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**MEETING: BOARD OF TRUSTEES MEETING**

**DATE: WEDNESDAY, JANUARY 29, 2025**

**TIME: 9:00 AM – 10:30 AM**

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

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**MEETING MINUTES**

**1. CALL TO ORDER**

Chair Marlon Moore called the January 29, 2025 meeting of the COTA Board of Trustees to order at 9:00 am.

**2. ROLL CALL**

**Board Members Present**

Marlon Moore, Chair  
Sean Mentel, Vice Chair  
Lori Elmore, Trustee  
Jeff Hunley, Trustee  
Amy Taylor, Trustee  
Shannon Tolliver, Trustee  
Heather Ulrey, Trustee  
Kumi Walker, Trustee (9:05 am)

**Board Members Excused**

Trudy Bartley, Trustee  
Pete Bucher, Trustee  
Ericka Clark Jones, Trustee  
Marc Reitter, Trustee

**3. APPROVAL OF BOARD OF TRUSTEES MINUTES**

**A. DECEMBER 11, 2024 BOARD OF TRUSTEES REGULAR MEETING MINUTES**

Trustee Jeff Hunley moved to approve the December 11, 2024 Board of Trustees regular meeting minutes, seconded by Trustee Shannon Tolliver. Motion carried.

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

Bhumika Patel complimented the Board of Trustees for considering a policy that would waive fares during extreme weather conditions so that the public can safely get to warming and cooling centers.

**5. PRESIDENT'S REPORT**



COTA President/CEO Monica Téllez-Fowler shared LinkUS progress details and why the extreme weather policy is necessary. President Téllez-Fowler announced steps COTA has taken to offer career development opportunities to staff through expanded partnerships with Franklin and DeVry universities. She also introduced COTA's new board administrator, Renee Hunt.

**6. GOVERNANCE COMMITTEE REPORT – MARLON MOORE, CHAIR**

Governance Committee Chair Moore reported that this committee met on January 23, 2025 and heard committee reports and reviewed resolutions that are on today's consent agenda.

**7. STRATEGIC AND OPERATIONAL PLANNING COMMITTEE REPORT – SEAN MENTEL, CHAIR**

Strategic and Operational Planning Committee Chair Sean Mentel reported that this committee met on January 14, 2025 and heard two presentations related to LinkUS: COTA Senior Director of Development Kim Sharp shared an overview of the 2025 strategy; MORPC Transportation Study Director Maria Schaper presented the Transit Supportive Infrastructure 2026-2030 Capital Improvements Program. Chair Mentel shared that COTA provided travel training to 5,200 customers in 2024, which is an all-time high in more than five years.

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

External Stakeholder Relations Committee Chair Tolliver reported that this committee met on January 14, 2025 and heard three presentations: COTA Director of Public and Media Relations Jeff Pullin presented the LinkUS External Relations Plan; COTA Director of Equity, Diversity and Inclusion Raymond Weaver presented on COTA's Employee Resource Groups and workforce diversity demographics; COTA Senior Service Planner Andrew Neutzling presented COTA's Extreme Weather Policy. Chair Tolliver shared details of COTA employees volunteer work for the new service change.

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

COTA Chief Financial Officer Erin Delffs reported that the Performance Monitoring/Audit Committee met January 16, 2025 and provided a financial update that included year-to-date ridership through December 2024. The committee also heard three presentations and four resolutions that were recommended for the regular agenda, and eight additional resolutions that were recommended for the consent agenda. Also shared were details about COTA employees exceeding their donation goal.

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

MORPC Executive Director William Murdock presented the Transit Supportive Infrastructure Program 2026-2030 Capital Improvements Program, providing details on the committee structure and process to develop the recommended plan. Mr.



Murdock shared the goals and timeline, which included activities slated for the coming year.

1. RESOLUTION 2025-01 – AUTHORIZING THE ADOPTION OF THE 2026-2030 FIVE-YEAR TRANSIT SUPPORTIVE INFRASTRUCTURE CAPITAL IMPROVEMENTS PROGRAM

Vice Chair Mentel moved to approve Resolution 2025-01 authorizing the adoption of the 2026-2030 five-year Transit Supportive Infrastructure Capital Improvements Program, seconded by Trustee Jeff Hunley. Motion carried.

- B. EXTREME HEAT AND COLD POLICY – ANDREW NEUTZLING, SENIOR SERVICE PLANNER

COTA Senior Service Planner Andrew Neutzling presented an extreme heat and cold policy proposal, which would authorize the COTA President/CEO to offer no fares on all COTA routes when the National Weather Service Forecast Office in Wilmington, Ohio has issued either a heat or cold advisory and warning.

1. RESOLUTION 2025-02 – AUTHORIZING NO FARES ON ALL ROUTES DURING DECLARED EXTREME WEATHER EMERGENCY ALERTS FOR HEAT AND COLD

Vice Chair Mentel moved to approve Resolution 2025-02 authorizing no fares on all routes during declared extreme weather emergency alerts for heat and cold, seconded by Trustee Kumi Walker. Motion carried.

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

COTA Deputy CEO Garth Weithman presented the 2024 COTA Performance Incentive Compensation (PIC) Program, reporting that in 2024 an increase in operators led to an increase in service hours. He shared how areas that were short of goals in 2024 would be addressed in 2025.

COTA Chief Innovation and Technology Officer Sophia Mohr presented the 2025 PIC Program goals, going over metrics for fixed rate and paratransit targets and goals. She also shared a review how peer agencies measure On Time Performance, which was incorporated in the proposed PIC metrics.

1. RESOLUTION 2025-03 – APPROVING THE 2025 PERFORMANCE GOALS FOR COTA'S PERFORMANCE INCENTIVE COMPENSATION (PIC) PROGRAM

Trustee Lori Elmore moved to approve Resolution 2025-03 approving the 2025 performance goals for COTA's Performance Incentive Compensation (PIC) Program, seconded by Trustee Tolliver. Motion carried.



2. RESOLUTION 2025-04 – APPROVING THE LEVEL OF COMPENSATION PAYOUT FOR THE 2024 PERFORMANCE INCENTIVE COMPENSATION (PIC) PROGRAM

Trustee Amy Taylor moved to approve Resolution 2025-04 approving the level of compensation payout for the 2024 Performance Incentive Compensation (PIC) Program, seconded by Trustee Tolliver. Motion carried.

**10. OTHER BUSINESS**

No other business was brought before the Board.

**11. CONSENT AGENDA**

- A. RESOLUTION 2025-05 – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH AECOM FOR WEST BROAD STREET HIGH-CAPACITY TRANSIT CORRIDOR DETAILED DESIGN AND CONSTRUCTION SUPPORT
- B. RESOLUTION 2025-06 – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH HNTB OHIO, INC. FOR LINKUS PROGRAM PLANNING & ENGINEERING SUPPORT SERVICES
- C. RESOLUTION 2025-07 – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH CDW GOVERNMENT, LLC FOR THE RENEWAL OF COMMVAULT METALLIC CLOUD BACKUP SUBSCRIPTIONS
- D. RESOLUTION 2025-08 – AUTHORIZING A CONTRACT WITH CDW GOVERNMENT LLC FOR A NETWORK ASSESSMENT
- E. RESOLUTION 2025-09 – AUTHORIZING A CONTRACT WITH LUMEN TECHNOLOGIES, INC. FOR TELEPHONE SERVICES
- F. RESOLUTION 2025-10 – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH T-MOBILE FOR MOBILE TELEPHONE SERVICE
- G. RESOLUTION 2025-11 – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH DATAVOCITY SOUTHERN, LLC FOR ADOBE LICENSING
- H. RESOLUTION 2025-12 - AUTHORIZING A CONTRACT WITH PFM FINANCIAL ADVISORS, LLC FOR FINANCIAL ADVISORY SERVICES

Vice Chair Mentel moved to approve the consent agenda, seconded by Trustee Elmore. Motion carried.



**12. EXECUTIVE SESSION FOR THE FOLLOWING PURPOSES: ORC 121.22(G)(1) TO CONSIDER THE APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION OR COMPENSATION OF A PUBLIC EMPLOYEE OR OFFICIAL.**

Chair Moore moved to go into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official, seconded by Trustee Walker. Through roll call, the Board unanimously voted to enter Executive Session at 10:09 am.

Executive Session ended at 10:34 am.

**13. NEW BUSINESS**

**A. RESOLUTION 2025-13 - AUTHORIZING COMPENSATION FOR THE PRESIDENT/CEO OF THE CENTRAL OHIO TRANSIT AUTHORITY**

Trustee Tolliver moved to approve Resolution 2025-13, authorizing compensation for the President/CEO of the Central Ohio Transit Authority, seconded by Trustee Taylor. Motion carried.

**14. MARCH 19, 2025, MEETING SCHEDULE**

- STRATEGIC & OPERATIONAL PLANNING COMMITTEE – TUESDAY, MARCH 4 | 10:00 AM
- EXTERNAL STAKEHOLDER RELATIONS COMMITTEE – TUESDAY, MARCH 4 | 3:00 PM
- PERFORMANCE MONITORING/AUDIT COMMITTEE – THURSDAY, MARCH 6 | 3:00 PM
- GOVERNANCE COMMITTEE – THURSDAY, MARCH 6 | 4:00 PM
- BOARD OF TRUSTEES – WEDNESDAY, MARCH 19 | 9:00 AM

**15. ADJOURNMENT**

Trustee Taylor moved to adjourn the meeting, seconded by Trustee Elmore. Motion carried. The meeting adjourned at 10:35 am.

Adopted: \_\_\_\_\_ March 19, 2025

Signed: DocuSigned by:  
*Marlon Moore*  
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\_\_\_\_\_  
**Chair, Board of Trustees**

Attest: DocuSigned by:  
*Monica Sally-Fowler*  
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**President/CEO**