

**BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES
TRANSIT ALLIANCE OF BUTLER COUNTY
Wednesday, April 14, 2021
11:30 AM
BCRTA Board Room: 3045 Moser Court, Hamilton, Ohio 45011**

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 614-695-4307](tel:+16146954307),,350984707# United States, Columbus

Phone Conference ID: 350 984 707#

PRELIMINARY AGENDA

- I. Call to Order
- II. Approval of the January 13, 2021 meeting minutes (Motion Requested)
- III. Treasurer's Report (Motion Requested)
- IV. Action Items
 - a. **None**
- V. 5310 Program Updates
- VI. Vaccine Transportation & Coordination
- VII. Metrics & Service Report
- VIII. Director's Report
- IX. New Business
- X. Adjourn

Next Meeting Date: July 14, 2021 @ 11:30 AM

TRANSIT ALLIANCE OF BUTLER COUNTY

January 13th, 2021 Meeting Minutes

The Transit Alliance of Butler County (TABC) met via teleconference due to Executive Order (Covid-19) on Wednesday, January 13th, 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. Susan Cohen.
Dr. Joel Fink
Ms. Lisa Guliano
Mr. Jeff Diver, Vice President

BCRTA Staff:
Mr. Luke Morgan, Director of Operations
Mr. Matt Dutkevicz, Executive Director
Ms. Shawn Cowan, Mobility Manager
Ms. Dee Weidner, Director of Finance and Administration [DBELO]
Mr. John Gardocki, Planning & Special Projects Manager

Absent: Ms. Missy O'Brien, Dr. Joel Fink

Order of Business:

I. Call to Order

The meeting was called to order by Ms. Morris at 11:30 AM. A quorum was established.

II. October 14th, 2020 minutes

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

III. Treasurer's Report

Report presented by Ms. Weidner. No transactions completed, though there is a Community Block Development Grant transaction pending.

IV. Action Items

a. **Resolution No. 21-01-01:** Authorizing the Transit Alliance of Butler County to Apply for a Federal Transit Administration Section 5310 Grant. Mr. Dutkevicz made a motion to approve, Ms. Cohen seconded. The motion carried unanimously.

V. Projects, Metrics and Service Report

a. Mr. Morgan presented an updated service report. See attached.

VI. Director's Report

a. Mr. Dutkevicz presented an updated Director's report. See attached.

VII. New Business

- a. None

VIII. Adjournment

- a. Mr. Diver motioned to adjourn the meeting at 12:16 pm. Ms. Cohen seconded. The motion carried unanimously.

Transit Alliance, Board President
Christy Morris

Transit Alliance, Secretary
Chris D. Steed

TABC
Balance Sheet
March 31, 2021

ASSETS

Current Assets		
Checking - PNC	\$	4,466.25
Accounts Receivable		13,000.00
		<hr style="width: 100%;"/>
Total Current Assets		17,466.25
Property and Equipment		
Vehicles & Equipment		72,377.00
		<hr style="width: 100%;"/>
Total Property and Equipment		72,377.00
Other Assets		
		<hr style="width: 100%;"/>
Total Other Assets		0.00
		<hr style="width: 100%;"/>
Total Assets	\$	<u><u>89,843.25</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	13,000.00
		<hr style="width: 100%;"/>
Total Current Liabilities		13,000.00
Long-Term Liabilities		
		<hr style="width: 100%;"/>
Total Long-Term Liabilities		0.00
		<hr style="width: 100%;"/>
Total Liabilities		13,000.00
Capital		
Federal Capital Contributions		57,901.60
Retained Earnings		8,766.25
Net Income		10,175.40
		<hr style="width: 100%;"/>
Total Capital		76,843.25
		<hr style="width: 100%;"/>
Total Liabilities & Capital	\$	<u><u>89,843.25</u></u>

TABC
Income Statement
For the Three Months Ending March 31, 2021

	Current Month		Year to Date	
Revenues				
Community Contributions	\$ 0.00	0.00	\$ 13,000.00	56.09
Agency Contributions	0.00	0.00	10,175.40	43.91
	<hr/>		<hr/>	
Total Revenues	0.00	0.00	23,175.40	100.00
	<hr/>		<hr/>	
Cost of Sales				
	<hr/>		<hr/>	
Total Cost of Sales	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
Gross Profit	0.00	0.00	23,175.40	100.00
	<hr/>		<hr/>	
Expenses				
Contracted Transit Service	0.00	0.00	13,000.00	56.09
	<hr/>		<hr/>	
Total Expenses	0.00	0.00	13,000.00	56.09
	<hr/>		<hr/>	
Net Income	\$ 0.00	0.00	\$ 10,175.40	43.91
	<hr/> <hr/>		<hr/> <hr/>	

Director's Notes – March 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 20.3 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.

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) if you would like to be added to the mailing list.

2. Healthcare

Given the potential arrival of additional pandemic assistance, management has been considering the capability of BCRTA to provide health insurance to employees consistent with ACA requirements. The Ohio Transit Health Pool expects to provide a quote and staff will also seek a private market quote for evaluation and discussion. Ohio Transit Health Pool will present at BCRTA's April Board of Trustees meeting.

C. Planning

1. Safety & Security

Work is finally underway! 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 February through April. Traffic will be interrupted intermittently for two weeks during the project. 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.

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

Director's Notes – March 2021

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, has prepared 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. BCRTA's study is currently out to bid.

4. 42X

42X Service resumed March 8th. Ridership data is still coming in but feedback is positive. Staff met riders the first day with a greeting and welcome-back cookies.

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 and BCRTA 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.

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 executed the contract with Bowen+ at the end of February. Bowen+ will be onsite in late March to begin part 1 of the design phases.

Information regarding existing conceptual plans and estimates on the Chestnut Street Multimodal Station are 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.

Director's Notes – March 2021

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. 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. BGo demand has been increasing and staffing is still limited.

3. COVID-19

BCRTA has shared information regarding vaccinations for those who are eligible in an effort to help individual employees and get the word out. BCRTA has also been able to coordinate some transportation for City of Oxford to vaccine sites and has been successful at including eligible staff in some of these trips.

OPTA has indicated to members that vaccinations should be increasing substantially in the next few weeks and Ohio plans to stick to an age based eligibility profile. Based on this information, most BCRTA staff should be eligible for a vaccine by end of April.

E. Funding & Discretionary Grant Availability

1. CMAQ/STBG for Chestnut Fields

BCRTA was informed by OKI that our recent CMAQ/STBG award for the Chestnut Fields facility is being moved up! The \$4.5M was previously awarded for FFY 2024 but is being moved to FFY 2022 which will allow BCRTA to avoid large phasing of the project.

2. CRRSAA & ARPA

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 as BCRTA has reached this cap and SORTA and TANK have not. 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.

BCRTA is also following the American Rescue Plan Act (ARPA) closely with the help of APTA. Initial reviews indicate that ARPA is likely to be more restrictive and cap all urbanized areas at 132% of their FY 2018 operating expenses. More info will become available as the legislation proceeds.

Director's Notes – March 2021

3. ODOT Funding

BCRTA has submitted applications for Urbanized Area Funds and local match related to the proposed Intelligent Transportation System upgrade.

Regarding the SFY 2022-2023 transportation budget, staff are monitoring HB 74 very closely. OPTA has been active in advocating on behalf of transit systems and many transit system leaders, including Matthew Dutkevicz, have provided testimony to the Ohio House of Representatives Finance Committee and the Senate Transportation Committee. The House has restored a portion of the nearly 90% cut proposed by Governor DeWine, although the full Senate has not yet taken up the bill. The proposed cut would present a potential cut to BCRTA of at about \$380,000 or more if discretionary awards are considered.

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.

5. Purchasing @ March Meeting

a) Resolution 21-03-01 - IT Services – Expires 3/31/21

This procurement will engage a new 3 year contract with 2 one-year options for planning, design, maintenance, implementation and desktop support of BCRTA's IT environment. The solicitation is substantially similar to the services received by BCRTA today. The contract is being rebid for compliance with FTA competitive purchasing guidelines.

b) Resolution 21-03-02 - Intelligent Transportation Solution

Confused about what we're buying? If you would like a better understanding of the scope of this solicitation, please review the following websites of BCRTA's solicitation bidders:

<https://transloc.com/fixed-route/#technology>

<https://qmvsyncromatics.com/product-overview>

<https://www.optibus.com/product/platform/>

This solicitation is also a rebid to be consistent with FTA competitive bidding requirements as the last five-year contract is expiring in May. The product will primarily serve BCRTA's fixed route operations and will equip 44 vehicles. BCRTA does expect this solicitation to considerably expand BCRTA's capabilities, efficiency, and rider amenities. This solicitation calls for Computer aided dispatch (CAD), automatic vehicle location (AVL), real time passenger information via app/API/GTFS-RT/signage (expansion), audio stop announcements, visual stop announcements (expansion), automatic passenger counting (expansion), a robust planning and rostering module (expansion), onboard real-time camera integration (expansion), silent alarm integration (expansion), and a complete management and reporting system compliant with National Transit Database needs.

Director's Notes – March 2021

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

- c) BCRTA Short Range Planning Study
- d) Mobile Communication Solution
- e) Marketing/Advertising Support
- f) Commuter Coach Purchase on behalf of MTS
- g) Small Bus Purchase x13
- h) Moser Court Landscape Repair/Replace & Annual Service

Director's Notes – March 2021

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