

SORTA BOARD OF TRUSTEES MEETING

TUESDAY, APRIL 25TH, 2023 – 6:00 P.M.
SORTA BOARD ROOM 6TH FLOOR
525 VINE STREET,
CINCINNATI, OHIO, 45202

General Items:

Call to order
Pledge of Allegiance
Oath of Office: Jay Bedi (*Kim Schaefer, Legal Counsel*)
Hearings from citizens
Chairman Update

Action Items:

1. Approval of Board Minutes: March 28th, 2023

Finance Committee (*Dan Driehaus*)

Employee Relations (*Gwen Robinson*)

Planning & Operations Committee (*Blake Ethridge*)

Consent Agenda Items:

2. Proposed Resolution 2023-28: Approval of Contract No. 54-2023 Diesel Exhaust Fluid

Briefing Items:

3. Financial Reports for March 2023 (*Larry Pinkelton*)
4. Metro on the Move (*Darryl Haley*)

Other Items:

New Business

Adjournment

The next regular meeting of the SORTA Board of Trustees is scheduled for
Tuesday, May 23rd, 2023, at 9:00 A.M.

The SORTA Board of Trustees may go into Executive "Closed" Session under the Ohio Open Meetings Act:

Section 121.22(G)(1) To consider appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee...; Section 121.22(G)(2) To consider the purchase of property for public purposes...; Section 121.22(G)(3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action; Section 121.22(G)(4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees...; Section 121.22(G)(5) Matters required to be kept confidential by federal law or regulations or state statutes; Section 121.22(G)(6) Details relative to the security arrangements and emergency response protocols for a public body or a public office; Section 121.22(G)(8) To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets...

SORTA BOARD OF TRUSTEES
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
SORTA/METRO AT HUNTINGTON CENTER
SORTA BOARD ROOM-6th FLOOR
525 VINE STREET, CINCINNATI OHIO 45202

MINUTES OF: Regular Meeting of the SORTA Board of Trustees

DATE: Tuesday, March 28th, 2023, 9:00 a.m.

BOARD MEMBERS PRESENT: Alyson Beridon, Tony Brice, Chelsea Clark, Dan Driehaus, Trent Emenecker, Blake Ethridge, Robert Harris, Kreg Keesee, Pete Metz, Gwen Robinson, KZ Smith, and Sonja Taylor

BOARD MEMBERS ABSENT: Jay Bedi, Allen Freeman, Rod Hinton, and Sara Sheets

STAFF MEMBERS: Andy Aiello, John Edmondson, Pat Giblin, Adriene Hairston, Darryl Haley, Brandy Jones, Maria Jones, Natalie Krusling, Pat Lafleur, Jeff Mundstock, John Ravasio, Ruth Reed, Jason Roe, Kevin Ruth, Shannel Satterfield, August Schweitzer, Khaled Shammout, and Tara Walker

LEGAL COUNSEL: Kimberly Schafer (Vorys, Sater, Seymour and Pease LLP)

GUEST/PUBLIC PRESENT:

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

OATH OF OFFICE: JAY BEDI, ANTHONY "TONY" BRICE JR., PETE METZ, AND KAZAVA "KZ" SMITH

Anthony "Tony" Brice Jr., Pete Metz, And Kazava "KZ" Smith took an Oath of Office as new members of SORTA Board of Trustees executed by Kimberly Schafer, SORTA's legal counsel.

Jay Bedi was unable to attend.

PUBLIC COMMENTS

Ms. Jessica Scully, citizen submitted a public comment via email. Mr. Keesee read Ms. Scully's email as followed:

"I am a lifelong Cincinnati . . . a graduate of UC . . . with a seventeen-year career as a UC accountant. I raised my daughter here as a single mother. I attend Mass, lunches, concerts, and citywide events. I have lived a very active life despite the rare genetic disorder that placed me in this chair decades ago. And while my career eventually allowed me the luxury of a van, before this option, I relied entirely upon SORTA. Public transportation for the disabled is extremely important. Without the bus system, having an independent life with a career, as a single mother, participating in our community . . . none of it would have been possible. My productive tax paying life would have been replaced by a solitary shut in's life. That is how important public transportation is for a disabled person. I have lived at the same address here in Hamilton County for almost 18 years. In that time, I have watched the bus routes contract away from me and any other disabled residents in our suburbs. If my van broke down and I had to get to a bus stop, today, I would have to run my chair down the side of almost two miles of hilly, winding roads without sidewalks in all kinds of weather. I read of the measures being taken to introduce additional rapid transit routes and the select introduction of Metro Now. We are fortunate to have an organization here that seeks to improve. I am asking however that you further consider the location and public transportation needs of your disabled community - which includes people from all age groups. Certainly, a lot of this data must exist within the county. Could the new funds allow the restoration of certain routes or expansion of others? Or is this an opportunity for Metro Now? Are we in your calculations in any significant way? Thank you for your time."

CHAIRMAN UPDATE

None.

APPROVAL OF FEBRUARY 28TH, 2023 BOARD MEETING MINUTES

Mr. Keesee made a motion that the minutes from the February 28th, 2023, board meeting be approved as previously mailed and Mr. Driehaus seconded the motion.

By voice vote, the SORTA Board approved the minutes.

FINANCE COMMITTEE

Mr. Keesee reported on the Finance Committee meeting held on March 21st, 2023, and there were no item(s) to present for Board approval.

PLANNING AND OPERATIONS COMMITTEE

Mr. Keesee reported the Planning and Operations Committee meeting was held on March 21st, 2023 and there were item(s) to present for Board approval.

Mr. Keesee moved for adoption and Ms. Clark seconded a motion to approve Resolution No. 2023-20 through Resolution No. 2023-27 on the consent agenda. Mr. Ethridge recommended removing Resolution No. 2023-25 from the consent agenda, as there was an error in the resolution language and requested that it be updated post meeting.

By roll call, the SORTA Board approved the resolutions.

PROPOSED RESOLUTION 2023-20: APPROVAL OF MODIFICATION FOR CONTRACT NO. 47-2022 FOR OPENGOV E-PROCUREMENT SOFTWARE

This resolution approves a modified five (5) year contract with OpenGov for additional software services, at a cost not to exceed 763,668, increasing the total contract value up to \$985,868.

PROPOSED RESOLUTION 2023-21: APPROVAL OF MODIFICATION FOR CONTRACT NO. 91-2022 FOR PARATRANSIT VEHICLES

This resolution approves a modified five (5) year contract with TESCO for installation of video surveillance equipment and Metro branding (vehicle wrapping), at a total cost not to exceed \$411,936, increasing the total contract value up to \$2,778,958.

PROPOSED RESOLUTION 2023-22: APPROVAL OF CONTRACT NO. 100-2022 FOR RIGHT OF WAY APPRAISAL SERVICES

This resolution approves a six-month contract with AECOM for right of way consultant services, at a total cost not to exceed \$466,203.

PROPOSED RESOLUTION 2023-23: APPROVAL OF CONTRACT NO. 02-2023 FOR A&E SERVICES FOR GOVERNMENT SQUARE REDESIGN

This resolution approves a one (1) year contract with MSA Design for design services, at a total cost not to exceed \$135,855.

PROPOSED RESOLUTION 2023-24: APPROVAL OF CONTRACT NO. 09-2023 FOR PRESSURE WASHING SERVICES

This resolution approves of a five (5) year contract with Roth Pressure Cleaning Services, Inc., for pressure washing services, at a total cost not to exceed \$352,660.

PROPOSED RESOLUTION 2023-26: APPROVAL OF CONTRACT NO. 50-2023 FOR NON-REVENUE SUPPORT VEHICLES

This resolution approves a 1.75-year contract with Montrose Ford for the purchase of twenty (20) non-revenue vehicles, at a cost not to exceed \$ 736,902.

PROPOSED RESOLUTION 2023-27: APPROVAL OF CONTRACT NO. 62-2023 FOR TRANSIT MASTER SOFTWARE RENEWAL

This resolutions approves a five (5) year contract with Trapeze/Vontas for software/hardware installation, at a cost not to exceed 2,789,298.

DISCUSSION AGENDA ITEMS:

PROPOSED RESOLUTION 2023-25: APPROVAL OF CONTRACT NO. 28-2023 FOR BUS WASHER INSTALLATION

Mr. Keesee moved for adoption and Ethridge seconded the motion. This resolution approves a two (2) contract with Westmatic, Inc. for full bus washer systems replacement, at a cost not to exceed \$1,998,740.

By roll call, the Board approved the resolution.

FINANCIAL REPORT AS OF FEBRUARY 28TH, 2023

Mr. Pinkelton presented the February financial reports. Total revenues were \$16.7 million, which is favorable to budget by \$578,000. Total expenses were \$10.9 million, which is favorable to budget by \$1.2 million. Fare revenue was \$1 million favorable to budget by \$177,00k. Mr. Pinkelton then reviewed the contributing factors to these variances.

The SORTA Board accepted the report as presented.

METRO ON THE MOVE REPORT

Mr. Haley deferred his report; stating the information was available in the board packet.

NEW BUSIENESS

Mr. Keesee made a motion that the Board go into executive session as provided in Ohio Revised Code Section 121.22(G)(1) "*To consider appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee....*" and Ms. Beridon seconded the motion. The Board unanimously approved the motion by roll call vote and went into executive session at 9:40 a.m.

Mr. Keesee made a motion that the Committee return to regular session and Ms. Beridon seconded the motion. The Committee approved the motion and returned to regular session at 9:50 a.m.

MOTION: APPROVAL OF CEO/GENERAL MANAGER CONTRACT EXTENSION

Mr. Keesee moved for adoption and Ms. Beridon seconded the motion. The motion approves the CEO/General Manager/ Secretary-Treasurer (Darryl Haley) contract extension.

By voice vote, the Board approved the motion.

ADJOURNMENT

The meeting adjourned at 9:53 A.M.

NEXT MEETING

The next regular meeting of the SORTA Board of Trustees has been scheduled for
April 25th, 2023, at 6:00 P.M.
the SORTA/Metro Board Room, at 525 Vine Street, Cincinnati, Ohio.

APPROVED:



Kreg Keesee
Chair, SORTA Board

ATTESTED:



Darryl Haley
CEO/General Manager/Secretary-Treasurer

Project	Method	Vendor	Award	Term	Funding
54-2023 Diesel Exhaust Fluid	Invitation for Bid	Next Generation Fuel, LLC	\$150,614 (M/WBE)	1 year Expires April 2024	Budgeted Local Operating

Total Awards for Month

\$150,614

YTD Diversity Spend
\$2.2M ↑



BOARD OF TRUSTEES ACTION ITEM

DATE: April 18, 2023
FROM: John Edmondson, Sr. Director of Procurement
 Jeff Mundstock, Director of Fleet & Facilities
PROJECT NO.: 54-2023 Diesel Exhaust Fluid
REQUEST: Contract Award

BACKGROUND

Metro buses primarily run on diesel fuel. Diesel engines are a common propulsion system for 40’ transit vehicles throughout the industry and are widely known for their ruggedness and fuel efficiency.

BUSINESS PURPOSE

Diesel engines produce nitrous oxide emissions that are harmful to breathe and damaging to the environment. Diesel exhaust fluid (“DEF”) acts as a chemical catalytic converter and is required for the engine to function properly.

PROJECT FINANCING

The budget for the project is \$165,600 and was included in the approved FY2023 Operating Budget.

The contract award is for a single year with a not to exceed value of \$150,614; a **savings to budget of \$14,986**. The contract price per gallon is \$1.48 (rounded from \$1.4766) and is considered fair and reasonable based on competition and previous pricing.

PROJECT PROCUREMENT

The procurement methodology for commodities of this type is Invitation for Bid (“IFB”). The lowest responsive, responsible bidder is selected for contract award.

Staff targeted more than 20 firms capable of delivering the products, including 11 certified XBE firms. More than 200 firms were notified of the opportunity using our e-procurement platform.

Seven (7) vendors downloaded solicitation materials and four (4) submitted responses for our review. Two firms, PetroChoice and Valor Oil, were deemed nonresponsive due to missing required documentation.

The following table indicates the prices received from each interested vendor:

Next Generation Fuel	PetroChoice	Valor Oil	Atlantic Petroleum
\$150,614	\$168,300	\$243,780	\$317,220

Next Generation Fuel is considered to have the lowest responsive bid. The price is considered fair and reasonable based on competitive pricing from other vendors and contract pricing from previous years (\$1.95 per gallon in FY2022).

The contract is a firm fixed price and will expire on April 30, 2024.



PROJECT DIVERSITY

A diversity participation goal was not required for this contract since Metro financed the contract using local funding. However, calculations indicate that approximately 5% of local vendors are certified XBE firms capable of performing the work.

Staff targeted 11 certified XBE firms for this opportunity. Two certified firms responded with bid submissions.

Next Generation Fuel is a certified MBE/WBE organization, resulting in a 100% diversity award.

RECOMMENDED BOARD ACTION

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute Contract No. 54-2023 on behalf of Metro with Next Generation Fuel, Inc., for a not to exceed value of \$150,614.

BOARD OF TRUSTEES
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
MOTION

ADOPTION OF REVISED 2023 BOARD AND COMMITTEE MEETING SCHEDULE

The SORTA Board approves and adopts the revised 2023 Board and Committee Meeting Schedule as attached.

SORTA
Revised Schedule of Meetings
2023

<u>Finance Committee</u>	<u>Planning & Operations Committee</u>	<u>Ad Hock Committees</u>	<u>SORTA Board</u>
Tuesday 8:30 a.m.	Tuesday 9:00 a.m.	Thursdays 9:00 a.m.-11:00 A.M.	Tuesday 8:30 a.m./6:00 p.m.
January 17	January 17	<i>Governance & Nominating, Employee Relations, and Paratransit Coordination</i>	January 24 9:00 a.m.
February 21	February 21	<i>Executive</i>	February 28 6:00 p.m.
March 21	March 21		March 28 9:00 a.m.
April 18	April 18	<i>Employee Relations and Paratransit Coordination</i>	April 25 6:00 p.m.
May 16	May 16		May 23 8:30 a.m.
June 20	June 20		June 27 6:00 p.m.
July 18	July 18	<i>Employee Relations and Paratransit Coordination</i>	July 25 8:30 a.m.
August 15	August 15		August 22 6:00 p.m.
September 19	September 19	<i>Infrastructure, Bike, & ROW</i>	September 26 8:30 a.m.
October 17	October 17	<i>Employee Relations, Infrastructure, Bike, & ROW and Paratransit Coordination</i>	October 24 6:00 p.m.
November 7 (Election Day)	November 7 (Election Day)		November 14 8:30 a.m.
December 5	December 5		December 12 6:00 p.m.

Note: Committee and Board meetings meet the 3rd and 4th Tuesday of the month.
Ad Hock Committees meet quarterly or as needed.
November and December Committee and Board meetings were moved to the 1st and 2nd
Tuesday of the month due to holidays.

Southwest Ohio Regional Transit Authority

Financial Summary - March 2023

Report Out Date – April 18, 2023





Agenda – Financial Summary

- Statement of Operations for March '23
 - Revenue Chart
 - Expense Chart
 - Key Drivers
 - Detail Profit & Loss Statement
- Investment Balance Update (separate attachment)
- Investment Funds Reserve Summary



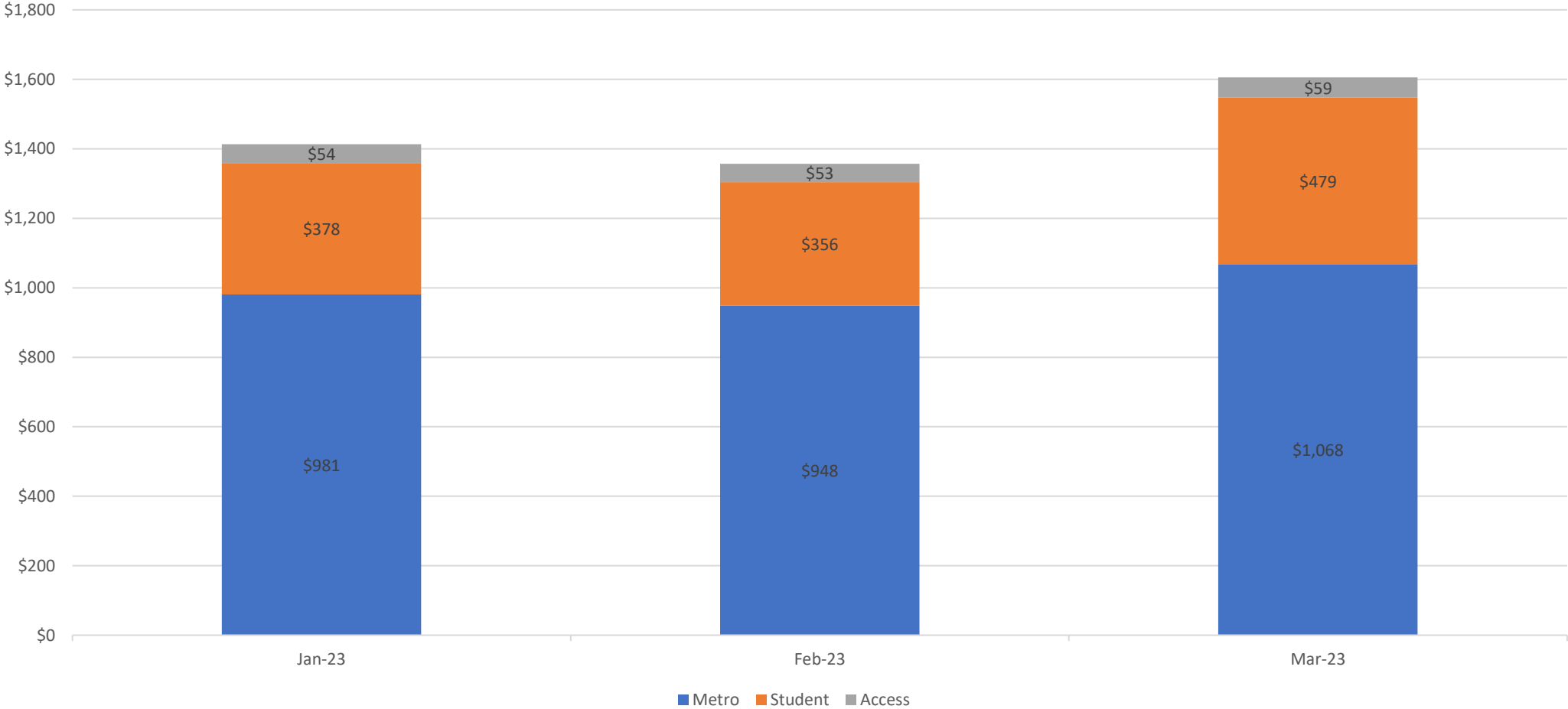


STATEMENT OF OPERATIONS

MARCH 2023 – FARE REVENUE SOURCES

3 MONTH TREND – JANUARY 2023 THRU MARCH 2023

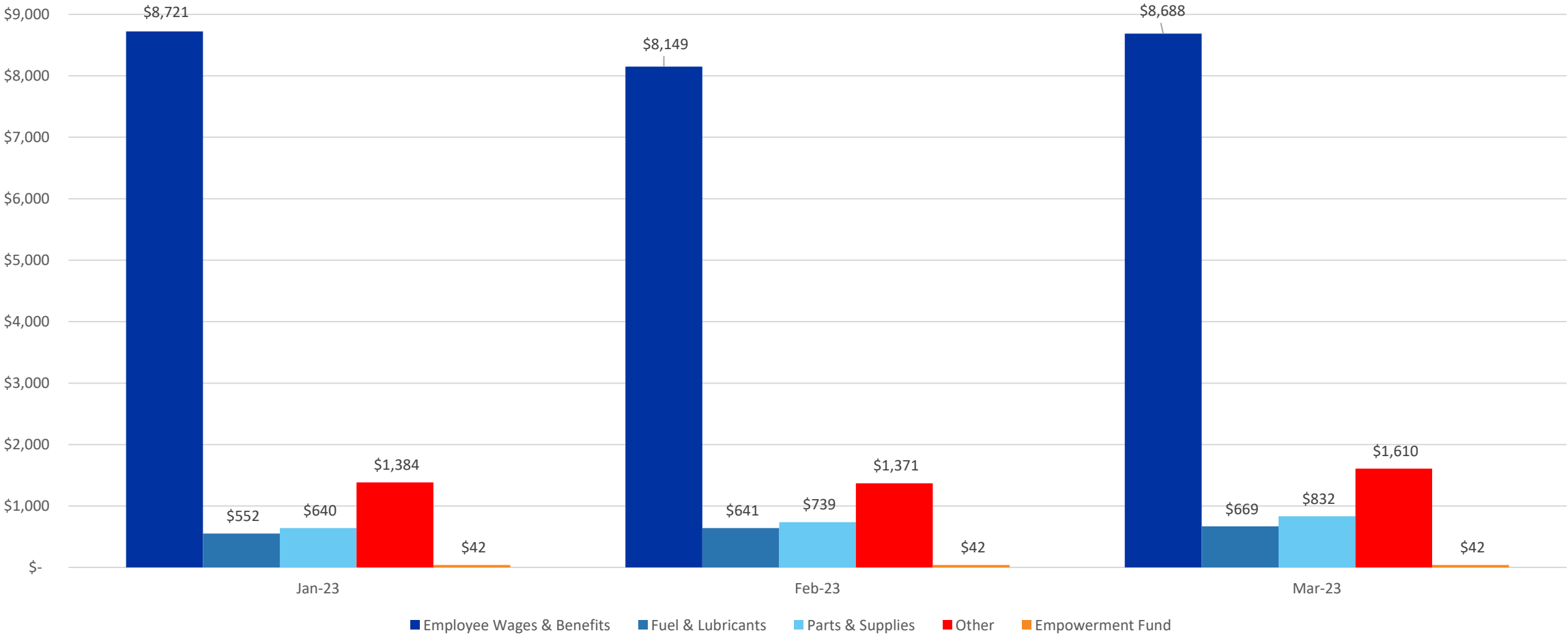
In Thousands



MARCH 2023 – OPERATING EXPENSE SOURCES

3 MONTH TREND – JANUARY 2023 THRU MARCH 2023

In Thousands



Profit & Loss – Summary / Key Drivers



Summary

- Total Revenue \$18.1M - favorable to Budget \$729k or 4.2%
- Total Expense \$11.8M - favorable to Budget \$923k or 7.2%
- Surplus / (Deficit) \$6.3M - favorable to Budget \$1.7M
- Note: Ridership total is 1.08M - favorable to Budget 97k or 9.9%

Revenue

- Total Fares \$1.1M - favorable to Budget \$103k or 10.1%.
- CPS Revenue \$479k - favorable to Budget \$152k or 46.5%. Root Cause: YTD true-up for extra curricular passes
- Non-Transportation \$618k - favorable to Budget \$514k or 494.2%. Root Cause: Investment portfolio income higher than projected
- County Sales Tax \$9.9M, which is on Budget. Note: Jan – Mar '23 will be on plan due to 3-month lag in actual receipts
- Federal Grants \$5.8M, which is on Budget

Expense

- Wages & Benefits \$8.7M - favorable \$422k or 4.6% to Budget. Root Cause: Open positions
- Fuel and Lubricants \$669k - favorable \$111k or 14.2% to Budget. Root Cause: Diesel Fuel gallon usage and hedging gains \$118k
- Parts & Supplies \$832k - unfavorable (\$101k) to Budget or (13.8%). Root Cause: Revenue Vehicle Parts (\$80k)
- All Other \$1.6M - favorable \$491k to Budget or 23.4%. Root Cause: Outsourced Services \$533k





**Investment of Funds Report
March 31, 2023**

	<u>Principal Amount</u>	<u>3/31/2023 Yield</u>
<u>Overnight Investments</u>		
STAR Ohio	\$104,320,436	5.02%
Fifth Third Bank Concentration Account	\$94,683	0.00%
Subtotal Overnight Investments / Average Rate	\$104,415,119	5.02%
<u>Securities & CD's</u>		
Fifth Third Bank Custody Account:		
Agency Bond	\$12,179,666	1.90%
Commercial Paper	\$3,363,090	5.45%
Certificate of Deposit	\$992,327	0.76%
U.S. Treasury Bond	\$4,785,016	2.08%
U.S. Treasury Note	\$19,798,666	1.43%
Subtotal Securities & CD's / Weighted Yield / Maturity	\$41,118,765	1.98%
Total All Securities (3/31/2023) / Weighted Yield	\$145,533,884	4.18%

Current Capital Reserve Obligations

Capital Plan Commitments by type :

Local Match - FTA and ODOT Grants	\$2,306,641
Note - Metro's contribution ranges from 10% - 50%, most are 20%	
100% Local Projects	\$30,047,162
Prior Years Open	\$34,096,065
2023	
2 Months of Operating Expenses	\$24,000,000
All Other Obligations	\$9,500,000
Total Current Capital Reserve Obligations	\$99,949,868

Net Unrestricted Securities Available **\$45,584,016**

2023 Operating Budget Surplus (Deficit) Apr - Dec \$29,175,866

Net Unrestricted Securities + '23 Operating Budget Surplus **\$74,759,881**



April 2023

The Best Dressed Award Goes To...: The Network Association of Uniform Manufacturers and Distributors named Metro as the recipient of the “Image of the Year” award that recognizes the most thoughtfully designed apparel collections and concepts worn in today’s global workforce. We received the award for our “functional yet comfortable pant and shirt options that wick away moisture, resists wrinkles and provide stretch. A three-in-one offers protection from outside elements.” We are thrilled to receive this international award!

***MetroNow!* service coming soon:** The first few *MetroNow!* vehicles have arrived and are getting ready for service which is preparing to launch in late May. These vehicles will be on tour at popular destinations within the Springdale & Northgate zones soon for the community to check out. We will follow up with those dates and locations.

Strategic Employee Townhalls: We held a dozen employee town hall meetings recently to update our entire workforce on the progress of our 5-year strategic plan and the role they play in helping us achieve those goals. It also provided a great opportunity for employees to ask questions and offer feedback. These townhalls are part of our ongoing effort to keep employees informed and engaged.

Regional FTA Visit: It’s important that our partners at the Federal Transit Administration are aware of what’s going on at Metro, especially when it comes to our federal funding needs for new buses and other infrastructure projects. We were excited for the opportunity to meet with the Regional FTA Administrator Kelley Brookins and her office in Chicago earlier this month. SORTA Board Chair Kreg Keesee joined me and other Metro leaders to lay out our key priorities and provide updates following our triennial review.

Community Project Funding Submission: We are honored to have been selected as one of 15 community-led projects selected by U.S. Congressman Greg Landsman for his support for federal funding. I was invited to join him for a press conference earlier this month to share how the \$3.2 million grant request to improve bus stops throughout Hamilton County would benefit our community. We are grateful for Congressman Landsman’s continued championing of public transit.

In the news: We have an incredible story to tell and were honored that during the month of April Metro was featured on the covers of the Business Courier, and trade publication, Busline Magazine. We are also featured in the Business Courier's podcast, "Above the Fold, as well as feature stories in Soapbox media, APTA Passenger Transport trade publication and on each local television station, 5, 9, 12 and 19. These story topics ranged from insights into major projects like BRT and MetroNow!, as well as our 50th anniversary, mobility trends and how we are leading the curve in innovating public transportation in the country.

I could not be prouder of the Metro team members and the board leadership that makes what we do here for the community possible.

Thank you,

A handwritten signature in cursive script that reads "Darryl Haley". The signature is written in black ink and is positioned to the left of the typed name and title.

Darryl Haley
CEO/General Manager/Secretary-Treasurer