



August 2020, statements were included in the packet. For the month of August, trends from the start of the pandemic. The increase in funds from the City of Middletown contract and our own CARES funding offset any decreases in fares and contracted services. Due to the University paying for actual service hours in August as opposed to their normal 'level-billing,' an increase to budget appears in Local Funding. Year-end August showed the culmination of these trends in revenues with Passenger Fares, Contract Service, as well as Local Funding remaining under-budget and offset by CARES Act funds. Revenues through August were approximately \$4.56M (\$237K over the budget of \$4.22M). Expenses continue to be under budget due to service reductions effecting both wages and fuel needs.

The Transaction logs were included in the packet presenting all cash transactions for the period. The balance sheet for August 2020, was presented with normal balances for assets, as well as liabilities and equity. The Reserve for ACA fines – which represents potential fines for 2018-2020 – remains unadjusted as the Employer Shared Responsibility Payment (ESRP) accessed for 2018 has not yet been received. The ESRP assessment, if owed, should be received prior to the end of the year.

At the end of August, Available Funds were approximately \$2.83M. The local match required for current grants is \$540K and continues to decrease at a slower rate as some of the grants requiring a match are not being utilized due to CARES Act funding. Current Non-Restricted Funds are shown at \$176K. With current funding and awards not yet on a grant, we are set to cover our local share of projects through 2024. Non-Restricted Funds are expected to grow and be used to cover any potential match needed for the Chestnut Fields facility, and new large bus replacements needed beginning in 2025.

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

## **VII. Committee & Staff Reports**

### **a. OKI**

No report.

### **b. Metrics**

Mr. Morgan gave the Metrics Report for August 2020:

#### **Leveraging Competitive Funding & Partnerships**

##### **Average Fleet Age**

3.63 years – This is a decrease of 12.55 percent from August 2019.

##### **Subsidy per Passenger**

The subsidy per passenger increased in August 2020 in comparison to last August by \$36.70 or 229.2 percent. This is directly related to COVID – 19, reduced ridership and going fare free on the fixed routes. This is a decrease from the prior month by 4.3 percent.

**Admin Cost Per Revenue Hour**

Administrative Overhead cost per hour has decreased by \$0.75 or 3.3 percent comparing August 2019 to August 2020.

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

BCRTA fixed route fares are suspended.

**BGo Efare/ BGo Fares**

28.2 percent of all BGo trips were paid for utilizing the mobile application.

**BGo App Rides/ Total BGo Rides**

23.3 percent of all BGo trips were booked utilizing the mobile application.

**BGo App Downloads/ Rides**

4.74 percent of the app downloads for the month of August turned into a BGo ride.

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

Fixed and Commuter routes had 1.9 passengers per revenue hour in August of 2020, this is 71.9 percent higher than August of 2019.

Demand Response service had 1.4 passengers per revenue hour in August of 2020, this is a 15.8 percent decrease from August of 2019.

**Accidents and Injuries**

**Fault Total** – BCRTA had 8 at fault accidents in August of 2020.

**No Fault Total** – BCRTA also had 1 no fault accident.

**Operator Headcount/ Revenue Hours**

.01412 this number has decreased by 3.43 percent since August of last year.

**Denials and Refusals/ Total BGo Trips**

BCRTA did not experience any refused or denied trips in August of 2020.

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

The 42x did not operate in August of 2020.

**BGo Employment Trips**

BCRTA completed 1,164 BGo trips for the purpose of employment in August of 2020, this is a 30.5 percent increase from August 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 our \$11,468,750 of goal. We have a project completion date of 2.2 years.

**c. Nominating**

Mr. Lawson appointed Mr. Foster and Ms. Scott Jones as the nominating Committee for 2021.

**VIII. Director's Report**

Mr. Dutkevicz provided the director's report.

**A. Metrics & Service**

**1. Free Fixed Route and ADA Fare**

BCRTA is recommending the continuation of free fares for 2021 on all fixed and ADA routes. This recommendation is addressed in the proposed 2021 budget. This ongoing change will also help to address FTA concerns regarding the sponsorship of Oxford routes by Miami University. Free fares are not contemplated for BGO or Commuter bus services.

**2. EZfare App**

BCRTA has not been using the new EZfare app for fixed route fares since going fare free in early 2020. However, onboard validators, granted through ODOT and NEORide will be arriving in Q1 2021. BCRTA staff will be implementing the validators on board BGO vehicles to help BGo riders have more ways to pay. As part of the IMI grant participation, BCRTA expect to be able to assist unbanked and underbanked riders with fare payment through the EZfare platform.

**3. Onboard Wifi**

BCRTA is currently implementing onboard wifi routers. Internal wifi, to support onboard operations technologies and surveillance, will be implemented in the first phase followed by public wifi opportunities later next year. Staff are discovering that pricing is increasing from original projections. Projections for public wifi have been including included in draft 2021 budgets. Installation of all routers should be completed by yearend.

**4. Quarantine Transportation**

An agreement has been reached. BCRTA expects ridership volume to be low. No rides have been provided at this time.

**B. Staffing & Facility**

**1. Staffing**

BCRTA is currently seeking CDL and non-CDL drivers, maintenance technicians. A bi-weekly e-mail 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.

Staff are proposing wage increases in the 2021 FY budget to help address hiring issues.

**C. Planning**

**1. 42X**

Complaints and demand for 42X service still continue to be low. Other SORTA P&R ridership is also down 80% - 90% according to SORTA officials. BCRTA is engaging SORTA to discuss resuming service in Q1 of 2021.

BCRTA is currently making BGo rides available to 42X riders affected by the service change. A very limited number of reservations have been made.

Staff are recommending a new strategy to provide Cincinnati commuter services beginning in 2022. City of Middletown now has funding for commuter buses on a grant and has City leadership has approved the plan concept.

## 2. Chestnut Street Multimodal Station

BCRTA released an RFP/Q for A&E services for this project on September 1. The solicitation was let in partnership with the City of Oxford in an effort to select the same firm for both projects. Proposals are due October 19. The BCRTA Board should expect to award a contract in November 2020.

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. Recently, negotiations have stalled for unknown reasons. Staff will continue to press for a written agreement before end of Q1 2021 when conceptual design is likely to be completed.

## 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 difficult to come by.

Exposure on BCRTA buses continues to be negligible, but BCRTA experienced an outbreak among a significant number of transit staff at the City of Middletown. However, staff have recovered well, and infection seems to be diminishing presently.

### 2. BGo Awareness Campaign

BCRTA staff will be implementing a direct mail campaign this fall to increase awareness of the BGo program. City of Oxford will support portions of City mailings financially and create the local match to draw grant funds that support additional county-wide mailings.

### 3. Art OnBoard

Art OnBoard continues to move forward with the StreetSpark program. BCRTA will target R3 buses for the first designs. Look for new bus wraps early in 2021!

## E. Funding & Discretionary Grant Availability

### 1. 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 were announced on August 11, 2020 and BCRTA received an additional \$2M for the Oxford facility project.

### 2. State Funding from ODOT

BCRTA recently executed a contract for 2021 Urban Transportation Program formula funds in the amount of \$308,969. ODOT also announced discretionary Ohio Transit Partnership awards on August 12. More than \$115.5M was received in applications and only \$30.4M was awarded. BCRTA received \$110K to replace model year 2009 maintenance pick-up truck with a more suitable heavy-duty service vehicle with onboard tools and equipment.

### 3. 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 alternate 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.

### 4. 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.

## F. On the Horizon ...

### 1. November Resolutions

Please make sure to review upcoming action items for the BCRTA November 2020 meeting. Due to the need to review many annual items and address budget and appropriations for 2021, the meeting is likely to run long. Many resolutions are available for review in the October packet. Please feel free to forward questions to Mr. Dutkevics or the Executive Committee who will meet and review items in advance of the November Board Meeting.

### 2. Real-Time Signage Pilot

In concert with the BCRTA Board of Trustees's Strategic Plan, BCRTA has cooperated with the City of Oxford to use a 2020 City appropriation to implement real-time signage at the Kroger bus stop within the City. Solar-powered real-time signs will be installed later this fall through this generous contribution. If the pilot is successful, staff will investigate a roll-out at other high volume stops throughout the county.

### 3. Alternative Fuel

Presently, BCRTA has funding for an additional 13 small, light transit vehicles. Given pandemic operations, staff is using this opportunity to investigate the viability of small, electric-powered LTV's. Options are limited, but more available than during past funding opportunities. Staff will be evaluating viability as it relates to life-cycle cost and range.

4. Upcoming Procurements > \$25,000

- a. Chestnut Fields Architectural & Engineering
- b. Legal Services – Expires 12/31/2020
- c. Mobile Communication Solution
- d. IT Services – Expires 3/31/2021
- e. Moser Court Landscape Renovations

**IX. Governance**

**a. Appointment of 2021 Nominating Committee**

Authorized the Executive Director to send a letter of recommendation on behalf of the Board of Trustees, supporting the reappointment of James Foster, Perry Gordon, and Chris Lawson to the BCRTA Board of Trustees beginning 1/1/2021 for three years.

Mr. Lawson appointed Mr. Foster and Ms. Scott Jones to the 2021 Nominating Committee. Mr. Foster made a motion to accept the nominations and Ms. Scott Jones seconded.

**X. Action Items**

- a. Resolution No. 20-10-01:** Certifying the Availability of up to \$35,000 as the requested 50% local match in Support of the Transit Alliance of Butler County's (Transit Alliance) Application for a City of Hamilton Community Development Block Grant (CBDG) in support of a Job Connection Shuttle Targeted for Low and Very Low Income Residents of the City of Hamilton to Maintain a Basic Quality of Life.

Mr. Lawson requested a motion to accept Resolution No. 20-10-01. Mr. Gordon 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	YES
Ms. Schmitt	YES
Ms. Scott Jones	YES
Mr. Watt	YES

The resolution was adopted.

**XI. Pending Future Resolutions**

- a. **Resolution 20-11-01:** Adoption of the FY2021 Accrual Operating Budget for the Butler County Regional Transit Authority (BCRTA).
- b. **Resolution 20-11-02:** Authorization of FY2021 Appropriations and Acceptance of the Butler County Regional Transit Authority (BCRTA) Fiscal Officer's Certification of Funds and Estimation of Revenues.
- c. **Resolution 20-11-03:** Confirmation of Board Policy 6-02 Investments.
- d. **Resolution 20-11-04:** Confirmation of Board Policy 6-08 Reserves.
- e. **Resolution 20-11-05:** Authorizing the BCRTA Executive Director to Execute an agreement with SORTA for the Provision of 2021 Park-and-Ride Services in Butler County.

**XII. Adjourn**

Mr. Watt moved to adjourn, and Mr. Foster seconded. The motion carried. The meeting was adjourned at 9:01 AM.

Respectfully submitted,



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Matthew M. Dutkevich, BCRTA Executive Director



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[Chris Lawson \(Nov 24, 2020 11:40 EST\)](#)

Approved, Chris Lawson, BCRTA Board President



# BCRTA Board 10\_21\_2020 Minutes

Final Audit Report

2020-11-24

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