



Board of Trustees

Mr. Christopher Lawson,
President
City of Hamilton

Mr. Perry Gordon,
Vice President
City of Oxford
Police Department

Mr. Travis C. Bautz
MidPointe Library System

Ms. Jessica Chandler
Butler County ESC

Mr. David Fehr
Butler County Department
of Development

Mr. James A. Foster
City of Trenton

Nancy Schmitt
UC Health West Chester Hospital

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, April 15, 2020 at 8:00 a.m.** In compliance with state mandates, this meeting will 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 Ms. Vonda Partin at 513.785.5226 or 800.750.0750 (Ohio Relay Service).

For questions or more information regarding this meeting please call 513.785.5226 or e-mail partinv@butlercountyrta.com.

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

April 15, 2020, 8:00 AM

*Butler County Regional Transit Authority
3045 Moser Court • Hamilton • Ohio • 45011*

Electronic Participation:

[Microsoft Teams Meeting](#)

[+1 614-695-4307](tel:+16146954307) United States, Columbus (Toll)

Conference ID: 225 400 382#

PRELIMINARY AGENDA

- I. Call to Order & Roll
- II. Consideration of Absences
- III. Approval of the Agenda (Motion Requested)
- IV. Approval of the March 18, 2020 Meeting Minutes (Motion Requested)
- V. Comments from Citizens
- VI. Secretary/Treasurer’s Report – February 2020 (Motion Requested)
- VII. Committee & Staff Reports
 - a. OKI
 - b. Metrics
- VIII. Director’s Report
 - a. COVID 19 Pandemic Update
 - b. 2019 Workplace Strength Results
- IX. Action Items
 - a. **Resolution 20-04-01:** Adoption of Project Objectives Aligned with BCRTA’s Strategic Goals
- X. Adjourn (Motion Requested)

Next Meeting Date:

May 20, 2020 @ 8:00 AM

**TENTATIVE: Community Room - MidPointe Library System
125 S. Broad Street; Middletown, OH 45044**

2020 Butler County RTA Board of Trustees Attendance

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

X = Present

E = Excused

A = Absent

VI. Secretary/Treasurer's Report

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

January 2020, statements were included in the packet. For the year-ended January, we showed a gain of approximately \$36K including our local share of depreciation. Revenues were over budget primarily due to Ohio Transit Partnership Program (OTP2) funds being recognized over the first half of 2020. The Other Transit Revenue was also over budget as the City of Middletown utilizes more of our drivers for MTS service.

Expenses for January were over budget by approximately \$15K. Overtime for drivers continues, and unemployment payments contributed to the over budget in Wages and Fringes. Vehicle body damage repairs provided by a third-party vendor caused the overage in Services.

The Transaction logs were included in the packet presenting all cash transactions for the period. The balance sheet for January 2020, was presented with primarily normal balances for assets, as well as liabilities and equity. Accounts Receivable was slightly higher than normal due to the receivable added for the OTP2 and UTP (Urban Transit Program) funds. No Miami funds are being deferred in 2020.

At the end of January, available funds were approximately \$1.94M. Board reserves were approximately \$1.64M with a required match on the local grant obligations of \$396K. The resulting non-restricted funds of \$300K will be used for any needed funding for the Chestnut facility. We are currently able to fund the local share of all 2020 projects and those for 2021.

Mr. Lawson requested a motion to approve the January 2020 Treasurer's Report. Mrs. Scott Jones made a motion to approve the January 2020 Treasurer's Report. Mr. Bautz seconded the motion. The report was approved.

VII. Director's Report

Due to the current Ohio mandated state of emergency regarding the COVID-19 Pandemic, Mr. Dutkevicz suggested to forego much of the original Director's Report agenda topics to discuss the urgent matter at hand to aide BCRTA in dealing with the pandemic. Mr. Dutkevicz assured the board that BCRTA has a Contagious Virus Response Plan in effect now that will be amended as need dictates.

Mr. Dutkevicz discussed possible non-essential service cuts would only be due to exceptionally low ridership, absenteeism, and hiring difficulties during the COVID-19 pandemic. Miami University is moving to a summer schedule as of next Monday. Mr. Dutkevicz expressed the need to continue running service for riders that require essential trips to grocery stores, pharmacies, and lifecare services. Mr. Dutkevicz explained that eliminating fare collection temporarily will help limit exposure between passengers and operators and also prevent employees from needing to count cash fares.

BCRTA has a good stock of cleaning supplies currently but is now cleaning all buses every 48 hours to protect riders. Some cleaning supplies are on back order currently. Mr. Dutkevicz discussed utilizing the bigger buses (from non-essential service cuts) to help with social distancing for passengers with rear entrance and exits for passengers to keep distances which will also help protect BCRTA drivers. BCRTA has now changed to phone interviews as opposed to in person interviews during the pandemic to comply with the mandated state of emergency with social distancing (6'). However, phone interviews could possibly make hiring even more difficult than it currently was. Another difficulty in the hiring process is that the Sherriff's Office is no longer doing background checks.

BCRTA is searching for a machine to do our own background checks or to find a private entity to hire to do background checks for them that has the FBI fingerprint.

Also discussed was wage hikes for drivers by the end of the year to be able to increase hiring and keep more drivers. Mr. Dutkevicz remarked that BCRTA does not plan to lay employees off but there are reduced work hours in effect now for some, but none under 50%. Administrative employees are working from home where possible.

Mr. Dutkevicz advised the board that the OPTA Conference in April has been canceled due to the pandemic. BCRTA is considering cutting some social media spending through the pandemic to shuffle budget monies as needed. Also, the federal government representatives will not be coming to BCRTA in April for the triennial review due to the pandemic.

Mr. Dutkevicz requested the board's approval vote for article A below for emergency working conditions during the pandemic. Mr. Becker recommended to include an additional board meeting next Wednesday, April 1, 2020, 8:00 AM at BCRTA Board Room in Hamilton, OH due to all the rapid pandemic changes, which was unanimously agreed on.

A. COVID-19

- i. Mr. Watt moved to suspend all Fixed Route, Commuter, and ADA service fares effective March 19, 2020 through June 1, 2020 due to COVID-19 Pandemic, authorize Executive Director to reduce or eliminate non-essential services as may be required for purposes of public health or staffing shortages and take any other actions as may be consistent with public order or in the best interest of public health. Mr. Foster seconded the motion.

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

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

The motion was accepted.

VIII. Action Items

- a. **Resolution No. 20-03-01:** Approval of the Butler County Regional Transit Authority 2020 Title VI Program.

Mr. Gardocki gave an update on the Title VI Program.

Mr. Lawson requested a motion to accept Resolution No. 20-03-01. Mrs. Schmitt made a motion to approve and Mr. Watt seconded the motion.

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

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

The resolution was adopted.

- b. Resolution No. 20-03-02:** Amendment of the Butler County Regional Transit Authority (BCRTA) 2017-2021 Equal Employment Opportunity Program and Policy 6-17 Equal Employment Opportunity (EEO) Statement of Policy.

Mr. Lawson requested a motion to accept Resolution 20-03-02. Mr. Bautz made a motion to approve and Mr. Watt seconded the motion.

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

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

The resolution was adopted.

- c. Resolution No. 20-03-04:** Authorizing the BCRTA Executive Director to File Applications and Execute Contracts with the Ohio Department of Transportation (ODOT) for Fiscal Year (FY) 2021 Ohio Public Transportation Assistance Grants Including, but not limited to, the Ohio Transit Partnership Program (OTPP), the Ohio Elderly and Disabled Transit Fare Assistance Program (E&D), and the Urban Transit Program (UTP).

Mr. Lawson requested a motion to accept Resolution 20-03-04. Mr. Foster made a motion to approve and Mr. Gordon seconded the motion.

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

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

The resolution was adopted.

IX. Adjourn

Mr. Watt moved to adjourn, and Mr. Foster seconded. The motion carried. The meeting was adjourned at 8:58 AM.

Respectfully submitted,

Matthew M. Dutkevicz, BCRTA Executive Director

Approved, Chris Lawson, BCRTA Board President

BCRTA
Income Statement
February 2020

	Current Month Budget	Current Month Actual	Change	Last Year Current Month
Revenues				
Passenger Fares	10,531.00	13,690.18	3,159.18	8,726.05
Contract Service	14,188.00	15,695.62	1,507.62	14,128.84
Other Transit Rev.	100,000.00	102,792.48	2,792.48	92,533.26
Mgt./Cons. Services	10,220.00	10,220.00	-	10,220.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	2,321.33	572.43	(1,748.90)	3,920.45
Local Funding	204,615.84	193,649.57	(10,966.27)	195,715.38
State Funding	70,045.25	72,000.00	1,954.75	33,359.00
Federal Funding	158,545.00	129,983.00	(28,562.00)	125,023.00
In-Kind Items	-	-	-	-
Total Revenues	570,466.42	538,603.28	(31,863.14)	483,625.98
Expenses				
Wages	250,354.01	253,775.13	3,421.12	230,645.83
Fringes	67,355.69	62,603.22	(4,752.47)	60,144.58
Services	30,683.34	38,307.16	7,623.82	24,072.35
Materials & Supplies	63,606.67	40,221.16	(23,385.51)	45,566.29
Utilities	7,632.33	7,928.25	295.92	6,996.12
Insurance	19,462.33	10,492.68	(8,969.65)	19,119.99
Taxes	-	-	-	-
Purchased Transportation	45,449.17	45,449.16	(0.01)	42,052.38
Misc. Items	8,362.51	10,471.94	2,109.43	12,726.43
Leases & Rentals	-	-	-	-
Total Expenses	492,906.05	469,248.70	(23,657.35)	441,323.97
Gain / (Loss)	77,560.37	69,354.58	(8,205.79)	42,302.01
Local Share Depreciation		21,742.19		
Gain / (Loss) with Local Depr.		47,612.39		

BCRTA
Income Statement
February 2020

	Year to Date Budget	Year to Date Actual	Change	Year to Date Last Year
Revenues				
Passenger Fares	21,727.00	28,004.18	6,277.18	18,817.17
Contract Service	28,765.00	32,978.98	4,213.98	28,662.53
Other Transit Rev.	200,000.00	215,337.51	15,337.51	192,761.94
Mgt./Cons. Services	20,440.00	20,440.00	-	20,440.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	4,735.66	2,377.46	(2,358.20)	7,033.28
Local Funding	400,057.68	386,800.42	(13,257.26)	366,679.76
State Funding	95,516.33	144,000.00	48,483.67	76,820.00
Federal Funding	307,728.00	273,652.00	(34,076.00)	242,151.00
In-Kind Items	-	-	-	-
Total Revenues	1,078,969.67	1,103,590.55	24,620.88	953,365.68
Expenses				
Wages	500,470.69	513,319.86	12,849.17	436,959.39
Fringes	143,076.03	143,293.05	217.02	125,869.32
Services	61,366.68	88,264.47	26,897.79	50,490.20
Materials & Supplies	111,172.34	80,577.15	(30,595.19)	100,699.06
Utilities	15,852.66	15,613.31	(239.35)	19,538.81
Insurance	38,924.66	27,017.66	(11,907.00)	36,080.53
Taxes	-	-	-	-
Purchased Transportation	90,898.34	90,898.32	(0.02)	84,104.76
Misc. Items	23,525.02	25,363.23	1,838.21	23,895.09
Leases & Rentals	-	-	-	-
Total Expenses	985,286.42	984,347.05	(939.37)	877,637.16
Gain / (Loss)	93,683.25	119,243.50	25,560.25	75,728.52
Local Share Depreciation		<u>21,742.19</u>		
Gain / (Loss) with Local Depr.		97,501.31		

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
2/1/20			Beginning Balance			114,425.50
2/3/20	267763	CRJ	Middletown Police Dept	125.00		
2/3/20	1/22-1/31/19	CRJ	Farebox Receipts	3,347.89		
2/4/20	ACH 02/04/2020	CRJ	BCRTA Items	75,000.00		
2/4/20	CASH 02/04/2020	CRJ	BCRTA Items	482.00		
2/5/20	8885	CDJ	BCRTA Petty Cash		509.89	
2/5/20	02/1-02/04/2020	CRJ	Farebox Receipts	971.76		
2/6/20	AT 02/06/2020	CDJ	Paycom		1,548.29	
2/6/20	PRWE 01/31/2020	GENJ			17,976.35	
2/6/20	PRWE 01/31/2020	GENJ	#1303		231.72	
2/6/20	PRWE 01/31/2020	GENJ	#1304		290.32	
2/6/20	PRWE 01/31/2020	GENJ	#1307		23.08	
2/6/20	PRWE 01/31/2020	GENJ			97,554.97	
2/6/20	PRWE 01/31/2020	GENJ	#1305		224.23	
2/6/20	PRWE 01/31/2020	GENJ	#1306		262.00	
2/6/20	PRWE 01/31/2020	GENJ	#1308		687.61	
2/6/20	PRWE 01/31/2020	GENJ	#1309		13.69	
2/7/20	8886	CDJ	Affordable Pest Control Inc.		48.00	
2/7/20	8887	CDJ	Alpine Valley Water		83.54	
2/7/20	8888	CDJ	Cummins Bridgeway LLC		770.00	
2/7/20	8889	CDJ	CenterGrid, LLC		346.61	
2/7/20	8890	CDJ	Fuller Ford		109.89	
2/7/20	8891	CDJ	Frank's Heavy Truck Collision		21,570.28	
2/7/20	8892	CDJ	Mighty Auto Parts		374.44	
2/7/20	8893	CDJ	Ohio Deferred Compensation		510.00	
2/7/20	8894	CDJ	Ohio Public Transit Associatio		2,700.00	
2/7/20	8895	CDJ	Ports Petroleum Co Inc		1,064.00	
2/7/20	8896	CDJ	RICOH USA, INC		69.28	
2/7/20	8897	CDJ	Staples Credit Plan		308.26	
2/7/20	8898	CDJ	Verizon Wireless		1,270.39	
2/12/20	0041404768	CRJ	Ohio Dept of Medicaid	4,350.00		
2/12/20	2/5-2/11/2020	CRJ	Farebox Receipts	1,870.20		
2/12/20	25626	CRJ	Ohio Transit Risk Pool	1,037.72		
2/13/20	8899	CDJ	Bethesda Healthcare Inc.		1,697.00	
2/13/20	8900	CDJ	Cincinnati Bell Any Distance		1,559.24	
2/13/20	8901	CDJ	Cintas Corporation		1,593.03	
2/13/20	8902	CDJ	Dinsmore & Shohl LLP		450.00	
2/13/20	8903	CDJ	EasterSeals TriState LLC		698.28	
2/13/20	8904	CDJ	KOI Enterprises, Inc.		2,140.84	
2/13/20	8905	CDJ	Mighty Auto Parts		129.99	
2/13/20	8906	CDJ	Millennium Business Systems		334.00	
2/13/20	8907	CDJ	Mobilcomm		180.00	
2/13/20	8908	CDJ	Port Technology LLC		1,673.12	
2/13/20	8909	CDJ	Rumpke Of Ohio Inc.		167.65	
2/13/20	8910	CDJ	SuperFleet Mastercard Program		26,316.59	
2/13/20	8911	CDJ	Talawanda School District		5,923.56	
2/13/20	300390	CRJ	BCRTA Items	50,000.00		
2/14/20	1212171	CRJ	BCRTA Items	400.00		
2/14/20	0041427557	CRJ	BCRTA Items	40.00		
2/14/20	656623487	CRJ	Ohio Transit Risk Pool	2,870.48		
2/14/20	656623481	CRJ	Ohio Transit Risk Pool	2,754.73		
2/14/20	656623459	CRJ	Ohio Transit Risk Pool	1,488.00		
2/14/20	656623433	CRJ	Ohio Transit Risk Pool	20.80		
2/19/20	1559	CRJ	Boys & Girls Club WC	1,020.00		
2/19/20	2/12-2/18/2020	CRJ	Farebox Receipts	1,867.74		
2/19/20	044316	CRJ	BCRTA Items	100,000.00		
2/19/20	02/19/2020	CRJ	BCRTA Items	140.00		
2/19/20	02/19-02/25/2020	CRJ	Farebox Receipts	2,221.93		
2/20/20	AT 02/20/2020	CDJ	Paycom		1,017.50	
2/20/20	PRWE 02/20/2020	GENJ	#1311		260.06	

2/20/20	PRWE 02/20/2020	GENJ	#1312			224.23	
2/20/20	PRWE 02/20/2020	GENJ	#1313			262.00	
2/20/20	PRWE 02/20/2020	GENJ				103,049.00	
2/20/20	PRWE 02/20/2020	GENJ	#1310			298.93	
2/20/20	PRWE 02/20/2020	GENJ	#1314			23.08	
2/20/20	PRWE 02/20/2020	GENJ				19,854.29	
2/20/20	PRWE 02/20/2020	GENJ	#1315			675.82	
2/20/20	8912	CDJ	City of Hamilton - Utilities			3,830.74	
2/20/20	8913	CDJ	Finn All Seasons			257.25	
2/20/20	8914	CDJ	Fitton Center - ArtSpirits, LL			964.50	
2/20/20	8915	CDJ	Ohio Deferred Compensation			510.00	
2/20/20	8916	CDJ	Office Depot Inc.			74.38	
2/20/20	8917	CDJ	Rumpke Of Ohio Inc.			58.23	
2/20/20	8918	CDJ	Graphic Village			2,050.51	
2/21/20	09011542314	CRJ	Federal Transit Administration	26,716.00			
2/21/20	0901142945	CRJ	Federal Transit Administration	91,480.00			
2/21/20	0901143341	CRJ	Federal Transit Administration	53,510.00			
2/24/20	01064420	CRJ	Butler County Veterans Service	7,195.60			
2/24/20	2165	CRJ	DeCoach Rehabilitation Centre	130.00			
2/24/20	268250	CRJ	City of Middletown	124,447.42			
2/25/20	8919	CDJ	Middletown Treasury Divison			250.80	
2/25/20	8920	CDJ	Luxurious Wraps, LLC			4,380.00	
2/25/20	8921	CDJ	Ohio Hydraulics Inc.			23.76	
2/25/20	8922	CDJ	PERS			83,425.98	
2/25/20	AT 02/25/2020	CDJ	BCRTA PNC Card Purchases			15,837.58	
2/26/20	8923	CDJ	Bethesda Healthcare Inc.			1,197.40	
2/26/20	8924	CDJ	Bryce's Lawncare & Landscaping			575.00	
2/26/20	8925	CDJ	Cox Media Group			61.05	
2/26/20	8926	CDJ	Jake Sweeney Chrysler Jeep			117.25	
2/26/20	8927	CDJ	M&M Cleaning			595.00	
2/26/20	8928	CDJ	Major Supply Corp			211.92	
2/26/20	8929	CDJ	Mobilcomm			81.75	
2/26/20	8930	CDJ	Office Depot Inc.			379.57	
2/26/20	8931	CDJ	Tristate Cleaning			400.00	
2/26/20	8932	CDJ	Verizon Wireless			181.80	
2/27/20	8933	CDJ	Ohio Dept. of Jobs & Family Se			2,877.24	
2/27/20	8934	CDJ	SELF			500.00	
2/28/20	900488139	CRJ	Maternal Child Health Center	60.00			
2/28/20	004158579	CRJ	Ohio Department of Taxation	8,987.94			
2/28/20	0041568580	CRJ	Ohio Department of Taxation	9,852.75			
2/28/20	0041555179	CRJ	BCRTA Items	50.00			
2/28/20	3226	CRJ	Transit Alliance of Butler Cou	22,500.00			
2/28/20	910245	CRJ	BCRTA Items			200,000.00	
2/29/20	02/29/20	GENJ	Service Charge			3.00	
			Current Period Change	594,937.96	635,919.76		-40,981.80
2/29/20			Ending Balance				73,443.70

Savings - PNC (National City)

2/1/20			Beginning Balance				44,089.64
2/4/20	CC 01/31/2020	CRJ	BCRTA Items	1,294.11			
2/6/20	MAS 01/31/2020	CRJ	BCRTA Items	333.00			
2/6/20	MAS 01/31/2020	CRJ	Masabi LLC	2,627.96			
2/29/20	02/29/20	GENJ	Service Charge			2.38	
2/29/20	BT 02/1-02/29/20	CRJ	Farebox Receipts	305.52			
2/29/20	02/29/20	GENJ	Interest Income	30.93			
			Current Period Change	4,591.52	2.38		4,589.14
2/29/20			Ending Balance				48,678.78

Savings - PNC Bank

2/1/20			Beginning Balance				924,082.95
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2/4/20	ACH 02/04/2020	CRJ	BCRTA Items - TRANSFER FROM SAVINGS		75,000.00		
2/13/20	300390	CRJ	BCRTA Items - From Savings		50,000.00		
2/19/20	044316	CRJ	BCRTA Items - TRANSFER FROM SAVINGS TO CHECKING		100,000.00		
2/27/20	2020 Bid Bond	GENJ	BCVSC 2020 Bid Bond Cashiers Check		41,261.00		
2/28/20	910245	CRJ	BCRTA Items - Transfer To Savings	200,000.00			
2/29/20	02/29/20	GENJ	Interest Income	515.50			
			Current Period Change	200,515.50	266,261.00	-65,745.50	
2/29/20			Ending Balance				858,337.45

BCRTA
Balance Sheet
February 2020

Assets

Current Assets		*Other Assets		
Checking - PNC	73,443.70	Net Pension Asset	13,997.00	
Savings - PNC	48,678.78	Deferred Outflows-Pensions	1,585,594.00	
Savings - PNC	858,337.45	Deferred Outflows-OPEB	200,220.00	
Bid Deposit	41,261.00			
M&S Inventory	26,860.76	Property & Equipment		
Petty Cash	1,000.00	Vehicles	10,476,397.26	
Accounts Receivable	2,158,416.20	Buildings & Land	2,794,595.53	
Prepays	113,076.49	Furniture & Equipment	901,305.81	
		Amenities & Misc.	67,877.96	
		WIP-35' Buses	1,103,676.00	
		WIP-Website	35,000.00	
		Accum. Depr.	(6,068,031.40)	
	<u>3,321,074.38</u>		<u>11,110,632.16</u>	Total Assets
				<u>14,431,706.54</u>

Liabilities & Equity

Current Liabilities		*Long-term Liabilities		
Accounts Payable	769,917.95	Net Pension Liability	4,962,975.00	
Payroll Payables	122,091.52	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	127,058.32			
FTA Vehicle Funds	68,131.00	Equity		
Future Match Funds	18,750.00	Balance Equity	2,861,645.23	
Unearned Tickets	27,138.00	Federal & State Capital	13,043,076.00	
Unearned MU Funds	-	Local Capital	89,410.00	
		Retained Earnings	(10,432,142.87)	
		Net Income	119,243.50	
	<u>1,230,858.68</u>		<u>13,200,847.86</u>	Total Liabilities
				and Capital
				<u>14,431,706.54</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**

February 2020

Current Assets	3,321,074.38
Current Liabilities	<u>(1,230,858.68)</u>
Available Funds	2,090,215.70

Board Reserves

Local Share Grant Obligations		
OH-2018-021-00	1,143,568.75	
FFY Pending Federal	91,610.50	
Oxford Facility Match Pledge	200,000.00	
Less OTP2 Match Funds	(114,383.00)	
Less Projected Local Match	<u>(844,312.50)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	476,483.75	
FTA Grants	476,483.75	Match Required
Working Capital Funds (2 Mths.)	929,124.50	
Capital Replacement Funds	321,777.80	2020 - 2021 Local Share of Projects Not Yet on Grants
Contingency Funds	<u>-</u>	
Total Board Reserves	1,727,386.05	
Non-Restricted Funds	362,829.65	

METRIC DASHBOARD

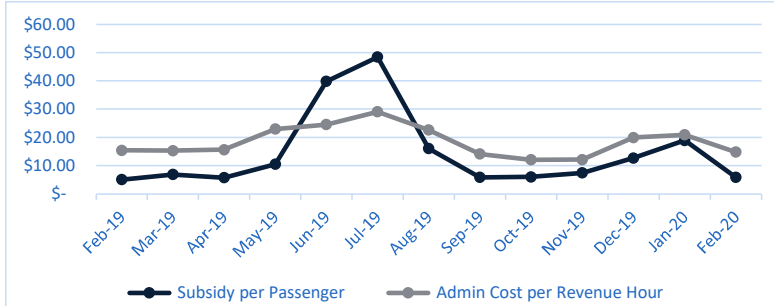
February 2020

Leveraging Competitive Funding & Partnerships

Average Fleet Age

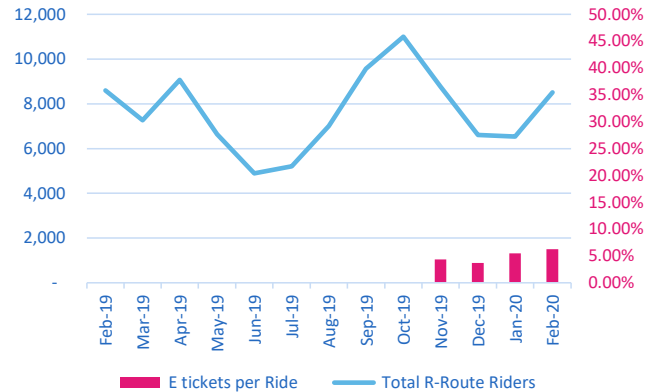
3.52

Since Last Month (0.07) -1.99%
Since Last Year (0.70) -19.89%



Enhancing Connectivity

Fixed Route EZfare Rides / Total Rides



BGO App Rides/Total BGO Rides

9.35%

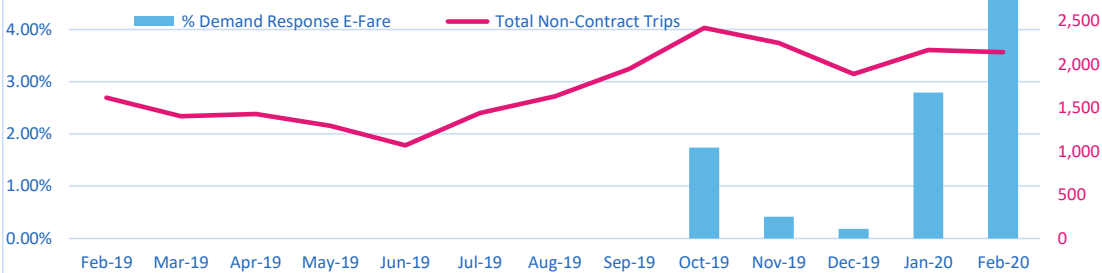
Since Last Month 5.75% 61.47%
Since Last Year 9.35% 100.00%

BGO App Downloads/Ride

4.35%

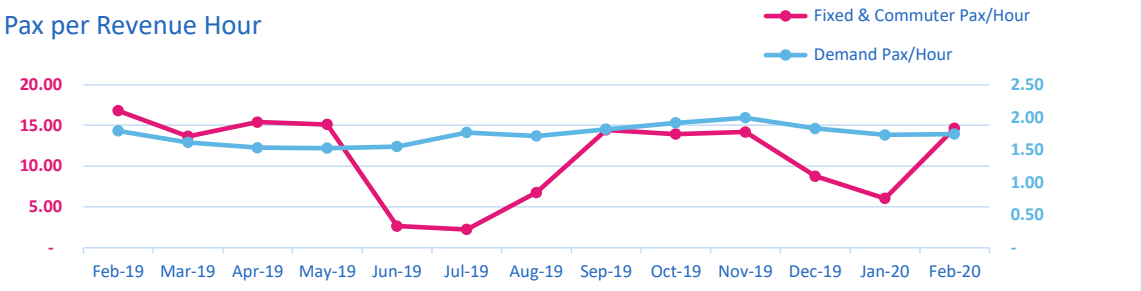
Since Last Month 2.73% 62.82%
Since Last Year 4.35% 100.00%

BGO Efare / Total BGO Fares

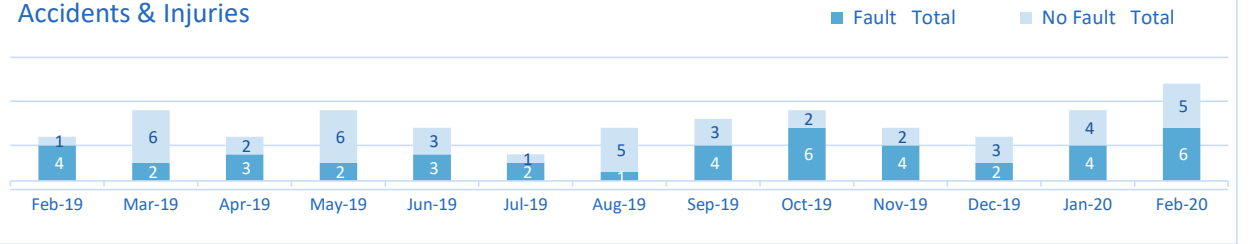


Improving Mobility & Eliminating Barriers

Pax per Revenue Hour



Accidents & Injuries



Operator Headcount/Revenue Hours

0.01153

Since Last Month -0.3% -27%
Since Last Year 0.2% 17%

Denials & Refusals/Total BGO

1.22%

Since Last Month -1.6% -132%
Since Last Year -6.5% -536%

Supporting Employers

42X Park & Ride Total Trips

8,758

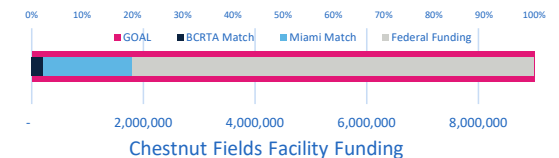
Since Last Month (1,081) -12%
Since Last Year 623 7%

BGO Employment Trips

1,215

Since Last Month 86 7.08%
Since Last Year 587 48.31%

Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

TBD

Director's Notes – April 2020

A. Metrics & Service

1. BGO Fare Change

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

2. Group Fare

Pursuant to the January 2020 BGo fare change, fares were dropped and requests have been increasing. As part of the fare change, BCRTA's "3x" group fare program was discontinued as it was not viable at the newly implemented \$5.00 rate. Several teen centers in the Liberty/West Chester area have expressed need for after school transportation services and expressed concern over the elimination of the group rate.

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

3. BCVSC

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

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

4. Fixed Route Fares

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

Regarding free fares as a matter of regular business:

Given a combination of factors including the national conversation, FTA's mandate the U & P routes be free, and total fare revenue, staff has been

Director's Notes – April 2020

discussing the feasibility of eliminating fixed route fares. This concept may also directly support several of the visioning benchmarks established at the June 2019 retreat. The idea is preliminary, and staff are still investigating with no solid conclusions at this time.

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

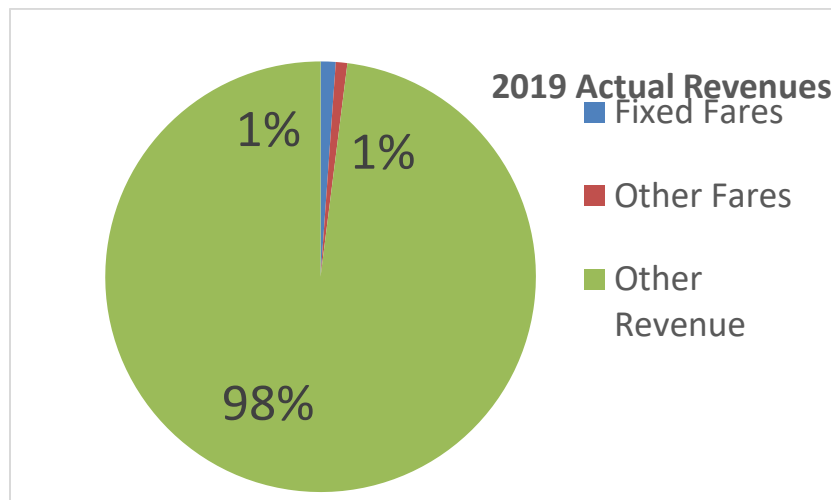
For more reading:

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

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

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

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



B. Staffing & Facility

1. Staffing

BCRTA is currently seeking CDL and non-CDL drivers, maintenance technicians. A biweekly email digest of open positions is available. Please contact Kristin Fryer, BCRTA HR Manager (fryerk@butlercountyrta.com) if you would like to be added to the mailing list.

Director's Notes – April 2020

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

2. Customer Service Center

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

C. Planning

1. Hamilton Train Station?

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

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

[Click here for WCPO Coverage](#)

2. Chestnut Street Multimodal Station

BCRTA was awarded \$2.6M in 5339 funds in April 2018 and \$4.5M in CMAQ funds in 2019 to be put toward the facility. CMAQ funds are programmed for FY 2024.

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

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

BCRTA staff have been working closely with BCRTA legal counsel and Miami University to begin negotiating a land use/lease agreement and joint development agreement for the construction of the proposed facility.

BCRTA has drafted proposed documents and is continuing to negotiate with Miami.

3. 42X

BCRTA renewed the 42X contract for 2020 with Cincinnati Metro. Staff recommend aggressive pursuit of a cost-sharing model in 2021 after SORTA has completed its ballot initiative.

Director's Notes – April 2020

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

D. Outreach & Communications

1. COVID-19

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

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

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

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

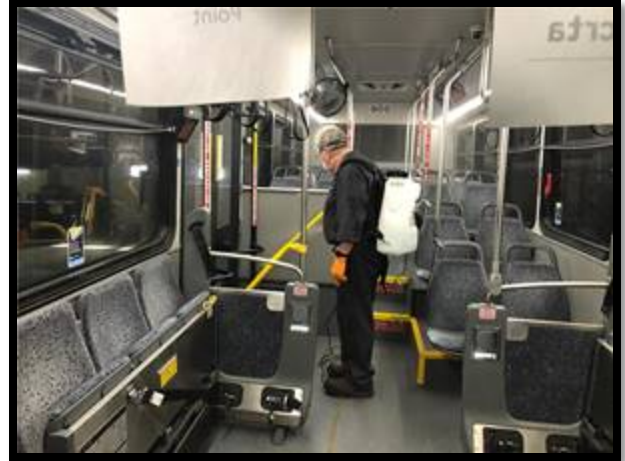
BCRTA has no confirmed COVID-19 cases, but we do have about 10 employees that are currently self-quarantining, received a doctor's note to quarantine, or are requesting FMLA due to the risk of COVID-19 exacerbating another serious condition.

We are making arrangements to provide sick leave consistent with or slightly better than the new legislation requires. We're making sure to address those employees that may be at risk now, even though we do not expect the EFMLEA and sick leave legislation to be effective until 4/1/20. Staff is viewing the current crisis not only as an absence issue, but also a retention issue, as many logistics firms and retailers are hiring very aggressively.

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

Director's Notes – April 2020

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



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

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

2. Art OnBoard

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

3. I-75 WorkLink Corridor

Due to inefficient ridership and the loss of funding from Premier Health in Q1 2020, BCRTA has recommended a demand-response model to serve WorkLink constituents in the Middletown-Monroe-Dayton corridor. Current service will end March 21 and new demand-response style service will be available beginning March 23.

4. List of Influencers

As part of addressing BCRTA's newly proposed vision, I would like to gather a list of relationships and influencers that our organization and Board of Trustees believe they can leverage if needed. I am asking staff and trustees to share persons and position/title information so we may create a database that may be used to influence decisions and opinions regarding BCRTA and public transit in our area. Please email Vonda Partin with your information: partinv@butlercountyrta.com.

Director's Notes – April 2020

E. Funding & Discretionary Grant Availability

1. **Integrated Mobility Innovation Demonstration Research Program**
Stark Area Regional Transit Authority (SARTA) in partnership with committed partners, NEORide, CALSTART, Masabi and Cleveland State University (CSU), along with 9 additional transit agency stakeholders, including BCRTA were awarded \$2M to develop an innovative alternative payment system for mobility, business and personal applications targeted to significantly benefit unbanked, underbanked, low-income, disadvantaged, disabled, student, elderly and other underserved populations. SARTA and NEORide will be leading the project.
2. **CARES ACT**
BCRTA will receive roughly \$5.8M in operational and capital funding from the CARES Act Apportionments to provide relief for COVID 19.
3. **MTS Funding**
MTS was recently awarded more than \$3M to purchase four (4) commuter style coaches to operate Cincinnati commuter service. Staff are working closely with Middletown to use this project as a mechanism to flex regional funding into the Chestnut Fields Multimodal Station Project.

MTS is also expected to receive a sizeable amount of CARES funding, although an exact amount has not yet been determined by the state.
4. **CMAQ/STP**
BCRTA applied locally to OKI for the unfunded portion of the Chestnut Fields Multimodal Station & Shared Services Facility. OKI reports they received twenty-one applications totaling more than \$75M. On September 10, 2019 the OKI Prioritization Subcommittee scored BCRTA's application with 74 points, more than any other local project! BCRTA received an official award letter from OKI on December 19, 2019.
5. **\$70M for Transit (HB 62) – Ohio Transit Partnership Program Grants**
State funding awards were made October 25, 2019. BCRTA received \$305,653 in Urban Transit Program funds, \$3,611 in Elderly and Disabled Subsidies, and \$474,383 in discretionary Transit Partnership Program (OTP2) funds for operating assistance and bus replacement match.

F. On the Horizon ...

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

Director's Notes – April 2020

May 20, 2020

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

September 16, 2020

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

2. OPTA Conference - CANCELLED

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

3. Federal Transit Administration Triennial Review - POSTPONED

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

4. Upcoming Procurements >\$25,000

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

Director's Notes – April 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

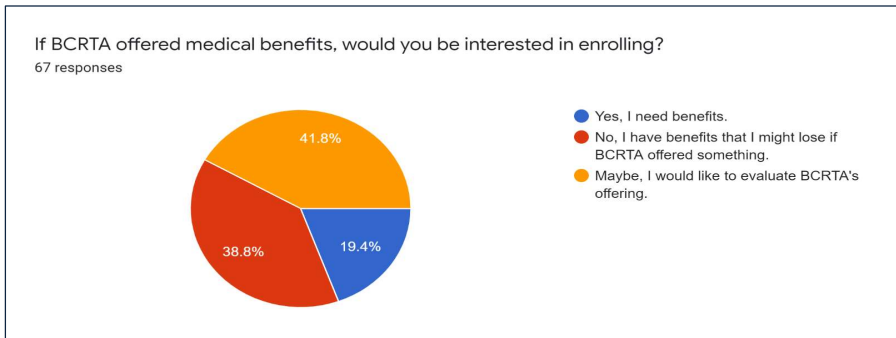
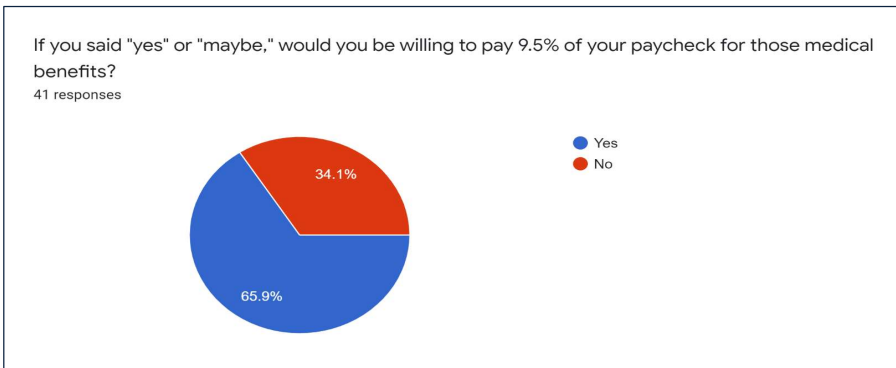
Support employers with effective workforce transportation in at least 75% of Butler County's densest corridors.

- 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

Question	2018 Average Score 49 results	2019 Average Score 67 results		Difference	
I know what is expected of me.	4.27	4.06	↓	(0.21)	-4.94%
I have the training, materials and equipment I need to do my work correctly and safely.	4.02	4.07	→	0.05	1.34%
At BCRTA, I have the opportunity to do what I do best every day.	3.94	4.21	↑	0.27	6.89%
In the last seven (7) days, I have received recognition for doing a job well done.	3.00	3.00	→	0.00	0.00%
My supervisor seems to care about me as a person.	4.00	4.18	↑	0.18	4.48%
Someone at BCRTA encourages my professional development.	3.38	3.49	↗	0.11	3.24%
My opinions count at BCRTA.	3.02	3.16	↗	0.14	4.75%
The mission/purpose of BCRTA makes me feel that my job is important.	3.98	3.91	↘	(0.07)	-1.72%
My co-workers are committed to doing quality work.	3.69	3.87	↑	0.18	4.83%
I have a best friend at BCRTA.	2.81	2.99	↑	0.18	6.29%
In the last six months, someone from BCRTA has talked with me about my progress.	3.51	3.30	↓	(0.21)	-6.04%
This last year, I have had the opportunity to learn and grow at BCRTA.	3.51	3.48	↘	(0.03)	-0.94%



BCRTA Resolution No. 20-04-01

Adoption of Project Objectives Aligned with BCRTA's Strategic Goals

Whereas on June 19, 2019 the BCRTA Board of Trustees participated in a planning session to strategically and consistently focus the agency's resources on high stakes issues over the next two to five years; and

Whereas on September 18, 2019 the BCRTA Board of Trustees reaffirmed their mission and adopted the following vision and strategic objectives:

"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.
- **Enhance connectivity** with constituents by leading in the implementation of new transit tech (onboard Wi-Fi tools).
- **Improve mobility access and eliminate barriers** to ridership, especially for riders who may be elderly or have disabilities.
- **Support employers** with effective workforce transportation in at least 75% of Butler County's densest corridors.
- **Develop multimodal infrastructure** and wayfinding to create seamless user experiences; and

Whereas the BCRTA Board of Trustees desires to solidify a workplan for the Director and BCRTA staff.

Now, therefore, be it resolved that the BCRTA Board of Trustees hereby adopts the following project objectives aligned with the Board's adopted strategic goals:

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

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- 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, Liberty/West Chester)

Furthermore, the Board of Trustees authorizes the Executive Director to take all actions necessary to enact this resolution.

Approved: April 15, 2020

Chris Lawson, Board President

Matthew Dutkevicz, Executive Director