



**JANUARY 26, 2014 REGULAR MEETING  
OF THE CENTRAL OHIO TRANSIT AUTHORITY  
BOARD OF TRUSTEES**

**WILLIAM G. PORTER BOARDROOM  
33 N. HIGH STREET**

**MINUTES**

1. Chair Dawn Tyler Lee called the Board of Trustees meeting to order at 8:00 a.m.

2. ROLL CALL

BOARD MEMBERS PRESENT:

Dawn Tyler Lee, Chair  
William A. Anthony, Jr.  
Jennifer L. Brunner (8:30 a.m.)  
Mabel Freeman, Ph.D.  
James E. Kunk  
Harry W. Proctor  
J. Cleve Ricksecker  
Jean Carter Ryan  
Craig P. Treneff  
Richard R. Zitzke

BOARD MEMBERS ABSENT:

James E. Daley  
Robert J. Weiler, Sr.

3. APPROVAL OF AGENDA

Carter Ryan motioned to approve the Agenda. Proctor seconded the motion. Motion passed.

4. APPROVAL OF DECEMBER 18, 2013 REGULAR BOARD OF TRUSTEES MEETING MINUTES

Proctor motioned to approve the December 18, 2013 Regular Board Meeting Minutes as distributed. Treneff seconded the motion. The Minutes were approved as distributed.

5. COMMENTS OR STATEMENTS FROM AUDIENCE

There were no comments or statements from the audience.

6. PRESIDENT'S REPORT

In celebration of COTA's 40<sup>th</sup> Anniversary, President Stitt is recognizing employees who go above and beyond their normal job functions and responsibilities in exhibiting the values of COTA. Three employees were recognized at today's meeting. Operator Sandra Oltmann was recognized for her driving skills that likely saved a man's life during an incident in December 2013. The man was riding his bicycle on a snow covered lane on N. High Street when he lost control and fell directly in front of the bus driven by Operator Oltmann. Operator Oltmann drove the bus onto the sidewalk to avoid running over the man.

Amanda Brooks, Interim Director of Security, was recognized for her assistance in identifying a man suspected of committing crimes in the OSU area. Amanda saw a news video of a suspect in several incidents in the OSU area and believed it was the same man who had previously been banned from COTA's buses for committing similar crimes. Amanda recognized the suspect and informed one of COTA's special duty police officers who notified the sergeant in charge of the campus area investigation. Shortly thereafter, the suspect was arrested.

Carol Perkins, Director of Mobility Services, was honored for 30 years of service. Carol began her career at COTA in 1984 as Chief Clerk in the Cashier Department. During her tenure she held the positions of Claims Adjuster, Industrial Safety Administrator, Manager of Personnel, and Director of Compliance. In 2003 she was promoted to Director of Mobility Services. President Stitt said Carol has served COTA and the residents of central Ohio with distinction. January 31 will mark Carol's retirement from COTA.

7. NEW BOARD MEMBER OATH OF OFFICE

Jennifer L. Brunner was sworn in as a member of the Board of Trustees. Trustee Brunner was appointed by the City of Columbus; her term will expire April 2016. Jennifer Brunner served as Secretary of State of Ohio from 2007 - 2011 and as a state trial court Judge of the Common Pleas Court of Franklin County (Columbus, Ohio) from 2000 - 2005. She is the founding partner of the Brunner Quinn law firm, having launched it as a sole practitioner in 1988, as the state's first law practice focused on election law.

8. COMMITTEE REPORTS:

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

James Kunk reported that the Finance Committee met earlier today to consider Resolution 2014-01, Approving the level of Compensation payout for the 2013 Performance Incentive Compensation (PIC) Plan. The PIC program is comprised of two full-time employee groups; employees who work in the Mobility Management Department and the remainder of the administrative (non-represented) staff. Based on the performance results for the PIC metrics in 2013, management recommended a total PIC payout of \$307,516; 3.6% for administrative employees in the Mobility Management Department and 4.15% for all other administrative employees. This Resolution was approved by the Finance Committee.

2014-02 - APPROVING THE PERFORMANCE GOALS FOR COTA'S 2014 PERFORMANCE INCENTIVE COMPENSATION (PIC) PLAN

Marion White, Vice President of Finance/CFO, presented this Resolution. He said the Performance Incentive Compensation (PIC) Plan was created to promote a performance driven organization. The purpose of this Resolution is to approve PIC goals for each key performance metric for the year 2014. The goals were established based on a critical review of past performance and changes in the operating environment. White said consistent with the PIC program objective of developing a performance driven organization, the goals reflect challenging targets, focusing on continuous improvements in both operational and management efficiencies. White presented the 2014 Performance Incentive Compensation goals and requested Board approval.

Treneff motioned to approve this Resolution. Proctor seconded the motion. Motion passed.

2014-03 - AUTHORIZING APPROVAL OF THE ANNUAL DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL FOR FISCAL YEAR 2014

Marion White, Vice President of Finance/CFO, presented this Resolution. White said pursuant to federal regulations, all FTA grant recipients are required to establish annual Disadvantaged Business Enterprise (DBE) goals for potential contracting opportunities for certified DBE suppliers. In 2011, the FTA mandated that DBE goals for federally assisted projects would be developed for three year periods. Staff has established an annual DBE goal of 14.2% for federally assisted projects for fiscal years 2012 through 2014. Additionally, staff has established a goal of 20.5% for all non-federally assisted projects for 2014. This brings the overall DBE goal to 18.0% for the Authority.

Ricksecker motioned to approve this Resolution. Carter Ryan seconded the motion. Motion passed.

2014-04 - AUTHORIZING THE DESIGNATION OF SELF-INSURANCE AND CAPITAL GRANT MATCHING FUNDS

Marion White, Vice President of Finance/CFO, presented this Resolution. He said COTA is party to numerous federal and state grant contracts which require local matching funds. COTA desires to designate the funds associated with these programs in accordance with the Governmental Accounting Standards Board Statement 34 (GASB 34) requirements and Generally Accepted Accounting Principles (GAAP). This Resolution authorizes COTA to maintain funds designated for the Self-Insurance Program at Fifteen Million and 00/100 Dollars (\$15,000,000) and funds designated as local matching share for federal and state grants as of December 31, 2013 at Seven Million Three Hundred Sixty Two Thousand Nine Hundred Seventeen 00/100 Dollars (\$7,362,917).

Ricksecker motioned to approve this Resolution. Carter Ryan seconded the motion. Motion passed.

- FINANCE REPORT – MARION WHITE, VICE PRESIDENT FINANCE/CFO

White reported that ridership was 106,813 rides or 0.6% above budget but virtually flat, 0.3% above, compared to the prior year. White said the 2013 ridership of 18,472,039 equates to 20.11 rides per service hour which is below budgeted rides per hour of 20.43 (1.6%) and 2012 riders per hour of 21.39 (6.0%). White said passenger revenue was down \$66,018 or 0.3% compared to the budget.

B. OPERATIONS COMMITTEE – WILLIAM A. ANTHONY, CHAIR

2014-05 - AUTHORIZING A CONTRACT WITH REPUBLIC DIESEL FOR THE PURCHASE OF DETROIT DIESEL AND ALLISON PARTS FOR TRANSIT COACHES

This Resolution authorizes COTA to enter into a contract with Republic Diesel for the purchase of Detroit Diesel and Allison parts for transit coaches for a total expenditure not to exceed One Hundred Fourteen Thousand Seven Hundred Sixty-Nine and 10/100 Dollars (\$114,769.10) for the period commencing March 1, 2014 and expiring February 28, 2015.

Zitzke motioned to approve this Resolution. Proctor seconded the motion. Motion passed.

2014-06 - AUTHORIZING A CONTRACT WITH W.W. WILLIAMS MIDWEST, INC. FOR THE PURCHASE OF DETROIT DIESEL AND ALLISON PARTS FOR TRANSIT COACHES

This Resolution authorizes COTA to enter into a contract with W.W. Williams Midwest, Inc. for the purchase of Detroit Diesel and Allison parts for transit coaches for a total expenditure not to exceed One Hundred Thirty-Nine Thousand One Hundred Eighty-Eight and 17/100 Dollars (\$139,188.17) for the period commencing March 1, 2014 and expiring February 28, 2015.

Treneff motioned to approve this Resolution. Zitzke seconded the motion. Motion passed.

2014-07 - AUTHORIZING A CONTRACT WITH RUSH TRUCK CENTERS OF OHIO FOR THE PURCHASE OF DETROIT DIESEL AND ALLISON PARTS FOR TRANSIT COACHES

This Resolution authorizes COTA to enter into a contract with Rush Truck Centers of Ohio for the purchase of Detroit Diesel and Allison parts for transit coaches for a total expenditure not to exceed Two Hundred Thirty-Four Thousand Seven Hundred Seventy-Nine and 88/100 Dollars (\$234,779.88).

Freeman motioned to approve this Resolution. Kunk seconded the motion. Motion passed.

2014-08 - AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH ARROW UNIFORM FOR THE FURNISHING OF SERVICE CLOTHING

This Resolution authorizes COTA to increase the value of the contract with Arrow Uniform, for the third year of the contract, for the furnishing of service clothing by Forty Thousand Five Hundred and 00/100 Dollars (\$40,500), from a total not to exceed One Hundred Seventy-Five Thousand One Hundred Ninety-Three and 88/100 Dollars (\$175,193.88) to a total not to exceed Two Hundred Fifteen Thousand Six Hundred Ninety-Three and 88/100 Dollars (\$215,693.88).

Proctor motioned to approve this Resolution. Kunk seconded the motion. Motion passed.

9. OTHER BUSINESS

Chair Tyler Lee congratulated President/CEO Curtis Stitt on his 15<sup>th</sup> year COTA anniversary.

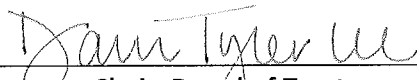
10. NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES

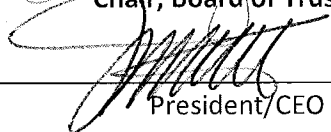
Chair Tyler Lee announced that the next meeting will be held on February 26, 2014, 8 a.m., in the W. G. Porter Boardroom.

11. ADJOURNMENT

The meeting adjourned at 9:36 a.m.

Adopted: February 26, 2014

Signed:   
Chair, Board of Trustees

Attest:   
President/CEO