



SORTA/Metro
Board Meeting
September 24, 2024
9:00 am-10:00 am Eastern Time

SORTA BOARD OF TRUSTEES MEETING
TUESDAY, SEPTEMBER 24TH, 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 August 27th, 2024

Finance Committee (Blake Ethridge)

- 2 Proposed Motion: Approval of Revised SORTA Travel Training Policy (Adriene Hairston)

2.1 Action Item:

2.2 Policy:

- 3 Proposed Motion: Approval of 2025 Healthcare Plan (Vicki Barker)

3.1 Action Item:

Planning & Operations Committee (Dan Driehaus)

- 4 Consent Agenda:

Procurement Consent Agenda:

- 5 Proposed Resolution: Approval of Contract Award for 02-2024 Capital Planning and Grants Tracking Software (Mary Huller, John Edmondson)

5.1 Action Item:

- 6 Proposed Resolution: Approval of Contract Award for 053-2024 Yard Management Solution (Pat Giblin, John Edmondson)

6.1 Action Item:

- 7 Proposed Resolution: Approval of Eminent Domain Authority (Khaled Shammout)

7.1 Action Item:

Briefing Items:

8 Financial Results for August 31st, 2024 (Tim Walker)

9 Metro on the Move (Darryl Haley)

10 New Business

11 Executive Session

“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, October 22nd, 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, August 27th 2024, 6:00 p.m.

BOARD MEMBERS PRESENT: Tony Brice, Chelsea Clark, Dan Driehaus, Trent Emeneker, Blake Ethridge, Kala Gibson, Neil Kelly, Pete Metz, Briana Moss, Gwen Robinson, Sara Sheets, Greg Simpson and KZ Smith

BOARD MEMBERS ABSENT: Jay Bedi and Sonja Taylor

STAFF MEMBERS: Andy Aiello, Adriene Hairston, Darryl Haley, Brandy Jones, Natalie Krusling, Bradley Mason, John Ravasio, August Sweitzer, Tim Walker and Mike Weil

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

GUEST/PUBLIC PRESENT: Ken Reed (OTRP)

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

OATH OF OFFICE: KALA GIBSON & GREG SIMPSON

Kala Gibson and Greg Simpson took their Oath of Office, and were sworn into the SORTA Board of Trustees.

ROYAL COACHPERSON AWARD: ROD HINTON

Rod Hinton was presented with a Royal Coachperson award for serving on the SORTA board from 2018 to the end of 2023.

HEARING FROM CITIZENS

N/A

CHAIRMAN UPDATE

School has started and I am hearing good things. Thanked SORTA staff for all that they have done so far.

There was a BRT meeting this morning. Looking forward to the design and the construction stage.

APPROVAL OF JULY 23RD, 2024 BOARD MEETING MINUTES

Mr. Ethridge made a motion that the minutes from the July 23rd, 2024, board meeting be approved as previously mailed and Mr. Kelly seconded the motion.

By voice vote, the SORTA Board approved the minutes.

FINANCE COMMITTEE

Mr. Ethridge reported on the Finance Committee meeting held on August 20th 2024, and there were no items(s) to present for Board Approval.

PLANNING AND OPERATIONS COMMITTEE

Mr. Driehaus reported on the Planning and Operations Committee meeting held on August 20th 2024, and there were items(s) to present for Board Approval.

PROPOSED RESOLUTION: APPROVAL OF SERVICE AGREEMENT WITH FIFTH THIRD FOR ROUTE 11

Mr. Driehaus moved for adoption and Mr. Smith seconded the motion. The contract approves a contract with a not to exceed value of \$225,286.

By roll call, the SORTA Board approved the resolution.

PROPOSED RESOLUTION: APPROVAL OF CONTRACT AWARD FOR 120-2024 PROJECT DEVELOPMENT

Mr. Driehaus moved for adoption and Mr. Smith seconded the motion. The contract approves a contract with a not to exceed value of \$13,000 a month and yearly not to exceed value of \$156,000.

By roll call, the SORTA Board approved the resolution.

PROPOSED RESOLUTION: APPROVAL OF CONTRACT MODIFICATION FOR 29-2020 GRANT CONSULTING SERVICES

Mr. Driehaus moved for adoption and Ms. Clark seconded the motion. The contract approves contract modification increasing the total not to exceed value from \$99,480 to \$135,880, an increase of \$36,400.

By roll call, the SORTA Board approved the resolution.

PROPOSED RESOLUTION: APPROVAL OF CONTRACT MODIFICATION FOR 101-2022 VEHICLE ADVERTISING SERVICES

Mr. Driehaus moved for adoption and Ms. Clark seconded the motion. The contract approves a modified contract increasing the not to exceed value from \$990,187 to \$1,157,407, and increase of \$167,220.

By roll call, the SORTA Board approved the resolution.

PROPOSED RESOLUTION: APPROVAL OF CONTRACT MODIFICATION FOR 02-2023 GOVERNMENT SQUARE SALES OFFICE DESIGN

Mr. Driehaus moved for adoption and Ms. Clark seconded the motion. The contract approves a modified contract increasing the not to exceed value from \$159,355 to \$338,355, an increase of \$179,000.

By roll call, the SORTA Board approved the resolution.

PROPOSED RESOLUTION: APPROVAL OF CONTRACT MODIFICATION FOR 79-2023 QUEENSGATE STRUCTURAL COLUMN REPAIRS

Mr. Driehaus moved for adoption and Ms. Clark seconded the motion. The contract approves a modified contract increasing the not to exceed value from \$184,622 to \$355,502, an increase of \$170,880.

By roll call, the SORTA Board approved the resolution.

PROPOSED RESOLUTION: APPROVAL OF CONTRACT MODIFICATION FOR 184-2023 PROMOTIONAL ITEMS

Mr. Driehaus moved for adoption and Ms. Clark seconded the motion. The contract approves a modified contract increasing the not to exceed value from \$90,000 to \$250,000, an increase of \$160,000.

By roll call, the SORTA Board approved the resolution.

PROPOSED RESOLUTION: APPROVAL OF CONTRACT AWARD FOR 118-2024 MIAMI UNIVERSITY CADS PROGRAM

Mr. Driehaus moved for adoption and Ms. Clark seconded the motion. The contract approves a total cost not to exceed \$201,375.

By roll call, the SORTA Board approved the resolution.

INFRASTRUCTURE, BIKE AND ROW COMMITTEE

Ms. Sheets reported on the Infrastructure, Bike and ROW Committee meeting held on August 20th 2024, and there were items(s) to present for Board Approval.

PROPOSED RESOLUTION: APPROVAL 2024 TRANSIT INFRASTRUCTURE FUND PROJECTS

Ms. Sheets moved for adoption and Ms. Clark seconded the motion. The resolution approves the grant funded projects that will be forwarded to the Public Works Integrating Committee of Hamilton County for approval.

By roll call, the SORTA Board approved the motion.

FINANCIAL REPORTS AS OF JULY 31ST, 2024

Mr. Walker presented the July financial results. Total revenues were \$13.9 million, which was favorable to budget by \$277k. Total expenses were \$14.2 million, which is unfavorable to budget by \$754k. Surplus/Deficit was \$0.4 million, which was unfavorable to budget by \$468k. Ridership was 1,037k, which is favorable to budget by 1k. Mr. Walker presented the Investment of Funds Reserve Summary with a total All Securities at \$179,289,112, Net Unrestricted Securities Available at \$13,644,879 and Net Unrestricted Securities and 2024 Operating Budget Surplus at \$16,710,481. 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 thanked everyone that who recently joined Metro's family day on August 17 and 18 at Kings Island. Staff and SORTA board members welcomed new and returning 7th through 12th grade CPS students back to school on Metro. We were recently named a finalist for the 2024 All About Women "Best Places to Work" Award in the women of color category and the winners will be announced on September 10. He congratulated the procurement team who were recognized with an Achievement of Excellence Award by the National Procurement Institute for demonstrating high proficiency. He also congratulated Chief Communications & Marketing Officer Brandy Jones on being recognized by the Cincinnati Magazine as a Power 100 Rising Star.

Route 61 Galbraith Road Crosstown was recently added as part of our Fall service changes. Metro will be holding an Access Career Fair Extravaganza on September 28th from 10 a.m. – 3:00 p.m. at the Access Family and save the Date for “State of Metro” bi-annual meeting on October 9th.

NEW BUSINESS

Chelsea asked us to for Infrastructure grant funded projects criteria.

Gwen thanked us for allowing her to attend events and participate with Metro staff.

Kala enjoyed Metro Family Day and thought it was great to see Metro employees with their families.

EXECUTIVE SESSION

Mr. Ethridge moved and Mr. Driehaus seconded going into executive session.

“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...”

PROPOSED RESOLUTION: APPROVAL OF EMINENT DOMAIN AUTHORITY

The proposed resolution approval of eminent domain will be discussed further at the September committee meetings.

ADJOURNMENT

The meeting adjourned at 9:00 p.m.

NEXT MEETING

The next regular meeting of the SORTA Board of Trustees has been scheduled for
September 24th, 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



BOARD OF TRUSTEES ACTION ITEM

DATE: September 24, 2024

FROM: Adriene Hairston, Senior Vice President of Human Resources

PROJECT NO.:

REQUEST: Revised SORTA Travel, Meals and Entertainment Policy

BACKGROUND

SORTA's Travel, Meals and Entertainment Policy was adopted by the Board effective July 16, 2013.

BUSINESS PURPOSE

The Revised SORTA Travel, Meals and Entertainment Policy provides additional clarity and clear guidance for employees and Board members who travel, for meals provided on behalf of SORTA and accepting things of value. It aims to ensure cost-effectiveness, efficient travel planning and proper use of procedures for approval and reimbursement of travel expenses.

PROJECT FINANCING

There are no financial considerations.

PROJECT PROCUREMENT

N/A

PROJECT DIVERSITY

N/A

RECOMMENDED BOARD ACTION

Approval of the revised SORTA Travel, Meals and Entertainment Policy.



SORTA TRAVEL, MEALS AND ENTERTAINMENT POLICY

(Adopted by Board of Trustees)

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Purpose and Scope

The Southwest Ohio Regional Transit Authority (SORTA) Policy Concerning Providing Amenities and Meals, Reimbursement of Expenses, and Accepting Things of Value are as follows:

Section I

Amenities and Meals for Employees, Trustees, and Others

A. Amenities

Coffee, tea, water and soft drinks may be provided to SORTA employees, ~~managers,~~ trustees and visitors at any time and at any place while SORTA business is being transacted.

B. Provision of Meals

Meals provided by SORTA must be of only moderate value (the MI&E limits for greater Cincinnati should be used as a guideline) and ~~may~~ shall not include alcoholic beverages.

Approval of provision of any meal is to be given only when it is clearly for SORTA's convenience and in the public interest. Additional requirements must also be met for certain groups as explained below:

1. Meals for SORTA Employees

Meals may be provided by SORTA to SORTA employees (including SORTA's management contractor) only under the specific circumstances stated below:

- a) **Necessity**: when it is necessary for employees to work or train through a normal meal hour without any interruption or when, although an interruption for meals is possible, the time available for meals is so short that employees cannot reasonably be expected to obtain proper meals elsewhere within that time. The meal may be breakfast, lunch or dinner and must be provided on SORTA's regular business premises. This provision does not permit meals to be provided during routine meetings of employees.
- b) **Overtime**: when employees are required to work overtime and the meals enable the employees to work overtime. Meals may be provided whether or not the employees receive additional compensation for their overtime work.

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- c) **Training:** during the course of employee in-person training sessions when, although adequate time for meals is available, the taking of meals together by the employees being trained will provide a significant opportunity for worthwhile informal discussion of the training subject matter and significantly enhance the effectiveness of the training. The meal must be provided at the training location.
- d) **Awards and Recognition:** as part of programs for the promotion or recognition of employee safety, efficiency or other excellence in the conduct of SORTA's business. The meal must be provided at the location of the program or at a location approved by the CEO.

2. Meals for SORTA Trustees

Meals may be provided to SORTA Trustees under the specific circumstances stated below:

- a) **Recognition:** as part of programs for the promotion or recognition of excellence in the conduct of SORTA's business.
- b) **Board and Committee Meetings:** during the course of meetings of the Board of Trustees or committees thereof when the trustees cannot reasonably be expected to obtain proper meals elsewhere within that time. The meal may be breakfast, lunch or dinner and must be provided on SORTA's regular business premises.
- c) **Other Meetings:** when employees are meeting with Board Trustees during a normal meal hour to discuss SORTA business. The meal may be provided at restaurants, hotels or similar facilities must be of only moderate value and may-shall not include alcoholic beverages.

3. Meals for Others

Meals may be provided to persons other than SORTA employees and trustees under the following circumstances:

- a) The meal is reasonably necessary and expected to obtain a specific benefit to SORTA in the conduct of a function or duty of SORTA.
- b) There must be a business meeting, negotiation, discussion, promotion or other bona fide business function.

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- c) The principal aspect of the meal must be the active conduct of SORTA’s business.
- d) The number of SORTA representatives included in the meal must not be unreasonable.
- e) The surroundings in which the meal is taken must be conducive to the business function and without substantial distraction.
- f) Providing or offering to provide the meal must not violate any prohibitions or code of conduct for public officers, employees, or contractors contained in any federal, state or local statute or regulation.

An expense report with detailed receipts attached should be submitted within ~~fifteen~~ (10) business days ~~(15) business days~~ after the expenditure. The report must **contain documentation of the business purpose of the expense and** be approved by the employee’s ~~immediate supervisor~~ Direct Manager and the appropriate Executive ~~Director~~ Officer (“EDEO”)/Chief. ~~All expense reports must also be approved by the CFO prior to reimbursement.~~

Section II

Reimbursement by SORTA of Trustee & Employee Expenses

Employees and Trustees shall, at all times, use prudent judgment in the use of SORTA resources, incurring only necessary expenses to carry out official SORTA business.

A. Eligibility

Full-time, regular employees who have completed six-months of employment are eligible under this travel/training policy.

- a. Employees must be in good standing; no formal disciplinary actions received within 3 months of the request.
- b. Must be a current full-time employee at time of reimbursement to receive payment.
- c. Employee has not received formal disciplinary action at any time after approval has been granted and before the travel/training is completed.

Requests for exceptions to the policy must be made in writing and approved by the employee’s Executive Officer and Human Resources Executive.

A.B. Local Travel Expenses

1. Local travel shall be defined as travel not requiring overnight

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accommodations and does not require completion of a "Travel/Training Request" form. An employee shall obtain prior approval, which may be given verbally, from the employee's Direct Manager prior to local travel while in SORTA business. Employees are encouraged to use SORTA vehicles whenever possible. Expenditures incurred for operation of the SORTA vehicle will be reimbursed, including parking and fuel expenses, with a receipt. Parking fines are not reimbursable. Personal vehicle use is only reimbursable if a SORTA vehicle is not available or under unusual circumstances. If a personal vehicle is used for business purposes, mileage will be reimbursed ~~less the miles for the employee's normal commute to and from the employee's work location.~~

B.C. Out of Town Travel and All Training Expenses

1. Authorization

SORTA Trustees and employees must obtain prior approval prior to booking any costs associated with the out-of-town travel and/or all training (both in-person and online). This includes registration fees, airlines and hotel expenses. Prior to departure, employees ~~Employees~~ traveling outside the area served by SORTA must complete a "Travel/Training Request" form, which should shall be submitted completed and approved at least 30 days in advance of travel. The procedure to obtain approval shall occur in the following order: attach the program/agenda, and obtain the proper approvals from the appropriate Executive Director ("ED"), Chief Financial Officer ("CFO"), Chief Operations Officer ("COO") or Chief Executive Officer ("CEO"). The CFO and COO must obtain approval of the Chief Executive Officer ("CEO").

- The employee shall sign and complete a Travel/Training request Form and attach the program/agenda and estimates of reimbursable expenses the employee expects to incur
- The employee's Direct Manager shall review the request, including but not limited to the details of the program/event, dates of travel and actual dates of program, number of employees within department making the trip, explanation of request, reasonableness of expenses and indicate approval of the travel by signing the form;
- The employee's Executive Officer shall review and indicate approval by signing the form. Travel by members of the executive team shall be approved by the Chief Executive Officer.
- The Human Resources Executive shall review the form and indicate approval by signing the form. Once approved, a copy will be forwarded to the employee and retained in the employee's personnel file.

Travel by Trustees, the Secretary-Treasurer, or the CEO must be approved in

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advance by the SORTA Board Chairperson or the Chairperson of the Finance Committee.

a. Time of Travel at SORTA's Expense:

An employee travelling out of town on SORTA business may begin travel at SORTA's expense no earlier than the day before the event begins and end such travel at SORTA's expenses no later than the day after the event ends. An employee who elects to extend travel may do so at his/her own expense.

b. Travel Cancellation:

In the event of cancellation, whether the cancellation was initiated by the organizer or the employee, the employee shall notify the Direct Manager, Human Resources Executive and Director of Accounting. It is the responsibility of the employee to cancel all associated expenditures including flights and hotels.

2. Expenses Prior to Travel Cash Advances

Upon approval of the Travel/Training Request Form by the Human Resources Executive, the employee shall use a SORTA P-Card to pay for all approved expenses prior to travel including registration, flights and hotels. heCash advances will not be provided. A voucher request form approved by an employee's supervisor must be completed for cash advance requests. Advances are to be held to a minimum, and are not to cover items that will be charged. Requests for an advance must be in Accounts Payable Department by the prior Friday to receive a check by the next Thursday or Friday.

3. Transportation Costs

Travel by air or other means must be at the lowest available rate for the most direct route and does not include the costs of flight upgrades or additional flight services. Unused tickets or flight credits issued to the employee for cancelled or rescheduled flights must be reported in the expense report under Section II.C. If an employee chooses to travel in a personal vehicle, mileage will only be reimbursed up to the amount of the lowest available rate of air travel. Car rental is available if it is more economical than using other modes of transportation. The employee shall include the cost of liability insurance and loss damage waiver of transportation in determining whether car rental is the most economical option. requires prior approval from the appropriate ED or Chief and is only permissible if no transit option is available.

Travel in personal vehicles will be reimbursed at the rate permitted by the Internal Revenue Service for business mileage. The business mileage rate includes provision for fuel. This rate does not cover incidentals to travel by automobile (i.e., fares, tolls, parking fees); these expenses must be separately reported. If an

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employee chooses to travel in a personal vehicle, mileage will only be reimbursed up to the amount of the lowest available rate of air travel.

Employees traveling in Authority-owned vehicles will be reimbursed only for out-of-pocket expenses required for the operation of the vehicles such as fuel and parking. Each such expense -must be listed separately.

*Pursuant to the P-card policy 5.5.3.1, travel expenses charged to the P-card are limited to airfare, event registration, and hotel accommodations.

4. **Living Allowances**

Lodging – Single occupancy accommodations in the medium price range for the locale shall be paid for using a SORTA P-Card~~will be reimbursed~~. Higher priced accommodations will require written explanation and prior approval.

5. **Meetings, Seminars, Training Sessions**

Registration fees for approved business meetings and seminars ~~(both in-person and online) will be reimbursed~~ shall be paid using a SORTA P-Card.

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6. Meals and Incidental Expense (“M&IE”)

An employee shall be reimbursed for meals and incidental expenses incurred while travelling on SORTA business upon submitting an expense report after travel is completed.

Meal and incidental expenses will be reimbursed at a daily per diem allowance for travel in the Continental United States (“CONUS”) based on the destination city’s rate set by the General Services Administration (“GSA”) index which can be found at www.gsa.gov on the Metronet under the Finance department.

Incidental expenses, as defined in the Federal Travel Regulations, ~~and~~ included in the daily M&I per diem allowance are listed as follows and are thus not separately reimbursable are:

- fees and tips given to porters, baggage carriers, bellhops, and ~~hotel maids~~ staff
- ~~transportation to and from meals~~
- coffee break and snack expenses
- ~~all phone expenses, other than those on a prepaid SORTA provided telephone card~~

Receipts for these meals and incidental expenses do not need to be submitted with the final travel expense report; however, a copy of the CONUS CONUS (Continental United States) index for the respective city must be attached.

The per diem will be calculated based on time of travel under this policy subject to Section II.B.1.a. starts on the day you depart your home or office and ends on the day you return to your home or office. The M&IE allowance will be paid based on the following table: Please use the rates on the GSA Meals and Incidentals for first and last day of travel.

<u>When travel is:</u>	<u>Your allowance is:</u>
More than 12 but less than 24 hours	75 percent of the applicable M&IE rate
24 hours or more, on: The day of departure	75 percent of the applicable M&IE rate
Full days of travel	100 percent of the Each such expense
The last day of travel	75 percent of the applicable M&IE rate

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7. Non-Reimbursable Items:

- Premiums for air travel insurance.
- Upgraded flight expenses.
- Damage to car rentals.
- Expenses for personal activities, including transportation.
- Car rentals for non-business purposes.
- Fines for violation of laws.
- Donations to charities or political parties.
- Loss or damage of personal items, including baggage.
- Alcoholic beverages.
- Loss of cash advance.
- Clothing or clothes cleaning.
- Personal items.
- Hair care.
- Lodging other than self.

8. Travel Expense Report Required Documentation

Upon completion of travel, the employee shall be reimbursed for all approved travel expenses and M&I, subject to SORTA policy, by submitting a SORTA travel expense report.

The employee shall submit the travel expense report ~~A detailed expense report should be submitted~~ within ten (10) ~~fifteen (15)~~ business days after the completion of a trip.

The employee must sign the form and attach copies ~~A copy~~ of the approved "Travel/Training Request" form, receipts for all items ~~in excess of \$25.00,~~ and the applicable GSA index for the respective city for M&IE expenses ~~must be attached.~~ The report must **contain documentation of the business purpose of the expense and** ~~be approved by the employee's immediate supervisor.~~ All expenses related to the travel must be included in the expense report and any costs paid by a SORTA P-Card must be noted on the expense report.

a. The employee's Direct Manager shall review and sign the form to ensure that all items in the report

This approval means that the supervisor has reviewed all the items in the report and believes that they were reasonable and incurred for good business purposes. Managers should confirm all costs and receipts are included in the report prior to processing.

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- b. The report must then be approved by the appropriate Executive Officer (ED, CFO, COO, or the CEO for members of the Executive Leadership Team). ~~All reports must be approved by the CFO before reimbursement will be made.~~
- c. General Accounting will audit all reports for accuracy and adherence to policy.

Trustees, the CEO, and the Secretary-Treasurer traveling on SORTA business will have such statement approved by the Chairperson of the SORTA Board or by the Chairperson of the Finance Committee of SORTA.

Actual Receipts ~~receipts (not estimates or booking confirmations)~~ are required for all expenses ~~in excess of \$25.00~~. When receipts ~~cannot~~ cannot be reasonably obtained, written explanations should note the amount, nature, purpose, and date of the expense. Credit card slips are not considered equivalent to actual receipts unless they are itemized receipts.

If a vendor's receipt does not clearly indicate the amount, nature, purpose, and date of an expense, the employee ~~should~~ shall add this information and sign the receipt.

Section III

Accepting Things of Value

~~No~~ SORTA trustee, ~~manager~~ or employees shall NOT solicit or accept anything of value that exceeds \$25 or is of such a character as to manifest a substantial and improper influence ~~upon him~~ with respect to their respective his duties at SORTA.

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Section IV

Prior Inquiry

SORTA employees and trustees are strongly encouraged to inquire in advance if they have any doubts about the propriety under this policy of any contemplated expenditure or other action.



BOARD OF TRUSTEES
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
MOTION

APPROVAL OF HEALTHCARE

I move that the SORTA Board approves the 2025 Health Care Plan.

MOVED BY: Blake Ethridge SECOND BY: Chelsea Clark

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

Nay: None

Abstain: None

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

PRESENT NON-VOTING MEMBERS: Trent Emenecker and Jay Bedi

ABSENT NON-VOTING MEMBERS AT THE TIME: Greg Simpson

APPROVED: September 24th, 2024



BOARD OF TRUSTEES ACTION ITEM

DATE: September 17, 2024
FROM: Adriene Hairston, Sr. VP of Human Resources
 Vicki Barker, Director of Human Resources

PROJECT NO.: 2025 Healthcare Program

REQUEST: Contract

BACKGROUND

SORTA provides health insurance coverage for all employees. The current healthcare contract expires December 31, 2024

SORTA's insurance broker HUB International (formerly known as HORAN) requested proposals based on Metro's medical plan of self-funded plans.

BUSINESS PURPOSE

Ensure that SORTA continues to provide health care benefits for all eligible participants at a sustainable cost. Provide continued health insurance coverage to all eligible participants that meet Affordable Care Act compliance.

PROJECT FINANCING

The following 2025 Healthcare Program costs will be included in the 2025 operating budget:

United Healthcare is a one (1) year agreement beginning January 1, 2025, with a total expenditure of \$229,642 an increase from \$205,897 in 2024.

UHC Stop Loss is a one (1) year agreement beginning January 1, 2025, with a total expenditure of \$928,872, an increase from \$723,977 in 2024.

Delta Dental (new dental carrier replacing Dental Care Plus) is a 3-year admin rate guarantee beginning January 1, 2025, with a total expenditure of \$141,369.

PROJECT PROCUREMENT

None

PROJECT DIVERSITY

None

RECOMMENDED BOARD ACTION

Approval of a resolution authorizing the CEO/General Manager or the Senior Vice President of Human Resources to execute a one (1) year contract with United Healthcare, Inc. (UHC) for Services for the 2025 healthcare program

Project	Method	Vendor	Award	Term	Funding
002-2024 <i>Capital Project & Grants Tracking Software</i>	Request for Proposals (RFP)	Ignatius	\$199,800	3 years Oct 2024 – Sep 2027	Budgeted Local Capital and Operating
053-2024 <i>Yard Management Solution</i>	Request for Proposals (RFP)	Trapeze Software Group, Inc. (Vontas)	\$2,795,915 (20.67%, \$577,916 XBE)	5 years Oct 2024 – Sep 2029	80% FTA 20% Local

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

Supplier Diversity Summary

Total Awards for Month	\$2,995,715
Total Diversity Spend for Month	\$577,916
Addressable Awards	\$2,995,715
Effective Participation Rate	\$577,916 (19.3%)
2024 Total Spend	\$63,550,473
2024 Diversity Spend	\$7,282,312 (11.5%)
2024 Total Addressable Spend	\$51,464,119
2024 Effective Participation Rate	14.2%



BOARD OF TRUSTEES
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 2024-45

APPROVAL OF CONTRACT 002-2024 FOR CAPITAL PROJECTS & GRANTS TRACKING SOFTWARE

WHEREAS:

1. Metro manages an average of \$44 million in grant revenue each year.
2. A variety of projects are funded by grant revenue to include: planning studies, transit centers, revenue vehicle purchases and capital facilities improvements.
3. A flexible, scalable database system is required to meet the needs required to manage the relationship between capital projects and grant revenues.
4. The current (“CPGT”) software that is used to track capital projects and grants uses an outdated Microsoft Access database.
5. SORTA staff recommends approval to execute Contract No. 002-2024 on behalf of Metro and Ignatius, with a not to exceed value of \$199.800.

THEREFORE, BE IT RESOLVED:

6. The Board authorizes the CEO/General Manager/ Secretary-Treasurer or the CFO to execute Contract No. 002-2024 on behalf of Metro and Ignatius, with a not to exceed value of \$199.800.

MOVED BY: Dan Driehaus SECOND BY: KZ Smith

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

Nay: None

Abstain: None

ABSENT AT THE TIME: Tony Brice, Kala Gibson and Gwen Robinson

PRESENT NON-VOTING MEMBERS: Jay Bedi and Trent Emeneker

ABSENT NON-
VOTING MEMBERS
AT THE TIME:

Greg Simpson

APPROVED:

September 24th, 2024



BOARD OF TRUSTEES ACTION ITEM

DATE: September 17, 2024
FROM: John Edmondson, Sr. Director of Procurement
 Mary Huller, Director of Grants & Administration
PROJECT NO.: 002-2024 Capital Projects & Grants Tracking Software
REQUEST: Contract Award

BACKGROUND

Metro manages an average of \$44 million in grant revenue each year. Grant revenue funds a variety of projects, including planning studies, transit centers, revenue vehicle purchases, and capital facilities improvements. Metro requires a flexible, scalable database system tailored to meet the unique needs required to manage the unique and complex relationship between capital projects and grant revenues.

BUSINESS PURPOSE

The current capital projects and grants tracking (“CPGT”) software uses an outdated Microsoft Access database. This product is no longer effective in meeting the needs of Metro and will be losing comprehensive support from the manufacturer. A replacement system is needed that can integrate with Maximo, CODA, and OpenGov platforms used by Procurement, Finance, and Accounting, respectively.

PROJECT FINANCING

The budget for the project is \$200,000 and is included in the approved FY2024 Capital Budget. The initial project costs will be financed using local capital funds. Annual costs related to the project will be included in the annual operating budget review and approval process.

The final cost of the project is \$199,800, which is **favorable to budget by \$200**. The table below is an itemized list of all one-time and annual project costs:

	FY2024/25	FY2025/26	FY2026/27	Total
One-time Fees				
Project Mobilization	\$ 15,000	\$ -	\$ -	\$ 15,000
System Configuration	\$ 25,000	\$ -	\$ -	\$ 25,000
Training & Testing	\$ 20,000	\$ -	\$ -	\$ 20,000
Go-Live	\$ 35,000	\$ -	\$ -	\$ 35,000
Subtotal	\$ 95,000	\$ -	\$ -	\$ 95,000
Annual Fees				
Licensing (Unlimited)	\$ 12,000	\$ 11,400	\$ 11,400	\$ 34,800
Maintenance & Hosting	\$ 16,000	\$ 11,000	\$ 11,000	\$ 38,000
Support	\$ 12,000	\$ 10,000	\$ 10,000	\$ 32,000
Subtotal	\$ 40,000	\$ 32,400	\$ 32,400	\$ 104,800
Total	\$ 135,000	\$ 32,400	\$ 32,400	\$ 199,800

PROJECT PROCUREMENT

Based on the need to evaluate various project approaches and specific criterial requirements for the Grants function, staff determined that a request for proposals (“RFP”) was the most appropriate procurement methodology.



Staff identified 10 specific vendors known to be willing and capable of providing the unique software services required for the project in addition to the vendors automatically notified via Metro’s e-procurement platform. 71 vendors downloaded solicitation materials with 9 submitting a response (12.7% response rate). All submissions were deemed to be responsive to the requirements of the solicitation.

Submissions were evaluated based on several criteria including project approach, firm and staff qualifications, diversity efforts, and price. After an initial review, staff shortlisted the submissions to the top 3 vendors for conducting an interview and demonstration. The tables below reflect the evaluation scores for the initial submission and the interview/demonstration phase:

Vendor	Project Approach (Subjective) Points Based 450 Points (42.9%)	Firm and Staffing Qualifications Points Based 375 Points (35.7%)	Price (Objective) Reward Low Cost 175 Points (16.7%)	Small and Disadvantaged Busin Points Based 50 Points (4.8%)	Total Score (Max Score 1050)
Autocene Government Solutions...	398	318	175	0	891
Ignatius	400	342	128.1	0	870.13
Bold Zebras LLC dba PowerApp...	401	318	82.3	50	851.27
CapTech Ventures, Inc.	395	330	17.3	0	742.32
Publicis Sapient	375	285	36.3	0	696.33
kvolve	334	276	26.4	0	636.35
Summit Technologies LLC	295	230	50.1	0	575.15
JourneyBlazers LLC	281	254	33.7	0	568.66
Allitix, Inc.	245	208	19.4	0	472.39

Vendor	Project Approach (Subjective) Points Based 450 Points (42.9%)	Firm and Staffing Qualifications Points Based 375 Points (35.7%)	Price (Objective) Points Based 175 Points (16.7%)	Small and Disadvantaged Busin Points Based 50 Points (4.8%)	Total Score (Max Score 1050)
Ignatius	434	360	128.1	0	922.13
Autocene Government Solutions...	379	305	175	0	859
Bold Zebras LLC dba PowerApp...	292	260	82.3	50	684.3

The contract will be a firm fixed price contract with a 1-year base term and two 1-year option terms, expiring in September 2027.

PROJECT DIVERSITY

Staff performed a review of the project to determine the potential for subcontracting opportunities. Based on the nature of the products and services provided, no subcontracting opportunities are available for the project. As such, no vendor diversity goal was established.

Staff targeted 21 XBE vendors capable of performing the work described in the solicitation. No XBE vendors submitted a response to the solicitation.

The project contract does not include award to an eligible XBE subcontractor.

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. 002-2024, on behalf of Metro with Ignatius, with a not to exceed value of \$199,800.



BOARD OF TRUSTEES
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 2024-46

APPROVAL OF CONTRACT 053-2024 YARD MANAGEMENT SOLUTION

WHEREAS:

1. Metro has more than 300 revenue service vehicles operating from 2 different garages.
2. Maintaining and monitoring the movement of so many revenue vehicles within the garages and parking areas can be a complex logistic issue.
3. Delays in vehicle assignments, pull-out and scheduled/unscheduled maintenance requirements result from the complex nature of maintaining so many vehicles.
4. Metro requires a software solution that allows for real-time location, directionality and assignment of revenue service as well as non-revenue vehicles.
5. SORTA staff recommends approval to execute Contract No. 053-2024 on behalf of Metro and Trapeze Software Group, Inc. (Vontas), with a not to exceed value of \$2,795.915.

THEREFORE, BE IT RESOLVED:

6. The Board authorizes the CEO/General Manager/ Secretary-Treasurer or the CFO to execute Contract No. 002-2024 on behalf of Metro and Trapeze Software Group, Inc. (Vontas), with a not to exceed value of \$2,795.915.

MOVED BY: Dan Driehaus SECOND BY: KZ Smith

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

Nay: None

Abstain: None

ABSENT AT THE
TIME: Tony Brice, Kala Gibson and Gwen Robinson

PRESENT NON-
VOTING
MEMBERS: Jay Bedi and Trent Emenecker

ABSENT NON-
VOTING MEMBERS
AT THE TIME:

Greg Simpson

APPROVED:

September 24th, 2024



BOARD OF TRUSTEES ACTION ITEM

DATE: September 17, 2024
FROM: John Edmondson, Sr. Director of Procurement
 Patrick Giblin, Sr. Director of Information Technology/Chief Information Officer
PROJECT NO.: 053-2024 Yard Management Solution
REQUEST: Contract Award

BACKGROUND

Metro has more than 300 revenue service vehicles operating from 2 separate garages. Maintaining and monitoring the movement of so many revenue vehicles within the garages and parking areas can be a complex logistics issue, leading to delays in vehicle assignments, pull-out, and scheduled/unscheduled maintenance requirements.

BUSINESS PURPOSE

Metro requires a software solution that allows for real-time location, directionality, and assignment of revenue service vehicles as well as non-revenue vehicles.

PROJECT FINANCING

The budget for the project is approximately \$3,560,000 and is included in the approved FY2024 Capital Budget. The project will be financed by using a Federal Transit Administration (“FTA”) grant for 80% of the eligible capital costs and local capital and operating costs for the remainder of project funds.

The project includes annual maintenance costs and optional annual cloud hosting costs that will be included in the annual operating budget review and approval process. The table below depicts the initial implementation and annual costs for the project:

	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	Total
Implementation						
Equipment	\$ 422,607	\$ -	\$ -	\$ -	\$ -	\$ 422,607
Licenses	\$ 641,510	\$ -	\$ -	\$ -	\$ -	\$ 641,510
Labor	\$ 765,650	\$ -	\$ -	\$ -	\$ -	\$ 765,650
Maintenance	\$ 125,600	\$ 128,502	\$ 136,051	\$ 144,043	\$ 152,500	\$ 686,696
Subtotal	\$ 1,955,367	\$ 128,502	\$ 136,051	\$ 144,043	\$ 152,500	\$ 2,516,463
Optional Modules						
Fleetwatch	\$ 47,237	\$ -	\$ -	\$ -	\$ -	\$ 47,237
Cloud Hosting	\$ 12,667	\$ 50,280	\$ 53,234	\$ 56,361	\$ 59,673	\$ 232,215
Subtotal	\$ 59,904	\$ 50,280	\$ 53,234	\$ 56,361	\$ 59,673	\$ 279,452
Total	\$ 2,015,271	\$ 178,782	\$ 189,285	\$ 200,404	\$ 212,173	\$ 2,795,915
Annual Increase		2.26%	5.55%	5.55%	5.55%	

The final project cost is \$2,795,915 and is **favorable to budget by \$764,085.**

PROJECT PROCUREMENT

Staff determined that the wide variety of available yard management solutions warranted the use of a request for proposals (“RFP”) for the project.



Staff identified and targeted 14 vendors known to be willing and capable of providing a comprehensive solution that met the requirements of the solicitation in addition to the vendors notified via Metro's e-procurement platform OpenGov. 26 vendors downloaded solicitation materials and 3 submitted responses. All submissions were determined to be responsive to the requirements of the solicitation. All submissions were evaluated on criteria that included, but was not limited to project approach, firm and staff qualifications, commitment to diversity, equity, and inclusion, and price. The table below represents the evaluation scores of each submission:

AGGREGATE SCORES SUMMARY

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Total Score (Max Score 1050)
Trapeze Software Group, Inc. (Vontas)	1033.5	973.5	961.5	989.46
Clever Devices Ltd.	975	890	916	927
Piper Networks	628.7	628.7	645.7	634.32

The contract will be a firm fixed fee contract with a 5-year term, expiring in September 2029.

PROJECT DIVERSITY

Staff performed a review of the project to determine the potential for subcontracting opportunities. Based on the nature of the products and services provided, no subcontracting opportunities are available for the project. As such, no vendor diversity goal was established.

Staff targeted 19 XBE vendors capable of performing the work described in the solicitation. No XBE vendors submitted a response to the solicitation.

The project contract includes work to be performed by 2 certified XBE firms for a total of **20.67%** of the final project cost (\$577,916).

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. 053-2024, on behalf of Metro with Trapeze Software Group, Inc. (Vontas), with a not to exceed value of \$2,795,915.



BOARD OF TRUSTEES
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 2024-44

APPROVAL OF EMINENT DOMAIN AUTHORITY FOR WALNUT HILLS TRANSIT CENTER

WHEREAS:

1. Metro operates and maintains bus service to and within the Walnut Hills neighborhood.
2. Metro seeks to build a new regional transit center at 2614 Gilbert Avenue, the northeast corner of Gilbert Avenue and William Howard Taft.
3. SORTA needs to acquire the following four Hamilton County parcels totaling 0.977 acres, (067-0003-0063-00, 067-0003-0071-00, 067-0003-0072-00 and 067-0003-0075-00) for the public use of the construction and efficient operation of a regional transit facility.
4. On June 21, 2024, a Notice of Intent to Acquire and Good Faith Offer, prepared by SORTA's representative Vorys, Sater, Seymour and Pease LLP., was delivered to the property owner. Triple R Associates, LTD. Fort Lauderdale, Florida for the amount of \$740,000 which reflects the fair market value of the property.
5. SORTA staff recommends approval to execute a contract on behalf of SORTA and Triple R Associates LTD. with a not to exceed value of \$740,000.
6. Funding for these purchases have been included in the 2024 budget.

THEREFORE, BE IT RESOLVED by the Board of Trustees of the Southwest Ohio Regional Transit Authority:

SECTION 1. That the Board declares it is necessary and proper to appropriate Hamilton County Parcels 067-0003-0063-00, 067-0003-0071-00, 067-0003-0072-00 and 067-0003-0075-00 for the purpose of making public improvements and building a transit facility.

SECTION 2. That the CEO/GM be, and hereby is acting on the advice of counsel, authorized to institute legal proceedings to appropriate the interests in the Property in the manner provided in Ohio Revised Code Chapters 306 and 163.

SECTION 3. That the CEO/GM is here by authorized to cause written notice of the adoption of this Resolution to be transmitted to the owners or persons in possession of and persons having an interest in the Property and said notice shall be served by the appropriate representative of the Authority who shall make return of said service of notice in the manner provided by law.

SECTION 4. That the payment for the appropriation shall be from local funds.

SECTION 5. The CEO/GM be, and hereby is, authorized to take such further action and execute and deliver such further documents as, acting on the advice of counsel, shall be deemed necessary to carry out the intent of this Resolution.

SECTION 6. That the Authority finds and determines that all formal actions of the Authority concerning and relating to the adoption of this Resolution were taken in an open meeting of the Authority.

SECTION 7. That this Resolution shall become effective upon its adoption.

**EXHIBIT "A"
LEGAL DESCRIPTION**

File No.: 01219-20730

Parcel 1:

The following described real estate situate in the City of Cincinnati, County of Hamilton, State of Ohio, and known as Lot Number Four (4), George W. Williams, per Executors, Subdivision, more particularly described as follows: All that certain lot of land fronting fifty-five (55) feet on the north side of Locust Street, beginning on the east at a point one hundred and twenty-five (125) feet west of Beech Street and extending back with sides at right angles to the front, one hundred (100) feet to the north line of Lot Ninety-Nine (99) as laid down and numbered on the Plat of Lane Seminary Subdivision, duly recorded in said County Records, the premises hereby conveyed being part of said Lot Number Ninety-Nine (99), and is bounded on the west by the lot heretofore conveyed to John Kyle, known as Number 920 Locust Street (presently known as William Howard Taft Road) Walnut Hills, Cincinnati, Ohio.

p. 71

A

Auditor's Parcel Number: 067-0003-0071-00

Parcel 2:

The following described real estate situate in the County of Hamilton, State of Ohio, City of Cincinnati, and bounded and described as follows: The west Twenty-five (25) feet by Twenty-five (25) feet of Lot Number One Hundred (100) lying One Hundred and Thirty-one hundredths (100.30) feet north of Locust Street and One hundred and twenty-five (125) feet west of Kemper Lane, of the Lane Seminary Ground Subdivision, a plat of which is recorded in Plat Book 2, Page 271 of the Hamilton County, Ohio Recorder's Office.

p. 71

Parcel 3:

Situate in the City of Cincinnati, Hamilton County, Ohio, and being a parcel of land twenty-five (25) feet by thirty (30) feet being a part of Lot Number One Hundred (100) of Lane Seminary Subdivision, plat of which is recorded in Plat Book 2, Page 271 of the Hamilton County, Ohio Recorder's Office, adjoining that certain lot of land fronting fifty-five (55) feet on the North side of Locust Street and extending northerly one hundred (100) feet on the north, and further being immediately west of the twenty-five (25) feet by twenty-five (25) feet parcel described in Parcel Two (2) above.

A

Auditor's Parcel Number: 067-0003-0075-00

Parcel No.: 067-0003-0071-00 and 067-0003-0075-00



MOVED BY: Dan Driehaus SECOND BY: KZ Smith

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

Nay: None

Abstain: None

ABSENT AT THE TIME: Tony Brice, Kala Gibson and Gwen Robinson

PRESENT NON-VOTING MEMBERS: Jay Bedi and Trent Emeneker

ABSENT NON-VOTING MEMBERS AT THE TIME: Greg Simpson

APPROVED: September 24th, 2024



BOARD OF TRUSTEES ACTION ITEM

DATE: September 17th, 2024
FROM: Scott Enns, Sr. Manager of Capital and TOD Projects
Khaled Shammout, Chief Strategic Planning, Development, & Innovation Officer

PROJECT NO.:

REQUEST: Approval of Eminent Domain Authority for Walnut Hills Transit Center

BACKGROUND

Metro operates and maintain bus service to and within the Walnut Hills neighborhood of Cincinnati. Metro seeks to build a new regional transit center at 2614 Gilbert Avenue, the northeast corner of Gilbert Avenue and William Howard Taft Road. SORTA needs to acquire the following four Hamilton County Parcels totaling 0.977 acres, (Nos. 067-0003-0068-00, 067-0003-0071-00, 067-0003-0072-00 and 067-0003-0075-00) for the public use of the construction and efficient operation of a regional transit facility or access thereto.

BUSINESS PURPOSE

The property acquisition of parcels necessary to construct a new regional transit center.

On June 21, 2024, a Notice of Intent to Acquire and Good Faith Offer, prepared by SORTA's representative Vorys, Sater, Seymour and Pease LLP, was delivered to the property owner, Triple R Associates, Ltd of Fort Lauderdale, Florida.

To date the property owner has not responded to the Good Faith Offer.

The following key points were noted within the June 21, 2024, Good Faith Offer:

- 1. Ohio law authorizes Metro to obtain the property for the construction and efficient operation of any transit facility or access thereto.
2. The Good Faith Offer included SORTA's determination of the fair market value of the property base upon a Metro property appraisal (04-09-2024).
3. SORTA has provided more than the minimum of 30 days from the time the property owner receive the Good Faith Offer included with the Notice of Intent to Acquire to accept or reject the offer.
4. Metro's representatives have been available to discuss the offer with property owner at any time, and making it clear the property owner is not required to accept SORTA's offer.
5. If the property owner rejects the offer or if the two parties are unable to come to an agreement, Metro may have to exercise their eminent domain authority to appropriate the property, which requires a court procedure.

PROJECT FINANCING

The budget for the project using local operating funds.

PROJECT PROCUREMENT



NA

PROJECT DIVERSITY

NA

RECOMMENDED BOARD ACTION

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager to move forward and exercise eminent domain authority to appropriate the property (Hamilton County Parcels, Nos. 067-0003-0068-00, 067-0003-0071-00, 067-0003-0072-00 and 067-0003-0075-00) necessary for the public use to construct and operate a transit facility or access there to which requires a court procedure.





Financial Summary - August 2024

Report Out Date – September 17, 2024

Agenda – Financial Summary

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

- Investment Funds Reserve Summary

- Investment Balance Update (separate attachment)



Statement of Operations

Summary

- Total Revenue \$13.6M - favorable to Budget \$199k
- Total Expense \$13.8M - unfavorable to Budget (\$410k) or (3.1%)
- Surplus / (Deficit) (\$0.1M) - unfavorable to Budget (\$211k)
- Note: Ridership total is 1,230k – favorable to Budget 19k or 1.6%

Revenue

- Total Operating Revenue \$1.8M - favorable to Budget \$140k or 8.7%
- Non-Transportation \$0.8M - favorable to Budget \$115k or 16.9%
- County Sales Tax \$10.2M – unfavorable to Budget (\$56k); see additional slide on county sales tax
- Federal Grants \$0.8M - on Budget

Expense

- Wages & Benefits \$10.2M - unfavorable to budget (\$96k) or (0.9%)
- Fuel and Lubricants \$671k - unfavorable (\$82k) or (13.9%) to Budget
- Parts & Supplies \$848k – favorable to Budget \$103k or 10.8%
- All Other \$2.0M – unfavorable to Budget (\$329k) driven by Metro Family Day timing and spend and building maintenance spend

Southwest Ohio Regional Transit Authority 2024 Profit & Loss Statement



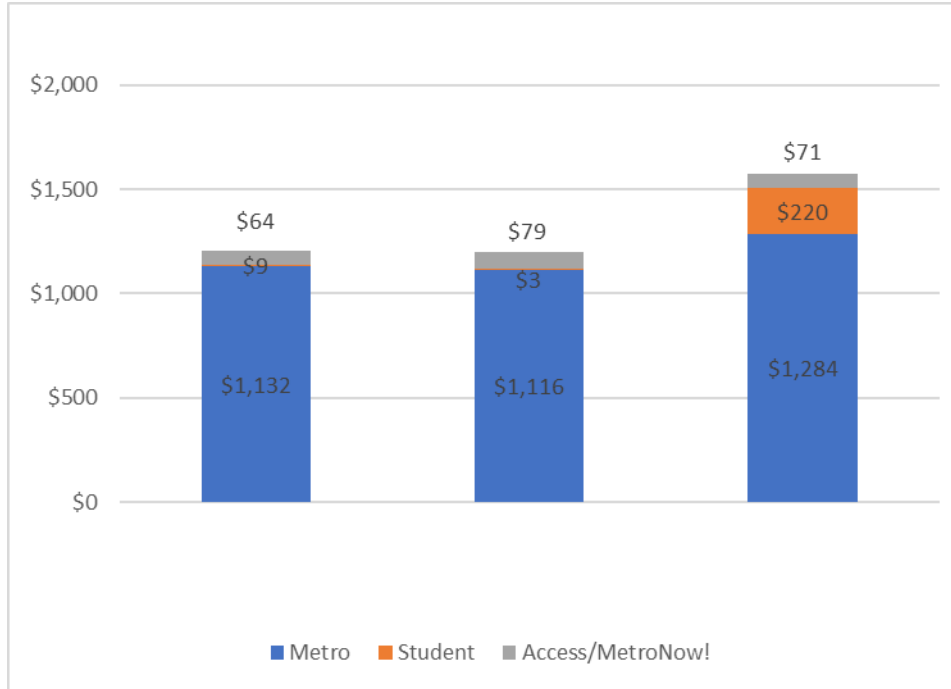
8 Mo Ending August 31, 2024 (\$ In Thousands)	Month				Year to Date				
	Actual	Budget	Fav(Unfav)		Actual	Budget	Fav(Unfav)		Prior Year
Ridership									
Regular	1,114,380	1,114,191	189	0.0%	7,732,854	8,085,561	(352,707)	(4.4%)	7,559,984
CPS	92,793	73,740	19,053	25.8%	850,429	873,059	(22,630)	(2.6%)	844,801
Subtotal Fixed Route	1,207,173	1,187,931	19,242	1.6%	8,583,283	8,958,620	(375,337)	(4.2%)	8,404,785
Access	15,252	18,020	(2,768)	(15.4%)	119,867	129,893	(10,026)	(7.7%)	121,353
MetroNow!	7,684	5,177	2,507	48.4%	49,699	37,497	12,202	32.5%	4,565
Total Ridership	1,230,109	1,211,128	18,981	1.6%	8,752,849	9,126,010	(373,161)	(4.1%)	8,530,703
Operating Revenue									
Metro Fares	\$ 1,284	\$ 1,207	\$ 77	6.4%	\$ 9,172	\$ 8,869	\$ 303	3.4%	\$ 8,391
Access Fares	56	68	(12)	(17.6%)	463	490	(27)	(5.5%)	462
MetroNow! Fares	15	10	5	50.0%	101	75	26	34.7%	9
CPS Fares	220	126	94	74.6%	1,942	1,191	751	63.1%	873
Other	183	207	(24)	(11.6%)	1,493	1,637	(144)	(8.8%)	1,809
Total Operating Revenue	1,758	1,618	140	8.7%	13,171	12,262	909	7.4%	11,544
Non-Operating Revenue									
County Sales Tax	10,232	10,288	(56)	(0.5%)	78,736	81,066	(2,330)	(2.9%)	77,010
ARP	-	-	-	n/a	-	-	-	n/a	21,855
ARP Comp	-	-	-	n/a	-	-	-	n/a	20,000
Federal Subsidies	843	843	-	-	6,741	6,741	-	-	9,600
Non Transportation	794	679	115	16.9%	7,179	6,091	1,088	17.9%	5,105
Total Non-Operating Revenue	11,869	11,810	59	0.5%	92,656	93,898	(1,242)	(1.3%)	133,570
Total Revenue	13,627	13,428	199	1.5%	105,827	106,160	(333)	(0.3%)	145,114
Expenses									
Employee Wages & Benefits	10,208	10,112	(96)	(0.9%)	78,915	79,901	986	1.2%	71,126
Fuel & Lubricants	671	589	(82)	(13.9%)	5,324	5,382	58	1.1%	5,222
Parts & Supplies	848	951	103	10.8%	6,368	6,901	533	7.7%	6,355
Empowerment Fund	6	-	(6)	n/a	6	-	(6)	n/a	334
Other	2,029	1,700	(329)	(19.4%)	13,321	14,631	1,310	9.0%	12,245
Total Expenses	13,762	13,352	(410)	(3.1%)	103,934	106,815	2,881	2.7%	95,282
Surplus(Deficit) Before Adj	\$ (135)	\$ 76	\$ (211)		\$ 1,893	\$ (655)	\$ 2,548		\$ 49,832



AUGUST 2024 – FARE REVENUE SOURCES

3 MONTH TREND – JUNE 2024 THRU AUGUST 2024

In Thousands



Jun-24

Jul-24

Aug-24

Month	Days per Month	Avg Rev per Day
Jun-24	30	\$38
Jul-24	31	\$36
Aug-24	31	\$41

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

County Sales Tax – Year to Date May



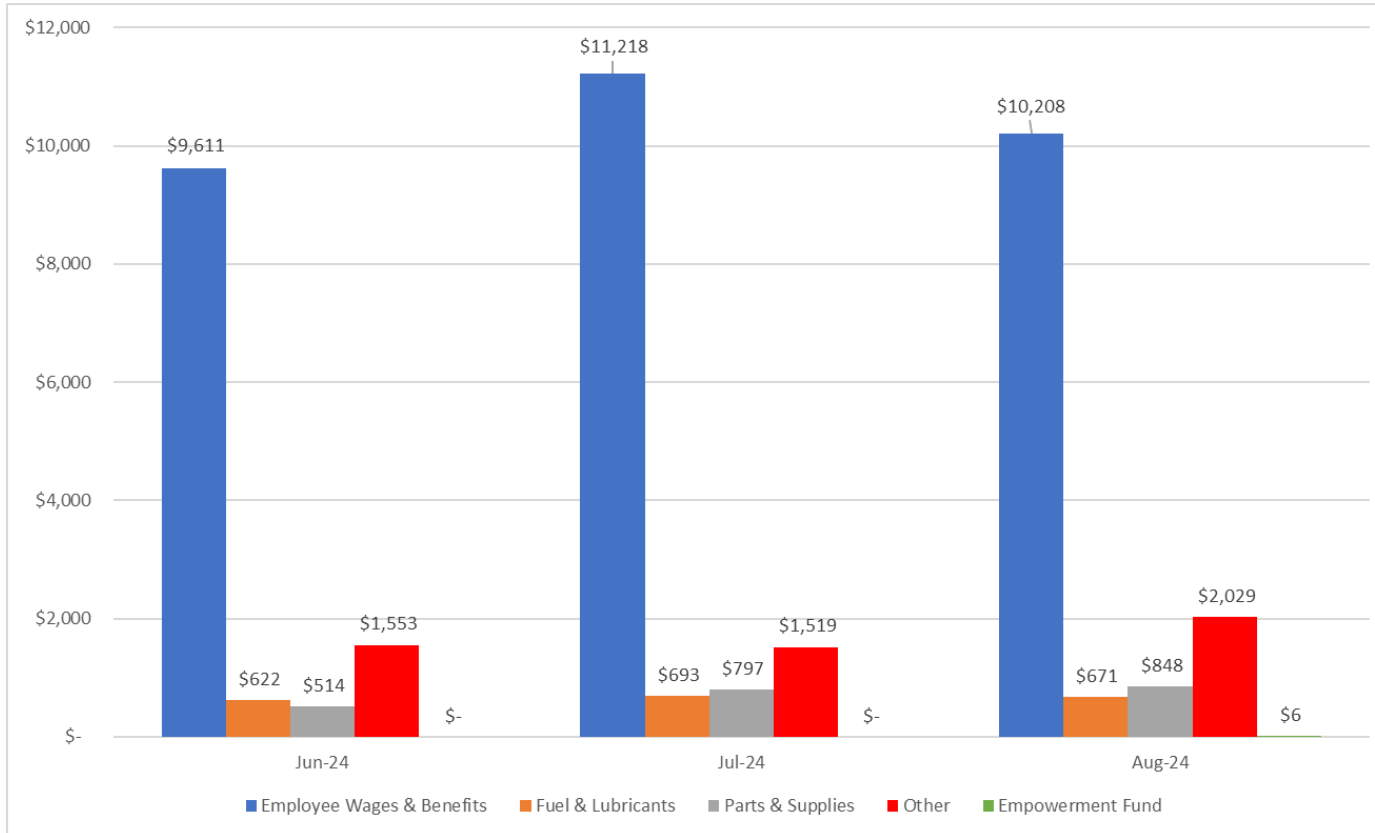
	Jan	Feb	Mar	Apr	May	YTD
CY Actual	\$8,781	\$8,683	\$9,963	\$9,366	\$9,875	\$46,668
Budget	\$9,987	\$9,327	\$10,480	\$9,273	\$9,931	\$48,999
Var \$	(1,206)	(644)	(517)	93	(56)	(2,331)
Var %	-12.1%	-6.9%	-4.9%	1.0%	-0.6%	-4.8%
PY Actual	\$8,907	\$8,659	\$10,010	\$9,465	\$9,761	\$46,802
Var	(126)	24	(47)	(99)	114	(134)
Var %	-1.4%	0.3%	-0.5%	-1.0%	1.2%	-0.3%

- Year to Date thru May Hamilton County Sales Tax is (\$2.3m) unfavorable to budget and (\$134k) unfavorable to prior year or (0.3%)
- County Sales tax is on a three month lag. Actual May results are received and recorded during August accounting cycle

AUGUST 2024 – OPERATING EXPENSE SOURCES

3 MONTH TREND – JUNE 2024 THRU AUGUST 2024

In Thousands





Investment Funds Reserve Summary

Overnight Investments	\$41,108,377
Securities & CD's	\$137,642,106

Total All Securities (8/31/2024)	\$178,750,483
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Current Capital Reserve Obligations

<i>BRT Project Development (Hamilton & Reading Corridors) - Amts Pd</i>	\$35,724,419
<i>Future BRT Capital Match (Fed 70% & Local 30%)</i>	\$54,000,000
Total BRT	\$89,724,419
Local Match - FTA and ODOT Grants	\$19,916,103
100% Local Projects (<i>Prior Years Open + Current Year</i>)	\$38,174,664
2 Months of Operating Expenses	\$24,000,000
All Other Obligations	\$6,500,000

Total Current Capital Reserve Obligations	\$178,315,186
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Net Unrestricted Securities Available	\$435,297
--	------------------

2024 Remaining Operating Budget Surplus Sep - Dec (Deficit)	\$2,988,590
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Net Unrestricted Securities + '24 Operating Budget Surplus	\$3,423,887
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From Darryl Haley, Metro CEO
& General Manager/Secretary-Treasurer



September 2024

Fall is upon us, which must mean it's time for BLINK.

Don't Blink & Drive: Due to street closures and more than two million attendees expected for this year's BLINK Festival, Metro's fixed-route and Access service will be **free** to ride each day of BLINK, Oct. 17-20 beginning at 6 p.m.-midnight. Service will also be re-routed from Government Square to the Riverfront Transit Center each evening at 6 p.m. We invite attendees to take advantage of the Metro shuttle from one of the free park & rides at Cincy State and Crossroads Church (Oakley) where we will have shuttle buses, DJ's and cool Metro swag.

Ridership at an all-time high: So far in September we have achieved 7 days with more than 50K+ rides! That is a daily ridership figure that has not been seen since prior to the pandemic. We are thrilled at these ridership gains and expect them to continue to grow as we continue to expand and improve service.

Making Strides for Breast Cancer: Metro is proud to support and walk to raise awareness about the need to find a cure for breast cancer. Join us to walk with the Metro team at the Making Strides Against Breast Cancer Walk on Oct. 19 starting at 8:30 a.m. at Yeatman's Cove. A Metro bus transporting team members and their guests will depart Queensgate Garage prior to the start of race. Let us know if you would like more details.

Town Hall Meeting: Last week we held 11 Employee Townhall Meetings covering each facility and shift to ensure that all team members were updated on the organization's progress and strategic priorities, as well as have the opportunity to ask questions of the Executive and Senior Leadership Team members.

Free Rides to Bengals: Thanks to the generous sponsorship of Miller Lite, Metro's Fixed-route and Access services will be free to ride all day on Sunday, Oct. 6. Metro is an easy and responsible way to cheer on the Bengals all season long.

New Marketing Campaign: Hopefully by now you have heard the new radio ads and seen the bill boards showcasing our newest marketing and community awareness campaign, "Delivering On Our Promise." This campaign seeks to inform the community about the progress and impact of the Reinventing Metro service improvements following Issue 7.

Awards: We are proud to share that Metro won the All About Women “Best Places to Work” Award in the women of color category. This is a testament to our focus on diversity and inclusion and ensuring that every member of our team feels valued.

Congrats are also in order for our two Business Courier C-Suite Award Finalists, Chief Communications & Marketing Officer **Brandy Jones** and Chief Strategic Planning, Development and Innovation Officer **Khaled Shammout**. The two will be recognized at the C-Suite Awards event on Oct. 10th.

I am humbled to be recognized by the Cincinnati NAACP with the “Game Changer” Award during the upcoming Freedom Fund Dinner on Oct. 5.

Congrats to Board Member **Chelsea Clark** on being recognized as a Business Courier 40 Under 40 Award recipient. You are very deserving of this stellar recognition.

Thank you,

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

Darryl Haley
CEO/General Manager/Secretary-Treasurer