

MEETING: COTA BOARD OF TRUSTEES

DATE: WEDNESDAY, APRIL 24, 2019

TIME: 8:00 AM

LOCATION: W. G. PORTER BOARDROOM, 33 NORTH HIGH STREET

MEETING MINUTES

1. CALL TO ORDER

Chair Bartley called the meeting to order at 8:00 AM.

2. ROLL CALL

Board Members Present

Trudy Bartley, Chair
Jean Carter Ryan
Cathy DeRosa
Amy Landino
Marlon Moore
Letty Schamp
Timothy Skinner
Michael Stevens
Craig Treneff

Board Members Absent

Thomas Grote
David Norstrom
Gina Ormond

3. MOTION TO AMEND THE AGENDA

Vice Chair Treneff motioned to amend the agenda to add RESOLUTION NO. 2019 – 33 – AUTHORIZING COMPENSATION FOR THE PRESIDENT/CEO OF THE CENTRAL OHIO TRANSIT AUTHORITY. Trustee Stevens seconded the motion. Motion carries.

4. APPROVAL OF THE MARCH 26, 2019 AND MARCH 27, 2019 BOARD OF TRUSTEES MEETING MINUTES

Trustee Stevens motioned to approve the meeting minutes of the March 26, 2019 and March 27, 2019 Board of Trustees meeting minutes. Vice Chair Treneff seconded. Motion carries.

5. COMMENTS OR STATEMENTS FROM THE AUDIENCE

Dr. Frederic Bertley, President and CEO of COSI, gave remarks regarding the COSI Science Festival taking place from May 1-4 and to express his support for RESOLUTION 2019-23 to allow individuals who are attending the COSI Science Festival to ride COTA for free on Saturday, May 4.

Trustee Stevens motioned to amend the agenda and move up RESOLUTION 2019-23 - AUTHORIZING FREE FARES FOR COTA CUSTOMERS ATTENDING THE INAUGRAL COSI SCIENCE FESTIVAL ON MAY 4, 2019 Trustee Skinner seconded.

RESOLUTION 2019-23 – AUTHORIZING FREE FARES FOR COTA CUSTOMERS ATTENDING THE INAUGRAL COSI SCIENCE FESTIVAL ON MAY 4, 2019

Chair Bartley called for a vote on the resolution. Via voice vote, the motion carries.

6. PRESIDENT'S REMARKS

President and CEO Joanna Pinkerton thanked the Dr. Fredric Bertley and COSI for working with COTA and continuing to be a great partner. The COSI Science Festival builds upon the tremendous success of the Big Explore in December and how COTA steps up to the occasion to move our community.

Board Members will continue to hear about the Strategic Planning process in the committees in May. We have shifted the timeline to the end of May to ensure that we have ample conversations around the Mission and Vision.

The insight2050 Corridor Concepts study will be unveiled on April 30. Partnering with MORPC and the Urban Land Institute, this study will allow our community to examine what would happen if we focus our development on economic corridors. Joanna asked board members to be continue the conversation in their prospective network and communities.

Members of the COTA team visited Seattle at the beginning of April for the ITS America Mobility on Demand Alliance event and benchmarking with King County Metro Transit. They have three Microtransit projects, are transitioning to an electric fleet, and are looking at innovative ways to address congestion. The group learned a lot about vehicle maintenance and how they use predictive analytics in addressing breakdowns and maintenance on their fleet.

RESOLUTION 2019-21 – COMMENDING LETTY SCHAMP, P.E.

Joanna presented the resolution to commend Trustee Schamp for her service to the COTA Board over the last three years, as well as the work that she does in the community.

Trustee Skinner motioned to approve the resolution. Trustee Landino seconded. The motion carries.

RESOLUTION 2019-20 – COMMENDING DAVID M. NORSTROM

Joanna presented the resolution to commend Trustee Norstrom for his service and his forty years of technical expertise.

Trustee Carter Ryan motioned to approve the resolution. Trustee Schamp seconded the motion. Motion carries.

7. GOVERNANCE COMMITTEE REPORT – TRUDY BARTLEY, CHAIR

No report was given.

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

Vice Chair Treneff provided a report of the Strategic and Operations Planning Committee that included presentations on the following:

Customer Service and On-Board Survey Presentation – Elliott Doza and Terri Elder

Elliott Doza, Project Manager, and Terri Elder, Director of Customer Service presented results from Customer Service and On-Board Surveys.

Trustee Landino asked why we do not measure weekend riders as she would like to see us measure weekend trips to gauge to see how the public is using our service outside of work. Trustee DeRosa asked what the big takeaways on things we can improve upon. Terri responded that on time performance is something that we will continue to focus on. Elliot mentioned the fact that the number of households that are in low income categories have decreased by 20% from the last survey. Trustee Moore asked if we could see the demographic breakdown of the riders – including age and geographic location. Trustee Moore also suggested that we report back out to the community that we have taken their concerns to heart. Trustee DeRosa shared that there is a lot of good data in the full presentation and encourages the board to read the data. She also suggests that we need to also look at non-riders.

Strategic Plan Update

The committee reviewed the four guiding principles that make up the strategic plan. The next step will be to see high level initiatives attached to each principle. The committee believed that there should be an extension of time to ensure that the vision and mission statements are incorporated into the strategic planning process.

Trustee Carter Ryan asked if regional perspective or multimodal options will be incorporated into strategic plan principles. Joanna responded that the principle of Provide Mobility Options would encompass the multimodal concept.

Microtransit Update

The plan for Grove City is that there are two service zones. The initial pilot project will be in one zone – the eastern part of the city – that encompasses the Mt. Carmel hospital and other employment zones. We will be using the Ford transit vans that seat six individuals. The pilot is slated for a soft launch on July 15.

Trustee DeRosa emphasized that the survey results indicate that 95% of individuals walk to the bus stop. She feels that this project will address the first/last mile issues. She is curious about what Seattle learned in their microtransit projects are going. Joanna stated that their pilots are very neighborhood focused and vary on the needs of the community.

RESOLUTION 2019-22 - AUTHORIZING AN AGREEMENT FOR AN ON-DEMAND MICROTRANSIT PILOT PROJECT WITH THE CITY OF GROVE CITY

Mike Bradley, Chief Development Officer, presented the resolution to the committee. The MOU with Grove City was signed in March. The resolution before the board is the formal agreement. The pilot will serve 12,000 jobs and 8,000 residents.

Chair Bartley asked Mike to clarify the expenditures. The total expenditure is \$360,000 in Zone 1. This resolution is for the full amount of what it would cost in 2019 calendar year.

Trustee Skinner motioned to approve the resolution. Trustee Landino seconded. Motion carries.

Trustee Stevens mentioned that there is a budget amendment resolution that will be presented during the board meeting that covers the cost of the Microtransit project.

9. EXTERNAL/STAKEHOLDER RELATIONS COMMITTEE REPORT - MARLON MOORE, CHAIR

Trustee Moore provided a report of the External/Stakeholder Relations Committee:

Diversity, Equity, and Inclusion Update

We are in the process of creating a diversity scorecard. The team is working to compile a breakdown of all positions of our workforce diversity numbers. The organization is moving towards establishing employee resource groups – the first of which will be a Veterans Resource Group.

Government Affairs and Corporate Engagement Strategy

Asked the team to put together a wish list in preparation for the meeting with Ohio Department of Transportation Director Jack Marchbanks.

Microtransit Branding Presentation – Pete McGinty, Align2Market

Pete McGinty presented the Microtransit branding recommendation of COTA Plus. He discussed that the internal ideation process was a very inclusive and collaborative process. He recommended that we move to a house of brands in the long-term. Laura Koprowski emphasized that there is now a focus on brand architecture because of Pete’s expertise.

Trustee DeRosa applauded this direction and suggested that we think about having a descriptor word as the second word as part of the brand name. Trustee Landino says that we shouldn’t lose the ground on brand recognition that we have made in the last few years. Trustee Schamp asked that we survey non-riders to see if the branding is intuitive. Trustee DeRosa emphasized that this an important strategic conversation to build equity in COTA for the long-term.

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

Trustee Stevens provided a report on what was discussed in April’s Performance Monitoring/Audit Committee. The committee met and reviewed the resolutions that are on the consent agenda. Trustee Stevens gave a brief budget update – year to date revenue we are ahead of plan. Our year to date expenses are coming in under budget. Our year to date ridership numbers are higher than expected and higher than last year.

11. CONSENT AGENDA

Trustee Carter Ryan motioned to approve the below resolutions. Trustee Skinner seconded. Motion carries.

- RESOLUTION 2019-24 – AUTHORIZING AN AMENDMENT TO RESOLUTION NO. 2018-110 TO REVISE APPROPRIATIONS FOR THE EXPENDITURES OF THE CENTRAL OHIO TRANSIT AUTHORITY FOR THE CALENDAR YEAR ENDING DECEMBER 31, 2019
- RESOLUTION 2019-25 – AUTHORIZING A CONTRACT WITH CUMMINS SALES & SERVICE FOR THE PURCHASE OF MISCELLANEOUS CUMMINS PARTS FOR TRANSIT COACHES
- RESOLUTION 2019-26 – AUTHORIZING A CONTRACT WITH DIESEL INJECTION SERVICE COMPANY INC. FOR THE PURCHASE OF MISCELLANEOUS CUMMINS PARTS FOR TRANSIT COACHES
- RESOLUTION 2019-27 – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH CNG SERVICES, LLC FOR A COMPRESSED NATURAL GAS (CNG) FUELING SYSTEM SERVICES CONTRACTOR FOR COTA FACILITIES
- RESOLUTION 2019-28 – AUTHORIZING A CONTRACT WITH CDW GOVERNMENT LLC FOR THE RENEWAL AND CO-TERMINATION OF SMARTNET LICENSES
- RESOLUTION 2019-29 – AUTHORIZING A CONTRACT WITH WESTERN RESERVE TECHNOLOGY LTD FOR THE PURCHASE OF COMPUTERS, SOFTWARE, SUPPLIES AND SERVICES
- RESOLUTION 2019-30 – AUTHORIZING A CONTRACT WITH SOPHISTICATED SYSTEMS, INC. FOR THE PURCHASE OF COMPUTERS, SOFTWARE, SUPPLIES AND SERVICES
- RESOLUTION 2019-31 – AUTHORIZING A CONTRACT WITH CDW GOVERNMENT LLC FOR THE PURCHASE OF CISCO EQUIPMENT AND LICENSING IN SUPPORT OF IT INFRASTRUCTURE
- RESOLUTION 2019-32 – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH BINDERY & SPECIALTIES PRESSWORKS INC. FOR TIMETABLE PRINTING SERVICES

12. OTHER BUSINESS

No other business before the board.

13. EXECUTIVE SESSION FOR THE PURPOSE TO CONSIDER THE APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION OR COMPENSATION OF A PUBLIC EMPLOYEE OR OFFICIAL

Trustee Carter Ryan made a motion to enter into executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official. Trustee Skinner seconded the motion. The motion was unanimously approved by a roll call vote.

The Board of Trustees entered into Executive Session at 9:11 AM

The Board of Trustees entered into Open Session at 9:51 AM

14. RESOLUTION NO. 2019 – 33 – AUTHORIZING COMPENSATION FOR THE PRESIDENT/CEO

Trustee Skinner made a motion to approve the resolution. Trustee Schamp seconded the motion. Motion carries.

15. MEETING CALENDAR

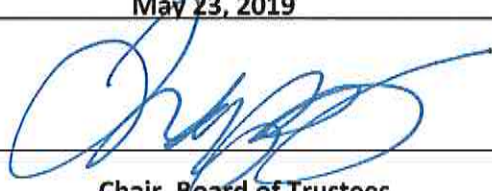
- STRATEGIC AND OPERATIONAL PLANNING COMMITTEE – MAY 1, 2019, 9:00 AM
- EXTERNAL STAKEHOLDER RELATIONS COMMITTEE – MAY 13, 2019, 9:00 AM
- PERFORMANCE MONITORING/AUDIT COMMITTEE – MAY 15, 2019, 2:00 PM
- GOVERNANCE COMMITTEE – MAY 15, 2019, 3:00 PM
- BOARD OF TRUSTEES – MAY 23, 2019, 8:00 AM

16. ADJOURNMENT

Trustee Treneff motioned to adjourn the meeting. Trustee Skinner seconded. The meeting adjourned at 9:53 AM.

Adopted: May 23, 2019

Signed: _____



Chair, Board of Trustees

Attest: _____



President/CEO