

SORTA BOARD OF TRUSTEES MEETING

TUESDAY, JUNE 27<sup>TH</sup>, 2023 – 6:00 P.M.  
SORTA BOARD ROOM 6<sup>TH</sup> FLOOR  
525 VINE STREET,  
CINCINNATI, OHIO, 45202

**General Items:**

Call to order  
Pledge of Allegiance  
Hearings from citizens  
Chairman Update

**Action Items:**

1. Approval of Board Minutes: May 23<sup>rd</sup>, 2023

**Finance Committee (*Sonja Taylor*)**  
**Consent Agenda Items:**

2. Proposed Resolution 2023-34: Approval of 2024 Grant Application

**Planning & Operations Committee (*Blake Ethridge*)**

**Consent Agenda Items:**

3. Proposed Resolution 2023-35: Approval of Triennial DBE Goal and Methodology
4. Proposed Resolution 2023-36: Approval of Contract Award 39-2023 for Digital Commuter Alerts
5. Proposed Resolution 2023-37: Approval of Contract Award 68-2023 Pest Control Services
6. Proposed Resolution 2023-38: Approval of Contract Award 78-2023 Fixed Route Bus Purchase

**Discussion Items:**

7. Proposed Motion: Recommendation of Everybody Rides Metro (ERM) Board of Directors

**Briefing Items:**

8. Financial Reports for May 2023 (*Larry Pinkelton*)
9. 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, July 25<sup>th</sup> 2023, at 9:00 A.M.**

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

MINUTES OF: Regular Meeting of the SORTA Board of Trustees

DATE: Tuesday, May 23<sup>rd</sup>, 2023, 9:00 a.m.

BOARD MEMBERS PRESENT: Chelsea Clark, Dan Driehaus, Trent Emenecker, Blake Ethridge, Robert Harris, Rod Hinton, Kreg Keesee, Pete Metz, Sara Sheets, and Sonja Taylor

BOARD MEMBERS ABSENT: Jay Bedi, Alyson Beridon, Tony Brice, Allen Freeman, Gwen Robinson, and KZ Smith

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: Casey Irvin (Citizen) 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.

**BOARD RECOGNITION: APPOINTMENT OF HEIDI BLACK AS ROYAL COACHPERSON**

Mr. Keesee presented Heidi Black with the Royal Coachperson of the Southwest Ohio Regional Transit Authority in recognition of her service to the people of Cincinnati and Hamilton County. Ms. Black was a loyal and dedicated board member and her expertise contributed greatly to the improvement of public transportation and her efforts to the public welfare should be widely recognized.

**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 June 27<sup>th</sup>, 2023.

**PUBLIC COMMENTS**

Casey Irvin:

*My name is Casey Irvin I'm an avid metro rider that is how I get around. For the past year I have owned an electric scooter when I forgot it I was told by a driver of the 78 route that electric scooter was not allowed. I went over to the metro sales office where someone called and spoke with a supervisor, the supervisor told her that as long as it folded down and powered off it was fine. One day I was downtown at government square I spoke with another supervisor, and they told me that it was allowed, and I left at there and I just getting on busses with it. The morning of the 14th I rode my scooter to the 24 bus stop at Beechmont and Corbly I powered it off and folded it up waiting for the bus to show up as the bus pulled up I got on was getting ready to pay my fare when the driver looked at me and said that it cannot come on. I proceeded to call Metro dispatch and a supervisor came out to me at the stop he stayed at that the reason that the scooter could not be on a bus was because of it being motorized and of the battery. A woman who oversees the customer care center by the name of Lisa I emailed her the other day about this situation, and she stated that because it could not be on the bus securely.*

**CHAIRMAN UPDATE**

None.

**APPROVAL OF APRIL 25<sup>TH</sup>, 2023 BOARD MEETING MINUTES**

Mr. Keesee made a motion that the minutes from the April 25<sup>th</sup>, 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**

Ms. Taylor reported on the Finance Committee meeting held on May 16<sup>th</sup>, 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 May 16<sup>th</sup>, 2023.

Mr. Ethridge moved for adoption and Mr. Metz seconded a motion to approve Resolution No. 2023-29 through Resolution No. 2023-31 on the consent agenda.

By roll call, the SORTA Board approved the resolution.

**PROPOSED RESOLUTION 2023-29: APPROVAL OF CONTRACT AWARD 43-2023 FOR JANITORIAL SERVICES FOR METRO HUBS**

This resolution approves a three (3) year contract with Nu-Look Cleaning, LLC for regular and routine cleaning services, at a total cost not to exceed \$451,696.

By roll call, the Board approved the resolution.

**PROPOSED RESOLUTION 2023-30: APPROVAL OF CONTRACT AWARD 52-2023 FOR MAINTENANCE UNIFORMS**

This resolution approves a three (3) year contract with Galls, LLC for the supply of maintenance uniforms and work shoes, at a total cost not to exceed \$473,191.

By roll call, the Board approved the resolution.

**PROPOSED RESOLUTION 2023-31: APPROVAL OF CONTRACT AWARD 61-2023 FOR STREET TEAMS**

This resolution approves a one (1) year contract with The Voice of Your Customer for community engagement services, at a total cost not to exceed \$145,000.

By roll call, the Board approved the resolution.

**DISCUSSION ACTION ITEMS**

**PROPOSED MOTION: APPROVAL OF THE REVISED 2023 BOARD AND COMMITTEE SCHEDULE OF MEETINGS**

Mr. Keesee moved for adoption and Mr. Hinton seconded the motion. This motion approves and adopts the revised 2023 Board and Committee Meeting Schedule.

By voice vote, the Board approved the resolution.

**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)**

Mr. Keesee moved for adoption and Ms. Sheets seconded the motion. This resolution 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

By roll call, the Board approved the resolution.

**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)**

Mr. Keesee moved for adoption and Ms. Sheets seconded the motion. This resolution 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.

By roll call, the Board approved the resolution.

**FINANCIAL RESULTS AS OF APRIL 30<sup>TH</sup>, 2023**

Mr. Pinkelton provided a high-level overview of the Investment of Funds Reserve Summary as of April 30th, 2023. Total securities \$147,254,689. Total Current Capital Reserve Obligations \$87,609,035. The Net Unrestricted Securities Available \$59,645,655, plus the 2023 Operating Budget Surplus (Deficit) of \$25,326,595, brings a total surplus of \$84,972,250 for the month of April.

Mr. Pinkelton presented the April financial reports. Total revenues were \$16.4 million, which is favorable to budget by \$187,000. Total expenses were \$12 million, which is favorable to budget by \$365,000. Fare revenue was favorable to budget by \$1 million. Mr. Pinkelton then reviewed the contributing factors to these variances.

The SORTA Board accepted the report as presented.

**METRONOW! DEMO PRESENTATION**

Mr. Moorman provided a demonstration presentation of MetroNow. This presentation covered how customers can sign up and book a ride for service; he also reviewed the meu features and how customers can provide feedback.

The SORTA Board of Trustees accepted his report as presented.

**METRO ON THE MOVE REPORT**

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

**NEW BUSINESS**

None.

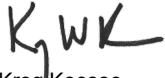
**ADJOURNMENT**

The meeting adjourned at 7:02 P.M.

**NEXT MEETING**

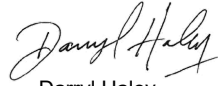
The next regular meeting of the SORTA Board of Trustees has been scheduled for  
**June 27<sup>th</sup> 2023, at 6:00 P.M.**  
the SORTA/Metro Board Room, at 525 Vine Street, Cincinnati, Ohio.

APPROVED:



Kregl Keesee  
Chair, SORTA Board

ATTESTED:



Darryl Haley  
CEO/General Manager/Secretary-Treasurer



**Attachments:**  
Action Item

BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 2023-34

APPROVAL TO FILE 2024 GRANT APPLICATIONS

WHEREAS:

1. SORTA is a Designated Recipient of federal grant funds for the Ohio portion of the Greater Cincinnati urbanized area.
2. Each year, SORTA must apply for federal, state, and local funds for the upcoming fiscal year. SORTA wishes to apply for the maximum amount available in federal, state, and local assistance for federal fiscal year (FFY) 2024.
3. Other sources of federal, state, and local funding or opportunities for funding and partnerships with outside agencies may become available. In such circumstances, management plans to submit applications for the maximum amounts available consistent with SORTA's needs and long-term priorities.

THEREFORE, BE IT RESOLVED:

4. The Board authorizes and directs the CEO/General Manager/ Secretary-Treasurer or the CFO, or their designee, to file applications with the appropriate entities, including the Federal Transit Administration (FTA) and the State of Ohio, for the maximum amount deemed to be in SORTA's best interest for any federal, state, and local grants or other sources of funding that may become available during the year.
5. The Board authorizes the CEO/General Manager/ Secretary-Treasurer or the CFO to: (i) execute all contracts, agreements, certifications, assurances, and other documents necessary to apply for, receive and comply with such grants and sources of funding; and (ii) undertake all activities set forth in Category 01.A. of the FTA Fiscal Year 2024 Certifications and Assurances.

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MOVED BY:	Dan Driehaus	SECOND BY:	Gwen Robinson
VOTE Aye:	Mr. Brice, Mr. Driehaus, Mr. Ethridge, Mr. Hinton, Mr. Keesee, Mr. Metz, Ms. Robinson, Ms. Sheets, and Mr. Smith		
Nay:	None		
Abstain:	None		
ABSENT AT THE TIME:	Ms. Beridon, Ms. Clark, Mr. Harris, and Ms. Taylor		
PRESENT NON-VOTING MEMBERS:	Mr. Bedi		
ABSENT NON-VOTING MEMBERS AT THE TIME:	Mr. Emeneker and Mr. Freeman		
APPROVED:	June 27 <sup>th</sup> , 2023		



## **BOARD OF TRUSTEES ACTION ITEM**

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**DATE:** June 20, 2023  
**FROM:** Mary Huller, Senior Grants Manager  
 Larry Pinkelton, CFO  
**ACTION ITEM:** File 2024 Grant Applications  
**REQUEST:** Authorization to Proceed

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### **BUSINESS PURPOSE**

Each year, SORTA must apply for federal, state, and local funds for the upcoming fiscal year. Board approval is required by the Federal Transit Administration (FTA) and the State of Ohio. Maximum flexibility is required to allow staff to react to changing conditions at the federal, state, and local level.

Historically, the Board has authorized both the Chief Executive Officer (CEO) and/or the Chief Financial Officer (CFO) to carry out the filing and executing of grant contracts.

Other sources of federal, state, and local funding or opportunities for funding and partnerships with outside agencies may become available. In such circumstances, management plans to submit applications for the maximum amounts available consistent with SORTA's needs and long-term priorities.

### **FINANCIAL CONSIDERATIONS**

N/A

### **PROCUREMENT CONSIDERATIONS**

N/A

### **D/M/WBE CONSIDERATIONS**

N/A

### **RECOMMENDED BOARD ACTION**

Approval of a resolution authorizing the CEO/General Manager/ Secretary-Treasurer or the CFO to file applications with the appropriate entities for the maximum amount deemed to be in SORTA's best interest for any federal, state, and local grants or other sources of funding that may become available during the year.





## **BOARD OF TRUSTEES ACTION ITEM**

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**DATE:** May 16, 2023  
**FROM:** John Edmondson, Sr. Director of Procurement  
 Tara Walker, Vendor Diversity & Inclusion Program Manager/DBELO  
**PROJECT NO.:** n/a  
**REQUEST:** Approval of Triennial DBE Methodology & Goal

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### **BACKGROUND**

Metro has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. Metro has received Federal financial assistance from the Department of Transportation/Federal Transit Administration, and as a condition of receiving this assistance, Metro has signed an assurance that it will comply with 49 CFR Part 26. It is Metro's policy to ensure that DBEs, as defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts.

### **BUSINESS PURPOSE**

In accordance with Section 26.45(f), Metro submits its proposed overall goal to FTA by August 1 of the year that is due (every three years). As part of our dedication to program transparency, the Board of Trustees is briefed on the goal and methodology used to determine the goal and is requested to authorize a resolution approving the results.

### **PROJECT FINANCING**

Analysis of relevant data and the development of the methodology was performed by subject matter experts on the Procurement staff. No additional financing was required.

The Accounting and Financial Planning & Analysis teams will work collaboratively with the Vendor Diversity team to assist in gathering information on ECHO reimbursement requests needed for required semi-annual reporting of payments to contracts with DBE participation.

### **PROJECT PROCUREMENT**

No procurement activity occurred for the requested resolution.

Procurement will work collaboratively with the Vendor Diversity team to assist in gathering information needed for required semi-annual reporting of DBE awards.

### **PROJECT DIVERSITY**

Metro has established a proposed overall DBE goal of 8.5% for Federal Fiscal Years 2024, 2025 and 2026. This includes a percentage of race-conscious and race-neutral measures. The proposed goal is based on Metro's review of the availability of DBE firms that are ready and willing and able to participate on DOT-assisted contracts pursuant to 49 CFR Part 26.45. This goal is an effort to establish a level playing field to participate in the performance of contracts financed in whole or in part with federal funds.





**RECOMMENDED BOARD ACTION**

Staff recommends the Board of Trustees approve a resolution adopting an 8.5% overall DBE goal for Federal fiscal years 2024 – 2026 (October 1, 2023 to September 30, 2026) and authorizing the Chief Executive Officer/General Manager or the Vendor Diversity & Inclusion Program Manager/DBE Liaison Officer to submit the triennial goal to FTA by September 30, 2023.



# Disadvantaged Business Enterprise DBE Goal Methodology Update





# Disadvantaged Business Enterprise Program

- Federal government created DBE program to ensure non-discrimination in the award of DOT-assisted contracts.
- FTA requires recipients of DOT funding to submit an updated DBE goal every three (3) years.
- As a condition of receiving DOT funds, SORTA is required to administer this program
- DBE program is separate from the SBE program. SBE program is supplemental.
- Our updated DBE Goal Methodology is due August 1<sup>st</sup>, 2023. Current goal is 7.22%



## Establishing a Base Figure (Step One)

- We use FTA's methodology from the federal circular using two step approach:
- Establish base figure using anticipated federally funded projects for the next three years.
- Determine market area
- Evaluate groups of NAICS codes to determine the relative availability
- Divide number of DBEs (519) by number of total businesses (3518) for a base figure of 15%

FFY 2024-2026 Projection of Federally Assisted Projects		
Project	Anticipated Federal Contribution	Contract Award Year
Transit Centers: Walnut Hills-Construction	\$ 1,783,323	2024
Transit Centers: Uptown- Construction	\$ 5,200,000	2024
Transit Centers: North College Hill-Construction	\$ 3,500,000	2025
Scheduling Software	\$ 1,600,000	2024
Queensgate Roof Replacement	\$ 6,400,000	2025
ERP	\$ 4,000,000	2024
RIM: BRT Construction on 8 mile corridor	\$ 57,600,000	2025
RIM: BRT Construction 9 mile corridor	\$ 64,800,000	2025
Total	\$ 144,883,323	



## Step Two – Adjustment of Base Figure – Final Goal

- FTA allows for adjustment of base figure at our discretion
- Local Disparity and availability studies were considered in decision
- All concluded disparities exist and confirmed the need for a goal for contracts.
- To adjust base figure we considered the current capacity of DBEs to perform work in its federally assisted contracting program performed in recent years.
- We arranged the past five years total participation percentage over all federally assisted contracts from low to high and arrived at the median number of 2%



# Final Goal – Race Conscious and Race Neutral

- To get the final DBE goal, we added 15% to 2% for a total of 17% and divided it by 2 to get final goal of 8.5%
- 1% is Race Neutral and 7.5% is Race Conscious
- The FTA requires that we meet the maximum feasible portion of our goal by using race-neutral means which means we expect DBE participation without setting a goal.
- Examples of race-neutral participation is where a DBE serves as a prime, or DBE participation is obtained on non-goal contracts or DBE participation is obtained beyond the goal.
- Race Conscious is where we actively set goals on contracts and require that the goals are met or that good faith efforts were made.

Final Goal		
15% (Base Figure) + 2% (Median Past Participation)/2	=	8.50%
Race Neutral	=	1%
Race Conscious	=	7.50%



Questions?



<b>Project</b>	<b>Method</b>	<b>Vendor</b>	<b>Award</b>	<b>Term</b>	<b>Funding</b>
<b>65-2018</b> <b>Non-revenue Gasoline and Diesel Fuel</b>	Contract Modification / Sole Source Award	Thornton's, Inc.	\$413,563 (O) <u>\$313,600 (M)</u> \$727,163 (NTE)	Adding funds only Contract Terminates Dec 2023	Unbudgeted Local Operating
<b>39-2023</b> <b>Digital Commuter Alerts</b>	Request for Proposals (RFP)	Carahsoft Technology Corporation	\$131,541	3 years Oct 2023 – Sep 2026	Budgeted Local Operating
<b>68-2023</b> <b>Pest Control Services</b>	Invitation for Bid (IFB)	Ampulex Environmental Solutions LLC	\$280,192	5 years July 2023 – July 2028	Budgeted Local Operating
<b>78-2023</b> <b>Fixed Route Buses</b>	Request for Proposals (RFP) / Single Bid  (TANK-lead Joint Procurement)	Gillig LLC	\$105,761,400	5 years July 2023 – June 2028	Budgeted Capital 80% Federal (\$84.6M) 20% Local (\$21.1M)

**Total Awards for Month**

**\$106,486,733**

**YTD Diversity Spend**

**\$4.0M --**





**Attachments:**  
Action Item

BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 2023-36

APPROVAL OF MODIFICATION TO CONTRACT NO. 65-2018 NON-REVENUE VEHICLE FUEL

WHEREAS:

- 1. By Resolution No. 2018-58, the SORTA Board approved a five (5) year contract with Thornton's Inc. for gasoline powered non-revenue vehicles, at a total cost not to exceed \$413,563.
- 2. As a result of rising consumer fuel and the additional of MetroNOW vehicles the original approved contract funding has depleted. Metro has identified the need for additional funding to continue standard operations until a new contract can be procured and executed.
- 3. The requested contract modification amount is \$313,600 for additional fuel. The contract term is set to expire at the end of FY23.
- 4. Staff recommends the SORTA Board Trustees approve a contract modification with Thornton's Inc., for an additional cost of \$313,600, increasing the total contract value to \$727,163.
- 5. The full amount of the modification is unfavorable to budget for FY2023.

THEREFORE, BE IT RESOLVED:

- 6. The SORTA Board of Trustees approves and authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a modified contact with Thornton's Inc., for additional fuel, at a total cost not to exceed \$727,163.

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MOVED BY:	Dan Driehaus	SECOND BY:	Gwen Robinson
VOTE Aye:	Mr. Brice, Mr. Driehaus, Mr. Ethridge, Mr. Hinton, Mr. Keese, Mr. Metz, Ms. Robinson, Ms. Sheets, and Mr. Smith		
Nay:	None		
Abstain:	None		
ABSENT AT THE TIME:	Ms. Beridon, Ms. Clark, Mr. Harris, and Ms. Taylor		
PRESENT NON-VOTING MEMBERS:	Mr. Bedi		
ABSENT NON-VOTING MEMBERS AT THE TIME:	Mr. Emeneker and Mr. Freeman		
APPROVED:	June 27 <sup>th</sup> , 2023		



## BOARD OF TRUSTEES ACTION ITEM

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**DATE:** May 16, 2023  
**FROM:** John Edmondson, Sr. Director of Procurement  
 Jeff Mundstock, Director of Fleet & Facilities  
**PROJECT NO.:** 65-2018 Non-revenue Vehicle Fuel  
**REQUEST:** Contract Modification

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### **BACKGROUND**

Metro has non-revenue vehicles in the fleet with require both gasoline and diesel fuel. Fueling these vehicles is often required while staff are in the field performing a variety of duties from street supervision and driver relieve to off-site meetings with community stakeholders or regional partners.

### **BUSINESS PURPOSE**

The consumption of fuel needed for the addition of MetroNOW vehicles in addition to rising consumer fuel prices has caused Metro to deplete the approved value of the current non-revenue fuel contract. Additional funding is needed to continue standard operations until a new contract can be procured and executed.

### **PROJECT FINANCING**

The approved budget for the original contract was \$413,563. The requested contract modification amount is \$313,600, taking the new total not to exceed value to \$727,163.

The additional funding of \$313,600 needed to incorporate new service operations and higher fuel prices has not been budgeted but has been approved. The full amount of the modification is **unfavorable to budget** for FY2023.

The contract term is set to expire at the end of the fiscal year. Future year fuel budgets will be reviewed and approved during annual budget preparation efforts.

### **PROJECT PROCUREMENT**

A sole source contract modification is appropriate given the limited amount of time remaining on the current contract and the need to purchase gasoline fuel needed for MetroNOW vehicles (Metro does not have on-site gasoline fueling capabilities).

A sole source award does not require vendor outreach or competition for the award.

Pricing for the contract extension is noted in the table below:

Amount of Vehicles	Estimated Gallons used per day per vehicle	Days left in the contract	Estimated Price per gallon	Total estimated cost for MOD vehicles
14	25	224	\$ 4.00	\$ 313,600.00



This is a firm fixed, indefinite delivery, indefinite quantity contract that will expire on December 31, 2023.

**PROJECT DIVERSITY**

As this action is a contract modification, no vendor diversity goal has been established for either the modification or the original contract 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 a modification to Contract No. 65-2018, on behalf of Metro with Thornton's, Inc., increasing the total not to exceed value from \$413,563 to \$727,163, an increase of \$313,600.





## BOARD OF TRUSTEES ACTION ITEM

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**DATE:** June 20, 2023

**FROM:** John Edmondson, Sr. Director of Procurement  
 Dave Etienne, Director of Marketing & Communications

**PROJECT NO.:** 39-2023

**REQUEST:** Contract Award for Digital Commuter Alerts

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### **BACKGROUND**

Metro uses several techniques to inform riders of basic service standards such as the time a bus will arrive and depart various stops. In addition to standard arrival/departure times, Metro has the need to inform riders about service delays, detours, promotions, etc. that will help aid in itinerary planning and transfers.

### **BUSINESS PURPOSE**

Metro enlists a cloud-based Software-as-a-Service (SaaS) subscription to alert approximately 16,000 commuters to changes in published times, routes, or promotions via e-mail and SMS text messaging.

### **PROJECT FINANCING**

The project has an approved 3-year budget of \$131,541 (approximately \$43,847 per year for FY2024, 2025, and 2026) and will be paid for from local operating funds.

The final project cost of \$131,541 is flat to budget.

### **PROJECT PROCUREMENT**

Procurement staff determined that a Request for Proposals (RFP) was the appropriate procurement method for this contract based on consultation with end-user staff and the need to determine capabilities, responsiveness, bandwidth, and other factors of interested firms.

Metro directly sourced more than 200 vendors capable of providing the required service and electronically notified more than 1,500 vendors via our e-procurement platform.

Nine (9) vendors downloaded solicitation materials with three (3) providing proposals for consideration. The top two (2) responding firms were invited to participate in interviews to learn more about their proposed solutions. All vendors were determined to be responsive to the requirements of the solicitation.

Carahsoft Technology Corporation submitted the proposal determined to provide the best value to Metro.

This will be a firm-fixed contract for a base term of 2 years with 1 option year. The contract will begin on October 1, 2023, and end on September 30, 2026.



### **PROJECT DIVERSITY**

Staff did not assign a vendor diversity goal for this project. As the final contract is a SaaS subscription service, there are no subcontracting opportunities.

Staff identified and distributed the solicitation to 147 certified XBE vendors capable of providing the service. No XBE firms responded.

### **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. 39-2023, on behalf of Metro with Carahsoft Technology Corporation, with a not to exceed value of \$131,541.





## BOARD OF TRUSTEES ACTION ITEM

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**DATE:** May 16, 2023  
**FROM:** John Edmondson, Sr. Director of Procurement  
 Jeff Mundstock, Director of Fleet & Facilities  
**PROJECT NO.:** 68-2023  
**REQUEST:** Contract Award for Pest Control Services

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### BACKGROUND

Routine pest control is needed to ensure that all Metro assets remain free of insects, rodents, and other environmental pests that impact the rider experience.

### BUSINESS PURPOSE

Ongoing pest control services is needed for fleet vehicles, non-revenue vehicles, and facilities.

### PROJECT FINANCING

The approved budget for this project is \$295,030 and will be paid for using local operating funds, as illustrated in the table below:

FY2024	FY2025	FY2026	FY2027	FY2028	TOTAL
\$59,006	\$59,006	\$59,006	\$59,006	\$59,006	<b>\$295,030</b>

The final project cost will be \$280,192, which is **favorable to budget by \$14,838 (5.03%)**.

### PROJECT PROCUREMENT

Procurement staff used an Invitation for Bid (“IFB”) for this project based on the limited variable value-add opportunities, the limited variance among service providers, and the comprehensive nature of the provided work scope. The final award for IFB solicitations is determined by the lowest responsive, responsible bidder.

Staff sourced 61 vendors for direct solicitation and broadcast the opportunity to 188 vendors via our e-procurement platform. Ten (10) vendors downloaded solicitation materials and two (2) provided a responsive bid (see table below).

#1 Ampulex Environmental Solutions LLC	#2 Yutze LLC - DBA Pestmaster of Cincinnati
\$280,192	\$400,000.00

Based on the method of procurement, Ampulex Environmental Solutions was determined to be the lowest responsive, responsible bidder and is recommended for award.





The contract will be a firm fixed price contract with a 3-year base term (August 2023 – July 2026) and two 1-year option terms. The full contract term will expire on July 31, 2028.

**PROJECT DIVERSITY**

A vendor diversity goal was not established for this contract.

Research into state and local databases did not produce certified XBE vendors operating in the pest and insect control market. As such, no subcontracting or set-aside opportunities were available 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. 68-2023, on behalf of Metro with Ampulex Environmental Solution LLC, with a not to exceed value of \$280,192.



BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 2023-39

APPROVAL OF CONTRACT NO. 78-2023 FIX ROUTE BUSES

WHEREAS:

1. Metro maintains a fleet of approximately 300 fixed-route buses. To maintain a quality, reliable fleet, the agency has developed a bus replacement program that calls for the timely replacement of these vehicles over time. The current bus replacement program calls for replacing 25-40 buses per year over the next five years.
2. Metro partners with other tri-state transit systems for each contract renewal procurement. For this procurement, Metro partnered with TANK, Lextran, TARC, and other Kentucky transit providers.
3. A request for proposals (RFP) was the solicitation method selected by the TANK procurement staff. This solicitation was provided to twelve (12) vendors and one (1) vendor responded.
4. Staff recommends the SORTA Board of Trustees approve a contract with Gillig, LLC, for the production and purchase of fixed route buses, at a cost not to exceed \$105,761,400.
5. This project will be funded with federal and local capital funds.

THEREFORE, BE IT RESOLVED:

6. The SORTA Board of Trustees approves a contract with Gillig, LLC., at a cost not to exceed \$105,761,400.
7. The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract with Gillig, LLC. on behalf of SORTA. The Board further authorizes staff to execute purchase orders with Gillig for such purpose, contingent on funding being available.

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MOVED BY:	Dan Driehaus	SECOND BY:	Gwen Robinson
VOTE Aye:	Mr. Brice, Mr. Driehaus, Mr. Ethridge, Mr. Hinton Mr. Keesee, Mr. Metz, Ms. Robinson Ms. Sheets, and Mr. Smith		
Nay:	None		
Abstain:	None		
ABSENT AT THE TIME:	Ms. Beridon, Ms. Clark, Mr. Harris, and Ms. Taylor		
PRESENT NON-VOTING MEMBERS:	Mr. Bedi		
ABSENT NON-VOTING MEMBERS AT THE TIME:	Mr. Emenecker and Mr. Freeman		
APPROVED:	June 27 <sup>th</sup> , 2023		



## BOARD OF TRUSTEES ACTION ITEM

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**DATE:** May 16, 2023  
**FROM:** John Edmondson, Sr. Director of Procurement  
 Jeff Mundstock, Director of Fleet & Facilities  
**PROJECT NO.:** 78-2023  
**REQUEST:** Contract Award for Fix Route Buses

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### **BACKGROUND**

Fixed-route, heavy-duty, ADA-compliant buses are the most critical capital component of the Metro system. Metro maintains a fleet of approximately 300 fixed-route buses. To maintain a quality, reliable fleet, Metro has developed a bus replacement program that calls for the timely replacement of these vehicles over time. The Federal Transit Administration defines the useful life of these buses as 12 years and 500,000 miles. Metro's current bus replacement program calls for replacing 25-40 buses per year over the next five years.

To maximize purchasing power, Metro partners with other tri-state transit systems for each contract renewal procurement. For this procurement, Metro partnered with TANK, Lextran, TARC, and other Kentucky transit providers.

### **BUSINESS PURPOSE**

The previous fixed route bus contract has expired, and a renewal contract is needed to implement Metro's bus replacement strategy. FTA limits contracts for rolling stock to terms no greater than 5 years, preventing the use of strategic option terms or contract extensions.

### **PROJECT FINANCING**

The approved budget for this project is \$105,761,400 and is contingent upon available funding provided by the FTA during future Federal fiscal years (FFY2024 and beyond).

The contract will be an indefinite delivery, indefinite quantity contract. Under such terms, Metro will be obligated to purchase no less than twenty-five (25) vehicles at a base price of \$528,807 and can purchase no more than 200 vehicles at the same base price. The minimum contractual obligation for the full 5-year term is \$13,220,175.

The table below demonstrates project financing for the minimum and maximum quantities identified in the contract:

Funding	25 Vehicle Minimum	200 Vehicle Maximum
<b>Federal (80%)</b>	\$10,576,140	\$84,609,120
<b>Local (20%)</b>	\$2,644,035	\$21,152,280
<b>Total</b>	<b>\$13,220,175</b>	<b>\$105,761,400</b>

### **PROJECT PROCUREMENT**



TANK procurement staff selected a Request for Proposals (RFP) procurement methodology based on the need to evaluate multiple configuration options, subsystems capabilities, and various vehicle size and propulsion system options.

The solicitation was provided to twelve (12) known and approved transit vehicle manufacturers. Only 1 vendor responded to the solicitation. The solicitation was evaluated and deemed not to be unfairly restrictive in its requirements, and the responding proposal was determined to be responsive to those requirements.

Gillig LLC was the sole responding vendor and is recommended for award.

The contract will be a firm fixed price contract with a 5-year term beginning immediately upon contract execution and ending on June 30, 2028.

### **PROJECT DIVERSITY**

Per FTA and Office of Civil Rights requirements, eligible transit vehicle manufacturers must have an approved DBE participation plan and goal each year that is approved by the FTA. Transit agencies are not permitted to change this goal and are not to count the participation toward their agency DBE reporting.

Gillig LLC's approved DBE participation goal for FFY2023 is 0.65%

### **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. 78-2023, on behalf of Metro with Gillig LLC, with a not to exceed value of \$105,761,400.



ERM BOARD OF DIRECTORS  
MOTION

RECOMMENDATION OF EVERYBODY RIDES METRO (ERM) BOARD OF DIRECTORS

I move that the following individuals Kelly Smith-Trondle, Erik Thomas, and Katie Frazier be re-appointed as Directors of Everybody Rides Metro (ERM):

<u>Name:</u>	<u>Term Expires:</u>
Kelly Smith-Trondle	June 30, 2026
Erik Thomas	June 30, 2026
Katie Frazier	June 30, 2026

Current member terms:

<u>Name:</u>	<u>Term Expires:</u>
Gina Marsh	June 30, 2025
Aaron Bley	June 30, 2025
Angela King	June 30, 2025
Kreg Keesee	June 30, 2024
Sonja Taylor	June 30, 2024

\*\*\*\*\*

MOVED BY: Rod Hinton    SECOND BY: Blake Ethridge

VOTE Aye: Mr. Brice, Mr. Driehaus, Mr. Ethridge, Mr. Hinton Mr. Keesee, Ms. Robinson Ms. Sheets, and Mr. Smith

Nay: None

Abstain: Mr. Metz

ABSENT AT THE TIME: Ms. Beridon, Ms. Clark, Mr. Harris, and Ms. Taylor

PRESENT NON-VOTING MEMBERS: Mr. Bedi

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

APPROVED: June 27<sup>th</sup>, 2023



Recommendation of  
Everybody Rides Metro (ERM)  
Board of Directors Appointments  
June 2023



# Current Board of Directors



**Aaron Bley**  
ERM President  
CABVI



**Gina Marsh**  
ERM VP  
Marsh  
Solutions, LLC



**Angela King**  
ERM Director  
Free Store Food  
Bank



**Kreg Keese**  
ERM Director  
SORTA Board



**Sonja Taylor**  
ERM Director  
SORTA Board





# Term Expiration Dates



Gina Marsh	June 30, 2025
Aaron Bley	June 30, 2025
Angela King	June 30, 2025
Kreg Keesee	June 30, 2024
Sonja Taylor	June 30, 2024
Kelly Smith-Trondle	June 30, 2026
Erik Thomas	June 30, 2026
Katie Frazier	June 30, 2026



# Southwest Ohio Regional Transit Authority

Financial Summary - May 2023

Report Out Date – June 20, 2023





# Agenda – Financial Summary

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



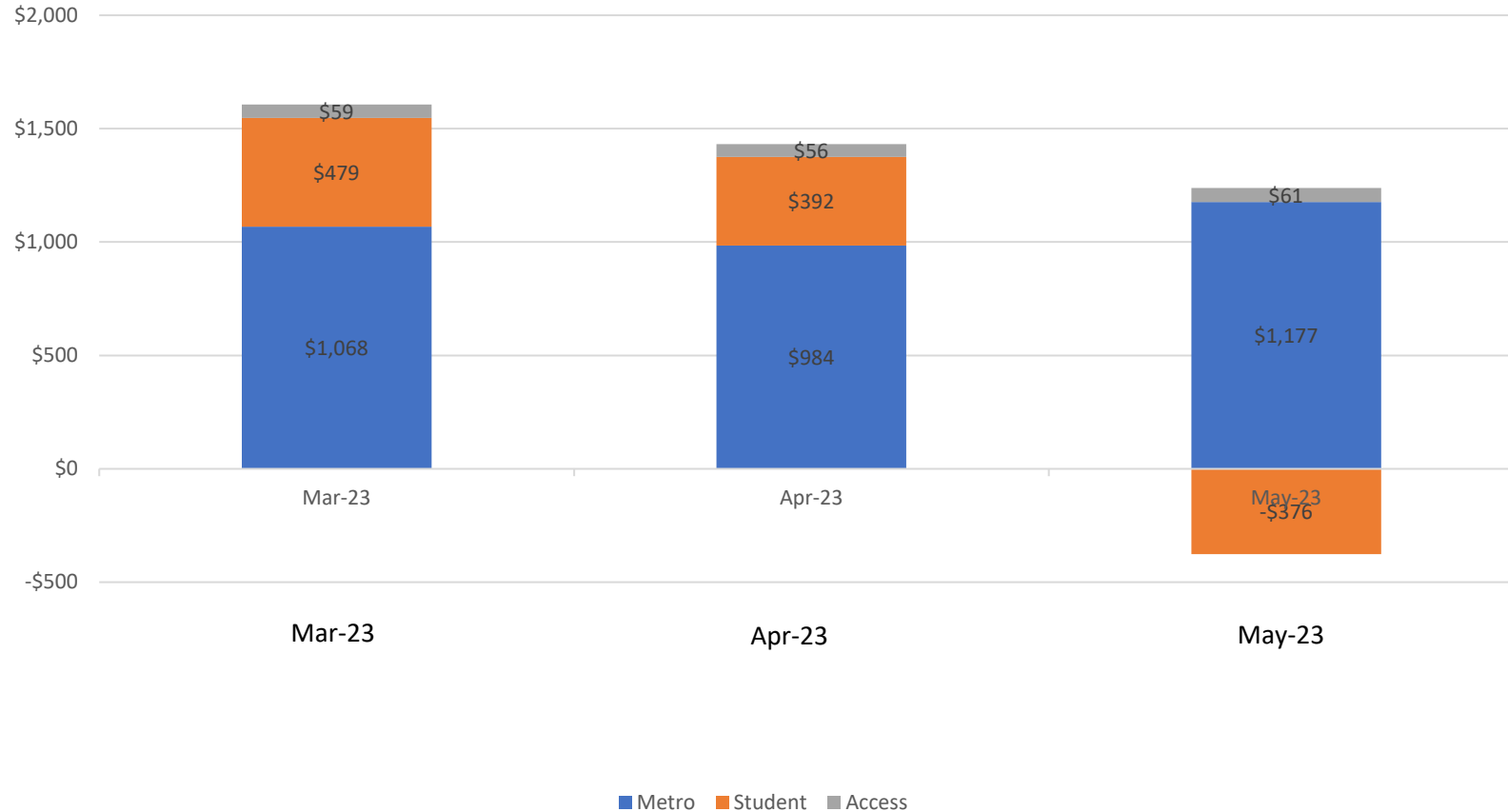


# STATEMENT OF OPERATIONS

# MAY 2023 – FARE REVENUE SOURCES

## 3 MONTH TREND – MARCH 2023 THRU MAY 2023

In Thousands



Month	Days per Month	Avg Rev per Day
Mar-23	31	\$34
Apr-23	30	\$33
May-23	31	\$38

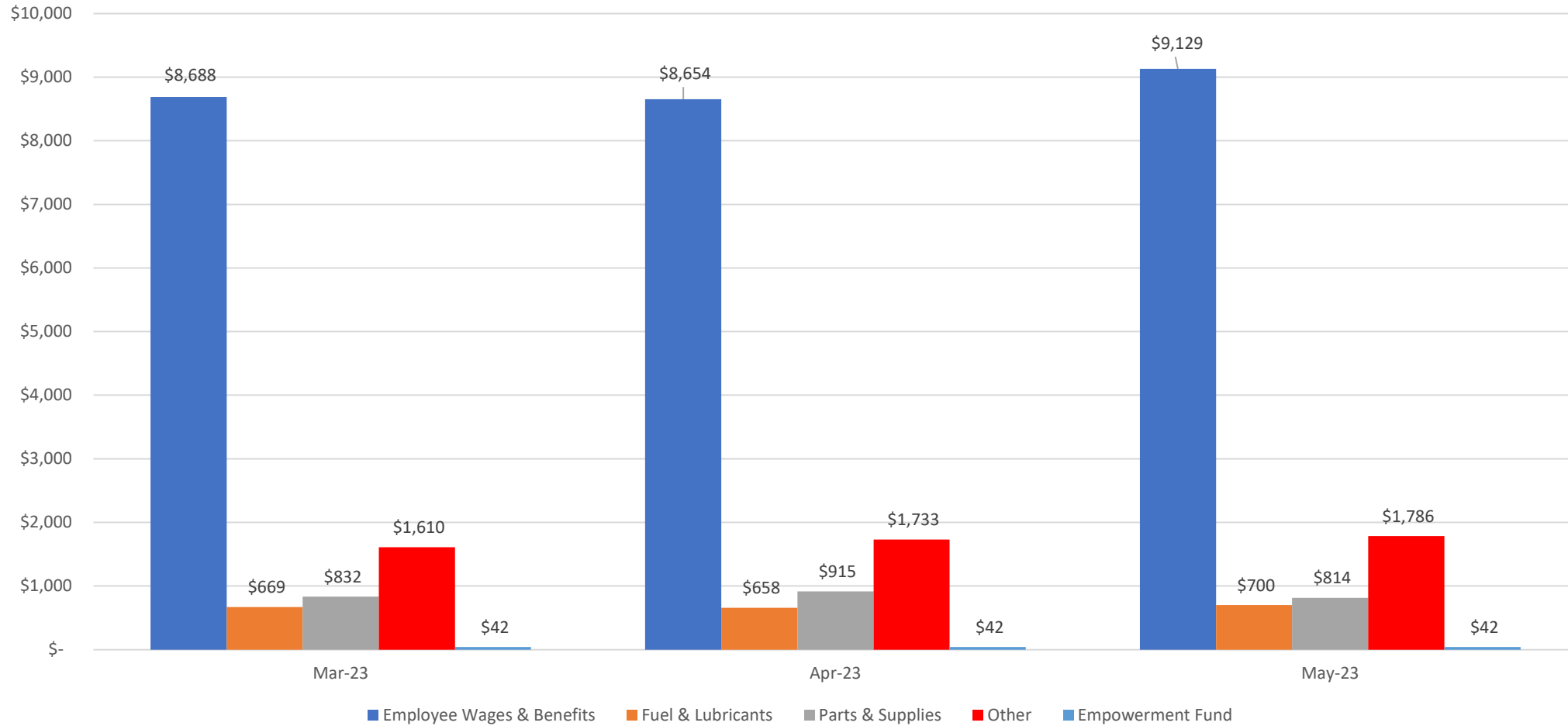
Note: Number of Weekdays within each corresponding month as follows:  
Mar 23, Apr 20, May 22



# MAY 2023 – OPERATING EXPENSE SOURCES

## 3 MONTH TREND – MARCH 2023 THRU MAY 2023

In Thousands



# Profit & Loss – Summary / Key Drivers



## Summary

- Total Revenue \$16.8M - on Budget
- Total Expense \$12.5M - favorable to Budget \$192k or 1.5%
- Surplus / ( Deficit ) \$4.4M - favorable to Budget \$188k
- Note: Ridership total is 1.2M - favorable to Budget 79k or 7.1% \*Includes 104 Metro Now Rides

## Revenue

- Total Fares \$1.2M - favorable to Budget \$287k or 30.2%.
- CPS Revenue \$(376k) - unfavorable to Budget (\$742k). Root Cause: Credit given to CPS for unused Smart Card passes.
- Non-Transportation \$678k - favorable to Budget \$574k. Root Cause: Investment portfolio income higher than projected.
- County Sales Tax \$9.26M – unfavorable to Budget (\$95k) or (1.0%). February receipts lower than budget.
- Federal Grants \$5.8M - on Budget.

## Expense

- Wages & Benefits \$9.1M - favorable to Budget \$318k or 3.4%. Root Cause: Vacation Expense \$120k and Sick Leave \$45k.
- Fuel and Lubricants \$700k - unfavorable to Budget \$(46k) or (7%) to Budget. Root Cause: Diesel Fuel Exp \$(45k) net cost per gallon.
- Parts & Supplies \$814k - unfavorable to Budget \$(80k) or (10.9%). Root Cause: Printed Material \$(29k), Equip. & Furn. <\$5k \$(28k).
- All Other \$1.8M - on Budget.



## Southwest Ohio Regional Transit Authority 2023 Profit & Loss Statement

5 Mos Ending May 31, 2023 (\$ In Thousands)	Month				Year to Date				Prior Year
	Actual	Budget	Fav(Unfav)		Actual	Budget	Fav(Unfav)		
<b>Ridership</b>									
Regular	1,029,615	929,244	100,371	10.8%	4,619,338	4,407,757	211,581	4.8%	3,045,839
CPS	137,593	160,549	(22,956)	(14.3%)	757,582	678,120	79,462	11.7%	663,609
<b>Subtotal Fixed Route</b>	<b>1,167,208</b>	<b>1,089,793</b>	<b>77,415</b>	<b>7.1%</b>	<b>5,376,920</b>	<b>5,085,877</b>	<b>291,043</b>	<b>5.7%</b>	<b>3,709,448</b>
Access	15,873	14,642	1,231	8.4%	74,241	68,154	6,087	8.9%	66,049
<b>Total Ridership</b>	<b>1,183,081</b>	<b>1,104,435</b>	<b>78,646</b>	<b>7.1%</b>	<b>5,451,161</b>	<b>5,154,031</b>	<b>297,130</b>	<b>5.8%</b>	<b>3,775,497</b>
<b>Revenue</b>									
Metro Fares	\$ 1,177	\$ 899	\$ 278	30.9%	\$ 5,157	\$ 4,373	\$ 784	17.9%	\$ 4,230
Access Fares	61	52	9	17.3%	284	239	45	18.8%	242
<b>Total Fares</b>	<b>1,238</b>	<b>951</b>	<b>287</b>	<b>30.2%</b>	<b>5,441</b>	<b>4,612</b>	<b>829</b>	<b>18.0%</b>	<b>4,472</b>
CPS Contract	(376)	366	(742)	(202.7%)	1,228	1,791	(563)	(31.4%)	1,371
Other Contract Revenue	126	135	(9)	(6.7%)	607	674	(67)	(9.9%)	605
Non Transportation	678	104	574	551.9%	2,904	521	2,383	457.4%	621
County Sales Tax	9,261	9,356	(95)	(1.0%)	45,687	46,157	(470)	(1.0%)	44,240
Federal Subsidies	1,200	1,200	-	-	6,000	6,000	-	-	-
ARP	2,100	2,100	-	-	10,500	10,500	-	-	10,543
ARP Comp	2,500	2,500	-	-	12,500	12,500	-	-	13,549
State Subsidies	106	125	(19)	(15.2%)	505	617	(112)	(18.2%)	623
<b>Total Revenue</b>	<b>16,833</b>	<b>16,837</b>	<b>(4)</b>	<b>(0.0%)</b>	<b>85,372</b>	<b>83,372</b>	<b>2,000</b>	<b>2.4%</b>	<b>76,024</b>
<b>Expenses</b>									
Employee Wages & Benefits	9,129	9,447	318	3.4%	43,340	45,270	1,930	4.3%	38,029
Fuel & Lubricants	700	654	(46)	(7.0%)	3,220	3,293	73	2.2%	1,731
Parts & Supplies	814	734	(80)	(10.9%)	3,942	3,718	(224)	(6.0%)	3,287
Empowerment Fund	42	42	-	-	209	210	1	0.5%	208
Other	1,786	1,786	-	-	7,894	9,903	2,009	20.3%	11,394
<b>Total Expenses</b>	<b>12,471</b>	<b>12,663</b>	<b>192</b>	<b>1.5%</b>	<b>58,605</b>	<b>62,394</b>	<b>3,789</b>	<b>6.1%</b>	<b>54,649</b>
<b>Surplus(Deficit) Before Adj</b>	<b>\$ 4,362</b>	<b>\$ 4,174</b>	<b>\$ 188</b>		<b>\$ 26,767</b>	<b>\$ 20,978</b>	<b>\$ 5,789</b>		<b>\$ 21,375</b>
Capital Reserve Transfer	(4,362)	(4,174)			(26,767)	(20,978)			(21,375)
<b>Remaining Funds</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>

1973

2023





June 2023

**All signs point to safety:** June is National Safety Month and provides us with a great opportunity to celebrate our safety all-stars. This year, two operators, Mark Stolla and Monica Hawkins, were inducted into the prestigious National Safety Council's "Two Million Miles Club," which recognizes operators who have driven at least two million miles over 30 years without a single preventable accident! Hats off to the operators and maintenance team members who received milestone awards for driving 5, 10, 15, 20, 25 and even 30 years without a single preventable accident!

We've celebrated this month with Safety & Wellness Cookouts at each facility, as well as opportunities to provide safety refreshers, reminders and tips for a healthier and safer lifestyle both on the job and at home.

This afternoon, we will celebrate our safety milestone award recipients during an awards luncheon with keynote speaker former NFL player Rocky Boiman. Congratulations to all of our operators and maintenance team members who keep safety as their top priority as they serve our community each day!

**Metro receives FTA grant for Hybrid buses:** We are excited to share that Metro was awarded a \$9.8 million grant from the Federal Transit Administration for our Hybrid Transition Bus Replacement Project. These funds will allow us to purchase 16 new hybrid buses to be delivered in 2023 and 2024. We are grateful to the FTA and to Senator Brown and Representative Landsman for their support in our grant application. The addition of the Hybrid vehicles to replace aging diesel vehicles will assist our efforts of reducing on carbon footprint and working towards a cleaner, healthier environment in the communities we serve.

**FTA visits Cincinnati:** Representatives of the Federal Transit Administration's Washington, D.C. and Region 5 office made a visit to Metro on June 26 to tour the future Bus Rapid Transit (BRT) corridors along Reading Rd. & Hamilton Ave. that were selected for development. The FTA also provided NEPA training to Metro staff during their visit, which will help us be better informed and positioned to handle the environmental regulation aspects of the project.

**Metro on the Hill:** Metro was honored to be able to stand alongside local leaders to advocate for our region’s priorities in Washington, D.C. during the Cincinnati USA Regional Chamber’s D.C. Fly-In. Metro’s Chief of Staff Andy Aiello and SVP of External Affairs Brandy Jones joined the group to hear from members of Congress representing Southwest Ohio, as well as the U.S. Chamber of Commerce, National Small Business Administration, National Science Foundation, and the Department of Economic Development Administration.

**Celebrate diversity & inclusion:** Did you know that Metro was one of the first Cincinnati companies to recognize Juneteenth as a paid national holiday and to offer healthcare benefits for same-sex couples? We value and celebrate the diversity that our team members bring and work to ensure that everyone feels included, safe and proud to work here. We were proud to serve as a sponsor of this year’s 4<sup>th</sup> annual Juneteenth block party and to have “Hydi the Hybrid” participate in the annual Pride parade on June 24.



Thank you,

Darryl Haley  
CEO/General Manager/Secretary-Treasurer