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**MEETING: PERFORMANCE MONITORING/AUDIT COMMITTEE**

**DATE: THURSDAY, JANUARY 16, 2025**

**TIME: 2:00 PM – 3:00 PM**

**LOCATION: COTA – WG PORTER BOARDROOM**

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**MEETING MINUTES**

**1. CALL TO ORDER**

Chair Marc Reitter called the January 16, 2025 Performance Monitoring/Audit Committee meeting to order at 2:02 pm.

**2. ROLL CALL**

**Committee Members Present**

Marc Reitter, Chair  
Pete Bucher, Trustee  
Lori Elmore, Trustee  
Jeff Hunley, Trustee

**3. APPROVAL OF PERFORMANCE MONITORING/AUDIT COMMITTEE MINUTES**

**A. JULY 11, 2024 PERFORMANCE MONITORING/AUDIT COMMITTEE MINUTES**

Trustee Pete Bucher moved to approve the July 11, 2024, Performance Monitoring/Audit Committee minutes, seconded by Trustee Jeff Hunley. Motion carried.

**4. UNAUDITED FINANCIALS**

COTA Chief Financial Officer Erin Delffs provided the financial update for the period ending December 31, 2024. Mr. Delffs reported that COTA remains in a strong financial position and highlighted sales tax receipts, ridership income, and operating expenditures. Mr. Delffs said COTA is taking a more conservative approach for sales tax in the 2025 budget.

**5. NEW BUSINESS**

**A. TRANSIT SUPPORTIVE INFRASTRUCTURE 2026-2030 CAPITAL IMPROVEMENTS PROGRAM – WILLIAM MURDOCK, MORPC**



RESOLUTION 2025-XX – AUTHORIZING THE ADOPTION OF THE 2026-2030 FIVE-YEAR TRANSIT SUPPORTIVE INFRASTRUCTURE CAPITAL IMPROVEMENTS PROGRAM

Mid-Ohio Regional Planning Commission (MORPC) Executive Director William Murdock presented the Transit Supportive Infrastructure 2026-2030 Capital Improvements Program plan and committee structure. A total of 83 projects are planned, with 40 projects underway in 2026. COTA Chief Financial Officer Erin Delffs presented the resolution, which was recommended to be placed on the Board of Trustees regular agenda.

B. EXTREME HEAT AND COLD POLICY – ANDREW NEUTZLING, COTA SR. SERVICE PLANNER

RESOLUTION 2025-XX – AUTHORIZING NO FARES ON ALL ROUTES DURING DECLARED EXTREME WEATHER EMERGENCY ALERTS FOR HEAT AND COLD

COTA Sr. Service Planner Andrew Neutzling presented the proposed Extreme Heat and Cold Policy, stating the purpose is to assist people with traveling to warming or cooling centers. COTA Deputy Chief of Staff Tanya Salyers presented the corresponding resolution, which was recommended to be placed on the Board of Trustees regular agenda.

C. 2024/2025 PERFORMANCE INCENTIVE COMPENSATION (PIC) – GARTH WEITHMAN, COTA DEPUTY CEO AND SOPHIA MOHR, COTA CHIEF INNOVATION AND TECHNOLOGY OFFICER

RESOLUTION 2025-XX – APPROVING THE 2025 PERFORMANCE GOALS FOR COTA’S PERFORMANCE INCENTIVE COMPENSATION (PIC) PROGRAM

COTA Deputy CEO Garth Weithman and presented the Performance Incentive Compensation (PIC) 2024 results, noting that while COTA will be addressing on-time performance in 2025, improvement was shown at the end of 2024. Mr. Weithman said cross-functional teams will address unmet goals in 2025.

COTA Chief Innovation and Technology Officer Sophia Mohr presented proposed 2025 goals for PIC and explained the proposed change in the way to measure on-time performance. The Committee had robust discussion and made recommendations that the staff will address.

Ms. Mohr presented the corresponding resolution, which was recommended to be placed on the Board of Trustees regular agenda.

**6. RESOLUTIONS FOR REVIEW AND DISCUSSION**



COTA Chief Engineer Andy Biesterveld presented the Infrastructure, Engineering, and Maintenance resolutions for consent agenda:

- A. RESOLUTION 2025-XX – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH AECOM FOR WEST BROAD STREET HIGH-CAPACITY TRANSIT CORRIDOR DETAILED DESIGN AND CONSTRUCTION SUPPORT
- B. RESOLUTION 2025-XX – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH HNTB OHIO, INC. FOR LINKUS PROGRAM PLANNING & ENGINEERING SUPPORT SERVICES

COTA Chief Innovation and Technology Officer Sophia Mohr presented the Innovation and Technology resolutions for the consent agenda:

- C. RESOLUTION 2025-XX – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH CDW GOVERNMENT, LLC FOR THE RENEWAL OF COMMVAULT METALLIC CLOUD BACKUP SUBSCRIPTIONS
- D. RESOLUTION 2025-XX – AUTHORIZING A CONTRACT WITH CDW GOVERNMENT LLC FOR A NETWORK ASSESSMENT
- E. RESOLUTION 2025-XX – AUTHORIZING A CONTRACT WITH LUMEN TECHNOLOGIES, INC. FOR TELEPHONE SERVICES
- F. RESOLUTION 2025-XX – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH T-MOBILE FOR MOBILE TELEPHONE SERVICE
- G. RESOLUTION 2025-XX – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH DATAVOCITY SOUTHERN, LLC FOR ADOBE LICENSING

COTA Chief Financial Officer Erin Delffs presented the Finance resolution for the consent agenda:

- H. RESOLUTION 2025-XX - AUTHORIZING A CONTRACT WITH PFM FINANCIAL ADVISORS, LLC FOR FINANCIAL ADVISORY SERVICES

**7. OTHER BUSINESS**

No other business was brought before the Committee.

**8. ADJOURNMENT**

Trustee Bucher moved to adjourn the meeting, seconded by Trustee Hunley. Motion carried. The meeting adjourned at 3:06 pm.



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**Next meeting:** 3 pm, Thursday, March 6, 2025

**Adopted:** \_\_\_\_\_ March 6, 2025

**Signed:** Signed by:  
*Marc Reitter*  
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**Chair, Performance Monitoring & Audit Committee**

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