



**BOARD OF TRUSTEES
JUNE 25, 2014
REGULAR MEETING**

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

MINUTES

1. Chair Tyler Lee called the Board of Trustees meeting to order at 8:05 a.m.

2. **ROLL CALL**

BOARD MEMBERS PRESENT:

BOARD MEMBERS ABSENT:

Dawn Tyler Lee, Chair
J. Cleve Ricksecker, Vice Chair
William A. Anthony, Jr.
Jennifer Brunner
James E. Daley
Mabel Freeman, Ph.D.
James E. Kunk
Harry W. Proctor
Jean Carter Ryan
Craig P. Treneff
Richard R. Zitzke

Robert J. Weiler

3. **APPROVAL OF AGENDA**

Ryan motioned to approve the agenda. Daley seconded the motion. Motion passed.

4. **APPROVAL OF MAY 23, 2014 SPECIAL BOARD OF TRUSTEES MEETING MINUTES**

Daley motioned to approve the May 23, 2014 Special Board of Trustees Meeting Minutes as distributed. Treneff seconded the motion. The minutes were approved as distributed.

5. **APPROVAL OF MAY 28, 2014 REGULAR BOARD OF TRUSTEES MEETING MINUTES**

Treneff motioned to approve the May 28, 2014 Regular Board of Trustees Meeting Minutes as distributed. Ryan seconded the motion. The minutes were approved as distributed.

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

Mrs. Eva Crawley, a customer and resident of the Franklin Park area, addressed the Board regarding the Transit System Review (TSR). She said she has learned a great deal about the TSR by attending public meetings.

7. PRESIDENT'S REPORT

Curtis Stitt, President/CEO, expressed his desire to remain COTA's President/CEO for three additional years in order to continue the plan that has been outlined to move COTA forward into the future.

8. COMMITTEES:

A. OPERATIONS COMMITTEE – WILLIAM A. ANTHONY, JR., CHAIR

- COTA'S ANNUAL BUS, VEHICLE MAINTENANCE AND MAINSTREAM (PARATRANSIT) ROADEO

Clinton Forbes, Vice President, Operations announced the winners of COTA's Annual Bus, Vehicle Maintenance and Mainstream (Paratransit) Roadeo which was held on June 7, 2014. Howard Yoder placed first in the fixed route category. Carla Green placed first in the Mainstream (paratransit) category. Team Tom Belcher, Don Readnour and Steve Woods placed first in the Vehicle Maintenance category. Winners were presented with plaques.

B. HUMAN RESOURCES COMMITTEE – HARRY W. PROCTOR, CHAIR

2014-35 – AUTHORIZING AN EMPLOYMENT CONTRACT FOR THE PRESIDENT/CEO

Kristen Treadway, Vice President, Human Resources, presented this resolution. She said this resolution authorizes COTA to enter into an Employment Agreement with W. Curtis Stitt effective July 1, 2014. The term of the Agreement will begin on July 1, 2014 and shall terminate on June 30, 2017.

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

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

Larry Weeks and Brad Billet, Clarke Schaefer Hackett, presented the 2013 Audit results for consideration.

2014-36 – ACCEPTING THE AUDIT PERFORMED BY CLARK SCHAEFER HACKETT FOR FISCAL YEAR ENDING DECEMBER 31, 2013

Marion White, Vice President, Finance/CFO, presented this resolution. He said Clark Schaefer Hackett has completed their audit of COTA's financial statements for the fiscal year ending December 31, 2013. The auditors have issued a "clean" opinion on these financial statements and their related reports on internal controls and compliance with federal and state regulations indicate no material findings. He said based on the results of the 2013 audit, management is hereby presenting the 2013 Audit Report to the Board of Trustees for acceptance.

Ryan motioned to accept this resolution. Zitzke seconded the motion. Treneff abstained. Motion passed.

2014-37 – AUTHORIZING A CONTRACT WITH CNA FOR THE PURCHASE OF COMMERCIAL PROPERTY INSURANCE FOR THE PERIOD COMMENCING JULY 1, 2014 THROUGH JUNE 30, 2015

Marion White, Vice President, Finance/CFO, presented this resolution. He said COTA retains Willis of Ohio as an insurance broker. Willis has evaluated COTA's policy needs and has solicited bids from twenty highly rated insurance carriers. The most economical and reliable choice was CNA. This resolution authorizes COTA to enter into a contract with CNA for the purchase of commercial property insurance for a one-year period from July 1, 2014 through June 30, 2015 for a price of One Hundred Sixty Thousand One Hundred Forty-Five and 00/100 Dollars (\$160,145).

Treneff motioned to accept approval of this resolution. Proctor seconded the motion. Motion passed.

2014-38 – AUTHORIZATION TO ADOPT A TAX BUDGET FOR FISCAL YEAR ENDING DECEMBER 31, 2015 AND TO SUBMIT THE 2014 TAX BUDGET TO THE FRANKLIN COUNTY AUDITOR

Marion White, Vice President, Finance/CFO, presented this resolution. He said the Ohio Revised Code requires COTA to adopt a tax budget for the fiscal year ending December 31, 2015. The Ohio Revised Code also requires COTA to submit the 2014 Tax Budget to the Franklin County Auditor no later than July 20, 2014. The purpose of a tax budget is to estimate the succeeding year's revenues and expenses and submit the current year's budget as adopted by the Authority.

Daley motioned to accept approval of this resolution. Zitzke seconded the motion. Motion passed.

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

White reported May fixed route ridership of 1,564,031 was 2.1% above prior year and 2.5% above budget. Year-to-date fixed route ridership is 1.8% below prior year and 2.1% below budget. He said ridership continues to improve compared to the end of January when ridership was 8.9% below prior year and 9.3% below budget.

White reported that 29,500 rides were taken on the new downtown CBUS service in the month of June; 18 rides per service hour were taken, exceeding the initial program goal of 15 rides per service hour.

COTA's May year-to-date financial results reflected a \$6.9 million increase in working capital. The year-to-date increase in working capital of \$12.6 million funded local capital projects of \$5.7 million resulting in an increase of \$6.9 million in working capital year-to-date.

Total operating revenue for the month of May of \$10.6 million was .7% above budget. May fixed route passenger revenue is flat with prior year and 1.6% above budget. Year-to-date passenger revenue is 2.1% below prior year and 1.8% below budget.

May sales tax receipts were 5.6%, higher than May 2013, and more than budget by \$49,000 or 0.6%. Year-to-date sales tax receipts are \$1.8 million or 4% higher than prior year but \$457,000 or 1% below budget.

D. COMMUNICATIONS/MARKETING COMMITTEE – JAMES E. DALEY, CHAIR

2014-39 – AUTHORIZING AN EXTENSION OF THE AGREEMENT WITH THE OHIO STATE UNIVERSITY FOR A STUDENT TRANSIT PASS PROGRAM

Marty Stutz, Vice President, Communications, Marketing, and Customer Service, presented this resolution. He said this resolution authorizes COTA to enter into an agreement with The Ohio State University (OSU) to extend the existing discount pass program that provides unlimited bus service on all COTA routes to the participating student population. The extension will commence with the OSU summer quarter 2014 and terminate at the end of the spring quarter 2015. The fare for the pass program shall be \$13.50 per semester or term. This program contributes significantly to daily ridership, a major COTA strategic objective. It exposes the benefits of mass transit to a large group of potential long-term riders and supporters.

Daley motioned to accept approval of this resolution. Freeman seconded the motion. Motion passed.

E. PLANNING COMMITTEE – DR. MABEL G. FREEMAN, CHAIR

Matt Selhorst, HDR Engineering and Tony Slanec, OHM Advisors provided an update on the Bus Rapid Transit Project.

9. OTHER BUSINESS

Ginny Barry, Director, Service Analysis & Scheduling, provided a report on service planned for Red, White & BOOM! 2014. This year, Express service to the Boom will be provided from seven Park & Rides.

10. UPCOMING MEETING

Chair Tyler Lee announced that the next regular meeting of the next Regular meeting of the Board will be held on Wednesday, July 23, 2014, 8:00 a.m. A Finance Committee will be held at 7:45 a.m. prior to the Board meeting. Both meetings will be held in the in the William G. Porter Boardroom.

11. ADJOURNMENT

Anthony motioned to adjourn. Ricksecker seconded the motion. Motion passed.

Adopted: July 23, 2014

Signed: 
Chair, Board of Trustees

Attest: 
President/CEO