



**OCTOBER 24, 2018
BOARD OF TRUSTEES MEETING
WILLIAM G. PORTER BOARDROOM
8:00 a.m.**

MEETING MINUTES

1. **CALL TO ORDER**

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

2. **ROLL CALL**

BOARD MEMBERS PRESENT

Trudy Bartley, Chair
Cathy De Rosa
Thomas Grote
Craig Treneff
Amy Landino
Marlon Moore
David Norstrom
Letty Schamp
Michael Stevens

BOARD MEMBERS ABSENT

Jean Cart Ryan
Gina Ormond
Timothy Skinner

3. **APPROVAL OF THE SEPTEMBER 26, 2018, 2018 BOARD OF TRUSTEES MEETING MINUTES**

Trustee Bartley motioned to approve the September 26, 2018 Board of Trustees Meeting Minutes.

Trustee Treneff seconded the motion. Motion passed.

4. **APPROVAL OF THE OCTOBER 17, 2018 SPECIAL BOARD OF TRUSTEES MEETING MINUTES**

Trustee Bartley motioned to approve the September 26, 2018 Board of Trustees Meeting Minutes and the October 17, 2018 Special Board of Trustees Meeting Minutes. Trustee Norstrom seconded the motion. Trustees Stevens abstained. Motion passed.

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

No comments from the audience.

6. PRESIDENT'S REMARKS

Joanna Pinkerton provided a highlight what's going on in our community with Free Fares for Veteran's and the grand opening of the National Veterans Museum and Memorial on Saturday, October 27, 2018. COTA was honored to be included by the Columbus Downtown Corporation and Columbus 2020 Partnership, and the meeting with General Michael Ferriter, President and CEO of the National Veterans Museum and Memorial who shared his vision of the museum being a resource for our nation and connecting veterans and their stories. General Ferriter communicated the importance of education outreach and transportation are to make a person's accessible. COTA has twice the national average of self-identified veterans. Proposing Free Fares and all of our busses will be identified on Saturday, October 24, 2018, November 9, 2018 through November 12, 2018 will run a banner thanking our veterans.

Julie LaSusa, Glenn Taylor and COTA Veterans formed the Veterans resource group. COTA will be incorporating this concept of business resource groups throughout the Company to support various issues.

The TWU Local 208 made a push to support our Veterans. Joanna transitioned to commenting on the ratification of the union contract that provides more training to our workforce, tiers in our vehicle maintenance department. Joanna thanked the Board for their support.

Joanna goes on to communicate the new class of Operators that will be rolling out in the next six to nine months, concept of flexible and on-demand. We have to put into practice deciding the right neighborhoods need access and service; what community issues we need to solve.

Trustee Bartley commented on the milestone on the passage of the contract, thanking every person who was engaged in the monumental passing of the union contract and really adds to where the future of transit authority is going. Trustee Bartley went on to thank everyone for their great work.

7. GOVERNANCE COMMITTEE REPORT – TRUDY BARTLEY, CHAIR

Trustee Bartley made the audience aware that the Board meetings will be earlier due to the holiday season and that each chair can meet those dates. We amended the resolution that was passed back in April 2018 to change out the Secretary to Melinda Raymond who is replacing Tracy Spikes.

8. EXTERNAL STAKEHOLDER RELATIONS COMMITTEE REPORT

Trustee Moore communicated from their meeting on October 15, 2018, Patrick Harris provided recommendations from the Greater Ohio Policy Center around strategies for increased public

transportation funding, and unfortunately those funding sources are a long shot. COTA is looking to put together its own strategic initiatives as it relates to engage local legislatures to see how we can increase funding.

Trustee Moore communicated the statewide tribute to Rosa Parks and for the Board to come out to support the Rosa Parks event on December 3, 2018 and December 4, 2018.

Trustee Moore also communicate about the committee's discussion around commuter ads and non-rider survey update to be brought to the Board at a later date. Also discuss about a COTA Advisory Panel that serves as a liaison to the cul-de-sac and Belinda shared with the committee the new structure. This structure will be shared to the Board at a later date. Lastly, our commitment to Veterans, Trustee Moore expressed his excitement to move forward with developing business resource groups to develop the culture of inclusion and offering Free Fare Day for the Veterans. Laura Koprowski presented the Free Fare Resolution for consideration. Trustee Moore commented that there is minimal financial impact for the Free Fare service. Laura Koprowski presented an image of the wrapped bus and provided the route update. Trustee Schamp asked if we are working with the hotels in the downtown area with guest that will be attending the event to be aware of COTA's service. This may encourage the guest to use the Airconnect or COTA as their transportation when revisiting Columbus.

Trustee Bartley motioned to approve the resolution. Trustee Stevens seconded the motion. Motion passed.

RESOLUTION NO. 2018-91 - AUTHORIZING FREE FARE DAYS FOR VETERANS IN RECOGNITION OF NATIONAL VETERANS MEMORIAL AND MUSEUM GRAND OPENING AND VETERANS DAY

Trustee Moore asking for any additional comments from the committee. No additional comments.

9. STRATEGIC AND OPERATIONAL PLANNING COMMITTEE REPORT - CRAIG TRENEFF, CHAIR

Craig Treneff, Chair of the Strategic & Operational Planning Committee, gave a report on the October committee meeting. The Committee spent about an 1.5 hour discussing the principles aligning the budgeting process with COTA and operating forecast for 2018 and the of extensive sustainability budget long term. At the October 2nd meeting two board resolutions were discussed regarding budgetary policy, one resolution #2010-67 on fiscal policy – principle points of the resolution is the agency is supposed to manage our capital expenditures and monitor our income to balance our budget and taking into account fare revenue recovery. The working capital of our operating expenses

are planned for in the projections through 2027. Strategic replacement of our busses when eligible which is 12 years / 500,000 miles and the transition through diesel fuel.

2000 Fare Policy resolution set a goal of 20% Fare Rate Recovery between Federal and Local share. COTA is operating on a general policy of a 3 year renewal fare increases; with the last fare increase January 1, 2012. This policy will not include a fare increase for January 2019, we would have to start the process earlier in the year to go into effect. Projected 13.8% Fare Recovery for 2018 and budget projections of 13.5% for 2019. Projected out to 2027, COTA would need \$46,332,116 for capital reserve to fund capital projects. Providing we don't raise fares this entire time. Working capital is reserved for current liabilities. The renewable 10 year, 1/4 percent sales and use tax was approved in 2016. Operating budget is \$2 million, higher than plan. We have a history of being 2 or 3 percent under budget. We had some unanticipated costs in maintenance and higher fuel. Trustee Treneff asked, what's the basis of the reduction on the federal revenue? Part of the C-Pass program was providing COTA with some grant funds. We will fall below the safety margin in 2021. The lesson is to "don't grow your business beyond what you can sustain."

Joanna added to our strategic direction and announced we hired Glenn Taylor as Chief Sustainability Officer who will be tasked with looking at all of our practices across COTA to ensure our values, as far as inclusion and equity, financial sustainability and business practices are implemented holistically.

10. PERFORMANCE MONITORING/AUDIT COMMITTEE REPORT – MICHAEL STEVENS, CHAIR

Trustee Stevens was absent from the October 17, 2018 Committee meeting and asked Trustee Norstrom to provide an update. Trustee Norstrom stated the committee reviewed the 3rd quarter report and stated the TSR improved ridership. Trustee Norstrom discussed the subsidy of our downtown service and the two routes to OSU and our Airconnect service both are way out of line and require the committee to discuss at the retreat.

Trustee Bartley asked regarding an update on ridership for Cpass – Jeff Vosler stated you can find it in the report and the trend is continuing to grow. Joanna Pinkerton stated we have seen 3 times as many people signing up in the first 100 days of the 12000 people, including some Board members who have begun using the service. Trustee Bartley commented we need to celebrate and get the message out. People are changing their habits and looking at alternate routes to transportation. In the future have some of the good news types of stories to get out and not kept in writing.

Cathy suggesting a possible advisory group for the Cpass group, to get specific feedback on what is working and not working about the program. Laura Koprowski stated we can look at extending the

current advisory panel. She also stated that the State's downtown partners such as, MORPC are working on a survey to get that feedback. Trustee DeRosa commented we should catch the feedback early. Trustee Bartley commented it's catching on and people are talking about how they can be a part of the Cpass push. The opportunity of hybrid types of Cpass are excellent and having conversation with folks who want to be a part of it.

11. CONSENT AGENDA

Trustee Bartley motioned to approve the following resolutions for Consent. Trustee Norstrom seconded the motion. Motion passed

- RESOLUTION NO. 2018-92 – AUTHORIZING A CONTRACT WITH THE AFTERMARKET PARTS COMPANY LLC FOR THE PURCHASE OF MISCELLANEOUS AIR CONDITIONING PARTS FOR TRANSIT COACHES
- RESOLUTION NO. 2018-93 – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH CLASSIC SOLUTIONS, INC. FOR THE PURCHASE OF JANITORIAL/CLEANING SUPPLIES
- RESOLUTION NO. 2018-94 – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH CUMMINS SALES & SERVICE FOR THE PURCHASE OF MISCELLANEOUS CUMMINS PARTS FOR TRANSIT COACHES
- RESOLUTION NO. 2018-95 – AUTHORIZING A CONTRACT WITH GALLS, LLC FOR THE PURCHASE OF OPERATOR AND SUPERVISOR UNIFORMS
- RESOLUTION NO. 2018-96 – AUTHORIZING A CONTRACT WITH MUSKET CORPORATION FOR THE PURCHASE OF ULTRA-LOW SULFUR DIESEL FUEL FOR TRANSIT COACHES
- RESOLUTION NO. 2018-97 – AUTHORIZING A SCHOOL DISCOUNT PASS PROGRAM

12. OTHER BUSINESS

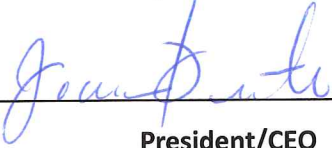
There was no other business brought before the Board.

13. ADJOURNMENT

Trustee Bartley motioned to adjourn the meeting, Trustee Landino seconded the motion, the meeting adjourned at 8:39 a.m.

Adopted: November 14, 2018

Signed: 
Chair, Board of Trustees

Attest: 
President/CEO