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Mr. James A. Foster
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Ms. Nancy Schmitt
UCHealth West Chester Hospital

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, October 20, 2021 at 8:00 a.m. This meeting will be held in the Board Room at the Butler County Regional Transit Authority located at 3045 Moser Court, Hamilton, Ohio 45011.

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

October 20, 2021, 8:00 AM

Butler County Regional Transit Authority

3045 Moser Court, Hamilton, OH 45011

PRELIMINARY AGENDA

- I. Call to Order & Roll
- II. Consideration of Absences
- III. Consent Agenda (*Motion Requested*)
 - a. Approval of the Agenda
 - b. Approval of the September 22, 2021 Meeting Minutes
- IV. Comments from Citizens
- V. Secretary/Treasurer's Report – August 2021 (*Motion Requested*)
- VI. Action Items
 - a. **Resolution 20-10-01:** Authorizing the Butler County Regional Transit Authority (BCRTA) to Apply for a 2022 Butler County Community Development Block Grant (CDBG) in Support of a Job Connection Shuttle Targeted for Low and Very-Low Income Residents the City of Fairfield and Butler County to Maintain a Basic Quality of Life, and Certifying the Availability of up to \$25,000 as the Required Local Match for the Requested Project.
 - b. **Resolution 20-10-02:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into an Agreement for a Short-Range Planning Study.
 - c. Accept the resignation of Chris Steed from the Transit Alliance of Butler County effective August 17, 2021.
- VII. Pending Future Action Items (review only)
 - a. **Resolution 21-11-01:** Adoption of the FY2022 Accrual Operating Budget for the Butler County Regional Transit Authority (BCRTA).

Next Meeting Date:

November 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

October 20, 2021, 8:00 AM

Butler County Regional Transit Authority

3045 Moser Court, Hamilton, OH 45011

- b. **Resolution 21-11-02:** Authorization of FY2022 Appropriations and Acceptance of the Butler County Regional Transit Authority (BCRTA) Fiscal Officer's Certification of Funds and Estimation of Revenues.
- c. **Resolution 21-11-03:** Confirmation of Board Policy 6-02 Investments.
- d. **Resolution 21-11-04:** Confirmation of Board Policy 6-08 Reserves.
- e. **Resolution 21-11-05:** Authorizing the BCRTA Executive Director to Execute an Agreement with SORTA for the Provision of 2022 Park-and-Ride Services in Butler County.

VIII. Governance

- a. Appointment of 2022 Nominating Committee (*Action of the President*)
- b. Appointment of Records Commission Chair (*Action of the President*)
- c. Authorize the Executive Director to send a letter of recommendation, on behalf of the Board of Trustees, supporting the reappointment of Travis Bautz and David Fehr to the BCRTA Board of Trustees beginning 1/1/2022 for three years.
(*Motion Requested*)

IX. Committee & Staff Reports

- a. OKI
- b. Metrics
- c. Marketing & outreach
- d. Director's Report

X. Adjourn (*Motion Requested*)

Next Meeting Date:

November 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	X	X	X	X	X		X	E			
Fehr, David	X	X	X	X	X	X		E	E			
Foster, Jim	X	X	X	X	X	X		X	X			
Gordon, Perry	X	X	X	X	X	X		X	X			
Lawson, Chris	E	X	X	X	X	X		E	X			
Schmitt, Nancy	X	X	X	X	A	X		X	X			
Watt, Corey	X	X	X	X	X	X		X	X			

X = Present

E = Excused

A = Absent

July using year-to-date information as a percent of the annual budget. Revenues and expenses are slightly under budget overall. Trends continued with passenger fares, City of Middletown, Miami University, and funds from Ohio Bureau of Workers' Comp compensating for amounts under budget in Federal and State Funding. Being under budget in Federal Funding is expected if expenses perform under budgeted amounts and revenues from City of Middletown are higher than expected. Expenses also remained under budget overall. Misc. Items is over budget primarily due to the donation made to the TABC in support of their vehicle purchase. Contingency will reach budgeted amounts until the ACA fine is adjusted for actual amounts at year end. The accrual in this account will end in September when benefits become available. The Gain before Est. Depreciation, Net Pension & OPEB Expense was just over \$1.19M.

The Transaction logs were included in the packet presenting all cash transactions for the period. The balance sheet for July 2021, was presented with normal balances for assets, as well as liabilities and equity. STAR Ohio is now listed on the balance sheet as funds were transferred in July to establish this account.

At the end of July, Available Funds were approximately \$4.7M. We are overmatched for what is currently on or planned to be on our grants. Non-Restricted Funds of \$1.2M will be used to match future year large bus purchases and any needed match for the Chestnut Fields facility.

Mr. Lawson requested a motion to approve the Treasurer's Report. Mr. Foster made a motion to approve the Treasurer's Report. Ms. Schmitt seconded the motion. The report was approved.

V. Action Items

- a. Resolution No. 21-09-01: Certifying the Availability of up to \$35,000 as the required 50% local match in Support of the Transit Alliance of Butler County's (Transit Alliance) Application for a City of Hamilton Community Development Block Grant (CDBG) in Support of a Job Connection Shuttle Targeted for Low and Very-Low Income Residents of the City of Hamilton to Maintain a Basic Quality of Life.**

Ms. Cowan explained that the Transit Alliance would again apply for CDBG funds from the City of Hamilton to support the R6. Ms. Cowan and Ms. Weidner expressed that although TABC applies for \$35,000, they only expect to receive an award of about \$13,000.

Mr. Watt made a motion to adopt resolution 21-09-01. Ms. Schmitt seconded the motion.

Mr. Foster inquired if City of Hamilton was "on board with the project. Ms. Weidner answered that the application and project are substantially similar to past applications and awarded projects.

Upon a call of the roll, the vote resulted as follows:

Mr. Bautz	ABSENT
Mr. Fehr	ABSENT

Mr. Foster	YES
Mr. Gordon	YES
Mr. Lawson	YES
Ms. Schmitt	YES
Mr. Watt	YES

The resolution was adopted.

b. Resolution No. 21-09-02: Establishing a Records Commission of the Butler County Regional Transit Authority (BCRTA).

Mr. Dutkevicz explained that staff were preparing to clean out old records and were advised by legal counsel that any disposal should be reviewed by a records commission. Mr. Dutkevicz noted that BCRTA could rely on the County records commission or establish their own. Staff recommended establishing BCRTA's own commission.

Mr. Foster made a motion to adopt resolution 21-09-02. Ms. Schmitt seconded the motion.

Mr. Lawson noted that City of Hamilton records commission works with the State. Ms. Weidner explained that after the BCRTA records commissions approves a retention schedule, she will submit it to the Ohio Historical Connection to determine which records they may want to review or receive before destruction. Mr. Landes confirmed Ms. Weidner's explanation and noted that not following the process could result in legal exposure.

Mr. Foster mentioned he was familiar with the process at three organizations and did not believe it had to be a "big deal."

Upon a call of the roll, the vote resulted as follows:

Mr. Bautz	ABSENT
Mr. Fehr	ABSENT
Mr. Foster	YES
Mr. Gordon	YES
Mr. Lawson	YES
Ms. Schmitt	YES
Mr. Watt	YES

The resolution was adopted.

VI. Committee & Staff Reports

a. OKI

Mr. Lawson noted that OKI was now meeting in person again. A census update was given and showed that Butler County grew since the last census.

b. Metrics

Mr. Morgan provided a copy of the metrics dashboard that was included in the packet and summarized the findings:

Leveraging Competitive Funding & Partnerships

- Average Fleet Age
 - 3.8 years – This is an increase of 6.84 percent from July 2020.
- Subsidy per Passenger
 - The subsidy per passenger decreased in July of 2021 in comparison to last July by \$24.85 or 45.1 percent.
- Admin Cost Per Revenue Hour
 - Administrative Overhead cost per hour has decreased by \$2.04 or 8 percent comparing July of 2020 to July of 2021.

Enhancing Connectivity

- BCRTA Transit App Users
 - BCRTA had 134 users during the month of July for the Transit App.
- BCRTA Transit App Downloads
 - BCRTA tracked 377 new downloads for the Transit App in July of 2021.
- BGO App Rides/Total BGO Rides
 - 37.28 percent of all trips were booked utilizing the mobile application. This is a 31.17 percent increase from July of 2020.
- BGO App Downloads
 - BCRTA had 147 new users download the mobile application. This is a 3.4 percent increase in app downloads from July 2020.
- BGO Mobile Payment & Total Trips
 - BCRTA completed 4,801 non - contracted trips in July of 2021. This is a 98.7 percent increase in completed, non - contracted trips from July of last year.
 - 29.48 percent of all completed, non – contracted trips were paid for using the BCRTA mobile application (BrainTree).
 - EZFARE is currently live and being utilized by passengers. 3.05 percent of all BGo trips were paid for using the EZFARE platform.

Improving Mobility & Eliminating Barriers

- Passengers Per Revenue Hour
 - Fixed routes had 5.38 passengers per revenue hour in July of 2021, this is 125.1 percent higher than July of 2020.
 - Demand Response service had 2.04 passengers per revenue hour in July of 2021, this is a 42.7 percent increase from July of 2020.
- Accidents and Injuries
 - Fault Total – BCRTA had 4 at fault accident in July of 2021.
 - No Fault Total – BCRTA also had 4 no fault accidents.
- Target Operator Staffing

- 85%
 - This number has decreased 24.47 percent from the same month for the previous year and decreased by 8.79 percent from the previous month. The yearly average was 83.41 percent.
- Denials and Refusals/ Total BGO Trips
 - 2.08 percent of all requested BGO trips were refused or denied in July of 2021 due to time and capacity limitations. This is a 1.79 percent increase from July of 2020.

Supporting Employers

- 42x Park and Ride Total Trips
 - The 42x had 1,311 riders. This is a 100 percent increase from July of the previous year.
- BGO Employment Trips
 - BCRTA completed 1,498 BGO trips for the purpose of employment in July of 2021, this is a 10.81 percent increase from July of 2020.

Developing Multimodal Infrastructure

- Goal
 - This field is to show the progress of our upcoming Chestnut Fields Multi-Modal Transit Station. BCRTA has secured funding for \$12,145,255 of our \$21,000,000 goal.
- Days Until Chestnut Fields Completed
 - BCRTA expects this project to be completed within the next 761 days or 2.08 years.

Mr. Morgan also discussed the proposed temporary suspensions. A copy of the presentation is included with these minutes.

Mr. Watt noted that some of the statistics provided did not include Miami riders given the virtual learning environment employed last school year.

Mr. Dutkevicz recommended no action given the public opposition to the proposed cuts. Mr. Dutkevicz pointed out that although on-time performance had dropped, it was still within an acceptable range. He further advised watching the metrics in the next few months to consider action in the future. No action was taken.

Mr. Foster and Mr. Gordon both remarked that hiring drivers is problematic across the country and that BCRTA's problem should not be regarded as unique. Mr. Lawson suggested that BCRTA may do more damage to itself by promising to provide service that it is not capable of fulfilling. Ms. Schmitt asked if BGo could absorb and complete all the trips left unserved by the proposed cut. Mr. Dutkevicz and Mr. Morgan confirmed that BGo could serve those affected. Ms. Schmitt also suggested staff should be looking where to "grow" or recruit potential bus drivers or candidates that could become bus drivers. Ms. Weidner mentioned that was in the HR pipeline once the new Talent & Benefits Manager is hired.

c. Marketing & Outreach.

Ms. Cowan reported that the contract with Hunter Marketing was nearly complete and activity on that contract would begin shortly.

VII. Director's Report

Mr. Dutkevicz noted that Ms. Chandler had resigned from the Board and provided a brief summary of the director's notes in the packet:

Metrics & Service

Proposed Temporary Service Cuts

Pending public input, staff may recommend the temporary suspension of the R2, R4, and BGo trips to the South Dayton Hub. BGo ridership has been increasing significantly and satisfactory on-time performance has been difficult to manage with the continued hiring difficulty. R2 and R4 have been particularly weak to return and BGo service is in need of operators. Temporarily suspending these services will have the smallest impact on service and allow staff to prioritize on-time performance and contract compliance with the growing BGo service.

A [public hearing will be held September 21](#) and comments made available for review afterward.

New Tech Implementation

Staff are beginning to work with contractors to implement the new ITS system approved by the Board in March. Training is underway and equipment installations are expected to begin in October.

Miami University Service Levels

BCRTA has resumed normal service levels in Oxford. Ridership is looking very positive, with some examples in excess of 2019 ridership.

Vaccination Trips

BCRTA received \$222,231 from the State of Ohio for the "Rides to Community Immunity" program. Staff have prepared a webpage to help vaccine seekers find transportation at [COVID Vaccination Transportation - Butler County RTA](#). BCRTA is offering free BGo rides to individual riders, but capacity is limited due to driver shortages. Shawn Cowan, BCRTA mobility manager, is working with local groups, healthcare, and municipalities to consolidate resources and organize group rides when possible. We are soliciting new partners all the time. Please contact Shawn Cowan to make a connection: cowans@butlercountyrta.com

Staffing & Facility

Staffing

BCRTA is currently seeking CDL and non-CDL drivers, driver trainers, 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. BCRTA still continues to experience a driver shortage like most transit agencies across the nation, despite aggressive advertising and outreach.

BCRTA is also seeking a Planning and Special Project Manager and a Talent & Benefits Manager.

BCRTA is presently engaging a consultant to perform a salary study and job description review to benchmark wages and make any needed recommendations. A report should be due late this year.

Benefits

BCRTA launched health benefits on September 1. Response to the change has been positive and driven an increase in applicants.

Vaccination

BCRTA staff is presently 70% vaccinated.

Management is also closely watching agencies that are beginning to require vaccinations as a condition of employment (with legal exceptions). A handful of public transit agencies are implementing these rules now, but many have indicated they intend to move this direction with final FDA approval of some vaccines. A survey completed by APTA regarding this topic is included in the packet for information purposes.

Staff are also investigating testing options for unvaccinated staff as new federal rules roll out and OSHA has updated their guidance.

Planning

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 assisting. Staff expect a completed report by Q3 2021.

BCRTA is presently evaluating bids to engage a consultant to complete a similar study. Staff expect to bring an award recommendation to the Board at the October meeting.

Alternative Fuel Study

BCRTA is in the early stages of discussing a joint engagement with Cincinnati Metro and TANK to evaluate regional needs and feasibility for future alternative fuel vehicles. SORTA was already planning to pursue the study and BCRTA was also considering a similar approach within the pending planning study. A joint contract should help defray costs and improve regional cooperation, visioning, and grant readiness.

Chestnut Street Multimodal Station

Bowen has finalized their Part I report and is preparing to enter Part II of the design phase, up to 30% design. Documents will be posted to the [BCRTA "Major Projects" webpage](#) as documents become available. Bowen will initiate public

engagement with stakeholders as part of this phase of design. Part II will kick-off with an onsite workshop with Bowen and BCRTA staff on September 29.

Staff is presently negotiating a land lease with Miami University for the subject property. More detail is needed from Bowen to complete necessary documents and descriptions for the lease.

FTA concurred with BCRTA's request for a categorical exclusion under the National Environmental Policy Act (NEPA) in late June which has paved the way for BCRTA to execute final grant processes with FTA. The project grant has been finalized and is available to draw funds in October.

At the Board's request, staff pursued conversations with an experienced bonding attorney and the Ohio State Infrastructure Bank regarding potential financing for the Chestnut Fields project. The project does seem to be eligible for either funding method. However, given that BCRTA has no sustainable source of tax revenue, both entities expressed concern that BCRTA would be unlikely to qualify. FTA funding cannot be used to pay debt.

Outreach & Communications

Video Outreach

Shawn Cowan is working with a consultant to create and release several monthly videos advertising BCRTA services and how to use them. The September video focused on employee attraction and should be launched later this month.

BCRTA Trustee Vacancies

The current Board vacancy has been posted for several months. Three candidates have expressed interest to date. Unfortunately, Trustee Chandler has also provided her resignation as of September 13. With the agreement of the Board, we will issue invitations to candidates to attend the Board meeting in October and hold a group interview session immediately following.

Funding & Discretionary Grant Availability

Property/Liability Insurance – Good News!

Given the events of the past few years combined with rising jury verdicts and proposed changes in immunity for public entities, many transit agencies throughout the nation have seen up to 75% increases in their property and liability coverages this year. Many carriers have also refused to write coverage at all for transit agencies. We're pleased to announce that we expect a reasonably flat renewal thanks to membership in the Ohio Transit Risk Pool.

SLRF Funding through Butler County

In response to Commissioner Carpenter's proposal, staff have provided a request for \$200,000 in SLRF funding to support the new Cincinnati commuter service planned to launch in 2023.

INVEST ACT

The US Senate has passed the “Infrastructure Investment and Jobs Act” by a vote of 69 to 30. The 2,702-page bill reauthorizes surface transportation programs and appropriates specific funding for certain categories of funding. It is unclear when the House of Representatives will consider the measure.

Based upon estimates provided by FTA and APTA, BCRTA and MTS may expect the following changes if the legislation is passed as written:

Agency	2021 5307 Funding	2022 Estimated	Difference
BCRTA	2,098,087	3,143,970	1,045,883
MTS	1,481,697	2,339,551	857,854

CMAQ/STBG Funding

OKI has recently solicited applications for CMAQ/STBG funding in FFY 2025 and 2026. BCRTA submitted an application for replacement of heavy-duty diesel buses that will be due in that time frame. Given the time distance to purchase, BCRTA will be pursuing an open award for battery-electric buses or hydrogen fuel cell vehicles. Grant needs for both fuels are estimated to be relatively similar. OKI has reported receiving \$56M in requests for more than 18 projects. \$40M is available. Awards are expected between October and December.

ODOT Funding

BCRTA has now received an allocation for the Urban Transit program funding for this state fiscal year in the amount of \$300,231 which will be applied toward the radio upgrade/replacement project already underway.

BCRTA was also successful in obtaining local match funds for the ITS project.

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

TABC was awarded a \$100,000 5310 grant by OKI in May to expand the Mobility Management program. Funding does not require local match this year due to CRRSAA.

On the Horizon ...

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 year end.

Upcoming Procurements >\$25,000

- a) Short Range Planning Study
- b) Vehicle Cleaning Contractor - Exterior and Interior

- c) Chestnut Fields A&E Part III
- d) Moser Court Master Plan
- e) Transit Station Exploratory A&E (on behalf of MTS)
- f) Commuter Services Marketing & Branding Services (on behalf of MTS)

VIII. *Executive Session - To consider the compensation of a public employee as permitted by ORC 121.22G1.*

Ms. Schmitt made a motion to enter executive session to discuss the compensation of a public employee as specified in Ohio Revised Code 121.22G1. Mr. Gordon seconded.

Upon a call of the roll, the vote resulted as follows:

Mr. Bautz	ABSENT
Mr. Fehr	ABSENT
Mr. Foster	YES
Mr. Gordon	YES
Mr. Lawson	YES
Ms. Schmitt	YES
Mr. Watt	YES

Executive session commenced with Mr. Landes, Mr. Dutkevicz, and Ms. Weidner at 09:06. Executive session concluded at 09:31, a quorum of the board was present.

IX. *Discussion*

Mr. Foster remarked that given the new benefits program it was apparent that some employees may receive a cut in pay. Mr. Foster suggested that since the program was meant to be a benefit, no employees should take a pay cut. Mr. Watt added that it would be important to address any discrepancies and “right the ship.” Mr. Lawson also remarked that cutting pay in the current labor market would not be a prudent move for BCRTA. Mr. Dutkevicz asked that the Board provide authority to enact the new benefits program fully thereby replacing any previous arrangements made by previous administration or the Board.

Mr. Lawson requested a motion to ratify the new benefits implementation as offered on 9/1/2021 and as substantially described at the May 2021 BCRTA Board Meeting, and thereby eliminate all pre-existing cash benefits previously offered in lieu of health benefits on the same date.

Mr. Foster moved to ratify the new benefits implementation as offered on 9/1/2021 and as substantially described at the May 2021 BCRTA Board Meeting, and thereby eliminate all pre-existing cash benefits previously offered in lieu of health benefits on the same date. Mr. Gordon seconded the motion. The motion carried.

Furthermore, Mr. Lawson requested a motion to amend the BCRTA Executive Director’s employment agreement to reflect participation in BCRTA benefits program equal to that of other director-level employees and increase the annual salary of the ED in the amount of \$2,460 per year, prorated for 2021 beginning 9/1/2021.

Mr. Foster moved to amend the BCRTA Executive Director’s employment agreement to

reflect participation in BCRTA benefits program equal to that of other director-level employees and increase the annual salary of the ED in the amount of \$2,460 per year, prorated for 2021 beginning 9/1/2021. Mr. Foster emphasized that this was to ensure that no employee would take a financial cut as part of the benefits implementation. Ms. Schmitt seconded the motion. The motion passed.

X. Adjourn

Mr. Watt moved to adjourn, and Mr. Gordon seconded. The motion carried. The meeting was adjourned at 9:35 AM.

Respectfully submitted,

Matthew M. Dutkevicz, Executive Director

Approved

TEMPORARY PROPOSED SUSPENSIONS TO BCRTA SERVICE



- ▶ Due to prolonged staffing shortages, BCRTA is proposing to temporarily suspend all service on the Route R2 (Oxford & Middletown), R4 (Hamilton & Tri-County), and BGo trips to the South Dayton GDRTA Hub.
- ▶ BCRTA held a virtual public hearing on Tuesday, September 21, 2021, to receive comments from the public regarding the proposed changes.

TEMPORARY PROPOSED CHANGES TO SERVICE

- ▶ Since 1/1/2021 BCRTA has either completed or "No-Showed" 113 total trips.
- ▶ Average trip duration 61.1 minutes.
- ▶ The issue is not only the long trip duration, but this also takes a driver out of the standard service area for several hours.

SOUTH DAYTON GDRTA HUB TRIP STATISTICS

R2 2019 vs 2021

- ▶ 2019 R2 Ridership – 6,320
- ▶ 2021 R2 Ridership – 1,056
- ▶ 83.3% decrease in ridership
- ▶ Passengers per Hour 2021 = 1.29

R4 2019 vs 2021

- ▶ 2019 R4 Ridership – 7,143
- ▶ 2021 R4 Ridership – 4,293
- ▶ 39.9% decrease in ridership
- ▶ Passengers per Hour 2021 = 1.72

R2 & R4 RIDERSHIP STATISTICS

*ALL REPORTS ARE FROM 1/1-9/15 FOR
BOTH YEARS

August

- ▶ 8/1/2021 – 8/7/2021 – 90%
- ▶ 8/8/2021 - 8/14/2021 – 93%
- ▶ 8/15/2021 – 8/21/2021 – 86%
- ▶ 8/22/2021 – 8/28/2021 – 80%
- ▶ 8/29/2021 – 8/31/2021 – 86%
- ▶ Of the total 6,045 trips provided we were more than 15 minutes late 694 times.
- ▶ Trips per hour in August of 2021 = 2.13
- ▶ *Trips per hour in August of 2019 = 1.68

September

- ▶ 9/1/2021 – 9/4/2021 – 72%
- ▶ 9/5/2021- 9/11/2021 – 77%
- ▶ Month to date we have completed 1,898 trips; of these trips we have been late a total of 412 times.
- ▶ Trips per hour in September of 2021 = 2.07
- ▶ *Trips per hour in September of 2019 = 1.82

ON TIME PERFORMANCE AUGUST & SEPTEMBER 2021

August

- ▶ 8/1/2021 – 8/7/2021 – 1,244
- ▶ 8/8/2021- 8/14/2021 – 1,355
- ▶ 8/15/2021 – 8/21/2021 – 1,559
- ▶ 8/22/2021 – 8/28/2021 – 1,001
- ▶ 8/29/2021 – 8/31/2021 – 435

September

- ▶ 9/1/2021 – 9/4/2021 – 635
- ▶ 9/5/2021- 9/11/2021 – 759

TRIP COUNT BY WEEK AUGUST & SEPTEMBER 2021

August

BCDD – 9
BCRTA ADA – 88
BCVSC – 18
BGo/BGo Mobile – 368
Medicaid – 56
MTS ADA - 33

September

BCDD – 5
BCRTA ADA – 66
BCVSC – 16
BGo/BGo Mobile – 183
Medicaid – 42
MTS ADA - 53

LATE TRIPS BY FUNDING AUGUST & SEPTEMBER 2021

August 2019

- ▶ Unlinked Passengers Trips – 2,575
- ▶ Vehicle Revenue Hours – 1,535
- ▶ Vehicle Revenue Miles – 23,824
- ▶ VOMs – 15

August 2021

- ▶ Unlinked Passengers Trips – 5,594 –
131% Increase
- ▶ Vehicle Revenue Hours – 2,626
71.1% Increase
- ▶ Vehicle Revenue Miles – 46,034 –
93.3% Increase
- ▶ VOMs – 18 – 20% Increase

NTD SUMMARY COMPARISON AUGUST OF 2019 TO AUGUST OF 2021

August 2019

▶ Overtime total – 557.01

August 2021

▶ Overtime total – 455.67

OVERTIME COMPARISON
AUGUST OF 2019 TO AUGUST OF 2021

BCRTA
Income Statement
August 2021

Revenues	Year to Date Last Year	Year to Date This Year	Annual Budget	YTD % of Budget
Passenger Fares	67,876	81,848	96,000	85.3%
Contract Fares	92,840	87,841	129,500	67.8%
Partnership Transit Rev (COM)	998,635	1,338,615	1,850,000	72.4%
Transit Development Rev (MU)	812,386	1,373,113	1,950,000	70.4%
Mgt./Cons. Services	132,860	163,520	245,280	66.7%
Interest & Other	89,779	256,031	29,000	882.9%
Agency Funding	27,739	25,333	38,000	66.7%
Park-n-Ride Program	224,823	311,923	519,871	60.0%
State Funding	363,611	144,580	312,803	46.2%
Federal Funding	1,508,323	1,367,787	3,000,000	45.6%
Total Revenues	4,318,871	5,150,592	8,170,454	63.0%
Expenses				
Wages	1,791,276	1,885,074	3,000,000	62.8%
Fringes	653,545	596,821	1,200,000	49.7%
Services	311,609	316,587	597,200	53.0%
Materials & Supplies	291,775	381,163	630,000	60.5%
Utilities	56,995	66,197	122,500	54.0%
Insurance	132,345	138,624	236,360	58.6%
Purchased Transportation	224,823	311,923	519,871	60.0%
Misc. Items	35,201	61,301	61,400	99.8%
Contingency	46,046	46,349	50,000	92.7%
Total Expenses	3,543,616	3,804,040	6,417,331	59.3%
Gain/Loss before Depr, NP & OPEB E	775,256	1,346,552	1,753,123	76.8%
Est. Share of Depreciation		216,000	324,000	66.7%
Est. Net Pension & OPEB Exp.		545,663	818,495	66.7%
Total Gain/(Loss)		584,889	610,628	95.8%

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
8/1/21			Beginning Balance			161,001.92
8/2/21	7/1/21-7/31/21	CRJ	Farebox Receipts	5,868.82		
8/2/21	DD 0387458	CRJ	Miami University	250.00		
8/2/21	AT-08/02/2021	CDJ	BCRTA PNC Card Purchases		1,049.80	
8/3/21	01084738	CRJ	Butler County Veterans Service	8,414.96		
8/3/21	0044995335	CRJ	Ohio Dept of Medicaid	1,720.00		
8/3/21	cash	CRJ	Farebox Receipts	5.00		
8/3/21	0045000105	CRJ	BCRTA Items	100.00		
8/4/21	9978	CDJ	Adco Marketing		990.00	
8/4/21	9979	CDJ	BCRTA Petty Cash		297.97	
8/4/21	9980	CDJ	Cummins Bridgeway LLC		1,062.51	
8/4/21	9981	CDJ	Code Software LLC (Clobba)		2,782.50	
8/4/21	9982	CDJ	Ecolane USA Inc		19,437.00	
8/4/21	9983	CDJ	Fuller Ford		60.85	
8/4/21	9984	CDJ	Fox Towing Inc.		300.00	
8/4/21	9985	CDJ	GemCity Tires, Inc		72.00	
8/4/21	9986	CDJ	Interstate Billing Service		633.10	
8/4/21	9987	CDJ	RICOH USA, INC		16.01	
8/4/21	9988	CDJ	The Chamber of Commerce Servin		350.00	
8/4/21	9989	CDJ	Tom Rechten H&A		132.00	
8/4/21	9990	CDJ	Tristate Cleaning		400.00	
8/4/21	9991	CDJ	Talawanda School District		839.07	
8/4/21	9992	CDJ	Verizon Wireless		2,295.82	
8/4/21	9993	CDJ	Zep Manufacturing		422.49	
8/4/21	9980V	CDJ	Cummins Bridgeway LLC	1,062.51		
8/4/21	9994	CDJ	Cummins Bridgeway LLC		901.51	
8/5/21	0045017502	CRJ	Ohio Department of Transportat	49,638.06		
8/5/21	DD 080521	CRJ	Miami University	103,945.45		
8/5/21	AT-8/5/2021	CDJ	Paycom		970.18	
8/6/21	PRWE 08/06/21	GENJ	1450		351.93	
8/6/21	PRWE 08/06/21	GENJ			91,995.42	
8/6/21	PRWE 08/06/21	GENJ	1451		23.08	
8/6/21	PRWE 08/06/21	GENJ			15,517.45	
8/6/21	2367	CRJ	Jobs Plus Employment Network	95.00		
8/9/21	DD 0387762	CRJ	Miami University	309,710.89		
8/10/21	AT-8/10/2021	CDJ	SuperFleet Mastercard Program		37,976.15	
8/12/21	9995	CDJ	Auditor of State		3,587.50	
8/12/21	9996	CDJ	Affordable Pest Control Inc.		50.00	
8/12/21	9997	CDJ	Alpine Valley Water		26.24	
8/12/21	9998	CDJ	Bethesda Healthcare Inc.		1,461.55	
8/12/21	9999	CDJ	Bryce's Lawncare & Landscaping		1,750.00	
8/12/21	10000	CDJ	Cummins Bridgeway LLC		702.12	
8/12/21	10001	CDJ	Cintas Corporation		1,651.05	
8/12/21	10002	CDJ	Cornett's Pressure Cleaning		3,404.00	
8/12/21	10003	CDJ	Fuller Ford		30.18	
8/12/21	10004	CDJ	Fleet Pride		168.35	
8/12/21	10005	CDJ	KOI Enterprises, Inc.		4,359.77	
8/12/21	10006	CDJ	Ohio Deferred Compensation		782.00	
8/12/21	10007	CDJ	PERS		79,222.78	
8/12/21	10008	CDJ	Rumpke Of Ohio Inc.		242.65	

8/12/21	10009	CDJ	Verizon Wireless			206.71
8/13/21	10010	CDJ	Treasurer State of Ohio			236.25
8/13/21	279581	CRJ	City of Middletown	391,638.89		
8/16/21	0045043393	CRJ	BCRTA Items	100.00		
8/18/21	10011	CDJ	Butler Co Educ Serv Center			50.00
8/18/21	10012	CDJ	City of Hamilton - Utilities			2,919.13
8/18/21	10013	CDJ	CenterGrid, LLC			346.61
8/18/21	10014	CDJ	Graphic Village			1,002.00
8/18/21	10015	CDJ	Isaac Wiles Burkholder & Teeto			1,207.50
8/18/21	10016	CDJ	Mobilcomm			180.00
8/18/21	10017	CDJ	Port Technology LLC			2,784.50
8/19/21	AT-8/19/2021	CDJ	Paycom			987.57
8/20/21	PRWE 08/13/21	GENJ				15,288.99
8/20/21	PRWE 08/13/21	GENJ				90,866.47
8/20/21	PRWE 08/13/21	GENJ	1453			23.08
8/20/21	PRWE 08/13/21	GENJ	1452			299.27
8/24/21	995913	CRJ	Neoride / EZFare SVA	20.04		
8/24/21	01086406	CRJ	BCDD Master Billing	792.36		
8/24/21	1807	CRJ	Boys & Girls Club WC	135.00		
8/25/21	10018	CDJ	Alpine Valley Water			58.15
8/25/21	10019	CDJ	Cornett's Pressure Cleaning			1,148.00
8/25/21	10020	CDJ	Endeavor Business Media LLC			150.00
8/25/21	10021	CDJ	Fuller Ford			31.74
8/25/21	10022	CDJ	GemCity Tires, Inc			1,725.00
8/25/21	10023	CDJ	Ohio Deferred Compensation			782.00
8/25/21	10024	CDJ	Ohio Hydraulics Inc.			56.00
8/25/21	10025	CDJ	Refitt's LLC			450.00
8/30/21	201883	CRJ	Easter Seals TriState	90.00		
8/30/21	01086781	CRJ	Butler County Veterans Service	5,446.89		
8/31/21	08/31/21	GENJ	Service Charge			3.00
8/31/21	CASH083121	CRJ	BCRTA Items	280.00		
			Current Period Change	879,313.87	397,117.00	482,196.87
8/31/21			Ending Balance			643,198.79

Savings - PNC (National City)

8/1/21			Beginning Balance			32,016.52
8/10/21	MAS 081021	CRJ	Farebox Receipts	518.52		
8/10/21	ACH081021	CRJ	BCRTA Items	201.04		
8/31/21	CC 08/31/21	CRJ	Farebox Receipts	4,067.96		
8/31/21	08/31/21	GENJ	Interest Income	0.30		
8/31/21	08/31/21	GENJ	Service Charge		5.22	
			Current Period Change	4,787.82	5.22	4,782.60
8/31/21			Ending Balance			36,799.12

Savings - PNC Bank

8/1/21			Beginning Balance			1,614,490.77
8/31/21	08/31/21	GENJ	Interest Income	14.16		
8/31/21	08/31/21	GENJ	Service Charge		2.00	
			Current Period Change	14.16	2.00	12.16
8/31/21			Ending Balance			1,614,502.93

STAR Ohio

8/1/21			Beginning Balance			2,000,007.24
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8/31/21	08/31/21	GENJ	Interest Income	<u>122.89</u>	
			Current Period Change	<u>122.89</u>	122.89
8/31/21			Ending Balance		2,000,130.13

**BCRTA
Balance Sheet
August 2021**

Assets

Current Assets

Checking - PNC	643,198.79
Savings - PNC	36,799.12
Savings - PNC	1,614,502.93
STAR Ohio	2,000,130.13
Bid Deposit	-
M&S Inventory	40,893.98
Petty Cash	1,000.00
Accounts Receivable	1,246,125.56
Prepays	48,454.65
	<hr/>
	5,631,105.16

*Other Assets

Net Pension Asset	31,779.00
Deferred Outflows-Pensions	871,284.00
Deferred Outflows-OPEB	573,460.00

Property & Equipment

Vehicles	12,173,487.01
Buildings & Land	2,792,757.78
Furniture & Equipment	1,095,117.59
Amenities & Misc.	69,631.89
WIP-Technology Upgrade	115,925.00
WIP-Chestnut Fields	70,763.03
Accum. Depr.	(7,523,027.11)
	<hr/>
	10,271,178.19

Total Assets

15,902,283.35

Liabilities & Equity

Current Liabilities

Accounts Payable	149,952.54
Payroll Payables	145,151.33
Other Payables	-
Accrued PTO	115,289.82
Reserve ACA Fines	168,607.51
FTA Vehicle Funds	68,131.00
Future Match Funds	18,916.69
Unearned Tickets	27,983.00
	<hr/>
	694,031.89

*Long-term Liabilities

Net Pension Liability	3,955,112.00
Net OPEB Liability	2,816,803.00
Deferred Inflows-Pensions	853,338.00
Deferred Inflows-OPEB	413,645.00

Equity

Balance Equity	2,861,645.23
Federal & State Capital	14,032,042.00
Local Capital	89,410.00
Retained Earnings	(11,160,295.96)
Net Income	1,346,552.19
	<hr/>
	15,208,251.46

Total Liabilities

and Capital

15,902,283.35

**BCRTA
Cash Reserves**

August 2021

Current Assets	5,631,105.16
Current Liabilities	<u>(694,031.89)</u>
Available Funds	4,937,073.27

Board Reserves

Local Share Grant Obligations		
OH-2018-21-00	328,849.75	
OH-2021-56-00	233,850.00	
OH-2021-60-00	1,305,200.75	
Pending Federal Chestnut Fields Project (STBG Funds)	1,125,000.00	
Less Miami University Chestnut Fields Match	(1,600,000.00)	
Less Projected Local Match	<u>(1,648,580.00)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	(255,679.50)	
FTA Grants	-	Match Required
Working Capital Funds (2 Mths.)	974,576.67	
Capital Replacement Funds	2,598,150.00	2022 - 2026 Local Share of Projects Not Yet on Grants
Contingency Funds	<u>-</u>	
Total Board Reserves	3,572,726.67	
Non-Restricted Funds	1,364,346.60	

Resolution No. 21-10-01

Authorizing the Butler County Regional Transit Authority (BCRTA) to Apply for a 2022 Butler County Community Development Block Grant (CDBG) in Support of a Job Connection Shuttle Targeted for Low and Very-Low Income Residents the City of Fairfield and Butler County to Maintain a Basic Quality of Life, and Certifying the Availability of up to \$25,000 as the Required Local Match for the Requested Project.

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

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

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

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

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

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

Approved: October 20, 2021

Board President, BCRTA

Executive Director, BCRTA

BCRTA Resolution No. 21-10-02

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into an Agreement for a Short-Range Planning Study.

Whereas BCRTA solicited proposals for a Short-Range Planning Study for evaluation of the BCRTA route system, evaluations of needs, evaluations of financing, and public input; and

Whereas BCRTA received four (4) proposals from Hatch LTK Consulting Services Inc., Kimley-Horn & Associates Inc., RLS & Associates Inc., and Tindale-Oliver & Associates Inc. covering all work requirements included in the BCRTA request for proposal; and

Whereas a selection committee evaluated all proposals for qualifications, relevant experience, quality of submission, reasonability of cost and references; and

Whereas a selection committee determined that Kimley-Horn & Associates Inc. and RLS & Associates Inc. proposals most closely addressed the needs of BCRTA and they were interviewed further for the purposes of making a final determination; and

Whereas the selection committee determined the services proposed by XXXXXXXX to provide the most value to BCRTA.

Now therefore be it resolved that the BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute a non-exclusive contract between BCRTA and XXXXXXXX for the provision of a Short-Range Planning Study at a cost of \$\$\$\$\$\$ plus a 10% contingency for a total not to exceed cost of \$\$\$\$\$\$ without additional board approval.

Approved: 20th October 2021

Chris Lawson
Board President

Matthew Dutkevicz
Executive Director

BCRTA Resolution No: 21-11-01

Adoption of the FY2022 Accrual Operating Budget for the Butler County Regional Transit Authority (BCRTA).

Whereas, the FY2021 appropriations for the Butler County Regional Transit Authority (BCRTA) will expire on December 31, 2021; and

Whereas, it is the desire of the BCRTA to appropriate the following funds to provide for the operating expenses of the agency during FY2022:

FY2022 Accrual Budget Summary (details contained in attached Exhibit):

Revenues:	\$9,710,940
Expenses:	\$7,597,632

Now therefore be it resolved that the BCRTA Board of Trustees hereby authorizes the adoption of the attached FY2022 Accrual Operating Budget.

Approved: November 17, 2021

BCRTA Board President
Chris Lawson

BCRTA Executive Director
Matthew M. Dutkevicz

2022 Proposed Operating Budget

Draft - Subject to Board Approval

	2021 Current Budget	2022 Proposed Budget		2021 Projected	2022 Tax Budget
Revenues					
Passenger Fares	\$ 96,000	\$ 116,400	DR Growth due to app usage	120,807	100,800
Contract Fares	129,500	140,800	Medicaid, BCBDD, & BCVSC recovering from pandemic	130,041	136,000
Partnership Transit Rev.	1,850,000	1,980,000	COM Funding for Regional Routes and all ADA & DR Service with Bcrta Drivers - 100% CARES	1,990,615	1,961,000
Transit Development Rev.	1,950,000	2,025,250	MU back to normal service levels	1,974,316	2,020,000
Management Services	245,280	245,280	No change in service - 100% CARES from MTS	245,280	252,000
Other Services	-	-	None Planned	-	-
Interest & Other	29,000	22,300	Interest Income, Scrap Sales, Refunds, Etc.	257,268	30,000
Agency Funding	38,000	38,000	Support from BC CDBG & Hamilton CDBG	38,000	38,000
State Funding	312,803	134,000	State RCI funds	165,281	-
Federal Funding	3,000,000	4,448,910	Assumes ARPA funds	2,568,191	3,874,000
Park-n-Ride Program	519,871	560,000	SORTA Federal Transfer (conservative estimate)	519,871	520,000
In-Kind Items	-	-		-	-
Total Revenues	\$ 8,170,454	\$ 9,710,940		8,009,670	8,931,800
Expenses					
Wages	\$ 3,000,000	\$ 3,468,471	Salary Study wage adjustments, New Positions filled	2,848,520	3,090,000
Fringes	1,200,000	1,863,571	Full time benefits, plus PERS, Medicare, WC, & PTO	1,169,281	1,500,000
Services	597,200	659,360	Allows for new Acct & Maint software fees, Physicals/Med for trainees	459,362	609,000
Materials & Supplies	630,000	598,350	New Uniform contract, Fuel Costs at Moderate Rate	611,095	643,000
Utilities	122,500	131,152	Increase in Communication Costs w/ wifi on buses	97,811	125,000
Insurance	236,360	219,828	OTR coverage and hardening market driving cost up (less recoveries)	219,631	241,000
Taxes	-	-	None Planned	-	-
Purchased Transportation	519,871	560,000	SORTA Park-n-Ride (conservative estimate)	519,871	520,000
Misc. Items	61,400	76,900	Staff training, advertising, Membership in APTA	94,630	63,000
Leases & Rentals	-	-	None Planned	-	-
Contingency	50,000	20,000	Contingency	46,349	50,000
Total Expenses	6,417,331	7,597,632		6,066,550	6,841,000
Gain/Loss before Depr, NP & OPEB Exp	1,753,123	2,113,308	To cover Local share of Depreciation, Net Pension & OPEB Expenses	1,943,120	2,090,800
BCRTA share of Depreciation	324,000	324,000	BCRTA share of Depr = approx \$27K/mo.		
Est. Net Pension & OPEB Expenses	818,495	818,495	Estimated Net Pension & OPEB Expense		
Gain/Loss	\$ 610,628	\$ 970,813			

BCRTA Resolution No. 21-11-02

Authorization of FY2022 Appropriations and Acceptance of the Butler County Regional Transit Authority (BCRTA) Fiscal Officer’s Certification of Funds and Estimation of Revenues.

Whereas, the FY2021 appropriations for the Butler County Regional Transit Authority (BCRTA) will expire on December 31, 2021, and

Whereas, on November 17, 2021 the BCRTA Board of Trustees adopted a FY 2022 Accrual Operating Budget; and

Whereas, additional appropriations to include FY2021 carryforward items and FY2022 capital expenditures must likewise be adopted by the BCRTA Board of Trustees; and

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

FY2022 Funds & Appropriations

Projected Cash Balance 1-1-2022	\$ 5,631,105
Estimated Revenues	\$ 17,964,640
Authorized Appropriations	\$ 17,043,092

Projected Year-End Funds	\$ 6,552,653

Now therefore, be it resolved:

That the BCRTA Board of Trustees hereby authorizes the above FY2022 appropriations and accepts the fiscal officer’s certification of funds and estimation of revenues. Furthermore, the BCRTA Secretary/Treasurer is authorized to do all things necessary to enact this resolution.

Approved: November 17, 2021

Board President
Chris Lawson

Executive Director
Matthew Dutkevicz

BCRTA Resolution No. 21-11-04

Confirmation of Board Policy 6-08 Reserves

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

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

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

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

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

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

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

Approved: November 17, 2021

Board President
Chris Lawson

Executive Director
Matthew M. Dutkevicz

BCRTA POLICY AND PROCEDURE MANUAL

6-08 Reserves

Effective Date: 10-20-10

Review Dates: 11-16-11;

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

11-18-15; 11-16-16; 05-17-2017; 11-15-2017; 11-14-2018; 11-20-2019; 11-18-2020.

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

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

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

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

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

BCRTA Resolution No. 21-11-03

Confirmation of Board Policy 6-02 Investments

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

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

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

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

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

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

Approved: November 17, 2021

Board President
Chris Lawson

Executive Director
Matthew M. Dutkevicz

BCRTA POLICY AND PROCEDURE MANUAL

6-02 Investments

Effective Date: 03-18-09

*Review Dates: 10-20-10; 11-16-11; 11-14-12; 11-20-13; 11-19-14; 11-18-15; 11-16-2016;
05-17-2017; 11-15-2017; 11-14-2018; 11-20-2019; 11-18-2020.*

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

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

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

BCRTA Resolution No. 21-11-05

Authorizing the BCRTA Executive Director to Execute an Agreement with SORTA for the Provision of 2022 Park-and-Ride Services in Butler County.

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

Whereas, BCRTA entered into a contract with SORTA/Metro to continue the park-and-ride service for calendar year 2003, and the BCRTA Board authorized contracts and contract renewals for calendar years 2004 through 2021; and

Whereas, the parties wish to enter into a one (1) year agreement through December 31, 2022.

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

That the Board of Trustees hereby authorizes the BCRTA Executive Director to execute a one (1)-year service agreement subject to legal review between BCRTA and SORTA for the provision of park-and-ride transit services to BCRTA by SORTA for the calendar year 2022 under the following guidelines:

1. BCRTA will be credited with all passenger revenue generated from the park-and-ride services and will continue to receive its share of Section 5307 funds attributable to the National Transit Database (NTD) data for the Butler County Park and Ride services;
2. BCRTA agrees to transfer Federal Section 5307 funds to SORTA, the amount of which will be sufficient to cover the cost of 2022 service; and
3. SORTA provides monthly Butler County park-and-ride ridership data to BCRTA within 30 days of the end of each calendar month.

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

Approved: November 17, 2021

Board President
Chris Lawson

Executive Director
Matthew Dutkevicz

**AGREEMENT BETWEEN
BUTLER COUNTY REGIONAL TRANSIT AUTHORITY and
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY**

This Agreement, dated January 4, 2021, is by and between the Butler County Regional Transit Authority (BCRTA) and the Southwest Ohio Regional Transit Authority (SORTA) for the provision of transit services to BCRTA by SORTA.

1. **SERVICE:**

For the term of this Agreement, SORTA agrees to operate Route 42 from January 1, 2021 through December 31, 2021. The express service route is designed to bring commuters from West Chester to downtown Cincinnati. SORTA agrees to operate eight (8) A.M. trips and eight (8) P.M. trips on Route 42. Included in these routes are two (2) A.M. "reverse commute" trips and two (2) P.M. "reverse commute" trips on the Route 42 designed to bring commuters from downtown to West Chester. Levels of service/routings may be modified at the discretion of BCRTA after consultation with the service provider (SORTA) to ensure ability to meet public notice requirements and operator pick schedules. BCRTA agrees that SORTA will be the exclusive provider of BCRTA funded commuter express services between Butler County and downtown Cincinnati for the term of this Agreement.

The vehicles used to operate this service will include an automated announcement which informs the passengers that the service is sponsored by BCRTA. This announcement will be played as the vehicle approaches the end of the line of the route in each direction.

This service will operate on weekdays only. It does not operate on weekends or major holidays (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day).

2. **OPERATING COSTS:**

SORTA shall work with the funding limits of BCRTA as discussed in Section 5 and shall use its own direct and related cost basis to determine the overall base cost of this service for BCRTA. For the period of January 1, 2021 through December 31, 2021, costs are established at \$2.2017 per mile, \$55.91 per hour and \$10.85 per peak vehicle day of service. In addition, an 18% (of operating cost) overhead charge shall be applied, which shall be deemed to cover a portion of SORTA's indirect fixed and variable costs of operating this service. Total cost will be prorated based on the actual dates of service.

BCRTA shall be credited with all passenger revenue generated from the route, as well as the \$75,000 "NTD Credit" described in Section 6. Contracted net cost of service for the period of January 1, 2021 through December 31, 2021

(operating cost, plus overhead less revenue and "NTD Credits"), is equal to \$519,871, as detailed in Exhibit I. This assumes a \$3.75 one-way fare.

Final allocation of these operating costs for the period January 1, 2021 through December 31, 2021 will be based on actual hours, miles, and ridership numbers for January through November 2021, and estimates for December, 2021 which shall be completed on or before December 1, 2021.

Once the allocation calculation for service during the year 2021 is finalized, to the extent there is any credit due BCRTA, SORTA shall compensate BCRTA with a cash payment or, if 42X Service is to continue in 2022, with a credit for future 42X Service.

3. **CAPITAL EXPENSES:**

SORTA accepted a transfer of a \$3.0 million CMAQ grant from BCRTA to purchase buses for this service in 2006. SORTA accepted this grant in full satisfaction of the cost of capital component of this service over the 12-year life of these buses. For calendar year 2021, this cost of capital component is approximately \$82,424.

If at some time this service is terminated, BCRTA will have the "right of first refusal" to purchase the buses bought specifically by the \$3.0 million CMAQ grant for the residual local share.

4. **FARES:**

The current one-way fare for Route 42 is \$3.75. Fares may be increased by BCRTA upon consultation with SORTA to ensure public notice requirements are met, as well as explore any alternatives to fare increases (e.g., service adjustments, increased marketing to boost ridership, etc.). All passenger revenue shall remain with SORTA and offset operating costs for transit service.

5. **PAYMENT:**

For the period of January 1, 2021 through December 31, 2021, BCRTA shall pay SORTA \$519,871 for the provision of specified transit services described in Section 1. Payment for this service shall be with BCRTA Federal 5307 Funds. BCRTA shall direct the Federal Transit Administration to transfer FFY2020 Federal 5307 Funds to SORTA, the amount of which will be sufficient to cover the cost of 2021 service, as soon as possible but no later than June 30, 2021, unless prevented by the FTA from meeting this deadline.

6. **NATIONAL TRANSIT DATABASE:**

SORTA, as the provider of the service, shall continue to report all service statistics, ridership, etc., in fulfillment of the National Transit Database (NTD) reporting requirements. In exchange, SORTA will provide BCRTA with an annual credit of \$75,000 to be applied against the net operating cost of the service.

7. **TERM:**
The term of this Agreement shall be from January 1, 2021, through December 31, 2021, but may be extended by mutual agreement.

8. **TERMINATION**
This Agreement may be terminated by either party by giving notice in writing to the other party of the intent to cancel service at the next scheduled SORTA operator pick or by mutual consent of both parties.

9. **REPORTING:**
SORTA agrees to provide BCRTA with monthly ridership reports no later than 30 days after the end of each month. The parties also agree to meet (or hold a conference call) on a quarterly basis to review and discuss the prior quarter's service. These meetings (or conference calls) will take place no later than 30 days after the end of each quarter.

10. **PREVENTION OF ALCOHOL MISUSE AND PROHIBITED DRUG USE IN TRANSIT OPERATIONS:**
SORTA (the contractor) agrees to establish and implement a drug and alcohol testing program that complies with 49 CFR Part 655, produce any documentation necessary to establish its compliance with Part 655, and permit any authorized representative of the United States Department of Transportation or its operating administration, the State Oversight Agency of Ohio, or the BCRTA, to inspect the facilities and records associated with the implementation of the drug and alcohol testing program, as required under 49 CFR Part 655 and review the testing process. The contractor further agrees to certify annually its compliance with Parts 655 as required and to submit the FTA Management Information System (MIS) reports on or before March 15th, with a copy to Ms. Kristin Fryer, BCRTA Human Resources Coordinator, at 3045 Moser Court, Hamilton, Ohio, 45011. To certify compliance, the contractor shall use the "Substance Abuse Certifications" in the "Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements," which is published annually in the Federal Register.

The contractor will likewise provide BCRTA a copy of any FTA Office of Safety and Security Audit of the contractor's drug and alcohol testing program that may be conducted during the term of this Agreement.

11. **AMERICANS WITH DISABILITIES (ADA) MAINTENANCE OF BUS ACCESSIBILITY FEATURES:**
For all vehicles used in this Agreement, SORTA (the contractor) agrees to maintain in operative condition vehicle accessibility features such as lifts, ramps, annunciators, and securement devices, and to produce any documentation necessary to establish its compliance with ADA maintenance requirements. Furthermore, the contractor agrees to permit BCRTA to inspect its maintenance

and operations policies, procedures, and records to assure compliance with the ADA maintenance requirements.

12. NOTICE:

All correspondence in connection with this Agreement shall be in writing and sent to the following:

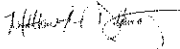
For BCRTA:

Matthew M. Dutkevicz, Executive Director
BCRTA
3045 Moser Court
Hamilton, OH 45011


For SORTA:

Darryl Haley, CEO and General Manager
SORTA/Metro
525 Vine Street, Suite 500
Cincinnati, OH 45202

Butler County Regional Transit Authority:

Signature: 
Name: Matthew Dutkevicz
Title: Executive Director
Date: January 4, 2021

Southwest Ohio Regional Transit Authority:

Signature: 
Name: Darryl Haley
Title: CEO & General Manager
Date: Jan 5, 2021

METRIC DASHBOARD

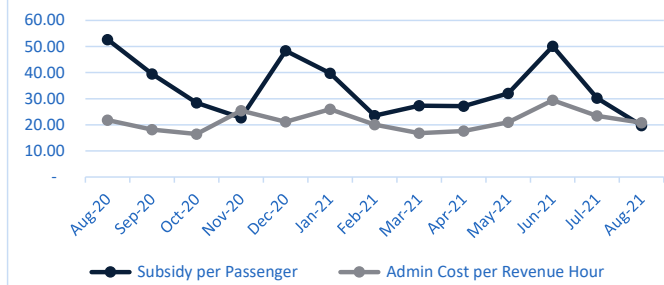
August 2021

Leveraging Competitive Funding & Partnerships

Average Fleet Age

3.83

Since Last Month 0.03 0.78%
Since Last Year 0.21 5.35%



Enhancing Connectivity

BCRTA Transit App Users

652

Since Last Month 518 79.45%
Since Last Year 419 64.26%

BGO App Rides/Total BGO Rides

53.33%

Since Last Month 16.04% 30.08%
Since Last Year 30.02% 56.30%

BCRTA Transit App Downloads

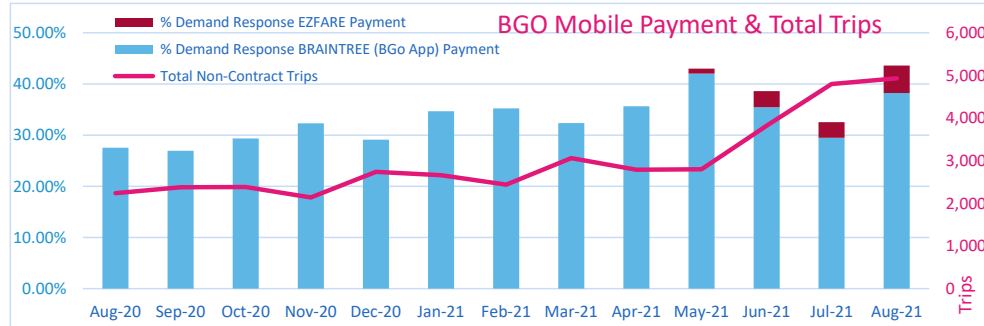
767

Since Last Month 390 50.85%
Since Last Year 600 78.23%

BGO App Downloads

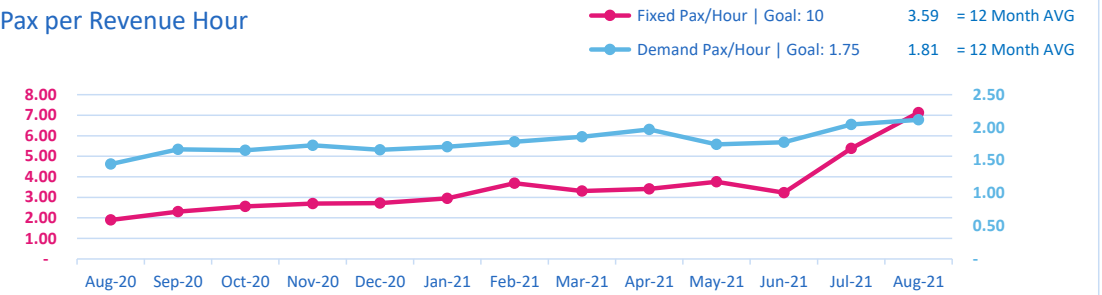
420

Since Last Month 273 65.00%
Since Last Year 314 74.76%

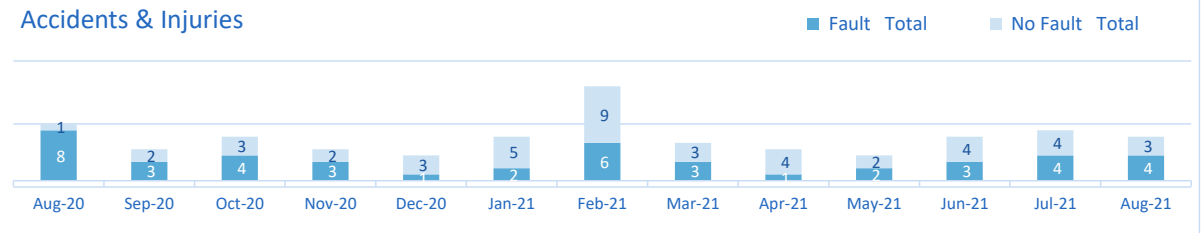


Improving Mobility & Eliminating Barriers

Pax per Revenue Hour



Accidents & Injuries



Target Operator Staffing

75%

Since Last Month -13.29%
Since Last Year -14.52%
12 Month Average 82.41%
GOAL 100.00%

Denials & Refusals/Total BGO

4.91%

Since Last Month 2.82%
Since Last Year 4.91%
12 Month Average 4.98%
GOAL 0.00%

Supporting Employers

42X Park & Ride Total Trips

1,284

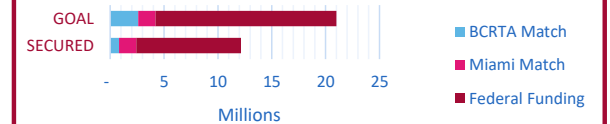
Since Last Month (27) -2%
Since Last Year 1,284 100%

BGO Employment Trips

1,479

Since Last Month (19) -1.28%
Since Last Year 315 21.30%

Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

730



Director's Notes – October 2021

A. Metrics & Service

1. Proposed Temporary Service Cuts

Staff is continuing to monitor on-time performance and efficiency. Public comment regarding the proposal is available [on the BCRTA website](#).

2. Free Fare

Middletown City Council [voted last month](#) to continue offering free fare through 2022.

3. New Tech Implementation

Staff are beginning to work with contractors to implement the new ITS system approved by the Board in March. Training is underway and equipment installations began in early October. Riders may experience interruptions in real time tracking while BCRTA is transitioning to the new system.

4. Miami University Service Levels

BCRTA has resumed normal service levels in Oxford. Ridership is looking very positive, with some examples more than 2019 ridership.

B. Staffing & Facility

1. Staffing

BCRTA is currently seeking CDL and non-CDL drivers, driver trainers, 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. BCRTA still continues to experience a driver shortage like most transit agencies across the nation, despite aggressive advertising and outreach.

BCRTA is presently engaging a consultant to perform a salary study and job description review to benchmark wages and make any needed recommendations. A report should be due late this year.

BCRTA is pleased to welcome Mary Jane Leveline to the role of Talent and Benefits Manager beginning October 25.

2. Vaccination

BCRTA staff is presently 70% vaccinated.

Management is also closely watching agencies that are beginning to require vaccinations as a condition of employment (with legal exceptions). A handful of public transit agencies are implementing these rules now, but many have indicated they intend to move this direction with final FDA approval of some vaccines

Staff are also investigating testing options for unvaccinated staff as new federal rules roll out and OSHA has updated their guidance.

C. Planning

Director's Notes – October 2021

1. Regional Cooperation

Staff have initiated discussions with the Cincinnati USA Regional Chamber and other local transit systems regarding opportunities for more cohesive public transit planning and cooperation. All parties seem interested and more formal information may be available in November.

2. 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 are also examining existing routes and hub locations. BCRTA is assisting. Staff are currently reviewing a draft report and expect a completed report by Q4 2021.

3. Alternative Fuel Study

BCRTA is in the early stages of discussing a joint engagement with Cincinnati Metro and TANK to evaluate regional needs and feasibility for future alternative fuel vehicles. SORTA was already planning to pursue the study and BCRTA was also considering a similar approach within the pending planning study. A joint contract should help defray costs and improve regional cooperation, visioning, and grant readiness.

4. Chestnut Street Multimodal Station

Bowen has finalized their Part I report and is preparing Part II of the design phase, up to 30% design. The Part I report has been posted to the [BCRTA "Major Projects" webpage](#). Part II kicked off with an onsite workshop with BCRTA staff on September 29.

Staff is negotiating a land lease with Miami University for the subject property. More detail is needed from Bowen to complete necessary documents and descriptions for the lease.

FTA concurred with BCRTA's request for a categorical exclusion under the National Environmental Policy Act (NEPA) in late June which has paved the way for BCRTA to execute final grant processes with FTA. The project grant has been finalized and is available to draw funds in October.

At the Board's request, staff pursued conversations with an experienced bonding attorney and the Ohio State Infrastructure Bank regarding potential financing for the Chestnut Fields project. The project does seem to be eligible for either funding method. However, given that BCRTA has no sustainable source of tax revenue, both entities expressed concern that BCRTA would be unlikely to qualify. FTA funding cannot be used to pay debt.

D. Outreach & Communications

1. BCRTA Trustee Vacancies

The current Board vacancy has been posted for several months. Four candidates have expressed interest to date. Unfortunately, Trustee Chandler has also provided her resignation as of September 13. Candidates have been invited to attend the October

Director’s Notes – October 2021

meeting and may staff to meet with the Executive Committee during an open session following the regular October Board meeting.

E. Funding & Discretionary Grant Availability

1. Property/Liability Insurance – Good News!

Given the events of the past few years combined with rising jury verdicts and proposed changes in immunity for public entities, many transit agencies throughout the nation have seen up to 75% increases in their property and liability coverages this year. Many carriers have also refused to write coverage at all for transit agencies. We’re pleased to announce that we expect a reasonably flat renewal thanks to membership in the Ohio Transit Risk Pool.

2. SLRF Funding through Butler County

In response to Commissioner Carpenter’s proposal, staff have provided a request for \$200,000 in SLRF funding to support the new Cincinnati commuter service planned to launch in 2023.

3. INVEST ACT

The US Senate has passed the “Infrastructure Investment and Jobs Act” by a vote of 69 to 30. The 2,702-page bill reauthorizes surface transportation programs and appropriates specific funding for certain categories of funding. It is unclear when the House of Representatives will consider the measure.

Based upon estimates provided by FTA and APTA, BCRTA and MTS may expect the following changes if the legislation is passed as written:

Agency	2021 5307 Funding	2022 Estimated	Difference
BCRTA	2,098,087	3,143,970	1,045,883
MTS	1,481,697	2,339,551	857,854

4. CMAQ/STBG Funding

BCRTA submitted an application for replacement of heavy-duty diesel buses that will be due in that time frame. Given the time distance to purchase, BCRTA will be pursuing an open award for battery-electric buses or hydrogen fuel cell vehicles. Grant needs for both fuels are estimated to be relatively similar. OKI has reported receiving \$56M in requests for more than 18 projects. \$40M is available. Awards are expected between October and December.

5. ODOT Funding

BCRTA has now received an allocation for the Urban Transit program funding for this state fiscal year in the amount of \$300,231 which will be applied toward the radio

Director's Notes – October 2021

upgrade/replacement project already underway.

BCRTA was also successful in obtaining local match funds for the ITS project.

6. **TABC - Enhanced Mobility of Seniors & Individuals with Disabilities (5310)**
TABC was awarded a \$100,000 5310 grant by OKI in May to expand the Mobility Management program. Funding does not require local match this year due to CRRSAA.

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 year end.

2. Upcoming Procurements >\$25,000

- a) Vehicle Cleaning Contractor - Exterior and Interior
- b) Tires
- c) Commuter Bus Purchase (+3 on behalf of MTS)
- d) On Call A&E
 1. Moser Court Master Plan
 2. Transit Station Concept (on behalf of MTS)
- e) Chestnut Fields A&E Part III
- f) Commuter Services Marketing & Branding Services (on behalf of MTS)

Director's Notes – October 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