

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

EXECUTIVE COMMITTEE

November 11, 2020, 8:00 AM

**Butler County Regional Transit Authority
3045 Moser Court, Hamilton, OH 45011**

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[+1 614-695-4307](#) United States, Columbus (Toll)
Conference ID: 352 578 812#

PRELIMINARY AGENDA

- I. Call to Order & Roll
- II. Approval of the Agenda (Motion Requested)
- III. Approval of the August 9, 2017 Meeting Minutes (Motion Requested)
- IV. Comments from Citizens
- V. Secretary/Treasurer's Report – September 2020 (Review ONLY)
 - a. Recommend to Full Board **Resolution 20-11-01**: Adoption of the FY2021 Accrual Operating Budget for the Butler County Regional Transit Authority (BCRTA).
 - b. Recommend to Full Board **Resolution 20-11-02**: Authorization of FY2021 Appropriations and Acceptance of the Butler County Regional Transit Authority (BCRTA) Fiscal Officer's Certification of Funds and Estimation of Revenues.
 - c. Recommend to Full Board **Resolution 20-11-03**: Confirmation of Board Policy 6-02 Investments.
 - d. Recommend to Full Board **Resolution 20-11-04**: Confirmation of Board Policy 6-08 Reserves.
- VI. Director's Report
 - a. Recommend to Full Board: Authorize a front line staff bonus per management discretion at an amount not to exceed \$35,000.00. (Motion Requested)

Next Meeting Date:

Butler County RTA Board of Trustees

November 18, 2020 @ 8:00 AM

Butler County RTA – Hamilton Board Room

3045 Moser Court

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VII. Governance

- a. Review 2021 Meeting Dates

VIII. Action Items

- a. Recommend to Full Board **Resolution 20-11-05:** Authorizing the BCRTA Executive Director to Execute an Agreement with SORTA for the Provision of 2021 Park-and-Ride Services in Butler County.
- b. Recommend to Full Board **Resolution 20-11-06:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into an Agreement for Legal Services.
- c. Recommend to Full Board **Resolution 20-11-07:** Authorizing the Butler County Regional Transit Authority (BCRTA) to Apply for a 2021 Butler County Community Development Block Grant (CDBG) in Support of a Job Connection Shuttle Targeted for Low and Very-Low Income Residents of the City of Fairfield and Butler County to Maintain a Basic Quality of Life, and Certifying the Availability of up to \$25,000 as the Required Local Match for the Requested Project.
- d. Recommend to Full Board **Resolution 20-11-08:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into an Agreement for Architecture & Engineering Services for the Chestnut Fields Multimodal Station & Shared Services Facility.
- e. Recommend to Full Board **Resolution 20-11-09:** Eliminating Passenger Fare for All Butler County Regional Transit Authority Fixed Routes and Associated Americans with Disabilities (ADA) Paratransit Trips.

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- IX. Executive Session (Motion Requested)
 - a. To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.
- X. Adjourn (Motion Requested)

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1. No show policy for ADA: they want a percentage of missed trips rather than a flat number. BCRTA doesn't have ADA no shows so there's no issue so we don't enforce it.
2. Missing certifications in procurement files. Addressed and trained all how to fix this.
3. Issue at OKI, we've addressed.
4. Drug free work place – fixed on part two of the action items.
5. Drug testing policy items. – fixed on party two of the action items.

Butler County and Board of Developmental Disabilities (DD) is putting out an RFP for transportation. It only affects a smaller portion of what we do. We do have two kinds of service with them now: 1) BCRTA has contracted service in general to be a choice provider with local monies used to pay for those trips and 2) We also provide transportation paid for with waver service (through Medicaid) with same rates. Their auditor needs to standardize a bit as best practice and feel they're happy with our service. We will submit a bid with our DR Strategy.

We also have an incentivizing staff strategic goal proposal for our full time people: All employees have a PTO bank. If they don't take money out of it, they don't get paid for holidays, sick days, vacation time. This involves six full time salaried people receiving six holidays at a cost \$10,000.. This will be placed on September agenda as an Action Item if needed.

VII. Action Items

a. Recommended to Board Resolution No. 17-08-01: Authorizing the BCRTA to Purchase Four (4) 35 Foot Diesel Buses with Trolley Appearance Package under a Joint Procurement with Akron Metro.

Mr. Dutkevicz explained that we've added to the PO and Resolution the clause "subject to availability of federal funds" per the bus manufacturer. The Feds have put in for the transfer request for money from FHWA to FTA.. The PO will be for two buses and the money for the other two buses will be in the next fiscal year. The money has been awarded by OKI.

Mr. Gordon made a motion to recommend to the full Board Resolution 17-06-01 and Mr. Foster seconded the motion. Resolution was recommended.

b. Recommended to Board Resolution No. 17-08-02: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Transit Service Agreement with the City of Middletown, Ohio for Regional, Demand, Response, Other Transit Services, and Transit Management Services.

Mr. Dutkevicz explained that we want to broaden our current contract in Middletown without "harm" to Middletown's four full time drivers. The city wants out of the transit service and we have contracted services for them.

Mr. Foster made a motion to recommend Resolution 17-06-02 and Mr. Gordon seconded the motion. Resolution was recommended.

c. Recommended to Board Resolution No. 17-08-03: Amending Butler County Regional Transit Authority (BCRTA) Board Policy 6-04 Drug and Alcohol Use.

Mr. Dutkevich explained it is an FTA request we must comply with so we added one sentence to the policy to comply.

Mr. Foster made a motion to recommend and Mr. Gordon seconded the motion. Resolution was recommended.

d. Recommended to Board Resolution No. 17-08-04: Amending Butler County Regional Transit Authority (BCRTA) Board Policy 6-07: Drug and Alcohol Testing.

Mr. Dutkevich explained this applies to safety sensitive employees. The issue is if FTA reports diluted specimens are received. It's the medical review officer (MRO) /collector's discretion if the collection is observed or not. Policy does not current reflect this.

Mr. Gordon made a motion to recommend and Mr. Foster seconded the motion. Resolution was recommended.

e. Recommended to Board Resolution No. 17-08-05: Authorizing the Butler County Regional Transit Authority (BCRTA) to Submit a 2017 5339 Bus and Bus Facilities Grant Application in Partnership with Miami University (Ohio), the City of Oxford and the Talawanda School District, Authorizing BCRTA to Serve as the Designated Recipient for the Grant, and Certifying the Availability of \$200,000 in local match for the project.

Mr. Foster made a motion to recommend and Mr. Gordon seconded the motion. Resolution was recommended.

f. Recommend to Board Resolution No. 17-08-06: Ratification of the Butler County Regional Transit Authority (BCRTA) 2017-2021 Equal Employment Opportunity Program and Amendment of Policy 6-17 Equal Employment Opportunity (EEO) and Policy 6-13 General Employee Policies & Practices.

EEO program – We had to prepare and submit the three year plan (which expires in October 2017) to have on file. Staff re-did the handbook in May but an oversite update in 2014 was not included in the handbook. That is fixed. BCRTA is exempt and doesn't have to do utilization analysis, submit the reports,

set goals and follow-up on them but does have to submit and keep a report on file.

Mr. Foster made a motion to recommend and Mr. Gordon seconded the motion. Resolution was recommended.

g. Recommend to Board Resolution No. 17-08-07: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for the Purchase of Computer Workstations and Associated Equipment.

Mr. Dutkevicz explained that an IT inventory was completed. It was found BCRTA has not been on a regular update replacement rotation for nine years. It was suggested everything be replaced and at the cost of \$50,000 with monies from grants and some local funding.

Mr. Foster made a motion to recommend and Mr. Gordon seconded the motion. Resolution was recommended.

VIII. Adjourn

Mr. Gordon moved to adjourn and Mr. Foster seconded. The motion carried. The meeting was adjourned at 9:55 AM.

Respectfully submitted,

Matthew M. Dutkevicz, Executive Director

Approved - Chair, Executive Committee

BCRTA
Income Statement
September 2020

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

BCRTA
Income Statement
September 2020

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

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

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

Savings - PNC (National City)

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

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

Savings - PNC Bank

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

**BCRTA
Balance Sheet
September 2020**

Assets

Current Assets		*Other Assets		
Checking - PNC	326,001.06	Net Pension Asset	13,997.00	
Savings - PNC	64,174.68	Deferred Outflows-Pensions	1,585,594.00	
Savings - PNC	2,134,063.00	Deferred Outflows-OPEB	200,220.00	
Bid Deposit	-			
M&S Inventory	39,199.06			
Petty Cash	1,000.00	Property & Equipment		
Accounts Receivable	880,227.71	Vehicles	11,073,987.26	
Prepays	91,857.44	Buildings & Land	2,794,595.53	
		Furniture & Equipment	1,057,479.50	
		Amenities & Misc.	67,877.96	
		WIP-35' Buses	1,103,676.00	
		WIP-Website	35,000.00	
		Accum. Depr.	(6,068,031.40)	
	<u>3,536,522.95</u>		<u>11,864,395.85</u>	Total Assets
				<u>15,400,918.80</u>

Liabilities & Equity

Current Liabilities		*Long-term Liabilities		
Accounts Payable	104,540.46	Net Pension Liability	4,962,975.00	
Payroll Payables	182,986.74	Net OPEB Liability	2,452,250.00	
Other Payables	-	Deferred Inflows-Pensions	72,903.00	
Accrued PTO	97,771.89	Deferred Inflows-OPEB	31,488.00	
Reserve ACA Fines	166,893.32			
FTA Vehicle Funds	68,131.00	Equity		
Future Match Funds	18,125.02	Balance Equity	2,861,645.23	
Unearned Tickets	27,587.00	Federal & State Capital	13,781,831.00	
Unearned MU Funds	-	Local Capital	89,410.00	
		Retained Earnings	(10,432,142.87)	
		Net Income	914,524.01	
	<u>666,035.43</u>		<u>14,734,883.37</u>	Total Liabilities and Capital
				<u>15,400,918.80</u>

*For fiscal year 2018, Bcrta adopted GASB Statement 75, "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions," which significantly revises accounting for costs and liabilities related to other postemployment benefits (OPEB).

BCRTA**Cash Reserves**

September 2020

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

Board Reserves

Local Share Grant Obligations		
OH-2018-021-00	1,002,576.50	
FFY Pending Federal	91,610.50	
Oxford Facility Match Pledge	200,000.00	
Less Projected Local Match	<u>(756,290.00)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	537,897.00	
FTA Grants	537,897.00	Match Required
Working Capital Funds (2 Mths.)	929,124.50	
Capital Replacement Funds	1,182,882.40	2020 - 2024 Local Share of Projects Not Yet on Grants
Contingency Funds	<u>-</u>	
Total Board Reserves	2,649,903.90	
Non-Restricted Funds	220,583.62	

BCRTA Resolution No: 20-11-01

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

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

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

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

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

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

Approved: November 18, 2020

BCRTA, Board President
Chris Lawson

BCRTA, Executive Director
Matthew M. Dutkevicz

2021 Proposed Operating Budget

Draft - Subject to Board Approval

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

BCRTA Resolution No. 20-11-02

Authorization of FY2021 Appropriations and Acceptance of the Butler County Regional Transit Authority (BCRTA) Fiscal Officer’s Certification of Funds and Estimation of Revenues.

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

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

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

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

FY2021 Funds & Appropriations

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

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

Now therefore, be it resolved:

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

Approved: November 18, 2020

BCRTA, Board President
Chris Lawson

BCRTA, Executive Director
Matthew Dutkevicz

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

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

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

Estimated Revenues for FY2021 (General Transit Fund)

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

Total Funds Available 12,852,976.85

Anticipated Appropriations for FY2021 (General Transit Fund)

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

BCRTA Resolution No. 20-11-03

Confirmation of Board Policy 6-02 Investments

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

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

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

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

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

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

Approved: November 18, 2020

BCRTA, Board President
Chris Lawson

BCRTA, Executive Director
Matthew M. Dutkevicz

BCRTA POLICY AND PROCEDURE MANUAL

6-02 Investments

Effective Date: 03-18-09

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

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

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

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

BCRTA Resolution No. 20-11-04

Confirmation of Board Policy 6-08 Reserves

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

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

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

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

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

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

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

Approved: November 18, 2020

BCRTA, Board President
Chris Lawson

BCRTA, Executive Director
Matthew M. Dutkevicz

BCRTA POLICY AND PROCEDURE MANUAL

6-08 Reserves

Effective Date: 10-20-10

Review Dates: 11-16-11;

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

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

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

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

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

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

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

2021 Meeting Dates

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

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

BCRTA Resolution No. 20-11-05

Authorizing the BCRTA Executive Director to Execute an Agreement with SORTA for the Provision of 2021 Park-and-Ride Services in Butler County.

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

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

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

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

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

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

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

Approved: November 18, 2020

BCRTA, Board President
Chris Lawson

BCRTA, Executive Director
Matthew Dutkevicz

BCRTA Resolution No. 20-11-06

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

Whereas, BCRTA solicited proposals for LEGAL COUNSEL; and

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

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

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

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

Now therefore be it resolved:

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

Approved: November 18, 2020

Board President

Executive Director

Resolution No. 20-11-07

Authorizing the Butler County Regional Transit Authority (BCRTA) to Apply for a 2021 Butler County Community Development Block Grant (CDBG) in Support of a Job Connection Shuttle Targeted for Low and Very-Low Income Residents the City of Fairfield and Butler County to Maintain a Basic Quality of Life, and Certifying the Availability of up to \$25,000 as the Required Local Match for the Requested Project.

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

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

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

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

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

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

Approved: November 18, 2020

BCRTA, Board President

BCRTA, Executive Director

BCRTA Resolution No. 20-11-08

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into an Agreement for Architecture & Engineering Services for the Chestnut Fields Multimodal Station & Shared Services Facility.

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

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

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

Whereas BCRTA received seven (7) of proposals; and

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

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

Whereas the selection committee determined the proposal and qualifications proposed by XXXXXX to provide the best quality to BCRTA; and

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

Now therefore be it resolved:

That the BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute a contract, subject to legal review, between BCRTA and XXXXXX for the

provision of Architecture and Engineering services for Part I elements of BCRTA Solicitation #2020-014 at a cost of \$\$\$\$\$ plus a 10% contingency for a total not to exceed amount of \$\$\$\$\$.

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

Approved: November 18, 2020

Board President

Executive Director

BCRTA Resolution No. 20-11-09

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

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

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

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

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

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

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

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

Approved: November 18, 2020

BCRTA, Board President
Chris Lawson

BCRTA, Executive Director
Matthew Dutkevicz

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



October 9, 2020

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

2020 Director's Accomplishments

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

Strategic Vision 2025 - Progress Narrative

As Ohio's public transit innovator, BCRTA provides smart mobility options and infrastructure that seamlessly connect people to employers, educational, healthcare, and recreational destinations.

Leverage competitive federal funding and forge mutually beneficial partnerships with organizations, including incubators, chambers, universities, start-ups, economic development bodies, and planning professionals.

- Expand participation in NEORide as appropriate to address needs and improve grant funding
- Sustain Miami University relationship, plan for future
- Retain BCVSC and BCDD contracts
- Leverage MTS transit plan and maintain relationship with City of Middletown
- Improve DBE access
- Keep finger on pulse of autonomous tech
- Examine Cincinnati commuter service for ways to reduce cost (42X)

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

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

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

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

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

<p>Enhance connectivity with constituents by leading in the implementation of new transit tech (onboard Wi-Fi tools).</p> <ul style="list-style-type: none"> • Test and expand onboard WIFI where possible • Implement onboard validation for EZfare • Expand BGO app service • Launch new & updated website • Expand use of real-time info signs and kiosks 	<p><i>BCRTA is presently installing wifi appliances on all revenue vehicles through an ODOT grant obtained through NEORide. Implementation should be completed in late 2020. Internal wifi operations will be stood up first and then public wifi after satisfactory testing and network buildout in 2021.</i></p> <p><i>Onboard validation for EZfare is underway with delivery of equipment expected in late 2020 and implementation in early 2021.</i></p> <p><i>BGo service was expanded county-wide for a flat \$5 fee at the beginning of 2020. Ridership has not grown due to pandemic, but staff will be investing in a public awareness campaign in late 2020 and refocusing efforts in 2021. Despite pandemic, BGo is still growing!</i></p> <p><i>BCRTA launched a significantly expanded website in Q1 2020 with ADA compliance, new branding, better schedule information and trip planning capabilities. In fact, BCRTA and Lextran (Lexington, KY) were the first transits in the nation to launch the new GTFS+ platform.</i></p> <p><i>In late 2020 BCRTA will be implementing a real-time info kiosk at the Oxford Kroger stop for testing and evaluation.</i></p>
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<p>Improve mobility access and eliminate barriers to ridership, especially for riders who may be elderly or have disabilities.</p> <ul style="list-style-type: none"> • Reduce DR fares to \$5.00 • Make peak BGO service available • Hire operators to address demand • Relocate customer service closer to riders • Pursue payment options for unbanked • Consider free fixed route fares 	<p><i>In January 2020 BGO fares were reduced to a flat \$5 fee. Previously fares ranged from \$5 - \$25 and the service was underutilized.</i></p> <p><i>Due to pandemic operations, staffing continues to be a challenge. Staff are still struggling to hire adequately to cover peak demand. Staff will propose a wage increase in the 2021 budget to mitigate these challenges.</i></p> <p><i>In summer 2020 BCRTA opened a new customer service center at the Middletown Transit Station. Customer service staff were relocated to gain additional space in the Hamilton office and BCRTA was able to present better customer-facing operations to customers onsite at the largest purpose-built bus station in Butler County.</i></p> <p><i>BCRTA staff have designed a sustainable 2021 budget that will support free fixed route fares and ADA service beginning Jan 1, 2021.</i></p>
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<p>Support employers with effective workforce transportation in at least 75% of Butler County’s densest corridors.</p> <ul style="list-style-type: none"> • Evaluate existing R routes for effectiveness and reallocate to improved frequency or BGO as necessary • Solicit BGO services in employer-dense areas. • Evaluate options for Spooky Nook connectivity • Address Butler/Warren connection in Monroe 	<p><i>Pandemic operations in 2020 have drawn significant staff attention from this goal. Additional planning needed for Miami and pandemic changes has limited resources and prevented strategic study of the R routes. Staff will investigate hiring a consultant to study the system in 2021.</i></p> <p><i>Employment focused BGo has also suffered due to the inability to provide in person workshops and training. Peak availability staffing is also an issue here.</i></p> <p><i>BCRTA has made several attempts to engage City and Spooky Nook officials with little success. Timing of the opening seems to be too far away to foster meaningful dialogue.</i></p>
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<p>Develop multimodal infrastructure and wayfinding to create seamless user experiences.</p> <ul style="list-style-type: none"> • Accelerate completion/progress for Oxford Multimodal facility • Improve Hamilton/Warren County connectivity for fixed route and ADA • Eliminate paper transfers • Address Transit Center convenience and utility (Hamilton, Oxford, Middletown) • Improve regional connections with commuter service, rail, interurban bus, rideshare, bikeshare, scooters 	<p><i>Staff have spent significant time on moving the Oxford Facility project forward. An A&E service contract will be awarded this year and design should begin in 2021 with construction expected to begin in 2022 – 2023.</i></p> <p><i>Fare free operations will facilitate the elimination of all transfers and significantly simplify riding for new patrons.</i></p> <p><i>The movement of customer service personnel to Middletown has improved operations at that center and staff continue to look for opportunities to improve convenience and amenities in other locations.</i></p> <p><i>Staff have had brief discussions with City of Hamilton regarding relocation of the Market Street Station facility. In addition, discussions with Butler County TID have resumed regarding a possible solution for the abandoned Yankee Road Park & Ride in their possession.</i></p>
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