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City of Trenton

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Ms. Anita Scott Jones
Primary Health Solutions

Mr. Corey Watt
Resident

Executive Director

Mr. Matthew M. Dutkevicz

Legal Counsel

Mr. Gary Becker
Dinsmore & Shohl, LLP

* * * PUBLIC MEETING NOTICE * * *

Butler County Regional Transit Authority Board of Trustees

The BCRTA Board of Trustees is scheduled to meet on Wednesday, November 18, 2020 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

November 18, 2020, 8:00 AM

Butler County Regional Transit Authority

3045 Moser Court, Hamilton, OH 45011

[Join Microsoft Teams Meeting](#)

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

Conference ID: 638 364 337#

PRELIMINARY AGENDA

- I. Call to Order & Roll
- II. Consideration of Absences
- III. Approval of the Agenda (Motion Requested)
- IV. Approval of the October 20, 2020 Meeting Minutes (Motion Requested)
- V. Comments from Citizens
- VI. Secretary/Treasurer's Report – September 2020 (Motion Requested)
- VII. Committee & Staff Reports
 - a. OKI
 - b. Metrics
 - c. Nominating
- VIII. Director's Report
 - a. Authorize a front line staff bonus and holiday bonus per management discretion at an amount not to exceed \$50,000.00. (Motion Requested)
- IX. Governance
 - a. Ratify 2021 Meeting Dates (Motion Requested)
- X. Action Items
 - a. **Resolution 20-11-01:** Adoption of the FY2021 Accrual Operating Budget for the Butler County Regional Transit Authority (BCRTA).

Next Meeting Date:

January 20, 2021 @ 8:00 AM

Butler County RTA – Hamilton Board Room

3045 Moser Court

Hamilton, OH 45011

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

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- 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.
- f. **Resolution 20-11-06:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into an Agreement for Legal Services.
- 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.
- 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.
- 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.
- j. **Resolution 20-11-10:** Authorizing Amendment to the NEORIDE Regional Council of Governments

Next Meeting Date:

January 20, 2021 @ 8:00 AM

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XI. Executive Session (Motion Requested)

a. To consider the employment and compensation of a public employee or official.

XII. Adjourn (Motion Requested)

Next Meeting Date:

January 20, 2021 @ 8:00 AM

Butler County RTA – Hamilton Board Room

3045 Moser Court

Hamilton, OH 45011

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,

Matthew M. Dutkevicz, BCRTA Executive Director

Approved, Chris Lawson, BCRTA Board President

BCRTA
Income Statement
September 2020

	Current Month Budget	Current Month Actual	Change	Last Year Current Month
Revenues				
Passenger Fares	12,879.00	7,938.54	(4,940.46)	10,379.82
Contract Service	18,980.00	11,016.50	(7,963.50)	18,854.90
Other Transit Rev.	100,000.00	169,737.36	69,737.36	104,956.81
Mgt./Cons. Services	10,220.00	20,440.00	10,220.00	10,220.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	2,679.33	156.19	(2,523.14)	1,242.58
Local Funding	243,267.84	169,888.20	(73,379.64)	257,566.61
State Funding	-	-	-	50,942.16
Federal Funding	145,908.00	237,827.00	91,919.00	131,190.00
In-Kind Items	-	-	-	-
Total Revenues	533,934.17	617,003.79	83,069.62	585,352.88
Expenses				
Wages	269,093.01	255,396.56	(13,696.45)	254,451.29
Fringes	71,465.76	79,429.95	7,964.19	69,572.45
Services	30,683.34	27,881.40	(2,801.94)	25,099.42
Materials & Supplies	63,543.67	32,302.84	(31,240.83)	43,578.04
Utilities	6,532.33	8,138.26	1,605.93	6,499.06
Insurance	19,462.33	18,288.60	(1,173.73)	19,119.99
Taxes	-	-	-	-
Purchased Transportation	45,449.17	45,449.16	(0.01)	42,052.38
Misc. Items	8,262.51	10,665.19	2,402.68	2,846.94
Leases & Rentals	-	-	-	-
Total Expenses	514,492.12	477,551.96	(36,940.16)	463,219.57
Gain / (Loss)	19,442.05	139,451.83	120,009.78	122,133.31
Local Share Depreciation		21,742.19		
Gain / (Loss) with Local Depr.		117,709.64		

BCRTA
Income Statement
September 2020

	Year to Date Budget	Year to Date Actual	Change	Year to Date Last Year
Revenues				
Passenger Fares	102,577.00	75,764.18	(26,812.82)	86,342.88
Contract Service	152,459.00	103,856.80	(48,602.20)	151,597.77
Other Transit Rev.	900,000.00	1,168,372.68	268,372.68	896,598.61
Mgt./Cons. Services	91,980.00	153,300.00	61,320.00	91,980.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	21,610.97	89,934.99	68,324.02	32,285.81
Local Funding	1,812,498.56	1,373,481.10	(439,017.46)	1,869,534.61
State Funding	305,653.00	363,611.00	57,958.00	248,680.48
Federal Funding	1,367,226.00	1,746,150.00	378,924.00	1,176,682.00
In-Kind Items	-	-	-	-
Total Revenues	4,754,004.53	5,074,470.75	320,466.22	4,553,702.16
Expenses				
Wages	2,237,703.11	2,046,672.46	(191,030.65)	2,099,947.41
Fringes	693,341.45	732,974.73	39,633.28	641,586.76
Services	276,150.06	339,490.85	63,340.79	260,928.48
Materials & Supplies	544,263.03	324,086.59	(220,176.44)	415,897.19
Utilities	62,410.97	65,133.42	2,722.45	65,753.25
Insurance	175,160.97	150,633.74	(24,527.23)	210,716.78
Taxes	-	-	-	-
Purchased Transportation	409,042.53	409,042.44	(0.09)	378,471.42
Misc. Items	84,862.59	91,912.51	7,049.92	90,033.34
Leases & Rentals	-	-	-	-
Total Expenses	4,482,934.71	4,159,946.74	(322,987.97)	4,163,334.63
Gain / (Loss)	271,069.82	914,524.01	643,454.19	390,367.53
Local Share Depreciation		21,742.19		
Gain / (Loss) with Local Depr.		892,781.82		

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
9/1/20			Beginning Balance			143,125.00
9/1/20	1040	CDJ	Miami University - Accounts Pa		124.68	
9/1/20	0094134012	CRJ	Federal Transit Administration	3,547.00		
9/1/20	0094133761	CRJ	Federal Transit Administration	6,549.00		
9/2/20	AT 9/2/2020	CRJ	BCRTA Items	200,000.00		
9/2/20	9289	CDJ	American Red Cross		240.00	
9/2/20	9290	CDJ	Brighton Spring Service		1,744.71	
9/2/20	9291	CDJ	TFNA		1,009.72	
9/2/20	9292	CDJ	Cummins Bridgeway LLC		850.22	
9/2/20	9293	CDJ	Middletown Treasury Divison		388.60	
9/2/20	9294	CDJ	Cornett's Pressure Cleaning		2,815.00	
9/2/20	9295	CDJ	Frank's Heavy Truck Collision		2,104.28	
9/2/20	9296	CDJ	GemCity Tires, Inc		1,416.00	
9/2/20	9297	CDJ	Heritage-Crystal Clean LLC		260.80	
9/2/20	9298	CDJ	Hanover Displays Inc		4,419.81	
9/2/20	9299	CDJ	Hillside Maintenance Supply		239.52	
9/2/20	9300	CDJ	Luxurious Wraps, LLC		300.00	
9/2/20	9301	CDJ	Myers Equipment Corporation		104,175.60	
9/2/20	9302	CDJ	Ohio Deferred Compensation		785.00	
9/2/20	9303	CDJ	Ohio Transit Risk Pool		50,052.73	
9/2/20	9304	CDJ	RICOH USA, INC		22.72	
9/2/20	9305	CDJ	Verizon Wireless		3,282.77	
9/2/20	682738922	CRJ	Ohio Transit Risk Pool	2,104.28		
9/2/20	1004	CRJ	BCRTA Items	100.00		
9/2/20	682047582	CRJ	Ohio Transit Risk Pool	3,030.69		
9/2/20	682728948	CRJ	Ohio Transit Risk Pool	2,485.25		
9/2/20	682738947	CRJ	Ohio Transit Risk Pool	259.36		
9/2/20	3270755	CRJ	BCRTA Items	52.69		
9/2/20	01072296	CRJ	Butler County Veterans Service	3,661.26		
9/2/20	01072295	CRJ	BCDD Master Billing	409.50		
9/2/20	01072297	CRJ	Butler County Veterans Service	4,284.40		
9/2/20	0042934188	CRJ	Ohio Department of Taxation	7,812.75		
9/2/20	0042926452	CRJ	Ohio Department of Taxation	3,012.08		
9/2/20	CASH 08/31/2020	CRJ	BCRTA Items	15.00		
9/3/20	PRWE 08/28/20	GENJ	1381		23.08	
9/3/20	PRWE 08/28/20	GENJ			15,741.00	
9/3/20	PRWE 08/28/20	GENJ	1378		428.07	
9/3/20	PRWE 08/28/20	GENJ	1380		138.38	
9/3/20	PRWE 08/28/20	GENJ	1379		262.00	
9/3/20	PRWE 08/28/20	GENJ			88,440.27	
9/3/20	AT 09/03/2020	CDJ	Paycom		1,032.51	
9/3/20	08/15-08/31/2020	CRJ	Farebox Receipts	2,454.06		
9/4/20	0042940052	CRJ	BCRTA Items	80.00		
9/4/20	CASH 8/31/2020	CRJ	BCRTA Items	30.00		
9/8/20	9306	CDJ	BCRTA Petty Cash		551.35	
9/9/20	0042982735	CRJ	Ohio Dept of Medicaid	995.00		
9/9/20	CASH PP 8/31/20	CRJ	BCRTA Items	5.00		
9/10/20	08/31/2020	CRJ	Farebox Receipts	155.60		
9/11/20	9307	CDJ	Affordable Pest Control Inc.		48.00	
9/11/20	9308	CDJ	Bryce's Lawncare & Landscaping		1,400.00	
9/11/20	9309	CDJ	CenterGrid, LLC		346.61	
9/11/20	9310	CDJ	Endeavor Business Media LLC		50.00	
9/11/20	9311	CDJ	Fuller Ford		444.42	
9/11/20	9312	CDJ	Millennium Business Systems		324.85	
9/11/20	9313	CDJ	National Bus Trader		30.00	
9/11/20	9314	CDJ	Overhead Door of Greater Cinci		386.25	
9/11/20	9315	CDJ	Prefered Fire Protection		275.00	
9/11/20	9316	CDJ	Port Technology LLC		9,111.87	
9/11/20	9317	CDJ	SuperFleet Mastercard Program		15,740.45	
9/11/20	9318	CDJ	Supply Post Business Products		189.99	
9/11/20	9319	CDJ	TransitTalent.com		115.00	
9/14/20	272385	CRJ	City of Middletown	160,719.38		

9/14/20	9320	CDJ	Gillig		485.48	
9/14/20	9321	CDJ	KOI Enterprises, Inc.		7,893.14	
9/14/20	9322	CDJ	Myers Equipment Corporation		95.35	
9/14/20	9323	CDJ	Rumpke Of Ohio Inc.		218.36	
9/15/20	10373933	CRJ	Miami University	26,054.44		
9/16/20	AT 9/16/20	CDJ	BCRTA PNC Card Purchases		4,649.77	
9/16/20	1656	CRJ	Boys & Girls Club WC	115.00		
9/17/20	PRWE 09/11/20	GENJ			15,064.80	
9/17/20	PRWE 09/11/20	GENJ	1382		428.07	
9/17/20	PRWE 09/11/20	GENJ	1383		262.00	
9/17/20	PRWE 09/11/20	GENJ	1385		23.08	
9/17/20	PRWE 09/11/20	GENJ	1384		102.47	
9/17/20	PRWE 09/11/20	GENJ			85,796.80	
9/17/20	AT 9/17/20	CDJ	Paycom		1,008.02	
9/23/20	9324	CDJ	Cincinnati Bell Any Distance		1,591.04	
9/23/20	9325	CDJ	Cintas Corporation		1,104.29	
9/23/20	9326	CDJ	City of Hamilton - Utilities		2,672.79	
9/23/20	9327	CDJ	Cornett's Pressure Cleaning		1,894.00	
9/23/20	9328	CDJ	Dinsmore & Shohl LLP		477.50	
9/23/20	9329	CDJ	GemCity Tires, Inc		2,374.55	
9/23/20	9330	CDJ	J&N Auto Electric Inc.		53.90	
9/23/20	9331	CDJ	Journal News		465.13	
9/23/20	9332	CDJ	Luxurious Wraps, LLC		1,800.00	
9/23/20	9333	CDJ	Myers Equipment Corporation		283.32	
9/23/20	9334	CDJ	Mobilcomm		180.00	
9/23/20	9335	CDJ	Minuteman Press - Fairfield		598.00	
9/23/20	9336	CDJ	Ohio Deferred Compensation		785.00	
9/23/20	9337	CDJ	Office Depot Inc.		342.86	
9/23/20	9338	CDJ	PERS		50,865.74	
9/23/20	9339	CDJ	Refitt's LLC		400.00	
9/23/20	9340	CDJ	Supply Post Business Products		475.00	
9/23/20	9341	CDJ	Talbert Creative		750.00	
9/23/20	9342	CDJ	Tri-City Enterprises, LLC		928.36	
9/23/20	9343	CDJ	Verizon Wireless		127.24	
9/24/20	ACH 09/24/20	CRJ	Federal Transit Administration	259,787.00		
9/30/20	01073409	CRJ	Butler County Veterans Service	4,519.90		
9/30/20	01073410	CRJ	Butler County Veterans Service	4,748.20		
9/30/20	9344	CDJ	Alpine Valley Water		33.75	
9/30/20	9345	CDJ	Bethesda Healthcare Inc.		700.90	
9/30/20	9346	CDJ	Blashock Plumbing Inc.		126.00	
9/30/20	9347	CDJ	Cincinnati Bell		144.20	
9/30/20	9348	CDJ	Cummins Bridgeway LLC		58.83	
9/30/20	9349	CDJ	Middletown Treasury Divison		460.25	
9/30/20	9350	CDJ	Cornett's Pressure Cleaning		745.00	
9/30/20	9351	CDJ	Code Software LLC (Clobba)		3,250.00	
9/30/20	9352	CDJ	Endeavor Business Media LLC		395.00	
9/30/20	9353	CDJ	Gillig		111.30	
9/30/20	9354	CDJ	Greater Dayton RTA		722.32	
9/30/20	9355	CDJ	GemCity Tires, Inc		1,370.00	
9/30/20	9356	CDJ	M&M Cleaning		820.00	
9/30/20	9357	CDJ	Myers Equipment Corporation		79.04	
9/30/20	9358	CDJ	Manager Plus		5,355.00	
9/30/20	9359	CDJ	Ohio Deferred Compensation		805.00	
9/30/20	9360	CDJ	Tristate Cleaning		500.00	
9/30/20	9361	CDJ	Talawanda School District		4,073.37	
9/30/20	9362	CDJ	Treasurer State of Ohio		850.50	
9/30/20	09/30/20	GENJ	Service Charge		3.00	
			Current Period Change	696,986.84	514,110.78	182,876.06
9/30/20			Ending Balance			326,001.06

Savings - PNC (National City)

9/1/20			Beginning Balance			61,871.49
9/9/20	PP 8/31/2020	CRJ	BCRTA Items	210.92		
9/30/20	BT 09/30/2020	CRJ	Farebox Receipts	2,093.80		
9/30/20	09/30/20	GENJ	Interest Income	1.55		

9/30/20	09/30/20	GENJ	Service Charge		<u>3.08</u>	
			Current Period Change	<u>2,306.27</u>	<u>3.08</u>	<u>2,303.19</u>
9/30/20			Ending Balance			<u>64,174.68</u>

Savings - PNC Bank

9/1/20			Beginning Balance			2,334,010.36
9/2/20	AT 9/2/2020	CRJ	BCRTA Items - TXFR FROM SAVINGS		200,000.00	
9/30/20	09/30/20	GENJ	Interest Income	<u>52.64</u>		
			Current Period Change	<u>52.64</u>	<u>200,000.00</u>	<u>-199,947.36</u>
9/30/20			Ending Balance			<u>2,134,063.00</u>

**BCRTA
Balance Sheet
September 2020**

Assets

Current Assets		*Other Assets		
Checking - PNC	326,001.06	Net Pension Asset	13,997.00	
Savings - PNC	64,174.68	Deferred Outflows-Pensions	1,585,594.00	
Savings - PNC	2,134,063.00	Deferred Outflows-OPEB	200,220.00	
Bid Deposit	-			
M&S Inventory	39,199.06			
Petty Cash	1,000.00	Property & Equipment		
Accounts Receivable	880,227.71	Vehicles	11,073,987.26	
Prepays	91,857.44	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>3,536,522.95</u>		<u>11,864,395.85</u>	Total Assets
				<u>15,400,918.80</u>

Liabilities & Equity

Current Liabilities		*Long-term Liabilities		
Accounts Payable	104,540.46	Net Pension Liability	4,962,975.00	
Payroll Payables	182,986.74	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	166,893.32			
FTA Vehicle Funds	68,131.00	Equity		
Future Match Funds	18,125.02	Balance Equity	2,861,645.23	
Unearned Tickets	27,587.00	Federal & State Capital	13,781,831.00	
Unearned MU Funds	-	Local Capital	89,410.00	
		Retained Earnings	(10,432,142.87)	
		Net Income	914,524.01	
	<u>666,035.43</u>		<u>14,734,883.37</u>	Total Liabilities and Capital
				<u>15,400,918.80</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**

September 2020

Current Assets	3,536,522.95
Current Liabilities	<u>(666,035.43)</u>
Available Funds	2,870,487.52

Board Reserves

Local Share Grant Obligations		
OH-2018-021-00	1,002,576.50	
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)	537,897.00	
FTA Grants	537,897.00	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	2,649,903.90	
Non-Restricted Funds	220,583.62	

BCRTA Resolution No: 20-11-01

Adoption of the FY2021 Accrual Operating Budget for the Butler County Regional Transit Authority (BCRTA).

Whereas the FY2020 appropriations for the Butler County Regional Transit Authority (BCRTA) will expire on December 31, 2020; and

Whereas it is the desire of the BCRTA to appropriate the following funds to provide for the operating expenses of the agency during FY2021:

FY2021 Accrual Budget Summary (details contained in attached Exhibit):

Revenues:	\$7,946,959
Expenses:	\$6,606,188

Whereas the BCRTA Executive Committee has considered this resolution and is recommending Board adoption.

Now therefore be it resolved that the BCRTA Board of Trustees hereby authorizes the adoption of the attached FY2021 Accrual Operating Budget.

Approved: November 18, 2020

Board President, BCRTA

Executive Director, BCRTA

2021 Proposed Operating Budget

Draft - Subject to Board Approval

	2020 Current Budget	2021 Proposed Budget	% of Budget		2020 Projected	2021 Tax Budget
Revenues						
Passenger Fares	143,500	75,000	0.9%	Free FR Fares (w/ Board Approval), DR Growth due to new \$5 fare rate	68,486	58,000
Contract Fares	210,000	129,500	1.6%	Medicaid, BCBDD, & BCVSC reduced due to COVID	151,070	221,000
Partnership Transit Rev.	1,200,000	1,850,000	23.3%	Middletown Funding for Regional Routes and all ADA & DR Service with Bcrta Drivers - 100% CARES	1,621,142	1,650,000
Transit Development Rev.	2,000,000	1,500,000	18.9%	MU Funding reduction due to less service (COVID)	1,265,616	1,740,000
Management Services	122,640	245,280	3.1%	No change in service - 100% CARES from MTS	214,620	245,000
Other Services	-	-	0.0%	None Planned	-	-
Interest & Other	29,000	29,000	0.4%	Interest Income, Scrap Sales, Refunds, Etc.	98,506	24,000
Agency Funding	50,000	38,000	0.5%	Support from BC CDBG, less from Hamilton CDBG	43,572	45,000
State Funding	305,653	312,803	3.9%	State Operatiing	363,611	308,000
Federal Funding	1,855,004	3,207,376	40.4%	Assumes CARES, PM, 5310, 5339, and ADA.	2,349,514	3,501,000
Park-n-Ride Program	545,390	560,000	7.0%	SORTA Federal Transfer (conservative estimate)	545,390	560,000
In-Kind Items	-	-	0.0%		-	-
Total Revenues	6,461,187	7,946,959			6,721,527	8,352,000
Expenses						
Wages	3,019,700	3,298,685	49.9%	Driver Starting Increase, Non-Operator Wage Increases	2,763,575	3,286,000
Fringes	1,069,650	1,104,343	16.7%	PERS, Medicare, WC, MA, & PTO	1,009,818	1,085,000
Services	368,200	597,200	9.0%	Allows for new Acct & Maint software fees, Physicals/Med for trainees, Legal contract renewal	339,810	395,200
Materials & Supplies	738,800	575,700	8.7%	New Uniform contract, Fuel Costs at Moderate Rate - service still recovering	391,518	735,800
Utilities	84,400	122,500	1.9%	Increase in Communication Costs w/ Cradlepoint	85,687	124,000
Insurance	233,548	236,360	3.6%	OTR coverage and hardening market driving cost up	219,318	234,000
Taxes	-	-	0.0%	None Planned	-	-
Purchased Transportation	545,390	560,000	8.5%	SORTA Park-n-Ride (conservative estimate)	545,390	560,000
Misc. Items	60,450	61,400	0.9%	Staff training, advertising, Membership in APTA	21,677	61,000
Leases & Rentals	-	-	0.0%	None Planned	-	-
Contingency	50,000	50,000	0.8%	Potential ACA fine estimate	62,059	50,000
Total Expenses	6,170,138	6,606,188			5,438,852	6,531,000
Gain/Loss before Depr, NP & OPEB Exp	291,049	1,340,771		To cover Local share of Depreciation, Net Pension & OPEB Expenses	1,282,675	1,821,000
BCRTA share of Depreciation		(324,000)		BCRTA share of Depr = approx \$27K/mo.		
Est. Net Pension & OPEB Expenses		(818,495)		Estimated Net Pension & OPEB Expense		
Gain/Loss		<u>198,276</u>				

BCRTA Resolution No. 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.

Whereas the FY2020 appropriations for the Butler County Regional Transit Authority (BCRTA) will expire on December 31, 2020, and

Whereas on November 18, 2020 the BCRTA Board of Trustees adopted a FY 2021 Accrual Operating Budget; and

Whereas additional appropriations to include FY2020 carryforward items and FY2021 capital expenditures must likewise be adopted by the BCRTA Board of Trustees; and

Whereas the BCRTA Board of Trustees authorizes the following fiscal year appropriations and accepts the fiscal officer certification of funds and estimation of revenues as follows:

FY2021 Funds & Appropriations

Projected Cash Balance 1-1-2021	\$ 2,540,007
Estimated Revenues	\$ 10,312,970
Authorized Appropriations	\$ 9,472,452

Projected Year-End Funds	\$ 3,380,525

Whereas the BCRTA Executive Committee has considered this resolution and is recommending Board adoption.

Now therefore, be it resolved:

That the BCRTA Board of Trustees hereby authorizes the above FY2021 appropriations and accepts the fiscal officer’s certification of funds and estimation of revenues. Furthermore, that the BCRTA Secretary/Treasurer is authorized to do all things necessary to enact this resolution.

Approved: November 18, 2020

Board President, BCRTA

Executive Director, BCRTA

I, Delene Weidner, Fiscal Officer of the BCRTA, hereby certify the following:

Estimated Cash Balances as of 1-1-21 (General Transit Fund)

On Deposit - Checking	143,125.00
On Deposit - Savings I	2,334,010.36
On Deposit - Savings II	61,871.49
BCRTA Petty Cash Fund	<u>1,000.00</u>
	2,540,006.85

Estimated Revenues for FY2021 (General Transit Fund)

BCRTA - FY21 Receivables	<u>255,000.00</u>
	255,000.00
FY2021 Operations	
Passenger Fares	75,000.00
Contract Revenues	129,500.00
Partnership Transit Revenues	1,850,000.00
Sale of Services	245,280.00
Transit Development Program	1,500,000.00
Park-n-Ride Program	560,000.00
Federal Operating Funds	3,207,376.00
State Operating Funds	312,803.00
Agency Operating Funds	38,000.00
Other Revenues	<u>29,000.00</u>
	7,946,959.00
Federal Capital Grant Funds	2,001,011.00
State/Other Capital Grant Funds	<u>110,000.00</u>
	2,111,011.00

Total Funds Available 12,852,976.85

Anticipated Appropriations for FY2021 (General Transit Fund)

BCRTA - FY21 Payables	<u>255,000.00</u>
	255,000.00
FY2021 Operations	
Wages	3,298,685.00
Fringes	1,104,343.00
Services	597,200.00
Materials & Supplies	575,700.00
Utilities	122,500.00
Insurance	236,360.00
Taxes & Fees	-
Purchased Transportation	560,000.00
Misc. Items	61,400.00
Leases & Rentals	-
Contingency	<u>50,000.00</u>
	6,606,188.00
FY2021 Capital Items	
Revenue Vehicles & Related Items	1,403,593.75
Transit Centers & Facility Improvements	315,170.00
Equipment, Technology, Amenities & Other	<u>892,500.00</u>
	2,611,263.75
Total Appropriations	9,472,451.75
Projected Funds Available 12-31-21	3,380,525.10

BCRTA Resolution No. 20-11-03

Confirmation of Board Policy 6-02 Investments

Whereas BCRTA is a Regional Transit Authority created by resolution of the Commissioners of Butler County, Ohio pursuant to Chapter 306 et seq. of the Ohio Revised Code; and

Whereas the BCRTA is governed by a Board of Trustees that serve as trustees of BCRTA assets; and

Whereas on March 18, 2009 the Board adopted Board Policy 6-02 Investments; and

Whereas the policy includes a requirement for an annual Board review as part of the budget process; and

Whereas the BCRTA Executive Committee has considered this resolution and is recommending Board adoption.

Now therefore be it resolved that the BCRTA Board of Trustees hereby confirms Board Policy 6-02 Investments.

Furthermore, the BCRTA Board of Trustees authorizes the Executive Director to take actions necessary to assure organizational compliance with the terms of this policy.

Approved: November 18, 2020

Board President, BCRTA

Executive Director, BCRTA

BCRTA POLICY AND PROCEDURE MANUAL

6-02 Investments

Effective Date: 03-18-09

*Review Dates: 10-20-10; 11-16-11; 11-14-12; 11-20-13; 11-19-14; 11-18-15; 11-16-2016;
05-17-2017; 11-15-2017; 11-14-2018; 11-20-2019.*

The BCRTA Board of Trustees shall ensure that all agency funds are invested in a manner consistent with applicable local, state, and federal laws. In doing such they will also ensure that adequate funds are available to meet short-term and long-term obligations as follows:

- All agency funds will be kept on deposit with financial institutions that are experienced in handling “public funds”.
- Funds shall be maintained in checking or short-term savings accounts equal to at least an amount to cover ninety days of approved operating/capital expenditures.
- Excess funds will be invested in instruments considered “low risk” such as money market savings accounts (or similar) and certificates of deposit. Any other types of investments will require prior approval of the Board of Trustees.
- The Board shall from time to time as required by local, state, and federal grantors, set aside and obligate any funds required to match grants from these agencies.

This policy will be reviewed annually by the Board of Trustees as part of the budget process.

BCRTA Resolution No. 20-11-04

Confirmation of Board Policy 6-08 Reserves

Whereas BCRTA is a Regional Transit Authority created by resolution of the Commissioners of Butler County, Ohio pursuant to Chapter 306 et seq. of the Ohio Revised Code; and

Whereas the BCRTA is governed by a Board of Trustees that serve as trustees of BCRTA assets; and

Whereas on October 20, 2010 the Board adopted Board Policy 6-08 Reserves; and

Whereas on November 14, 2012 and June 18, 2014 the Board amended Board Policy 6-08 Reserves; and

Whereas the policy includes a requirement for an annual Board review as part of the budget process; and

Whereas the BCRTA Executive Committee has considered this resolution and is recommending Board adoption.

Now therefore be it resolved that the BCRTA Board of Trustees hereby confirms Board Policy 6-08 Reserves.

Furthermore, the BCRTA Board of Trustees authorizes the Executive Director to take actions necessary to assure organizational compliance with the terms of this policy.

Approved: November 18, 2020

Board President, BCRTA

Executive Director, BCRTA

BCRTA POLICY AND PROCEDURE MANUAL

6-08 Reserves

Effective Date: 10-20-10

Review Dates: 11-16-11;

11-20-13; 11-19-14;

11-18-15; 11-16-16; 05-17-2017; 11-15-2017; 11-14-2018; 11-20-2019.

Revision Dates: 11-14-12; 6-18-14

The BCRTA Board of Trustees shall ensure that a portion of agency “cash and cash equal” funds are “reserved” or set aside to properly reflect future obligations. In doing such they will ensure that adequate funds are available to meet short-term and long-term obligations as follows:

- Funds will be “reserved” to meet the current outstanding local share match requirements of all open grant contracts net of anticipated matching funds. This will ensure the agency can meet all current grant obligations. These funds will be known as “Local Share Grant Obligations”
- Funds will be “reserved” to meet 2 months (or 60 days) of average current budgeted operating expenses (less any “non-cash” items such as the SORTA park-n-ride costs). This will ensure the agency can meet routine cash flow needs. These funds will be known as “Working Capital Funds”
- Funds will be “reserved” to meet the local share cash requirements of projected fleet and other capital replacements over a five year planning window. This will ensure vehicles and other assets are replaced on a regular basis. These funds will be known as “Capital Replacement Funds”
- Funds will be “reserved” to cover any long term debt. This will ensure that the agency has the required funds on hand to cover long term debt should any be issued based on market conditions and Board authorization. These funds will be known as “Debt Retirement Funds”.
- Funds will be “reserved” to cover unknown or unforeseen items in an amount established by the Board of Trustees at their discretion. These funds will be known as “Contingency Funds”.

The “reserves” will be calculated monthly (standard fiscal calendar) and reflected on the agency financial statements. Policy will be reviewed annually by the Board of Trustees as part of the budget process.

Funds available (or “cash and cash equal”) is defined as: cash on deposit, accounts receivable, and any other receivables which can be converted to cash less any payables or other short term obligations.

METRIC DASHBOARD

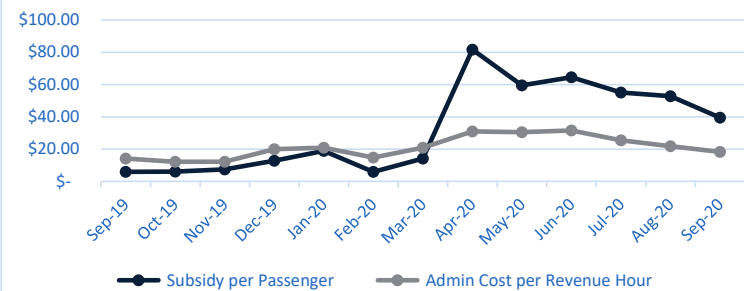
September 2020

Leveraging Competitive Funding & Partnerships

Average Fleet Age

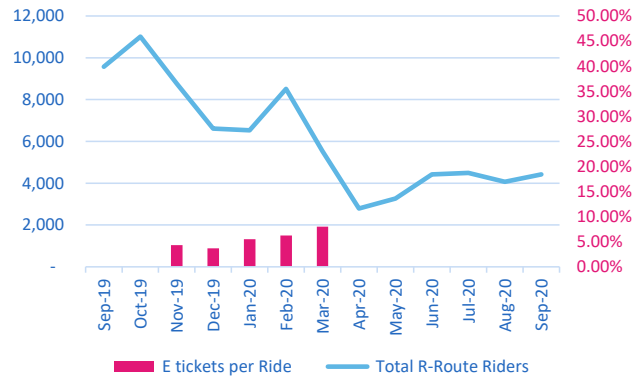
3.58

Since Last Month (0.04) -1.26%
Since Last Year (0.49) -13.69%



Enhancing Connectivity

Fixed Route EZfare Rides / Total Rides



BGO App Rides/Total BGO Rides

27.67%

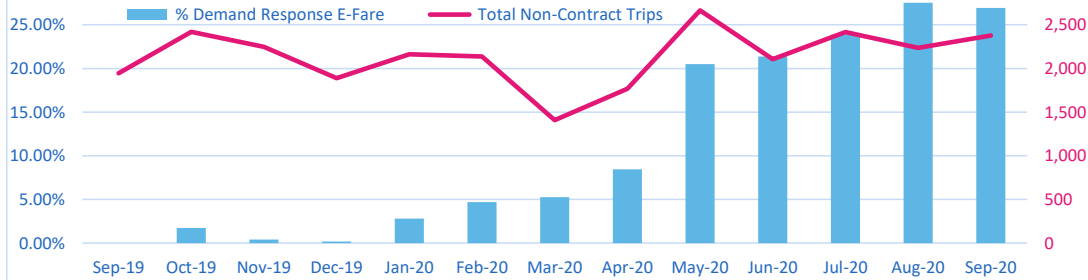
Since Last Month 4.37% 15.79%
Since Last Year 27.67% 100.00%

BGO App Downloads/Ride

4.92%

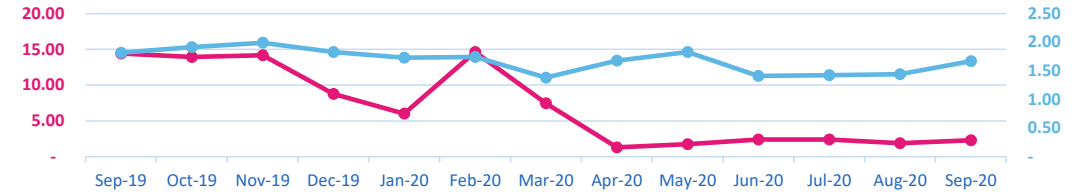
Since Last Month 0.18% 3.65%
Since Last Year 4.61% 93.73%

BGO Efare / Total BGO Fares

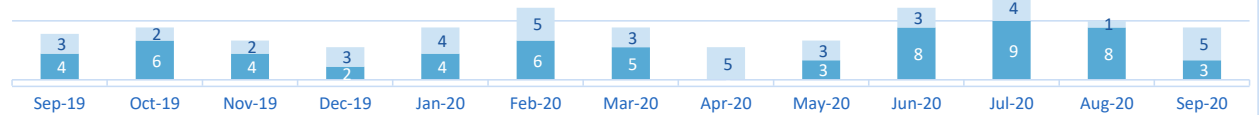


Improving Mobility & Eliminating Barriers

Pax per Revenue Hour



Accidents & Injuries



Operator Headcount/Revenue Hours

0.01088

Since Last Month (0.00324) -29.79%
Since Last Year 0.00007 0.66%

Denials & Refusals/Total BGO

0.67%

Since Last Month 0.67%
Since Last Year -3.28%

Supporting Employers

42X Park & Ride Total Trips

0

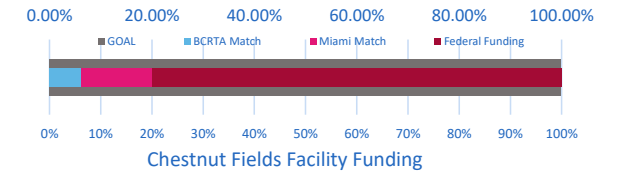
Since Last Month -
Since Last Year (8,513)

BGO Employment Trips

1,158

Since Last Month (6) -0.52%
Since Last Year 294 25.39%

Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

791



October 20, 2020

Dear OTRP Board of Trustees Representative:

Each year, OTRP presents to the Board an overview of our claims and trends based on frequency and severity. This report tells an excellent story of the efforts that individual members are diligently working to decrease losses and risk.

We are now pleased to provide you with a "Member Snapshot" of your individual property/liability claims activity for the past five years.

The story each "Snapshot" creates can be applied to your operations history. Allowing a high-level management review to make connections between changes in service, training, routes, or philosophy.

The data herein can be used to trigger questions regarding individual claims with OTRP staff or with your own staff. It can also be used to tell a "good story" or even better – a "great" one.

We hope you will find this information useful, and we will be updating these yearly for your review.

Thank you for your membership and commitment to safe operations for Public Transit in Ohio.

Very Truly Yours,

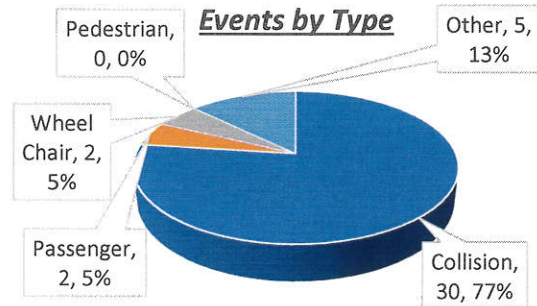
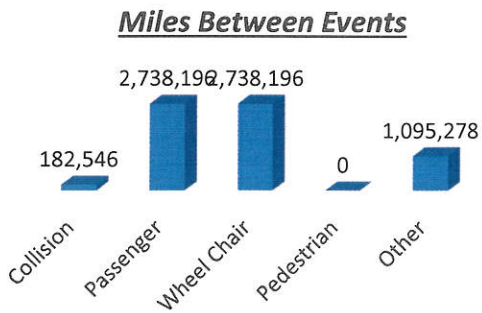
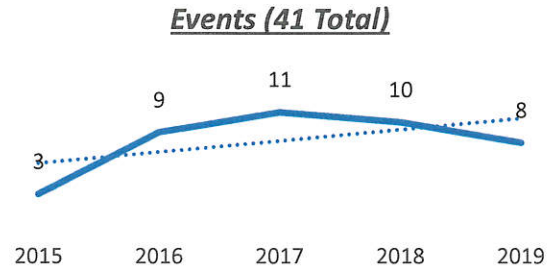
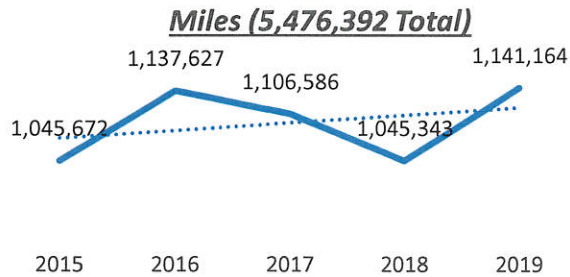
Barbara J. Rhoades, CEO

Ohio Transit Risk Pool
1 Park Center Drive STE 300
Wadsworth, 44281
(330) 334-OTRP [6877]

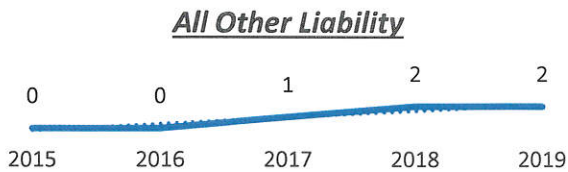
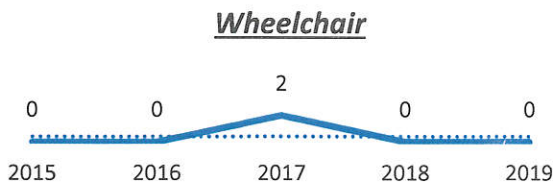
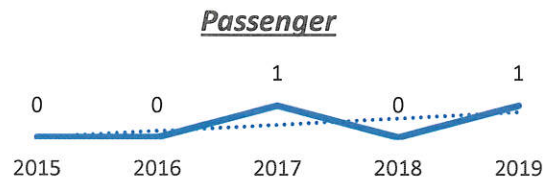
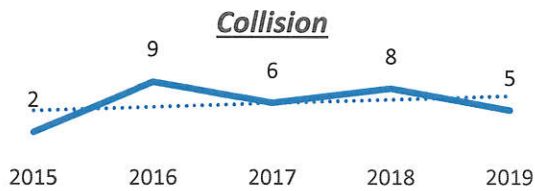
BCRTA

OTRP member since April 1999

5 Year Totals



Yearly Trends



OTRP Loss Control Delivered 2020: RMSI review conducted 1/16/2020 – in compliance. Updated Transit Operator Development Course delivered 5/2020. Loss Control Summit 7/2020. COVID guidance provided.

Director's Notes – November 2020

A. Metrics & Service

1. 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.

2. 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.

3. 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.

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

B. Staffing & Facility

1. 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.

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 November 16th. Traffic will be interrupted intermittently for two weeks. The final project will greatly improve security at the Moser Court facility.

Director's Notes – November 2020

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

2. 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.

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.

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

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.

Director's Notes – November 2020

5. 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.

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 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.

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

Director's Notes – November 2020

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. 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.

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) 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

Director's Notes – November 2020

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

2020 Butler County RTA Board of Trustees Attendance

10/21/2020

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

X = Present

E = Excused

A = Absent

BCRTA Resolution No. 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.

Whereas SORTA/Metro has been providing park-and-ride services connecting Butler County and downtown Cincinnati since 1998 and BCRTA has provided funding assistance in support of the park-and-ride service since September 2000; and

Whereas BCRTA entered into a contract with SORTA/Metro to continue the park-and-ride service for calendar year 2003, and the BCRTA Board authorized contracts and contract renewals for calendar years 2004 through 2020; and

Whereas the parties wish to enter into a one (1) year agreement through December 31, 2021; and

Whereas the BCRTA Executive Committee has considered this resolution and is recommending Board adoption.

Now therefore be it resolved by the Board of Trustees of the BCRTA:

That the Board of Trustees hereby authorizes the BCRTA Executive Director to execute a one (1)-year service agreement subject to legal review between BCRTA and SORTA for the provision of park-and-ride transit services to BCRTA by SORTA for the calendar year 2021 under the following guidelines:

1. BCRTA will be credited with all passenger revenue generated from the park-and-ride services and will continue to receive its share of Section 5307 funds attributable to the National Transit Database (NTD) data for the Butler County Park and Ride services;
2. BCRTA agrees to transfer Federal Section 5307 funds to SORTA, the amount of which will be sufficient to cover the cost of 2021 service; and
3. SORTA provides monthly Butler County park-and-ride ridership data to BCRTA within 30 days of the end of each calendar month.

Furthermore, the BCRTA Board of Trustees authorizes the Executive Director to take actions necessary to comply with the terms of the agreement and to enact this resolution.

Approved: November 18, 2020

Board President, BCRTA

Executive Director, BCRTA

**AGREEMENT BETWEEN
BUTLER COUNTY REGIONAL TRANSIT AUTHORITY and
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY**

This Agreement, dated _____, 2020, is by and between the Butler County Regional Transit Authority (BCRTA) and the Southwest Ohio Regional Transit Authority (SORTA) for the provision of transit services to BCRTA by SORTA.

1. SERVICE:

For the term of this Agreement, SORTA agrees to operate Route 42 from January 1, 2021 through December 31, 2021. The express service route is designed to bring commuters from West Chester to downtown Cincinnati. SORTA agrees to operate eight (8) A.M. trips and eight (8) P.M. trips on Route 42. Included in these routes are two (2) A.M. "reverse commute" trips and two (2) P.M. "reverse commute" trips on the Route 42 designed to bring commuters from downtown to West Chester. Levels of service/routings may be modified at the discretion of BCRTA after consultation with the service provider (SORTA) to ensure ability to meet public notice requirements and operator pick schedules. BCRTA agrees that SORTA will be the exclusive provider of BCRTA funded commuter express services between Butler County and downtown Cincinnati for the term of this Agreement.

The vehicles used to operate this service will include an automated announcement which informs the passengers that the service is sponsored by BCRTA. This announcement will be played as the vehicle approaches the end of the line of the route in each direction.

This service will operate on weekdays only. It does not operate on weekends or major holidays (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day).

2. OPERATING COSTS:

SORTA shall work with the funding limits of BCRTA as discussed in Section 5 and shall use its own direct and related cost basis to determine the overall base cost of this service for BCRTA. For the period of January 1, 2021 through December 31, 2021, costs are established at \$2.2017 per mile, \$55.91 per hour and \$10.85 per peak vehicle day of service. In addition, an 18% (of operating cost) overhead charge shall be applied, which shall be deemed to cover a portion of SORTA's indirect fixed and variable costs of operating this service. Total cost will be prorated based on the actual dates of service.

BCRTA shall be credited with all passenger revenue generated from the route, as well as the \$75,000 "NTD Credit" described in Section 6. Contracted net cost of service for the period of January 1, 2021 through December 31, 2021

(operating cost, plus overhead less revenue and “NTD Credits”), is equal to **\$519,871**, as detailed in Exhibit I. This assumes a **\$3.75** one-way fare.

3. **CAPITAL EXPENSES:**

SORTA accepted a transfer of a \$3.0 million CMAQ grant from BCRTA to purchase buses for this service in 2006. SORTA accepted this grant in full satisfaction of the cost of capital component of this service over the 12-year life of these buses. For calendar year 2021, this cost of capital component is approximately **\$82,424**.

If at some time this service is terminated, BCRTA will have the "right of first refusal" to purchase the buses bought specifically by the \$3.0 million CMAQ grant for the residual local share.

4. **FARES:**

The current one-way fare for Route 42 is **\$3.75**. Fares may be increased by BCRTA upon consultation with SORTA to ensure public notice requirements are met, as well as explore any alternatives to fare increases (e.g., service adjustments, increased marketing to boost ridership, etc.). All passenger revenue shall remain with SORTA and offset operating costs for transit service.

5. **PAYMENT:**

For the period of January 1, 2021 through December 31, 2021, BCRTA shall pay SORTA **\$519,871** for the provision of specified transit services described in Section 1. Payment for this service shall be with BCRTA Federal 5307 Funds. BCRTA shall direct the Federal Transit Administration to transfer FFY2020 Federal 5307 Funds to SORTA, the amount of which will be sufficient to cover the cost of 2021 service, as soon as possible but no later than June 30, 2021, unless prevented by the FTA from meeting this deadline.

6. **NATIONAL TRANSIT DATABASE:**

SORTA, as the provider of the service, shall continue to report all service statistics, ridership, etc., in fulfillment of the National Transit Database (NTD) reporting requirements. In exchange, SORTA will provide BCRTA with an annual credit of **\$75,000** to be applied against the net operating cost of the service.

7. **TERM:**

The term of this Agreement shall be from January 1, 2021, through December 31, 2021, but may be extended by mutual agreement.

8. **TERMINATION**

This Agreement may be terminated by either party by giving notice in writing to the other party of the intent to cancel service at the next scheduled SORTA operator pick or by mutual consent of both parties.

9. **REPORTING:**

SORTA agrees to provide BCRTA with monthly ridership reports no later than 30 days after the end of each month. The parties also agree to meet (or hold a conference call) on a quarterly basis to review and discuss the prior quarter's service. These meetings (or conference calls) will take place no later than 30 days after the end of each quarter.

10. **PREVENTION OF ALCOHOL MISUSE AND PROHIBITED DRUG USE IN TRANSIT OPERATIONS:**

SORTA (the contractor) agrees to establish and implement a drug and alcohol testing program that complies with 49 CFR Part 655, produce any documentation necessary to establish its compliance with Part 655, and permit any authorized representative of the United States Department of Transportation or its operating administration, the State Oversight Agency of Ohio, or the BCRTA, to inspect the facilities and records associated with the implementation of the drug and alcohol testing program, as required under 49 CFR Part 655 and review the testing process. The contractor further agrees to certify annually its compliance with Parts 655 as required and to submit the FTA Management Information System (MIS) reports on or before March 15th, with a copy to Ms. Kristin Fryer, BCRTA Human Resources Coordinator, at 3045 Moser Court, Hamilton, Ohio, 45011. To certify compliance, the contractor shall use the "Substance Abuse Certifications" in the "Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements," which is published annually in the Federal Register.

The contractor will likewise provide BCRTA a copy of any FTA Office of Safety and Security Audit of the contractor's drug and alcohol testing program that may be conducted during the term of this Agreement.

11. **AMERICANS WITH DISABILITIES (ADA) MAINTENANCE OF BUS ACCESSIBILITY FEATURES:**

For all vehicles used in this Agreement, SORTA (the contractor) agrees to maintain in operative condition vehicle accessibility features such as lifts, ramps, annunciators, and securement devices, and to produce any documentation necessary to establish its compliance with ADA maintenance requirements. Furthermore, the contractor agrees to permit BCRTA to inspect its maintenance and operations policies, procedures, and records to assure compliance with the ADA maintenance requirements.

12. **NOTICE:**

All correspondence in connection with this Agreement shall be in writing and sent to the following:

For BCRTA:

Matthew M. Dutkevicz, Executive Director

BCRTA
3045 Moser Court
Hamilton, OH 45011

For SORTA:
Darryl Haley, CEO and General Manager
SORTA/Metro
525 Vine Street, Suite 500
Cincinnati, OH 45202

Butler County Regional Transit Authority:

Signature: _____
Name: _____
Title: _____
Date: _____

Southwest Ohio Regional Transit Authority:

Signature: _____
Name: _____
Title: _____
Date: _____

Southwest Ohio Regional Transit Authority
 Butler County Service Contract Costing
 Simpson Curtin Model - Direct Costing
 2021 Budget - Preliminary

Exhibit 1

11/1/2020

	Rt 42				
	January 1 - March 6, 2021	March 7 - December 31, 2021	2021	2020	Difference
# of Weekdays	45	210	210	256	
Miles per Day	0	819	819	819	
Rate	\$2.2017	\$2.2017		\$2.2031	
Costs from Miles	\$0	\$378,678	\$378,678	\$461,911	(\$83,233)
Hours per Day	0.0	27.0	27.0	27.0	
Rate	\$55.91	\$55.91		\$54.88	
Costs from Hours	\$0	\$316,987	\$316,987	\$379,357	(\$62,370)
Peak Vehicles	7.0	7.0	7.0	7.0	
Rate	\$10.85	\$10.85		\$9.92	
County Portion of Route	0.00%	100.00%		100.00%	
Costs from Peak Vehicle	\$0	\$15,949	\$15,949	\$17,769	(\$1,820)
Total Direct Costs Before Overhead	\$0	\$711,614	\$711,614	\$859,037	(\$147,423)
Indirect Costs 18% (1)	\$0	\$128,091	\$128,091	\$154,627	(\$26,536)
Total Costs	\$0	\$839,705	\$839,705	\$1,013,664	(\$173,959)
Passengers per Day	0	311	311	420	
Fare	\$3.75	\$3.75		\$3.50	
Revenue	\$0	(\$244,834)	(\$244,834)	(\$376,320)	\$131,486
Net Costs	\$0	\$594,871	\$594,871	\$637,344	(\$42,473)
Credit SORTA 5307 funds attributable to this service			(75,000)	(90,000)	15,000
Amount due SORTA			\$519,871	\$547,344	(\$27,473)

(1) includes cost of supervision, facilities maintenance, utilities and overhead.

BCRTA Resolution No. 20-11-06

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into an Agreement for Legal Services.

Whereas BCRTA solicited proposals for LEGAL COUNSEL; and

Whereas BCRTA legal matters are rather diverse and were categorized into four (4) broad areas of practice: 1) General and Corporate Affairs; 2) Labor; 3) Worker's Compensation, EEO and Miscellaneous; and 4) Litigation & Settlement; and

Whereas BCRTA received three (3) of proposals from Graydon Head & Ritchey LLP, Isaac Wiles Burkholder & Teetor, LLC, and Mazanec, Raskin & Ryder Co. LPA covering all work requirements included in the BCRTA request for proposal at proposed rates for a three (3) year period plus two (2) optional one (1) year extensions that were deemed reasonable based on past rates paid for said services; and

Whereas a selection committee evaluated all proposals for qualifications, experience, comprehensiveness, reasonability of cost, references, and proposal presentation; and

Whereas the selection committee determined the services proposed by Isaac Wiles Burkholder & Teetor, LLC to provide the most value to BCRTA; and

Whereas the BCRTA Executive Committee has considered this resolution and is recommending Board adoption.

Now therefore be it resolved:

That the BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute a non-exclusive contract between BCRTA and Isaac Wiles Burkholder & Teetor, LLC for the provision of Legal Services for the period of November 18, 2020 to December 31, 2023 at the proposed hourly rates at a cost not to exceed \$90,000 during the base period without additional board approval. This contract will include the ability to extend the contract for two (2) additional one (1) year periods based on future needs at the rates proposed.

Approved: November 18, 2020

Board President, BCRTA

Executive Director, BCRTA

Resolution No. 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 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.

Whereas BCRTA is a Regional Transit Authority created by resolution of the Commissioners of Butler County, Ohio pursuant to Chapter 306 et seq. of the Ohio Revised Code, and provides general public transportation services in Butler County, Ohio and surrounds; and

Whereas BCRTA intends to support, provide, and expand high quality, local public transportation services in Butler County; and

Whereas the Butler County Department of Development has identified affordable transportation as critical to many of the County's low and very-low income residents to maintain a basic quality of life; and

Whereas BCRTA has identified an opportunity to offer affordable access to interviews, training, major local employers and other quality of life opportunities throughout the City of Fairfield and Butler County; and

Whereas BCRTA has identified local reserve funds as the source of the required 50% local match as required for CDBG funding consideration; and

Whereas the BCRTA Executive Committee has considered this resolution and is recommending Board adoption.

Now therefore be it resolved by the Board of Trustees of the Butler County Regional Transit Authority that BCRTA is authorized to apply for up to \$25,000 in Butler County CDBG funding and certifies up to \$25,000 as the required 50% local match for one (1) year of a job connection shuttle. Furthermore, that the BCRTA is authorized to serve as the designated recipient for the project. Lastly, the Board of Trustees authorizes the Executive Director to take all actions necessary to enact this resolution and subsequent agreements subject to the review of legal counsel.

Approved: November 18, 2020

Board President, BCRTA

Executive Director, BCRTA

BCRTA Resolution No. 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.

Whereas BCRTA solicited proposals for Architecture and Engineering Services for the Chestnut Street Multimodal Station & Shared Services Facility; and

Whereas BCRTA let solicitation #2020-014 for qualifications-based professional services consistent with Brooks Act procedures and 40 U.S.C. Section 1102 and U.S.C. Section 5325(d) in addition to a detailed technical proposal; and

Whereas BCRTA's request for proposals asked firms to provide preliminary architectural concept design/engineering services, preparation of NEPA documents in accordance with FTA regulations and architectural design engineering 10% - 30%, final architecture and engineering design 30% - 100%, and bid phase construction phase services, management, and closeout; and

Whereas BCRTA received seven (7) of proposals; and

Whereas a selection committee evaluated all proposals for general experience, current trends, performance history, key personnel & professional diversity, going beyond the minimum, jurisdictional competence, communication, and on time performance; and

Whereas the selection committee determined three (3) proposals to be in the competitive range and completed comprehensive interviews with AECOM Services of Ohio Inc., Richard L. Bowen + Associates, Inc., and Wendell WD Architecture, Engineering, Surveying & Landscape Architecture, PC; and

Whereas the selection committee determined the proposal and qualifications proposed by Richard L. Bowen + Associates, Inc. to provide the best quality to BCRTA; and

Whereas BCRTA shall monitor the quality of the services and recommend to the BCRTA Board of Trustees any future awards to Richard L. Bowen + Associates, Inc. or any other firm qualified under solicitation #2020-014 for Parts II, III, and IV at such time as those services are required; and

Whereas the BCRTA Executive Committee has considered this resolution and is recommending Board adoption.

Now therefore be it resolved:

That the BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute a contract, subject to legal review, between BCRTA and Richard L. Bowen + Associates, Inc. for the provision of Architecture and Engineering services for Part I elements of BCRTA Solicitation #2020-014 at a cost of \$118,621 plus a 10% contingency for a total not to exceed amount of \$130,484.

Be it further resolved that the BCRTA Board of Trustees hereby authorizes the Executive Director to advance negotiations consecutively and execute a contract with the second or third finalists only if a fair and reasonable agreement cannot be reached with the preceding finalist(s). Any subsequent agreement shall be subject to the terms of this resolution.

Approved: November 18, 2020

Board President, BCRTA

Executive Director, BCRTA

BCRTA Resolution No. 20-11-09

Eliminating Passenger Fare for All Butler County Regional Transit Authority Fixed Routes and Associated Americans with Disabilities (ADA) Paratransit Trips.

Whereas the BCRTA Board of Trustees adopted Resolution No. 19-09-04 on September 18, 2019 thereby reaffirming its mission to “support Butler County's quality of life and economic development through public transportation solutions;” and

Whereas Resolution No. 19-09-04 also adopted a vision to leverage competitive funding, enhance connectivity, improve mobility access & eliminate barriers, support employers, and develop multimodal infrastructure; and

Whereas on April 15, 2020 the BCRTA Board of Trustees adopted Resolution No. 2020-04-01 thereby adopting strategic objectives aligned with the established vision, including the evaluation of free fixed route fares; and

Whereas the Federal Transit Administration and National Transit Database have advised regulation prohibits that any fare should be charged on routes funded in partnership with Miami University; and

Whereas BCRTA has suspended fixed route and ADA fares from March 19, 2020 to December 31, 2020 in the interest of pandemic relief and safety with no identifiable negative effects; and

Whereas staff has evaluated the financial implications of eliminating these fares permanently and has determined it to be negligible; and

Whereas the BCRTA Executive Committee has considered this resolution and is recommending Board adoption.

Now therefore, be it resolved that the BCRTA Board of Trustees hereby eliminates the demand, payment, and collection of fares for all BCRTA fixed routes and ADA services consistent with the definitions and required regulations of these services mandated by the Federal Transit Administration or the State of Ohio to be effective January 1, 2021. Be it further resolved that this resolution in no way applies to general public demand response fares (BGo) or commuter services and in no way prevents the BCRTA Board of Trustees from reinstating fixed route and ADA fares at any time in the future subject to required policy and public comment regulations

Approved: November 18, 2020

Board President, BCRTA

Executive Director, BCRTA



Memo

To: NEORide Governing Board
From: Katherine Conrad
Date: November 10, 2020
Re: NEORide Bylaws Amendment

On November 9, 2020 the NEORide Board of Directors passed a resolution to accept a resolution to amend the bylaws to allow for the NEORide Governing Board to be able to independently make changes to the NEORide Bylaws without the requirements of a majority vote of each of their individual governing boards.

Currently, in order to make any amendment to the Bylaws, “new Bylaws may be amended or they may be repealed and new Bylaws adopted by a majority vote of legislative authorities of the Members upon the recommendation of the Governing Board.”

The current bylaws require that two-thirds of the members governing boards must pass the amendment (see sample resolution attached) for it to go into effect. We are asking members to take this to their governing boards by the end of January 2021. Please send me a copy of your final signed resolution for our records.

If you have any questions, please feel free to contact me directly.

BCRTA Resolution No. 20-11-10

AUTHORIZING AMENDMENT TO THE NEORIDE REGIONAL COUNCIL OF GOVERNMENTS

WHEREAS this Board has previously authorized the Authority to establish the NEORIDE Regional Council of Governments (“NEORIDE”) to coordinate transit among transit authorities and to eliminate barriers to coordination of transit in accordance with Chapter 167 of the Revised Code; and

WHEREAS the Governing Board of NEORide has Recommended to amend the Bylaws of NEORIDE (the “Bylaws”) in the form attached hereto as **Exhibit A** to provide the NEORide Board to make such future amendments to its bylaws as it finds necessary; and

WHEREAS Article VIII of the Bylaws currently requires that the legislative authority of a majority of NEORIDE members is required to amend the Bylaws and this resolution of this Board provides such approval of the amendment.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE BUTLER COUNTY REGIONAL TRANSIT AUTHORITY:

SECTION 1: This Board hereby approves the amendment to the Bylaws of NEORIDE, which amendment shall be in the form attached hereto as **Exhibit A**.

SECTION 2: This Board hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board and its committees, if any, which resulted in formal actions, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

ADOPTED on this 18 day of November 2020.

Board President, BCRTA

Executive Director, BCRTA

BYLAWS
OF
NEORIDE REGIONAL COUNCIL OF GOVERNMENTS

Adopted November 19, 2014

Revised August 22, 2019

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**BYLAWS
OF
NEORIDE REGIONAL COUNCIL OF GOVERNMENTS**

ARTICLE I GENERAL

SECTION 1. AUTHORITY: The NEORide Regional Council of Governments (“NEORide”) has been established by the legislative action of the Portage Area Regional Transportation Authority (“PARTA”), Metro Regional Transit Authority (“METRO”) and Stark Area Regional Transit Authority (“SARTA,” and together with PARTA and METRO, collectively, the “Cooperative Parties”) as a regional council of governments pursuant to the authority of Chapter 167 of the Ohio Revised Code.

SECTION 2. ORGANIZATION: PARTA, METRO and SARTA entered into the Agreement Establishing the NEORide Regional Council of Governments dated as of November 19, 2014 (the “Establishing Agreement”).

SECTION 3. PURPOSE: In accordance with the Establishing Agreement, the purpose of NEORide is to plan, promote, further and enhance transportation options within the jurisdictions of the Members and in the State of Ohio by encouraging cooperative arrangements and coordinating action among the Members, and between the Members and other governmental agencies, private persons, corporations, or agencies.

SECTION 4. POWERS: NEORide shall have such powers as are now, or hereafter may be, granted to regional council of governments by Chapter 167 of the Ohio Revised Code, as amended from time to time, and the Establishing Agreement.

SECTION 5. APPOINTMENT OF FISCAL OFFICER: In accordance with Section 167.04 of the Ohio Revised Code, the Ohio Transit Risk Pool is hereby appointed as the Fiscal Officer of NEORide. The Fiscal Officer shall receive, deposit, invest, and disburse the funds of NEORide in the manner authorized by action of the Governing Board. The Fiscal Officer shall make an annual report of the activities of NEORide to the Members in compliance with Section 167.06(C) of the Ohio Revised Code. The Fiscal Officer shall develop and follow procedures for the receipt, expenditure and accounting of funds in a manner that is capable of being audited and in accordance with the public accounting practices required for data information sites by the law of Ohio and the regulations of the Auditor of State. The Fiscal Officer shall prepare an annual budget for consideration and adoption by the Governing Board. The Fiscal Officer shall prepare and file an annual report on behalf of NEORide in the manner set forth in Section 117.38 of the Ohio Revised Code and shall participate in all audits of NEORide as required by Section 117.11 of the Ohio Revised Code.

SECTION 6. LEGAL ADDRESS: The legal address for the NEORide and the Governing Board shall be: NEORide, 1 Park Center Drive #300, Wadsworth, OH 44281. All notices permitted or required by law, these by-laws or establishing agreement shall be written and delivered, by first class mail postage prepaid, to the Legal Address; provided, however,

notices of the withdrawal of a Member, a hearing on the removal of a Member, or a hearing on any request to amend these by-laws, shall be sent by certified mail.

SECTION 7. ADDITIONAL MEMBERS. Any political subdivision in the State of Ohio, or any other state to the extent that laws of such other state permit membership, may apply for membership in NEORide in accordance with the Establishing Agreement and mutually agreed upon initial fiscal contribution under Section 7.2 of said agreement.

ARTICLE II MEMBERSHIP IN NEORIDE

SECTION 1. MEMBERS: Members of NEORide shall include the Cooperative Parties and any other political subdivision admitted as a Member pursuant to the terms of the Establishing Agreement.

SECTION 2. ADDITIONAL MEMBERS: Any political subdivision located in the State of Ohio may apply for membership in NEORide in accordance with the Establishing Agreement and mutually agreed upon initial fiscal contribution under Section 7.2 of said agreement. The Governing Board of NEORide shall meet and shall take action to admit or decline to admit the applicant as a Member of NEORide.

SECTION 3. ACTION BY MEMBERS: Any action to be taken by NEORide that requires the authorization, approval or ratification of the Members shall be taken only with the affirmative vote of a majority of the Members. Each Member shall as to such matter have one vote, which vote shall be exercised by such Member's legislative authority. The Governing Board may make recommendations to the NEORide Members as to matters to be considered for approval by the Members.

SECTION 4. REMOVAL OF MEMBERS If a Members fails to pay its financial commitments to NEORide when due, then such Member may be removed by a majority vote of the remaining members of the Governing Board.

ARTICLE III GOVERNING BOARD

SECTION 1. GOVERNING BOARD: There shall exist a Governing Board whose purpose it shall be to consider matters relating to the membership and operation of NEORide. The powers of NEORide shall be exercised by and under the direction of the Governing Board.

SECTION 2. MEMBERS OF THE GOVERNING BOARD: Each Member shall designate, by appropriate action of its legislative authority, from time to time, a Representative, who shall act as a member of the Governing Board. Any Member may designate one or more alternative Representatives to represent such Member on the Governing Board from time to time through an appropriate action of its legislative authority.

SECTION 3. RESIGNATION AND REMOVAL: Any member of the Governing Board may resign at any time by giving written notice thereof to the secretary of the Governing

Board. A Representative of the Governing Board may be removed at any time by action of the legislative authority of the Member designating such Representative.

SECTION 4. VACANCIES: Any vacancy occurring in the Governing Board shall be filled from time to time by the Member whose Representative has resigned or been removed.

SECTION 5. LIMITATION CLAUSE: The Governing Board shall have no authority to do or perform any act and thing which is reserved to the Members in the Establishing Agreement or under Ohio law.

ARTICLE IV MEETINGS OF THE GOVERNING BOARD

SECTION 1. REGULAR MEETINGS: Regular meetings of the Governing Board shall be held not less than three times each year at a time and place designated by the Chairman of the Governing Board.

SECTION 2. SPECIAL MEETINGS: Special meetings of the Governing Board may be called by the Chairman of the Governing Board or by a majority of the members of the Governing Board in a writing delivered to the secretary of the Governing Board. The person or persons calling the meeting shall specify the place, time and purpose for such meeting.

SECTION 3. LOCATION OF MEETING: Meetings of the Governing Board shall be held at any place located within the territory of the Members.

SECTION 4. NOTICE OF MEETING: Written notice of the time and place of each regular and special meeting of the Governing Board shall be given to each Representative of the Governing Board by personal delivery, facsimile or e-mail transmission or by regular mail at least five days before the meeting, which notice, in the case of a regular meeting, need not specify the purpose of the meeting. If the notice is mailed, it shall be deemed to be delivered when deposited in the United States mail so addressed with postage thereon prepaid. The attendance of a Representative at a Governing Board meeting shall constitute a waiver of notice of such meeting, except where the member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

SECTION 5. QUORUM: A majority of the members of the Governing Board is necessary to constitute a quorum for a meeting of the Governing Board. The act of a majority of the members of the Governing Board present at a meeting at which a quorum is present is the act of the Governing Board.

SECTION 6. VOTING: Each Representative on the Governing Board shall be entitled to one vote on any matter coming before the Governing Board for vote or action.

SECTION 7. COMPENSATION AND EXPENSES: Representatives on the Governing Board shall not receive any compensation for their service.

SECTION 8. PUBLIC MEETINGS: The Governing Board of NEORide hereby adopts the public meetings policy set forth in Exhibit A attached hereto as required by Section 121.22 of the Ohio Revised Code.

ARTICLE V COMMITTEES OF GOVERNING BOARD

SECTION 1. COMMITTEES: The Governing Board by action may designate such committees which shall have and may exercise such powers as shall be conferred or authorized from time to time by the Governing Board. The Governing Board, by affirmative vote, shall have power at any time to change the powers and members of any such committees, to fill vacancies, and to dispose of any such committee.

SECTION 2. ACTION BY COMMITTEES: A majority of the members of any committee may determine its actions and fix the time and place of its meetings unless the Governing Board shall otherwise provide.

ARTICLE VI OFFICERS OF GOVERNING BOARD

SECTION 1. OFFICERS: The officers of the Governing Board shall consist of a Chairman, a Vice Chairman and a Secretary-Treasurer and such other officers and assistant officers as the Governing Board may deem necessary, each of whom may be designated by such other titles as may be provided in an action of the Governing Board. The officers of the Governing Board shall each be elected from among the members of the Governing Board.

SECTION 2. ELECTION AND TERM OF OFFICE: The officers of the Governing Board shall be elected annually by the Governing Board at the first regular meeting after the beginning of a new fiscal year. Each officer shall hold office for a term of one year, or until his successor shall have been duly elected and accepted office, or until his death, resignation or removal in the manner hereinafter provided.

SECTION 3. REMOVAL: Any officer may be removed at any time by the Governing Board by a vote of a majority of the members of the Governing Board.

SECTION 4. VACANCIES: A vacancy in office because of death, resignation, removal, disqualification or otherwise may be filled by the Governing Board.

SECTION 5. CHAIRMAN: The Chairman of the Governing Board shall preside at all meetings of the Governing Board. The Chairman shall have general overall supervision of all of the business and affairs of the Governing Board.

SECTION 6. VICE CHAIRMAN: In the absence of the Chairman or the inability or refusal of the Chairman to act, the Vice Chairman shall perform the duties of the Chairman, and otherwise the Vice Chairman shall perform duties as may be prescribed by the Governing Board from time to time.

SECTION 7. SECRETARY-TREASURER: The Secretary-Treasurer shall, subject to the direction of the Governing Board, keep or cause to be kept the minutes of the meetings of the

Governing Board; assure that minutes of all meetings of committees of the Governing Board are prepared and filed with the records of the Governing Board; assure that minutes of all notices are given in accordance with the provisions of these Bylaws or as required by the Cooperative Agreement; be custodian of the records of the Governing Board; and in general perform all duties as may be assigned to the Secretary-Treasurer by Governing Board from time to time.

ARTICLE VII ANNUAL BUDGET

SECTION 1. ANNUAL BUDGET: Annually the Governing Board shall consider and adopt an annual budget as prepared by the Fiscal Officer which maintains operations and expenditures within the budget.

SECTION 2. BUDGET PROCESS: The Governing Board shall provide, or cause to be provided, budget procedures and shall maintain supervision over budget controls. The Governing Board shall adopt the annual budget for the upcoming year, prior to the last day of NEORide's fiscal year.

SECTION 3. PAYMENTS: The Governing Board shall determine the time and the amount of all payments from Members and Former Members.

ARTICLE VIII AMENDMENTS

SECTION 1. AMENDMENTS: These Bylaws may be amended or they may be repealed and new Bylaws adopted by a majority vote of the ~~legislative authorities~~Representatives of the Members upon the recommendation of the Governing Board.

ARTICLE IX TERMINATION

SECTION 1. TERMINATION: If and when determined by a majority vote of the Governing Board that the purposes of NEORide are not being fulfilled, that the continuation of NEORide is impractical, unnecessary, or contrary to law, NEORide shall be terminated. In the event of termination, all assets of NEORide must first be used to pay all debts and legal obligations of NEORide. All assets remaining after the satisfaction of all legal obligations shall be distributed to the then current Members on a pro-rata basis as determined by their membership dues or contributions to NEORide. No Member shall be liable for any debt or obligation of NEORide.

EXHIBIT A

Section 1: Deliberations

Ohio Revised Code Section 121.22(A) states that “This section shall be liberally construed to require public officials to take official action and to conduct all deliberations upon official business only in open meetings unless the subject matter is specifically excepted by law.” This provision, which includes all deliberations rather than just final decisions is difficult to fully specify in law but should be considered a major guiding principle concerning public meetings. It clearly requires that deliberations upon official business not occur at private meetings, even if a quorum of the Council or of a particular committee is not present. However, there is also a proper place in government for research, consultation, identification of alternatives, personal reflection, and informal discussion outside of public meetings.

Section 2: Definitions

“**Deliberations**” are defined as the process of choosing among alternatives for official action by the Governing Board.

“**Executive Session**” means a meeting of the Governing Board or any committee that is not open to the public.

“**Public meeting**” means any prearranged discussion of official business relating to NEORide which is open to the public and for which the public notice and other requirements of this ordinance and Section 121.22 of the Ohio Revised Code have been met.

Section 3. State Law to Control

All provisions of Ohio Revised Code Section 121.22 and all other provision of general law related to open, public meetings shall apply to the conduct of NEORide. All provisions of this ordinance shall be construed only in ways that are consistent with general law.

Section 4: Open Meetings

(a) Open Meetings Required. All meetings conducted by any public body at which official action is considered or deliberations upon official business takes place shall be open to the public.

(b) Executive Session. Notwithstanding the foregoing, any public body may conduct an Executive Session, provided that all of the requirements of Ohio Revised Code Section 121.22, as amended, are met. An Executive Session may be conducted solely to discuss but not act upon any of the matters set forth in Ohio Revised Code Section 121.22 (G), as amended, and no other matters may be discussed or acted upon.

Prior to conducting an Executive Session, the public body shall, at a public meeting of that body, adopt a motion to go into Executive Session, stating the specific matter(s) to be discussed and stating that no other matters shall be discussed. The motion shall be approved

by a majority of members present, by roll call vote, with a quorum being present. The agenda for the meeting at which an executive session is to be conducted shall state the intent to conduct an executive session and name the matter(s) to be discussed.

Section 5: Notice Requirements

(a) Schedule of Governing Board and Committee Meetings. The Fiscal Officer shall post on NEORide's website and make available to the public a list of the dates, times, and locations of the meetings of the Governing Board and any committees thereof.

(b) Publication of Notice and Agenda for Meetings. Not later than the close of business on the second business day prior to each Governing Board or committee meeting, the Fiscal Officer shall post the meeting notice and agenda for the meeting and supporting information from the packets of information prepared on NEORide's website.

(c) Emergency Meetings. The Governing Board, its committees, and other public bodies may conduct emergency or special meetings with less notice than that specified in Section 5(b) of this policy. Such meetings shall be publicized in the same way as other meetings of the same public body and the meeting notice and agenda shall also be sent to news media organizations who have requested this information. A meeting may be held with less than twenty-four (24) hours' notice only when (A) there is an emergency that requires immediate official action, (B) the notice and agenda for the meeting state the nature of the emergency, and (C) matters related to the emergency are the only matters discussed at the meeting.

(d) Minutes. Minutes shall be kept at all public meetings and maintained as public records. Minutes of all meetings shall be available to the public and posted on the appropriate page of NEORide website when approved by the Governing Board. The minutes of all public meetings shall include the following:

the name of the organization conducting the meeting;

that location, date, and time that the meeting started and the time that the meeting adjourned;

a presentation of the events of the meeting that included all matters discussed and all actions taken, including amendments and procedural actions;

a summary of all votes taken, including a description of the question that was considered, the results of the vote, and the vote of each member.

(e) Advance Notice Available to News Media. The Fiscal Officer shall provide to any news organization, upon request, information including the date, time, location, and agenda of any special or emergency meeting of that public body. The Fiscal Officer shall establish a procedure, consistent with Section 121.22 of the Ohio Revised Code, for news media to apply to receive this information on an ongoing basis.

4848-4483-1944.1

2021 Meeting Dates

BCRTA Board of Trustees and Transit Alliance (TABC) Board of Directors

Month	Transit Alliance of Butler County	BCRTA Executive Committee (if needed)	BCRTA Public Board Meeting
	2nd Wednesday of Month	2nd Wednesday of Month	3rd Wednesday of Month
	11:30 AM	8:00 AM	8:00 AM
January	13	13	20
February	NONE	10	17
March	NONE	10	17
April	14	14	21
May	NONE	12	19
June	NONE	9	16
July	14	14	NONE
August	NONE	11	18
September	NONE	8	15
October	13	13	20
November	NONE	10	17
December	NONE	NONE	NONE

TO: BCRTA Board of Trustees
FROM: Matthew Dutkevicz, Executive Director
RE: 2020 Performance



October 9, 2020

As the year comes to a close and the Board convenes the required executive session to review my performance, I thought it would be helpful to provide a summary of accomplishments for the year and updates regarding the Board's strategic initiatives:

2020 Director's Accomplishments

- Named to *Mass Transit Magazine's* 40 Under 40
- Named to Ohio Public Transit Association's 4 under 40
- Elected President, Ohio Transit Risk Pool
- Appointed Chair, NEORide EZfare committee
- Navigated Significant Pandemic Challenges
 - PPE requirements/acquisition
 - County COVID transportation contract request
 - Implementation of Families First Coronavirus Response Federal Legislation
 - Implementation of new EFMLEA
 - Front-line staff bonuses
 - Work from home capabilities/infrastructure
- Coordinated implementation of CARES Act funding
- Continued rebranding of BCRTA (web, fleet, etc)
- Implemented new remote Board of Trustees and TABC meeting structure
- Obtained additional \$2.0M Bus and Bus Facility Discretionary Grant Award
- Accepted full responsibility for TIP/STIP and grants management with Director of Finance & Administration following phased and planned departure of CFO.

Strategic Vision 2025 - Progress Narrative

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)

Over the last year BCRTA has been successful partnering with NEORide to obtain the Integrated Mobility Innovation grant as a subrecipient with SARTA in Canton, Ohio and the other participating NEORide members. This project will help identify payment methods for unbanked and underbanked populations utilizing the new EZfare onboard validators that were obtained with ODOT funds, also awarded through a NEORide project, and will be installed in early 2021. BCRTA intends to implement the mobile ticket validators on the BGo fleet to improve ease of payment on that service. BCRTA also is pursuing building the EZfare functionality into the existing BGo app for a better user experience. The BGo app also provides ride scheduling and tracking capabilities.

BCRTA has adjusted to Miami's pandemic needs and continues to nurture the relationship including investment in the Chestnut Fields Multimodal Station and Shared Services Facility.

BCVSC renewed their contract with BCRTA in April 2020 after a successful bidding process. BCDD also continues to do local waiver business with BCRTA and refer Medicaid eligible riders as well.

BCRTA is in the process of engaging with the City of Middletown and their Transit Plan consultant, WSP, to complete a study late this year. BCRTA has proposed several innovative scope items to push MTS forward including examination of "baby BRT" corridors.

Additionally, although BCRTA has suspended 42X service since June due to very low ridership, staff are developing a plan to leverage MTS small urban funding that will improve and expand 42X service beginning in 2022.

<p>Enhance connectivity with constituents by leading in the implementation of new transit tech (onboard Wi-Fi tools).</p> <ul style="list-style-type: none"> • 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 	<p><i>BCRTA is presently installing wifi appliances on all revenue vehicles through an ODOT grant obtained through NEORide. Implementation should be completed in late 2020. Internal wifi operations will be stood up first and then public wifi after satisfactory testing and network buildout in 2021.</i></p> <p><i>Onboard validation for EZfare is underway with delivery of equipment expected in late 2020 and implementation in early 2021.</i></p> <p><i>BGo service was expanded county-wide for a flat \$5 fee at the beginning of 2020. Ridership has not grown due to pandemic, but staff will be investing in a public awareness campaign in late 2020 and refocusing efforts in 2021. Despite pandemic, BGo is still growing!</i></p> <p><i>BCRTA launched a significantly expanded website in Q1 2020 with ADA compliance, new branding, better schedule information and trip planning capabilities. In fact, BCRTA and Lextran (Lexington, KY) were the first transits in the nation to launch the new GTFS+ platform.</i></p> <p><i>In late 2020 BCRTA will be implementing a real-time info kiosk at the Oxford Kroger stop for testing and evaluation.</i></p>
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<p>Improve mobility access and eliminate barriers to ridership, especially for riders who may be elderly or have disabilities.</p> <ul style="list-style-type: none"> • 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 	<p><i>In January 2020 BGO fares were reduced to a flat \$5 fee. Previously fares ranged from \$5 - \$25 and the service was underutilized.</i></p> <p><i>Due to pandemic operations, staffing continues to be a challenge. Staff are still struggling to hire adequately to cover peak demand. Staff will propose a wage increase in the 2021 budget to mitigate these challenges.</i></p> <p><i>In summer 2020 BCRTA opened a new customer service center at the Middletown Transit Station. Customer service staff were relocated to gain additional space in the Hamilton office and BCRTA was able to present better customer-facing operations to customers onsite at the largest purpose-built bus station in Butler County.</i></p> <p><i>BCRTA staff have designed a sustainable 2021 budget that will support free fixed route fares and ADA service beginning Jan 1, 2021.</i></p>
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<p>Support employers with effective workforce transportation in at least 75% of Butler County’s densest corridors.</p> <ul style="list-style-type: none"> • 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 	<p><i>Pandemic operations in 2020 have drawn significant staff attention from this goal. Additional planning needed for Miami and pandemic changes has limited resources and prevented strategic study of the R routes. Staff will investigate hiring a consultant to study the system in 2021.</i></p> <p><i>Employment focused BGo has also suffered due to the inability to provide in person workshops and training. Peak availability staffing is also an issue here.</i></p> <p><i>BCRTA has made several attempts to engage City and Spooky Nook officials with little success. Timing of the opening seems to be too far away to foster meaningful dialogue.</i></p>
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<p>Develop multimodal infrastructure and wayfinding to create seamless user experiences.</p> <ul style="list-style-type: none"> • 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 	<p><i>Staff have spent significant time on moving the Oxford Facility project forward. An A&E service contract will be awarded this year and design should begin in 2021 with construction expected to begin in 2022 – 2023.</i></p> <p><i>Fare free operations will facilitate the elimination of all transfers and significantly simplify riding for new patrons.</i></p> <p><i>The movement of customer service personnel to Middletown has improved operations at that center and staff continue to look for opportunities to improve convenience and amenities in other locations.</i></p> <p><i>Staff have had brief discussions with City of Hamilton regarding relocation of the Market Street Station facility. In addition, discussions with Butler County TID have resumed regarding a possible solution for the abandoned Yankee Road Park & Ride in their possession.</i></p>
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