



**NOVEMBER 15, 2017
BOARD OF TRUSTEES MEETING
WILLIAM G. PORTER BOARDROOM**

MINUTES

1. CALL TO ORDER

Trudy Bartley, Vice Chair of the Board of Trustees, called the meeting to order at 8:05 a.m.

2. ROLL CALL

BOARD MEMBERS PRESENT

Trudy Bartley, Vice Chair
Donald Leach
David Norstrom
Gina Ormond
Letty Schamp
Michael Stevens
Craig Treneff

BOARD MEMBERS ABSENT

Jean Carter Ryan, Chair
Philip Honsey
Amy Schmittauer

3. APPROVAL OF THE NOVEMBER 15, 2017 BOARD OF TRUSTEES MEETING AGENDA

Treneff motioned to approve the November 15, 2017 Board of Trustees meeting agenda. Leach seconded the motion. Motion passed.

4. APPROVAL OF THE REGULAR OCTOBER 25, 2017 BOARD OF TRUSTEES MEETING MINUTES

Schamp motioned to approve the regular October 25, 2017 Board of Trustees meeting minutes. Stevens seconded the motion. Motion passed.

5. COMMENTS OR STATEMENTS FROM THE AUDIENCE

There were no comments from the audience.

6. PRESIDENT'S REPORT

Emille Williams, Interim President/CEO, gave the President's Report. Williams requested a moment of silence for Operator Thomas Rains who passed away on November 4.

Williams shared highlights from the veteran recognition ceremony that COTA held for employees on November 9. More than 60 of the 105 active service members employed at COTA attended. Special guest Clarence Mingo, Franklin County Auditor and veteran, shared his experiences serving in the United States Army. Williams recognized the Human Resources division for their work in organizing the event.

Williams shared information about the 13th Annual Statewide Tribute to Rosa Parks, "The Power of One" on December 4 and 5. The celebration is hosted by COTA, The Ohio State University and Congresswoman Joyce Beatty, and includes a Community Leaders Forum, Panel Discussion and Children's Assembly.

Williams shared that he served as a panelist for a discussion about downtown development hosted by the young professionals group of the Association for Corporate Growth on November 1.

Williams announced that COTA is not pursuing a fare adjustment or change in fare policy at this time. He proposed evaluating fares in 2018 once there is a complete year of data about the impacts of the Transit System Redesign. Over the next 12 months, he plans to engage COTA's stakeholders in an effort to provide more context about COTA's fare policies and how they impact the provision of public transit service in our community, as well as influence how we responsibly and reliably plan for the future of transit in our region.

7. COMMITTEES:

A. COMMUNICATIONS/MARKETING COMMITTEE - AMY SCHMITTAUER, CHAIR

Marty Stutz, Vice President Communications, Marketing & Customer Service, gave a report on the November 1 Communications and Marketing Committee meeting. He shared that the Committee received presentations about the Fall Marketing Campaign as well as launch activities for the CMAX.

B. ADVANCEMENT PROGRAM STEERING COMMITTEE – JEAN CARTER RYAN, CHAIR

Trudy Bartley announced that the Chair of the Advancement Program Steering Committee was absent from the meeting, therefore the report on the November 2 Special Advancement Program Steering Committee meeting will be moved to December 13.

C. FINANCE COMMITTEE – CRAIG TRENEFF, CHAIR

Craig Treneff, Chair of the Finance Committee, gave a report on the November 8 Finance Committee meeting. The Committee reviewed the preliminary 2018 budget. A final proposed budget will be presented at the December 6 Finance Committee meeting. The budget will be revised once the results of labor negotiations are known. Jeff Vosler, Vice President of Finance/CFO, gave a brief overview of the November Finance report.

D. SELECTION COMMITTEE – TRUDY BARTLEY, CHAIR

Trudy Bartley, Chair of the Selection Committee, gave a report on the activities of the Committee and on the November 11 Special Selection Committee meeting. She shared that there are 16 national and international candidates for the President/CEO position, and that the committee has decided to move forward with interviewing three of the candidates. The committee expects to announce the new President/CEO during the first quarter of 2018.

E. TECHNOLOGY COMMITTEE – GINA ORMOND, CHAIR

RESOLUTION NO. 2017-109 - AUTHORIZING A CONTRACT WITH TRAPEZE SOFTWARE GROUP, INC. FOR A MOBILE DATA COMPUTER SOLUTION FOR THE COTA MOBILITY SERVICES FLEET

Micheal Carroll, Vice President, Technology, presented this resolution. This resolution authorizes COTA to enter into a contract with Trapeze Software Group, Inc. for a mobile data computer solution for the COTA Mobility Services fleet for a total expenditure not to exceed \$650,259.13. This project will replace all of the directional units on our Mobility Services fleet with current technology that introduces the ability for passengers to make advanced reservations via the internet, as well as manage their existing reservations to reschedule or cancel an appointment. This project also adds real-time recalculation to dispatch that automatically updates a driver's manifest in the event of a cancellation that sends the nearest vehicle to an appointment based on GPS location. This contract with Trapeze Software Group, Inc. shall also include a five-year warranty on the hardware and software.

Norstrom moved to approve this resolution. Schamp seconded the motion. Motion approved.

RESOLUTION NO. 2017-110 - AUTHORIZING A CONTRACT WITH T-MOBILE FOR PASSENGER WIFI SERVICES

Micheal Carroll, Vice President, Technology, presented this resolution. This resolution authorizes COTA to enter into a requirements contract with T-Mobile USA, Inc. for customer Wi-Fi internet services for the period commencing January 1, 2018 and expiring December 31, 2018 for a total expenditure not to exceed \$180,000. This project continues the service to customers for the free Wi-Fi solution implemented in August 2017 for the entire fixed route fleet. In 2018 we will be adding free customer Wi-Fi to our 80 Mobility Services fleet vehicles and additional transit centers as construction is completed. This project provides 4G cellular unlimited and unthrottled data services to all riders at no cost to the rider.

Leach moved to approve this resolution. Ormond seconded the motion. Motion approved.

F. OPERATIONS COMMITTEE – DONALD LEACH, CHAIR

RESOLUTION NO. 2017-111 - AUTHORIZING A LEASE AGREEMENT WITH ENTERPRISE FLEET MANAGEMENT FOR NON-REVENUE VEHICLES

Matt Allison, Interim Vice President, Operations presented this resolution. This resolution authorizes COTA to enter into a capital lease agreement with Enterprise Fleet Management, Inc. for ten, 2018 Dodge Grand Caravan minivans for a total expenditure not to exceed \$228,943.60.

These vehicles will be used for shuttle services between the McKinley and Fields stations and points of relief on crosstown routes. With the implementation of the TSR, the number of crosstown routes has increased significantly, requiring additional buses to perform relief runs throughout the day. These vehicles will provide some relief and opportunity to perform

regularly scheduled maintenance without interruptions necessitated by the increased relief runs. This project would save an estimated \$200,000 per year in fuel and maintenance costs.

Leach moved to approve this resolution. Stevens seconded the motion. Motion approved.

8. CONSENT AGENDA

Vice Chair Trudy Bartley presented the following resolutions by consent agenda:

Resolution No. 2017-112 - Authorizing a Contract with JRED Services, LLC for Downtown and BRT Bus Passenger Shelter Cleaning Services

Resolution No. 2017-113 - Authorizing Expenditures for the Purchase of Services from the Columbus Police Department

Resolution No. 2017-114 - Authorizing Additional Expenditures for the Contract with Complete General Construction Company for the Right-Of-Way Work for the Cleveland Avenue Bus Rapid Transit Project

Resolution No. 2017-115 - Authorizing Expenditures for the Contract with First Transit, Inc. for Transportation Services for Seniors and Individuals with Disabilities

Leach motioned to approve these resolutions. Treneff seconded the motion. Stevens abstained on Resolution No. 2017-113. Motion passed.

9. OTHER BUSINESS

No other business came before the Board.

10. MEETING CALENDAR

The following meetings were announced:

December 6, 8:00 a.m. – Finance Committee (Budget), William G. Porter Boardroom
December 6, 2:00 p.m. – Advancement Program Steering Committee, William G. Porter Boardroom
December 13, 8:00 a.m. – Board of Trustees, William G. Porter Boardroom
December 13, immediately following Board – Communications/Marketing Committee, William G. Porter Boardroom

11. EXECUTIVE SESSION

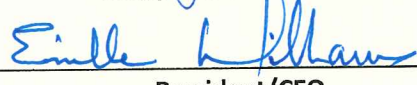
Treneck motioned to enter into Executive Session for the purpose of preparing for collective bargaining pursuant to ORC 121.22(G)(4). Schamp seconded the motion. A roll call vote was taken and the vote passed unanimously. Leach motioned to exit Executive Session. Schamp seconded the motion. A roll call vote was taken and the vote passed unanimously. Motion passed.

12. ADJOURNMENT

The meeting adjourned at 8:46 a.m.

Adopted: December 13, 2017

Signed: 
Chair, Board of Trustees

Attest: 
President/CEO