



Board of Trustees

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Ms. Anita Scott Jones
Primary Health Solutions

Mr. Corey Watt
Resident

Executive Director

Mr. Matthew M. Dutkevicz

Legal Counsel

Mr. Mark Landes
Isaac Wiles
Burkholder & Teetor, LLC

*** PUBLIC MEETING NOTICE ***

Butler County Regional Transit Authority Board of Trustees

The BCRTA Board of Trustees is scheduled to meet on Wednesday, January 20, 2021 at 8:00 a.m. In compliance with state mandates, this meeting will be held in the Board Room, at the BCRTA office located at 3045 Moser Court, Hamilton, OH 45011 and will also be held electronically. Connection details may be found at: <https://www.butlercountyrta.com/about/board-meetings/>

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 Mr. Matthew Dutkevicz at 513.785.5237 or 800.750.0750 (Ohio Relay Service).

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

January 20, 2021, 8:00 AM

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

PRELIMINARY AGENDA

- I. Call to Order & Roll
- II. Consideration of Absences
- III. Approval of the Agenda (Motion Requested)
- IV. Approval of the November 18, 2020 Meeting Minutes (Motion Requested)
- V. Comments from Citizens
- VI. Secretary/Treasurer's Report – October & November 2020 (Motion Requested)
- VII. Committee & Staff Reports
 - a. OKI
 - b. Metrics
 - c. Nominating
- VIII. Governance
 - a. Election of Officers
 - b. Appoints of the President
 - i. Chair and Members – Audit, Procurement & Finance Committee
 - ii. Representative to OKI Regional Council of Governments
 - iii. Alternate to OKI Regional Council of Governments
- IX. Director's Report
- X. Action Items
 - a. None
- XI. Adjourn (Motion Requested)

Microsoft Teams Meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 614-695-4307,,873692375#](#) United
States, Columbus

Phone Conference ID: 873 692 375#

***6** to mute/unmute

Next Meeting Date:

February 17, 2021 @ 8:00 AM

Butler County RTA – Hamilton Board Room

3045 Moser Court

Hamilton, OH 45011

2020 Butler County RTA Board of Trustees Attendance

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

X = Present

E = Excused

A = Absent

Butler County Regional Transit Authority

Board of Trustees Meeting

Wednesday, November 18, 2020

[illegible]

The BCRTA Board of Trustees met on Wednesday, November 18th, 2020 at 8:00 AM at the Butler County Regional Transit Authority, 3045 Moser Court, Hamilton, OH 45011 and electronically via Microsoft Teams. Proper public notice was given in advance of the meeting.

PRESENT: Chris Lawson, President*
Perry Gordon, Vice President
Travis Bautz*
Jessica Chandler* (until 9:34a)
David Fehr*
Jim Foster*
Nancy Schmitt*
Anita Scott Jones*
Corey Watt* (until 9:34a)

STAFF: Matthew Dutkevicz, Executive Director
Delene Weidner, Director of Finance & Administration
John Gardocki, Planning & Special Projects Manager*
Luke Morgan, Director of Operations*
Shawn Cowan, Mobility Manager

ABSENT: None

OTHERS: Tony Kellen, Wendell
PRESENT: "Jon H"

CITIZENS: None Present

LEGAL COUNSEL: Gary Becker, Dinsmore*

*=Attended via video/telephone conference

I. Call to Order & Roll Call

Mr. Lawson called the meeting to order at 8:04 AM. Mr. Dutkevicz took a roll call. A quorum of the Board was present.

II. Consideration of Absences

Mr. Dutkevicz advised there were not any excused absences requested.

III. Approval of the Agenda

Mr. Lawson requested a motion to approve the draft meeting agenda. Ms. Schmitt made a motion to accept the agenda and Mr. Foster seconded the motion. The agenda was approved.

IV. Approval of the October 21, 2020 Meeting Minutes

Mr. Lawson requested a motion to approve the October 21, 2020 Board Meeting Minutes. Ms. Schmitt made a motion to approve the October 21, 2020 meeting minutes. Mr. Foster seconded the motion. The minutes were approved.

V. Comments from Citizens

No citizens were present.

VI. Secretary/Treasurer's Report

Ms. Weidner presented the treasurer's report for the month of September 2020:

For the month of September, the increase in funds from the City of Middletown contract and our own CARES funding are keeping revenues ahead of budget. Lower levels of service have resulted in lower than budgeted wages even with the payment of a second front-line worker bonus. Expenses for the month remain underbudget driven primarily by the reduced wages and lower fuel consumption. Year-end September showed the culmination of trends continue since the start of the pandemic in revenues with Passenger Fares, Contract Service, as well as Local Funding remaining under-budget and offset by CARES Act funds. Expenses continue to be under budget due to service reductions effecting both wages and fuel needs. A typo was presented on the year-to-date Income Statement with Local Share of Depreciation shown as only one month. The correct amount for Local Depreciation should have been \$195,679.71, resulting in a Gain with Local Depreciation of \$718,844.30.

The Transaction logs were included in the packet presenting all cash transactions for the period. The balance sheet for September 2020, was presented with normal balances for assets, as well as liabilities and equity. Ms. Weidner briefly discussed the FTA Vehicle Funds account and how the funds held in this account will be used to reduce the gross cost of a future project.

At the end of August, Available Funds were approximately \$2.87M. The local match required for current grants is \$538K and continues to decrease slowly as some of the grants requiring a match are not being utilized due to CARES Act funding. Current Non-Restricted Funds are shown at \$221K. 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.

Ms. Weidner also presented the 2021 proposed budget for approval. Each line item was briefly discussed. Highlights to the 2021 budget include decreases in Passenger Fares, Contract Fares, and Transit Development Revenue (contributions from Miami University) primarily due to free fares on all fixed route services and a projected slow recovery from the pandemic in other contracted service. Partnership Transit Revenue & Management Services (MTS Contract), and Federal Funding will increase compared to 2020, due to CARES Act funds. Total operating revenues are budgeted at \$7,946,959.

Highlights in expenses include an increase in Wages due to a higher starting wage for drivers and in Services as new software and an allowance for marketing of the new free fare are planned. Costs are also projected to increase in Utilities due to offering onboard WiFi, but projected to be lower in Material & Supplies due to fuel costs as service recovers. Total operating expenses are projected at \$6,606,188.

Ms. Weidner projected both BCRTA's 2021 Local Share of Depreciation, and Net Pension and OPEB Expenses. With these estimates, the Gain for 2021 is projected at \$198,276. 2021 Funds & Appropriations were also presented for Board approval. Budgeted operating revenues, plus Federal and State funds received for Capital purchases and projections for receivables, will bring Total Estimated Revenues to \$10,312,970.00 for 2021. Appropriations of \$9,472,452.00 include the budgeted operating expenses of \$6,606,188, and expenditures of \$2,611,263.00 for planned Capital items such as new revenue vehicles, A&E for Chestnut Fields facility, Hamilton office improvements, and other Equipment, Technology, and Amenities.

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

VII. Committee & Staff Reports

a. OKI

Mr. Dutkevicz noted that Mr. Policinski gave a passionate plea at the OKI meeting expressing that federal support for the Brant Spence Bridge replacement would be unlikely until a local match partnership is identified by Ohio and Kentucky. Mr. Dutkevicz also mentioned that the December meeting had been cancelled.

b. Metrics

Mr. Morgan provided the metrics report:

Leveraging Competitive Funding & Partnerships

Average Fleet Age

3.58 years – This is a decrease of 13.69 percent from September 2019.

Subsidy per Passenger

The subsidy per passenger increased in September of 2020 in comparison to last September by \$33.68 or 575.7 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 25 percent.

Admin Cost Per Revenue Hour

Administrative Overhead cost per hour has increased by \$4.12 or 29.2 percent comparing September of 2019 to September of 2020.

Enhancing Connectivity

Fixed Route EZfare Rides/ Total Rides

BCRTA fixed route fares are suspended.

BGO Efare/ BGO Fares

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

BGO App Rides/ Total BGO Rides

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

BGO App Downloads/ Rides

4.92 percent of the app downloads for the month of September turned into a BGO ride.

Improving Mobility & Eliminating Barriers

Passengers Per Revenue Hour

Fixed and Commuter routes had 2.3 passengers per revenue hour in September of 2020, this is 84.1 percent lower than September of 2019.

Demand Response service had 1.67 passengers per revenue hour in September of 2020, this is an 8.2 percent decrease from September of 2019.

Accidents and Injuries

Fault Total – BCRTA had 3 at fault accidents in September of 2020.

No Fault Total – BCRTA also had 2 no fault accidents.

Operator Headcount/ Revenue Hours

.01088 this number has increased by .66 percent since September of last year. Our current goal for total vehicle operators is 85.

Denials and Refusals/ Total BGO Trips

BCRTA did have 16 refusals and denials in September of 2020. This is a 3.28 percent decrease from September of 2019.

Supporting Employers

42x Park and Ride Total Trips

The 42x did not operate in September of 2020.

BGO Employment Trips

BCRTA completed 1,158 BGO trips for the purpose of employment in September of 2020, this is a 25.39 percent increase from September 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 goal. We have a project completion date of 2.2 years.

c. Nominating

No Report. Mr Dutkevicz reminded the Board that the nominating committee would be expected to provide a slate of officers for elections in January.

VIII. Director's Report

Mr. Dutkevicz provided the director's report.

Metrics & Service

Miami University Service Levels

Staff has created the 2021 budget based on anticipated operations levels at BCRTA. However, U&P route ridership was down nearly 88% in October 2020. BCRTA is working closely with Miami to right-size operations for the necessary demand. We expect this to be an ongoing situation through summer 2021.

Free Fixed Route and ADA Fare

BCRTA staff 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.

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 onboard BGo vehicles to help BGo riders have more ways to pay. As part of the IMI grant participation, BCRTA expects to be able to assist unbanked and underbanked riders with fare payment through the EZfare platform.

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 included in draft 2021 budgets. Installation of all routers should be complete by yearend.

Staffing & Facility

Staffing

BCRTA is currently seeking CDL and non-CDL drivers, driver trainers, and 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.

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

Planning

Safety & Security

For visitors and staff, please note that BCRTA expects to have a contractor onsite installing the new automatic pivot gates with access control at the Moser Court entrance beginning November 16th. Traffic will be interrupted intermittently for two weeks. The final project will greatly improve security at the Moser Court facility.

Carla Oden, BCRTA Operations Manager (Safety & Training) will be meeting with TSA for a safety assessment recap in November 2020 as well.

Marketing & Advertising

BCRTA has been aggressively marketing employment opportunities during 2020 and spent above the budget, but within appropriations for the year. In the interest of advertising the proposed wage increase and right-sizing driving staff, BCRTA will be continuing to advertise open positions through all means available.

At the direction of the Board staff have also added marketing funds to the proposed 2021 budget to address the education, advertising and outreach regarding free fixed routes services and the availability of BCRTA services. Staff anticipate bringing a third-party advisor/agency on to help address these needs in the most efficient manner.

Transit Study

City of Middletown and Middletown Transit (MTS) are presently engaged with WSP to provide a transit study evaluating some novel transit solutions and also examining existing routes and hub locations. BCRTA is also assisting. Staff expect a completed report by Q2 2021.

John Gardocki, Planning & Special Projects Manager, is working with staff to prepare a scope for a transit study to examine BCRTA R routes and other services to identify efficiencies and unmet needs in the system. A contract to examine and prepare changes in the system may result, subject to Board approval and public comment.

42X

Complaints and demand for 42X service continue to be low. Other SORTA P&R ridership is also down significantly according to SORTA officials. BCRTA has elected not to continue 42X service for the rest of the year.

SORTA has provided costing information and a draft contract to restart 42X in March 2021. Staff believe this is a suitable plan but will also be seeking a credit for a portion of service not provided in 2020. BCRTA does transfer grant funds in advance for the payment of the 42X service.

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

Staff are recommending a new strategy to provide Cincinnati commuter service beginning in 2022. City of Middletown now has funding for commuter buses on a grant and City leadership has approved the plan concept. Mr. Dutkevich will be presenting to Middletown City Council in early December. In addition to purchasing vehicles and hiring operators, BCRTA will need to undertake branding and outreach efforts on behalf of the City and address infrastructure needs at the Moser Court facility including parking and traffic flow.

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.

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

<https://www.butlercountyrta.com/oxford-multimodal-facility/>.

BCRTA expects to have a conceptual design by end of Q1 2021 which will allow BCRTA and Miami to move forward with land agreements that include legal descriptions. BCRTA is still working with the Talawanda School District to determine needs of the district and whether they will participate in a portion of the project. BCRTA and the District have tentatively set end of Q1 to make determinations and commitments to move forward. BCRTA may provide some creative proposals to engage Talawanda, improve the project and ease financing for the partners.

Outreach & Communications

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 has experienced isolated outbreaks. Administrative staff continues to work from home with alternating days in the office to reduce cross-over exposure and protect business continuity.

BCRTA has been working recently with the County and BCVSC to transport suspect positive cases of COVID 19 while following all prescribed protocols to mitigate disease transmission.

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.

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!

Funding & Discretionary Grant Availability

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.

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.

On the Horizon ...

Real-Time Signage Pilot

In concert with the BCRTA Board of Trustees' 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 rollout at other high volume stops throughout the county.

Upcoming Procurements >\$25,000

- a) Commuter Coach Purchase on behalf of MTS
- b) BCRTA Comprehensive Planning Study
- c) Marketing/Advertising Support
- d) Mobile Communication Solution
- e) IT Services – Expires 3/31/21
- f) Intelligent Transportation Solution (CAD/AVL, Pax Info, & Pax Counting)
- g) Moser Court Landscape Repair/Replace

Mr. Dutkevicz asked the Board to authorize an additional frontline bonus similar to the last two authorized by the Board in addition to the regular annual holiday bonus.

Mr. Watts made a motion to authorize a frontline staff bonus and holiday bonus per management discretion at an amount not to exceed \$50,000.00. Ms. Bautz seconded the motion. All voted in favor.

IX. Governance

a. Ratify 2021 Meeting Dates

A copy of the proposed meeting dates was included in the meeting packet. No changes were made to the structure of the meeting calendar. Mr. Watts made a motion to ratify the calendar. Mr. Foster seconded. All voted in favor.

X. Action Items

a. Resolution 20-11-01: Adoption of the FY2021 Accrual Operating Budget for the Butler County Regional Transit Authority (BCRTA).

Ms. Weidner provided a summary of the resolution and reviewed the exhibit line by line.

Ms. Schmitt made a motion to adopt resolution 20-11-01. Mr. Gordon seconded the motion.

No discussion was heard.

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

Mr. Bautz	YES
Ms. Chandler	YES
Mr. Fehr	YES
Mr. Foster	(inaudible)
Mr. Gordon	YES
Mr. Lawson	YES
Ms. Schmitt	YES
Ms. Scott Jones	YES
Mr. Watt	YES

The resolution was adopted.

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.

Ms. Weidner provided a summary and reviewed the exhibit.

Mr. Foster made a motion to adopt resolution 20-11-02. Mr. Bautz seconded the motion.

No discussion was heard.

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	(inaudible)
Mr. Watt	YES

The resolution was adopted.

c. Resolution 20-11-03: Confirmation of Board Policy 6-02 Investments.

Mr. Dutkevicz noted this motion is a matter of annual policy to review and approve the document. Mr. Dutkevicz indicated staff was not recommending any changes at this time. Ms. Schmitt made a motion to adopt resolution 20-11-03. Mr. Watt seconded the motion.

No discussion was heard.

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.

d. Resolution 20-11-04: Confirmation of Board Policy 6-08 Reserves.

Mr. Dutkevicz noted this motion is also a matter of annual policy to review and approve the document. Mr. Dutkevicz indicated staff had carefully reviewed the policy and were not recommending any changes at this time. Mr. Dutkevicz noted that staff may review the policy as construction on the Oxford facility moves forward. Ms. Schmitt made a motion to adopt resolution 20-11-04. Mr. Foster seconded the motion.

No discussion was heard.

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	(inaudible)
Mr. Watt	YES

The resolution was adopted.

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.

Mr. Dutkevicz explained that service would not be likely to start until March 2021. Mr. Dutkevicz also noted that BCRTA is seeking a credit from 2020 services not operated due to the pandemic.

Mr. Watt made a motion to adopt resolution 20-11-05. Ms. Schmitt seconded the motion.

Mr. Watt inquired what expenses would drive a potential credit and requested that language be added to the contract to adapt to pandemic or unforeseen needs. Mr. Becker suggested not specifically endorsing the contract language included in the exhibit. Mr. Dutkevicz allowed that the contract would be subject to legal review and would incorporate language added by amendment in 2020 to address unforeseen needs.

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.

f. Resolution 20-11-06: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into an Agreement for Legal Services.

Mr. Dutkevicz provided an explanation of the RFP procedure that was used to procure a new contract for legal services. Ms. Schmitt made a motion to adopt resolution 20-11-06. Mr. Bautz seconded the motion.

Mr. Becker inquired why his firm was not provided an opportunity to bid. Mr. Dutkevicz clarified that all potential bidders, including Dinsmore received an email notification when the RFP was let. Mr. Dutkevicz also noted that, in the interest of fair and competitive bidding, staff does not engage with potential bidders on contract matters during open solicitations. Mr. Bautz noted that he was part of the evaluation committee and the topic of not receiving a bid from the incumbent was contemplated by the evaluation committee but was not pursued due to the nature of the bidding process. Mr. Becker expressed disappointment but advised passing the measure to retain legal counsel after January 1, 2021.

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.

- g. Resolution 20-11-07: Authorizing the Butler County Regional Transit Authority (BCRTA) to Apply for a 2021 Butler County Community Development Block Grant (CDBG) in Support of a Job Connection Shuttle Targeted for Low and Very-Low Income Residents of the City of Fairfield and Butler County to Maintain a Basic Quality of Life, and Certifying the Availability of up to \$25,000 as the Required Local Match for the Requested Project.**

Ms. Weidner noted that the Board has passed the same resolution in the past and no significant changes in the program were expected. Mr. Foster made a motion to adopt resolution 20-11-07. Mr. Gordon seconded the motion.

No discussion was heard.

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

Mr. Bautz	YES
Ms. Chandler	YES
Mr. Fehr	ABSTAIN
Mr. Foster	YES
Mr. Gordon	YES
Mr. Lawson	YES
Ms. Schmitt	YES
Ms. Scott Jones	YES
Mr. Watt	YES

The resolution was adopted.

- h. Resolution 20-11-08: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into an Agreement for Architecture & Engineering Services for the Chestnut Fields Multimodal Station & Shared Services Facility.**

Mr. Dutkevicz explained the solicitation process associated with resolution 20-11-08 noting that no pricing was evaluated consistent with Brooks Acts processes. Mr. Dutkevicz noted that this resolution

would grant authority to negotiate a contract as pricing has not been finalized.

Mr. Watt made a motion to adopt resolution 20-11-08. Ms. Schmitt seconded the motion.

No discussion was heard.

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.

i. Resolution 20-11-09: Eliminating Passenger Fare for All Butler County Regional Transit Authority Fixed Routes and Associated Americans with Disabilities (ADA) Paratransit Trips.

Mr. Dutkevicz provided an explanation and brief history of the free fares proposal noting that he and Ms. Weidner had examined any potential financial consequences and found them to be insignificant for the foreseeable future. Mr. Dutkevicz briefly explained the regulated relationship between fixed route and ADA fares as it related to this resolution.

Mr. Watt asked if there was a benefit to reviewing this resolution in the future for continuity and transparency. Mr. Dutkevicz explained that this resolution could easily be reviewed on a regular basis similar to the Reserve and Investment policies. Ms. Schmitt agreed it would be a good idea to review the resolution in the future.

Mr. Watt made a motion to adopt resolution 20-11-09, amended to include “this resolution shall be revisited and reauthorized no less than every five (5) years.” 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	YES
Mr. Watt	YES

The resolution was adopted as amended.

j. Resolution 20-11-10: Authorizing Amendment to the NEORIDE Regional Council of Governments

Mr. Dutkevicz explained that NEORide was amending their bylaws to allow future changes without action from the member agencies governing boards, only a majority of the Board of Directors. Currently the bylaws require an authorizing resolution from the majority of member agencies to make such changes. Ms. Schmitt made a motion to adopt resolution 20-11-10. Mr. Foster seconded the motion.

No discussion was heard.

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. Executive Session

Mr. Gordon made a motion to adjourn to executive session to consider the employment and compensation of a public employee or official. 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. Schmitt	YES
Ms. Scott Jones	YES
Mr. Watt	ABSENT

Executive session commenced at 9:34 AM with Mr. Dutkevicz and Mr. Becker.

Executive session concluded at 9:45 AM

XII. Adjourn

Ms. Schmitt moved to adjourn, and Mr. Bautz seconded. The motion carried. The meeting was adjourned at 9:46 AM.

Respectfully submitted,



Matthew M. Dutkevicz, BCRTA Executive Director


Perry M. Gordon (Jan 20, 2021 09:56 EST)

Approved, Perry Gordon, BCRTA Board Vice President

BCRTA
Income Statement
October 2020

	Current Month Budget	Current Month Actual	Change	Last Year Current Month
Revenues				
Passenger Fares	15,013.00	7,724.47	(7,288.53)	13,570.34
Contract Service	21,090.00	11,142.00	(9,948.00)	20,939.28
Other Transit Rev.	100,000.00	175,012.84	75,012.84	117,372.29
Mgt./Cons. Services	10,220.00	20,440.00	10,220.00	10,220.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	2,608.33	3,606.07	997.74	62,027.77
Local Funding	257,963.84	142,259.50	(115,704.34)	277,456.12
State Funding	-	-	-	50,942.16
Federal Funding	162,525.00	124,957.00	(37,568.00)	146,168.00
In-Kind Items	-	-	-	-
Total Revenues	569,420.17	485,141.88	(84,278.29)	698,695.96
Expenses				
Wages	279,521.01	244,363.01	(35,158.00)	285,567.42
Fringes	79,990.36	75,937.54	(4,052.82)	79,073.60
Services	30,683.34	33,973.93	3,290.59	29,225.49
Materials & Supplies	82,467.67	34,115.91	(48,351.76)	62,208.68
Utilities	6,770.33	5,547.07	(1,223.26)	6,436.04
Insurance	19,462.33	18,664.41	(797.92)	15,466.61
Taxes	-	-	-	-
Purchased Transportation	45,449.17	-	(45,449.17)	42,052.38
Misc. Items	8,462.51	6,630.52	(1,831.99)	3,575.52
Leases & Rentals	-	-	-	-
Total Expenses	552,806.72	419,232.39	(133,574.33)	523,605.74
Gain / (Loss)	16,613.45	65,909.49	49,296.04	175,090.22
Local Share Depreciation		21,742.19		
Gain / (Loss) with Local Depr.		44,167.30		

BCRTA
Income Statement
October 2020

	Year to Date Budget	Year to Date Actual	Change	Year to Date Last Year
Revenues				
Passenger Fares	117,590.00	83,488.65	(34,101.35)	99,913.22
Contract Service	173,549.00	114,998.80	(58,550.20)	172,537.05
Other Transit Rev.	1,000,000.00	1,343,385.52	343,385.52	1,013,970.90
Mgt./Cons. Services	102,200.00	173,740.00	71,540.00	102,200.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	24,219.30	93,541.06	69,321.76	94,313.58
Local Funding	2,070,462.40	1,331,521.16	(738,941.24)	2,146,990.73
State Funding	305,653.00	363,611.00	57,958.00	299,622.64
Federal Funding	1,529,751.00	1,871,107.00	341,356.00	1,322,850.00
In-Kind Items	-	-	-	-
Total Revenues	5,323,424.70	5,375,393.19	51,968.49	5,252,398.12
Expenses				
Wages	2,517,224.12	2,291,035.47	(226,188.65)	2,385,514.83
Fringes	773,331.81	808,912.27	35,580.46	720,660.36
Services	306,833.40	374,821.20	67,987.80	290,153.97
Materials & Supplies	626,730.70	358,194.26	(268,536.44)	478,105.87
Utilities	69,181.30	70,680.49	1,499.19	72,189.29
Insurance	194,623.30	169,298.15	(25,325.15)	226,183.39
Taxes	-	-	-	-
Purchased Transportation	454,491.70	224,823.00	(229,668.70)	420,523.80
Misc. Items	93,325.10	98,543.03	5,217.93	93,608.87
Leases & Rentals	-	-	-	-
Total Expenses	5,035,741.43	4,396,307.87	(639,433.56)	4,686,940.38
Gain / (Loss)	287,683.27	979,085.32	691,402.05	565,457.74
Local Share Depreciation		217,421.90		
Gain / (Loss) with Local Depr.		761,663.42		

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
10/1/20			Beginning Balance			326,001.06
10/1/20	9/15-9/30/2020	CRJ	Farebox Receipts	2,716.05		
10/1/20	AT 10/1/2020	CDJ	Paycom		991.29	
10/2/20	PRWE 09/25/20	GENJ	1041		153.70	
10/2/20	PRWE 09/25/20	GENJ	1387		262.00	
10/2/20	PRWE 09/25/20	GENJ	1388		23.08	
10/2/20	PRWE 09/25/20	GENJ			117,283.54	
10/2/20	PRWE 09/25/20	GENJ			22,377.92	
10/2/20	PRWE 09/25/20	GENJ	1386		428.07	
10/2/20	9363	CDJ	BCRTA Petty Cash		377.61	
10/7/20	01073623	CRJ	BCDD Master Billing	273.00		
10/7/20	1253/CASH	CRJ	BCRTA Items	20.00		
10/14/20	9364	CDJ	Affordable Pest Control Inc.		48.00	
10/14/20	9365	CDJ	Bethesda Healthcare Inc.		1,390.60	
10/14/20	9366	CDJ	Brighton Spring Service		100.00	
10/14/20	9367	CDJ	Cincinnati Bell Any Distance		1,591.04	
10/14/20	9368	CDJ	CenterGrid, LLC		346.61	
10/14/20	9369	CDJ	Double Map		2,105.85	
10/14/20	9370	CDJ	Enquirer Media		986.68	
10/14/20	9371	CDJ	Fuller Ford		398.13	
10/14/20	9372	CDJ	Gillig		433.90	
10/14/20	9373	CDJ	Jake Sweeney Chrysler Jeep		54.81	
10/14/20	9374	CDJ	KOI Enterprises, Inc.		2,338.64	
10/14/20	9375	CDJ	Millennium Business Systems		324.85	
10/14/20	9376	CDJ	Minuteman Press - Fairfield		61.96	
10/14/20	9377	CDJ	Ohio Deferred Compensation		805.00	
10/14/20	9378	CDJ	Office Depot Inc.		116.64	
10/14/20	9379	CDJ	Orchard Digital Marketing		14,937.50	
10/14/20	9380	CDJ	RICOH USA, INC		41.16	
10/14/20	9381	CDJ	Rumpke Of Ohio Inc.		217.83	
10/14/20	9382	CDJ	SuperFleet Mastercard Program		22,161.60	
10/14/20	9383	CDJ	Treasurer State of Ohio		1,181.25	
10/14/20	9384	CDJ	Verizon Wireless		3,017.45	
10/14/20	272978	CRJ	City of Middletown	172,444.10		
10/14/20	110849	CRJ	BCRTA Items	50.00		
10/15/20	PRWE 10/09/20	GENJ	#1390		262.00	
10/15/20	PRWE 10/09/20	GENJ			16,973.37	
10/15/20	PRWE 10/09/20	GENJ	#1391		23.08	
10/15/20	PRWE 10/09/20	GENJ	#1389		428.07	
10/15/20	PRWE 10/09/20	GENJ			94,108.84	
10/15/20	AT 10/15/2020	CDJ	Paycom		983.32	
10/15/20	0043153970	CRJ	Ohio Dept of Medicaid	1,115.00		
10/19/20	10/1-10/14/2020	CRJ	Farebox Receipts	2,303.32		
10/21/20	01074071	CRJ	Butler County Veterans Service	4,650.10		
10/21/20	9387	CDJ	Cintas Corporation		1,015.89	
10/21/20	9388	CDJ	City of Hamilton - Utilities		2,513.36	
10/21/20	9389	CDJ	Kate legters photography		225.00	
10/21/20	9390	CDJ	Talawanda School District		6,845.02	
10/21/20	9385	CDJ	American Red Cross		90.00	
10/21/20	AT 10/21/2020	CDJ	BCRTA PNC Card Purchases		2,921.28	
10/28/20	9386	CDJ	PERS		55,188.45	
10/29/20	10375696	CRJ	Miami University	127,197.06		
10/29/20	PRWE 10/23/20	GENJ	#1393		262.00	
10/29/20	PRWE 10/23/20	GENJ			18,041.03	
10/29/20	PRWE 10/23/20	GENJ			96,894.17	
10/29/20	PRWE 10/23/20	GENJ	#1392		428.07	
10/29/20	PRWE 10/23/20	GENJ	#1394		23.08	
10/29/20	AT 10/29/2020	CDJ	Paycom		958.86	
10/31/20	10/31/20	GENJ	Service Charge		3.00	
			Current Period Change	310,768.63	492,744.60	-181,975.97
10/31/20			Ending Balance			144,025.09

Savings - PNC (National City)

10/1/20			Beginning Balance			64,174.68
10/9/20	PP 09/30/2020	CRJ	BCRTA Items	98.74		
10/9/20	PP 09/30/2020	CRJ	Farebox Receipts	66.47		
10/13/20	AT 10/13/2020	CRJ	BCRTA Items - From small savings		60,000.00	
10/31/20	BT 10/31/2020	CRJ	Farebox Receipts	1,929.70		
10/31/20	10/31/20	GENJ	Interest Income	0.71		
10/31/20	10/31/20	GENJ	Service Charge		3.08	
			Current Period Change	2,095.62	60,003.08	-57,907.46
10/31/20			Ending Balance			6,267.22

Savings - PNC Bank

10/1/20			Beginning Balance			2,134,063.00
10/13/20	AT 10/13/2020	CRJ	BCRTA Items	60,000.00		
10/31/20	10/31/20	GENJ	Interest Income	53.36		
			Current Period Change	60,053.36		60,053.36
10/31/20			Ending Balance			2,194,116.36

BCRTA
Balance Sheet
October 2020

Assets

Current Assets		*Other Assets		
Checking - PNC	144,025.09	Net Pension Asset	13,997.00	
Savings - PNC	6,267.22	Deferred Outflows-Pensions	1,585,594.00	
Savings - PNC	2,194,116.36	Deferred Outflows-OPEB	200,220.00	
Bid Deposit	-			
M&S Inventory	38,758.26			
Petty Cash	1,000.00	Property & Equipment		
Accounts Receivable	1,055,542.49	Vehicles	11,073,987.26	
Prepays	62,132.38	Buildings & Land	2,794,595.53	
		Furniture & Equipment	1,057,479.50	
		Amenities & Misc.	67,877.96	
		WIP-35' Buses	1,103,676.00	
		WIP-Website	35,000.00	
		Accum. Depr.	(6,068,031.40)	
	<u>3,501,841.80</u>		<u>11,864,395.85</u>	Total Assets
				<u>15,366,237.65</u>

Liabilities & Equity

Current Liabilities		*Long-term Liabilities		
Accounts Payable	116,507.89	Net Pension Liability	4,962,975.00	
Payroll Payables	70,449.13	Net OPEB Liability	2,452,250.00	
Other Payables	-	Deferred Inflows-Pensions	72,903.00	
Accrued PTO	97,771.89	Deferred Inflows-OPEB	31,488.00	
Reserve ACA Fines	172,247.49			
FTA Vehicle Funds	68,131.00	Equity		
Future Match Funds	14,166.65	Balance Equity	2,861,645.23	
Unearned Tickets	27,607.00	Federal & State Capital	13,781,831.00	
Unearned MU Funds	-	Local Capital	89,410.00	
		Retained Earnings	(10,432,142.87)	
		Net Income	978,997.24	Total Liabilities
	<u>566,881.05</u>		<u>14,799,356.60</u>	and Capital
				<u>15,366,237.65</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 2020**

Current Assets	3,501,841.80
Current Liabilities	<u>(566,881.05)</u>
Available Funds	2,934,960.75

Board Reserves

Local Share Grant Obligations		
OH-2018-021-00	918,120.25	
FFY Pending Federal	91,610.50	
Oxford Facility Match Pledge	200,000.00	
Less Projected Local Match	<u>(756,290.00)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	453,440.75	
FTA Grants	453,440.75	Match Required
Working Capital Funds (2 Mths.)	929,124.50	
Capital Replacement Funds	1,182,882.40	2020 - 2024 Local Share of Projects Not Yet on Grants
Contingency Funds	<u>-</u>	
Total Board Reserves	2,565,447.65	
Non-Restricted Funds	369,513.10	

BCRTA
Income Statement
November 2020

	Current Month Budget	Current Month Actual	Change	Last Year Current Month
Revenues				
Passenger Fares	13,420.00	6,628.83	(6,791.17)	12,691.24
Contract Service	17,838.00	10,042.90	(7,795.10)	17,735.82
Other Transit Rev.	100,000.00	145,946.24	45,946.24	98,650.17
Mgt./Cons. Services	10,220.00	20,440.00	10,220.00	10,220.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	2,467.33	69,143.63	66,676.30	1,224.10
Local Funding	284,963.84	142,259.46	(142,704.38)	265,339.77
State Funding	-	3,834.00	3,834.00	50,942.16
Federal Funding	170,919.00	186,879.00	15,960.00	179,849.00
In-Kind Items	-	-	-	-
Total Revenues	599,828.17	585,174.06	(14,654.11)	636,652.26
Expenses				
Wages	266,102.36	236,793.94	(29,308.42)	251,890.71
Fringes	196,491.51	167,599.28	(28,892.23)	168,184.07
Services	30,683.34	30,875.48	192.14	30,658.41
Materials & Supplies	57,833.67	18,622.63	(39,211.04)	61,284.30
Utilities	7,440.33	4,834.07	(2,606.26)	7,658.60
Insurance	19,462.33	30,821.49	11,359.16	(14,691.59)
Taxes	-	-	-	-
Purchased Transportation	45,449.17	-	(45,449.17)	42,052.38
Misc. Items	8,162.51	10,040.37	1,877.86	4,877.40
Leases & Rentals	-	-	-	-
Total Expenses	631,625.22	499,587.26	(132,037.96)	551,914.28
Gain / (Loss)	(31,797.05)	85,586.80	117,383.85	84,737.98
Local Share Depreciation		21,742.19		
Gain / (Loss) with Local Depr.		63,844.61		

BCRTA
Income Statement
November 2020

	Year to Date Budget	Year to Date Actual	Change	Year to Date Last Year
Revenues				
Passenger Fares	131,010.00	90,117.48	(40,892.52)	112,604.46
Contract Service	191,387.00	125,041.70	(66,345.30)	190,272.87
Other Transit Rev.	1,100,000.00	1,489,331.76	389,331.76	1,112,621.07
Mgt./Cons. Services	112,420.00	194,180.00	81,760.00	112,420.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	26,686.63	162,684.69	135,998.06	95,537.68
Local Funding	2,355,426.24	1,473,780.62	(881,645.62)	2,412,330.50
State Funding	305,653.00	367,445.00	61,792.00	350,564.80
Federal Funding	1,700,670.00	2,057,986.00	357,316.00	1,502,699.00
In-Kind Items	-	-	-	-
Total Revenues	5,923,252.87	5,960,567.25	37,314.38	5,889,050.38
Expenses				
Wages	2,783,326.48	2,527,829.41	(255,497.07)	2,637,405.54
Fringes	969,823.32	976,511.55	6,688.23	888,844.43
Services	337,516.74	405,696.68	68,179.94	320,812.38
Materials & Supplies	684,564.37	376,816.89	(307,747.48)	539,390.17
Utilities	76,621.63	75,514.56	(1,107.07)	79,847.89
Insurance	214,085.63	200,119.64	(13,965.99)	211,491.80
Taxes	-	-	-	-
Purchased Transportation	499,940.87	224,823.00	(275,117.87)	462,576.18
Misc. Items	101,487.61	108,583.40	7,095.79	98,486.27
Leases & Rentals	-	-	-	-
Total Expenses	5,667,366.65	4,895,895.13	(771,471.52)	5,238,854.66
Gain / (Loss)	255,886.22	1,064,672.12	808,785.90	650,195.72
Local Share Depreciation		239,164.11		
Gain / (Loss) with Local Depr.		825,508.01		

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
11/1/20			Beginning Balance			144,025.09
11/1/20	9392	CDJ	Cincinnati Bell		145.95	
11/1/20	9393	CDJ	Cornett's Pressure Cleaning		2,853.00	
11/1/20	9394	CDJ	GemCity Tires, Inc		136.00	
11/1/20	9395	CDJ	M&M Cleaning		820.00	
11/1/20	9396	CDJ	Mobilcomm		180.00	
11/1/20	9397	CDJ	Ohio Deferred Compensation		805.00	
11/1/20	9398	CDJ	Ohio Newspapers, Inc.		72.68	
11/1/20	9399	CDJ	Ohio Public Transit Associatio		2,700.00	
11/1/20	9400	CDJ	Ports Petroleum Co Inc		1,064.00	
11/1/20	9401	CDJ	Refitt's LLC		200.00	
11/1/20	9402	CDJ	Verizon Wireless		164.38	
11/1/20	9403	CDJ	Woodhull		378.22	
11/2/20	10375810	CRJ	Miami University	138,301.13		
11/4/20	9404	CDJ	BCRTA Petty Cash		599.20	
11/4/20	9405	CDJ	Tristate Cleaning		400.00	
11/4/20	196464	CRJ	GovDeals.com	3,550.00		
11/4/20	01074679	CRJ	Butler County Veterans Service	4,683.90		
11/4/20	1689	CRJ	Boys & Girls Club WC	385.00		
11/4/20	01074379	CRJ	BCDD Master Billing	262.50		
11/4/20	10/16-10/31/2020	CRJ	Farebox Receipts	2,711.90		
11/6/20	6016914	CRJ	BCRTA Items	66,360.68		
11/11/20	9406	CDJ	Affordable Pest Control Inc.		48.00	
11/11/20	9407	CDJ	Alpine Valley Water		23.85	
11/11/20	9408	CDJ	Bethesda Healthcare Inc.		1,210.00	
11/11/20	9409	CDJ	Bryce's Lawncare & Landscaping		2,920.00	
11/11/20	9410	CDJ	Cincinnati Bell Any Distance		1,600.73	
11/11/20	9411	CDJ	Cintas Corporation		915.51	
11/11/20	9412	CDJ	Middletown Treasury Divison		141.75	
11/11/20	9413	CDJ	CenterGrid, LLC		346.61	
11/11/20	9414	CDJ	Dinsmore & Shohl LLP		263.00	
11/11/20	9415	CDJ	Elements IV Interiors		4,886.56	
11/11/20	9416	CDJ	Franks Glass		249.27	
11/11/20	9417	CDJ	Fastsigns 220901		42.00	
11/11/20	9418	CDJ	GemCity Tires, Inc		1,332.00	
11/11/20	9419	CDJ	Heritage-Crystal Clean LLC		260.80	
11/11/20	9420	CDJ	KOI Enterprises, Inc.		2,051.34	
11/11/20	9421	CDJ	Luxurious Wraps, LLC		1,800.00	
11/11/20	9422	CDJ	Millennium Business Systems		324.85	
11/11/20	9423	CDJ	Overhead Door of Greater Cincinnati		702.25	
11/11/20	9424	CDJ	Office Depot Inc.		232.45	
11/11/20	9425	CDJ	RICOH USA, INC		22.51	
11/11/20	9426	CDJ	Rumpke Of Ohio Inc.		217.71	
11/11/20	9427	CDJ	Staples Credit Plan		253.77	
11/11/20	9428	CDJ	Talawanda School District		8,331.17	
11/11/20	9429	CDJ	Treasurer State of Ohio		1,181.25	
11/11/20	9430	CDJ	Verizon Wireless		410.00	
11/11/20	9431	CDJ	Ohio Deferred Compensation		765.00	
11/11/20	9431V	CDJ	Ohio Deferred Compensation	765.00		
11/11/20	9432	CDJ	Ohio Deferred Compensation		665.00	
11/12/20	AT 11/12/2020	CDJ	Paycom		958.59	
11/12/20	PRWE 11/06/20	GENJ	#1398		0.44	
11/12/20	PRWE 11/06/20	GENJ	#1395		660.90	
11/12/20	PRWE 11/06/20	GENJ	#1396		262.00	
11/12/20	PRWE 11/06/20	GENJ	#1397		23.08	
11/12/20	PRWE 11/06/20	GENJ			92,748.58	
11/12/20	PRWE 11/06/20	GENJ			17,049.04	
11/16/20	11/1-11/14/2020	CRJ	Farebox Receipts	2,232.08		
11/17/20	273773	CRJ	City of Middletown	191,252.48		
11/17/20	200334	CRJ	Easter Seals TriState	25.00		
11/17/20	0043304868	CRJ	Ohio Dept of Medicaid	1,420.00		
11/18/20	9433	CDJ	Alpine Valley Water		36.75	

11/18/20	9434	CDJ	City of Hamilton - Utilities		2,481.57	
11/18/20	9435	CDJ	Franks Glass		236.11	
11/18/20	9436	CDJ	GemCity Tires, Inc		323.52	
11/18/20	9437	CDJ	Ohio Transit Risk Pool		8,277.63	
11/18/20	9438	CDJ	Port Technology LLC		2,218.94	
11/18/20	9439	CDJ	SuperFleet Mastercard Program		20,000.07	
11/19/20	0172142787	CRJ	Federal Transit Administration	4,367.00		
11/19/20	0172143013	CRJ	Federal Transit Administration	4,814.00		
11/19/20	0172143196	CRJ	Federal Transit Administration	228,646.00		
11/20/20	AT 11/20/2020	CDJ	BCRTA PNC Card Purchases		5,348.01	
11/25/20	9440	CDJ	Bethesda Healthcare Inc.		188.60	
11/25/20	9441	CDJ	Cincinnati Bell		145.40	
11/25/20	9442	CDJ	Middletown Treasury Divison		495.00	
11/25/20	9443	CDJ	Clarke Power Services		98.46	
11/25/20	9444	CDJ	Dinsmore & Shohl LLP		382.00	
11/25/20	9445	CDJ	ExamWorks		1,000.00	
11/25/20	9446	CDJ	Franks Glass		74.95	
11/25/20	9447	CDJ	GemCity Tires, Inc		1,356.00	
11/25/20	9448	CDJ	Luxurious Wraps, LLC		1,800.00	
11/25/20	9449	CDJ	M&M Cleaning		820.00	
11/25/20	9450	CDJ	Mobilcomm		180.00	
11/25/20	9451	CDJ	ODACS, LLC		220.00	
11/25/20	9452	CDJ	Ohio Deferred Compensation		765.00	
11/25/20	9453	CDJ	PERS		58,388.33	
11/25/20	9454	CDJ	Tristate Cleaning		400.00	
11/25/20	9455	CDJ	Verizon Wireless		113.53	
11/25/20	9456	CDJ	West Chester Liberty Chamber A		1,335.00	
11/25/20	9457	CDJ	WilzDesign Inc		550.00	
11/25/20	9458	CDJ	Zep Manufacturing		171.49	
11/26/20	AT 11/26/2020	CDJ	Paycom		1,281.67	
11/27/20	PRWE11/20/20	GENJ	#1400		262.00	
11/27/20	PRWE11/20/20	GENJ	#1401		23.08	
11/27/20	PRWE11/20/20	GENJ			36,064.52	
11/27/20	PRWE11/20/20	GENJ	#1402		0.42	
11/27/20	PRWE11/20/20	GENJ	#1399		305.03	
11/27/20	PRWE11/20/20	GENJ			166,956.49	
11/30/20	11/30/20	GENJ	Service Charge		3.00	
			Current Period Change	649,776.67	465,721.01	184,055.66
11/30/20			Ending Balance			328,080.75

Savings - PNC (National City)

11/1/20			Beginning Balance			6,267.22
11/13/20	PP 11/13/2020	CRJ	BCRTA Items	98.74		
11/13/20	PP 10/31/2020	CRJ	Farebox Receipts	79.55		
11/30/20	BT 11/30/2020	CRJ	Farebox Receipts	1,790.28		
11/30/20	11/30/20	GENJ	Interest Income	0.19		
11/30/20	11/30/20	GENJ	Service Charge		3.08	
			Current Period Change	1,968.76	3.08	1,965.68
11/30/20			Ending Balance			8,232.90

Savings - PNC Bank

11/1/20			Beginning Balance			2,194,116.36
11/30/20	11/30/20	GENJ	Interest Income	55.76		
			Current Period Change	55.76		55.76
11/30/20			Ending Balance			2,194,172.12

BCRTA
Balance Sheet
November 2020

Assets

Current Assets		*Other Assets		
Checking - PNC	328,080.75	Net Pension Asset	13,997.00	
Savings - PNC	8,232.90	Deferred Outflows-Pensions	1,585,594.00	
Savings - PNC	2,194,172.12	Deferred Outflows-OPEB	200,220.00	
Bid Deposit	-			
M&S Inventory	41,523.24			
Petty Cash	1,000.00	Property & Equipment		
Accounts Receivable	991,544.62	Vehicles	11,073,987.26	
Prepays	92,281.03	Buildings & Land	2,794,595.53	
		Furniture & Equipment	1,057,479.50	
		Amenities & Misc.	67,877.96	
		WIP-35' Buses	1,103,676.00	
		WIP-Website	35,000.00	
		Accum. Depr.	(6,068,031.40)	
	<u>3,656,834.66</u>		<u>11,864,395.85</u>	Total Assets
				<u>15,521,230.51</u>

Liabilities & Equity

Current Liabilities		*Long-term Liabilities		
Accounts Payable	160,861.80	Net Pension Liability	4,962,975.00	
Payroll Payables	94,092.36	Net OPEB Liability	2,452,250.00	
Other Payables	-	Deferred Inflows-Pensions	72,903.00	
Accrued PTO	97,771.89	Deferred Inflows-OPEB	31,488.00	
Reserve ACA Fines	177,601.66			
FTA Vehicle Funds	68,131.00	Equity		
Future Match Funds	10,208.32	Balance Equity	2,861,645.23	
Unearned Tickets	27,532.00	Federal & State Capital	13,781,831.00	
Unearned MU Funds	-	Local Capital	89,410.00	
		Retained Earnings	(10,432,142.87)	
		Net Income	1,064,672.12	Total Liabilities
	<u>636,199.03</u>		<u>14,885,031.48</u>	and Capital
				<u>15,521,230.51</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 2020**

Current Assets	3,656,834.66
Current Liabilities	<u>(636,199.03)</u>
Available Funds	3,020,635.63

Board Reserves

Local Share Grant Obligations		
OH-2018-021-00	783,172.75	
FFY Pending Federal	91,610.50	
Oxford Facility Match Pledge	200,000.00	
Less Projected Local Match	<u>(605,032.00)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	469,751.25	
FTA Grants	469,751.25	Match Required
Working Capital Funds (2 Mths.)	929,124.50	
Capital Replacement Funds	1,182,882.40	2020 - 2024 Local Share of Projects Not Yet on Grants
Contingency Funds	<u>-</u>	
Total Board Reserves	2,581,758.15	
Non-Restricted Funds	438,877.48	

METRIC DASHBOARD

November 2020

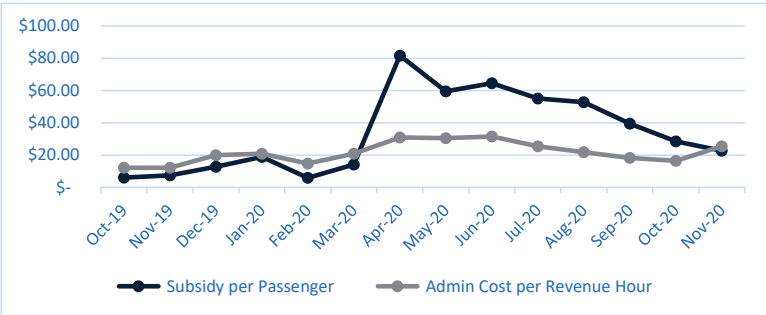
Leveraging Competitive Funding & Partnerships

Average Fleet Age

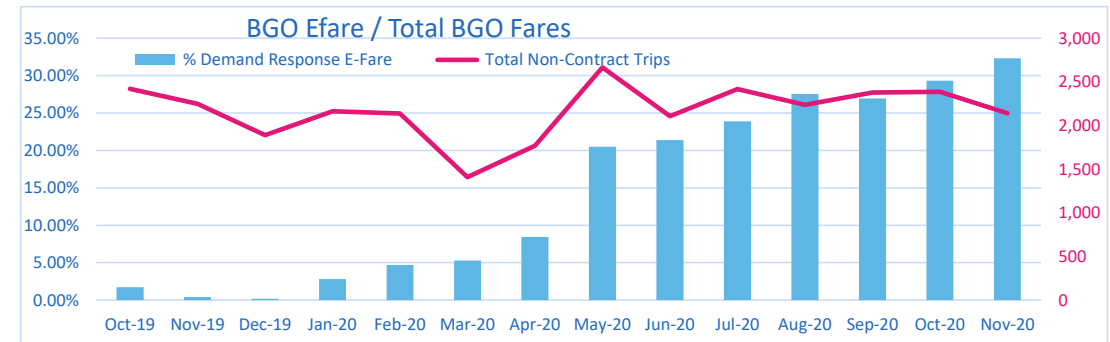
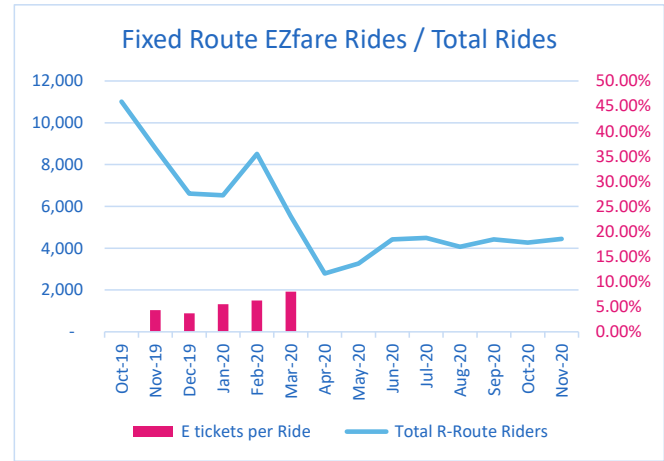
3.45

Since Last Month (0.04) -1.16%

Since Last Year (0.75) -21.74%



Enhancing Connectivity



BGO App Rides/Total BGO Rides

31.46%

Since Last Month 5.38% 17.11%

Since Last Year 29.28% 93.07%

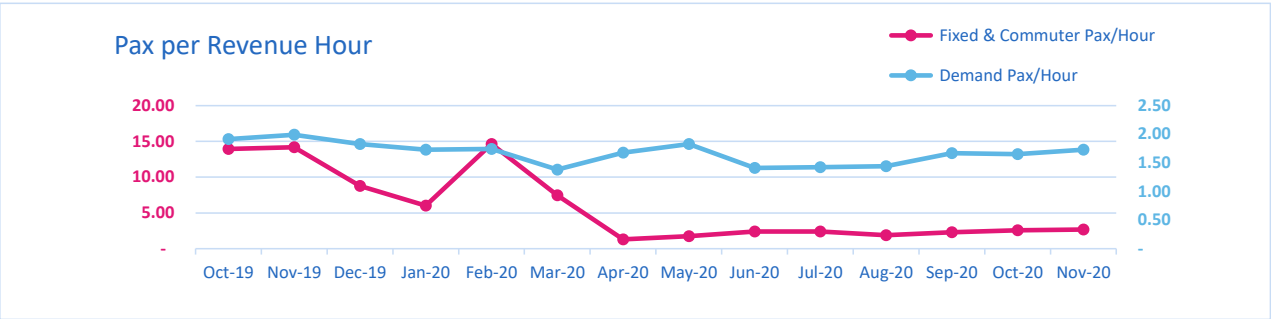
BGO App Downloads/Ride

9.26%

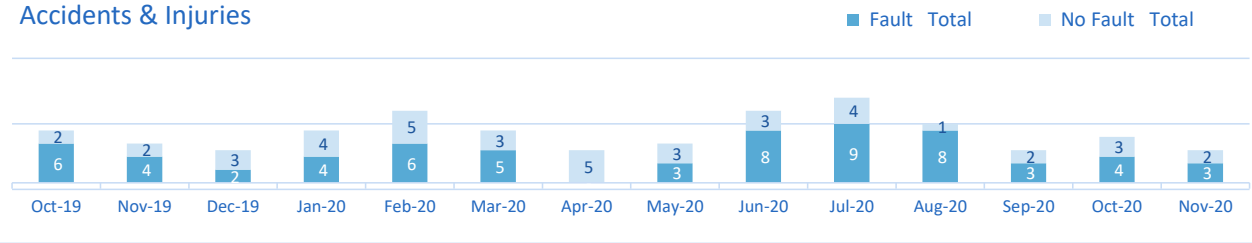
Since Last Month 0.58% 6.24%

Since Last Year 8.10% 87.49%

Improving Mobility & Eliminating Barriers



Accidents & Injuries



Operator Headcount/Revenue Hours

0.01157

Since Last Month 0.00175 15.17%

Since Last Year (0.00012) -1.07%

Denials & Refusals/Total BGO

3.93%

Since Last Month -1.31%

Since Last Year -2.13%

Supporting Employers

42X Park & Ride Total Trips

0

Since Last Month -

Since Last Year (7,522)

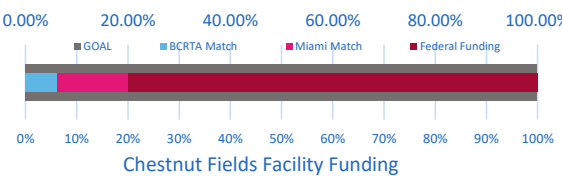
BGO Employment Trips

1,034

Since Last Month (158) -15.28%

Since Last Year 166 16.05%

Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

699

Director's Notes – January 2021

A. Metrics & Service

1. Miami University Service Levels

BCRTA will be launching near full service at Miami University in late January. Staff are also negotiating a deal with MU to provide quarantine and isolation transportation due to COVID 19.

2. EZfare App & BGo

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 onboard BGo vehicles to help BGo riders have more ways to pay. As part of the IMI grant participation, BCRTA expects to be able to assist unbanked and underbanked riders with fare payment through the EZfare platform.

B. Staffing & Facility

1. Staffing

BCRTA is currently seeking CDL and non-CDL drivers, driver trainers, accountant, procurement and compliance specialist, and 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.

C. Planning

1. Safety & Security

For visitors and staff, please note that BCRTA expects to have a contractor onsite installing the new automatic pivot gates with access control at the Moser Court entrance beginning in late January through February. Traffic will be interrupted intermittently for two weeks. The final project will greatly improve security at the Moser Court facility.

2. Marketing & Advertising

At the direction of the Board, staff have added marketing funds to the 2021 budget to address the education, advertising and outreach regarding free fixed routes services and the availability of BCRTA services. Staff anticipate bringing a third-party advisor/agency on to help address these needs in the most efficient manner.

Look for the launch of BCRTA's first video campaign on free fares around "Ohio Loves Transit Week," February 8-12, 2021

3. Transit Study

City of Middletown and Middletown Transit (MTS) are presently engaged with WSP to provide a transit study evaluating some novel transit solutions and also examining existing routes and hub locations. BCRTA is also assisting. Staff expect a completed report by Q2 2021.

Director's Notes – January 2021

John Gardocki, Planning & Special Projects Manager, is working with staff to prepare a scope for a transit study to examine BCRTA R routes and other services to identify efficiencies and unmet needs in the system. A contract to examine and prepare changes in the system may result, subject to Board approval and public comment.

4. 42X

BCRTA has executed an agreement with SORTA to reintroduce 42X service beginning March 8, 2021. BCRTA did receive a cash return of \$293,687 for services not operated in 2020.

Complaints and demand for 42X service continue to be low. BCRTA is currently making BGo rides available to 42X riders affected by the service change. A very limited numbers of reservations have been made.

Staff are recommending a new strategy to provide Cincinnati commuter service beginning in 2022. City of Middletown now has funding for commuter buses on a grant and City leadership has approved the plan concept. Mr. Dutkevicz presented to Middletown City Council in early December. Responses were positive. City Council will still need to approve bus purchases.

In addition to purchasing vehicles and hiring operators, BCRTA will need to undertake branding and outreach efforts on behalf of the City and address infrastructure needs at the Moser Court facility including parking and traffic flow.

5. Chestnut Street Multimodal Station

BCRTA released an RFP/Q for A&E services for this project on September 1, 2020. The BCRTA Board of Trustees approved award of the contract in November. Staff are presently negotiating with the highest ranked proposer, RL Bowen & Associates. Negotiations should conclude and work begin at the end of January 2021.

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

<https://www.butlercountyrta.com/oxford-multimodal-facility/>.

BCRTA expects to have a conceptual design by mid Q2 2021 which will allow BCRTA and Miami to move forward with land agreements that include legal descriptions. BCRTA is still working with the Talawanda School District to determine needs of the district and whether they will participate in a portion of the project. BCRTA and the District have tentatively set end of Q1 to make determinations and commitments to move forward. BCRTA may provide some creative proposals to engage Talawanda, improve the project and ease financing for the partners.

D. Outreach & Communications

1. COVID-19

Director's Notes – January 2021

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 has experienced isolated outbreaks. Administrative staff continues to work from home with alternating days in the office to reduce cross-over exposure and protect business continuity.

BCRTA has been working recently with the County and BCVSC to transport suspect positive cases of COVID 19 while following all prescribed protocols to mitigate disease transmission.

Staff have been unable to coordinate with local health departments regarding vaccines. Since Governor DeWine broke with CDC recommendations and excluded essential transit workers from phase 1b, local health officials seem uninterested in speaking or planning to vaccinate BCRTA staff. BCRTA has shared information regarding vaccinations for those over 65 with relevant employees in an effort to help individual employees and get the word out. Mr. Dutkevicz sent a letter to the Governor at the request of the Ohio Public Transit Association summarizing this concern.

2. BGo Awareness Campaign

BCRTA staff will be implementing a direct mail campaign this spring to increase awareness of the BGo program. City of Oxford supported portions of City mailings financially and created the local match to draw grant funds that support additional county-wide mailings. The campaign was originally planned for fall but pushed back due to pandemic and limited staffing.

3. StreetSpark Partnership

BCRTA's partnership with StreetSpark and the Fitton Center continues to move forward. BCRTA will target R3 buses for the first designs. Buses are already in the shop and a press event and launch should happen in late January or early February. Future collaborations may also be possible.

E. Funding & Discretionary Grant Availability

1. CRRSAA

The latest pandemic funding legislated in late December did provide and additional nearly \$42M to the Cincinnati urbanized area. However, legislation provided a cap for total CARES and CRRSAA funds that cannot exceed 75% of 2018 operating expenses. BCRTA does not expect to be eligible to receive any CRRSAA funding due to this cap.

2. 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

Director's Notes – January 2021

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.

3. ODOT Funding

ODOT calls for projects will be available soon in addition to urban funding apportionments. BCRTA expects to seek funding for new Spooky Nook service in addition to local funding for the planned ITS project.

4. TABC - Enhanced Mobility of Seniors & Individuals with Disabilities (5310)

TABC will seek a 5310 grant to expand the Mobility Management program this year. The Alliance is seeking toll credits in lieu of requesting local match from BCRTA.

F. On the Horizon ...

1. Real-Time Signage Pilot

In concert with the BCRTA Board of Trustees' 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 rollout at other high volume stops throughout the county.

2. Upcoming Procurements >\$25,000

- a) Maintenance Service Vehicle
- b) Commuter Coach Purchase on behalf of MTS
- c) BCRTA Comprehensive Planning Study
- d) Marketing/Advertising Support
- e) Mobile Communication Solution
- f) IT Services – Expires 3/31/21
- g) Employee Uniforms
- h) Intelligent Transportation Solution (CAD/AVL, Pax Info, & Pax Counting)
- i) Moser Court Landscape Repair/Replace

Director's Notes – January 2021

Strategic Vision 2025

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

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

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

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

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

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

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

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

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

Develop multimodal infrastructure and wayfinding to create seamless user experiences.

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



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Primary Health Solutions

Mr. Corey Watt
Resident

Executive Director

Mr. Matthew M. Dutkevicz

Legal Counsel

Mr. Mark Landes
Isaac Wiles
Burkholder & Teetor, LLC

January 12, 2021

The Honorable Mike DeWine
Governor of Ohio
Riffe Center, 30th Floor
77 South High Street
Columbus, Ohio 43215-6117

Governor DeWine:

I behalf of my agency and public transit across Ohio I implore you to consider the ramifications of excluding public transit employees from the CDC's recommended phase 1b COVID 19 vaccination effort. We understand the huge hurdle of trying to orchestrate such a monumental effort and that no such decisions are easy. You have our gratitude and admiration for working through this.

Although we recognize the importance of vaccinating those who are most vulnerable as determined by age, and the priority of returning children to school, it seems excluding essential frontline public transit workers from early phases overlooks the nature of their duty, their passengers, and their own personal demographics.

We are concerned the State's choice to break from the CDC has signaled to local government that public transit is an even lower priority than we have been in the past. Just this morning while inquiring to a local health official about inclusion for our vulnerable frontline transit employees *following* phase 1b, I was met with only this response:

"You are not in our current guidance sent down by the Ohio Department of Health and the Governor. The Governor puts it this way 'This is not about risk of getting COVID 19, it is about saving lives.' The elderly get this and have a far greater risk of death or severe consequences. Younger people will get it, be off work, feel awful, and return. We know how to protect ourselves- wear masks and social distance."

If that is the case, how will I explain to my employees over the age of 60 that the priority of their safety ranks below that of the student with dramatically lower risk of death or their twenty-something teacher?

Transit frontline employees are not at home and have never been since this pandemic began. We are not returning because we never left. Transit employees have been serving their communities, transporting our most vulnerable for daily necessities like dialysis, medical appointments, and groceries throughout the pandemic.

Public transit is the web that connects many of our communities most susceptible populations for their essential and life-sustaining trips. If our employees cannot be at work, they cannot serve some of our community's most at-risk constituents. Many of these employees are vulnerable themselves.



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BCRTA



3045 Moser Court
Hamilton, Ohio 45011



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Executive Director

Mr. Matthew M. Dutkevicz

Legal Counsel

Mr. Mark Landes
Isaac Wiles
Burkholder & Teetor, LLC

Here are the facts:

- The average age of our vehicle operators is 61, over a third of that staff is older than 65.
- We provide service to constituents of the Butler County Board of Developmental Disabilities.
- We provide service to the Butler County Veterans Service Commission.
- We operate Americans with Disabilities Service limited to riders that have a documented and certified disability (ADA).
- In 2020, DURING PANDEMIC, we served over 16,400 trips for medical needs
- In 2020, DURING PANDEMIC, we served over 2,680 trips for dialysis.
- In 2020, DURING PANDEMIC, we served over 3,283 trips for Medicaid eligible riders.
- In 2020, DURING PANDEMIC, we served over 6,390 trips for self-declared elderly and disabled riders.
- In 2020, DURING PANDEMIC, we served over 5,631 trips for ADA qualified riders.

Many of our employees may become eligible as part of the current phase 1b, but we fear they will lack access or be unable to obtain the vaccination for one reason or another. Public transit agencies can help these vulnerable employees connect with this vaccination, even encourage participation ... but we are not getting that opportunity because the State has not signaled that significance.

Please allow us to help encourage vaccination among those eligible in our employ. Allow our employees that hold together this web of vulnerable constituents and riders to be included promptly so operations can continue safely. Please include essential frontline transit workers in phase 1b!

With gratitude,

Matthew M. Dutkevicz
Executive Director

CC: Ms. Claudia Amrhein, President – Ohio Public Transit Association
Mr. Matt Carle, Executive Director – Ohio Public Transit Association



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BCRTA



3045 Moser Court
Hamilton, Ohio 45011


BCRTA Board Packet 1-20-2021

Final Audit Report

2021-01-20

Created:	2021-01-20
By:	Matthew Dutkevicz (dutkeviczmm@butlercountyrta.com)
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