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Nancy Schmitt
UC Health West Chester Hospital

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, January 15, 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.

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

January 15, 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 November 20, 2019 Meeting Minutes (Motion Requested)
- V. Comments from Citizens
- VI. Secretary/Treasurer's Report – October & November 2019 (Motion Requested)
- VII. Committee & Staff Reports
 - a. OKI
 - b. Metrics
 - c. Nominating Committee
- VIII. Governance
 - a. Oath of Office – Ms. Nancy Schmitt
 - b. Election of Officers
- IX. Director's Report
 - a. TABC 5310 Program Application
 - b. Future Legislation
 - i. EEO Program Update
- X. Action Items
 - a. **Resolution 20-01-01:** Updating Board Policy 6-10 Conflict of Interest
 - b. **Resolution 20-01-02:** Updating Board Policy 6-03 Procurements
 - c. **Resolution 20-01-03:** Establishing and Supporting Ohio Public Transit Association's "OHIO LOVES TRANSIT DAY."

Next Meeting Date:

February 19, 2019 @ 8:00 AM

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

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

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- d. **Resolution 20-01-04:** Authorizing the Executive Director to Execute a Contract for Vinyl Vehicle Wrapping.
 - e. **Resolution 20-01-05:** Authorizing the Executive Director to Execute the Purchase and Installation of Mobile Ticketing Validators, Warranties, and Required Implementation Services.
- XI. Adjourn (Motion Requested)

Next Meeting Date:

February 19, 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	X		E	X	X	
Chandler, Jessica	X		X	X	E	X	X		X	X	A	
Fehr, David	A		X	X	X	X	X		X	X	X	
Foster, Jim	X		X	X	X	X	X		X	X	X	
Gordon, Perry	X		X	X	X	X	X		X	X	X	
Lawson, Chris	E		X	X	X	X	X		X	X	X	
Scott Jones, Anita	X		E	X	E	E	X		A	A	A	
VACANT	X		X	X	E	N/A	N/A		N/A	N/A	N/A	
Watt, Corey	X		X	X	X	X	E		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

parts and contract maintenance on the revenue vehicles have been needed. Wages are currently over budget because of an influx of trainees that are not yet offsetting the overtime worked by current staff. BCRTA is also over budget in the insurance line due to the payment of a special assessment to OTRP to close loss year 2013.

The transaction log was included in the packet presenting all cash transactions for the month. The balance sheet was presented with normal balances for assets, as well as liabilities and equity. Funds currently held in the Reserve ACA Fines will be reduced at the end of the year due to the lower than expected payment of the 2017 fine.

Available funds were approximately \$1.69M. Board reserves were approximately \$1.63M with a required match on the local grant obligations of \$443K. The resulting non-restricted funds of \$59K are what BCRTA would like to see grow for any needed funding for the Chestnut facility. BCRTA is currently able to fund the local share of all 2019 projects and those for 2020.

Ms. Weidner proposed a \$6.46 million dollar revenue budget and a \$6.17 million dollar expense budget for 2020. This is a \$452K increase in expenses when compared to 2019, due to predicted increases in service levels with newly approved \$5 fare rate for Butler County. Ms. Weidner reported that BCRTA should end 2019 with a projected gain of \$316K which is about \$45K over budget. This overage is due mostly to the increase in service provided at both MTS and Miami University.

Appropriations are estimated to be just over \$10M for 2020. This includes the \$6.17M in budgeted expenses as well as \$2.5M in revenue vehicle purchases, \$694K in facility improvements and planning for the Chestnut facility, and \$454K in equipment and technology. Capital items will be funded with Federal Capital Grant funds of \$2.6M and State and Other Capital Grant funds (EPA VW funds) of \$207K

Mr. Lawson requested a motion to approve the September 2019 Secretary/Treasurer’s Report. Mr. Gordon made a motion to approve the September 2019 Secretary/Treasurer’s Report. Mr. Fehr seconded the motion. The report was approved.

a. Resolution No. 19-11-01: Adoption of the FY2020 Accrual Operating Budget for the Butler County Regional Transit Authority (BCRTA).

Mr. Lawson requested a motion to accept Resolution 19-11-01. 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
Mr. Watt	YES

The resolution was adopted.

b. Resolution No. 19-11-02: Authorization of FY2020 Appropriations and Acceptance of the Butler County Regional Transit Authority (BCRTA) Fiscal Officer's Certification of Funds and Estimation of Revenues.

Mr. Lawson requested a motion to accept Resolution 19-11-02. Mr. Fehr made a motion to approve and Mr. Gordon 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
Mr. Watt	YES

The resolution was adopted.

VII. Committee & Staff Reports - September 2019

A. OKI

Mr. Lawson shared that last week's OKI meeting contained a nice tribute to Todd Portune. The 2050 Metropolitan Transportation Plan was introduced.

B. Metrics:

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

Passengers Per Revenue Hour

BCRTA Fixed Route service passengers per revenue hour decreased by 38.5 percent over September 2018. This is due to the reclassification of the R1, R3, R4 and R6 from Commuter Routes to Fixed routes. We are now dividing the passenger counts by many more fixed route hours.

Commuter Route service increased slightly. Commuter Route service passengers per revenue hour increased by 2.8 percent during the month of September.

Demand Response (DR) productivity increased by 5.9 percent for passengers per revenue hour. Also, BCRTA has launched the BCRTA BGo mobile app that will make booking trips easy. We are 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.

Cost per Passenger (Blended) total cost/ passengers.

The cost per passenger has increased by \$1.09 or 22.3 percent comparing last September to this September. This is due to operations expenses (wages).

Admin/ Overhead Cost per Revenue Hour.

Overhead cost has increased by an average of \$1.19 or 9.2 percent. We are paying the maintenance fees for Ecolane and Doublemap. This is the demand response and fixed route software. BCRTA made one payment for our new website design. We have also made the payment for our new PowerApp complaint form.

Butler County RTA Accidents/ Injuries

BCRTA accidents/injuries increased this September. In September 2018 BCRTA had four non-reportable at fault accidents and two no-fault, non-reportable accidents. In September of 2019 BCRTA had a total of four at fault, non-reportable accidents (two mirror clips, and two passenger falls). One no-fault, non-major, and two no-fault, non-reportable accidents (BCRTA was vehicle rear ended, passenger fell exiting the vehicle).

Average Fleet Age (in years)

In September 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 September. The average age has dropped to 4.07 years, this is a decrease of 6%.

Road Calls

In September of 2018 BCRTA had one road call. This number has increased in 2019. BCRTA had a total of two road calls in September 2019. The fixed route experienced one road call, 1609 was involved in an accident and the front passenger door glass was damaged. The commuter routes also experienced one road call, vehicle 1521 had a broken exhaust and brake line.

Park & Ride

This service reflects the ridership on the 42x. The 42x has experienced a 12.2% increase in ridership as compared to last September. 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 September of 2018 was \$2.91 according to the EIA. The average retail price for gasoline in September of 2019 was \$2.49. This has been the trend for the previous two months and we are suspecting this is due to local job growth.

Noteworthy Updates

Demand Response Statistics to date 93% OTP at 1.69 trips per hour. BCRTA is now utilizing both the TransitApp and the BCRTA BGo App. The BCRTA BGo App recently broke 100 active accounts and is being pushed to all callers.

VIII. Director's Report

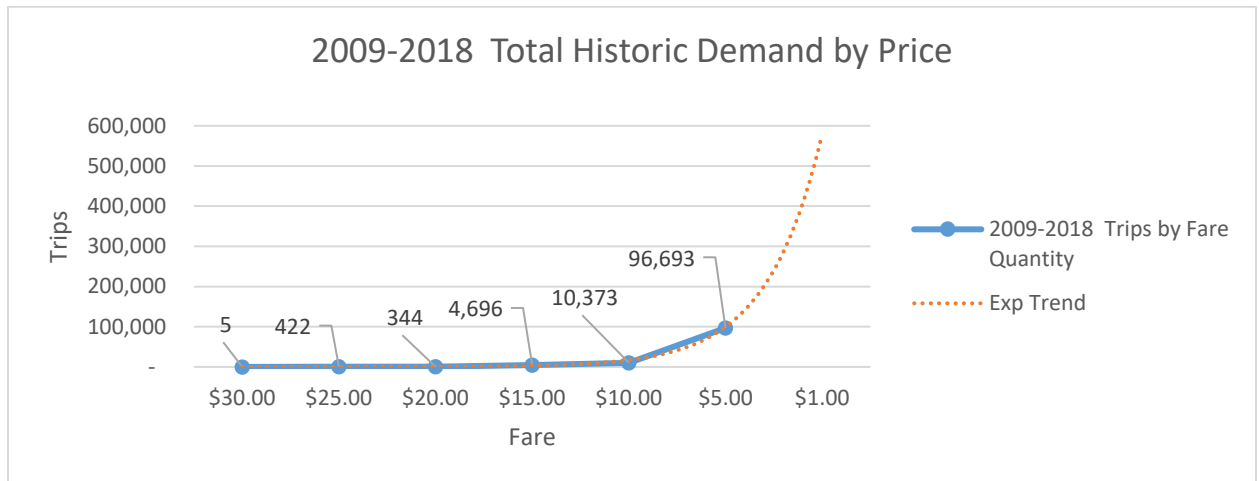
I. Metrics & Service

BGO APP

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 Oct. 14. Shawn Cowan will be conducting some additional marketing to share the news.

BGo Pilot

Since August, BCRTA has been piloting a countywide BGO program with flat \$5.00 fares with select employers and agencies. This trial was in response to the success of BCRTA's Job Shuttle program with \$5.00 fares in addition to the feedback and goals in the OKI Coordinated Human Services Transportation plan outlining affordability as a main issue. Staff is proposing an expansion of the program pending budget finalization with the approval of the BCRTA Board. FYI - \$5.00 fares do not cover 30% of most trips as dictated by BCRTA Board of Trustees historic mandate.



BCDD

BCDD has contacted BCRTA and requested a proposal to provide “choice transportation.” 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. Staff intend to submit a proposed scope that is equivalent to the proposed general public BGO service. Authorization to negotiate a contract is included in the November agenda.

BGo Denials**August 2019****All Trips**

Total denials	24
Denials for same day trips	7
Denials for future trips	17
Denials with less than +/- 1 hour window	24
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	0

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

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.

II. Staffing & Facility

Staffing

BCRTA is currently seeking CDL and non-CDL drivers, maintenance technicians, and an operations supervisor. Mark Franklin has been promoted to the role of Operation Manager overseeing BCRTA's Oxford operation.

Additionally, BCRTA's new self-guided training program appears to be working out well. BCRTA has been hiring an increasing number of reduced hour workers in addition to five new Work+ students. Significant changes in advertising, sign-on bonus and referral bonus structure have also been helpful in increasing capture and retention of new vehicle operator applicants.

III. 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. Grants are currently pending with FTA's 5339 Bus & Bus Facilities program, OKI's CMAQ/STP program, and BCRTA is negotiating an arrangement with the City of Middletown for potentially lapsing MTS funds of more than \$1.3M.

Information regarding conceptual plans and estimates on the Chestnut Street Multimodal Station is available at <http://www.butlercountyrta.com/oxfordfacility>.

Regional Cooperation & NEORide

www.EZfare.us and Transit app with EZFare launched October 23. Between October 23 and Nov 6, BCRTA and MTS transacted 409 purchases for a total of \$2,093.00 in sales.

42X

BCRTA staff has received pricing from Cincinnati Metro for 2020 service. Costs reflect about an 8% increase, no reduction or sharing of expenses. BCRTA staff also met with West Chester Township staff to discuss funding and impact of the 42X. No decisions or preferences were made. Staff recommend continuing the contract in 2020 and aggressive pursuit of a cost-sharing model in 2021.

Chestnut Fields Multimodal Station & Shared Service Facility

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 is working to connect with Miami for review and negotiation in anticipating of beginning planning in early-mid 2020.

IV. Outreach & Communications

I-75 WorkLink Corridor

WorkLink partners are evaluating the R7 this month after one year of operation. BCRTA will propose more efficient alternatives to the stakeholders before the end of the year.

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.

V. Funding & Discretionary Grant Availability

\$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.

State Rural Transit Funding, Section 5311

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.

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 are expected before Spring 2020.

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, the OKI Prioritization Subcommittee scored BCRTA's application with 74 points, more than any other local project! Awards are still subject to statewide scoring and prioritization later this year before official awards are made. Final decisions should be made after December following the statewide prioritization subcommittee meeting. Kudos to John Gardocki for completing this grant application.

VI. On the Horizon ...

Employee Appreciation Brunch and Annual Meeting

The Employee Appreciation Brunch and Annual meeting will be held Sunday, January 19, 2020 from 1:00 to 3:00 PM at the Fitton Center for the Creative Arts, 101 South Monument Street, Hamilton, OH

45011. The caterer will be the same as last year (A Catered Affair). Please join us if you are able. An e-mail invite will go out soon with the invite form to fill out and send back to Vonda Partin (partinv@butlercountyrta.com). RSVP by Friday, January 3, 2020, please.

City of Middletown

Middletown City Council is pursuing the removal of Doug Adkins, 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.

New Website

Keep your eye out for a new BCRTA website! Launch should take place late in 2019 but may not happen now until early February 2020 with the recent Kincaid wildfires in wine country near our website developers who had to be evacuated for a while.

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.
- **Enhance connectivity** with constituents by leading in the implementation of new transit tech (onboard Wi-Fi tools).
- **Improve mobility access and eliminate barriers** to ridership, especially for riders who may be elderly or have disabilities.
- **Support employers** with effective workforcetransportation in at least 75% of Butler County's densest corridors.
- **Develop multimodal infrastructure** and wayfinding to create seamless user experiences.

G. BGO Geographic Expansion & Fare Reduction

Mr. Foster made a motion to allow BCRTA staff to modify BGo fare structure including fare structure including fare subsidies greater than 70% of total trip cost for regular BGO trips within Butler County. Mr. Bautz seconded the motion. The motion passed.

H. Butler County Board of DD

Mr. Bautz made a motion to authorize BCRTA Executive Director to negotiate a service contract, subject to legal review, with the Buler County Board of Developmental Disabilities (BCDD) to provide BGO service to BCDD constituents. Mr. Watt seconded the motion. The motion passed.

I. BCRTA Employee Annual Holiday Bonus (not originally in the packet)

Mr. Bautz made a motion to authorize BCRTA Executive Director to grant all BCRTA staff the usual \$75 annual holiday bonus (which is already built into the budget). Mr. Watt seconded the motion. The motion passed.

IX. Governance

A. Approval of the 2020 Meeting Calendar

No meetings in July and December 2020. Mr. Gordon made a motion to approve the 2020 Meeting Calendar. Mr. Foster seconded the motion. The motion passed.

B. 2020 Appointments

1. OKI Board Representative & Alternate

Mr. Lawson was appointed to continue on as the OKI Board Representative. Mr. Dutkevich was appointed as the alternate. Mr. Fehr made a motion to approve the OKI board representative and alternate. Mr. Foster seconded the motion. The motion passed.

2. Chairperson – Audit, Procurement & Finance Committee

Mr. Foster was appointed to continue on as the Chairperson – Audit, Procurement & Finance Committee. Mr. Bautz made a motion to approve the appointment. Mr. Watt seconded the motion. The motion passed.

X. Executive Session

To consider the appointment, employment, dismissal, discipline, promotion or compensation of a public employee or official.

Mr. Gordon made a motion to enter Executive Session. Mr. Fehr seconded the motion.

Upon a call of the role, 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
Mr. Watt	YES

Executive session commenced at 9:10 AM.

Mr. Watt made a motion to end the Executive Session 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
Mr. Watt	YES

Executive session concluded at 9:36 AM.

XI. Action Items

c. Resolution No. 19-11-03: Confirmation of Board Policy 6-02 Investments.

Mr. Lawson requested a motion to accept Resolution 19-11-03. Mr. Watt made a motion to approve and Mr. Gordon 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
Mr. Watt	YES

The resolution was adopted.

d. Resolution No. 19-11-04: Confirmation of Board Policy 6-08 Reserves.

Mr. Lawson requested a motion to accept Resolution 19-11-04. 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
Mr. Watt	YES

The resolution was adopted.

e. Resolution No. 19-11-05: Authorizing the BCRTA Executive Director to Execute an Agreement with SORTA for the Provision of 2020 Park-and-Ride Services in Butler County.

Mr. Lawson requested a motion to accept Resolution 19-11-05. Mr. Foster made a motion to approve and Mr. Gordon 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
Mr. Watt	ABSTAIN

The resolution was adopted.

f. Resolution No. 19-11-06: Authorizing the Appointment of an Alternative Trustee to the Board of Trustees of the Ohio Transit Risk Pool (OTRP).

Mr. Lawson requested a motion to accept Resolution 19-11-06. 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	YES
Mr. Gordon	YES
Mr. Lawson	YES

Ms. Scott Jones	ABSENT
Mr. Watt	YES

The resolution was adopted.

g. Resolution No. 19-11-07: Honoring Mr. Robert Ruzinsky in Recognition of His Outstanding Service and Achievement Upon His Retirement from BCRTA.

Mr. Becker requested a motion to accept Resolution 19-11-07. Mr. Foster made a motion to approve and Mr. Gordon 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
Mr. Watt	YES

The resolution was adopted.

XII. Adjourn

Mr. Watt moved to adjourn, and Mr. Bautz seconded. The motion carried. The meeting was adjourned at 9:44 AM.

Respectfully submitted,

Matthew M. Dutkevicz, Executive Director

Approved - Chris Lawson, President

BCRTA
Income Statement
October 19

	Current Month Budget	Current Month Actual	Change	Last Year Current Month
Revenues				
Passenger Fares	11,686.00	13,570.34	1,884.34	11,095.16
Contract Service	18,423.00	20,939.28	2,516.28	17,881.75
Other Transit Rev.	97,666.67	117,372.29	19,705.62	102,831.52
Mgt./Cons. Services	10,220.00	10,220.00	-	10,000.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	3,175.00	62,027.77	58,852.77	5,960.98
Local Funding	274,934.34	277,456.12	2,521.78	228,790.52
State Funding	-	-	-	-
Federal Funding	157,874.08	146,168.00	(11,706.08)	127,688.00
In-Kind Items	-	-	-	-
Total Revenues	573,979.09	647,753.80	73,774.71	504,247.93
Expenses				
Wages	263,408.67	285,567.42	22,158.75	246,724.61
Fringes	70,639.55	79,073.60	8,434.05	64,012.76
Services	39,433.34	26,730.85	(12,702.49)	20,628.66
Materials & Supplies	57,312.43	65,190.73	7,878.30	61,986.26
Utilities	6,325.00	6,436.04	111.04	7,441.73
Insurance	18,552.83	15,466.61	(3,086.22)	16,978.16
Taxes	-	-	-	-
Purchased Transportation	41,666.67	42,052.38	385.71	41,044.50
Misc. Items	4,873.50	3,575.52	(1,297.98)	3,117.86
Leases & Rentals	-	-	-	-
Total Expenses	502,211.99	524,093.15	21,881.16	461,934.54
Gain / (Loss)	71,767.10	123,660.65	51,893.55	42,313.39
Local Share Depreciation		20,380.79		
Gain / (Loss) with Local Depr.		103,279.86		

BCRTA
Income Statement
October 19

	Year to Date Budget	Year to Date Actual	Change	Year to Date Last Year
Revenues				
Passenger Fares	112,993.00	99,913.22	(13,079.78)	106,099.70
Contract Service	172,253.00	172,537.05	284.05	167,251.87
Other Transit Rev.	976,666.70	1,013,970.90	37,304.20	856,857.98
Mgt./Cons. Services	102,200.00	102,200.00	-	100,000.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	31,750.00	94,313.58	62,563.58	88,449.88
Local Funding	2,065,333.40	2,146,990.73	81,657.33	2,056,257.94
State Funding	-	95,854.00	95,854.00	-
Federal Funding	1,525,226.80	1,322,850.00	(202,376.80)	1,258,552.00
In-Kind Items	-	-	-	-
Total Revenues	4,986,422.90	5,048,629.48	62,206.58	4,633,469.37
Expenses				
Wages	2,268,918.70	2,385,514.83	116,596.13	2,063,621.88
Fringes	754,463.50	720,660.36	(33,803.14)	697,050.82
Services	429,565.40	287,659.33	(141,906.07)	268,221.39
Materials & Supplies	570,182.30	481,087.92	(89,094.38)	564,323.15
Utilities	66,268.00	72,189.29	5,921.29	70,268.90
Insurance	185,528.30	226,183.39	40,655.09	148,694.55
Taxes	-	-	-	-
Purchased Transportation	416,666.70	420,523.80	3,857.10	410,445.00
Misc. Items	48,735.00	93,608.87	44,873.87	49,063.72
Leases & Rentals	-	-	-	-
Total Expenses	4,740,327.90	4,687,427.79	(52,900.11)	4,271,689.41
Gain / (Loss)	246,095.00	361,201.69	115,106.69	361,779.96
Local Share Depreciation		<u>163,046.32</u>		
Gain / (Loss) with Local Depr.		198,155.37		

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
10/1/19			Beginning Balance			344,757.63
10/1/19	9/25-9/30/19	CRJ	Farebox Receipts	1,629.13		
10/1/19	5196295	CRJ	BCRTA Items	57,327.18		
10/1/19	01057492	CRJ	Butler County Veterans Service	500.00		
10/1/19	CASH 10/31/19	CRJ	BCRTA Items	1,210.40		
10/3/19	8628	CDJ	Petty Cash		651.37	
10/3/19	1213 + CASH 10/	CRJ	BCRTA Items	1,092.25		
10/3/19	A0758921	CRJ	Miami University - Accounts Pa	311.70		
10/3/19	AT 10/3/19	CDJ	Paycom		1,000.84	
10/3/19	PRWE 09/27/19	GENJ	CSPC CK #1226		300.00	
10/3/19	PRWE 09/27/19	GENJ	Ck#1228		311.46	
10/3/19	PRWE 09/27/19	GENJ	Garn Ck#1224		248.20	
10/3/19	PRWE 09/27/19	GENJ	Ck#1229		855.51	
10/3/19	PRWE 09/27/19	GENJ			18,793.92	
10/3/19	PRWE 09/27/19	GENJ			97,136.13	
10/3/19	PRWE 09/27/19	GENJ	CSPC CK #1227		196.47	
10/3/19	PRWE 09/27/19	GENJ	Ck#1230		707.69	
10/3/19	PRWE 09/27/19	GENJ	CSPC Ck#1225		372.09	
10/7/19	8629	CDJ	Affordable Pest Control Inc.		48.00	
10/7/19	8630	CDJ	Alpine Valley Water		34.95	
10/7/19	8631	CDJ	Cummins Bridgeway LLC		1,002.33	
10/7/19	8632	CDJ	Certified Language Int.		17.40	
10/7/19	8633	CDJ	Middletown Treasury Divison		493.50	
10/7/19	8634	CDJ	Cornett's Pressure Cleaning		691.00	
10/7/19	8635	CDJ	CenterGrid, LLC		346.61	
10/7/19	8636	CDJ	Dinsmore & Shohl LLP		2,455.10	
10/7/19	8637	CDJ	Darana Hybrid		217.50	
10/7/19	8638	CDJ	EasterSeals TriState LLC		1,481.20	
10/7/19	8639	CDJ	Frank's Heavy Truck Collision		2,049.23	
10/7/19	8640	CDJ	Fastsigns 220901		48.00	
10/7/19	8641	CDJ	GemCity Tires, Inc		4,022.81	
10/7/19	8642	CDJ	Heritage-Crystal Clean LLC		253.26	
10/7/19	8643	CDJ	Minuteman Press - Fairfield		134.41	
10/7/19	8644	CDJ	Office Depot Inc.		300.27	
10/7/19	8645	CDJ	Ports Petroleum Co Inc		1,064.00	
10/7/19	8646	CDJ	RICOH USA, INC		21.46	
10/7/19	8647	CDJ	Verizon Wireless		1,220.10	
10/7/19	8648	CDJ	Whitworth Bus Sales Inc.		223.35	
10/7/19	8649	CDJ	PNC Card Purchases		842.51	
10/8/19	1491	CRJ	Boys & Girls Club WC	600.00		
10/8/19	01057828	CRJ	Butler County Veterans Service	6,385.34		
10/8/19	A0759035	CRJ	Miami University	145,826.69		
10/8/19	A0759035	CRJ	Miami University - Accounts Pa	2,181.90		
10/8/19	25460	CRJ	Ohio Transit Risk Pool	3,653.38		
10/9/19	371343	CRJ	BCRTA Items		200,000.00	
10/9/19	10/1 - 10/8/19	CRJ	Farebox Receipts	2,509.68		
10/10/19	0040922606	CRJ	Ohio Dept of Medicaid	3,070.00		
10/10/19	OH2018021	CRJ	Federal Transit Administration	56,399.00		
10/11/19	8650	CDJ	Cincinnati Bell Any Distance		1,577.66	
10/11/19	8651	CDJ	Cintas Corporation		990.61	
10/11/19	8652	CDJ	Ecolane USA Inc		6,000.00	
10/11/19	8653	CDJ	EasterSeals TriState LLC		507.84	
10/11/19	8654	CDJ	Fuller Ford		609.41	
10/11/19	8655	CDJ	Fox Towing Inc.		240.00	
10/11/19	8656	CDJ	Gillig		4,878.75	
10/11/19	8657	CDJ	KOI Enterprises, Inc.		4,700.77	
10/11/19	8658	CDJ	Mobilcomm		180.00	
10/11/19	8659	CDJ	Office Depot Inc.		174.94	
10/11/19	8660	CDJ	Pixels and Dots		95.00	
10/11/19	8661	CDJ	SuperFleet Mastercard Program		21,966.97	

10/15/19	265623	CRJ	City of Middletown	120,040.41	
10/16/19	10/9/19-10/15/19	CRJ	Farebox Receipts	1,773.53	
10/17/19	AT 10/17/19	CDJ	Paycom		1,025.58
10/17/19	8662	CDJ	Cummins Bridgeway LLC		377.70
10/17/19	8663	CDJ	City of Hamilton - Utilities		2,669.26
10/17/19	8664	CDJ	Journal News		596.88
10/17/19	8665	CDJ	Jim's Tire & Auto		1,566.48
10/17/19	8666	CDJ	Millennium Business Systems		324.85
10/17/19	8667	CDJ	Minuteman Press - Fairfield		252.49
10/17/19	8668	CDJ	Ohio Deferred Compensation		465.00
10/17/19	8669	CDJ	Ohio Dept. of Jobs & Family Se		1,747.58
10/17/19	8670	CDJ	Port Technology LLC		1,453.17
10/17/19	8671	CDJ	Rumpke Of Ohio Inc.		215.41
10/17/19	8672	CDJ	Talawanda School District		14,840.19
10/17/19	PRWE 10/11/19	GENJ	CK #1236		373.01
10/17/19	PRWE 10/11/19	GENJ			19,919.94
10/17/19	PRWE 10/11/19	GENJ	Garn Ck#1231		377.56
10/17/19	PRWE 10/11/19	GENJ	CSPC Ck#1233		300.00
10/17/19	PRWE 10/11/19	GENJ	Garn Ck#1232		340.03
10/17/19	PRWE 10/11/19	GENJ	CK #1237		617.25
10/17/19	PRWE 10/11/19	GENJ	CSPC Ck#1235		83.38
10/17/19	PRWE 10/11/19	GENJ			102,831.85
10/17/19	PRWE 10/11/19	GENJ	CSPC Ck#1234		196.47
10/18/19	170363	CRJ	GovDeals.com	2,975.00	
10/18/19	9004847459	CRJ	Maternal Child Health Center	60.00	
10/21/19	0040976935	CRJ	Ohio Dept of Medicaid	2,125.00	
10/21/19	01058430	CRJ	Butler County Veterans Service	7,624.56	
10/22/19	647222	CRJ	BCRTA Items		100,000.00
10/23/19	10/16-10/22/19	CRJ	Farebox Receipts	2,119.61	
10/25/19	8673	CDJ	Alpine Valley Water		56.73
10/25/19	8674	CDJ	Bryce's Lawncare & Landscaping		1,470.00
10/25/19	8675	CDJ	Bronze Leopard Promotional Pro		105.32
10/25/19	8676	CDJ	Brighton Spring Service		100.00
10/25/19	8677	CDJ	Cox Media Group		63.95
10/25/19	8678	CDJ	PERS		61,354.97
10/25/19	8679	CDJ	Whitworth Bus Sales Inc.		881.01
10/25/19	OH2018021	CRJ	Federal Transit Administration	135,990.00	
10/28/19	1511	CRJ	Boys & Girls Club WC	1,140.00	
10/28/19	198763	CRJ	Easter Seals TriState	1,065.00	
10/28/19	2025	CRJ	DeCoach Rehabilitation Centre	170.00	
10/28/19	10357 & 7774	CRJ	BCRTA Items	160.00	
10/30/19	8680	CDJ	Cincinnati Bell		142.58
10/30/19	8681	CDJ	Middletown Treasury Divison		977.60
10/30/19	8682	CDJ	Cornett's Pressure Cleaning		2,104.00
10/30/19	8683	CDJ	Double Map		20,421.20
10/30/19	8684	CDJ	Gillig		65.08
10/30/19	8685	CDJ	IdentiSys Inc		137.94
10/30/19	8686	CDJ	M&M Cleaning		595.00
10/30/19	8687	CDJ	Ohio Deferred Compensation		465.00
10/30/19	8688	CDJ	Office Depot Inc.		636.88
10/30/19	8689	CDJ	Tristate Cleaning		500.00
10/30/19	8690	CDJ	Verizon Wireless		161.71
10/30/19	8691	CDJ	Whitworth Bus Sales Inc.		920.94
10/31/19	AT 10/31/19	CDJ	Paycom		1,032.35
10/31/19	PRWE 10/25/19	GENJ	Garn Ck#1238		340.90
10/31/19	PRWE 10/25/19	GENJ	CSPC Ck#1242		15.25
10/31/19	PRWE 10/25/19	GENJ			18,893.60
10/31/19	PRWE 10/25/19	GENJ	CSPC Ck#1241		196.47
10/31/19	PRWE 10/25/19	GENJ	CSPC Ck#1240		300.00
10/31/19	PRWE 10/25/19	GENJ			99,336.81
10/31/19	PRWE 10/25/19	GENJ	Garn Ck#1239		323.84
10/31/19	PRWE 10/25/19	GENJ	CK #1244		726.29
10/31/19	PRWE 10/25/19	GENJ	CK # 1243		888.14

10/31/19	AT 10/31/19	CDJ	PNC Card Purchases		1,073.40	
10/31/19	10/31/19	GENJ	Service Charge		3.00	
			Current Period Change	<u>557,939.76</u>	<u>844,326.66</u>	<u>-286,386.90</u>
10/31/19			Ending Balance			<u>58,370.73</u>

Savings - PNC (National City)

10/1/19			Beginning Balance			33,081.53
10/3/19	AT 10/3/19	CRJ	BCRTA Items	907.40		
10/31/19	10/31/19	CRJ	Farebox Receipts	124.46		
10/31/19	10/31/19	GENJ	Interest Income	27.30		
10/31/19	10/31/19	GENJ	Service Charge		0.28	
			Current Period Change	<u>1,059.16</u>	<u>0.28</u>	<u>1,058.88</u>
10/31/19			Ending Balance			<u>34,140.41</u>

Savings - PNC Bank

10/1/19			Beginning Balance			1,220,661.53
10/9/19	371343	CRJ	BCRTA Items - FROM CHECKING TO SA	200,000.00		
10/22/19	647222	CRJ	BCRTA Items	100,000.00		
10/31/19	10/31/19	GENJ	Interest Income	1,125.89		
			Current Period Change	<u>301,125.89</u>		<u>301,125.89</u>
10/31/19			Ending Balance			<u>1,521,787.42</u>

**BCRTA
Balance Sheet
October 19**

Assets

Current Assets		*Other Assets		
Checking - PNC	58,370.73	Net Pension Asset	12,519.00	
Savings - PNC	34,140.41	Deferred Outflows-Pensions	750,453.00	
Savings - PNC	1,521,787.42	Deferred Outflows-OPEB	162,117.00	
Bid Deposit	50,000.00			
M&S Inventory	21,762.99	Property & Equipment		
Petty Cash	1,000.00	Vehicles	9,021,325.12	
Accounts Receivable	664,299.00	Buildings & Land	2,703,070.92	
Prepays	54,611.83	Furniture & Equipment	764,781.12	
		Amenities & Misc.	96,374.21	
		WIP-35' Buses	1,099,293.74	
		WIP-Facility Renovation	37,453.20	
		Accum. Depr.	(5,065,057.65)	
	<u>2,405,972.38</u>		<u>9,582,329.66</u>	Total Assets
				<u>11,988,302.04</u>

Liabilities & Equity

Current Liabilities		*Long-term Liabilities		
Accounts Payable	142,955.96	Net Pension Liability	2,778,356.00	
Payroll Payables	62,112.09	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	126,465.33			
FTA Vehicle Funds	68,131.00	Equity		
Future Match Funds	7,500.00	Balance Equity	2,861,645.23	
Unearned Tickets	32,851.00	Federal & State Capital	11,268,598.00	
Unearned MU Funds	71,154.76	Local Capital	89,410.00	
		Retained Earnings	(8,875,432.39)	
		Net Income	361,201.69	
	<u>612,820.51</u>		<u>11,375,481.53</u>	Total Liabilities and Capital
				<u>11,988,302.04</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**

October 19

Current Assets	2,405,972.38
Current Liabilities	<u>(612,820.51)</u>
Available Funds	1,793,151.87

Board Reserves

Local Share Grant Obligations		
OH-2018-021-00	1,923,854.50	
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>(1,492,608.00)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	400,484.00	
FTA Grants	400,484.00	Match Required
Working Capital Funds (2 Mths.)	869,711.50	
Capital Replacement Funds	321,777.80	2020 - 2021 Local Share of Projects Not Yet on Grants
Contingency Funds	<u>-</u>	
Total Board Reserves	1,591,973.30	
Non-Restricted Funds	201,178.57	

BCRTA
Income Statement
November 19

	Current Month Budget	Current Month Actual	Change	Last Year Current Month
Revenues				
Passenger Fares	10,063.00	12,691.24	2,628.24	9,211.27
Contract Service	16,473.00	17,735.82	1,262.82	15,513.20
Other Transit Rev.	97,666.67	98,650.17	983.50	91,649.30
Mgt./Cons. Services	10,220.00	10,220.00	-	10,000.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	3,175.00	1,224.10	(1,950.90)	2,683.11
Local Funding	259,933.34	265,339.77	5,406.43	235,861.52
State Funding	-	-	-	4,095.00
Federal Funding	161,382.08	179,849.00	18,466.92	161,048.00
In-Kind Items	-	-	-	-
Total Revenues	558,913.09	585,710.10	26,797.01	530,061.40
Expenses				
Wages	243,553.67	251,890.71	8,337.04	222,845.10
Fringes	109,646.55	168,184.07	58,537.52	152,402.57
Services	47,504.34	28,954.44	(18,549.90)	18,581.37
Materials & Supplies	49,884.43	61,284.30	11,399.87	46,257.05
Utilities	6,852.00	7,658.60	806.60	7,292.00
Insurance	18,552.83	(14,691.59)	(33,244.42)	16,978.24
Taxes	-	-	-	-
Purchased Transportation	41,666.67	42,052.38	385.71	41,044.50
Misc. Items	4,873.50	4,877.40	3.90	45,925.83
Leases & Rentals	-	-	-	-
Total Expenses	522,533.99	550,210.31	27,676.32	551,326.66
Gain / (Loss)	36,379.10	35,499.79	(879.31)	(21,265.26)
Local Share Depreciation		<u>20,380.79</u>		
Gain / (Loss) with Local Depr.		15,119.00		

BCRTA
Income Statement
November 19

	Year to Date Budget	Year to Date Actual	Change	Year to Date Last Year
Revenues				
Passenger Fares	123,056.00	112,604.46	(10,451.54)	115,310.97
Contract Service	188,726.00	190,272.87	1,546.87	182,765.07
Other Transit Rev.	1,074,333.37	1,112,621.07	38,287.70	948,507.28
Mgt./Cons. Services	112,420.00	112,420.00	-	110,000.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	34,925.00	95,537.68	60,612.68	91,132.99
Local Funding	2,325,266.74	2,412,330.50	87,063.76	2,292,119.46
State Funding	-	95,854.00	95,854.00	4,095.00
Federal Funding	1,686,608.88	1,502,699.00	(183,909.88)	1,419,600.00
In-Kind Items	-	-	-	-
Total Revenues	5,545,335.99	5,634,339.58	89,003.59	5,163,530.77
Expenses				
Wages	2,512,472.37	2,637,405.54	124,933.17	2,286,466.98
Fringes	864,110.05	888,844.43	24,734.38	849,453.39
Services	477,069.74	316,613.77	(160,455.97)	286,802.76
Materials & Supplies	620,066.73	542,004.63	(78,062.10)	610,580.20
Utilities	73,120.00	79,847.89	6,727.89	77,560.90
Insurance	204,081.13	211,491.80	7,410.67	165,672.79
Taxes	-	-	-	-
Purchased Transportation	458,333.37	462,576.18	4,242.81	451,489.50
Misc. Items	53,608.50	98,486.27	44,877.77	94,989.55
Leases & Rentals	-	-	-	-
Total Expenses	5,262,861.89	5,237,270.51	(25,591.38)	4,823,016.07
Gain / (Loss)	282,474.10	397,069.07	114,594.97	340,514.70
Local Share Depreciation		163,046.32		
Gain / (Loss) with Local Depr.		234,022.75		

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
11/1/19			Beginning Balance			58,370.73
11/1/19	10/20-10/31/19	CRJ	Farebox Receipts	3,207.56		
11/1/19	11/20-11/30/19	CRJ	Farebox Receipts	2,513.39		
11/5/19	8692	CDJ	Petty Cash		1,005.35	
11/6/19	11/1-11/5/19	CRJ	Farebox Receipts	1,325.98		
11/7/19	8693	CDJ	Affordable Pest Control Inc.		48.00	
11/7/19	8694	CDJ	Butler Lighting Systems		291.10	
11/7/19	8695	CDJ	Brighton Spring Service		100.00	
11/7/19	8696	CDJ	Certified Language Int.		36.25	
11/7/19	8697	CDJ	CenterGrid, LLC		346.61	
11/7/19	8698	CDJ	epluno LLC		859.31	
11/7/19	8699	CDJ	Fairfield Chamber of Commerce		295.00	
11/7/19	8700	CDJ	Graphic Village		541.00	
11/7/19	8701	CDJ	Jake Sweeney Chrysler Jeep		154.76	
11/7/19	8702	CDJ	KOI Enterprises, Inc.		4,748.34	
11/7/19	8703	CDJ	My Parts Express		1,020.80	
11/7/19	8704	CDJ	Office Depot Inc.		1,043.25	
11/7/19	8705	CDJ	RICOH USA, INC		40.27	
11/7/19	8706	CDJ	Tom Rehtin H&A		132.00	
11/7/19	8707	CDJ	Verizon Wireless		1,231.17	
11/7/19	8708	CDJ	Whitworth Bus Sales Inc.		711.67	
11/7/19	8709	CDJ	Zep Manufacturing		257.44	
11/11/19	694139	CRJ	BCRTA Items	100,000.00		
11/13/19	11/6-11/12/19	CRJ	Farebox Receipts	1,858.58		
11/13/19	01059639	CRJ	Butler County Veterans Service	6,760.14		
11/13/19	0041088332	CRJ	Ohio Dept of Medicaid	4,795.00		
11/14/19	AT 11/14/19	CDJ	Paycom		1,016.98	
11/14/19	PRWE 11/08/19	GENJ	#1247		300.00	
11/14/19	PRWE 11/08/19	GENJ			18,909.25	
11/14/19	PRWE 11/08/19	GENJ	#1250		443.18	
11/14/19	PRWE 11/08/19	GENJ			100,511.74	
11/14/19	PRWE 11/08/19	GENJ	#1249		980.17	
11/14/19	PRWE 11/08/19	GENJ	#1246		355.70	
11/14/19	PRWE 11/08/19	GENJ	#1245		246.13	
11/14/19	PRWE 11/08/19	GENJ	#1248		196.47	
11/15/19	8710	CDJ	Ohio Deferred Compensation		515.00	
11/15/19	8711	CDJ	SuperFleet Mastercard Program		30,428.82	
11/18/19	8712	CDJ	Bryce's Lawncare & Landscaping		1,775.00	
11/18/19	8713	CDJ	Cincinnati Bell Any Distance		1,581.50	
11/18/19	8714	CDJ	Cummins Bridgeway LLC		404.68	
11/18/19	8715	CDJ	Cintas Corporation		1,828.65	
11/18/19	8716	CDJ	City of Hamilton - Utilities		2,923.67	
11/18/19	8717	CDJ	Cornett's Pressure Cleaning		1,282.00	
11/18/19	8718	CDJ	Dinsmore & Shohl LLP		4,757.30	
11/18/19	8719	CDJ	EasterSeals TriState LLC		931.04	
11/18/19	8720	CDJ	Finn All Seasons		257.25	
11/18/19	8721	CDJ	GemCity Tires, Inc		3,360.55	
11/18/19	8722	CDJ	Millennium Business Systems		324.85	
11/18/19	8723	CDJ	Mobilcomm		180.00	
11/18/19	8724	CDJ	Minuteman Press - Fairfield		266.80	
11/18/19	8725	CDJ	Office Depot Inc.		22.58	
11/18/19	8726	CDJ	Rumpke Of Ohio Inc.		215.06	
11/18/19	8727	CDJ	Security Lock Company		271.50	
11/18/19	8728	CDJ	Talawanda School District		16,255.15	
11/18/19	8729	CDJ	Whitworth Bus Sales Inc.		453.70	
11/18/19	291499	CRJ	BCRTA Items	100,000.00		
11/20/19	AT 10/31/19 #282	CDJ	PNC Card Purchases		2,275.86	
11/21/19	11/13-11/19/19	CRJ	Farebox Receipts	2,095.37		
11/21/19	25504,25509,25505	CRJ	Ohio Transit Risk Pool	27,850.70		
11/22/19	8730	CDJ	PERS		63,297.47	

11/22/19	8731	CDJ	Ohio Dept. of Jobs & Family Se		1,015.12	
11/22/19	15350,15349	CRJ	Ohio Department of Taxation	17,799.72		
11/24/19	8732	CDJ	ABC Muncie Transit Supply		841.61	
11/24/19	8733	CDJ	Alpine Valley Water		25.84	
11/24/19	8734	CDJ	Bethesda Healthcare Inc.		2,403.10	
11/24/19	8735	CDJ	Cummins Bridgeway LLC		1,831.33	
11/24/19	8736	CDJ	epluno LLC		1,447.59	
11/24/19	8737	CDJ	Fastsigns 220901		54.00	
11/24/19	8738	CDJ	M&M Cleaning		595.00	
11/24/19	8739	CDJ	ODACS, Inc		125.00	
11/24/19	8740	CDJ	Ohio Deferred Compensation		515.00	
11/26/19	01060196	CRJ	Butler County Veterans Service	8,654.14		
11/26/19	0041115319	CRJ	BCRTA Items	50.00		
11/26/19	2069	CRJ	DeCoach Rehabilitation Centre	300.00		
11/27/19	221417	CRJ	BCRTA Items	200,000.00		
11/29/19	PRWE 11/22/19	GENJ	#1251		282.40	
11/29/19	PRWE 11/22/19	GENJ			175,632.31	
11/29/19	PRWE 11/22/19	GENJ			36,008.59	
11/29/19	PRWE 11/22/19	GENJ	#1253		300.00	
11/29/19	PRWE 11/22/19	GENJ	#1252		232.74	
11/29/19	PRWE 11/22/19	GENJ	#1256		630.52	
11/29/19	PRWE 11/22/19	GENJ	#1255		779.25	
11/29/19	PRWE 11/22/19	GENJ	#1254		196.47	
11/29/19	AT 11/29/19	CDJ	Paycom		1,383.71	
11/30/19	AT 11/30/2019	CDJ	PNC Card Purchases		388.97	
11/30/19	11/30/19	GENJ	Service Charge		3.00	
			Current Period Change	477,210.58	494,121.92	-16,911.34
11/30/19			Ending Balance			41,459.39

Savings - PNC (National City)

11/1/19			Beginning Balance			34,140.41
11/5/19	CC 10/31/19	CRJ	BCRTA Items	1,254.28		
11/8/19	BCRTA-RM1	CRJ	BCRTA Items	611.32		
11/30/19	BT 11/1-11/30/19	CRJ	Farebox Receipts	23.38		
11/30/19	11/30/19	GENJ	Interest Income	24.65		
11/30/19	11/30/19	GENJ	Service Charge		0.84	
			Current Period Change	1,913.63	0.84	1,912.79
11/30/19			Ending Balance			36,053.20

Savings - PNC Bank

11/1/19			Beginning Balance			1,521,787.42
11/11/19	694139	CRJ	BCRTA Items - TRANSFER FROM SAVINGS TO CHECKING	100,000.00		
11/18/19	291499	CRJ	BCRTA Items - TRANSFER FROM SAVINGS TO CHECKING	100,000.00		
11/27/19	221417	CRJ	BCRTA Items - From Savings	200,000.00		
11/30/19	11/30/19	GENJ	Interest Income	969.45		
			Current Period Change	969.45	400,000.00	-399,030.55
11/30/19			Ending Balance			1,122,756.87

**BCRTA
Balance Sheet
November 19**

Assets

Current Assets		*Other Assets		
Checking - PNC	41,459.39	Net Pension Asset	12,519.00	
Savings - PNC	36,053.20	Deferred Outflows-Pensions	750,453.00	
Savings - PNC	1,122,756.87	Deferred Outflows-OPEB	162,117.00	
Bid Deposit	50,000.00			
M&S Inventory	25,454.82			
Petty Cash	1,000.00	Property & Equipment		
Accounts Receivable	1,100,414.84	Vehicles	9,021,325.12	
Prepays	87,477.17	Buildings & Land	2,703,070.92	
		Furniture & Equipment	764,781.12	
		Amenities & Misc.	111,374.21	
		WIP-35' Buses	1,099,293.74	
		WIP-Facility Renovation	37,453.20	
		Accum. Depr.	(5,065,057.65)	
	<u>2,464,616.29</u>		<u>9,597,329.66</u>	Total Assets
				<u>12,061,945.95</u>

Liabilities & Equity

Current Liabilities		*Long-term Liabilities		
Accounts Payable	232,514.11	Net Pension Liability	2,778,356.00	
Payroll Payables	73,488.23	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	126,465.33			
FTA Vehicle Funds	68,131.00	Equity		
Future Match Funds	3,750.00	Balance Equity	2,861,645.23	
Unearned Tickets	32,598.00	Federal & State Capital	11,280,598.00	
Unearned MU Funds	-	Local Capital	89,410.00	
		Retained Earnings	(8,875,432.39)	
		Net Income	397,069.07	
	<u>638,597.04</u>		<u>11,423,348.91</u>	Total Liabilities and Capital
				<u>12,061,945.95</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**

November 19

Current Assets	2,464,616.29
Current Liabilities	<u>(638,597.04)</u>
Available Funds	1,826,019.25

Board Reserves

Local Share Grant Obligations		
OH-2018-021-00	1,777,727.00	
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>(1,306,032.00)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	440,932.50	
FTA Grants	440,932.50	Match Required
Working Capital Funds (2 Mths.)	869,711.50	
Capital Replacement Funds	321,777.80	2020 - 2021 Local Share of Projects Not Yet on Grants
Contingency Funds	<u>-</u>	
Total Board Reserves	1,632,421.80	
Non-Restricted Funds	193,597.45	

Director's Notes – January 2020

A. Metrics & Service

1. BGO APP

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

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

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

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

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

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:

Director's Notes – January 2020

<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/>

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) if you would like to be added to the mailing list.

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.

C. Planning

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.

Director's Notes – January 2020

2. Regional Cooperation & NEORide

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

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

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

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.

E. Funding & Discretionary Grant Availability

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

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 vehicles useful life.

Director's Notes – January 2020

2. 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, 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

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

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

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

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

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. New Website

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

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

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

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.

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.
- **Enhance connectivity** with constituents by leading in the implementation of new transit tech (onboard Wi-Fi tools).
- **Improve mobility access and eliminate barriers** to ridership, especially for riders who may be elderly or have disabilities.
- **Support employers** with effective workforce transportation in at least 75% of Butler County's densest corridors.
- **Develop multimodal infrastructure** and wayfinding to create seamless user experiences.



Butler County Regional Transit Authority
3045 Moser Ct. Hamilton OH 45011
Recipient ID: 5774
Equal Employment Opportunity Program
October 1, 2017 – October 1, 2021

Any questions, concerns, or complaints should be addressed to:

Kristen Fryer
Civil Rights Officer
3045 Moser Ct.
Hamilton, OH 45011
fryerk@butlercountyrta.com
(513) 785-5022

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Overview of Program

BCRTA is supported by a combination of funding from the State and Federal government, as well as local partnerships with Butler County agencies. The agency receives no sales tax revenues. BCRTA is committed to its fiscal responsibility of sustainability through efficiency. BCRTA will examine all staffing and route efficiencies in order to maintain its current level of services.

BCRTA has been identified by FTA as an entity required to “prepare and maintain” an abbreviated EEO Program under the updated FTA C 4704.1A, Section 1.4. BCRTA is not required to submit EEO Program, however, FTA may review this program during regular oversight opportunities, including Triennial Reviews or State Management Reviews, during EEO Specialized Reviews, or as requested by FTA’s Office of Civil Rights.

Statement of Policy

BCRTA states as its policy a commitment to provide equal opportunity to all persons in matters affecting all employment processes, but not limited to, recruitment, employment, compensation, benefits, promotions, training, discipline, transfer selection, terminations, and other terms and conditions of employment and layoff practices without regard to a person’s race, color, religion, national origin, disability, gender, genetic information, veteran status, or age.

The full text of the BCRTA Equal Opportunity Employment Opportunity Policy is included as *Attachment A*.

Dissemination of Policy

[Internal Dissemination](#)

The agency acknowledges its commitment to equal employment with all applicants and potential hires. BCRTA’s EEO statement is prominently placed on its application.

In addition, EEO training is provided to each new employee during new hire orientation. The EEO Policy is also placed in the Employee Handbook that is given to all employees. Each employee must acknowledge receipt of the policy by signing an acknowledgement of the employee handbook. A copy of the policy is attached as *Attachment A*.

The BCRTA EEO Officer will attend training by the Equal Employment Opportunity Commission. BCRTA will implement a yearly refresher session for relevant employees conducted by the officer.

Employees are also made aware of BCRTA’s EEO policy through posters that are prominently displayed throughout the main office and all transfer centers.

External Dissemination

Externally, BCRTA's EEO disclosure is placed on all employment advertisements.

BCRTA's EEO statement is prominently displayed on the agency's website under the employment link and is part of the employment application. Applicants may opt to voluntarily complete an EEO survey when an applicant is recommended for hire. The EEO Survey is included in addition to the most recent data obtained from the survey as *Attachment C*.

Program and EEO Officer Designation

EEO responsibilities have been designated to Kristin Fryer, Civil Rights Officer by the BCRTA Executive Director. Mrs. Fryer holds a collateral duty position in which she manages administrative duties as well as EEO responsibilities. Her EEO responsibilities include oversight of the EEO program, being involved with local minority organizations, participating in the review of complaints alleging discrimination, and supporting career counseling for employees. Ms. Fryer reports directly to the Executive Director to report progress and potential conflict of interest for the EEO program. Contact information is as follows:

Kristin Fryer
Civil Rights Officer
3045 Moser Ct. Hamilton, OH 45011
(513) 785-5022
fryerk@butlercountyrta.com


Utilization Analysis

BCRTA is located in Hamilton, OH and serves the Butler County area. The five major cities that make up Butler County are Hamilton, Middletown, Fairfield, West Chester and Oxford. Based on the United States Census Bureau's 2016 estimate, the total population for the Butler County area is 377,537. Of these residents, 51.0% are female and 49.0% are male. The ethnic makeup of the population of Butler County is detailed in *Table 1* below.

Table 1 - Butler County Residents by Race & Hispanic Origin

Race and Hispanic Origin	
White alone, percent, July 1, 2016, (V2016)(a)	85.7%
White alone, percent, April 1, 2010(a)	86.0%
Black or African American alone, percent, July 1, 2016, (V2016)(a)	8.5%
Black or African American alone, percent, April 1, 2010(a)	7.3%
American Indian and Alaska Native alone, percent, July 1, 2016, (V2016)(a)	0.3%
American Indian and Alaska Native alone, percent, April 1, 2010(a)	0.2%
Asian alone, percent, July 1, 2016, (V2016)(a)	3.1%
Asian alone, percent, April 1, 2010(a)	2.4%
Native Hawaiian and Other Pacific Islander alone, percent, July 1, 2016, (V2016)(a)	0.1%
Native Hawaiian and Other Pacific Islander alone, percent, April 1, 2010(a)	0.1%
Two or More Races, percent, July 1, 2016, (V2016)	2.3%
Two or More Races, percent, April 1, 2010	2.1%
Hispanic or Latino, percent, July 1, 2016, (V2016)(b)	4.6%
Hispanic or Latino, percent, April 1, 2010(b)	4.0%
White alone, not Hispanic or Latino, percent, July 1, 2016, (V2016)	81.9%
White alone, not Hispanic or Latino, percent, April 1, 2010	84.3%

Value Notes

This geographic level of poverty and health estimates are not comparable to other geographic levels of these estimates. Some estimates presented here come from sample data, and thus have sampling errors that may render some apparent differences between geographies statistically indistinguishable. Click the Quick Info  icon to the left of each row in TABLE view to learn about sampling error. The vintage year (e.g., V2016) refers to the final year of the series (2010 thru 2016). *Different vintage years of estimates are not comparable.*

Fact Notes

- (a)Includes persons reporting only one race
- (b)Hispanics may be of any race, so also are included in applicable race categories

QuickFacts data are derived from: Population Estimates, American Community Survey, Census of Population and Housing, Current Population Survey, Small Area SHealth Insurance Estimates, Small Area Income and Poverty Estimates, State and County Housing Unit Estimates, County Business Patterns, Non employer Statistics, Economic Census, Survey of Business Owners, Building Permits.

Employee Statistics

BCRTA strives to have the ethnic makeup of the employee population mirror the Butler County population in proportion. Statistics that are tracked include, job category, salary, race, and gender. A detailed summary of this data is provided in *Attachment B*.

Data regarding applicant's veteran and disability status is collected anonymously through the BCRTA applicant tracking system. This data is monitored as part of the EEO program process and is available in *Attachment C*.

Underutilization

The majority of BCRTA employees fall into the service-maintenance category which is comprised of Coach Operators, Call Center Representatives, and Dispatchers. Administrative staff fall into the Administrative Support category with a small number of Skilled Craft personnel working in vehicle and facilities maintenance. There is also a small amount of staff that fall into the Officials and Administrators category as well as the Professionals category. BCRTA does not employ positions in the categories of Technicians, Protective Service Workers, or Paraprofessionals.

The information used to determine BCRTA's utilization is obtained from internal records and EEO4 reporting. For the most recent analysis, BCRTA identified three categories with underutilization in particular areas as seen in *Table 2* below.

Table 2 – Underutilization by Category

Category	% BCRTA	% Availability	% Underutilization
Officials & Administrators			
Female, White	0.0%	34.7%	35%
Professionals			
Female, White	40%	52.3%	12%
Service-Maintenance			
Male, Black or African American	1.4%	6.0%	5%
Male, Hispanic or Latino	0.0%	3.1%	3%
Female, Hispanic or Latino	0.0%	1.5%	2%
Female, Asian	0.0%	1.4%	1%

Goals, Timetables and Areas for Attention

Although BCRTA has elected to conduct a utilization analysis for informational purposes, this agency is exempt from creating goals and timelines as described in FTA C 4704.1A.

Assessment of Employment Practices

Recruitment Process

The recruitment process at BCRTA consists of most commonly used practices. Position vacancies are posted publicly via BCRTA's applicant tracking system (JazzHR) which propagates on the BCRTA website and other syndicated job sites. The agency encourages and incentivizes current employees to recommend candidates for hire, and participates in local job fairs.

Employees are selected based on qualifications that include education and experience. Each applicant participates in a structured interview process which consists of a team of individuals who represent the HR Department, the Department Manager or Director of the department in which the vacancy exists and one other member from the applicable department. To ensure BCRTA complies with its EEO policy, the Civil Rights Officer may attend interviews.

Promotion procedures are structured to allow all qualified internal applicants an opportunity to interview for a selected vacancy.

BCRTA is seeking to increase its outreach within the community by looking to partner with local agencies such as the local Chamber of Commerce, Butler County Job and Family Services agency and continuing to partner with the Employment Source as the need arises.

Promotions & Advancement

BCRTA seeks to promote internal candidates whenever possible. Internal opportunities are solicited in the same manner as external opportunities, and internal applicants are carefully weighed against outside applicants based upon merit, experience and qualifications. Internal applicants are subject to the same evaluation, interview and decision process as external applicants.

Compensation and Benefits

BCRTA wage categories are reviewed by the BCRTA Board of Trustees as needed. All wage setting and increases are based upon carefully documented achievement and inflation when needed. Increases and wage setting are centralized through a personnel action approval process to prohibit unfair practices and unjust compensation. BCRTA does not currently offer a bonus structure or group health insurance due to budgetary constraints. BCRTA does offer a formal public policy to provide tuition and coursework reimbursement in the interest of internal advancement and promotion of its employees.

Monitoring & Reporting

Electronic records required by regulation and this plan shall be tracked in the BCRTA human resource management software and applicant tracking systems in accordance with BCRTA records retention policy. This program shall be reviewed annually by the BCRTA Board of Trustees. Additionally, the EEO

Officer shall provide a report to the Executive Director outlining the progress and attainment of goals in advance of this annual review.

Attachment A: 6-17 Equal Employment Opportunity Policy

Adopted: 11-19-14
Revised: 8-16-2017

Compliance with Employment Laws

It is BCRTA's policy to abide by all federal, state, and local laws, rules and regulations applicable to BCRTA, and for all our employees to do the same.

Any violation or perceived violation of law should be reported to a management representative, who will make every effort to investigate and address the problem promptly.

Equal Employment Opportunity

BCRTA states as its policy a commitment to provide equal opportunity to all persons in matters affecting all employment processes, but not limited to, recruitment, employment, compensation, benefits, promotions, training, discipline, transfer selection, terminations, and other terms and conditions of employment and layoff practices without regard to a person's race, color, religion, national origin, disability, gender, genetic information, sexual orientation, gender identity, veteran status, or age.

Further, BCRTA is committed to complying with Title I of the Americans with Disabilities Act and prohibits discrimination on the basis of disability. BCRTA will make accommodations that are reasonable and not unduly burdensome to enable qualified disabled applicants and employees to participate in the employment process and perform essential job functions.

Consistent with applicable federal and state laws, BCRTA has established a written program, including goals and timetables, to overcome the effects of discrimination on minorities and women. To ensure effective ongoing review of the program, BCRTA has assigned responsibility for oversight of the Equal Employment Opportunity (EEO) program to a member of management designated as EEO Officer. BCRTA's EEO Officer is responsible for directing all human resource practices and functions in accordance with the principles of equal employment opportunity, and for maintaining the written EEO plan and employment processes data.

BCRTA believes fulfilling this policy is a top priority in its daily operations. BCRTA holds every manager and supervisor accountable for implementing this policy. Performance in contributing to the success of the equal employment opportunity program will be evaluated in the same manner as performance of other department goals. All employees are expected to cooperate in carrying out principles and practices of equal employment opportunity.

Job applicants and employees who believe they have been a victim of discrimination have the right to file a complaint with BCRTA's designated EEO Officer, or with another member of management with whom the individual is comfortable speaking. BCRTA will promptly investigate complaints, and will take appropriate remedial and disciplinary action whenever it determines that this policy has been violated. BCRTA believes that successful achievement of EEO goals will provide benefits to BCRTA through fuller utilization and development of previously underutilized human resources.

Copies of this *Statement of Policy* are conspicuously posted throughout the BCRTA facility. In addition, the policy statement can be found on BCRTA's website at www.butlercountyrta.com. A copy of the complete EEO Program is available for review by any individual upon request.

Attachment B: Utilization Analysis Data

Job Category Use EEO-4	Salary Range (\$XX,000-XX,000)	Total Workforce					Male						Female							
		All	WM	MM	VF	MF	W	AI/AH	B	HL	A	NHOPI	Multi	W	AI/AH	B	HL	A	NHOPI	Multi
1 - Officials & Administrators	59000 to 92000	4	4	0	0	0	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Percent in Category	*Entry	100.0%	100.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability		57.1%	0.0%	3.0%	0.7%	1.5%	0.0%	0.0%	0.1%	34.7%	0.1%	1.8%	0.3%	0.0%	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%
Percent Underutilized										35%										
Underutilized (Yes/No)							No	No	No	No	No	No	Yes	No	No	No	No	No	No	No
Number Needed to Reach Parity													1							
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3													35%							
Planned percent increase Year 4																				
2 - Professionals	40000 to 54000	5	2	0	2	1	2	-	-	-	-	-	2	-	1	-	-	-	-	-
Percent in Category	*Entry	40.0%	0.0%	0.0%	40.0%	20.0%	40.0%	0.0%	0.0%	0.0%	0.0%	0.0%	40.0%	0.0%	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability		35.8%	0.1%	2.3%	1.0%	2.2%	0.0%	0.3%	52.3%	0.1%	2.9%	0.7%	1.8%	0.0%	0.1%	0.1%	0.1%	0.1%	0.1%	
Percent Underutilized										42%										
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity																				
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3													12%							
Planned percent increase Year 4																				
3 - Technicians	0	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Percent in Category	*Entry	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent Underutilized																				
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity																				
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
4 - Protective Service	0	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Percent in Category	*Entry	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent Underutilized																				
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity																				
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
5 - Paraprofessional	0	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Percent in Category	*Entry	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent Underutilized																				
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity																				
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
6 - Administrative Support	33000 to 42000	3	0	0	3	0	-	-	-	-	-	-	3	-	-	-	-	-	-	-
Percent in Category	*Entry	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability		33.7%	0.0%	2.2%	0.5%	0.2%	0.0%	0.3%	55.5%	0.1%	4.9%	1.2%	1.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%	
Percent Underutilized																				
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity																				
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
7 - Skilled Craft	35000 to 65000	5	5	0	0	0	5	-	-	-	-	-	-	-	-	-	-	-	-	-
Percent in Category	*Entry	100.0%	100.0%	0.0%	0.0%	0.0%	100.0%	0.0%	1.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability		87.1%	0.5%	3.1%	3.2%	0.7%	0.0%	0.6%	3.4%	0.0%	0.9%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Percent Underutilized																				
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity																				
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
8 - Service Maintenance	23000 to 46000	74	37	1	27	9	37	-	1	-	-	-	27	-	9	-	-	-	-	-
Percent in Category	*Entry	50.0%	1.4%	36.5%	12.2%	50.0%	0.0%	6.0%	3.1%	1.0%	0.1%	0.5%	34.8%	0.1%	3.3%	1.5%	1.4%	0.0%	0.0%	0.0%
Percent of Availability		47.7%	0.0%	6.0%	3.1%	1.0%	0.0%	0.6%	3.4%	0.0%	0.9%	0.3%	0.0%	0.0%	0.3%	1.5%	1.4%	0.0%	0.4%	
Percent Underutilized																				
Underutilized (Yes/No)							No	Yes	Yes	No	No	No	No	No	No	Yes	Yes	No	No	No
Number Needed to Reach Parity								3	2							1	1			
Planned percent increase Year 1								5%	2%							2%	1%			
Planned percent increase Year 2									2%											
Planned percent increase Year 3								5%								2%	1%			
Planned percent increase Year 4																	1%			

Notes: Data obtained from the United States Census Bureau American FactFinder EEO-ALL06W for Butler County, Ohio. https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.html?_src=bknnk

Attachment C: Applicant Questionnaires and Collected Data

The following questions are entirely optional.

To comply with government Equal Employment Opportunity / Affirmative Action reporting regulations, we are requesting (but NOT requiring) that you enter this personal data. This information will not be used in connection with any employment decisions, and will be used solely as permitted by state and federal law. Your voluntary cooperation would be appreciated. [Learn more.](#)

Gender

Race/Ethnicity

Invitation for Job Applicants to Self-Identify as a U.S. Veteran

- A “disabled veteran” is one of the following:
 - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - a person who was discharged or released from active duty because of a service-connected disability.
- A “recently separated veteran” means any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An “active duty wartime or campaign badge veteran” means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An “Armed forces service medal veteran” means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Veteran status

- I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE
- I AM NOT A PROTECTED VETERAN
- I DON'T WISH TO ANSWER

Voluntary Self-Identification of Disability

Voluntary Self-Identification of Disability Form CC-305

OMB Control Number 1250-0005

Expires 1/31/2020

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.¹ To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily

self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please check one of the boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

Figure 1 - Hires by Race and Sex (all positions)

RACE/ETHNICITY	MALE		FEMALE		NO GENDER SPECIFIED		TOTAL	
	TOTAL	HIRED	TOTAL	HIRED	TOTAL	HIRED	TOTAL	HIRED
White (Not Hispanic)	43	0	115	1	3	0	161	1
African American/Black (Not Hispanic)	17	0	39	0	1	0	57	0
Hispanic/Latino	1	0	1	0	0	0	2	0
Asian	2	0	0	0	0	0	2	0
Pacific Islander	0	0	0	0	0	0	0	0
American Indian	0	0	0	0	0	0	0	0
Native Alaskan	0	0	0	0	0	0	0	0
Native Hawaiian	0	0	0	0	0	0	0	0
Multi-racial	2	0	5	0	1	0	8	0
Decline to answer	2	0	6	0	9	2	17	2
Total	67	0	166	1	14	2	247	3

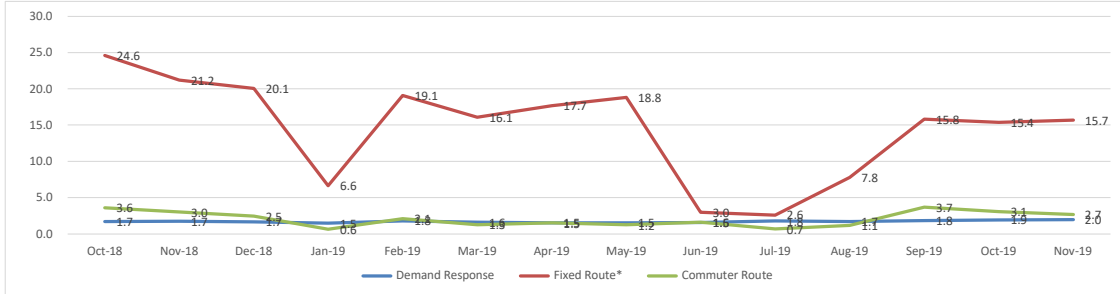
Figure 2 - Hires by Veteran/Disability (Section 503 Final Rule)

	MALE		FEMALE		NO GENDER SPECIFIED		TOTAL	
VETERAN STATUS	TOTAL	HIRED	TOTAL	HIRED	TOTAL	HIRED	TOTAL	HIRED
I DON'T WISH TO ANSWER	49	0	119	1	11	2	179	3
I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE	5	0	1	0	0	0	6	0
I AM NOT A PROTECTED VETERAN	13	0	46	0	3	0	62	0
TOTAL	67	0	166	1	14	2	247	3
DISABILITY STATUS	TOTAL	HIRED	TOTAL	HIRED	TOTAL	HIRED	TOTAL	HIRED
I DON'T WISH TO ANSWER	46	0	120	0	11	2	177	2
YES, I HAVE A DISABILITY (or previously had a disability)	3	0	3	1	0	0	6	1
NO, I DON'T HAVE A DISABILITY	18	0	43	0	3	0	64	0
TOTAL	67	0	166	1	14	2	247	3

BCRTA Metric Scorecard

Passengers per Revenue Hour

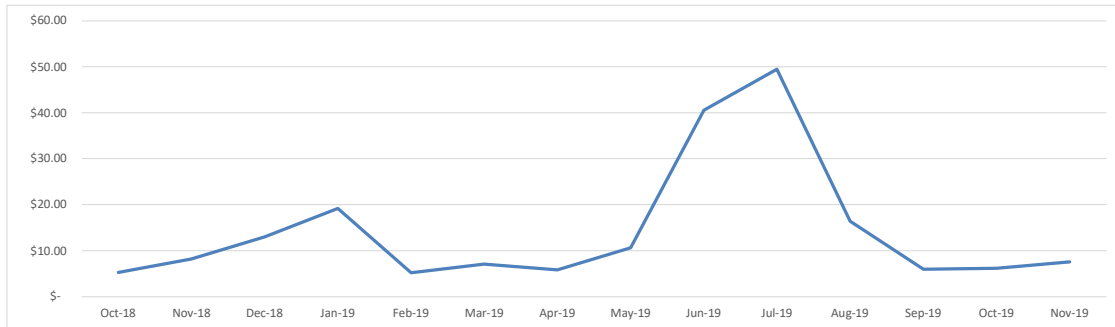
	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19
Demand Response	1.7	1.7	1.7	1.5	1.8	1.6	1.5	1.5	1.5	1.8	1.7	1.8	1.9	2.0
Fixed Route*	24.6	21.2	20.1	6.6	19.1	16.1	17.7	18.8	3.0	2.6	7.8	15.8	15.4	15.7
Commuter Route	3.6	3.0	2.5	0.6	2.1	1.3	1.5	1.2	1.6	0.7	1.1	3.7	3.1	2.7



*does not include shuttle trips

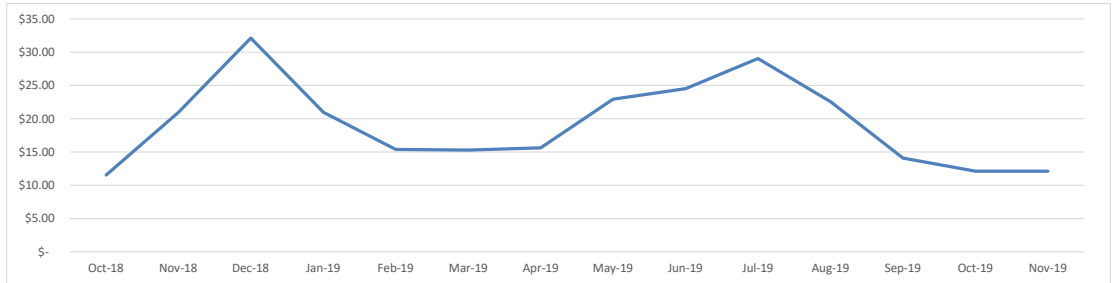
Cost per Passenger (Blended)

Month	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19
Cost	\$ 5.27	\$ 8.15	\$ 12.95	\$ 19.18	\$ 5.20	\$ 7.04	\$ 5.83	\$ 10.64	\$ 40.52	\$ 49.48	\$ 16.35	\$ 5.98	\$ 6.17	\$ 7.57



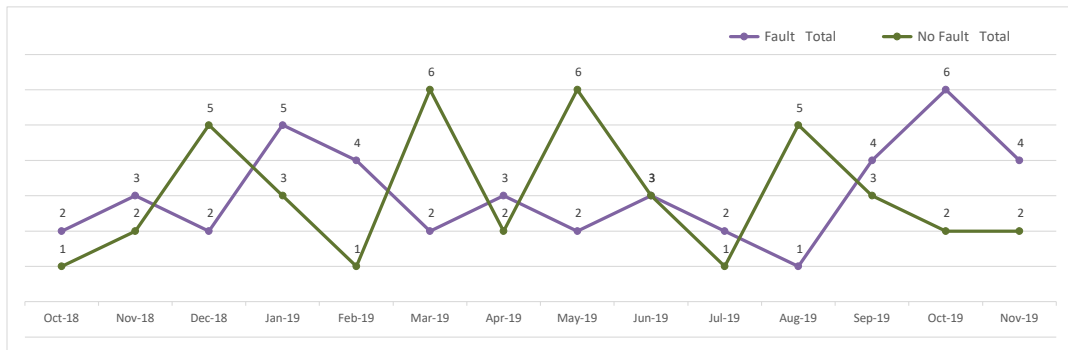
Admin/Overhead Cost per Revenue Hour

Month	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19
Cost	\$ 11.56	\$ 20.96	\$ 32.16	\$ 20.98	\$ 15.39	\$ 15.30	\$ 15.63	\$ 22.93	\$ 24.54	\$ 29.04	\$ 22.57	\$ 14.10	\$ 12.11	\$ 12.13



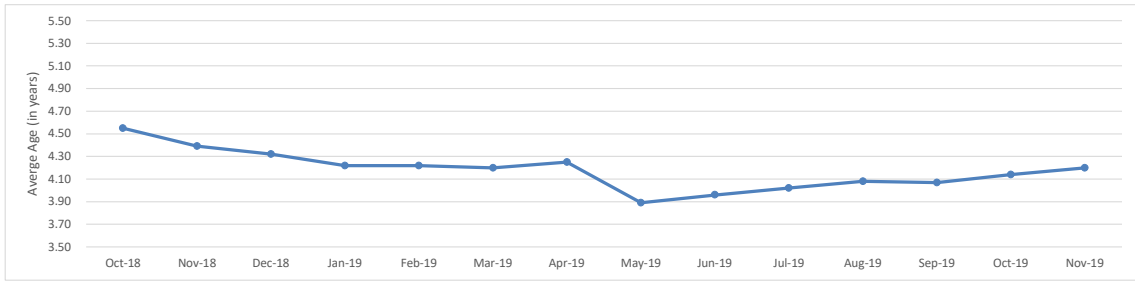
Butler County RTA Accidents/Injuries

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



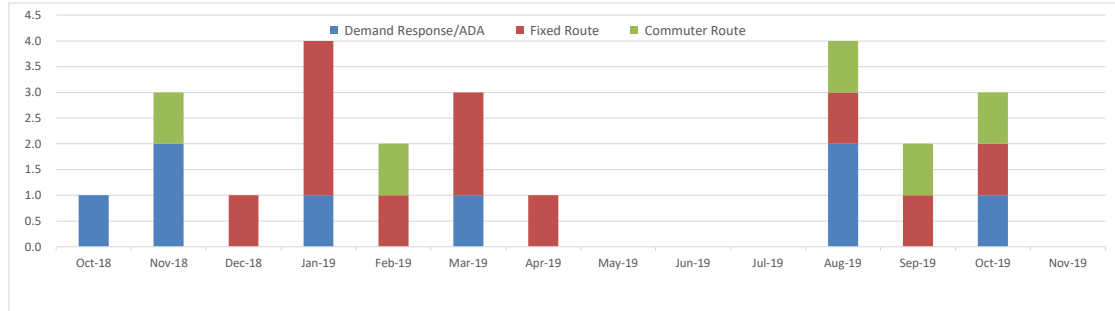
Average Fleet Age (in years)

Month	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19
Average Age	4.55	4.39	4.32	4.22	4.22	4.20	4.25	3.89	3.96	4.02	4.08	4.07	4.14	4.20



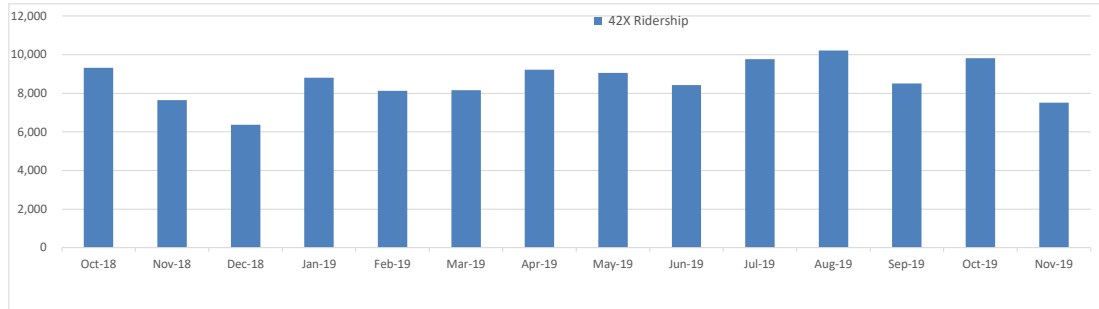
Road Calls

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



Park & Ride

	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19
42X Ridership	9,326	7,639	6,365	8,799	8,135	8,163	9,217	9,048	8,430	9,767	10,213	8,513	9,818	7,522



BCRTA Resolution No. 20-01-01

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: January 15, 2020

BCRTA, Board President

BCRTA, Executive Director
Matthew M. Dutkevicz

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 12/31/2016

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.

(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. 20-01-02

Updating *Board Policy 6-03 Procurements*

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 approve large purchases;

Whereas on March 18, 2009 the Board adopted *Board Policy 6-03 Procurements*;

Whereas on June 15, 2011 the Board revised *Board Policy 6-03 Procurements*, and on May 17, 2017 the Board reviewed *Board Policy 6-03 Procurements*;

Whereas the Federal Transit Administration has issued new guidance and limits on procurement thresholds; and

Whereas BCRTA structure has changed significantly since the last review and the Executive Director and Treasurer of the Board desire to clarify purchasing responsibility.

Now, therefore be it resolved that the BCRTA Board of Trustees hereby amends *Board Policy 6-03 Procurements* as detailed herein to directly address changes in FTA guidance and structural changes within the BCRTA staff.

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: January 15, 2020

BCRTA, Board President

BCRTA, Executive Director
Matthew M. Dutkevicz

BCRTA POLICY AND PROCEDURE MANUAL

6-03 Procurements

Effective Date: 03-18-2009

Revised Date: 06-15-2011

Reviewed Date: 05-17-2017

Revised Date: 01-15-2020

Policy Statement

The BCRTA shall strive to obtain the highest quality and lowest cost on all of its purchases of goods and services, while providing a fair return to contractors and suppliers who are efficient, progressive and competitive. As a Federal grantee, BCRTA will adhere to Federal requirements to conduct procurement transactions in a manner providing full and open competition. The following are required:

1. BCRTA must maintain written procedures that fully reflect BCRTA compliance with Federal procurement requirements, including in other procurement-related areas such as Disadvantaged Business Enterprise (DBE), Buy American, and lobbying. All BCRTA personnel involved in procurement transactions must be trained on the procedures and document their understanding and commitment to adhere to the established requirements. The procedures will be updated as needed to assure continuing compliance with Federal requirements, etc.
2. BCRTA will include Board Policies No. 6-09 Ethics and No. 6-10 Conflict of Interest within the written procedures as standards of conduct governing the performance of Board and staff engaged in the award and administration of contracts supported by Federal funds.
3. BCRTA procedures will adhere to Federal requirements for methods of procurement including Micro-Purchases (\$310,000 or less); Small Purchases (more than \$310,000 but not more than \$400,250,000); Sealed Bid/Invitation for Bid (IFB); Competitive Proposals/Request for Proposals (RFP); Architectural and Engineering Services (A&E); Revenue Contracts.
4. BCRTA will require the following approval levels for procurement requisitions as long as the expenses are included in the Board-approved operating and capital budgets:

Micro Purchases <\$400: Managers or above or as designated by the Executive Director

Micro Purchases Up to ~~\$3,000~~\$500: ~~Operations Manager or Finance Manager~~Directors or above, or as designated by the Executive Director

Small Purchases Up to \$24,999: Executive Director

Large Purchases \$25,000 and over: Board of Trustees.

BCRTA Resolution No: 20-01-03

Establishing and Supporting Ohio Public Transit Association's "OHIO LOVES TRANSIT DAY."

Whereas Butler County Regional Transit Authority is a member of the Ohio Public Transit Association;

Whereas over 3 million people in the State of Ohio rely on public transportation every weekday;

Whereas Ohio's public transportation systems are striving to meet the needs of Ohio's growing senior population and public transit agencies' specialized services and senior-friendly vehicles make it easy for older Ohioans to maintain an independent lifestyle;

Whereas Ohio's public transit systems provide a vital link to thousands of people with disabilities and their family members. Urban and rural systems help to ensure that persons with disabilities can remain actively involved in their communities by providing rides to work, job training programs, medical appointments and adult daycare facilities;

Whereas Ohio's public transit systems work for employees and employers by providing safe, reliable, and affordable transportation to job sites to ensure that thousands of individuals have access to work;

Whereas Ohio's public transit systems drive Ohio's economy by making it easy for consumers to visit grocery stores, medical services, pharmacies, plazas, and other shopping venues; and

Whereas February 14, 2020 will be celebrated as "Ohio Loves Transit Day" across the state throughout all participating transit agencies. During this day, all participating transit agencies will be giving free rides on all fixed routes. The purpose of this day is to celebrate transit and how it is helping to move Ohio forward.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Butler County Regional Transit Authority that:

1. February 14, 2020 will be celebrated as "Ohio Loves Transit Day"
2. Free Rides will be given on all fixed routes buses

Approved: January 15, 2020

BCRTA, Board President

BCRTA, Executive Director
Matthew M. Dutkevich

BCRTA Resolution No. 20-01-04

Authorizing the Executive Director to Execute a Contract for Vinyl Vehicle Wrapping.

Whereas on November 20, 2019, the BCRTA Board of Trustees authorized 2020 operating and capital expenditures including preventive maintenance;

Whereas BCRTA is in need of new and replacement vinyl vehicle wraps to improve visibility and identification, comply with contract requirements, and preserve the BCRTA fleet in a state of good repair;

Whereas staff completed an independent cost estimate consistent with best practices and determined a reasonable price to be \$109,578.72 to wrap or rewrap forty-five (45) vehicles of varying sizes;

Whereas BCRTA solicited proposals for vehicle wrapping and removal services consistent with best procurement practices and FTA regulation;

Whereas staff evaluated three (3) different bids and reviewed them for responsibility, capability and cost; and

Whereas Luxurious Wraps LLC, of Hamilton, Ohio was determined to be the lowest qualified bidder.

Now, therefore be it resolved that the BCRTA Board of Trustees hereby authorizes the Executive Director to execute a contract to wrap or rewrap fifteen (15) buses, two (2) large cutaways, nineteen (19) regular cutaways, and nine (9) modified minivans for a quoted cost of \$102,890, including a 10% contingency for a total contract not to exceed \$113,179.

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: January 15, 2020

BCRTA, Board President

BCRTA, Executive Director
Matthew Dutkevicz

BCRTA Resolution No. 20-01-05

Authorizing the Executive Director to Execute the Purchase and Installation of Mobile Ticketing Validators, Warranties, and Required Implementation Services.

Whereas on November 20, 2019, the BCRTA Board of Trustees authorized 2020 operating and capital expenditures including preventive maintenance;

Whereas applied and received as part of a statewide ask \$219,807 in support of hardware and associated services for mobile ticketing validators and internal onboard wifi on forty-five (45) vehicles;

Whereas staff completed an independent cost estimate consistent with best practices and determined a reasonable price to be \$137,340 for the materials and services needed;

Whereas BCRTA is a member of NEORide, an Ohio Council of Governments;

Whereas NEORide has completed a joint procurement available to its members consistent with best practices and FTA regulation for the purchase and installation of mobile ticketing validators, warranties, and required implementation services; and

Whereas Masabi LLC of New York, New York has been selected as the vendor as determined by NEORide.

Now, therefore be it resolved that the BCRTA Board of Trustees hereby authorizes the Executive Director to execute the purchase and installation of mobile ticketing validators, warranties, and required implementation services for at a quoted cost of \$137,344 including a 10% contingency for a total amount not to exceed \$151,078.

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: January 15, 2020

BCRTA, Board President

BCRTA, Executive Director
Matthew Dutkevicz



Attn: Katherine Manning, Director of Client Services
NEORide Regional Council of Governments
One Park Center Drive, Suite 300,
Wadsworth, Ohio
44281

August 7th, 2019

Dear Katherine,

RE: Variation to the Agreement

1. We refer to the agreement between Masabi LLC ("Masabi") and NEORide Regional Council of Governments ("NEORide") for mobile ticketing technology and ancillary hardware, including access to the Justride Platform on a software as a service basis dated March 12, 2019 ("Agreement"), a copy of which is attached as the Schedule 1 to this variation letter ("**Variation Letter**").
2. The Agreement was varied or amended by mutual written agreement of the parties, as recorded in a variation letter executed on June 24th 2019 ("June 2019 Variation Letter"). This Variation Letter hereby revokes, supersedes and replaces in its entirety the June 2019 Variation Letter.
3. Masabi and NEORide have agreed to vary or amend certain terms of the Agreement, together with Annex 2 (Charges and Payment) of the Agreement, subject to certain of NEORide's member agencies (as defined in Schedule 2 to this Variation Letter) proceeding to purchase services and, where applicable, ancillary hardware, under the terms of the Agreement. Additionally, the parties have agreed to incorporate a Compliance Matrix (hereto attached at Schedule 3), into the Agreement, which is referenced in the Agreement as "Annex 4." As a result, pursuant to Section 15.1 of the Agreement, the parties wish to amend the Agreement as set out in this Variation Letter with effect from and after August 7th, 2019 ("**Variation Date**").
4. In this Variation Letter, expressions defined in the Agreement and used in this Variation Letter have the meaning set out in the Agreement.
5. With effect from the Variation Date the parties agree to the following amendments to the Agreement:

a)	Clause 11.3	Reference to "five (5) business days" is replaced with "thirty (30) business days".
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b)	Clause 13.1(a)	Reference to "ten (10) days" is replaced with "thirty (30) days".
c)	Clause 13.2(a)	The following sentence is added to the end of this sub-clause: "Masabi shall immediately pay to the Customer any funds due pursuant to clause 8.4"
d)	Clause 13.2(c)	Reference to "ten (10) days" is replaced with "ninety (90) days (after which time Masabi reserves the right to charge reasonable monthly data storage fees on a pro rata basis)"
	Annex 2 deleted and replaced:	The entire text of Annex 2 is deleted and replaced with the updated Annex 2 attached hereto at Schedule 2 to the Variation Letter.
	Annex 4 added:	A new Annex 4: Compliance Matrix, attached hereto at Schedule 3 to the Variation Letter, is hereby incorporated into the Agreement

6. Except as set out above in paragraph 5, the Agreement shall continue in full force and effect.
7. This Variation Letter and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and interpreted in accordance with the law of the State of Ohio, without reference to its conflict of law principles.
8. The parties irrevocably agree that the courts of Summit County, Ohio shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) that arises out of, or in connection with, this Variation Letter or its subject matter or formation.
9. Please sign and return the enclosed copy of this Variation Letter to acknowledge your agreement to the variation of the Agreement.

Yours faithfully,



Zach Ascher
VP Business Development, North America
for and on behalf of Masabi LLC

We agree to the variation or amendment of the Agreement with effect from the Variation Date on the terms set out above.

Signed 

for and on behalf of NEORide Regional Council of Governments

Date 08-29-19

SCHEDULE 1



Signed Contract
3.19_Countersigned_t

SCHEDULE 2

ANNEX 2

CHARGES AND PAYMENT

All fees below are exclusive of any sales tax applicable.

	Year 1	Year 2	Year 3	Year 4	Year 5
Initial startup costs	\$0.00				
Annual fixed cost	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
NEORide Current per transaction revenue share***	8.5%	8.5%	8.5%	8.5%	8.5%
NEORIDE Updated per transaction revenue share	7.90%	7.90%	7.90%	7.90%	7.90%
Per-transaction fee (for transactions below \$2)	20¢	20¢	20¢	20¢	20¢

***The NEORide Current per transaction revenue share percentage will continue to apply until such time as the NEORide updated per transaction revenue share percentage (“Reduced Percentage”) becomes applicable (see Notes paragraph 5 below).

Optional Items:

- 1) Stored Value per transaction fee clarification:

Should the NEORide agencies deploy stored value functionality (“Stored Value”), the following rate chart will apply (this assumes that the Reduced Percentage has become applicable:

Transactions into the Justride Platform	Tickets	Stored Value
Masabi-processed credit card transaction	7.9%*	10.8%*
Non-credit card ticket issuance	2.9%*	<i>Not Applicable</i>
Non-credit card top-up	<i>Not Applicable</i>	5.8%*

* See Notes paragraph 2 below for payment details.

Item description	Unit Price
Additional member set up fee	\$0.00
Transit app SDK Implementation fee, 1x	\$6,000.00
Installation Mobilization, per mobilization (pricing from ESP installation partner)	\$7,500.00
Centralized site survey; A review of buses accessible within the workshop duration - likely 2 to 4 locations	\$15,000.00

Additional site surveys (if necessary)	\$5,000.00
Electronic Validation Installation, per unit	\$425.00
VAL 100 Electronic Validator, per unit	\$1,950.00
VAL 100 Electronic Validator Warranty, per unit (first year after purchase)	\$0.00
VAL 100 Electronic Validator Warranty, per unit (second and subsequent years after purchase)	\$234.00
Justride Validator	\$1,200.00
Justride Validator Warranty, per unit (first year after purchase)	\$0.00
Justride Validator Warranty, per unit (second and subsequent years after purchase)	\$135.00

Notes:

1. The transaction fee for those transactions below \$2 has been included to account for payment processing fees. An alternative approach to this would be to institute a minimum transaction value over \$2, thereby requiring passengers to at a minimum purchase enough tickets to exceed the \$2 value (accomplished by purchasing multiple tickets at once). With this approach, the NEORide agencies can avoid these fees.
2. Transaction fees are applied to all transactions, which for the purpose of clarity, comprise of: i) the loading of value onto the platform; and ii) the purchase of a ticket. i) will only take effect if the optional stored value functionality is implemented. Once stored value is implemented, Masabi will charge a bundled fee comprising both (i) and (ii) at the time when value is loaded to the platform (subject to Note 5 below). For those transactions paid by credit card, this bundled fee will be 10.8%, and for all non-credit transactions, this bundled fee will be 5.8%.
3. These commercial terms have been calculated assuming a chargeback ratio of 0.05% of all transactions, which is considered market average. Any chargeback fees charged by the payment processing services over this estimated rate will be charged back to the Transit Agencies at cost, with no profit margin for Masabi.
4. Installation Mobilization is a fee for the costs of mobilizing the team for installation. If more than one trip is necessary to install validators across the multiple agencies, this will be a fee per each mobilization.
5. Note on concessionary tickets: Concessionary tickets (those tickets that are issued free of payment within the platform) are included in this pricing up to an aggregate total shared between all agencies of 1million rides per year. Rides are measured by activations and validations. Once the NEORide consortium exceeds this amount, concessionary tickets will incur a 2.9% per ticket fee, calculated using the commercial value that agencies charge partners for the issuance of tickets "Commercial Value". To process concessionary rides, NEORide must provide the Commercial Value of all concessionary rides transacted on the platform at the beginning of the term and at the beginning of each subsequent calendar year. Those tickets that do not have a Commercial Value will not incur a fee.
6. The Reduced Percentage will apply to all transactions under the Agreement going forward once all of the following agencies deploy on Justride:

SCHEDULE 3

Annex 4
Compliance Matrix



SORTA-OhioRide
Transit & Masabi Fun

Training Material Development	187.5	1,500
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PAYMENT AND FARE REMITTANCE

The total value of fares received by the Service Provider less the charges described above shall be remitted to the Customer within 5 working days of the end of each calendar month by ACH bank transfer, together with remittance advice by email.

The Customer will provide ACH details for each participating agency separately.

The Customer's contact(s) for the remittance advice shall be Katherine Manning. Contact information below:

Katherine Conrad
Director of Client Services
Ohio Transit Risk Pool (OTRP)
1 Park Center Dr #300
Wadsworth, OH 44281
330-334-6877
katherinem@otrp.org

- a) Southwest Ohio Regional Transit Authority (“SORTA”);
 - b) Butler County Regional Transit Authority (“BCRTA”);
 - c) Transit Authority of North Kentucky (“TANK”); and
- provided that all agencies deployed on Justride make reasonable efforts to sell all commercially available fare types through the Justride platform.

Agency Specific Optional Items:

Item description	Unit Price
SORTA, BCRTA, and TANK AVL Integration	\$94,500
CAD / AVL Integration (per agency)	\$35,200

Notes on Agency Specific Optional Items:

1. SORTA AVL Integration Note: This pricing is subject to SORTA's fare policy changing from a zonal fare structure to a flat fare structure and requires all fare types for BCRTA and TANK to maintain their current fare structure.
2. TANK AVL Integration Note: This pricing is subject to an assessment of GTFS RT feeds and commitment from TANK to produce a GTFS-RT feed.
3. Additional CAD / AVL integrations are quoted with the assumption that the agency will make a GTFS - RT feed available for a server-side integration.

Professional Services

The following rates shall be used for Professional Services:

Role	Hourly Rate (USD)	Daily Rate (USD)
Program Manager	300	2,400
Project / Product Manager	250	2,000
Senior Architect	400	3,200
Senior Platform Engineer	300	2,400
Developer	220	1,800
Industrial Designer	500	4,000
Support Engineer	187.5	1,500
Training Services - Onsite	150	1,200