



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, June 17, 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, Ohio 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.

2020 Butler County RTA Board of Trustees Attendance

6/17/2020

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

X = Present

E = Excused

A = Absent

*=Attendance via videoconference

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

June 17, 2020, 8:00 AM

Board Room – BCRTA Hamilton

3045 Moser Court, Hamilton, Ohio 45011

[Join Microsoft Teams Meeting](#)

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

Conference ID: 753 138 369#

[Local numbers](#) | [Learn more about Teams](#)

PRELIMINARY AGENDA

- I. Call to Order & Roll
- II. Consideration of Absences
- III. Approval of the Agenda (Motion Requested)
- IV. Approval of the May 20, 2020 Meeting Minutes (Motion Requested)
- V. Comments from Citizens
- VI. Secretary/Treasurer's Report – April 2020 (Motion Requested)
- VII. Committee & Staff Reports
 - a. OKI
 - b. Metrics
- VIII. Director's Report
- IX. Action Items
 - a. **Resolution 20-06-01:** Adopting the FY2021 Planning Budget for the Butler County Regional Transit Authority (BCRTA) and Acceptance of the BCRTA Fiscal Officer's Certification of Funds and Estimation of Revenues.
 - b. **Resolution 20-06-02:** Adopting the Butler County Regional Transit Authority Public Transportation Agency Safety Plan (PTASP).
- X. Adjourn (Motion Requested)

Next Meeting Date:

August 19, 2020 @ 8:00 AM

**Butler County Regional Transit Authority
Hamilton Board Room**

Wednesday, May 20, 2020

March 2020, statements were included in the packet. For the month of March, revenues were approximately \$3K under budget. Local funding was under budget by \$9K as a result of service changes at Miami University due to COVID-19. Contract services were also lower than normal due to COVID-19 service disruptions. Monthly expenses were under budget by \$4K. As wages decreased with service changes, PTO requests increased; as well as Unemployment claims (COVID-19 related to ex-employees) resulting in an over budget in Fringes. Services, which were over budget due to payments that finished the setup of the new website and those for our annual radio usage and digital marketing, were offset by Materials & Supplies which were under budget significantly due to a decrease in fuel prices and consumption. For the year ended March, revenues were \$21K overbudget as state operating funds were realized and service provided for Middletown Transit System stayed consistent. Local funding was under budget as Miami University adjusted their service needs. Expenses were underbudget by \$5K. Services were over-budget but were offset by the significant underbudget in Materials & Supplies. For the year-ended March, we show a gain with local depreciation of \$148K.

The Transaction logs were included in the packet presenting all cash transactions for the period. The balance sheet for February 2020, was presented with normal balances for assets, as well as liabilities and equity. Ms. Weidner briefly discussed the balance in the Reserve for ACA fines and its potential adjustment after the fine for 2018 is realized.

At the end of March, available funds were approximately \$2.3M. The effect of COVID-19 is best reflected in the Board Reserves as the calculated required match on the local grant obligations was adjusted due to service restructuring at Miami University, and decreases in service to Medicaid and Veteran clients. The required match increased to \$968K. The resulting non-restricted funds of \$34K was a significant decrease from prior months. These funds will rebound as CARES Act funding is received beginning in April. With CARES Act funding at 100%, no match will be needed, Assets (cash and accounts receivable) will increase and the current grant funding will be used over a longer period of time allowing for the Project Local Match to be adjusted accordingly.

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

VII. *Committee & Staff Reports*

a. OKI

Mr. Dutkevicz explained the OKI meeting is still a remote meeting during the pandemic. The board approved the 5310 projects which allowed the TABC to obtain a vehicle that they will allow BCRTA to use.

b. Metrics

Mr. Franklin gave the Metrics Report for March 2020.

Leveraging Competitive Funding & Partnerships

Average Fleet Age

3.67 years – BCRTA received new vehicles in January and disposed of some old vehicles that have met their useful life requirement. This is a 4.09 percent increase from February 2020 and has decreased 14.44 percent from March 2019.

Subsidy per Passenger

The subsidy per passenger increased in March 2020 by \$7.27 or 105.7 percent, this is related to the reduction in ridership due to the Covid 19 pandemic.

Admin Cost Per Revenue Hour

Administrative Overhead cost per hour has increased by \$5.52 or 36.1 percent comparing March of 2019 to March of 2020.

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

8.02 percent of the total fixed route rides were paid for using some type of EZfare media.

BGo Efare/ BGo Fares

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

BGo App Rides/ Total BGo Rides

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

BGo App Downloads/ Rides

17.33 percent of the app downloads for the month of March turned into a BGO ride.

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

Fixed and Commuter routes had 7.48 passengers per revenue hour in March of 2020, this is a 45.2 percent decrease from March 2019.

Demand Response service had 1.36 passengers per revenue hour in March of 2020, this is a 15.5 percent decrease from March 2019.

Accidents and Injuries

Fault Total – 5 – Employee fell exiting emergency door, hard braking caused a passenger to fall out of seat, mirror clip, employee backing out of garage struck the parked maintenance vehicle, and driver struck the garage side panel.

No Fault Total – 5 - Passenger injured finger, trainee fell improper exit, and mirror clip.

Operator Headcount/ Revenue Hours

0.01074 this number has increased by .8 percent since last year.

Denials and Refusals/ Total BGo Trips

12.71 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 had a total of 4,537 passengers in March of 2020, this is an 80 percent decrease from March of 2019.

BGo Employment Trips

BCRTA completed 1,002 BGO trips for the purpose of employment in March of 2020, this is a 21.26 percent decrease from February of 2020 and a 40.02 percent increase from March 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 \$8,968,750 of our \$9,000,000 goal. We anticipate this project to be completed in 2.37 years.

VIII. Director's Report

A. Metrics & Service

1. 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. Staff has examined possible subsidy solutions but has been unable to find an equitable and sustainable solution and has therefore declined to accept Edge's request at this time.

2. 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.

3. Fixed Route Fares

BCRTA has suspended all Fixed Route and ADA fares until June 1, 2020 due to the COVID 19 Pandemic. Staff is recommending the continued suspension of fares through October 1, 2020 to address social distancing measures and reduce financial burdens on riders.

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 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.

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. 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.

2. 42X

Considering Covid 19, some 42X services have been eliminated to control operational costs in light of fare loss. Staff has amended the 2020 service agreement with SORTA to address the needed changes.

Staff recommended aggressive pursuit of a cost-sharing model in 2021 after SORTA has completed its ballot initiative.

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

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 hard to come by.

Staffing numbers are good, although several operators still remain on EFMLEA or paid sick leave. Miami service will remain reduced until at least fall and demand for BGo trips is also low, reducing the need for a full complement of operators.

Staff have been working with local food banks to provide delivery of materials on a regular basis. BCRTA expects to discontinue this service as passenger demand rises going into June.

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. Demand-response service between GDRTA's south hub and Butler County is now available.

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 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.

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. 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. BCRTA expects to negotiate a deal with SORTA and TANK once Warren County staff release the funds.

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. 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 announcements are expected before year end.

5. State Funding from ODOT

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. BCRTA will make 2021 applications for OTP2 in May, although staff do expect that most state revenue will be cut to some extent given the pandemic. As gas tax money cannot be spent on public transit, effects from loss of gas tax revenue should not affect state subsidy programs for BCRTA.

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:

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.

Upcoming Procurements >\$25,000

- a. Enhanced Gate Security
- b. Heavy Duty Transit Coach Replacement/Expansion (Laketran)
- c. Mobile Communication Solution
- d. Chestnut Fields Architecture & Engineering
- e. Legal Services – Expires 12/31/2020
- f. IT Services – Expires 3/31/21
- g. Moser Court Landscape Renovations

3. Recent Happenings not in the Director's Report

On April 29, 2020, Ms. Partin, BCRTA's Administrative Assistant, leveraged her network connections to obtain BCRTA a virtual interview with Channel 19, WXIX-TV, reporter Ms. Jessica Schmidt, to cover BCRTA's partnership with Shared Harvest for food delivery service to the needy in the community during the pandemic. Very nice, positive network coverage (and connection for future coverage) that came together rather rapidly and successfully.

The BCRTA state audit is almost complete. The BCRTA board will receive a letter invite for the exit conference regarding the audit.

The trolleys have been very helpful in exclusive use during the pandemic because the bench seats dry quicker after being sanitized nightly.

- G. Mr. Dutkevicz requested a motion to approve to extend the suspension of all fares on fixed, commuter, and ADA services from June 1, 2020 until October 1, 2020.

Mr. Bautz made the motion Mr. Fehr seconded the motion. The motion was passed.

- H. Mr. Dutkevicz requested a motion to ratify one (1) year extension (year 4) of contract with DoubleMap Inc. of Indianapolis, IN for service, support, maintenance and hosting of a fixed route scheduling, dispatch and passenger information software consistent with BCRTA Resolution 16-10-02. Mr. Dutkevicz noted that the original resolution contained a typo, although the final text and price was accurate.

Ms. Chandler moved to ratify the extension and Mr. Gordon seconded the motion. The motion carried.

IX. Action Items

- a. **Resolution No. 20-05-01:** Authorizing the Executive Director to Execute a Contract to Supply Mobile Router Equipment.

Mr. Lawson requested a motion to accept Resolution No. 20-05-01. Mr. Bautz made a motion to approve and Mr. Fehr 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.

- b. Resolution No. 20-05-02:** Reappointing Dr. Joel Fink and Ms., Lisa Guliano to the Transit Alliance of Butler County (TABC) Board of Directors.

Mr. Lawson requested a motion to accept Resolution No. 20-05-02. Mr. Fehr made a motion to approve and Ms. Schmitt 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. Executive Session

Mr. Bautz made a motion to enter Executive Session To consider the appointment, employment, dismissal, discipline, promotion or compensation of a public employee or official. Mr. Foster seconded the motion.

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

Mr. Bautz	YES
Ms. Chandler	YES
Mr. Fehr	YES
Mr. Foster	YES
Mr. Gordon	YES
Mr. Lawson	YES
Ms. Schmitt	YES

Ms. Scott Jones	ABSENT
Mr. Watt	YES

Executive session commenced at 8:55 AM.

Mr. Bautz made a motion to end the Executive Session and Mr. Watt 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

Executive session concluded at 9:07 AM.

XI. Adjourn

Mr. Bautz moved to adjourn, and Mr. Fehr seconded. The motion carried. The meeting was adjourned at 9:08 AM.

Respectfully submitted,



Matthew M. Dutkevich, BCRTA Executive Director



Approved, Chris Lawson, BCRTA Board President

BCRTA
Income Statement
April 2020

	Current Month Budget	Current Month Actual	Change	Last Year Current Month
Revenues				
Passenger Fares	9,806.00	2,960.34	(6,845.66)	8,100.14
Contract Service	17,493.00	9,325.42	(8,167.58)	17,387.28
Other Transit Rev.	100,000.00	134,046.37	34,046.37	96,629.93
Mgt./Cons. Services	10,220.00	20,440.00	10,220.00	10,220.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	2,224.33	22,790.88	20,566.55	1,105.15
Local Funding	199,615.84	156,393.64	(43,222.20)	192,291.80
State Funding	70,045.25	72,000.00	1,954.75	-
Federal Funding	161,515.00	209,349.00	47,834.00	144,813.00
In-Kind Items	-	-	-	-
Total Revenues	570,919.42	627,305.65	56,386.23	470,547.30
Expenses				
Wages	269,871.01	202,599.43	(67,271.58)	266,758.38
Fringes	74,961.42	83,720.75	8,759.33	70,993.29
Services	30,683.34	39,192.08	8,508.74	29,339.21
Materials & Supplies	60,011.67	30,240.64	(29,771.03)	40,658.80
Utilities	6,712.33	19,690.31	12,977.98	6,688.24
Insurance	19,462.33	17,582.43	(1,879.90)	19,119.99
Taxes	-	-	-	-
Purchased Transportation	45,449.17	45,449.16	(0.01)	42,052.38
Misc. Items	8,362.51	5,831.52	(2,530.99)	14,018.63
Leases & Rentals	-	-	-	-
Total Expenses	515,513.78	444,306.32	(71,207.46)	489,628.92
Gain / (Loss)	55,405.64	182,999.33	127,593.69	(19,081.62)
Local Share Depreciation		21,742.19		
Gain / (Loss) with Local Depr.		161,257.14		

BCRTA
Income Statement
April 2020

	Year to Date Budget	Year to Date Actual	Change	Year to Date Last Year
Revenues				
Passenger Fares	42,101.00	40,671.25	(1,429.75)	37,551.81
Contract Service	61,314.00	54,705.84	(6,608.16)	60,989.73
Other Transit Rev.	400,000.00	451,142.49	51,142.49	387,992.56
Mgt./Cons. Services	40,880.00	51,100.00	10,220.00	40,880.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	9,273.32	30,140.89	20,867.57	13,507.27
Local Funding	791,289.36	725,848.37	(65,440.99)	743,474.00
State Funding	235,606.83	291,611.00	56,004.17	95,854.00
Federal Funding	623,878.00	637,514.00	13,636.00	507,828.00
In-Kind Items	-	-	-	-
Total Revenues	2,204,342.51	2,282,733.84	78,391.33	1,888,077.37
Expenses				
Wages	1,026,734.38	964,574.51	(62,159.87)	941,916.36
Fringes	288,060.18	306,518.08	18,457.90	261,565.92
Services	122,733.36	173,770.68	51,037.32	98,754.42
Materials & Supplies	238,134.68	156,804.84	(81,329.84)	187,145.39
Utilities	29,854.32	42,170.17	12,315.85	32,337.95
Insurance	77,849.32	63,264.50	(14,584.82)	74,320.51
Taxes	-	-	-	-
Purchased Transportation	181,796.68	181,796.64	(0.04)	168,209.52
Misc. Items	40,250.04	40,336.45	86.41	50,475.37
Leases & Rentals	-	-	-	-
Total Expenses	2,005,412.96	1,929,235.87	(76,177.09)	1,814,725.44
Gain / (Loss)	198,929.55	353,497.97	154,568.42	73,351.93
Local Share Depreciation		21,742.19		
Gain / (Loss) with Local Depr.		331,755.78		

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
4/1/20			Beginning Balance			215,930.30
4/1/20	0041967157	CRJ	BCRTA Items	100.00		
4/1/20	03/19-03/31/20	CRJ	Farebox Receipts	1,140.77		
4/1/20	9011	CDJ	BCRTA Petty Cash		793.77	
4/2/20	PRWE 03/27/20	GENJ	#1335		280.94	
4/2/20	PRWE 03/27/20	GENJ			88,140.01	
4/2/20	PRWE 03/27/20	GENJ	#1333		209.28	
4/2/20	PRWE 03/27/20	GENJ	#1334		23.08	
4/2/20	PRWE 03/27/20	GENJ			16,167.78	
4/2/20	PRWE 03/27/20	GENJ	#1332		262.00	
4/2/20	PRWE 03/27/20	GENJ	#1331		337.12	
4/2/20	AT 4/2/20	CDJ	Paycom		974.27	
4/6/20	01066436	CRJ	Butler County Veterans Service	6,477.48		
4/8/20	9012	CDJ	Alpine Valley Water		40.70	
4/8/20	9013	CDJ	Cincinnati Bell Any Distance		1,558.24	
4/8/20	9014	CDJ	Cummins Bridgeway LLC		8,760.92	
4/8/20	9015	CDJ	Cornett's Pressure Cleaning		526.00	
4/8/20	9016	CDJ	CenterGrid, LLC		346.61	
4/8/20	9017	CDJ	Dinsmore & Shohl LLP		3,423.60	
4/8/20	9018	CDJ	EasterSeals TriState LLC		358.32	
4/8/20	9019	CDJ	Fuller Ford		453.93	
4/8/20	9020	CDJ	KOI Enterprises, Inc.		3,452.41	
4/8/20	9021	CDJ	Millennium Business Systems		324.85	
4/8/20	9022	CDJ	Ohio Newspapers, Inc.		277.74	
4/8/20	9023	CDJ	Rumpke Of Ohio Inc.		41.30	
4/8/20	9024	CDJ	SuperFleet Mastercard Program		18,820.13	
4/8/20	9025	CDJ	Security Lock Company		33.00	
4/8/20	9026	CDJ	Tristate Cleaning		500.00	
4/8/20	9027	CDJ	Zep Manufacturing		292.74	
4/8/20	9023V	CDJ	Rumpke Of Ohio Inc.	41.30		
4/8/20	9028	CDJ	RICOH USA, INC		41.30	
4/9/20	CASH 03/31/2020	CRJ	BCRTA Items	453.50		
4/14/20	0042092101	CRJ	Ohio Department of Transportation	305,653.00		
4/14/20	0042092102	CRJ	Ohio Dept of Medicaid	2,305.00		
4/14/20	AT 04/14/20	CRJ	BCRTA Items	100,000.00		
4/15/20	9029	CDJ	Affordable Pest Control Inc.		48.00	
4/15/20	9030	CDJ	Bryce's Lawn Care & Landscaping		1,400.00	
4/15/20	9031	CDJ	Cummins Bridgeway LLC		661.00	
4/15/20	9032	CDJ	Cintas Corporation		1,997.42	
4/15/20	9033	CDJ	City of Hamilton - Utilities		2,907.82	
4/15/20	9034	CDJ	GemCity Tires, Inc		2,965.70	
4/15/20	9035	CDJ	IdentiSys Inc		141.96	
4/15/20	9036	CDJ	Mobilcomm		180.00	
4/15/20	9037	CDJ	Ohio Dept. of Jobs & Family Se		3,703.77	
4/15/20	9038	CDJ	Orchard Digital Marketing		9,937.50	
4/15/20	9039	CDJ	Rumpke Of Ohio Inc.		261.17	
4/16/20	PRWE 04/10/20	GENJ	#1336		219.86	
4/16/20	PRWE 04/10/20	GENJ			84,566.49	
4/16/20	PRWE 04/10/20	GENJ	#1340		626.16	
4/16/20	PRWE 04/10/20	GENJ		4,601.69		
4/16/20	PRWE 04/10/20	GENJ	#1337		262.00	
4/16/20	PRWE 04/10/20	GENJ			10,637.14	
4/16/20	PRWE 04/10/20	GENJ			4,601.69	
4/16/20	PRWE 04/10/20	GENJ	#1338		145.96	
4/16/20	PRWE 04/10/20	GENJ	#1339		23.08	
4/16/20	AT 04/16/20	CDJ	Paycom		990.76	
4/16/20	AT 04/16/20	CRJ	BCRTA Items		200,000.00	
4/16/20	2020 Bid Bond	GENJ	Return of 2020 Bid Bond Cashier Check	41,261.00		
4/16/20	04/01-04/14/20	CRJ	Farebox Receipts	1,244.39		
4/17/20	664910880	CRJ	Ohio Transit Risk Pool	1,081.98		

4/17/20	0042130820	CRJ	Ohio Department of Transportati	360,000.00		
4/17/20	5503423	CRJ	BCRTA Items	16,377.47		
4/20/20	AT 127373	CDJ	BCRTA PNC Card Purchases		10,420.65	
4/21/20	876841	CRJ	BCRTA Items		400,000.00	
4/21/20	9040	CDJ	Biometric Information Manageme		6,250.00	
4/21/20	9041	CDJ	Cummins Bridgeway LLC		201.44	
4/21/20	9042	CDJ	Middletown Treasury Divison		750.00	
4/21/20	9043	CDJ	Kleem Inc.		1,285.00	
4/21/20	9044	CDJ	Mighty Auto Parts		266.21	
4/21/20	9045	CDJ	Ohio Newspapers, Inc.		156.82	
4/21/20	9046	CDJ	PERS		59,026.29	
4/21/20	9047	CDJ	Port Technology LLC		2,591.19	
4/21/20	9048	CDJ	Whitworth Bus Sales Inc.		643.69	
4/22/20	01066861	CRJ	Butler County Veterans Service	6,920.46		
4/24/20	9049	CDJ	Aunt Flow		1,930.00	
4/24/20	9050	CDJ	Talawanda School District		8,574.83	
4/29/20	9051	CDJ	Bethesda Healthcare Inc.		1,021.90	
4/29/20	9052	CDJ	Cincinnati Bell		142.35	
4/29/20	9053	CDJ	CompManagement, LLC		2,300.00	
4/29/20	9054	CDJ	Cornett's Pressure Cleaning		1,290.00	
4/29/20	9055	CDJ	J&N Auto Electric Inc.		31.36	
4/29/20	9056	CDJ	Luxurious Wraps, LLC		3,600.00	
4/29/20	9057	CDJ	M&M Cleaning		595.00	
4/29/20	9058	CDJ	Office Depot Inc.		151.41	
4/29/20	9059	CDJ	Super Shine Jantorial Services		700.00	
4/29/20	9060	CDJ	Tristate Cleaning		400.00	
4/29/20	9061	CDJ	Verizon Wireless		189.32	
4/29/20	109156	CRJ	BCRTA Items	75,000.00		
4/30/20	PRWE 04/24/20	GENJ			12,862.81	
4/30/20	PRWE 04/24/20	GENJ	#1344		780.21	
4/30/20	PRWE 04/24/20	GENJ			81,083.89	
4/30/20	PRWE 04/24/20	GENJ	#1341		262.00	
4/30/20	PRWE 04/24/20	GENJ			1,945.33	
4/30/20	PRWE 04/24/20	GENJ	#1343		23.08	
4/30/20	PRWE 04/24/20	GENJ	#1342		157.61	
4/30/20	PRWE 04/24/20	GENJ		1,759.12		
4/30/20	PRWE 04/24/20	GENJ			1,759.12	
4/30/20	AT 4/30/20	CDJ	Paycom		933.06	
4/30/20	10369317	CRJ	Miami University - Accounts Pa	249.36		
4/30/20	04/30/20	GENJ	Service Charge		3.00	
			Current Period Change	924,666.52	1,075,045.09	-150,378.57
4/30/20			Ending Balance			65,551.73

Savings - PNC (National City)

4/1/20			Beginning Balance			52,504.14
4/9/20	03/31/2020	CRJ	Masabi LLC	1,929.14		
4/17/20	CC 03/31/20	CRJ	BCRTA Items	468.86		
4/30/20	BT 03/31 - 04/30/	CRJ	Farebox Receipts	233.14		
4/30/20	04/30/20	GENJ	Interest Income	2.23		
4/30/20	04/30/20	GENJ	Service Charge		3.08	
			Current Period Change	2,633.37	3.08	2,630.29
4/30/20			Ending Balance			55,134.43

Savings - PNC Bank

4/1/20			Beginning Balance			1,008,705.33
4/14/20	AT 04/14/20	CRJ	BCRTA Items - From Savings		100,000.00	
4/16/20	AT 04/16/20	CRJ	BCRTA Items - To Savings	200,000.00		
4/21/20	876841	CRJ	BCRTA Items - TRANSFER FROM CHECK	400,000.00		
4/29/20	109156	CRJ	BCRTA Items - TXFR FROM SAVINGS		75,000.00	
4/30/20	04/30/20	GENJ	Interest Income	48.37		
			Current Period Change	600,048.37	175,000.00	425,048.37
4/30/20			Ending Balance			1,433,753.70

BCRTA
Balance Sheet
April 2020

Assets

Current Assets		*Other Assets		
Checking - PNC	65,551.73	Net Pension Asset	13,997.00	
Savings - PNC	55,134.43	Deferred Outflows-Pensions	1,585,594.00	
Savings - PNC	1,433,753.70	Deferred Outflows-OPEB	200,220.00	
Bid Deposit	-			
M&S Inventory	28,209.31			
Petty Cash	1,000.00	Property & Equipment		
Accounts Receivable	1,295,474.58	Vehicles	10,476,397.26	
Prepays	94,593.51	Buildings & Land	2,794,595.53	
		Furniture & Equipment	915,039.81	
		Amenities & Misc.	67,877.96	
		WIP-35' Buses	1,103,676.00	
		WIP-Website	35,000.00	
		Accum. Depr.	(6,068,031.40)	
	<u>2,973,717.26</u>		<u>11,124,366.16</u>	Total Assets
				<u>14,098,083.42</u>

Liabilities & Equity

Current Liabilities		*Long-term Liabilities		
Accounts Payable	117,722.23	Net Pension Liability	4,962,975.00	
Payroll Payables	51,391.81	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	137,552.49			
FTA Vehicle Funds	68,131.00	Equity		
Future Match Funds	37,916.67	Balance Equity	2,861,645.23	
Unearned Tickets	27,125.00	Federal & State Capital	13,168,446.00	
Unearned MU Funds	-	Local Capital	89,410.00	
		Retained Earnings	(10,432,142.87)	
		Net Income	353,497.97	Total Liabilities
	<u>537,611.09</u>		<u>13,560,472.33</u>	and Capital
				<u>14,098,083.42</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****April 2020**

Current Assets	2,973,717.26
Current Liabilities	<u>(537,611.09)</u>
Available Funds	2,436,106.17

Board Reserves

Local Share Grant Obligations		
OH-2018-021-00	1,018,333.25	
FFY Pending Federal	127,990.50	
Oxford Facility Match Pledge	200,000.00	
Less Projected Local Match	<u>(495,216.00)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	851,107.75	
FTA Grants	851,107.75	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	2,102,010.05	
Non-Restricted Funds	334,096.12	

METRIC DASHBOARD

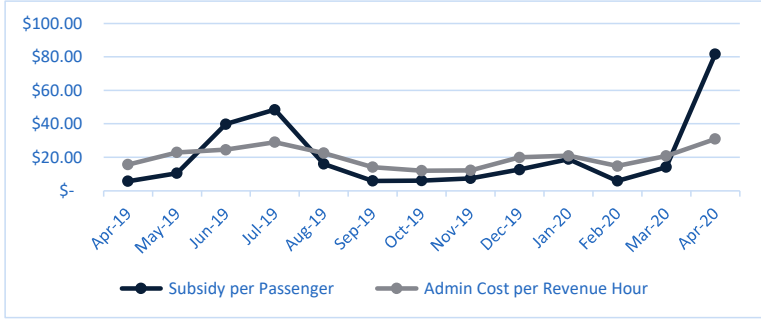
April 2020

Leveraging Competitive Funding & Partnerships

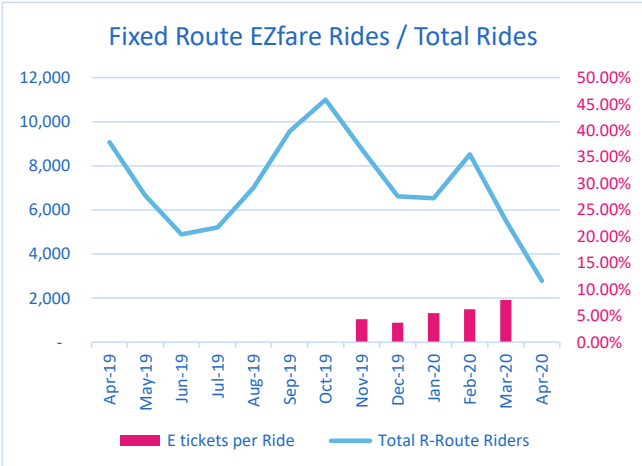
Average Fleet Age

3.73

Since Last Month 0.06 1.61%
Since Last Year (0.52) -13.94%



Enhancing Connectivity



BGO App Rides/Total BGO Rides

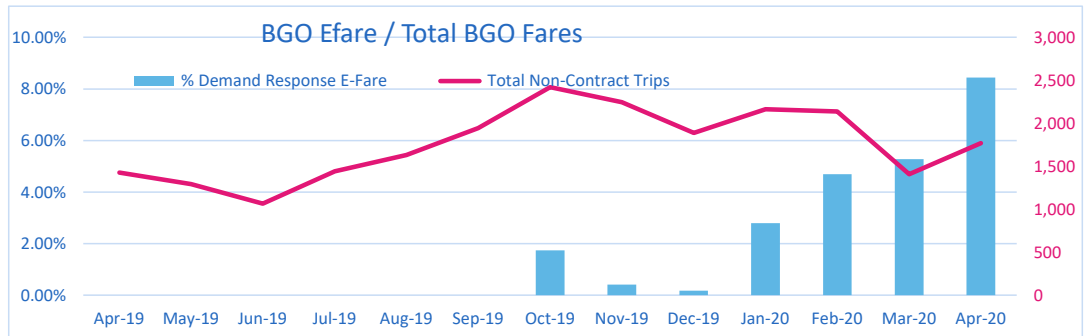
7.58%

Since Last Month -4.78% -63.05%
Since Last Year 7.58% 100.00%

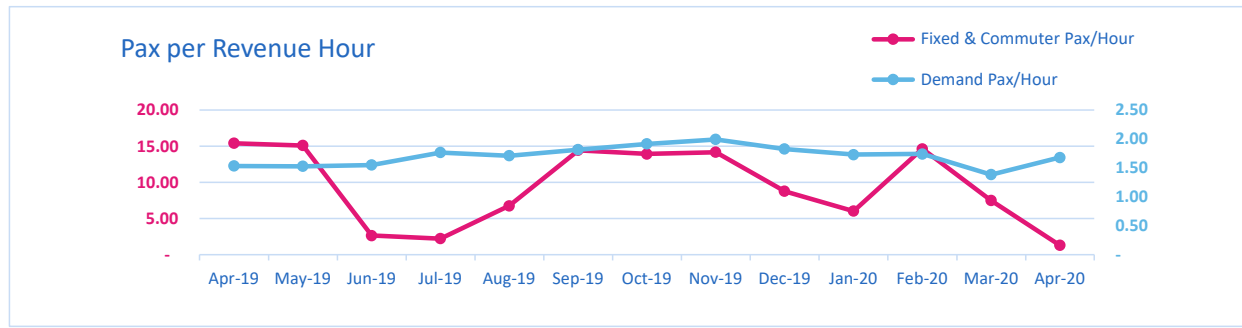
BGO App Downloads/Ride

4.41%

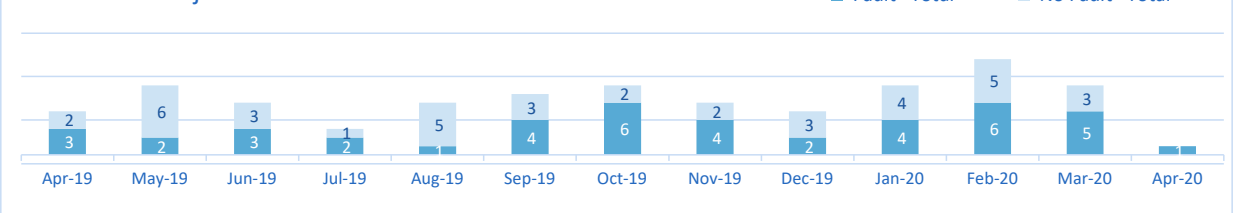
Since Last Month -12.92% -292.80%
Since Last Year 4.41% 100.00%



Improving Mobility & Eliminating Barriers



Accidents & Injuries



Operator Headcount/Revenue Hours

0.01801

Since Last Month 0.00727 40.36%
Since Last Year 0.00616 34.20%

Denials & Refusals/Total BGO

0.90%

Since Last Month -11.81%
Since Last Year -2.25%

Supporting Employers

42X Park & Ride Total Trips

331

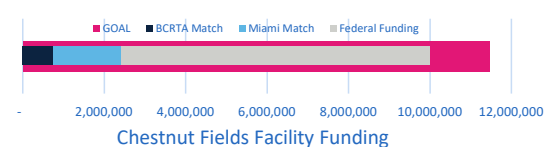
Since Last Month (4,206) -1271%
Since Last Year (8,886) -2685%

BGO Employment Trips

675

Since Last Month (327) -48.44%
Since Last Year 71 10.52%

Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

836



Director's Notes – June 2020

A. Metrics & Service

1. Quarantine Transportation

As covered by the Journal News on June 9, BCRTA is negotiating with EMA and county administration to provide quarantine transportation from local hospitals to quarantine hotel facilities if the need arises. An agreement has not been reached yet. BCRTA expects ridership volume to be low.

2. BCVSC

The new provider for Cincinnati VA trips has started their operations. BCVSC reliance of BCRTA for Cincinnati trips has diminished since June 1. BCRTA continues to provide local and Dayton VAMC trips.

3. Fixed Route Fares

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

4. Onboard Wifi

BCRTA has begun to receive onboard routers that were supported by ODOT grants. BCRTA will be installing units over the summer. Internal wifi, to support onboard operations technologies and surveillance, will be implemented in the first phase followed by public wifi opportunities later next year.

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.

C. Planning

1. 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.

Director's Notes – June 2020

BCRTA has drafted proposed documents and is continuing to negotiate with Miami. Due to the pandemic, negotiations have slowed. Miami has assured BCRTA they are still committed to the project.

2. 42X

Considering COVID 19, some 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.

Staff recommend aggressive pursuit of a cost-sharing model in 2021 after SORTA has completed its ballot initiative.

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

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.

Staffing numbers are good, although several operators still remain on EFMLEA or paid sick leave. Many are now beginning to return. BCRTA did confirm one positive case among staff on June 6/4/2020. The operator has been quarantined. Proper protocols were followed. BCRTA and Butler County Health Department view the risk of any exposure to be very low.

BCRTA has concluded all food deliveries that were taking place during March, April and May.

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. Demand response service between GDRTA's south hub and Butler County is now available.

Director's Notes – June 2020

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.

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. 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.

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.

4. 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 announcements are expected before yearend.

5. State Funding from ODOT

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. BCRTA made 2021 applications for OTP2 in May, although staff do expect that most state revenue will be cut to some extent given the pandemic. As gas tax money cannot be spent on public transit, effects from loss of gas tax revenue should not affect state subsidy programs for BCRTA.

Director's Notes – June 2020

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:

September 16, 2020
City of Oxford Police Station
101 East High Street, Oxford, OH 45056

2. Upcoming Procurements >\$25,000

- a) Enhanced Gate Security
- b) Heavy Duty Transit Coach Replacement/Expansion Contract (Laketran)
- c) Mobile Communication Solution
- d) Chestnut Fields Architecture & Engineering
- e) Legal Services – Expires 12/31/2020
- f) IT Services – Expires 3/31/21
- g) Moser Court Landscape Renovations

Director's Notes – June 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

BCRTA Resolution No. 20-06-01

Adopting the FY2021 Planning Budget for the Butler County Regional Transit Authority (BCRTA) and Acceptance of the BCRTA Fiscal Officer's Certification of Funds and Estimation of Revenues.

Whereas the Ohio Revised Code (ORC) requires a budget to be completed annually and approved by the Board of Trustees by July 15 of the preceding year; and

Whereas the FY2021 Planning Budget is an ORC requirement but does not appropriate funds; and

Whereas in FY2021 BCRTA anticipates continuing current directly operated services and including the Miami University campus services; and

Whereas in the last quarter 2020, the BCRTA Board of Trustees will be asked to adopt a FY2021 Operating Budget and 2021 appropriations; and

Whereas on January 16, 2019, the BCRTA Board of Trustees appointed Ms. Delene Weidner as Fiscal Officer; and

Whereas the BCRTA Board of Trustees adopts the following FY2021 Planning Budget and accepts the fiscal officer certification of funds and estimation of revenues as follows:

Estimated FY2021 Revenues & Expenses

Estimated Cash Balance 1-1-2021	\$	1,808,000
Estimated Revenues	\$	10,442,000
Estimated Expenses	\$	8,901,000
Projected Year-End Cash	\$	3,349,000

Now therefore, be it resolved:

That the BCRTA Board of Trustees hereby adopts the above FY2021 Planning Budget 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.

Adopted June 17, 2020



Chris Lawson,
BCRTA Board President



Matthew Dutkevich,
BCRTA Executive Director

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

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

On Deposit - Checking	250,000.00
On Deposit - Savings I	1,500,000.00
On Deposit - Savings II	57,000.00
BCRTA Petty Cash Fund	1,000.00
	<u>1,808,000.00</u>

Estimated Revenues for FY2021 (General Transit Fund)

BCRTA - FY21 Receivables	140,000.00
	<u>140,000.00</u>
FY2020 Operations	
Passenger Fares	58,000.00
Contract Revenues	221,000.00
Partnership Transit Revenues	1,650,000.00
Sale of Services	245,000.00
Transit Development Program	1,740,000.00
Park-n-Ride Program	560,000.00
Federal Operating Funds	3,501,000.00
State Operating Funds	308,000.00
Agency Operating Funds	45,000.00
Other Revenues	24,000.00
	<u>8,352,000.00</u>
Federal Capital Grant Funds	1,120,000.00
State/Other Capital Grant Funds	830,000.00
	<u>1,950,000.00</u>

Total Funds Available 12,250,000.00

Anticipated Appropriations for FY2021 (General Transit Fund)

BCRTA - FY21 Payables	140,000.00
	<u>140,000.00</u>
FY2020 Operations	
Wages	3,286,000.00
Fringes	1,085,000.00
Services	395,200.00
Materials & Supplies	735,800.00
Utilities	124,000.00
Insurance	234,000.00
Taxes & Fees	-
Purchased Transportation	560,000.00
Misc. Items	61,000.00
Leases & Rentals	-
Contingency	50,000.00
	<u>6,531,000.00</u>
FY2020 Capital Items	
Revenue Vehicles & Related Items	1,200,000.00
Transit Centers & Facility Improvements	550,000.00
Equipment, Technology, Amenities & Other	480,000.00
	<u>2,230,000.00</u>

Total Appropriations 8,901,000.00

Projected Funds Available 12-31-21 3,349,000.00


Delene L. Weidner (Jun 18, 2020 10:06 EDT)

BCRTA Resolution No. 20-06-02

Adopting the Butler County Regional Transit Authority Public Transportation Agency Safety Plan (PTASP)

Whereas BCRTA is a Regional Transit Authority created by resolution of the Butler County Board of Commissioners; and

Whereas as a designated recipient of Federal Transit Administration (FTA) funds, BCRTA is required to comply with the regulations issued by the United States Department of Transportation (USDOT) as a condition of receiving federal funds; and

Whereas the PTASP final rule (49 C.F.R. Part 673) intends to improve public transportation safety by guiding transit agencies to manage safety risks more effectively and proactively in their systems; and

Whereas a PTASP requires certain recipients and sub-recipients of FTA grants that operate public transportation to develop and implement safety plans that establish processes and procedures to support the implementation of Safety Management Systems (SMS); and

Whereas the BCRTA has collaborated with the Ohio Department of Transportation Office of Transit to draft and implement a compliant PTASP; and

Whereas the Federal Transit Administration has set a deadline of December 31, 2020 for compliance with the PTASP final rule and approval of Public Transportation Agency Safety Plans by governing boards.

Now, therefore, be it resolved that the BCRTA Board of Trustees hereby adopts the BCRTA Public Transportation Agency Safety Plan as attached herein and authorizes the BCRTA Executive Director to complete submission of the final program to FTA. Be it further resolved that the BCRTA Board of Trustees authorizes the BCRTA Executive Director to take any actions necessary to assure organizational compliance with the terms of this policy and regulation.

Approved: June 17, 2020



Board President, BCRTA



Executive Director, BCRTA

PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

Butler County Regional Transit Authority

Hamilton, Ohio



Drafted and Certified by Ohio Department of
Transportation Office of Transit *(June 2020)*

Ohio Department of Transportation (ODOT) Responsibility

According to 49 C.F.R. Part 673, the state is responsible for drafting and certifying the small public transportation providers. Small transportation providers are defined as recipients or subrecipients of Federal financial assistance under 49 U.S.C. 5307 that have one hundred (100) or fewer vehicles in peak revenue service and do not operate a rail fixed guideway public transportation system. Paratransit service provided by the recipient or subrecipient is subject to Part 673.

The Office of Transit administers funds for the Rural Transit Grant Program (FTA Section 5311), the Rural Transportation Assistance Program (FTA Section 5311 (b)(3)), the Rural Intercity Bus Program Section 5311 (f), the Enhanced Mobility of Seniors and Individuals with Disabilities Program (FTA Section 5310) the Rail Fixed Guideway State Safety Oversight Program (FTA Section 5329), the Bus and Bus Facilities Program (FTA Section 5339), the Rural Technical Assistance Program (RTAP), the Ohio Elderly and Disabled Transit Fare Assistance Program, the Ohio Coordination Program, the Ohio Technical Assistance Program (OTAP), the Ohio Transit Partnership Program, and the Metropolitan & Statewide Planning and Non-Metropolitan Transportation Planning Program (FTA Section 5303/5304/5305) . ODOT is not an administering agency for Ohio Urban Transportation Grant Program (FTA Section 5307) funds. Urban transportation providers are direct recipients of 5307 funding.

Version Tracking Log

According to 49 C.F.R. Part 673.11 (5), each transit agency must establish an annual review and update of the Public Transportation Agency Safety Plan. ODOT is drafting and certifying the plan and coordinates with the transit agency to review and update the plan annual.

Version	Date Issued	Section/Pages Affected	Purpose for Change
1.0	06/1/2020	N/A	Original Document

DRAFT

Signature Page

Matt Dutkevicz, Accountable Executive, Butler County RTA

Date of Signature

Chris Lawson, Board of Trustees Chair, Butler County RTA

Date of Approval

DRAFT

This Page is Intentionally Left Blank

Table of Contents

Definitions of Special Terms Used in the Safety Plan	6
List of Acronyms Used in the Safety Plan	9
Agency Background and Information	12
Plan Annual Update Procedure	14
Safety Performance Targets	14
I. Safety Management Policy	17
II. Safety Risk Management	21
III. Safety Assurance	22
IV. Safety Promotion	23
Safety Training Program	23
Appendix 1 - FTA 49.C.F.R 673 Rule	25
Appendix 2 Safety Risk Matrix	31
Appendix 3 Ohio Small Urban Public Transit	33
Appendix 4 Butler County RTA Pre Hire Checklist	34

Definitions of Special Terms Used in the Safety Plan

Term	Definition
Accident	An event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.
Accountable Executive	Single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.
Chief Safety Officer	An adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.
Consequence	Potential outcome(s) of the hazard
Event	Any accident, incident, or occurrence
Fatality	A death or suicide confirmed within 30 days of a reported event. Does not include deaths in or on transit property
Hazard	Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
Hazard Identification	Formal activities to identify hazards during operations related to provision of services
Incident	An event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.
Investigation	The process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

Performance measure	An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
Performance target	A quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).
Occurrence	An event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.
Safety Assurance	Processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
Safety Management Policy	Transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.
Safety Management System (SMS)	Formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.
Safety Performance target	Performance Target related to safety management activities
Safety Promotion	Combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
Safety Risk Assessment	Formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.
Safety Risk Management	Process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.
Safety Risk Probability	The likelihood that the consequence might occur, considering the worst foreseeable-but credible-condition
Safety Risk Severity	The anticipated effects of a consequence, should it materialize, taking as reference the worst foreseeable- but credible-condition
Small Public Transportation Provider	A recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

Statewide Transportation Improvement Program	A short-range multi-modal transportation state planning document required by USDOT for use in approving federal funds for transportation projects, typically four years
Transportation Improvement Program	A short-range multi-modal transportation regional planning document developed and maintained by each MPO and RTPD region in accordance to federal regulations, typically four years
Performance target	A quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

List of Acronyms Used in the Safety Plan

Acronym	Word or Phrase
AE	Accountable Executive
BCRTA	Butler County Regional Transit Authority
CEO	Chief Executive Officer
CSO	Chief Safety Officer
DOT	Department of Transportation
ED	Executive Director
FTA	Federal Transit Administration
GM	General Manager
MPO	Metropolitan Planning Organization
NTD	National Transit Database
NTSB	National Transportation Safety Board
ODOT	Ohio Department of Transportation
OKI	Ohio Kentucky Indiana Regional Councils of Governments
OSHA	Occupational Safety and Health Administration
PTASP	Public Transportation Agency Safety Plan
RTA	Regional Transit Authority
SA	Safety Assurance
SME	Subject Matter Expert
SMI	Safety Management Inspection
SMS	Safety Management System
SOP	Standard Operating Procedure
SRM	Safety Risk Management
SSO	State Safety Oversight
SSOA	State Safety Oversight Agency
STIP	Statewide Transportation Improvement Program
TA	Transit Agency

TSA	Transportation Security Administration
TSI	Transportation Safety Institute
TSO	Office of Safety and Oversight
TTP	Technical Training Plan
U.S.C.	United States Code
USDOT	United States Department of Transportation

DRAFT

What is a Public Transportation Agency Safety Plan?

The PTASP is a plan that will help ensure that a public transportation system is safe. With the development and implementation of the SMS, the public transportation system will have the ability to mitigate unacceptable hazards and ensure the mitigation is properly implemented and effective. SMS is a formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS consists of 4 components: safety management policy, safety risk management, safety assurance, and safety promotion.

On July 19, 2018, FTA published the PTASP Final Rule, which is a requirement for recipients of federal funds under the FTA's Urbanized area Formula Grants (5307). The rule became effective July 19, 2019 and the compliance date is July 20, 2020.

FTA is responsible for ensure RTAs are in compliance with 49 CFR Part 673. BCRTA will maintain documents that set forth this Public Transportation Agency Safety Plan, including those related to the implementation of Safety Management System (SMS), and results from SMS processes and activities. BCRTA will maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures used to carry out this Public Transportation Agency Safety Plan. These documents will be made available upon request by Federal Transit Administration, other Federal entity, or a State Oversight Agency having jurisdiction. The BCRTA will maintain these documents for three years after they are created

Agency Background and Information

Accountable Executive: Matthew Dutkevicz, Chief Executive

Responsible for day to day operations, planning and oversight of public transit in Butler County, Ohio. Experienced Executive Director with a demonstrated history of working in the passenger transport industry. Skilled in Budgeting, Operations Management, Customer Service, Transportation Planning, Marketing, Staff Development and Strategic

Planning. Strong business development professional.

Chief Safety Officer/SMS Executive: Carla Oden, Safety and Training Manager

As a former Vehicle Operator, Outline Instructor, Operations Supervisor, Asst. Operations Manager to Manager, Carla embraces being a part of the BCRTA team. Safety and Training Manager is responsible for overseeing and implementing vehicle operator safety/training programs while remaining in compliance of all policies and procedures.

Address: 3045 Moser Ct, Hamilton, OH 45011

Mode of Service Covered in Plan: Bus

FTA Funding: 5307, 5339, 5310

Mode of Service Provided by Transit Agency: Bus - Fixed Route, Demand Response and Commuter Bus

BCRTA serves as a contractor to provide Fixed Route and Demand Response services for the city of Middletown.

Fleet Size: There are 57 total vehicles in the BCRTA Fleet

Ridership (2019): 579,000 fixed route rides and 31,000 ADA/Curb-to-Curb rides in 2019

Service Area: BCRTA covers the entire Butler County as well as several miles into Warren and Hamilton Counties via I-75.

Mission

To support Butler County's quality of life and economic development through public transportation solutions.

Guiding Principals

- Provide access to health and human and services programs
- Better foster the economic development and vitality of the country by providing better access to jobs, education, shopping, government services
- Conserve energy and reduce pollution
- Become the designated grantee (designated by the Ohio Governor) for federal and state transportation funds within the Cincinnati Urbanized Area of Butler County

- Serve as a broker of transportation services for various county boards and agencies that wish to contract with the BCRTA to manage their transportation needs

The Ohio, Kentucky, Indiana Regional Council of Governments (OKI) is BCRTA's Metropolitan Planning Organization in the Cincinnati Metropolitan Area. Per regulations in the FAST Act, OKI with the other regional transit authorities Southwest Ohio Regional Transit Authority (SORTA), Clermont Transportation Connection (CTC), Transit Authority of Northern Kentucky (TANK), and Warren Transit System (WTS) will approve safety targets and plans. CTC, BCRTA, and WTS have chosen to utilize the State Safety Plan.

DRAFT

Plan Annual Update Procedure

49 C.F.R. Part § 673.11(5), states, “Each transit agency must establish a process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan”.

ODOT develops the Statewide Transportation Improvement Program biennially. The STIP references the Transportation Improvement Program drafted by the Metropolitan Planning Organizations and approved by ODOT. MPOs have the ability to update based on their schedule. STIP Amendments are scheduled on a quarterly schedule: July, October, January, and April. The National Public Transportation Safety Plan which is referenced in the 49 C.F.R. Part 673 requires that the safety performance targets are listed in the S/TIP.

49 C.F.R. Part § 673.11 states,

(4) The Public Transportation Agency Safety Plan must address all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan. Compliance Start Printed Page 34467with the minimum safety performance standards authorized under 49 U.S.C. 5329(b)(2)(C) is not required until standards have been established through the public notice and comment process.

ODOT submits the 5- year safety performance rolling averages based from the transit agencies' NTD reports. The data in the NTD is reported on a calendar year basis. Based on the NTD reporting cycle, the annual data will be reviewed and updated at the end of the calendar year.

The process will include:

1. CSO requests the safety committee and/or executive management to review current agency safety plan.
2. CSO reviews comments and make changes as he/she sees necessary. Review and edit the PTASP safety performance measures and targets as a transit agency, e.g., safety committee.
3. CSO will present AE with the revised agency safety plan.
4. If approved, AE will present to the Board for approval. If AE does not approve the PTASP, then CSO will review and revise.
5. Once approved by AE, the AE will present changes to Board of Trustees or City Council for signature.
6. Email PTASP revisions targets with ODOT and MPO.
7. MPO will update their TIP to include the new safety performance targets and submit the update TIP to the ODOT to be included in the STIP amendment.

Safety Performance Targets

According to 49 C.F.R. Part 673.11(3) The public Transportation Agency Safety Plan must include performance targets based on the safety performance measures established under the National Public Transportation Safety Plan. The safety performance measures are:

- Fatalities
 - o Total Number of reportable fatalities

- Rate per total vehicle revenue miles by mode
- Injuries
 - Total Number of reportable injuries
 - Rate per total vehicle revenue miles by mode
- Safety Events
 - Total Number of reportable safety events
 - Rate per total vehicle revenue miles by mode
- System Reliability
 - Mean Distance between major mechanical failures by mode

Methodology: ODOT Office of Program Management compiled the five-year rolling averages to calculate historical trends for each measure. According to the Ohio Strategic Highway Safety Plan, “a rolling average is used to better predict long-term crash trends by smoothing out short-term year-to-year fluctuations.” The Office of Transit decided to use the five-year rolling average method to determine the baseline and the target for each safety performance measure. ODOT collected 2013-2018 from NTD and the transit agency.

ODOT recommended a 2% reduction target for the four safety performance targets except where the safety performance targets are 0. If the safety performance targets are 0, then BCRTA plans to maintain the zero target. Data was presented to the transit agency for review and approval. After approval from the transit agency, an email was distributed to the MPO and the transit agency for their records.

Mode of Transit Service	Fatalities	Rate Per Total Vehicle Revenue Miles	Injuries	Rate Per Total Vehicle Revenue Miles	Safety Events	Rate Per Total Vehicle Revenue Miles	System Reliability
CB	0	0	3	0	2	0	91,107
DR	0	0	3	0	3	0	64,151
MB	0	0	1	0	1	0	45,370

Safety Performance Target Coordination

49 C.F.R Part 673.15(b) To the maximum extent practicable, a State or transit agency must coordinate with States and Metropolitan Planning Organization in the selection of State and MPO safety performance targets.

ODOT scheduled and conducted meetings with the transit agency and the MPO. ODOT met with the two entities to gather information about their transit agency safety policies and procedures. At the initial meeting, the SSO Program Manager educated the transit agency and the MPO on the purpose, objectives, and goals of the PTASP. ODOT explained the federal requirements including the safety performance target. Data was presented to the transit agency for review and approval. An email was

sent to the MPOs with the safety performance targets of the transit agencies located within their justification.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Ohio Department of Transportation	January 10, 2020
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	OKI Regional Council of Governments	January 10, 2020

DRAFT

I. Safety Management Policy

Safety Management Policy Statement

4-01 BCRTA General Safety Policy

As a team, BCRTA must make it a priority to create a culture of safety. To create this culture we must support an attitude that everyone is responsible for their own safety and the safety of others. We have an opportunity to provide a safe work environment for all BCRTA employees, and a safe ride for our clients every day.

What is safeness?

Safeness is defined as: Free from harm or risk; secure from threat of danger, harm, or loss.

This definition applies to us in our everyday life and every day in our business. At any time an accident can be prevented. We must prepare ourselves to avoid any risky behaviors. These behaviors can come from our routines, others we work with and third parties. We all should help break bad behaviors that can lead to accidents or incidents. We all need to be aware of our surroundings to avoid harm, risk, danger or loss. Any unsafe behaviors may result in disciplinary action, up to and including termination. In addition, anyone who performs unsafe behaviors can be removed from the “safety sensitive” function until these behaviors have been corrected. All BCRTA employees are required to make the safety committee or management aware of any unsafe behaviors. Anyone who reports unsafe behaviors can do so in confidence and will be free from retaliation.

The BCRTA Safety Committee will review and discuss the safety policy and adopt annually. The BCRTA Safety Committee will review and discuss the safety goals and adopt annually.

Safety Management Policy Communication

BCRTA will introduce the SMS Policy into the Training Plan for new hires. Memorandums will be distributed, and each employee will sign electronically on their portal. The AE and/or CSO will discuss the importance of the PTASP, SMS and its components, and their safety management at the Bid Meeting. The Bid meeting is where all employees pick their schedule for the next season.

The policy will also be posted on the bulletin board in the breakroom and on the transit agency’s website. Posting the safety management policy statement on the website displays our commitment to safety for our employees, clients and the public.

Authorities, Accountabilities, and Responsibilities

Individuals for the development and management of the transit agency’s Safety Management System (SMS)

Accountable Executive	The AE authorities, accountabilities and responsibilities include but are not limited to: -Responsibility for carrying out the PTASP
------------------------------	---

	<ul style="list-style-type: none"> - Ensure that human and capital resources are available to develop and maintain the PTASP - Inform the board members and the employees of the safety management priorities - Establish guidance on the level of safety risk acceptable to the agency - Ensure safety concerns are considered in the agency's ongoing budget planning process - Authorizes appropriate updates and approvals for the PTASP and MPO Transit Safety Targets - Manages emergency management response and acts as the PIO in all emergency situations
Chief Safety Officer or SMS Executive	<p>The CSO authorities, accountabilities and responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> - Manages the SMS on behalf of the AE - Direct hazard identification and safety risk evaluation - Monitor mitigation activities - Maintain safety documentation - Plan and organizes safety management training - Coordinate in conjunction with other agencies, pertinent to BCRTA's operations; - Maintain and keep current all records, including employee records associated with safety and training; - Assist in the development and necessary modifications of procedures and ensure they are implemented for the safety and security of personnel, facilities, equipment, other property, and records. - Manages BCRTA's safety committees and assigns tasks to be completed based off of recommendations through the committees - Maintain a solid grasp of safety knowledge of the types of challenges for incidents and accidents that are likely to be encountered.
Agency Leadership and Executive Management	<p>The executive leadership team consist of two directors: Finance/ Administration and Operations, operations managers, Maintenance</p>

	Manager. Their roles consist of providing support and enforcement the PTASP and the SMS four components.
Key Staff	The safety committee consist of project managers, drivers, and members of the operation and maintenance department. The committee meets quarterly to discuss preventive measures and safety measures. The committee is committed to sharing information, resource collections.

Employee Safety Reporting Program

BCRTA's employees have several methods of reporting safety conditions to their senior management team including:

- Hotline Report to a dispatcher, supervisor and/or manager via phone
- Report to a supervisor and/or manager in person
- Suggestion box
- Send a message through HRIS System

Employees have the option to report anonymously. If senior management has the submitter contact information, they are able to update them of the status of the safety condition or ask for more details. Employees with a great rapport may set up a meeting to discuss the safety conditions that have been identified.

The suggestion box is used to allow employees the opportunity to express their concerns, share their ideas, provide preventive measures or procedures an employee may find beneficial to the improvement of their daily job functions.

Employee behaviors that can result in disciplinary action up to and including termination are:

- Negligence or willful inattention to work.
- Discourteous or insubordinate conduct to passengers, managers, co-workers or others.
- Divulging confidential information.
- Theft or dishonesty.
- Possession, use or being under the influence of alcohol or controlled substances.
- Absence or tardiness and/or misuse of sick time.
- Failure to establish and maintain a harmonious working relationship.
- Failure to perform duties adequately and properly or interference with other employees' work.
- Falsification of records.
- Negligence of safety, emergency and health rules.
- Unprofessional conduct or conduct detrimental to the best interests of BCRTA.
- Careless or unreported accident or incident.
- Smoking in restricted areas (which shall include bus stops, terminals, inside BCRTA facilities and onboard a BCRTA vehicle).
- Failing to stop at railroad crossings.
- Mishandling fares.

- Conviction of traffic violations, whether or not such conviction(s) results in suspension or revocation of CDL.
- Failing to report citations issued, whether issued on or off duty.
- Failure to wear proper uniform or attire.
- Taking the BCRTA vehicle off route.
- Allowing another person to do any part of your job without proper authorization.
- Speeding, reckless driving or other inappropriate operation of a BCRTA vehicle, even if the conduct does not result in a citation or accident.
- Sabotage, tampering with, or the malicious destruction of BCRTA property or equipment or unnecessary wasting of material.
- Conduct which violates common decency or morality.
- Any form of violent or aggressive behavior.
- Any violation of the drug free workplace policy.
- Any violation of the Employee Policy Handbook.
- aa. Violation of any BCRTA policy or procedure.

II. Safety Risk Management

Safety Hazard Identification will limit the number of fatalities, injuries, safety events, and major mechanical failures. BCRTA has several methods of hazard identification including:

- Customer complaints
- Safety Audits- randomly by supervisors
- Pre and Post Trip Forms
- Monthly Facility Walk-Through
- Employee Reporting
- Incident and accident investigations
- FTA Triennial Reviews
- Safety Audits
- Safety Reference Guide for dispatchers and vehicle operators
- Safety Metric Report Sheet

Safety Risk Assessment

The Safety Risk process includes analyzing the likelihood of a consequence occurring - probability; and evaluating the seriousness of a consequence if it does occur- severity.

Currently, our agency has several data collection logs for hazard reporting including their customer complaints, maintenance, safety audit finding and CAPs.

Hazards are assessed by the Chief Safety Officer and the Safety Committee. BCRTA utilizes a rating key of 0-5 with 5 being the highest level of hazard. Hazards can be identified by internal and external sources and should be reported to the Chief Safety Officer.

Safety Risk Mitigation

The goal is to reduce safety risk to an acceptable level. FTA recognizes that transit agencies will have risk, but it is crucial that they are acceptable. Once a hazard has been identified, it is immediately mitigated by the specifically assigned department. If there are multiple potential mitigations for a hazard, the employee consults with their supervisor.

The Safety Committee which meets quarterly at a minimum discusses any hazards and risks and identifies an approach to be taken to resolve the issue within a defined timeframe. Depending on the risk, mitigation and strategies may include measures that require an additional budget. The Chief Safety Officer will be tasked with getting any additional safety dollars approved by the Account Executive.

III. Safety Assurance

Procedure Compliance

Senior management performs random safety audit in each department. If there are any findings in the audit, corrective actions plans will be made and mitigated. On-board cameras are located inside of the bus. Senior management has the ability to view cameras for operator compliance.

Ineffective, Inappropriate Mitigations Procedures

By retraining, random safety audits and hosting required refresher training, hazards will be effective and appropriate. Training will be implemented as often as needed and on a case by case basis. Any unsafe behaviors may result in disciplinary action, up to and including termination. In addition, anyone who performs unsafe behaviors can be removed from the “safety sensitive” function until these behaviors have been corrected.

Investigations of Safety Events

BCRTA vehicle operators are to first, stay calm. Secure the vehicle and passengers. Ask if everyone is ok and check for injuries. Determine if the vehicle will need to be moved or evacuated. Call dispatch over the radio. If the vehicle needs to be evacuated, operators will make sure all passengers are accounted for and keep them in a safe location at least 100 feet away from the vehicle. Then set out reflective triangles to warn other drivers. Vehicle operators will wait until a Supervisor arrives before speaking with any other drivers involved. Operators are also required to take pictures, collect statements and obtain contact information from passengers or anyone who has witnessed the scene of the accident. All accident report forms must be completed and turned in to the dispatcher or supervisor on duty at the end of their shift.

Accident reports must include:

- Driver’s Written Report
- Supervisor’s Written Report
- Police Report Number if Applicable
- Witness Cards and or Statements
- Photos of Accident Scene and Damages
- Copy of Citation if Applicable
- Drug & Alcohol Form
- General Detailed Information (*names, vehicle makes and models, when, where etc.*)
- Insurance Information

Internal Safety Reporting Program

Senior Management performs random safety audits in each department. If there are any findings in the audit, corrective actions plans will be made and mitigated.

IV. Safety Promotion

Safety Training Program

BCRTA has a training plan for New Hires. BCRTA Operator Development Course ID 1845.

- Introduction to Professional Driving
- Federal Regulations
- Hazards Communication
- Creating a Drug & Alcohol Free Workplace
- Preventing Harassment
- Bloodborne Pathogens
- Fatigue Management
- Wellness
- Whistleblower
- Safety Best Practices
- Introduction to The Bus
- Pre-Trip Inspections
- Mirror Adjustments & Reference Points
- LLLC Defensive Driving
- Preventing Driver Distractions
- Following Distance
- Intersections
- Railroad Crossings
- Pedestrian Awareness
- Preventing Backing Accidents
- Merging, Lane Changing & Passing
- Special Driving Conditions
- Map Reading
- Introduction to ADA Sensitivity
- Lifts, Ramps & Securements
- Professionalism/Customer Service
- Conflicts & Aggression Management
- Accidents & Emergency Procedures
- NTI Warning Signs
- Major Unusual Incidents
- QRT Max
- Fire Extinguisher - Ready to Respond

BCRTA hosts annual refresher trainings on different topics. All employees have a CPR 2-year refresher.

- Accidents & Emergency Procedures
- Lifts, Ramps & Securements
- Conflicts & Aggression PT II

- Creating a Drug & Alcohol Free Workplace
- Fire Extinguisher - Ready to Respond
- Introduction to ADA Sensitivity
- LLLC Defensive Driving
- Major Unusual Incidents
- Mirror Adjustments & Reference Points
- Preventing Backing Accidents
- Preventing Harassment
- Safety Best Practices

Safety Communication

BCRTA's number one priority is safety for their employees, customers, and the public. In order to keep their employees safe, memorandums are posted as needed and placed in their employees' mailboxes. If drivers are in route, then dispatchers notify them via radio.

An agency newsletter is distributed throughout the agency bi-monthly. In the newsletter, safety tips, hazards, and mitigations are listed.

BCRTA social media team alerts the employees, customers, and the public of safety events, delays, and safety tips while using the system.

BCRTA hosts an annual banquet that recognizes employees that have displayed a safety culture in the workplace. Employees receive a certificate and a bonus.

Any mitigation of hazards that will affect employee daily functions will be reported to them via an internal memo or change of standard operating procedure. BCRTA utilizes an online module system, Paycom; for employees to sign any changes to procedure so that an authorization trail is made.

Appendix 1 - FTA 49.C.F.R 673 Rule

Subpart A—General

§ 673.1 Applicability

(a) This part applies to any State, local governmental authority, and any other operator of a public transportation system that receives Federal financial assistance under 49 U.S.C. Chapter 53.

(b) This part does not apply to an operator of a public transportation system that only receives Federal financial assistance under 49 U.S.C. 5310, 49 U.S.C. 5311, or both 49 U.S.C. 5310 and 49 U.S.C. 5311.

§ 673.3 Policy

The Federal Transit Administration (FTA) has adopted the principles and methods of Safety Management Systems (SMS) as the basis for enhancing the safety of public transportation in the United States. FTA will follow the principles and methods of SMS in its development of rules, regulations, policies, guidance, best practices, and technical assistance administered under the authority of 49 U.S.C. 5329. This part sets standards for the Public Transportation Agency Safety Plan, which will be responsive to FTA's Public Transportation Safety Program, and reflect the specific safety objectives, standards, and priorities of each transit agency. Each Public Transportation Agency Safety Plan will incorporate SMS principles and methods tailored to the size, complexity, and scope of the public transportation system and the environment in which it operates.

§ 673.5 Definitions

As used in this part:

Accident means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.

Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.

Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Equivalent Authority means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a Start Printed Page 34466recipient or subrecipient's Public Transportation Agency Safety Plan.

Event means any Accident, Incident, or Occurrence.

FTA means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Incident means an event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Investigation means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

National Public Transportation Safety Plan means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

Occurrence means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Operator of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302(14).

Performance measure means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

Public Transportation Agency Safety Plan means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Rail fixed guideway public transportation system means any fixed guideway system that uses rail, is operated for public transportation, is within the jurisdiction of a State, and is not subject to the jurisdiction of the Federal Railroad Administration, or any such system in engineering or construction. Rail fixed guideway public transportation systems include but are not limited to rapid rail, heavy rail, light rail, monorail, trolley, inclined plane, funicular, and automated guideway.

Rail transit agency means any entity that provides services on a rail fixed guideway public transportation system.

Risk means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk mitigation means a method or methods to eliminate or reduce the effects of hazards.

Safety Assurance means processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.

Safety Management System (SMS) means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent.

Safety performance target means a Performance Target related to safety management activities.

Safety Promotion means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety risk assessment means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

Safety Risk Management means a process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

Serious injury means any injury which:

- (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received;
- (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses);
- (3) Causes severe hemorrhages, nerve, muscle, or tendon damage;
- (4) Involves any internal organ; or
- (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Small public transportation provider means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

State means a State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of good repair means the condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and the regulations set forth in 49 CFR part 674.

Transit agency means an operator of a public transportation system.

Transit Asset Management Plan means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

Subpart B—Safety Plans

§ 673.11 General requirements

(a) A transit agency must, within one calendar year after July 19, 2019, establish a Public Transportation Agency Safety Plan that meets the requirements of this part and, at a minimum, consists of the following elements:

- (1) The Public Transportation Agency Safety Plan, and subsequent updates, must be signed by the Accountable Executive and approved by the agency's Board of Directors, or an Equivalent Authority.
- (2) The Public Transportation Agency Safety Plan must document the processes and activities related to Safety Management System (SMS) implementation, as required under subpart C of this part.
- (3) The Public Transportation Agency Safety Plan must include performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.
- (4) The Public Transportation Agency Safety Plan must address all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan. Compliance Start Printed Page 34467with the minimum safety performance standards authorized under 49 U.S.C. 5329(b)(2)(C) is not required until standards have been established through the public notice and comment process.
- (5) Each transit agency must establish a process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.
- (6) A rail transit agency must include or incorporate by reference in its Public Transportation Agency Safety Plan an emergency preparedness and response plan or procedures that addresses, at a minimum, the assignment of employee responsibilities during an emergency; and coordination with Federal,

State, regional, and local officials with roles and responsibilities for emergency preparedness and response in the transit agency's service area.

(b) A transit agency may develop one Public Transportation Agency Safety Plan for all modes of service, or may develop a Public Transportation Agency Safety Plan for each mode of service not subject to safety regulation by another Federal entity.

(c) A transit agency must maintain its Public Transportation Agency Safety Plan in accordance with the recordkeeping requirements in subpart D of this part.

(d) A State must draft and certify a Public Transportation Agency Safety Plan on behalf of any small public transportation provider that is located in that State. A State is not required to draft a Public Transportation Agency Safety Plan for a small public transportation provider if that agency notifies the State that it will draft its own plan. In each instance, the transit agency must carry out the plan. If a State drafts and certifies a Public Transportation Agency Safety Plan on behalf of a transit agency, and the transit agency later opts to draft and certify its own Public Transportation Agency Safety Plan, then the transit agency must notify the State. The transit agency has one year from the date of the notification to draft and certify a Public Transportation Agency Safety Plan that is compliant with this part. The Public Transportation Agency Safety Plan drafted by the State will remain in effect until the transit agency drafts its own Public Transportation Agency Safety Plan.

(e) Any rail fixed guideway public transportation system that had a System Safety Program Plan compliant with 49 CFR part 659 as of October 1, 2012, may keep that plan in effect until one year after July 19, 2019.

(f) Agencies that operate passenger ferries regulated by the United States Coast Guard (USCG) or rail fixed guideway public transportation service regulated by the Federal Railroad Administration (FRA) are not required to develop agency safety plans for those modes of service.

§ 673.13 Certification of compliance

(a) Each transit agency, or State as authorized in § 673.11(d), must certify that it has established a Public Transportation Agency Safety Plan meeting the requirements of this part one year after July 19, 2019. A State Safety Oversight Agency must review and approve a Public Transportation Agency Safety Plan developed by rail fixed guideway system, as authorized in 49 U.S.C. 5329(e) and its implementing regulations at 49 CFR part 674.

(b) On an annual basis, a transit agency, direct recipient, or State must certify its compliance with this part.

§ 673.15 Coordination with metropolitan, statewide, and non-metropolitan planning processes

(a) A State or transit agency must make its safety performance targets available to States and Metropolitan Planning Organizations to aid in the planning process.

(b) To the maximum extent practicable, a State or transit agency must coordinate with States and Metropolitan Planning Organizations in the selection of State and MPO safety performance targets.

Subpart C—Safety Management Systems

§ 673.21 General requirements

Each transit agency must establish and implement a Safety Management System under this part. A transit agency Safety Management System must be appropriately scaled to the size, scope and complexity of the transit agency and include the following elements:

(a) Safety Management Policy as described in § 673.23;

(b) Safety Risk Management as described in § 673.25;

(c) Safety Assurance as described in § 673.27; and

(d) Safety Promotion as described in § 673.29.

§ 673.23 Safety management policy

- (a) A transit agency must establish its organizational accountabilities and responsibilities and have a written statement of safety management policy that includes the agency's safety objectives.
- (b) A transit agency must establish and implement a process that allows employees to report safety conditions to senior management, protections for employees who report safety conditions to senior management, and a description of employee behaviors that may result in disciplinary action.
- (c) The safety management policy must be communicated throughout the agency's organization.
- (d) The transit agency must establish the necessary authorities, accountabilities, and responsibilities for the management of safety amongst the following individuals within its organization, as they relate to the development and management of the transit agency's Safety Management System (SMS):
 - (1) *Accountable Executive.* The transit agency must identify an Accountable Executive. The Accountable Executive is accountable for ensuring that the agency's SMS is effectively implemented, throughout the agency's public transportation system. The Accountable Executive is accountable for ensuring action is taken, as necessary, to address substandard performance in the agency's SMS. The Accountable Executive may delegate specific responsibilities, but the ultimate accountability for the transit agency's safety performance cannot be delegated and always rests with the Accountable Executive.
 - (2) *Chief Safety Officer or Safety Management System (SMS) Executive.* The Accountable Executive must designate a Chief Safety Officer or SMS Executive who has the authority and responsibility for day-to-day implementation and operation of an agency's SMS. The Chief Safety Officer or SMS Executive must hold a direct line of reporting to the Accountable Executive. A transit agency may allow the Accountable Executive to also serve as the Chief Safety Officer or SMS Executive.
 - (3) *Agency leadership and executive management.* A transit agency must identify those members of its leadership or executive management, other than an Accountable Executive, Chief Safety Officer, or SMS Executive, who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.
 - (4) *Key staff.* A transit agency may designate key staff, groups of staff, or committees to support the Accountable Executive, Chief Safety Officer, or SMS Executive in developing, implementing, and operating the agency's SMS.

§ 673.25 Safety risk management

- (a) *Safety Risk Management process.* A transit agency must develop and implement a Safety Risk Management process for all elements of its public transportation system. The Safety Risk Management process must be comprised of the following activities: Safety hazard identification, safety risk assessment, and safety risk mitigation.
- (b) *Safety hazard identification.* (1) A transit agency must establish methods or processes to identify hazards and consequences of the hazards.
 - (2) A transit agency must consider, as a source for hazard identification, data and information provided by an oversight authority and the FTA.
- (c) *Safety risk assessment.* (1) A transit agency must establish methods or processes to assess the safety risks associated with identified safety hazards.
 - (2) A safety risk assessment includes an assessment of the likelihood and severity of the consequences of the hazards, including existing mitigations, and prioritization of the hazards based on the safety risk.
- (d) *Safety risk mitigation.* A transit agency must establish methods or processes to identify mitigations or strategies necessary as a result of the agency's safety risk assessment to reduce the likelihood and severity of the consequences.

§ 673.27 Safety assurance

(a) *Safety assurance process.* A transit agency must develop and implement a safety assurance process, consistent with this subpart. A rail fixed guideway public transportation system, and a recipient or subrecipient of Federal financial assistance under 49 U.S.C. Chapter 53 that operates more than one hundred vehicles in peak revenue service, must include in its safety assurance process each of the requirements in paragraphs (b), (c), and (d) of this section. A small public transportation provider only must include in its safety assurance process the requirements in paragraph (b) of this section.

(b) *Safety performance monitoring and measurement.* A transit agency must establish activities to:

(1) Monitor its system for compliance with, and sufficiency of, the agency's procedures for operations and maintenance;

(2) Monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended;

(3) Conduct investigations of safety events to identify causal factors; and

(4) Monitor information reported through any internal safety reporting programs.

(c) *Management of change.* (1) A transit agency must establish a process for identifying and assessing changes that may introduce new hazards or impact the transit agency's safety performance.

(2) If a transit agency determines that a change may impact its safety performance, then the transit agency must evaluate the proposed change through its Safety Risk Management process.

(d) *Continuous improvement.* (1) A transit agency must establish a process to assess its safety performance.

(2) If a transit agency identifies any deficiencies as part of its safety performance assessment, then the transit agency must develop and carry out, under the direction of the Accountable Executive, a plan to address the identified safety deficiencies.

§ 673.29 Safety promotion

(a) *Competencies and training.* A transit agency must establish and implement a comprehensive safety training program for all agency employees and contractors directly responsible for safety in the agency's public transportation system. The training program must include refresher training, as necessary.

(b) *Safety communication.* A transit agency must communicate safety and safety performance information throughout the agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through an employee safety reporting program.

Subpart D—Safety Plan Documentation and Recordkeeping

§ 673.31 Safety plan documentation

At all times, a transit agency must maintain documents that set forth its Public Transportation Agency Safety Plan, including those related to the implementation of its Safety Management System (SMS), and results from SMS processes and activities. A transit agency must maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that the agency uses to carry out its Public Transportation Agency Safety Plan. These documents must be made available upon request by the Federal Transit Administration or other Federal entity, or a State Safety Oversight Agency having jurisdiction. A transit agency must maintain these documents for a minimum of three years after they are created.

Appendix 2 Safety Risk Matrix

Safety Risk Matrix

MIL-STD-882E	Safety Risk Assessment Matrix			
Severity Probability	Catastrophic 1	Critical 2	Marginal 3	Negligible 4
A - Frequent	1A	2A	3A	4A
B - Probable	1B	2B	3B	4B
C - Occasional	1C	2C	3C	4C
D - Remote	1D	2D	3D	4D
E - Improbable	1E	2E	3E	4E
F - Eliminated				

1A, 1B, 1C, 2A, 2B	High	Unacceptable
1D, 2C, 3A, 3B	Serious	Undesirable with management decision required
1E, 2D, 2E, 3C, 3D, 3E, 4A, 4B	Medium	Acceptable with review by management
4C, 4D, 4E	Low	Acceptable without review

Safety Risk Evaluation



Index

1A	1B	1C
2A	2B	3A
	1D	2C
2D	3B	3C
4A	4B	
		3D
4C	4D	5A
5B	5C	5D

Suggested Criteria

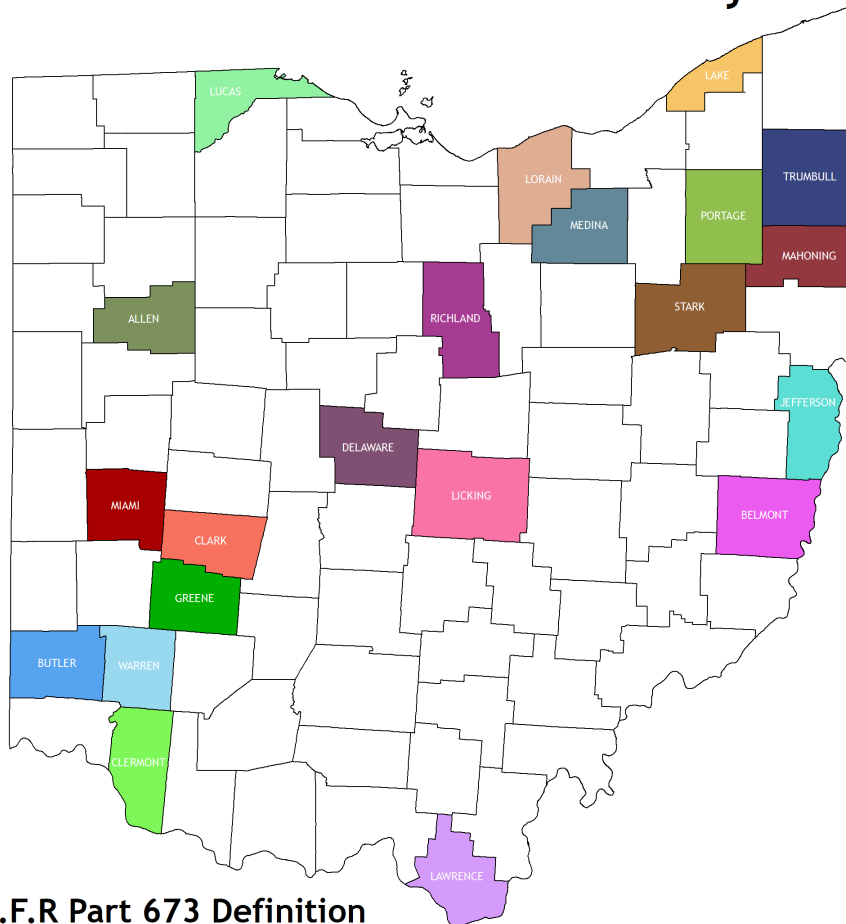
Unacceptable under the existing circumstances

Acceptable based on an existing mitigation (*it might require management involvement*)

Acceptable

Appendix 3 Ohio Small Urban Public Transit

Ohio's Small Urban Public Transit Systems



49 C.F.R Part 673 Definition

Small public transportation provider means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

Transit Systems

Allen County Regional Transit Authority	Springfield City Area Transit	Laketran	Western Reserve Transit Authority	Richland County Transit
Eastern Ohio Regional Transit Authority	Clermont Transit Connection	Lawrence County Transit	Medina County Transit	Stark Area Regional Transit Authority
Butler County Regional Transit Authority / Middletown Transit System	Delaware County Transit	Licking County Transit	Miami County Transit	Trumbull County Transit
	Greene CATS	Lorain County Transit	Portage Area Regional Transportation Authority	Warren County Transit Service
	Steel Valley Regional Transit Authority	Toledo Area Regional Transit Authority		

Appendix 4 Butler County RTA Pre Hire Checklist

Current Year 2019

[0ZD48] BUTLER COUNTY REGIONAL TRANSIT AUTH

[1. Description and Options](#)
[2. Email Notification](#)
[3. Task Order](#)
[4. Finalize Checklist](#)

Safety-Sensitive Pre Hire (ID: 1636)

Task Type	Task Description	Complete By	Associated With
	Upload Completed Employment Application		On Boarding
	Upload DOT Reference form AUTHORIZED by Employee		On Boarding
	Upload Pre Employment Bus Orientation		On Boarding
	Offer Letter Upload		On Boarding
	Sent for Background Check		On Boarding
	Sent for Physical/DOT/Agility Exam		On Boarding
	Sent for Drug Screen		On Boarding
	Physical/DOT/Agility Exam Scheduled		On Boarding
	Physical/DOT/Agility Exam Completed		On Boarding
	Drug Screen Complete		On Boarding
	Background Check Completed		On Boarding
	Upload Abuser Registry Notice		On Boarding
	Upload Driver License		On Boarding
	Check Ohio BMV abstract		On Boarding
	Upload Driver License Abstract		On Boarding
	Physical/DOT/Agility Exam Upload		On Boarding
	Drug Screen Upload		On Boarding
	Upload Background Check		On Boarding
	Enroll Employee in Driver Record Monitoring		On Boarding
	SSA-1945		On Boarding
	Health Insurance Marketplace		On Boarding
	Learn About OPERS		On Boarding
	I-9 (Employee)		On Boarding
	I-9 (Employer)		On Boarding
	Make Social Security Exempt		On Boarding
	Add PERS Deductions		On Boarding
	Add Accruals		On Boarding
	Confirm Direct Deposit		On Boarding
	Enter in PERS		On Boarding
	Add to Mailing List		On Boarding
	Check Ohio DD Abuser Registry		On Boarding
	Upload Abuser Registry Results		On Boarding
	Upload I9 Docs		On Boarding



This draft is restricted to Official Use. It is being provided to obtain advance review and comment from those with responsibility for the subjects it discusses. Further revision could occur prior to issuance. Recipients of this draft must not, under any circumstances, show or release its contents for purposes other than official review or comment. It must be safeguarded to prevent publication or other improper disclosure of the information it contains. This draft and all copies of it remain the property of, and must be returned on demand to, the Auditor of State.



Corporate Centre of Blue Ash
11117 Kenwood Road
Blue Ash, Ohio 45242-1817
(513) 361-8550 or (800) 368-7419
SouthwestRegion@ohioauditor.gov

INDEPENDENT AUDITOR'S REPORT

Butler County Regional Transit Authority
Butler County
3045 Moser Court
Hamilton, Ohio 45011

To the Board of Trustees:

Report on the Financial Statements

We have audited the accompanying financial statements of the Butler County Regional Transit Authority, Butler County, Ohio (the Authority), as of and for the years ended December 31, 2019 and 2018, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes designing, implementing, and maintaining internal control relevant to preparing and fairly presenting financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Authority's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Authority's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Butler County Regional Transit Authority, Butler County as of December 31, 2019 and 2018, and the changes in its financial position and its cash flows for the year then ended in accordance with the accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 9 to the financial statements, the financial impact of COVID-19 and the ensuing emergency measures will impact subsequent periods of the Authority. We did not modify our opinion regarding this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require this presentation to include *management's discussion and analysis*, and schedules of net pension and other post-employment benefit liabilities and pension and other post-employment benefit contributions listed in the table of contents, to supplement the basic financial statements. Although this information is not part of the basic financial statements, the Governmental Accounting Standards Board considers it essential for placing the basic financial statements in an appropriate operational, economic, or historical context. We applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, consisting of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries to the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not opine or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to opine or provide any other assurance.

Supplementary Information

Our audit was conducted to opine on the Authority's basic financial statements taken as a whole.

The Schedule of Expenditures of Federal Awards presents additional analysis as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and is not a required part of the financial statements.

The schedule is management's responsibility, and derives from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. We subjected this information to the auditing procedures we applied to the basic financial statements. We also applied certain additional procedures, including comparing and reconciling this information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves in accordance with auditing standards generally accepted in the United States of America. In our opinion, this information is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 8, 2020, on our consideration of the Authority's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report

is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

Keith Faber
Auditor of State

Columbus, Ohio

June 8, 2020



Corporate Centre of Blue Ash
11117 Kenwood Road
Blue Ash, Ohio 45242-1817
(513) 361-8550 or (800) 368-7419
SouthwestRegion@ohioauditor.gov

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
REQUIRED BY GOVERNMENT AUDITING STANDARDS**

Butler County Regional Transit Authority
Butler County
3045 Moser Court
Hamilton, Ohio 45011

To the Board of Trustees:

We have audited, in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of the Butler County Regional Transit Authority, Butler County, (the Authority) as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements and have issued our report thereon dated June 8, 2020, wherein we noted the financial impact of COVID-19 and the ensuing emergency measures will impact subsequent periods of the Authority.

Internal Control Over Financial Reporting

As part of our financial statement audit, we considered the Authority's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinion on the financial statements, but not to the extent necessary to opine on the effectiveness of the Authority's internal control. Accordingly, we have not opined on it.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Authority's financial statements. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all internal control deficiencies that might be material weaknesses or significant deficiencies. Given these limitations, we did not identify any deficiencies in internal control that we consider material weaknesses. However, unidentified material weaknesses may exist.

Compliance and Other Matters

As part of reasonably assuring whether the Authority's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, opining on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

Purpose of this Report

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

Keith Faber
Auditor of State

Columbus, Ohio

June 8, 2020



Corporate Centre of Blue Ash
11117 Kenwood Road
Blue Ash, Ohio 45242-1817
(513) 361-8550 or (800) 368-7419
SouthwestRegion@ohioauditor.gov

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS
APPLICABLE TO THE MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Butler County Regional Transit Authority
Butler County
3045 Moser Court
Hamilton, Ohio 45011

To the Board of Trustees:

Report on Compliance for the Major Federal Program

We have audited the Butler County Regional Transit Authority's (the Authority) compliance with the applicable requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could directly and materially affect the Butler County Regional Transit Authority's major federal program for the year ended December 31, 2019. The *Summary of Auditor's Results* in the accompanying schedule of findings identifies the Authority's major federal program.

Management's Responsibility

The Authority's Management is responsible for complying with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal program.

Auditor's Responsibility

Our responsibility is to opine on the Authority's compliance for the Authority's major federal program based on our audit of the applicable compliance requirements referred to above. Our compliance audit followed auditing standards generally accepted in the United States of America; the standards for financial audits included in the Comptroller General of the United States' *Government Auditing Standards*; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). These standards and the Uniform Guidance require us to plan and perform the audit to reasonably assure whether noncompliance with the applicable compliance requirements referred to above that could directly and materially affect a major federal program occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe our audit provides a reasonable basis for our compliance opinion on the Authority's major program. However, our audit does not provide a legal determination of the Authority's compliance.

Opinion on the Major Federal Program

In our opinion, the Butler County Regional Transit Authority complied, in all material respects with the compliance requirements referred to above that could directly and materially affect its major federal program for the year ended December 31, 2019.

Report on Internal Control Over Compliance

The Authority's management is responsible for establishing and maintaining effective internal control over compliance with the applicable compliance requirements referred to above. In planning and performing our compliance audit, we considered the Authority's internal control over compliance with the applicable requirements that could directly and materially affect a major federal program, to determine our auditing procedures appropriate for opining on each major federal program's compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not to the extent needed to opine on the effectiveness of internal control over compliance. Accordingly, we have not opined on the effectiveness of the Authority's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, when performing their assigned functions, to prevent, or to timely detect and correct, noncompliance with a federal program's applicable compliance requirement. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a federal program compliance requirement will not be prevented, or timely detected and corrected. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with federal program's applicable compliance requirement that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This report only describes the scope of our internal control over compliance tests and the results of this testing based on Uniform Guidance requirements. Accordingly, this report is not suitable for any other purpose.

Keith Faber
Auditor of State

Columbus, Ohio

June 8, 2020

**BUTLER COUNTY REGIONAL TRANSIT AUTHORITY
BUTLER COUNTY**

**SCHEDULE OF FINDINGS
2 CFR § 200.515
DECEMBER 31, 2019**

1. SUMMARY OF AUDITOR'S RESULTS

(d)(1)(i)	Type of Financial Statement Opinion	Unmodified
(d)(1)(ii)	Were there any material weaknesses in internal control reported at the financial statement level (GAGAS)?	No
(d)(1)(ii)	Were there any significant deficiencies in internal control reported at the financial statement level (GAGAS)?	No
(d)(1)(iii)	Was there any reported material noncompliance at the financial statement level (GAGAS)?	No
(d)(1)(iv)	Were there any material weaknesses in internal control reported for major federal programs?	No
(d)(1)(iv)	Were there any significant deficiencies in internal control reported for major federal programs?	No
(d)(1)(v)	Type of Major Programs' Compliance Opinion	Unmodified
(d)(1)(vi)	Are there any reportable findings under 2 CFR § 200.516(a)?	No
(d)(1)(vii)	Major Programs (list):	Federal Transit Cluster
(d)(1)(viii)	Dollar Threshold: Type A/B Programs	Type A: > \$ 750,000 Type B: all others
(d)(1)(ix)	Low Risk Auditee under 2 CFR § 200.520?	Yes

**2. FINDINGS RELATED TO THE FINANCIAL STATEMENTS
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS**

None.

3. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

None.










BCRTA Board of Trustees PACKET 6-17-2020

Final Audit Report

2020-06-18

Created:	2020-06-17
By:	Matthew Dutkevicz (dutkeviczmm@butlercountyrta.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAG3m9RQnqdnGLo7hajtvv3M06mz-Oi-pr

"BCRTA Board of Trustees PACKET 6-17-2020" History

-  Document created by Matthew Dutkevicz (dutkeviczmm@butlercountyrta.com)
2020-06-17 - 1:16:23 PM GMT- IP address: 104.219.68.20
-  Document e-signed by Matthew Dutkevicz (dutkeviczmm@butlercountyrta.com)
Signature Date: 2020-06-17 - 1:19:27 PM GMT - Time Source: server- IP address: 104.219.68.20
-  Document emailed to CHRIS LAWSON (chris@hamiltonmill.org) for signature
2020-06-17 - 1:19:30 PM GMT
-  Email viewed by CHRIS LAWSON (chris@hamiltonmill.org)
2020-06-17 - 2:32:35 PM GMT- IP address: 66.249.88.213
-  Document e-signed by CHRIS LAWSON (chris@hamiltonmill.org)
Signature Date: 2020-06-17 - 2:35:03 PM GMT - Time Source: server- IP address: 69.61.187.3
-  Document emailed to Delene L Weidner (weidnerd@butlercountyrta.com) for signature
2020-06-17 - 2:35:06 PM GMT
-  Email viewed by Delene L Weidner (weidnerd@butlercountyrta.com)
2020-06-18 - 2:04:13 PM GMT- IP address: 172.58.120.191
-  Document e-signed by Delene L Weidner (weidnerd@butlercountyrta.com)
Signature Date: 2020-06-18 - 2:06:43 PM GMT - Time Source: server- IP address: 172.58.120.191
-  Signed document emailed to Delene L Weidner (weidnerd@butlercountyrta.com), CHRIS LAWSON (chris@hamiltonmill.org) and Matthew Dutkevicz (dutkeviczmm@butlercountyrta.com)
2020-06-18 - 2:06:43 PM GMT