

February 2020, statements were included in the packet. For the month of February, Revenues were approximately \$32K under budget. Ms. Weidner explained that this was primarily due to being under budget in Federal Funding. With monthly expenses under budget and some expenses covered with other funding sources, such as the City of Middletown, drawing less from the Federal Grants is expected. Expenses for the month were under budget by \$23K as a result of the decrease in fuel prices and less need for revenue vehicle parts. For the year-ended February, BCRTA showed a gain of approximately \$97K including their local share of depreciation. Revenues were over budget primarily due to Ohio Transit Partnership Program (OTP2) funds being recognized over the first half of 2020. The Other Transit Revenue was also over budget as the City of Middletown utilized more of the BCRTA drivers for MTS service. Expenses for February were under budget by approximately \$1K. Overtime for drivers continued to cause an over budget in Wages and Fringes. Vehicle body damage repairs provided by a third-party vendor caused an overage in Services, while fuel costs and revenue vehicle parts costs remain low.

The Transaction logs were included in the packet presenting all cash transactions for the period. The balance sheet for February 2020, was presented with primarily normal balances for assets, as well as liabilities and equity. Ms. Weidner explained the high Accounts Receivable balance shown was due to receivables for the OTP2 and UTP (Urban Transit Program) funds, money due from the FTA for vehicles purchased, EPA VW Mitigation funds due, and normal receivable balances with Miami University and the City of Middletown. None of the high dollar amounts were at risk of not being collected. At the end of February, available funds were approximately \$2.1M. Board reserves were approximately \$1.7M with a required match on the local grant obligations of \$476K. The resulting non-restricted funds of \$363K will be used for any needed funding for the Chestnut facility. BCRTA was currently able to fund the local share of all 2020 projects and those for 2021.

Mr. Perry requested a motion to approve the February 2020 Treasurer's Report. Mr. Fehr made a motion to approve the February 2020 Treasurer's Report. Ms. Chandler seconded the motion. The report was approved.

VII. Committee & Staff Reports

a. OKI

Mr. Dutkevicz explained the OKI meeting is now an electronic meeting during the pandemic. The meeting was a challenge with a lot of people involved. OKI has now moved to using Zoom for the meeting and kept the meeting agenda brief. Nothing new to report.

b. Metrics

Mr. Morgan gave the Metrics Report for February 2020.

Over the summer of 2019, Mr. Dutkevicz had the opportunity to sit down with many of the Board of BCRTA Trustee members to effectively lay out the future for the next few years for BCRTA. BCRTA has decided that since it now has a new strategic vision that it was important to show the board the actions that it is taking to strive and reach our newfound goals. Within this newly developed metrics report many of these items have new meaning. Within the categories that the board provided BCRTA with, it has laid out the floorplan to show that it is working each day to make these things reality.

Leveraging Competitive Funding & Partnerships

Average Fleet Age

3.52 years – BCRTA received new vehicles in January and disposed of some old vehicles that have met their useful life requirement. This is a 16.6 percent decrease for February 2020.

Subsidy per Passenger

The subsidy per passenger increased in February 2020 by \$0.74 or 14.5 percent.

Admin Cost Per Revenue Hour

Administrative Overhead cost per hour has decreased by \$0.63 or 4.1 percent comparing February of 2019 to February of 2020.

Enhancing Connectivity**Fixed Route EZfare Rides/ Total Rides**

6.25 percent of the total fixed route rides were paid for using some type of EZfare media.

BGo Efare/ BGo Fares

4.70 percent of all BGO trips were paid for utilizing the mobile application.

BGo App Rides/ Total BGo Rides

9.35 percent of all BGO trips were booked using the mobile application.

BGo App Downloads/ Rides

4.35 percent of the app downloads for the month of January turned into a BGo ride.

Improving Mobility & Eliminating Barriers**Passengers Per Revenue Hour**

Fixed and Commuter routes had 14.64 passengers per revenue hour in February of 2020, this is a 12.9 percent decrease.

Demand Response service had 1.74 passengers per revenue hour in February of 2020, this is a 2.8 percent decrease.

Accidents and Injuries

Fault Total – 6 – One trainee fall, BCRTA Operators hitting a fixed object.

No Fault Total – 5 -Four passenger falls, and another party struck a BCRTA vehicle.

Operator Headcount/ Revenue Hours

.01153 this number has increased by 17 percent since last year.

Denials and Refusals/ Total BGo Trips

1.22 percent of all requested BGo trips were either denied or refused. This is due to not having the capacity to complete the trip or the negotiated time would not work for the passenger.

Supporting Employers**42x Park and Ride Total Trips**

The 42x had a total of 8,758 passengers in February of 2020, this is a 7 percent increase from February of 2019.

BGo Employment Trips

BCRTA completed 1,215 BGo trips for the purpose of employment in February of 2020, this is a 48 percent increase from February of 2019.

Developing Multimodal Infrastructure

This field is to show the progress of our upcoming Chestnut Fields Multi-Modal Transit Station. BCRTA has secured funding for \$8,968,750 of our \$9,000,000 goal. BCRTA intends to place a target date for completion here, so that it can follow along with the progress.

VIII. Director's Report

a. Covid 19 Update

BCRTA is now performing temperature checks on all drivers each day as they enter the building for work per pandemic requirements. BCRTA is supplying masks for drivers, regularly disinfecting buses in use on a daily basis, using rear entry onto the bus plus decreased ridership during the pandemic which makes for optimal social distancing on the buses. BCRTA is working with EMA to obtain more masks and other PPE. Fixed Route fares are suspended through June 1, 2020. Decreased ridership during the pandemic has also created an opportune time starting this week for BCRTA to join with Shared Harvest Food Bank (about 60 trips per day) and the Free Food Store in Oxford in the delivery of free meals to the needy. Butler County EMA has requested BCRTA transport Covid-19 patients to quarantine facilities if needed. BCRTA has provided drivers for this work who are on a totally voluntary basis.

BCRTA is making every effort to keep employees working as opposed to unemployment. Office staff will continue to work from home through May 1st at reduced work hours. EFMLEA has been offered to employees that fit the requirement, paid sick leave is being used as needed. BCRTA disseminated "Thank You" care bags to its front-line workers (drivers, dispatch and mechanics) on Friday, April 17th. A total of 73 bags were handed out in an effort to show appreciation for their dedication and to bolster morale as front-line workers during the pandemic. Two washable masks were also included in the thank you bags. BCRTA's intent is to keep the pandemic working process as painless as possible and to retain its employees.

b. 2019 Workplace Strength Results

The BCRTA Workplace Strength Survey is normally distributed in the fall/winter and the results are now included in this board packet. There are no significant changes in the survey. The ten survey questions are the same every year but have a pointed purpose that works well for BCRTA. Response to the survey questions for 2019 were as follows: four questions response averages were up, two questions response averages were down and six question average responses were the same. BCRTA is happy with the results overall. Please see the attached recorded summary.

A. Metrics & Service

1. BGo Fare Change

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

2. Group Fare

Pursuant to the January 2020 BGo fare change, fares were dropped and requests have been increasing. As part of the fare change, BCRTA's "3x" group fare program was discontinued as it was not viable at the newly implemented \$5.00 rate. Several teen

centers in the Liberty/West Chester area have expressed need for after school transportation services and expressed concern over the elimination of the group rate.

Edge Teen Center is asking BCRTA to reduce the proposed fee by 50% for transporting students between schools and their centers during the 20/21 school year. We have provided similar service for Boys and Girls Club of West Chester/Liberty for 19/20. However, as a result of our new BGo pricing structure both organizations were asked to pay the \$5.00 per passenger for the coming school year. Mr. Dutkevicz has not heard from BGCWCL at this time about the pricing change. Mr. Dutkevicz is sensitive to their need and cause, but he worries such accommodations may be “opening pandora’s box,” and do not closely align with our latest strategic objectives. Mr. Dutkevicz is seeking Board input.

3. BCVSC

BCRTA submitted a bid to continue providing transportation to BCVSC and possible brokerage services beginning April 1, 2020. BCRTA was awarded a contract to provide local and Dayton VAMC trips. BCRTA will also help with Cincinnati VAMC trips while a new provider prepares to begin providing this service to BCVSC.

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

4. Fixed Route Fares

BCRTA has suspended all Fixed Route and ADA fares until June 1, 2020 due to the COVID 19 Pandemic.

Regarding free fares as a matter of regular business:

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.

Staff is currently investigating the possibility of chambers or foundations covering any lost revenue if this strategy is pursued.

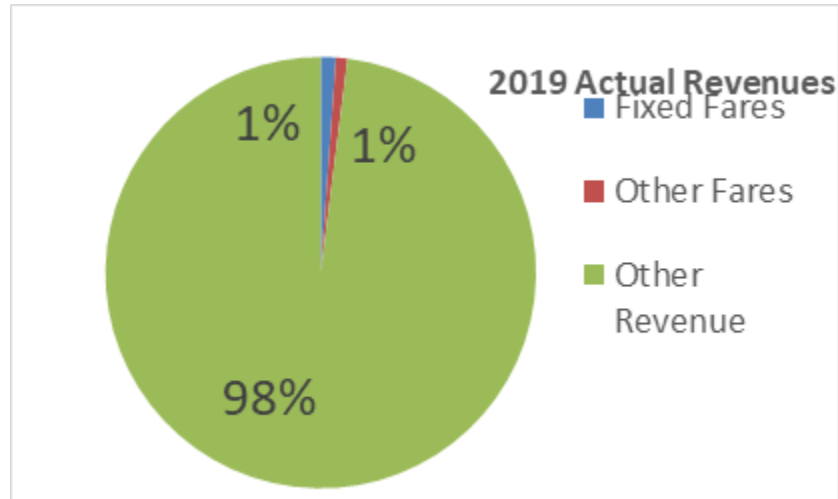
For more reading:

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

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

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

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



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.

BCRTA will begin utilizing a digital marketing firm with the new website and careers page to begin more targeted recruiting in April 2020.

2. Customer Service Center

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

C. Planning

1. Hamilton Train Station?

BCRTA was recently mentioned in news coverage and ideas for plans to repurpose the old CSX station building located in Hamilton. The building would have to be moved and receive a major renovation. BCRTA is discussing its options and capabilities with City officials.

[Click here for Facebook video and post](#)
[Click here for WCPO Coverage](#)

2. Chestnut Street Multimodal Station

BCRTA was awarded \$2.6M in 5339 funds in April 2018 and \$4.5M 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

<https://www.butlercountyrta.com/oxford-multimodal-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 continuing to negotiate with Miami.

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.

BCRTA is also investigating the availability of OTP2 funds that would allow BCRTA and MTS to operate Cincinnati commuter bus service at a lower cost with more control and flexibility.

D. Outreach & Communications

1. COVID-19

Ridership is down, but not gone. Decreases range from 46% to more than 80%. R2 – Middletown/Oxford service has been suspended due to extremely low ridership. Staff is trying to avoid cutting any other services as we know many are used by workers and those without other means to travel to grocery stores and other essential locations. Any additional cuts would be due to staffing shortages and likely reduce the span of operations or frequency of a route. We have no other cuts planned at this moment.

Administrative and support staff are working from home. Operators, supervisors, and maintenance staff are coming to work regularly.

BCRTA has instituted temperature checks for employees at all three locations per the Governor's recommendation.

Miami University and BCRTA agreed to move to a modified summer schedule beginning March 23. This does reduce service dramatically as well as related expenses and revenue.

BCRTA has no confirmed COVID-19 cases, but we do have about 10 employees that are currently self-quarantining, received a doctor's note to quarantine, or are requesting FMLA due to the risk of COVID-19 exacerbating another serious condition.

BCRTA is making arrangements to provide sick leave consistent with or slightly better than the new legislation requires. They're making sure to address those employees that may be at risk now, even though we do not expect the EFMLEA and sick leave legislation to be

effective until 4/1/20. Staff is viewing the current crisis not only as an absence issue, but also a retention issue, as many logistics firms and retailers are hiring very aggressively.

No BCRTA employees are being laid off. Some hours have been reduced, although we expect to need our full complement of operators as conditions improve and BCRTA begins serving veterans with service to Cincinnati VA on April 1.



BCRTA is cleaning vehicles used in service daily. They have purchased an electrostatic fogger for broad disinfection. Operators are also being supplied with onboard disinfectant and wipes to be used while vehicle are on the road. BCRTA is waiting on backordered hand sanitizer from multiple suppliers. Although they are stocked currently, many cleaning supplies are backordered. BCRTA has been able to acquire a limited number of masks from BCRTA EMA on a weekly basis.

BCRTA has received several requests for free BGo trips, as they are still currently charging a \$5.00 fare for these. If federal aid does become available, staff will consider suspending BGo fares consistent with the Board's 3/18 action.

Staff are working closely with local foodbanks and similar programs to offer BCRTA capacity to provide temporary food delivery for those in need.

2. Art OnBoard

BCRTA staff are having initial discussions with Fitton Center officials regarding opportunities to wrap artwork on BCRTA buses, similar to the StreetSpark program. Discussions are preliminary at this time.

3. I-75 WorkLink Corridor

Due to inefficient ridership and the 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. Current service will end March 21 and new demand-response style service will be available beginning March 23.

4. List of Influencers

As part of addressing BCRTA's newly proposed vision, Mr. Dutkevicz 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. Integrated Mobility Innovation Demonstration Research Program

Stark Area Regional Transit Authority (SARTA) in partnership with committed partners, NEORide, CALSTART, Masabi and Cleveland State University (CSU), along with 9 additional transit agency stakeholders, including BCRTA were awarded \$2M to develop an innovative alternative payment system for mobility, business and personal applications targeted to significantly benefit unbanked, underbanked, low-income, disadvantaged, disabled, student, elderly and other underserved populations. SARTA and NEORide will be leading the project.

2. CARES ACT

BCRTA will receive roughly \$5.8M in operational and capital funding from the CARES Act Apportionments to provide relief for COVID 19.

3. MTS Funding

MTS was recently awarded more than \$3M to purchase four (4) commuter style coaches to operate Cincinnati commuter service. Staff are working closely with Middletown to use this project as a mechanism to flex regional funding into the Chestnut Fields Multimodal Station Project.

MTS is also expected to receive a sizeable amount of CARES funding, although an exact amount has not yet been determined by the state.

4. CMAQ/STP

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

5. \$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.

F. On the Horizon ...

1. Accessible Meetings

In an effort to provide more accessible meetings to community members and disabled constituents, BCRTA will host the following Board of Trustees meetings this year in more convenient and accessible locations:

May 20, 2020
Community Room - MidPointe Library System
125 S. Broad Street, Middletown, OH 45044

September 16, 2020
City of Oxford Police Station
101 East High Street, Oxford, OH 45056

2. OPTA Conference - CANCELLED

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

3. Federal Transit Administration Triennial Review - POSTPONED

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

4. Upcoming Procurements >\$25,000

- a. Enhanced Gate Security
- b. Onboard Routers/Wifi
- c. Mobile Communication Solution
- d. Legal Services – Expires 12/31/2020
- e. IT Services – Expires 3/31/21

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IX. Action Items

- a. **Resolution No. 20-04-01:** Adoption of Project Objectives Aligned with BCRTA's Strategic Goals.

Mr. Gordon requested a motion to accept Resolution No. 20-04-01. Mrs. Schmitt made a motion to approve and Ms. Chandler seconded the motion.

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

Mr. Bautz	YES
Ms. Chandler	YES
Mr. Fehr	YES

Mr. Foster	YES
Mr. Gordon	YES
Mr. Lawson	ABSENT
Ms. Nancy Schmitt	YES
Ms. Scott Jones	ABSENT
Mr. Watt	YES

The resolution was adopted.

IX. Adjourn

Mr. Foster moved to adjourn, and Mr. Bautz seconded. The motion carried. The meeting was adjourned at 9:09 AM.

Respectfully submitted,

Matthew M. Dutkevicz, BCRTA Executive Director

Approved, Chris Lawson, BCRTA Board President