

BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY

MINUTES OF: Regular Meeting of the SORTA Board of Trustees

DATE: Tuesday, June 16, 2015, 9:00 a.m.  
SORTA/Metro Mt. Adams Board Room  
602 Main Street  
Cincinnati, Ohio 45202

BOARD MEMBERS

PRESENT: Jason Dunn, Frank Bowen, Maurice Brown, Brendon Cull, Gregg Hothem, Ron Mosby, Jack Painter, Ken Reed, Gwen Robinson, Karl Schultz, Daniel St. Charles, Brad Thomas

BOARD MEMBERS

ABSENT: Kreg Keesee

STAFF MEMBERS: Dwight Ferrell, Donna Adkins, Butch Gaut, Paul Grether, Jennifer Haines, Darryl Haley, Sallie Hilvers, Mary Moning, Wright Parkes, John Ravasio, Mike Restle, Carlos Rowland, Frank Spataro

OTHERS: Nick Sunyak, City of Cincinnati; Trevor Smith, Seasongood Intern; Troy Miller, ATU Local 627; Jason Williams, Cincinnati Enquirer; Joe Vogal, Aecom; Chris Wetterich, Business Courier

**CALL TO ORDER**

Mr. Dunn, SORTA Board Chair, called the meeting to order.

**PLEDGE OF ALLIGANCE**

The Pledge of Allegiance was recited.

**OATH OF OFFICE: MAURICE BROWN**

Mr. Desmond administered the oath of office to new SORTA board member Maurice Brown.

**HEARINGS FROM CITIZENS**

Mr. Dunn asked if there were any citizens present who would like to address the board; there were none.

**APPROVAL OF MAY 19, 2015 REGULAR MINUTES**

Mr. Schultz made a motion that the minutes of the May 19, 2015 regular meeting be approved as previously mailed, and Mr. Thomas seconded the motion. By voice vote, the Board approved the minutes.

**COMMITTEE REPORTS****Planning and Operations Committee**

Mr. Thomas reported on the Planning and Operations Committee meeting held on Tuesday, June 9, 2015, and proposed the following resolutions to the Board for approval:

**Proposed Resolution No. 2015-14: Acceptance of Streetcar Public Meeting Comments**

Mr. Reed moved for adoption and Mr. Bowen seconded the motion. FTA Circular 4702.1B explains the legal requirements and responsibilities of FTA recipients under Title VI of the Civil Rights Act of 1964. One of the key responsibilities involves public outreach and involvement activities during the planning and implementation of programs and activities. SORTA held two public meetings to accept public comments on the proposed streetcar fare and service. One meeting was held on Monday, April 20, 2015 and the second was held on Monday, April 27, 2015. Approximately 60 people attended the public hearings and 12 people recorded comments verbally. In addition, SORTA received seven (7) written comments about the proposed service and fare. Staff recommends that the SORTA Board accept the attached results of the April 20, 2015 and the April 27, 2015 public meetings for the Cincinnati Streetcar.

By roll call vote, the Board unanimously approved Resolution No. 2015-14.

**Proposed Resolution No. 2015-15: Acceptance of Route 68 Public Meeting Comments**

Mr. Reed moved for adoption and Mr. Mosby seconded the motion. FTA Circular 4702.1B explains the legal requirements and responsibilities of FTA recipients under Title VI of the Civil Rights Act of 1964. One of the key responsibilities involves public outreach and involvement activities during the planning and implementation of programs and activities. A public meeting was held on Tuesday, May 23, 2015 to accept public comments on the elimination of Route 68. Comments were also accepted through May 23, 2015 via web survey, e-mail, fax, and mail to SORTA. Staff recommends that the SORTA Board accept the attached results of the May 23, 2015 public meeting for the proposed possible service changes, directs that the acceptance of the results be properly documented in the minutes of the SORTA Board meeting, approve the proposed service changes and authorize the CEO/General Manager to implement such changes.

By roll call vote, the Board unanimously approved Resolution No. 2015-15.

**Proposed Resolution No. 2015-16: Approval to File 2016 Grant Applications**

Mr. Schultz moved for adoption and Ms. Robinson seconded the motion. SORTA must apply for Federal, State, and local funds for the upcoming fiscal year. Board approval is required by the FTA and State of Ohio. Maximum flexibility is required to allow staff to react to changing conditions at the federal, state, and local levels. SORTA staff is developing a list of projects for the 5-year Capital Plan which will include the anticipated sources of federal, state, and local funding for these projects. The capital plan will be finalized in conjunction with the operating budget. Other sources of federal, state, and local funding or opportunities for funding and partnerships with outside agencies may become available. In such circumstances, management requests Board authorization to submit applications for the maximum amounts deemed to be in SORTA's best interests.

By roll call vote, the Board unanimously approved Resolution No. 2015-16.

**Proposed Resolution No. 2015-17: Approval of Contract for Printing of Bus Schedules**

Mr. Shultz moved for adoption and Mr. Bowen seconded the motion. Metro prints about two million one-color bus schedules each year, depending on the number of route and schedule modifications for the quarterly service changes. An Invitation For Bids (IFB) was sent to 25 vendors (including six SBE and five MBE firms). Staff recommends that SORTA execute a contract with Evolution Creative Solutions, as the lowest responsive bid from a responsible bidder, for the printing of bus schedules for a total cost not to exceed \$341,996.55 for two years.

By roll call vote, the Board unanimously approved Resolution No. 2015-17.

**FINANCE COMMITTEE**

Mr. Hothem reported on the Finance Committee meeting held on Thursday, June 11, 2015 and gave brief summary of the Internal Audit Report for IT Change Management and the 2014 annual financial statement audit by CliftonLarsonAllen.

**RIDERSHIP REPORTS FOR APRIL 2015**

Mr. Restle presented the April ridership report. Mr. Restle stated that regular service for the month was under budget by 4.9%, student service was over budget by 15.6%, and total fixed route was under budget by 2.4%. Paratransit was over budget by 4.4%, and year to date, total ridership was under budget by 2.3%. The Board discussed several factors that could be contributing to the drop in ridership, and Mr. Ferrell noted that staff will be analyzing ridership variances in greater detail over the coming months.

**FINANCIAL REPORTS FOR APRIL 2015**

Mr. Restle presented the April financial report. Total revenues for the month were \$7.8 million, which is unfavorable to budget by \$65,000, or 0.8%. Total expenses were \$7.7 million, which is favorable to budget by \$172,000, or 2.2%. The end result is a net favorable variance for the month of \$107,000 and \$407,000 favorable year to date. Mr. Restle then reviewed with the Board the significant contributing factors to these variances.

**STREETCAR UPDATE**

Mr. Grether provided a Streetcar Update noting that staff and city staff continue to develop Standard Operating Procedures for each department to integrate streetcar operations into Metro. Mr. Grether gave a brief update on streetcar vehicle manufacturing, ongoing safety and security certifications and briefly highlighted the presentation provided to the SORTA Planning & Operations and Finance committees and Cincinnati City Council regarding the results of the RFP evaluations for the Operations & Maintenance Services contract.

**BOARD UPDATE**

Mr. Ferrell presented the Board Update highlighting the summer ridership campaign, the involvement of Everybody Rides Metro with Mayor Cranley's "Hand Up" initiative, recent state lobbying activities, electric bus testing, and the June 4<sup>th</sup> safety awards luncheon.

**NEW BUSINESS**

Mr. Mosby and Ms. Robinson had questions regarding particular shelters and transit hubs. Mr. Ferrell noted that staff will provide the Board with a more comprehensive update in the coming months.

Mr. Ferrell advised that Board that Metro will be soon be starting a bus operator hiring initiative, which will include a focus on good customer service skills.

### **EXECUTIVE SESSION**

Mr. Thomas made a motion that the board go into Executive Session as provided in Ohio Revised Code Section 121.22(G)(3) "concerning disputes...that are the subject of pending or imminent court action" and Mr. Reed seconded the motion.

By roll call vote, the Board approved the motion and went into Executive Session at 9:45 a.m.

Mr. Reed made a motion that the Board return to regular session and Mr. Reed seconded the motion. The Board approved the motion and returned to regular session at 10:25 a.m.

The Board had a brief discussion concerning the next steps in the streetcar project. Staff informed the Board that the Cincinnati City Council will be meeting to discuss the options for streetcar service. Staff will be making a recommendation to the Board at its July meeting to award a contract for the best value within the budget constraints and available funding for the operations and maintenance of the streetcar.

### **NEXT MEETING**

The next regular meeting of the SORTA Board of Trustees is scheduled for Tuesday, July 21, 2015, at 9:00 a.m., the SORTA/Metro Board Room, 602 Main Street, Suite 1200, Cincinnati, Ohio.

Mr. Mosby made a motion that the meeting be adjourned and Mr. Cull seconded the motion. The Board approved by motion by voice vote and the meeting adjourned at 10:45 a.m.

APPROVED:

Jason Dunn  
Chair, SORTA Board

ATTESTED:

Dwight Ferrell  
CEO & General Manager