



SORTA/Metro  
Board Meeting  
December 17, 2024  
6:00 pm-7:00 pm Eastern Time

SORTA BOARD OF TRUSTEES MEETING  
TUESDAY, DECEMBER 17th, 2024 – 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: Tianay Amat (Kim Schaefer, Legal Counsel)  
Hearings from citizens  
Chair Update

**Action Items:**

- 1 Approval of Board Minutes November 19th, 2024

**Briefing Items:**

- 2 Transit in Hamilton County: The New Horizon (Khaled Shammout)
- 3 Financial Results for November 30th, 2024 (Tim Walker)
- 4 Metro on the Move (John Ravasio)

**Labor Action Items (Blake Ethridge)**

- 5 Proposed Resolution: Approval of the Collective Bargaining Agreement for the Access Operating Division (Adriene Hairston, Bill Spraul)
  - 5.1 Action Item:

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

- 6 Proposed Resolution: Approval of Contract Award for 042-2024 Driver Protective Barriers (Jeff Mundstock, John Edmondson)
  - 6.1 Action Item:
- 7 Proposed Resolution: Approval of Contract Award for 067-2024 A&E Services for Walnut Hills Transit Center Design (Scott Enns, John Edmondson)
  - 7.1 Action Item:
- 8 Proposed Resolution: Approval of Contract Award for 137-2024 Queensgate Fuel Facilities Repair (Jeff Mundstock/John Edmondson)
  - 8.1 Action Item:

9 Proposed Resolution: Approval of Contract Award for 150-2024 Non-Revenue Cargo Vans (Jeff Mundstock, John Edmondson)

9.1 Action Item:

10 Proposed Motion: Approval of Contract Award for 165-2024 General Legal Services for 2025 (John Ravasio)

10.1 Action Item:

11 Proposed Resolution: Approval of Contract Award for 169-2024 Hastus-Trapeze Migration Upgrade (Steve Anderson/John Edmondson)

11.1 Action Item:

**Planning & Operations Action Items (Blake Ethridge)**

12 Proposed Motion: Approval of Agency Executive Records Management Commission (Andy Aiello)

12.1 Action Item:

13 Proposed Resolution: Approval of Red Bike (Pete Metz)

13.1 Action Item:

**Finance Action Items (Blake Ethridge)**

14 Proposed Resolution: Approval of Contract for Excess Workers Compensation (Tim Walker)

14.1 Action Item:

15 ERM Administrative Update - Action Item: (Andy Aiello)

**Other Items:**

16 New Business

Adjournment

The next regular meeting of the SORTA Board of Trustees is scheduled for

**Tuesday, January 28th, 2025, 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, November 19<sup>th</sup> 2024, 9:00 a.m.

BOARD MEMBERS PRESENT: Chelsea Clark, Dan Driehaus, Blake Ethridge, Kala Gibson, Neil Kelly, Pete Metz, Briana Moss, Gwen Robinson, Sara Sheets, KZ Smith and Sonja Taylor

BOARD MEMBERS ABSENT: Tony Brice, Jay Bedi, Trent Emenecker and Greg Simpson,

STAFF MEMBERS: Andy Aiello, Julie Beard, John Edmondson, Joe Ferguson, Pat Giblin, Darryl Haley, Adriene Hairston, Brandy Jones, Natalie Krusling, Kevin Ruth, August Sweitzer, Tim Walker and Mike Weil

LEGAL COUNSEL: Kim Schaefer (Vorys, Sater, Seymour and Pease LLP) and Doug Moormann, GSG

GUEST/PUBLIC PRESENT: N/A

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**HEARING FROM CITIZENS**

N/A

**CHAIRMAN UPDATE**

Discussed ridership and missed trips.

Blink was a great success.

A BRT station design was selected and named.

\$5.1 million investment for the University of Cincinnati to improve and accelerate transit construction projects in Ohio.

Golden Bus Awards are in March.

Congratulated Darryl, Kala, KZ, Brandy and Khaled for recent awards. Thanked Gwen for helping at the Men of Honor Event.

**APPROVAL OF OCTOBER 22<sup>ND</sup>, 2024 BOARD MEETING MINUTES**

Mr. Metz made a motion that the minutes from the October 22<sup>nd</sup>, 2024, board meeting be approved as previously mailed and Ms. Clark seconded the motion.

By voice vote, the SORTA Board approved the minutes.

**FINANCE COMMITTEE**

Mr. Driehaus reported on the Finance Committee meeting held on November 12<sup>th</sup> 2024, and there were items(s) to present for Board Approval.

**PROPOSED RESOLUTION: APPROVAL OF 2025 BUDGET**

Ms. Clark moved for adoption and Mr. Driehaus seconded the motion. The resolution approves the 2025 budget.

By roll call, the SORTA Board approved the resolution.

**PROPOSED RESOLUTION: APPROVAL OF RED BIKE**

Mr. Ethridge moved for tabling until the next meeting and Mr. Metz seconded the motion.

By roll call, the SORTA Board approved tabling the resolution until the next meeting.

**PROPOSED RESOLUTION: APPROVAL OF DECEMBER 2024 – NOVEMBER 2025 PROPERTY & GENERAL LIABILITY INSURANCE COVERAGES**

Mr. Driehaus moved for adoption and Ms. Clark seconded the motion. The resolution approves the December 2024 – November 2025 Property & General Liability Insurance Coverages.

By roll call, the SORTA Board approved the resolution.

**PROPOSED MOTION: APPROVAL OF 2025 SORTA MEETING SCHEDULE**

Mr. Driehaus moved for adoption and Ms. Clark seconded the motion. The resolution approves the 2025 SORTA meeting schedule.

By roll call, the SORTA Board approved the resolution.

**PLANNING AND OPERATIONS COMMITTEE**

Mr. Driehaus reported on the Planning and Operations Committee meeting held on November 12<sup>th</sup> 2024, and there were items(s) to present for Board Approval.

**PROPOSED MOTION: APPROVAL OF 2025 AGENCY SAFETY PLAN**

Mr. Ethridge moved for adoption and Ms. Clark seconded the motion. The motion approves the 2025 Agency Safety Plan.

By roll call, the SORTA Board approved the motion.

**PROPOSED RESOLUTION: APPROVAL OF CONTRACT AWARD FOR 153-2024 MICROSOFT 365 ENTERPRISE ACCESS**

Mr. Ethridge moved for adoption and Mr. Metz seconded the motion. The resolution approves the contract award for 153-2024 Microsoft 365 Enterprise Access.

By roll call, the SORTA Board approved the resolution.

**FINANCIAL REPORTS AS OF OCTOBER 31<sup>st</sup>, 2024**

Mr. Walker presented the October financial results. Total revenues were \$13.0 million, which was unfavorable to budget by \$467k. Total expenses were \$13.5 million, which is favorable to budget by \$371k. Operator Capital Contribution was \$0.5 million, which was unfavorable to budget by \$96k. Ridership was 1,434k, which is favorable to budget by 53k. Mr. Walker presented the Investment of Funds Reserve Summary with a total All Securities at \$168,702,529, Net Unrestricted Securities Available at \$1,757,310 and Net Unrestricted Securities and 2024 Operating Budget Surplus at \$1,009,817. Mr. Walker then reviewed the contributing factors to these variances.

The SORTA Board accepted the report as presented.

**METRO ON THE MOVE**

Mr. Haley presented the Metro on the Move report. He shared the new ODOT grant of \$4,077,236, the upcoming BRT meetings and the upcoming stuff the bus.

**NEW BUSINESS**

N/A

**ADJOURNMENT**

The meeting adjourned at 9:39 a.m.

**NEXT MEETING**

The next regular meeting of the SORTA Board of Trustees has been scheduled for  
**December 17<sup>th</sup>, 2024, at 6:00 P.M.**  
 the SORTA/Metro Board Room, at 525 Vine Street, Cincinnati, Ohio.

APPROVED:



Blake Ethridge  
 Chair, SORTA Board

ATTESTED:



Darryl Haley  
 CEO/General Manager/Secretary-Treasurer



# TRANSIT IN HAMILTON COUNTY: THE NEW HORIZON

*Board Meeting*

*December 17, 2024*

# Agenda

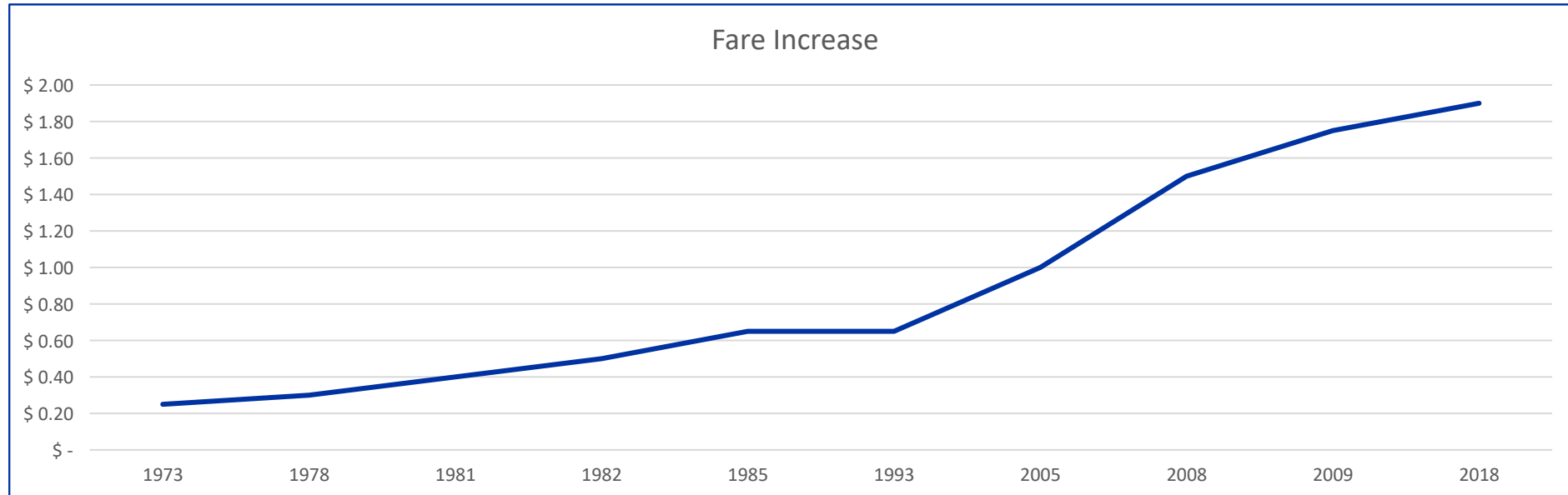
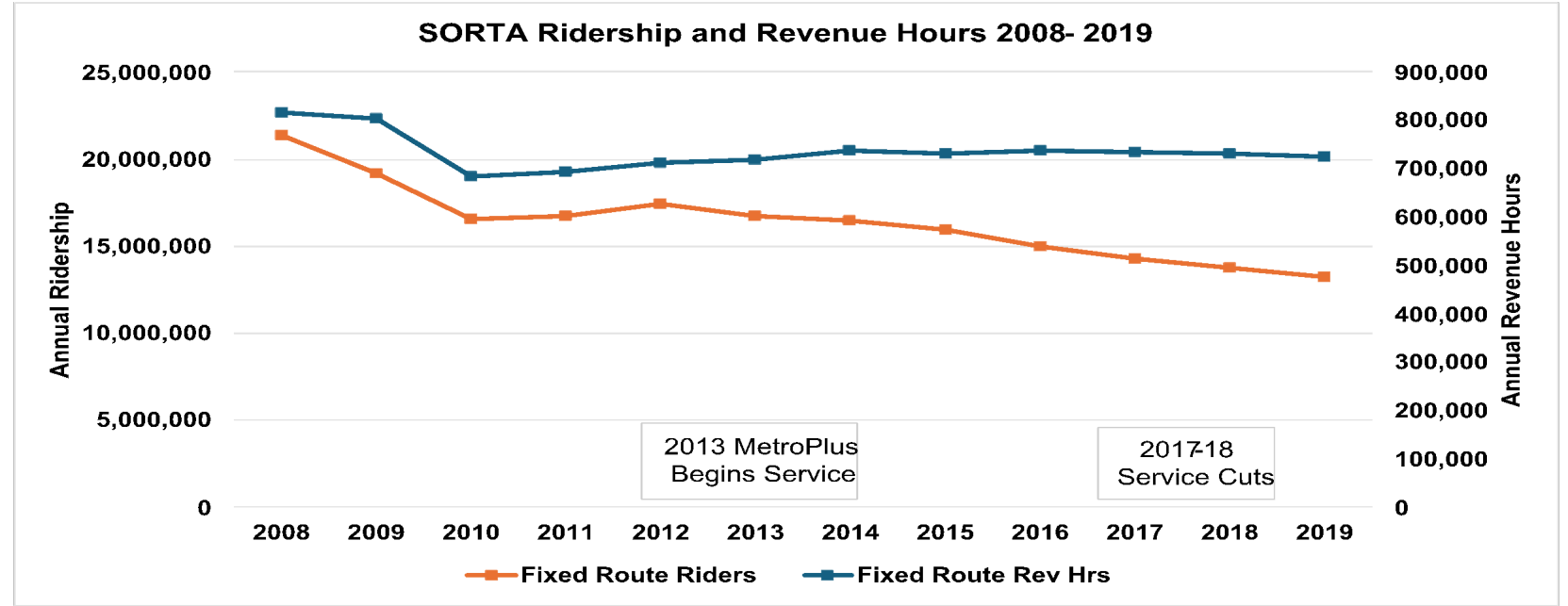
- The Past
- The Present
- The Future
  - Regionalism
  - Innovation
  - Monitoring
  - Beyond All of That



# THE PAST

# Pre-Levy Era

- Cutting service
- Fare increases

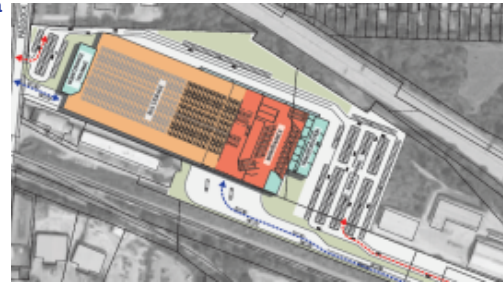




# POST-LEVY ERA

## Metro Wins (2020-2021)

- FAStops
- Masabi/EzFare Partnership
- Northside Transit Center
- SORTA Strategic Plan - 2020
- CPS Extra Service Merger
- Administrative office relocation
- Created project management department
- Converted Access from contractor to employee operation
- Trapeze upgrade to current cloud-based version
- 2021 MTIF award: \$205M
- Fare Simplification
- EZFare Validation Hardware
- Fare Readers
- Launched "Everybody Rides Metro" Program
- Diversity Management Software
- Designated Printer(s) for HR Division
- DVR's and Apollo Software for Buses
- More Bandwidth and Connectivity From External Locations
- Provide e-Fax to all Human Resources Employees
- Server Environment for Data
- Update Phone to Provide Customer Call Center Statistics
- Update/Retrofit Buses with Wi-Fi
- Revamp Orientation Module
- Redesign Administration Handbook
- Bring in FMLA Vendor
- Improve Incidents/Accidents Handling Process
- Repair Radio Tower
- Monitors at Operations Facilities to Improve Communications



## Metro Wins (2022-2023)

- Holiday Service Expansion
- Electrada Expansion
- System Map Improvement
- Bus Bench Installations (150 Total)
- MetroNow Zone Implementation
- Bus Stop Maintenance Support (Obersons)
- Bus Stop Maintenance Contract (BrightView)
- DAAP Partnership
- BH & QS Expansion Concepts
- 2022 MTIF award: \$39M
- BRT LPA Adoption
- Mt. St. Joseph Univ EOL Bus Stop Partnership
- GPC On-call Support Contract
- Silverton Assessment Center Renovation
- Administrative Office Expansion
- SORTA Board Room with Streaming Capability
- BLINK 2022
- MS365/SharePoint/MetroNet
- Emergency Notification Process
- 2023 MTIF award: \$28M
- ACCESS Facility Renovation
- Vending Services Upgrades
- Provided E-mails to All Employees
- Developed Agency-Wide Training Program
- Conducted Base-Line Employee Survey
- Alternative Energy Strategy
- Create Plan for Facilities Cameras
- Retrofit Facilities with Cameras
- Gasoline Storage Tanks at Access
- Facility Repairs at BH, QG
- Bus Washer at Facilities
- Lifts and Door Repairs at Facilities



# Metro Wins (2024)

- Anticipated CIG approval
- MetroNow Zone (zones 1 and 2 enhancements)
- Office rebranding w/ new Metro logo
- Progress on Regional Paratransit
- Bus stop prototypes
- Bus shelters installed: 15

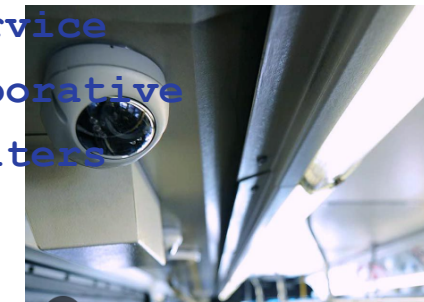
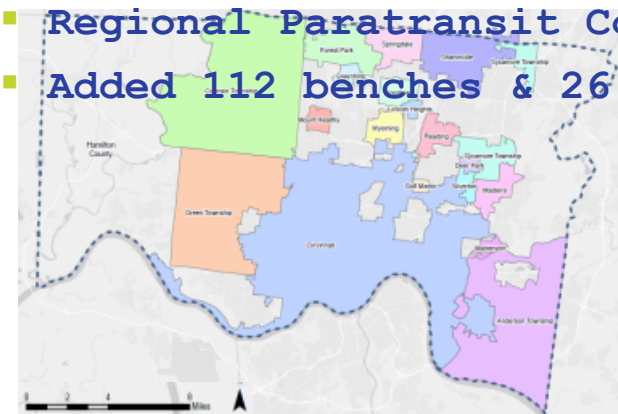
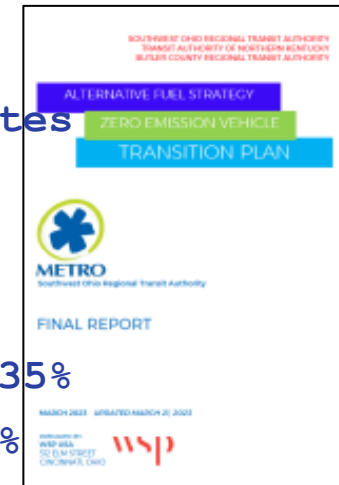


SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY 2023 EMPLOYEE SURVEY		METRO 50 YEARS				
Please select the best response to each statement below		(1) Strongly Disagree	(2) Disagree	(3) Somewhat Agree	(4) Agree	(5) Strongly Agree
1.	I feel good about the work I do at SORTA.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	I am respected and appreciated by my peers at SORTA.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	SORTA provides me with the tools and resources I need to best do my work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	I receive timely feedback that allows me to be my best at work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	I have received the right tools and training to be my best at work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	I am respected and appreciated by my supervisor at SORTA.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	I am satisfied with the training opportunities available for me at SORTA.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	I have a clear understanding of SORTA's vision, mission and goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.	I know where to go to find the help I need to be my best at work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10.	Teamwork is encouraged and practiced at SORTA.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11.	My supervisor provides me with timely feedback on my performance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.	I am satisfied with the townhall meetings as a way to enhance receiving information and providing feedback.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13.	I am aware of the Strategic Plan at SORTA.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14.	SORTA's facilities and equipment are up to date & adequate to serve the public's needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15.	I receive recognition for good work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16.	We have the right Leadership Team to achieve SORTA's Vision and Mission.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17.	Overall, I am satisfied working for SORTA.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



# RIM Improvements to Date

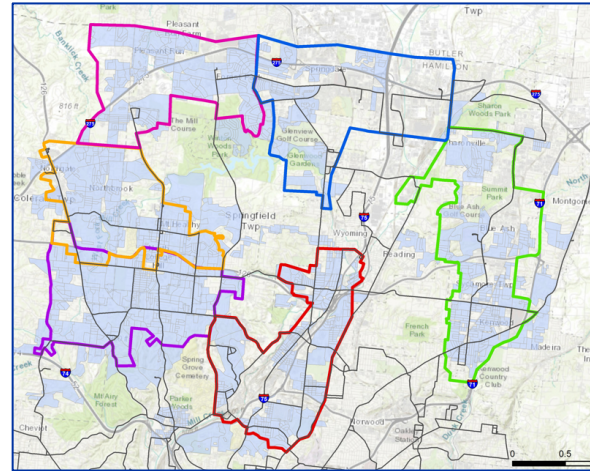
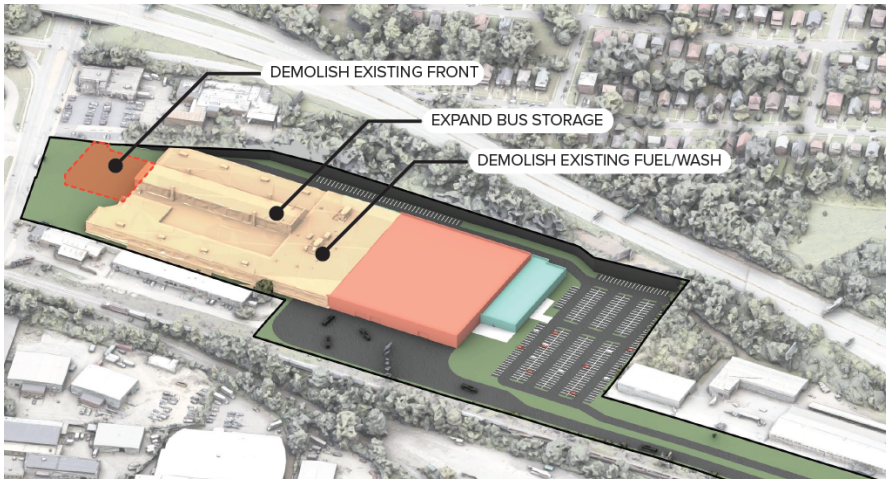
- Increased frequency for faster service
- Increased span across most routes
- 24-hr service on 7 routes
- 7 new crosstown routes
- New & improved weekend service
- Increased Saturday service by 35%
- Increased Sunday service by 97%
- New Northside Transit Center
- Free Wi-Fi & charging ports on buses
- EV charging stations at transit centers
- New MetroNow! on-demand service
- Regional Paratransit Collaborative
- Added 112 benches & 26 shelters



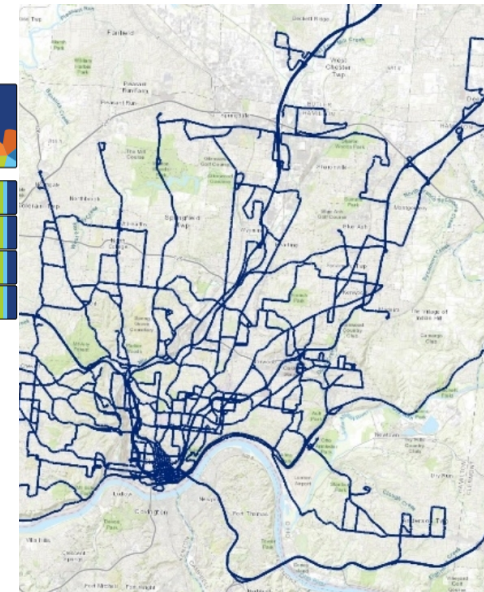
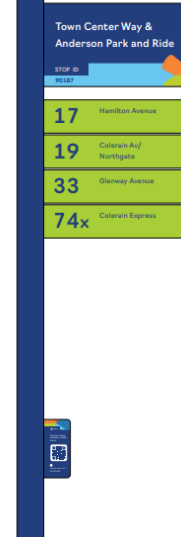


# THE PRESENT

# 2025 - 2028



Description
BRT Planning & Development Costs
Fixed Route (14 Total; 2 hybrid, 12 diesel)
Government Square Refresh Construction
QG Retaining wall & lane addition along I
Upgraded Concrete Drive @ Queensgate -
Driver's barrier fleet-wide retrofit
Break room/Club room upgrades (BH/QG)
Bus Stop Enhancement (Shelters/E-Papers
6 BEB vehicles
MetroNow Vehicles (2 zones)
Access bus washer
Access Facility Roof
New hoists for MS and QG (BEB station)
BH Garage Facility Expansion - A&E Desig
QG BEB Charging Infrastructure
Queensgate HVAC Replacement (Transit O
NCH Tranist Center - Land Acquisition
Bond Hill HVAC (Transit Ops end of the bu
Bus Stop Signs/Poles
Walnut Hills A&E Desgin
Queensgate outside storage (40'x200')
Yard Manager
Riverside Drive bridge rehabilitation
Replace Scheduling Software
Paratransit (7 vehicles)
Queensgate Exterior Columns
Customer Fulfilment Center (sales) const
Queensgate Steam Bay Lift
Clubroom bathroom remodels with A&E
Clubroom/Breakroom furniture
QG Interior Door Replacement
Bond Hill Ventilation for Fuel Rack
Expand & Upgrade Farebox Offices
Kenwood loop operator bathroom
Facility upgrades for perimeter control ar
BEB firewall extention at QG
TOD/BRT Plan (60 days)
Hyperconvergent Infratructure (Server an
Replace existing exterior concrete at Q.G.
with heated concrete (old concrete heatin
Thru Wall Fire Dampers Replacement & Ir
Elevator replacement (QG)
Add RFID system to all five (5) wash bay l





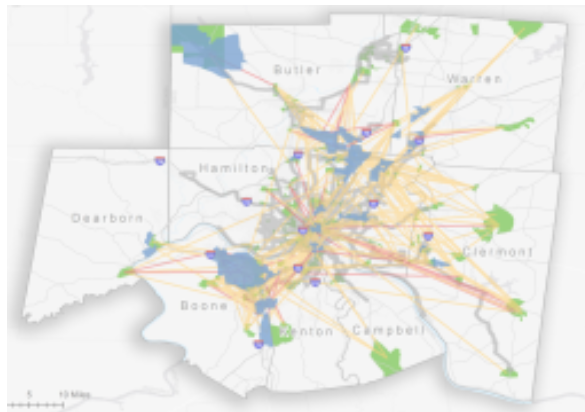
# THE FUTURE

# The Infinite Game Player's Mentality

- It is all about staying ahead of the curve
- Make investments when you don't need them
- Keep moving the horizon (create a new one)

# Beyond 2028

Regionalism



Innovation

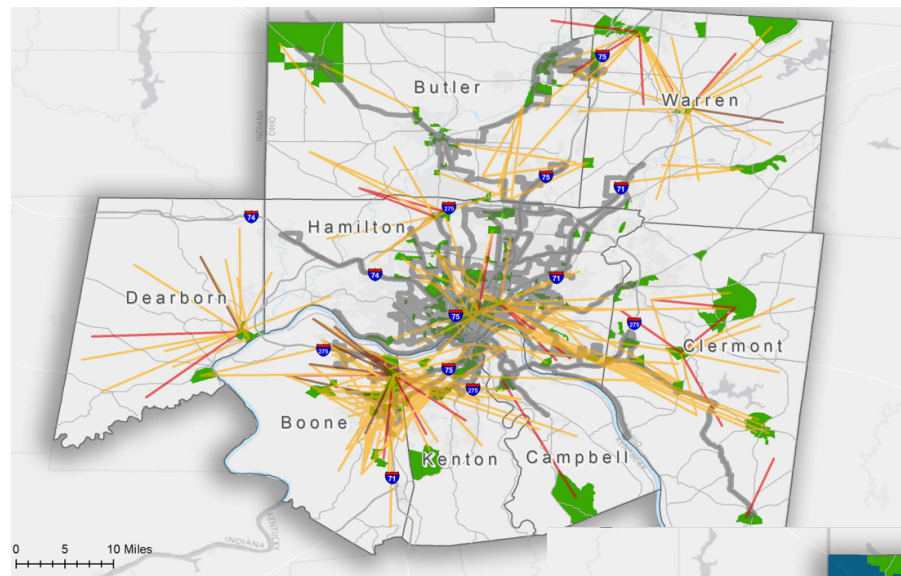
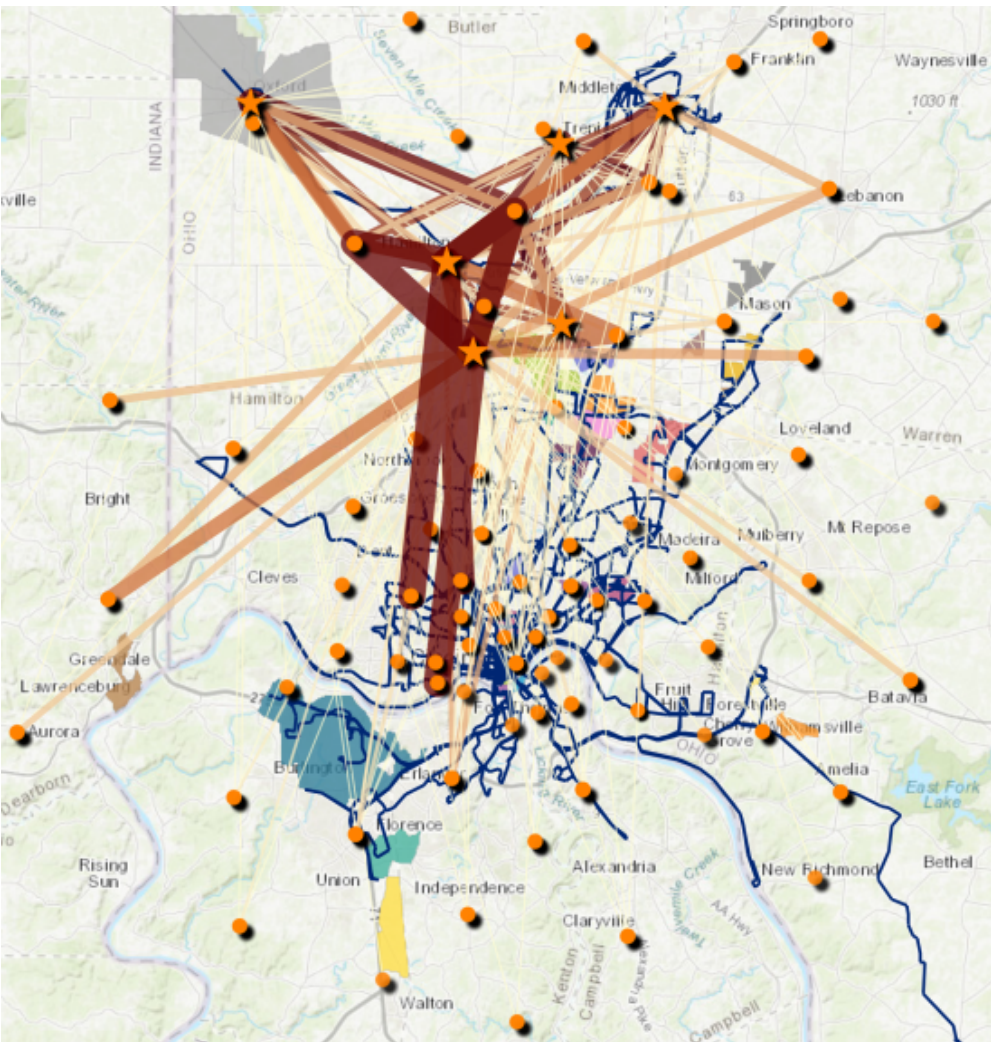


Monitoring

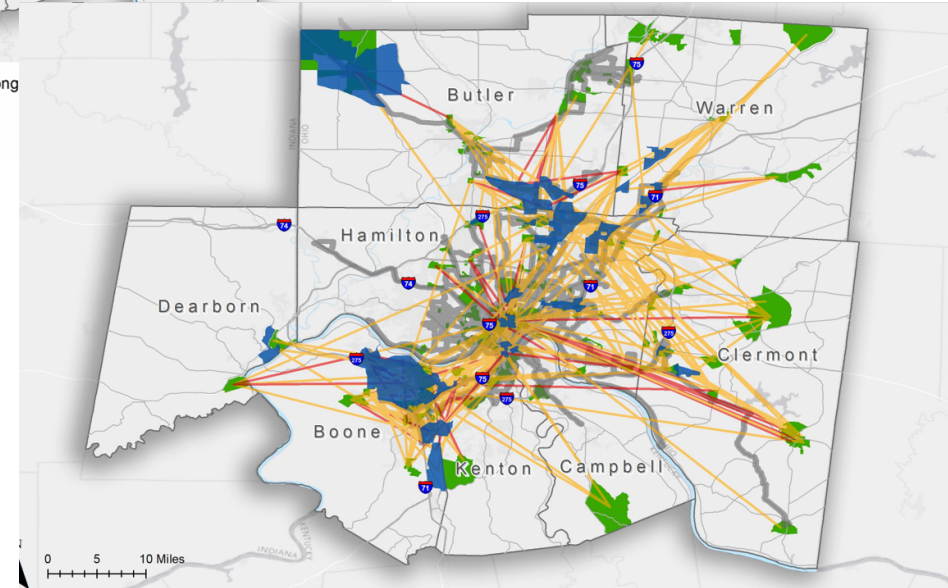




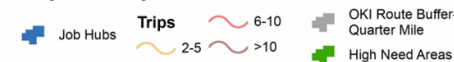
# Regionalism: Regional Fix-Route Gap & Market Analysis



Trips that Originate from High Need Areas Outside of Transit Buffer- Long



Trips that Originate from High Need Areas Outside of Transit Buffer to Job Hubs- Longer than 6.3 Miles



Map 6-2: High Need Trips Outside of the Transit Buffer to Job Hubs

# User Centric Demand

- **Elderly: Aging in Place**
  - Focus on meeting the elderly's preferences: where to live and how to move around
    - Within their communities
    - Around their communities
    - Regionally
  
- **GenZ Needs:**
  - Live where the action is (central areas)
  - Not interested in owning vehicles or homes
  - Rely on shared rides
  - Real-time info
  - Participate in loyalty programs

# User Centric Demand—Understanding The Customer



## THE GROWTH BOX

	EXISTING CUSTOMER	NEW CUSTOMER
NEW NEEDS	<p><b>B</b></p> <p>Existing customers with new needs</p>	<p><b>C</b></p> <p>New customers with new needs</p>
EXISTING NEEDS	<p><b>A</b></p> <p>Existing customers with existing needs</p>	<p><b>D</b></p> <p>New customers with existing needs</p>

# Innovation

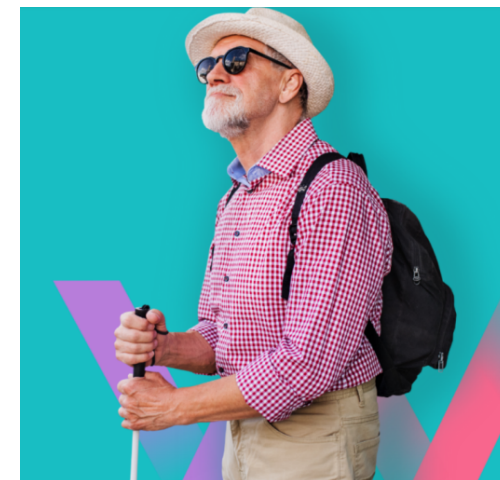
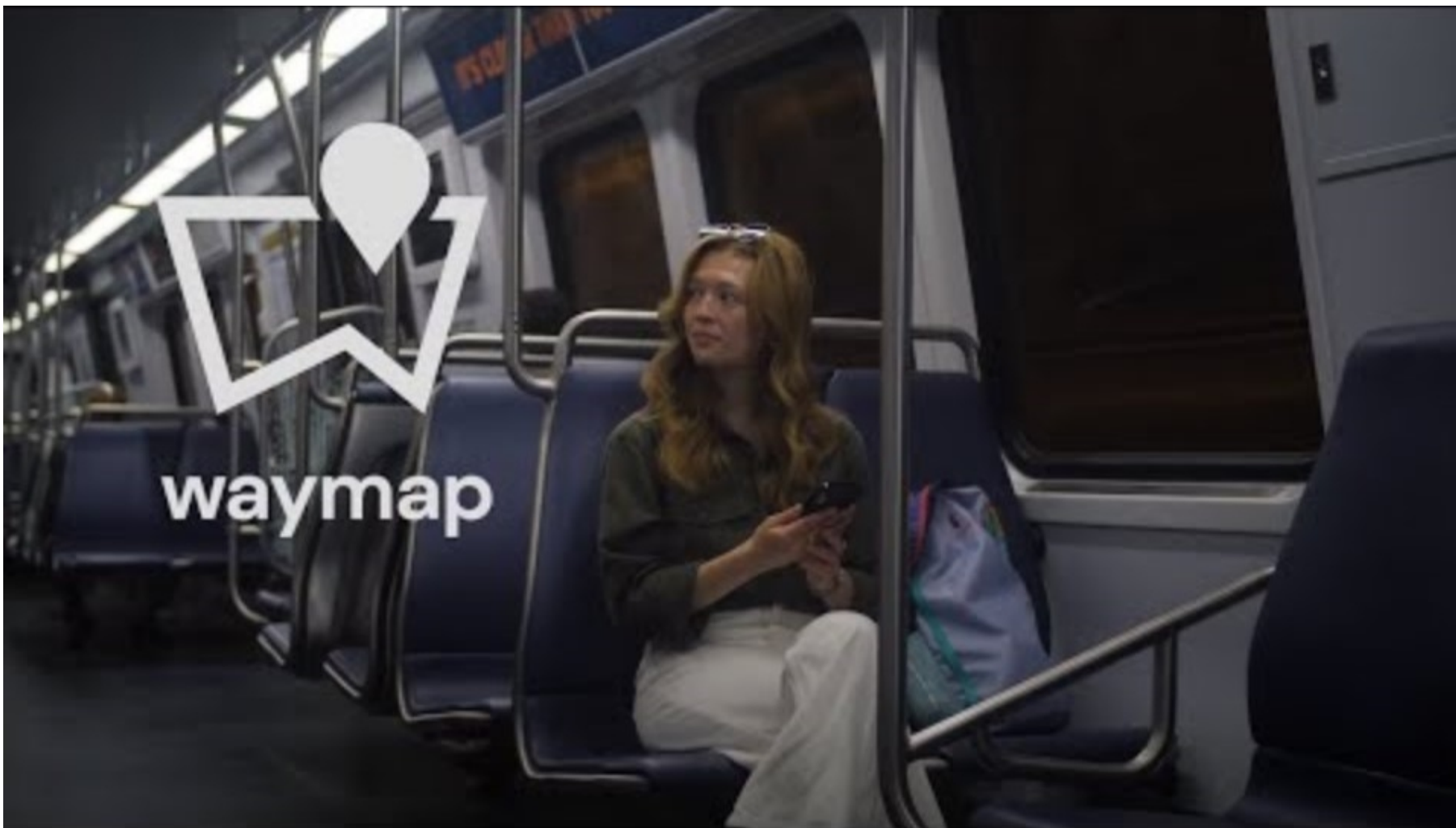
- Metro is Mobility Integrator
- Mobility store
- Autonomous mobility
- Transit centers as smart hubs
- Multi-modal with shared cars, scooters, vanpooling (Enterprise), etc
- FTA's NEXT project
- Connected Vehicles
- Bus Depot Automation
- Extremely heavy data-oriented agency-monitoring practices
- Waymap
- InComm & nationwide ticketing

# Smart Mobility Hubs

- **Transportation-Related Amenities include:**
  - Bike-share (traditional and e-bike options)
  - Bike racks
  - Designated dockless scooter-share and bike-share parking
  - Shared car zones
  - Ride-share pick up/drop off zones
  - Car sharing parking
  - EV charging
  - Park and Ride
- **Other Amenities include:**
  - Laundry pick up/drop off
  - Amazon/package pick up
  - Day care
  - Other



# Wayfinding—Waymap



# Mobility Integrator

- Local/Express Service
- Regional Service
- Paratransit Service
- Inter-City Bus
- Rail Travel
- Car Sharing
- Car/Van Pooling
- Inter-City Shared Car
- Bike/scooter Sharing
- TNCs
- Airline Reservations
- Rental Cars
- Ferry



Commute with  
Enterprise



Hitch



Bla Bla Car

# Mobility Store & Website

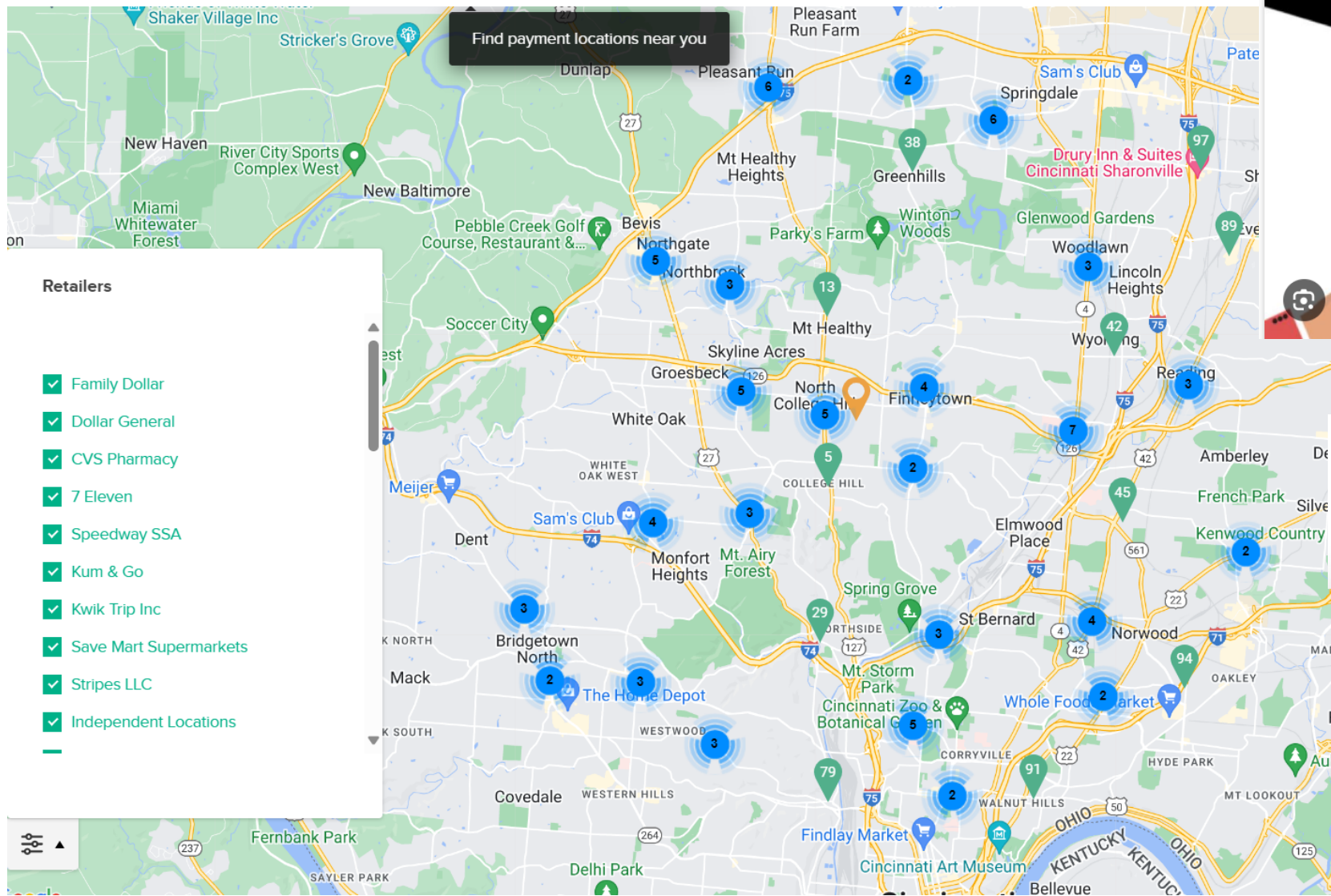
Virginia



Commuter  
Resource Website



# Fare Payment System



# Autonomous Mobility



## AUTOMATION LEVELS OF AUTONOMOUS CARS

### LEVEL 0



There are no autonomous features.

### LEVEL 1



These cars can handle one task at a time, like automatic braking.

### LEVEL 2



These cars would have at least two automated functions.

### LEVEL 3



These cars handle "dynamic driving tasks" but might still need intervention.

### LEVEL 4



These cars are officially driverless in certain environments.

### LEVEL 5



These cars can operate entirely on their own without any driver presence.

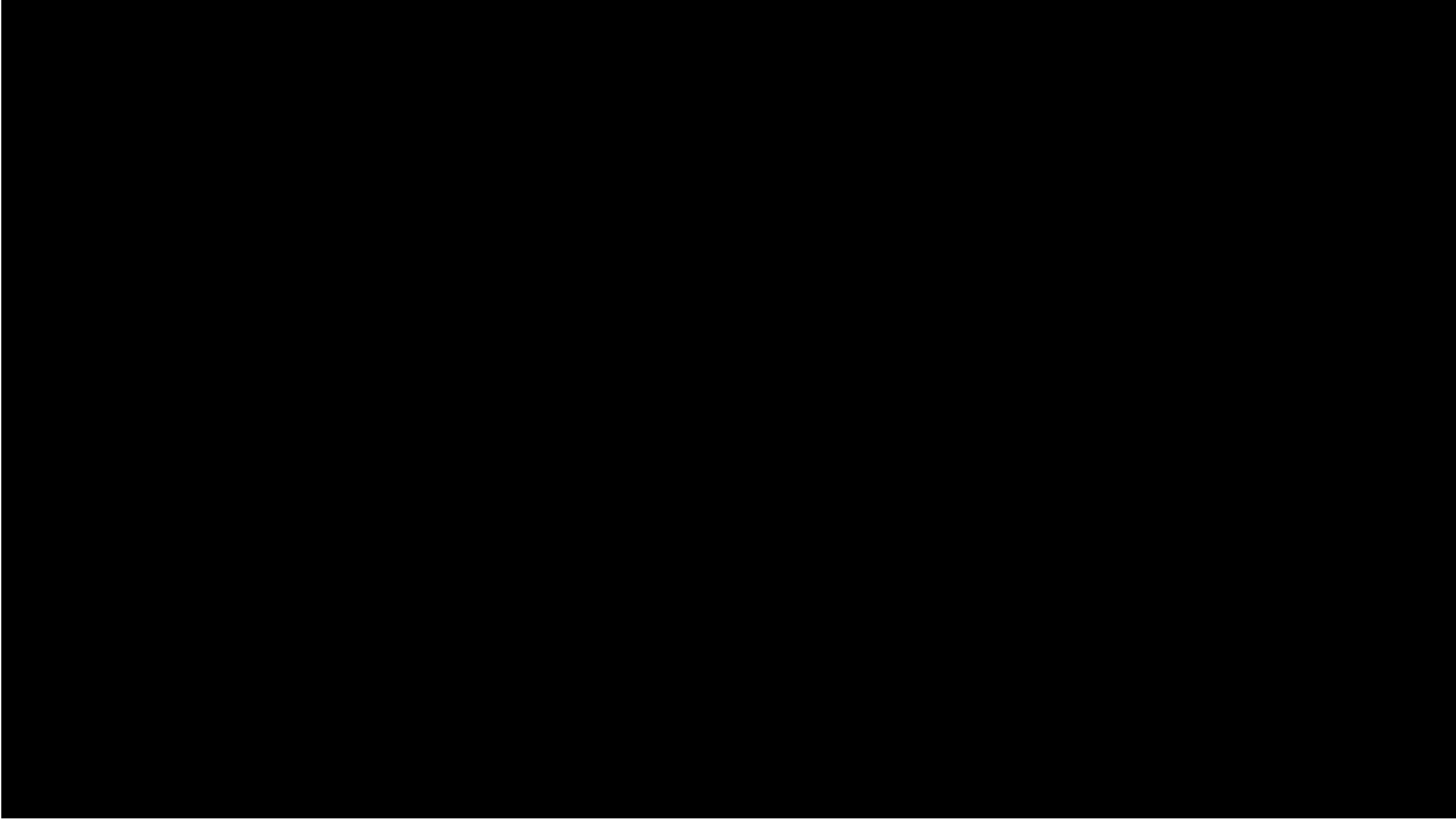
Automation level	No automation	Driver assistance	Partial automation	Conditional automation	High automation	Full automation
	0	1	2	3	4	5
	Human driver controls all aspects of dynamic driving task	Automation controls one vehicle function (steering or speed) with the expectation that the human driver performs all remaining aspects of the dynamic driving task	Automation controls both steering and speed with the expectation that the human driver performs all remaining aspects of the dynamic driving task	Automation performs all aspects of the dynamic driving task with the expectation that the human driver will respond to a request to intervene	Automation performs all aspects of the dynamic driving task under certain roadway and environmental conditions, even if a human driver does not respond to a request to intervene	Automation performs all aspects of the dynamic driving task under all roadway and environmental conditions that can be otherwise managed by a human driver

San Francisco

MayMobility

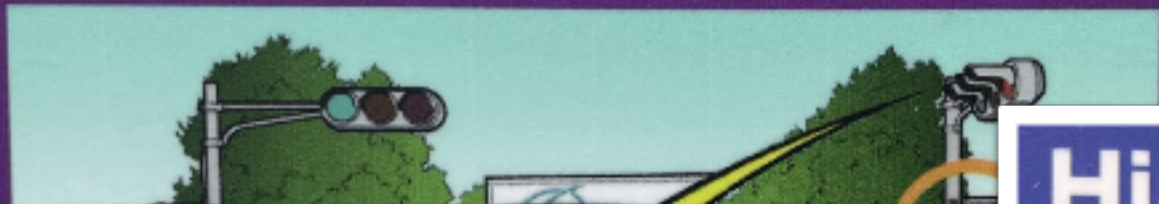
Waymo

# Autonomous Mobility



# Smart Roads

## Driving Assistance (V2I)



## Driving Assistance (V2V)



## Cooperative-ACC

## L4 Automated driving trucks



## Hig



# Robotic Bus charging



# Innovation

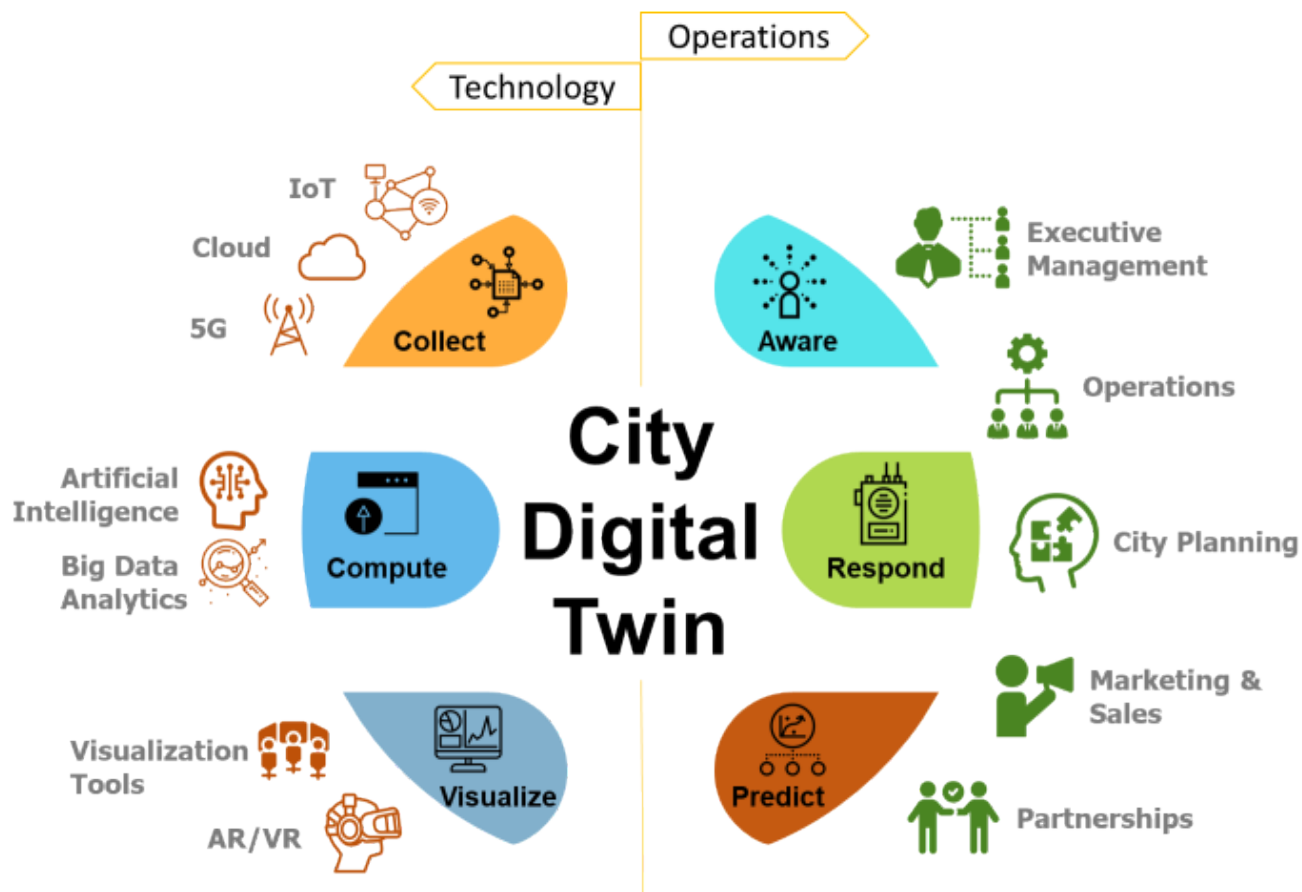
- Artificial Intelligence (AI)
  - Network Planning
  - Bus Only Lane enforcement
  - Operations
    - Absenteeism predictions
    - Reduce breakdowns

# Monitoring

- Artificial Intelligence (AI)
  - Real-time analytics
  - Scheduling optimization

# Digital Twins

Digital twins are building blocks of the metaverse. They act as a real-time digital copy of a physical object.



**LAYER 5**  
Uses data from Layer 4 for simulation

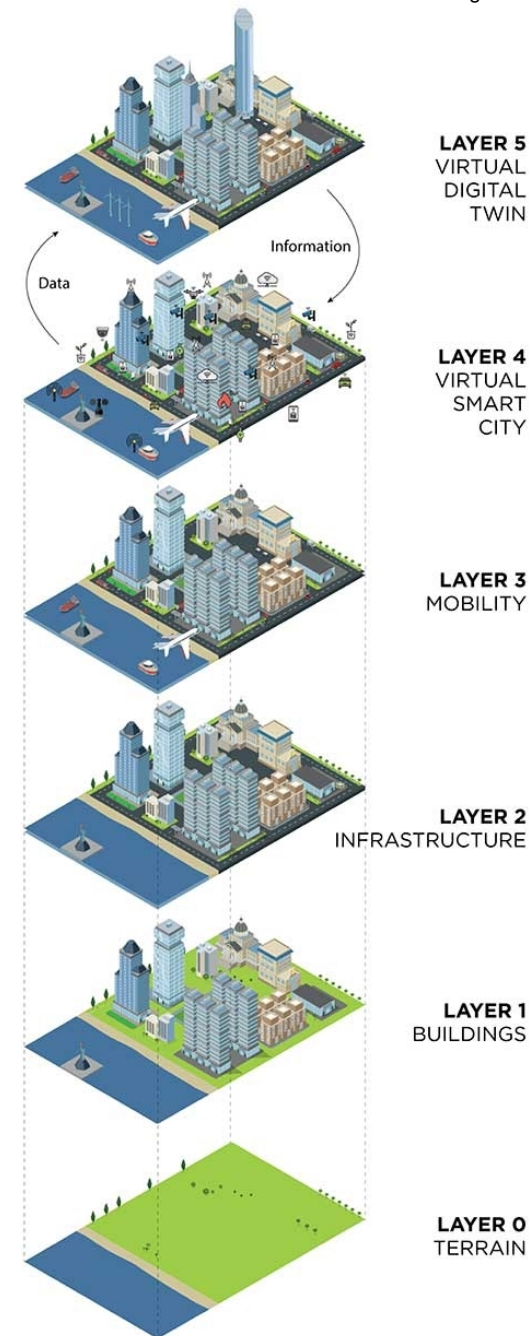
**LAYER 4**  
Collects data from layers 0-3 (from sensors, IoT, connected devices, etc.) to manage and monitor systems and services

**LAYER 3**  
Movements of people and goods in the city

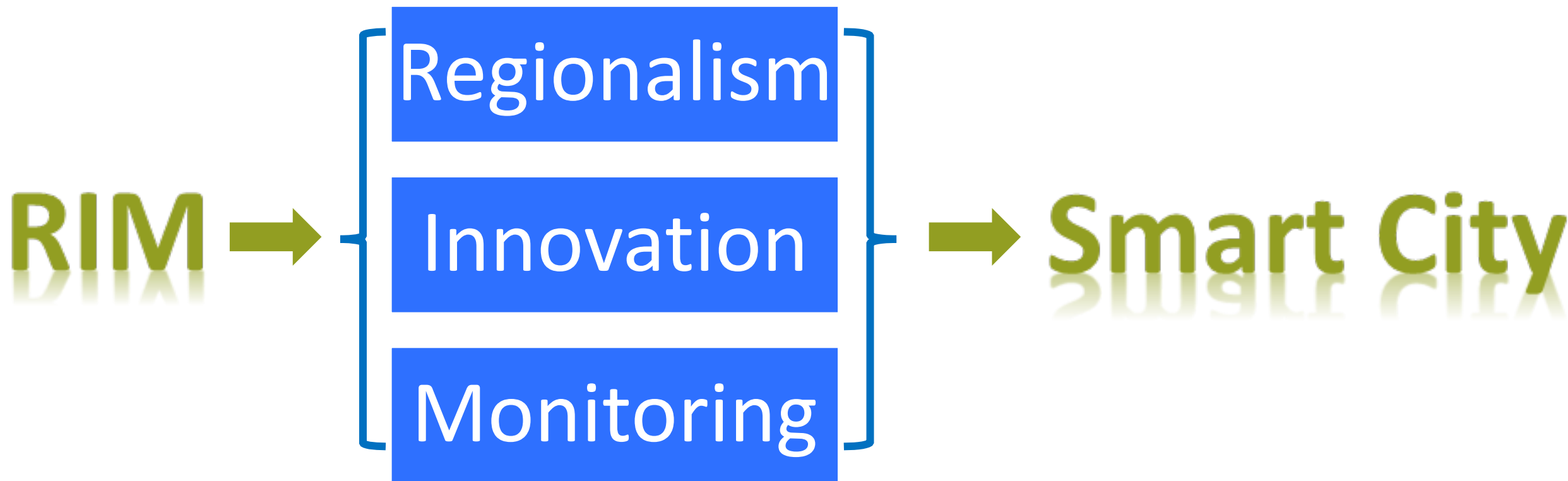
**LAYER 2**  
Basic physical and organizational structures and facilities

**LAYER 1**  
Current buildings in the city (Building Information Modeling)

**LAYER 0**  
Terrain and basic information about the city



# Beyond 2028





# The Future of Smart Cities is Here

- Smart City is a city that uses technology to provide services and solve city problems.
- Smart City does things like improve transportation and accessibility, improve social services, promote sustainability, and give its citizens a voice.
- Pursuing Smart City/Region vision is necessity for the growth and prosperity of our region.
- As more people choose to live in cities, this entails growing environmental, societal, and economic challenges.
- Smart City is moving towards this shift by using smart technologies that help create a better everyday life for citizens.

# Benefits of Smart Cities

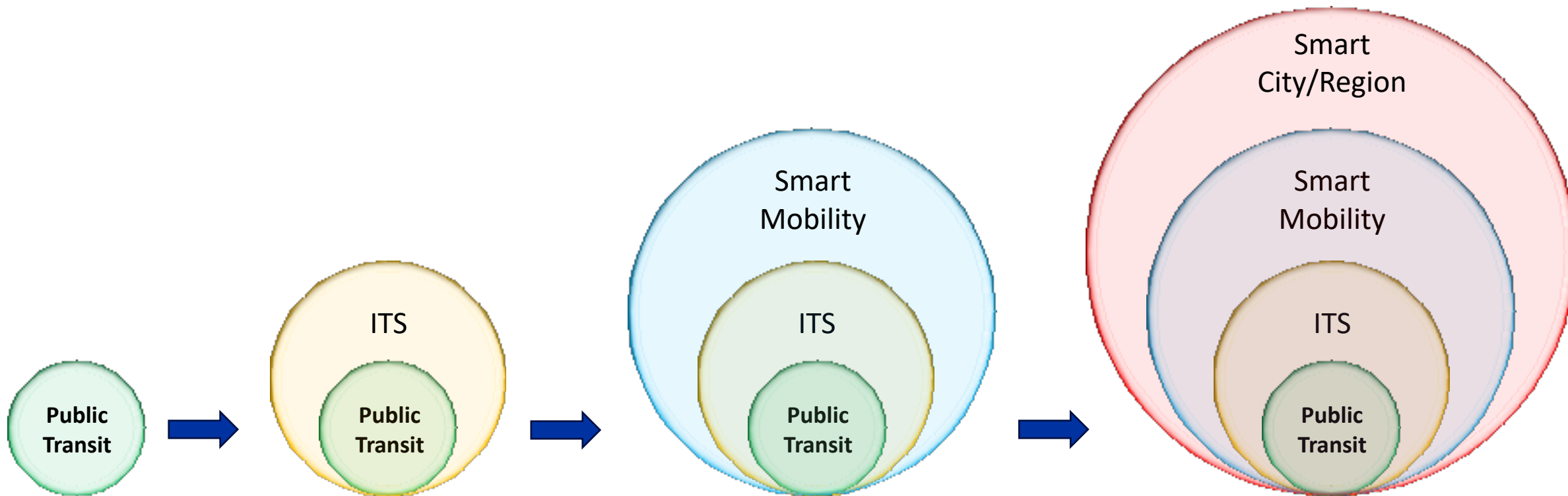
- Extend beyond technological advancements, encompassing improved quality of life, sustainability, and economic growth. These include:
  - Improved Quality of Life
  - Sustainable Urban Planning
  - Operational Cost Savings
  - Attracting Investment and Talent
  - Data-Driven Decision-Making
  - Safety and Security
  - Environmental Benefits
  - Resilience
  - Tourism and Cultural Attraction

# Components of A Smart City/Region

- There is no one model for a Smart City, but key aspects of building smart cities include the following:
  - Seamless Mobility
  - ITS Technologies
  - Infrastructure
  - Broadband
  - Artificial Intelligence
  - Data Analytics
  - City/Transit Resiliency
  - Energy Efficiency

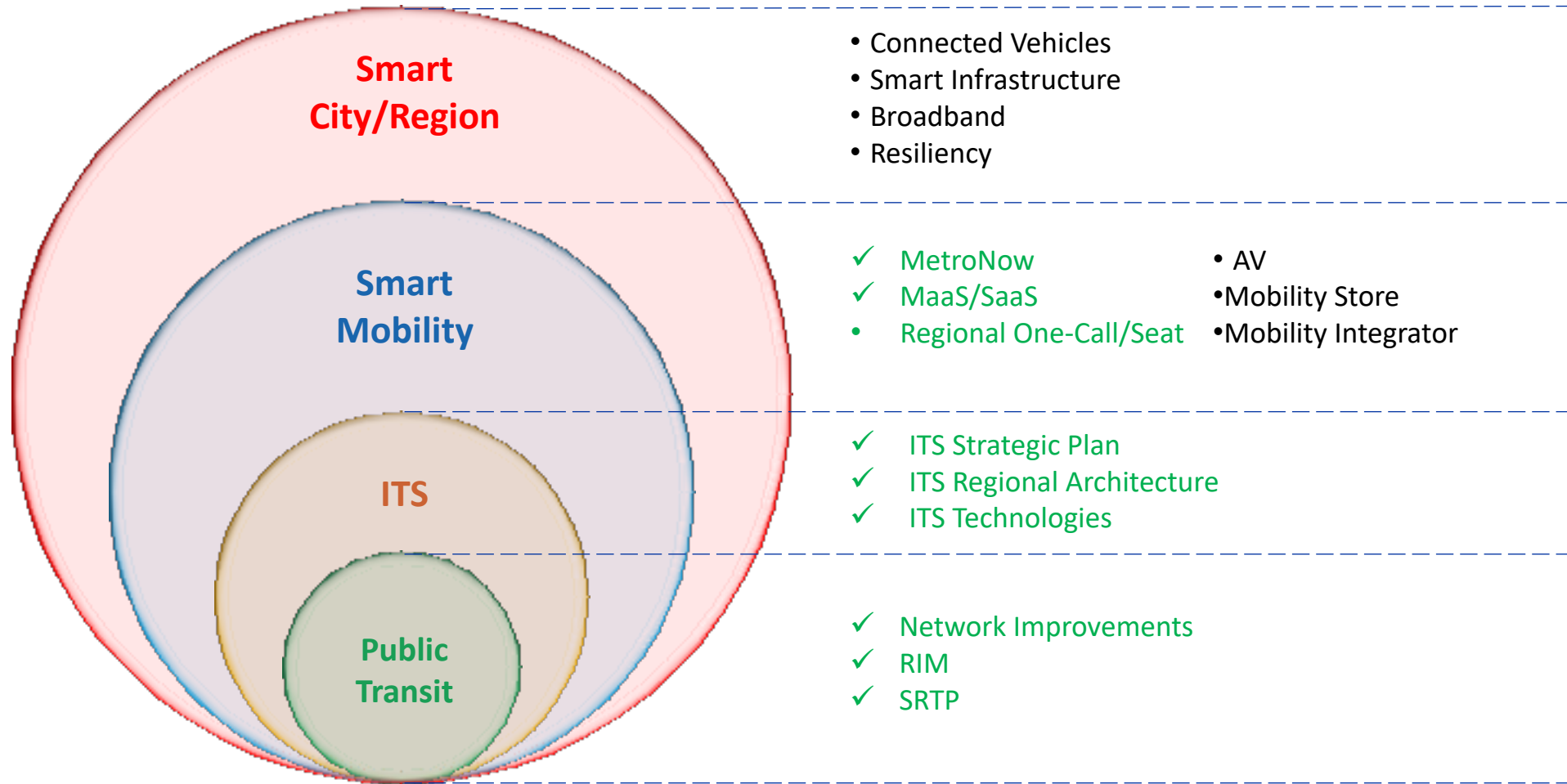


# Evolving Into A Smart City/Region



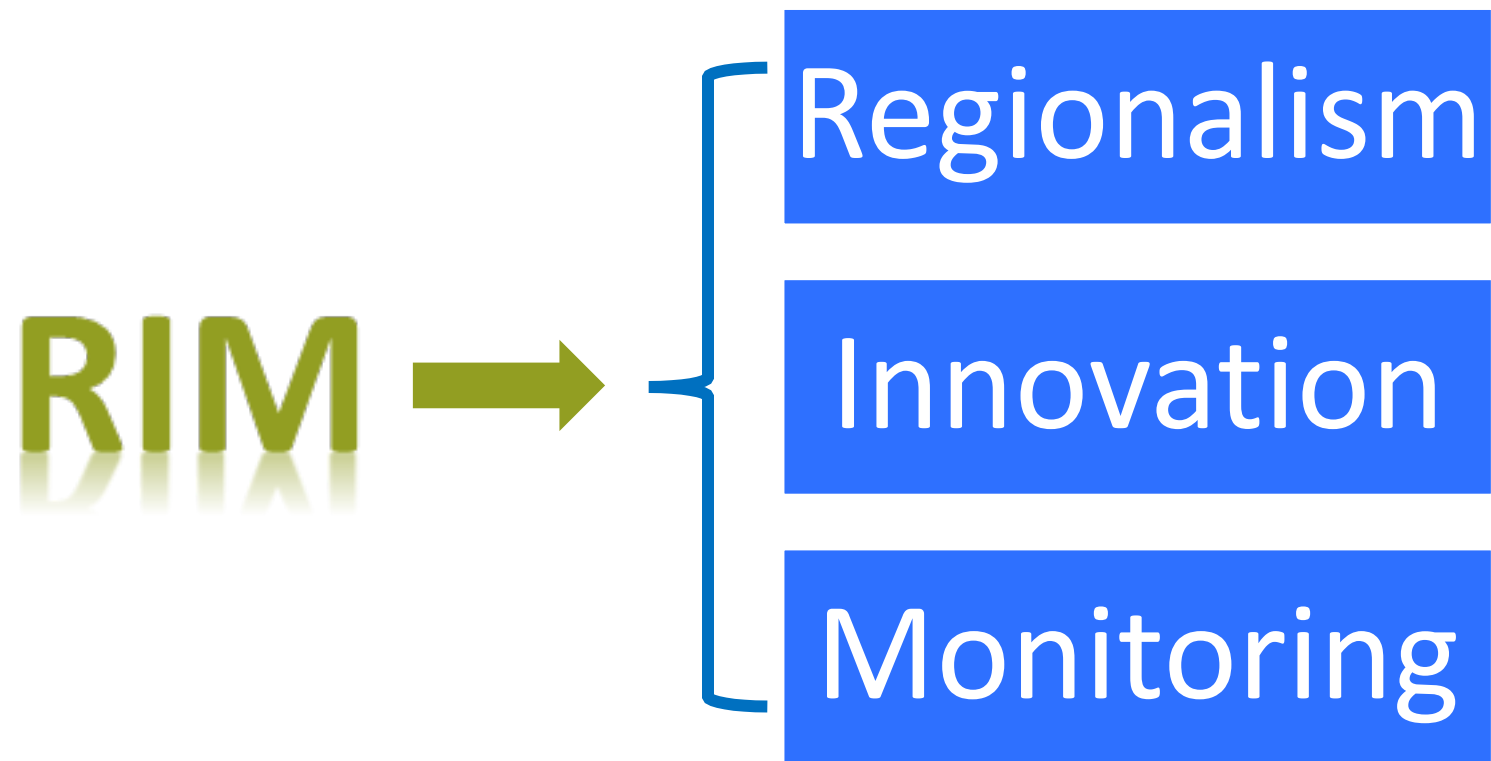
The Foundation

# Evolving Into A Smart City/Region



**Remember, It Is All About the Infinite Game**

# Beyond 2028



From RIM to RIM

**THANK YOU**





# THE WAY



## Financial Summary - November 2024

Report Out Date – November 17, 2024

## Agenda – Financial Summary

- Statement of Operations for November '24
  - Key Drivers
  - Detail Profit & Loss Statement
  - Revenue Chart
  - Sales Tax Trend
  - Expense Chart
  
- Investment Funds Reserve Summary
  
- Investment Balance Update (separate attachment)



# Statement of Operations

## Summary

- Total Revenue \$12.3M - unfavorable to Budget (\$1,219k)
- Total Expense \$13.2M - unfavorable to Budget (\$128k) or (1.0%)
- Operating Capital Contribution (\$0.9M) - unfavorable to Budget (\$1,347k)
- Note: Ridership total is 1,148k – unfavorable to Budget (33k) or (2.8%)

## Revenue

- Total Operating Revenue \$1.8M - favorable to Budget \$202k or 13.0%
- Non-Transportation \$0.7M - favorable to Budget \$119k or 20.4%
- County Sales Tax \$9.0M – unfavorable to Budget (\$1,540k); see additional slide on county sales tax
- Federal Grants \$0.8M - on Budget

## Expense

- Wages & Benefits \$9.6M - favorable to budget \$261k or 2.6%
- Fuel and Lubricants \$721k - unfavorable to budget (\$29k) or (4.2%)
- Parts & Supplies \$874k – unfavorable to Budget (\$88k) or (11.2%)
- All Other \$2.0M – unfavorable to Budget (\$277k) driven by timing of outside services

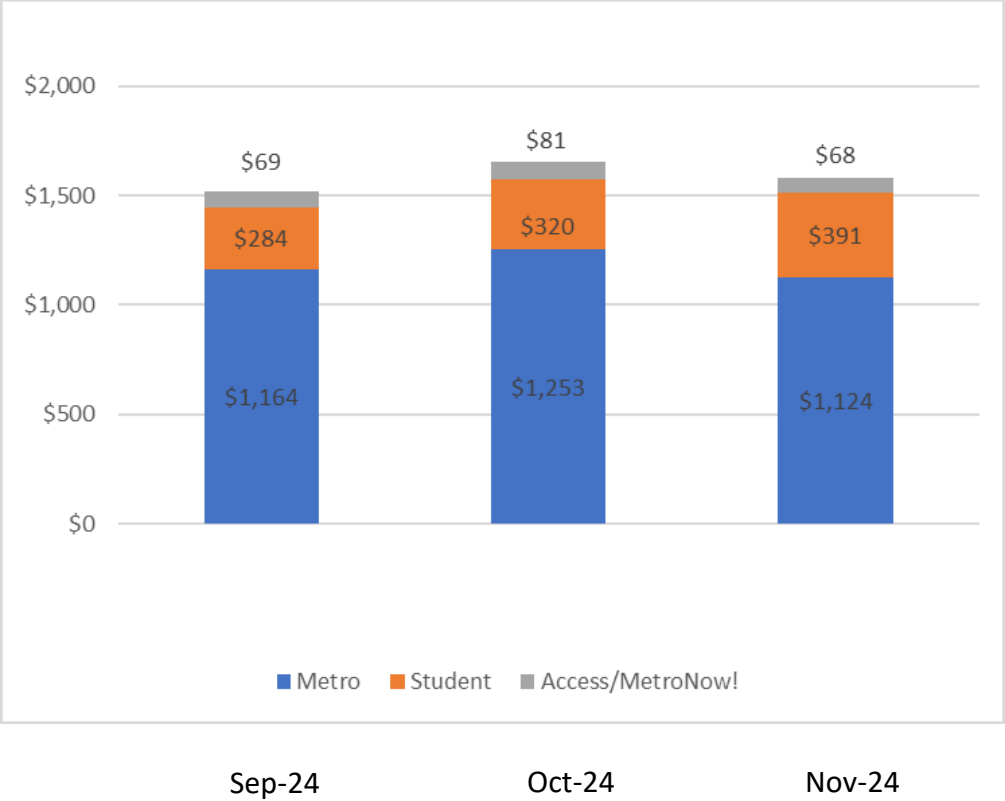
## Southwest Ohio Regional Transit Authority 2024 Profit & Loss Statement



11 Mo Ending November 30, 2024 (\$ In Thousands)	Month				Year to Date				
	Actual	Budget	Fav(Unfav)		Actual	Budget	Fav(Unfav)		Prior Year
<b>Ridership</b>									
Regular	971,280	1,001,892	(30,612)	(3.1%)	10,892,638	11,373,861	(481,223)	(4.2%)	10,560,894
CPS	153,361	158,076	(4,715)	(3.0%)	1,439,031	1,341,183	97,848	7.3%	1,357,380
<b>Subtotal Fixed Route</b>	<b>1,124,641</b>	<b>1,159,968</b>	<b>(35,327)</b>	<b>(3.0%)</b>	<b>12,331,669</b>	<b>12,715,044</b>	<b>(383,375)</b>	<b>(3.0%)</b>	<b>11,918,274</b>
Access	14,145	15,267	(1,122)	(7.3%)	165,312	177,002	(11,690)	(6.6%)	167,751
MetroNow!	9,006	5,280	3,726	70.6%	75,408	53,573	21,835	40.8%	16,253
<b>Total Ridership</b>	<b>1,147,792</b>	<b>1,180,515</b>	<b>(32,723)</b>	<b>(2.8%)</b>	<b>12,572,389</b>	<b>12,945,619</b>	<b>(373,230)</b>	<b>(2.9%)</b>	<b>12,102,278</b>
<b>Operating Revenue</b>									
Metro Fares	\$ 1,124	\$ 1,085	\$ 39	3.6%	\$ 12,713	\$ 12,430	\$ 283	2.3%	\$ 11,846
Access Fares	50	58	(8)	(13.8%)	629	667	(38)	(5.7%)	622
MetroNow! Fares	18	11	7	63.6%	153	107	46	43.0%	33
CPS Fares	391	195	196	100.5%	2,937	1,856	1,081	58.2%	1,842
Other	171	203	(32)	(15.8%)	2,045	2,248	(203)	(9.0%)	2,471
<b>Total Operating Revenue</b>	<b>1,754</b>	<b>1,552</b>	<b>202</b>	<b>13.0%</b>	<b>18,477</b>	<b>17,308</b>	<b>1,169</b>	<b>6.8%</b>	<b>16,814</b>
<b>Non-Operating Revenue</b>									
County Sales Tax	9,005	10,545	(1,540)	(14.6%)	106,810	112,273	(5,463)	(4.9%)	106,109
ARP	-	-	-	n/a	-	-	-	n/a	24,032
ARP Comp	-	-	-	n/a	-	-	-	n/a	28,500
Federal Subsidies	843	843	-	-	9,269	9,269	-	-	13,200
Non Transportation	703	584	119	20.4%	9,821	7,959	1,862	23.4%	7,718
<b>Total Non-Operating Revenue</b>	<b>10,551</b>	<b>11,972</b>	<b>(1,421)</b>	<b>(11.9%)</b>	<b>125,900</b>	<b>129,501</b>	<b>(3,601)</b>	<b>(2.8%)</b>	<b>179,559</b>
<b>Total Revenue</b>	<b>12,305</b>	<b>13,524</b>	<b>(1,219)</b>	<b>(9.0%)</b>	<b>144,377</b>	<b>146,809</b>	<b>(2,432)</b>	<b>(1.7%)</b>	<b>196,373</b>
<b>Expenses</b>									
Employee Wages & Benefits	9,638	9,899	261	2.6%	108,320	109,605	1,285	1.2%	98,829
Fuel & Lubricants	721	692	(29)	(4.2%)	7,544	7,397	(147)	(2.0%)	7,172
Parts & Supplies	874	786	(88)	(11.2%)	8,872	9,299	427	4.6%	8,528
Everybody Rides Metro Fund	30	35	5	14.3%	73	70	(3)	(4.3%)	458
Other	1,986	1,709	(277)	(16.2%)	18,859	20,473	1,614	7.9%	17,322
<b>Total Expenses</b>	<b>13,249</b>	<b>13,121</b>	<b>(128)</b>	<b>(1.0%)</b>	<b>143,668</b>	<b>146,844</b>	<b>3,176</b>	<b>2.2%</b>	<b>132,309</b>
<b>Operating Capital Contribution</b>	<b>\$ (944)</b>	<b>\$ 403</b>	<b>\$ (1,347)</b>		<b>\$ 709</b>	<b>\$ (35)</b>	<b>\$ 744</b>		<b>\$ 64,064</b>



# NOVEMBER 2024 – FARE REVENUE SOURCES 3 MONTH TREND – SEPTEMBER 2024 THRU NOVEMBER 2024 In Thousands



Month	Days per Month	Avg Rev per Day
Sep-24	30	\$39
Oct-24	31	\$40
Nov-24	30	\$37

Note: Number of Weekdays within each corresponding month as follows: Sep 21, Oct 23, Nov 21

## County Sales Tax – Year to Date August

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	YTD
CY Actual	\$8,781	\$8,683	\$9,963	\$9,366	\$9,875	\$10,636	\$9,551	\$8,748	\$75,603
Budget	\$9,987	\$9,327	\$10,480	\$9,273	\$9,931	\$11,128	\$10,652	\$10,288	\$81,066
Var \$	(1,206)	(644)	(517)	93	(56)	(492)	(1,101)	(1,540)	(5,463)
Var %	-12.1%	-6.9%	-4.9%	1.0%	-0.6%	-4.4%	-10.3%	-15.0%	-6.7%
PY Actual	\$8,907	\$8,659	\$10,010	\$9,465	\$9,761	\$10,375	\$9,906	\$9,869	\$76,952
Var	(126)	24	(47)	(99)	114	261	(355)	(1,121)	(1,349)
Var %	-1.4%	0.3%	-0.5%	-1.0%	1.2%	2.5%	-3.6%	-11.4%	-1.8%

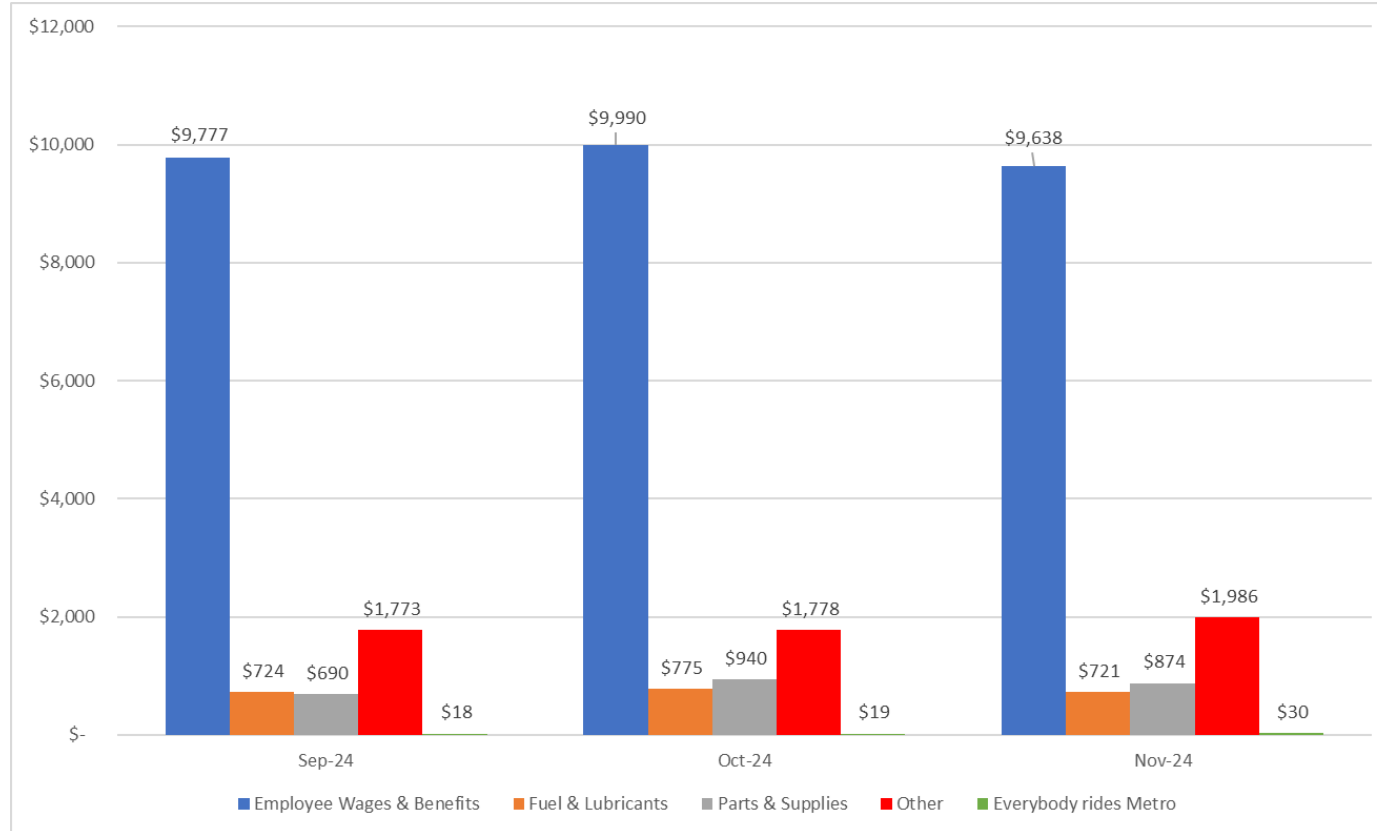
- Year to Date thru August Hamilton County Sales Tax is (\$5.5m) unfavorable to budget and (\$1,349k) unfavorable to prior year or (1.8%)
- County Sales tax is on a three-month lag. Actual August results are received and recorded during November accounting cycle



# NOVEMBER 2024 – OPERATING EXPENSE SOURCES

## 3 MONTH TREND – SEPTEMBER 2024 THRU NOVEMBER 2024

In Thousands





## Investment Funds Reserve Summary

Overnight Investments	\$27,407,394
Securities & CD's	\$134,607,504

<b>Total All Securities (11/30/2024)</b>	<b>\$162,014,898</b>
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### Current Capital Reserve Obligations

<i>BRT Project Development (Hamilton &amp; Reading Corridors) - Amts Pd</i>	\$35,108,322	
<i>Future BRT Capital Match (Fed 70% &amp; Local 30%)</i>	\$54,000,000	
Total BRT	\$89,108,322	
Local Match - FTA and ODOT Grants	\$9,859,972	
100% Local Projects ( <i>Prior Years Open + Current Year</i> )	\$31,996,793	
2 Months of Operating Expenses	\$26,000,000	
All Other Obligations	\$6,500,000	

<b>Total Current Capital Reserve Obligations</b>	<b>\$163,465,087</b>
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<b>Net Unrestricted Securities Available</b>	<b>(\$1,450,189)</b>
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2024 Remaining Operating Budget Surplus - Dec (Deficit)	\$2,367,268
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<b>Net Unrestricted Securities + '24 Operating Budget Surplus</b>	<b>\$917,079</b>
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From Darryl Haley, Metro CEO  
& General Manager/Secretary-Treasurer



## December 2024

The holiday season is officially in full swing! At Metro that means it's a time to pause and reflect on the amazing team members, customers, stakeholders and board members like each of you who keep us rolling!

**Small Business Expo & Holiday Toy Drive:** Local businesses were invited to join us for the 2024 Small Business Expo: Empowering Diverse Businesses and Building Stronger Community Partnership on Dec. 17 at the Cintas Center. Attendees who brought toys to donate to children in need during the holidays were entered to win a promotional bus wrap.

**Organizational realignments:** To better position our teams for growth and success, we've made several organizational changes, including promoting John Ravasio to Chief of Staff, Adriene Hairston to Chief Human Resources Officer and Bill Spraul to Chief Operations Officer. Congrats to each on their promotion as we continue to drive Metro forward.

**Merry, Merry Metro bus + Holiday Giveaway** Through Dec. 29, two buses decked inside with



holiday flare inside will circulate throughout the county for the holidays. Lucky customers who board one of these buses will get to enjoy a festive and FREE ride as our way of saying thank you and happy holiday. Customers can also win prizes when they enter our social media contest, including tickets to the Cincinnati Zoo, Christkindlmarkt Ice Rink, a 30-day Metro pass and other Metro swag items.

**Old Saint Nick:** The big guy made a special appearance at Government Square on Monday to spread some holiday cheer to our riders. Santa and his elves passed out holiday treats and free ride tickets to customers with a wish for a prosperous new year.

**Stuff(ed)-the-Bus for those in need:** We partnered with Radio One this year to stuff a bus full of non-perishable food items to be donated to families in need during the holiday



season. The bus collected items at various Kroger stores that were donated to the Freestore foodbank on Nov. 30 & Dec. 7 and 14.

**BRT Public Meetings a Success:** Thank you to the more than 200 attendees of the recent BRT public meetings who helped us determine the placement of transit stations and other design details. Meetings were held in Bond Hill, College Hill and the Downtown Library. More engagement opportunities are being planned. Visit [MetroBRTProject.com](http://MetroBRTProject.com) for updates.



**Award of Excellence:** The Communications and Marketing Team took home two awards of Excellence during the Public Relations Society of America's Awards Banquet for our 50<sup>th</sup> Anniversary Celebration & promotions to strengthen DBE partnerships.

**Updating City Council:** Earlier this month we delivered a presentation at City Hall to update council on our progress delivering on the Reinventing Metro service improvements and its impact on our customers and region.

**Success at the Ballot:** The American Public Transit Association held their biannual Ballot Initiative Conference in Cincinnati on Dec. 9-11 and invited Metro to tell our Issue 7 success story and the following impact of the Reinventing Metro service improvements. Thank you to staff, along with Mayor Pureval, Pete Metz, Kreg Keese, John Cranley, Kim Schaefer and Taylor Liggins who spoke on panels about the journey to the ballot.

We appreciate you and wish you and your families a very Merry Christmas and a Joyous New Year!

Thank you,

Darryl Haley  
CEO/General Manager/Secretary-Treasurer



BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 2024-22

APPROVAL OF THE SUCCESSOR COLLECTIVE BARGAINING AGREEMENT FOR THE ACCESS  
OPERATING DIVISION

WHEREAS:

1. The collective bargaining agreement between SORTA and the Amalgamated Transit Union Local 627 for access expired on February 29, 2024 and was subsequently extended to March 1, 2025.
2. The parties have negotiated a new collective bargaining agreement for the term of March 2, 2025 to March 1, 2028.
3. The Amalgamated Transit Union Local 627 ratified the contract on December 16, 2024.
4. Management recommends the SORTA Board approve the new collective bargaining agreement.

THEREFORE, BE IT RESOLVED:

5. The SORTA Board hereby approves the new collective bargaining agreement for the period of March 2, 2025 through March 1, 2028 and authorizes and directs the CEO/General Manager/Secretary-Treasurer or the CFO to execute the new collective bargaining agreement between SORTA and the Amalgamated Transit Union Local 627.

\*\*\*\*\*

MOVED TO  
TABLE TO  
NEXT MONTH  
BY:

Blake Ethridge

SECOND BY:

Pete Metz

VOTE Aye:

Ms. Amat, Mr. Brice, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Kala Gibson, Mr. Kelly, Mr. Metz, Ms. Moss, Ms. Sheets and Mr. Smith

Nay:

None

Abstain:

None

ABSENT AT  
THE TIME:

Ms. Robinson and Ms. Taylor

PRESENT  
NON-VOTING  
MEMBERS:

Trent Emenecker and Greg Simpson

ABSENT NON-  
VOTING  
MEMBERS AT  
THE TIME:

Jay Bedi

APPROVED:

December 17<sup>th</sup>, 2024




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**BOARD OF TRUSTEES ACTION ITEM**

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**DATE:** December 17, 2024

**FROM:** James Hubbard

**PROJECT NO.:**

**REQUEST:** Approval of The Successor Collective Bargaining Agreement for the Access Operating Division

---

**BACKGROUND**

SORTA staff has collectively bargained a successor collective bargaining agreement with Amalgamated Transit Union (ATU) Local 627 for the Access Operating Division for the period of March 2, 2025 through March 1, 2028. Such successor collective bargaining agreement has been recommended by the ATU Local 627 Executive Board and approved by the bargaining unit through their voting procedures. For ratification of the successor collective bargaining agreement, SORTA's Board must approve a resolution authorizing the CEO/General Manager to execute said successor collective bargaining agreement.

**BUSINESS PURPOSE**

- This contract covers the collectively bargained terms and conditions of employment for the bargaining unit employees within the Access Operating Division (Paratransit and MetroNow)
- This contract includes all tentative agreements reached by SORTA and ATU during collective bargaining.
- This contract ensures the continuity of operations of the Access paratransit system.

**PROJECT FINANCING**

- Total expenditure for the contract is within the spending authority requested by SORTA management to the Board's Labor Committee.
- This expenditure will be funded with operating funds.

**RECOMMENDED BOARD ACTION**

SORTA staff recommends the Board approves the successor collective bargaining agreement for the Access Operating Division for the period of March 2, 2025 through March 1, 2028 and authorizes and directs the CEO/General Manager or other designated representative to sign and execute said agreement with Amalgamated Transit Union Local 627.

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<b>Project</b>	<b>Method</b>	<b>Vendor</b>	<b>Award</b>	<b>Term</b>	<b>Funding</b>
<b>042-2024</b> <i>Driver Protective Barriers</i>	Request for Proposals (RFP)	Midwest Bus Corporation	\$2,018,250	2 years Jan 2025 – Dec 2026	Budgeted Local Capital
<b>067-2024</b> <i>Walnut Hills Transit Center Design (A&amp;E)</i>	Qualifications Based Solicitation (QBS)	Richard Bowen & Associates	\$450,835 <i>4.9% XBE (\$22,000)</i>	3 years Jan 2025 – Dec 2027	Federal Grant (80%) Local Capital (20%)
<b>137-2024</b> <i>QG Fuel Tank Repairs</i>	Invitation for Bid (IFB)	Sunesis Construction Company	\$405,940 <i>0.007% XBE (\$2,845)</i>	1 year Jan 2025 – Dec 2025	Budgeted Local Capital
<b>150-2024</b> <i>Non-Revenue Cargo Vans</i>	Invitation For Bid (IFB)	Jim Shorkey Auto Group	\$234,660	5 months Jan 2025 – May 2025	Budgeted Local Capital
<b>165-2024*</b> <i>General Counsel Legal Services</i>	Sole Source	Vorys, Sater, Seymour, and Pease LLP	\$300,000	1 year Jan 2025 – Dec 2025	Budgeted Local Operating
<b>169-2024*</b> <i>Hastus-Trapeze Migration Upgrade</i>	Sole Source	Trapeze Software Group	\$317,272	1 year Jan 2025 – Dec 2025	Budgeted Local Capital

*\*denotes non-competitive or non-negotiable award*

**Project****Method****Vendor****Award****Term****Funding****Supplier Diversity Summary**

<b>Total Awards for Month</b>	<b>\$3,726,957</b>
<b>Total Diversity Spend for Month</b>	<b>\$24,845 (0.7%)</b>
<b>Addressable Awards</b>	<b>\$3,109,685</b>
<b>Effective Participation Rate</b>	<b>\$0.8%</b>
<b>2024 Total Spend</b>	<b>\$95,489,050</b>
<b>2024 Diversity Spend</b>	<b>\$8,256,518 (8.6%)</b>
<b>2024 Total Addressable Spend</b>	<b>\$52,881,976</b>
<b>2024 Effective Participation Rate</b>	<b>15.6%</b>





BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 2024-53

APPROVAL OF 042-2024 DRIVER PROTECTIVE BARRIERS RETROFIT

WHEREAS:

1. The public transit industry has seen an increase on driver assaults in recent years.
2. Since 2020, Metro has worked with its vehicle manufacturer to ensure that all new buses arrive with a driver protective barrier installed for operator safety.
3. At present, there are approximately 215 buses in Metro's fleet that were manufactured prior to 2020 without barriers.
4. In order to provide the same protection for the operators on all buses, a retrofit barrier must be installed.
5. The expenditures have been budgeted with local capital funds.

THEREFORE, BE IT RESOLVED:

6. The Board authorizes the CEO/General Manager/ Secretary-Treasurer or the CFO to execute Contract No. 042-2024 on behalf of Metro and Midwest Bus Corporation, with a not to exceed value of \$2,018,250.

\*\*\*\*\*

MOVED TO  
TABLE TO  
NEXT MONTH  
BY:

Blake Ethridge

SECOND BY:

Pete Metz

VOTE Aye:

Ms. Amat, Mr. Brice, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Kala Gibson, Mr. Kelly, Mr. Metz, Ms. Moss, Ms. Sheets and Mr. Smith

Nay:

None

Abstain:

None

ABSENT AT  
THE TIME:

Ms. Robinson and Ms. Taylor

PRESENT  
NON-VOTING  
MEMBERS:

Trent Emenecker and Greg Simpson

ABSENT NON-  
VOTING  
MEMBERS AT  
THE TIME:

Jay Bedi

APPROVED: December 17<sup>th</sup>, 2024



## BOARD OF TRUSTEES ACTION ITEM

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**DATE:** December 17, 2024  
**FROM:** John Edmondson, Sr. Director of Procurement  
 Jeff Mundstock, Director of Fleet & Facilities  
**PROJECT NO.:** 042-2024 Driver Protective Barriers Retrofit  
**REQUEST:** Contract Award

---

### **BACKGROUND**

The public transit industry has seen an increase on driver assaults in recent years. Since 2020, Metro has worked with its vehicle manufacturer to ensure that all new buses arrive with a driver protective barrier installed for operator safety. However, more than 200 Metro vehicles are operated without a protective barrier.

### **BUSINESS PURPOSE**

At present, there are approximately 215 buses in Metro's fleet that were manufactured prior to 2020 without barriers. In order to provide the same protection for the operators on all buses, a retrofitted barrier must be installed.

### **PROJECT FINANCING**

The approved FY2025 budget for this project is \$2,000,000 and will be financed using local capital funds.

The final project award amount of \$2,018,250 is **unfavorable to budget by \$18,250**.

### **PROJECT PROCUREMENT**

Procurement staff reviewed the scope of work and determined that a Request for Proposals ("RFP") was the best procurement methodology.

Staff identified 17 vendors capable of providing the goods and services required under the contract. 19 vendors downloaded solicitation materials, and 4 vendors provided responsive proposals. 1 vendor response was deemed non-responsive due to the lead time required to install the required demonstration barrier.

Proposals were evaluated based on the responding firms project approach, qualifications, and pricing. The table below shows the results of the evaluated proposals:

Vendor	Project Approach (Subjective) Points Based 450 Points (42.9%)	Firm and Staffing Qualifications (Subjective) Points Based 350 Points (33.3%)	Price (Objective) Reward Low Cost 200 Points (19%)	Total Score (Max Score 1000)
Complete Coach Works	412.6	318.6	70.1	801.34
Midwest Bus Corporation	417.2	329.6	78	824.84
Queen City Engineering & Design	220.2	156	200	576.2



Complete Coach Works	Midwest Bus Corporation	Queen City Engineering & Design
\$2,245,500	\$2,018,250	\$787,500

Midwest Bus Corporation was determined to have the proposal most advantageous to Metro and the barrier deemed most desirable by Metro Operators.

The contract will be a firm fixed fee contract with a term of not more than 2 years, expiring on December 31, 2026.

### **PROJECT DIVERSITY**

Staff reviewed the scope of work and determined that no goal was achievable for this project based on the unique nature of the goods and services required by the contract. As such, no goal was established for this award.

None of the received proposal responses included certified XBE vendors as primary or subcontractors.

### **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. 042-2024, on behalf of Metro with Midwest Bus Corporation, with a not to exceed value of \$2,018,250.



BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 2024-54

APPROVAL OF 067-2024 A&E DESIGN FOR WALNUT HILLS TRANSIT CENTER

WHEREAS:

1. Metro requires strategic transit centers throughout the service area to ensure smooth operations, mitigate passenger congestion, and incorporate multi-modal service delivery.
2. Three new transit centers have been planned for FY2025, 2026 and 2027.
3. The transit center project consists of the design and building of a multi-modal transit center at 2614 Gilbert Avenue.
4. The budget for the design is \$520,671 and will be financed using a combination of State OTP2 (\$400,000) and local (\$121,671) capital funding and is included in the FY2025 Capital Plan.

THEREFORE, BE IT RESOLVED:

5. The Board authorizes the CEO/General Manager/ Secretary-Treasurer or the CFO to execute Contract No. 067-2024 on behalf of Metro and Richard Bowen & Associates, with a not to exceed value of \$450,835.

\*\*\*\*\*

MOVED TO  
TABLE TO  
NEXT MONTH  
BY:

Blake Ethridge

SECOND BY:

Pete Metz

VOTE Aye:

Ms. Amat, Mr. Brice, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Kala Gibson, Mr. Kelly, Mr. Metz, Ms. Moss, Ms. Sheets and Mr. Smith

Nay:

None

Abstain:

None

ABSENT AT  
THE TIME:

Ms. Robinson and Ms. Taylor

PRESENT  
NON-VOTING  
MEMBERS:

Trent Emenecker and Greg Simpson

ABSENT NON-  
VOTING  
MEMBERS AT  
THE TIME:

Jay Bedi

APPROVED:

December 17<sup>th</sup>, 2024



## BOARD OF TRUSTEES ACTION ITEM

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**DATE:** December 17, 2024  
**FROM:** John Edmondson, Sr. Director of Procurement  
 Scott Enns, Sr. Manager of Capital & TOD Projects  
**PROJECT NO.:** 067-2024 A&E Design for Walnut Hills Transit Center  
**REQUEST:** Contract Award

---

### **BACKGROUND**

Metro requires strategic transit centers throughout the service area to ensure smooth operations, mitigate passenger congestion, and incorporate multi-modal service delivery. Three new transit centers have been planned for FY2025, 2026, and 2027.

### **BUSINESS PURPOSE**

This transit center project consists of the design and building of a multi-modal transit center at 2614 Gilbert Avenue. The site is located approximately 415 feet along Taft Road between Gilbert Avenue and Kemper Lane and along approximately 100 feet north along Gilbert Avenue from the intersection of Taft Road. Envisioned is an off-street multi-modal transit center with bus access and egress from both Gilbert Avenue and Taft Road, and park and ride access from Kemper Lane. This transit center includes an architectural structure with passenger waiting area(s) with amenities, concession space, storage, and driver restroom facilities; as well as passenger loading and unloading locations for both 40-foot buses and 60-foot articulated Bus Rapid Transit (“BRT”) buses, internal bus layover area, internal driveways for bus, accommodations for pedestrian circulation, community garden and streetscape improvements. The final design will incorporate multi-modal elements such as park and ride parking lot, private car share pickup and drop off, and bike share docking stations; and accommodate Metro’s future alternative fuel transit vehicles.

### **PROJECT FINANCING**

The budget for the design is \$520,671 and will be financed using a combination of State OTP2 (\$400,000) and local (\$121,671) capital funding and is included in the FY2025 Capital Plan.

The final project cost of \$450,835 is **favorable to budget by \$69,837**.

### **PROJECT PROCUREMENT**

Based on the need for engineering design services, staff conducted a qualifications-based solicitation (“QBS”) to determine the most qualified firm. 16 vendors were targeted for participation along with those notified through Metro’s e-procurement platform. 49 vendors downloaded solicitation materials with 7 responses submitted.

Staff evaluated received proposals from each firm. A preliminary evaluation determined that 3 firms were within a highly competitive range (less than 5% of total points separating each firm). The results of the initial evaluation are in the table below:



Vendor Scores by Evaluation Criteria

[Export to CSV](#)

Vendor	Firm Experience (Subjective) Points Based 300 Points (30%)	Firm Qualifications (Subjective) Points Based 250 Points (25%)	Staff Qualifications & Experience (Subjective) Points Based 250 Points (25%)	Project Approach (Subjective) Points Based 200 Points (20%)	Total Score (Max Score 1000)
MSA Design	265	224	226.9	176.7	892.61
Richard L. Bowen & Associates, Inc.	258.9	217.9	223.5	190.2	890.51
Woolpert	256	215	205	191.3	867.3
Wendel Companies	251.6	213.2	201.5	161.7	827.98
Elevar Design Group	216.9	191.1	192.1	141.4	741.51
Hub Weber Architects	205.5	190.5	183.3	154.9	734.21
Envisage Architecture	200	185.4	167.3	168	720.68

Click a vendor's name to view the scorecard submitted by each evaluator for that response.

Three firms were within a highly competitive range (less than 5% of total points separating all three firms) with less than 2 points separating the top 2 firms. Staff conducted interviews with those firms in the highly competitive range to determine the most qualified firm. The results of the vendor interview phase are in the table below:

Vendor Scores by Evaluation Criteria

[Export to CSV](#)

Vendor	Firm Experience (Subjective) Points Based 300 Points (30%)	Firm Qualifications (Subjective) Points Based 250 Points (25%)	Staff Qualifications & Experience Points Based 250 Points (25%)	Project Approach (Subjective) Points Based 200 Points (20%)	Total Score (Max Score 1000)
Richard L. Bowen & Associates, I...	266.8	220	231	198	915.8
Woolpert	273	227	219.4	194.2	913.6
MSA Design	260	220.4	220.7	157.1	858.21
Wendel Companies <b>Excluded</b>	251.6	213.2	201.5	161.7	827.98
Elevar Design Group <b>Excluded</b>	216.9	191.1	192.1	141.4	741.51
Hub Weber Architects <b>Excluded</b>	205.5	190.5	183.3	154.9	734.21
Envisage Architecture <b>Excluded</b>	200	185.4	167.3	168	720.68

Click a vendor's name to view the scorecard submitted by each evaluator for that response.

Based on the results of the vendor interviews, Richard L. Bowen & Associates was determined to be the most qualified firm.

The contract will be a cost plus fixed fee award with a term of not more than 3 years, expiring December 31, 2027.

**PROJECT DIVERSITY**

Staff determined that ample competition from certified XBE firms was present and concluded that no vendor diversity goal was necessary. However, diverse participation from XBE subcontractors was highly encouraged for the project.

More than 100 certified XBE vendors were targeted for solicitation. No certified firms submitted a response.

The contract award includes 4.88% XBE participation (\$22,000).

**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. 067-2024, on behalf of Metro with Richard L. Bowen & Associates, with a not to exceed value of \$450,835.



BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 2024-55

APPROVAL OF 137-2024 QUEENSGATE FUEL FACILITIES REPAIR

WHEREAS:

1. All underground fuel tanks are monitored by the Bureau of Underground Storage Tank Regulations (“BUSTR”) for safe operation and environmental impacts.
2. Occasional repairs are required as a result of these inspections.
3. The Queensgate fuel tank was found to be out of compliance in 2021, noting the need for several repairs.
4. Compliance officials granted an extension on making the repairs due to the impacts of COVID on the workforce and availability of needed materials. Delaying repairs will result in significant daily fines.

THEREFORE, BE IT RESOLVED:

5. The Board authorizes the CEO/General Manager/ Secretary-Treasurer or the CFO to execute Contract No. 137-2024 on behalf of Metro and Sunesis Construction Company, with a not to exceed value of \$405,940.

\*\*\*\*\*

MOVED TO  
TABLE TO  
NEXT MONTH  
BY:

Blake Ethridge

SECOND BY:

Pete Metz

VOTE Aye:

Ms. Amat, Mr. Brice, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Kala Gibson, Mr. Kelly, Mr. Metz, Ms. Moss, Ms. Sheets and Mr. Smith

Nay:

None

Abstain:

None

ABSENT AT  
THE TIME:

Ms. Robinson and Ms. Taylor

PRESENT  
NON-VOTING  
MEMBERS:

Trent Emenecker and Greg Simpson

ABSENT NON-  
VOTING  
MEMBERS AT  
THE TIME:

Jay Bedi

APPROVED:

December 17<sup>th</sup>, 2024





## BOARD OF TRUSTEES ACTION ITEM

---

**DATE:** December 17, 2024  
**FROM:** John Edmondson, Sr. Director of Procurement  
 Jeff Mundstock, Director of Fleet & Facilities  
**PROJECT NO.:** 137-2024 Queensgate Fuel Facilities Repair  
**REQUEST:** Contract Award

---

### **BACKGROUND**

All underground fuel tanks are monitored by the Bureau of Underground Storage Tank Regulations (“BUSTR”) for safe operation and environmental impacts. Occasional repairs are required as a result of these inspections.

### **BUSINESS PURPOSE**

The Queensgate fuel tank was found to be out of compliance in 2021, noting the need for several repairs. Compliance officials granted an extension on making the repairs due to the impacts of COVID on the workforce and availability of needed materials. Delaying repairs further will result in significant daily fines.

### **PROJECT FINANCING**

The budget for the project is \$345,150 and will be financed using local capital funds. The project is included in the approved FY2025 Capital Plan.

The final project cost of \$405,940 includes a 10% contingency (\$369,035 NTE value, \$36,905 contingency) and is **unfavorable to budget by \$60,790**.

### **PROJECT PROCUREMENT**

Pursuant to Ohio Revised Code, contracts for construction work must be competed using an Invitation for Bid (“IFB”) solicitation process.

Staff targeted 10 specific vendors known to be capable of completing the work required by the contract in addition to those notified via Metro’s e-procurement system. 31 vendors downloaded solicitation materials. 2 vendors submitted responsive bids. The tabulation of responses is listed below:

#1 Sunesis Construction Co	#2 Prus Construction Company
\$369,034.80	\$1,047,650.00

The contract will be a firm fixed fee contract with a 1-year term, expiring in December 2025.

### **PROJECT DIVERSITY**



Staff evaluated the scope of work for the project and determined that ample competition among certified XBE vendors was available for the full scope. As a result, no vendor diversity goal was established for this award.

52 certified CBE firms were targeted for solicitation in addition to use of Metro's e-procurement system. No certified vendors submitted a responding bid.

The final award amount includes \$2,845 (0.007%) in subcontracting awards to certified CBE firms.

**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. 137-2024, on behalf of Metro with Sunesis Construction Company, with a not to exceed value of \$405,940.



BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 2024-56

APPROVAL OF 150-2024 NON-REVENUE CARGO VANS

WHEREAS:

1. Non-Revenue vehicles are critical to daily operations and are used by Metro in a support capacity ranging from on-street supervision to the transfer of bus parts among the operating garages.
2. The current vans being utilized by building maintenance, the storeroom, and fare systems have met their useful life cycle and must be replaced to ensure the continuations of operations.
3. A total of six (6) cargo vans (1) 1-ton high roof cargo van, (2) 1/2-ton high roof cargo vans, and (3) mini cargo vans are required to support daily operations of these departments.
4. The expenditures have been budgeted with \$234,660 of local capital funds.

THEREFORE, BE IT RESOLVED:

5. The Board authorizes the CEO/General Manager/ Secretary-Treasurer or the CFO to execute Contract No. 150-2024 on behalf of Metro and Jim Shorkey Auto Group, with a not to exceed value of \$234,660.

\*\*\*\*\*

MOVED TO  
TABLE TO  
NEXT MONTH  
BY:

Blake Ethridge

SECOND BY:

Pete Metz

VOTE Aye:

Ms. Amat, Mr. Brice, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Kala Gibson, Mr. Kelly, Mr. Metz, Ms. Moss, Ms. Sheets and Mr. Smith

Nay:

None

Abstain:

None

ABSENT AT  
THE TIME:

Ms. Robinson and Ms. Taylor

PRESENT  
NON-VOTING  
MEMBERS:

Trent Emenecker and Greg Simpson

ABSENT NON-  
VOTING  
MEMBERS AT  
THE TIME:

Jay Bedi

APPROVED:

December 17<sup>th</sup>, 2024



## **BOARD OF TRUSTEES ACTION ITEM**

---

**DATE:** December 17, 2024  
**FROM:** John Edmondson, Sr. Director of Procurement  
 Joseph Vilvens, Sr. Manager of Technical Operations  
**PROJECT NO.:** 150-2024 Non-Revenue Cargo Vans  
**REQUEST:** Contract Award

---

### **BACKGROUND**

Non-revenue vehicles are critical to daily operations and are used by Metro in a support capacity ranging from on-street supervision to the transfer of bus parts among the operating garages.

### **BUSINESS PURPOSE**

The current vans being utilized by building maintenance, the storeroom, and fare systems have met their useful life cycle and must be replaced to ensure the continuation of operations. A total of six (6) cargo vans, (1) 1-ton high roof cargo van, (2) 1/2-ton high roof cargo vans, and (3) mini cargo vans are required to support daily operation of these departments.

### **PROJECT FINANCING**

The budget for the project is \$315,000 and is included in the approved FY2024 Capital Plan.

The final project cost of \$234,660 is **favorable to budget by \$80,340**.

### **PROJECT PROCUREMENT**

Procurement staff determined that the use of exact vehicle specifications and the abundance of vendors on the open market capable of meeting those specifications warranted an Invitation for Bid ("IFB").

Staff targeted 5 vendors along with those notified through Metro's e-procurement system. 1 vendor submitted a response that met the criteria for each vehicle type.

Pursuant to Section 6.4.8 of the Metro Procurement Manual, staff determined that the specifications were not unduly restrictive and proceeded to negotiate a fair and reasonable price for each unit. The final contract award of \$234,660 is determined to be fair and reasonable based on published market pricing for commercial vehicles.

The contract is a firm fixed price agreement with a 5-month term, expiring in May 2025.

### **PROJECT DIVERSITY**

Based on an evaluation of the goods to be purchased, staff determined that no vendor diversity goal was achievable. The contract does not have opportunities for subcontracting awards; therefore, no vendor diversity goal was established for this award.

The award does not contain participation from diverse vendors.



**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. 150-2024, on behalf of Metro with Jim Shorkey Auto Group, with a not to exceed value of \$234,660.



Attachments:

BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
MOTION

APPROVAL OF LEGAL SERVICE EXPENDITURES FOR VORYS, SATER, SEYMOUR & PEASE LLC

I move that the CEO/General Manager/Secretary-Treasurer or the CFO be authorized to approve a purchase order for legal services with Vorys, Sater, Seymour and Pease, LLP for the time period of January 1, 2025, through December 31, 2026, at the rates set forth in the engagement letter at a cost not to exceed \$300,000.

\*\*\*\*\*

MOVED TO  
TABLE TO  
NEXT MONTH  
BY:

Blake Ethridge

SECOND BY:

Pete Metz

VOTE Aye:

Ms. Amat, Mr. Brice, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Kala Gibson, Mr. Kelly, Mr. Metz, Ms. Moss, Ms. Sheets and Mr. Smith

Nay:

None

Abstain:

None

ABSENT AT  
THE TIME:

Ms. Robinson and Ms. Taylor

PRESENT  
NON-VOTING  
MEMBERS:

Trent Emenecker and Greg Simpson

ABSENT NON-  
VOTING  
MEMBERS AT  
THE TIME:

Jay Bedi

APPROVED:

December 17<sup>th</sup>, 2024



## **BOARD OF TRUSTEES ACTION ITEM**

---

**DATE:** December 17, 2024  
**FROM:** John Edmondson, Sr. Director of Procurement  
 John Ravasio, Chief of Staff  
**PROJECT NO.:** 165-2024 General Counsel Legal Services  
**REQUEST:** Contract Award

---

### **BACKGROUND**

Metro requires professional legal services to protect the agency, mitigate risk, and manage litigation activities.

### **BUSINESS PURPOSE**

Metro does not employ in-house counsel for general legal services and has had a long-standing relationship with the incumbent vendor, Vorys, Sater, Seymour, and Pease LLP.

### **PROJECT FINANCING**

The approved 2025 budget for general counsel legal expenses is \$300,000. The total project cost is flat to budget at \$300,000.

General Counsel Legal Services are budgeted on an annual basis.

### **PROJECT PROCUREMENT**

Ohio Revised Code provides that contracts related to professional legal services are exempt from the competitive process. As such, no competition occurred for this award.

The contract will be a hybrid fixed-fee, indefinite delivery – indefinite quantity contract with a term of 1 year, terminating on December 31, 2025.

### **PROJECT DIVERSITY**

The award is a sole source award pursuant to Ohio Revised Code. No vendor diversity analysis or activity occurred.

### **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. 165-2024 on behalf of Metro with Vorys, Sater, Seymour, and Pease LLP, with a not to exceed value of \$300,000.



BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 2024-57

APPROVAL OF 169-2024 HASTUS-TRAPEZE MIGRATION

WHEREAS:

1. Metro is planning to transition to Hastus as its primary scheduling system and will continue with Trapeze Ops to direct vehicle movement during the daily operations.
2. At present, two systems do not communicate with one another within the Metro ecosystem.
3. Metro requires effort from Trapeze to design and deploy a software solution for data migration and backwards compatibility with Hastus.
4. The expenditures have been budgeted with local capital funds.

THEREFORE, BE IT RESOLVED:

5. The Board authorizes the CEO/General Manager/ Secretary-Treasurer or the CFO to execute Contract No. 169-2024 on behalf of Metro and Trapeze Software Group, with a not to exceed value of \$317,272.

\*\*\*\*\*

MOVED TO  
TABLE TO  
NEXT MONTH  
BY:

Blake Ethridge

SECOND BY:

Pete Metz

VOTE Aye:

Ms. Amat, Mr. Brice, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Kala Gibson, Mr. Kelly, Mr. Metz, Ms. Moss, Ms. Sheets and Mr. Smith

Nay:

None

Abstain:

None

ABSENT AT  
THE TIME:

Ms. Robinson and Ms. Taylor

PRESENT  
NON-VOTING  
MEMBERS:

Trent Emenecker and Greg Simpson

ABSENT NON-  
VOTING  
MEMBERS AT  
THE TIME:

Jay Bedi

APPROVED:

December 17<sup>th</sup>, 2024





## **BOARD OF TRUSTEES ACTION ITEM**

---

**DATE:** December 17, 2024  
**FROM:** John Edmondson, Sr. Director of Procurement  
 Steve Anderson, Sr. Director of Transit Development & Innovation  
**PROJECT NO.:** 169-2024 Trapeze-Hastus Migration  
**REQUEST:** Contract Award

---

### **BACKGROUND**

Metro is planning to transition to Hastus as its primary scheduling system and will continue with Trapeze OPS to direct vehicle movement during daily operations. At present, the two systems do not communicate with one another within the Metro ecosystem.

### **BUSINESS PURPOSE**

Metro requires effort from Trapeze to design and deploy a software solution for data migration and backwards compatibility with Hastus.

### **PROJECT FINANCING**

The budget for the project is \$356,342 and will be financed using FY2025 local capital funding.

The final cost of the project is \$317,272, which is **favorable to budget by \$39,070**.

### **PROJECT PROCUREMENT**

The goods and services to be provided under the terms of the contract are proprietary to Trapeze and not available from any other provider. As such, a sole source award is justified, and a competitive procurement process was not possible.

The contract is a firm fixed fee contract with a 1-year term, expiring in December 2025.

### **PROJECT DIVERSITY**

The project is a justified sole source award with no subcontracting opportunities. As such, no vendor diversity goal has been established.

### **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. 169-2024, on behalf of Metro with Trapeze Software Group, with a not to exceed value of \$317,272.



Attachments:

BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
MOTION

APPROVAL OF RECORDS MANAGEMENT COMMISSION

I move that the SORTA Board approve the Records Management Commission for our Transit Agency.

\*\*\*\*\*

MOVED TO  
TABLE TO  
NEXT MONTH  
BY:

Blake Ethridge

SECOND BY:

Pete Metz

VOTE Aye:

Ms. Amat, Mr. Brice, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Kala Gibson, Mr. Kelly, Mr. Metz, Ms. Moss, Ms. Sheets and Mr. Smith

Nay:

None

Abstain:

None

ABSENT AT  
THE TIME:

Ms. Robinson and Ms. Taylor

PRESENT  
NON-VOTING  
MEMBERS:

Trent Emenecker and Greg Simpson

ABSENT NON-  
VOTING  
MEMBERS AT  
THE TIME:

Jay Bedi

APPROVED:

December 17<sup>th</sup>, 2024




---

**BOARD OF TRUSTEES ACTION ITEM**

---

**DATE:** December 17, 2024

**FROM:** Andy Aiello, Deputy General Manager

**PROJECT NO.:**

**REQUEST:** Executive Records Management Commission (ERMC)

---

**BACKGROUND**

An Executive Records Management Commission (ERMC) is required per the Ohio Revised Code (ORC) 149.412.

We propose that the SORTA Board of Trustees allow the Chief Executive Officer/General Manager to create an Executive Records Management Commission consisting of the following voting members:

Chief of Staff, who serves as the Chair  
 Chief Financial Officer  
 Chief Operating Officer  
 Director of Internal Audit

We also propose that the Executive Records Management Commission (ERMC) meet a minimum of one time per year. The ERMC may meet more frequently per the direction of the Chief of Staff.

**BUSINESS PURPOSE**

All Southwest Ohio Regional Transit Authority records must be maintained and retained in compliance with the internal operating needs of the Authority and federal, state and local laws. An Executive Records Management Commission will create and approve records retention schedules to maintain lawful, consistent and effective record-keeping practices throughout the Authority.

**PROJECT FINANCING**

**PROJECT PROCUREMENT**

**PROJECT DIVERSITY**

**RECOMMENDED BOARD ACTION**

Allow the Chief Executive Officer/General Manager to create an Executive Records Management Commission.

---



BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 2024-58

APPROVAL OF RED BIKE

WHEREAS:

1. Red Bike is a Cincinnati non-profit, station-based bike share system.
2. Metro would like to invest \$125,000 a year for three years in a marketing sponsorship partnership with Red Bike.
3. Several marketing and partnership activities will be accomplished to include promoting Metro's services on Red Bike's physical and digital assets, first mile/last mile pilot, pass usage and trip planning, and coordinated planning.

THEREFORE, BE IT RESOLVED:

4. The SORTA Board of Trustees approves a (3 year) sponsorship with Red Bike, at a cost not to exceed \$125,000 per year (\$375,000 total).

\*\*\*\*\*

MOVED TO  
TABLE TO  
NEXT MONTH  
BY:

Blake Ethridge

SECOND BY:

Pete Metz

VOTE Aye:

Ms. Amat, Mr. Brice, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Kala Gibson, Mr. Kelly, Mr. Metz, Ms. Moss, Ms. Sheets and Mr. Smith

Nay:

None

Abstain:

None

ABSENT AT  
THE TIME:

Ms. Robinson and Ms. Taylor

PRESENT  
NON-VOTING  
MEMBERS:

Trent Emenecker and Greg Simpson

ABSENT NON-  
VOTING  
MEMBERS AT  
THE TIME:

Jay Bedi

APPROVED:

December 17<sup>th</sup>, 2024



## BOARD OF TRUSTEES ACTION ITEM

---

**DATE:** December 17, 2024  
**FROM:** Pete Metz, Board Member  
**REQUEST:** Three Year Sponsorship Investment for Red Bike

---

### **BACKGROUND**

Red Bike is a Cincinnati non-profit, station-based bike share system.

### **BUSINESS PURPOSE**

Metro would like to invest \$125,000 a year for three years in a marketing sponsorship partnership with Red Bike. The goals of the program are to:

- Promote the use of public transit
- Promote the use of bike share as a means to access the public transit network
- Explore and develop the relationship and opportunities between the region's public transit and docked bike-share systems
- Improve Red Bike's alignment with Metro to enhance the Reinventing Metro plan

This will be accomplished through the following marketing and partnership activities:

- **Promote Metro's services on Red Bike's physical and digital assets** as detailed in the sponsorship agreement.
- **Conduct a First Mile / Last Mile Pilot**, identify at least 3-5 new station locations that could most likely connect bike share users to the fixed-route bus network, evaluate usage, etc.
- **Pass Usage and Trip Planning**, encourage multi-modal trip planning and usage through technology integration and pass promotion programs.
- **Coordinated Planning**, work with Red Bike and the City to proactively coordinate transit, roadway, bike, and bike share infrastructure throughout the region.

### **PROJECT FINANCING**

\$125,000 per year for three years: \$375,000 total.

### **PROJECT PROCUREMENT & PROJECT DIVERSITY**

N/A

### **RECOMMENDED BOARD ACTION**

The Board of Trustees directs Metro staff to negotiate and execute a marketing partnership agreement with Red Bike that reflects and investment by Metro of \$125,000 per year for three years (\$375,000 total) with the following stipulations:

- The sponsorship agreement will only be effective after Metro staff confirms that a complete funding plan is in place that will ensure Red Bike's operation over the next three years.
  - The sponsorship agreement will only be effective after Metro staff receives confirmation that Red Bike has updated its governing structure to be reflective of the organizations investing in the system.
  - The sponsorship agreement details deliverables and timelines to be met by Red Bike throughout the term of the agreement that are acceptable to Metro staff.
-



BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 2024-59

APPROVAL OF CONTRACT FOR EXCESS WORKERS COMPENSATION

WHEREAS:

1. SORTA is self-insured with respect to Workers' Compensation claims.
2. To protect against catastrophic losses, SORTA's purchases excess Workers' Compensation Insurance. The current policy is with Assured Partners Inc. and expires on December 31, 2025.
3. Competitive bidding is not required because personal services are involved.
4. Staff recommends a one (1) year contract with Assured Partners on behalf of SORTA for excess workers compensation insurance for the period of January 1, 2025, through January 1, 2026, at a cost not to exceed \$138,944.

THEREFORE, BE IT RESOLVED:

5. The SORTA Board of Trustees approves a (1 year) contract with Assured Partners, at a total cost not to exceed \$138,944.
6. The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract with Assured Partners on behalf of SORTA.

\*\*\*\*\*

MOVED TO  
TABLE TO  
NEXT MONTH  
BY:

Blake Ethridge

SECOND BY:

Pete Metz

VOTE Aye:

Ms. Amat, Mr. Brice, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Kala Gibson, Mr. Kelly, Mr. Metz, Ms. Moss, Ms. Sheets and Mr. Smith

Nay:

None

Abstain:

None

ABSENT AT  
THE TIME:

Ms. Robinson and Ms. Taylor

PRESENT  
NON-VOTING  
MEMBERS:

Trent Emenecker and Greg Simpson

ABSENT NON-  
VOTING  
MEMBERS AT  
THE TIME:

Jay Bedi

APPROVED: December 17<sup>th</sup>, 2024




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**BOARD OF TRUSTEES ACTION ITEM**

---

**DATE:** December 17, 2024  
**FROM:** Julie Beard, Director of Accounting  
**PROJECT NO.:** 2025 Excess Workers Compensation Insurance with Assured Partners  
**REQUEST:** Contract Award

---

**BACKGROUND**

SORTA is self-insured with respect to Workers Compensation claims. As a way to mitigate the risk to SORTA in the event of a catastrophic workers compensation claim, SORTA has purchased this Excess Workers' Compensation coverage. This coverage provides SORTA with Workers' Compensation administration, consulting, and representation services for all self-insured and state fund claims. This policy will be effective January 1, 2025 – January 1, 2026.

**BUSINESS PURPOSE**

In an effort to mitigate risk to SORTA in the event of a catastrophic workers compensation claim and to provide SORTA with Workers' Compensation administration, consulting, and representation services for all self-insured and state fund claims. The policy will allow SORTA to fulfill its workers compensation obligations at the least possible cost.

**PROJECT FINANCING**

The budget for this Annual Excess Workers Compensation coverage is \$138,944 which is an increase over the 2024 coverage which was \$119,448 and covers the period of January 1, 2025 – January 1, 2026.

The expenditures have been budgeted for 2025 and will be funded with local funds.

**PROJECT PROCUREMENT**

Section 306.43 of the Ohio revised Code authorizes SORTA to contract for the provision of goods and services. SORTA's insurance broker, Assured Partners, solicited a quote for renewal from our current carrier, U.S. Specialty.

**PROJECT DIVERSITY**

No vendor diversity analysis has been performed and no goal established.

**RECOMMENDED BOARD ACTION**

Staff recommends the Board of Trustees approve resolution authorizing the CEO/General Manager to execute a one (1) year policy with Assured Partners on behalf of SORTA for Excess Workers' Compensation coverage for the period of January 1, 2025 – January 1, 2026, at a cost not to exceed \$138,944.

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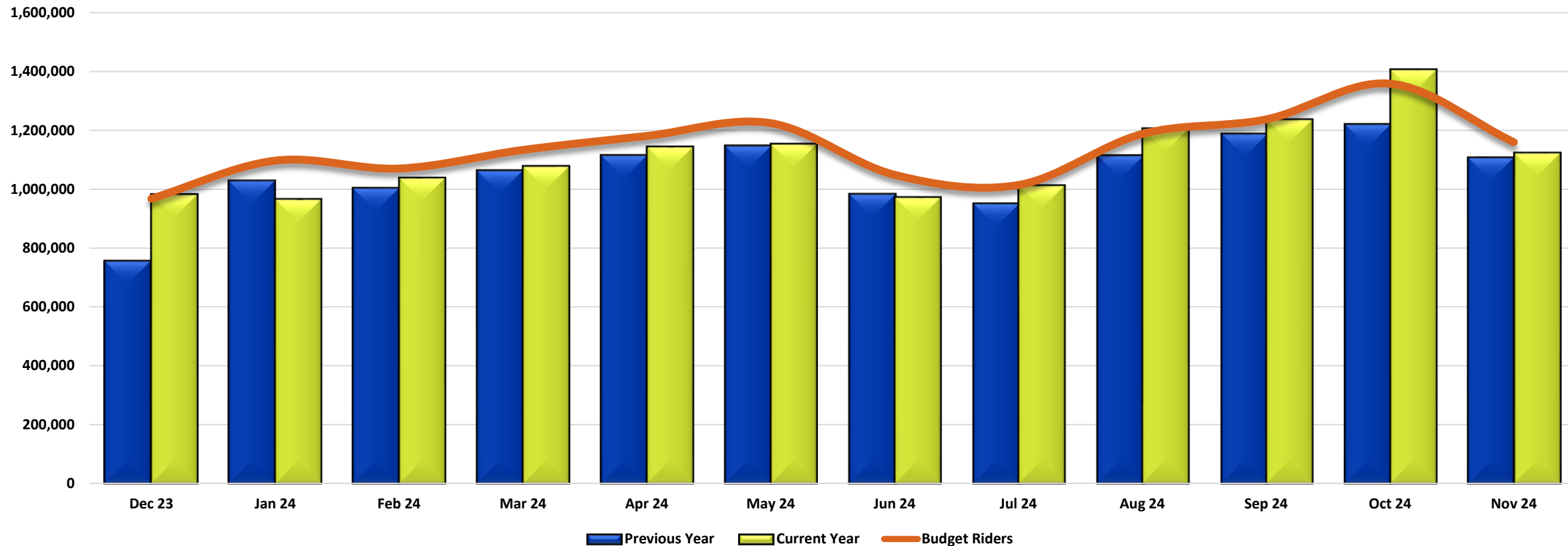
# November 2024 Ridership Report

December 17, 2024 | SPDI



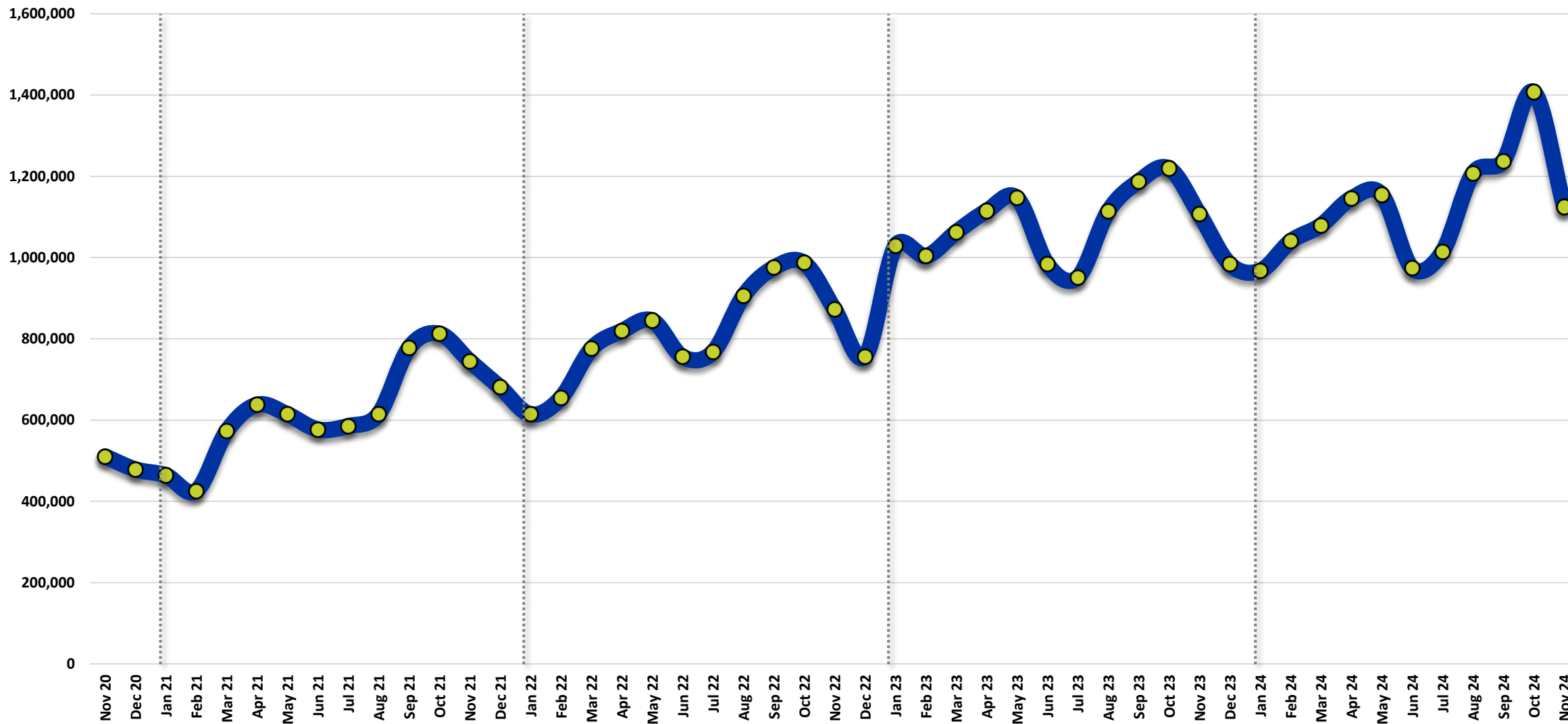
# Fixed Route Ridership

### Total Fixed Route Ridership YoY & Budget by Month

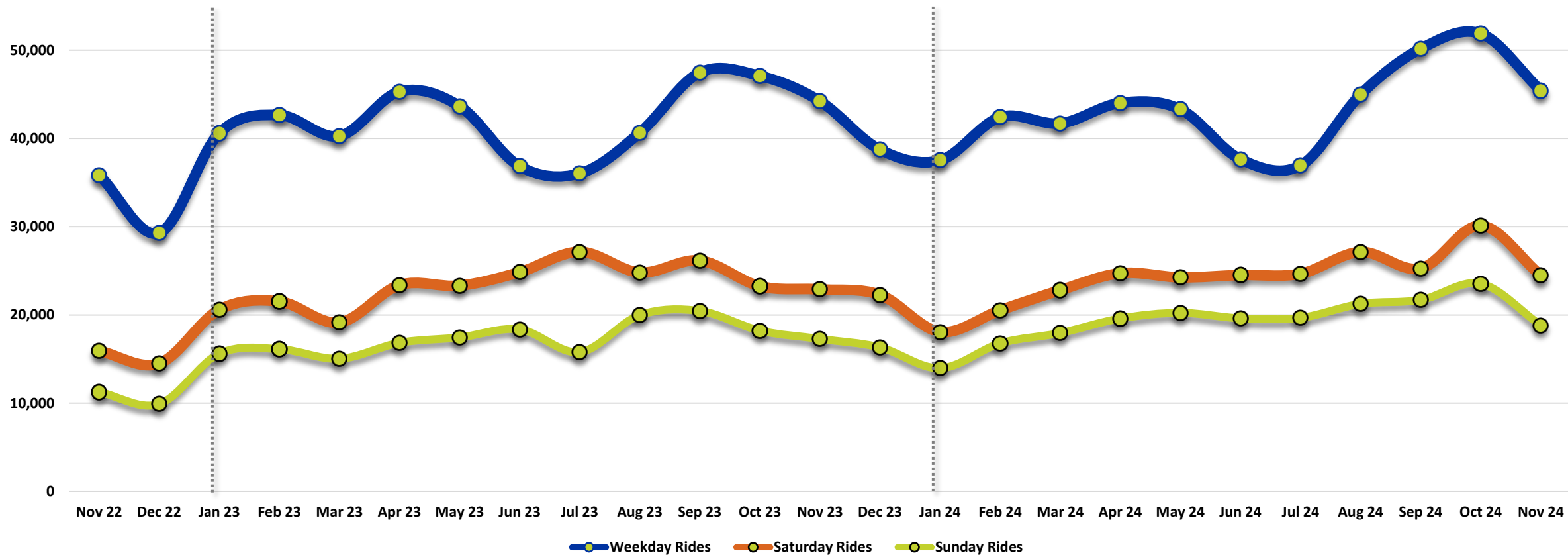


Service	Nov 24				Nov 23		
	Ridership	Budget	Budget Variance	% Budget Variance	Ridership	Past Year Variance	Past Year % Variance
Local	1,098,604	1,129,525	-30,921	-2.7%	1,080,520	18,084	1.7%
Express	26,037	30,443	-4,406	-14.5%	26,251	-214	-0.8%
<b>Totals</b>	<b>1,124,641</b>	<b>1,159,968</b>	<b>-35,327</b>	<b>-3.0%</b>	<b>1,106,771</b>	<b>17,870</b>	<b>1.6%</b>
<b>Total (YTD)</b>	<b>12,353,519</b>	<b>12,715,038</b>	<b>-361,519</b>	<b>-2.8%</b>	<b>11,918,274</b>	<b>435,245</b>	<b>3.7%</b>

### Total Fixed Route Ridership by Month

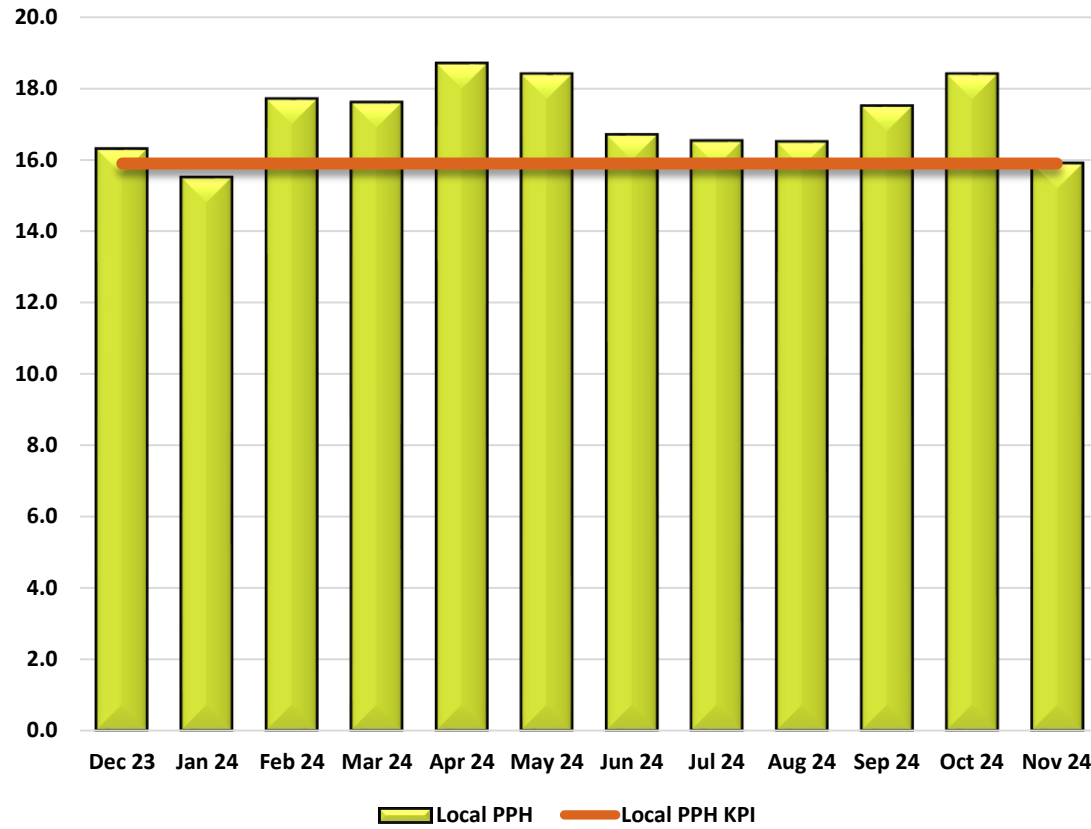


### Average Daily Ridership (WD, SA, SU)

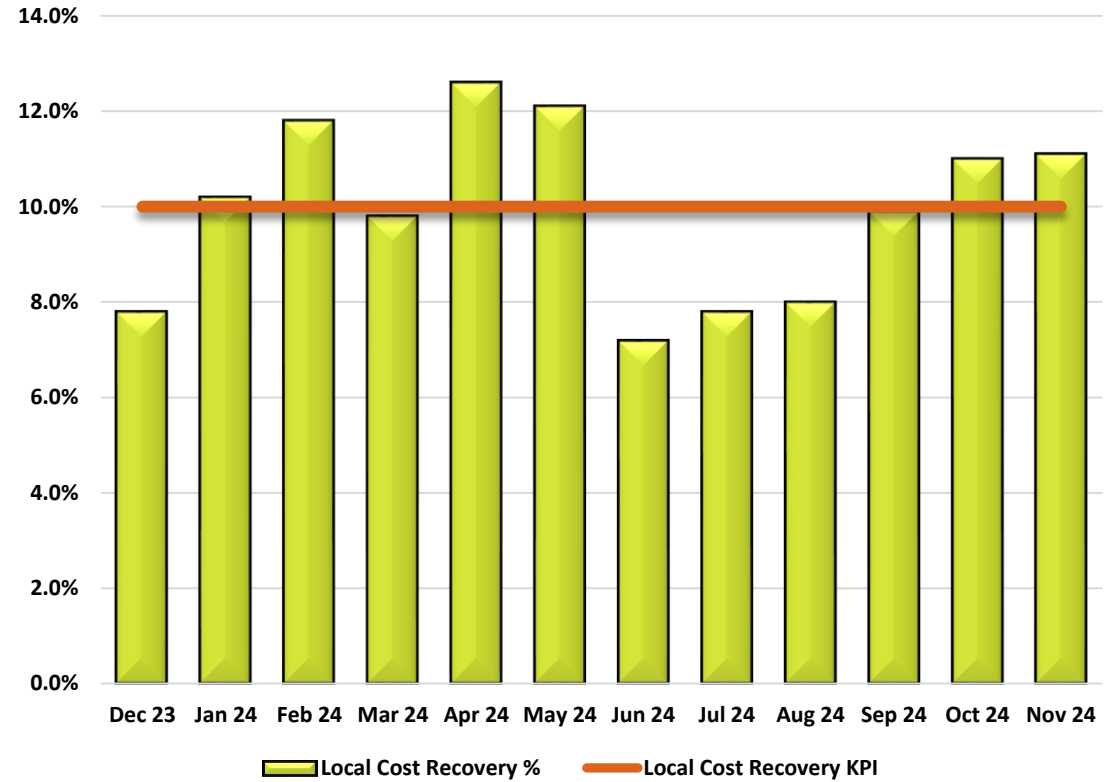


Service	Nov 24 Avg Daily	Nov 24 Avg Daily Budget	Budget % Variance	Nov 23 Avg Daily	Nov 23 - Nov 24 % Variance
WEEKDAY	45,413	48,317	-6.0%	44,229	2.7%
SATURDAY	24,475	20,906	17.1%	22,889	6.9%
SUNDAY	18,823	17,820	5.6%	17,283	8.9%

**Local Service Productivity (Last 12 Months)**



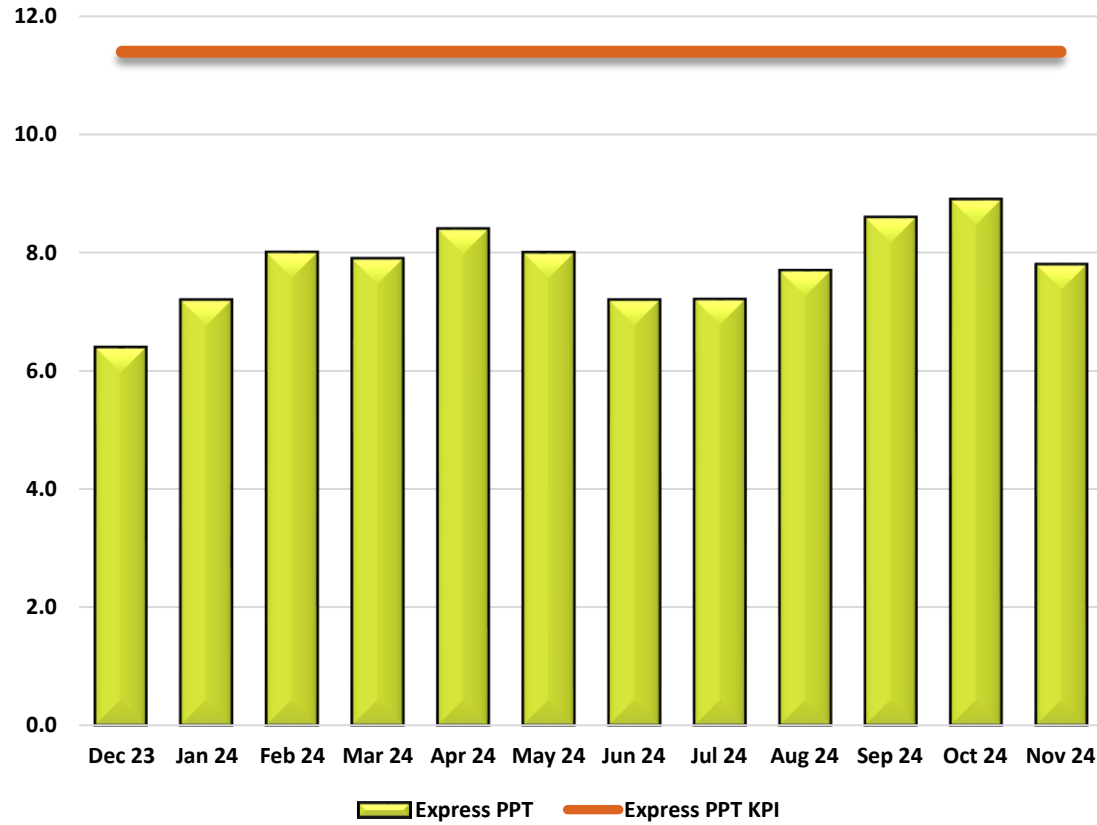
**Local Service Cost Recovery & (Last 12 Months)**



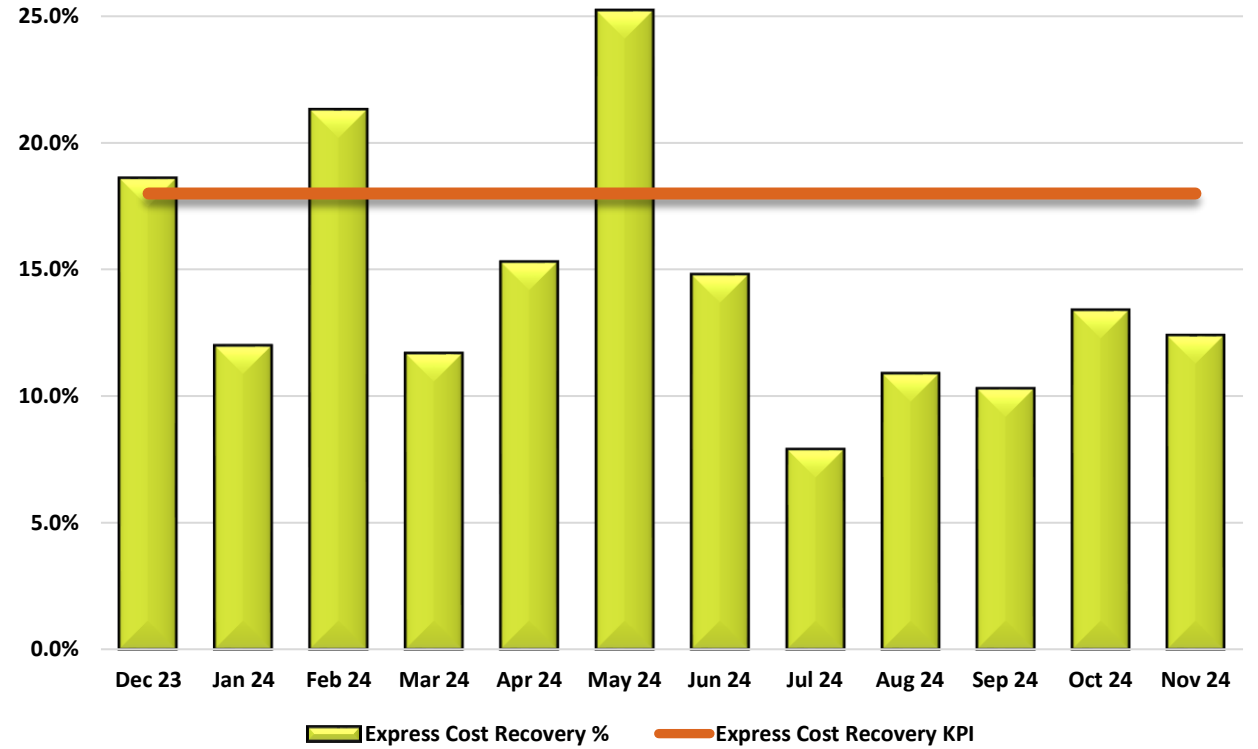
Local Service	Nov 24 Actual KPI	Nov 24 Budget KPI	Variance
Passengers Per Hour	15.9	15.9	0.0
Cost Recovery	11.1%	10.0%	1.1%

*\*percentage points*

Express Service Productivity (Last 12 Months)



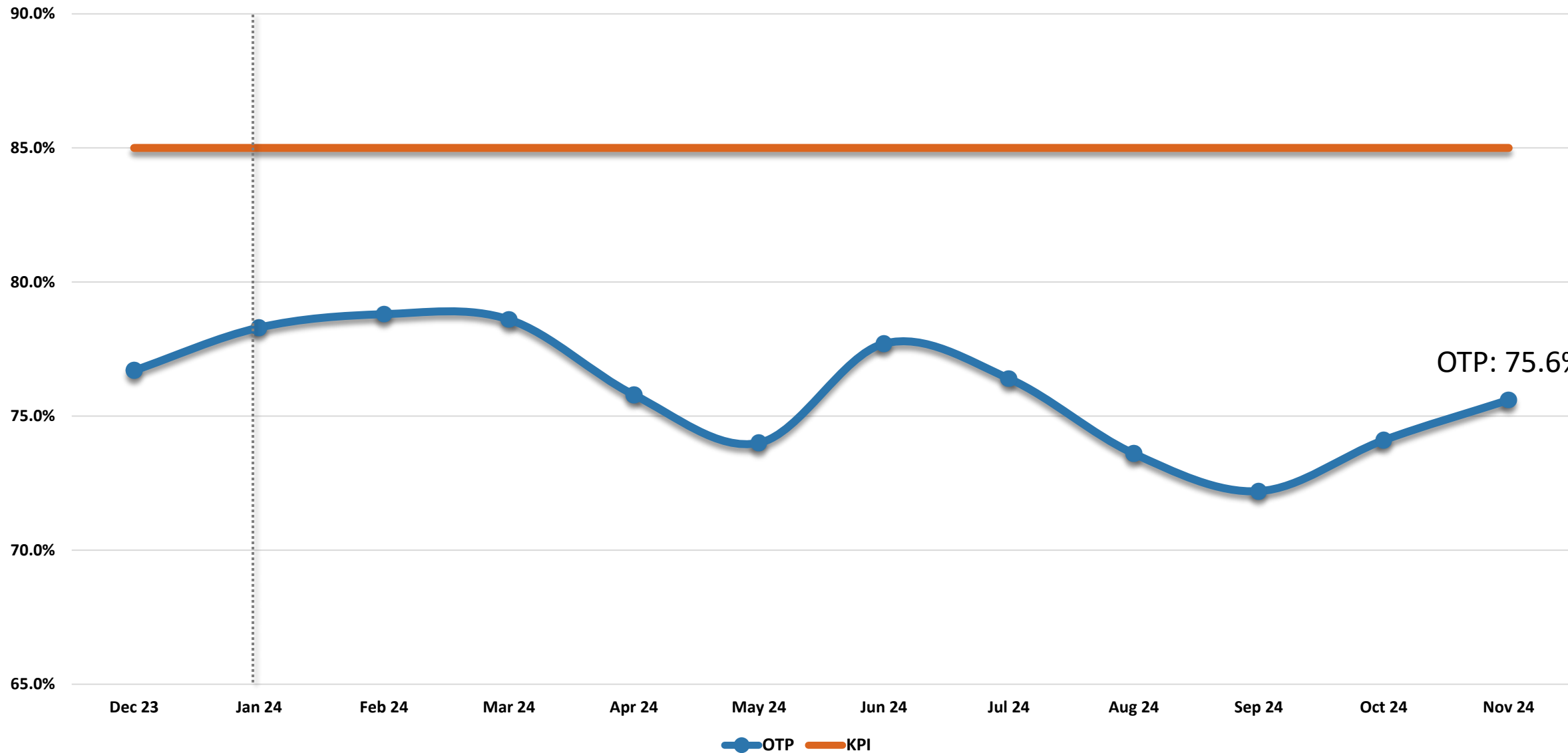
Express Service Cost Recovery % (Last 12 Month)



Express Service	Nov 24 Actual KPI	Nov 24 Budget KPI	Variance
Passengers Per Trip	7.8	11.4	-3.6
Cost Recovery	12.4%	18.0%	-5.6%

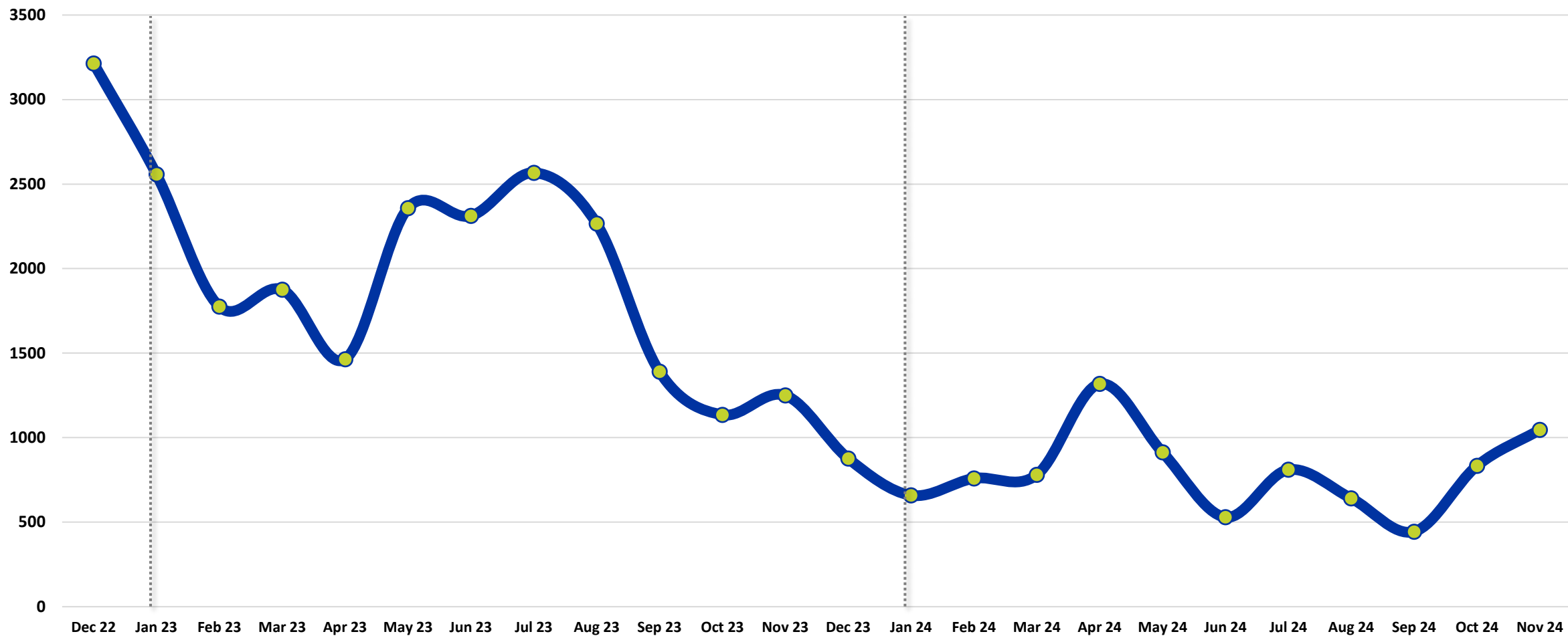
\*percentage points

### Overall On-Time Performance (Last 12 Months)



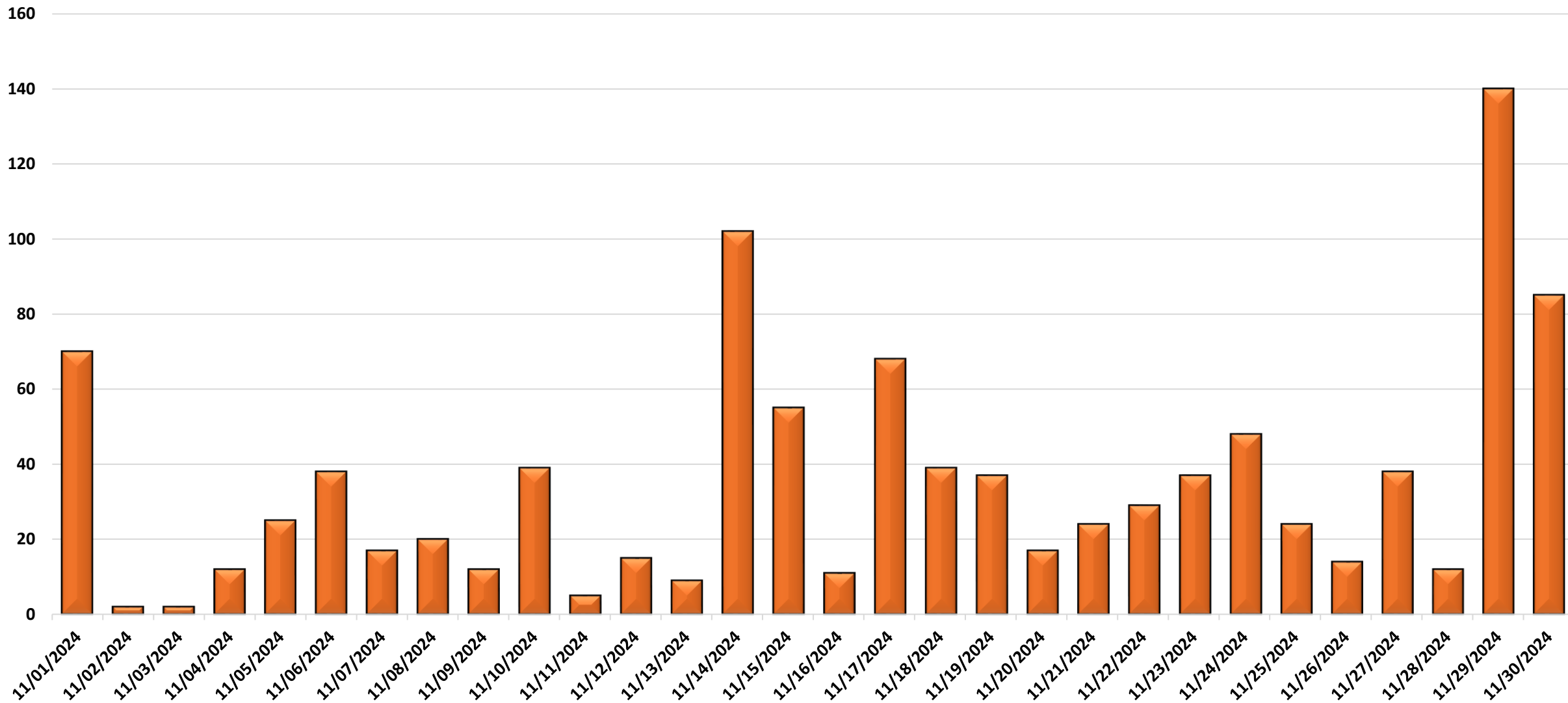


### Fixed-Route Missed Trips by Month

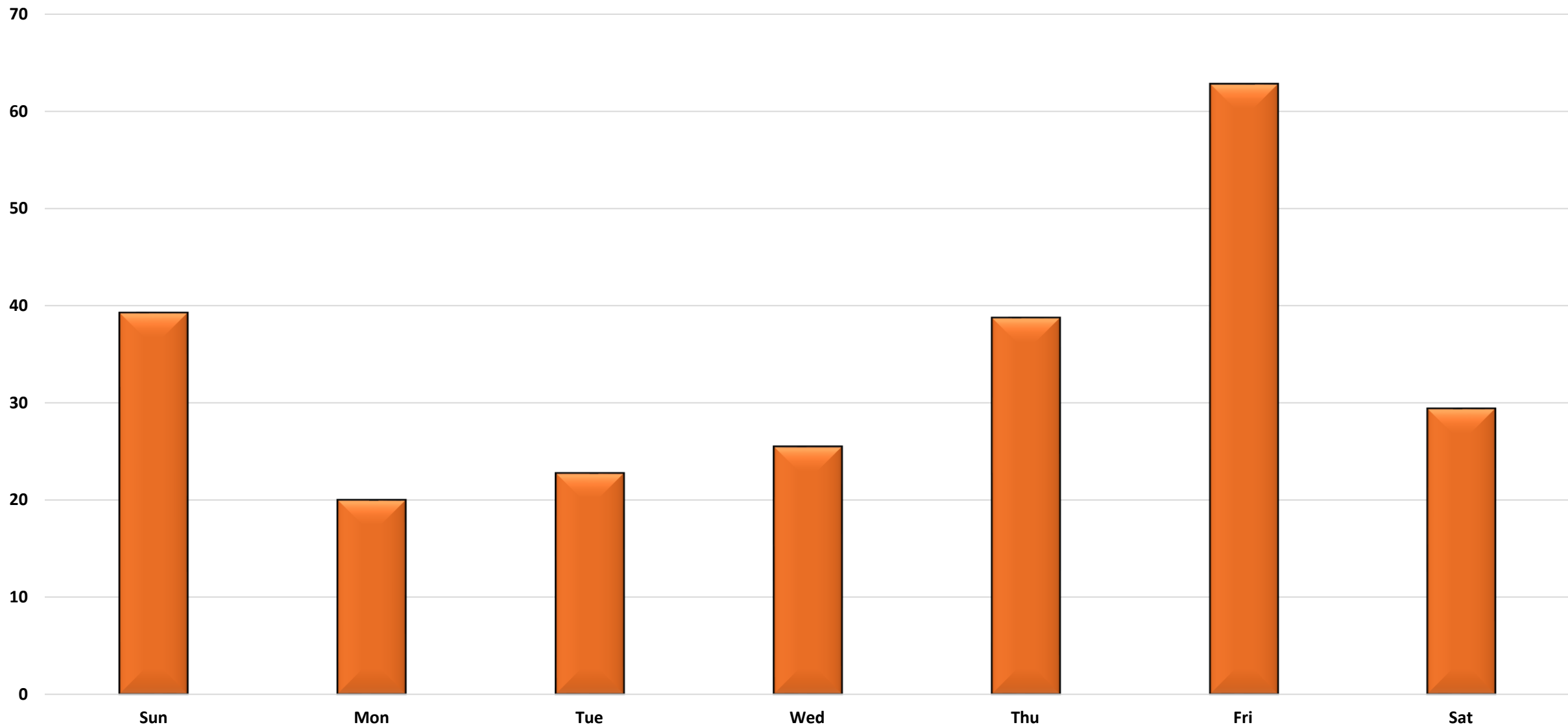


	Missed Trips	Total Trips Scheduled	% of Trips Operated	Monthly KPI	End of Year KPI
Sept 24	1,046	69,825	99.9	99.4%	99.6%

### Missed Trips by Day



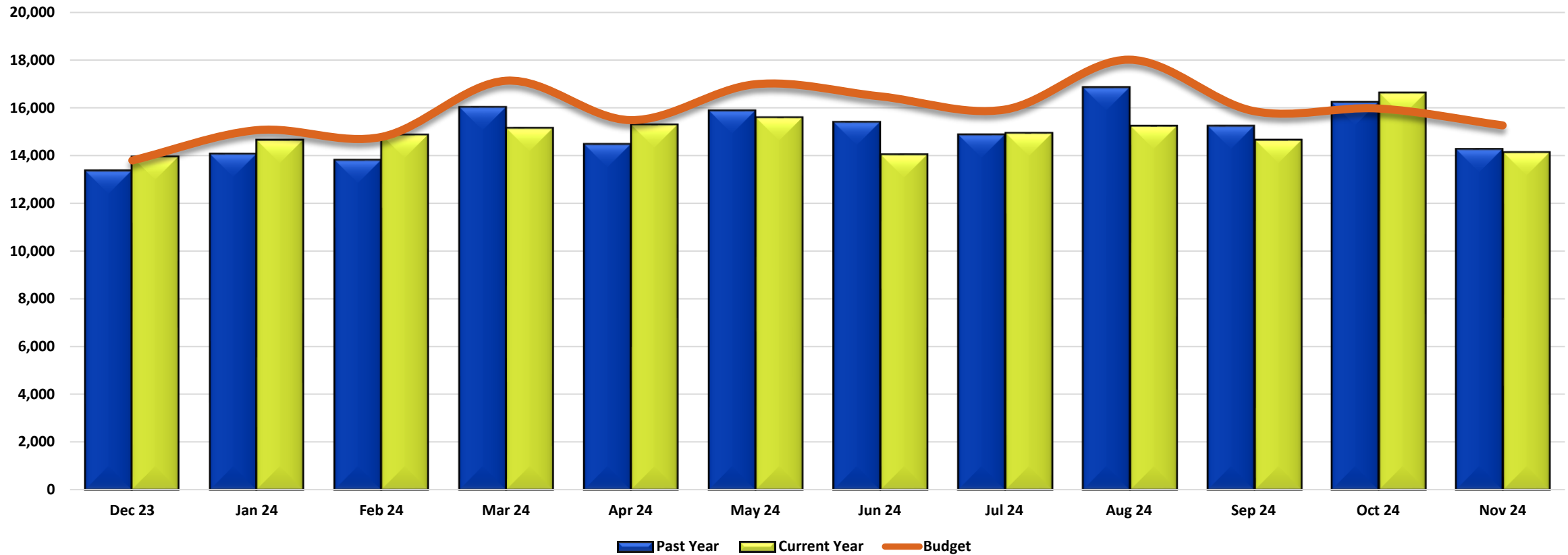
### Avg Missed Trips by Day of Week





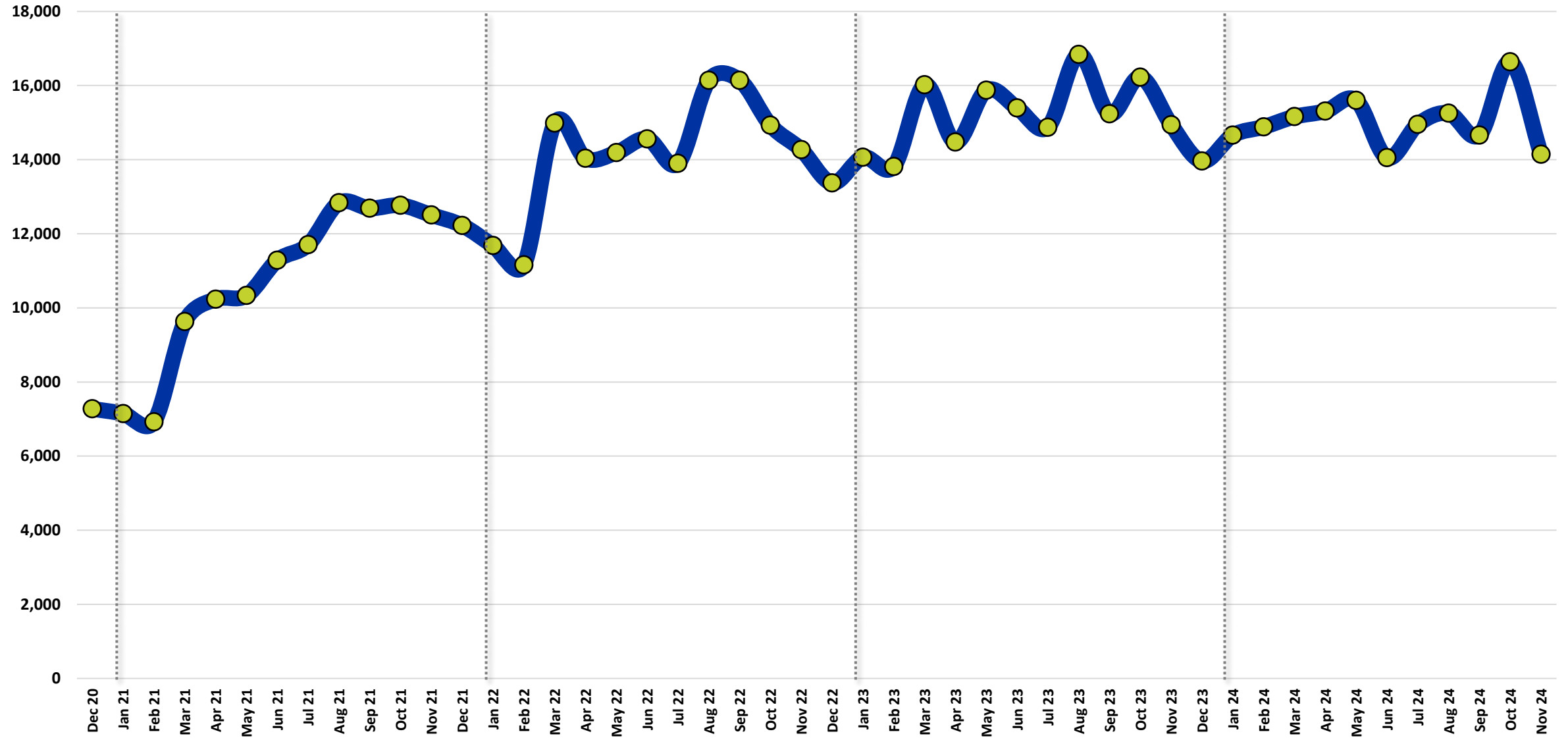
# ACCESS Ridership

### Total Access Ridership

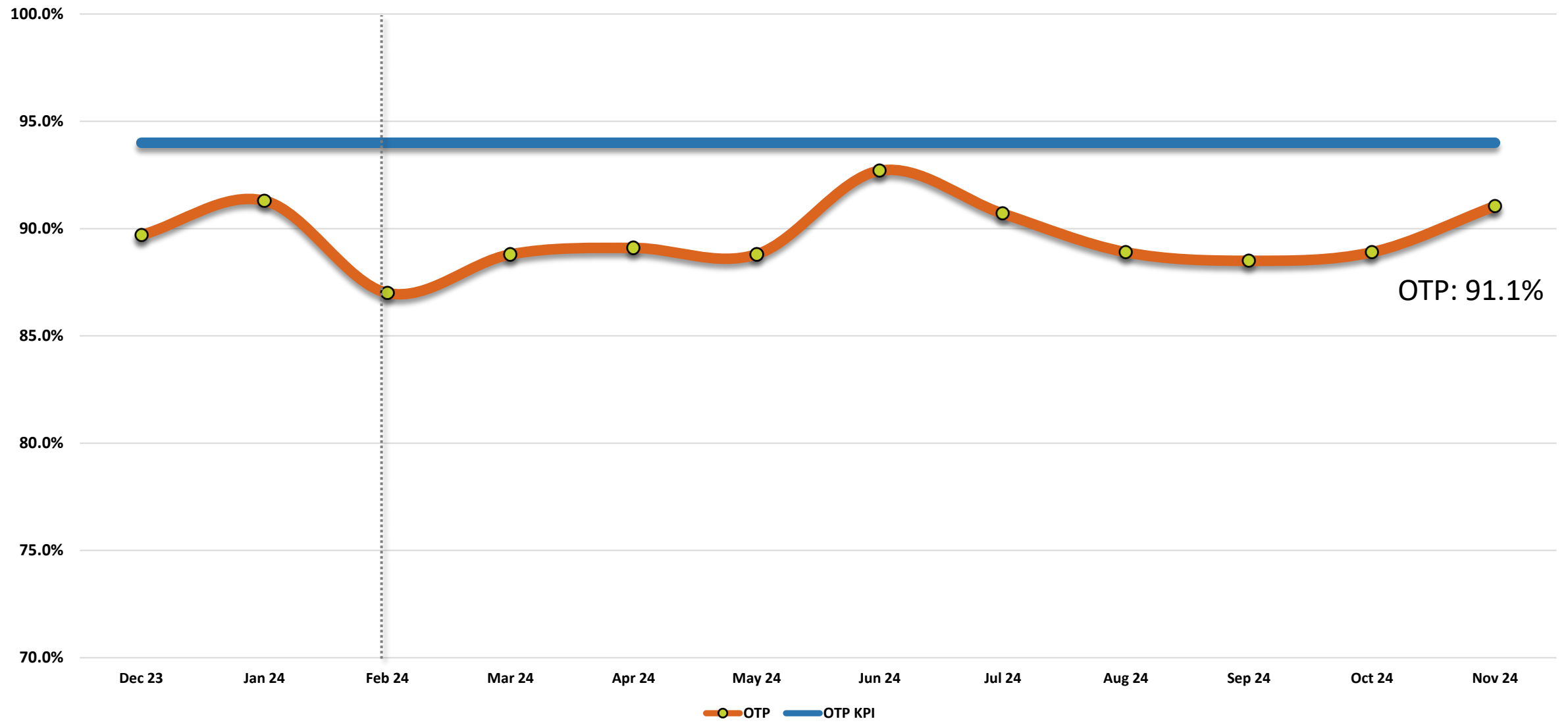


Nov 24	Nov 24 Ridership	Nov 24 Budget	Budget Variance	Nov 23 Ridership	Nov 23 - Nov 24 Variance
<b>Total</b>	<b>14,145</b>	<b>15,267</b>	<b>-7.3%</b>	<b>14,938</b>	<b>-5.3%</b>
<b>Weekday</b>	<b>12,590</b>			<b>13,656</b>	<b>-7.8%</b>
<b>Saturday</b>	<b>784</b>			<b>584</b>	<b>34.2%</b>
<b>Sunday</b>	<b>771</b>			<b>698</b>	<b>10.5%</b>
<b>Total (YTD)</b>	<b>165,312</b>	<b>177,002</b>	<b>-6.6%</b>	<b>167,751</b>	<b>-1.5%</b>

### Total Access Ridership by Month

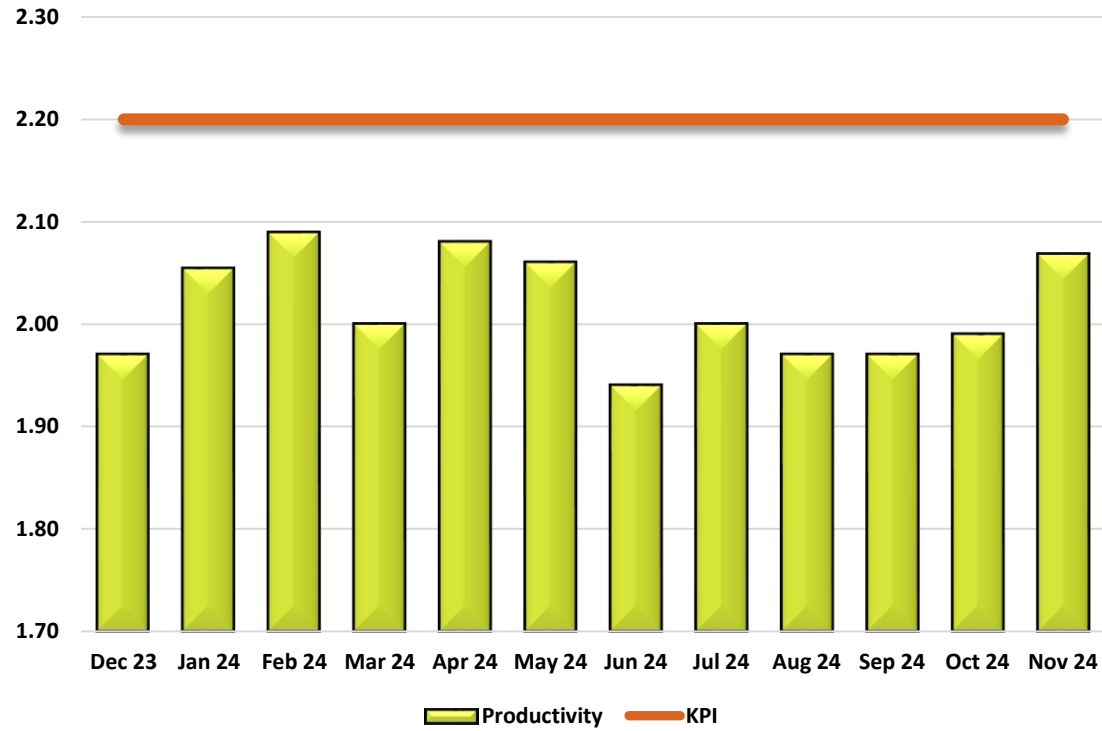


### On-Time Performance - Access

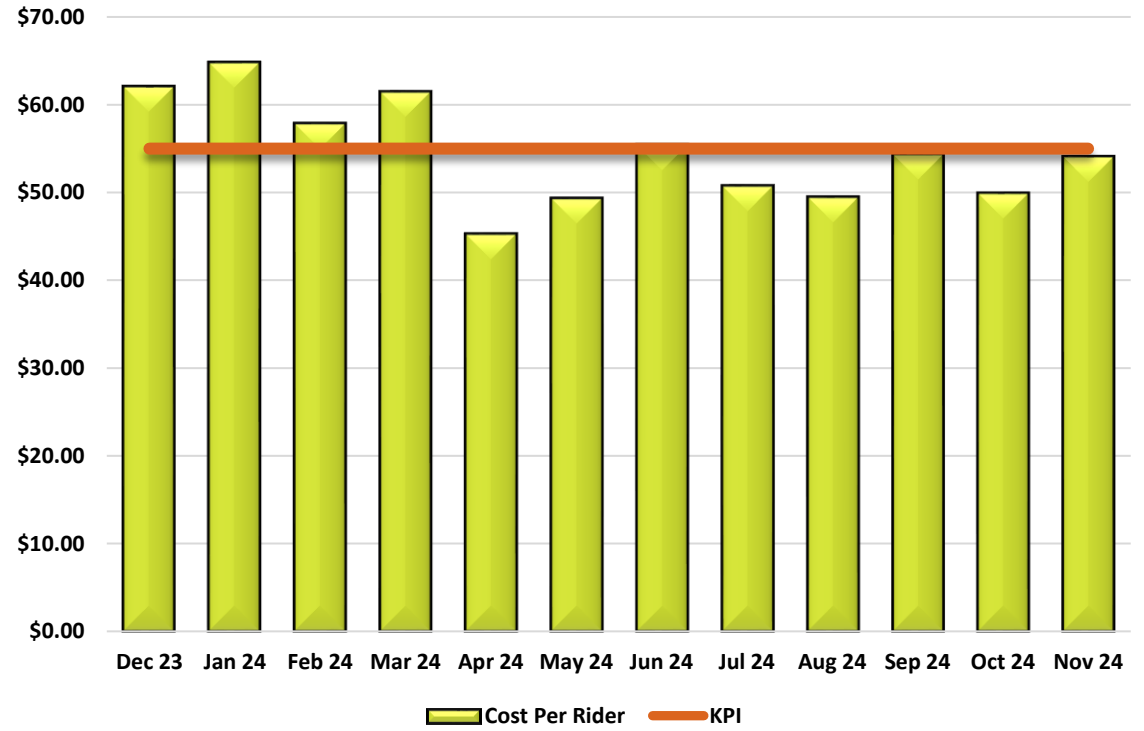


OTP: 91.1%

### Access Service - Productivity



### Access Service - Cost Per Rider



Nov 24	Nov 24 Actual	Nov 24 KPI	Variance
Cost Per Passenger	\$54.05	\$55.00	-\$0.95
On-Time Performance	91.1%	94.0%	-3.0%
Passengers Per Hour	2.07	2.2	-0.13

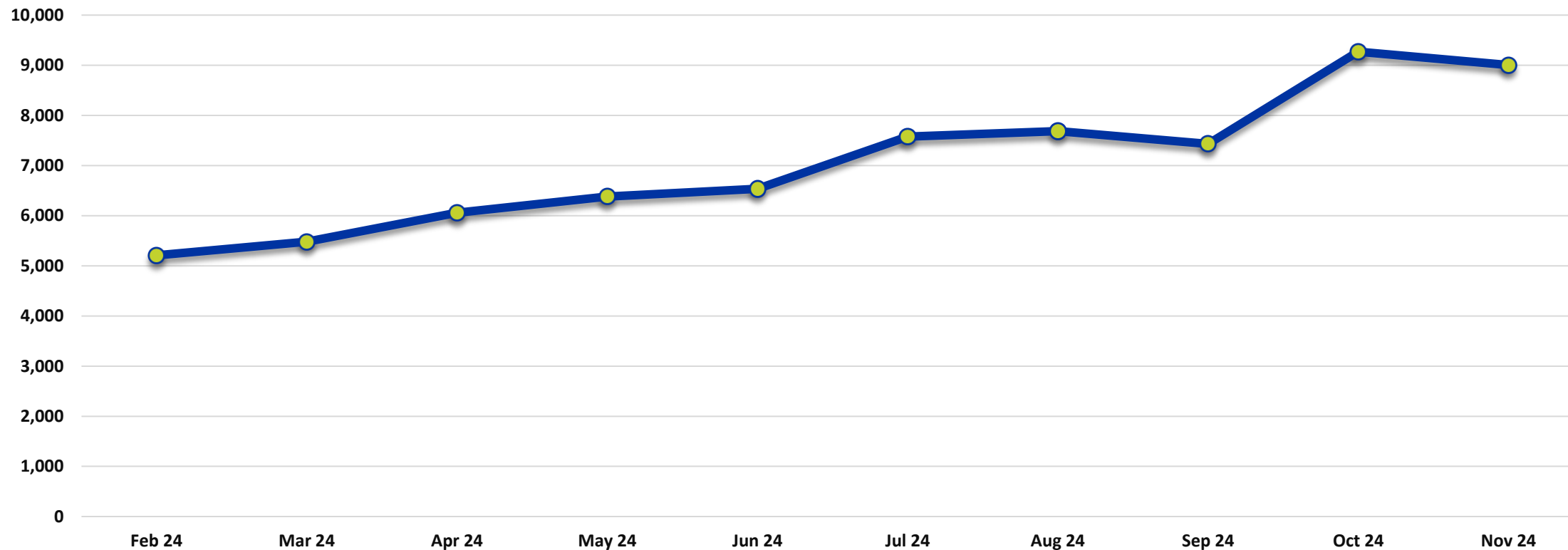
\*percentage points





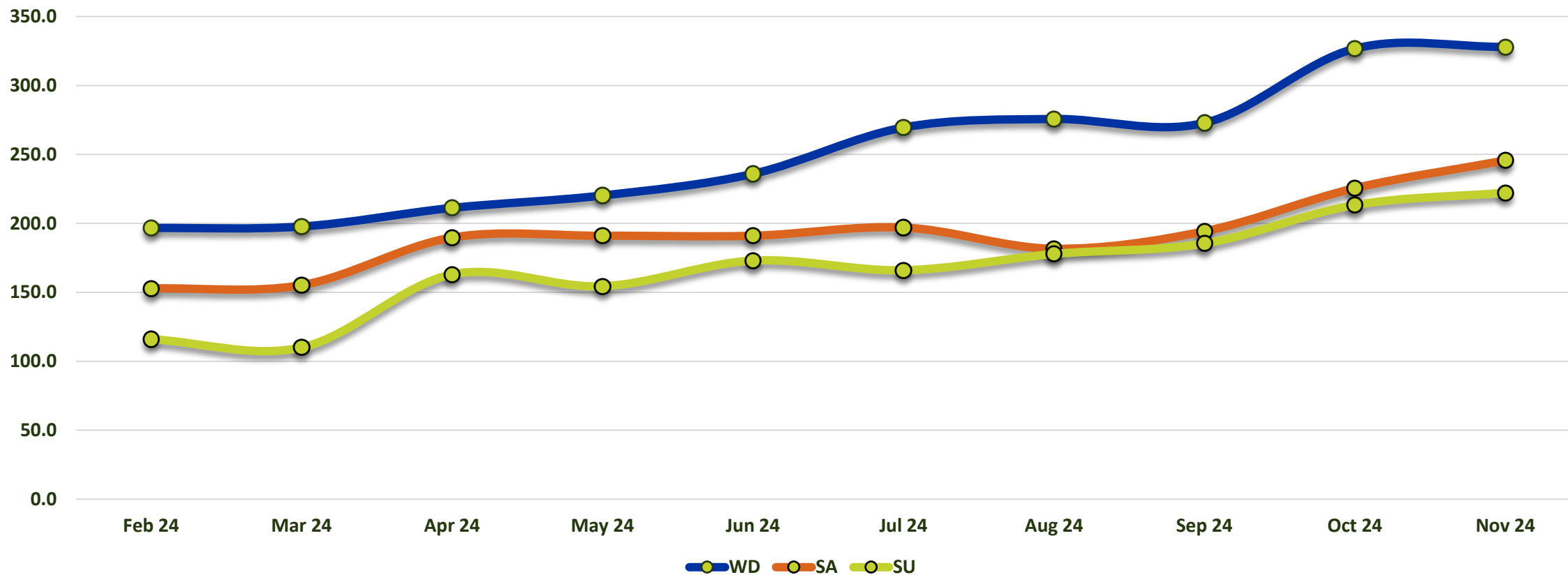
# MetroNow!

### MetroNow Monthly Riders



Nov 24	Nov 24 Actual
Monthly Riders	9,006
On-Time Performance (Pickup <5 min after scheduled)	98.1%

### MetroNow Ridership by Day Type

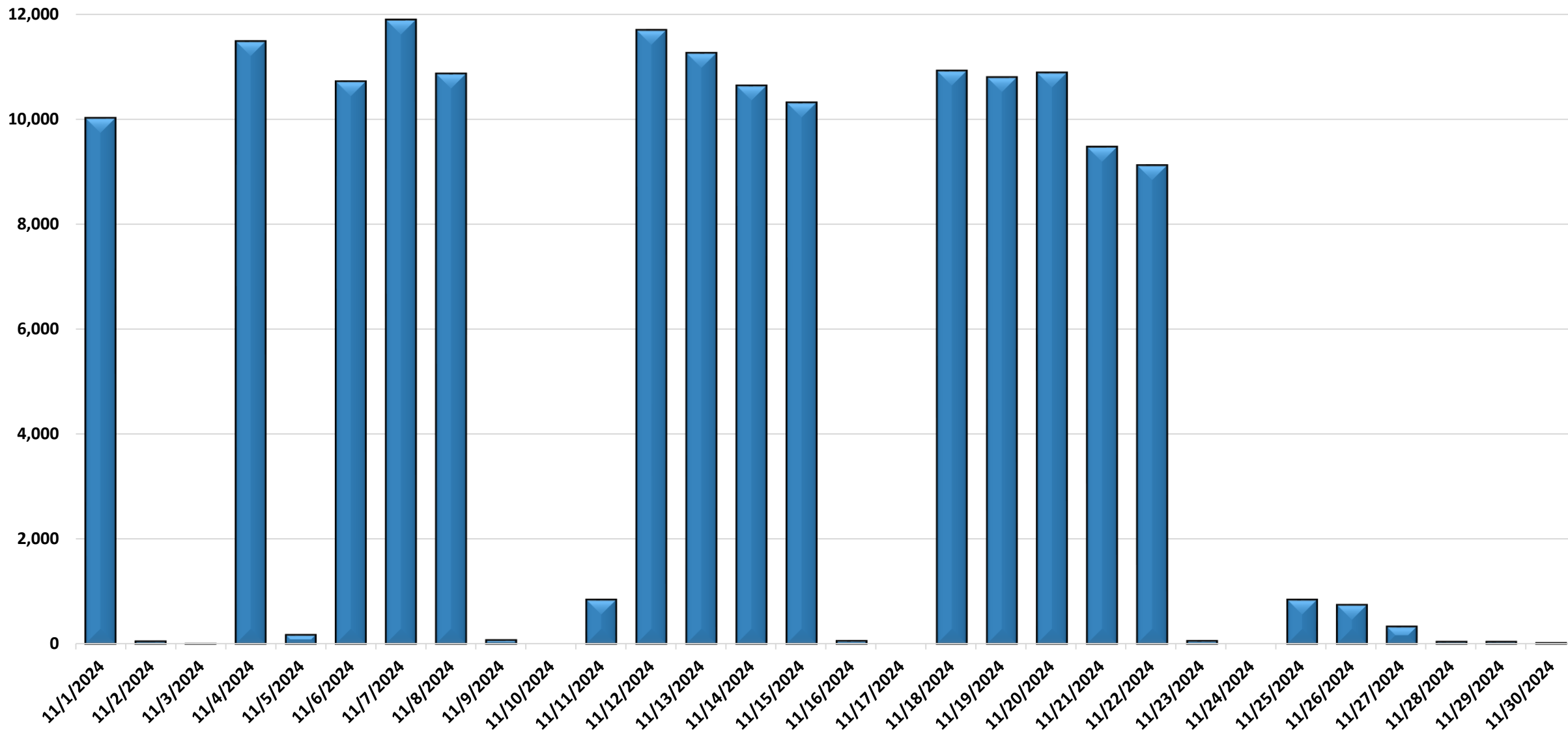


Nov 2024	Nov 24 Actual
Weekday Avg	328.0
Saturday Avg	245.6
Sunday Avg	222.2

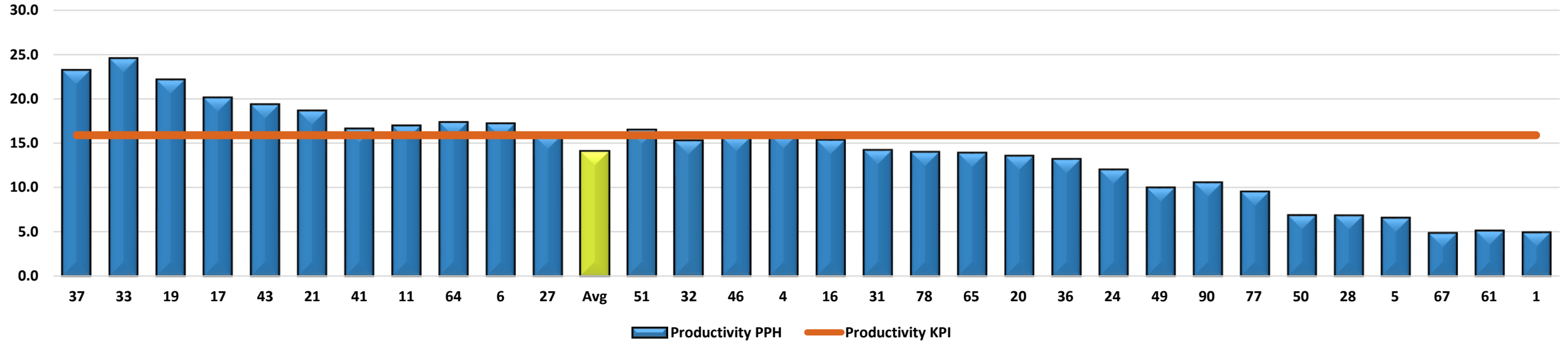


# Route Level KPIs

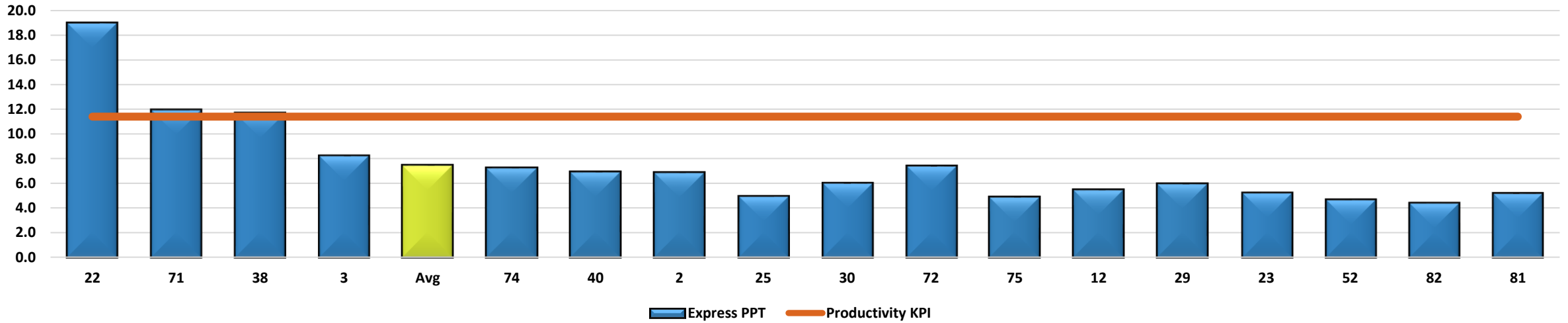
### CPS Ridership by Day



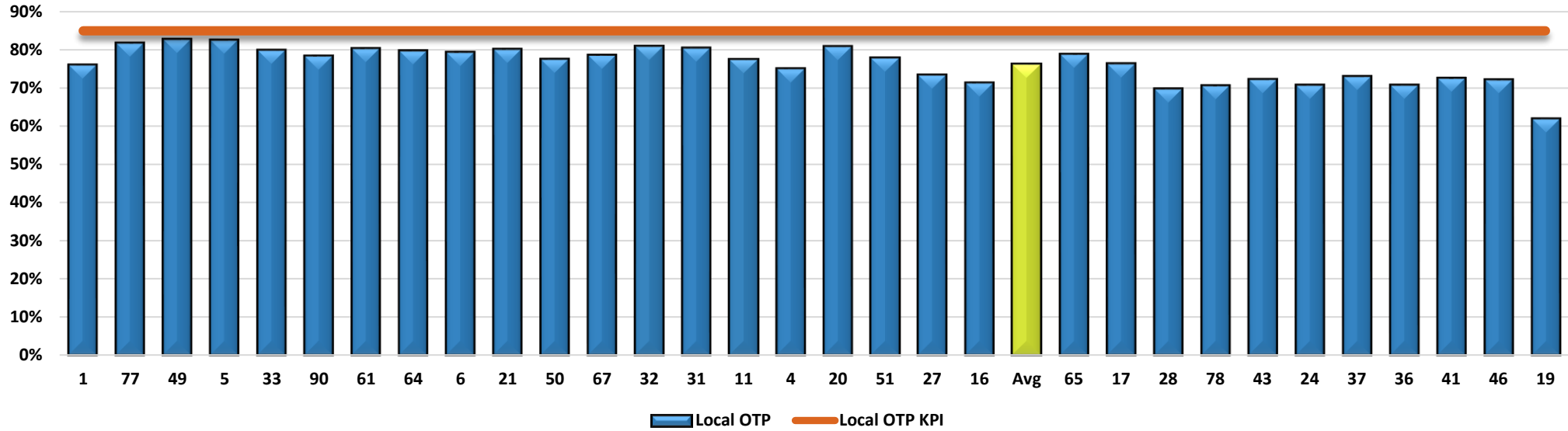
### Productivity - Local



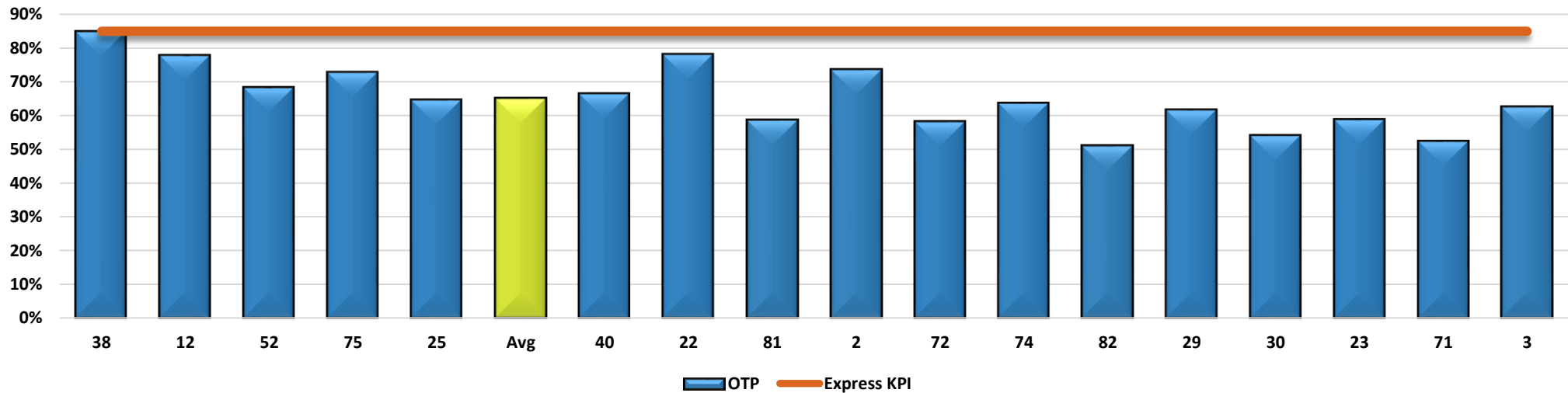
### Productivity - Express



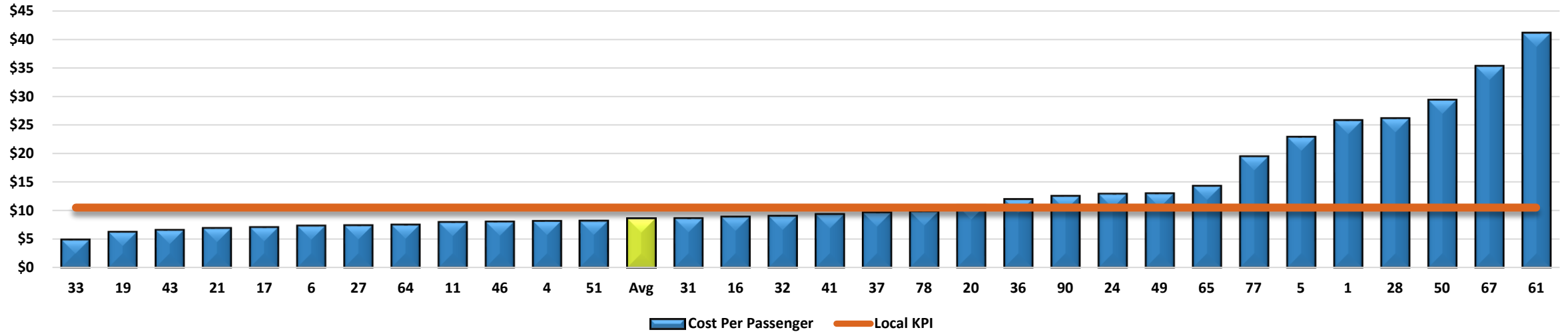
### OTP – Local



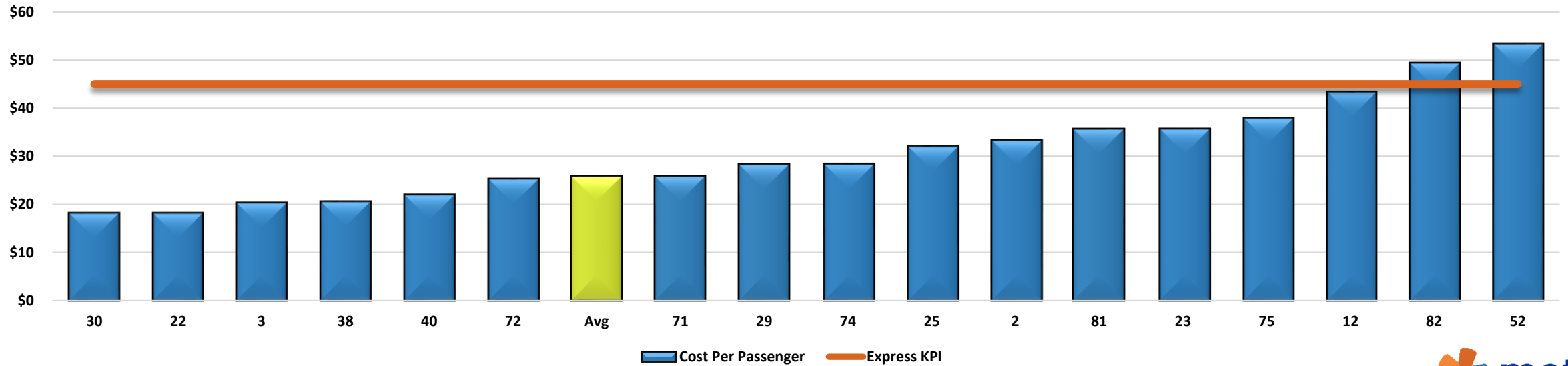
### OTP – Express



### Cost Per Passenger – Local



### Cost Per Passenger – Express





### On-Time Performance Local & Express Service (Last 12 Months)

