

**BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES
TRANSIT ALLIANCE OF BUTLER COUNTY
Wednesday, July 8, 2020
11:30 AM
BCRTA Board Room: 3045 Moser Court, Hamilton, Ohio 45011**

[Join Microsoft Teams Meeting](#)
[+1 614-695-4307](#) United States, Columbus (Toll)
Conference ID: 634 440 592#
[Local numbers](#) | [Learn more about Teams](#)

PRELIMINARY AGENDA

- I. Call to Order
- II. Approval of the April 8, 2020 meeting minutes (Motion Requested)
- III. Treasurer's Report (Motion Requested)
- IV. Action Items
 - a. ABC Program Review and Approval (Motion Requested)
- V. Governance
 - a. Election of Officers (Nominations Requested)
- VI. Metrics & Service Report
- VII. Director's Report
- VIII. New Business
- IX. ADA Appeal Hearing
- X. Adjourn

Next Meeting Date: October 14, 2020 @ 11:30 AM

TRANSIT ALLIANCE OF BUTLER COUNTY

APRIL 8TH, 2020 Meeting Minutes

The Transit Alliance of Butler County (TABC) met via teleconference due to Executive Order (Covid-19) on Wednesday, April 8th, 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. Chris Steed, Secretary
Ms. Missy O'Brien
Dr. Joel Fink
Ms. Lisa Guliano
Ms. Susan Cohen

Staff:
Mr. Luke Morgan, Operations Manager
Mr. Matt Dutkevicz, Executive Director
Ms. Shawn Cowan, Mobility Manager
Ms. Dee Weidner, Director of Finance and Administration [DBELO]

Absent: Mr. Jeff Diver, Vice President

Order of Business:

I. Call to Order

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

II. January 8th, 2020 minutes

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

III. Treasurer's Report

Report presented by Ms. Weidner. For further information, see attached report.

III. Action Items

- a. Resolution 20-04-01 Authorizing the Purchase of One Light Transit Vehicle-Narrow Body from the OKI Section 5310 Program. TABC contributes \$4,300 of the match money. Mr. Steed motioned to approved the resolution, and Ms. Cohen seconded. The motion carried unanimously.

IV. Projects, Metrics and Service Report

- a. Mr. Morgan presented an updated service report. See attached.
- b. Ms. Cowan presented a report and potential changes to the ABC program, with a goal of increasing utilization and reducing paperwork requirements. The stated purpose of the funds can be expanded to reflect barriers to self-sufficiency. Mr. Matt Dutkevicz made a motion to revise the definitions and requirements of the ABC Program. Ms. Cohen seconded. The motion carried unanimously. See attached.

V. Director's Report

- a. BCRTA Strategic Vision. See attached for further details.
- b. Covid-19 impacts have reduced ridership. Some service changes have been implemented, particularly in the Oxford area. Most route schedules remain. Through June 1st, 2020,

Most routes are free, to reduce contact with drivers and riders. BCRTA is still recruiting potential employees, in anticipation of the lifting of the Governor's Stay at Home order.

- c. The Customer Service unit is moving to the Middletown office, as this is the area with the greatest customer contact.

VII. New Business

- a. None

VIII. Adjournment

- a. Mr. Fink motioned to adjourn the meeting at 12:21 pm. Mr. Steed seconded. The motion carried unanimously.

Christy Morris

Christy Morris (Jul 8, 2020 12:30 EDT)

Transit Alliance, Board President
Christy Morris

Chris D. Steed

Chris D. Steed (Jul 8, 2020 13:06 EDT)

Transit Alliance, Secretary
Chris D. Steed

TABC
Income Statement
For the Five Months Ending May 31, 2020

	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				
Total Expenses	<u>0.00</u>	0.00	<u>0.00</u>	0.00
Net Income	\$ <u>0.00</u>	0.00	\$ <u>0.00</u>	0.00

TABC
Balance Sheet
May 31, 2020

ASSETS

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

LIABILITIES AND CAPITAL

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

METRIC DASHBOARD

April 2020

Leveraging Competitive Funding & Partnerships

Average Fleet Age

3.73

Since Last Month

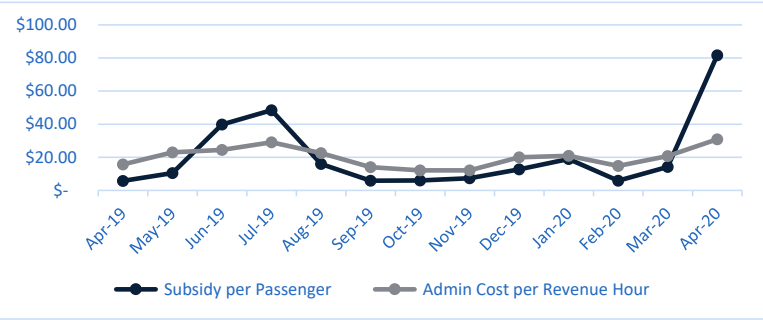
0.06

1.61%

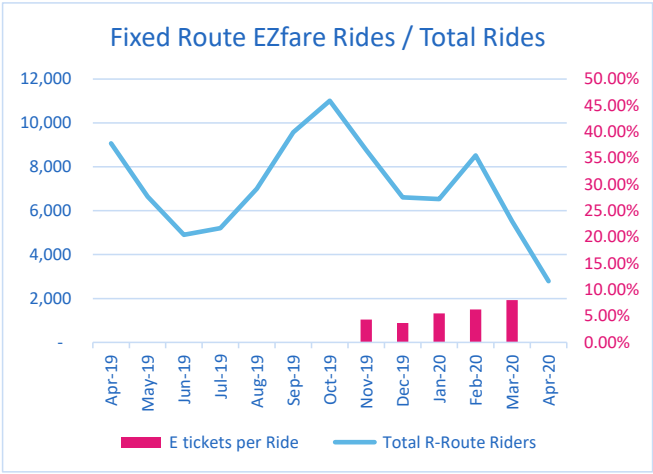
Since Last Year

(0.52)

-13.94%



Enhancing Connectivity



BGO App Rides/Total BGO Rides

7.58%

Since Last Month

-4.78%

-63.05%

Since Last Year

7.58%

100.00%

BGO App Downloads/Ride

4.41%

Since Last Month

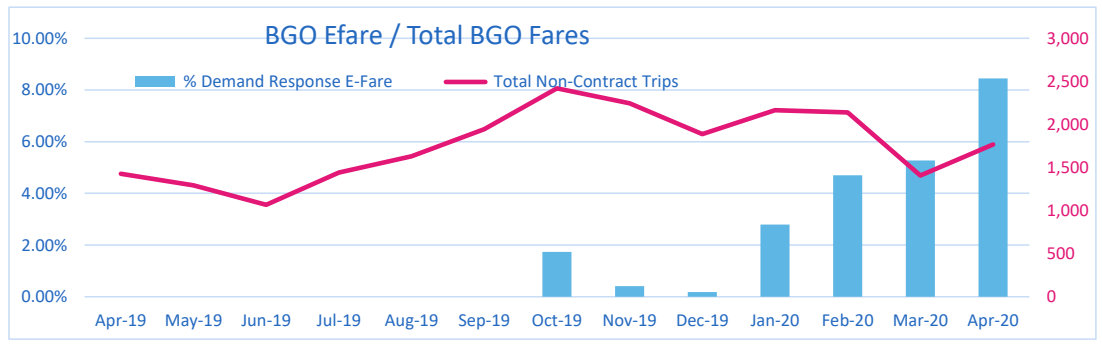
-12.92%

-292.80%

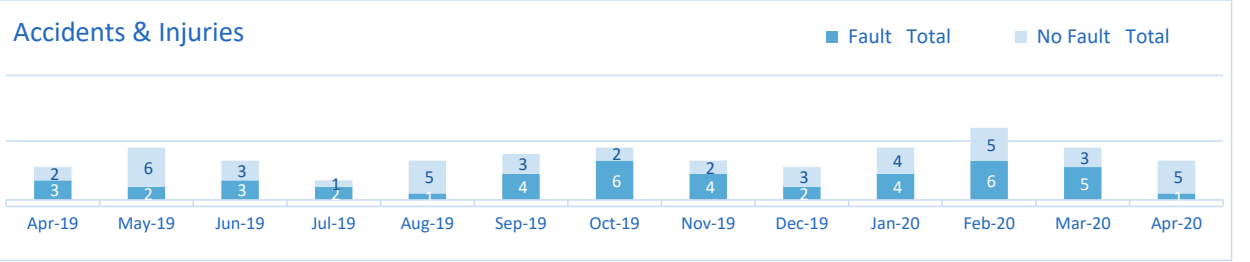
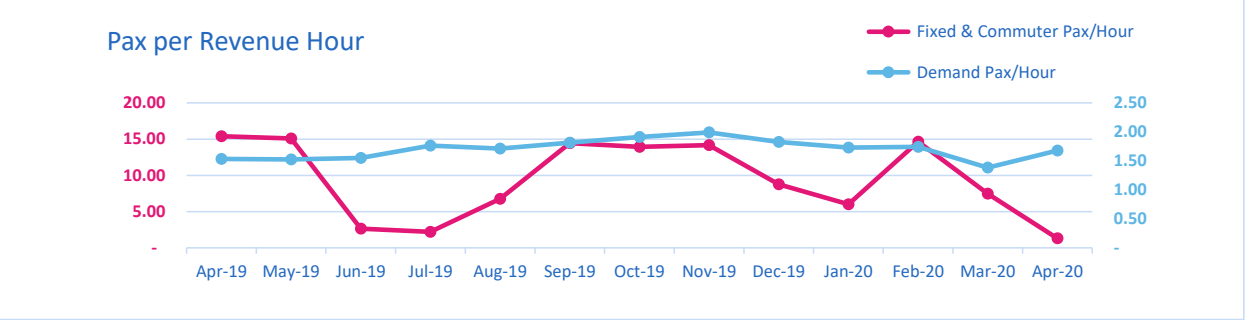
Since Last Year

4.41%

100.00%



Improving Mobility & Eliminating Barriers



Operator Headcount/Revenue Hours

0.01801

Since Last Month

0.00727

40.36%

Since Last Year

0.00616

34.20%

Denials & Refusals/Total BGO

0.90%

Since Last Month

-11.81%

-2.25%

Since Last Year

-2.25%

-2.25%

Supporting Employers

42X Park & Ride Total Trips

331

Since Last Month

(4,206)

-1271%

Since Last Year

(8,886)

-2685%

BGO Employment Trips

675

Since Last Month

(327)

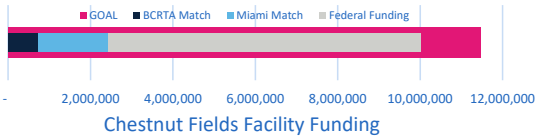
-48.44%

Since Last Year

71

10.52%

Developing Multimodal Infrastructure



Chestnut Fields Facility Funding

Days Until Chestnut Fields Completed

815



Director's Notes – June 2020

A. Metrics & Service

1. Quarantine Transportation

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

2. BCVSC

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

3. Fixed Route Fares

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

4. Onboard Wifi

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

B. Staffing & Facility

1. Staffing

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

C. Planning

1. Chestnut Street Multimodal Station

BCRTA was awarded \$2.6M in 5339 funds in April 2018 and \$4.5M in CMAQ funds in 2019 to be put toward the facility. CMAQ funds are programmed for FY 2024.

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

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

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

Director's Notes – June 2020

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

2. 42X

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

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

BCRTA is also investigating the availability of OTP2 funds that would allow BCRTA and MTS to operate Cincinnati commuter bus service at a lower cost with more control and flexibility.

D. Outreach & Communications

1. COVID-19

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

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

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

2. Art OnBoard

BCRTA staff are having initial discussions with Fitton Center officials regarding opportunities to wrap artwork on BCRTA buses, similar to the StreetSpark program. Discussions are preliminary at this time.

3. I-75 WorkLink Corridor

Due to inefficient ridership and the loss of funding from Premier Health in Q1 2020, BCRTA has recommended a demand-response model to serve WorkLink constituents in the Middletown-Monroe-Dayton corridor. Demand response service between GDRTA's south hub and Butler County is now available.

Director's Notes – June 2020

4. List of Influencers

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

E. Funding & Discretionary Grant Availability

1. Integrated Mobility Innovation Demonstration Research Program

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

2. CARES ACT

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

3. MTS Funding

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

4. 2020 Section 5339 Bus and Bus Facility

Given the extension of deadline for 2020 Section 5339 applications due to COVID 19, BCRTA staff elected to submit an application for additional funding of the Chestnut Field Facility. Awards announcements are expected before yearend.

5. State Funding from ODOT

State funding awards were made October 25, 2019. BCRTA received \$305,653 in Urban Transit Program funds, \$3,611 in Elderly and Disabled Subsidies, and \$474,383 in discretionary Transit Partnership Program (OTP2) funds for operating assistance and bus replacement match. BCRTA made 2021 applications for OTP2 in May, although staff do expect that most state revenue will be cut to some extent given the pandemic. As gas tax money cannot be spent on public transit, effects from loss of gas tax revenue should not affect state subsidy programs for BCRTA.

Director's Notes – June 2020

F. On the Horizon ...

1. Accessible Meetings

In an effort to provide more accessible meetings to community members and disabled constituents, BCRTA will host the following Board of Trustees meetings this year in more convenient and accessible locations:

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

2. Upcoming Procurements >\$25,000

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

Director's Notes – June 2020

Strategic Vision 2025

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

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

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

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

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

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

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

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

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

Develop multimodal infrastructure and wayfinding to create seamless user experiences.

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