



#### **Board of Trustees**

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Ms. Mimi Sylva, J.D.  
Cincinnati State  
Middletown

Mr. Corey Watt  
Resident

#### **Executive Director**

Mr. Matthew M. Dutkevicz

#### **Legal Counsel**

Mr. Gary Becker  
Dinsmore & Shohl, LLP

## **\* \* \* PUBLIC MEETING NOTICE \* \* \***

### **Butler County Regional Transit Authority Board of Trustees**

The BCRTA Board of Trustees is scheduled to meet on **Wednesday, June 19, 2019 in the River Center, Great Miami Room, 120 South Carmody Blvd., Middletown, OH 45044 at 8:00 a.m.-8:30 a.m. immediately followed by a Strategic Visioning Session.**

In accordance with the American Disabilities Act, if anyone has a disability and requires assistance or, in accordance with the Limited English Proficiency Executive Order, requires translation services, please call Ms. Vonda Partin at 513.785.5226 or 800.750.0750 (Ohio Relay Service).

For questions or more information regarding this meeting please call 513.785.5226 or email [partinv@butlercountyrta.com](mailto:partinv@butlercountyrta.com).

**BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES**

**June 19, 2019, 8:00 AM**

*Butler County Regional Transit Authority*

*River Center - Great Miami Room, 120 South Carmody Blvd., Middletown, OH 45044*

**PRELIMINARY AGENDA**

- I. Call to Order & Roll
- II. Consideration of Absences
- III. Consent Agenda (Motion Requested)
  - a. Approval of the Agenda
  - b. Approval of the May 15, 2019 Meeting Minutes
- IV. Comments from Citizens
- V. Secretary/Treasurer's Report – April 2019 (Motion Requested)
- VI. Committee & Staff Reports
  - a. OKI
  - b. Metrics
- VII. Action Items
  - a. **Resolution No. 19-06-01:** Authorizing the Purchase of Replacement Vehicles from the State of Ohio Term Contracts through Participation in the Ohio Department of Transportation (ODOT) Cooperative Purchasing Program.
  - b. **Resolution No. 19-06-02:** Authorizing the Executive Director to Execute a Contract for the Development, Design, Build, Implementation, Hosting and Maintenance of a New BCRTA Website.
- VIII. Strategic Visioning Session
- IX. Adjourn (Motion Requested)

**Next Meeting Date:**

**August 21, 2019 @ 8:00 AM**

**Butler County Regional Transit Authority Board Room  
3045 Moser Court, Hamilton, OH 45011**

## 2019 Butler County RTA Board of Trustees Attendance

	Jan	*Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec
Bautz, Travis	X		X	X	X	X						
Chandler, Jessica	X		X	X	E	X						
Fehr, David	A		X	X	X	X						
Foster, Jim	X		X	X	X	X						
Gordon, Perry	X		X	X	X	X						
Lawson, Chris	E		X	X	X	X						
Scott Jones, Anita	X		E	X	E	E						
VACANT	X		X	X	E	N/A						
Watt, Corey	X		X	X	X	X						

X = Present

E = Excused

A = Absent

\*2/20/2019 Canceled for Snow Day

Date: 6/19/2019-Will be held at MetroParks of Butler County Ohio, River Center, Great Miami Room, 120 South Carmody Blvd., Middletown, OH 45044

# Board of Trustees Meeting

Wednesday, May 15, 2019

[illegible]

The BCRTA Board of Trustees met on Wednesday, May 15<sup>th</sup>, 2019 at 8:02 AM at the Butler County Regional Transit Authority, 3045 Moser Court, Hamilton, Ohio. Proper public notice was given in advance of the meeting.

PRESENT: Chris Lawson, President  
Perry Gordon, Vice President  
Travis Bautz  
David Fehr  
Jim Foster  
Corey Watt

STAFF: Matthew Dutkevich, Executive Director  
Delene Weidner, Director of Finance &  
Administration (DBELO)  
Robert Ruzinsky, Capital Projects Advisor  
Vonda Partin, Administrative Assistant  
Luke Morgan, CCTM, Operations Manager  
John Gardocki, Planning & Special Projects  
Manager  
Shawn Cowan, Mobility Manager

ABSENT: Jessica Chandler  
Anita Scott Jones  
Mimi Sylva

OTHERS  
PRESENT: None

LEGAL  
COUNSEL: Jeremie Imbus, Dinsmore

CITIZENS: None Present

### ***1. Call to Order & Roll Call***

Mr. Lawson called the meeting to order at 8:02 AM. Mr. Dutkevicz took a roll call. A quorum of the Board was present.

## II. Consideration of Absences

Mr. Dutkevicz advised there were three requests for excused absences today, being Ms. Sylva, Ms. Scott Jones and Ms. Chandler. Mr. Foster made a motion to accept the excused absences and Mr. Gordon seconded the motion. The absences were excused.

### III. Approval of Agenda

Mr. Lawson requested a motion to approve the agenda. Mr. Foster made a motion to accept the agenda and Mr. Bautz seconded the motion. The agenda was approved.

**IV. Approval of the April 17, 2019 Meeting Minutes**

Mr. Lawson requested a motion to approve the April 17, 2019 Board Meeting Minutes. Mr. Fehr made a motion to approve the April 17, 2019 Board Meeting Minutes. Mr. Foster seconded the motion. The minutes were approved.

## V. Comments from Citizens

No citizens were present.

## **VI. Secretary/Treasurer's Report**

Ms. Weidner presented the treasurer's report for the months of March.

For the month of March, revenues are close to budget with the exception of our local funding and federal funding. The variance in local funding is due to the quarterly fuel refund being credited to Miami University in March. With overall expenses down in comparison to budget for the month, federal draws for operating expenses and preventative maintenance are also down. The month of March shows a gain of \$170.78.

For the first quarter ending March 31, BCRTA shows an operating loss of \$920.70. Although both revenues and expenses are under budget, the increase in our miscellaneous expenses from accruing the potential ACA fine is the primary reason for the loss this quarter.

The balance sheet for March shows normal balances for all accounts. There was a shift in the assets with cash moving to WIP-35' buses with the payment for the two new trolleys and all unearned Miami University funds were recognized in March to offset the fuel refund.

The payment for the trolleys caused a reduction in our current assets resulting in lower available funds to cover the board reserves. Non-restricted funds of (\$293,859.61) are expected to move closer to zero in May since the awarded VW mitigation funds have been requested for the first two trolleys.

Mr. Lawson requested a motion to approve the Secretary/Treasurer's Report. Mr. Fehr made a motion to approve the report. Mr. Gordon seconded the motion. The report was approved.

## **VII. DIRECTOR'S REPORT**

### **A. Metrics & Service**

BGo Denials

Due primarily to staffing shortage, BCRTA has been denying an increasing number of requests for BGo trips. Customer Service staff have begun recording this for reference. Aggressive hiring has reduced the number in recent months.

February 2019:

### All Trips

Total denials	120
Denials for same day trips	22
Denials for future trips	98
Denials with less than +/- 1 hour window	120
Denials for future trips with at least +/- 1 hour window	0
Denials for future trips with at least +/- 1 hour window and no completed trip for customer within 1 hour (promised time) of denied trips requested time	0
Denied but Provided	0
Total refusals	5

March 2019:

### All Trips

Total denials	66
Denials for same day trips	21
Denials for future trips	45
Denials with less than +/- 1 hour window	66
Denials for future trips with at least +/- 1 hour window	0
Denials for future trips with at least +/- 1 hour window and no completed trip for customer within 1 hour (promised time) of denied trips requested time	0
Denied but Provided	0
Total refusals	14

April 2019:

### All Trips

Total denials	43
Denials for same day trips	26
Denials for future trips	17
Denials with less than +/- 1 hour window	43
Denials for future trips with at least +/- 1 hour window	0
Denials for future trips with at least +/- 1 hour window and no completed trip for customer within 1 hour (promised time) of denied trips requested time	0
Denied but Provided	0
Total refusals	2

### Transit Job Fairs

BCRTA hosted two transit focused job fairs on April 16 and April 30. Thirty-three employers signed up to participate and over 100 job seekers come through the doors. It was a great opportunity for BCRTA to establish relationships with many companies that operate along fixed routes and to help bring awareness to the opportunities we provide. Initial feedback has been positive from both employers and job seekers. An official survey will be sent out later this month to employers to gain more insight on their success and what they would like to see at future transit-focused job fairs.

Several companies have already reported that they were able to meet great candidates and have filled multiple positions. Staff are considering that BCRTA host two job fairs a year – one in the spring and one in the fall.

## **B. Staffing & Facility**

### **Staffing**

BCRTA is currently seeking CDL and non-CDL drivers, maintenance technicians, and an operations supervisor.

## **C. Planning**

### **Chestnut Street Multimodal Station**

BCRTA was awarded \$2.6M in 5339 funds in April 2018 to be put toward the facility. The project is still \$4.6M short of being fully funded.

### **Regional Cooperation**

The Regional Partners have elected to pursue a joint mobile ticketing initiative with NEORide, a regional council of governments in Ohio. Seven transit systems already belong to NEORide and have procured a mobile ticketing solution that can be made available to new members. SORTA, TANK and BCRTA are proposing to join NEORide and capitalize on the shared efficiencies of the joint solution. A resolution to join NEORide is on the May agenda. Also, John Gardocki is serving on a regional committee to address fare simplification throughout the region so that region-wide fares can be offered in the new mobile ticketing application.

## **D. Outreach & Communications**

### **I-75 WorkLink Corridor**

WorkLink partners met with the Hamilton Mill in April to discuss collaboration opportunities. The larger group will be reconvening in advance of the expected opening of Amazon in late June.

### **Workplace Associate Summer Youth Program**

BCRTA will be working with Workplace Associates to offer a summer work program for youth transitioning to careers. Participants in the program will come to BCRTA with a job coach for two, four-week sessions where they will perform vehicle detailing and building and grounds maintenance at no cost to BCRTA while obtaining new job skills.

## **E. Funding & Discretionary Grant Availability**

### **LoNo**

BCRTA has been working with the City of Hamilton to address the need for bus service when the Spooky Nook Sports complex opens in 2021. BCRTA offered to apply for LoNo if the City was willing to make a local match on the purchase of \$450K, 15% of the cost of electric bus equipment needed to operate the service. Although public transit has recently been addressed in the City's updated strategic plan, City leadership has declined to pursue this grant or future service plans at this time.

### **BUILD**

BCRTA had planned to partner with the City of Hamilton for a larger-scope 2019 BUILD application to support infrastructure around the new Spooky Nook Sports Complex. BCRTA staff will be re-



examining commitment to this project in light of the City's concerns regarding capital and operating costs regarding LoNo.

#### **\$70M for Transit (HB 62)**

In April, Ohio General Assembly approved the biennial transportation budget. Transit received a significant increase of \$70M in general revenue funds for each year. Details are still being determined about how the funds will be dispersed. No funds will be available until after the GRF budget is completed in June for the next state fiscal year.

#### **5339 Bus and Bus Facilities**

Staff is watching for a NOFO release later this year to reapply for the proposed Chestnut Street Multimodal Station and Shared Services Facility.

#### **CMAQ/STP**

OKI will be seeking applications for CMAQ/STP funds in the current round of funding now open. BCRTA will pursue funding for a phase of the Chestnut Street Multimodal Station and Shared Services Facility. Applications are due in June.

### **F. On the Horizon...**

#### **Strategic Plan Update**

A Board of Trustees Strategic Visioning Retreat has been scheduled for June 19, 2019. Proposals from facilitators have been requested and will be made available to trustees for review as they arrive. An item to discuss this has been included on the May agenda.

We will hold a consolidated business meeting in advance of the retreat at 8:00 AM and adjourn to the planning session immediately following. The meeting will take place at the River Center at Bicentennial Commons, 120 South Carmody Boulevard, Middletown Ohio 45044. Lunch will be provided. We will plan to adjourn by 5:00 p.m.

### **G. Half Fare for Veterans**

Mr. Dutkevicz explained that he recently had a meeting with the Butler County Veterans Service Commission (BCVSC) to discuss opportunities to leverage transit for younger veterans. There are currently no BCRTA transit discounts for younger, healthy veterans. The BCVSC concern is to get younger veterans to work who are not eligible for half fare medical transportation because they are not elderly or disabled. Half fare is mandated by the FTA. Currently BCRTA serves less than 100 veterans and about 95% of those veterans would qualify for half fare regardless because of age or disability. Mr. Dutkevicz told the BCVSC that he would need to discuss this topic with the BCRTA Board of Trustees and get back with them.

The trustees expressed concern about unsustainable financial discounts. The Board requested a twelve month limit on the proposed program.

The trustees directed Mr. Dutkevicz to get back with the BCVSC to negotiate a discount for fixed route tickets or thirty day passes within his spending limits. If it is over his spending limit, Mr.



Dutkevicz will bring it back to the Board for more discussion. If the BCVSC is interested in official half fare privileges, Mr. Dutkevicz will also bring it back to the Board for more discussion and decision.

## **VIII. Committee & Staff Reports – March 2019**

### **A. OKI**

Mr. Dutkevicz shared that at the OKI meeting he learned that Clean Fill Ohio is sponsoring an electric vehicle forum that OKI is co-hosting. It will happen most likely in July 2019. BCRTA expects to attend.

The autonomous vehicle survey has been on all over Social Media as of late. There were 1,000 responses. They have 20,000 data points to use to educate other decisions.

### **B. Metrics & Service**

Mr. Morgan provided the Metrics Report for March 2019.

#### **Passengers per Revenue Hour**

BCRTA experienced a decrease in passengers per revenue hour for the fixed route system in March. Passengers per revenue hour decreased by 28.14%.

Commuter route service also decreased. Commuter route service passengers per revenue hour dropped by 56.25% during the month of March.

Demand Response productivity decreased slightly in passengers per revenue hour. Demand Response productivity dropped by 11.1%. Look for this metric to change as BCRTA has added ADA service along the R1, R3, R4, and R6 and are beginning to receive new ADA applications for this service. Also, Miami University will make changes to their parking services for students with disabilities, which will impact ADA Paratransit ridership soon.

#### **Cost per Passenger (Blended) - Total Cost/Passengers**

The cost per passenger has increased by \$0.51 or 7.8% comparing last March to this March. This is due to a decrease in service hours. BCRTA changed from recording data manually to electronically in January 2018 and our data is now more accurate.

#### **Admin/Overhead Cost Per Revenue Hour**

Overhead cost has increased by an average of \$1.85 or 13.3%. BCRTA operated less service hours in March 2019 than that of 2018. We are now paying the maintenance fees for Ecolane and Doublemap. This is the demand response and fixed route software.

#### **Butler County RTA Accidents/Injuries**

BCRTA accidents/injuries increased this March. In March 2018 BCRTA had a total of 2 no fault/non-major accidents and one non-reportable at fault accident. In March 2019 BCRTA had a total 6 non-reportable/no fault accidents. We also experienced one major at fault accident and one non-reportable at fault accident.

#### **Average Fleet Age (in years)**

In March you will notice a decrease in the average fleet age as compared to the prior year. BCRTA has disposed of vehicles that have met their useful life and added new vehicles since last March. The average age has dropped to 4.2 years, this is a decrease of 10.81%.

#### **Road Calls**

In March 2019 BCRTA experienced two road calls for the Fixed Routes and one for Demand Response. The Commuter Routes did not experience any road calls during this time.

1507 – Fixed route disrupted service twice. Bad coolant sensors that we replaced and the second time the water pump failed.

611 – Demand Response – Broken steering linkage.

#### **Park & Ride**

This service reflects the ridership on the 42x. The 42x has experienced a 10.4% decrease in ridership as compared to last March. The cost of fuel typically affects the ridership of the park and ride routes. The average retail price for gasoline in March 2018 was \$2.72 according to the Energy Information Administration (EIA). The average retail price for gasoline in March 2019 was \$2.59. In the past it has been our observation that when fuel cost decreases, ridership on the Park and Ride routes also decrease.

#### **Noteworthy Updates**

Demand response statistics to date are 93% on time performance at 1.6 trips per hour.

Ms. Ruth Reed and Mr. Morgan completed the Independent Cost Estimate and procurement earlier last week for the new mobile application BCRTA is purchasing. This application will allow BCRTA to complete more same day trips and reduce no shows. This will also allow clients to self-register and pay with a credit card. The application will allow us to be more like Uber and Lyft and increase ridership and trips per hour.

### **IX. Governance**

Mr. Dutkevicz talked to several professional facilitators for the upcoming BCRTA Board of Trustees retreat, June 19, 2019. Mr. Dutkevicz received three proposals from facilitators and shared via e-mail with the BCRTA Board of Trustees. They are as follows:

Partners in Change, a local firm, was the low-cost bid. Ms. Chandler has experience with them and would be willing to work with them again.

Mayerson Academy, is another local firm who sent a proposal. They offered to do phone interviews in advance to outline a vision. Mr. Dutkevicz has no experience with them.

Praxis Leadership Development, Inc., who is in Texas. Mr. Dutkevicz has experience with them as this facilitator worked a retreat with OTRP. This firm likes to do a lot of pre-work and interviews. Praxis gave BCRTA a big discount on their proposal. Mr. Dutkevicz will double check references.

### **X. Action Items**

- a. **Resolution No. 19-05-01: Reappointing Ms. Susan Cohen, Ms. Melissa O'Brien, and Mr. Chris Steed to the Transit Alliance of Butler County (TABC) Board of Directors.**

Mr. Lawson requested a motion to accept Resolution 19-05-01. Mr. Bautz made a motion to approve and Mr. Watt seconded the motion.

Upon a call of the roll, the vote resulted as follows:

Mr. Bautz	YES
Ms. Chandler	ABSENT
Mr. Fehr	YES
Mr. Foster	YES
Mr. Gordon	YES
Mr. Lawson	YES
Ms. Scott Jones	ABSENT
Ms. Sylva	ABSENT
Mr. Watt	YES

The resolution was adopted.

- b. **Resolution 19-05-02: Authorizing the Butler County Regional Transit Authority (BCRTA to Apply to OKI for Surface Transportation Funds (STP) and Congestion Mitigation Air Quality Funds (CMAQ) in Support of the Butler County Connect Chestnut Street Multimodal Station.**

Mr. Lawson requested a motion to accept Resolution 19-05-02. Mr. Gordon made a motion to approve and Mr. Fehr seconded the motion.

Upon a call of the roll, the vote resulted as follows:

Mr. Bautz	YES
Ms. Chandler	ABSENT
Mr. Fehr	YES
Mr. Foster	YES
Mr. Gordon	YES
Mr. Lawson	YES
Ms. Scott Jones	ABSENT
Ms. Sylva	ABSENT
Mr. Watt	YES

The resolution was adopted.

- c. **Resolution 19-05-03: Adopting the FY2020 Planning Budget for the Butler County Regional Transit Authority (BCRTA) and Acceptance of the BCRTA Fiscal Officer's Certification of Funds and Estimation of Revenues.**

Mr. Lawson requested a motion to accept Resolution 19-05-03. Mr. Foster made a motion to approve and Mr. Bautz seconded the motion.

Upon a call of the roll, the vote resulted as follows:

Mr. Bautz	YES
Ms. Chandler	ABSENT
Mr. Fehr	YES
Mr. Foster	YES
Mr. Gordon	YES
Mr. Lawson	YES
Ms. Scott Jones	ABSENT
Ms. Sylva	ABSENT
Mr. Watt	YES

The resolution was adopted.

- d. **Resolution 19-05-04: Authorizing the BCRTA Executive Director to File Applications and Execute Contracts with the Ohio Department of Transportation (ODOT) for Fiscal Year (FY) 2020 Ohio Public Transportation Assistance Grants Including, but not limited to, the Ohio Transit Preservation Partnership Program (OTPPP), the Ohio Elderly and Disabled Transit Fare Assistance Program (E&D), and the Urban Transit Program (UTP).**

Mr. Lawson requested a motion to accept Resolution 19-05-04. Mr. Foster made a motion to approve and Mr. Watt seconded the motion.

Upon a call of the roll, the vote resulted as follows:

Mr. Bautz	YES
Ms. Chandler	ABSENT
Mr. Fehr	YES
Mr. Foster	YES
Mr. Gordon	YES
Mr. Lawson	YES
Ms. Scott Jones	ABSENT
Ms. Sylva	ABSENT
Mr. Watt	YES

The resolution was adopted.

- e. **Resolution 19-05-05: Authorizing the Executive Director to Execute a Membership Agreement to become a Member of NEORIDE, an Ohio Council of Governments.**

Mr. Lawson requested a motion to accept Resolution 19-05-05. Mr. Watt made a motion to approve and Mr. Foster seconded the motion.

Upon a call of the roll, the vote resulted as follows:

Mr. Bautz	YES
Ms. Chandler	ABSENT
Mr. Fehr	YES
Mr. Foster	YES
Mr. Gordon	YES
Mr. Lawson	YES
Ms. Scott Jones	ABSENT
Ms. Sylva	ABSENT
Mr. Watt	YES

The resolution was adopted.

- f. **Resolution 19-05-06: Authorizing the Executive Director to Execute a Purchase Agreement for Service, Support, and Installation of a Mobile Self Service Trip Booking Application with Payment Capabilities.**

Mr. Lawson requested a motion to accept Resolution 19-05-06. Mr. Watt made a motion to approve and Mr. Foster seconded the motion.

Upon a call of the roll, the vote resulted as follows:

Mr. Bautz	YES
Ms. Chandler	ABSENT
Mr. Fehr	YES
Mr. Foster	YES
Mr. Gordon	YES
Mr. Lawson	YES
Ms. Scott Jones	ABSENT
Ms. Sylva	ABSENT
Mr. Watt	YES

The resolution was adopted.

## ***XI. Adjourn***


Mr. Watt moved to adjourn, and Mr. Bautz seconded. The motion carried. The meeting was adjourned at 9:35 AM.

Respectfully submitted,



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Matthew M. Dutkevich, Executive Director



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Approved - Chris Lawson, President

**BCRTA**  
**Income Statement**  
**April 2019**

	<b>Current Month Budget</b>	<b>Current Month Actual</b>	<b>Change</b>	<b>Last Year Current Month</b>
<b>Revenues</b>				
Passenger Fares	11,686.00	8,100.14	(3,585.86)	10,914.85
Contract Service	16,023.00	17,387.28	1,364.28	15,583.50
Other Transit Rev.	97,666.67	96,629.93	(1,036.74)	84,352.00
Mgt./Cons. Services	10,220.00	10,220.00	-	10,000.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	3,175.00	1,105.15	(2,069.85)	82.98
Local Funding	195,412.34	192,291.80	(3,120.54)	182,508.40
State Funding	-	-	-	-
Federal Funding	161,838.08	144,813.00	(17,025.08)	127,486.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>496,021.09</b>	<b>470,547.30</b>	<b>(25,473.79)</b>	<b>430,927.73</b>
<b>Expenses</b>				
Wages	242,043.67	266,758.38	24,714.71	220,863.18
Fringes	64,661.55	70,993.29	6,331.74	56,622.51
Services	49,334.34	29,339.21	(19,995.13)	32,211.84
Materials & Supplies	57,934.43	40,658.80	(17,275.63)	53,643.96
Utilities	6,329.00	6,688.24	359.24	6,838.03
Insurance	18,552.83	19,119.99	567.16	16,978.16
Taxes	-	-	-	-
Purchased Transportation	41,666.67	42,052.38	385.71	41,044.50
Misc. Items	4,873.50	14,018.63	9,145.13	3,656.41
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>485,395.99</b>	<b>489,628.92</b>	<b>4,232.93</b>	<b>431,858.59</b>
<b>Gain / (Loss)</b>	<b>10,625.10</b>	<b>(19,081.62)</b>	<b>(29,706.72)</b>	<b>(930.86)</b>
Local Share Depreciation		20,380.79		
<b>Gain / (Loss) with Local Depr.</b>		<b>(39,462.41)</b>		



**BCRTA**  
**Income Statement**  
**April 2019**

	<b>Year to Date Budget</b>	<b>Year to Date Actual</b>	<b>Change</b>	<b>Year to Date Last Year</b>
<b>Revenues</b>				
Passenger Fares	42,168.00	37,551.81	(4,616.19)	38,914.94
Contract Service	65,322.00	60,989.73	(4,332.27)	63,520.40
Other Transit Rev.	390,666.68	387,992.56	(2,674.12)	333,181.50
Mgt./Cons. Services	40,880.00	40,880.00	-	40,000.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	12,700.00	13,507.27	807.27	12,914.31
Local Funding	757,732.36	743,474.00	(14,258.36)	712,593.36
State Funding	-	-	-	-
Federal Funding	610,587.32	507,828.00	(102,759.32)	508,023.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>1,920,056.36</b>	<b>1,792,223.37</b>	<b>(127,832.99)</b>	<b>1,709,147.51</b>
<b>Expenses</b>				
Wages	918,084.68	941,916.36	23,831.68	847,818.03
Fringes	279,012.20	261,565.92	(17,446.28)	243,538.49
Services	168,636.36	99,210.53	(69,425.83)	103,176.89
Materials & Supplies	231,591.72	187,145.33	(44,446.39)	228,856.91
Utilities	28,513.00	32,337.95	3,824.95	29,977.32
Insurance	74,211.32	74,320.51	109.19	46,161.67
Taxes	-	-	-	-
Purchased Transportation	166,666.68	168,209.52	1,542.84	164,178.00
Misc. Items	19,494.00	50,019.26	30,525.26	24,018.96
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>1,886,209.96</b>	<b>1,814,725.38</b>	<b>(71,484.58)</b>	<b>1,687,726.27</b>
<b>Gain / (Loss)</b>	<b>33,846.40</b>	<b>(22,502.01)</b>	<b>(56,348.41)</b>	<b>21,421.24</b>
Local Share Depreciation		20,380.79		
<b>Gain / (Loss) with Local Depr.</b>		<b>(42,882.80)</b>		

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
<b>Checking - PNC (National City)</b>						
4/1/19			Beginning Balance			169,778.63
4/2/19	04/02/19	CRJ	BCRTA Items	100,000.00		
4/4/19	03/27-03/30/19	CRJ	Farebox Receipts	1,237.08		
4/4/19	AT 4/4/19	CDJ	Paycom		914.00	
4/5/19	PRWE 3/29/19	GENJ			86,229.25	
4/5/19	PRWE 3/29/19	GENJ			16,699.31	
4/5/19	PRWE 3/29/19	GENJ	Chk #s 1033, 1160		774.63	
4/5/19	PRWE 3/29/19	GENJ			1,859.70	
4/5/19	PRWE 3/29/19	GENJ	Garn Ck#1157		308.70	
4/5/19	PRWE 3/29/19	GENJ	CSPC Ck#1159		300.00	
4/5/19	PRWE 3/29/19	GENJ	CSPC Ck#1158		47.40	
4/5/19	01047884	CRJ	Butler County Veterans Service	5,541.64		
4/5/19	511606	CRJ	BCRTA Items	369.50		
4/8/19	8290	CDJ	Affordable Pest Control Inc.		48.00	
4/8/19	8291	CDJ	Petty Cash		342.14	
4/8/19	8292	CDJ	Bryce's Lawn care & Landscaping		3,480.00	
4/8/19	8293	CDJ	Cox Media Group		63.95	
4/8/19	8294	CDJ	CenterGrid, LLC		346.61	
4/8/19	8295	CDJ	Dinsmore & Shohl LLP		500.00	
4/8/19	8296	CDJ	Fuller Ford		357.56	
4/8/19	8297	CDJ	Gillig		561.72	
4/8/19	8298	CDJ	Geiler Company		1,862.93	
4/8/19	8299	CDJ	ODACS, Inc		125.00	
4/8/19	8300	CDJ	Ohio Deferred Compensation		425.00	
4/8/19	8301	CDJ	Office Depot Inc.		321.21	
4/8/19	8302	CDJ	Prefered Fire Protection		275.00	
4/8/19	8303	CDJ	RICOH USA, INC		26.52	
4/8/19	8304	CDJ	Security Lock Company		12.00	
4/8/19	8305	CDJ	Woodhull		99.60	
4/8/19	CASH 4/8/19	CRJ	BCRTA Items	780.00		
4/10/19	261266	CRJ	City of Middletown	104,025.91		
4/10/19	0039735699	CRJ	Ohio Dept of Medicaid	3,215.00		
4/10/19	4/1-4/9/19	CRJ	Farebox Receipts	2,061.81		
4/15/19	0039810578	CRJ	BCRTA Items	40.00		
4/15/19	613407516	CRJ	Ohio Transit Risk Pool	500.00		
4/16/19	8306	CDJ	Cincinnati Bell Any Distance		1,551.20	
4/16/19	8307	CDJ	Cintas Corporation		1,085.93	
4/16/19	8308	CDJ	City of Hamilton - Utilities		3,498.66	
4/16/19	8309	CDJ	EasterSeals TriState LLC		423.20	
4/16/19	8310	CDJ	Geiler Company		228.00	
4/16/19	8311	CDJ	Jim's Tire & Auto		2,084.20	
4/16/19	8312	CDJ	KOI Enterprises, Inc.		2,811.97	
4/16/19	8313	CDJ	Millennium Business Systems		362.28	
4/16/19	8314	CDJ	Mobilcomm		180.00	
4/16/19	8315	CDJ	Minuteman Press - Fairfield		174.50	
4/16/19	8316	CDJ	Ohio Deferred Compensation		425.00	
4/16/19	8317	CDJ	Pixels and Dots		65.00	
4/16/19	8318	CDJ	Refitt's LLC		350.00	
4/16/19	8319	CDJ	Rumpke Of Ohio Inc.		214.06	
4/16/19	8320	CDJ	SuperFleet Mastercard Program		27,232.88	
4/16/19	8321	CDJ	Verizon Wireless		1,159.68	
4/17/19	0039845071	CRJ	BCRTA Items	40.00		
4/17/19	153732	CRJ	GovDeals.com	4,125.00		
4/17/19	4/10-4/16/19	CRJ	Farebox Receipts	1,597.47		
4/18/19	PRWE 4/12/19	GENJ			19,083.80	
4/18/19	PRWE 4/12/19	GENJ	Garn Ck#1161		351.82	
4/18/19	PRWE 4/12/19	GENJ	1163,1164		944.96	
4/18/19	PRWE 4/12/19	GENJ			98,052.29	
4/18/19	PRWE 4/12/19	GENJ	CSPC Ck#1162		300.00	
4/18/19	AT 4/18/19	CDJ	Paycom		922.72	

4/19/19	A0754068	CRJ	Miami University	142,349.82		
4/19/19	ACH 04/29/19	CRJ	Federal Transit Administration	112,936.00		
4/19/19	A0754068	CRJ	Farebox Receipts	2,786.00		
4/23/19	8322	CDJ	Cincinnati Bell		141.19	
4/23/19	8323	CDJ	CCA - Division of Taxation		253.48	
4/23/19	8324	CDJ	Cornett's Pressure Cleaning		2,134.00	
4/23/19	8325	CDJ	epluno LLC		582.81	
4/23/19	8326	CDJ	EasterSeals TriState LLC		846.40	
4/23/19	8327	CDJ	Lemongrenade Creative, LLC		312.50	
4/23/19	8328	CDJ	Minuteman Press - Fairfield		476.28	
4/23/19	8329	CDJ	Office Depot Inc.		437.02	
4/23/19	8330	CDJ	PERS		88,711.32	
4/23/19	8331	CDJ	Premier Mechanical Services		2,137.16	
4/23/19	8332	CDJ	Ports Petroleum Co Inc		1,064.00	
4/23/19	8333	CDJ	Refitt's LLC		400.00	
4/23/19	8334	CDJ	Talawanda School District		12,739.16	
4/23/19	8335	CDJ	Verizon Wireless		196.33	
4/24/19	4/17 - 4/23/19	CRJ	Farebox Receipts	1,703.84		
4/26/19	0104895	CRJ	Butler County Veterans Service	5,348.28		
4/30/19	8336	CDJ	Affordable Party Rental & Supp		366.58	
4/30/19	8337	CDJ	epluno LLC		625.29	
4/30/19	AT 4/30/19	CDJ	PNC Card Purchases		7,851.60	
4/30/19	04/30/19	GENJ	Service Charge		14.75	
			Current Period Change	488,657.35	396,772.25	91,885.10
4/30/19			Ending Balance			261,663.73

**Savings - PNC (National City)**

4/1/19			Beginning Balance			27,364.59
4/10/19	04/10/19	CRJ	BCRTA Items	831.96		
4/30/19	04/30/19	GENJ	Interest Income	26.75		
4/30/19	04/30/19	GENJ	Service Charge		0.14	
			Current Period Change	858.71	0.14	858.57
4/30/19			Ending Balance			28,223.16

**Savings - PNC Bank**

4/1/19			Beginning Balance			815,135.81
4/2/19	04/02/19	CRJ	BCRTA Items - TXFR FROM SAVINGS		100,000.00	
4/30/19	04/30/19	GENJ	Interest Income	694.90		
			Current Period Change	694.90	100,000.00	-99,305.10
4/30/19			Ending Balance			715,830.71

**BCRTA**  
**Balance Sheet**  
**April 2019**

**Assets**

Current Assets		*Other Assets		
Checking - PNC	261,663.73	Net Pension Asset	12,519.00	
Savings - PNC	28,223.16	Deferred Outflows-Pensions	750,453.00	
Savings - PNC	715,830.71	Deferred Outflows-OPEB	162,117.00	
Bid Deposit	50,000.00			
M&S Inventory	4,997.36			
Petty Cash	1,000.00	Property & Equipment		
Accounts Receivable	685,521.35	Vehicles	8,914,007.27	
Prepays	100,217.04	Buildings & Land	2,703,070.92	
		Furniture & Equipment	764,781.12	
		Amenities & Misc.	67,877.96	
		WIP-35' Buses	1,099,293.74	
		WIP-Facility Renovation	36,617.89	
		Accum. Depr.	(5,065,057.65)	
	<u>1,847,453.35</u>		<u>9,445,680.25</u>	Total Assets
				<u>11,293,133.60</u>

**Liabilities & Equity**

Current Liabilities		*Long-term Liabilities		
Accounts Payable	127,945.37	Net Pension Liability	2,778,356.00	
Payroll Payables	151,296.37	Net OPEB Liability	2,079,549.00	
Other Payables	-	Deferred Inflows-Pensions	657,241.00	
Accrued PTO	101,650.37	Deferred Inflows-OPEB	154,913.00	
Reserve ACA Fines	115,308.66			
FTA Vehicle Funds	68,131.00	Equity		
Future Match Funds	30,000.00	Balance Equity	2,861,645.23	
Unearned Tickets	32,706.00	Federal Capital	10,942,916.00	
Unearned MU Funds	-	Local Capital	89,410.00	
		Retained Earnings	(8,875,432.39)	
		Net Income	(22,502.01)	
	<u>627,037.77</u>		<u>10,666,095.83</u>	Total Liabilities
				and Capital
				<u>11,293,133.60</u>

\*For fiscal year 2018, BcrtA adopted GASB Statement 75, "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions," which significantly revises accounting for costs and liabilities related to other postemployment benefits (OPEB).

**BCRTA**  
**Cash Reserves**  
**April 2019**

Current Assets	1,847,453.35
Current Liabilities	<u>(627,037.77)</u>
<b>Available Funds</b>	<b>1,220,415.58</b>

**Board Reserves**

Local Share Grant Obligations		
OH-2016-056-01	-	
OH-2018-021-00	573,085.75	
FFY Pending Federal	763,029.25	
Oxford Facility Match Pledge	200,000.00	
Less VW Match Funds	(424,356.00)	
Less 2019 Projected Local Match	<u>(1,372,040.00)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	(260,281.00)	
FTA Grants	-	Match Required
Working Capital Funds (2 Mths.)	869,711.50	
Capital Replacement Funds	666,145.00	2019-2020 Local Share of Projects Not Yet on Grants
Contingency Funds	<u>-</u>	
<b>Total Board Reserves</b>	<b>1,535,856.50</b>	
<b>Non-Restricted Funds</b>	<b>(315,440.92)</b>	
<i>Addback 2020 Capital Match</i>	<i>237,027.80</i>	
<i>"Current" Non-Restricted Funds</i>	<i><u>(78,413.12)</u></i>	

## Director's Notes – June 2019

### Metrics & Service

- o BGo Denials

Due primarily to staffing shortage, BCRTA has been denying an increasing number of requests for BGo trips. Customer Service staff have begun recording this for reference. Aggressive hiring has reduced the number in recent months.

March 2019:

#### All Trips

Total denials	66
Denials for same day trips	21
Denials for future trips	45
Denials with less than +/- 1 hour window	66
Denials for future trips with at least +/- 1 hour window	0
Denials for future trips with at least +/- 1 hour window and no completed trip for customer within 1 hour (promised time) of denied trips requested time	0
Denied but Provided	0
Total refusals	14

April 2019:

#### All Trips

Total denials	43
Denials for same day trips	26
Denials for future trips	17
Denials with less than +/- 1 hour window	43
Denials for future trips with at least +/- 1 hour window	0
Denials for future trips with at least +/- 1 hour window and no completed trip for customer within 1 hour (promised time) of denied trips requested time	0
Denied but Provided	0
Total refusals	2

May 2019

#### All Trips

Total denials	39
Denials for same day trips	19
Denials for future trips	20
Denials with less than +/- 1 hour window	39
Denials for future trips with at least +/- 1 hour window	0
Denials for future trips with at least +/- 1 hour window and no completed trip for customer within 1 hour (promised time) of denied trips requested time	0
Denied but Provided	0
Total refusals	40

- o Half Fare for Veterans

In accordance with the directives of the BCRTA Board of Trustees following the May regular meeting, BCRTA staff has negotiated a 50% discount with BCVSC for fixed route bus fares not to exceed \$24,999, beginning in 2020.

### Staffing & Facility

- o Staffing

BCRTA is currently seeking CDL and non-CDL drivers, maintenance technicians, and an operations supervisor.

### Planning

- o Chestnut Street Multimodal Station

BCRTA was awarded \$2.6M in 5339 funds in April 2018 to be put toward the facility. The project is still \$4.6M short of being fully funded.

## Director's Notes – June 2019

- Regional Cooperation & NEORide

BCRTA staff are beginning the implementation of the regional mobile ticketing platform provided through NEORide. Schedule details are still being provided, although the app has launched at Laketran, PARTA, and Akron METRO in northern Ohio. The app can be downloaded from the App Store or Google Play. More information is available at [www.EZfare.us](http://www.EZfare.us).

## Outreach & Communications

- I-75 WorkLink Corridor

WorkLink partners met with the Hamilton Mill in April to discuss collaboration opportunities. The larger group will be reconvening in advance of the expected opening of Amazon in mid summer.

- Workplace Associate Summer Youth Program

BCRTA will be working with Workplace Associates to offer a summer work program for youth transitioning to careers. Participants in the program will come to BCRTA with a job coach for two, four-week sessions where they will perform vehicle detailing and building and grounds maintenance at no cost to BCRTA while obtaining new job skills.

## Funding & Discretionary Grant Availability

- \$70M for Transit (HB 62)

In April, Ohio General Assembly approved the biennial transportation budget. Transit received a significant increase of \$70M in general revenue funds for each year. Details are still being determined about how the funds will be dispersed. No funds will be available until after the GRF budget is completed in June for the next state fiscal year.

- 5339 Bus and Bus Facilities

Applications for this program are due June 21. Staff will be completing an application requesting the unfunded portion of the Chestnut Fields Multimodal Station & Shared Services Facility.

- CMAQ/STP

BCRTA applied early this month for the unfunded portion of the Chestnut Fields Multimodal Station & Shared Services Facility. OKI reports they received twenty-one applications totaling more than \$75M. There is roughly \$27M expected to be available in the OKI region. However, awards are subject to statewide scoring and prioritization later this year before official awards are made.

## On the Horizon ...

- NO July Meeting! Have a great summer!

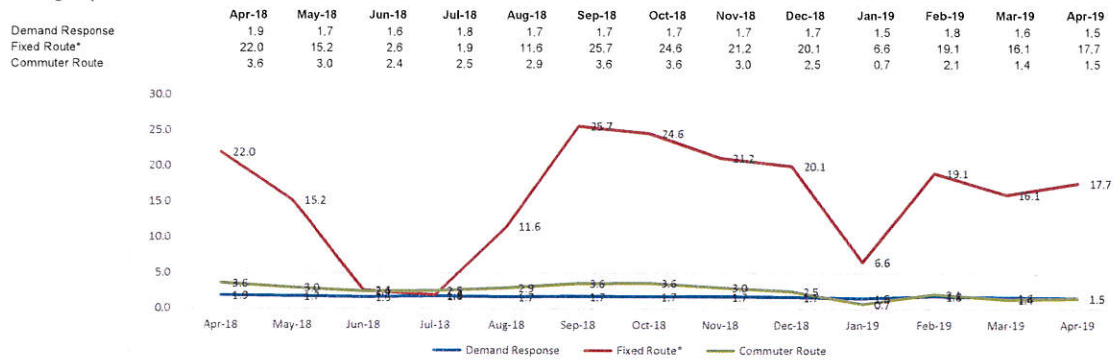
- Trustee Vacancy

Effective last month, Mimi Sylva has resigned from the BCRTA Board of Trustees. A posting for the vacancy is available for applicants on the BCRTA "Careers" webpage and is being shared via social media. Please feel free to share personally. Matt will work with the Executive Committee to schedule interviews if needed. Any trustees interested in reviewing applications may speak with Matt or Vonda.



## BCRTA Metric Scorecard

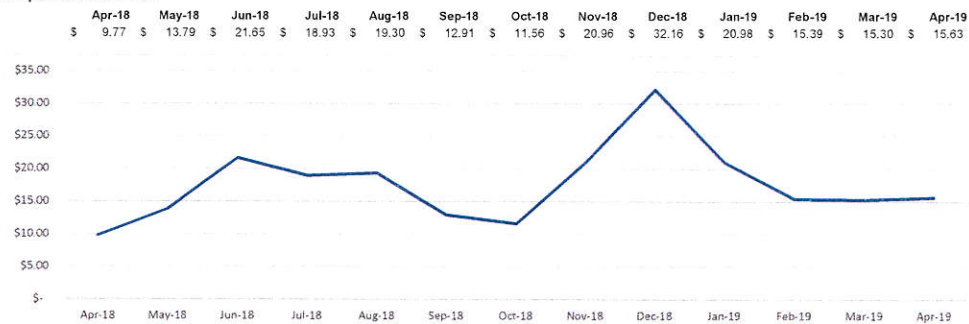
### Passengers per Revenue Hour



### Cost per Passenger (Blended)

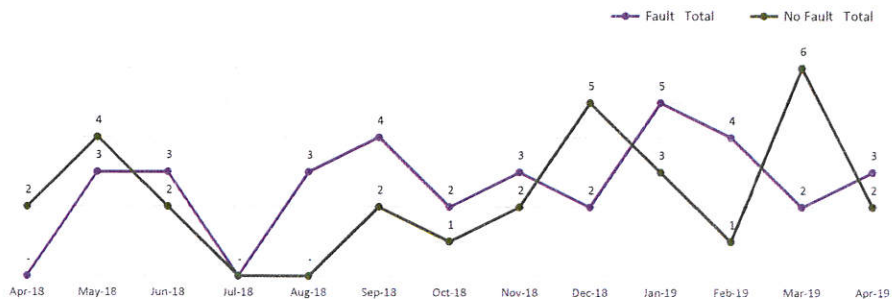


### Admin/Overhead Cost per Revenue Hour

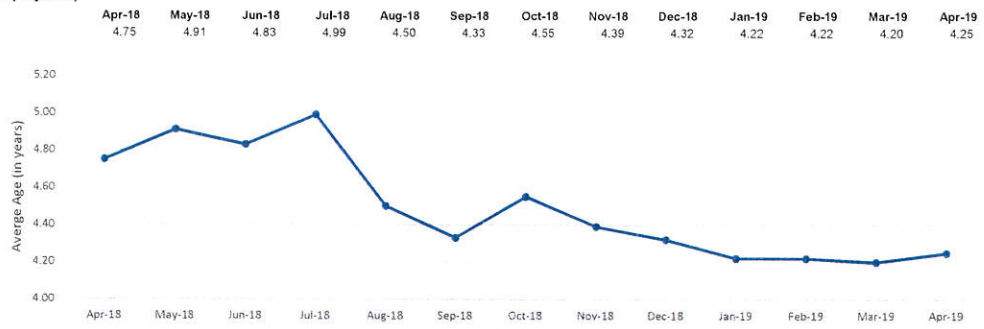


### Butler County RTA Accidents/Injuries

Fault	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19
Major (S&S 40)	-	-	-	-	-	-	-	-	-	-	-	1	-
Non Major (S&S 50)	-	-	-	-	-	-	-	-	-	-	-	-	-
Non Reportable	-	3	3	-	3	4	2	3	2	5	4	1	3
<b>Total</b>	-	3	3	-	3	4	2	3	2	5	4	2	3
No Fault	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19
Major (S&S 40)	-	-	-	-	-	-	-	-	1	-	-	-	-
Non Major (S&S 50)	-	-	-	-	-	-	1	1	-	-	-	-	-
Non Reportable	2	4	2	-	-	2	-	1	4	3	1	6	2
<b>Total</b>	2	4	2	-	-	2	1	2	5	3	1	6	2

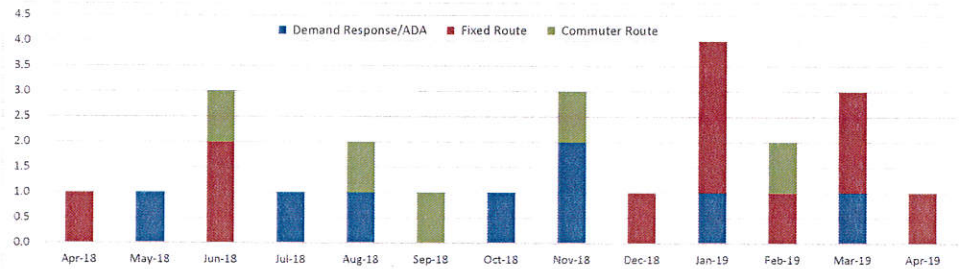


### Average Fleet Age (in years)

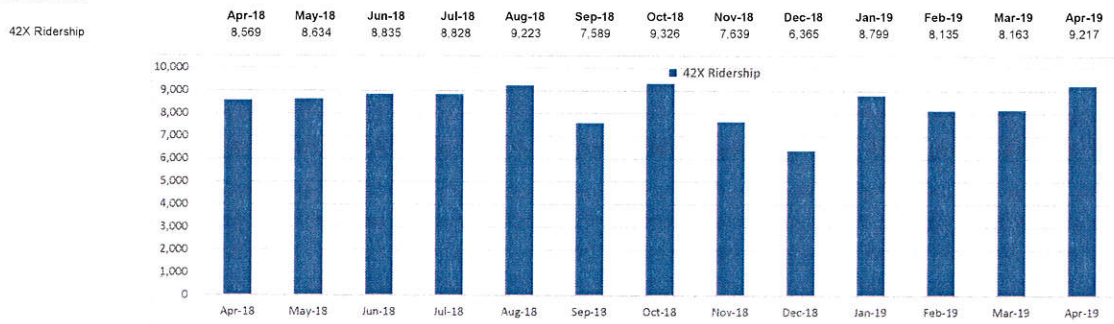


### Road Calls

	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19
Demand Response/ADA	0.0	1.0	0.0	1.0	1.0	0.0	1.0	2.0	0.0	1.0	0.0	1.0	0.0
Fixed Route	1.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	1.0	3.0	1.0	2.0	1.0
Commuter Route	0.0	0.0	1.0	0.0	1.0	1.0	0.0	1.0	0.0	0.0	1.0	0.0	0.0



### Park & Ride



## BCRTA Resolution No. 19-06-01

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### **Authorizing the Purchase of Replacement Vehicles from the State of Ohio Term Contracts through Participation in the Ohio Department of Transportation (ODOT) Cooperative Purchasing Program.**

**Whereas** the Butler County Regional Transit Authority (BCRTA) is an RTA created by resolution of the Commissioners of Butler County, Ohio pursuant to Chapter 306 et seq. of the Ohio Revised Code, and provides general public transportation services in and around Butler County, Ohio; and

**Whereas** BCRTA intends to continue the provision of high quality, local public transportation services in Butler County for the foreseeable future; and

**Whereas** the BCRTA Board of Trustees continues to support sound maintenance practices that protect the taxpayer investment including the adoption of vehicle replacement schedules that assure consistency in the annual average age of vehicle inventories, and the replacement of vehicles once assets reach the end of their useful life; and

**Whereas** the BCRTA Board of Trustees approved FY2019 appropriations including federal capital grant and local match funds for capital purchases, including replacement buses; and

**Whereas** Ohio Revised Code Section 5513.01 (B) provides the opportunity for BCRTA to participate in the Ohio Department of Transportation (ODOT) Term Contracts for the purchase of machinery, materials, supplies or other articles (including vehicles), supplanting the need for BCRTA to solicit bids for vehicle purchase.

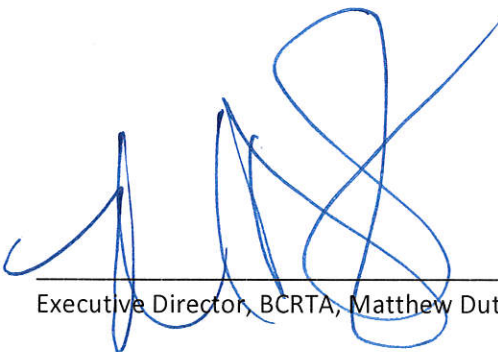
**Now, therefore, be it resolved** that the BCRTA Board of Trustees hereby authorizes the Executive Director to participate in the ODOT Cooperative Purchasing Program in order to acquire replacement vehicles for six (6) 14 passenger minibuses at \$94,769 per vehicle plus a 10% contingency at a not to exceed amount of \$625,475. Be it further resolved that the BCRTA Board of Trustees authorizes the Executive Director to take all actions necessary to enact this resolution.

Approved: June 19, 2019



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Board President, BCRTA, Chris Lawson



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Executive Director, BCRTA, Matthew Dutkevicz



## BCRTA Resolution No. 19-06-02

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### **Authorizing the Executive Director to Execute a Contract for the Development, Design, Build, Implementation, Hosting and Maintenance of a New BCRTA Website.**

**Whereas** on November 14, 2018, the BCRTA Board of Trustees authorized 2019 operating expenditures including marketing expenses and professional consulting services; and

**Whereas** BCRTA is in need of a new website that will enhance the user experience, simplify content management, provide dynamic route and trip planning tools for users and potential users of the transit system and incorporate new marketing and branding standards to facilitate recognition throughout Butler County and the surrounding areas; and

**Whereas** a proposed new website shall address the capability to enable website analysis, provide better user-friendly experiences, and be more accessible to people with disabilities and language barriers; and

**Whereas** BCRTA solicited proposals for Website Design and Development consistent with best procurement practices and FTA regulation; and

**Whereas** a team of four (4) BCRTA staff members, from different areas of the agency, evaluated five (5) different proposals scoring them according to defined criteria including creative assets and design work, effectiveness of CMS, proposed approach and timeline, experience, references and capacity, and cost; and

**Whereas** Planeteria Media LLC, of Santa Rosa, CA has met BCRTA's requirements, was scored the highest by the evaluation team, and provides the best cost value for BCRTA's website needs; and

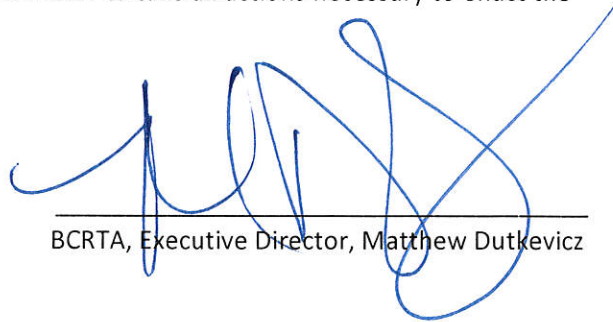
**Whereas** BCRTA has checked references and has determined responsibility of the proposer.

**Now, therefore be it resolved** that the BCRTA Board of Trustees hereby authorizes the Executive Director to execute a two (2) year contract with options for three (3) additional years to implement a new website design, development, build, training, hosting and maintenance at a cost of \$100,400.00 plus a 10% contingency for a total contract expense not to exceed \$110,440.00. Furthermore, the BCRTA Board of Trustees authorizes the Executive Director to take all actions necessary to enact the terms of the agreement and this resolution.

Approved: June 19, 2019



BCRTA, Board President, Chris Lawson



BCRTA, Executive Director, Matthew Dutkevich

**BUTLER COUNTY  
REGIONAL TRANSIT AUTHORITY  
BOARD OF TRUSTEES**

ATTENDANCE SHEET

June 19, 2019

NAME OF GUEST

ORGANIZATION

TELEPHONE /FAX / E-MAIL ADDRESS

Amy Wald billig

amy.waldbillig@cincinnati.state.edu