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Ms. Anita Scott Jones  
Primary Health Solutions

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, February 19, 2020 in the Board Room of the  
Butler County Regional Transit Authority Main Offices at  
3045 Moser Court, Hamilton, Ohio 45011 at 8:00 a.m.

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 e-mail [partinv@butlercountyrta.com](mailto:partinv@butlercountyrta.com).

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

**February 19, 2020, 8:00 AM**

***Butler County Regional Transit Authority  
3045 Moser Court • Hamilton • Ohio • 45011***

**PRELIMINARY AGENDA**

- I. Call to Order & Roll
- II. Consideration of Absences
- III. Approval of the Agenda (Motion Requested)
- IV. Approval of the January 15, 2020 Meeting Minutes (Motion Requested)
- V. Comments from Citizens
- VI. Secretary/Treasurer's Report – December 2019 (Motion Requested)
- VII. Committee & Staff Reports
  - a. OKI
  - b. Metrics
  - c. Nominating Committee
- VIII. Governance
  - a. Election of Officers
- IX. Director's Report
  - a. Strategic Vision
  - b. Free Fares
- X. Action Items
  - a. **Resolution 20-02-01:** Updating Board Policy 6-10 Conflict of Interest
  - b. **Resolution 20-02-02:** Authorizing the Butler County Regional Transit Authority to Support the Transit Alliance of Butler County's USDOT Federal Transit Administration Section 5310 Grant for the Acquisition of a Light Transit Vehicle and Certifying the Availability of Local Match.
- XI. Adjourn (Motion Requested)

**Next Meeting Date:**

**March 18, 2020 @ 8:00 AM**

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

## 2020 Butler County RTA Board of Trustees Attendance

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

X = Present

E = Excused

A = Absent

Wednesday, January 15, 2020

PRESENT: Chris Lawson, President  
Perry Gordon, Vice President  
Travis Bautz  
David Fehr  
Nancy Schmitt  
Corey Watt

Page 1 of 13

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

Ms. Weidner present the Treasurer's Report. October and November 2019, statements were included in the packet. For the year-ended October, BCRTA showed a gain of just over \$198K including their local share of depreciation. Revenues were over budget primarily due to the \$57K Bureau of Workers' Comp refund, and expenses for the year remained under budget. For the year-ended November, the last of the deferred funds from Miami were recognized and an increase in service provided to MTS lead to higher than expected revenues. Although overall expenses remained under budget, overtime and a constant turnover rate have kept wages higher than budget and the annual sale of PTO pushed fringes over budget. BCRTA showed a gain with local depreciation of \$234K.

The transaction logs were included in the packet presenting all cash transactions for the two-month period. The balance sheet for November 2019 was presented with primarily normal balances for assets, as well as liabilities and equity. Accounts Receivable was slightly higher than normal due to Miami University falling slightly behind in payments.

At the end of November, available funds were approximately \$1.83M. Board reserves were approximately \$1.63M with a required match on the local grant obligations of \$441K. The resulting non-restricted funds of \$194K will be used for any needed funding for the Chestnut facility. BCRTA is currently able to fund the local share of all 2020 projects and those for 2021.

Mr. Lawson requested a motion to approve the October/November 2019 Treasurer's Report. Mr. Fehr made a motion to approve the October/November 2019 Treasurer's Report. Mr. Bautz seconded the motion. The report was approved.

## **VII. Committee & Staff Reports - October 2019**

### **A. OKI**

Mr. Dutkevicz went to the OKI meeting last week. OKI will have orientation for board members on Feb. 13<sup>th</sup> at 9:30 a.m. It was announced that the Cincinnati SW Ohio/NKY/Eastern Indiana region is the fastest growing for the entire state of Ohio for jobs. OKI is hosting the "Much in Common" Reception January 30<sup>th</sup>. TANK is completing a system redesign and will present on it in February at OKI. OKI 2050 Plan survey is available now (on website, social media and the BCRTA website). Village of Silverton gave an update and the OKI Title 6 plan was approved.

### **B. Metrics:**

Mr. Morgan provided the November 2019 Metrics Report as follows:

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

BCRTA Fixed Route service passengers per revenue hour decreased by 25.9 percent over November 2018. This is due to the reclassification of the R1, R3, R4 and R6 from Commuter Routes to Fixed routes. BCRTA is now dividing the passenger counts by many more fixed route hours.

Commuter Route service decreased slightly. Commuter Route service passengers per revenue hour decreased by 10 percent during the month of November.

DR productivity increased by 17.6 percent for passengers per revenue hour. Also, BCRTA has launched the BCRTA BGo mobile app that will make booking trips easy. BCRTA is directing SafeRide callers to the App to free up phone lines and to streamline trip booking. This will also allow clients to pay their fare with a credit card in advance. Look for this to change in 2020!

**Cost per Passenger (Blended) total cost/ passengers.**

The cost per passenger has decreased by \$0.58 or 7.1 percent comparing last November to this November.

**Admin/ Overhead Cost per Revenue Hour.**

Overhead cost has decreased by \$8.83 or 42.1 percent. BCRTA made the payment for the ACA fine in 2018 in the amount of 44k.

**Butler County RTA Accidents/ Injuries**

BCRTA accidents/injuries increased this November. In November 2018 BCRTA had two non-reportable at fault accidents. In November of 2019 BCRTA had a total of four at fault, non-reportable accidents. BCRTA also had two no-fault, non-reportable accidents (BCRTA was vehicle rear ended, passenger fell exiting the vehicle).

**Average Fleet Age (in years)**

In November 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 November. The average age has dropped to 4.2 years, this is a decrease of 4.3%.

**Road Calls**

In November of 2018 BCRTA had three road calls. This number has decreased in 2019. BCRTA did not experience any road calls in November of 2019.

**Park & Ride**

This service reflects the ridership on the 42x. The 42x has experienced a 1.5% decrease in ridership as compared to last November. The cost of fuel typically affects the ridership of the park and ride routes. Typically, when fuel costs are low, ridership decreases. The average retail price for gasoline in November of 2018 was \$2.74 according to the EIA. The average retail price for gasoline in November of 2019 was \$2.69. Unlike the previous two months, this is the trend most park and ride routes nationally are experiencing.

## Refusals and Denials

September 2019

### All Trips

Total denials	4
Denials for same day trips	4
Denials for future trips	0
Denials with less than +/- 1 hour window	4
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	73

October 2019

### All Trips

Total denials	48
Denials for same day trips	33
Denials for future trips	15
Denials with less than +/- 1 hour window	48
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

November 2019

### All Trips

Total denials	16
Denials for same day trips	9
Denials for future trips	7
Denials with less than +/- 1 hour window	16
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	120

### Noteworthy Updates

Demand Response Statistics for 2019, On Time Performance (OTP) 93% at 1.71 trips per hour. For November 2019, BCRTA averaged two trips per hour. BCRTA is now utilizing both the TransitApp and the BCRTA BGo App. The BCRTA BGo App recently broke 150 active accounts and is being pushed to all callers. Lastly, BCRTA has launched an effort to better serve our customers in the form of \$5.00 fares county wide. This is specifically for our BGo, door to door service. Our new BGo service area is 563 square miles!

### C. Nominating Committee:

Tabled

## VIII. Governance

- a. Oath of Office  
Ms. Nancy Schmitt was sworn in by Kelly Pitcher of Dinsmore.
- b. Election of officers  
Tabled

## IX. Director's Report

### I. Metrics & Service

#### 1. BGO APP

- a) Staff are launching the new scheduling and payment app for the door-to-door BGO service this month. Testing has already begun, and existing riders received a letter the week of October 14. Shawn Cowan will be conducting some additional marketing to share the news.



**2. BGO Fare Change**

- a) Effective, January 2, 2020, BCRTA changed all in-county BGO rates to \$5.00 per trip. This was in response to BCRTA successful Job Shuttle program that was defunded in 2015 and to align more closely with the OKI Coordinated Human Service Transportation Plan and BCRTA updated vision created at the June 2019 board retreat. Both documents address reducing fares or eliminating barriers to transportation.

**3. BCDD**

- a) BCDD contacted BCRTA and requested a proposal to provide "choice transportation" in late 2019. This is similar to the arrangement BCRTA had with BCDD several years ago where families could choose from a pool of eligible transportation providers at predetermined rates. BCDD moved to a single provider system at the suggestion of their auditor during the last solicitation but intends to return to the "choice" model in FY 2020. BCRTA and BCDD executed a contract in late December and service began Jan 2, 2020.

**4. BGO Denials**

- a) In order to better monitor BGO denials and staffing, this data will now be included in the monthly metric report card.

**5. Half Fare for Veterans**

- a) 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.

**6. Fixed Route Fares**

- a) Given a combination of factors including the national conversation, FTA's mandate the U & P routes be free, and total fare revenue, staff has been discussing the feasibility of eliminating fixed route fares. This concept may also directly support several of the visioning benchmarks established at the June 2019 retreat. The idea is preliminary, and staff are still investigating with no solid conclusions currently. For more reading:
- b) <https://www.opb.org/news/article/northwest-transit-system-fareless-bus-olympia-intercity/>
- c) <https://www.houstonpublicmedia.org/articles/news/in-depth/2020/01/06/355569/metro-is-gathering-input-on-whether-to-stop-collecting-fares/>
- d) <https://www.citylab.com/transportation/2019/12/free-transit-how-much-cost-kansas-city-bus-streetcar-fare/603397/>
- e) <https://www.cincinnati.com/story/news/2019/12/03/cincinnati-streetcar-city-moves-toward-eliminating-fares/2602233001/>

**B. Staffing & Facility**

**1. Staffing**

- a) BCRTA is currently seeking CDL and non-CDL drivers, maintenance technicians. A bi-weekly email digest of open positions is available. Please contact Kristin Fryer, BCRTA HR Manager ([fryerk@butlercountyrta.com](mailto:fryerk@butlercountyrta.com)) if you would like to be added to the mailing list.

**2. 19-09-01 VOIP Phones**

- a) Since September, staff has been working closely with legal counsel to negotiate an agreement pursuant to BCRTA Board Resolution 19-09-01. Although Ring Central was selected as the lowest cost and best product, we have been unable to negotiate an agreement satisfactory to both parties. Staff may try to negotiate with the next bidder or cancel this solicitation and rebid the project.

**C. Planning**

**1. Chestnut Street Multimodal Station**

- a) BCRTA was awarded \$2.6M in 5339 funds in April 2018 and \$4.M5 in CMAQ funds in 2019 to be put toward the facility. CMAQ funds are programmed for FY 2024.
- b) Information regarding conceptual plans and estimates on the Chestnut Street Multimodal Station is available at <http://www.butlercountyrta.com/oxfordfacility>.
- c) BCRTA staff have been working closely with BCRTA legal counsel and Miami University to begin negotiating a land use/lease agreement and joint development agreement for the construction of the proposed facility.
- d) BCRTA has drafted proposed documents and will begin meeting to negotiate in early February.

**2. Regional Cooperation & NEORide**

- a) [www.EZfare.us](http://www.EZfare.us) and Transit app with EZFare launched October 23. Between October 23, 2019. Part of BCRTA's discretionary award of state funding includes dollars to place electronic validators for the mobile ticketing system onboard vehicles.

**3. 42X**

- a) BCRTA renewed the 42X contract for 2020 with Cincinnati Metro. Staff recommend aggressive pursuit of a cost-sharing model in 2021 after SORTA has completed its ballot initiative.

**D. Outreach & Communications**

**1. I-75 WorkLink Corridor**

- a) Due to inefficient ridership and the projected loss of funding from Premier Health in Q1 2020, BCRTA has recommended a demand-response model to serve WorkLink constituents in the Middletown-Monroe-Dayton corridor. The partners are currently evaluating the plan. Some decisions remain uncertain as Doug Adkins and Jen Ekey, two major contributors to the plan, are recently no longer with the City of Middletown.

**2. List of Influencers**

- a) As part of addressing BCRTA's newly proposed vision, I would like to gather a list of relationships and influencers that our organization and Board of Trustees believe they can leverage if needed. I am asking staff and trustees to share persons and position/title information so we may create a database that may be used to influence decisions and opinions regarding BCRTA and public transit in our area. Please email Vonda Partin with your information: [partinv@butlercountyrta.com](mailto:partinv@butlercountyrta.com).

**E. Funding & Discretionary Grant Availability**

**1. Transit Alliance of Butler County (TABC) Grant Opportunity**

- a) At the regular January meeting, the TABC discussed applying to the 5310 program that provides funding to non-profits seeking to assist elderly and disabled populations with transportation. Vehicles are the most common award of the program, although transit agencies can apply for non-traditional awards. TABC passed a motion to pursue a grant and provide up to \$4,300 of local match pending staff recommendation and the willingness of the BCRTA Board to provide the additional needed local match. Any awarded vehicles would be provided to the BCRTA to use, like the last round where TABC was awarded two vehicles in 2008. The TABC would collect disposal proceeds at the end of the vehicle's useful life.

**2. CMAQ/STP**

- a) BCRTA applied locally to OKI for the unfunded portion of the Chestnut Fields Multimodal Station & Shared Services Facility. OKI reports they received twenty-one applications totaling more than \$75M. On September 10, the OKI Prioritization Subcommittee scored BCRTA's application with 74 points, more than any other local project! BCRTA received an official award letter from OKI on December 19, 2019.

**3. \$70M for Transit (HB 62) – Ohio Transit Partnership Program Grants**

- a) State funding awards were made October 25, 2019. BCRTA received \$305,653 in Urban Transit Program funds, \$3,611 in Elderly and Disabled Subsidies, and \$474,383

in discretionary Transit Partnership Program (OTP2) funds for operating assistance and bus replacement match.

**4. State Rural Transit Funding, Section 5311**

- a) BCRTA applied to ODOT's rural transit program this summer to fund a portion of the Chestnut Fields Multimodal Station & Shared Service Facility. ODOT asked that BCRTA apply instead to state 5339 funds for rural and small urban agencies bus and bus facilities. BCRTA did not receive a rural program award. Staff plan to reallocate other funds in light of the other ODOT awards made to BCRTA to help address Chestnut facility needs.

**5. 5339 Bus and Bus Facilities**

- a) Staff completed an application requesting the unfunded portion of the Chestnut Fields Multimodal Station & Shared Services Facility. Application were due June 21, 2019. Awards were announced in December 2019. BCRTA was not successful in this round of funding. John and Matt received a debrief from USDOT in Washington regarding weaknesses of the application.

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

**1. Employee Appreciation Breakfast and Annual Meeting**

- a) Please remember the BCRTA Annual Meeting and Employee Appreciation Brunch schedule for Sunday, January 19, 2020 at 1:00 PM. The event will be held at the Fitton Center for Creative & Performing Arts.

**2. City of Middletown**

- a) Middletown City Council has removed Doug Adkins as City Manager. BCRTA's main point of contact, Susan Cohen has been appointed Acting City Manager. No major changes are expected to BCRTA's relationship with the City at this time. However, several mutual arrangements with pending decisions may be delayed until after new leadership is appointed. This could include the City's pending transportation/transit study, WorkLink, and the transfer of potentially lapsing MTS 5307 funds to be used towards the Chestnut Fields project.

**3. New Website**

- a) Keep your eye out for a new BCRTA website! Due to some delays caused by wildfires in the developer's local area, launch has been delayed until mid-February.

**4. Ohio Loves Transit Day**

- a) The Ohio Public Transit Association will again sponsor Ohio Loves Transit Day/Week on February 14, 2020. Agencies across the state will participate through different marketing events and free fixed route fares. OPTA will also hold a legislative

reception on February 12, 2020 at the Ohio Statehouse from 5:30 – 7:30. RSVP is required. Please contact Matt or Vonda if you would like to attend.

**5. Accessible Meetings**

- a) BCRTA will seek to hold accessible meetings again in 2020. To better connect with consumers, staff is seeking volunteers to host meetings at facilities that are ADA accessible and located on transit lines. If you have a recommendation or would like to host, please contact Matt or Vonda.

**6. Federal Transit Administration Triennial Review**

- a) 2020 is BCRTA's year for another triennial review of compliance with the terms of FTA's master agreement for all grantees. Staff has been collecting data and answering questions for weeks. Materials and documents for the desk review are due January 10. FTA will be onsite April 28 and 29, 2020. The Board will be apprised of FTA's actions. Trustees should also expect to take up some clean-up legislation before and after the review to bring any items into compliance that may need updating at the Board level.

**X. Action Items**

**a. Resolution No. 20-01-01: Updating Board Policy 6-10 Conflict of Interest.**

Mr. Watt requested that the word "will" be changed to "may" in the added clause of "Penalties" in Resolution 20-01-01. Mr. Gordon made a motion to table the resolution until legal counsel can be consulted. Mr. Bautz seconded the motion. The resolution was tabled.

**b. Resolution No. 20-01-02: Updating Board Policy 6-03 Procurements.**

Mr. Lawson requested a motion to accept Resolution 20-01-02. 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	ABSENT
Mr. Gordon	YES
Mr. Lawson	YES
Ms. Nancy Schmitt	YES
Ms. Scott Jones	ABSENT
Mr. Watt	YES

The resolution was adopted.

**c. Resolution No. 20-01-03: Establishing and Supporting Ohio Public Association's "OHIO LOVES TRANSIT DAY".**

Mr. Lawson requested a motion to accept Resolution 19-11-05. Mr. Watt 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	ABSENT
Mr. Gordon	YES
Mr. Lawson	YES
Ms. Nancy Schmitt	YES
Ms. Scott Jones	ABSENT
Mr. Watt	YES

The resolution was adopted.

d. **Resolution No. 20-01-04: Authorizing the Executive Director to Execute a Contract for Vinyl Vehicle Wrapping.**

Mr. Lawson requested a motion to accept Resolution 20-01-04. Mr. Watt 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	ABSENT
Mr. Gordon	YES
Mr. Lawson	YES
Ms. Nancy Schmitt	YES
Ms. Scott Jones	ABSENT
Mr. Watt	YES

The resolution was adopted.

e. **Resolution No. 20-01-05: Authorizing the Executive Director to Execute the Purchase and Installation of Mobile Ticketing Validators, Warranties, and Require Implementation Services.**

Mr. requested a motion to accept Resolution 19-11-07. Mr. Bautz 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	ABSENT
Mr. Gordon	YES
Mr. Lawson	YES
Ms. Nancy Schmitt	YES
Ms. Scott Jones	ABSENT
Mr. Watt	YES

The resolution was adopted.

**IX. Adjourn**

Mr. Bautz moved to adjourn, and Mr. Watt seconded. The motion carried. The meeting was adjourned at 9:36 AM.

Respectfully submitted,



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Matthew M. Dutkevich, Executive Director



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Approved - Chris Lawson, President



**BCRTA**  
**Income Statement**  
**December 19**

	<b>Current Month Budget</b>	<b>Current Month Actual</b>	<b>Change</b>	<b>Last Year Current Month</b>
<b>Revenues</b>				
Passenger Fares	9,844.00	16,900.90	7,056.90	8,339.41
Contract Service	16,474.00	18,527.56	2,053.56	13,572.52
Other Transit Rev.	97,666.63	110,099.07	12,432.44	96,760.95
Mgt./Cons. Services	10,220.00	10,220.00	-	10,000.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	3,175.00	1,813.02	(1,361.98)	5,501.16
Local Funding	159,733.26	169,220.56	9,487.30	226,067.14
State Funding	-	50,942.20	50,942.20	-
Federal Funding	147,188.12	123,141.00	(24,047.12)	73,580.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>444,301.01</b>	<b>500,864.31</b>	<b>56,563.30</b>	<b>433,821.18</b>
<b>Expenses</b>				
Wages	211,727.63	216,508.31	4,780.68	191,298.96
Fringes	81,077.95	1,052,622.91	971,544.96	327,876.31
Services	44,530.26	18,396.58	(26,133.68)	20,216.15
Materials & Supplies	45,098.27	36,462.71	(8,635.56)	48,839.85
Utilities	7,880.00	7,688.39	(191.61)	9,110.14
Insurance	18,552.87	18,664.41	111.54	21,237.11
Taxes	-	-	-	-
Purchased Transportation	41,666.63	42,052.82	386.19	41,044.50
Misc. Items	4,873.50	10,842.91	5,969.41	98,813.54
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>455,407.11</b>	<b>1,403,239.04</b>	<b>947,831.93</b>	<b>758,436.56</b>
<b>Gain / (Loss)</b>	<b>(11,106.10)</b>	<b>(902,374.73)</b>	<b>(891,268.63)</b>	<b>(324,615.38)</b>
Local Share Depreciation		21,742.19		
<b>Gain / (Loss) with Local Depr.</b>		<b>(924,116.92)</b>		

**BCRTA**  
**Income Statement**  
**December 19**

	<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	132,900.00	129,505.36	(3,394.64)	123,650.38
Contract Service	205,200.00	208,800.43	3,600.43	196,337.59
Other Transit Rev.	1,172,000.00	1,222,720.14	50,720.14	1,045,268.23
Mgt./Cons. Services	122,640.00	122,640.00	-	120,000.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	38,100.00	97,350.70	59,250.70	96,634.15
Local Funding	2,485,000.00	2,581,551.06	96,551.06	2,518,186.60
State Funding	-	401,507.00	401,507.00	4,095.00
Federal Funding	1,833,797.00	1,625,840.00	(207,957.00)	1,493,180.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>5,989,637.00</b>	<b>6,389,914.69</b>	<b>400,277.69</b>	<b>5,597,351.95</b>
<b>Expenses</b>				
Wages	2,724,200.00	2,853,913.85	129,713.85	2,477,765.94
Fringes	945,188.00	1,941,467.34	996,279.34	1,177,329.70
Services	521,600.00	339,208.96	(182,391.04)	307,018.91
Materials & Supplies	665,165.00	578,467.34	(86,697.66)	659,420.05
Utilities	81,000.00	87,536.28	6,536.28	86,671.04
Insurance	222,634.00	230,156.21	7,522.21	186,909.90
Taxes	-	-	-	-
Purchased Transportation	500,000.00	504,629.00	4,629.00	492,534.00
Misc. Items	58,482.00	109,329.18	50,847.18	193,803.09
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>5,718,269.00</b>	<b>6,644,708.16</b>	<b>926,439.16</b>	<b>5,581,452.63</b>
Gain / (Loss)	271,368.00	(254,793.47)	(526,161.47)	15,899.32
Local Share Depreciation		260,906.30		
<b>Gain / (Loss) with Local Depr.</b>		<b>(515,699.77)</b>		

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
<b>Checkdng - PNC (National City)</b>						
12/1/19			Beginning Balance			41,459.39
12/2/19	8749	CDJ	Cincinnati Bell		142.73	
12/2/19	8750	CDJ	Cincinnati Driveline & Hydraul		168.00	
12/2/19	8751	CDJ	Cox Media Group		66.86	
12/2/19	8752	CDJ	Cornett's Pressure Cleaning		1,197.00	
12/2/19	8753	CDJ	Gillig		78.39	
12/2/19	8754	CDJ	GemCity Tires, Inc		1,776.00	
12/2/19	8755	CDJ	Office Depot Inc.		322.76	
12/2/19	8756	CDJ	Ports Petroleum Co Inc		1,064.00	
12/2/19	8757	CDJ	Silco Fire Protection Co.		1,545.75	
12/2/19	8758	CDJ	The Pin Center		437.00	
12/2/19	8759	CDJ	Verizon Wireless		163.27	
12/2/19	8760	CDJ	Whitworth Bus Sales Inc.		615.74	
12/2/19	8761	CDJ	West Chester Liberty Chamber A		1,270.00	
12/3/19	Draw 5,6,7	CRJ	Federal Transit Administration	162,504.00		
12/3/19	8762	CDJ	Cornett's Pressure Cleaning		675.00	
12/3/19	8763	CDJ	CenterGrid, LLC		346.61	
12/3/19	8764	CDJ	GemCity Tires, Inc		3,645.50	
12/3/19	8765	CDJ	Planeteria Media		20,050.00	
12/3/19	8766	CDJ	RICOH USA, INC		28.28	
12/3/19	8767	CDJ	Refitt's LLC		400.00	
12/3/19	8768	CDJ	Verizon Wireless		1,245.47	
12/3/19	8769	CDJ	Petty Cash		212.85	
12/6/19	266870	CRJ	City of Middletown	127,106.89		
12/6/19	6160	CRJ	BCRTA Items	650.00		
12/9/19	8770	CDJ	Affordable Pest Control Inc.		48.00	
12/9/19	8771	CDJ	Butler County Family & Childre		25.00	
12/9/19	8772	CDJ	Certified Language Int.		34.80	
12/9/19	8773	CDJ	Fuller Ford		13.09	
12/9/19	8774	CDJ	GemCity Tires, Inc		667.95	
12/9/19	8775	CDJ	Graphic Village		219.00	
12/9/19	8776	CDJ	SuperFleet Mastercard Program		23,706.14	
12/9/19	8777	CDJ	Tristate Cleaning		400.00	
12/11/19	12/2-12/10/19	CRJ	Farebox Receipts	2,661.23		
12/11/19	0041182127	CRJ	Ohio Dept of Medicaid	5,535.00		
12/12/19	8778	CDJ	Alpine Valley Water		25.84	
12/12/19	8779	CDJ	Bryce's Lawn care & Landscaping		233.00	
12/12/19	8780	CDJ	Bureau of Workers Compensation		60,401.00	
12/12/19	8781	CDJ	Cintas Corporation		945.21	
12/12/19	8782	CDJ	Middletown Treasury Division		829.55	
12/12/19	8783	CDJ	epluno LLC		504.86	
12/12/19	8784	CDJ	GemCity Tires, Inc		1,100.00	
12/12/19	8785	CDJ	KOI Enterprises, Inc.		3,458.63	
12/12/19	8786	CDJ	Ohio Deferred Compensation		520.00	
12/12/19	8787	CDJ	Car-X Tire & Auto #1581		87.85	
12/12/19	8788	CDJ	Refitt's LLC		400.00	
12/12/19	8789	CDJ	Rumpke Of Ohio Inc.		215.17	
12/12/19	AT 12/12/19	CDJ	Paycom		1,088.28	
12/12/19	PRWE 12/06/19	GENJ	#1261		159.10	
12/12/19	PRWE 12/06/19	GENJ	#1259		263.03	
12/12/19	PRWE 12/06/19	GENJ	#1258		224.23	
12/12/19	PRWE 12/06/19	GENJ			98,878.09	
12/12/19	PRWE 12/06/19	GENJ			18,005.88	
12/12/19	PRWE 12/06/19	GENJ	#1257		286.75	
12/12/19	PRWE 12/06/19	GENJ	#1260		300.00	
12/12/19	PRWE 12/06/19	GENJ	#1266		794.10	
12/12/19	PRWE 12/06/19	GENJ	#1265		43.54	
12/12/19	PRWE 12/06/19	GENJ	#1264		73.44	
12/12/19	PRWE 12/06/19	GENJ	#1262		47.25	
12/12/19	PRWE 12/06/19	GENJ	#1263		141.46	

12/13/19	AT 12/13/2019	CDJ	PNC Card Purchases		6,693.03	
12/16/19	CASH 12/16/19	CRJ	BCRTA Items	742.40		
12/18/19	01061203	CRJ	Butler County Veterans Service	8,345.10		
12/18/19	0041191077	CRJ	BCRTA Items	100.00		
12/18/19	198988	CRJ	Easter Seals TriState	167.50		
12/18/19	12/11-12/17/19	CRJ	Farebox Receipts	2,197.79		
12/23/19	8790	CDJ	Alpha Graphics Cincinnati Nort		868.12	
12/23/19	8791	CDJ	Bethesda Healthcare Inc.		3,313.40	
12/23/19	8792	CDJ	Cincinnati Bell Any Distance		1,581.50	
12/23/19	8793	CDJ	Cummins Bridgeway LLC		138.44	
12/23/19	8794	CDJ	City of Hamilton - Utilities		3,620.81	
12/23/19	8795	CDJ	Dinsmore & Shohl LLP		1,326.30	
12/23/19	8796	CDJ	epluno LLC		13,275.95	
12/23/19	8797	CDJ	Millennium Business Systems		324.85	
12/23/19	8798	CDJ	Miami University Office of the		11,192.14	
12/23/19	8799	CDJ	ODACS, Inc		125.00	
12/23/19	8800	CDJ	Office Depot Inc.		401.71	
12/23/19	8801	CDJ	PERS		62,482.00	
12/23/19	8802	CDJ	Silco Fire Protection Co.		564.55	
12/23/19	8803	CDJ	Talawanda School District		13,795.74	
12/23/19	01061687	CRJ	Butler County Veterans Service	5,020.72		
12/23/19	813525	CRJ	BCRTA Items	200,000.00		
12/24/19	267251	CRJ	City of Middletown	115,151.30		
12/26/19	AT 12/26/19	CDJ	Paycom		1,031.57	
12/26/19	PRWE 12/20/2019	GENJ	CSPC IN #1280		209.83	
12/26/19	PRWE 12/20/2019	GENJ			18,504.81	
12/26/19	PRWE 12/20/2019	GENJ			97,005.88	
12/26/19	PRWE 12/20/2019	GENJ	CSCP OH #1283		25.19	
12/26/19	PRWE 12/20/2019	GENJ	Garn #1279		356.49	
12/26/19	PRWE 12/20/2019	GENJ	Garn #1277		285.34	
12/26/19	PRWE 12/20/2019	GENJ	CSCP OH#1278		224.23	
12/26/19	PRWE 12/20/2019	GENJ	CSCP OH #1284		13.07	
12/26/19	PRWE 12/20/2019	GENJ	CHECK # 1286		284.83	
12/26/19	PRWE 12/20/2019	GENJ	CSCP OH #1282		8.41	
12/26/19	PRWE 12/20/2019	GENJ	CSCP OH #1285		7.75	
12/26/19	PRWE 12/20/2019	GENJ	CSCP OH #1281		196.47	
12/26/19	12/18-12/24/19	CRJ	Farebox Receipts	1,652.37		
12/27/19	8804	CDJ	Brighton Spring Service		202.72	
12/27/19	8805	CDJ	Cincinnati Bell		142.73	
12/27/19	8806	CDJ	Cornett's Pressure Cleaning		1,719.00	
12/27/19	8807	CDJ	Fastenal Company		37.31	
12/27/19	8808	CDJ	M&M Cleaning		595.00	
12/27/19	8809	CDJ	Mobilcomm		180.00	
12/27/19	8810	CDJ	Ohio Deferred Compensation		520.00	
12/27/19	8811	CDJ	Verizon Wireless		138.33	
12/27/19	8812	CDJ	Whitworth Bus Sales Inc.		96.46	
12/30/19	69085144	CRJ	Federal Transit Administration	23,703.00		
12/30/19	69085144	CRJ	Federal Transit Administration	129,739.00		
12/30/19	69085144	CRJ	Federal Transit Administration	38,407.00		
12/31/19	12/31/19	GENJ	Service Charge		5.00	
			Current Period Change	823,683.30	491,085.41	332,597.89
12/31/19			Ending Balance			374,057.28

**Savings - PNC (National City)**

12/1/19			Beginning Balance			36,053.20
12/6/19	12/06/19	CRJ	BCRTA Items	3,528.26		
12/13/19	BT 12/1-12/31/19	CRJ	Farebox Receipts	9.41		
12/16/19	CC 12/16/19	CRJ	BCRTA Items	1,025.27		
12/31/19	12/31/19	GENJ	Interest Income	29.26		
12/31/19	12/31/19	GENJ	Service Charge		0.70	
			Current Period Change	4,592.20	0.70	4,591.50

12/31/19	Ending Balance	40,644.70
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**Savings - PNC Bank**

12/1/19		Beginning Balance		1,122,756.87
12/23/19	813525	CRJ	BCRTA Items - TXFR FROM SAVINGS	200,000.00
12/31/19	12/31/19	GENJ	Interest Income	791.96
			Current Period Change	791.96
				200,000.00
				-199,208.04
12/31/19		Ending Balance		923,548.83

**BCRTA**  
**Balance Sheet**  
**December 19**

**Assets**

Current Assets		*Other Assets		
Checking - PNC	374,057.28	Net Pension Asset	13,997.00	
Savings - PNC	40,644.70	Deferred Outflows-Pensions	1,585,594.00	
Savings - PNC	923,548.83	Deferred Outflows-OPEB	200,220.00	
Bid Deposit	50,000.00			
M&S Inventory	27,774.79			
Petty Cash	1,000.00	Property & Equipment		
Accounts Receivable	1,208,612.62	Vehicles	9,722,583.26	
Prepays	171,127.89	Buildings & Land	2,744,020.53	
		Furniture & Equipment	886,258.81	
		Amenities & Misc.	67,877.96	
		WIP-Website	15,000.00	
		Accum. Depr.	(4,763,499.90)	
	<u>2,796,766.11</u>		<u>10,472,051.66</u>	Total Assets
				<u>13,268,817.77</u>

**Liabilities & Equity**

Current Liabilities		*Long-term Liabilities		
Accounts Payable	230,405.12	Net Pension Liability	4,962,975.00	
Payroll Payables	86,424.07	Net OPEB Liability	2,452,250.00	
Other Payables	-	Deferred Inflows-Pensions	72,903.00	
Accrued PTO	97,771.89	Deferred Inflows-OPEB	31,488.00	
Reserve ACA Fines	115,493.32			
FTA Vehicle Funds	68,131.00	Equity		
Future Match Funds	22,500.00	Balance Equity	2,861,645.23	
Unearned Tickets	27,049.00	Federal & State Capital	11,280,598.00	
Unearned MU Funds	-	Local Capital	89,410.00	
		Retained Earnings	(8,875,432.39)	
		Net Income	(254,793.47)	
	<u>647,774.40</u>		<u>12,621,043.37</u>	Total Liabilities
				and Capital
				<u>13,268,817.77</u>

\*For fiscal year 2018, Bcrt 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****December 19**

Current Assets	2,796,766.11
Current Liabilities	<u>(647,774.40)</u>
<b>Available Funds</b>	<b>2,148,991.71</b>

**Board Reserves**

Local Share Grant Obligations		
OH-2018-021-00	1,690,502.00	
FFY Pending Federal	91,610.50	
Oxford Facility Match Pledge	200,000.00	
Less VW & OTP2 Match Funds	(322,373.00)	
Less Projected Local Match	<u>(1,131,750.00)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	527,989.50	
FTA Grants	527,989.50	Match Required
Working Capital Funds (2 Mths.)	929,124.50	
Capital Replacement Funds	321,777.80	2020 - 2021 Local Share of Projects Not Yet on Grants
Contingency Funds	<u>-</u>	
<b>Total Board Reserves</b>	<b>1,778,891.80</b>	
<b>Non-Restricted Funds</b>	<b>370,099.91</b>	

Fiscal Year 2019

Account ID	Account Description	Amount	% Cat.	Amount	% Tot.	% Tot.
<b>Revenues</b>						
Passenger Fares	Cash Fares - Commuter Route	5,953.96	4.6%			0.1%
	Cash Fares - Demand Response	55,302.35	42.7%			0.9%
	Cash Fares - Fixed Route	66,149.52	51.1%			1.0%
	Farebox Over/Short	2,099.53	1.6%	129,505.36	2.0%	0.0%
Contract Services	Contract Fares - BCVS	157,350.43	75.4%			2.5%
	Contract Fares - Medicaid	51,450.00	24.6%	208,800.43	3.3%	0.8%
Other Transit Revenue	Other Transit Revenue	1,222,720.14	100.0%	1,222,720.14	19.1%	19.1%
Mgt./Cons. Services	Maintenance	-	0.0%			0.0%
	Management & Consulting	122,640.00	100.0%			1.9%
	Other	-	0.0%	122,640.00	1.9%	0.0%
Interest & Other	Interest Income	11,250.08	11.6%			0.2%
	Discounts Earned	2,271.29	2.3%			0.0%
	Gain on Sale of Assets	21,703.71	22.3%			0.3%
	Other Non-Transit Revenue	62,125.62	63.8%	97,350.70	1.5%	1.0%
Local Funding	Community Contributions	2,031,922.06	78.7%			31.8%
	Agency Contributions	45,000.00	1.7%			0.7%
	Business Contributions	-	0.0%			0.0%
	Other Contributions	-	0.0%			0.0%
	SORTA Funding Trade	504,629.00	19.5%			7.9%
	SORTA True-up Credit PY	-	0.0%	2,581,551.06	40.4%	0.0%
State Funding	State Operating Assistance	401,507.00	100.0%			6.3%
	State E&D Assistance	-	0.0%	401,507.00	6.3%	0.0%
Federal Funding	Federal Operating Assistance	807,664.00	49.7%			12.6%
	Federal Prev. Maint. Asst.	417,022.00	25.6%			6.5%
	Federal Mobility Mgt Asst.	50,009.00	3.1%			0.8%
	Federal ADA Assistance	90,590.00	5.6%			1.4%
	Other Federal Assistance (5310)	260,555.00	16.0%	1,625,840.00	25.4%	4.1%
				6,389,914.69		

Account ID	Account Description	Amount	% Cat.	Amount	% Tot.	% Tot.
<b>Expenses</b>						
	Administration			1,189,069.39	17.9%	
	Operations			4,824,040.16	72.6%	
	Maintenance			631,598.61	9.5%	
				6,644,708.16		
	Income			6,389,914.69		
	Operating Expenses			6,644,708.16		
	Gain (Loss)			(254,793.47)		
	Depr. Exp. Veh. & Equip.	972,470.38	74.5%			
	Depr. Exp. Buildings	135,438.10	10.4%			
	Depr. Exp. Furn. & Equip.	187,751.79	14.4%			
	Depr. Exp. Amenities & Misc.	8,871.23	0.7%	1,304,531.50		
				20%		
	Assumed Local Share			260,906.30		
	Gain (Loss) with Local Share of Depr.			(515,699.77)		



## Fiscal Year 2019

Account ID	Account Description	Amount	% Cat.	Amount	% Tot.	% Tot.
<b>Expenses</b>						
Wages	Operator Wages	1,737,236.05	60.9%			26.1%
	Dispatch Wages	206,678.06	7.2%			3.1%
	Scheduling Wages	71,872.85	2.5%			1.1%
	Supervisor Wages	67,605.08	2.4%			1.0%
	Admin. Wages	407,151.62	14.3%			6.1%
	Operations. Wages	146,920.61	5.1%			2.2%
	Vehicle Maint. Wages	181,082.57	6.3%			2.7%
	Facility Maint. Wages	28,729.42	1.0%			0.4%
	Vehicle Cleaning	6,637.59	0.2%	2,853,913.85	43.0%	0.1%
Fringes	Paid Time Off	376,638.64	19.4%			5.7%
	PERS	433,883.84	22.3%			6.5%
	PERS-NPL/OPEB Adj	974,835.00	50.2%			14.7%
	Medicare	46,644.53	2.4%			0.7%
	Medical Ins. Allowance	34,980.00	1.8%			0.5%
	Unemployment	4,019.43	0.2%			0.1%
	Workers Comp.	70,465.90	3.6%	1,941,467.34	29.2%	1.1%
Services	Management Services	-	0.0%			0.0%
	Ad./Mkt. Services	1,170.00	0.3%			0.0%
	Professional Consulting Svc	20,617.27	6.1%			0.3%
	Legal / Attorney Services	28,552.95	8.4%			0.4%
	Financial / Audit Services	41,005.85	12.1%			0.6%
	Physicals, Medical & Testing	31,386.40	9.3%			0.5%
	CM - Revenue Veh.	45,064.55	13.3%			0.7%
	CM - Facilities	55,069.89	16.2%			0.8%
	CM - Equipment	115,350.36	34.0%			1.7%
	CM - Other	991.69	0.3%	339,208.96	5.1%	0.0%
Materials & Supplies	Fuel	379,471.42	65.6%			5.7%
	Oil/Lube/Coolant	11,615.28	2.0%			0.2%
	Tires	29,992.10	5.2%			0.5%
	Veh. Parts	70,726.74	12.2%			1.1%
	Custodial Tools, Supplies & Eq	1,661.13	0.3%			0.0%
	General Office Supplies	14,109.63	2.4%			0.2%
	Other Materials & Supplies	67,210.24	11.6%			1.0%
	Freight & Allowances	-	0.0%			
	Passenger Info. Materials	3,680.80	0.6%	578,467.34	8.7%	0.1%
Utilities	Electricity	23,936.24	27.3%			0.4%
	Natural Gas	9,815.66	11.2%			0.1%
	Water & Sewer	4,859.85	5.6%			0.1%
	Waste Collection	2,548.59	2.9%			0.0%
	Communications	46,375.94	53.0%	87,536.28	1.3%	0.7%
Insurance	Premiums - Pub. Liab. & Prop.	159,721.04	69.4%			2.4%
	Recovery - Pub. Liab. & Prop.	(33,663.53)	-14.6%			-0.5%
	Premiums - Other Corp. Ins.	104,098.70	45.2%	230,156.21	3.5%	1.6%
Purchased Trans.	BCRTA Purchased Trans.	-	0.0%			0.0%
	CS-SORTA - West Chester	592,629.00	117.4%			8.9%
	CS-SORTA - NTD Credit	(88,000.00)	-17.4%			-1.3%
	CS-SORTA - True Up Credit	-	0.0%	504,629.00	7.6%	0.0%
Misc. Items	Dues & Subscriptions	7,552.16	6.9%			0.1%
	Travel	10,196.34	9.3%			0.2%
	Training	17,830.49	16.3%			0.3%
	Meetings	9,884.57	9.0%			0.1%
	Classified Advertising	26,991.31	24.7%			0.4%
	Promotional Advertising	4,851.74	4.4%			0.1%
	Finance Charges	204.79	0.2%			0.0%
	ACA Fines/Assesments	26,593.31	24.3%			0.4%
	Other Misc. Items	5,224.47	4.8%	109,329.18	1.6%	0.1%
				6,644,708.16		

## Director's Notes – January 2020

### A. Metrics & Service

#### 1. BGO Fare Change

Effective, January 2, 2020, BCRTA changed all in-county BGO rates to \$5.00 per trip. This was in response to BCRTA successful Job Shuttle program that was defunded in 2015 and to align more closely with the OKI Coordinated Human Service Transportation Plan and BCRTA updated vision created at the June 2019 board retreat. Both documents address reducing fares or eliminating barriers to transportation.

#### 2. BCVSC

Butler County Veterans Service Commission has released an RFP for a new transportation service contract to begin in April 2020. UTS, Community First, and Poseidon were present at the bidders' conference in addition to BCRTA. No major changes to the scope of work are expected. BCVSC has signaled some interest in procuring brokerage services, however such services were not included in the original RFP scope.

In accordance with the directives of the BCRTA Board of Trustees following the May 2019 regular meeting, BCRTA staff has negotiated a 50% discount with BCVSC for fixed route bus fares not to exceed \$24,999, beginning in 2020.

#### 3. Fixed Route Fares

Given a combination of factors including the national conversation, FTA's mandate the U & P routes be free, and total fare revenue, staff has been discussing the feasibility of eliminating fixed route fares. This concept may also directly support several of the visioning benchmarks established at the June 2019 retreat. The idea is preliminary, and staff are still investigating with no solid conclusions at this time. For more reading:

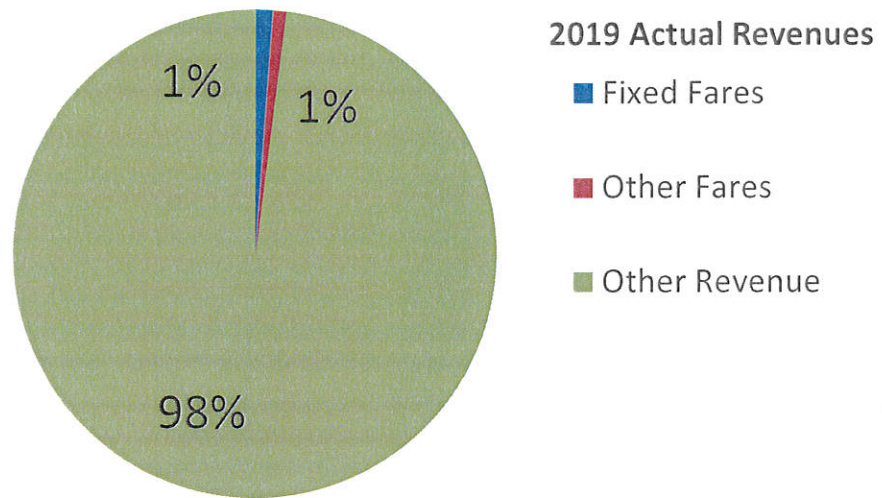
<https://www.opb.org/news/article/northwest-transit-system-fareless-bus-olympia-intercity/>

<https://www.houstonpublicmedia.org/articles/news/in-depth/2020/01/06/355569/metro-is-gathering-input-on-whether-to-stop-collecting-fares/>

<https://www.citylab.com/transportation/2019/12/free-transit-how-much-cost-kansas-city-bus-streetcar-fare/603397/>

<https://www.cincinnati.com/story/news/2019/12/03/cincinnati-streetcar-city-moves-toward-eliminating-fares/2602233001/>

## Director's Notes – January 2020



### B. Staffing & Facility

#### 1. Staffing

BCRTA is currently seeking CDL and non-CDL drivers, maintenance technicians. A biweekly email digest of open positions is available. Please contact Kristin Fryer, BCRTA HR Manager ([fryerk@butlercountyrta.com](mailto:fryerk@butlercountyrta.com)) if you would like to be added to the mailing list.

BCRTA will begin utilizing a digital marketing firm with the new website and careers page to begin more targeted recruiting later this year. Look for a stronger and more data driven approach moving forward.

#### 2. 19-09-01 VOIP Phones

Since September, staff has been working closely with legal counsel to negotiate an agreement pursuant to BCRTA Board Resolution 19-09-01. Although Ring Central was selected as the lowest cost and best product, we have been unable to negotiate an agreement satisfactory to both parties. Staff may try to negotiate with the next bidder or cancel this solicitation and rebid the project.

#### 3. Customer Service Center

BCRTA has been working with the City of Middletown to leverage available space at the Middletown Transit Station as BCRTA grows. Beginning in March, Customer Service Representatives will begin moving into a newly refreshed office area at the Transit Station. The new space also includes an indoor customer service window and refreshed customer restrooms that have been unavailable for several years. This partnership will also allow BCRTA to better utilize space within the Hamilton office.

### C. Planning

## Director's Notes – January 2020

### 1. Chestnut Street Multimodal Station

BCRTA was awarded \$2.6M in 5339 funds in April 2018 and \$4.M5 in CMAQ funds in 2019 to be put toward the facility. CMAQ funds are programmed for FY 2024.

Information regarding conceptual plans and estimates on the Chestnut Street Multimodal Station is available at

<http://www.butlercountyrta.com/oxfordfacility>.

BCRTA staff have been working closely with BCRTA legal counsel and Miami University to begin negotiating a land use/lease agreement and joint development agreement for the construction of the proposed facility.

BCRTA has drafted proposed documents and will begin meeting to negotiate in early February.

### 2. 42X

BCRTA renewed the 42X contract for 2020 with Cincinnati Metro. Staff recommend aggressive pursuit of a cost-sharing model in 2021 after SORTA has completed its ballot initiative. BCRTA is also investigating the availability of OTP2 funds that would allow BCRTA and MTS to operate Cincinnati commuter bus service at a lower cost with more control and flexibility.

## D. Outreach & Communications

### 1. ODOT Director Marchbanks

Matt Dutkevicz attended an event at the Cleveland City Club in March on behalf of the Ohio Transit Risk Pool. ODOT Director Marchbanks was the keynote speaker. He clearly noted that the avenue to better public transit support would be paved through the legislature.

### 2. Ohio Loves Transit

A delegation of BCRTA staff and trustees visited Reps Carruthers, Lang, Keller and Sen Coley on February 12, 2020 as part of the Ohio Public Transit Association's Legislative Day event during Ohio Loves Transit Week.

Staff also rode buses and worked their social media magic on Friday the 14th.

### 3. I-75 WorkLink Corridor

Due to inefficient ridership and the projected loss of funding from Premier Health in Q1 2020, BCRTA has recommended a demand-response model to serve WorkLink constituents in the Middletown-Monroe-Dayton corridor. The partners are currently evaluating the plan. Some decisions remain uncertain as Doug Adkins and Jen Ekey, two major contributors to the plan, are recently no longer with the City of Middletown.



## Director's Notes – January 2020

### 4. List of Influencers

As part of addressing BCRTA's newly proposed vision, I would like to gather a list of relationships and influencers that our organization and Board of Trustees believe they can leverage if needed. I am asking staff and trustees to share persons and position/title information so we may create a database that may be used to influence decisions and opinions regarding BCRTA and public transit in our area. Please email Vonda Partin with your information:

[partinv@butlercountyrta.com](mailto:partinv@butlercountyrta.com).

## E. Funding & Discretionary Grant Availability

### 1. CMAQ/STP

BCRTA applied locally to OKI for the unfunded portion of the Chestnut Fields Multimodal Station & Shared Services Facility. OKI reports they received twenty-one applications totaling more than \$75M. On September 10, 2019 the OKI Prioritization Subcommittee scored BCRTA's application with 74 points, more than any other local project! BCRTA received an official award letter from OKI on December 19, 2019.

### 2. \$70M for Transit (HB 62) – Ohio Transit Partnership Program Grants

State funding awards were made October 25, 2019. BCRTA received \$305,653 in Urban Transit Program funds, \$3,611 in Elderly and Disabled Subsidies, and \$474,383 in discretionary Transit Partnership Program (OTP2) funds for operating assistance and bus replacement match.

### 3. 5339 Bus and Bus Facilities

Staff completed an application requesting the unfunded portion of the Chestnut Fields Multimodal Station & Shared Services Facility. Application were due June 21, 2019. Awards were announced in December 2019. BCRTA was not successful in this round of funding. John and Matt received a debrief from USDOT in Washington regarding weaknesses of the application.

## F. On the Horizon ...

### 1. OPTA Conference

The Ohio Public Transit Association will hold the Annual Conference and Expo April 20-22, 2020 at the Greater Columbus Convention Center. Board members are invited. In addition to class sessions, there will also be tours of the autonomous Linden Leap service, COTA experience Center and CBUS. Matt Dutkevich is the 2020 Conference Program Chair.

## Director's Notes – January 2020

### 2. [City of Middletown](#)

Middletown City Council has removed Doug Adkins as City Manager. BCRTA's main point of contact, Susan Cohen has been appointed Acting City Manager. No major changes are expected to BCRTA's relationship with the City at this time. However, several mutual arrangements with pending decisions may be delayed until after new leadership is appointed. This could include the City's pending transportation/transit study, WorkLink, and the transfer of potentially lapsing MTS 5307 funds to be used towards the Chestnut Fields project.

### 3. [Accessible Meetings](#)

BCRTA will seek to hold accessible meetings again in 2020. To better connect with consumers, staff is seeking volunteers to host meetings at facilities that are ADA accessible and located on transit lines. If you have a recommendation or would like to host, please contact Matt or Vonda.

### 4. [Federal Transit Administration Triennial Review](#)

2020 is BCRTA's year for another triennial review of compliance with the terms of FTA's master agreement for all grantees. Staff has been collecting data and answering questions for weeks. FTA will be onsite April 28 and 29, 2020. The Board will be apprised of FTA's actions. Trustees should also expect to take up some clean-up legislation before and after the review to bring any items into compliance that may need updating at the Board level. Title VI and EEO Programs are expected to be on the March Board agenda for review and approval.

# Director's Notes – January 2020

## Strategic Vision 2025

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As Ohio's public transit innovator, BCRTA provides smart mobility options and infrastructure that seamlessly connect people to employers, educational, healthcare, and recreational destinations.

Leverage competitive federal funding and forge mutually beneficial partnerships with organizations, including incubators, chambers, universities, start-ups, economic development bodies, and planning professionals.

- Expand participation in NeoRide as appropriate to address needs and improve grant funding
- Sustain Miami University relationship, plan for future
- Retain BCVSC and BCDD contracts
- Leverage MTS transit plan and maintain relationship with City of Middletown
- Improve DBE access
- Keep finger on pulse of autonomous tech
- Examine Cincinnati commuter service for ways to reduce cost (42X)

Enhance connectivity with constituents by leading in the implementation of new transit tech (onboard Wi-Fi tools).

- Test and expand onboard WIFI where possible
- Implement onboard validation for EZfare
- Expand BGO app service
- Launch new & updated website
- Expand use of real-time info signs and kiosks

Improve mobility access and eliminate barriers to ridership, especially for riders who may be elderly or have disabilities.

- Reduce DR fares to \$5.00
- Make peak BGO service available
- Hire operators to address demand
- Relocate customer service closer to riders
- Pursue payment options for unbanked
- Consider free fixed route fares

Support employers with effective workforce transportation in at least 75% of Butler County's densest corridors.

- Evaluate existing R routes for effectiveness and reallocate to improved frequency or BGO as necessary
- Solicit BGO services in employer-dense areas.
- Evaluate options for Spooky Nook connectivity
- Address Butler/Warren connection in Monroe

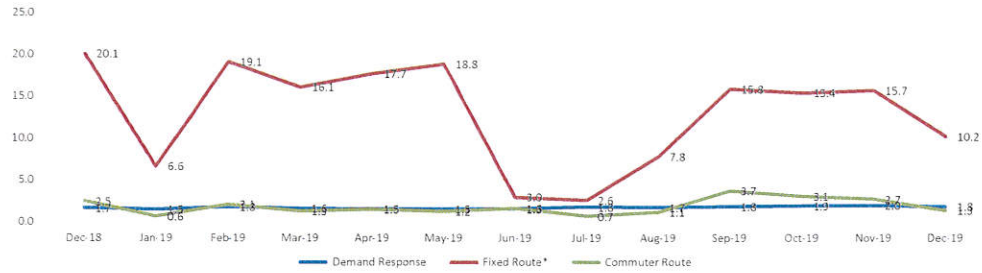
Develop multimodal infrastructure and wayfinding to create seamless user experiences.

- Accelerate completion/progress for Oxford Multimodal facility
- Improve Hamilton/Warren County connectivity for fixed route and ADA
- Eliminate paper transfers
- Address Transit Center convenience and utility (Hamilton, Oxford, Middletown)
- Improve regional connections with commuter service, rail, interurban bus, rideshare, bikeshare, scooters

## BCRTA Metric Scorecard

### Passengers per Revenue Hour

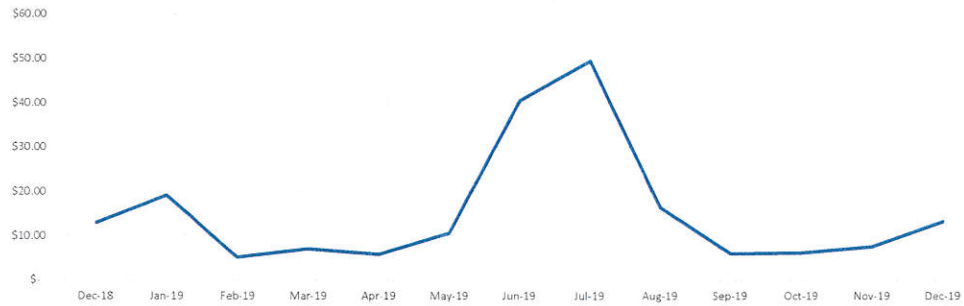
	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Demand Response	1.7	1.5	1.8	1.6	1.5	1.5	1.5	1.8	1.7	1.8	1.9	2.0	1.8
Fixed Route*	20.1	6.6	19.1	16.1	17.7	18.8	3.0	2.6	7.8	15.8	15.4	15.7	10.2
Commuter Route	2.5	0.6	2.1	1.3	1.5	1.2	1.6	0.7	1.1	3.7	3.1	2.7	1.3



\*does not include shuttle trips

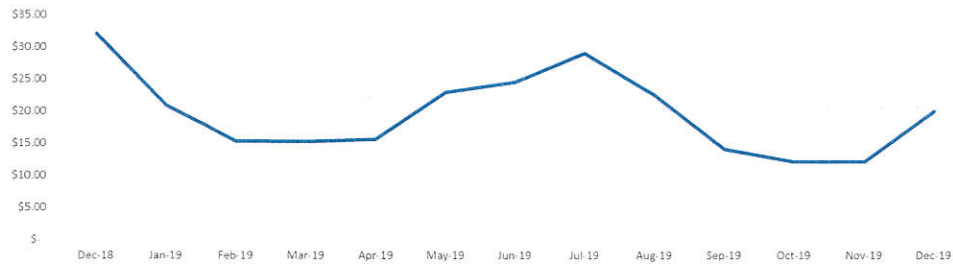
### Cost per Passenger (Blended)

	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
\$	12.95	19.18	5.20	7.04	5.83	10.64	40.52	49.48	16.35	5.98	6.17	7.57	13.17



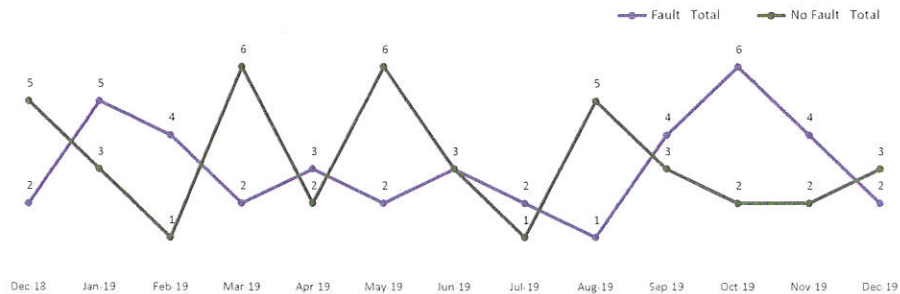
### Admin/Overhead Cost per Revenue Hour

	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
\$	32.16	20.98	15.39	15.30	15.63	22.93	24.54	29.04	22.57	14.10	12.11	12.13	19.94



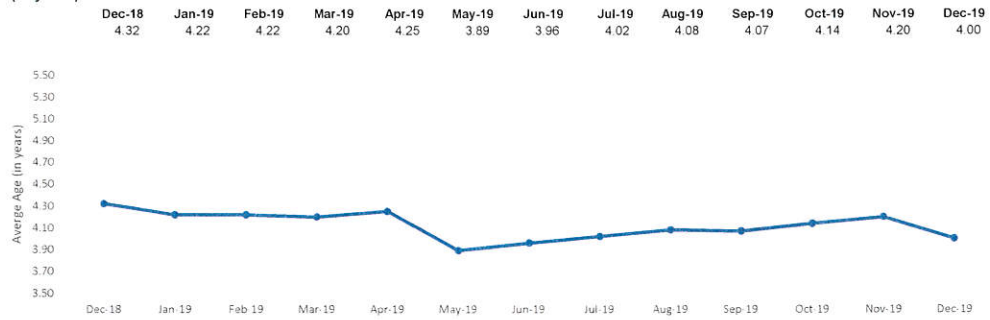
### Butler County RTA Accidents/Injuries

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



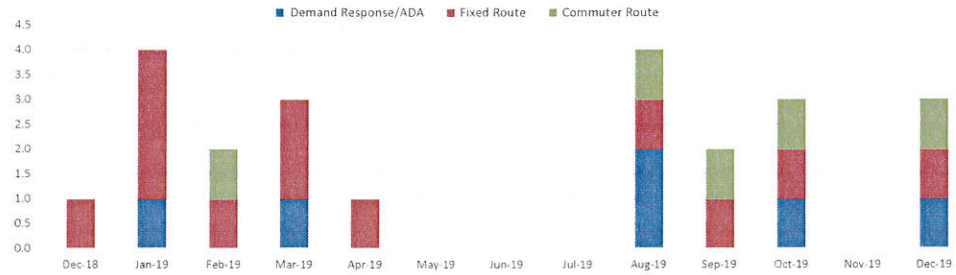


### Average Fleet Age (in years)



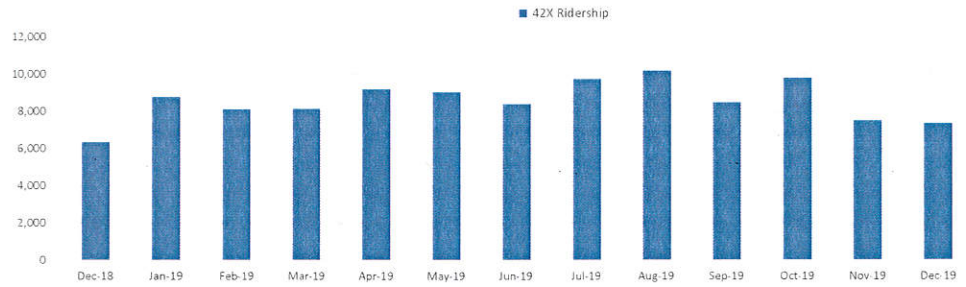
### Road Calls

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



### Park & Ride

	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
42X Ridership	6,365	8,799	8,135	8,163	9,217	9,048	8,430	9,767	10,213	8,513	9,818	7,522	7,364



## BCRTA Resolution No. 20-02-01

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### **Updating *Board Policy 6-10 Conflict of Interest***

**Whereas** BCRTA is a Regional Transit Authority created by resolution of the Commissioners of Butler County, Ohio pursuant to Chapter 306 et seq. of the Ohio Revised Code;

**Whereas** the BCRTA is governed by a Board of Trustees that make financial decisions, conduct oversight, and may potentially encounter a conflict of interest; and

**Whereas** on November 19, 2003 the Board adopted *Board Policy 6-10 Conflict of Interest*;

**Whereas** on November 12, 2010, and May 17, 2017 the Board amended or confirmed *Board Policy 6-10 Conflict of Interest*; and

**Whereas** the Federal Transit Administration has requested that grantees now clarify penalties for violating an agency's required conflict of interest policy.

**Now, therefore be it resolved** that the BCRTA Board of Trustees hereby amends *Board Policy 6-10 Conflict of Interest* to include the following section to comply with the request of the Federal Transit Administration:

***"Penalties***

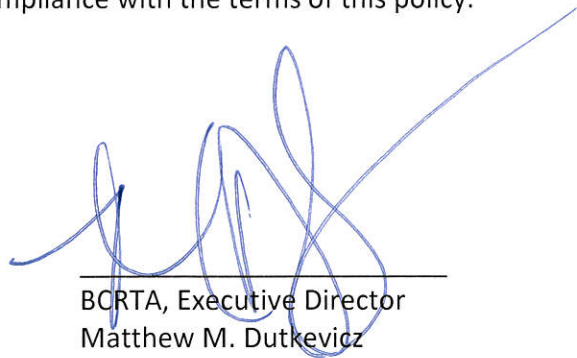
*Failure of any BCRTA official or employee to abide by this Conflict of Interest Policy, or to comply with 2 cfr 200.318 and related statutes as amended, will result in discipline, which may include dismissal."*

Furthermore, the BCRTA Board of Trustees authorizes the Executive Director to take all actions necessary to assure organizational compliance with the terms of this policy.

Approved: February 19, 2020



BCRTA, Board President  
Chris Lawson



BCRTA, Executive Director  
Matthew M. Dutkevich

# **BCRTA POLICY AND PROCEDURE MANUAL**

## **6-10 Conflict of Interest**

Adopted: November 19, 2003

Reviewed: November 17, 2010

Reviewed Date: May 17, 2017

Revised Date: January 15, 2020

### **Policy Statement**

The Trustees and employees of BCRTA owe a duty of loyalty to the BCRTA that requires that in serving BCRTA they act, not in their personal interests or in the interests of others, but rather solely in the interests of BCRTA. Trustees and employees must have undivided allegiance to BCRTA's mission and may not use their positions as Trustees and employees, information they have about BCRTA, or BCRTA's property, in a manner that allows them to secure a pecuniary benefit for themselves or their relatives. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

### **General Standards**

The conduct of personal business between any Trustee/employee and BCRTA is prohibited. Business transactions of BCRTA in which a Trustee/employee has an interest shall not be prohibited, but they shall be subject to close scrutiny. Such proposed transactions shall be reviewed carefully to determine that they are in the best interests of BCRTA and that they will not lead to conflict of interest. For the purposes of this policy, a Trustee/employee has an interest in a proposed transaction if he/she has a substantial financial interest in it, or has a substantial financial interest in any organization involved in the proposed transaction, or holds a position as trustee, director, general manager, or principal officer in any such organization. Prior to the start of any negotiations, or consideration of a financial transaction by the BCRTA, Trustees and employees are expected to make full disclosure to the best of their knowledge of any dual interest in a proposed transaction by submitting a report to the President or other officer designated by the Board to handle such matters, supplying any reasons why the transaction might not be in the best interest of BCRTA. In matters requiring prior approval of the Board of Trustees, the President or other officer shall forward copies of this disclosure report to the Board before its approval.



A Trustee with a dual interest in a proposed transaction shall not vote on the matter. Depending upon the circumstances, the Trustee/employee with a dual interest in a proposed transaction may be excluded from any discussion of the matter.

A Trustee/employee shall not use inside information of BCRTA for his/her personal benefit, or use such inside information or his/her position as Trustee/employee to the detriment of BCRTA. Inside information is information obtained through the Trustee/employee's position that has not become public information.

Each Trustee/employee has a duty to place the interests of BCRTA foremost in any dealings involving the BCRTA and has a continuing responsibility to comply with the requirements of this Policy. On an annual basis, each Trustee/employee is required to complete a Trustee/employee Disclosure Statement (example attached).

### **Penalties**

Failure of any BCRTA official or employee to abide by this Conflict of Interest Policy, or to comply with 2 cfr 200.318 and related statutes as amended, will result in discipline, which may include dismissal.

### **Annual Disclosure Statement**

This Trustee/employee Disclosure Statement is designed to help Trustees/employees meet their continuing responsibility to disclose potential conflicts of interest.

Part A of the Trustee/employee Disclosure Statement provides instructions that should be retained by each Trustee/employee and used as necessary during the coming fiscal year to report potential conflicts of interest as they may arise. In Part B, you are requested to list all organizations in which you are involved that do business with BCRTA. Part C is a year-end report in which you are requested to describe any business transactions of BCRTA during the past year in which you have had an interest. Parts B and C of this form should be filled in, signed at the bottom, and returned to the Board President of BCRTA.

## **Part A. Instructions for Disclosure of Potential Conflicts of Interest**

If you have reason to believe that you may have an interest in a proposed business transaction of BCRTA, you are requested to prepare a brief letter to the Board President or other designated officer describing the proposed transaction, your interest in it, and your views, if any, as to why the transaction is, or is not, in the best interests of BCRTA. This information should be provided to the Board President prior to the opening of any negotiations or discussions concerning the transaction.

A Trustee/employee is considered to have an "interest" in a business transaction if he or she: (1) has a substantial financial interest in it; or (2) has a substantial financial interest in any organization involved in the proposed transaction; or (3) holds a position as trustee, director, general manager, or principal officer in any such organization.

A proposed transaction in which a Trustee/employee has an interest will be reviewed carefully to ensure that it is in the best interests of BCRTA. The Board President or other designated officer may recommend measures to ensure that the transaction will not present a conflict of interest or the appearance of a conflict of interest.

If there is any question in your mind, whether your interest in a transaction warrants disclosure, you should disclose the interest. If you have any questions about the application of the Board's policy on transactions between BCRTA and Trustee/employees, please contact BCRTA's Board President or other designated officer.

**Part B. Organizations Doing Business with BCRTA in Which You Have an Interest**

In the space below, please list all organizations: (1) in which you have a substantial financial interest, or (2) in which you hold a position as trustee, director, general manager, or principal officer, if those organizations engage in business transactions with BCRTA (including contracts, grants, loans, or other transactions), or if you anticipate that they will do business with BCRTA in the coming fiscal year. Enter "N/A" if you have no organizations to report.

Name of Organization	Nature of Your Interest in the Organization
_____	_____
_____	_____
_____	_____

(Attach additional sheets if necessary)

I certify that the above information is correct to the best of my knowledge.

Name of Trustee/employee: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Part C. Transactions During the Fiscal Year Ending 12/31/2019**

In the space below, please provide a description of any and all business transactions of BCRTA during the past fiscal year (1) in which you have had a substantial financial interest, or (2) that involve an organization in which you have a substantial financial interest, or (3) that involve an organization in which you hold a position as trustee, director, general manager, or principal officer. Include a brief description of each transaction, and a description of your interest in the transaction. Enter "N/A" if you have no transactions to report.

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(Attach additional sheets if necessary.)

I certify that the above information is correct to the best of my knowledge.

Name of Trustee/employee: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## BCRTA Resolution No. 20-02-02

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### **Authorizing the Butler County Regional Transit Authority to Support the Transit Alliance of Butler County's USDOT Federal Transit Administration Section 5310 Grant for the Acquisition of a Light Transit Vehicle and Certifying the Availability of Local Match.**

**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 Butler County Regional Transit Authority (BCRTA) partners with the Transit Alliance of Butler County (TABC), a 501(c)3 not for profit corporation, to identify opportunities to offer improved transportation to seniors and individuals with disabilities; and

**Whereas** the USDOT Federal Transit Administration makes funds available to 501(c)3 organizations and transit agencies through the Enhanced Mobility of Seniors & Individuals with Disabilities - Section 5310 Grant program; and

**Whereas** the Transit Alliance and BCRTA have identified a Light transit Vehicle as a need to support their missions; and

**Whereas** the Transit Alliance of Butler County Board of Directors has approved the submission of a Section 5310 grant request for a Light Transit Vehicle; and

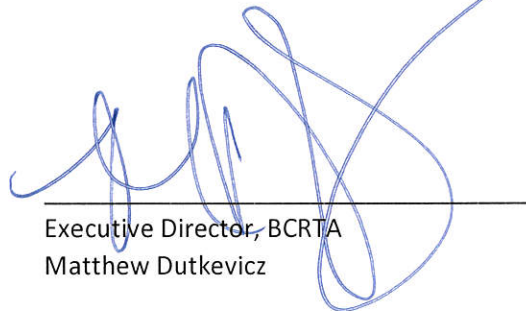
**Whereas** the Transit Alliance and BCRTA have identified available local funds as a source of a local match for Section 5310 funding consideration.

**Now therefore be it resolved** that the Butler County Regional Transit Authority hereby supports the TABC's application and certifies the availability of the local share match for the project, up to \$15,000. Furthermore, the Board of Trustees authorizes its fiscal officer and the BCRTA Executive Director to take all actions necessary to enact this resolution and subsequent agreements subject to the review of legal counsel.

Approved: February 19, 2020



Board President, BCRTA  
Chris Lawson



Executive Director, BCRTA  
Matthew Dutkevich