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Primary Health Solutions

Mr. Corey Watt  
Resident

#### Executive Director

Mr. Matthew M. Dutkevicz

#### Legal Counsel

Mr. Mark Landes  
Isaac Wiles  
Burkholder & Teetor, LLC

**\*\*\* PUBLIC MEETING NOTICE \*\*\***

## **Butler County Regional Transit Authority Board of Trustees**

**The BCRTA Board of Trustees is scheduled to meet on Wednesday, February 17, 2021 at 8:00 a.m. In compliance with state mandates, this meeting will be held in the Board Room, at the BCRTA office located at 3045 Moser Court, Hamilton, OH 45011 and will also be held electronically. Connection details may be found at: <https://www.butlercountyrta.com/about/board-meetings/>**

In accordance with the American Disabilities Act, if anyone has a disability and requires assistance or, in accordance with the Limited English Proficiency Executive Order, requires translation services, please call Mr. Matthew Dutkevicz at 513.785.5237 or 800.750.0750 (Ohio Relay Service).

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

**February 17, 2021, 8:00 AM**

**Butler County Regional Transit Authority**

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

**Microsoft Teams Meeting**

[Join on your computer or mobile app: Click here to join the meeting](#)

Or call in (audio only): [+1 614-695-4307](tel:+16146954307),[873692375](tel:+1873692375)# • Phone Conference ID: 873 692 375# • \*6 to mute/unmute

**PRELIMINARY AGENDA**

- I. Call to Order & Roll
- II. Consideration of Absences
- III. Approval of the Agenda (Motion Requested)
- IV. Approval of the January 20, 2021 Meeting Minutes (Motion Requested)
- V. Comments from Citizens
- VI. Secretary/Treasurer's Report
  - a. December 2020 (Motion Requested)
  - b. 2020 YE Review Summary
  - c. 2020 Credit Card Report
- VII. Committee & Staff Reports
  - a. OKI
  - b. Metrics
  - c. Title VI
  - d. Marketing & Outreach
  - e. Nominating
- VIII. Governance
  - a. Confirm/Reconsider January Election of Officers
  - b. Appointments of the President

**Next Meeting Date:**

**March 17, 2021 @ 8:00 AM**

**Butler County RTA – Hamilton Board Room**

**3045 Moser Court**

**Hamilton, OH 45011**

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

**February 17, 2021, 8:00 AM**

**Butler County Regional Transit Authority**

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

- i. Chair and Members – Audit, Procurement & Finance Committee
  - ii. Representative to OKI Regional Council of Governments
  - iii. Alternate to OKI Regional Council of Governments
- IX. Director’s Report
- a. 2020 Workplace Strength Survey Results
- X. Action Items
- a. Resolution No. 21-02-01: Authorizing the Butler County Regional Transit Authority (BCRTA) to Participate in the State of Ohio Cooperative Purchasing Program.
  - b. Resolution No. 21-02-02: Authorizing the BCRTA Executive Director to Execute a Contract for Uniform Rental Services through Participation in the State of Ohio Cooperative Purchasing Program.
  - c. Resolution No. 21-02-03: Authorizing the BCRTA Executive Director to File Applications and Execute Contracts with the Ohio Department of Transportation (ODOT) for Fiscal Year (FY) 2022 Ohio Public Transportation Assistance Grants Including, but not limited to, the Ohio Transit Partnership Program (OTP2), the Ohio Elderly and Disabled Transit Fare Assistance Program (E&D), the Rural Transit Program (RTP/5311), Bus & Bus Facilities (5339)program, and the Urban Transit Program (UTP).
  - d. Resolution No. 21-02-04: Authorizing the Executive Director to Execute a Purchase of (2) Maintenance Service Vehicles.
- XI. Adjourn (Motion Requested)

**Next Meeting Date:**

**March 17, 2021 @ 8:00 AM**

**Butler County RTA – Hamilton Board Room**

**3045 Moser Court**

**Hamilton, OH 45011**

## 2021 Butler County RTA Board of Trustees Attendance

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

X = Present

E = Excused

A = Absent



October and November were included in the packet. Trends continued as the increase in funds from the City of Middletown contract and federal funding keep revenues ahead of budget. Federal funds drawn in October and November were less than previous months due to using our allocated 5307 funding that requires a match. Awarded Urban Transit Program funds from the state will be used for the needed match and will be drawn in early 2021. Trends continue with expenses as well, as they continue to remain underbudget driven primarily by reduced wages and lower fuel consumption. Year-end November showed the culmination of trends with revenues with remaining under-budget and offset by CARES Act funds. Expenses continue to be under budget due to service reductions effecting both wages and fuel needs.

An overall adjustment was made to Local Funding and Purchased Transportation to reflect the actual service provided by SORTA for the 42X. The revenues and expenses continue to offset each other and have no effect on income. BCRTA contributed \$518,510.00 to SORTA for the operation of the 42X Route and will receive a refund in December for the unprovided service of \$293,687.00.

The Transaction logs were included in the packet presenting all cash transactions for the period. The balance sheets for October and November 2020, were presented with normal balances for assets, as well as liabilities and equity. Accounts Receivable were slightly higher than normal due to the three largest accounts each having two outstanding invoices, but this posed no concern.

At the end of November, Available Funds were approximately \$3.02M. The local match required for current grants was \$470K and continues to decrease slowly. Current Non-Restricted Funds were \$439K. With current funding and awards not yet on a grant, we are set to cover our local share of projects through 2024. Non-Restricted Funds are expected to grow and be used to cover any potential match needed for the Chestnut Fields facility, and new large bus replacements needed beginning in 2025.

Mr. Gordon requested a motion to approve the October and November 2020 Treasurer's Report. Mr. Foster made a motion to approve the Treasurer's Report. Ms. Chandler seconded the motion. The report was approved.

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

### **a. OKI**

Mr. Dutkevicz attended the January 14, 2021 OKI meeting. Mr. Dutkevicz noted that OKI received another update regarding the TANK service redesign launching late this month, that OKI received a positive certification review from FTA and FHWA, and that OKI was reviewing traffic demand models and processes in light of reduced office occupancy and commuting due to pandemic.

Additionally, Mr. Dutkevicz noted that elections took place: David Painter was elected President and TC Rogers was appointed to the Budget Committee.

### **b. Metrics**

Mr. Morgan provided the metrics report:

#### Leveraging Competitive Funding & Partnerships

- Average Fleet Age  
3.45 years – This is a decrease of 21.74 percent from November 2019.
- Subsidy per Passenger  
The subsidy per passenger increased in November of 2020 in comparison to last November by \$15.31 or 207.2 percent. This is directly related to COVID – 19, reduced ridership and going fare free on the fixed routes. This is a decrease from the prior month by 19.9 percent.

- Admin Cost Per Revenue Hour  
Administrative Overhead cost per hour has increased by \$13.29 or 110 percent comparing November of 2019 to November of 2020. The main contributor of this change is the annual PTO sale.

#### Enhancing Connectivity

- Fixed Route EZfare Rides/ Total Rides  
BCRTA fixed route fares are suspended.
- BGO Efare/ BGO Fares  
32.32 percent of all BGO trips were paid for utilizing the mobile application.
- BGO App Rides/ Total BGO Rides  
31.46 percent of all BGO trips were booked using the mobile application.
- BGO App Downloads/ Rides  
9.26 percent of the app downloads for the month of November turned into a BGO ride.

#### Improving Mobility & Eliminating Barriers

- Passengers Per Revenue Hour
  - Fixed and Commuter routes had 2.69 passengers per revenue hour in November of 2020, this is 81 percent lower than November of 2019.
  - Demand Response service had 1.73 passengers per revenue hour in November of 2020, this is a 13.1 percent decrease from November of 2019.

#### Accidents and Injuries

- Fault Total – BCRTA had 3 at fault accidents in November of 2020.
- No Fault Total – BCRTA also had 2 no fault accidents.
- Operator Headcount/ Revenue Hours  
.01157 this number has decreased by 1.07 percent since November of last year and an increase of 15.17 percent from the prior month. Our current goal for total vehicle operators is 85.
- Denials and Refusals/ Total BGO Trips  
3.93 percent of all requested BGO trips were refused or denied in November of 2020 due to time and capacity limitations. This is a 2.13 percent decrease from November of 2019.

#### Supporting Employers

- 42x Park and Ride Total Trips  
The 42x did not operate in November of 2020. We received confirmation from SORTA that the 42x will resume regular service on March 8<sup>th</sup>, 2021.
- BGO Employment Trips  
BCRTA completed 1,034 BGO trips for the purpose of employment in November of 2020, this is a 16.05 percent increase from November 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 our \$11,468,750 goal. We have a project completion date of 2.17 years.

**c. Nominating**

Mr. Foster reported that the nominating committee had not met to recommend a slate of officers.

**VIII. Governance**

In light of no report from the nominating committee, Mr. Watt made a motion to table action items in section VIII. Ms. Schmitt seconded the motion. The items were tabled.

**IX. Director's Report**

Mr. Dutkevicz provided the director's report.

**Metrics & Service**

**Miami University Service Levels**

BCRTA will be launching near full service at Miami University in late January. Staff are also negotiating a deal with MU to provide quarantine and isolation transportation due to COVID 19.

**EZfare App & BGo**

BCRTA has not been using the new EZfare app for fixed route fares since going fare free in early 2020. However, onboard validators, granted through ODOT and NEORide will be arriving in Q1 2021. BCRTA staff will be implementing the validators onboard BGo vehicles to help BGo riders have more ways to pay. As part of the IMI grant participation, BCRTA expects to be able to assist unbanked and underbanked riders with fare payment through the EZfare platform.

**Staffing & Facility**

**Staffing**

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

**Planning**

**Safety & Security**

For visitors and staff, please note that BCRTA expects to have a contractor onsite installing the new automatic pivot gates with access control at the Moser Court entrance beginning in late January through February. Traffic will be interrupted intermittently for two weeks. The final project will greatly improve security at the Moser Court facility.

**Marketing & Advertising**

At the direction of the Board, staff have added marketing funds to the 2021 budget to address the education, advertising and outreach regarding free fixed routes services and the availability of BCRTA services. Staff anticipate bringing a third-party advisor/agency on to help address these needs in the most efficient manner.



Look for the launch of BCRTA's first video campaign on free fares around "Ohio Loves Transit Week," February 8-12, 2021

#### Transit Study

City of Middletown and Middletown Transit (MTS) are presently engaged with WSP to provide a transit study evaluating some novel transit solutions and also examining existing routes and hub locations. BCRTA is also assisting. Staff expect a completed report by Q2 2021.

John Gardocki, Planning & Special Projects Manager, is working with staff to prepare a scope for a transit study to examine BCRTA R routes and other services to identify efficiencies and unmet needs in the system. A contract to examine and prepare changes in the system may result, subject to Board approval and public comment.

#### 42X

BCRTA has executed an agreement with SORTA to reintroduce 42X service beginning March 8, 2021. BCRTA did receive a cash return of \$293,687 for services not operated in 2020.

Complaints and demand for 42X service continue to be low. BCRTA is currently making BGo rides available to 42X riders affected by the service change. A very limited numbers of reservations have been made.

Staff are recommending a new strategy to provide Cincinnati commuter service beginning in 2022. City of Middletown now has funding for commuter buses on a grant and City leadership has approved the plan concept. Mr. Dutkevicz presented to Middletown City Council in early December. Responses were positive. City Council will still need to approve bus purchases.

In addition to purchasing vehicles and hiring operators, BCRTA will need to undertake branding and outreach efforts on behalf of the City and address infrastructure needs at the Moser Court facility including parking and traffic flow.

#### Chestnut Street Multimodal Station

BCRTA released an RFP/Q for A&E services for this project on September 1, 2020. The BCRTA Board of Trustees approved award of the contract in November. Staff are presently negotiating with the highest ranked proposer, RL Bowen & Associates. Negotiations should conclude and work begin at the end of January 2021.

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

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

BCRTA expects to have a conceptual design by mid Q2 2021 which will allow BCRTA and Miami to move forward with land agreements that include legal descriptions. BCRTA is still working with the Talawanda School District to determine needs of the district and whether they will participate in a portion of the project. BCRTA and the District have tentatively set end of Q1 to make determinations and commitments to

move forward. BCRTA may provide some creative proposals to engage Talawanda, improve the project and ease financing for the partners.

#### Outreach & Communications

##### 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 isolated outbreaks. Administrative staff continues to work from home with alternating days in the office to reduce cross-over exposure and protect business continuity.

BCRTA has been working recently with the County and BCVSC to transport suspect positive cases of COVID 19 while following all prescribed protocols to mitigate disease transmission.

Staff have been unable to coordinate with local health departments regarding vaccines. Since Governor DeWine broke with CDC recommendations and excluded essential transit workers from phase 1b, local health officials seem uninterested in speaking or planning to vaccinate BCRTA staff. BCRTA has shared information regarding vaccinations for those over 65 with relevant employees in an effort to help individual employees and get the word out. Mr. Dutkevich sent a letter to the Governor at the request of the Ohio Public Transit Association summarizing this concern.

##### BGo Awareness Campaign

BCRTA staff will be implementing a direct mail campaign this spring to increase awareness of the BGo program. City of Oxford supported portions of City mailings financially and created the local match to draw grant funds that support additional county-wide mailings. The campaign was originally planned for fall but pushed back due to pandemic and limited staffing.

##### StreetSpark Partnership

BCRTA's partnership with StreetSpark and the Fitton Center continues to move forward. BCRTA will target R3 buses for the first designs. Buses are already in the shop and a press event and launch should happen in late January or early February. Future collaborations may also be possible.

#### Funding & Discretionary Grant Availability

##### CRRSAA

The latest pandemic funding legislated in late December did provide an additional nearly \$42M to the Cincinnati urbanized area. However, legislation provided a cap for total CARES and CRRSAA funds that cannot exceed 75% of 2018 operating expenses. BCRTA does not expect to be eligible to receive any CRRSAA funding due to this cap.

##### 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.

#### ODOT Funding

ODOT calls for projects will be available soon in addition to urban funding apportionments. BCRTA expects to seek funding for new Spooky Nook service in addition to local funding for the planned ITS project.

#### TABC - Enhanced Mobility of Seniors & Individuals with Disabilities (5310)

TABC will seek a 5310 grant to expand the Mobility Management program this year. The Alliance is seeking toll credits in lieu of requesting local match from BCRTA.

#### On the Horizon ...

##### 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.

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

- a) Maintenance Service Vehicle
- b) Commuter Coach Purchase on behalf of MTS
- c) BCRTA Comprehensive Planning Study
- d) Marketing/Advertising Support
- e) Mobile Communication Solution
- f) IT Services – Expires 3/31/21
- g) Employee Uniforms
- h) Intelligent Transportation Solution (CAD/AVL, Pax Info, & Pax Counting)
- i) Moser Court Landscape Repair/Replace

#### **X. Action Items**

No action items were presented.

However, after reviewing BCRTA Bylaws, Mr. Landes advised that tabling elections until February could pose certain risks and recommended considering action. Mr. Watt made a motion to take item *VIII, a. Elections of Officers* off the table. Ms. Schmitt seconded the motion. Item VIII, a. was removed from the table.

Mr. Foster made a motion to re-elect the current slate of officers with the understanding they be reconsidered at the February BCRTA Board of Trustees meeting. Mr. Bautz seconded the motion. No discussion was heard. The slate was re-elected by acclamation, Mr. Lawson as president and Mr. Gordon as Vice President.

**XI. Adjourn**

Ms. Schmitt moved to adjourn, and Mr. Bautz seconded. The motion carried. The meeting was adjourned at 8:59 AM.

Respectfully submitted,

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Matthew M. Dutkevicz, Executive Director

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Approved

**BCRTA**  
**Income Statement**  
**December 2020**

	<b>Current Month Budget</b>	<b>Current Month Actual</b>	<b>Change</b>	<b>Last Year Current Month</b>
<b>Revenues</b>				
Passenger Fares	12,490.00	9,068.00	(3,422.00)	16,900.90
Contract Service	18,613.00	9,088.60	(9,524.40)	18,527.56
Other Transit Rev.	100,000.00	138,068.76	38,068.76	110,099.07
Mgt./Cons. Services	10,220.00	20,440.00	10,220.00	10,220.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	2,313.37	7,780.60	5,467.23	1,813.02
Local Funding	239,963.76	412,757.65	172,793.89	169,220.56
State Funding	-	-	-	50,942.20
Federal Funding	154,334.00	162,726.00	8,392.00	123,141.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>537,934.13</b>	<b>759,929.61</b>	<b>221,995.48</b>	<b>500,864.31</b>
<b>Expenses</b>				
Wages	237,299.63	191,461.74	(45,837.89)	216,508.31
Fringes	110,582.85	120,645.30	10,062.45	77,787.91
Services	30,683.26	19,058.75	(11,624.51)	18,396.58
Materials & Supplies	54,235.52	39,168.18	(15,067.34)	36,462.68
Utilities	7,730.74	7,852.84	122.10	7,688.39
Insurance	19,462.37	20,251.66	789.29	18,664.41
Taxes	-	-	-	-
Purchased Transportation	45,449.13	-	(45,449.13)	42,052.82
Misc. Items	9,204.13	(31,520.35)	(40,724.48)	10,842.91
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>514,647.63</b>	<b>366,918.12</b>	<b>(147,729.51)</b>	<b>428,404.01</b>
Gain / (Loss)	23,286.50	393,011.49	369,724.99	72,460.30
Local Share Depreciation		25,957.84		
<b>Gain / (Loss) with Local Depr.</b>		<b>367,053.66</b>		

**BCRTA**  
**Income Statement**  
**December 2020**

	<b>Year to Date Budget</b>	<b>Year to Date Actual</b>	<b>Change</b>	<b>Year to Date Last Year</b>
<b>Revenues</b>				
Passenger Fares	143,500.00	99,235.48	(44,264.52)	129,505.36
Contract Service	210,000.00	134,130.30	(75,869.70)	208,800.43
Other Transit Rev.	1,200,000.00	1,627,400.52	427,400.52	1,222,720.14
Mgt./Cons. Services	122,640.00	214,620.00	91,980.00	122,640.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	29,000.00	170,465.29	141,465.29	97,350.70
Local Funding	2,595,390.00	1,886,538.27	(708,851.73)	2,581,551.06
State Funding	305,653.00	367,445.00	61,792.00	401,507.00
Federal Funding	1,855,004.00	2,220,712.00	365,708.00	1,625,840.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>6,461,187.00</b>	<b>6,720,546.86</b>	<b>259,359.86</b>	<b>6,389,914.69</b>
<b>Expenses</b>				
Wages	3,019,700.00	2,719,291.15	(300,408.85)	2,853,913.85
Fringes	1,069,648.64	1,097,156.85	27,508.21	966,632.34
Services	368,200.00	437,879.60	69,679.60	339,208.96
Materials & Supplies	738,800.00	415,985.08	(322,814.92)	575,852.85
Utilities	84,400.00	86,053.98	1,653.98	87,536.28
Insurance	233,548.00	220,371.30	(13,176.70)	230,156.21
Taxes	-	-	-	-
Purchased Transportation	545,390.00	224,823.00	(320,567.00)	504,629.00
Misc. Items	110,450.00	77,197.38	(33,252.62)	109,329.18
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>6,170,136.64</b>	<b>5,278,758.34</b>	<b>(891,378.30)</b>	<b>5,667,258.67</b>
Gain / (Loss)	291,050.36	1,441,788.52	1,150,738.16	722,656.02
Local Share Depreciation		311,494.02		
<b>Gain / (Loss) with Local Depr.</b>		<b>1,130,294.50</b>		

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
<b>Checking - PNC (National City)</b>						
12/1/20			Beginning Balance			328,080.75
12/1/20	10377029	CRJ	Miami University	120,605.39		
12/1/20	207607	CRJ	GovDeals.com	62.75		
12/2/20	200466	CRJ	Easter Seals TriState	140.00		
12/2/20	1701	CRJ	Boys & Girls Club WC	460.00		
12/2/20	9459	CDJ	Cornett's Pressure Cleaning		3,861.00	
12/2/20	9460	CDJ	Fuller Ford		312.66	
12/2/20	9461	CDJ	Mailender Lockbox		531.50	
12/2/20	9462	CDJ	Office Depot Inc.		178.85	
12/2/20	9463	CDJ	Ohio Dept. of Jobs & Family Se		951.44	
12/2/20	9464	CDJ	RICOH USA, INC		22.84	
12/2/20	9465	CDJ	Silco Fire Protection Co.		568.75	
12/2/20	9461V	CDJ	Mailender Lockbox	531.50		
12/3/20	11/15-11/30/2020	CRJ	Farebox Receipts	1,691.84		
12/9/20	0043386552	CRJ	BCRTA Items	200.00		
12/9/20	4041 54109442	CRJ	BCRTA Items	539.22		
12/9/20	01076047	CRJ	Butler County Veterans Service	4,475.70		
12/9/20	01076046	CRJ	BCDD Master Billing	325.50		
12/9/20	01076048	CRJ	Butler County Veterans Service	4,865.80		
12/9/20	9466	CDJ	Affordable Pest Control Inc.		48.00	
12/9/20	9467	CDJ	BCRTA Petty Cash		305.25	
12/9/20	9468	CDJ	Cincinnati Bell Any Distance		1,600.73	
12/9/20	9469	CDJ	Cummins Bridgeway LLC		39.35	
12/9/20	9470	CDJ	Fuller Ford		28.39	
12/9/20	9471	CDJ	KOI Enterprises, Inc.		2,502.40	
12/9/20	9472	CDJ	Myers Equipment Corporation		867.20	
12/9/20	9473	CDJ	Ohio Deferred Compensation		670.00	
12/9/20	9474	CDJ	Overhead Door of Greater Cincinnati		383.75	
12/9/20	9475	CDJ	Office Depot Inc.		265.24	
12/9/20	9476	CDJ	Ohio Newspapers, Inc.		66.86	
12/9/20	9477	CDJ	PowerApps911		1,575.00	
12/9/20	9478	CDJ	Rumpke Of Ohio Inc.		218.98	
12/9/20	9479	CDJ	Silco Fire Protection Co.		693.55	
12/9/20	9480	CDJ	Verizon Wireless		2,230.09	
12/10/20	AT 12/10/2020	CDJ	Paycom		950.32	
12/10/20	PRWE 12/04/20	GENJ	#1405		23.08	
12/10/20	PRWE 12/04/20	GENJ	#1403		305.03	
12/10/20	PRWE 12/04/20	GENJ	#1404		262.00	
12/10/20	PRWE 12/04/20	GENJ			20,723.28	
12/10/20	PRWE 12/04/20	GENJ			110,664.97	
12/11/20	0195136263	CRJ	Federal Transit Administration	32,547.00		
12/11/20	0195136017	CRJ	Federal Transit Administration	59,345.00		
12/11/20	0195135551	CRJ	Federal Transit Administration	22,460.00		
12/11/20	0195135551	CRJ	Federal Transit Administration	4,436.00		
12/11/20	0195135816	CRJ	Federal Transit Administration	6,169.00		
12/16/20	439324 11/30/2020	CDJ	BCRTA PNC Card Purchases		3,912.93	
12/16/20	CC 12/16/2020	CRJ	BCRTA Items	1,322.73		
12/16/20	9481	CDJ	Beckman Services		361.79	
12/16/20	9482	CDJ	Bryce's Lawncare & Landscaping		400.00	
12/16/20	9483	CDJ	Bureau of Workers Compensation		61,675.00	
12/16/20	9484	CDJ	CenterGrid, LLC		346.61	
12/16/20	9485	CDJ	Luxurious Wraps, LLC		1,800.00	
12/16/20	9486	CDJ	ODACS, LLC		1,397.50	
12/16/20	9487	CDJ	Ohio Transit Risk Pool		113,910.45	
12/16/20	9488	CDJ	PERS		56,756.38	
12/16/20	9489	CDJ	Roetzel & Andress, LPA		350.00	
12/16/20	9490	CDJ	SuperFleet Mastercard Program		12,734.15	
12/17/20	CASH 12/2020	CRJ	BCRTA Items	45.00		
12/17/20	ACH 12/17/20	CDJ	Speedway SuperAmerica LLC		7,670.99	
12/18/20	0043416267	CRJ	Ohio Dept of Medicaid	1,475.00		
12/18/20	01076464	CRJ	BCRTA Items	3,000.00		
12/18/20	12/1-12/14/2020	CRJ	Farebox Receipts	2,120.39		
12/21/20	ACH 12.21.20	CRJ	Cincy Metro	293,687.00		
12/23/20	AT 12/23/2020	CDJ	Paycom		850.90	

12/24/20	0378090	CRJ	Miami University	138,301.13		
12/24/20	PRWE 12/18/20	GENJ			82,121.39	
12/24/20	PRWE 12/18/20	GENJ	#1407		262.00	
12/24/20	PRWE 12/18/20	GENJ			14,457.59	
12/24/20	PRWE 12/18/20	GENJ	#1406		305.03	
12/24/20	PRWE 12/18/20	GENJ	#1408		23.08	
12/29/20	28958	CRJ	BCRTA Items	2,860.00		
12/29/20	9491	CDJ	American Public Transit Ass.		8,000.00	
12/29/20	9492	CDJ	Cintas Corporation		4,086.37	
12/29/20	9493	CDJ	Cornett's Pressure Cleaning		2,030.00	
12/29/20	9494	CDJ	Dinsmore & Shohl LLP		358.80	
12/29/20	9495	CDJ	Fuller Ford		233.27	
12/29/20	9496	CDJ	Karcher North America, Inc		5,580.67	
12/29/20	9497	CDJ	M&M Cleaning		820.00	
12/29/20	9498	CDJ	Millennium Business Systems		324.85	
12/29/20	9499	CDJ	Mobilcomm		180.00	
12/29/20	9500	CDJ	Ohio Deferred Compensation		670.00	
12/29/20	9501	CDJ	Verizon Wireless		133.67	
12/29/20	0043447350	CRJ	Ohio Department of Transportati	3,834.00		
12/29/20	037441	CRJ	SELF	30.00		
12/29/20	01077018	CRJ	BCDD Master Billing	283.50		
12/29/20	01076657	CRJ	Butler County Veterans Service	4,861.50		
12/29/20	9502	CDJ	Tristate Cleaning		500.00	
12/29/20	9491V	CDJ	American Public Transit Ass.	8,000.00		
12/30/20	914764	CRJ	BCRTA Items		400,000.00	
12/31/20	12/31/20	GENJ	Service Charge		3.00	
			Current Period Change	718,674.95	933,106.93	-214,431.98
12/31/20			Ending Balance			113,648.77

**Savings - PNC (National City)**

12/1/20			Beginning Balance			8,232.90
12/4/20	PP CC 11/30/202	CRJ	BCRTA Items	98.74		
12/4/20	PP 11/30/2020	CRJ	Farebox Receipts	84.63		
12/31/20	12/31/20	GENJ	Interest Income	0.24		
12/31/20	12/31/20	GENJ	Service Charge		2.80	
12/31/20	CC 12/31/20	CRJ	Farebox Receipts	2,396.10		
			Current Period Change	2,579.71	2.80	2,576.91
12/31/20			Ending Balance			10,809.81

**Savings - PNC Bank**

12/1/20			Beginning Balance			2,194,172.12
12/30/20	914764	CRJ	BCRTA Items - to Savings	400,000.00		
12/31/20	12/31/20	GENJ	Interest Income	56.41		
			Current Period Change	400,056.41		400,056.41
12/31/20			Ending Balance			2,594,228.53



**BCRTA**  
**Balance Sheet**  
**December 2020**

**Assets**

Current Assets		*Other Assets		
Checking - PNC	113,648.77	Net Pension Asset	31,779.00	
Savings - PNC	10,809.81	Deferred Outflows-Pensions	872,741.00	
Savings - PNC	2,594,228.53	Deferred Outflows-OPEB	573,460.00	
Bid Deposit	-			
M&S Inventory	39,635.02			
Petty Cash	1,000.00	Property & Equipment		
Accounts Receivable	1,038,496.86	Vehicles	12,173,487.01	
Prepays	179,247.56	Buildings & Land	2,724,804.53	
		Furniture & Equipment	1,068,841.45	
		Amenities & Misc.	63,008.89	
		WIP-Technology Upgrade	60,000.00	
		Accum. Depr.	(7,523,027.11)	
	<u>3,977,066.55</u>		<u>10,045,094.77</u>	Total Assets
				<u>14,022,161.32</u>

**Liabilities & Equity**

Current Liabilities		*Long-term Liabilities		
Accounts Payable	199,536.33	Net Pension Liability	3,955,112.00	
Payroll Payables	97,498.87	Net OPEB Liability	2,816,803.00	
Other Payables	-	Deferred Inflows-Pensions	853,338.00	
Accrued PTO	115,289.82	Deferred Inflows-OPEB	413,645.00	
Reserve ACA Fines	125,182.51			
FTA Vehicle Funds	68,131.00	Equity		
Future Match Funds	6,249.99	Balance Equity	2,861,645.23	
Unearned Tickets	27,426.00	Federal & State Capital	13,781,831.00	
		Local Capital	89,410.00	
		Retained Earnings	(10,432,142.87)	
		Net Income	(956,794.56)	
	<u>639,314.52</u>		<u>13,382,846.80</u>	Total Liabilities
				and Capital
				<u>14,022,161.32</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**

December 2020

Current Assets	3,977,066.55
Current Liabilities	<u>(639,314.52)</u>
<b>Available Funds</b>	<b>3,337,752.03</b>

**Board Reserves**

Local Share Grant Obligations		
OH-2018-021-00	680,236.00	
FFY Pending Federal	91,610.50	
Oxford Facility Match Pledge	200,000.00	
Less Projected Local Match	<u>(478,974.00)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	492,872.50	
FTA Grants	492,872.50	Match Required
Working Capital Funds (2 Mths.)	999,364.63	
Capital Replacement Funds	1,182,882.40	2020 - 2024 Local Share of Projects Not Yet on Grants
Contingency Funds	<u>-</u>	
<b>Total Board Reserves</b>	<b>2,675,119.53</b>	
<b>Non-Restricted Funds</b>	<b>662,632.50</b>	

**Fiscal Year 2020**

<b>Account ID</b>	<b>Account Description</b>	<b>Amount</b>	<b>% Cat.</b>	<b>Amount</b>	<b>% of Total</b>	<b>% of Total</b>
<b>Revenues</b>						
Passenger Fares	Cash Fares - Commuter Route	631.68	0.6%			0.0%
	Cash Fares - Demand Response	83,112.21	83.8%			1.2%
	Cash Fares - Fixed Route	16,361.35	16.5%			0.2%
	Farebox Over/Short & NS Fees	<u>(869.76)</u>	-0.9%	99,235.48	1.5%	0.0%
Contract Services	Contract Fares - BCDD	3,024.00	2.3%			0.0%
	Contract Fares - BCVS	114,431.30	85.3%			1.7%
	Contract Fares - Medicaid	<u>16,675.00</u>	12.4%	134,130.30	2.0%	0.2%
Other Transit Revenue	Other Transit Revenue	<u>1,627,400.52</u>	100.0%	1,627,400.52	24.2%	24.2%
Mgt./Cons. Services	Management & Consulting	214,620.00	100.0%			3.2%
	Other	<u>-</u>	0.0%	214,620.00	3.2%	0.0%
Interest & Other	Interest Income	2,593.39	1.5%			0.0%
	Gain on Sale of Assets	14,024.00	8.2%			0.2%
	Other Non-Transit Revenue	<u>153,847.90</u>	90.3%	170,465.29	2.5%	2.3%
Local Funding	Community Contributions	1,324,456.26	70.2%			19.7%
	Agency Contributions	43,572.01	2.3%			0.6%
	Business Contributions	-	0.0%			0.0%
	Other Contributions	-	0.0%			0.0%
	SORTA Funding Trade	224,823.00	11.9%			3.3%
	SORTA True-up Credit PY	<u>293,687.00</u>	15.6%	1,886,538.27	28.1%	4.4%
State Funding	State Operating Assistance	360,000.00	98.0%			5.4%
	State E&D Assistance	<u>7,445.00</u>	2.0%	367,445.00	5.5%	0.1%
Federal Funding	Federal Operating Assistance	447,391.00	20.1%			6.7%
	Federal Operating Assistance-CARES	1,320,646.00	59.5%			19.7%
	Federal Prev. Maint. Asst.	208,533.00	9.4%			3.1%
	Federal Mobility Mgt Asst.	54,336.00	2.4%			0.8%
	Federal ADA Assistance	59,302.00	2.7%			0.9%
	Other Federal Assistance (5310)	<u>130,504.00</u>	5.9%	2,220,712.00	33.0%	1.9%
				<u>6,720,546.86</u>		

<b>Account ID</b>	<b>Account Description</b>	<b>Amount</b>	<b>% Cat.</b>	<b>Amount</b>	<b>% of Total</b>	<b>% of Total</b>
<b>Expenses</b>						
	Administration			1,275,903.21	20.8%	
	Operations			4,125,601.77	67.4%	
	Maintenance			<u>718,366.36</u>	11.7%	
				6,119,871.34		
	Income			6,720,546.86		
	Operating Expenses			<u>6,119,871.34</u>		
	Gain (Loss)			600,675.52		
	Depr. Exp. Veh. & Equip.	1,172,556.97	75.3%			
	Depr. Exp. Buildings	149,410.12	9.6%			
	Depr. Exp. Furn. & Equip.	228,983.30	14.7%			
	Depr. Exp. Amenities & Misc.	<u>6,519.69</u>	0.4%	1,557,470.08		
				<u>20%</u>		
	Assumed Local Share			311,494.02		
	Gain (Loss) with Local Share of Depr.			289,181.50		

**Fiscal Year 2020**

<b>Account ID</b>	<b>Account Description</b>	<b>Amount</b>	<b>% Cat.</b>	<b>Amount</b>	<b>% of Total</b>	<b>% of Total</b>
<b>Expenses</b>						
Wages	Operator Wages	1,576,732.75	58.0%			25.8%
	Dispatch Wages	221,027.21	8.1%			3.6%
	Scheduling Wages	53,434.73	2.0%			0.9%
	Supervisor Wages	55,332.24	2.0%			0.9%
	Admin. Wages	412,841.09	15.2%			6.7%
	Operations Wages	165,998.45	6.1%			2.7%
	Vehicle Maint. Wages	203,425.93	7.5%			3.3%
	Facility Maint. Wages	26,526.84	1.0%			0.4%
	Vehicle Cleaning	3,971.91	0.1%	2,719,291.15	44.4%	0.1%
Fringes	Paid Time Off	394,637.53	20.4%			6.4%
	PERS	414,384.28	21.4%			6.8%
	PERS-NPL/OPEB Adj	841,113.00	43.4%			13.7%
	Medicare	47,152.37	2.4%			0.8%
	Medical Ins. Allowance	35,640.00	1.8%			0.6%
	Unemployment	32,097.64	1.7%			0.5%
	Workers Comp.	71,630.99	3.7%			1.2%
	Other Paid Absences	101,614.04	5.2%	1,938,269.85	31.7%	1.2%
Services	Ad./Mkt. Services	38,045.37	8.7%			0.6%
	Professional Consulting Svc	13,741.34	3.1%			0.2%
	Legal / Attorney Services	13,930.60	3.2%			0.2%
	Financial / Audit Services	40,524.48	9.3%			0.7%
	Physicals, Medical & Testing	26,198.65	6.0%			0.4%
	CM - Revenue Veh.	111,453.77	25.5%			1.8%
	CM - Facilities	48,305.06	11.0%			0.8%
	CM - Equipment	136,773.05	31.2%			2.2%
	CM - Other	1,536.97	0.4%			0.0%
	Facility Cleaning	7,018.36	1.6%			0.1%
	Uniform Cleaning	351.95	0.1%	437,879.60	7.2%	0.0%
Materials & Supplies	Fuel	235,301.76	56.6%			3.8%
	Oil/Lube/Coolant	4,107.46	1.0%			0.1%
	Tires	22,460.01	5.4%			0.4%
	Veh. Parts	62,526.64	15.0%			1.0%
	Custodial Tools, Supplies & Eq	831.59	0.2%			0.0%
	General Office Supplies	11,318.43	2.7%			0.2%
	Other Materials & Supplies	73,475.78	17.7%			1.2%
	Freight & Allowances	-	0.0%			
	Passenger Info. Materials	5,963.41	1.4%	415,985.08	6.8%	0.1%
Utilities	Electricity	24,733.62	28.7%			0.4%
	Natural Gas	8,456.54	9.8%			0.1%
	Water & Sewer	1,894.66	2.2%			0.0%
	Waste Collection	2,641.32	3.1%			0.0%
	Communications	48,327.84	56.2%	86,053.98	1.4%	0.8%
Insurance	Premiums - Pub. Liab. & Prop.	163,646.84	74.3%			2.7%
	Recovery - Pub. Liab. & Prop.	(37,751.81)	-17.1%			-0.6%
	Premiums - Other Corp. Ins.	94,476.27	42.9%	220,371.30	3.6%	1.5%
Purchased Trans.	BCRTA Purchased Trans.	-	0.0%			0.0%
	CS-SORTA - West Chester	263,747.00	117.3%			4.3%
	CS-SORTA - NTD Credit	(38,924.00)	-17.3%			-0.6%
	CS-SORTA - True Up Credit	-	0.0%	224,823.00	3.7%	0.0%
Misc. Items	Dues & Subscriptions	18,385.85	23.8%			0.3%
	Travel	622.49	0.8%			0.0%
	Training	20,966.98	27.2%			0.3%
	Meetings	7,714.84	10.0%			0.1%
	Classified Advertising	6,868.58	8.9%			0.1%
	Promotional Advertising	4,654.30	6.0%			0.1%
	Finance Charges	329.55	0.4%			0.0%
	ACA Fines/Assesments	9,689.19	12.6%			0.2%
	Other Misc. Items	7,965.60	10.3%	77,197.38	1.3%	0.1%
				6,119,871.34		

# METRIC DASHBOARD

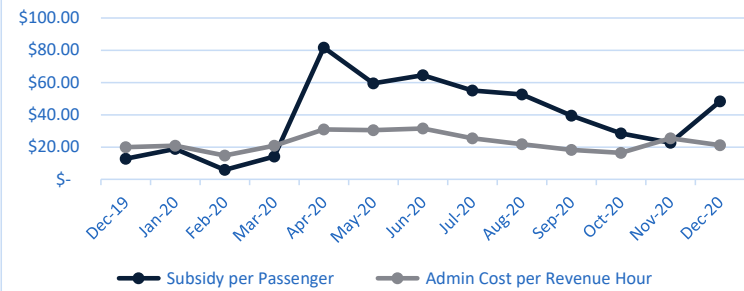
December 2020

## Leveraging Competitive Funding & Partnerships

Average Fleet Age

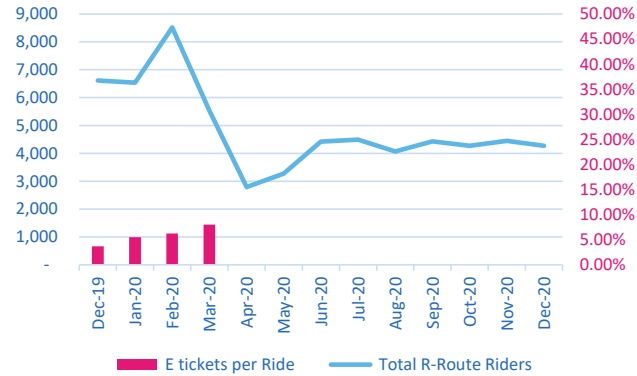
**3.35**

Since Last Month (0.10) -2.99%  
Since Last Year (0.65) -19.40%



## Enhancing Connectivity

Fixed Route EZfare Rides / Total Rides



BGO App Rides/Total BGO Rides

**29.51%**

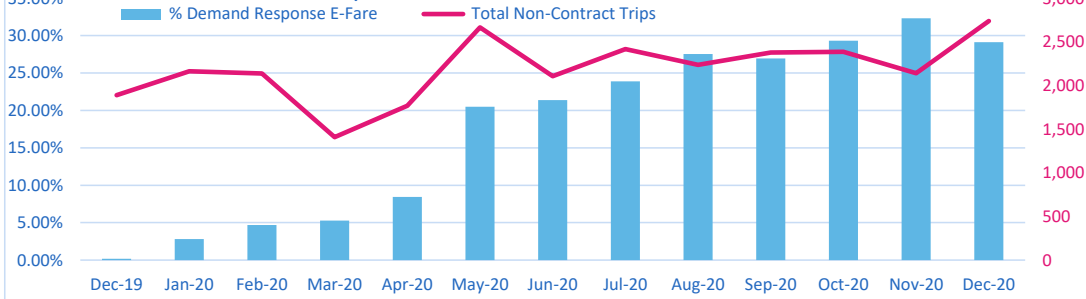
Since Last Month -1.95% -6.62%  
Since Last Year 28.66% 97.13%

BGO App Downloads/Ride

**5.22%**

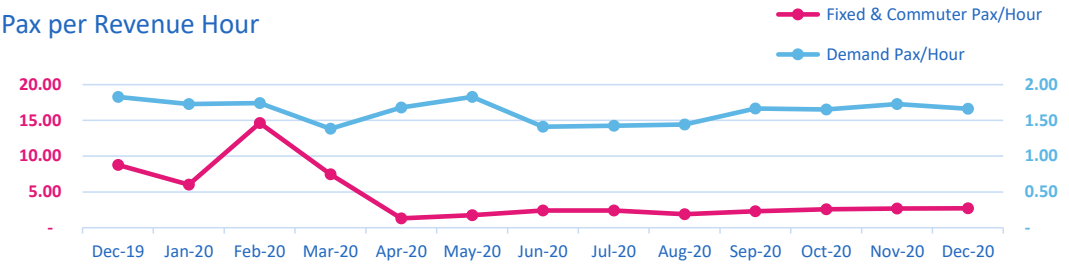
Since Last Month -4.03% -77.24%  
Since Last Year 4.48% 85.81%

BGO Efare / Total BGO Fares

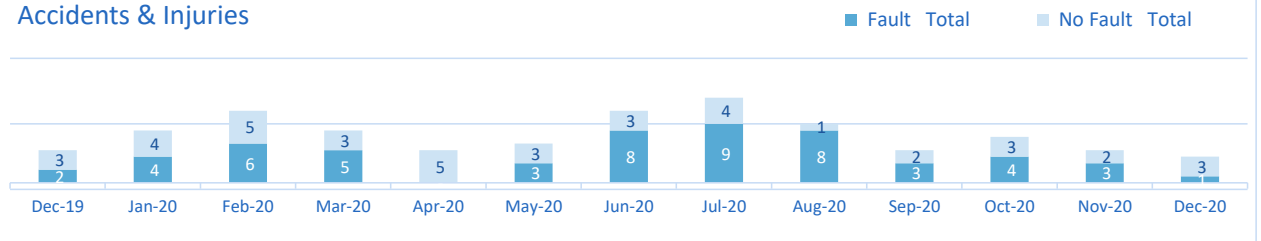


## Improving Mobility & Eliminating Barriers

Pax per Revenue Hour



Accidents & Injuries



Operator Headcount/Revenue Hours

**0.01681**

Since Last Month 0.00524 31.18%  
Since Last Year 0.00274 16.29%

Denials & Refusals/Total BGO

**1.21%**

Since Last Month -2.72%  
Since Last Year -2.24%

## Supporting Employers

42X Park & Ride Total Trips

**0**

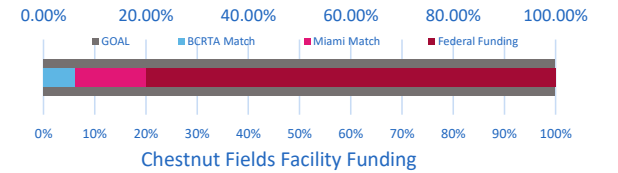
Since Last Month -  
Since Last Year (7,364)

BGO Employment Trips

**1,297**

Since Last Month 263 20.28%  
Since Last Year 395 30.45%

## Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

**669**

## Director's Notes – February 2021

### A. Metrics & Service

#### 1. Miami University Service Levels

BCRTA has launched near full service at Miami University. Staff also negotiated a deal with MU to provide quarantine and isolation transportation due to COVID 19. BCRTA is providing about 22 trips per week currently.

#### 2. Vaccination Trips

BCRTA is discussing, internally, the capability to provide services to mass vaccination sites if need develops. Although BGo is currently available for \$5.00 to potential sites, staff is evaluating sites that may not be located on free fixed routes. Currently the County is only supporting drive-through sites which present logistical issues for transit riders.

#### 3. 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. The solar-powered real-time sign was installed early in February. If the pilot is successful, staff will investigate a rollout at other high volume stops throughout the county.



### B. Staffing & Facility

#### 1. Staffing

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

### C. Planning

#### 1. Safety & Security

For visitors and staff, please note that BCRTA expects to have a contractor onsite installing the new automatic pivot gates with access control at the Moser Court entrance beginning in late January through February. Traffic will be interrupted

## Director's Notes – February 2021

intermittently for two weeks. The final project will greatly improve security at the Moser Court facility.

### 2. Marketing & Advertising

At the direction of the Board, staff have added marketing funds to the 2021 budget to address the education, advertising and outreach regarding free fixed routes services and the availability of BCRTA services. Staff anticipate bringing a third-party advisor/agency on to help address these needs in the most efficient manner. Staff are currently pricing options and trying to develop a scope that fits with BCRTA's budget.

Look for the launch of BCRTA's first video campaign on free fares around "Ohio Loves Transit Week," February 8-12, 2021

Staff will also begin providing a Marketing and Outreach Update at the regular board meetings as needed.

### 3. Transit Studies

City of Middletown and Middletown Transit (MTS) are presently engaged with WSP to provide a transit study evaluating some novel transit solutions and also examining existing routes and hub locations. BCRTA is also assisting. Staff expect a completed report by Q2 2021.

John Gardocki, Planning & Special Projects Manager, is working with staff to prepare a scope for a transit study to examine BCRTA R routes and other services to identify efficiencies and unmet needs in the system. A contract to examine and prepare changes in the system may result, subject to Board approval and public comment.

### 4. 42X

BCRTA has executed an agreement with SORTA to reintroduce 42X service beginning March 8, 2021. BCRTA did receive a cash return of \$293,687 for services not operated in 2020.

Complaints and demand for 42X service continue to be low. BCRTA is currently making BGo rides available to 42X riders affected by the service change. A very limited numbers of reservations have been made.

Staff are recommending a new strategy to provide Cincinnati commuter service beginning in 2022. City of Middletown now has funding for commuter buses on a grant and City leadership has approved the plan concept. Mr. Dutkevicz presented to Middletown City Council in early December. Responses were positive. City Council will still need to approve bus purchases.

In addition to purchasing vehicles and hiring operators, BCRTA will need to undertake branding and outreach efforts on behalf of the City and address infrastructure needs at the Moser Court facility including parking and traffic flow.

## Director's Notes – February 2021

### 5. Chestnut Street Multimodal Station

BCRTA released an RFP/Q for A&E services for this project on September 1, 2020. The BCRTA Board of Trustees approved award of the contract in November. Staff are presently negotiating with the highest ranked proposer, RL Bowen & Associates. Negotiations should conclude and work begin in February 2021.

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

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

BCRTA expects to have a conceptual design by mid Q2 2021 which will allow BCRTA and Miami to move forward with land agreements that include legal descriptions. BCRTA is still working with the Talawanda School District to determine needs of the district and whether they will participate in a portion of the project. BCRTA and the District have tentatively set end of Q1 to make determinations and commitments to move forward. BCRTA may provide some creative proposals to engage Talawanda, improve the project and ease financing for the partners.

## D. Outreach & Communications

### 1. American Public Transportation Association (APTA)

BCRTA has rejoined APTA after many years not participating in the association. APTA lobbies on behalf of the industry and provides a wealth of training and development opportunities for staff as well as trustees. Trustees interested in receiving an APTA account may speak with Matt.

### 2. StreetSpark Partnership

BCRTA's partnership with StreetSpark and the Fitton Center continues to move forward. BCRTA and Fitton Center have scheduled a launch event for February 12, 2021.

### 3. BGo Awareness Campaign

BCRTA staff will be implementing a direct mail campaign this spring to increase awareness of the BGo program. City of Oxford supported portions of City mailings financially and created the local match to draw grant funds that support additional county-wide mailings. The campaign was originally planned for fall but pushed back due to pandemic and limited staffing.

### 4. 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 isolated outbreaks. Administrative staff continues to work from home with alternating days in the office to reduce cross-over exposure and protect business continuity.



## Director's Notes – February 2021

BCRTA has been working recently with the County and BCVSC to transport suspect positive cases of COVID 19 while following all prescribed protocols to mitigate disease transmission.

Staff have been unable to coordinate with local health departments regarding vaccines for employees. Since Governor DeWine broke with CDC recommendations and excluded essential transit workers from phase 1b, local health officials seem uninterested in speaking or planning to vaccinate BCRTA staff. BCRTA has shared information regarding vaccinations for those over 65 with relevant employees in an effort to help individual employees and get the word out. Mr. Dutkevicz sent a letter to the Governor at the request of the Ohio Public Transit Association summarizing this concern.

### E. Funding & Discretionary Grant Availability

#### 1. CRRSAA

The latest pandemic funding legislated in late December did provide an additional nearly \$42M to the Cincinnati urbanized area. However, legislation provided a cap for total CARES and CRRSAA funds that cannot exceed 75% of 2018 operating expenses for the urbanized area. BCRTA is discussing with regional partners the eligibility of BCRTA to receive funds. FTA has indicated a requirement that these funds be used for staffing and operations, not capital. FTA is also encouraging agencies to spend the dollars very promptly.

#### 2. 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.

BCRTA riders recently completed a survey as part of this program. The survey indicated that BCRTA riders tend to be more employed, but also more underbanked than the other transit system riders throughout the state. 20% of respondents reported being "unbanked."

#### 3. ODOT Funding

ODOT calls for projects will be available soon in addition to urban funding apportionments. BCRTA expects to seek funding for new Spooky Nook service in addition to local funding for the planned ITS project. BCRTA will encourage MTS to seek additional vehicles for the proposed commuter service.

## Director's Notes – February 2021

4. **TABC - Enhanced Mobility of Seniors & Individuals with Disabilities (5310)**  
TABC will seek a 5310 grant to expand the Mobility Management program this year. 5310 projects are eligible for 100% funding this year due to CRSSAA.

### F. On the Horizon ...

1. **Code of Conduct**

Operations staff are in the process of drafting a passenger code of conduct to address limited issues associated with loitering, hygiene, and courtesy. Staff expect to implement a policy before yearend.

2. **Strategic Plan Roadblocks**

Staff are anticipating some roadblocks or stoppers in some items listed on the latest strategic plan related to hiring drivers. The recent wage increase is helping but still not making BCRTA jobs competitive enough with the rest of the offerings available.

Staff will begin investigating other potential solutions including health insurance, and wage benchmarking as well as associated financial outcomes.

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

- a) BCRTA Short Range Planning Study
- b) Marketing/Advertising Support
- c) Mobile Communication Solution
- d) IT Services – Expires 3/31/21
- e) Intelligent Transportation Solution (CAD/AVL, Pax Info, & Pax Counting)
- f) Commuter Coach Purchase on behalf of MTS
- g) Small Bus Purchase x13
- h) Moser Court Landscape Repair/Replace & Annual Service

# Director's Notes – February 2021

## Strategic Vision 2025

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

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

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

Enhance connectivity with constituents by leading in the implementation of new transit tech (onboard Wi-Fi tools).

- Test and expand onboard WIFI where possible
- Implement onboard validation for EZfare
- ~~Expand BGO app service~~
- ~~Launch new & updated website~~
- Expand use of real-time info signs and kiosks

Improve mobility access and eliminate barriers to ridership, especially for riders who may be elderly or have disabilities.

- ~~Reduce DR fares to \$5.00~~
- Make peak BGO service available
- Hire operators to address demand
- ~~Relocate customer service closer to riders~~
- Pursue payment options for unbanked
- ~~Consider free fixed route fares~~

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

- Evaluate existing R routes for effectiveness and reallocate to improved frequency or BGO as necessary
- Solicit BGO services in employer-dense areas.
- Evaluate options for Spooky Nook connectivity
- Address Butler/Warren connection in Monroe

Develop multimodal infrastructure and wayfinding to create seamless user experiences.

- Accelerate completion/progress for Oxford Multimodal facility
- Improve Hamilton/Warren County connectivity for fixed route and ADA
- ~~Eliminate paper transfers~~
- Address Transit Center convenience and utility (Hamilton, Oxford, Middletown)
- Improve regional connections with commuter service, rail, interurban bus, rideshare, bikeshare, scooters



**Levin.**  
PUBLIC SERVICE. LEADERSHIP. CHANGE.



February 9, 2021

Cleveland State University's Levin College has just completed the first wave of interviews on implementing the automated no-touch EZFare transit payment system at public transit authorities in Ohio. The project is funded by a 3-year Federal Transportation Administration IMI grant.

The research looks at determining the effect of EZFare on the quality of life of transit riders, including but not limited to determining the number of trips to work, medical, shopping, worship, etc. We also inquire about travel modes, COVID-19, and about overall life satisfaction. We also consider the effectiveness of contactless EZFare smart cards to prevent the spread of COVID-19, and to minimize customer interaction. We are especially interested in under-banked and low-income transit users.

The project is led by Professor Robert (Roby) Simons and a team of CSU students and colleagues, being supported by steering committee comprised of NEORide transit partners in developing and vetting surveys, and in accessing transit customers. 11 Ohio-based transit agencies are participating and BCRTA is the fifth agency to be surveyed. Once it is fully underway, the data set should include over 1,500 participants, re-surveyed (panel-study) every six months, over two years.

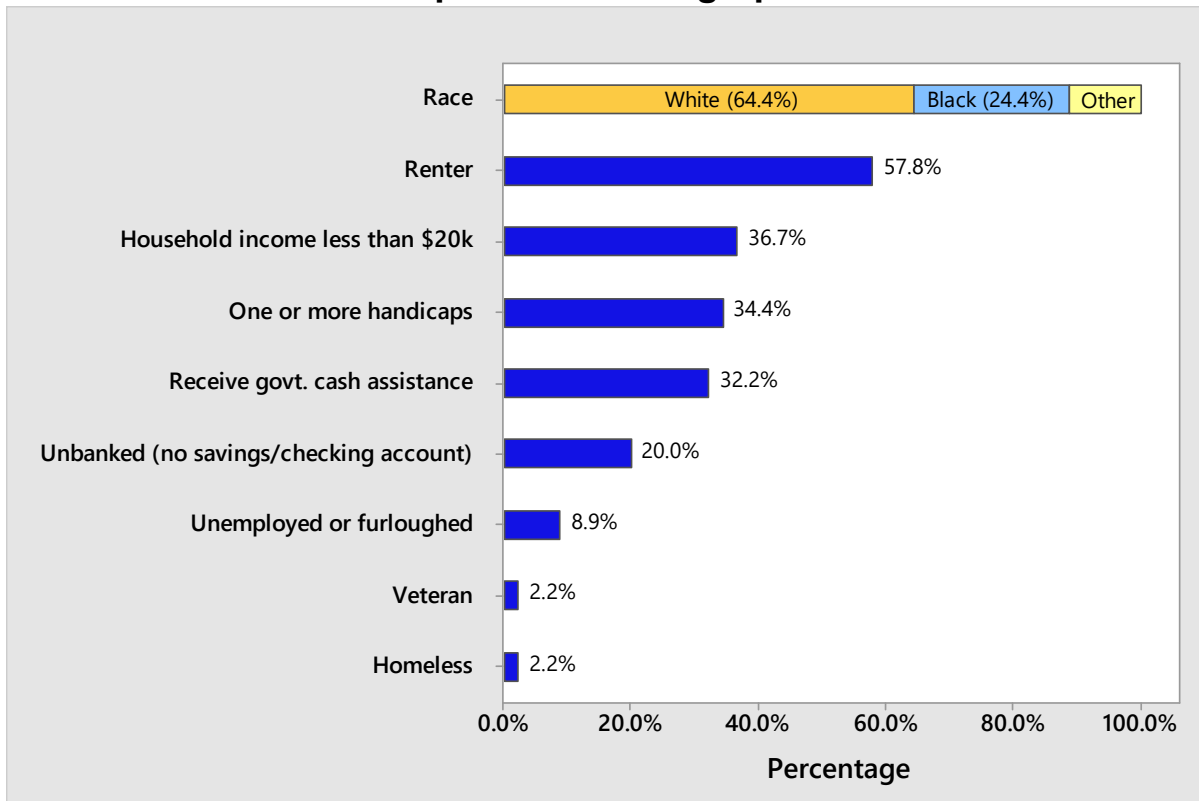
### **BCRTA results**

A total of 90 people successfully finished the survey during February 2021, which took an average of 15 minutes to complete online. 36% paid with cash and 11% used an EZFare app. 77% of respondents reported having access to the internet, while 97% reported having access to a cell/smart phone. This initial baseline survey was administered before EZFare touchless fare validators were installed on BCRTA buses, but the survey does include pre-and-post COVID-19 questions.

### **Who took the survey**

The survey focuses on low-income riders, of which 20.0% were unbanked, meaning they have neither a savings nor a checking account. 34.4% had a disability, and 8.9% were unemployed. 2.2% were veterans and 2.2% were homeless.

### **Respondent Demographics**



### **EZFare: early impressions**

100% of respondents who used EZFare believed that purchasing fare was easier and took less time, and also that boarding transit took less time, since they started using the app.

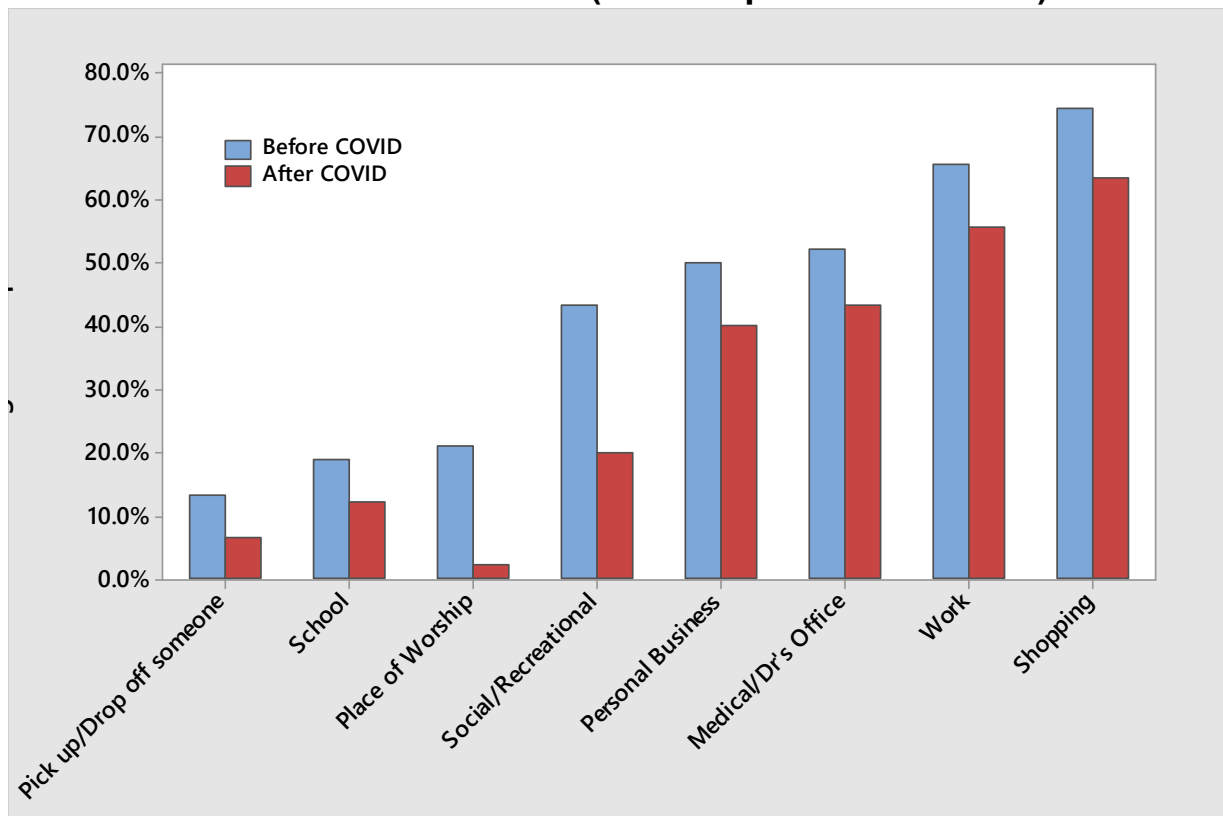
## **COVID-19: ridership patterns before and after the pandemic**

Respondents made 16 one-way trips per week across all travel modes before COVID compared to 10 trips after the pandemic started.

18% of respondents reported riding BCRTA every day during a typical week before COVID compared to 12% after the onset of the pandemic.

Travel to all destination types decreased among the survey respondents after the onset of COVID.

### **Where did respondents travel to during the week before and after COVID (all transportation modes)?**



About 42% of transit riders were moderately or extremely concerned about catching COVID from other passengers. 13% of respondents were not concerned at all about catching COVID.

**Quality of Life & COVID: increase in life satisfaction while decrease in feeling connected to community.**

77% of survey takers said they felt general satisfaction with their life before COVID, while 82% said they felt this way after COVID, an increase of 5 percentage points.

73% of survey takers said they felt connected to their community before COVID, while 66% of survey takers said they felt this way after COVID, a decrease of 7 percentage points.

**The next BCRTA survey is planned for August 2021.**

Questions? Dr. Simons can be reached at [r.simons@csuohio.edu](mailto:r.simons@csuohio.edu).

*This research is funded through a Federal Transit Administration Integrated Mobility Innovation research grant*

# Workplace Strength Survey Summary 2020

February 2021



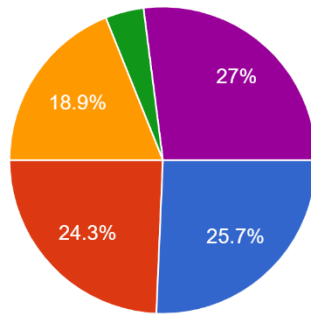
	2019 Score	2020 Score	Δ	Δ%
I know what is expected of me at BCRTA.	4.18	4.30	0.12	2.86% ↑
I have the training, materials and equipment I need to do my work correctly and safely.	4.19	4.31	0.12	2.91% ↑
At BCRTA, I have the opportunity to do what I do best every day.	4.28	4.46	0.18	4.25% ↑
In the last seven (7) days, I have received recognition for doing a job well done.	3.12	3.14	0.01	0.41% →
My supervisor seems to care about me as a person.	4.27	4.05	(0.21)	-4.98% ↓
Someone at BCRTA encourages my professional development.	3.64	3.70	0.06	1.60% →
My opinions count at BCRTA.	3.27	3.05	(0.21)	-6.51% ↓
The mission/purpose of BCRTA makes me feel that my job is important.	4.00	3.88	(0.12)	-3.04% ↓
My co-workers are committed to doing quality work.	3.88	3.80	(0.08)	-2.08% →
I have a best friend at BCRTA.	2.91	3.09	0.18	6.30% ↑
In the last six months, someone from BCRTA has talked with me about my progress.	3.30	3.23	(0.07)	-2.13% →
This last year, I have had the opportunity to learn and grow at BCRTA.	3.57	3.64	0.07	1.92% →
<b>TOTAL</b>	<b>3.72</b>	<b>3.72</b>	<b>0.00</b>	<b>0.00%</b> →



# Health Insurance

If BCRTA offered medical benefits, would you be interested in enrolling?

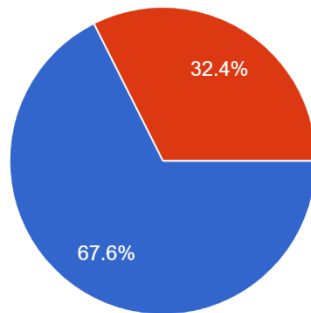
74 responses



- Yes, I need benefits AND would be willing to work FULL TIME.
- Maybe, I would like to evaluate BCRTA's offering and would be willing to work F...
- No, I have benefits that I might lose if BCRTA provided an offer of coverage..
- No, I would like benefits but I am only willing to work PART TIME.
- No, I'm not here for the benefits and offering coverage would not affect me.

If you said "yes" or "maybe," would you be willing to pay 9.5% of your paycheck for those medical benefits AND work FULL TIME?

37 responses

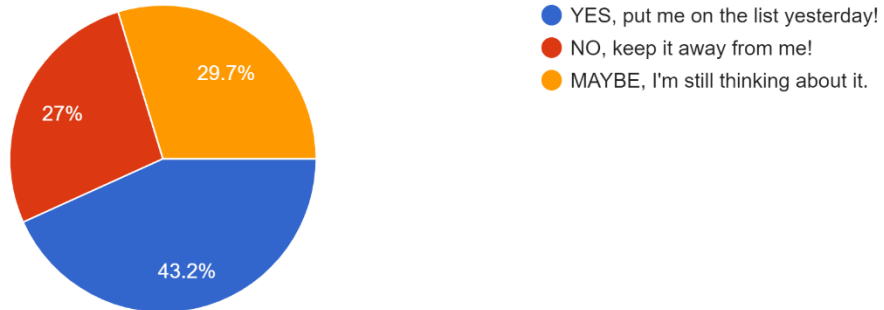


- Yes
- No

## Vaccines

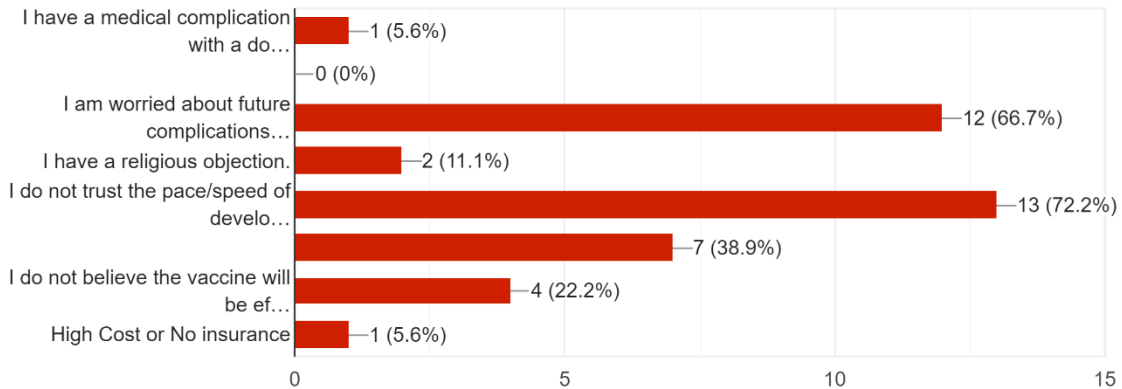
Would you like to receive a coronavirus vaccine if/when it is made available to frontline transit workers?

74 responses



Please help us understand why you are not interested in a vaccine.

18 responses



## Free Comments

### 1. Training & Recognition

- a. Find training for the cummins engines and Allison transmissions so we can get more versed in repairing the gilligs
- b. While driver/passenger safety and training are highlighted during new hire training, other aspects of training seem to be lacking. Example, as a newer employee, I had no idea as to how to report on vehicle maintenance issues upon returning to the hub and beyond driver precheck, where to find necessary vehicle supplies when there is no maintenance personnel on premises, i.e. vehicle fluids.
- c. Still training. Training has been great
- d. We simply need more drivers. I think it is up to you to figure out why they aren't staying past the ridiculous training period. We all know why we can't keep or get CDL drivers. The pay for them is an insult. But if you stick it out, and pay your dues, this job can be an easy and entertaining endeavor. To sum it up, we are in desperate need of more bodies.
- e. There needs to be more incentives given for a job well done, like gift cards or something to acknowledge that person did something good

### 2. Wages, Healthcare & Benefits

- a. Insurance question should probably just be deleted because I've heard they ask that question every year for about the past 10 years now on this and still no insurance.
- b. Good pay, great equipment to work with, overall good place work.
- c. I would need to know the quality of the insurance for the price
- d. If you want more cdl drivers offer at least 2 more dollars on the hour because its more responsibility why should anyone get their call if they get paid the same as driving a cut away
- e. Make affordable health care an option for those interested
- f. Drivers would be more ingaged with benefits, they would not have to worry how to pay for health care and wouldn't be searching for another position that provides health care

### 3. Communication

# Workplace Strength Survey Summary 2020

February 2021



- a. Communication needs to improve drastically. The Customers/ media knows before drivers
  - b. Interdepartmental communication, solidarity and cooperation need improvement, it would seem.
  - c. Treat your long time employees better with their medical condition
4. Safety
- a. While I feel our vehicles are operationally safe, but for those who are curb to curb, the tablet mountings are located in such a way that you cannot keep focused on the road when viewing the tablet off to your right as you drive. I would like to see them mounted more closely to the on board controls, or even on the dash, enabling the driver to keep the road in better view.
5. Schedules & Hours
- a. BCRTA has been very flexible in terms of meeting my part time needs in regards to hours, days, and shift schedule. I am truly thankful for the way you all work with us
  - b. I wish there were more schedule options available, when we bid, better choice of hours and which hub to work from.
6. Uncategorized
- a. Unfortunately answering this question would likely break the anonymity of the other questions. Since specifics are important to this kind question it is unfortunate that it wasn't its own separate questionnaire.
  - b. Make sure all employees are on the same level when it comes to doing their job, and it not falling all on other people. And if it is reported to a supervisor that it is followed up on. No fluffing off on it by them either
  - c. I'm a very proud employee love my job and co workers and supervisors! Everyone makes my job easier. Any time i need help with any situation i know i can count on my team!! Thanks BCRTA for all you do!
  - d. I am completely satisfied!
  - e. All Drivers should take their job more seriously, not just a pay check
  - f. Allow for excused absences to be approved long in advance, so as to help employees plan for family trips/upcoming life events a bit better.

## BCRTA Resolution No. 2021-02-01

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### **Authorizing the Butler County Regional Transit Authority (BCRTA) to Participate in the State of Ohio Cooperative Purchasing Program.**

**Whereas** Ohio's Cooperative Purchasing Act. (AM. Sub. H.B. No. 100), as signed into law on December 4, 1985; and

**Whereas** effective March 6, 1986, Ohio's Cooperative Purchasing Act provides the opportunity for counties, townships, municipal corporations, regional transit authorities, regional airport authorities or port authorities, school districts, conservancy districts, township park districts and park districts and other authorities, to participate in contracts distributed by the state of Ohio, Department of Administrative Services, Office of Cooperative Purchasing for the purchase of supplies, services, equipment and certain materials; now therefore,

**Now therefore, be it resolved by the Butler County Regional Transit Authority Board of Trustees:**

Section 1. That the BCRTA EXECUTIVE DIRECTOR hereby requests authority in the name of the BCRTA to participate in state contracts which the Department of Administrative Services, Office of State Purchasing has entered into and the Office of Cooperative Purchasing has distributed for the purchase of supplies, services, equipment and certain other materials pursuant to Revised Code Section 125.04.

Section 2. That the BCRTA EXECUTIVE DIRECTOR is hereby authorized to agree in the name of the BCRTA to be bound by all contract terms and conditions as the Department of Administrative Services, Office of Cooperative Purchasing prescribes. Such terms and conditions may include a reasonable annual membership fee to cover the administrative costs which the Department of Administrative Services incurs as a result of BCRTA participation in the contract. Further, that the BCRTA EXECUTIVE DIRECTOR does hereby agree to be bound by all such terms and conditions and to not cause or assist in any way the misuse of such contracts or make contract disclosures to non-members of the Coop for the purpose of avoiding the requirements established by ORC 125.04.

Section 3. That the BCRTA EXECUTIVE DIRECTOR is hereby authorized to agree in the name of the BCRTA to directly pay the vendor, under each such state contract in which it participates for items it receives pursuant to the contract, and the BCRTA EXECUTIVE DIRECTOR does hereby agree to directly pay the vendor.

Adopted this 17<sup>th</sup> day of February, 2021.

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President, BCRTA Board of Trustees

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Executive Director

## BCRTA Resolution No. 21-02-02

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### **Authorizing the BCRTA Executive Director to Execute a Contract for Uniform Rental Services through Participation in the State of Ohio Cooperative Purchasing Program.**

**Whereas** the 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 and around Butler County, Ohio; and

**Whereas** BCRTA intends to continue the provision of high quality, local public transportation services in Butler County for the foreseeable future; and

**Whereas** the BCRTA Board of Trustees continues to support sound maintenance and operations practices that reflect the high quality of service provided by BCRTA; and

**Whereas** the BCRTA Board of Trustees approved FY2021 appropriations including operations expenses such as materials and supplies; and

**Whereas** BCRTA staff created and evaluated independent cost estimates for uniform purchase and rental services and found the State of Ohio Cooperative Purchasing Program contract with Cintas Corporation of Cincinnati, Ohio to represent the best value to BCRTA; and

**Whereas** effective March 6, 1986, Ohio's Cooperative Purchasing Act provides the opportunity for regional transit authorities to participate in contracts distributed by the State of Ohio, Department of Administrative Services, Office of Cooperative Purchasing for the purchase of supplies, services, equipment and certain materials.

**Now, therefore, be it resolved** that the BCRTA Board of Trustees hereby authorizes the Executive Director to participate in Ohio's Cooperative Purchasing Program in order to acquire Uniform Rental and Purchase Services at a cost of \$49,276 per year plus a 10% contingency at a not to exceed amount of \$271,015 during a maximum five (5) year term subject to review of legal counsel. Be it further resolved that the BCRTA Board of Trustees authorizes the Executive Director to take all actions necessary to enact this resolution.

Adopted this 17<sup>th</sup> day of February 2021.

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Board President, BCRTA

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Executive Director, BCRTA

## BCRTA Resolution No. 21-02-04

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### Authorizing the Executive Director to Execute a Purchase of (2) Maintenance Service Vehicles.

**Whereas** the 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 and around Butler County, Ohio; and

**Whereas** BCRTA intends to continue the provision of high quality, local public transportation services in Butler County for the foreseeable future; and

**Whereas** the BCRTA Board of Trustees continues to support sound maintenance practices that protect the taxpayer investment including the adoption of vehicle replacement schedules that assure consistency in the annual average age of vehicle inventories, and the replacement of vehicles once assets reach the end of their useful life; and

**Whereas** the BCRTA Board of Trustees approved FY2021 appropriations including federal and state capital grant and local match funds for capital purchases, including maintenance equipment; and

**Whereas** BCRTA was awarded \$110,000 in SFY2021 funds by ODOT to purchase at least one upgraded service maintenance vehicle; and

**Whereas** BCRTA released an Invitation for Bid (IFB) to making clear the require specifications and delivery of the required maintenance service vehicle; and

**Whereas** BCRTA received X bids and determined the XXXXXXX of XXXX, Ohio to provide the lowest responsive and responsible bid consistent with the specification.

**Now, therefore, be it resolved** that the BCRTA Board of Trustees hereby authorizes the Executive Director to execute a purchase of service agreement for for two (2) maintenance service vehicles at \$XX,XXX per vehicle plus a 10% contingency at a not to exceed amount of \$XXX,XXX. Be it further resolved that the BCRTA Board of Trustees authorizes the Executive Director to take all actions necessary to enact this resolution.

Adopted this 17<sup>th</sup> day of February 2021.

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Board President, BCRTA, Chris Lawson

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Executive Director, BCRTA, Matthew Dutkevicz

## BCRTA Resolution No. 21-02-03

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**Authorizing the BCRTA Executive Director to File Applications and Execute Contracts with the Ohio Department of Transportation (ODOT) for Fiscal Year (FY) 2022 Ohio Public Transportation Assistance Grants Including, but not limited to, the Ohio Transit Partnership Program (OTP2), the Ohio Elderly and Disabled Transit Fare Assistance Program (E&D), the Rural Transit Program (RTP/5311), Bus & Bus Facilities (5339)program, and the Urban Transit Program (UTP).**

**Whereas** the State of Ohio through its FY2022 programs has made available funds to assist public transportation systems in Ohio; and

**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** BCRTA is presently providing transit service and observing all federal and state rules regarding these programs.

**Now therefore be it resolved** that the BCRTA Executive Director is authorized to file applications and execute contracts for the FY2022 Ohio Transit Partnership Program (OTP2), Ohio Elderly and Disabled Transit Fare Assistance Program (E&D), Rural Transit Program (RTP/5311), Bus & Bus Facilities (5339)program, and the Urban Transit Program (UTP) as well as other state assistance programs that may become available to BCRTA or its partners to support public transit efforts on behalf of the BCRTA.

Furthermore, the BCRTA Board of Trustees authorizes the Executive Director to furnish such additional information as ODOT may require in connection with these applications and do all things necessary to enact this resolution.

Approved: February 17, 2021

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President, BCRTA Board of Trustees

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Matthew Dutkevicz  
Executive Director, BCRTA