



**FEBRUARY 6, 2017**  
**OPERATIONS COMMITTEE MEETING**  
**MINUTES**  
**WILLIAM G. PORTER BOARDROOM**  
**33 N. HIGH STREET**

1. CALL TO ORDER

Chair Donald Leach called the meeting to order at 9:00 a.m. Trustee David Norstrom was also in attendance.

2. 2017 OPERATIONS COMMITTEE FOCUS

Leach began the meeting by reading the role of the Operations Committee, according to the Board Governance Guidelines: "The Operations Committee is to provide oversight and guidance, as needed, to the COTA Board, President/CEO and Vice President of Operations regarding COTA's transportation for fixed-route, paratransit and alternative mobility services. The Committee provides high-level oversight and counsel on key policy issues relevant to the delivery of transportation services safety, security, efficiency, reliability and cost-effectiveness."

Leach asked if the Operations Committee definition or scope should be modified. Trustee Norstrom feels that the general description is good. Leach agreed that the role of the Committee would not be modified.

The President/CEO provided a history on how COTA's committees were scheduled in the past. The difference between special and regular committees was discussed. Stitt said a special meeting is called on an as-needed basis and the committee is only permitted to discuss items listed in the notice of the meeting and the meeting agenda. A committee meeting can be scheduled on a regular basis and can be cancelled if not needed and the committee is not confined to agenda items only.

Leach asked if COTA has a written description of items considered to be Consent Agenda. Stitt said we do not have an official definition, but the resolutions on a Consent Agenda are generally routine matters and are a matter of efficiency for the Board. Stitt said the Leadership team reviews the Board agenda and makes the final decision. Trustees are permitted to remove resolutions from the consent agenda. Staff was asked to define Consent Agenda items versus regular items which should go through Committee.

Staff was asked to schedule a special meeting of the Operations Committee to discuss the upcoming Paratransit contract which will be brought before the February 22 Board meeting. The Committee also discussed setting a date for a March committee meeting. Vice President of Operations Emille Williams, said he believes it is a good idea to hold regular committee meetings to provide updates to the Board and to receive guidance.

3. STRATEGIC PLANS AND OPERATIONAL ALIGNMENT

Vice President of Operations Emille Williams said staff needs to begin discussing with the Board some of the implications with the Smart Cities project and how COTA must operate and partner according to FTA Guidelines, more specifically the implication as it relates to autonomous vehicles, mobility operations, and COTA's long-range plans. The BRT project, which is a part of the Smart Cities project, is progressing and there are some operational aspects that need to be considered such as traffic prioritization. Leach said this should be an item of discussion at the Board retreat.

The 25 x 25 Plan was briefly discussed. Stitt said a consultant will be engaged to help COTA with the process within the next year.

4. OPERATIONAL METRICS

Leach stated that the Board receives a monthly report on operational metrics but he finds it difficult to understand without knowing the history. Williams said these comparisons can be challenging since some transit systems do not follow the strict definitions of measurement. Stitt said the current trends and more detailed information are depicted on the PIC (Performance Incentive Compensation) reports. Williams was asked to provide a report on metrics at an upcoming Operations Committee meeting.

5. ADJOURNMENT

Leach motioned to adjourn. Norstrom seconded the motion. The meeting adjourned at 11:19 a.m.

Adopted: \_\_\_\_\_ April 26, 2017

Signed: \_\_\_\_\_

Chair, Operations Committee

Attest: \_\_\_\_\_

President/CEO