



#### Board of Trustees

Mr. Christopher Lawson,  
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City of Hamilton

Mr. Perry Gordon,  
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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, October 21, 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 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](mailto:partinv@butlercountyrta.com).

**BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES**

**October 21, 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 September 16, 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 (Appointment Required)
- VIII. Director's Report
- IX. Governance
  - a. Authorize 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. (Motion Requested)
- X. Action Items
  - a. **Resolution 20-10-01:** Certifying the Availability of up to \$35,000 as the required 50% local match in Support of the Transit Alliance of Butler County's (Transit Alliance) Application for a City of Hamilton Commubity Development Block Grant (CBDG) in Support of

**Next Meeting Date:**

**November 18, 2020 @ 8:00 AM**

**Butler County RTA – Hamilton Board Room**

**3045 Moser Court**

**Hamilton, OH 45011**

**BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES**

**October 21, 2020, 8:00 AM**

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**3045 Moser Court, Hamilton, OH 45011**

a Job Connection Shuttle Targeted for Low and Very-Low Income Resident of the City of Hamilton to Maintain a Basic Quality of Life.

XI. Pending Future Resolutions (review only)

- 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 (Motion Requested)

**Next Meeting Date:**

**November 18, 2020 @ 8:00 AM**

**Butler County RTA – Hamilton Board Room**

**3045 Moser Court**

**Hamilton, OH 45011**

## 2020 Butler County RTA Board of Trustees Attendance

9/16/2020

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

X = Present

E = Excused

A = Absent



July 2020 statements were included in the packet. The month of July, trends from the previous summer months continued. The increase in funds from the City of Middletown contract and the BCRTA CARES funding offset the decrease in our Community Contribution (local funding) from Miami University and the decreases in fares and contracted services. Total expenses remained underbudget as BCRTA continues limited service through the pandemic. Year-end July showed the culmination of these trends in revenues with Passenger Fares, Contract Service, as well as Local Funding remaining under-budget. Revenues through July were approximately \$3.88M (\$162K over the budget of \$3.72M). 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 July 2020 was presented with normal balances for assets, as well as liabilities and equity. Miami University became current with their payments in August and will be reflected in next month's statements.

At the end of July, Available Funds were approximately \$2.59M. The local match required for current grants is decreasing more slowly as some of the grants requiring a match are not being utilized due to CARES Act funding. Current Non-Restricted Funds are shown at (\$171K). With current funding and awards not currently on a grant, we are set to cover our local share of projects through mid-2024, including the new facility planned in Oxford.

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

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

### **a. OKI**

Mr. Dutkevicz shared he had a conflict with the recent OKI meeting and could not attend. Mr. Gardocki attended the Intermodal Coordinating Committee (ICC) and shared that nothing was submitted by Butler County for STBG grants. The Oxford area trails were not successful in receiving funding for their phase.

### **b. Metrics**

Mr. Morgan gave the Metrics Report for July 2020.

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

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

3.54 years – This is a decrease of 13.56 percent from July 2019.

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

The subsidy per passenger increased in July 2020 in comparison to last July by 13.7 percent. This is directly related to COVID – 19, reduced ridership and going fare free on the fixed routes. This is a decrease from the prior month by 14.6 percent.

**Admin Cost Per Revenue Hour**

Administrative Overhead cost per hour has decreased by \$3.60 or 12.4 percent comparing July 2019 to July 2020.

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

BCRTA fixed route fares are suspended.

**BGo Efare/ BGo Fares**

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

**BGo App Rides/ Total BGo Rides**

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

**BGo App Downloads/ Rides**

5.88 percent of the app downloads for the month of July turned into a BGo ride.

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

Fixed and Commuter routes had 2.39 passengers per revenue hour in July of 2020, this is 7.7 percent higher than July of 2019.

Demand Response service had 1.43 passengers per revenue hour in July of 2020, this is an 18.8 percent decrease from July of 2019.

**Accidents and Injuries**

**Fault Total** – BCRTA had 9 at fault accidents in July of 2020.

**No Fault Total** – BCRTA also had 4 no fault accidents and injuries.

**Operator Headcount/ Revenue Hours**

.0174 this number has increased by 14.34 percent since July of last year.

**Denials and Refusals/ Total BGo Trips**

0.29 percent of all requested BGo trips were either denied or refused. This is due to not having the capacity to complete the trip or the negotiated time would not work for the passenger.

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

The 42x did not operate in July of 2020.

**BGo Employment Trips**

BCRTA completed 1,336 BGo trips for the purpose of employment in July of 2020, this is a 42.89 percent increase from June 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 \$9,518,750 of our \$11,468,750 goal. We have a project completion date of 2.25 years.

## **VIII. Director's Report**

Mr. Dutkevicz provided the director's report.

### **A. Metrics & Service**

#### **1. 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. Options will be gathered to consider with budgets for 2021.

#### **2. 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.

### **C. Planning**

#### **1. 42X**

Considering COVID-19, 42X service has been eliminated to control operational costs in light of fare loss. Staff has amended the 2020 service agreement with SORTA to address needed changes. SORTA has calculated that the route will likely need to be suspended until mid-October to recoup fares lost during pandemic operations in March and April. BCRTA has received a small number of complaints regarding this service cut.

BCRTA is currently making BGo rides available to 42X riders affected by the service change. A very limited number of reservations have been made suggesting service demand is still weak. Preliminary ridership data for other SORTA Park & Rides also suggests very weak demand for P&R service. Staff will continue to evaluate demand for a restart through the end of the year.

Staff are recommending a new strategy to provide Cincinnati commuter services beginning in 2022.

#### **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.



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.

## 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. BCRTA is working with the City and to eliminate additional risks where possible. Absences are beginning to affect overtime.

Staff continue to make contingency plans for a Miami University return to full service.

Because social distancing can be very difficult onboard transit vehicles, BCRTA is investigating onboard air sanitation option. Staff continue to enforce mask use and sanitize vehicles frequently. Additional equipment has been purchased to increase speed and effectiveness of disinfection protocols.

Mr. Foster made a motion to authorize suspension of fixed route, commuter and ADA fares through December 31, 2020. Ms. Schmitt seconded the motion. The motion was adopted.

Mr. Watt made a motion to authorize a front-line staff bonus per management discretion at an amount not to exceed \$30,000.00. Ms. Schmitt seconded the motion. The motion was adopted.

### 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

BCRTA staff have been meeting with Fitton Center officials regularly and have executed a preliminary plan with deliverables due to BCRTA in early November and possible wrapping of buses before year-end. BCRTA will target R3 buses for the first designs.

### 4. List of Influencers

As part of addressing BCRTA's newly proposed vision, Mr. Dutkevicz would like to gather

a list of relationships and influencers that BCRTA and Board of Trustees believe they can leverage if needed. Mr. Dutkevich is asking staff and trustees to share persons and position/title information so BCRTA may create a database that may be used to influence decisions and opinions regarding BCRTA and public transit in our area. Please e-mail Vonda Partin with your information: [partinv@butlercountyrta.com](mailto:partinv@butlercountyrta.com).

## 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. CARES ACT

BCRTA will receive roughly \$5.8M in operational and capital funding from the CARES Act Appointments to provide relief for COVID-19. BCRTA expects to receive additional funding as a result of Warren County's recent rejection of funds. The rejected dollars are part of the Cincinnati Urbanized area and must be used within the area.

### 5. 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. 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 roll-out at other high volume stops throughout the county.

## 2. 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.

## 3. Upcoming Procurements > \$25,000

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

**IX. Action Items**

- a. **Resolution No. 20-09-01:** Authorizing the Butler County Regional Transit Authority (BCRTA) to Award a Heavy-Duty Bus Purchase Contract for BCRTA and City of Middletown and City of Middletown, and Purchase One (1) 35 Foot Diesel Replacement Bus on Behalf of the City of Middletown under a Joint Procurement with Laketran and Athens Public Transit.

Mr. Lawson requested a motion to accept Resolution No. 20-09-01. Mr. Watt 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	YES
Mr. Fehr	YES
Mr. Foster	YES
Mr. Gordon	YES
Mr. Lawson	YES
Ms. Schmitt	YES
Ms. Scott Jones	ABSENT
Mr. Watt	YES

The resolution was adopted.

**X. Adjourn**

Mr. Watt moved to adjourn, and Mr. Bautz seconded. The motion carried. The meeting was adjourned at 8:38 AM.

Respectfully submitted,

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Matthew M. Dutkevicz, BCRTA Executive Director

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Approved, Chris Lawson, BCRTA Board President

**BCRTA**  
**Income Statement**  
**August 2020**

	<b>Current Month Budget</b>	<b>Current Month Actual</b>	<b>Change</b>	<b>Last Year Current Month</b>
<b>Revenues</b>				
Passenger Fares	12,828.00	7,234.07	(5,593.93)	10,731.44
Contract Service	19,051.00	10,656.10	(8,394.90)	18,899.18
Other Transit Rev.	100,000.00	146,173.51	46,173.51	110,045.10
Mgt./Cons. Services	10,220.00	20,440.00	10,220.00	10,220.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	2,694.33	78.71	(2,615.62)	5,003.41
Local Funding	195,441.84	212,658.99	17,217.15	225,772.04
State Funding	-	-	-	50,942.16
Federal Funding	160,272.00	177,955.00	17,683.00	158,629.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>500,507.17</b>	<b>575,196.38</b>	<b>74,689.21</b>	<b>590,242.33</b>
<b>Expenses</b>				
Wages	246,469.68	197,322.79	(49,146.89)	238,438.70
Fringes	85,485.67	79,131.68	(6,353.99)	79,699.10
Services	30,683.34	39,931.05	9,247.71	32,443.91
Materials & Supplies	66,761.67	31,728.90	(35,032.77)	54,201.82
Utilities	6,592.33	8,609.36	2,017.03	6,075.83
Insurance	19,462.33	12,917.69	(6,544.64)	51,261.44
Taxes	-	-	-	-
Purchased Transportation	45,449.17	45,449.16	(0.01)	42,052.38
Misc. Items	8,262.51	4,812.14	(3,450.37)	6,441.40
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>509,166.70</b>	<b>419,902.77</b>	<b>(89,263.93)</b>	<b>510,614.58</b>
Gain / (Loss)	(8,659.53)	155,293.61	163,953.14	79,627.75
Local Share Depreciation		21,742.19		
<b>Gain / (Loss) with Local Depr.</b>		<b>133,551.42</b>		

**BCRTA**  
**Income Statement**  
**August 2020**

	<b>Year to Date Budget</b>	<b>Year to Date Actual</b>	<b>Change</b>	<b>Year to Date Last Year</b>
<b>Revenues</b>				
Passenger Fares	89,698.00	67,637.20	(22,060.80)	75,963.06
Contract Service	133,479.00	92,840.30	(40,638.70)	132,742.87
Other Transit Rev.	800,000.00	998,635.32	198,635.32	791,641.80
Mgt./Cons. Services	81,760.00	132,860.00	51,100.00	81,760.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	18,931.64	89,778.80	70,847.16	31,043.23
Local Funding	1,569,230.72	1,203,592.90	(365,637.82)	1,611,968.00
State Funding	305,653.00	363,611.00	57,958.00	197,738.32
Federal Funding	1,221,318.00	1,508,323.00	287,005.00	1,045,492.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>4,220,070.36</b>	<b>4,457,278.52</b>	<b>237,208.16</b>	<b>3,968,349.28</b>
<b>Expenses</b>				
Wages	1,968,610.10	1,791,275.90	(177,334.20)	1,845,496.12
Fringes	621,875.69	653,544.78	31,669.09	572,014.31
Services	245,466.72	311,609.45	66,142.73	235,829.06
Materials & Supplies	480,719.36	296,711.20	(184,008.16)	372,319.15
Utilities	55,878.64	56,995.16	1,116.52	59,254.19
Insurance	155,698.64	132,345.14	(23,353.50)	191,596.79
Taxes	-	-	-	-
Purchased Transportation	363,593.36	363,593.28	(0.08)	336,419.04
Misc. Items	76,600.08	81,154.25	4,554.17	87,186.41
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>3,968,442.59</b>	<b>3,687,229.16</b>	<b>(281,213.43)</b>	<b>3,700,115.07</b>
Gain / (Loss)	251,627.77	770,049.36	518,421.59	268,234.21
Local Share Depreciation		21,742.19		
<b>Gain / (Loss) with Local Depr.</b>		<b>748,307.17</b>		

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
<b>Checking - PNC (National City)</b>						
8/1/20			Beginning Balance			506,092.75
8/1/20	09/01-09/14/20	CRJ	Farebox Receipts	2,194.02		
8/1/20	0724100	CRJ	BCRTA Items	100.00		
8/3/20	07/15 - 07/31/202	CRJ	Farebox Receipts	3,237.80		
8/3/20	CASH 7/31/2020	CRJ	BCRTA Items	5.00		
8/5/20	9229	CDJ	Aunt Flow		3,850.00	
8/5/20	9230	CDJ	Cummins Bridgeway LLC		502.97	
8/5/20	9231	CDJ	Certified Language Int.		13.05	
8/5/20	9232	CDJ	Double Map		43,379.08	
8/5/20	9233	CDJ	Endeavor Business Media LLC		200.00	
8/5/20	9234	CDJ	Fuller Ford		54.60	
8/5/20	9235	CDJ	Frank's Heavy Truck Collision		2,716.03	
8/5/20	9236	CDJ	Gillig		161.69	
8/5/20	9237	CDJ	Karcher North America, Inc		2,896.82	
8/5/20	9238	CDJ	Myers Equipment Corporation		82.99	
8/5/20	9239	CDJ	Ohio Deferred Compensation		760.00	
8/5/20	9240	CDJ	Oxi Fresh of Fairfield		123.00	
8/5/20	9241	CDJ	RICOH USA, INC		27.22	
8/5/20	9242	CDJ	Supply Post Business Products		1,124.00	
8/5/20	9243	CDJ	Talawanda School District		882.76	
8/5/20	9245	CDJ	Transport Specialists, Inc.		1,383.48	
8/5/20	9244	CDJ	Verizon Wireless		1,316.25	
8/5/20	9245V	CDJ	Transport Specialists, Inc.	1,383.48		
8/5/20	9246	CDJ	Transport Specialists, Inc.		1,383.48	
8/5/20	0042829809	CRJ	Ohio Dept of Medicaid	800.00		
8/5/20	199965	CRJ	Easter Seals TriState	25.00		
8/5/20	01070941	CRJ	BCDD Master Billing	472.50		
8/5/20	9244V	CDJ	Verizon Wireless	1,316.25		
8/5/20	9247	CDJ	Verizon Wireless		1,316.25	
8/5/20	0042829810	CRJ	BCRTA Items	50.00		
8/5/20	CASH 7/30/2020	CRJ	BCRTA Items	5.00		
8/6/20	!0372515	CRJ	Miami University	461,003.03		
8/6/20	5TX0N2GWO	CDJ	Paycom		999.27	
8/6/20	PRWE 07/31/20	GENJ	#1369		428.07	
8/6/20	PRWE 07/31/20	GENJ	#1372		23.08	
8/6/20	PRWE 07/31/20	GENJ			83,700.05	
8/6/20	PRWE 07/31/20	GENJ			15,000.40	
8/6/20	PRWE 07/31/20	GENJ	#1370		262.00	
8/6/20	PRWE 07/31/20	GENJ	#1371		78.49	
8/7/20	9248	CDJ	BCRTA Petty Cash		975.91	
8/7/20	933900	CRJ	BCRTA Items - TXFR TO SAVINGS FROM CHECKING		700,000.00	
8/12/20	9249	CDJ	American Red Cross		990.00	
8/12/20	9250	CDJ	Affordable Pest Control Inc.		48.00	
8/12/20	9251	CDJ	Alpine Valley Water		23.85	
8/12/20	9252	CDJ	Bryce's Lawncare & Landscaping		1,400.00	
8/12/20	9253	CDJ	Blashock Plumbing Inc.		501.41	
8/12/20	9254	CDJ	Cincinnati Bell Any Distance		1,590.61	
8/12/20	9255	CDJ	Cintas Corporation		1,660.65	
8/12/20	9256	CDJ	CDW Government Inc.		8,186.77	
8/12/20	9257	CDJ	CenterGrid, LLC		346.61	
8/12/20	9258	CDJ	Endeavor Business Media LLC		1,875.00	
8/12/20	9259	CDJ	Electronic Data Magnetics, Inc		2,407.50	
8/12/20	9260	CDJ	Ecolane USA Inc		19,437.00	
8/12/20	9261	CDJ	Fuller Ford		1,042.86	
8/12/20	9262	CDJ	J&N Auto Electric Inc.		213.50	
8/12/20	9263	CDJ	Karcher North America, Inc		66.30	
8/12/20	9264	CDJ	KOI Enterprises, Inc.		1,972.37	
8/12/20	9265	CDJ	Millennium Business Systems		324.85	
8/12/20	9266	CDJ	Myers Equipment Corporation		159.94	
8/12/20	9267	CDJ	Mobilcomm		180.00	
8/12/20	9268	CDJ	Ohio Dept. of Jobs & Family Se		3,106.70	
8/12/20	9269	CDJ	Ohio Hydraulics Inc.		202.25	
8/12/20	9270	CDJ	Refitt's LLC		350.00	
8/12/20	9271	CDJ	Rumpke Of Ohio Inc.		218.21	

8/12/20	9272	CDJ	SuperFleet Mastercard Program		24,386.37	
8/13/20	!0372756	CRJ	Miami University	1,775.68		
8/14/20	271810	CRJ	City of Middletown	157,041.62		
8/14/20	680185653	CRJ	Ohio Transit Risk Pool	4,663.99		
8/14/20	680079275	CRJ	Ohio Transit Risk Pool	3,030.69		
8/14/20	01071220	CRJ	Butler County Veterans Service	2,852.80		
8/17/20	08/01-08/14/2020	CRJ	Farebox Receipts	2,244.85		
8/19/20	9273	CDJ	American Red Cross		180.00	
8/19/20	9274	CDJ	Bethesda Healthcare Inc.		712.90	
8/19/20	9275	CDJ	Cummins Bridgeway LLC		1,629.69	
8/19/20	9276	CDJ	City of Hamilton - Utilities		2,823.14	
8/19/20	9277	CDJ	Luxurious Wraps, LLC		1,800.00	
8/19/20	9278	CDJ	Myers Equipment Corporation		3,824.02	
8/19/20	9279	CDJ	Ohio Deferred Compensation		785.00	
8/19/20	9280	CDJ	Office Depot Inc.		71.35	
8/19/20	9281	CDJ	PERS		75,771.38	
8/19/20	868140	CRJ	BCRTA Items	50,000.00		
8/20/20	AT 08/20/2020	CDJ	Paycom		1,031.97	
8/20/20	PRWE 08/14/20	GENJ	1377		23.08	
8/20/20	PRWE 08/14/20	GENJ			15,306.08	
8/20/20	PRWE 08/14/20	GENJ	1375		55.00	
8/20/20	PRWE 08/14/20	GENJ	1373		428.07	
8/20/20	PRWE 08/14/20	GENJ			84,535.14	
8/20/20	PRWE 08/14/20	GENJ	1376		202.17	
8/20/20	PRWE 08/14/20	GENJ	1374		262.00	
8/21/20	753496	CDJ	BCRTA PNC Card Purchases		4,312.37	
8/24/20	ACH 8.24.20	CRJ	Federal Transit Administration	216,939.00		
8/26/20	0042917923	CRJ	Ohio Department of Transportation	106,817.00		
8/26/20	036612	CRJ	BCRTA Items	10,000.00		
8/28/20	9282	CDJ	Cincinnati Bell		144.13	
8/28/20	9283	CDJ	CenterGrid, LLC		346.61	
8/28/20	9284	CDJ	Dinsmore & Shohl LLP		422.00	
8/28/20	9285	CDJ	M&M Cleaning		820.00	
8/28/20	9286	CDJ	Ohio Newspapers, Inc.		87.21	
8/28/20	9287	CDJ	Tristate Cleaning		400.00	
8/28/20	9288	CDJ	Verizon Wireless		173.81	
8/31/20	!0373369	CRJ	Miami University	41,556.35		
8/31/20	AT 8/31/20	CRJ	BCRTA Items		300,000.00	
8/31/20	08/31/20	GENJ	Service Charge		3.00	
			Current Period Change	1,067,514.06	1,430,481.81	-362,967.75
8/31/20			Ending Balance			143,125.00
<b>Savings - PNC (National City)</b>						
8/1/20			Beginning Balance			59,724.66
8/7/20	PP CC 07/31/2021	CRJ	BCRTA Items	143.23		
8/31/20	BT 08/31/2020	CRJ	Farebox Receipts	2,004.56		
8/31/20	08/31/20	GENJ	Interest Income	2.40		
8/31/20	08/31/20	GENJ	Service Charge		3.36	
			Current Period Change	2,150.19	3.36	2,146.83
8/31/20			Ending Balance			61,871.49
<b>Savings - PNC Bank</b>						
8/1/20			Beginning Balance			1,383,934.05
8/7/20	933900	CRJ	BCRTA Items	700,000.00		
8/19/20	868140	CRJ	BCRTA Items - TRANSFER FROM SAVINGS TO CHECKING		50,000.00	
8/31/20	AT 8/31/20	CRJ	BCRTA Items - To Savings	300,000.00		
8/31/20	08/31/20	GENJ	Interest Income	76.31		
			Current Period Change	1,000,076.31	50,000.00	950,076.31
8/31/20			Ending Balance			2,334,010.36



**BCRTA  
Balance Sheet  
August 2020**

**Assets**

Current Assets		*Other Assets		
Checking - PNC	143,125.00	Net Pension Asset	13,997.00	
Savings - PNC	61,871.49	Deferred Outflows-Pensions	1,585,594.00	
Savings - PNC	2,334,010.36	Deferred Outflows-OPEB	200,220.00	
Bid Deposit	-			
M&S Inventory	35,919.65			
Petty Cash	1,000.00	Property & Equipment		
Accounts Receivable	792,101.39	Vehicles	10,971,697.26	
Prepays	81,315.87	Buildings & Land	2,794,595.53	
		Furniture & Equipment	1,030,043.62	
		Amenities & Misc.	95,313.84	
		WIP-35' Buses	1,103,676.00	
		WIP-Website	35,000.00	
		Accum. Depr.	(6,068,031.40)	
	<u>3,449,343.76</u>		<u>11,762,105.85</u>	Total Assets
				<u>15,211,449.61</u>

**Liabilities & Equity**

Current Liabilities		*Long-term Liabilities		
Accounts Payable	125,297.66	Net Pension Liability	4,962,975.00	
Payroll Payables	118,597.84	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	161,539.15			
FTA Vehicle Funds	68,131.00	Equity		
Future Match Funds	22,083.35	Balance Equity	2,861,645.23	
Unearned Tickets	27,620.00	Federal & State Capital	13,781,831.00	
Unearned MU Funds	-	Local Capital	89,410.00	
		Retained Earnings	(10,432,142.87)	
		Net Income	770,049.36	Total Liabilities
	<u>621,040.89</u>		<u>14,590,408.72</u>	and Capital
				<u>15,211,449.61</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****August 2020**

Current Assets	3,449,343.76
Current Liabilities	<u>(621,040.89)</u>
<b>Available Funds</b>	<b>2,828,302.87</b>

**Board Reserves**

Local Share Grant Obligations		
OH-2018-021-00	1,004,871.75	
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)	540,192.25	
FTA Grants	540,192.25	Match Required
Working Capital Funds (2 Mths.)	929,124.50	
Capital Replacement Funds	1,182,882.40	2020 - 2024 Local Share of Projects Not Yet on Grants
Contingency Funds	<u>-</u>	
<b>Total Board Reserves</b>	<b>2,652,199.15</b>	
<b>Non-Restricted Funds</b>	<b>176,103.72</b>	

# METRIC DASHBOARD

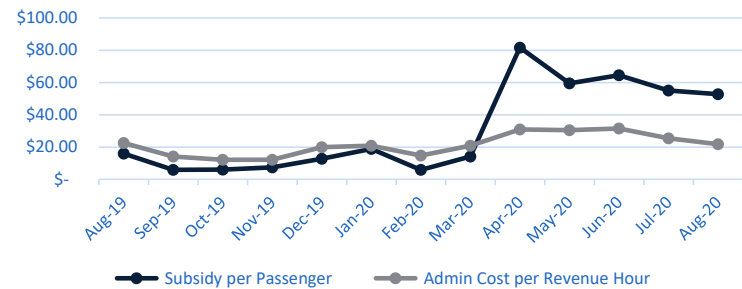
August 2020

## Leveraging Competitive Funding & Partnerships

Average Fleet Age

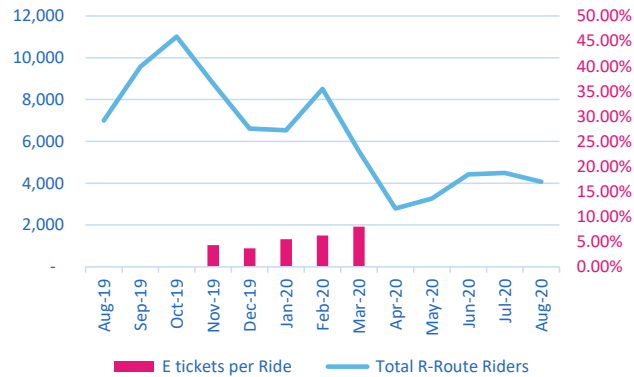
**3.63**

Since Last Month 0.09 2.34%  
Since Last Year (0.46) -12.55%



## Enhancing Connectivity

Fixed Route EZfare Rides / Total Rides



BGO App Rides/Total BGO Rides

**23.30%**

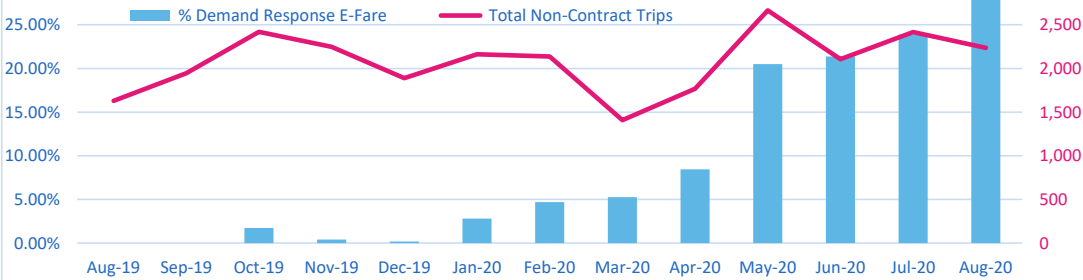
Since Last Month -2.36% -10.14%  
Since Last Year 23.30% 100.00%

BGO App Downloads/Ride

**4.74%**

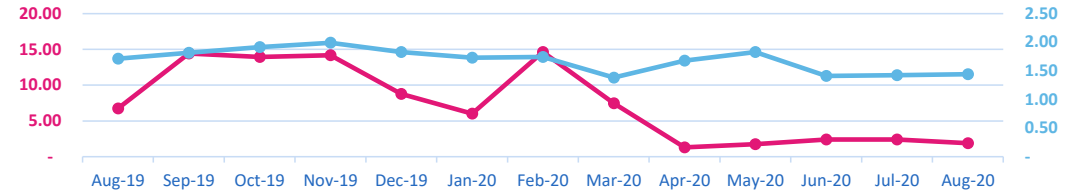
Since Last Month -1.14% -23.98%  
Since Last Year 4.68% 98.71%

BGO Efare / Total BGO Fares

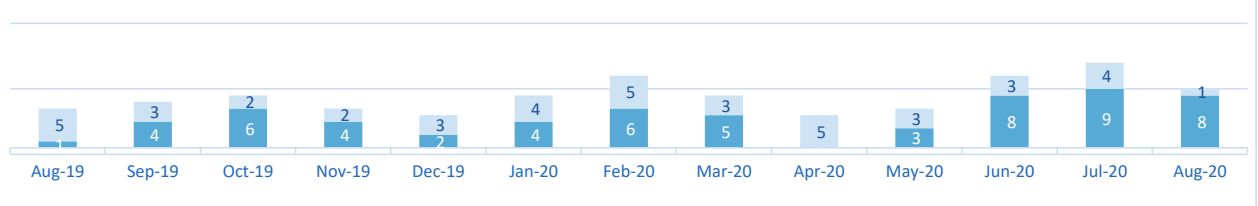


## Improving Mobility & Eliminating Barriers

Pax per Revenue Hour



Accidents & Injuries



Operator Headcount/Revenue Hours

**0.01412**

Since Last Month (0.00327) -23.13%  
Since Last Year (0.00048) -3.43%

Denials & Refusals/Total BGO

**0.00%**

Since Last Month -0.29%  
Since Last Year -1.23%

## Supporting Employers

42X Park & Ride Total Trips

**0**

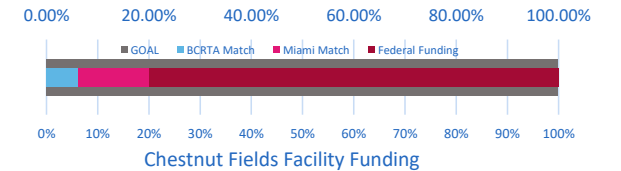
Since Last Month -  
Since Last Year (10,213)

BGO Employment Trips

**1,164**

Since Last Month (172) -14.78%  
Since Last Year 355 30.50%

## Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

**791**

## Director's Notes – October 2020

### A. Metrics & Service

#### 1. 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.

#### 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 rider 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 in draft 2021 budgets. Installation of all routers should be complete 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, and maintenance technicians. A biweekly email digest of open positions is available. Please contact Kristin Fryer, BCRTA HR Manager ([fryerk@butlercountyrta.com](mailto: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 or Q2 of 2021.

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

## Director's Notes – October 2020

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 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.butlercountyrt.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 complete.

## 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 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,

## Director's Notes – October 2020

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 \$30.4 was awarded. BCRTA received \$110K to replace a 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 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.

### 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 question to Matt 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' 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.

## Director's Notes – October 2020

### 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 Architecture & Engineering
- b) Legal Services – Expires 12/31/2020
- c) Mobile Communication Solution
- d) IT Services – Expires 3/31/21
- e) Moser Court Landscape Renovations

# Director's Notes – October 2020

## Strategic Vision 2025

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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





#### Board of Trustees

Mr. Christopher Lawson,  
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City of Hamilton

Mr. Perry Gordon,  
Vice President  
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Police Department

Mr. Travis C. Bautz  
MidPointe Library System

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Butler County ESC

Mr. David Fehr  
Butler County Department  
of Development

Mr. James A. Foster  
City of Trenton

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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

October 21, 2020

Butler County Board of Commissioners  
315 High Street  
Hamilton, Ohio 45011

Commissioners Carpenter, Dixon and Rogers:

Pursuant to your authority to appoint trustees of the Butler County Regional Transit Authority and per your request, the Butler County Board of Trustees hereby recommends the reappointment of Mr. James Foster, Mr. Perry Gordon, and Mr. Chris Lawson to a three year term beginning January 1, 2021.

All the appointees have confirmed their desire to be reappointed and their credentials are attached with this letter.

This recommendation reflects the official action of the BCRTA Board of Trustees taken during their regular public meeting on October 21, 2020.

If you have any additional questions or require other supporting materials, please contact me at your convenience.

Best regards,

Matthew M. Dutkevicz  
Executive Director

JAMES ALLEN FOSTER

2008 – present:

**Economic Development Director, City of Trenton, Butler County, Ohio.** Duties include marketing and execution of the 184-Acre Trenton Industrial Park, facilitation of development of other industrial and commercial properties, ensuring existing businesses are successful, obtaining and administering grants, representing the community at OKI (the Cincinnati-area metropolitan planning organization), and providing guidance on zoning and planning issues.

2001-2007:

**Director of Planning, Greater Dayton Regional Transit Authority.** Duties included managing the planning activities of the organization: how to best provide transportation to Montgomery County citizens within budget constraints, bus routing and scheduling, marketing activities, facilitation of transit-related construction, and representing the agency at MVRPC (the Dayton-area metropolitan planning organization).

1983-2001:

**Deputy Administrator (final title), Miami Township, Montgomery County, Ohio.** Duties included (when first hired) code enforcement, planning and zoning administration, representing the community at MVRPC, facilitation of road-building and water/sewer installation using grant funds, and historic preservation. Promoted to Deputy Administrator in 1996.

1977-1983:

**Designer, draftsman and surveyor, Hasselbring, Duane & Associates, Lebanon, Ohio.**

1974-1977:

**Designer, draftsman and surveyor, Marion S. Penick Co. Beavercreek, Ohio.**

Other pertinent activities:

- Instructor statewide for the Jennifer McSweeney Land Use Planning Workshop on planning and zoning issues, 1993-2004.
- Involved in all 32 Miami Valley Planning and Zoning Workshops, chairing the Workshop twice and co-chairing several times.
- Section Director for the Miami Valley Section of the Ohio Planning Conference.
- Board member of Bike Miami Valley.
- Board member of the Butler County Regional Transit Authority.

Professional certifications:

- American Institute of Certified Planners, 1990-2009.
- Ohio Surveyor's License #6675 (current), Kentucky Surveyor's License #2219 (inactive).

Education:

B.S., Syracuse University and State University of New York School of Landscape Architecture.

## **Perry M. Gordon**

### **City of Oxford, Ohio, Division of Police, March 2010-present**

- **Property Officer, August 2015-present**
  - Manage inventory and records of criminal evidence, including daily intake, storage, and final disposition
  - Responsible for secure transport of evidence to regional crime laboratories
  - Prepare property disposition reports for local courts, Chief of Police, and Oxford City Council
  - Maintain salvage vehicle, property auction, and lost/found collection documents
- **Parking Manager, September 2012-August 2015**
  - Assisted with administration of T-2 parking management system
  - Developed weekly and quarterly enforcement reports
  - Supervised six parking enforcement and animal control staff
  - Made final determinations on parking citation appeals
  - Collaborated with City of Oxford's Service and Engineering Departments on renovation of public parking garage
  - Served as point of contact for lease-holders during renovation of parking garage
  - Consulted w/ Oxford Street Department on parking upgrades, including meter replacement and parking space reductions near intersections for traffic sightline improvement
- **Police Officer, March 2010-September 2012; recommissioned August 2015-present**

### **Director of Parking & Transportation Services, Miami University, Oxford, OH, October 2007-June 2010**

- Led daily operation and administration of all parking and transportation programs, including \$5 million budget, policy review, two parking garages, and over 60 surface lots
- Coordinated development of long-term planning and budget projections
- Supervised staff of 15, including Assistant Directors, office staff, parking garage and enforcement staff
- Collaborated with Physical Facilities Department on surface parking lot maintenance and upgrades
- Responsible for leadership of program that doubled parking garage revenue in FY11 over previous year

### **Assistant Director of Parking & Transportation Services, Miami University, May 2003-October 2007**

- Supervised and trained seven full- and part-time security assistants and parking enforcement staff
- Coordinated Miami Metro system, including fixed-route development, disability transport, and evening escort van
- Assisted the Director of Parking & Transportation Services in development of parking budget, regulations and policy, and management of parking resources

### **Assistant Director of Parking Services; Lieutenant, University Police, Miami University, July 1995- May 2003** (Promoted from Assistant to the Director, September 1993-June 1995; Student Aide Coordinator, August 1990-August 1993)

- Supervised and trained seven full- and part-time security assistants and parking enforcement staff, and approximately 40 students as parking enforcement staff, 911 dispatchers, medical transport drivers, evening escort van drivers, EMTs, and office support
- Maintained property auction and lost/found collection records
- Coordinated in-house and police academy training programs for officers, including EMT-Basic and CPR certification
- Served as 911 dispatcher and Emergency Medical Technician
- Served as department liaison with Student Affairs Division to develop weekend programs and activities ("Miami After Dark" Steering Committee, 2000-2003)

### **Park Officer, Division of Parks & Recreation, Ohio Department of Natural Resources, Hueston Woods State Park, College Corner, OH, September 2000 – January 2017**

- Enforced park and watercraft regulations and Ohio criminal and traffic codes
- Assisted visitors and campers through high visibility patrol in campgrounds, recreation areas, and roadways
- Assisted local law enforcement agencies, including medical first response and incident management
- Instructor, Electronic Speed Measuring Devices

**Assistant Dean of Students**, Office of the Dean of Students, Carleton College, Northfield, MN, 1984-1988  
**Resident Director**, Division of Student Affairs, St. Mary's College of Maryland, St. Mary's City, MD, 1982-1984  
**Resident Director**, Office of Residential Life, University of Hartford, West Hartford, CT, 1980-1982  
**Resident Director**, Housing Office, State University of New York, Fredonia, NY, 1979-1980.

### **EDUCATION**

**A.B.D. English**, Miami University, Oxford, OH. Concentration: 19th- and 20th-century American Literature  
**M.A. English**, University of Hartford, West Hartford, CT  
**B.A. Political Science**, State University of New York, Fredonia, NY  
**A.A.S. Journalism**, State University of New York, Morrisville, NY

### **TEACHING**

**Visiting Instructor**, English Department Miami University, 1992-94, 1995-2010  
**Teaching Associate**, English Department, Miami University, 1988-92  
**Instructor**, English Department, Community College at St. Mary's City, Great Mills, MD, 1983-84  
**Instructor**, English Department, St. Mary's College of Maryland, 1982-84  
**Tutor**, English Department Learning Skills Center, University of Hartford, 1980-81.

### **PROFESSIONAL CERTIFICATION**

**International Parking Institute, Certified Administrator in Public Parking** (course work completed), 2007-2010  
**Central Association of College and University Business Officers (CACUBO) Management Institute, Professional Certificate** University of Wisconsin, Milwaukee, WI, June 1995 and 1996

### **COMMUNITY AND UNIVERSITY SERVICE**

**Butler County Regional Transit Authority, Board of Trustees**, Hamilton, OH, 2012-present

- Vice President, 2015-present

**Oxford Lions Club, 2012-present**

- Secretary, June 2019-present; Assistant Secretary, 2018-2019

**Environmental Sustainability Committee**, University Senate, Miami University, 2009-2010  
**Environmental Sustainability Task Force, Community Outreach Subcommittee**, Miami University, 2007-09  
**Oxford Parking and Transportation Advisory Board**, City of Oxford, OH, 2006 - 2013  
**Environmental Sustainability Committee**, University Senate, Miami University, 2009-2010  
**Campus Planning Committee**, Miami University, 2006-2010  
**Student Affairs Council**, Miami University, 2006-2010  
**"Coalition for a Healthy Community/Oxford Area" Leadership Team, Miami University**, 2002-2003  
**Facilitator**, MOSAIC Diversity Seminars, College of Arts and Sciences, Miami University, Fall 1999 and 2000  
**Facilitator**, "Identity Interchange" Program, Office of Residence Life, Miami University, Spring 1999 and 2000  
**Representative**, Unclassified Personnel Advisory Committee (UPAC), Miami University, 1997-2002

- UPAC Representative to University Senate, 2000-2002

**Co-Advisor**, Campus Watch Safety Program, Miami University, 1993-97  
**Faculty Associate**, Office of Residential Life, Miami University, 1993-94  
**Faculty Advisor**, Miami Marlins Synchronized Swim Club, Miami University, 1990-93

### **HONORS**

- **Lifesaving Recognition Award**, Ohio Department of Natural Resources, Division of Parks & Recreation, awarded 26 June 2009 for incident response at Hueston Woods State Park, 14 September 2008
- **Certificate of Merit for Building Community**, Division of Student Affairs, Miami University, April 2001

## Summary

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Innovative leader with a proven record of strategic work with decision makers and diverse constituents to drive success in startup economies, public/private partnerships, public policy and awareness campaigns, and community engagement.

## Experience

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### The Hamilton Mill

**Executive Director** | 2014–Present

The Hamilton Mill, an award-winning startup and small business incubator, is integral to Southwest Ohio's entrepreneurial ecosystem. Broad charge to re-establish startup community within the City of Hamilton and its surrounding region. Core focus areas:

**Innovation Leadership:** Led development of the City and region's innovation economy

- Transformed local business incubator into The Hamilton Mill, integrating it into the Southwest Ohio startup ecosystem
- Identified, evaluated, and planned the implementation of startup development programs and innovation projects ranging from fiber-based public WIFI to autonomous public transit to recruiting 80 Acres Farms and the first brewery to Hamilton in 80 years
- Built partnerships with public/private organizations, politicians, and industry executives, including: Miami University, University of Cincinnati (UC), Xavier University, Butler Tech, Cintrifuse, CincyTech, The Greater Cincinnati Venture Association, Queen City Angels, Village Capital, SCORE, Confluence, Greater Cincinnati Energy Alliance, EPA, and the City of Hamilton

**Startup Growth:** Oversaw an award-winning Small Business Development Center and the Mill's incubator and accelerator programs

- Hosted and managed SBDC's business advisors, who met 200+ clients and contributed \$30 million in capital from 2016-2018
- Drove the planning, recruitment, and evaluation of the Mill's incubator program for high-growth startups
- Co-founded Pipeline H2O, a regional water technology commercialization accelerator platform that leveraged public/private partnerships throughout Southwest Ohio for water innovation
  - From 2017–2018, Pipeline H2O attracted nearly 200 company applicants worldwide and accepted 14, which we connected with business, industry, and governmental organizations to solve challenges in the water space
  - Sample of cohort successes and ongoing support:
    - Advizzo: Launched in the US; working with University and Cincinnati Water Works on a paid pilot
    - GeoInteractive: Securing pilot projects with Cincinnati Metro Sewer District and the City of Hamilton. Setting up a subsidiary in the Cincinnati region.
    - Micronic Technologies: Working with EPA and UC on SBIR and CRADA opportunities

**Organizational Oversight:** Led the Hamilton Mill and its startup development programming

- Envisioned and revitalized the branding and marketing of the Mill as a regional partner with broad connections and coalitions; organized all rollout activities
- Worked with Board of Directors to make recommendations on programs that support an entrepreneurial growth strategy
- Managed operational activities: designed annual plans and goals; organizational operations and infrastructure; budget management that increased revenue 300% while lowering program costs by 15–25% each year
- Represented the Mill to the public and outside groups, organizations, and agencies

**Results:** Achieved recognition for the Mill and SBDC

- First incubator in Southwest Ohio to win i6 Regional Challenges Grant (\$500,000) | Economic Development Administration
- Won the national SBDC of the year, the first SBDC in Ohio to receive this recognition | Small Business Administration
- Awarded Gold Excellence in Economic Development | International Economic Development Councilor
- Received award for Innovation in Economic Development (2014 and 2017) | Ohio Economic Development Association
- In 2018, won Fire Award for Pipeline H2O accelerator platform | CincyINNO 50

# CHRIS LAWSON

## City of Hamilton, Department of Economic Development

**Chief Innovation Officer** | 2014–Present

Appointed to revitalize the entrepreneurial economy within the City of Hamilton, I am on loan to The Hamilton Mill; see above.

**Assistant to the City Manager** | 2012–2013

In this role, I worked closely and high-level with City Council, Executive Leadership Team, and departmental heads daily on various top-priority projects:

- Development of a community reinvestment/gap finance entity (the Consortium of Ongoing Reinvestment Efforts, CORE) which contributed millions of dollars of reinvestment in downtown Hamilton
- Assistance with the City's annual \$300 million budget document and Strategic Plan's metrics and tracking
- Spearheading the City's Complete Streets initiative
- Updating City databases related to service performance monitoring; ongoing reporting of findings to City Council
- Benchmarking the City's departmental performance data against cities with similar demographics
- Active involvement in Hamilton's community groups and activities
- Continued all activities from Fellowship below

**ICMA Earl F. Brush Management Fellowship** | 2011–2012

As a fellow for the City, I worked closely on high-level projects with the City Administration and City Council, such as Community Reinvest Areas, land banking, and targeted manufacturing. I also contributed to:

- Conducting research for national best practices for citizen engagement models
- Statistical analyses of city-wide performance measurement data
- Designed and managed surveys: community satisfaction, business attraction, and workplace satisfaction
- Investigated dashboard software

## Education

**Master of Environmental + Ecological**

**Sciences** (2011)

*Miami University*

Concentration: Sustainable Land Use

+ Development, Environmental Policy

**Master of Public Administration** (2008)

*Northern Kentucky University*

Concentration: Policy Analysis and

Organizational Dynamics

**Bachelor of Arts** (2005)

*Miami University*

Major: Urban + Regional Planning

Minor: Political Science

## Awards + Recognition

- *Leadership Cincinnati Class 42* (2018–2019) | Greater Cincinnati Chamber of Commerce
- *2017 Selected Delegate by European American Chamber of Commerce* | Italian Startup Trade Mission
- *"Rising Stars" 40 under 40 in the U.S. economic development industry* (2015) | Development Counsellors International (DCI)
- *The Next Generation Leader Awards (NGLAs)* (2012) | Northern Kentucky Chamber of Commerce
- *Walter W. Mode National Graduate Scholarship Award* (2011) | American Society for Public Administration
- *Graduate Assistantship/Fellowship* (2009–2010) | Miami University Institute of the Environment and Sustainability
- *Greater Cincinnati 40 Under Forty* (2009) | Cincinnati Business Courier
- *Certified Development Finance Professional (pending final testing)* | Council of Development Finance Agencies



## Affiliations + Civic Activities

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- o *Butler Tech Business Advisory Committee* | Appointed 2019
- o *State of Ohio, Advisory Committee, National Council of Development Finance Agencies* | Appointed 2017–present
- o *Ohio-Kentucky-Indiana Regional Council of Governments (OKI)* | Executive Committee Member, 2016–present
- o *The Council of Development Finance Agencies* | Member, 2016–present
- o *International Business Innovation Association (InBIA)* | Member, April 2014–present
- o *Greater Cincinnati Green Umbrella* | Board Member, 2013
- o *Butler County Regional Transit Authority (BCRTA) Board* | President + Appointed Trustee, 2012–present
- o *International City/County Management Association (ICMA)* | Member, 2011–present
- o *Mayor Mallory's Cincinnati Census Task Force* | Appointed Member, 2009–2010
- o *The American Society for Public Administration (National + Cincinnati)* | Member, April 2008–2013
- o *Colerain Township Zoning Commission* | Commissioner + Chair, 2007–2013
- o *Mayor Mallory's Young Professionals Kitchen Cabinet* | Chairperson, Civic Engagement Committee, 2006–2009

## Resolution No. 20-10-01

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### **Certifying the Availability of up to \$35,000 as the required 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 (CDBG) 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.**

**Whereas** Butler County Regional Transit Authority (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 City of Hamilton, Ohio has identified affordable transportation as critical to many of the City's low and very-low income residents to maintain a basic quality of life; and

**Whereas** the Transit Alliance has worked with the BCRTA to identify an opportunity to offer affordable City of Hamilton access to interviews, training, major local employers and other quality of life opportunities; and

**Whereas** the Transit Alliance and BCRTA have identified BCRTA local reserve funds as the source of the required 50% local match as required for CDBG funding consideration.

**Now therefore be it resolved by the Board of Trustees of the Butler County Regional Transit Authority** that BCRTA certifies the availability of up to \$35,000 as the required 50% local match in support of the Transit Alliance's City of Hamilton CDBG funding request. Furthermore, the BCRTA Executive Director is authorized to do all things necessary to enact this resolution.

**Approved: October 21, 2020**

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BCRTA, Board President

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BCRTA, Executive Director



**BCRTA Resolution No: 20-11-01**

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**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:	\$7,708,898
Expenses:	\$6,373,127

**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

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BCRTA, Board President  
Chris Lawson

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BCRTA, Executive Director  
Matthew M. Dutkevicz

**BCRTA Resolution No. 20-11-02**

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**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	\$ 2,540,006
Estimated Revenues	\$ 9,623,909
Authorized Appropriations	\$ 8,789,391
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Projected Year-End Funds	\$ 3,374,524

**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

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BCRTA, Board President  
Chris Lawson

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BCRTA, Executive Director  
Matthew Dutkevicz

I, Delene Weidner, Fiscal Officer of the BCRTA, herby 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	2,974,315.00	
State Operating Funds	312,803.00	
Agency Operating Funds	38,000.00	
Other Revenues	<u>29,000.00</u>	
	7,713,898.00	
Federal Capital Grant Funds	1,545,011.00	
State/Other Capital Grant Funds	<u>110,000.00</u>	
	1,655,011.00	9,623,909.00

<b>Total Funds Available</b>	12,163,915.85	9,623,909.00
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**Anticipated Appropriations for FY2021 (General Transit Fund)**

BCRTA - FY21 Payables	<u>255,000.00</u>
	255,000.00
FY2021 Operations	
Wages	3,283,325.00
Fringes	1,099,643.00
Services	409,200.00
Materials & Supplies	550,700.00
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>
	6,373,128.00
FY2021 Capital Items	
Revenue Vehicles & Related Items	1,403,593.75
Transit Centers & Facility Improvements	315,170.00
Equipment, Technology, Amenities & Other	<u>442,500.00</u>
	2,161,263.75

Total Appropriations	8,789,391.75
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<b>Projected Funds Available 12-31-21</b>	3,374,524.10
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## BCRTA Resolution No. 20-11-03

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### 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.

**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

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BCRTA, Board President  
Chris Lawson

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BCRTA, Executive Director  
Matthew M. Dutkevicz

## BCRTA Resolution No. 20-11-04

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### 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.

**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

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BCRTA, Board President  
Chris Lawson

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BCRTA, Executive Director  
Matthew M. Dutkevicz

## BCRTA Resolution No. 19-11-05

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### **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.

#### **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

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BCRTA, Board President  
Chris Lawson

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BCRTA, Executive Director  
Matthew Dutkevicz