMBUS, OHIO FOR THE MAINTENANCE OF THE TRAFFIC SIGNAL AT INTERSECTION OF THE PUBLIC RIGHT-OF-WAY OF MCKINLEY AVENUE AND CENTRAL AVENUE

RESOLUTION 2017-13 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH DECAMIL FOR THE PURCHASE OF SHELTERS AND MARKERS FOR THE CLEVELAND AVENUE BUS RAPID TRANSIT (BRT) PROJECT

RESOLUTION 2017-14 – AUTHORIZING A CONTRACT WITH DECKER CONSTRUCTION FOR COTA BOARDWALK STREET BUS STOPS

RESOLUTION 2017-15 – AUTHORIZING ADDITIONAL EXPENDITURES WITH THE CITY OF COLUMBUS FOR REAL ESTATE ACQUISITION SERVICES FOR THE CMAX – CLEVELAND AVENUE BUS RAPID TRANSIT (BRT) PROJECT

Zitzke motioned to approve these resolutions. Leach seconded the motion. Motion passed.

9. OTHER BUSINESS

No other business came before the Board.

10. EXECUTIVE SESSION

Zitzke motioned to enter into Executive Session to review and discuss the employment and compensation of a public employee pursuant to Ohio Revised Code Section 121.22 (G)(1). Bartley seconded the motion. A roll call vote was taken and the motion passed unanimously.

Executive session ended.

11. MEETING CALENDAR

The calendar listed the Committee and Board meeting scheduled for February/March 2017 as follows.

- February 22, 8 a.m. - Board of Trustees Meeting
- February 22, Immediately following Board of Trustees Meeting- Communications & Marketing Committee Meeting
- March 8, 10 a.m. - Planning Committee Meeting
- March 15, 9 a.m. - Technology Committee Meeting
- March 22, 8 a.m. - Board of Trustees Meeting
- March 22 - Immediately following Board of Trustees Meeting- Governance Committee Meeting

Adopted: February 22, 2017

Signed: 
Chair, Board of Trustees

Attest: 
President/CEO