



SORTA/Metro  
Board Meeting  
December 12, 2023  
6:00 pm-7:00 pm Eastern Time

SORTA BOARD OF TRUSTEES MEETING  
TUESDAY, DECEMBER 12TH, 2023 – 6:00 P.M  
SORTA BOARD ROOM 6th FLOOR  
525 VINE STREET,  
CINCINNATI, OHIO, 45202

**General Items:**

Call to order  
Pledge of Allegiance  
Hearings from citizens  
Chairman Update

**Action Items:**

- 1 Approval of Board Minutes: November 14th, 2023

**Finance Committee (Sonja Taylor)**

**Action Items:**

- 2 Proposed Resolution No: 64: Approval of Contract for Excess Workers Compensation (Andy Aiello/Julie Beard)  
2.1 Action Item:
- 3 Proposed Resolution No: 65: Approval of 2024 Budget (Andy Aiello)  
3.1 Presentation:  
3.2 Action Item:

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

**Action Items:**

- 4 Proposed Resolution No: 2023-66 Approval of Lease Agreement with TKG Colerain Town Center, LLC. (Khaled Shammout)  
4.1 Action Item:
- 5 Proposed Resolution No. 2023-68: Approval of Contract Award 151-2023 for Bus Stop Sign & Pole Installation (Steve Anderson/John Edmondson)  
5.1 Action Item:

**Consent Agenda: Procurement Matrix**

- 6 Proposed Resolution No. 2023-67: Approval of Sales Office Lease (Andy Aiello)  
6.1 Action Item:

- 7 Proposed Resolution No. 2023-69: Approval of Contract Award 158-2023 for Retail Electricity Supply (Jeff Mundstock/John Edmondson)

7.1 Action Item:

- 8 Proposed Motion: Approval of Contract Award 167-2023-SS for 2024 General Legal Services (Andy Aiello/John Edmondson)

8.1 Action Item:

- 9 Proposed Motion: Approval of Contract Award 168-2023-SS for 2024 Labor & Employment Legal Services (James Hubbard/John Edmondson)

9.1 Action Item:

**Briefing Items:**

- 10 Financial Results for November 30th, 2023 (Andy Aeillo)

- 11 Metro on the Move (Darryl Haley)

**Other Items:**

New Business:

Adjournment

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

**Tuesday, January 23rd, 2023, at 9:00 a.m.**

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

MINUTES OF: Regular Meeting of the SORTA Board of Trustees

DATE: Tuesday, November 14<sup>th</sup> 2023, 9:00 a.m.

BOARD MEMBERS PRESENT: Dan Driehaus, Trent Emeneker, Blake Ethridge, Robert Harris Rod Hinton, Kreg Keesee, Pete Metz, Gwen Robinson, Sara Sheets and KZ Smith

BOARD MEMBERS ABSENT: Jay Bedi, Alyson Beridon, Tony Brice, Chelsea Clark, Allen Freeman, and Sonya Taylor

STAFF MEMBERS: Andy Aiello, Julie Beard, Norman Bouwie, Myla Danison, John Edmondson, Patrick Giblin, Darryl Haley, Adriene Hairston, Mary Huller, Brandy Jones, Natalie Krusling, Troy Miller, Jeff Mundstock, John Ravasio, Jason Roe, Kevin Ruth, Alyssa Scenters, August Schweitzer, Bill Spraul, Mike Weil and

LEGAL COUNSEL: N/A

GUEST/PUBLIC PRESENT: Ken Reed (OTRP)

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**PUBLIC COMMENTS**

None.

**CHAIRMAN UPDATE**

None.

**APPROVAL OF OCTOBER 24<sup>TH</sup>, 2023 BOARD MEETING MINUTES**

Mr. Keesee made a motion that the minutes from the October 24<sup>th</sup>, 2023, board meeting be approved as previously mailed and Mr. Ethridge seconded the motion.

By voice vote, the SORTA Board approved the minutes.

**FINANCE COMMITTEE**

Mr. Driehaus reported on the Finance Committee meeting held on November 7<sup>th</sup> 2023, and there were items(s) to present for Board Approval.

**INVESTMENT OF FUNDS REPORTS AS OF NOVEMBER 7, 2023**

Mr. Aiello presented the report noting the yields of SORTA 4.91% for October compared to the prior month of 4.87% for the month of September.

Mr. Aiello presented the report noting yields for the Infrastructure Transit Fund of 4.85% for October compared to the prior month of 4.75% for the month of September.

Mr. Driehaus moved, and Mr. Smith seconded that the Investment of Funds as of October 31<sup>st</sup> 2023, be approved.

By roll call, the SORTA Board approved the reports.

**PROPOSED RESOLUTION 2023-59: APPROVAL OF CONTRACT MODIFICATION FOR 2023 PROPERTY & GENERAL LIABILITY INSURANCE COVERAGES**

Mr. Driehaus moved for adoption and Mr. Smith seconded the motion. The contract modification approves a 1-year contract with Ohio Transit Risk Pool (OTRP) at an additional cost of \$500,000 bringing the total cost to \$1,593,304.70 and \$562,861 for property insurance.

By roll call, the SORTA Board approved the motion.

**PROPOSED RESOLUTION 2023-60: APPROVAL OF CONTRACT AWARD FOR 2024 PROPERTY & GENERAL LIABILITY INSURANCE COVERAGES**

Mr. Driehaus moved for adoption and Mr. Smith seconded the motion. The contract approves a 1-year contract with Ohio Transit Risk Pool (OTRP) at a cost of \$1,283,986.69, \$483,345 for property insurance and \$53,605.96 for shock loss funding with a total cost not to exceed \$1,820,937.69.

By roll call, the SORTA Board approved the motion.

#### **PLANNING AND OPERATIONS COMMITTEE**

Mr. Ethridge reported on the Planning and Operations Committee meeting held on November 7<sup>th</sup> 2023, and there were items(s) to present for Board Approval.

#### **PROPOSED MOTION: APPROVAL OF OKI BOARD APPOINTMENT**

Mr. Ethridge moved for adoption and Mr. Metz seconded the motion. This motion approves Darryl Haley being appointed as SORTA's representative to the OKI Board of Trustees and Khaled Shammout as the alternate.

By roll call, the Board approved the motion.

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

This motion approves the agencies safety plan. To comply with Subpart B of 49 CFR Part 673, Section (a) (1), which requires The Public Transportation Agency Safety Plan and subsequent updates.

Mr. Ethridge moved for adoption and Mr. Hinton seconded the motion. This motion approves the Agency Safety Plan.

By roll call, the Board approved the motion.

#### **PROPOSED RESOLUTION 2023-61: APPROVAL OF CONTRACT AWARD FOR ENTERPRISE BACKUP SYSTEM**

Mr. Ethridge moved for adoption and Mr. Smith seconded the resolution. This resolution approves a three (5) year contract with Altafiber/CBTS for Enterprise Backup System, at a total cost not to exceed \$380,400.

By roll call, the Board approved the resolution.

#### **PROPOSED RESOLUTION 2023-62: APPROVAL OF CONTRACT AWARD FOR BUS STOP MAINTENANCE**

Mr. Ethridge moved for adoption and Mr. Smith seconded the resolution. This resolution approves a three (5) year contract with BrightView Landscape Services, Inc. for Bus Stop Maintenance, at a total cost not to exceed \$3,159,473.

By roll call, the Board approved the resolution.

#### **PROPOSED RESOLUTION 2023-63: APPROVAL OF CONTRACT AWARD FOR BUS STOP MAINTENANCE**

Mr. Ethridge moved for adoption and Mr. Smith seconded the resolution. This resolution approves a three (5) year contract with US Bank National Association. for the Fleet Card Program, at a total cost not to exceed \$621,380.

By roll call, the Board approved the resolution.

#### **FINANCIAL REPORTS AS OF OCTOBER 31<sup>ST</sup>, 2023**

Mr. Aiello presented the October financial results. Total revenues were \$13.4 million, which was favorable to budget by \$0.9 million. Total expenses were \$12.6 million, which is favorable to budget by \$600,000. Surplus/Deficit was \$0.8 million, which was favorable to budget by \$1.5 million. Ridership was 1.240 million, which is favorable to budget by 12 thousand. Mr. Aiello presented the Investment of Funds Reserve Summary with a total All Securities at \$186,173,591, Net Unrestricted Securities Available at \$15,626,577 and Net Unrestricted Securities and 2023 Operating Budget Surplus at \$16,665,463. Mr. Aiello then reviewed the contributing factors to these variances.

The SORTA Board accepted the report as presented.

#### **FUEL HEDGING REPORT**

Mr. Ruth presented the quarterly fuel hedging report which indicated that as of October 31<sup>st</sup>, 2023, fuel is favorable to budget by \$192,837 compared to July 31<sup>st</sup>, 2023 which was \$135,333 favorable to budget.

The SORTA Board accepted the report as presented.

#### **METRO ON THE MOVE REPORT**

Mr. Haley presented the Metro on the Move report. We had an incredible year at Metro. We celebrated 50 years of service to our community, launched a brand new type of service with MetroNow!, invested more than \$30 million in transit infrastructure projects in our community and distributed more than a half million dollars to 80 social and charitable non-profit organizations through our ERM program. Team members were celebrated for their excellence in service to our community to include our Two Million Mile Award recipients with 30+ years of accident-free driving to our CLIMB Award recipient for strengthening His report also included: Shop & Ride with Metro, Winter Service Change and Engaging our elected officials. He then concluded his report.

**NEW BUSINESS**

Mr. Keesee made a motion that the Board go into executive session as provided in Ohio Revised Code 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....*" and Mr. Keesee moved that we enter executive session and Mr. Ethridge seconded the motion. The Board unanimously approved the motion by roll call vote and went into executive session at 9:00 a.m.

Mr. Keesee made a motion that the Committee return to regular session and Mr. Smith seconded the motion. The Committee approved the motion and returned to regular session at 9:18 a.m.

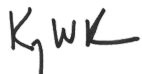
**ADJOURNMENT**

The meeting adjourned at 9:20 a.m.

**NEXT MEETING**

The next regular meeting of the SORTA Board of Trustees has been scheduled for  
**December 12<sup>th</sup>, 2023, at 6:00 P.M.**  
the SORTA/Metro Board Room, at 525 Vine Street, Cincinnati, Ohio.

APPROVED:



Kreg Keesee  
Chair, SORTA Board

ATTESTED:



Darryl Haley  
CEO/General Manager/Secretary-Treasurer



BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 2023-64

APPROVAL OF CONTRACT FOR EXCESS WORKERS COMPENSATION

WHEREAS:

1. SORTA is self-insured with respect to Workers' Compensation claims.
2. To protect against catastrophic losses, SORTA's purchases excess Workers' Compensation Insurance. The current policy is with Assured Partners Inc. and expires on December 31, 2023.
3. Competitive bidding is not required because personal services are involved.
4. Staff recommends a one (1) year contract with Assured Partners on behalf of SORTA for excess workers compensation insurance for the period of January 1, 2024, through December 31, 2024, at a cost not to exceed \$119,448.

THEREFORE, BE IT RESOLVED:

5. The SORTA Board of Trustees approves a (1 year) contract with Assured Partners, at a total cost not to exceed \$119,448.
6. The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract with Assured Partners on behalf of SORTA.

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MOVED BY: Sonja Taylor SECOND BY: Chelsea Clark

VOTE Aye: Ms. Beridon, Mr. Brice, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Mr. Harris, Mr. Hinton, Mr. Keesee, Mr. Metz, Ms. Robinson, Ms. Sheets, KZ Smith and Ms. Taylor

Nay: None

Abstain: None

ABSENT AT THE TIME: None

PRESENT NON-VOTING MEMBERS:

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

APPROVED: December 12<sup>th</sup>, 2023



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## BOARD OF TRUSTEES ACTION ITEM

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**DATE:** December 5, 2023  
**FROM:** Julia Beard, Director of Accounting  
**PROJECT NO.:** 2024 Excess Workers Compensation Insurance with Assured Partners  
**REQUEST:** Contract Award

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### **BACKGROUND**

SORTA is self-insured with respect to Workers Compensation claims. As a way to mitigate the risk to SORTA in the event of a catastrophic workers compensation claim, SORTA has purchased this Excess Workers' Compensation coverage. This coverage provides SORTA with Workers' Compensation administration, consulting, and representation services for all self-insured and state fund claims. This policy will be effective January 1, 2024 – January 1, 2025.

### **BUSINESS PURPOSE**

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

### **PROJECT FINANCING**

The budget for this Annual Excess Workers Compensation coverage is \$119,448 which is a slight increase over the 2023 coverage which was \$113,760 and covers the period of January 1, 2024 – January 1, 2025.

The expenditures have been budgeted for 2024 and will be funded with local funds.

### **PROJECT PROCUREMENT**

Section 306.43 of the Ohio revised Code authorizes SORTA to contract for the provision of goods and services. SORTA's insurance broker, Assured Partners, solicited quotes from a number of carriers to provide the underlying coverage. The current carrier, U.S. Specialty, provided the most attractive rate for the coverage.

### **PROJECT DIVERSITY**

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

### **RECOMMENDED BOARD ACTION**

Staff recommends the Board of Trustees approve resolution authorizing the CEO/General Manager to execute a one (1) year policy with Assured Partners on behalf of SORTA for Excess Workers' Compensation coverage for the period of January 1, 2024 – January 1, 2025, at a cost not to exceed \$119,448.



BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 2023-65

APPROVAL OF THE 2024 BUDGET

WHEREAS:

1. In 2020, Hamilton County voters approved an eight of one percent (0.8%) sales and use tax, transforming SORTA's funding structure from the City of Cincinnati to Hamilton County.
2. SORTA staff has prepared a transit operating and capital plan for 2024 of \$223,705,688 of which \$160,168,013 is for operating and \$63,537,675 is for capital.
3. Hamilton County Sales Tax funds are estimated to be \$124,201,062 based on 2023 UC Economic Center sales tax projections.
4. Approval of the 2024 operating and capital plan allows staff to continue operations in 2024 at the recommended levels, including the continuation of the Reinventing Metro Plan.

THEREFORE, BE IT RESOLVED:

5. The SORTA Board of Trustees adopts the transit operating and capital plan for 2024 of \$223,705,688 of which \$160,168,013 is for operating and \$63,537,675 is for capital.

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MOVED BY: Sonja Taylor SECOND BY: Blake Ethridge

VOTE Aye: Ms. Beridon, Mr. Brice, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Mr. Harris, Mr. Hinton, Mr. Keesee, Mr. Metz, Ms. Robinson, Ms. Sheets, KZ Smith and Ms. Taylor

Nay: None

Abstain: None

ABSENT AT THE TIME: None

PRESENT NON-VOTING MEMBERS:

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

APPROVED: December 12<sup>th</sup>, 2023

# Southwest Ohio Regional Transit Authority

2024 Budget Review

December 5, 2023





# Agenda – 2024 Budget Debrief

- Strategic Budget Priorities
- Operating Budget
  - Key Planning Assumptions
  - Income Statement
- Capital Budget
  - Key Planning Assumptions
  - Plan Detail





## Strategic Budget Priorities

- Continued Focus on Enhancing the Transit Network, Increasing Ridership, and Improving Service Quality
- Establish the Foundation for Long Term Financial Sustainability
- Key Investments in Human Capital
- Expand Commitment Towards Infrastructure Revitalization
- Progression of BRT Planning and Development





# OPERATING BUDGET ASSUMPTIONS



## OPERATING BUDGET - 2024 REVENUE ASSUMPTIONS



- Ridership Projections include :
  - RIM Phase III & IV service enhancements
  - MetroNow! full year with current 2 zones
  - Continued growth in Access and CPS
- Fare capping introduced mid-2024
- CPS budgeted at new contract rate
- Investment income budgeted in 2024
- Sales tax projection updated by UC Economic Center
- 5307 funds reduced in 2024 due to early draw/swap of UZA funds in 2023



## OPERATING BUDGET - 2024 EXPENSE ASSUMPTIONS

- Wages & Benefits include :
  - Average vacancy rate of 6%
  - Medical rates increased by 10%
  - Increase correlated to new service levels
  - Operator overtime down in line with hiring trends
- Fuel expense influenced by fleet utilization, market price & hedge strategy
- Parts & Supplies include CPI and volume adjustments
- New expenses associated with cleaning and maintenance service for bus stops





# 2024 OPERATING BUDGET Income Statement



	Full Year			
(\$000's)	23 Forecast	24 Budget	Var B / (W)	
<b>Ridership</b>				
Regular	11,438	12,300	862	7.5%
CPS	1,424	1,450	26	1.8%
<b>Subtotal Fixed Route</b>	12,862	13,750	888	6.9%
Access	181	191	11	6.0%
MetroNow!	8	59	51	633.3%
<b>Total Ridership</b>	<b>13,050</b>	<b>14,000</b>	<b>950</b>	<b>7.3%</b>
<b>Operating Revenue</b>				
Metro Fares	\$ 12,577	\$ 13,463	\$ 886	7.0%
Access Fares	696	721	26	3.7%
MetroNow! Fares	16	117	101	633.8%
CPS Fares	1,747	1,982	235	13.5%
Other	2,986	2,574	(412)	(13.8%)
<b>Total Operating Revenue</b>	<b>18,021</b>	<b>18,857</b>	<b>836</b>	<b>4.6%</b>
<b>Non-Operating Revenue</b>				
County Sales Tax	117,537	124,201	6,664	5.7%
ARP	24,032	-	(24,032)	(100.0%)
ARP Comp	28,500	-	(28,500)	(100.0%)
Federal Subsidies	14,400	10,933	(3,467)	(24.1%)
Non Transportation	6,218	8,508	2,290	36.8%
<b>Total Non-Operating Revenue</b>	<b>190,687</b>	<b>143,642</b>	<b>(47,045)</b>	<b>(24.7%)</b>
<b>Total Revenue</b>	<b>208,708</b>	<b>162,499</b>	<b>(46,209)</b>	<b>(22.1%)</b>
<b>Expenses</b>				
Employee Wages & Benefits	107,984	119,741	(11,757)	(10.9%)
Fuel & Lubricants	8,047	8,130	(83)	(1.0%)
Parts & Supplies	9,049	10,121	(1,072)	(11.9%)
Other	21,166	22,176	(1,011)	(4.8%)
<b>Total Expenses</b>	<b>146,245</b>	<b>160,168</b>	<b>(13,923)</b>	<b>(9.5%)</b>
<b>Surplus(Deficit) Before Adj</b>	<b>\$ 62,463</b>	<b>\$ 2,331</b>	<b>\$ (60,132)</b>	<b>(96%)</b>

- Regular Ridership increases by 7.5%, driven by service enhancements
- Metro Fare Revenue increases 7%, Fare capping causes slight reduction in average revenue per ride
- Other revenue down due to removal of route 42
- County Sales Tax increases \$6.7M reflecting trends in local spending per UC Economics Center
- ARP Grants fully drawn down in 2023
- Fed Funds reduced in '24 due to timing of UZA draw/swap
- Investment income part of revenue strategy moving forward
- Expense increases for CPI and service increases
- Projected Operating Surplus \$2.3M



# CAPITAL BUDGET ASSUMPTIONS



## CAPITAL BUDGET – 2024 ASSUMPTIONS

- Fleet replacement included for 2024 Budget
- Continued focus on facility and infrastructure improvements
- Funding year one (of three) BRT planning and development
- Continued investment in technology
- Continue to apply for grants to reduce the local amount required for capital projects





# 2024 CAPITAL BUDGET



## 2024 CAPITAL BUDGET

- 2024 has funding for 25 40ft. Buses and MN! vehicles, and driver barrier retrofit
- Infrastructure includes \$12M estimate for BRT Planning & Development (total \$36M for PD)
- Infrastructure improvements including Onboard electronic signs, bus stop enhancements and land acquisition
- \$21M targeted to facility improvements including Access Fuel, driver breakrooms and PA systems

Category	2023 Budget Carryover	2024 Budget	Total	# Of Projects
Equipment	\$1,110,000	\$1,845,000	\$2,955,000	9
Facilities	17,070,000	3,710,000	20,780,000	35
Infrastructure (IT)	21,020,780	1,350,000	22,370,780	17
Land Acquisition	3,000,000	-	3,000,000	3
Non-Revenue Vehicles	723,895	500,000	1,223,895	3
Rolling Stock	578,000	12,630,000	13,208,000	5
<b>Total</b>	<b>\$43,502,675</b>	<b>\$20,035,000</b>	<b>\$63,537,675</b>	<b>72</b>





# Questions?

# Andrew Aiello

## Chief of Staff

# Kevin Ruth

## Sr. Director of Financial Planning & Analysis



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**BOARD OF TRUSTEES ACTION ITEM**

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**DATE:** December 5<sup>th</sup>, 2023  
**FROM:** Darryl Haley, CEO/General Manager  
**PROJECT NO.:** NA  
**REQUEST:** Approval of the 2024 Operating and Capital Budget

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**BACKGROUND**

Sorta staff has prepared a transit operating and capital budget for 2024 of \$223,705,688 of which \$160,168,013 is for operating and \$63,537,675 is for capital.

Hamilton County Sales Tax funds are estimated to be \$124,201,062 based on the 2023 UC Economic Center sales tax projections.

2024 Budget contains an annual operating surplus of \$2,330,810.

**BUSINESS PURPOSE**

Approval of the 2024 operating and capital plan allows staff to continue operations in 2024 at the recommended levels, including the continuation of the Reinventing Metro Plan.

**PROJECT FINANCING**

NA

**PROJECT PROCUREMENT**

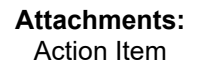
NA

**PROJECT DIVERSITY**

NA

**RECOMMENDED BOARD ACTION**

Approval of the 2024 operating and capital budget of \$223,705,688.



MOVED BY:	Blake Ethridge	SECOND BY:	Chelsea Clark
VOTE Aye:	Ms. Beridon, Mr. Brice, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Mr. Harris, Mr. Hinton, Mr. Keesee, Mr. Metz, Ms. Robinson, Ms. Sheets, KZ Smith and Ms. Taylor		
Nay:	None		
Abstain:	None		
ABSENT AT THE TIME:	None		
PRESENT NON-VOTING MEMBERS:			
ABSENT NON-VOTING MEMBERS AT THE TIME:	Mr. Bedi, Mr. Emenecker and Mr. Freeman		
APPROVED:	December 12 <sup>th</sup> , 2023		



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### **BOARD OF TRUSTEES ACTION ITEM**

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**DATE:** November 28, 2023  
**FROM:** Khaled Shammout, Chief Strategic Planning & Innovation Officer  
**PROJECT NO.:** TKG Colerain Town Center. LLC.  
**REQUEST:** Lease Agreement

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#### **BACKGROUND**

SORTA buses have utilized a turn-around and layover facility at the Colerain Town Center for over ten years.

#### **BUSINESS PURPOSE**

Turn-around/Layover spaces used by SORTA/Metro buses.

#### **PROJECT FINANCING**

This is a three (3) year agreement with a total expenditure not to exceed \$134,400.

Included in this agreement are maintenance expenses to be paid by SORTA in an amount not to exceed \$25,000 per year if repaving or restriping is done in that area.

This agreement is expected to cost \$19,800 per year (\$1,650 per month) excluding maintenance expenses.

The expenditure will be funded with local operating funds.

#### **PROJECT PROCUREMENT**

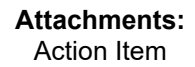
None

#### **PROJECT DIVERSITY**

None

#### **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 three (3) year lease agreement with TKG Colerain Town Center, LLC not to exceed value of \$134,400.



MOVED BY:	Blake Ethridge	SECOND BY:	Gwen Robinson
VOTE Aye:	Ms. Beridon, Mr. Brice, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Mr. Harris, Mr. Hinton, Mr. Keesee, Mr. Metz, Ms. Robinson, Ms. Sheets, KZ Smith and Ms. Taylor		
Nay:	None		
Abstain:	None		
ABSENT AT THE TIME:	None		
PRESENT NON-VOTING MEMBERS:			
ABSENT NON-VOTING MEMBERS AT THE TIME:	Mr. Bedi, Mr. Emenecker and Mr. Freeman		
APPROVED:	December 12 <sup>th</sup> , 2023		



## BOARD OF TRUSTEES ACTION ITEM

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**DATE:** December 5, 2023

**FROM:** John Edmondson, Sr. Director of Procurement  
Steve Anderson, Sr. Director of Transit Development & Innovation

**PROJECT NO.:** 151-2023 Bus Stop Signs and Poles Maintenance

**REQUEST:** Contract Award

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### **BACKGROUND**

Metro has more than 3,700 bus stops in its system. Each year, Metro initiates quarterly service changes that effect approximately 400 of these stops and which may include installation of up to 100 new stops. When service changes are implemented, effected bus stop signs must be changed to reflect the new services. In addition, routine maintenance, repair, and replacement of bus stop signs is required each year.

### **BUSINESS PURPOSE**

Metro does not have the in-house staff resources to manage a comprehensive bus stop sign maintenance program. A third-party contract is required to ensure timely updates that reflect services changes and ongoing maintenance and repair as needed.

### **PROJECT FINANCING**

The approved budget for the project is \$808,952. The total project cost will be \$907,808, which is **unfavorable to budget by \$92,856**.

The project will be funded by local operating funds, allocated each year as follows:

Cost Item	2024	2025	2026	2027	2028	Total
Fee	\$150,500	\$157,530	\$164,800	\$172,330	\$180,120	\$825,280
Contingency	\$15,050	\$15,753	\$16,480	\$17,233	\$18,012	\$82,528
<b>Total</b>	<b>\$165,550</b>	<b>\$173,283</b>	<b>\$181,280</b>	<b>\$189,563</b>	<b>\$198,132</b>	<b>\$907,808</b>

The allocation for each year will be included in the annual budget development, review, and approval process.

### **PROJECT PROCUREMENT**

To adequately evaluate the various project approaches for ongoing annual maintenance of bus stop signs, Procurement staff used a Request for Proposals ("RFP") methodology for the project.

Staff identified 19 regional vendors believed to have the capacity to carry out the requirements of the contract in addition to the vendors notified as part of Metro's e-procurement platform. 21 vendors downloaded solicitation materials and 3 submitted responses.



Proposals were evaluated based on a number of criteria including project approach, firm/staff qualifications, and price. The results of the evaluation process and vendor price proposals is illustrated below:

Vendor	Project Approach (Subjective) Points Based 400 Points (40%)	Firm and Staffing Qualifications (Subjective) Points Based 350 Points (35%)	Price (Objective) Reward Low Cost 200 Points (20%)	Small and Disadvantaged Business Utilization (Objective) Points Based 50 Points (5%)	Total Score (Max Score 1000)
Oberson's Nursery & Landscapes, LLC	389	345.7	51.4	0	786.11
Karnak Concrete	251.3	239.3	200	50	740.67
Cincinnati Custom Signs	283.7	265	40.8	0	589.44

Cincinnati Custom Signs	Karnak Concrete	Oberson's Nursery & Landscapes, LLC
\$1,442,079.00	\$212,265.00	\$825,280.00

The contract will be a hybrid fixed-fee, indefinite delivery – indefinite quantity contract and will have a term of 5 years, expiring on December 31, 2028.

#### **PROJECT DIVERSITY**

Through analysis of the subcontracting opportunities and those vendors capable of performing potential subcontracting work, Staff determined that the limited number of available certified XBE vendors would be available to perform contract work. As such, no vendor participation goal was established for this contract. However, Metro highlighted its commitment to vendor diversity and awarded points during the evaluation process to those proposers who included qualified diverse subcontractors.

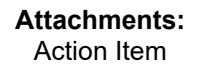
11 certified XBE firms were provided solicitation materials and asked to provide a proposal in response. 1 certified XBE firm responded.

The contract award does not include diverse vendor participation.

#### **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. 151-2023, on behalf of Metro with Oberson's Nursery & Landscapes, LLC, with a not to exceed value of \$907,808.

Project	Method	Vendor	Award	Term	Funding
<b>75-2018</b> <b>Sales Office Lease Agreement</b>	Sole Source / Contract Modification	MCA Center, LLC	\$183,681 (o) <u>\$193,141 (m)</u> \$376,822	5 years Jan 2024 – Dec 2028	Budgeted Local Operating
<b>158-2023</b> <b>Retail Electricity Supply</b>	Sole Source / Broker Sourced	Various	\$8,000,000	5 years Jan 2024 – Dec 2028	Budgeted Local Operating
<b>167-2023</b> <b>2024 General Counsel Legal Services</b>	Sole Source Award	Vorys, Sater, Seymour, and Pease LLP	\$300,000	1 year Jan 2024 – Dec 2024	Budgeted Local Operating
<b>168-2023</b> <b>2024 Labor &amp; Employment Legal Services</b>	Sole Source Award	Dinsmore & Shohl	\$400,000	1 year Jan 2024 – Dec 2024	Budgeted Local Operating
<b>Total Awards for Month</b>			<b>\$9,076,822</b>	<b>YTD Diversity Spend</b> <b>8.4M --</b>	



MOVED BY:	Blake Ethridge	SECOND BY:	Dan Driehaus
VOTE Aye:	Ms. Beridon, Mr. Brice, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Mr. Harris, Mr. Hinton, Mr. Keesee, Mr. Metz, Ms. Robinson, Ms. Sheets, KZ Smith and Ms. Taylor		
Nay:	None		
Abstain:	None		
ABSENT AT THE TIME:	None		
PRESENT NON-VOTING MEMBERS:			
ABSENT NON-VOTING MEMBERS AT THE TIME:	Mr. Bedi, Mr. Emenecker and Mr. Freeman		
APPROVED:	December 12 <sup>th</sup> , 2023		



## **BOARD OF TRUSTEES ACTION ITEM**

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**DATE:** December 5, 2023

**FROM:** John Edmondson, Sr. Director of Procurement  
Andrew Aiello, Chief of Staff

**PROJECT NO.:** 75-2018 Sales Office Lease Agreement

**REQUEST:** Contract Modification

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### **BACKGROUND**

The Metro Sales Office is located in the MCA center directly across from Government Square. The office space is leased from MCA Center, LLC, the property owner.

### **BUSINESS PURPOSE**

The current lease for the Sales Office expires on December 31, 2023. A renewal is needed to maintain operations for the Sales Office.

### **PROJECT FINANCING**

The approved budget for the project is \$193,141. The new rental rate is a 5.2% increase from the previous renewal term and is considered to be fair and reasonable.

The annual cost of the contract will be allocated as part of the annual budget review and approval process.

Term	Annual	Monthly
1/1/24 - 12/31/24	\$37,113.56	\$3,092.80
1/1/24 - 12/31/25	\$37,855.83	\$3,154.65
1/1/24 - 12/31/26	\$38,612.94	\$3,217.75
1/1/24 - 12/31/27	\$39,385.20	\$3,282.10
1/1/24 - 12/31/28	\$40,172.91	\$3,347.74
<b>Total</b>	<b>\$193,140.44</b>	

The project will be financed with annual local operating funds and is flat to budget.

### **PROJECT PROCUREMENT**

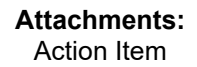
This award is a sole source contract modification and is not subject to the competitive process. No vendor outreach efforts were completed as part of this award.

### **PROJECT DIVERSITY**

This award is a sole source contract modification with no subcontracting opportunities. No vendor diversity analysis or outreach was completed as part of this award.

### **RECOMMENDED BOARD ACTION**

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a modification to Contract No. 75-2018, on behalf of Metro with MCA Center, LLC, increasing the total not to exceed value from \$183,681 to \$376,822, an increase of \$193,141.



MOVED BY:	Blake Ethridge	SECOND BY:	Dan Driehaus
VOTE Aye:	Ms. Beridon, Mr. Brice, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Mr. Harris, Mr. Hinton, Mr. Keesee, Mr. Metz, Ms. Robinson, Ms. Sheets, KZ Smith and Ms. Taylor		
Nay:	None		
Abstain:	None		
ABSENT AT THE TIME:	None		
PRESENT NON-VOTING MEMBERS:			
ABSENT NON-VOTING MEMBERS AT THE TIME:	Mr. Bedi, Mr. Emenecker and Mr. Freeman		
APPROVED:	December 12 <sup>th</sup> , 2023		



## BOARD OF TRUSTEES ACTION ITEM

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**DATE:** December 5, 2023  
**FROM:** John Edmondson, Sr. Director of Procurement  
Jeff Mundstock, Director of Fleet & Facilities  
**PROJECT NO.:** 158-2023 Retail Electricity Supply  
**REQUEST:** Contract Award

---

### **BACKGROUND**

Electricity supply is a critical business operating need. Metro has historically purchased electrical supply through standard commercial agreements with local suppliers and paid a standard commercial rate for consumption.

### **BUSINESS PURPOSE**

Metro does not have the in-house expertise to effectively source retail electricity supply. By using a brokerage service, Metro can maximize competition and potential price discounts. Under this model, Metro will work collaboratively with a local electricity broker to annually compete for the supply used at all Metro facilities. The vendor selected will be determined by low price at the time of competition, typically in December, with a contract award effective for January to December each year.

### **PROJECT FINANCING**

The annual budget for electricity is approximately \$1.2 – \$1.6 million. The budget is an estimate based on average annual consumption and average unit cost per year. As market prices are turbulent, the actual expense may be higher or lower in any given year.

The annual budget for electricity will be included in the annual budget development, review, and approval process and will be based on a multi-year consumption analysis and contemporary unit market prices.

### **PROJECT PROCUREMENT**

Under Ohio Revised Code, contracts related to the purchase of public utilities are exempt from the competitive process.

The contracts to be awarded under this authorization may be to one or more vendors. The successful vendor will be determined at the conclusion of the sourcing effort of the broker and will be based on the supplier with the lowest responsive, responsible bid.

The procurement process will be conducted by the broker.

### **PROJECT DIVERSITY**

The procurement process will be conducted by the broker. No vendor diversity goal will be 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 annual contracts for the provision of electricity supply on an annual basis for Fiscal Years 2024 – 2028.

BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
MOTION

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

I move that the CEO/General Manager/Secretary-Treasurer or the CFO be authorized to approve a purchase order for legal services with Vorys, Sater, Seymour and Pease, LLP for the time period of January 1, 2024, through December 31, 2024, at the rates set forth in the engagement letter at a cost not to exceed \$300,000.

\*\*\*\*\*

MOVED BY: Blake Ethridge SECOND BY: Dan Driehaus

VOTE Aye: Ms. Beridon, Mr. Brice, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Mr. Harris, Mr. Hinton, Mr. Keesee, Mr. Metz, Ms. Robinson, Ms. Sheets, KZ Smith and Ms. Taylor

Nay: None

Abstain: None

ABSENT AT THE TIME: None

PRESENT NON-VOTING MEMBERS:

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

APPROVED: December 12<sup>th</sup>, 2023



## BOARD OF TRUSTEES ACTION ITEM

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**DATE:** December 5, 2023  
**FROM:** John Edmondson, Sr. Director of Procurement  
Andrew Aiello, Chief of Staff  
**PROJECT NO.:** 167-2023-SS General Counsel Legal Services  
**REQUEST:** Contract Award

---

### **BACKGROUND**

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

### **BUSINESS PURPOSE**

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

### **PROJECT FINANCING**

The approved 2024 budget for general counsel legal expenses is \$300,000. The total project cost is flat to budget at \$300,000.

General Counsel Legal Services are budgeted on an annual basis.

### **PROJECT PROCUREMENT**

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

The contract will be a hybrid fixed-fee, indefinite delivery – indefinite quantity contract with a term of 1 year, terminating on December 31, 2024.

### **PROJECT DIVERSITY**

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

### **RECOMMENDED BOARD ACTION**

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute Contract No. 167-2023-SS, on behalf of Metro with Vorys, Sater, Seymour, and Pease LLP, with a not to exceed value of \$300,000.

BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
MOTION

APPROVAL OF LEGAL SERVICE EXPENDITURES DINSMORE & SHOHL LLP

I move that the CEO/General Manager/Secretary-Treasurer or the Interim CFO be authorized to approve a purchase order for legal services with Dinsmore & Shohl LLP for the time period of January 1, 2024, through December 31, 2024, at the rates set forth in the engagement letter at a cost not to exceed \$400,000.

\*\*\*\*\*

MOVED BY: Blake Ethridge SECOND BY: Dan Driehaus

VOTE Aye: Ms. Beridon, Mr. Brice, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Mr. Harris, Mr. Hinton, Mr. Keesee, Mr. Metz, Ms. Robinson, Ms. Sheets, KZ Smith and Ms. Taylor

Nay: None

Abstain: None

ABSENT AT THE TIME: None

PRESENT NON-VOTING MEMBERS:

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

APPROVED: December 12<sup>th</sup>, 2023



## **BOARD OF TRUSTEES ACTION ITEM**

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**DATE:** December 5, 2023  
**FROM:** John Edmondson, Sr. Director of Procurement  
James Hubbard, Director of Labor Relations  
**PROJECT NO.:** 168-2023-SS Labor & Employment Legal Services  
**REQUEST:** Contract Award

---

### **BACKGROUND**

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

### **BUSINESS PURPOSE**

Metro's in-house counsel for labor and employment matters requires outside counsel to handle litigation, settlements, and other legal matters. Metro has had a long-standing relationship with the incumbent vendor, Dinsmore & Shohl Attorneys.

### **PROJECT FINANCING**

The approved 2024 budget for general counsel legal expenses is \$400,000. The total project cost is flat to budget at \$400,000.

Labor and employment legal services are budgeted on an annual basis.

### **PROJECT PROCUREMENT**

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

The contract will be a hybrid fixed-fee, indefinite delivery – indefinite quantity contract with a term of 1 year, terminating on December 31, 2024.

### **PROJECT DIVERSITY**

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

### **RECOMMENDED BOARD ACTION**

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute Contract No. 168-2023-SS, on behalf of Metro with Dinsmore & Shohl Attorneys, with a not to exceed value of \$400,000.

# Southwest Ohio Regional Transit Authority

Financial Summary - November 2023

Report Out Date – December 12, 2023





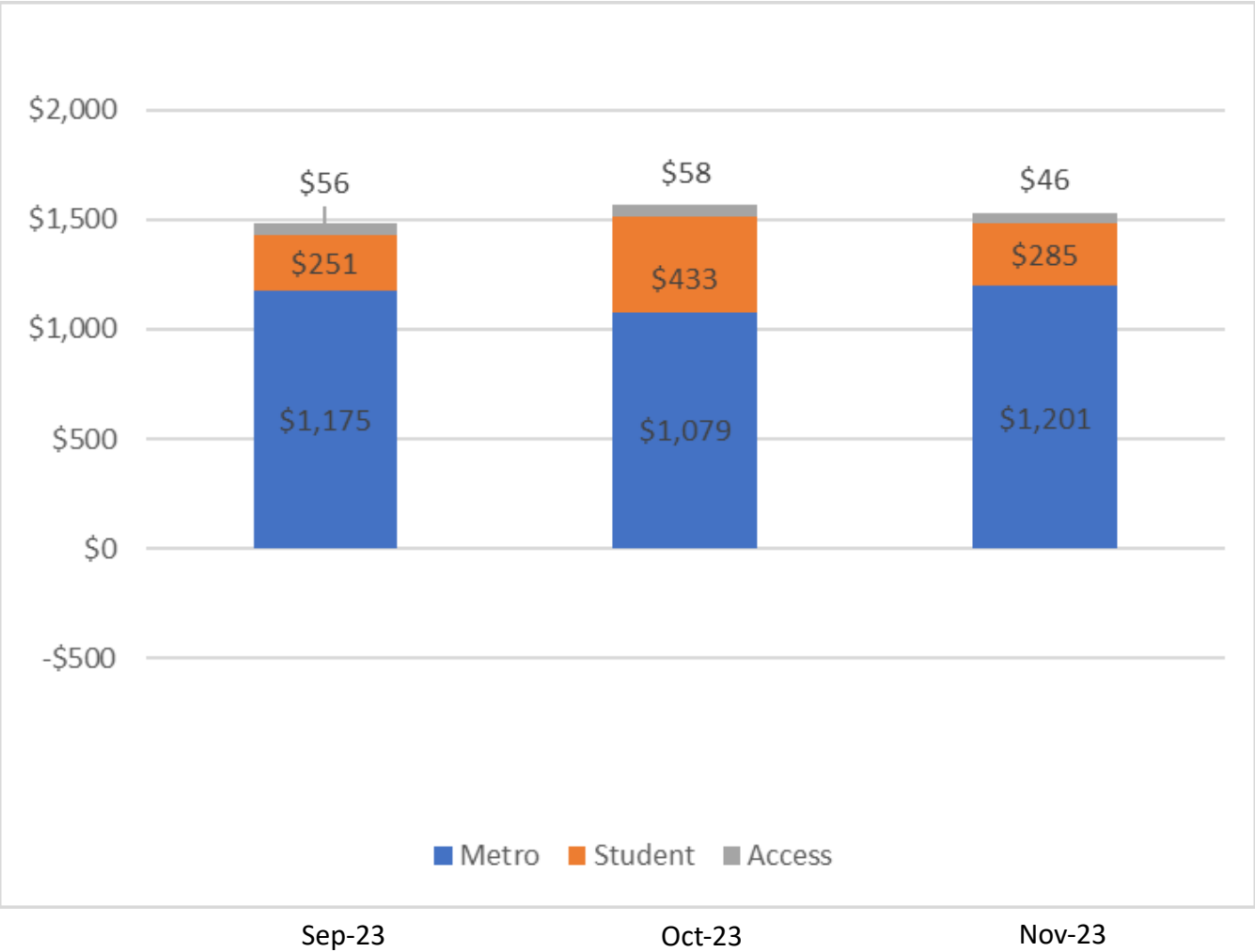
## Agenda – Financial Summary

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



# STATEMENT OF OPERATIONS

**NOVEMBER 2023 – FARE REVENUE SOURCES**  
**3 MONTH TREND – SEPTEMBER 2023 THRU NOVEMBER 2023**  
**In Thousands**

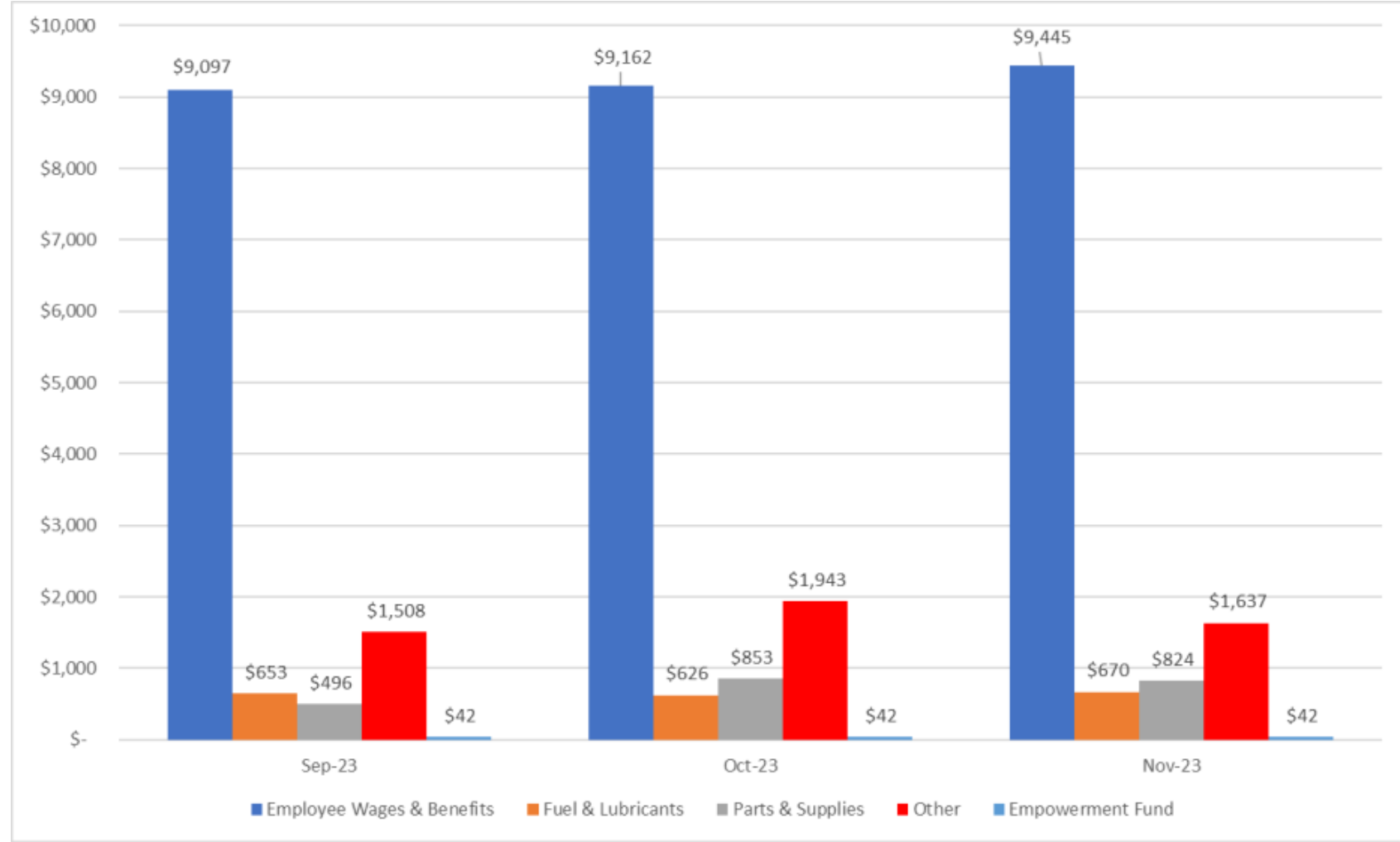


Month	Days per Month	Avg Rev per Day
Sep-23	30	\$39
Oct-23	31	\$35
Nov-23	30	\$40

Note: Number of Weekdays within each corresponding month as follows: Sep 22, Oct 22, Nov 22 (incl Thanksgiving)



**NOVEMBER 2023 – OPERATING EXPENSE SOURCES**  
**3 MONTH TREND – SEPTEMBER 2023 THRU NOVEMBER 2023**  
**In Thousands**



## Summary

- Total Revenue        \$13.7M - favorable to Budget \$940k
- Total Expense        \$12.6M - favorable to Budget \$273k or 2.1%
- Surplus / ( Deficit ) \$1.1M - favorable to Budget \$1,213k
- Note: Ridership total is 1,126k – favorable to Budget 22k or 1.9%

## Revenue

- Total Operating Revenue \$1.8M - favorable to Budget \$221k or 14.4%; Root Cause: Increase in Fixed Route and CPS
- Non-Transportation \$887k - favorable to Budget \$783k or 752.9%; Root Cause: Investment portfolio income higher than projected
- County Sales Tax \$9.9M – unfavorable to Budget (\$64k) or (0.6%); Root Cause: August receipts lower Budget
- Federal Grants \$1.2M, which is on budget

**Expense**

- Wages & Benefits \$9.4M - unfavorable to budget (\$207k) or (2.2%); Root Cause: Additional holiday pay verse budget
- Fuel and Lubricants \$670k - favorable \$40k or 5.6% to Budget
- Parts & Supplies \$824k - unfavorable (\$94k) to Budget or (12.9%). Root Cause: Rev vehicle parts unfavorable to Budget (\$129k)
- All Other \$1.6M – favorable Budget \$534k. Root Cause: Outside services of \$634k or 87.1%



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1973  2023



**METRO**  
50 YEARS

[illegible]



December 2023

It's beginning to look a lot like the holidays at Metro.

**Santa on the Square:** Today we spread holiday cheer to customers at Government Square with a special visit from Santa. Customers received a stocking full of treats along with wishes for a wonderful holiday season. Today also kicks off a customer favorite - our 12 days of Christmas giveaway contest on social media, be sure to check in daily for fun trivia and a chance to win Metro swag and passes.

**Merry Merry Metro Bus is Back:** Two Metro buses all decked out for the season will begin circulating on our fixed-route service on Saturday, Dec. 16 and run through Dec. 29. If one of these extra festive buses pulls up to your stop, your ride is on us.

**Stuff-the-Bus for those in need:** The past two weeks we have partnered with Radio One in encouraging the community to help us stuff-the-bus with non-perishable food to help families in need enjoy the holiday season. The next opportunity will be on Saturday, Dec. 16 at the Oakley Kroger from noon-3 p.m. All proceeds will be donated to the Freestore Foodbank.

**Metro Means Business Expo:** Metro's procurement team is hosting a holiday themed vendor expo on Thursday, Dec. 14, 10 a.m. -2 p.m. at TQL Stadium. Diverse suppliers and vendors are invited to attend to meet our team, learn about upcoming projects and how to do business with Metro. There will also be representatives from the U.S. Small Business Administration, Women's Business Enterprise, and the Ohio Minority Supplier Development Council along with partners like Fifth Third Bank, African American Chamber and the Cincinnati & Hamilton County Public Library.

Attendees who bring toys to donate for families in need at Cincinnati Public Schools will be entered for a chance to win a free bus wrap (\$14,000 value). The is a free event and breakfast and lunch will be provided. Registration info is available on our website.

**Who's Who in Black Cincinnati:** I'm grateful to have been recognized among the incredible individuals featured in the 'Who's Who in Black Cincinnati' publication. I'm proud of the outstanding work we are doing here at Metro and thankful that our community continues to find it noteworthy.

As we wrap up an amazing year, I'm glad to share that we are finishing strong in ridership growth, operator recruitment and retention, as well as our continued plans for a strong future.

We'd like to thank each of you for your dedication and commitment towards improving and growing public transit in our region. We wish you a very happy holiday and an amazing new year!

Thank you,

A handwritten signature in black ink, reading "Darryl Haley". The signature is written in a cursive, flowing style with a large initial "D" and a long, sweeping underline.

Darryl Haley  
CEO/General Manager/Secretary-Treasurer