



MEETING: GOVERNANCE COMMITTEE

DATE: THURSDAY, MARCH 7, 2024

TIME: 4:00 PM – 5:00 PM

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

MEETING MINUTES

1. CALL TO ORDER

Chair Moore called the March 7, 2024 meeting of the Governance Committee to order at 4:03 PM.

2. ROLL CALL

Board Members Present

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

Board Members Excused

Julie Colley, Trustee

3. APPROVAL OF GOVERNANCE COMMITTEE MINUTES

A. JANUARY 11, 2024 GOVERNANCE COMMITTEE MINUTES

Trustee Tolliver motioned to approve the January 11, 2024 Governance Meeting Minutes. Vice Chair Mentel seconded the motion. Motion carried.

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

Chair Mentel shared that the Strategic and Operational Planning Committee met on March 7, 2024. The committee was provided an update by the Columbus Regional Airport Authority on the John Glenn International Airport terminal project. Chair Mentel also shared that the group received a presentation from staff on the LinkUS planning work happening to ensure downtown Columbus alignment.

Chair Moore also highlighted that COTA donated a bus to The Big Bus nonprofit, which aims to increase access to resources, opportunities, and learning by meeting students and families

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where they are. This donation was made possible thanks to a partnership with United Way of Central Ohio. Chair Moore also shared that COTA recently launched an internal communication platform called “The Loop” to better connect and inform staff.

5. EXTERNAL STAKEHOLDER RELATIONS COMMITTEE REPORT – SHANNON TOLLIVER, CHAIR

Chair Tolliver shared that the External Stakeholder Relations Committee met on March 7, 2024. The committee received updates from staff on the ongoing work of COTA’s Employee Resource Groups (ERG) and LinkUS outreach efforts.

Chair Tolliver also highlighted both COTA’s efforts around Transit Worker Appreciations Week happening the week of March 18 and the BELIEVE ERG produce drive and distribution happening on April 17, 2024.

6. PERFORMANCE MONITORING/AUDIT COMMITTEE REPORT – ERIN DELFFS, COTA CHIEF FINANCIAL OFFICER

Erin Delffs shared that the Performance Monitoring/Audit Committee met on March 9, 2024. The committee received an update from staff on COTA’s unaudited financials and ridership numbers. Staff presented an update on the LinkUS financial model and presented the resolutions being recommended for the Board Consent Agenda.

Erin highlighted that COTA would be having a spring operator hiring event on Wednesday, April 24, 2024 at COTA’s Fields Avenue Facility. He also acknowledged that COTA was recently awarded \$2.7 million from ODOT’s Workforce Mobility Partnership Program for two major projects.

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

No other business was presented.

8. 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 made a motion to enter Executive Session for the purpose listed above. Trustee Tolliver seconded the motion. The committee voted unanimously via roll call vote to enter executive session at 4:46 PM.

Executive Session ended at 5:06 PM.

9. ADJOURNMENT

Trustee Tolliver motioned to adjourn the meeting. Vice Chair Mentel seconded the motion. The meeting was adjourned at 5:06 PM.

Adopted: _____ May 9, 2024

Signed:  _____
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Chair, Governance Committee

DocuSigned by:

Monica Selby-Fowler

Attest:

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President/CEO

