



SORTA/Metro
Board Meeting
June 25, 2024
6:00 pm-7:00 pm Eastern Time

SORTA BOARD OF TRUSTEES MEETING
TUESDAY, JUNE 25TH, 2024 – 6:00 P.M
SORTA BOARD ROOM 6th FLOOR
525 VINE STREET,
CINCINNATI, OHIO, 45202

General Items:

- Call to order
- Pledge of Allegiance
- Hearings from citizens
- Chair Update

Action Items:

- 1 Approval of Board Minutes May 28th, 2024

Finance Committee (Dan Driehaus)

Planning & Operations Committee (Blake Ethridge)

Action Items:

- 2 Proposed Motion: Recommendation of Everybody Rides Metro (ERM) Board of Directors (Andy Aiello)
- 3 Proposed Resolution: Approval of Sales Office Lease Revision (Andy Aiello)

3.1 Action Item:

Procurement Action Item:

- 4 Proposed Resolution: Approval of Contract Award 089-2024-SS for CODA Upgrade and Licensing (Pat Giblin/John Edmondson)

4.1 Action Item:

Briefing Items:

- 5 Financial Results for May 31st, 2024 (Andy Aeillo)
- 6 Metro on the Move (Darryl Haley)
- 7 New Business
- 8 Executive Session
- 9 “Section 121.22(G)(3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action...”

Other Items:

Adjournment

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

Tuesday, July 23rd, 2024, at 9:00 a.m.

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

MINUTES OF: Regular Meeting of the SORTA Board of Trustees

DATE: Tuesday, May 28th 2024, 9:00 a.m.

BOARD MEMBERS PRESENT: Tony Brice, Chelsea Clark, Dan Driehaus, Trent Emeneker, Blake Ethridge, Kreg Keesee, Neil Kelly, Pete Metz, Briana Moss, Gwen Robinson, Sara Sheets and Sonja Taylor

BOARD MEMBERS ABSENT: Jay Bedi, Rod Hinton and KZ Smith

STAFF MEMBERS: Andy Aiello, Julie Beard, Norman Bouwie, John Edmondson, Darryl Haley, Adriene Hairston, Brandy Jones, Maria Jones, Natalie Krusling, Sharyn LaCombe, Tenecia Le'Flore, Bradley Mason, Troy Miller, Breanna Rahe, John Ravasio, Jason Roe, Khaled Shammout, Bill Spraul and Mike Weil

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

GUEST/PUBLIC PRESENT: None

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

HEARING FROM CITIZENS

None

CHAIRMAN UPDATE

None

APPROVAL OF APRIL 23rd, 2024 BOARD MEETING MINUTES

Mr. Keesee made a motion that the minutes from the April 23rd, 2024, board meeting be approved as previously mailed and Mr. Ethridge 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 21st 2024, and there were items(s) to present for Board Approval.

PROPOSED RESOLUTION NO: 21: APPROVAL OF 186-2023 Property & General Liability Insurance 2024 Coverages – (OTRP)

Ms. Taylor moved for adoption and Ms. Sheets seconded the motion. The contract approves a modification increasing the total not to exceed value from \$1,846,559.13 to \$3,383,148.13, an increase of \$1,536,589.

By roll call, the SORTA Board approved the resolution.

PROPOSED RESOLUTION NO: 22: APPROVAL TO FILE 2025 GRANT APPLICATIONS

Mr. Driehaus moved for adoption and Ms. Robinson seconded the motion. The resolution will allow execution of all contracts, agreements, clarifications, assurances and other documents necessary to apply for, receive and comply such grants and sources of funding, and (ii) undertake all activities set forth in Category 01.A of the FTA Fiscal Year 2025 Certifications and Assurances.

By roll call, the SORTA Board approved the resolution.

PLANNING AND OPERATIONS COMMITTEE

Mr. Ethridge reported on the Planning and Operations Committee meeting held on April 18th 2024 and there were items(s) to present for Board Approval.

PROPOSED RESOLUTION NO: 23: APPROVAL FOR PARTICIPATION IN OHIO DEPARTMENT OF TRANSPORTATION COOPERATIVE PURCHASING PROGRAM

Mr. Driehaus moved for adoption and Ms. Robinson seconded the motion. The Sr. Director of Procurement is authorized to agree in the name of Southwest Ohio Regional Transit Authority to directly pay vendors, under each such contract of the Ohio Department of Transportation in which (the Political Subdivision) participants, for items it receives pursuant to the contract.

By roll call, the SORTA Board approved the resolution.

PROPOSED MOTION: APPROVAL OF 2024 METRO FAMILY DAY

Mr. Driehaus moved for adoption and Ms. Robinson seconded the motion. The contract approves a contract at a total cost not to exceed \$288,322.

By roll call, the SORTA Board approved the resolution.

FINANCIAL REPORTS AS OF APRIL 30th, 2024

Mr. Aiello presented the April financial results. Total revenues were \$11.7 million, which was unfavorable to budget by \$789k. Total expenses were \$12.8 million, which is favorable to budget by 346k. Surplus/Deficit was \$1.0 million, which was unfavorable to budget by \$443k. Ridership was 1,167k, which is unfavorable to budget by 34k. Mr. Aiello presented the Investment of Funds Reserve Summary with a total All Securities at \$171,149,697, Net Unrestricted Securities Available at \$5,015,710 and Net Unrestricted Securities and 2024 Operating Budget Surplus at \$8,726,172. Mr. Aiello 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. We welcomed United States Representative Greg Landsman for an update on our Bus Stop Enhancement Project last week, we will hold public meetings May 28-30 to provide information and collect public feedback on proposed service improvements for August, we celebrated bike month and spread awareness around just how easy busing and biking can be all month long, and we recognized Darryl for being recognized as one of the 2024 "Men of Honor" recipients and Brandy Jones will be recognized in New York City as a "change maker" during the PR News "Top Women" award. Look for our outreach team on at our upcoming Juneteenth Celebration on June 15th and the Cincinnati Pride Festival on June 22nd. Our employee safety picnics will be held June 4-6 and our Safety Awards luncheon is scheduled for June 26th.

NEW BUSINESS

N/A

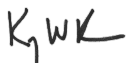
ADJOURNMENT

The meeting adjourned at 9:37 a.m.

NEXT MEETING

The next regular meeting of the SORTA Board of Trustees has been scheduled for
June 25th, 2024, at 6:00 P.M.
the SORTA/Metro Board Room, at 525 Vine Street, Cincinnati, Ohio.

APPROVED:



Kreg Keesee
Chair, SORTA Board

ATTESTED:



Darryl Haley
CEO/General Manager/Secretary-Treasurer



ERM BOARD OF DIRECTORS
MOTION

RECOMMENDATION OF EVERYBODY RIDES METRO (ERM) BOARD OF DIRECTORS

I move that the following individuals Dan Driehaus and Neil Kelly be appointed as Directors of Everybody Rides Metro (ERM):

<u>Name:</u>	<u>Term Expires:</u>
Dan Driehaus	June 30, 2027
Neil Kelly	June 30, 2027

Current member terms:

<u>Name:</u>	<u>Term Expires:</u>
Kreg Keesee	June 30, 2024
Sonja Taylor	June 30, 2024
Gina Marsh	June 30, 2025
Aaron Bley	June 30, 2025
Angela King	June 30, 2025
Kelly Smith-Trondle	June 30, 2026
Erik Thomas	June 30, 2026
Katie Frazier	June 30, 2026

MOVED BY: Kreg Keesee SECOND BY: Pete Metz

VOTE Aye: Chelsea Clark, Dan Driehaus, Blake Ethridge, Kreg Keesee, Neil Kelly, Pete Metz, Briana Moss, Gwen Robinson, Sara Sheets and KZ Smith

Nay: None

Abstain: None

ABSENT AT THE TIME: Mr. Brice, Sonya Taylor

PRESENT NON-VOTING MEMBERS: Jay Bedi and Trent Emenecker



ABSENT NON-
VOTING MEMBERS
AT THE TIME:

None

APPROVED:

June 25th, 2024



PRESENT NON-
VOTING
MEMBERS:

ABSENT NON-
VOTING MEMBERS
AT THE TIME:

None

APPROVED: June 25th, 2024



BOARD OF TRUSTEES ACTION ITEM

DATE: June 13, 2024
FROM: Andrew Aiello, Chief of Staff
PROJECT NO.: Sales Office Lease Agreement
REQUEST: Lease of Expanded Space in Mercantile Building

BACKGROUND

The current Metro Sales Office is located in the Mercantile Building directly across from Government Square. The current office sits in the interior of the building, requiring customers to enter the building to access services. The building is currently under renovation and Metro has the opportunity to occupy the space that directly fronts Government Square (the space currently occupied by Queen City Wine & Spirits). Leasing this space would allow Metro to have a sales window directly on Government Square and provide much-needed room to support the CPD detail that provides contracted security services for Government Square. The space would be leased from Mercantile Master Tenant, LLC.

BUSINESS PURPOSE

This action would allow Metro to maintain its retail sales outlet, but with an improved location (allowing for a ticket sales window directly adjacent to Government Square) and additional room to support the CPD detail that provides contracted security services at Government Square. This would require entering into a new lease with Mercantile Master Tenant, LLC.

PROJECT FINANCING

The proposed lease price of \$25.00 per square foot per year has been deemed fair and reasonable based on the current rate of \$31.69 per square foot per year and the average rate of similar retail space of \$28-32 per square foot per year.

Metro currently pays \$31.69 per square foot per year for 1,171 square feet (\$37,109 per year). Under the new lease, Metro would pay \$25.00 per square foot per year for 6,180 square feet (\$154,500 per year). The term of the lease agreement calls for a 3% increase in the annual base fee each year of the renewal.

The annual cost of the contract exceeds the current budget amount by \$117,000 and would be reflected in future annual operating budgets.

	Price Per SF	Yearly Rent	Operating Expenses	
Year 1	\$25.00	\$154,500	\$13,905	
Year 2	\$25.75	\$159,135	\$14,322	
Year 3	\$26.52	\$163,909	\$14,752	
Year 4	\$27.32	\$168,826	\$15,194	
Year 5	\$28.14	\$173,891	\$15,650	
Year 6	\$28.98	\$179,108	\$16,120	
Year 7	\$29.85	\$184,481	\$16,603	
Year 8	\$30.75	\$190,016	\$17,101	
Year 9	\$31.67	\$195,716	\$17,614	
Year 10	\$32.62	\$201,587	\$18,143	
	Totals	\$1,771,169	\$159,405	\$1,930,574



The lease includes Metro's contribution to shared building operating expenses, estimated to be approximately \$2.25 per square foot each year.

PROJECT PROCUREMENT

This award is a real estate lease and is not subject to the competitive process. No vendor outreach efforts were completed as part of this award.

PROJECT DIVERSITY

This award is a real estate lease with no subcontracting opportunities. No vendor diversity analysis or outreach was completed as part of this award.

RECOMMENDED BOARD ACTION

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer to enter into a ten-year lease on behalf of Metro with Mercantile Master Tenant, LLC with a total not to exceed value of \$1,930,574.

Project	Method	Vendor	Award	Term	Funding
092-2024-SS* CODA Financial System Upgrade	Sole Source Award	Unit 4 Business Software, Inc.	\$456,636	3 years July 2024 – June 2027	Budgeted Local Operating

*denotes non-competitive or non-negotiable award

Supplier Diversity Summary

Total Awards for Month	\$456,636
Total Diversity Spend for Month	\$--
Addressable Awards	\$--
Effective Participation Rate	\$--
2024 Total Spend	\$54,596,387
2024 Diversity Spend	\$5,861,303 (10.7%)
2024 Total Addressable Spend	\$47,089,400
2024 Effective Participation Rate	12.4%

Note: Staff discovered several duplicate transactions in previous months reports

Note: Staff discovered several duplicate transactions in previous months reports



BOARD OF TRUSTEES
 SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
 RESOLUTION NO. 2024-25

APPROVAL OF 092-2024 CODA FINANCIAL SYSTEM; UPDGRADE

WHEREAS:

1. Metro currently uses CODA Financials, a proprietary system provided by Unit 4 Business Software, Inc.
2. The system and its various modules are currently located on premises.
3. On-premises products are no longer supported by the provider.
4. Metro would like to migrate the on-premises software products to cloud-based Software as a Service (“SaaS”) products as part of an organizational business continuity plan and to ensure ongoing product support for the mission critical systems.
5. SORTA staff recommends approval to Contract No. 092-2024 on behalf of SORTA with Unit 4 Business Software Inc., at a total not to exceed value of \$456,636.

THEREFORE, BE IT RESOLVED:

6. The Board authorizes the CEO/General Manager/ Secretary-Treasurer or the CFO to execute Contract No. 092-2024 on behalf of SORTA with Unit 4 Business Software, Inc., with a not to exceed cost of \$456,636.

MOVED BY:	Blake Ethridge	SECOND BY:	Chelsea Clark
VOTE Aye:	Chelsea Clark, Dan Driehaus, Blake Ethridge, Kreg Keesee, Neil Kelly, Pete Metz, Briana Moss, Gwen Robinson, Sara Sheets and KZ Smith		
Nay:	None		
Abstain:	None		
ABSENT AT THE TIME:	Mr. Brice, Sonya Taylor		
PRESENT NON-VOTING MEMBERS:	Jay Bedi and Trent Emenecker		
ABSENT NON-VOTING MEMBERS:	None		

AT THE TIME:

APPROVED: June 25th, 2024



BOARD OF TRUSTEES ACTION ITEM

DATE: June 18, 2024
FROM: John Edmondson, Sr. Director of Procurement
 Patrick Giblin, Sr. Director of IT/Chief Information Officer
PROJECT NO.: 092-2024 CODA Financial System Upgrade
REQUEST: Contract Award

BACKGROUND

Metro currently uses CODA Financials, a proprietary system provided by Unit4 Business Software, Inc. The system and its various modules are currently located on premises. On-premises products are no longer supported by the provider.

BUSINESS PURPOSE

Metro seeks to migrate on-premises software products to cloud-based Software as a Service (“SaaS”) products as part of an organizational business continuity plan and to ensure ongoing product support for mission critical systems.

PROJECT FINANCING

The estimate for the project is \$456,636 and contains annual fees of \$122,212 per year and \$90,000 for professional services (migration and implementation). The annual CODA fees are budgeted at approximately \$60,000 per year. The table below illustrates the budgeted and unbudgeted fees for the remainder of FY2024 through FY2027:

	FY2024	FY2025	FY2026	FY2027	TOTAL
Budgeted	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 240,000
Unbudgeted					
<i>Implementation</i>	\$ 90,000				\$ 90,000
<i>Annual Fee</i>	\$ -	\$ 122,212	\$ 122,212	\$ 122,212	\$ 366,636
Project Subtotal					\$ 456,636
Variance fav(unfav)	\$ (30,000)	\$ (62,212)	\$ (62,212)	\$ (62,212)	\$ (216,636)

The project is scheduled to be implemented in FY2024. The annual fee for FY2024 will be prorated based on when the project enters full production status (aka Go Live Date).

The final cost of the project is \$456,636, which is **unfavorable to budget by \$216,636**.

PROJECT PROCUREMENT

This is a sole source award. No market competition is available for this item.

PROJECT DIVERSITY



This project is a 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. 092-2024, on behalf of Metro with Unit 4 Business Software, Inc., with a not to exceed value of \$456,636.



Southwest Ohio Regional Transit Authority

Financial Summary - May 2024

Report Out Date – June 18, 2024

Agenda – Financial Summary

- Statement of Operations for May '24
 - Revenue Chart
 - Expense Chart
 - Key Drivers
 - Detail Profit & Loss Statement

- Investment Funds Reserve Summary

- Investment Balance Update (separate attachment)



STATEMENT OF OPERATIONS

Summary

- Total Revenue \$12.8M - unfavorable to Budget (\$370k)
- Total Expense \$13.0M - favorable to Budget \$421k or 3.1%
- Surplus / (Deficit) (\$0.2M) - favorable to Budget \$51k
- Note: Ridership total is 1,177k – unfavorable to Budget (70k) or (5.6%)

Revenue

- Total Operating Revenue \$1.9M - favorable to Budget \$258k or 15.5%
- Non-Transportation \$0.8M - favorable to Budget \$16k or 2.1%
- County Sales Tax \$9.3M – unfavorable to Budget (\$644k); see additional slide on county sales tax
- Federal Grants \$0.8M - on Budget

Expense

- Wages & Benefits \$9.7M - favorable to budget \$448k or 4.4%
- Fuel and Lubricants \$729k - unfavorable (\$31k) or (4.4%) to Budget
- Parts & Supplies \$831k - favorable \$12k to Budget or 1.4%
- All Other \$1.8M – unfavorable to Budget (\$8k). Root Cause: Timing of Adv/Promotions (\$158k)

Southwest Ohio Regional Transit Authority 2024 Profit & Loss Statement



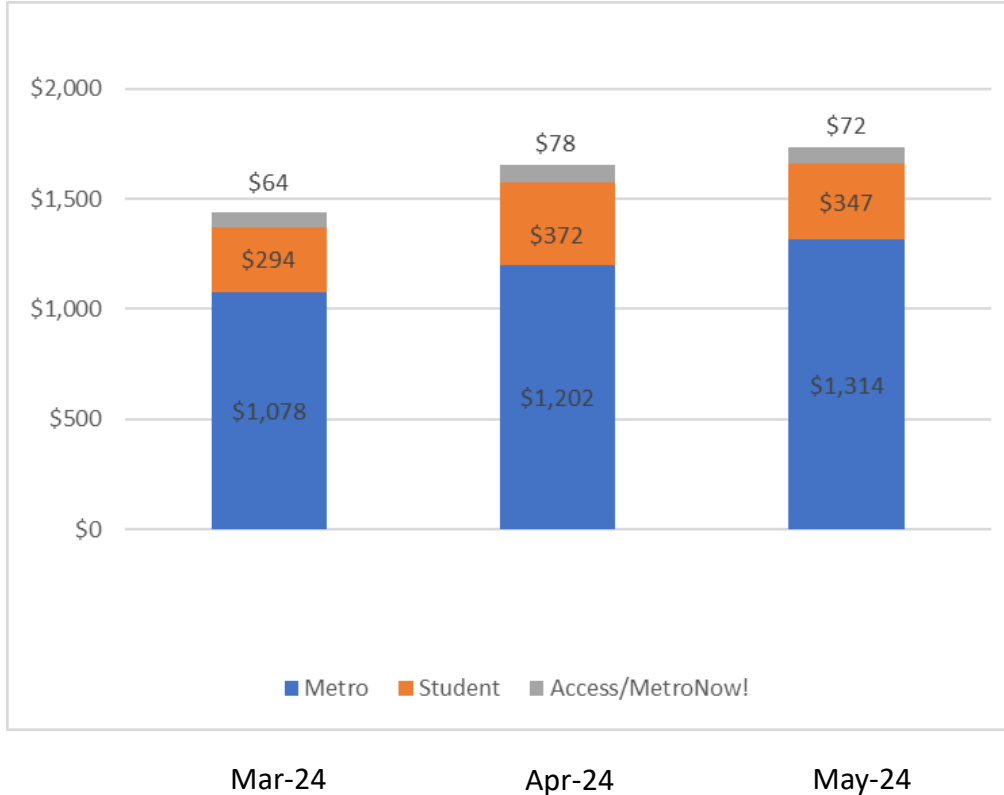
5 Mo Ending May 31, 2024 (\$ In Thousands)	Month				Year to Date				
	Actual	Budget	Fav(Unfav)		Actual	Budget	Fav(Unfav)		Prior Year
Ridership									
Regular	1,028,354	1,082,555	(54,201)	(5.0%)	4,649,071	4,924,303	(275,232)	(5.6%)	4,599,005
CPS	126,521	142,195	(15,674)	(11.0%)	738,670	782,923	(44,253)	(5.7%)	757,582
Subtotal Fixed Route	1,154,875	1,224,750	(69,875)	(5.7%)	5,387,741	5,707,226	(319,485)	(5.6%)	5,356,587
Access	15,601	16,990	(1,389)	(8.2%)	75,610	79,463	(3,853)	(4.8%)	74,241
MetroNow!	6,380	4,998	1,382	-	27,900	22,170	5,730	-	-
Total Ridership	1,176,856	1,246,738	(69,882)	(5.6%)	5,491,251	5,808,859	(317,608)	(5.5%)	5,430,828
Operating Revenue									
Metro Fares	\$ 1,314	\$ 1,184	\$ 130	11.0%	\$ 5,643	\$ 5,423	\$ 220	4.1%	\$ 5,157
Access Fares	59	64	(5)	(7.8%)	292	300	(8)	(2.7%)	284
MetroNow! Fares	13	10	3	30.0%	58	44	14	31.8%	-
CPS Fares	347	195	152	77.9%	1,710	1,065	645	60.6%	1,228
Other	185	207	(22)	(10.6%)	892	1,021	(129)	(12.6%)	1,112
Total Operating Revenue	1,918	1,660	258	15.5%	8,595	7,853	742	9.4%	7,781
Non-Operating Revenue									
County Sales Tax	9,288	9,932	(644)	(6.5%)	47,148	48,998	(1,850)	(3.8%)	45,687
ARP	-	-	-	n/a	-	-	-	n/a	10,500
ARP Comp	-	-	-	n/a	-	-	-	n/a	12,500
Federal Subsidies	843	843	-	-	4,213	4,213	-	-	6,000
Non Transportation	764	748	16	2.1%	4,573	3,995	578	14.5%	2,904
Total Non-Operating Revenue	10,895	11,523	(628)	(5.4%)	55,934	57,206	(1,272)	(2.2%)	77,591
Total Revenue	12,813	13,183	(370)	(2.8%)	64,529	65,059	(530)	(0.8%)	85,372
Expenses									
Employee Wages & Benefits	9,699	10,147	448	4.4%	47,876	49,482	1,606	3.2%	43,340
Fuel & Lubricants	729	698	(31)	(4.4%)	3,339	3,524	185	5.2%	3,220
Parts & Supplies	831	843	12	1.4%	4,210	4,278	68	1.6%	3,942
Empowerment Fund	-	-	-	n/a	-	-	-	n/a	209
Other	1,772	1,764	(8)	(0.5%)	8,220	9,424	1,204	12.8%	7,894
Total Expenses	13,031	13,452	421	3.1%	63,645	66,708	3,063	4.6%	58,605
Surplus(Deficit) Before Adj	\$ (218)	\$ (269)	\$ 51		\$ 884	\$ (1,649)	\$ 2,533		\$ 26,767



MAY 2024 – FARE REVENUE SOURCES

3 MONTH TREND – MARCH 2024 THRU MAY 2024

In Thousands



Month	Days per Month	Avg Rev per Day
Mar-24	31	\$35
Apr-24	30	\$40
May-24	31	\$42

Note: Number of Weekdays within each corresponding month as follows: Mar 21, Apr 22, May 23



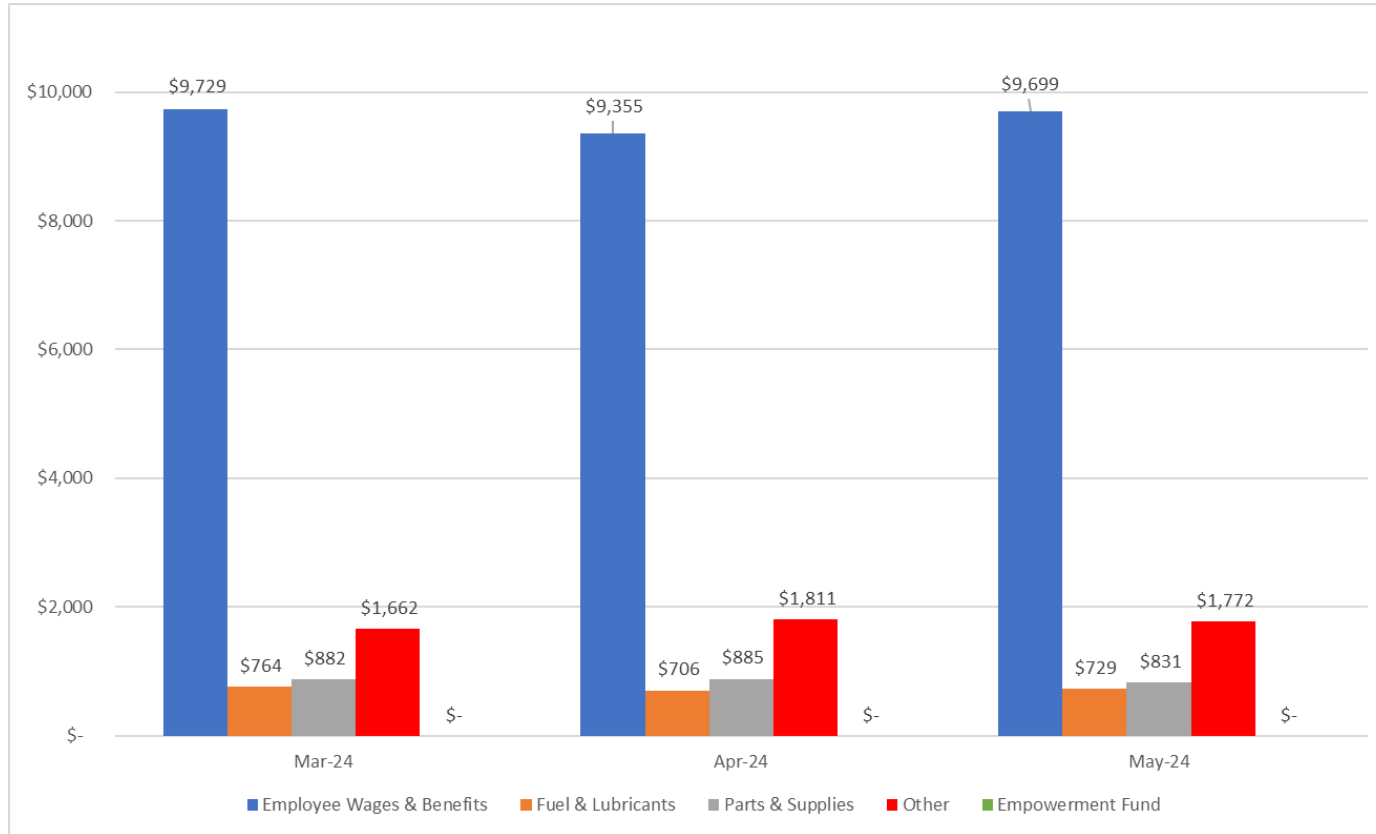
	Jan	Feb	YTD
CY Actual	\$8,781	\$8,683	\$17,464
Budget	\$9,987	\$9,327	\$19,314
Var \$	(1,206)	(644)	(1,850)
Var %	-12.1%	-6.9%	-9.6%
PY Actual	\$8,907	\$8,659	\$17,566
Var	(126)	24	(102)
Var %	-1.4%	0.3%	-0.6%

- Year to Date thru February Hamilton County Sales Tax is (\$1.9m) unfavorable to budget and (\$102k) unfavorable to prior year or (0.6%)
- County Sales tax is on a three month lag. Actual February results are received and recorded during May accounting cycle
- January and February receipts are the two lowest months historically for the year, making up less than 15% of the total year.

MAY 2024 – OPERATING EXPENSE SOURCES

3 MONTH TREND – MARCH 2024 THRU MAY 2024

In Thousands





Investment Funds Reserve Summary

Overnight Investments	\$30,173,066
Securities & CD's	\$137,128,797

Total All Securities (5/31/2024)	\$167,301,863
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Current Capital Reserve Obligations

<i>BRT Project Development (Hamilton & Reading Corridors)</i>	\$36,000,000
<i>Future BRT Capital Match (Fed 70% & Local 30%)</i>	\$54,000,000

Total BRT	\$90,000,000
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Local Match - FTA and ODOT Grants	\$6,916,103
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100% Local Projects (<i>Prior Years Open + Current Year</i>)	\$38,667,187
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2 Months of Operating Expenses	\$24,000,000
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All Other Obligations	\$6,500,000
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Total Current Capital Reserve Obligations	\$166,083,290
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Net Unrestricted Securities Available	\$1,218,573
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2024 Remaining Operating Budget Surplus Jun - Dec (Deficit)	\$3,980,958
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Net Unrestricted Securities + '24 Operating Budget Surplus	\$5,199,531
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metro on the MOVE

From Darryl Haley, Metro CEO
& General Manager/Secretary-Treasurer



June 2024

This June, we joined with transit systems across the country to celebrate National Safety Month, and with the community to recognize Juneteenth and Pride month.

Safety Month: We look forward to seeing many of you tomorrow as we celebrate our amazing operators and maintenance employees who achieved safety milestone awards for driving without a single preventable accident, during our annual safety awards banquet. We appreciate their dedication to safety every trip, every day.

A Safe and Secure Workplace: We are grateful to the Hamilton County Commissioners who last week passed a resolution to the Ohio Legislature to pass legislation making it a felony to assault public transit system workers in Ohio. We believe that it is the right of every transit employee to do their job in service to our community without fear of assault. This resolution is one more step in the right direction to increasing the consequences of such incidents against our team members and transit workers across the state.



Free Rides for Vets: We are proud to share that we have partnered with Hamilton County to enhance Metro’s Veterans Program (MVP), which offers half fare rides to veterans, to now include free rides to veterans accessing medical services. Veterans should contact the Veterans Services Commission for passes.

Thank you,

Darryl Haley
CEO/General Manager/Secretary-Treasurer