

March 2020, statements were included in the packet. For the month of March, revenues were approximately \$3K under budget. Local funding was under budget by \$9K as a result of service changes at Miami University due to COVID-19. Contract services were also lower than normal due to COVID-19 service disruptions. Monthly expenses were under budget by \$4K. As wages decreased with service changes, PTO requests increased; as well as Unemployment claims (COVID-19 related to ex-employees) resulting in an over budget in Fringes. Services, which were over budget due to payments that finished the setup of the new website and those for our annual radio usage and digital marketing, were offset by Materials & Supplies which were under budget significantly due to a decrease in fuel prices and consumption. For the year ended March, revenues were \$21K overbudget as state operating funds were realized and service provided for Middletown Transit System stayed consistent. Local funding was under budget as Miami University adjusted their service needs. Expenses were underbudget by \$5K. Services were over-budget but were offset by the significant underbudget in Materials & Supplies. For the year-ended March, we show a gain with local depreciation of \$148K.

The Transaction logs were included in the packet presenting all cash transactions for the period. The balance sheet for February 2020, was presented with normal balances for assets, as well as liabilities and equity. Ms. Weidner briefly discussed the balance in the Reserve for ACA fines and its potential adjustment after the fine for 2018 is realized.

At the end of March, available funds were approximately \$2.3M. The effect of COVID-19 is best reflected in the Board Reserves as the calculated required match on the local grant obligations was adjusted due to service restructuring at Miami University, and decreases in service to Medicaid and Veteran clients. The required match increased to \$968K. The resulting non-restricted funds of \$34K was a significant decrease from prior months. These funds will rebound as CARES Act funding is received beginning in April. With CARES Act funding at 100%, no match will be needed, Assets (cash and accounts receivable) will increase and the current grant funding will be used over a longer period of time allowing for the Project Local Match to be adjusted accordingly.

Mr. Lawson requested a motion to approve the March 2020 Treasurer's Report. Mr. Gordon made a motion to approve the March 2020 Treasurer's Report. Mr. Foster seconded the motion. The report was approved.

VII. Committee & Staff Reports

a. OKI

Mr. Dutkevicz explained the OKI meeting is still a remote meeting during the pandemic. The board approved the 5310 projects which allowed the TABC to obtain a vehicle that they will allow BCRTA to use.

b. Metrics

Mr. Franklin gave the Metrics Report for March 2020.

Leveraging Competitive Funding & Partnerships

Average Fleet Age

3.67 years – BCRTA received new vehicles in January and disposed of some old vehicles that have met their useful life requirement. This is a 4.09 percent increase from February 2020 and has decreased 14.44 percent from March 2019.

Subsidy per Passenger

The subsidy per passenger increased in March 2020 by \$7.27 or 105.7 percent, this is related to the reduction in ridership due to the Covid 19 pandemic.

Admin Cost Per Revenue Hour

Administrative Overhead cost per hour has increased by \$5.52 or 36.1 percent comparing March of 2019 to March of 2020.

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

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

BGo Efare/ BGo Fares

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

BGo App Rides/ Total BGo Rides

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

BGo App Downloads/ Rides

17.33 percent of the app downloads for the month of March turned into a BGO ride.

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

Fixed and Commuter routes had 7.48 passengers per revenue hour in March of 2020, this is a 45.2 percent decrease from March 2019.

Demand Response service had 1.36 passengers per revenue hour in March of 2020, this is a 15.5 percent decrease from March 2019.

Accidents and Injuries

Fault Total – 5 – Employee fell exiting emergency door, hard braking caused a passenger to fall out of seat, mirror clip, employee backing out of garage struck the parked maintenance vehicle, and driver struck the garage side panel.

No Fault Total – 5 - Passenger injured finger, trainee fell improper exit, and mirror clip.

Operator Headcount/ Revenue Hours

0.01074 this number has increased by .8 percent since last year.

Denials and Refusals/ Total BGo Trips

12.71 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 4,537 passengers in March of 2020, this is an 80 percent decrease from March of 2019.

BGo Employment Trips

BCRTA completed 1,002 BGO trips for the purpose of employment in March of 2020, this is a 21.26 percent decrease from February of 2020 and a 40.02 percent increase from March 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. We anticipate this project to be completed in 2.37 years.

VIII. Director's Report

A. Metrics & Service

1. 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. Staff has examined possible subsidy solutions but has been unable to find an equitable and sustainable solution and has therefore declined to accept Edge's request at this time.

2. 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.

3. Fixed Route Fares

BCRTA has suspended all Fixed Route and ADA fares until June 1, 2020 due to the COVID 19 Pandemic. Staff is recommending the continued suspension of fares through October 1, 2020 to address social distancing measures and reduce financial burdens on riders.

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.

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. 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.

2. 42X

Considering Covid 19, some 42X services have been eliminated to control operational costs in light of fare loss. Staff has amended the 2020 service agreement with SORTA to address the needed changes.

Staff recommended 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

COVID 19 continues to dominate day-to-day activities. BCRTA is well-stocked on PPE and cleaning supplies although some things, like aerosol disinfectant, continue to be hard to come by.

Staffing numbers are good, although several operators still remain on EFMLEA or paid sick leave. Miami service will remain reduced until at least fall and demand for BGo trips is also low, reducing the need for a full complement of operators.

Staff have been working with local food banks to provide delivery of materials on a regular basis. BCRTA expects to discontinue this service as passenger demand rises going into June.

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. Demand-response service between GDRTA's south hub and Butler County is now available.

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. BCRTA expects to receive additional funding as a result of Warren County's recent rejection of funds. The rejected dollars are part of the Cincinnati Urbanized area and must be used within the area. BCRTA expects to negotiate a deal with SORTA and TANK once Warren County staff release the funds.

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. 2020 Section 5339 Bus and Bus Facility

Given the extension of deadline for 2020 Section 5339 applications due to COVID 19, BCRTA staff elected to submit an application for additional funding of the Chestnut Field Facility. Awards announcements are expected before year end.

5. State Funding from ODOT

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. BCRTA will make 2021 applications for OTP2 in May, although staff do expect that most state revenue will be cut to some extent given the pandemic. As gas tax money cannot be spent on public transit, effects from loss of gas tax revenue should not affect state subsidy programs for BCRTA.

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.

Upcoming Procurements >\$25,000

- a. Enhanced Gate Security
- b. Heavy Duty Transit Coach Replacement/Expansion (Laketran)
- c. Mobile Communication Solution
- d. Chestnut Fields Architecture & Engineering
- e. Legal Services – Expires 12/31/2020
- f. IT Services – Expires 3/31/21
- g. Moser Court Landscape Renovations

3. Recent Happenings not in the Director’s Report

On April 29, 2020, Ms. Partin, BCRTA’s Administrative Assistant, leveraged her network connections to obtain BCRTA a virtual interview with Channel 19, WXIX-TV, reporter Ms. Jessica Schmidt, to cover BCRTA’s partnership with Shared Harvest for food delivery service to the needy in the community during the pandemic. Very nice, positive network coverage (and connection for future coverage) that came together rather rapidly and successfully.

The BCRTA state audit is almost complete. The BCRTA board will receive a letter invite for the exit conference regarding the audit.

The trolleys have been very helpful in exclusive use during the pandemic because the bench seats dry quicker after being sanitized nightly.

- G. Mr. Dutkevicz requested a motion to approve to extend the suspension of all fares on fixed, commuter, and ADA services from June 1, 2020 until October 1, 2020.

Mr. Bautz made the motion Mr. Fehr seconded the motion. The motion was passed.

- H. Mr. Dutkevicz requested a motion to ratify one (1) year extension (year 4) of contract with DoubleMap Inc. of Indianapolis, IN for service, support, maintenance and hosting of a fixed route scheduling, dispatch and passenger information software consistent with BCRTA Resolution 16-10-02. Mr. Dutkevicz noted that the original resolution contained a typo, although the final text and price was accurate.

Ms. Chandler moved to ratify the extension and Mr. Gordon seconded the motion. The motion carried.

IX. Action Items

- a. **Resolution No. 20-05-01:** Authorizing the Executive Director to Execute a Contract to Supply Mobile Router Equipment.

Mr. Lawson requested a motion to accept Resolution No. 20-05-01. Mr. Bautz made a motion to approve and Mr. Fehr seconded the motion.

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

| | |
|-----------------|--------|
| Mr. Bautz | YES |
| Ms. Chandler | YES |
| Mr. Fehr | YES |
| Mr. Foster | YES |
| Mr. Gordon | YES |
| Mr. Lawson | YES |
| Ms. Schmitt | YES |
| Ms. Scott Jones | ABSENT |
| Mr. Watt | YES |

The resolution was adopted.

- b. Resolution No. 20-05-02:** Reappointing Dr. Joel Fink and Ms., Lisa Guliano to the Transit Alliance of Butler County (TABC) Board of Directors.

Mr. Lawson requested a motion to accept Resolution No. 20-05-02. Mr. Fehr made a motion to approve and Ms. Schmitt 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 | YES |
| Ms. Schmitt | YES |
| Ms. Scott Jones | ABSENT |
| Mr. Watt | YES |

The resolution was adopted.

X. Executive Session

Mr. Bautz made a motion to enter Executive Session To consider the appointment, employment, dismissal, discipline, promotion or compensation of a public employee or official. Mr. Foster 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 | YES |
| Ms. Schmitt | YES |

| | |
|-----------------|--------|
| Ms. Scott Jones | ABSENT |
| Mr. Watt | YES |

Executive session commenced at 8:55 AM.

Mr. Bautz made a motion to end the Executive Session and Mr. Watt 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 | YES |
| Ms. Schmitt | YES |
| Ms. Scott Jones | ABSENT |
| Mr. Watt | YES |

Executive session concluded at 9:07 AM.

XI. Adjourn

Mr. Bautz moved to adjourn, and Mr. Fehr seconded. The motion carried. The meeting was adjourned at 9:08 AM.

Respectfully submitted,

Matthew M. Dutkevicz, BCRTA Executive Director

Approved, Chris Lawson, BCRTA Board President