



MEETING: PERFORMANCE MONITORING/AUDIT COMMITTEE

DATE: THURSDAY, JULY 11, 2024

TIME: 2:00 PM – 3:00 PM

LOCATION: COTA – WG PORTER BOARDROOM

MEETING MINUTES

1. CALL TO ORDER

Chair Reitter called the meeting to order at 2:00 PM.

2. ROLL CALL

Committee Members in Attendance	Committee Members Excused
Chair Marc Reitter	Lori Elmore
Jeff Hunley	
Pete Bucher	

3. APPROVAL OF PERFORMANCE MONITORING/AUDIT COMMITTEE MEETING MINUTES

Pete Bucher motioned to approve the May 9, 2024, Performance Monitoring/Audit Committee Meeting Minutes. Jeff Hunley seconded the motion. Motion carried.

4. UNAUDITED FINANCIALS

YTD ridership through May totaled 4,704,387 boardings, an increase of 262,677 over 2023 YTD. COTA remains in a strong financial position with a cash balance of \$308.2M as of May 31, 2024. This includes the Operating Fund balance of \$224.5M which represents a reserve level of 209%. Additionally, the Capital Fund balance has a balance of \$57.3M.

Sales tax receipts through May were \$72,205,999. This amount represents a -\$3.4M decrease from the budgeted amount and a \$100k decrease from the same period in 2023.

Through May 2024, operating revenue totaled \$76.7 million. This amount represents 36% of the year’s annual revenue projection.

Expenditures in the Operating Fund totaled just over \$86.4M through May 31, 2024, YTD, which represents 40% of the annual budget of \$214.66 million. As service hours have grown, general operating expenses have stayed slightly under budget. However, as expected with the new



collective bargaining agreement and COTA's strong investment in people, labor costs have risen. As such, staff is requesting an authorization to amend Resolution 2023-125 to revise appropriations for the year ending December 31, 2024.

As a result of operating expenditures exceeding operating revenue, COTA's net operating position reflected a decrease of approximately \$9.65 million.

5. NEW BUSINESS

A. LINKUS UPDATE – PATRICK HARRIS, VP, EXTERNAL RELATIONS

B. BUDGET UPDATE – ERIN W. DELFFS, CHIEF FINANCIAL OFFICER

- a. RESOLUTION 2024-XX – AUTHORIZING AN AMENDMENT TO RESOLUTION 2023-125 TO REVISE APPROPRIATIONS FOR THE EXPENDITURES OF THE CENTRAL OHIO TRANSIT AUTHORITY FOR THE CALENDAR YEAR ENDING DECEMBER 31, 2024

Erin Delffs, Chief Financial Officer presented a budget update and the resolution, and the committee recommended it be placed on the regular agenda of the COTA Board of Trustees.

6. RESOLUTIONS FOR REVIEW AND DISCUSSION

MARKETING – GARTH WEITHMAN, CHIEF OF STAFF

- A. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH HEART & HUNTER INC. DBA HUNTER MARKETING FOR MEDIA BUYING SERVICES
- B. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH CAPITOL CITICOM, INC. FOR PRINT SERVICES
- C. RESOLUTION 2024-XX – AUTHORIZING THE USE OF VARIOUS PROMOTIONAL PROGRAMS TO INCENTIVIZE CUSTOMERS TO UTILIZE COTA'S ACCOUNT BASED FARE MANAGEMENT SYSTEM
- D. RESOLUTION 2024-XX – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH EMC RESEARCH, INC. FOR COMPREHENSIVE MARKET RESEARCH SERVICES

Garth Weithman, Chief of Staff presented the resolutions, and the Committee recommended they be placed on the consent agenda of the COTA Board of Trustees.

EXTERNAL RELATIONS – PATRICK HARRIS, VP, EXTERNAL RELATIONS AND KIMBERLY SHARP, SENIOR DIRECTOR, DEVELOPMENT



- E. RESOLUTION 2024-XX – AUTHORIZING ADDITIONAL EXPENDITURES WITH THE CITY OF COLUMBUS FOR LINKUS COMMUNICATIONS AND ENGAGEMENT
- F. RESOLUTION 2024-XX – AUTHORIZING COTA TO ENTER INTO A FINANCIAL CONTRIBUTION AGREEMENT WITH THE CITY OF COLUMBUS TO COMPLETE THE 30% DESIGN OF THE NORTHWEST BRT CORRIDOR, PHASE 1
- G. RESOLUTION 2024-XX – AUTHORIZING THE INITIAL PHASE OF THE NORTHWEST BUS RAPID TRANSIT CORRIDOR REQUEST TO ENTER FEDERAL TRANSIT ADMINISTRATION PROJECT DEVELOPMENT OF THE CAPITAL INVESTMENTS GRANT PROGRAM

Patrick Harris, VP, External Relations and Kimberly Sharp, Sr. Director of Development presented the resolutions, and the Committee recommended they be placed on the consent agenda of the COTA Board of Trustees.

HUMAN RESOURCES – NIKKI BRANDON, CHIEF HUMAN RESOURCES OFFICER

- H. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH DSI MEDICAL FOR DEPARTMENT OF TRANSPORTATION/NON-DEPARTMENT OF TRANSPORTATION DRUG AND ALCOHOL TESTING AND MEDICAL SERVICES FOR COTA EMPLOYEES
- I. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH AETNA LIFE INSURANCE COMPANY FOR THE PURCHASE OF MEDICAL AND PRESCRIPTION DRUG INSURANCE FOR COTA EMPLOYEES
- J. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH DELTA DENTAL PLAN OF OHIO, INC. FOR AN EMPLOYEE DENTAL INSURANCE PROGRAM AND VISION ADMINISTRATIVE SERVICES
- K. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH TRUVIEW BSI, LLC FOR BACKGROUND CHECKS, PRE-EMPLOYMENT SCREENINGS, AND FORM I-9 VERIFICATION SERVICES FOR COTA EMPLOYEES AND CANDIDATES TO COTA'S EMPLOYMENT OPPORTUNITIES

Nikki Brandon, Chief Human Resources Officer, presented the resolutions, and the Committee recommended they be placed on the consent agenda of the COTA Board of Trustees.

INNOVATION & TECHNOLOGY – SOPHIA MOHR, CHIEF INNOVATION & TECHNOLOGY OFFICER

- L. RESOLUTION 2024-XX – AUTHORIZING EXPENDITURES WITH TRAPEZE FOR THE VIEWPOINT UPGRADE
- M. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH GOVCONNECTION, INC. FOR THE RENEWAL OF THE MICROSOFT BUSINESS, SYSTEM AND COLLABORATION SOFTWARE



N. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH SWIFTLY INC. FOR CUSTOMER AND OPERATIONAL IMPROVEMENTS OF REAL TIME INFORMATION

Sophia Mohr, Chief Innovation & Technology Officer, presented the resolutions, and the Committee recommended they be placed on the consent agenda of the COTA Board of Trustees.

INFRASTRUCTURE, ENGINEERING, AND MAINTAINANCE – ANDY BIESTERVELD, CHIEF ENGINEER & MECHANICAL OFFICER

O. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH MARKER, INC. FOR THE REPLACEMENT OF THE FIELDS AVENUE VEHICLE MAINTENANCE LIFTS

Andy Biesterveld, Chief Engineer, presented the resolutions, and the Committee recommended it be placed on the consent agenda of the COTA Board of Trustees.

FINANCE – ERIN DELFFS, CHIEF FINANCIAL OFFICER

P. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH CNA FOR THE PURCHASE OF COMMERCIAL PROPERTY INSURANCE

Erin Delffs, Chief Financial Officer, presented the resolution, and the Committee recommended it be placed on the consent agenda of the COTA Board of Trustees.

7. **OTHER BUSINESS**

8. **ADJOURNMENT**


Pete Bucher motioned to adjourn the Performance Monitoring/Audit Committee Meeting. Jeff Hunley seconded the motion. Motion carried. The meeting ended at 2:46 pm. Next meeting is September 12, 2024.

Adopted: January 16, 2025

Signed:

Signed by: 
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Chair, Performance Monitoring & Audit Committee

Attest:

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C680309026B34D2...
President/CEO

Prepared by: MJW.



Performance Monitoring/Audit Committee Members

Erin W. Delffs, Chief Staff Liaison

Marc Reitter, Chair

Pete Bucher

Lori Elmore

Jeff Hunley