



SORTA/Metro
Board Meeting
July 23, 2024
9:00 am-10:00 am Eastern Time

SORTA BOARD OF TRUSTEES MEETING

TUESDAY, JULY 23rd, 2024 – 9:00 A.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 June 25th, 2024

Finance Committee (Dan Driehaus)

Planning & Operations Committee (Blake Ethridge)

Consent Agenda: Procurement Matrix (Andy Aiello)

- 2 Proposed Resolution: Approval of Contract Modification for 16-2021-A MTIF (Aecom) and B MTIF (Woolpert) Consulting Services (Jason Roe, John Edmondson)
 - 2.1 Action Item:
- 3 Proposed Resolution: Approval of Contract Modification for 112-2023 Access Gasoline Fueling (Jeff Mundstock, John Edmondson)
 - 3.1 Action Item:
- 4 Proposed Resolution: Approval of Contract Award for 078-2024-IFB for Diesel Exhaust Fluid (Jeff Mundstock, John Edmondson)
 - 4.1 Action item:
- 5 Proposed Resolution: Approval of Contract Award for 088-2024RTC Street Level Repairs (Jeff Mundstock, John Edmondson)
 - 5.1 Action Item:
- 6 Proposed Resolution: Approval of Contract Award for 097-2024-SS for One Call Mobility Center (Matt Moorman, John Edmondson)
 - 6.1 Action Item:
- 7 Proposed Resolution: Approval of Contract Award for 098-2024-SS for Transit App (Khaled Shammout, John Edmondson)

7.1 Action Item:

- 8 Proposed Resolution: Approval of Contract Award for 099-2024-SS for Masabi APC System (Khaled Shammout, John Edmondson)

8.1 Action Item:

Briefing Items:

- 9 Financial Results for June 30th, 2024 (Andy Aeillo)
- 10 Metro on the Move (Darryl Haley)
- 11 New Business

Labor Committee (Gwen Robinson/Blake Ethridge)

- 12 Executive Session:
Section 121.22(G)(4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees....,
- 13 Proposed Resolution: Approval of 2023 - 2026 Metro Operating Division Labor Contract (John Ravasio)

13.1 Action Item:

Governance and Nominating Committee (Dan Driehaus)

- 14 Election of Officers- 2024 Chair and Vice Chair of the SORTA Board of Trustees (Dan Driehaus)

15 **Other Items:**

Adjournment

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

Tuesday, August 27th, 2024, at 6:00 p.m.

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

MINUTES OF: Regular Meeting of the SORTA Board of Trustees

DATE: Tuesday, June 25th 2024, 6:00 p.m.

BOARD MEMBERS PRESENT: Jay Bedi, Chelsea Clark, Dan Driehaus, Trent Emenecker, Blake Ethridge, Kreg Keesee, Neil Kelly, Pete Metz, Briana Moss, Gwen Robinson, Sara Sheets and KZ Smith

BOARD MEMBERS ABSENT: Tony Brice and Sonja Taylor

STAFF MEMBERS: Andy Aiello, Steve Anderson, Pat Giblin, Darryl Haley, Brandy Jones, Natalie Krusling, Sharyn LaCombe, Bradley Mason, John Ravasio, Jason Roe, Bill Spraul, August Sweitzer and Mike Weil

LEGAL COUNSEL: Tony Osterlund (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

We have an active investigation. The board took a moment of silence.

Today's is Kreg Keesee's last day on the board.

Reminded the board of the safety award banquet tomorrow beginning at 11:00 a.m.

APPROVAL OF MAY 28th, 2024 BOARD MEETING MINUTES

Mr. Keesee made a motion that the minutes from the May 28th, 2024, board meeting be approved as previously mailed and Ms. Robinson seconded the motion.

By voice vote, the SORTA Board approved the minutes.

FINANCE COMMITTEE

Mr. Driehaus reported on the Finance Committee meeting held on June 18th 2024, and there were no items(s) to present for Board Approval.

PLANNING AND OPERATIONS COMMITTEE

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

PROPOSED MOTION: RECOMMENDATION OF EVERYBODY RIDES METRO (ERM)

Mr. Keesee moved for adoption and Mr. Metz seconded the motion. Dan Driehaus and Neil Kelly were appointed as Directors to Everybody Rides Metro (ERM).

By roll call, the SORTA Board approved the resolution.

PROPOSED RESOLUTION: APPROVAL OF SALES OFFICE LEASE REVISION

Mr. Ethridge moved for adoption and Ms. Robinson seconded the motion. The contract approves a contract revision at a total cost not to exceed \$1,930,574 for ten years.

By roll call, the SORTA Board approved the resolution.

PROPOSED RESOLUTION: APPROVAL OF CONTRACT AWARD 089-2024-SS FOR CODA UPGRADE AND LICENSING

Mr. Ethridge moved for adoption and Ms. Clark seconded the motion. The contract approves a contract at a total cost not to exceed \$456,636 for 3 years.

By roll call, the SORTA Board approved the resolution.

FINANCIAL REPORTS AS OF MAY 31ST, 2024

Mr. Aiello presented the May financial results. Total revenues were \$12.8 million, which was unfavorable to budget by \$370k. Total expenses were \$13 million, which is favorable to budget by \$421k. Surplus/Deficit was \$0.2 million, which was favorable to budget by \$51k. Ridership was 1,177k, which is unfavorable to budget by 70k. Mr. Aiello presented the Investment of Funds Reserve Summary with a total All Securities at \$167,301,863, Net Unrestricted Securities Available at \$1,218,573 and Net Unrestricted Securities and 2024 Operating Budget Surplus at \$6,199,531. Mr. Aiello then reviewed the contributing factors to these variances.

The SORTA Board accepted the report as presented.

METRO ON THE MOVE

Mr. Haley let the board know that the Metro on the Move is in their board packet to review. Mr. Keesee was presented with a Royal Coachman award as well as additional award thanking him for his many years on chairing the SORTA Board.

NEW BUSINESS

N/A

ADJOURNMENT

The meeting adjourned at 7:55 p.m.

NEXT MEETING

The next regular meeting of the SORTA Board of Trustees has been scheduled for **July 23rd, 2024, at 9:00 A.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

Project	Method	Vendor	Award	Term	Funding
16-2021-A* MTIF Consulting Services	Contract Modification	AECOM Technical Services, Inc.	\$235,000 (o) <u>\$150,000 (m)</u> \$385,000	4.6 years Apr 2021 – Dec 2025	MTIF Funding
16-2021-B* MTIF Consulting Services	Contract Modification	Woolpert, Inc.	\$235,000 (o) <u>\$150,000 (m)</u> \$385,000	4.6 years Apr 2021 – Dec 2025	MTIF Funding
112-2023* Access Gasoline Fueling System	Contract Modification	Prus Construction	\$3,128,674 (o) <u>\$231,039 (m)</u> \$3,359,713 (10% goal)	1 year Oct 2023 – Oct 2024	Unbudgeted Local Capital
078-2024 Diesel Exhaust Fluid	Invitation for Bid (IFB)	PetroChoice LLC	\$179,800	1 year Aug 2024 – Jul 2025	Budgeted Local Operating
088-2024 RTC Street Level Repairs	Invitation for Bid (IFB)	YMS Construction	\$188,260 \$11,296 (6% goal)	1 year Aug 2024 – Jul 2025	RTC Funds
097-2024* SalesForce/Captech	Joint Procurement Request for Proposals (RFP)	NEORide	\$583,155	5 years Jul 2024 – Jun 2029	Budgeted Local Capital & Operating, OTP2 Grant Funds (14.5%)
098-2024* Transit App	Joint Procurement Contract Renewal	NEORide	\$308,993	5 years Jul 2024 – Jun 2029	Budgeted Local Operating
099-2024* EZ Fare Program	Joint Procurement Request for Proposals (RFP)	NEORide	\$140,522	5 years Jul 2024 – Jun 2029	Budgeted Local Operating

*denotes non-competitive or non-negotiable award

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

Total Awards for Month	\$1,931,769
Total Diversity Spend for Month	\$34,436 (1.8%)
Addressable Awards	\$368,060
Effective Participation Rate	9.4%
2024 Total Spend	\$59,381,152
2024 Diversity Spend	\$6,048,408 (10.2%)
2024 Total Addressable Spend	\$49,055,087
2024 Effective Participation Rate	12.3%

PRESENT NON-
VOTING
MEMBERS: Jay Bedi and Trent Emeneker

ABSENT NON-
VOTING MEMBERS
AT THE TIME: None

APPROVED: July 23rd, 2024



BOARD OF TRUSTEES ACTION ITEM

DATE: July 16, 2024

FROM: John Edmondson, Sr. Director of Procurement
Jason Roe, Director of Infrastructure and Development Programing

PROJECT NO.: 016-2021-A MTIF Consulting Services (AECOM)
016-2021-B MTIF Consulting Services (Woolpert)

REQUEST: Contract Modification

BACKGROUND

The passage of Issue 7 in 2020 included the requirement that 25% of the revenue collected from the initiative be allocated to transportation infrastructure projects throughout Hamilton County, known as the Metro Transit Infrastructure Fund (“MTIF”). Metro is required to establish an appropriate administrative infrastructure to allow jurisdictions to apply for funding for various infrastructure improvement projects.

BUSINESS PURPOSE

The MTIF program annually has a general call for projects within and including Hamilton County. Consultants are utilized as a qualified third party that assist reviewing and scoring the project applications. Additionally, they serve a support staff for reviewing project reimbursement request and expense documentation for eligible cost. Contracts for consulting services in support of the MTIF program were procured and awarded in 2021. Additional time and funding are needed to allow Metro to further support the program.

PROJECT FINANCING

The budget for the original awards was \$470,000, or \$235,000 per award. The table below reflects the original project budget, amount expended to date, and the amount requested in the modification:

	AECOM	Woolpert	Total
Original Award	\$235,000	\$235,000	\$470,000
Expended TD	<u>192,695</u>	<u>231,629</u>	<u>424,324</u>
Subtotal	42,305	3,371	45,676
Modification Amnt.	150,000	150,000	300,000
New NTE	385,000	385,000	770,000
Unexpended Balance	<u>\$192,305</u>	<u>\$153,371</u>	<u>\$345,676</u>

The final project cost of \$770,000 is flat to budget.

PROJECT PROCUREMENT



The transaction is a sole source award. No vendor outreach or competitive procurement is required.

PROJECT DIVERSITY

The transaction is a sole source award. No vendor diversity review or established goal is required.

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 modifications to Contract No. 16-2021-A and 16-2021-B, on behalf of Metro with AECOM Technical Services, Inc., and Woolpert, Inc., respectively, increasing the total not to exceed value of each from \$235,000 to \$385,000, an increase of \$150,000, respectively.

PRESENT NON-
VOTING
MEMBERS: Jay Bedi and Trent Emeneker

ABSENT NON-
VOTING MEMBERS
AT THE TIME: None

APPROVED: July 23rd, 2024



BOARD OF TRUSTEES ACTION ITEM

DATE: July 17, 2024
FROM: John Edmondson, Sr. Director of Procurement
 Jeff Mundstock, Director of Fleet & Facilities
PROJECT NO.: 112-2023 Access Gasoline Fueling Station
REQUEST: Contract Award

BACKGROUND

Metro operates Access paratransit and Metro NOW services out of the same facility located on Transpark Drive. The location is currently in the process of adding a gasoline fueling station for revenue and service vehicles that require standard gasoline fuel. During construction work on the fueling station, engineers noted that a retention wall would be needed to maintain water flow for the outer lot and fueling stations. In addition, the safety fencing near the retaining wall is in a deteriorated state and in need of replacement.

BUSINESS PURPOSE

The original contract was awarded in 2023 for \$3,128,674 as part of a competitive procurement. The modification is needed to allow for the construction of a required retaining wall and replacement of a safety fence to maintain the safety and efficient operation of the Access property.

PROJECT FINANCING

The amount of the modification is \$231,039, bringing the total award for the project to \$3,359,712. The modification was unbudgeted.

The original project and modification will be financed using local capital funds.

The modification amount of \$231,039 is unbudgeted and is **unfavorable to budget**.

PROJECT PROCUREMENT

The transaction is a sole source award. No vendor outreach or competitive procurement is required.

PROJECT DIVERSITY

The transaction is a sole source award. No vendor diversity review or established goal is required.

RECOMMENDED BOARD ACTION

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a modification to Contract No. 112-2023, on behalf of Metro with Prus Construction Co., increasing the total not to exceed value from \$3,128,674 to \$3,359,712, an increase of \$231,039.

ABSENT NON-
VOTING MEMBERS
AT THE TIME:

None

APPROVED:

July 23rd, 2024



BOARD OF TRUSTEES ACTION ITEM

DATE: July 16, 2024
FROM: John Edmondson, Sr. Director of Procurement
 Jeff Mundstock, Director of Fleet & Facilities
PROJECT NO.: 078-2024 Diesel Exhaust Fluid
REQUEST: Contract Award

BACKGROUND

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

BUSINESS PURPOSE

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

PROJECT FINANCING

The budget for the project is \$280,240 and will be financed using local operating funds.

The budget is based on the estimated consumption of 124,000 gallons at an average cost of \$2.26 per gallon.

The final project cost for 1 year of products is \$179,800, which is **favorable to budget by \$100,440**.

PROJECT PROCUREMENT

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

Staff targeted 14 firms capable of delivering the products, including 2 certified XBE firms. More than 200 firms were notified of the opportunity using our e-procurement platform.

14 vendors downloaded solicitation materials and four (4) submitted responses for our review.

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



SELECTED VENDOR TOTALS

Vendor	Total
PetroChoice LLC	\$179,800.00
Next Generation Fuel, LLC	\$188,480.00
Mansfield Oil Company of Gainesville, Inc	\$215,760.00
Tartan Oil LLC	\$222,580.00

DIESEL EXHAUST FLUID

PetroChoice, LLC is considered to have the lowest responsive, responsible bid. The price is fair and reasonable based on the competitive pricing offered from other vendors.

PROJECT DIVERSITY

A vendor diversity participation goal was not required for this contract since Metro financed the contract using local funding.

Staff targeted 2 certified XBE firms for this opportunity. One certified firm responded with bid submissions.

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. 078-2024, on behalf of Metro with PetroChoice, LLC, with a not to exceed value of \$179,800.

ABSENT NON-
VOTING MEMBERS
AT THE TIME:

None

APPROVED:

July 23rd, 2024



BOARD OF TRUSTEES ACTION ITEM

DATE: July 16, 2024
FROM: John Edmondson, Sr. Director of Procurement
 Jeff Mundstock, Director of Fleet & Facilities
PROJECT NO.: 088-2024 RTC Street Level Repairs
REQUEST: Contract Award

BACKGROUND

Metro operates and maintains the Riverfront Transit Center (“RTC”) located under 2nd street in downtown Cincinnati.

BUSINESS PURPOSE

Six entrances to the RTC are creating a safety hazard during standard use. Repairs are needed to all doors and underlying concrete in order to ensure continued safe operation. Temporary doors will need to be placed ahead of the Blink festival on October 17, with the permanent doors installed immediately following the festival.

PROJECT FINANCING

The budget for the project is \$121,000 and will be financed using the RTC maintenance account. The RTC is owned by the City of Cincinnati and operated by Metro. Revenue collected from the parking fees/operation at the RTC is used to fund the RTC maintenance account.

The project will last approximately 6 months with a final cost of \$188,260. The final project cost is **unfavorable to budget by \$67,260**. This will not negatively impact Metro finances as the project is funded through the City’s RTC maintenance account (see above).

PROJECT PROCUREMENT

The procurement methodology for construction projects is an Invitation for Bid (“IFB”). The lowest responsive, responsible bidder is selected for the project award.

Staff targeted 10 local firms capable of performing the required work, 20 certified XBE firms, and more than 450 firms through our e-procurement platform.

Metro received two bids in response to the solicitation. The response from Cincinnati Glass, LLC was considered non-responsive as they did not provide itemized pricing for all cost elements. Pursuant to ORC guidelines, the single response can be negotiated and awarded as a Single Source.

The contract is a firm fixed fee contract with a term of one year.

**PROJECT DIVERSITY**

Staff reviewed the project work scope and determined that a sufficient number of diverse vendors were capable of performing the work as either a prime or subcontractor. Based on the scale of work to be performed, staff established a 6% goal for the award (\$11,296)

Staff identified more than 20 certified XBE firms capable of performing the work, provided each with the solicitation materials, and requested a response.

The vendor diversity goal for this award is 6%, or \$11,296.

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. 088-2024, on behalf of Metro with YMS Construction, with a not to exceed value of \$188,260.

PRESENT NON-
VOTING
MEMBERS:

ABSENT NON-
VOTING MEMBERS
AT THE TIME: None

APPROVED: July 23rd, 2024



BOARD OF TRUSTEES ACTION ITEM

DATE: July 16, 2024

FROM: John Edmondson, Sr. Director of Procurement
Khaled Shammout, Chief Strategic Planning, Development, & Innovation Officer

PROJECT NO.: 097-2024 Salesforce CRM Software

REQUEST: Contract Award

BACKGROUND

Metro currently uses a customer relations management (“CRM”) platform that is bundled with the Trapeze scheduling software. CRM software is a critical tool in maintaining critical customer data and logging/resolving service complaints from customers across all service modes.

BUSINESS PURPOSE

The CRM tool currently in use is antiquated and lacks the adaptability needed as Metro expands our service mode offerings and participation in a regional paratransit program. All service providers participating in the One Call – One Ride regional paratransit program will need to use the same CRM platform to share data and manage customer complaints.

PROJECT FINANCING

The budget for the project is \$400,000 (\$250,000 operating, \$150,000 capital). In addition, NEORide has allocated \$156,360 in OTP2 grant funding and \$76,140 in a Governor’s appropriation for the project, bringing the total project budget to \$632,500.

The project cost is reflected in the table below:

	7/24 - 6/25	7/25 - 6/26	7/26 - 6/27	7/27 - 6/28	7/28 - 6/29	Total
Implementation	\$227,339	\$0	\$0	\$0	\$0	\$227,339
Licensing (47 users)	<u>100,721</u>	<u>100,721</u>	<u>100,721</u>	<u>100,721</u>	<u>100,721</u>	<u>503,605</u>
<i>Subtotal</i>	<i>328,060</i>	<i>100,721</i>	<i>100,721</i>	<i>100,721</i>	<i>100,721</i>	<i>730,944</i>
OTP2 Grant	156,360	0	0	0	0	156,360
Governor's Approp.	<u>0</u>	<u>33,785</u>	<u>42,355</u>	<u>0</u>	<u>0</u>	<u>76,140</u>
<i>Grants Subtotal</i>	<i>156,360</i>	<i>33,785</i>	<i>42,355</i>	<i>0</i>	<i>0</i>	<i>232,500</i>
Total Metro Share	<u>\$171,700</u>	<u>\$66,936</u>	<u>\$58,366</u>	<u>\$100,721</u>	<u>\$100,721</u>	<u>\$498,444</u>

The final project cost is \$730,944, which is **unfavorable to budget by \$98,444**.

PROJECT PROCUREMENT



The procurement was conducted by NEORide with Metro named as a participating agency in a joint procurement effort. Metro Procurement staff were not involved in the solicitation, review, or negotiations for the final contract award. As such, no vendor outreach efforts were initiated for this award.

PROJECT DIVERSITY

The procurement was conducted by NEORide with Metro named as a participating agency in a joint procurement effort. As such, no vendor diversity review was conducted and no diversity goal established for this award.

RECOMMENDED BOARD ACTION

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute Contract No. 097-2024, on behalf of Metro with NEORide, with a not to exceed value of \$498,444.



BOARD OF TRUSTEES
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 2024-31

APPROVAL OF CONTRACT 098-2024 TRANSIT APP

WHEREAS:

1. In 2019, Metro led a joint procurement for a mobile phone application that offered riders itinerary planning and fare payment options.
2. The resulting product was Transit App, offered by 9280-0366 Quebec Inc (dba Transit).
3. The application integrates with EZ Fare, a fare payment system used by Metro.
4. Additional app capabilities include supplemental app features (“Royale”), mobile ticketing (“Mobile Ticketing”), enhanced ticketing capabilities (“Enhanced Ticketing”), integration with on-demand transport services (“Metrotransit”), rider surveys (“Rate-My-Ride”), and detour detection (“Automatic Detour Detection”).
5. The original contract for Transit App has expired and a renewal contract is needed to maintain the product offering to Metro riders.
6. SORTA staff recommends approval to execute Contract No. 098-2024 on behalf with Metro with NEORide, with a not to exceed value of \$308,993.

THEREFORE, BE IT RESOLVED:

7. The Board authorizes the CEO/General Manager/ Secretary-Treasurer or the CFO to execute Contract No. 098-2024 on behalf with Metro with NEORide, with a not to exceed value of \$308,993.

MOVED BY: Blake Ethridge SECOND BY: Gwen Robinson

VOTE Aye: Ms. Clark, Mr. Driehaus, Mr. Ethridge, Mr. Kelly, Mr. Metz, Ms. Moss, Ms. Robinson, Ms. Sheets and Mr. Smith

Nay: None

Abstain: None

ABSENT AT THE TIME: Tony Brice and Sonja Taylor

PRESENT NON-
VOTING
MEMBERS: Jay Bedi and Trent Emeneker

ABSENT NON-
VOTING MEMBERS
AT THE TIME: None

APPROVED: July 23rd, 2024



BOARD OF TRUSTEES ACTION ITEM

DATE: July 16, 2024

FROM: John Edmondson, Sr. Director of Procurement
Khaled Shammout, Chief Strategic Planning, Development, & Innovation Officer

PROJECT NO.: 098-2024 Transit App

REQUEST: Contract Award

BACKGROUND

In 2019, Metro led a joint procurement for a mobile phone application that offered riders itinerary planning and fare payment options. The resulting product was Transit App, offered by 9280-0366 Québec inc (dba Transit). The application integrates with EZ Fare, a fare payment system used by Metro. Additional app capabilities include supplemental app features (“Royale”), mobile ticketing (“Mobile Ticketing”), enhanced ticketing capabilities (“Enhanced Ticketing”), integration with on-demand transport services (“Microtransit”), rider surveys (“Rate-My-Ride”), and detour detection (“Automatic Detour Detection”).

BUSINESS PURPOSE

The original contract for Transit App has expired and a renewal contract is needed to maintain the product offering to Metro riders.

PROJECT FINANCING

The budget for the project is \$308,993 and will be financed using local operating funds for each year of the contract. The table below represents the annual pricing for the full 5 year contract term:

	10/24 - 6/25	7/25 - 6/26*	7/26 - 6/27	7/27 - 6/28	7/28 - 6/29	Total
Annual Fee	\$50,760	\$59,913	\$62,909	\$66,054	\$69,357	\$308,993
	--	18%	5%	5%	5%	

* assumes implementation of account-based ticketing

The first year has been prorated due to a 3-month extension of the previous contract. The increase from year 1 to year 2 includes the full year of licensing and an increase for the addition of account-based ticketing support. A 5% annual increase will be in effect for the remaining 3 years.

The final project cost of \$308,993 is flat to budget.

PROJECT PROCUREMENT

This award is a sole source award for a renewal contract. As such, no vendor outreach was conducted.

PROJECT DIVERSITY

This award is a sole source award for a renewal contract. As such, no vendor diversity review occurred and no diversity goal was 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. 098-2024, on behalf of Metro with NEORide, with a not to exceed value of \$308,993.



BOARD OF TRUSTEES
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 2024-32

APPROVAL OF CONTRACT 099-2024 EZ FARE PROGRAM

WHEREAS:

1. Metro currently offers a mobile application that provides passengers with itinerary planning, mobile ticketing, and real-time vehicle location services.
2. A robust SaaS platform is needed to enhance functions such as mobile-based and web-based fare payments, on-board validation, smartcard integration, account-based ticketing, and other ticketing solutions.
3. EZ-Fare is a product offered by Masabi that provides the enhanced functionality noted above as well as integrations with the Transit App current used by Metro.
4. The contract is needed to fulfill the project goals of improved customer experience with purchasing and utilizing fares, improved management and monitoring services, and enhanced features compared to the existing EZ Fare solution.
5. SORTA staff recommends approval to execute Contract No. 099-2024 on behalf of Metro with NEORide, with a not to exceed value of \$140,522.

THEREFORE, BE IT RESOLVED:

6. The Board authorizes the CEO/General Manager/ Secretary-Treasurer or the CFO to execute Contract No. 099-2024 on behalf of Metro with NEORide, with a not to exceed value of \$140,522.

MOVED BY: Blake Ethridge SECOND BY: Gwen Robinson

VOTE Aye: Ms. Clark, Mr. Driehaus, Mr. Ethridge, Mr. Kelly, Mr. Metz, Ms. Moss, Ms. Robinson, Ms. Sheets and Mr. Smith

Nay: None

Abstain: None

ABSENT AT THE TIME: Tony Brice and Sonja Taylor

Jay Bedi and Trent Emeneker

PRESENT NON-
VOTING
MEMBERS:

ABSENT NON-
VOTING MEMBERS
AT THE TIME: None

APPROVED: July 23rd, 2024



BOARD OF TRUSTEES ACTION ITEM

DATE: July 16, 2024

FROM: John Edmondson, Sr. Director of Procurement
Khaled Shammout, Chief Strategic Planning, Development, & Innovation Officer

PROJECT NO.: 099-2024 EZ Fare Program

REQUEST: Contract Award

BACKGROUND

Metro currently offers a mobile application that provides passengers with itinerary planning, mobile ticketing, and real-time vehicle location services. A robust SaaS platform is needed to enhance functions such as mobile-based and web-based fare payments, on-board validation, smartcard integration, account-based ticketing, and other ticketing solutions.

BUSINESS PURPOSE

EZ-Fare is a product offered by Masabi that provides the enhanced functionality noted above as well as integrations with the Transit App currently used by Metro. The contract is needed to fulfill the project goals of improved customer experience with purchasing and utilizing fares, improved management and monitoring of services, and enhanced features compared to the existing EZ Fare solution.

PROJECT FINANCING

The budget for the project is \$140,522 and will be funded with local operating funds. The table below reflects the project cost per year:

	<u>7/24 - 6/25</u>	<u>7/25 - 6/26</u>	<u>7/26 - 6/27</u>	<u>7/27 - 6/28</u>	<u>7/28 - 6/29</u>	<u>Total</u>
Implementation	\$77,163	\$0	\$0	\$0	\$0	\$77,163
Licensing (47 users)	<u>4,949</u>	<u>14,700</u>	<u>15,435</u>	<u>16,207</u>	<u>17,017</u>	<u>68,307</u>
<i>Subtotal</i>	<i>82,112</i>	<i>14,700</i>	<i>15,435</i>	<i>16,207</i>	<i>17,017</i>	<i>145,470</i>
OTP2 Grant	4,949	0	0	0	0	4,949
Total Metro Share	<u>\$77,163</u>	<u>\$14,700</u>	<u>\$15,435</u>	<u>\$16,207</u>	<u>\$17,017</u>	<u>\$140,522</u>

The final project cost of \$140,522 is flat to budget.

PROJECT PROCUREMENT

The procurement was conducted by NEORide with Metro named as a participating agency in a joint procurement effort. Metro Procurement staff were not involved in the solicitation, review, or negotiations for the final contract award. As such, no vendor outreach efforts were initiated for this award.

PROJECT DIVERSITY



The procurement was conducted by NEORide with Metro named as a participating agency in a joint procurement effort. As such, no vendor diversity review was conducted and no diversity goal established for this award.

RECOMMENDED BOARD ACTION

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute Contract No. 099-2024, on behalf of Metro with NEORide, with a not to exceed value of \$140,522.



Southwest Ohio Regional Transit Authority

Financial Summary - June 2024

Report Out Date – July 16, 2024

Agenda – Financial Summary

- Statement of Operations for June '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 \$13.8M - unfavorable to Budget (\$273k)
- Total Expense \$12.3M - favorable to Budget \$973k or 7.3%
- Surplus / (Deficit) \$1.5M - favorable to Budget \$700k
- Note: Ridership total is 994k – unfavorable to Budget (76k) or (7.1%)

Revenue

- Total Operating Revenue \$1.4M - unfavorable to Budget (\$23k) or (1.6%)
- Non-Transportation \$1.0M - favorable to Budget \$267k or 37.4%
- County Sales Tax \$10.6M – unfavorable to Budget (\$517k); see additional slide on county sales tax
- Federal Grants \$0.8M - on Budget

Expense

- Wages & Benefits \$9.6M - favorable to budget \$369k or 3.7%
- Fuel and Lubricants \$622k - unfavorable (\$7k) or (1.1%) to Budget
- Parts & Supplies \$514k - favorable \$361k to Budget or 41.3%
- All Other \$1.6M – favorable to Budget \$250k. Root Cause: Timing outside services

Southwest Ohio Regional Transit Authority 2024 Profit & Loss Statement



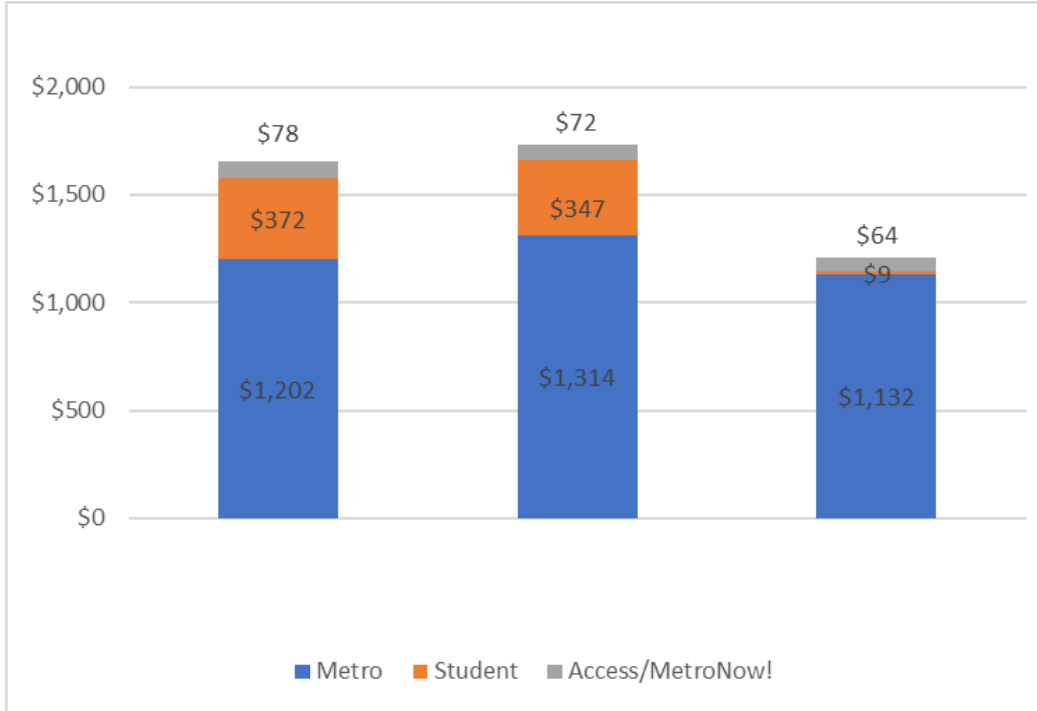
6 Mo Ending June 30, 2024 (\$ In Thousands)	Month				Year to Date				
	Actual	Budget	Fav(Unfav)		Actual	Budget	Fav(Unfav)		Prior Year
Ridership									
Regular	957,734	1,035,402	(77,668)	(7.5%)	5,606,808	5,959,710	(352,902)	(5.9%)	5,589,613
CPS	16,052	13,665	2,387	17.5%	754,722	796,588	(41,866)	(5.3%)	770,802
Subtotal Fixed Route	973,786	1,049,067	(75,281)	(7.2%)	6,361,530	6,756,298	(394,768)	(5.8%)	6,360,415
Access	14,053	16,485	(2,432)	(14.8%)	89,663	95,948	(6,285)	(6.6%)	89,638
MetroNow!	6,537	4,998	1,539	30.8%	34,437	27,168	7,269	26.8%	-
Total Ridership	994,376	1,070,550	(76,174)	(7.1%)	6,485,630	6,879,414	(393,784)	(5.7%)	6,450,053
Operating Revenue									
Metro Fares	\$ 1,132	\$ 1,133	\$ (1)	(0.1%)	\$ 6,772	\$ 6,556	\$ 216	3.3%	\$ 6,271
Access Fares	51	62	(11)	(17.7%)	343	362	(19)	(5.2%)	345
MetroNow! Fares	13	10	3	30.0%	71	54	17	31.5%	-
CPS Fares	9	-	9	n/a	1,719	1,065	654	61.4%	758
Other	180	203	(23)	(11.3%)	1,073	1,224	(151)	(12.3%)	1,342
Total Operating Revenue	1,385	1,408	(23)	(1.6%)	9,978	9,261	717	7.7%	8,716
Non-Operating Revenue									
County Sales Tax	10,611	11,128	(517)	(4.6%)	57,759	60,126	(2,367)	(3.9%)	56,274
ARP	-	-	-	n/a	-	-	-	n/a	17,655
ARP Comp	-	-	-	n/a	-	-	-	n/a	15,000
Federal Subsidies	843	843	-	-	5,056	5,056	-	-	7,200
Non Transportation	981	714	267	37.4%	5,554	4,711	843	17.9%	3,554
Total Non-Operating Revenue	12,435	12,685	(250)	(2.0%)	68,369	69,893	(1,524)	(2.2%)	99,683
Total Revenue	13,820	14,093	(273)	(1.9%)	78,347	79,154	(807)	(1.0%)	108,399
Expenses									
Employee Wages & Benefits	9,611	9,980	369	3.7%	57,488	59,462	1,974	3.3%	52,562
Fuel & Lubricants	622	615	(7)	(1.1%)	3,961	4,139	178	4.3%	3,905
Parts & Supplies	514	875	361	41.3%	4,723	5,153	430	8.3%	4,758
Empowerment Fund	-	-	-	n/a	-	-	-	n/a	251
Other	1,553	1,803	250	13.9%	9,773	11,227	1,454	13.0%	9,463
Total Expenses	12,300	13,273	973	7.3%	75,945	79,981	4,036	5.0%	70,939
Surplus(Deficit) Before Adj	\$ 1,520	\$ 820	\$ 700		\$ 2,402	\$ (827)	\$ 3,229		\$ 37,460



JUNE 2024 – FARE REVENUE SOURCES

3 MONTH TREND – APRIL 2024 THRU JUNE 2024

In Thousands



Apr-24

May-24

Jun-24

Month	Days per Month	Avg Rev per Day
Apr-24	30	\$40
May-24	31	\$42
Jun-24	30	\$38

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

County Sales Tax – Year to Date March



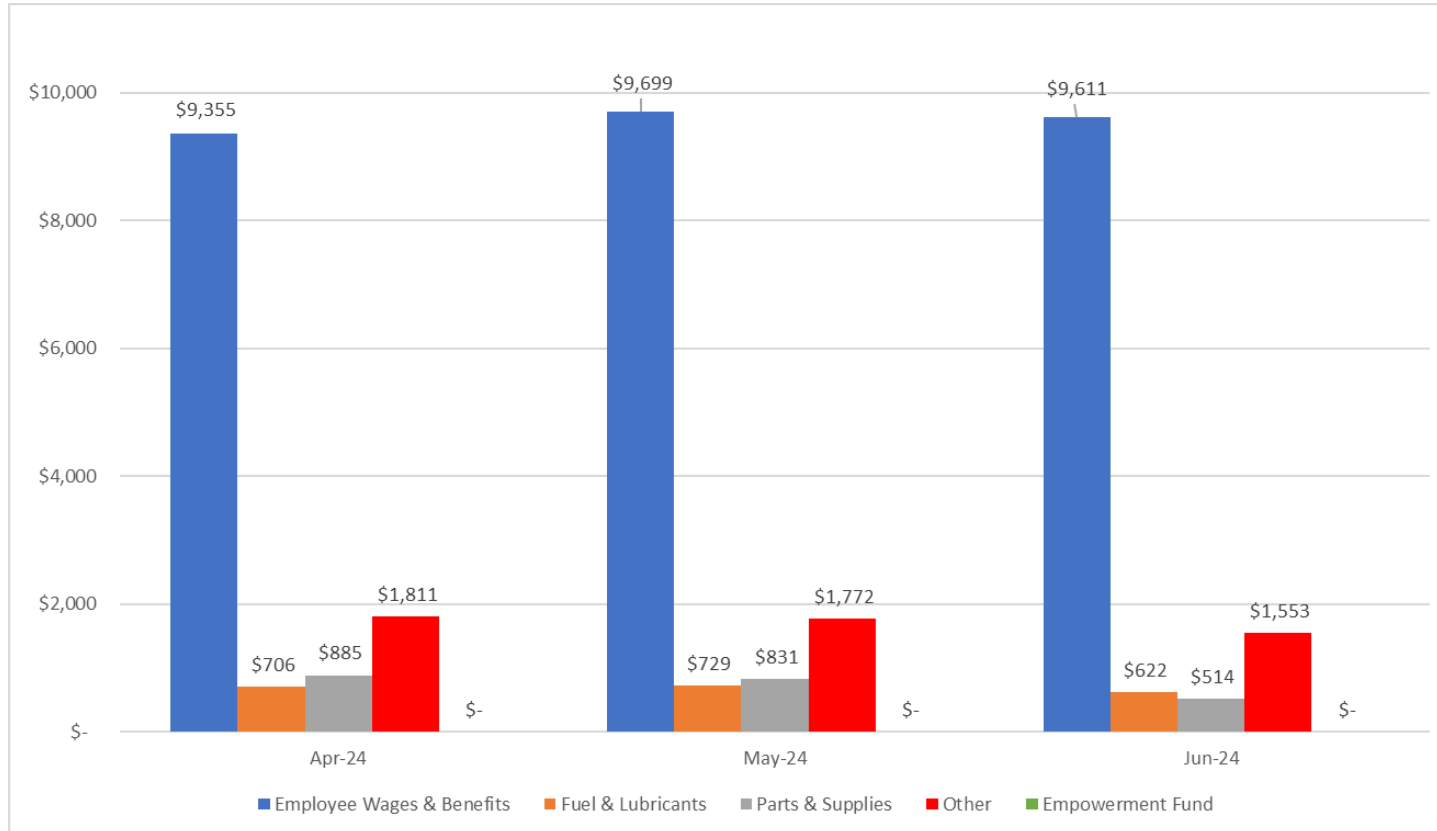
	Jan	Feb	Mar	YTD
CY Actual	\$8,781	\$8,683	\$9,963	\$27,427
Budget	\$9,987	\$9,327	\$10,480	\$29,794
Var \$	(1,206)	(644)	(517)	(2,367)
Var %	-12.1%	-6.9%	-4.9%	-7.9%
PY Actual	\$8,907	\$8,659	\$10,010	\$27,576
Var	(126)	24	(47)	(149)
Var %	-1.4%	0.3%	-0.5%	-0.5%

- Year to Date thru March Hamilton County Sales Tax is (\$2.4m) unfavorable to budget and (\$149k) unfavorable to prior year or (0.5%)
- County Sales tax is on a three month lag. Actual March results are received and recorded during June accounting cycle

JUNE 2024 – OPERATING EXPENSE SOURCES

3 MONTH TREND – APRIL 2024 THRU JUNE 2024

In Thousands





Investment Funds Reserve Summary

Overnight Investments	\$43,661,015
Securities & CD's	\$137,351,280

Total All Securities (6/30/2024)	\$181,012,295
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Current Capital Reserve Obligations

<i>BRT Project Development (Hamilton & Reading Corridors)</i>	\$36,000,000
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<i>Future BRT Capital Match (Fed 70% & Local 30%)</i>	\$54,000,000
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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>)	\$38,351,408
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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	\$165,767,511
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Net Unrestricted Securities Available	\$15,244,784
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2024 Remaining Operating Budget Surplus Jul - Dec (Deficit)	\$3,161,286
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Net Unrestricted Securities + '24 Operating Budget Surplus	\$18,406,070
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metro on the MOVE

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



July 2024

Through the end of June and the beginning of this month, we recognized our team members' commitment to safety, established a global partnership, and continued to support our Veterans.



Recognizing Excellence in Safety

On June 26, we recognized 439 operators and 81 mechanics for their outstanding safety performance, with 69 receiving awards for reaching significant safety milestones in 2023, including 5, 10, 15, 20 and even 43 years without a single preventable accident. The team members recognized are true leaders and play a significant role in getting people to their jobs, schools, medical appointments, and wherever they

need to go safely. Thank you to Hamilton County Sherif McGuffey for sharing her inspiring remarks during the award luncheon.



A Global Partnership: We are so excited about our partnership with Dubai's Roads and Transport Authority. Earlier this month, Metro and Dubai RTA signed a Memorandum of Understanding designed to collaborate on various transit initiatives, including roads, integrated and user-friendly mobility applications, connected and real-time mobility systems, and autonomous transport. We look forward to welcoming

them for a tour of our system later this year.

Free Rides for Veterans: In support of the Hamilton County Veterans Appreciation Day this past weekend, we offered fare-free rides on Metro's fixed routes and Access paratransit for Veterans and active- or reserve-duty



military members. We are proud to continue to find new ways to support Veterans in our community.

Looking Ahead – Connecting CPS Students to School: The CPS School Board has voted to remove yellow bus service for 7th and 8th graders. Metro has a long and safe history of delivering CPS 7-12 graders to and from school each year. In fact, last year nearly 1,200 seventh & 8th graders selected to ride Metro instead of yellow bus and we are pleased to be able to welcome even more students to our service this year. We believe that CPS' decision to add the remaining 7th & 8th graders to our system is testament to our superb safety record and robust and efficient routing options available to CPS families. Metro staff will be in attendance at all school orientation sessions to help families with trip planning and any questions they may have. Staff will also be stationed at Government Square and Northside Transit Center as well as major connection points during the first few days of school to assist families. You can look for more information at the beginning of August.

Metro Family Day: We invite you to join us for Metro Family Day at Kings Island on August 17 and 18. This is a great opportunity to connect and celebrate with Metro family members from across the organization. Please let Natalie know if you would like to attend.

Thank you,

A handwritten signature in cursive script that reads "Darryl Haley".

Darryl Haley
CEO/General Manager/Secretary-Treasurer

PRESENT NON-
VOTING
MEMBERS: Jay Bedi and Trent Emeneker

ABSENT NON-
VOTING MEMBERS
AT THE TIME: None

APPROVED: July 23rd, 2024



BOARD OF TRUSTEES ACTION ITEM

DATE: July 23, 2024
FROM: John Ravasio
PROJECT NO.:
REQUEST: Approval Of The Successor Collective Bargaining Agreement For The Metro Operating Division

BACKGROUND

SORTA staff has collectively bargained a successor collective bargaining agreement with Amalgamated Transit Union (ATU) Local 627 for the Metro Operating Division for the period of November 1, 2023 through October 31, 2026. 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 Metro Operating Division (Metro fixed route operations)
- This contract includes all tentative agreements reached by SORTA and ATU during collective bargaining.
- This contract ensures the continuity of operations of the Metro fixed route transit 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 Metro Operating Division for the period of November 1, 2023 through October 31, 2026 and authorizes and directs the CEO/General Manager or other designated representative to sign and execute said agreement with Amalgamated Transit Union Local 627.
