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**MEETING: GOVERNANCE COMMITTEE**

**DATE: THURSDAY, DECEMBER 5, 2024**

**TIME: 3:00 PM – 4:00 PM**

**LOCATION: COTA – WG PORTER BOARDROOM | 33 N HIGH ST., COLUMBUS, OH**

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**MEETING MINUTES**

**1. CALL TO ORDER**

Chair Moore called the December 5, 2024, meeting of the Governance Committee to order at 3:01 PM

**2. ROLL CALL**

**Board Members Present**

Marlon Moore, Chair  
Sean Mentel, Vice Chair  
Marc Reitter, Trustee  
Shannon Tolliver, Trustee

**3. APPROVAL OF GOVERNANCE COMMITTEE MINUTES**

**A. NOVEMBER 7, 2024, GOVERNANCE COMMITTEE MINUTES**

Vice Chair Mentel motioned to approve the November 7, 2024, Governance Committee Meeting Minutes. Trustee Tolliver seconded the motion. Motion carried.

**4. NEW BUSINESS**

**RESOLUTIONS FOR REVIEW AND DISCUSSION**

Casey Blazer, External Relations Manager presented the Public Policy Agenda presentation and resolution. She recommended that the resolution be placed on the consent agenda.

**A. PUBLIC POLICY AGENDA, CASEY BLAZER, EXTERNAL RELATIONS MANAGER**

**○ RESOLUTION 2024-XX ADOPTION OF THE 2025-2026 PUBLIC POLICY AGENDA**



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**EXTERNAL RELATIONS – PATRICK HARRIS, CHIEF EXTERNAL RELATIONS OFFICER**

Patrick Harris, Chief External Relations Officer presented the following External Relations Division resolutions and recommended that they be placed on the consent agenda of the Board of Trustees meeting.

- A. RESOLUTION 2024-XX – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH BYERS MINTON & ASSOCIATES, LLC FOR STATE GOVERNMENT AFFAIRS CONSULTING SERVICES
- B. RESOLUTION 2024 XX – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH HICKS PARTNERS LLC FOR GRANTS CONSULTATION SERVICES

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

Andy Biesterveld, Chief Engineer presented the following Infrastructure, Engineering, and Maintenance Division resolutions and recommended that they be placed on the consent agenda of the Board of Trustees meeting.

- C. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH LESWEGO CORP DBA ANGLIN EQUIPMENT FOR SERVICES ON HYDRAULIC UNDERGROUND LIFTS AT COTA FACILITIES
- D. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH MARKER, INC. FOR THE INSTALLATION OF PANTOGRAPH CHARGERS AT THE EASTON TRANSIT CENTER, NORTHLAND TRANSIT CENTER, SPRING STREET TERMINAL, AND WESTVIEW TERMINAL LOCATIONS

**HUMAN RESOURCES – NIKKI BRANDON, CHIEF HUMAN RESOURCES OFFICER**

Nikki Brandon, Chief Human Resource Officer presented the following Human Resources Division resolution and recommended that it be placed on the consent agenda of the Board of Trustees meeting.

- E. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH COMMUNITY INSURANCE COMPANY DBA ANTHEM BLUE CROSS AND BLUE SHIELD FOR THE PURCHASE OF MEDICAL, PRESCRIPTION DRUG, AND VISION INSURANCE FOR COTA EMPLOYEES

**OPERATIONS – AMY HOCKMAN, CHIEF OF TRANSIT OPERATIONS**

Amy Hockman, Chief of Transit Operations presented the following Operations Division resolution and recommended that it be placed on the consent agenda of the Board of Trustees meeting.



- F. RESOLUTION 2024-XX – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH TRANSDDEV SERVICES, INC. FOR TRANSPORTATION SERVICES FOR SENIORS AND INDIVIDUALS WITH DISABILITIES

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

Sophia Mohr, Chief Innovation and Technology Officer presented the following Innovation & Technology Division resolutions and recommended that they be placed on the consent agenda of the Board of Trustees meeting.

- G. RESOLUTION 2024-XX – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH CARAHSOFT TECHNOLOGY CORP LLC FOR THE SNOWFLAKE SUBSCRIPTION for DATA WAREHOUSING
- H. RESOLUTION 2024-XX – AUTHORIZING AN EXPENDITURE WITH CDW GOVERNMENT FOR THE PURCHASE OF ENDPOINT COMPUTERS
- I. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH CDW GOVERNMENT FOR FRESHSERVICE TO REPLACE COTA’S IT SERVICE MANAGEMENT PLATFORM
- J. RESOLUTION 2024-XX – AUTHORIZING EXPENDITURES WITH TRAPEZE FOR THE ITS BACK-OFFICE SOFTWARE SYSTEM MAINTENANCE AGREEMENT
- K. RESOLUTION 2024-XX – AUTHORIZING EXPENDITURES WITH VONTAS FOR THE ITS SOFTWARE AND HARDWARE SYSTEM MAINTENANCE AGREEMENTS
- L. RESOLUTION 2024-XX – AUTHORIZING A RADIO SYSTEMS USER AGREEMENT WITH FRANKLIN COUNTY EMERGENCY MANAGEMENT AND HOMELAND SECURITY (FRANKLIN COUNTY

**FINANCE – ERIN DELFFS, CHIEF FINANCIAL OFFICER**

Erin Delffs, Chief Finance Officer presented the following Finance Division resolutions and recommended that they be placed on the consent agenda of the Board of Trustees meeting.

- M. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH THE AUDITOR, STATE OF OHIO FOR AUDIT SERVICES
- N. RESOLUTION 2024-XX – REVISING RESOLUTION 2024-22 TO AUTHORIZE THE FILING OF APPLICATIONS WITH THE OHIO DEPARTMENT OF TRANSPORTATION FOR GRANTS FOR STATE FISCAL YEARS 2025 AND 2026



- O. RESOLUTION 2024-XX – AUTHORIZING AN AMENDMENT TO RESOLUTION 2024-69 TO REVISE APPROPRIATIONS FOR THE EXPENDITURES OF THE CENTRAL OHIO TRANSIT AUTHORITY FOR THE CALENDAR YEAR ENDING DECEMBER 31, 2024

**5. STRATEGIC AND OPERATIONAL PLANNING COMMITTEE REPORT – SEAN MENDEL, CHAIR**

Erin Delffs, Chief Financial Officer, presented the 2025 Operating Budget, the 2025-2029 Capital Budget, and the establishment of the Transit Supportive Infrastructure fund along with their corresponding resolutions. Staff recommended the resolutions be placed on the regular agenda of the Board of Trustees meeting.

A. 2025 OPERATING BUDGET – ERIN DELFFS, CHIEF FINANCIAL OFFICER

- RESOLUTION 2024-XX – AUTHORIZING APPROPRIATIONS FOR THE EXPENDITURES OF THE CENTRAL OHIO TRANSIT AUTHORITY FOR THE CALENDAR YEAR ENDING DECEMBER 31, 2025

B. 2025-2029 CAPITAL IMPROVEMENT PROGRAM (CIP) – ERIN DELFFS, CHIEF FINANCIAL OFFICER

- RESOLUTION 2024-XX – AUTHORIZING THE ADOPTION OF THE 2025-2029 FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM

C. RESOLUTION 2024-XX – AUTHORIZING THE ESTABLISHMENT OF THE TRANSIT SUPPORTIVE INFRASTRUCTURE FUND

**6. EXTERNAL STAKEHOLDER RELATIONS COMMITTEE REPORT – SHANNON TOLLIVER, CHAIR**

Trustee Tolliver reported out that the External Stakeholder Relations Committee did not meet this month and plans to meet on January 14, 2025.

**7. PERFORMANCE MONITORING/AUDIT COMMITTEE REPORT – MARC REITTER, CHAIR**

Trustee Reitter reported out that the Performance Monitoring/Audit Committee did not meet this month. Next meeting is January 16, 2025.

**8. OTHER BUSINESS**

No other business was presented.

**9. ADJOURNMENT**

Vice Chair Mendel motioned to adjourn the meeting. Trustee Tolliver seconded the motion. The motion carried. The meeting was adjourned at 4:01 PM.



**Adopted:** \_\_\_\_\_ January 23, 2025

**Signed:** DocuSigned by:  
*Marlon Moore*  
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**Chair, Governance Committee**

**Attest:** DocuSigned by:  
*Monica Selby-Fowler*  
C600309026B34D2... \_\_\_\_\_  
**President/CEO**