

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

January 8, 2020,

11:30 AM

BCRTA Board Room: 3045 Moser Court, Hamilton, Ohio 45011

PRELIMINARY AGENDA

- I. Call to Order
- II. Approval of the October 9, 2019 meeting minutes
- III. Treasurer's Report
- IV. Action Items
 - a. None
- V. Metrics & Service Report
- VI. Director's Report
- VII. New Business
- VIII. Adjourn

Next Meeting Date: April 8, 2020 @ 11:30 AM

REMINDER: BCRTA & MTS Employee Recognition Brunch & Annual Meeting

Sunday, January 19, 2020, 1:00-3:00 p.m.

Fitton Center for the Creative Arts, 101 S Monument Ave., Hamilton, OH 45011

TRANSIT ALLIANCE OF BUTLER COUNTY

OCTOBER 9TH, 2019 Meeting Minutes

The Transit Alliance of Butler County met on Wednesday, October 9th, 2019, at 11:30 a.m. in the BCRTA Boardroom, 3045 Moser Ct, Hamilton, OH. Proper public notice was given in advance of the meeting. Ms. Christy Morris conducted the meeting.

Present: Ms. Christy Morris, President
Mr. Jeff Diver, Vice President
Mr. Chris Steed, Secretary
Ms. Lisa Guliano
Ms. Susan Cohen
Ms. Missy O'Brien
Dr. Joel Fink

Staff:
Mr. Luke Morgan, Operations Manager
Ms. Dee Weidner, Director of Finance and Administration [DBELO]
Ms. Shawn Cowen, Mobility Manager
Mr. Mark Franklin, Operations Manager, Oxford

Absent: All present

Mr. Matt Dutkevicz, Executive Director

Order of Business:

I. Call to Order

The meeting was called to order at 11:31AM. A quorum was established.

II. July 10th, 2019 minutes

Mr. Diver made a motion to approve the minutes. Ms. Cohen seconded the motion. The motion carried unanimously.

III. Treasurer's Report

No current transactions. For further information, see attached report.

IV. Action Items

- a. Ratify the Resolution for the City of Hamilton Community Development Block Grant. Discussion-According to Ms. Weidner, over 400 people from the designated low income area received assistance last year. This number is targeted to grow by an additional 125 served in the upcoming year. Mr. Diver made a motion to ratify the Resolution, and Ms. O'Brien seconded. The motion carried unanimously.

V. Governance

- a. Ratify the 2020 TABC Board meeting schedule (see attached). Mr. Steed made a motion to ratify, and Mr. Diver seconded. The motion carried unanimously.

VI. Ridership and development of the ABC Program.

- a. The ABC program continues to be helpful, but under-utilized. Additional agencies could be approached to participate, and the Board believes that this could include Governmental partners. One issue is that the reporting requirements are onerous and outdated. These reporting requirements include gathering data which is no longer useful. A new application for BCRTA will allow "Agency Portal" functions, which may be helpful in administration of funds. Ms. Cowen will approach potential ABC partners, and learn what they prefer in terms of participation. Mr. Fink and Mr. Steed will be available to Ms. Cowen as advisors.

VII. Metrics and Service Report

- a. See attached.

VIII. Director's Report

- a. See attached

IX. New Business

- a. None

X. Adjournment

- a. Mr. Diver motioned to adjourn the meeting at 12:34 pm. Ms. O'Brien seconded. The motion carried unanimously.

Christy Morris

Christy Morris (Aug 7, 2020 16:44 EDT)

Transit Alliance, Board President
Christy Morris

Chris D. Steed

Chris D. Steed (Aug 10, 2020 09:51 EDT)

Transit Alliance, Secretary
Chris D. Steed

TABC
Income Statement
For the Twelve Months Ending December 31, 2019

	Current Month		Year to Date	
Revenues				
Total Revenues	<u>0.00</u>	0.00	<u>0.00</u>	0.00
Cost of Sales				
Total Cost of Sales	<u>0.00</u>	0.00	<u>0.00</u>	0.00
Gross Profit	<u>0.00</u>	0.00	<u>0.00</u>	0.00
Expenses				
Other Materials & Supplies	\$ 0.00	0.00	\$ 577.00	0.00
Finance Charges	<u>0.00</u>	0.00	<u>33.00</u>	0.00
Total Expenses	<u>0.00</u>	0.00	<u>610.00</u>	0.00
Net Income	<u>\$ 0.00</u>	0.00	<u>\$ (610.00)</u>	0.00

The Transit Alliance has had no additional transactions since the March 2019, \$577 Tech Soup purchase and the stop payment fee related to that purchase (first check written was never recieved).

TABC
Balance Sheet
December 31, 2019

ASSETS

Current Assets		
Checking - PNC	\$	<u>8,766.25</u>
Total Current Assets		8,766.25
Property and Equipment		
Total Property and Equipment		<u>0.00</u>
Other Assets		
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>8,766.25</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Total Current Liabilities		<u>0.00</u>
Long-Term Liabilities		
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		0.00
Capital		
Retained Earnings	\$	9,376.25
Net Income		<u>(610.00)</u>
Total Capital		<u>8,766.25</u>
Total Liabilities & Capital	\$	<u><u>8,766.25</u></u>

BCRTA Metrics Report November 2019**Passengers per Revenue Hour**

BCRTA Fixed Route service passengers per revenue hour decreased by 25.9 percent over November 2018. This is due to the reclassification of the R1, R3, R4 and R6 from Commuter Routes to Fixed routes. We are now dividing the passenger counts by many more fixed route hours.

Commuter Route service decreased slightly. Commuter Route service passengers per revenue hour decreased by 10 percent during the month of November.

DR productivity increased by 17.6 percent for passengers per revenue hour. Also, BCRTA has launched the BCRTA BGo mobile app that will make booking trips easy. We are directing SafeRide callers to the App to free up phone lines and to streamline trip booking. This will also allow clients to pay their fare with a credit card in advance. Look for this to change in 2020!

Cost per Passenger (Blended) total cost/ passengers.

The cost per passenger has decreased by \$0.58 or 7.1 percent comparing last November to this November.

Admin/ Overhead Cost per Revenue Hour.

Overhead cost has decreased by \$8.83 or 42.1 percent. BCRTA made the payment for the ACA fine in 2018 in the amount of 44k.

Butler County RTA Accidents/ Injuries

BCRTA accidents/injuries increased this November. In November 2018 BCRTA had two non-reportable at fault accidents. In November of 2019 BCRTA had a total of four at fault, non-reportable accidents. BCRTA also had two no-fault, non-reportable accidents (BCRTA was vehicle rear ended, passenger fell exiting the vehicle).

Average Fleet Age (in years)

In November you will notice a decrease in the average fleet age as compared to the prior year. BCRTA has disposed of vehicles that have met their useful life and added new vehicles since last November. The average age has dropped to 4.2 years, this is a decrease of 4.3%.

Road Calls

In November of 2018 BCRTA had three road calls. This number has decreased in 2019. BCRTA did not experience any road calls in November of 2019.

Park & Ride

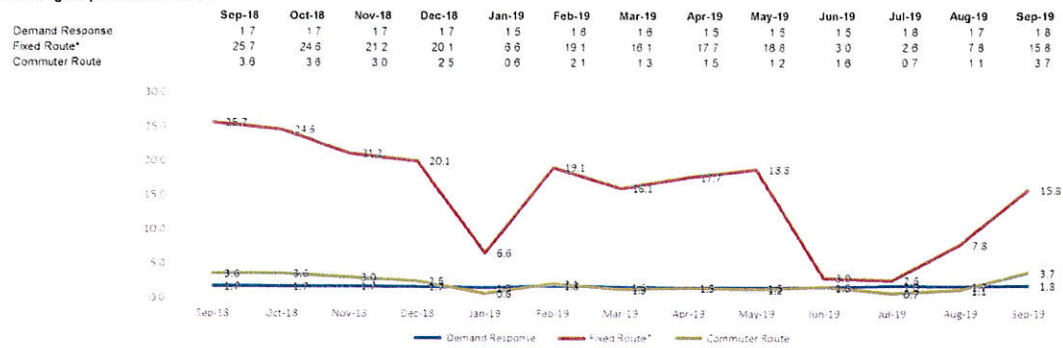
This service reflects the ridership on the 42x. The 42x has experienced a 1.5% decrease in ridership as compared to last November. The cost of fuel typically affects the ridership of the park and ride routes. Typically, when fuel costs are low, ridership decreases. The average retail price for gasoline in November of 2018 was \$2.74 according to the EIA. The average retail price for gasoline in November of 2019 was \$2.69. Unlike the previous two months, this is the trend most park and ride routes nationally are experiencing.

Noteworthy Updates

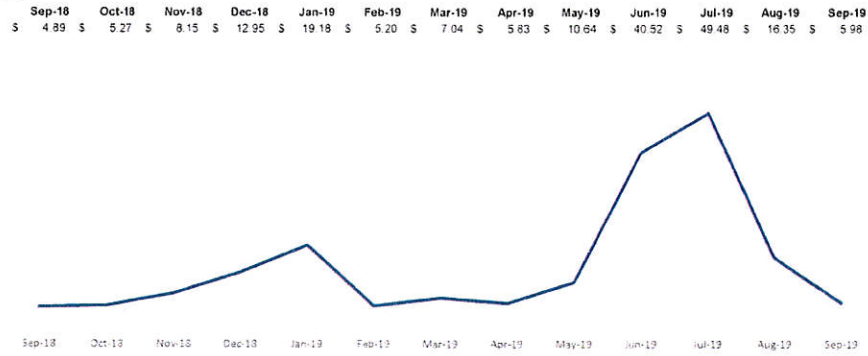
Demand Response Statistics for 2019, On Time Performance (OTP) 93% at 1.71 trips per hour. For November 2019 BCRTA averaged two trips per hour. BCRTA is now utilizing both the TransitApp and the BCRTA BGo App. The BCRTA BGo App recently broke 150 active accounts and is being pushed to all callers. Lastly, BCRTA has launched an effort to better serve our customers in the form of \$5.00 fares county wide. This is specifically for our BGo, door to door service. Our new BGo service area is 573 square miles!

BCRTA Metric Scorecard

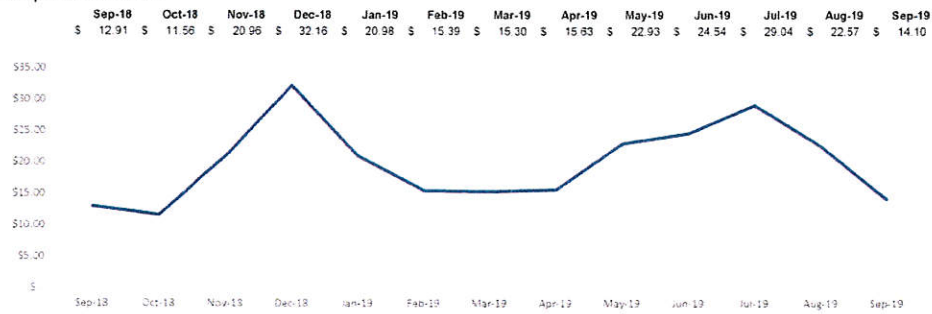
Passengers per Revenue Hour



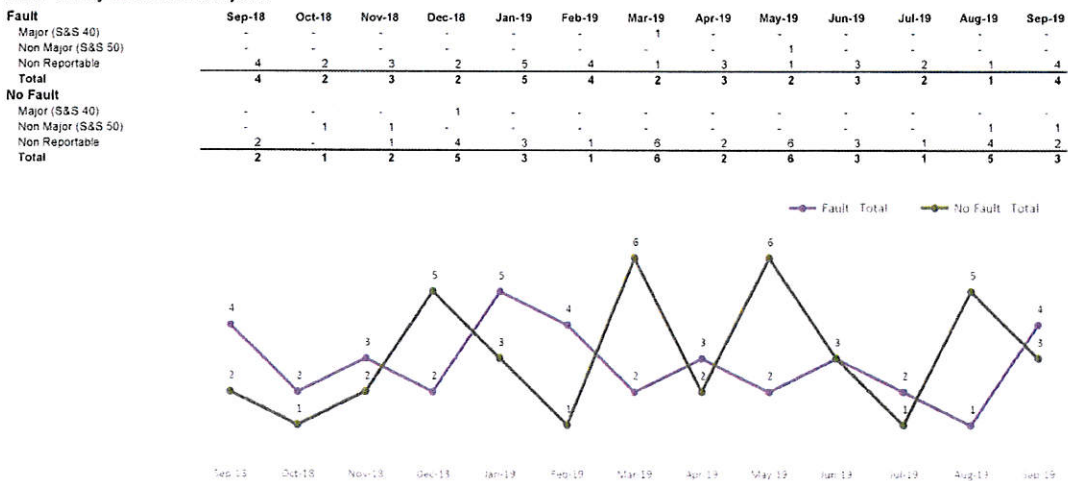
Cost per Passenger (Blended)

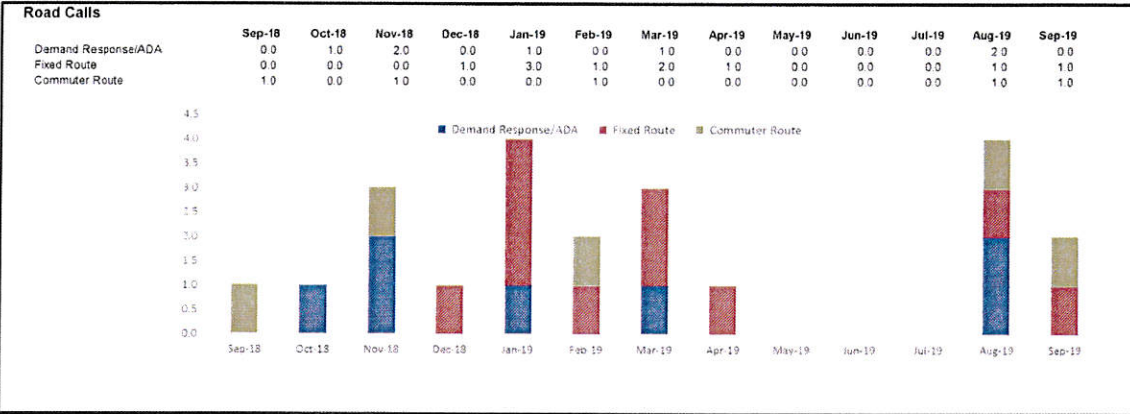
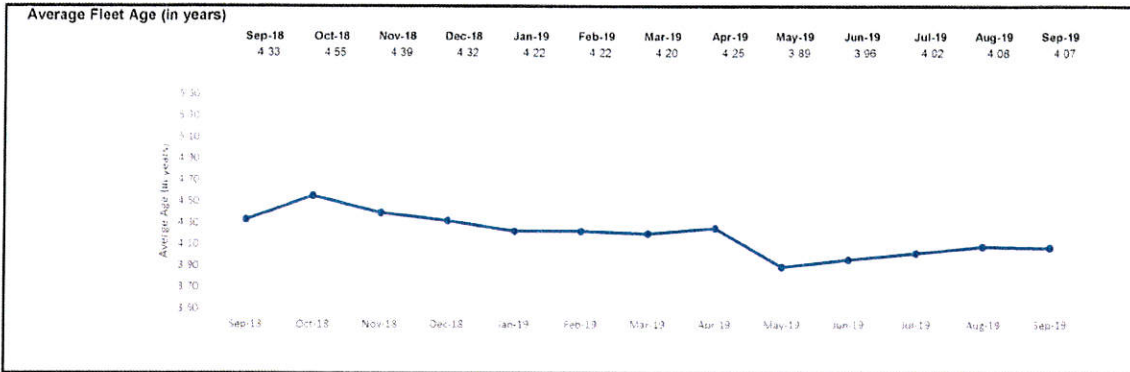


Admin/Overhead Cost per Revenue Hour



Butler County RTA Accidents/Injuries





Director's Notes – November 2019

Metrics & Service

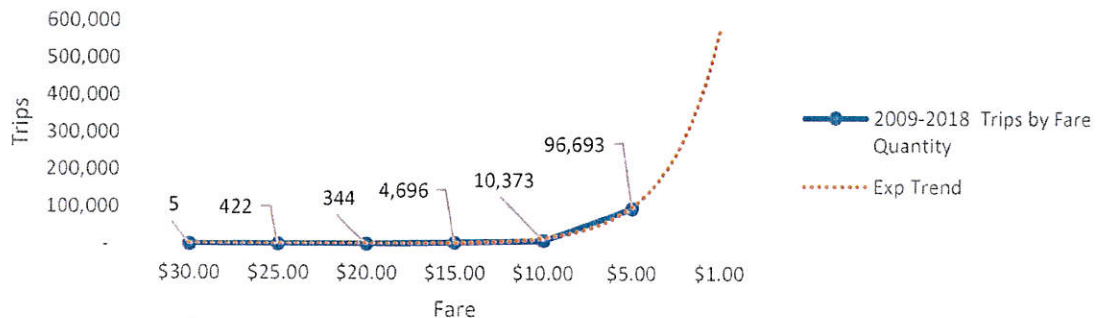
○ BGO APP

Staff are launching the new scheduling and payment app for the door-to-door BGO service this month. Testing has already begun, and existing riders received a letter the week of October 14. Shawn Cowan will be conducting some additional marketing to share the news.

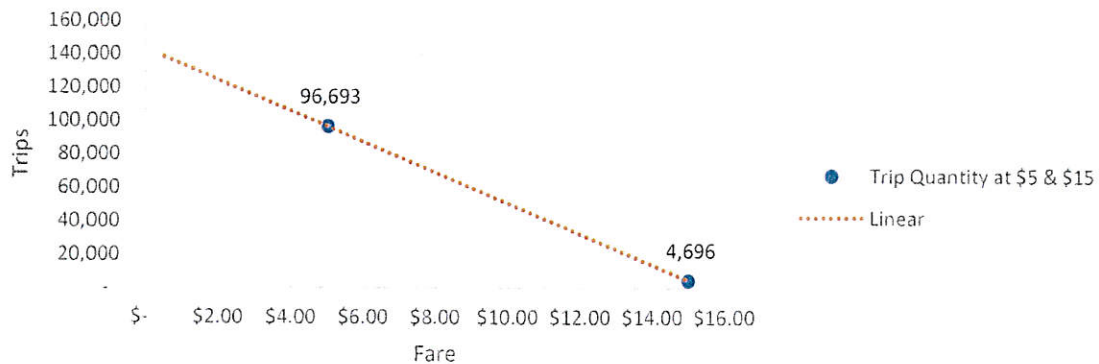
○ BGO Pilot

Since August, BCRTA has been piloting a countywide BGO program with flat \$5.00 fares with select employers and agencies. This trial was in response to the success of BCRTA's Job Shuttle program with \$5.00 fares in addition to the feedback and goals in the OKI Coordinated Human Services Transportation plan outlining affordability as a main issue. Staff is proposing an expansion of the program pending budget finalization with the approval of the BCRTA Board. FYI - \$5.00 fares do not cover 30% of most trips as dictated by BCRTA Board of Trustees' historic mandate.

2009-2018 Total Historic Demand by Price



2009-2018 Annual Price Elasticity of Demand for DR Trips*



- Annual average trip quantity of 522 @ \$15.00 fares
- Annual average trip quantity of 10,744 @ \$5.00 fares
- Price elasticity = -1.815
- *datapoints used represent best available high- and low-end data.

Director's Notes – November 2019

o BCDD

BCDD has contacted BCRTA and requested a proposal to provide "choice transportation." This is similar to the arrangement BCRTA had with BCDD several years ago where families could choose from a pool of eligible transportation providers at predetermined rates. BCDD moved to a single provider system at the suggestion of their auditor during the last solicitation but intends to return to the "choice" model in FY 2020. Staff intend to submit a proposed scope that is equivalent to the proposed general public BGO service. Authorization to negotiate a contract is included in the November agenda.

o BGo Denials

August 2019

All Trips

Total denials	24
Denials for same day trips	7
Denials for future trips	17
Denials with less than +/- 1 hour window	24
Denials for future trips with at least +/- 1 hour window	0
Denials for future trips with at least +/- 1 hour window and no completed trip for customer within 1 hour (promised time) of denied trips requested time	0
Denied but Provided	0
Total refusals	0

September 2019

All Trips

Total denials	4
Denials for same day trips	4
Denials for future trips	0
Denials with less than +/- 1 hour window	4
Denials for future trips with at least +/- 1 hour window	0
Denials for future trips with at least +/- 1 hour window and no completed trip for customer within 1 hour (promised time) of denied trips requested time	0
Denied but Provided	0
Total refusals	73

October 2019

All Trips

Total denials	48
Denials for same day trips	33
Denials for future trips	15
Denials with less than +/- 1 hour window	48
Denials for future trips with at least +/- 1 hour window	0
Denials for future trips with at least +/- 1 hour window and no completed trip for customer within 1 hour (promised time) of denied trips requested time	0
Denied but Provided	0
Total refusals	5

o Half Fare for Veterans

In accordance with the directives of the BCRTA Board of Trustees following the May regular meeting, BCRTA staff has negotiated a 50% discount with BCVSC for fixed route bus fares not to exceed \$24,999, beginning in 2020.

Director's Notes – November 2019

Staffing & Facility

- Staffing

BCRTA is currently seeking CDL and non-CDL drivers, maintenance technicians, and an operations supervisor. Mark Franklin has been promoted to the role of Operation Manager overseeing BCRTA's Oxford operation. Additionally, BCRTA's new self-guided training program appears to be working out well. BCRTA has been hiring an increasing number of reduced hour workers in addition to five new Work+ students. Significant changes in advertising, sign-on bonus and referral bonus structure have also been helpful in increasing capture and retention of new vehicle operator applicants.

Planning

- Chestnut Street Multimodal Station

BCRTA was awarded \$2.6M in 5339 funds in April 2018 to be put toward the facility. The project is still \$4.6M short of being fully funded. Grants are currently pending with FTA's 5339 Bus & Bus Facilities program, OKI's CMAQ/STP program, and BCRTA is negotiating an arrangement with the City of Middletown for potentially lapsing MTS funds of more than \$1.3M.

Information regarding conceptual plans and estimates on the Chestnut Street Multimodal Station is available at <http://www.butlercountyrta.com/oxfordfacility>.

- Regional Cooperation & NEORide

www.EZfare.us and Transit app with EZFare launched October 23. Between October 23 and Nov 6, BCRTA and MTS transacted 409 purchases for a total of \$2,093.00 in sales.

- 42X

BCRTA staff has received pricing from Cincinnati Metro for 2020 service. Costs reflect about an 8% increase, no reduction or sharing of expenses. BCRTA staff also met with West Chester Township staff to discuss funding and impact of the 42X. No decisions or preferences were made. Staff recommend continuing the contract in 2020 and aggressive pursuit of a cost-sharing model in 2021.

- Chestnut Fields Multimodal Station & Shared Service Facility

BCRTA staff have been working closely with BCRTA legal counsel and Miami University to begin negotiating a land use/lease agreement and joint development agreement for the construction of the proposed facility. BCRTA has drafted proposed documents and is working to connect with Miami for review and negotiation in anticipating of beginning planning in early-mid 2020.

Outreach & Communications

- I-75 WorkLink Corridor

WorkLink partners are evaluating the R7 this month after one year of operation. BCRTA will propose more efficient alternatives to the stakeholders before the end of the year.

- List of Influencers

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

Director's Notes – November 2019

Funding & Discretionary Grant Availability

- **\$70M for Transit (HB 62) – Ohio Transit Partnership Program Grants**
State funding awards were made October 25, 2019. BCRTA received \$305,653 in Urban Transit Program funds, \$3,611 in Elderly and Disabled Subsidies, and \$474,383 in discretionary Transit Partnership Program (OTP2) funds for operating assistance and bus replacement match.
- **State Rural Transit Funding, Section 5311**
BCRTA applied to ODOT's rural transit program this summer to fund a portion of the Chestnut Fields Multimodal Station & Shared Service Facility. ODOT asked that BCRTA apply instead to state 5339 funds for rural and small urban agencies bus and bus facilities. BCRTA did not receive a rural program award. Staff plan to reallocate other funds in light of the other ODOT awards made to BCRTA to help address Chestnut facility needs.
- **5339 Bus and Bus Facilities**
Staff completed an application requesting the unfunded portion of the Chestnut Fields Multimodal Station & Shared Services Facility. Application were due June 21, 2019. Awards are expected before Spring 2020.
- **CMAQ/STP**
BCRTA applied locally to OKI for the unfunded portion of the Chestnut Fields Multimodal Station & Shared Services Facility. OKI reports they received twenty-one applications totaling more than \$75M. On September 10, the OKI Prioritization Subcommittee scored BCRTA's application with 74 points, more than any other local project! Awards are still subject to statewide scoring and prioritization later this year before official awards are made. Final decisions should be made after December following the statewide prioritization subcommittee meeting. Kudos to John Gardocki for completing this grant application.

On the Horizon ...

- **Employee Appreciation Breakfast and Annual Meeting**
Date and time TBD in January 2020.
- **City of Middletown**
Middletown City Council is pursuing the removal of Doug Adkins, City Manager. BCRTA's main point of contact, Susan Cohen has been appointed acting City Manager. No major changes are expected to BCRTA's relationship with the City at this time. However, several mutual arrangements with pending decisions may be delayed until after new leadership is appointed. This could include the City's pending transportation/transit study, WorkLink, and the transfer of potentially lapsing MTS 5307 funds to be used towards the Chestnut Fields project.
- **New Website**
Keep your eye out for a new BCRTA website! Launch should take place late in 2019.

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.
- **Enhance connectivity** with constituents by leading in the implementation of new transit tech (onboard Wi-Fi tools).
- **Improve mobility access and eliminate barriers** to ridership, especially for riders who may be elderly or have disabilities.
- **Support employers** with effective workforce transportation in at least 75% of Butler County's densest corridors.
- **Develop multimodal infrastructure** and wayfinding to create seamless user experiences.









TABC Packet for 01-08-2020

Final Audit Report

2020-08-10

Created:	2020-06-30
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Status:	Signed
Transaction ID:	CBJCHBCAABAAJEQIglvBN9kr04JyRIRWu70P8LRUyGZh

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-  Document created by Matthew Dutkevicz (dutkeviczmm@butlercountyrta.com)
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