



**SEPTEMBER 28, 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 8:05 a.m.

2. **ROLL CALL**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

William Anthony  
Brett Kaufman  
Richard Zitzke

3. **APPROVAL OF THE SEPTEMBER 28, 2016 BOARD OF TRUSTEES REGULAR MEETING AGENDA**

Norstrom motioned to approve the September 28, 2016 Board of Trustees Regular Meeting Agenda. Honsey seconded the motion. Motion passed.

4. **APPROVAL OF THE JULY 27, 2016 REGULAR BOARD OF TRUSTEES MEETING MINUTES**

Treneff motioned to approve the July 27, 2016 Regular Board of Trustees Meeting Minutes. Leach seconded the motion. Motion passed.

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

Willis Brown, a representative from the Near East Area Commission, commended Eva Crawley, a COTA customer and resident of the Franklin Park area, for her regular updates about COTA at each of their meetings. He recommended that COTA honor her with a COTA pass.

Eva Crawley spoke about her continuing efforts to communicate with the community and advocate on behalf of public transportation. Curtis Stitt, President/CEO, thanked Mrs. Crawley for her "advocacy, tireless support and for challenging us."

6. PRESIDENT'S REPORT

President Stitt updated the Board on COTA's levy renewal and community outreach efforts.

President Stitt recognized the winners of the Local Roadeo:

- Bus Roadeo: 1st place - Lloyd Lester; 2nd place - Howard Yoder; and 3rd place - Carolyn Lesle.
- Maintenance Roadeo: 1st place - Joel Chesser, Don Readnour, and Jamie Shaner; 2nd place - Bob Bing and Robert Mikes
- Paratransit Roadeo: 1st place - Mark Haynes; 2nd place - Shawn Green; 3rd place - Carla Pannell

Micheal Carroll, Director of IT, assisted President Stitt with a demonstration of BoardPaq, a secure portal on iPad, Windows and Web devices that allows for planning, running and managing paperless board meetings. COTA has adopted the new technology and will begin using the portal for the October 2016 Board meeting.

7. COMMITTEE(S):

A. FINANCE COMMITTEE – CRAIG TRENEFF, CHAIR

Jeff Vosler, CFO/VP of Finance/DBE Compliance Officer, introduced Timothy Kraft, representing the Office of the Auditor of State. Mr. Kraft presented COTA with the Auditor of State Award with Distinction for the fourth year in a row. The award recognizes excellence in financial reporting. Entities must receive a clean audit opinion and file a Comprehensive Annual Financial Report (CAFR) with the Government Finance Officers Association.

Craig Treneff introduced Brad Billet of Clark Schaeffer Hackett, who presented the audit review for Fiscal Year ending Dec. 31, 2015. Mr. Billet reported that the Audit received a clean opinion with no significant deficiencies.

Resolution 2016-63 - Accepting the Audit Performed By Clark Schaefer Hackett for Fiscal Year Ending December 31, 2015

Clark Schaefer Hackett has completed their audit of COTA's financial statements for the fiscal year ending December 31, 2015. The auditors have issued an unmodified ("clean") opinion on these financial statements, and their related reports on internal controls and compliance with federal and state regulations indicate no material findings. This Resolution authorizes COTA to accept the fiscal year ending 2015 audit performed by Clark Schaefer Hackett.

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

Resolution 2016-64 – Authorizing a Free Fare Day for Veterans in Recognition of Veterans Day

Russ Arnold, Director of Marketing, presented this resolution. In recognition of Veterans Day, COTA will honor military veterans and thank them for their service by providing the opportunity for approximately 67,000 veterans in Franklin County to try out COTA services for a day. This Resolution authorizes COTA to provide free rides for all veterans and active duty persons in observance of Veterans Day.

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

B. TECHNOLOGY COMMITTEE – GINA ORMOND, CHAIR

Gina Ormond provided an update on the September 9, 2016 Technology Committee meeting. This was the first meeting of this Committee.

C. OPERATIONS COMMITTEE – DONALD LEACH, CHAIR

Resolution 2016-65 – Authorizing a Contract with Securitas Security Services Inc., for Security Guard Services

Glenn Taylor, Director of Security, presented this Resolution. This contract will provide twenty-four hour per day coverage for all four facilities. The total current annual number of hours of security coverage is 12,048 hours. Under the proposed contract, the total number of hours of coverage will increase to 16,368, an estimated 36% increase in security services. Based upon the number of security coverage hours current versus proposed, the hourly rate will be increased by \$5.32 per hour. In addition to the 24/7 increase in services, the contractor will provide patrol vehicles to patrol the McKinley Avenue facilities and the Fields Avenue campus. Factors initiating the additional security services are: the Transit System Redesign (TSR), which will provide additional service hours to include Sunday; the renovation of the Easton Transit Center, which will increase service entering the terminal; the CMAX Bus Rapid Transit (BRT) project, and the final phase of the renovation of the McKinley Avenue facility. The increase in security services is recommended in order to provide the safest and most secure environment for COTA employees and customers, as well as to protect the hundreds of millions of dollars in assets owned by COTA, which include 998,737 square feet under roof. This Resolution authorizes COTA to enter into a requirements contract with Securitas Security Services USA, Inc. for security guard services for a total expenditure not to exceed \$1,377,271.12.

Donald Leach abstained. Treneff motioned to approve the resolution. Ormond seconded the motion. Motion passed.

A. PLANNING COMMITTEE – PHILIP HONSEY, CHAIR

Honsey provided an update on the September 21, 2016 Planning Committee meeting.

Mike Bradley reported that COTA has been nominated by the Milo Grogan Area Commission for the 2016 Community Arts Partnership Award, Large Business category, for our Shelter Art Program. The Shelter Art Program has been in progress for the past two years and will come to fruition in 2017. The project will feature work by local artists at 33 specially designed stations for the new CMAX Cleveland Avenue Bus Rapid Transit (BRT) project that will run between Columbus State Community College and the Northland community. By launching this community-based art project, COTA has provided an opportunity for some economically challenged communities to come together, collaborate, develop and actively engage in the arts and with professional artists. The winners will be announced on October 13.

Mike Bradley provided an update on the Bus Rapid Transit (BRT) Project. He presented the following resolution.

Resolution 2016-66 – Authorizing a Contract with Gutknecht Construction for Construction of the Northland Transit Center

The Northland Transit Center is the end of the line for CMAX BRT service and the beginning of the line for the enhanced local service that is part of the CMAX BRT project. At this location, a transit center with passenger indoor waiting lobby, outdoor canopy, six bus bays, and 62 Park & Ride spaces will be constructed. The planned service for the transit center will be utilized by the CMAX, Cleveland Avenue local route, and the crosstown SR 161 route. This Resolution authorizes COTA to enter into a construction contract with Gutknecht Construction for the construction of the Northland Transit Center for a total expenditure of \$3,025,000.

Leach abstained. Honsey motioned to approve this resolution. Norstrom seconded the motion. Motion passed.

8. CONSENT AGENDA

Jean Carter Ryan presented the following resolutions by consent agenda:

Resolution 2016-67 - Authorizing an Extended Warranty Agreement with Safety Vision, LLC for All Digital On-Board Monitoring and Surveillance Systems

Resolution 2016-68 - Authorizing a Contract with Time Warner Entertainment Company, L.P. for Internet and Network Services

Resolution 2016-69 - Authorizing Additional Expenditures for the Contract with Mid-City Electric Company for an On-Call Electrical Contractor for COTA Facilities

Resolution 2016-70 - Authorizing an Agreement with Columbus City Schools for a Discount Pass Program

Resolution 2016-71 - Authorizing Access Easements for the Transit System Redesign (TSR)

Leach abstained from voting on 2016-69 and 2016-70. Schmittauer motioned to approve these resolutions. Bartley seconded the motion. Motion passed.

9. OTHER BUSINESS

No other business came before the Board.

10. MEETING CALENDAR

The meeting calendar was listed on the agenda.

11. ADJOURNMENT

The meeting adjourned at 9:16 a.m.

Honsey motioned to adjourn the meeting. Norstrom seconded the motion. Motion passed.

**Adopted:** October 26, 2016

**Signed:** \_\_\_\_\_  
**Chair, Board of Trustees**

**Attest:** \_\_\_\_\_  
**President/CEO**