



Board of Trustees

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Butler County ESC

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Butler County Department
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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, September 16, 2020 at 8:00 a.m.** In compliance with state mandates, this meeting will be held in the first floor Training Room, at the City of Oxford Police Station, 101 E. High Street, Oxford, OH 45056 at 8:00 a.m. 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.



butlercountyrta
www.butlercountyrta.com



BCRTA



3045 Moser Court
Hamilton, Ohio 45011

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

**September 16, 2020, 8:00 AM
City of Oxford Police Station
101 E High St, Oxford, OH 45056**

>> [Join Microsoft Teams Meeting](#) <<

**[+1 614-695-4307](#) United States, Columbus (Toll)
Conference ID: 638 364 337#**

PRELIMINARY AGENDA

- I. Call to Order & Roll
- II. Consideration of Absences
- III. Approval of the Agenda (Motion Requested)
- IV. Approval of the August 19, 2020 Meeting Minutes (Motion Requested)
- V. Comments from Citizens
- VI. Secretary/Treasurer's Report – July 2020 (Motion Requested)
- VII. Committee & Staff Reports
 - a. OKI
 - b. Metrics
- VIII. Director's Report
 - a. COVID 19 Update
 - i. Authorize suspension of fixed route, commuter and ADA fares through December 31, 2020. (Motion Requested)
 - ii. Authorize a front line staff bonus per management discretion at an amount not to exceed \$30,000.00. (Motion Requested)
- IX. Action Items
 - a. **Resolution 20-09-01:** Authorizing the Butler County Regional Transit Authority to Award a Heavy-Duty Bus Purchase Contract for BCRTA and City of Middletown, and Purchase One (1) 35 Foot Diesel Replacement Bus on Behalf of the City of Middletown

**Next Meeting Date:
October 21, 2020 @ 8:00 AM
Butler County RTA – Hamilton Board Room
3045 Moser Court
Hamilton, OH 45011**

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

September 16, 2020, 8:00 AM

City of Oxford Police Station

101 E High St, Oxford, OH 45056

under a Joint Procurement with Laketrans and Athens Public Transit.

X. Adjourn (Motion Requested)

Next Meeting Date:

October 21, 2020 @ 8:00 AM

Butler County RTA – Hamilton Board Room

3045 Moser Court

Hamilton, OH 45011

2020 Butler County RTA Board of Trustees Attendance

8/19/2020

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

X = Present

E = Excused

A = Absent

Wednesday, August 19, 2020

May and June 2020, statements were included in the packet. Ms. Weidner moved directly to June statements due to no extraordinary items occurring in May that would not be covered in the discussion of June's statements. For the month of June, Ms. Weidner highlighted the effect of the frontline worker bonus on the Income Statement. Although the bonus caused Wages to go over budget for the month, annual amounts continue to be significantly under-budget. Year-end June showed the continuing trends in revenues with Passenger Fares, Contract Service, as well as Local Funding remaining under-budget. The increase in funds received from the Middletown contract due to CARES funding, the receipt of our own CARES Act funds to cover 100% of operating expenses, plus an additional Workers' Comp premium refund more than compensated and brought revenues to approximately \$3.39M (\$160K over the budget of \$3.23M). Expenses continue to be under budget due to service reductions effecting both wages and fuel needs. Until full-service resumes, both wages and fuel should remain under budget.

The Transaction logs were included in the packet presenting all cash transactions for the periods. The balance sheets for May and June 2020, were presented with normal balances for assets, as well as liabilities and equity. Ms. Weidner briefly discussed the balance in the Accounts Receivable. Miami University had an issue with their payment remittance, but the issue has since been corrected and they are now current with their bills.

At the end of June, Available Funds were approximately \$2.44M. The local match required for current grants is decreasing more slowly as some of the grants requiring a match are not being utilized due to CARES Act funding. Capital Replacement Funds were updated to reflect the required five years of projects. Current Non-Restricted Funds are shown at (\$334K). Updating Capital Replacement Funds presents a clearer picture of BCRTA's planned use of Available Funds. With current funding and awards not currently on a grant, we are set to cover our local share of projects through mid-2024, including the new facility planned in Oxford.

Mr. Lawson requested a motion to approve the May/June 2020 Treasurer's Report. Mr. Fehr made a motion to approve the May/June 2020 Treasurer's Report. Mr. Gordon seconded the motion. The report was approved.

VII. Committee & Staff Reports

a. OKI

Mr. Lawson shared that at the recent OKI meeting was canceled due to the pandemic.

b. Metrics

Mr. Morgan gave the Metrics Report for May/June 2020.

Leveraging Competitive Funding & Partnerships

Average Fleet Age

3.43 years – BCRTA received new vehicles. This is a decrease of 15.45 percent from June 2019.

Subsidy per Passenger

The subsidy per passenger increased in June 2020 by \$24.71. This is directly related to COVID – 19, reduced ridership and going fare free on the fixed routes.

Admin Cost Per Revenue Hour

Administrative Overhead cost per hour has increased by \$6.96 or 28.4 percent comparing June of 2019 to June of 2020.

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

BCRTA fixed route fares are suspended.

BGo Efare/ BGo Fares

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

BGo App Rides/ Total BGo Rides

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

BGo App Downloads/ Rides

7.6 percent of the app downloads for the month of June turned into a BGO ride.

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

Fixed and Commuter routes had 2.41 passengers per revenue hour in June of 2020, this is only 8.7 percent lower than June of 2019 and a 36.9 percent increase from May of 2020.

Demand Response service had 1.41 passengers per revenue hour in June of 2020, this is a 19.9 percent decrease from June of 2019.

Accidents and Injuries

Fault Total – BCRTA had 8 at fault accidents in June of 2020.

No Fault Total – BCRTA also had 3 no fault accidents and injuries.

Operator Headcount/ Revenue Hours

.01825 this number has increased by 13.4 percent since June of last year.

Denials and Refusals/ Total BGO Trips

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

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

The 42x had a total of 240 passengers in June of 2020, this is a 3,413 percent decrease from June of 2019.

BGo Employment Trips

BCRTA completed 1,208 BGO trips for the purpose of employment in June of 2020, this is a 47.6 percent increase from June of 2019.

Developing Multimodal Infrastructure

This field is to show the progress of our upcoming Chestnut Fields Multi-Modal Transit Station. BCRTA has secured funding for \$9,518,750 of our \$11,468,750 goal. We have a project completion date of 2.2 years.

VIII. Director's Report

A. Metrics & Service

1. Onboard WiFi

BCRTA is currently implementing onboard WiFi routers. Internal WiFi, to support onboard operations technologies and surveillance, will be implemented in the first phase followed by public WiFi opportunities later next year. Staff are discovering that pricing is increasing from original projections. Options will be gathered to consider with budgets for 2021.

2. Quarantine Transportation

An agreement has been reached. BCRTA expects ridership volume to be low. No rides have been provided at this time.

3. Fixed Route Fares

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

B. Staffing & Facility

1. Staffing

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

C. Planning

1. 42X

Considering COVID-19, 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.

BCRTA is currently making BGo rides available to 42X riders affected by the service change. A very limited number of reservations have been made suggesting service demand is still weak. Staff will re-evaluate a 42X service start approaching the October break-even date and on-going thereafter.

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

2. Chestnut Street Multimodal Station

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. Due to the pandemic, negotiations have slowed. Miami has assured BCRTA they are still committed to the project.

2. 42X

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

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

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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 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.

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

speed and effectiveness of disinfection protocols.

2. BGo Awareness Campaign

BCRTA staff will be implementing a direct mail campaign this fall to increase awareness of the BGo program. City of Oxford will support portions of City mailings financially and create the local match to draw grant funds that support additional county-wide mailings.

3. Art OnBoard

BCRTA staff 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.

4. 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. Ridership is steady but limited.

5. List of Influencers

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

E. Funding & Discretionary Grant Availability

1. 2020 Section 5339 Bus and Bus Facility

Given the extension of deadline for 2020 Section 5339 applications due to COVID-19, BCRTA staff elected to submit an application for additional funding of the Chestnut Field Facility. Awards were announced on August 11, 2020 and BCRTA received an additional \$2M for the Oxford facility project.

2. State Funding from ODOT

BCRTA recently executed a contract for 2020 Urban Transportation Program formula funds in the amount of \$308,969. ODOT also announced discretionary Ohio Transit Partnership awards on August 12. More than \$115.5M was received in applications and only \$30.4M was awarded. BCRTA received \$110K to replace model year 2009 maintenance pick-up truck with a more suitable heavy-duty service vehicle with onboard tools and equipment.

3. Integrated Mobility Innovation Demonstration Research Program

Stark Area Regional Transit Authority (SARTA) in partnership with committed partners, NEORide, CALSTART, Masabi and Cleveland State University (CSU), along with 9 additional transit agency stakeholders, including BCRTA were awarded \$2M to develop an innovative alternate payment system for mobility, business and personal applications targeted to significantly benefit unbanked, underbanked, low-income, disadvantaged,

disabled, student, elderly and other underserved populations. SARTA and NEORide will be leading the project.

4. CARES ACT

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

5. MTS Funding

MTS was recently awarded more than \$3M to purchase four (4) commuter style coaches to operate Cincinnati commuter service. Staff are working closely with Middletown to use this project as a mechanism to flex regional funding into the Chestnut Fields Multimodal Station Project.

F. On the Horizon ...

1. Real-Time Signage Pilot

In concert with the BCRTA Board of Trustees' Strategic Plan, BCRTA has cooperated with the City of Oxford to use a 2020 City appropriation to implement real-time signage at the Kroger bus stop within the City. Solar-powered real-time signs will be installed later this fall through this generous contribution. If the pilot is successful, staff will investigate a roll-out at other high volume stops throughout the county.

2. Alternate Fuel

Presently, BCRTA has funding for an additional 13 small, light transit vehicles. Given pandemic operations, staff is using this opportunity to investigate the viability of small, electric-powered LTV's. Options are limited, but more available than during past funding opportunities. Staff will be evaluating viability as it relates to life-cycle cost and range.

3. 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

4. Upcoming Procurements > \$25,000

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

IX. Action Items

- a. **Resolution No. 20-08-01:** Adopting a Disadvantaged Business Enterprise (DBE) Goal of 0.29% for Federal Fiscal Years (FFY) 2021-2023.

Mr. Lawson requested a motion to accept Resolution No. 20-08-01. Mr. Watt made a motion to approve and Mr. Gordon seconded the motion.

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

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

The resolution was adopted.

- b. **Resolution No. 20-08-02:** Adopting a Revised Disadvantage Business Enterprise (DBE) Program.

Mr. Lawson requested a motion to accept Resolution No. 20-08-02. Mr. Foster made a motion to approve and Mr. Watt seconded the motion.

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

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

The resolution was adopted.

- c. **Resolution No. 20-08-03:** Authorizing the Executive Director to Execute a Contract to Purchase Automatic Vertical Pivot Gate Installation, Electrical Installation and Access Control & Configuration.

Mr. Lawson requested a motion to accept Resolution No. 20-08-03. Mr. Watt made a motion to approve and Mr. Gordon seconded the motion.

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

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

The resolution was adopted.

X. Adjourn

Mr. Foster moved to adjourn, and Mr. Watt seconded. The motion carried. The meeting was adjourned at 9:26 AM.

Respectfully submitted,



Matthew M. Dutkevich, BCRTA Executive Director



Approved, Chris Lawson, BCRTA Board President

BCRTA
Income Statement
July 2020

	Current Month Budget	Current Month Actual	Change	Last Year Current Month
Revenues				
Passenger Fares	13,174.00	8,259.50	(4,914.50)	10,271.38
Contract Service	17,994.00	9,295.16	(8,698.84)	17,877.68
Other Transit Rev.	100,000.00	139,425.63	39,425.63	106,190.03
Mgt./Cons. Services	10,220.00	20,440.00	10,220.00	10,220.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	2,448.33	195.48	(2,252.85)	1,428.53
Local Funding	195,441.84	90,963.84	(104,478.00)	224,395.60
State Funding	-	-	-	50,942.16
Federal Funding	147,928.00	220,486.00	72,558.00	107,610.00
In-Kind Items	-	-	-	-
Total Revenues	487,206.17	489,065.61	1,859.44	528,935.38
Expenses				
Wages	227,213.68	211,136.18	(16,077.50)	225,395.40
Fringes	84,839.71	86,379.13	1,539.42	80,429.06
Services	30,683.34	29,139.08	(1,544.26)	45,868.60
Materials & Supplies	59,982.67	43,430.14	(16,552.53)	43,537.87
Utilities	6,530.33	6,823.53	293.20	7,444.12
Insurance	19,462.33	14,584.13	(4,878.20)	27,774.86
Taxes	-	-	-	-
Purchased Transportation	45,449.17	45,449.16	(0.01)	42,052.38
Misc. Items	9,862.51	10,846.87	984.36	9,135.69
Leases & Rentals	-	-	-	-
Total Expenses	484,023.74	447,788.22	(36,235.52)	481,637.98
Gain / (Loss)	3,182.43	41,277.39	38,094.96	47,297.40
Local Share Depreciation		21,742.19		
Gain / (Loss) with Local Depr.		19,535.20		

BCRTA
Income Statement
July 2020

	Year to Date Budget	Year to Date Actual	Change	Year to Date Last Year
Revenues				
Passenger Fares	76,870.00	60,403.13	(16,466.87)	65,231.62
Contract Service	114,428.00	82,184.20	(32,243.80)	113,843.69
Other Transit Rev.	700,000.00	852,461.81	152,461.81	681,596.70
Mgt./Cons. Services	71,540.00	112,420.00	40,880.00	71,540.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	16,237.31	89,700.09	73,462.78	26,039.82
Local Funding	1,373,788.88	990,933.91	(382,854.97)	1,386,195.96
State Funding	305,653.00	363,611.00	57,958.00	146,796.16
Federal Funding	1,061,046.00	1,330,368.00	269,322.00	886,863.00
In-Kind Items	-	-	-	-
Total Revenues	3,719,563.19	3,882,082.14	162,518.95	3,378,106.95
Expenses				
Wages	1,722,140.42	1,593,953.11	(128,187.31)	1,607,057.42
Fringes	536,390.02	574,413.10	38,023.08	492,315.21
Services	214,783.38	271,678.40	56,895.02	203,385.15
Materials & Supplies	413,957.69	265,047.82	(148,909.87)	318,117.33
Utilities	49,286.31	48,385.80	(900.51)	53,178.36
Insurance	136,236.31	119,427.45	(16,808.86)	140,335.35
Taxes	-	-	-	-
Purchased Transportation	318,144.19	318,144.12	(0.07)	294,366.66
Misc. Items	68,337.57	76,339.11	8,001.54	80,745.01
Leases & Rentals	-	-	-	-
Total Expenses	3,459,275.89	3,267,388.91	(191,886.98)	3,189,500.49
Gain / (Loss)	260,287.30	614,693.23	354,405.93	188,606.46
Local Share Depreciation		21,742.19		
Gain / (Loss) with Local Depr.		592,951.04		

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
7/1/20			Beginning Balance			261,628.68
7/1/20	9164	CDJ	Cummins Bridgeway LLC		2,745.14	
7/1/20	9165	CDJ	Middletown Treasury Divison		149.25	
7/1/20	9166	CDJ	Cornett's Pressure Cleaning		2,017.00	
7/1/20	9167	CDJ	Fairfield Chamber of Commerce		590.75	
7/1/20	9168	CDJ	Office Depot Inc.		312.31	
7/1/20	9169	CDJ	Step CG, LLC		106,817.04	
7/1/20	9170	CDJ	The Chamber of Commerce Servin		350.00	
7/1/20	9171	CDJ	Tristate Cleaning		500.00	
7/1/20	9172	CDJ	TransitTalent.com		115.00	
7/1/20	9173	CDJ	Woodhull		168.36	
7/2/20	06/15-06/30/2020	CRJ	Farebox Receipts	3,031.87		
7/2/20	PP CASH 6/30/20	CRJ	BCRTA Items	20.00		
7/8/20	9174	CDJ	Auditor of State		430.00	
7/8/20	9175	CDJ	Affordable Pest Control Inc.		48.00	
7/8/20	9176	CDJ	Bryce's Lawncare & Landscaping		1,400.00	
7/8/20	9177	CDJ	Brighton Spring Service		260.00	
7/8/20	9178	CDJ	Fuller Ford		832.99	
7/8/20	9179	CDJ	J&N Auto Electric Inc.		29.92	
7/8/20	9180	CDJ	KOI Enterprises, Inc.		3,283.63	
7/8/20	9181	CDJ	Luxurious Wraps, LLC		1,800.00	
7/8/20	9182	CDJ	Myers Equipment Corporation		719.32	
7/8/20	9183	CDJ	Ohio Deferred Compensation		720.00	
7/8/20	9184	CDJ	RICOH USA, INC		11.76	
7/8/20	9185	CDJ	Verizon Wireless		1,329.97	
7/8/20	675458816	CRJ	Ohio Transit Risk Pool	2,240.65		
7/8/20	198730	CRJ	GovDeals.com	3,181.00		
7/9/20	AT 07/09/2020	CDJ	Paycom		999.54	
7/9/20	PRWE 07/03/20	GENJ			81,907.84	
7/9/20	PRWE 07/03/20	GENJ	#1363		428.07	
7/9/20	PRWE 07/03/20	GENJ	#1365		23.08	
7/9/20	PRWE 07/03/20	GENJ	#1364		262.00	
7/9/20	PRWE 07/03/20	GENJ			14,931.91	
7/9/20	PRWE 07/03/20	GENJ	COVID19 Credit	131.66		
7/15/20	9186	CDJ	BCRTA Petty Cash		467.00	
7/15/20	271282	CRJ	City of Middletown	148,212.24		
7/15/20	9187	CDJ	Butler Co Educ Serv Center		50.00	
7/15/20	9188	CDJ	Cincinnati Bell Any Distance		1,548.66	
7/15/20	9189	CDJ	Cintas Corporation		898.47	
7/15/20	9190	CDJ	Dinsmore & Shohl LLP		782.00	
7/15/20	9191	CDJ	Karcher North America, Inc		1,564.80	
7/15/20	9192	CDJ	Millennium Business Systems		324.85	
7/15/20	9193	CDJ	Office Depot Inc.		266.80	
7/15/20	9194	CDJ	Ohio Transit Risk Pool		4,250.00	
7/15/20	9196	CDJ	Remix Software, Inc.		21,000.00	
7/15/20	9195	CDJ	SuperFleet Mastercard Program		17,859.16	
7/15/20	9197	CDJ	Rumpke Of Ohio Inc.		218.21	
7/15/20	0042666483	CRJ	BCRTA Items	70.00		
7/16/20	07/01-07/14/2020	CRJ	Farebox Receipts	2,475.76		
7/21/20	085821	CRJ	BCRTA Items	100,000.00		
7/22/20	9198	CDJ	Bethesda Healthcare Inc.		3,304.80	
7/22/20	9199	CDJ	City of Hamilton - Utilities		2,540.83	
7/22/20	9200	CDJ	Middletown Treasury Divison		281.30	
7/22/20	9201	CDJ	Enquirer Media		496.72	
7/22/20	9202	CDJ	Franks Glass		114.85	
7/22/20	9203	CDJ	Frank's Heavy Truck Collision		2,240.65	
7/22/20	9204	CDJ	GemCity Tires, Inc		4,030.30	
7/22/20	9205	CDJ	IdentiSys Inc		275.00	
7/22/20	9206	CDJ	Myers Equipment Corporation		578.11	
7/22/20	9207	CDJ	Mobilcomm		180.00	

7/22/20	9208	CDJ	ODACS, Inc		280.00	
7/22/20	9209	CDJ	Ohio Deferred Compensation		720.00	
7/22/20	9210	CDJ	Ohio Dept. of Jobs & Family Se		7,396.89	
7/22/20	9211	CDJ	Ohio Hydraulics Inc.		209.25	
7/22/20	9212	CDJ	Talawanda School District		1,223.43	
7/22/20	9213	CDJ	Treasurer State of Ohio		236.25	
7/22/20	9214	CDJ	TransitTalent.com		115.00	
7/22/20	42667990	CRJ	Ohio Dept of Medicaid	545.00		
7/22/20	0107372	CRJ	BCDD Master Billing	262.50		
7/22/20	01070374	CRJ	Butler County Veterans Service	4,150.44		
7/22/20	01070375	CRJ	Butler County Veterans Service	5,130.66		
7/22/20	01070373	CRJ	Butler County Veterans Service	3,969.30		
7/22/20	AT 06/30/2020	CDJ	BCRTA PNC Card Purchases		4,421.65	
7/23/20	AT 7/23/2020	CDJ	Paycom		1,016.02	
7/23/20	PRWE 07/17/20	GENJ			15,471.07	
7/23/20	PRWE 07/17/20	GENJ	1366		428.07	
7/23/20	PRWE 07/17/20	GENJ	1368		23.08	
7/23/20	PRWE 07/17/20	GENJ			84,519.68	
7/23/20	PRWE 07/17/20	GENJ	1367		262.00	
7/24/20	2684 + CASH	CRJ	BCRTA Items	20.00		
7/29/20	2350	CRJ	DeCoach Rehabilitation Centre	145.00		
7/29/20	677299439	CRJ	Ohio Transit Risk Pool	1,839.63		
7/29/20	9215	CDJ	Alpine Valley Water		33.75	
7/29/20	9216	CDJ	Cincinnati Bell		144.17	
7/29/20	9217	CDJ	Cornett's Pressure Cleaning		2,310.00	
7/29/20	9218	CDJ	Dinsmore & Shohl LLP		2,460.90	
7/29/20	9219	CDJ	Heritage-Crystal Clean LLC		120.00	
7/29/20	9220	CDJ	Luxurious Wraps, LLC		1,800.00	
7/29/20	9221	CDJ	M&M Cleaning		820.00	
7/29/20	9222	CDJ	Mighty Auto Parts		263.79	
7/29/20	9223	CDJ	Myers Equipment Corporation		97.79	
7/29/20	9224	CDJ	Office Depot Inc.		317.13	
7/29/20	9225	CDJ	PERS		51,970.79	
7/29/20	9226	CDJ	Security Lock Company		32.00	
7/29/20	9227	CDJ	Tristate Cleaning		400.00	
7/29/20	9228	CDJ	Verizon Wireless		204.54	
7/31/20	0060161122	CRJ	Federal Transit Administration	145,520.00		
7/31/20	0060161252	CRJ	Federal Transit Administration	268,538.00		
7/31/20	0060160546	CRJ	Federal Transit Administration	10,387.00		
7/31/20	0060160913	CRJ	Federal Transit Administration	8,349.00		
			Current Period Change	708,219.71	463,752.64	244,467.07
7/31/20			Ending Balance			506,095.75

Savings - PNC (National City)

7/1/20			Beginning Balance			57,580.09
7/15/20	PP CC 6/30/2020	CRJ	BCRTA Items	243.56		
7/31/20	BT 07/31/2020	CRJ	Farebox Receipts	1,901.61		
7/31/20	07/31/20	GENJ	Interest Income	2.48		
7/31/20	07/31/20	GENJ	Service Charge		3.08	
			Current Period Change	2,147.65	3.08	2,144.57
7/31/20			Ending Balance			59,724.66

Savings - PNC Bank

7/1/20			Beginning Balance			1,483,872.71
7/21/20	085821	CRJ	BCRTA Items - FROM SAVINGS TO CHECKING		100,000.00	
7/31/20	07/31/20	GENJ	Interest Income	61.34		
			Current Period Change	61.34	100,000.00	-99,938.66
7/31/20			Ending Balance			1,383,934.05

BCRTA
Balance Sheet
July 2020

Assets

Current Assets		*Other Assets		
Checking - PNC	506,095.75	Net Pension Asset	13,997.00	
Savings - PNC	59,724.66	Deferred Outflows-Pensions	1,585,594.00	
Savings - PNC	1,383,934.05	Deferred Outflows-OPEB	200,220.00	
Bid Deposit	-			
M&S Inventory	31,413.27			
Petty Cash	1,000.00	Property & Equipment		
Accounts Receivable	1,186,109.46	Vehicles	10,971,697.26	
Prepays	110,267.59	Buildings & Land	2,794,595.53	
		Furniture & Equipment	1,030,043.62	
		Amenities & Misc.	95,313.84	
		WIP-35' Buses	1,103,676.00	
		WIP-Website	35,000.00	
		Accum. Depr.	(6,068,031.40)	
	<u>3,278,544.78</u>		<u>11,762,105.85</u>	Total Assets
				<u>15,040,650.63</u>

Liabilities & Equity

Current Liabilities		*Long-term Liabilities		
Accounts Payable	211,976.43	Net Pension Liability	4,962,975.00	
Payroll Payables	100,152.39	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	155,756.65			
FTA Vehicle Funds	68,131.00	Equity		
Future Match Funds	26,041.68	Balance Equity	2,861,645.23	
Unearned Tickets	27,600.00	Federal & State Capital	13,699,999.00	
Unearned MU Funds	-	Local Capital	89,410.00	
		Retained Earnings	(10,432,142.87)	
		Net Income	614,693.23	
	<u>687,430.04</u>		<u>14,353,220.59</u>	Total Liabilities
				and Capital
				<u>15,040,650.63</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****July 2020**

Current Assets	3,278,544.78
Current Liabilities	<u>(687,430.04)</u>
Available Funds	2,591,114.74

Board Reserves

Local Share Grant Obligations		
OH-2018-021-00	1,027,556.25	
FFY Pending Federal	91,610.50	
Oxford Facility Match Pledge	200,000.00	
Less Projected Local Match	<u>(668,748.00)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	650,418.75	
FTA Grants	650,418.75	Match Required
Working Capital Funds (2 Mths.)	929,124.50	
Capital Replacement Funds	1,182,882.40	2020 - 2024 Local Share of Projects Not Yet on Grants
Contingency Funds	<u>-</u>	
Total Board Reserves	2,762,425.65	
Non-Restricted Funds	(171,310.91)	

Director's Notes – September 2020

A. Metrics & Service

1. Onboard Wifi

BCRTA is currently implementing onboard wifi routers. Internal wifi, to support onboard operations technologies and surveillance, will be implemented in the first phase followed by public wifi opportunities later next year. Staff are discovering that pricing is increasing from original projections. Options will be gathered to consider with budgets for 2021.

2. Quarantine Transportation

An agreement has been reached. BCRTA expects ridership volume to be low. No rides have been provided at this time.

B. Staffing & Facility

1. Staffing

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

C. Planning

1. 42X

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

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

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

2. Chestnut Street Multimodal Station

BCRTA released an RFP/Q for A&E services for this project on September 1. The solicitation was let in partnership with the City of Oxford in an effort to select the same firm for both projects.

Director's Notes – September 2020

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

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

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

D. Outreach & Communications

1. COVID-19

COVID 19 continues to dominate day-to-day activities. BCRTA is well-stocked on PPE and cleaning supplies although some things, like aerosol disinfectant, continue to be difficult to come by.

Exposure on BCRTA buses continues to be negligible, but BCRTA has experienced an outbreak among a significant number of transit staff at the City of Middletown. BCRTA is working with the City and to eliminate additional risks where possible. Absences are beginning to affect overtime.

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

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

2. BGo Awareness Campaign

BCRTA staff will be implementing a direct mail campaign this fall to increase awareness of the BGo program. City of Oxford will support portions of City mailings financially and create the local match to draw grant funds that support additional county-wide mailings.

3. Art OnBoard

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

4. List of Influencers

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

Director's Notes – September 2020

E. Funding & Discretionary Grant Availability

1. 2020 Section 5339 Bus and Bus Facility

Given the extension of deadline for 2020 Section 5339 applications due to COVID 19, BCRTA staff elected to submit an application for additional funding of the Chestnut Field Facility. Awards were announced on August 11, 2020 and BCRTA received an additional \$2M for the Oxford facility project.

2. State Funding from ODOT

BCRTA recently executed a contract for 2021 Urban Transportation Program formula funds in the amount of \$308,969. ODOT also announced discretionary Ohio Transit Partnership awards on August 12. More than \$115.5M was received in applications and only \$30.4 was awarded. BCRTA received \$110K to replace a model year 2009 maintenance pick-up truck with a more suitable heavy-duty service vehicle with onboard tools and equipment.

3. Integrated Mobility Innovation Demonstration Research Program

Stark Area Regional Transit Authority (SARTA) in partnership with committed partners, NEORide, CALSTART, Masabi and Cleveland State University (CSU), along with 9 additional transit agency stakeholders, including BCRTA were awarded \$2M to develop an innovative alternative payment system for mobility, business and personal applications targeted to significantly benefit unbanked, underbanked, low-income, disadvantaged, disabled, student, elderly and other underserved populations. SARTA and NEORide will be leading the project.

4. 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.

5. MTS Funding

MTS was recently awarded more than \$3M to purchase four (4) commuter style coaches to operate Cincinnati commuter service. Staff are working closely with Middletown to use this project as a mechanism to flex regional funding into the Chestnut Fields Multimodal Station Project.

F. On the Horizon ...

1. Real-Time Signage Pilot

In concert with the BCRTA Board of Trustees' strategic plan, BCRTA has cooperated with the City of Oxford to use a 2020 City appropriation to implement real-time signage at the Kroger bus stop within the City. Solar-powered real-time signs will be installed later this fall through this generous contribution. If the pilot is successful, staff will investigate a rollout at other high volume stops throughout the county.

Director's Notes – September 2020

2. Alternative Fuel

Presently, BCRTA has funding for an additional 13 small, light transit vehicles. Given pandemic operations, staff is using this opportunity to investigate the viability of small, electric-powered LTV's. Options are limited, but more available than during past funding opportunities. Staff will be evaluating viability as it relates to life-cycle cost and range.

3. Upcoming Procurements >\$25,000

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

Director's Notes – September 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

METRIC DASHBOARD

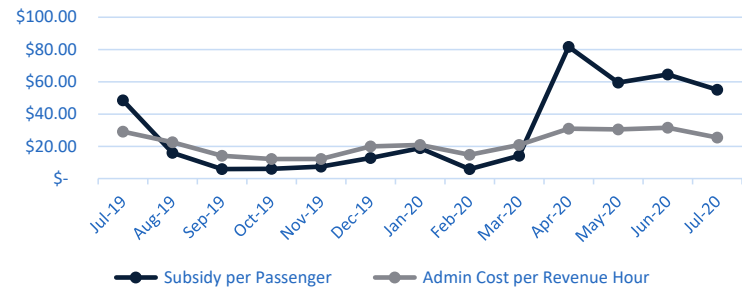
July 2020

Leveraging Competitive Funding & Partnerships

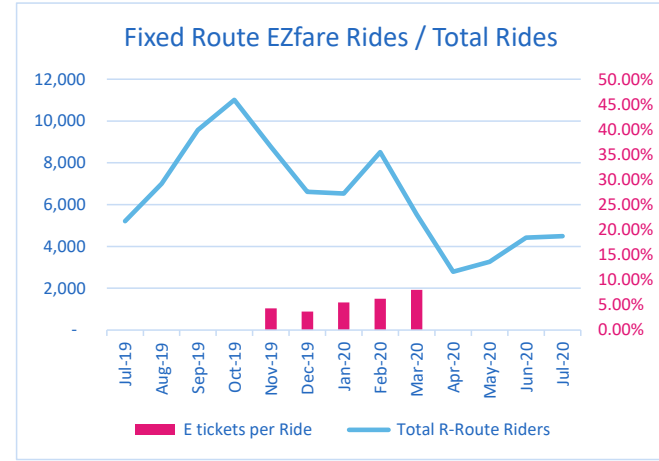
Average Fleet Age

3.54

Since Last Month 0.11 3.11%
Since Last Year (0.48) -13.56%



Enhancing Connectivity



BGO App Rides/Total BGO Rides

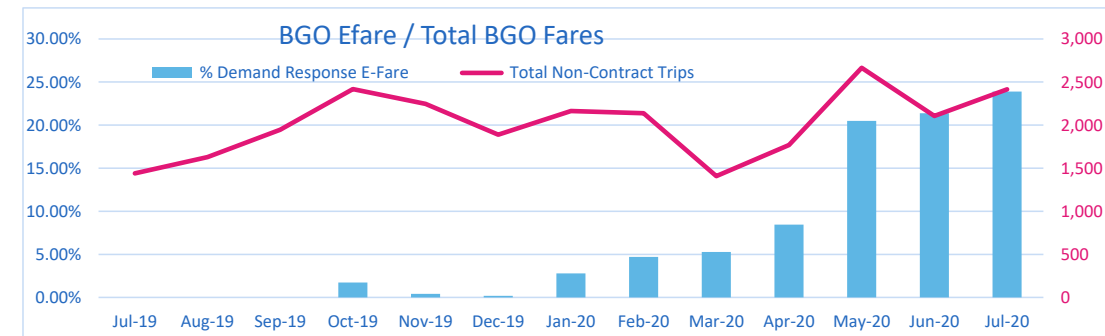
25.66%

Since Last Month 4.81% 18.73%
Since Last Year 25.66% 100.00%

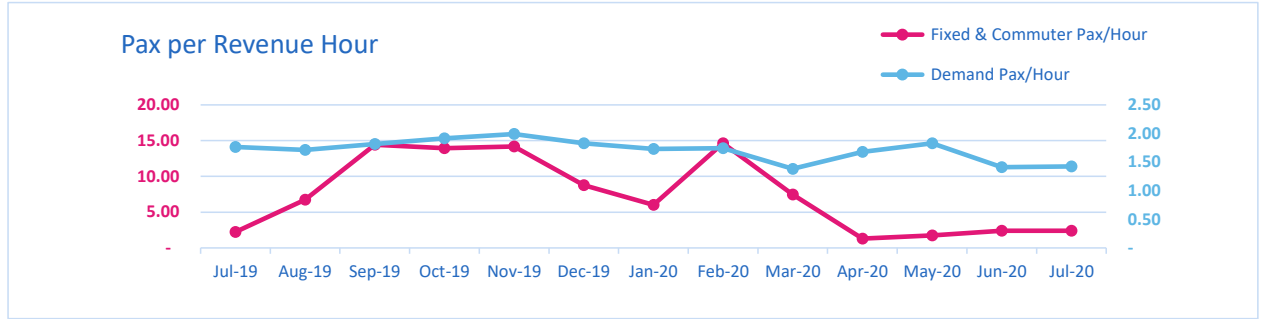
BGO App Downloads/Ride

5.88%

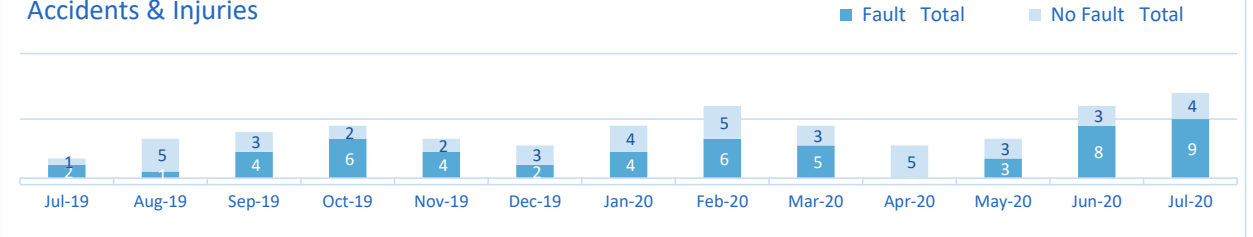
Since Last Month -1.72% -29.32%
Since Last Year 5.88% 100.00%



Improving Mobility & Eliminating Barriers



Accidents & Injuries



Operator Headcount/Revenue Hours

0.01739

Since Last Month (0.00086) -4.95%
Since Last Year 0.00249 14.34%

Denials & Refusals/Total BGO

0.29%

Since Last Month 0.00% 0.00%
Since Last Year -2.76%

Supporting Employers

42X Park & Ride Total Trips

0

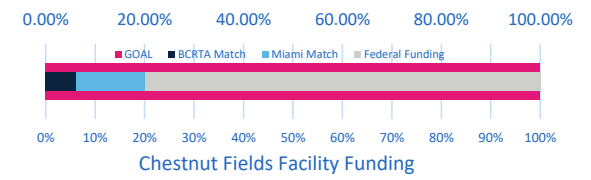
Since Last Month (240)
Since Last Year (9,767)

BGO Employment Trips

1,336

Since Last Month 128 9.58%
Since Last Year 573 42.89%

Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

822

BCRTA Resolution No. 20-09-01

Authorizing the Butler County Regional Transit Authority to Award a Heavy-Duty Bus Purchase Contract for BCRTA and City of Middletown, and Purchase One (1) 35 Foot Diesel Replacement Bus on Behalf of the City of Middletown under a Joint Procurement with Laketrans and Athens Public Transit.

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

Whereas the Butler County Regional Transit Authority and City of Middletown are periodically in need of a replacement buses to support transit services throughout their service areas; and

Whereas the City of Middletown has contracted with BCRTA to purchase buses on its behalf pursuant to the mutual Amended and Restated Transit Service Agreement dated September 1, 2017; and

Whereas as a part of their bus replacement strategy, BCRTA and the City of Middletown have partnered with Laketrans and Athens Public Transit on a joint procurement for one (1) initial and up to eight (8) diesel bus options within a five (5) year period; and

Whereas Laketrans conducted a competitive bidding process and BCRTA and City of Middletown have identified Gillig LLC of Livermore, CA as the provider that represents the best value to both agencies; and

Whereas BCRTA and City of Middletown desire to execute a contract with Gillig LLC to hold pricing for the five (5) year contract term; and

Whereas City of Middletown wishes to proceed with the purchase of one (1) 35 foot diesel replacement bus; and

Whereas Gillig LLC requires a Purchase Order subject to the availability of federal funds to proceed with bus manufacture and delivery; and

Whereas, BCRTA and City of Middletown have identified sufficient federal transit funds (80%) and a source of the required local match (20%).

Now, therefore be it resolved that the BCRTA Board of Trustees, subject to legal review, hereby authorizes the Executive Director to execute a five (5) year contract with Gillig LLC for the purchase of heavy-duty transit buses, of which any individual subsequent purchases shall be subject to approval of the BCRTA Board of Trustees.

Be it further resolved that the Executive Director is hereby authorized to proceed with the purchase of one (1) diesel replacement bus on behalf of the City of Middletown, subject to the availability of federal funds and commitment of the City of Middletown, at a cost of \$482,004 plus a 10% contingency for a total not to exceed cost of \$530,204. Furthermore, the Executive Director is authorized to take all actions necessary to enact this resolution.

Approved: September 16, 2020



Board President, BCRTA
Chris Lawson



Executive Director, BCRTA
Matthew Dutkevich








BCRTA Board of Trustees PACKET 9_16-2020

Final Audit Report

2020-09-16

Created:	2020-09-16
By:	Matthew Dutkevicz (dutkeviczmm@butlercountyrta.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAtAw935TwONkYegUZluG1Zwe3QKz3oTsk

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