

SORTA BOARD OF TRUSTEES MEETING

TUESDAY, MAY 23RD, 2023 – 9:00 A.M
SORTA BOARD ROOM 6TH FLOOR
525 VINE STREET,
CINCINNATI, OHIO, 45202

General Items:

Call to order
Pledge of Allegiance
Board Recognition: Appointment of Heidi Black as Royal Coachperson
Oath of Office: Jay Bedi (*Kim Schaefer, Legal Counsel*)
Hearings from citizens
Chairman Update

Action Items:

1. Approval of Board Minutes: April 25th, 2023

Finance Committee (*Sonja Taylor*)

Planning & Operations Committee (*Blake Ethridge*)

Consent Agenda Items:

2. Proposed Resolution 2023-29: Approval of Contract Award 43-2023 for Janitorial Services for Metro Hubs
3. Proposed Resolution 2023-30: Approval of Contract Award 52-2023 for Maintenance Uniforms
4. Proposed Resolution 2023-31: Approval of Contract Award 61-2023 for Street Teams

Discussion Items:

5. Proposed Motion: Approval of the Revised 2023 Board and Committee Schedule of Meetings
6. Proposed Resolution 2023-32: Authorization to Submit Letter of Intent to FTA and Approval of Project Development Funding Reserve for Bus Rapid Transit (Hamilton Avenue Corridor)
7. Proposed Resolution 2023-23: Authorization to Submit Letter of Intent to FTA and Approval of Project Development Funding Reserve for Bus Rapid Transit (Reading Road Corridor)

Briefing Items:

8. Financial Reports for April 2023 (*Larry Pinkelton*)
9. MetroNow! Demo Presentation (*Khaled Shammout & Matt Moorman*)
10. 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, June 27th, 2023, at 6:00 P.M.

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, April 25th, 2023, 6:00 p.m.
BOARD MEMBERS PRESENT: Alyson Beridon, Chelsea Clark, Dan Driehaus, Trent Emenecker, Blake Ethridge, Robert Harris, Kreg Keesee, Sara Sheets, Gwen Robinson, KZ Smith, and Sonja Taylor
BOARD MEMBERS ABSENT: Jay Bedi, Tony Brice, Allen Freeman, Rod Hinton, and Pete Metz
STAFF MEMBERS: Andy Aiello, Adriene Hairston, Darryl Haley, Elaine Hipps, May Huller, Brandy Jones, Maria Jones, Mark Jones, Troy Miller, John Ravasio, Jason Roe, Shannel Satterfield, Khaled Shammout, and Joe Vilvens
LEGAL COUNSEL: Kimberly Schafer (Vorys, Sater, Seymour and Pease LLP)
GUEST/PUBLIC PRESENT: Tammy McRae and Chris Windham (National Federation for the Blind) and Robert Shoemaker (Citizen)

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

Jay Bedi was unable to take his Oath of Office, he will be sworn into the SORTA Board of Trustees on May 23rd, 2023.

PUBLIC COMMENTS

Tammy McRae, member of the National Federation for the Blind: Ms. McRae stated her concerns with the internal and external bus annunciator system. She is a legally blind citizen and has experienced difficulties with being unable to see the bus number/route that she's boarding or exiting. She requested that Board and staff work to improve boarding/exiting communications for all riders, especially those with hearing and visual impairments.

Chris Windham, member of the National Federation for the Blind: Mr. Windham shared similar sentiments as Ms. McRae. He is also visually impaired and has experienced difficulties with boarding the correct bus route and destination stops. He would like the announcement systems to broadcast the route numbers and bus stops. Lastly, he discussed missed trips and late routes effecting his professional career.

CHAIRMAN UPDATE

None.

APPROVAL OF MARCH 28TH, 2023 BOARD MEETING MINUTES

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

By voice vote, the SORTA Board approved the minutes.

FINANCE COMMITTEE

Mr. Driehaus reported on the Finance Committee meeting held on April 18th, 2023, and there were no item(s) to present for Board approval.

EMPLOYEE RELATIONS COMMITTEE

Ms. Robinson reported on the Employee Relations Committee meeting held on April 18th, 2023, and there were no item(s) to present for Board approval.

PLANNING AND OPERATIONS COMMITTEE

Mr. Ethridge reported the Planning and Operations Committee meeting was held on April 18th, 2023.

Mr. Ethridge moved for adoption and Ms. Robinson seconded a motion to approve Resolution No. 2023-28 on the consent agenda.

By roll call, the SORTA Board approved the resolution.

PROPOSED RESOLUTION 2023-28: APPROVAL OF CONTRACT NO. 54-2023 DIESEL EXHAUST FLUID

This resolution approves one-year (1) contract with Next Generation Fuel, Inc., for diesel exhaust fluid, at a total cost not to exceed \$150,614.

By roll call, the Board approved the resolution.

FINANCIAL REPORT AS OF MARCH 31ST, 2023

Mr. Pinkelton presented the March financial report. Total revenues were \$18.1 million, which is favorable to budget by \$729,000 or 4.2%. Total expenses were \$11.8 million, which is favorable to budget by \$923,000 or 7.2%. Fare revenue was \$1.1 million, which was favorable to budget by \$103,000 or 10.1%. 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 reviewed his Metro on the Move Report. His report included: 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. *MetroNow!* will launch May 22nd within the Springdale & Northgate zones. 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. He then concluded his report.

The SORTA Board of Trustees accepted his report as presented.

NEW BUSINESS

Mr. Keesee recommended to discuss the revised 2023 Committee and Board Schedule at the next scheduled meeting, May 23rd, 2023.

ADJOURNMENT

The meeting adjourned at 7:02 P.M.

NEXT MEETING

The next regular meeting of the SORTA Board of Trustees has been scheduled for
May 23rd, 2023, at 9:00 A.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
43-2023 <i>Janitorial Services for Transit Hubs</i>	Request for Proposals (RFP)	Nu-Look Cleaning LLC	\$451,696 (M/SBE)	5 years Jun 23 – May 28	Budgeted Local Operating
52-2023 <i>Uniforms and Work Shoes for Maintenance Employees</i>	Request for Proposals (RFP)	Galls LLC	\$473,190	3 years Jun 23 – May 28	Budgeted Local Operating
61-2023 <i>Street Teams for Outreach Events</i>	Request for Proposals (RFP)	The Voice of Your Customer	\$145,000 (M/WBE)	2.5 years Jun 23 – Dec 25	Budgeted Local Operating

Total Awards for Month

\$1,069,886

YTD Diversity Spend

\$2.9M ↑



BOARD OF TRUSTEES ACTION ITEM

DATE: May 16, 2023
FROM: John Edmondson, Sr. Director of Procurement
 Jeff Mundstock, Director of Fleet & Facilities
PROJECT NO.: 43-2023
REQUEST: Contract Award for Services

BACKGROUND

Metro operates services that connect to five (5) hub-style locations: Riverfront Transit Center, Northside Transit Center, Glenway Hub, Silverton Hub, and Kenwood Loop. Each location provides riders an opportunity to connect to other routes and operators an opportunity for rest and relief.

BUSINESS PURPOSE

Each location contains a combination of restrooms, common areas, glass, plexiglass, and other standard facilities amenities that require regular and routine cleaning services. Metro staff does not have resources to effectively travel from location to location to complete the required cleaning on the required schedule (each weekday).

PROJECT FINANCING

The total budget for this project is \$380,299 for a 5-year period and will be funded from local operating funds. Year 1 funding of \$78,840 has been approved as part of the FY2023 budget. Subsequent operating budgets will include the remaining project costs.

The total cost for the project is \$451,696 over 5 years and is **unfavorable to budget by (\$71,397)**. Total project costs are reflected below:

Base Year 1	Base Year 2	Base Year 3	Opt. Year 4	Opt. Year 5	5% On-Call	Total
\$78,840	\$83,959	\$86,823	\$86,826	\$93,738	\$21,509	\$451,696

PROJECT PROCUREMENT

The project was solicited using a Request for Proposal methodology. As Metro seeks to maximize annual operating funds, an RFP is the best method for identifying the firm that can add the most value to the project.

Metro notified more than 400 vendors capable of providing the service, including 70 XBE firms and 2 previous incumbent firms. 14 firms downloaded solicitation materials.

5 firms submitted responses, including 4 XBE firms. 2 proposals were disqualified from review based on cost-prohibitive pricing, with each firm proposing more than \$1M for services. Evaluation scores and pricing is noted below:



Vendor	Project Approach Points Based 450 Points (45%)	Firm and Staffing Qualifications Points Based 350 Points (35%)	Price Reward Low Cost 200 Points (20%)	Total Score (Max Score 1000)
Crown Paris Janitorial Services, LLC	278.33	241.67	200 (\$390,728)	720
Nu-look Cleaning LLC	375	258.33	181.66 (\$430,183)	815
Roth Pressure Cleaning Services Inc.	358.33	308.33	194.15 (\$402,500)	860.8
Gem city commercial and residential cleaning Excluded	0	0	0	0
Ta-Dah! Cleaning Services Excluded	0	0	0	0

Nu-look Cleaning LLC	Roth Pressure	Crown Paris Janitorial	Gem city commercial	Ta-Dah! Cleaning
\$430,183.00	\$402,500.00	\$390,728.00	\$1,673,853.00	\$1,299,940.00

After consideration of all factors evaluated during the procurement process, staff recommends award to Nu-Look Cleaning based on the following observations:

- Total evaluation scores are separated by 4.5% of the total possible points; however, Nu-Look scored higher on the most important criterion in the evaluation process (Project Approach).
- Metro emphasizes its commitment to fostering XBE participation in contracting opportunities and identified more than 70 XBE vendors capable of participating in the work scope. Roth made no good faith efforts to include qualified XBE firms in their proposed project plan. Nu-Look is a certified XBE vendor and included subcontracting work to a qualified XBE firm.
- Staff extended a request to Nu-Look and Roth for Best and Final Offers (BAFO). Roth declined to negotiate a BAFO. Nu-Look revised their proposed price with a discount of 4.8% off the base price and no price increase for Option Year 4, if selected, for a **total negotiated savings of \$23,433**.
- Given that both firms were determined to be equally qualified to perform the requirements of the contract, staff determined that Nu-Look provided a better value through its support of diversity and inclusion in its subcontracting practices.

This will be a firm fixed price for a 3-year base term and two 1-year option terms, expiring May 31, 2028.

PROJECT DIVERSITY

No required vendor diversity goal was established for this contract due to the significant level of competitive XBE firms capable of performing as prime contractors and the lack of adequate subcontracting opportunities.

Metro targeted 70 certified XBE firms for this project. 4 certified firms returned a response with 1 MBE/SBE firm being selected for award.

100% of the project will be awarded to certified XBE vendors. Nu-Look Cleaning is the prime contractor and a certified M/SBE vendor performing 81.25% (\$367,003). 19.75% (\$84,968) of the proposed work plan will be completed by another certified XBE vendor.



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. 43-2023, on behalf of Metro with Nu-Look Cleaning LLC, with a not to exceed value of \$451,696.



BOARD OF TRUSTEES ACTION ITEM

DATE: May 16, 2023
FROM: John Edmondson, Sr. Director of Procurement
 Jeff Mundstock, Director of Fleet & Facilities
PROJECT NO.: 43-2023
REQUEST: Contract Award

BACKGROUND

Metro has approximately 260 employees responsible for maintaining and repairing all revenue service and support vehicles. As part of the Collective Bargaining Agreement, Metro provides each Maintenance employee an annual voucher for the purchase of uniform items and required safety work shoes.

BUSINESS PURPOSE

Pursuant to the terms of the Collective Bargaining Agreement, Metro requires a recurring, renewable contract for the provision of uniforms and work shoes for Maintenance employees. In addition, Metro is moving to a high visibility uniform design for added safety, requiring a set of new uniforms for all covered employees.

PROJECT FINANCING

The budget for this project is based on the annual uniform and work shoe allowance provided to each employee. For FY2023, the approved budget is \$285,078, which include the standard uniform/shoe allowance of \$310 (based on 269 employees for a total of \$83,328) and an initial purchase of five (5) high visibility uniforms for each employee at a cost of \$750 per employee (based on 269 employees for a total of \$201,750). Funding for future years will be included in the annual Operating budget(s).

The table below depicts the estimated expenses per year:

	Amount per year, Increases \$10 each year	Amount of employees with 5% increase	Total Amount with 5% increase to employees
Initial set of uniforms	\$750.00	269	\$201,750.00
Year 1	\$310.00	269	\$83,328.00
Year 2	\$320.00	282	\$90,316.80
Year 3	\$330.00	296	\$97,796.16
		Total Cost for 5 year contract	\$473,190.96

The final not to exceed value of the contract is \$473,191 and is flat to budget.

PROJECT PROCUREMENT



The project was solicited using a Request for Proposals (RFP) methodology. As Metro seeks to maximize annual operating funds, an RFP is the best method for identifying the firm that can add the most value to the project.

Metro notified more than 400 vendors capable of providing the service, including 5 targeted XBE firms. 11 vendors downloaded solicitation materials and 2 firms responded with proposals.

Proposals were evaluated based on the project approach, including the comfort level and safety visibility of garments. The results of the evaluation are below:

Vendor	Project Approach Points Based 450 Points (45%)	Firm and Staffing Qualification Points Based 250 Points (25%)	Price Reward Low Cost 300 Points (30%)	Total Score (Max Score 1000)
Galls, LLC	396	217.7	260	873.66
UniFirst Corporation	306	177.3	300	783.33

This will be an indefinite delivery, indefinite quantity contract (IDIQ). The not to exceed value is based on the uniform allowance provided to each employee and the total number of employees planned/allocated for each year of the term.

This is a 3-year contract and will expire on May 31, 2026.

PROJECT DIVERSITY

No required vendor diversity goal was established for this contract due to the specialized nature of the work to be performed and the lack of adequate subcontracting opportunities.

Metro targeted 5 certified XBE vendors for this project. None provided a response.

With no subcontracting opportunities, there is no diverse vendor participation for this 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. 52-2023, on behalf of Metro with Galls, LLC, with a not to exceed value of \$473,191.



Attachments:
 Action Item
 Procurement Summary

BOARD OF TRUSTEES
 SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
 RESOLUTION NO. 2023-31

APPROVAL OF CONTRACT NO. 61-2023 STREET TEAMS FOR OUTREACH EVENTS

WHEREAS:

1. Metro has a responsibility to raise awareness about our service and to communicate, educate, and inform riders of potential changes to service operations. Street teams are an essential part of community engagement and provide the agency's ability to focus efforts on improving the rider experience, increasing community support, and attracting potential bus operators and support staff.
2. A request for proposal (RFP) was sent to more than three hundred (300) vendors via OpenGov, including one hundred and sixty-six (166) targeted XBE firms. A total of three (3) proposals were received, including two (2) proposals from XBE firms.
3. Staff recommends a one (1) year contract with The Voice of Your Customer for community engagement services, at a total cost not to exceed \$145,000.
4. This expenditure will be funded with budgeted local operating funds.

THEREFORE, BE IT RESOLVED:

5. The SORTA Board hereby finds the proposal of The Voice of Your Customer to be the proposal most advantageous to SORTA, price and other factors considered, and awards it a contract to support staff with community engagement services, at a total cost not to exceed \$145,000.
6. The SORTA Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract with The Voice of Your Customer on behalf of SORTA.

MOVED BY:	Blake Ethridge	SECOND BY:	Pete Metz
VOTE Aye:	Ms. Beridon, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Mr. Harris, Mr. Hinton Mr. Keesee, Mr. Metz, Ms. Sheets, and Ms. Taylor		
Nay:	None		
Abstain:	None		
ABSENT AT THE TIME:	Ms. Beridon, Mr. Brice, Ms. Robinson, and Mr. Smith		
PRESENT NON-VOTING MEMBERS:	Mr. Emenecker		
ABSENT NON-VOTING MEMBERS AT THE TIME:	Mr. Bedi and Mr. Freeman		
APPROVED:	May 23 rd , 2023		



BOARD OF TRUSTEES ACTION ITEM

DATE: May 16, 2023
FROM: John Edmondson, Sr. Director of Procurement
 Dave Etienne, Director of Communications & Marketing
PROJECT NO.: 43-2023
REQUEST: Contract Award

BACKGROUND

Metro has a responsibility to raise awareness about our service and to communicate, educate, and inform riders of potential changes to service operations. Equally as important is the need to gather feedback from riders so that Metro can focus our efforts on improving the rider experience, increasing community support for transit services, and attract potential bus operators and support staff.

BUSINESS PURPOSE

Street teams are an essential part of community engagement. Metro does not have the staff resources to effectively engage the community at multiple locations, dates, and times.

PROJECT FINANCING

The approved budget for this project is \$189,000 (\$63,000 per year for FY2023, 2024, and 2025). Funding for year 1 has been approved in the FY2023 Operating Budget. Subsequent operating budgets will include the remaining project costs.

Final project cost is \$145,000, which is **favorable to budget by \$44,000**.

PROJECT PROCUREMENT

The project was solicited using a Request for Proposal methodology. As Metro seeks to maximize annual operating funds, an RFP is the best method for identifying the firm that can add the most value to the project.

Metro notified more than 300 vendors capable of providing the service, including 166 targeted XBE firms.

10 firms downloaded solicitation materials and 3 submitted proposals, including 2 proposals from certified XBE firms. Proposals were evaluated on Project Approach, Firm/Staff Qualifications, and Price. The Voice of Your Customer was determined to be the best value based on scores from evaluators. The results of the evaluation are included in the table below:



VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Firm and Staffing Qualifications Points Based 450 Points (45%)	Project Approach Points Based 350 Points (35%)	Price Reward Low Cost 200 Points (20%)	Total Score (Max Score 1000)
The Voice of Your Customer	391.7	308.3	124.1	824.14
Make it Plain Consulting	350	241.7	200	791.67
Event Marketing Strategies, Inc.	375	275	46.2	696.15

Event Marketing Strategies, Inc.	Make it Plain Consulting	The Voice of Your Customer
\$390,000	\$90,000	\$145,000

The contract will be a firm fixed price contract for 2.5 years, expiring on December 31, 2025.

PROJECT DIVERSITY

No required vendor diversity goal was established for this contract due to the significant level of competitive XBE firms capable of performing as prime contractors and the lack of adequate subcontracting opportunities.

Metro targeted 166 certified XBE firms for this project. 2 certified firms returned a response with 1 MBE/WBE firm being selected for award.

100% of the project will be awarded to a certified M/WBE vendor.

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. 61-2023, on behalf of Metro with The Voice of Your Customer, with not to exceed value of \$145,000.

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.

MOVED BY: Kreg Keesee

SECOND BY: Rod Hinton

VOTE Aye: Ms. Beridon, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Mr. Harris, Mr. Hinton Mr. Keesee,
Mr. Metz, Ms. Sheets, and Ms. Taylor

Nay: None

Abstain: None

ABSENT AT
THE TIME: Ms. Beridon, Mr. Brice, Ms. Robinson, and Mr. Smith

PRESENT
NON-VOTING
MEMBERS: Mr. Emenecker

ABSENT NON-
VOTING
MEMBERS AT
THE TIME: Mr. Bedi and Mr. Freeman

APPROVED: May 23rd, 2023

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 <i>(Election Day)</i>	November 7 <i>(Election Day)</i>		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.

BOARD OF TRUSTEES
 SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
 RESOLUTION NO. 2023-32

AUTHORIZATION TO SUBMIT LETTER OF INTENT TO FEDERAL TRANSIT ADMINISTRATION (FTA) AND APPROVAL
 OF PROJECT DEVELOPMENT FUND RESERVE FOR BRT HAMILTON AVENUE CORRIDOR

WHEREAS:

1. The passage of Issue 7 has allowed SORTA to deliver major transit system improvements to the residents of Hamilton County promised by the Reinventing Metro Plan (RIM) which included: frequency, hours of operation, overall reliability of the system, and other capital and technology projects. To further sustainable, multimodal, and regional system efforts, SORTA has expanded themobility options such as Bus Rapid Transit (BRT).
2. By Resolution 2022-20, the SORTA Board approved professional engineering services to study its' existing transit system, corridors, and roadways in Cincinnati, Ohio to determine the paths which are best suited for bus rapid transit (BRT) development.
3. After a year of extensive corridor analysis and public outreach and involvement, SORTA has selected two (2) corridors to receive the region's first Bus Rapid Transit (BRT) services, which were identified as Hamilton Avenue and Reading Road corridors.
4. Staff recommends the SORTA Board authorizes the submittal Letter of Intent to the Federal Transit Administration (FTA) and to approve the expenditure of \$17 million for the Project Development Funding Reserve of the Bus Rapid Transit (BRT) Hamilton Avenue Corridor.

THEREFORE, BE IT RESOLVED:

5. The SORTA Board hereby authorizes and directs the CEO/General Manager/Secretary-Treasurer or their designee to submit the letter of intent to the Federal Transit Administration (FTA) for the approval of entry of the Hamilton Corridor BRT into the Project Development phase of the FTA's Section 5309 Capital Investment Grant (CIG) Program as a Small Starts project.
6. The SORTA Board hereby authorizes and approve the CEO/General Manager/Secretary-Treasurer or their designee to set-aside \$17 million to cover the Project Development for the Bus Rapid Transit (BRT) Hamilton Avenue Corridor.

MOVED BY:	Kreg Keesee	SECOND BY:	Sara Sheets
VOTE Aye:	Ms. Beridon, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Mr. Harris, Mr. Hinton Mr. Keesee, Mr. Metz, Ms. Sheets, and Ms. Taylor		
Nay:	None		
Abstain:	None		
ABSENT AT THE TIME:	Ms. Beridon, Mr. Brice, Ms. Robinson and Mr. Smith		
PRESENT NON-VOTING MEMBERS:	Mr. Emeneker		
ABSENT NON-VOTING MEMBERS AT THE TIME:	Mr. Bedi and Mr. Freeman		
APPROVED:	May 23, 2023		

BOARD OF TRUSTEES
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 2023-33

AUTHORIZATION TO SUBMIT LETTER OF INTENT TO FEDERAL TRANSIT ADMINISTRATION (FTA) AND APPROVAL
OF PROJECT DEVELOPMENT FUND RESERVE FOR BRT READING ROAD CORRIDOR

WHEREAS:

1. The passage of Issue 7 has allowed SORTA to deliver major transit system improvements to the residents of Hamilton County promised by the Reinventing Metro Plan (RIM) which included: frequency, hours of operation, overall reliability of the system, and other capital and technology projects. To further sustainable, multimodal, and regional system efforts, SORTA has expanded the mobility options such as Bus Rapid Transit (BRT).
2. By Resolution 2022-20, the SORTA Board approved professional engineering services to study its' existing transit system, corridors, and roadways in Cincinnati, Ohio to determine the paths which are best suited for bus rapid transit (BRT) development.
3. After a year of extensive corridor analysis and public outreach and involvement, SORTA has selected two (2) corridors to receive the region's first Bus Rapid Transit (BRT) services, which were identified as Hamilton Avenue and Reading Road corridors.
4. Staff recommends the SORTA Board authorizes the submittal Letter of Intent to the Federal Transit Administration (FTA) and to approve the expenditure of \$19 million for the Project Development Funding Reserve of the Bus Rapid Transit (BRT) Reading Road Corridor.

THEREFORE, BE IT RESOLVED:

5. The SORTA Board hereby authorizes and directs the CEO/General Manager/Secretary-Treasurer or their designee to submit the letter of intent to the Federal Transit Administration (FTA) for the approval of entry of the Reading Road Corridor BRT into the Project Development phase of the FTA's Section 5309 Capital Investment Grant (CIG) Program as a Small Starts project.
6. The SORTA Board hereby authorizes and approve the CEO/General Manager/Secretary-Treasurer or their designee to set-aside \$19 million to cover the Project Development for the Bus Rapid Transit (BRT) Reading Road Corridor.

MOVED BY:	Kreg Keesee	SECOND BY:	Sara Sheets
VOTE Aye:	Ms. Beridon, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Mr. Harris, Mr. Hinton Mr. Keesee, Mr. Metz, Ms. Sheets, and Ms. Taylor		
Nay:	None		
Abstain:	None		
ABSENT AT THE TIME:	Ms. Beridon, Mr. Brice, Ms. Robinson, and Mr. Smith		
PRESENT NON-VOTING MEMBERS:	Mr. Emeneker		
ABSENT NON-VOTING MEMBERS AT THE TIME:	Mr. Bedi and Mr. Freeman		
APPROVED:	May 23 rd , 2023		

Southwest Ohio Regional Transit Authority

Financial Summary - April 2023

Report Out Date – May 16, 2023





Agenda – Financial Summary

- Statement of Operations for April '23
 - Revenue Chart
 - Expense Chart
 - Key Drivers
 - Detail Profit & Loss Statement

- Investment Balance Update (separate attachment)

- Investment Funds Reserve Summary

- Fuel Hedging Report



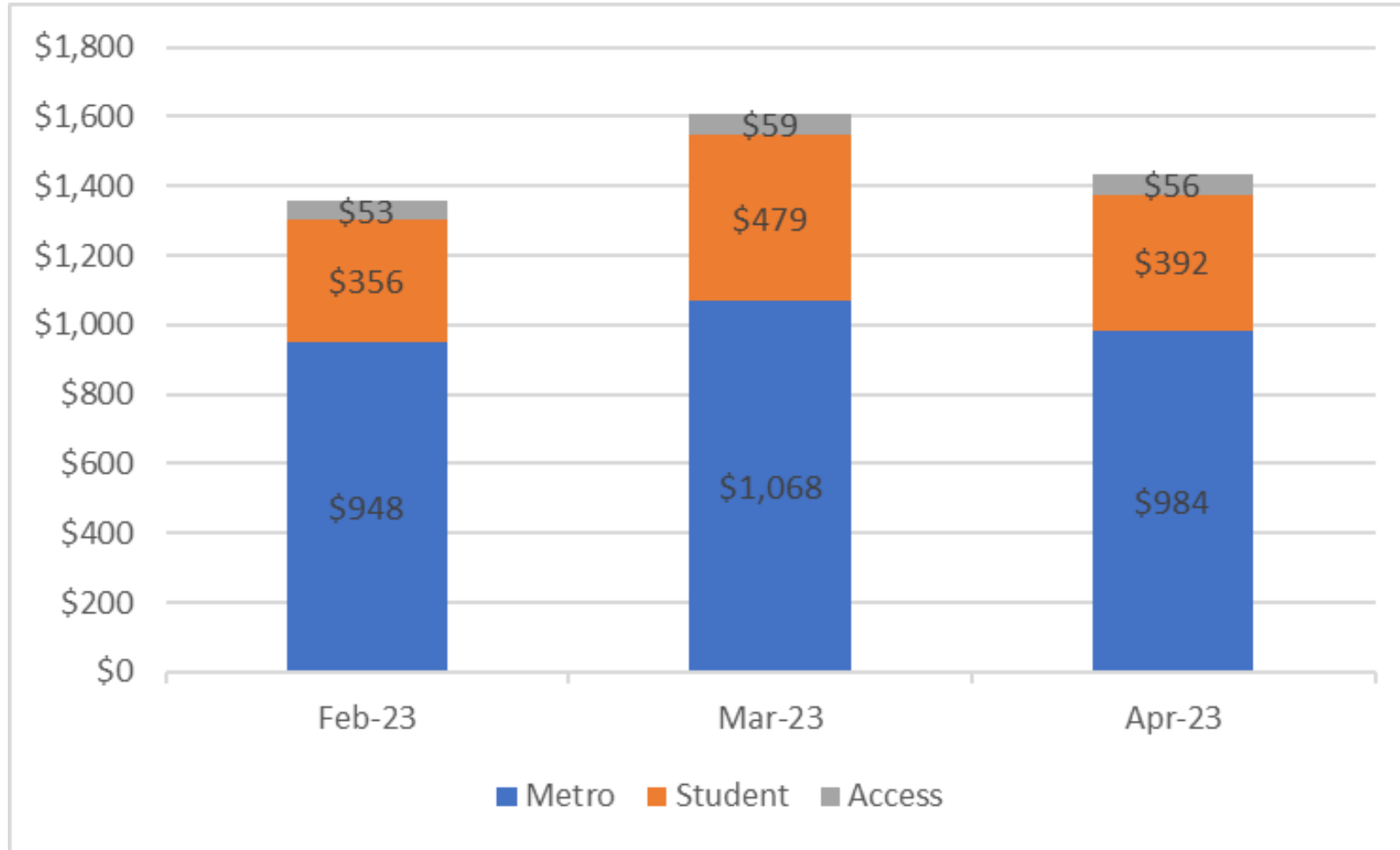


STATEMENT OF OPERATIONS

APRIL 2023 – FARE REVENUE SOURCES

3 MONTH TREND – FEBRUARY 2023 THRU APRIL 2023

In Thousands



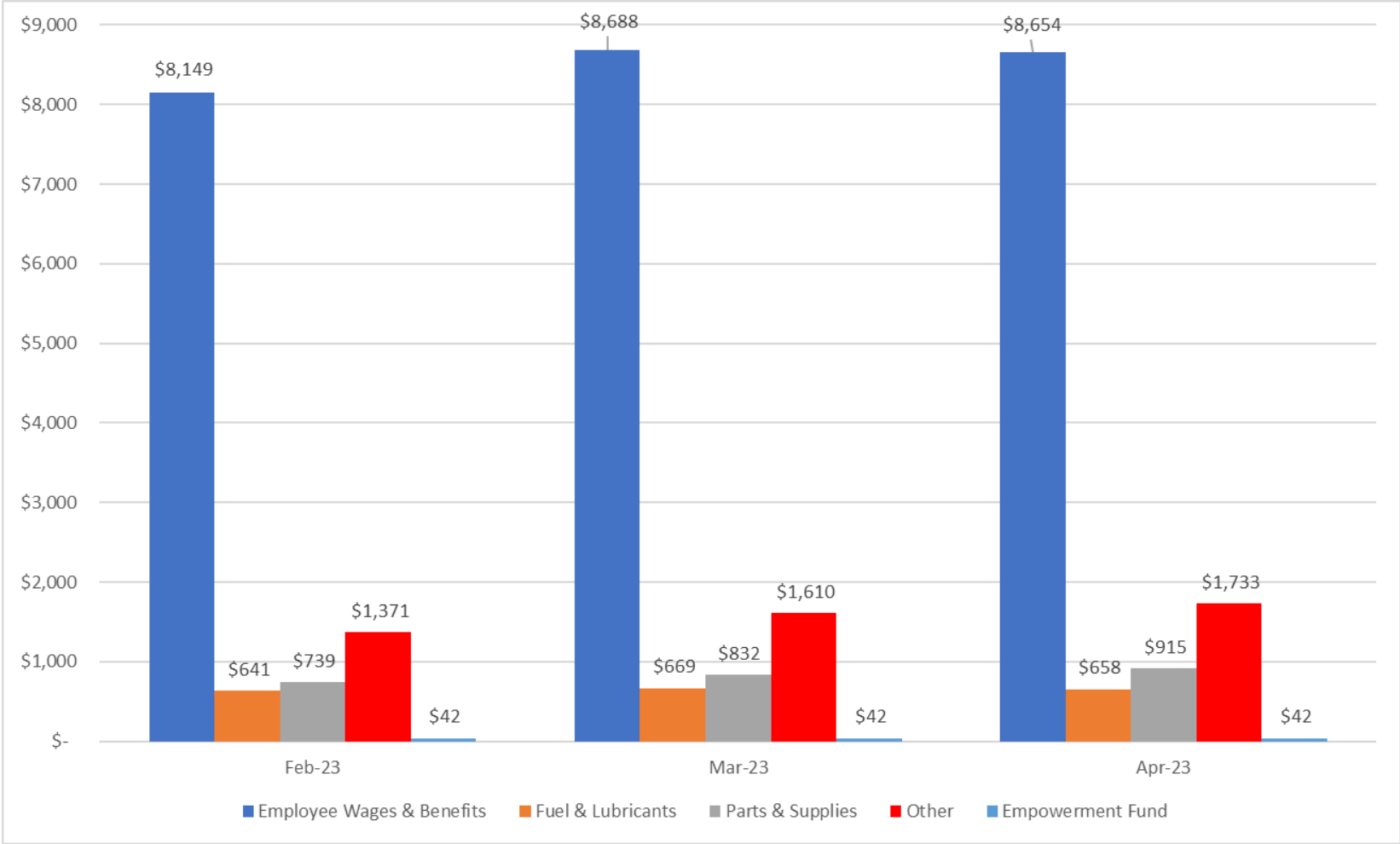
Month	Days per Month	Avg Rev per Day
Feb-23	28	\$34
Mar-23	31	\$34
Apr-23	30	\$33

Note: Number of Weekdays within each corresponding month as follows:
Feb 20, Mar 23, Apr 20



APRIL 2023 – OPERATING EXPENSE SOURCES 3 MONTH TREND – FEBRUARY 2023 THRU APRIL 2023

In Thousands



Profit & Loss – Summary / Key Drivers



Summary

- Total Revenue \$16.4M - favorable to Budget \$187k or 1.2%
- Total Expense \$12.0M - favorable to Budget \$365k or 3.0%
- Surplus / (Deficit) \$4.4M - favorable to Budget \$552k
- Note: Ridership total is 1.129M - unfavorable to Budget (98k) or (8.0%)

Revenue

- Total Fares \$1.0M - favorable to Budget \$107k or 11.5%
- CPS Revenue \$392k - favorable to Budget \$7k or 1.8%
- Non-Transportation \$592k - favorable to Budget \$488k or 469.2%. Root Cause: Investment portfolio income higher than projected
- County Sales Tax \$8.4M – unfavorable to budget (\$376k) or (4.3%). January receipts lower than budget
- Federal Grants \$5.8M, which is on Budget

Expense

- Wages & Benefits \$8.7M - favorable \$122k or 1.4%, which is essentially flat to budget
- Fuel and Lubricants \$658k - favorable \$43k or 6.1% to Budget. Root Cause: Diesel Fuel gallon usage and hedging gains
- Parts & Supplies \$915k - unfavorable (\$113k) to Budget or (14.1%). Root Cause: Revenue Vehicle Parts (\$125k)
- All Other \$1.7M - favorable \$313k to Budget or 15.3%. Root Cause: Outsourced Services \$178k and external advertising \$210k



Southwest Ohio Regional Transit Authority 2023 Profit & Loss Statement

4 Mos Ending Apr 30, 2023 (\$ In Thousands)	Month				Year to Date				Prior Year
	Actual	Budget	Fav(Unfav)		Actual	Budget	Fav(Unfav)		
Ridership									
Regular	949,755	1,043,801	(94,046)	(9.0%)	3,589,723	3,478,513	111,210	3.2%	2,358,862
CPS	164,949	168,868	(3,919)	(2.3%)	619,989	517,571	102,418	19.8%	505,486
Subtotal Fixed Route	1,114,704	1,212,669	(97,965)	(8.1%)	4,209,712	3,996,084	213,628	5.3%	2,864,348
Access	14,473	14,481	(8)	(0.1%)	58,368	53,512	4,856	9.1%	51,859
Total Ridership	1,129,177	1,227,150	(97,973)	(8.0%)	4,268,080	4,049,596	218,484	5.4%	2,916,207
Revenue									
Metro Fares	\$ 984	\$ 884	\$ 100	11.3%	\$ 3,980	\$ 3,474	\$ 506	14.6%	\$ 3,283
Access Fares	56	49	7	14.3%	223	188	35	18.6%	186
Total Fares	1,040	933	107	11.5%	4,203	3,662	541	14.8%	3,469
CPS Contract	392	385	7	1.8%	1,604	1,425	179	12.6%	1,154
Other Contract Revenue	118	135	(17)	(12.6%)	481	539	(58)	(10.8%)	484
Non Transportation	592	104	488	469.2%	2,233	417	1,816	435.5%	440
County Sales Tax	8,360	8,736	(376)	(4.3%)	36,425	36,801	(376)	(1.0%)	36,013
Federal Subsidies	1,200	1,200	-	-	4,800	4,800	-	-	-
ARP	2,100	2,100	-	-	8,400	8,400	-	-	8,434
ARP Comp	2,500	2,500	-	-	10,000	10,000	-	-	10,811
State Subsidies	101	123	(22)	(17.9%)	399	492	(93)	(18.9%)	522
Total Revenue	16,403	16,216	187	1.2%	68,545	66,536	2,009	3.0%	61,327
Expenses									
Employee Wages & Benefits	8,654	8,776	122	1.4%	34,211	35,822	1,611	4.5%	30,074
Fuel & Lubricants	658	701	43	6.1%	2,520	2,887	367	12.7%	1,334
Parts & Supplies	915	802	(113)	(14.1%)	3,127	2,984	(143)	(4.8%)	2,618
Empowerment Fund	42	42	-	-	168	168	-	-	167
Other	1,733	2,046	313	15.3%	6,109	8,159	2,050	25.1%	8,886
Total Expenses	12,002	12,367	365	3.0%	46,135	50,020	3,885	7.8%	43,079
Surplus(Deficit) Before Adj	\$ 4,401	\$ 3,849	\$ 552		\$ 22,410	\$ 16,516	\$ 5,894		\$ 18,248
Capital Reserve Transfer	(4,401)	(3,849)			(22,410)	(16,516)			(18,248)
Remaining Funds	\$ -	\$ -			\$ -	\$ -			\$ -



Investment of Funds Report April 30, 2023
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	Principal Amount	4/30/2023 Yield
<u>Overnight Investments</u>		
STAR Ohio	\$105,845,580	5.07%
Fifth Third Bank Concentration Account	\$286,924	0.00%
Subtotal Overnight Investments / Average Rate	\$106,132,504	5.06%
 <u>Securities & CD's</u>		
Fifth Third Bank Custody Account:		
Agency Bond	\$12,183,086	2.07%
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	\$41,122,185	2.03%

Total All Securities (4/30/2023) / Weighted Yield	\$147,254,689	4.23%
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Current Capital Reserve Obligations

Capital Plan Commitments by type :

BRT Project Development	\$36,000,000
Local Match Future BRT (Fed 80% & Local 20%)	\$24,000,000
Total BRT	\$60,000,000

Local Match - FTA and ODOT Grants	\$1,259,939
Note - Metro's contribution ranges from 10% - 50%, most are 20%	

100% Local Projects	Prior Years Open	\$23,892,748
	2023	\$28,956,348

2 Months of Operating Expenses	\$24,000,000
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All Other Obligations	\$9,000,000
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Total Current Capital Reserve Obligations	\$147,109,035
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Net Unrestricted Securities Available	\$145,655
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2023 Operating Budget Surplus (Deficit) May - Dec	\$25,326,595
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Net Unrestricted Securities + '23 Operating Budget Surplus	\$25,472,250
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May 2023

MetroNow! Launches: Our new on-demand service, *MetroNow!* launched on May 22 in the Springdale/Sharonville zone. Thank you to the board members who helped us mark the occasion during our launch event & ribbon cutting media-op on Wednesday, May 17. We were glad to have all three Hamilton County Commissioners in attendance with Commissioner Alicia Reece making remarks on behalf of the county, in addition to the Mayor of Springdale, the CEO of the Healing Center, leaders from the Colerain Chamber of Commerce, and our very own

Chairman Kreg Keesee & Chief Strategic Planning, Development & Innovation Officer Khaled Shammout.



The Mt. Healthy/Northgate zone is expected to launch in mid-June.

Customers can schedule their trip by downloading the *MetroNow!* On-demand app or calling 513-551-5555.

Celebrating Khaled Shammout Day: It's not every day that you get a day named in your honor. Hamilton County celebrated May 13 (513 day) as Khaled Shammout Day following a proclamation by the Hamilton County Commissioners during Asian American Native Hawaiian and Pacific Islander Heritage Month for his work advancing transit in our region. Congratulations, Khaled!

May is Bike Month: Biking and busing make for the perfect pair. That's why we participate in National Bike Month activities each year, including serving as a sponsor for the annual "Breakfast on the Bridge" event where we demonstrate how to use the bike racks on the front of each bus. We also encouraged bikers to give us a try on Bike to Work Day on May 19 by offering them a free trip when they used our bike racks that day to help them get to the top of one of Cincinnati's steep hills or along a portion of their trip.

Safety Month Celebrations Loading: Safety is celebrated at Metro every day, but June's National Safety Month designation gives us a fun excuse to go all out and celebrate our safety stars. This year we have two operators being inducted into the prestigious, National Safety Council's "Two Million Mile Club," which recognizes operators who have driven at least two million miles over 30 years without a preventable accident. Help us celebrate them along with our safety milestone recipients during our annual Safety Awards Luncheon on June 27. Invitations are in the mail.

May has certainly been an exciting month and we have so much more in store as we continue to celebrate our 50th year of service to our community.

Thank you,

A handwritten signature in black ink that reads "Darryl Haley". The signature is written in a cursive, flowing style.

Darryl Haley
CEO/General Manager/Secretary-Treasurer