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**MEETING: PERFORMANCE MONITORING/AUDIT COMMITTEE**

**DATE: THURSDAY, MARCH 7, 2024**

**TIME: 2:00 PM – 3:30 PM**

**LOCATION: COTA – WG PORTER BOARDROOM**

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**MEETING MINUTES**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

**Committee Members in Attendance**

Chair Reitter

Trustee Elmore

**Committee Members Excused**

Trustee Colley excused

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

Chair Reitter called for a motion to approve the January 11, 2024, Performance Monitoring/Audit Committee Meeting Minutes. Trustee Reitter motioned, and Trustee Elmore seconded the motion. Motion carried.

**4. UNAUDITED FINANCIALS**

January ridership totaled 899,546 boardings, a 7.9% or a 66,083 increase over January 2023. This level of ridership represents a 3.7% or 35,454 increase over the ridership budgeted for the year.

COTA remains in a strong financial position with a cash balance of \$305.1M as of January 31, 2024. This includes the Operating Fund balance of \$241.7M which represents a reserve level of 246%. The policy approved by the Board of Trustees establishes a minimum reserve of 50% of budgeted expenditures. Additionally, the Capital Fund balance has a balance of \$36.9M.

Sales tax receipts through January were \$14,367,342. This amount represents a -3.4% or a -\$0.5M decrease from the budgeted amount, and -3.5% or -\$0.5M decrease from 2023 collections through the same period.

Through January 2024, operating revenue totaled \$15.3 million. This amount represents 7% of the year's annual revenue projection. As previously mentioned, sales tax receipts started out slow, but



revenue generated from passenger fares are up \$100k over January 2023 and \$400k compared to January 2022.

Expenditures in the Operating Fund totaled just over \$15.9M through January 31, 2024, which represents 8% of the annual budget of \$196.5 million. In the coming months, staff will analyze and forecast the economic impact of the collective bargaining agreement (CBA) and provide the board with an updated projection of operating expenses at the July 2024 meeting.

As a result of operating expenditures exceeding operating revenue, COTA's net operating position reflected a decrease of approximately \$0.6 million.

## **5. NEW BUSINESS**

A. LINKUS UPDATE BY SENIOR DIRECTOR OF DEVELOPMENT KIM SHARP

## **6. RESOLUTIONS FOR REVIEW AND DISCUSSION**

- A. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH HILL INTERNATIONAL, INC. FOR ON-CALL PROJECT MANAGEMENT/CONSTRUCTION MANAGEMENT AGENCY SERVICES
- B. RESOLUTION 2024-XX – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH AECOM FOR WEST BROAD STREET HIGH-CAPACITY TRANSIT CORRIDOR DETAILED DESIGN AND CONSTRUCTION SUPPORT SERVICES
- C. RESOLUTION 2024-XX – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH HDR ENGINEERING, INC. FOR ARCHITECTURAL TRANSIT PLANNING AND ENGINEERING SERVICES
- D. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH HDR ENGINEERING, INC. FOR ENGINEERING AND DESIGN FOR THE PHASE 2 BATTERY ELECTRIC BUS INFRASTRUCTURE
- E. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH CINTAS CORPORATION #2 FOR FIRST AID EQUIPMENT AND SERVICES AT COTA FACILITIES
- F. RESOLUTION 2024-XX – AUTHORIZATION TO ADOPT A TAX BUDGET FOR THE FISCAL YEAR ENDING DECEMBER 31, 2025 AND TO SUBMIT THE 2025 TAX BUDGET TO THE FRANKLIN COUNTY AUDITOR
- G. RESOLUTION 2024-XX – AUTHORIZING THE FILING OF APPLICATIONS WITH THE OHIO DEPARTMENT OF TRANSPORTATION FOR GRANTS FOR STATE FISCAL YEAR 2025
- H. RESOLUTION 2024-XX – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH EVENT MARKETING STRATEGIES FOR OUTSIDE EVENT PLANNING SERVICES



- I. RESOLUTION 2024-XX – AUTHORIZING AN AGREEMENT WITH THE CITY OF GROVE CITY FOR THE CONTINUATION OF THE COTA//PLUS OPERATING ZONE
- J. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH STEYER ASSOCIATES, INC. DBA STEYER CONTENT FOR BUSINESS PROCESS DOCUMENTATION AND PROCESS IMPROVEMENT SERVICES
- K. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH CALIFORNIA CREATIVE SOLUTIONS, INC. FOR THE CREATION OF A DATA WAREHOUSE SOLUTION
- L. RESOLUTION 2024-XX – AUTHORIZING EXPENDITURES FOR THE CONTRACT WITH CROWE LLP FOR CYBERSECURITY PENETRATION TESTING SERVICES
- M. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH CDW GOVERNMENT LLC FOR RENEWAL OF CISCO SMARTNET LICENSES
- N. RESOLUTION 2024-XX – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH IP PATHWAYS FOR INFORMATION TECHNOLOGY CONSULTING SERVICES
- O. RESOLUTION 2024-XX – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH LEVEL D&I FOR TEMPORARY INNOVATION PERSONNEL SERVICES
- P. RESOLUTION 2024-XX – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH REVEL IT FOR TEMPORARY INNOVATION PERSONNEL SERVICES
- Q. RESOLUTION 2024-XX – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE ENTERPRISE RESOURCE PLANNING SYSTEM LICENSING AND SUPPORT AGREEMENT WITH INFOR (US), INC.
- R. RESOLUTION 2024-XX – AUTHORIZING ADDITIONAL EXPENDITURES WITH INFOR (US) LLC FOR THE TRANSFORMATIONAL UPGRADE OF THE CURRENT ENTERPRISE RESOURCE PLANNING
- S. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH NEW FLYER OF AMERICA INC. FOR THE PURCHASE OF HEAVY-DUTY BATTERY ELECTRIC TRANSIT VEHICLES
- T. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH CROSSLINE SUPPLY LLC FOR THE PURCHASE OF MISCELLANEOUS PARTS FOR TRANSIT VEHICLES
- U. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH CUMMINS SALES AND SERVICE FOR THE PURCHASE OF MISCELLANEOUS PARTS FOR TRANSIT VEHICLES
- V. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH GILLIG LLC FOR THE PURCHASE OF MISCELLANEOUS PARTS FOR TRANSIT VEHICLES



W. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH MUNCIE TRANSIT SUPPLY FOR THE PURCHASE OF MISCELLANEOUS PARTS FOR TRANSIT VEHICLES

7. **OTHER BUSINESS**

8. **ADJOURNMENT**

Chair Reitter asked for a motion to adjourn the Performance Monitoring/Audit Committee Meeting. Trustee Elmore seconded the motion. Motion carried. The meeting ended at 2:32 pm.

The next meeting is May 9, 2024, at 2:00 PM.

**Adopted:** \_\_\_\_\_ May 9, 2024

**Signed:**

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Marc Reitter Chair

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**Chair, Performance Monitoring & Audit Committee**

**Attest:**

DocuSigned by:

Monica Selby-Fowler

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**President/CEO**

*Prepared by: MJW.*

**Performance Monitoring/Audit Committee Members**

Julie Colley, Chair  
Lori Elmore  
Marc Reitter