

BOARD OF TRUSTEES
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY

MINUTES OF: Regular Meeting of the SORTA Board of Trustees

DATE: Tuesday, September 20th, 2016, 9:00 a.m.
SORTA/Metro Mt. Adams Board Room
602 Main Street
Cincinnati, Ohio 45202

BOARD MEMBERS

PRESENT: Jason Dunn, Brendon Cull, Gary Greenberg, Kreg Keesee, Mary Miller, Ron Mosby, Ken Reed, Gwen Robinson, Karl Schultz, Daniel St. Charles, Brad Thomas

BOARD MEMBERS

ABSENT: Maurice Brown

STAFF MEMBERS: Dwight Ferrell, Donna Adkins, Michelle Cantor, Matt Conover, David Churchill, David Etienne, Butch Gaut, Darryl Haley, Sallie Hilvers, Mary Huller, Maria Jones, Olivia Jones, Kim Lahman, Carla McHale, Mary Moning, John Ravasio, David Riposo, Wright Parkes, Demarcus Peters, Ronald Salerno, Shannel Satterfield, Paul Williams

OTHERS: Pete Metz; Cincinnati Chamber of Commerce, Nick Sunyak; City of Cincinnati, Anthony Osterlund; Vorys, Sater, Seymour, and Pease, LLP; Robert Shuemak; Hamilton County Disabilities, Sharon Coolidge; Cincinnati Enquirer

CALL TO ORDER

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

PLEDGE OF ALLIGANCE

The Pledge of Allegiance was recited.

HEARINGS FROM CITIZENS

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

OATH OF OFFICE: GARY GREENBERG

The Oath of Office was administered to new SORTA Board Member, Gary Greenberg by Anthony Osterlund of Vorys, Sater, Seymour, and Pease, LLP.

APPROVAL OF AUGUST 16, 2016 REGUAR MINUTES & AUGUST 23, 2016 SPECIAL BOARD MINUTES

Mr. Reed made a motion that both the minutes of the August 16, 2016 regular meeting and the August 23, 2016 Special Board meeting be approved as previously mailed and Mr. Thomas seconded the minutes. By voice vote, the Board approved both sets of minutes.

RAIL REPORT

Mr. Haley provided the Rail Report; noting highlights for ridership on the Cincinnati Bell Connector for the first weekend of service, which totaled 50,646. He also discussed the CincyEZ Ride app as well as issues with the new ticket vending machines (TVMs). Mr. Ferrell noted that staff is working through the issues with GFI, the TVM vendor. The Board also discussed issues with the traffic signals, which are controlled by the City. The contractor, Transdev, is working on spacing of the streetcar until this can be addressed.

COMMITTEE REPORTS**Strategic Planning Committee**

Ms. Miller reported on the Strategic Planning Committee meeting, which had been held just before the Board meeting on September 20, 2016, and proposed the following to the Board for approval:

Proposed Motion: Approval of 2017 -2021 Strategic Plan

Ms. Robinson moved for adoption and Mr. Reed seconded the motion. This motion approves the 2017-2021 strategic plan, using the Balanced Scorecard approach. By roll call vote, the Board approved the Motion.

Planning and Operations Committee

Mr. Thomas reported on the Planning and Operations committee meeting that was held on September 13, 2016, and proposed the following to the Board for approval:

Proposed Motion: Environmental Policy Statement

Ms. Robinson moved for adoption and Ms. Miller seconded the motion. This motion approves an Environmental Policy Statement and allows it to be communicated to all SORTA employees, contractors, vendors, and the public. The policy statement includes implementation of a formal Environmental and Sustainability Management System (ESMS) that will develop procedures and practices to proactively mitigate environmental impacts, build a healthy and versatile workplace, and ensure fiscal stability. By voice vote, the Board approved the Motion.

Proposed Resolution No. 2016-33: Approval of Communications Radio Tower Facilities Lease Renewal

Mr. Reed moved for adoption and Mr. Schultz seconded the motion. This resolution approves a five (5) year facilities lease renewal agreement with Crown Castle to lease space on a radio tower in Taylor Mill, KY at a total cost not to exceed \$90,000. By roll call vote, the Board unanimously approved Resolution 2016-33.

Proposed Resolution No. 2016-34: Approval of Contract for Owner's Representative Services

Ms. Miller moved for adoption and Mr. Reed seconded the motion. This resolution approves an eighteen (18) month contract with Parsons Brinckerhoff, Inc. to perform site inspections, project oversight, and construction management services during pre-construction, construction, and close of the three (3) projects identified as the Northside Transit Center, Oakley Transit Center, and improvements to existing bus stops in Walnut Hills at a total cost not to exceed \$158,640.78. By roll call vote, the Board unanimously approved Resolution 2016-34.

Proposed Resolution No. 2016-35: Approval of Contract for Biometric Screening Services

Mr. Mosby moved for adoption and Mr. Reed seconded the motion. This resolution approves a three (3) year contract with 2 one (1) year options with Interactive Health at a total cost not to exceed \$808,710.

The Board discussed the specifics of the biometric screening services and how they would differ from the screening services offer at a storefront pharmacy or doctor's office. The panel from Interactive Health is a 38 panel screen versus a traditional five or fourteen panel test. Since SORTA began offering this test in 2014, there has been an 8% drop in tobacco use among insured employees who opted for the biometric screening.

By roll call vote, the Board unanimously approved Resolution 2016-35.

Finance Committee

Mr. Keesee reported on the Finance committee meeting that was held on September 13, 2016 and proposed the following to the Board for approval:

Proposed Motion: Approval of Extension Agreement for Audited Financial Statements

Mr. Thomas moved for adoption and Mr. Mosby seconded the motion. This motion approves an extension agreement between CliftonLarsonAllen LLP, the Ohio State Auditor's Office, and SORTA for the audit of SORTA's financial statements for the years 2016 through 2020, at a total cost not to exceed \$735,000. By voice vote, the Board approved the Motion.

Monthly Financial Report

Mr. Riposo presented the July 2016 financial report. Total revenues were \$7.4 million, which is unfavorable to budget by \$173,000 or 2.3%. Total expenses were \$7.6 million, which is unfavorable to budget by \$5,000 or 0.1%. Budgeted prior years reserves of \$43,000 were used in July. The end result was a net unfavorable variance of \$179,000 for the month. Fare revenue was unfavorable to budget by \$152,000 or 8.9% for the month due to ridership being 8.4% under budget. Mr. Riposo then reviewed with the Board the significant contributing factors to these variances.

The Board discussed SORTA's revenue issues, what changes are being made to reduce capital spending, the hiring freeze, as well as the 2016 budget update, which had been presented during the September Finance Committee meeting. Mr. Ferrell noted that staff will be rolling out a 5-year operating budget and 10-year capital program which will include upgrades to SORTA's current infrastructure.

Mr. Dunn took a moment to address the Route 17, and the several customer calls due to buses breaking down. He noted that he would be riding the Route himself in order to rectify said issues and asked that Board members consider riding along with him.

Ridership Report for July 2016

Mr. Conover provided the July 2016 ridership report and stated that total ridership was 1,058,753 which was 8.4% below projections. On-time performance was 86.3% for local routes, against a goal of 88%. Local routes are carrying 19.2 passengers per hour, against a goal of 20.7 and express routes are carrying 14.7 passengers per trip against a goal of 16.2. Mr. Conover also presented the July Access ridership report and noted that total ridership for Access was 17,217 in July, flat from projections. Year-to-date Access ridership was down 1.7% or 301 rides. On-time performance was 97% against a goal of 93%.

The Board asked Mr. Conover what the most common requests from customers are in terms of our current route system. Mr. Conover explained that the most common requests from customer are more frequency, followed by a greater span of the system. He noted that our current system is a spoke-and-hub mode versus a grid system; a spoke-and-hub system results in miles and travel for the customer. Mr. Cull and Mr. Reed stated that they would like to hear from non-riders as to why they do not utilize Metro's service, as well as people who once did and no longer do.

CEO BOARD UPDATE

Mr. Ferrell thanked Ms. Moning for her work on the Strategic Plan. He also thanked Paul Grether for all of his work on getting the Cincinnati Bell Connector off the ground, as well as Sallie Hilvers and SORTA staff, in particular, Phil Beiting, who was instrumental in the CincyEZRide app. Mr. Ferrell presented a video showing highlights from the Cincinnati Bell Connector's grand opening weekend.

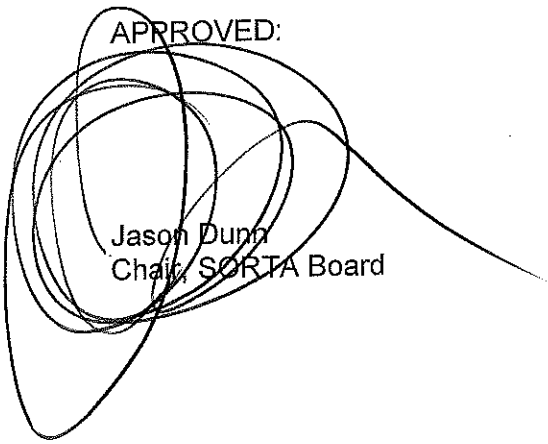
NEW BUSINESS

Mr. Reed moved to adjourn the meeting and Mr. Thomas seconded. The meeting adjourned at 10:25 a.m.

NEXT MEETING

The next regular meeting of the SORTA Board of Trustees is scheduled for Tuesday, October 18th, 2016 at 9:00 a.m., the SORTA/Metro Board Room, 602 Main Street, Suite 1200, Cincinnati, Ohio.

APPROVED:

A large, dense, and somewhat illegible handwritten signature in black ink, consisting of many overlapping loops and lines.

Jason Dunn
Chair, SORTA Board

ATTESTED:

A large, dense, and somewhat illegible handwritten signature in black ink, consisting of many overlapping loops and lines.

Dwight Ferrell
CEO & General Manager