



#### Board of Trustees

Mr. Christopher Lawson,  
President  
City of Hamilton

Mr. Perry Gordon,  
Vice President  
City of Oxford  
Police Department

Mr. Travis C. Bautz  
MidPointe Library System

Mr. David Fehr  
Butler County Department  
of Development

Mr. James A. Foster  
City of Trenton

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, February 16, 2022 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**

**February 16, 2022, 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 January 19, 2022 Meeting Minutes
- IV. Comments from Citizens
- V. Secretary/Treasurer's Report – December 2021 (*Motion Requested*)
  - a. 2021 Yearend Budget Review
- VI. Action Items
  - a. **Ratify Policy Update:** 6-03 Procurements
  - b. **Resolution 22-02-01:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into Agreements for On-Call Architectural & Engineering Services.
- VII. Governance
  - a. Conflict of Interest Forms for 2022
  - b. Vacancies
    - i. Executive Committee Report
    - ii. Discussion
    - iii. Recommend candidates to commissioners (*Motion Requested*)
- VIII. Committee & Staff Reports
  - a. OKI
  - b. Wage Study Draft Report Update  
Bethany Renner and Zach Kincade, RLS & Associates

**Next Meeting Date:**

**March 16, 2022 @ 8:00 AM**

**Butler County RTA • Hamilton Board Room**

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

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

**February 16, 2022, 8:00 AM**

**Butler County Regional Transit Authority**

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

- c. 2021 Workplace Strength Survey  
Mary Jane Leveline, Talent & Benefits Manager
  - d. Service & Metrics  
Luke Morgan, Director of Operations
  - e. Marketing & Outreach  
Shawn Cowan, Communications & Outreach Manager
  - f. Director's Report
    - i. Authorize a vaccine bonus for all eligible BCRTA staff in an amount not to exceed \$120,000 in total without additional Board approval. *(Motion Requested)*
- IX. Adjourn *(Motion Requested)*

**Next Meeting Date:**

**March 16, 2022 @ 8:00 AM**

**Butler County RTA • Hamilton Board Room**

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

## 2022 Butler County RTA Board of Trustees Attendance

	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec
<b>Bautz, Travis</b>	<b>X</b>											
<b>Fehr, David</b>	<b>X</b>											
<b>Foster, Jim</b>	<b>X</b>											
<b>Gordon, Perry</b>	<b>X</b>											
<b>Lawson, Chris</b>	<b>X</b>											
<b>Schmitt, Nancy</b>	<b>E*</b>											
<b>Watt, Corey</b>	<b>A</b>											

X = Present

E = Excused

E\* = Online not Official

A = Absent



#### **IV. Secretary/Treasurer's Report**

Ms. Weidner presented the treasurer's report for the months of October and November 2021:

October and November 2021, statements were included in the packet. Ms. Weidner presented year-to-date November in comparison to the Annual Budget. Revenues overall were just slightly under-budget primarily due to the BWC refund compensating for any under budgets in other lines. Ms. Weidner explained that the budget for State Funding is based on awarded amounts, but some funds were applied to 2020 expenses. Expenses also remain under budget primarily due to understaffing in non-driver roles, the late start on our marketing project, and not yet utilizing public WiFi on revenue vehicles. Fringes remained under budget but moved closer to budgeted amounts with the sale of PTO in November. Misc. Items is over budget primarily due to the donation made to the TABC in support of their vehicle purchase and the production of promotional/hiring videos. Ms. Weidner stated that she may make some adjustments to realign the advertising budgets since Promotional Advertising rolls up under Misc. Items. Contingency topped out in August and is no longer accruing due to offering benefits. This amount will be adjusted for actual amounts at year end. The Gain before Est. Depreciation, Net Pension & OPEB Expense was just over \$1.81M.

The Transaction logs were included in the packet presenting all cash transactions for the two-month period. The balance sheets for October and November 2021, were presented with normal balances for assets, as well as liabilities and equity. Property and Equipment, as well as Equity saw an increase due to the GMV/Syncromatics implementation. At the end of November, Available Funds were approximately \$5.27M. We show a \$16K match needed on our current or planned grants. Working Capital remains stated at 2021 budgeted amounts. Non-Restricted Funds of \$1.68M 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. Watt made a motion to approve the Treasurer's Report. Mr. Gordon seconded the motion. The report was approved.

#### **V. Action Items**

- a. **Resolution 22-01-01:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into an Agreement for Facility Cleaning Services.

Mr. Foster moved to adopt Resolution 22-01-01. Mr. Watt seconded the motion.

Mr. Bautz expressed concern that the selected contractor has not performed satisfactorily for the library in the past and asked what BCRTA's obligation is in the event of the contractor's breach. Mr. Watt asked if the proposed contractor was the same franchise as the one Mr. Bautz described. Mr. Dutkevich confirmed the contractor was the same and agreed that cleaning contractor performance is unreliable. To that end, BCRTA arranges these contracts for maximum flexibility, including termination for convenience clauses.

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

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

The resolution was adopted.

- b. **Resolution 22-01-02:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into an Agreement for Bus Inspection Services.

Mr. Bautz moved to adopt Resolution 22-01-02. Mr. Gordon seconded.

Mr. Dutkevicz explained that this action would authorize an onsite inspector to check on Middletown’s commuter bus build taking place at MCI. Mr. Foster asked if the inspection was required given the high degree of FTA specifications and the manufacturer’s experience. Mr. Dutkevicz explained that the inspection is not required on builds of less than 10 units like this one. Mr. Dutkevicz explained that the inspector completes other work that is required by FTA that BCRTA is not necessarily skilled in. He added that the inspector will also have a chance to view the bus before it is completely assembled in order to catch other issues during the assembly process. Mr. Dutkevicz confirmed the inspection cost is built into the grant.

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

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

The resolution was adopted.

- c. **Resolution 22-01-03:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into an Agreement for Landscaping Services.

Mr. Fehr made a motion to adopt Resolution 22-01-03. Mr. Foster made a second.

Mr. Dutkevicz explained that landscaping has traditionally been an evergreen contract, but

that Ms. Varney had rebid and updated the contract to comply with competitive bidding requirements. Ms. Varney added that the proposed provider is the incumbent. Mr. Bautz asked if this contract would include a termination for convenience clause. Ms. Varney affirmed.

Mr. Bautz also inquired why staff was creating multi-year contracts like this one. Mr. Dutkevicz explained that staff were aiming to achieve a level of consistency with FTA competitive bidding best practices that limit contracts to 5 years. Mr. Dutkevicz also explained that FTA discourages breaking contracts into smaller pieces if the need is known and planned in advance, especially when combining may result in cost savings. There are exceptions for including DBE's.

Ms. Varney clarified the annual costs.

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

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

The resolution was adopted.

**VI. Governance**

**a. Report – Nominating Committee**

Mr. Foster reported that the committee recommended the nomination of the current slate of officers: Mr. Lawson as President and Mr. Gordon as Vice President. No other nominations were made.

**b. Election of Officers**

Mr. Foster moved to adopt the slate as proposed by the nominating committee. Mr. Gordon seconded the nominations.

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

Mr. Bautz	YES
Mr. Fehr	YES
Mr. Foster	YES
Mr. Gordon	YES
Mr. Lawson	YES



Ms. Schmitt	ABSENT
Mr. Watt	YES

The slate was adopted.

*c. Conflict of Interest Forms for 2022*

Mr. Dutkevicz advised trustees that the 2022 conflict of interest forms were required of trustees and key staff and would be sent out shortly.

*d. Vacancies*

Mr. Dutkevicz advised the Board that the Executive Committee would be interviewing the last of the interested candidates after the regular meeting and that he would like to provide recommendations to the commissioners after the February meeting.

**VII. Committee & Staff Reports**

**a. OKI**

Mr. Lawson provided the report. He noted that there was a discussion about the airport explain that CVG has become the 6th busiest airport for freight. Mr. Lawson also remarked that the North Hamilton Crossing project was amended to reflect funding for all 3 phases.

**b. Wage Study Draft Report**

Bethany Renner and Zach Kincade with RLS & Associates provided a brief presentation on the draft report for the recently commissioned wage study. Slides from their presentation are included in an appendix to these minutes.

Mr. Dutkevicz thanked Mr. Kincade and Ms. Renner for attending the meeting and presenting on short notice.

Mr. Foster asked if the benefits at the comparable agencies were weighed in combination with compensation. Mr. Watt inquired about the local cost of living for the comps and how wages addressed retention.

Ms. Renner noted that the benefits for each comparable agency were queried and included in the report but not necessarily weighed against each other. Ms. Renner remarked that matching peers was a very difficult task and that although cost of living may not be an exact match, they did check to make sure nothing was out of range for reasonable comparison. Ms. Renner added that they did ask, anecdotally, about retention information and that is provided in the report.

Mr. Foster observed that the report reinforced that BCRTA seems to be consistently under market and that the benefits are critical to the total compensation package. Ms. Renner added that educating existing and potential workforce on benefits and compensation is also critical to recruitment. Mr. Watt thanked the consultant team.

Mr. Dutkevicz added that he had pressed the RLS team to find very good comps that were relatable based on service size and proximity to metro areas. Mr. Dutkevicz also noted that the starting rate figures are critical in attracting applicants. He also indicated staff is eager to address the issue and is actively pursuing methods to increase wages in addition to adding

incentive structures for weekends, nights, flexible scheduling and more. Mr. Dutkevicz stressed that equitability in compensation for existing and new employees will be critical also.

Mr. Foster commented that Mr. Dutkevicz's explanation that starting wage is potentially more important than total compensation packages was counter-intuitive to his initial thought. Mr. Dutkevicz stated that staff are working to create some education materials on evaluating BCRTA total compensation package and evaluating it against other offers.

Mr. Gordon asked if BCRTA hired any "lateral transfers" from other transit agencies. Mr. Dutkevicz answered that BCRTA receives zero "lateral transfers" because BCRTA does not currently recognize other experience in its wage scale. Mr. Dutkevicz acknowledged this is an issue that must be addressed.

Mr. Bautz asked if RLS could provide updated salary ranges based on percentiles. Mr. Dutkevicz explained that was not included in the RLS contract base scope. Mr. Bautz suggested it might be better for RLS to complete some of this work. Mr. Foster agreed. Mr. Dutkevicz acknowledged that there is some contingency in the contract and more work could be completed if RLS agreed.

Mr. Watt asked if there was any delineation between CDL and non-CDL operators. Mr. Kincade agreed that information could be provided in the final report.

**c. Service & Metrics**

In light of Mr. Morgan's absence, Mr. Dutkevicz summarized the proposed service suspensions and results of the public hearing to consider the proposed suspensions. Mr. Dutkevicz noted that all the comments were opposed to the suspensions but indicated staffing was not adequate to continue providing the services. Mr. Dutkevicz also noted that continuing the services would be likely to result in additional staff fatigue and increased attrition at an already critical moment. Mr. Dutkevicz noted that the summary of public comment was included in the packet and available on the BCRTA website.

Mr. Fehr asked if there was an end date in mind. Mr. Dutkevicz responded that service cannot be resumed until staffing improves. Mr. Dutkevicz suggested summer may be appropriate if hiring improves.

Mr. Dutkevicz also asked how many FTE's the suspension would free up. Mr. Dutkevicz explained 4.5 FTE's would be reallocated due to the suspension.

Mr. Lawson asked if BCRTA will be able to provide assistance for affected riders. Mr. Dutkevicz responded that any displaced riders would be referred to BCRTA's mobility manager.

No opposition was heard to staff moving forward with the proposed suspensions to begin February 7<sup>th</sup>.

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

**Leveraging Competitive Funding & Partnerships**

- Average Fleet Age
  - 3.94 years – This is an increase of 12.44 percent from November 2020.

- Subsidy per Passenger
  - The subsidy per passenger decreased in November of 2021 in comparison to last November by \$16.89 or 59.5 percent.
- Admin Cost Per Revenue Hour
  - Administrative Overhead cost per hour has increased by \$4.61 or 28 percent comparing November of 2020 to November of 2021.

#### Enhancing Connectivity

- BCRTA Transit App Users
  - BCRTA had 2,124 users during the month of November for the Transit App. This is a 91.38 percent increase from the previous year.
- BCRTA Transit App Downloads
  - BCRTA tracked 847 new downloads for the Transit App in November of 2021. This is an 84.3 percent increase from the previous year.
- BGO App Rides/Total BGO Rides
  - 48.09 percent of all trips were booked utilizing the mobile application. This is a 34.57 percent increase from November of 2020.
- BGO App Downloads
  - BCRTA had 111 new users download the mobile application. This is a 78.38 percent decrease in app downloads from November 2020.
- BGO Mobile Payment & Total Trips
  - BCRTA completed 2,820 non - contracted trips in November of 2021. This is a 18.2 percent increase in completed, non - contracted trips from November of last year.
  - 44.2 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. 12.5 percent of all BGo trips were paid for using the EZFARE platform.

#### Improving Mobility & Eliminating Barriers

- Passengers Per Revenue Hour
  - Fixed routes had 10.77 passengers per revenue hour in November of 2021, this is 319.5 percent higher than November of 2020.
  - Demand Response service had 2.02 passengers per revenue hour in November of 2021, this is a 22.4 percent increase from November of 2020.
- Accidents and Injuries
  - Fault Total – BCRTA had 1 at fault accident in November of 2021.

- No Fault Total – BCRTA also had 7 no fault accidents.
- Target Operator Staffing
  - 53%
  - This number has decreased 32.62 percent from the same month for the previous year. The yearly average was 79.84 percent.
- Denials and Refusals/ Total BGO Trips
  - 66.67 percent of all requested BGO trips were refused or denied in November of 2021 due to time and capacity limitations. This is a 62.74 percent increase from November of 2020.

#### Supporting Employers

- 42x Park and Ride Total Trips
  - The 42x had 1,161 riders. This is a 100 percent increase from November of the previous year.
- BGO Employment Trips
  - BCRTA completed 902 BGO trips for the purpose of employment in November of 2021, this is a 14.63 percent decrease from the previous month.

#### 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 638 days or 1.75 years.

#### **d. Marketing & Outreach**

Mr. Dutkevicz gave the report in Ms. Cowan's absence. Mr. Dutkevicz explained that Hunter Media is well underway with employee recruitment and that staff has seen some improvement in volume of applicants.

Mr. Dutkevicz noted Ohio Loves Transit is scheduled for the week of February 14, but staff will likely be participating primarily via social media this year.

#### **e. Director's Report**

Mr. Dutkevicz provided a brief summary of the director's notes in the packet:

#### Metrics & Service

##### Proposed Temporary Service Cuts

Staffing continues to be an issue and has not improved. Staff is recommending

suspending service on the R2 and R4 effective February 7, 2022. A public hearing was held January 11. A summary of comments is available on the BCRTA website and is included in the January meeting packet.

## Staffing & Facility

### Staffing

*BCRTA staffing is becoming a critical weakness. Attrition still outpaces new hires, and prospecting new applicants has been a monumental task. BCRTA's January 11 hiring event resulted in 8 interviews and 6 offers. BCRTA must continue to retain current workforce AND adapt practices to engage new talent. Staff are devoting significant effort to addressing this objective.*

BCRTA is currently seeking CDL and non-CDL drivers, driver trainers and a planning and special projects manager. A biweekly email digest of open positions is available. Please contact Mary Jane Leveline, BCRTA Talent & Benefits Manager ([levelinem@butlercountyrta.com](mailto:levelinem@butlercountyrta.com)) if you would like to be added to the mailing list.

BCRTA expects to be able to present the wage study results to the Board during the regular February meeting.

### Vaccination

BCRTA staff is presently 70% vaccinated.

Staff are also investigating testing options for unvaccinated staff as new federal rules roll out and OSHA has updated their guidance. BCRTA is not subject to the OSHA guidelines at this time but is examining compliance options should guidance change.

## Planning

### Transit Studies

MTS's study should be available via the final report soon. BCRTA's Short Range Planning Study (SRPS) is getting underway this month.

### Regional Gap Study

As part of the new regional transit collaborative, BCRTA will join with other local transit systems to engage a consultant to specifically examine and recommend change to address jurisdictional and boundary issues and limitations with regional travel patterns. Study cost will be shared among the systems, with SORTA likely absorbing the most expense. A report should be due late in 2022.

### Alternative Fuel Study

BCRTA is participating in a joint engagement with Cincinnati Metro and TANK to evaluate regional needs and feasibility for future alternative fuel vehicles. Staff have selected a consultant and expect a contract to be underway next month. The consultant should also be able to help all the agencies prepare a comprehensive alternative fuel transition plan as may be required by the new Infrastructure Investment and Jobs Act (IIJA) recently passed by the US Congress.

#### Chestnut Street Multimodal Station

The Part I concept design report and Part II schematic design reports have been posted to the [BCRTA “Major Projects” webpage](#).

BCRTA is presently evaluating the cost for Part III of the design as well as considering options to reduce cost of the facility in general. The construction market continues to be volatile which is driving conservative estimates and high costs with estimators.

#### Outreach & Communications

##### BCRTA Trustee Vacancies

Two Board vacancies still exist, and the remaining applicants have been invited to the January Board meeting and a Q&A with the Executive Committee following the regular Board meeting. This timeline should allow the Board to provide recommendations to Butler County Commissioners in February for appointments in advance of the March meeting.

#### Funding & Discretionary Grant Availability

##### Infrastructure Investment and Jobs Act (IIJA)

This is an HISTORIC piece of legislation for transit. BCRTA will see a significant increase in 5307 and 5339 formula funds. The competitive discretionary bus and bus facilities program and low/no emissions programs will also receive historic increases that will have transformational change on public transit in the US. Staff are still familiarizing themselves with the changes. It is still likely that local match will continue to be critical after federal stimulus dollars run out. Although the dollars are generally intended for capital, BCRTA expects to be able to program some money for preventative maintenance and operating assistance. Operating allowances for small systems like BCRTA have not yet been published.

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

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

BCRTA submitted an application for replacement of heavy-duty diesel buses that will be in 2025/2026. Given the time distance to purchase, BCRTA pursued an open award for battery-electric buses or hydrogen fuel cell vehicles. BCRTA’s request was recommended at OKI and is awaiting final award from the statewide prioritization committee.

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. After legal review, staff expect to implement a policy in early 2022.

Upcoming Procurements >\$25,000

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

On the topic of adopting a vaccine policy, Mr. Watt and Mr. Foster supported a delicate balance to keep staff safe and retain employees in the absence of any FTA guidance. Mr. Dutkevich noted that some RCI money is still available for vaccine incentives and that he would bring a renewed proposal for consideration next month.

**VIII. Executive Session to consider the employment and compensation of a public employee pursuant to Ohio Revised Code Section 121.11 G(1).**

Mr. Bautz moved to enter executive session to consider the employment and compensation of a public employee pursuant to Ohio Revised Code Section 121.11 G(1). Mr. Foster seconded.

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

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

Executive session commenced at 9:46 AM with Mr. Dutkevich and Mr. Landes present. Executive session concluded at 10:10 AM.

**IX. Adjourn**

Mr. Foster moved to adjourn, and Mr. Gordon seconded. The motion carried. The meeting was adjourned at 10:12 AM.

Respectfully submitted,

---

Matthew M. Dutkevicz, Executive Director

---

Approved



# Butler County RTA Regular Board Meeting

Discussion Topics

01/19/2022

Whitney Harris

## Transit App-Glitches

- Shows the option for passengers to transfer to the R1, R6, or R4 from the R3 at Market Street after these buses have already stopped running for the night.
- Shows the option for passengers to transfer to the R4 at Tri-County from the R6 after the R4 is done for the night.
- For the R1 and R3, which run every hour, the app only tracks ONE of the two buses! (ex: the southbound R1 or the northbound R3, not both buses going both directions).
- R3-Transit App displays the same arrival time for the northbound bus for the stops from Marker Street to Meijer Park and Ride.
- See handouts

## Why is this a problem?

---

- This could mislead riders into thinking they can transfer to a route that is no longer running. When they find this out, they may be surprised, or even angry.
- This could potentially be a safety issue because, for a large majority, the bus is their only way around, and this would leave them stranded at night, and in places where it is not safe to be stranded.
- The app only showing the bus going in one direction could mislead into passengers getting on the incorrect bus (the one headed in the opposite direction of where they need to go), which, is in fact, because of this glitch, what happened to me last week!
- Passengers could be misled as to what time the bus gets to these stops; and lead them into thinking the bus is late, possibly inundating the call center or dispatch with calls.
- For some, (including myself), the transit app is the only way to have access to the schedule. This could potentially cause all the scenarios above, as well as BCRTA potentially being blamed, when, in fact, they have nothing to do with it, as they did not develop and do not own the app.

## Missing Route Stickers on Bus Stop Signs

---

- R1 Northbound @ Bridgewater Falls (going towards Middletown)- R1 sticker is missing
- R4 both ways: Hamilton Crossings Stop-R4 sticker is missing
- Both of these signs just have the BCRTA logo and “bus stop”
- Market Street Hub- There are signs on each side that say “area a” and “area b”, but on those signs it doesn’t say which bus comes to what area.

## Why is this a problem?

---

- While I may know what bus comes to these stops, others very well may not.
- It is extremely confusing trying to figure out what bus comes to what area at the hub. Signs that say what bus comes to each area would eliminate this confusion, and prevent passengers from scrambling, and possibly having accidents when they discover that their bus comes and they are standing and waiting in the wrong area...
- This is confusing for members of my family who are experienced with riding the route buses; and it would be extremely confusing for a first-timer!

## R4 Route Suspension/R6 Amendment

---

- The R4 would be eliminated, leaving only the R6 to get to and from Tri-County.

## Why this *COULD* be a problem

- Overcrowding- With the R4 eliminated, could there potentially be overcrowding on the R6 as it will then be the only bus left to get to/from Tri-County? Could there potentially be overcrowding on the R3 for those trying to get to Fairfield Crossings and had to take that bus because there wasn't room on the R6? Overcrowding could potentially become a new issue on Bgo with more potential riders on these due to the route suspensions.
- Having to wait for the next bus- for some people, this isn't an option. If the bus comes and there are no seats, the only option is to wait until it comes back around. If someone is trying to get home to take care of their disabled child who can only stay home alone for so long, trying to get to work, trying to get home because they must take medication that cannot travel with them, etc., waiting one or two hours (depending on the route) is not an option. Some of these people may not be able to get another ride to where they need to go.
- COVID-19- an overcrowded bus is not an ideal situation during this time of the COVID-19 Pandemic, even with the TSA mask mandate in effect. Some may not feel comfortable with being on a crowded bus during a pandemic, and there are those that suffer from claustrophobia, and have panic attacks, and possibly seizures, around crowds in small spaces.
- People wanting to get off the bus- if the bus is too crowded, or runs out of seats, some people may feel uncomfortable (or possibly be asked), and opt to get off the bus and wait for the next one, or catch another route, diverting their journey. (This has happened to me once as well).
- The process repeating- Someone opts to get off the bus and wait for the next one, or has to wait until the next round because of overcrowding... bus comes back... same situation... (what if that round is the last one of the day?)
- I would've filled out the web form for the public hearing about this, but (1), I already had to submit 3 because my comment was so long it couldn't fit in on submission, (2), I only thought of it because I ended up on a bus that nearly ran out of room, and this was after comments could no longer be submitted, and (3), I thought this comment best be submitted to the board in person, since I would be attending the meeting anyway.

- Suggestion? Passenger Route usage report form between now and the suspension start date to determine if there would potentially be an overcrowding issue. The form would be both online and available on the buses.

## Unsafe Bus stops



- As long as we are on the subject of route suspensions, allow me to talk about some safety concerns at some bus stops, and the possibility of suspending/amending service at those stops due to passenger safety and/or ridership.
- Gilmore and Annandale-R4
- Gilmore and Resor- R4
- Possibly these stops could be a tad closer to the intersection?
- These stops have low ridership, myself and my dad are the only ones that on or off here. (WE NEVER do Gilmore and Annandale, we are scared to death of it!)

## Fairfield High School-R6



- Inbound and outbound
- Possibility of these stops being at the entrances to FHS? This stop is dangerous for anyone walking or getting a ride from the bus stop.
- There is no place for anyone to park if they are picking someone up from this stop.

## Liberty Square-R1

- On the side of a busy road, crossing the street to get to the stop is dangerous, it takes the bus a good few minutes to merge back out onto the road after picking up/dropping off here.
- Possible to move closer to KFC?



## Kroger-West Hamilton $\Rightarrow$ R3

- RIGHT on the edge of the road; chance of getting hit while waiting for the bus or after it pulls away.
- Move it closer to the intersection where there is a crosswalk and a light?



## Topics to ponder on at Future Meetings

- Since I've Already talked about enough, I've included some topics for all of us to ponder on until future meeting, if we have time....
- Call Center Mistakes (wrong pickup/drop off location, drop off time too early, too late, ADA trip inputted as non-ADA, charge for "invisible extra passenger, address inputted incorrectly)
- ETA texts coming after the fact (see handout)



Thank you for your time!

- 
- It was a pleasure to address you today!
  - You may now go back to your regularly scheduled discussion!

**RLS**  
Associates, Inc.

**Moving Public Transportation**  
Into the Future

**Job Description Review  
and Salary Study**

**ZACHARY KINCADE**  
**BETHANY RENNER**  
**JANUARY 19, 2022**

[www.rlsandassoc.com](http://www.rlsandassoc.com)





# RLS & Associates, Inc.

- ◆ Public and Social Service Transportation Consultants
- ◆ 34+ Years
- ◆ 34 Transit Planning/Compliance Professionals

ZACHARY KINCADE

BETHANY RENNER

JANUARY 19, 2022



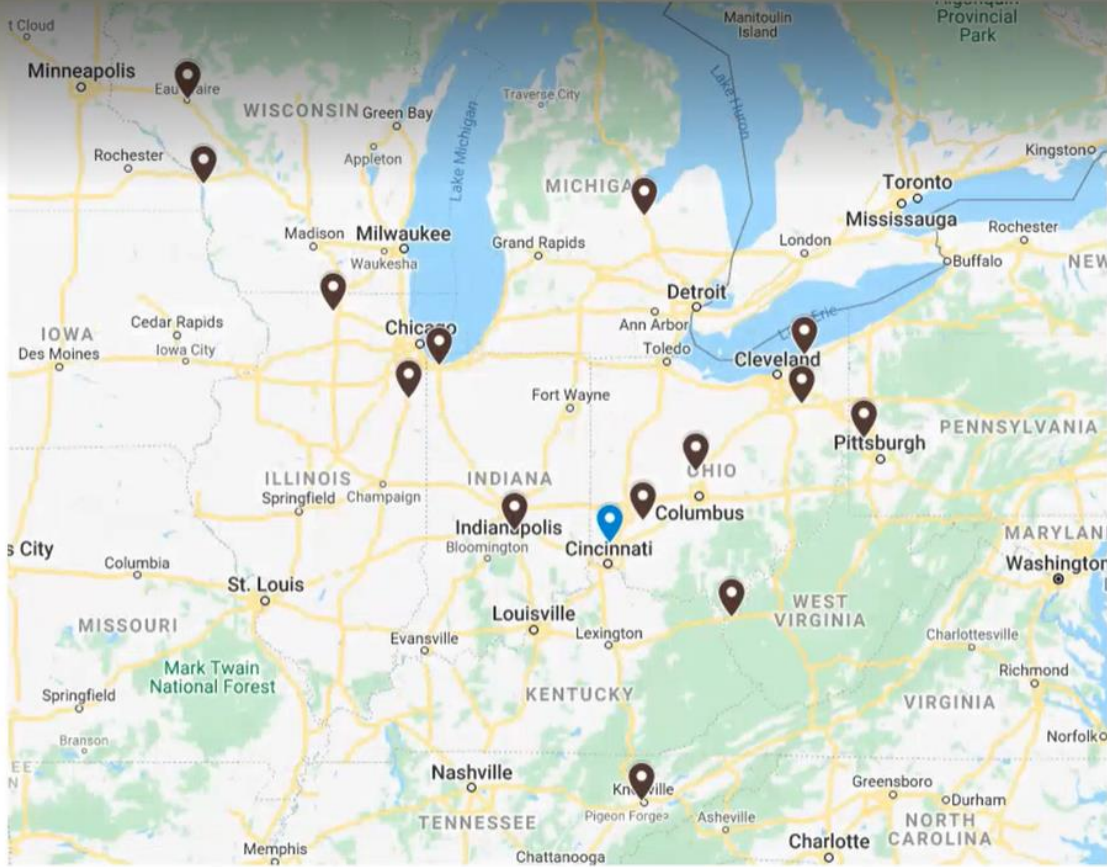
[www.rlsandassoc.com](http://www.rlsandassoc.com)



# Project Overview

- ◆ Interviews with BCRTA staff
  - Used to update job descriptions
- ◆ Job Description Review
  - Suggested modifications
- ◆ Salary Study of Market Peers & Profiles
  - ID Peers via research of NTD and other sources
  - Survey creation and information collected
  - Comparison and analysis





## ◆ 14 Peers Contributed Information

# Vehicle Operator/Driver

Peer	Hourly Wage		
	Starting	Mid	High
Franklin, Indiana (ACCESS Johnson County)	\$11.00	\$12.00	\$13.50
Xenia, OH (Greene CATS/Greene Co. Transit)	\$14.11		
Gary, IN (Gary Public Transportation Corporation)	\$14.62	\$15.99	\$18.28
Butler County, OH (BCRTA)	\$15.00	\$16.00	\$17.00
Knoxville, TN (Knoxville-Knox County CAC)	\$15.05	\$15.81	\$16.16
Delaware, OH (Delaware County Transit)	\$16.34		
Painesville, OH (Laketran)	\$16.37	\$19.58	\$24.61
Kent, OH (PARTA)	\$16.44		\$20.81
Rockford, IL (Rockford Mass Transit District)	\$16.79		\$28.02
Bourbonnais, IL (River Valley Metro MTD)	\$17.25	\$18.25	\$23.00
Saginaw, MI (Saginaw Transit Authority Regional Services)	\$18.44	\$19.44	\$20.19
Rochester, PA (Beaver County Transit Authority)	\$19.10	\$21.22	\$22.54
Eau Claire, WI (Eau Claire Transit)	\$20.60	\$23.17	\$25.75
La Crosse, WI (La Crosse MTU)	\$21.64	\$23.25	\$28.01

Peer Hourly Wage Analysis	Wage	Difference to BCRTA Wage
Median <b>Starting</b> Hourly Wage	\$16.44	-\$1.44
Mean <b>Starting</b> Hourly Wage	\$16.75	-\$1.75
Median Mid-level Hourly Wage	\$19.44	-\$3.44
Median High Hourly Wage	\$21.68	-\$4.68
Highest Starting Hourly Wage	\$21.64	-\$6.64
Lowest Starting Hourly Wage	\$11.00	\$4.00



# Dispatch

Peer	Hourly Wage		
	Starting	Mid	High
Franklin, Indiana (ACCESS Johnson County)	\$11.00	\$12.00	\$15.50
Butler County, OH (BCRTA)	\$13.00	\$17.00	\$20.00
Delaware, OH (Delaware County Transit)	\$13.23		
Kent, OH (PARTA)	\$14.56	\$18.93	\$23.30
Knoxville, TN (Knoxville-Knox County CAC)	\$15.05	\$17.89	\$20.74
Xenia, OH (Greene CATS/Greene Co. Transit)	\$15.20		
Rockford, IL (Rockford Mass Transit District)	\$15.50		\$28.02
Gary, IN (Gary Public Transportation Corporation)	\$15.51	\$16.97	\$19.39
Rochester, PA (Beaver County Transit Authority)	\$16.11	\$24.17	\$32.22
Bourbonnais, IL (River Valley Metro MTD)	\$17.43	\$19.35	\$28.04
Saginaw, MI (Saginaw Transit Authority Regional Services)	\$18.27	\$20.67	\$23.08
Eau Claire, WI (Eau Claire Transit)	\$20.79	\$22.94	\$24.21
Huntington, WV (Tri-State Transit)	\$21.15	\$22.15	\$23.15

Peer Hourly Wage Analysis	Wage	Difference to BCRTA Wage
Median Starting Hourly Wage	\$15.51	-\$2.51
Mean Starting Hourly Wage	\$16.24	-\$3.24
Median Mid-level Hourly Wage	\$19.35	-\$2.35
Median High Hourly Wage	\$23.23	-\$3.23
Highest Starting Hourly Wage	\$21.15	-\$8.15
Lowest Starting Hourly Wage	\$11.00	\$2.00



# Customer Service Representative

Peer	Hourly Wage		
	Starting	Mid	High
Butler County, OH (BCRTA)	\$12.00	\$15.00	\$18.00
Delaware, OH (Delaware County Transit)	\$12.37		
Kent, OH (PARTA)	\$12.66	\$16.46	\$20.26
Knoxville, TN (Knoxville-Knox County CAC)	\$13.98	\$15.05	\$15.81
Rochester, PA (Beaver County Transit Authority)	\$14.30	\$16.50	\$22.00
Xenia, OH (Greene CATS/Greene Co. Transit)	\$14.83		\$21.50
Painesville, OH (Laketran)	\$15.28	\$16.77	\$19.27
Saginaw, MI (Saginaw Transit Authority Regional Services)	\$15.38	\$17.79	\$20.19
Rockford, IL (Rockford Mass Transit District)	\$15.50		\$24.31
Bourbonnais, IL (River Valley Metro MTD)	\$17.43	\$19.35	\$28.04
La Crosse, WI (La Crosse MTU)	\$19.36	\$21.64	\$25.48
Huntington, WV (Tri-State Transit)	\$22.00	\$23.00	\$24.00

Peer Hourly Wage Analysis	Wage	Difference to BCRTA Wage
Median Starting Hourly Wage	\$15.28	-\$3.28
Mean Starting Hourly Wage	\$15.74	-\$3.74
Median Mid-level Hourly Wage	\$17.28	-\$2.28
Median High Hourly Wage	\$21.75	-\$3.75
Highest Starting Hourly Wage	\$22.00	-\$10.00
Lowest Starting Hourly Wage	\$12.37	-\$0.37



**BCRTA**  
**Income Statement**  
**December 2021**

<b>Revenues</b>	<b>Year to Date Last Year</b>	<b>Year to Date This Year</b>	<b>Annual Budget</b>	<b>YTD % of Budget</b>
Passenger Fares	99,235	99,941	96,000	104.1%
Contract Fares	134,130	128,198	129,500	99.0%
Partnership Transit Rev (COM)	1,627,401	2,054,362	1,850,000	111.0%
Transit Development Rev (MU)	1,324,581	1,941,668	1,950,000	99.6%
Mgt./Cons. Services	214,620	245,280	245,280	100.0%
Maintenance Svcs-Labor	-	2,160	-	-
Interest & Other	16,078	7,312	24,000	30.5%
Other Non-Transit Revenue	154,387	377,362	5,000	7547.2%
Agency Funding	43,572	38,000	38,000	100.0%
Park-n-Ride Program	518,510	519,871	519,871	100.0%
State Funding	599,172	153,938	312,803	49.2%
Federal Funding	2,220,712	2,724,537	3,000,000	90.8%
<b>Total Revenues</b>	<b>6,952,398</b>	<b>8,292,629</b>	<b>8,170,454</b>	<b>101.5%</b>
<b>Expenses</b>				
Wages	2,719,291	2,895,146	3,000,000	96.5%
Fringes	1,939,727	1,234,581	1,200,000	102.9%
Services	438,032	492,807	597,200	82.5%
Materials & Supplies	415,985	621,932	630,000	98.7%
Utilities	87,655	94,819	122,500	77.4%
Insurance	220,371	231,346	236,360	97.9%
Purchased Transportation	224,823	519,871	519,871	100.0%
Misc. Items	67,508	97,480	61,400	158.8%
Contingency	9,689	2,924	50,000	5.8%
<b>Total Expenses</b>	<b>6,123,081</b>	<b>6,190,906</b>	<b>6,417,331</b>	<b>96.5%</b>
<b>Gain/Loss before Depr, NP &amp; OPEB Exp</b>	<b>829,317</b>	<b>2,101,724</b>	<b>1,753,123</b>	<b>119.9%</b>
Local Share of Depreciation Exp		310,965	324,000	96.0%
Net Pension & OPEB Exp (Inc)		(2,358,690)	818,495	-288.2%
<b>Total Gain/(Loss)</b>		<b>4,149,449</b>	<b>610,628</b>	<b>679.5%</b>

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
<b>Checking - PNC (National City)</b>						
12/1/21			Beginning Balance			216,636.16
12/1/21	11/01-30/21	CRJ	Farebox Receipts	1,886.01		
12/1/21	12/01/21	GENJ	Service Charge		3.00	
12/3/21	10247	CDJ	Amazon Capital Services		3,448.75	
12/3/21	10248	CDJ	Affordable Pest Control Inc.		50.00	
12/3/21	10249	CDJ	BCRTA Petty Cash		279.62	
12/3/21	10250	CDJ	Cincinnati Bell		145.29	
12/3/21	10251	CDJ	Cincinnati Bell Any Distance		529.18	
12/3/21	10252	CDJ	Cornett's Pressure Cleaning		914.00	
12/3/21	10253	CDJ	Cintas Uniforms		3,375.86	
12/3/21	10255	CDJ	Gillig		1,748.41	
12/3/21	10256	CDJ	Heritage-Crystal Clean LLC		339.67	
12/3/21	10257	CDJ	Health Transit Pool of Ohio		214,532.01	
12/3/21	10258	CDJ	Millennium Business Systems,LL		431.95	
12/3/21	10259	CDJ	Minuteman Press - Fairfield		63.00	
12/3/21	10260	CDJ	Ohio Deferred Compensation		862.00	
12/3/21	10261	CDJ	Ohio Transit Risk Pool		120,179.73	
12/3/21	10262	CDJ	Silco Fire Protection Co.		1,870.75	
12/3/21	10263	CDJ	Tristate Cleaning		500.00	
12/3/21	10264	CDJ	Talawanda School District		13,093.65	
12/3/21	10265	CDJ	Verizon Wireless		3,533.02	
12/3/21	10265V	CDJ	Verizon Wireless	3,533.02		
12/3/21	10266	CDJ	Verizon Wireless		3,533.02	
12/3/21	XFR 12/3/21	CRJ	BCRTA Items	200,000.00		
12/7/21	0045522790	CRJ	Ohio Dept of Medicaid	1,515.00		
12/7/21	01091257	CRJ	BCDD Master Billing	536.76		
12/9/21	PRWE 12/3/21	GENJ			95,541.89	
12/9/21	PRWE 12/3/21	GENJ			16,175.06	
12/9/21	PRWE 12/3/21	GENJ	1464		305.03	
12/9/21	PRWE 12/3/21	GENJ	1465		23.08	
12/9/21	DRAW 11	CRJ	Federal Transit Administration	54,886.00		
12/9/21	DRAW 10	CRJ	Federal Transit Administration	294,215.00		
12/9/21	DRAW 9	CRJ	Federal Transit Administration	5,006.00		
12/9/21	DRAW 12	CRJ	Federal Transit Administration	42,856.00		
12/10/21	AT-12/10/2021	CDJ	Paycom		989.49	
12/10/21	10267	CDJ	Cintas Corporation		191.39	
12/10/21	10268	CDJ	Cornett's Pressure Cleaning		773.00	
12/10/21	10269	CDJ	Clarke Power Services		86.32	
12/10/21	10270	CDJ	Fuller Ford		833.93	
12/10/21	10271	CDJ	Gillig		234.53	
12/10/21	10272	CDJ	GemCity Tires, Inc		1,407.30	
12/10/21	10273	CDJ	Hunter Marketing		2,507.50	
12/10/21	10274	CDJ	KOI Enterprises, Inc.		2,295.24	
12/10/21	10275	CDJ	Ohio Deferred Compensation		862.00	
12/10/21	10276	CDJ	Office Depot Inc.		10.99	
12/10/21	10277	CDJ	Ohio Public Transit Associatio		3,500.00	
12/10/21	10278	CDJ	Ohio Transit Risk Pool		4,426.33	
12/10/21	10279	CDJ	PERS		62,189.13	
12/10/21	10280	CDJ	Port Technology LLC		3,283.00	
12/10/21	10281	CDJ	RICOH USA, INC		17.37	



12/10/21	10282	CDJ	TransLoc		3,614.92		
12/10/21	10283	CDJ	VANGUARD CLEANING SYSTEMS OF C		825.00		
12/14/21	1043	CDJ	James Thompson		57.69		
12/14/21	1044	CDJ	Sharon Bradford		120.40		
12/14/21	1045	CDJ	Martin Judd		143.46		
12/14/21	AT-12/14/21	CDJ	SuperFleet Mastercard Program		34,239.97		
12/17/21	10284	CDJ	Cintas Uniforms		1,865.30		
12/17/21	10285	CDJ	Bethesda Healthcare Inc.		186.55		
12/17/21	10286	CDJ	Cornett's Pressure Cleaning		1,745.00		
12/17/21	10287	CDJ	Cintas Uniforms		1,691.40		
12/17/21	10288	CDJ	Franks Glass		293.66		
12/17/21	10289	CDJ	Isaac Wiles Burkholder & Teeto		2,591.50		
12/17/21	10290	CDJ	J&N Auto Electric Inc.		13.83		
12/17/21	10291	CDJ	ODACS, LLC		290.00		
12/17/21	10292	CDJ	Overhead Door of Greater Cincinnati		64.50		
12/17/21	10293	CDJ	Silco Fire Protection Co.		294.70		
12/17/21	10294	CDJ	Tent Craft		6,712.69		
12/17/21	10295	CDJ	Transport Specialists, Inc.		615.00		
12/17/21	10296	CDJ	Treasurer State of Ohio		189.00		
12/22/21	10297	CDJ	City of Hamilton - Utilities		3,642.11		
12/22/21	10298	CDJ	Cornett's Pressure Cleaning		1,585.00		
12/22/21	10299	CDJ	Clarke Power Services		593.10		
12/22/21	10300	CDJ	Fuller Ford		421.77		
12/22/21	10301	CDJ	Gillig		125.52		
12/22/21	10302	CDJ	GMV SYNCROMATICS		425,805.00		
12/22/21	10303	CDJ	NEORide		8,301.20		
12/22/21	10304	CDJ	Preferred Fire Protection		185.00		
12/22/21	10305	CDJ	Rumpke Of Ohio Inc.		247.23		
12/22/21	XFER	CRJ	BCRTA Items	400,000.00			
12/22/21	1084	CRJ	Transit Alliance of Butler County	15.00			
12/22/21	01092159	CRJ	Butler County Veterans Service	3,732.11			
12/22/21	01092158	CRJ	Butler County Veterans Service	3,102.22			
12/22/21	01092157	CRJ	Butler County Veterans Service	2,914.47			
12/22/21	01092160	CRJ	Butler County Veterans Service	4,322.29			
12/22/21	CASH122221	CRJ	BCRTA Items	70.16			
12/23/21	!0395504	CRJ	Miami University	128,172.75			
12/24/21	PRWE 12/17/21	GENJ			18,763.43		
12/24/21	PRWE 12/17/21	GENJ			103,559.14		
12/24/21	PRWE 12/17/21	GENJ	1466		305.03		
12/24/21	PRWE 12/17/21	GENJ			2,525.12		
12/24/21	AT-12/24/2021	CDJ	Paycom		955.10		
12/29/21	0045616779	CRJ	Ohio Department of Taxation	14,067.00			
12/29/21	282307	CRJ	City of Middletown	201,447.76			
12/31/21	10022	CRJ	BCRTA Items	4.00			
			Current Period Change	1,362,281.55	1,187,653.81	174,627.74	
12/31/21			Ending Balance			391,263.90	

**Savings - PNC (National City)**

12/1/21			Beginning Balance			45,778.24	
12/1/21	12/01/21	GENJ	Service Charge		4.94		
12/16/21	MAS 121621	CRJ	Farebox Receipts	576.56			
12/22/21	ACH122221	CRJ	BCRTA Items	24.10			

12/31/21	CC 12/31/21	CRJ	Farebox Receipts	1,466.55		
12/31/21	12/31/21	GENJ	Interest Income	<u>0.40</u>		
			Current Period Change	<u>2,067.61</u>	<u>4.94</u>	<u>2,062.67</u>
12/31/21			Ending Balance			47,840.91

**Savings - PNC Bank**

12/1/21			Beginning Balance			2,273,538.28
12/1/21	12/01/21	GENJ	Service Charge		2.00	
12/3/21	XFR 12/3/21	CRJ	BCRTA Items - From Savings	200,000.00		
12/22/21	XFER	CRJ	BCRTA Items - From Savings	400,000.00		
12/31/21	12/31/21	GENJ	Interest Income	<u>16.63</u>		
			Current Period Change	<u>16.63</u>	<u>600,002.00</u>	<u>-599,985.37</u>
12/31/21			Ending Balance			1,673,552.91

**STAR Ohio**

12/1/21			Beginning Balance			2,000,523.48
12/31/21	12/31/21	GENJ	Interest Income	<u>146.59</u>		
			Current Period Change	<u>146.59</u>		<u>146.59</u>
12/31/21			Ending Balance			<u>2,000,670.07</u>

**BCRTA  
Balance Sheet  
December 2021**

**Assets**

Current Assets

Checking - PNC	391,263.90
Savings - PNC	47,840.91
Savings - PNC	1,673,552.91
STAR Ohio	2,000,670.07
M&S Inventory	45,290.26
Petty Cash	1,000.00
Accounts Receivable	1,954,762.02
Prepays	155,076.53
	<hr/>
	6,269,456.60

\*Other Assets

Net Pension Asset	37,624.00
Net OPEB Asset	347,230.00
Deferred Outflows-Pensions	513,337.00
Deferred Outflows-OPEB	228,073.00

Property & Equipment

Vehicles	12,087,369.05
Buildings & Land	2,724,804.53
Furniture & Equipment	1,350,933.06
Amenities & Misc.	69,631.89
WIP-Building	67,953.25
WIP-Technology Upgrade	546,145.00
WIP-Chestnut Fields	358,552.52
Accum. Depr.	(8,747,022.91)
	<hr/>
	9,584,630.39

6,269,456.60

9,584,630.39

Total Assets

15,854,086.99

**Liabilities & Equity**

Current Liabilities

Accounts Payable	382,537.30
Payroll Payables	110,736.08
Other Payables	-
Accrued PTO	148,508.41
Reserve ACA Fines	-
FTA Vehicle Funds	68,131.00
Future Match Funds	6,249.99
Unearned Tickets	28,099.50
	<hr/>
	744,262.28

\*Long-term Liabilities

Net Pension Liability	2,837,919.00
Deferred Inflows-Pensions	1,354,577.00
Deferred Inflows-OPEB	1,137,453.00

Equity

Balance Equity	2,861,645.23
Federal & State Capital	15,083,529.60
Local Capital	89,410.00
Retained Earnings	(11,160,295.96)
Net Income	2,905,586.84
	<hr/>
	15,109,824.71

744,262.28

15,109,824.71

Total Liabilities  
and Capital

15,854,086.99

**BCRTA  
Cash Reserves**

**December 2021**

Current Assets	6,269,456.60
Current Liabilities	<u>(744,262.28)</u>
<b>Available Funds</b>	<b>5,525,194.32</b>

**Board Reserves**

Local Share Grant Obligations		
OH-2018-21-00	322,454.25	
OH-2021-56-00	124,620.00	
OH-2021-60-00	1,233,489.00	
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>(1,236,435.00)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	(30,871.75)	
FTA Grants	-	Match Required
Working Capital Funds (2 Mths.)	1,247,033.00	
Capital Replacement Funds	2,598,150.00	2022 - 2026 Local Share of Projects Not Yet on Grants
Contingency Funds	<u>-</u>	
<b>Total Board Reserves</b>	<b>3,845,183.00</b>	
<b>Non-Restricted Funds</b>	<b>1,680,011.32</b>	

Fiscal Year 2021

Account ID	Account Description	Amount	% Cat.	Amount	% of Total	% of Total
<b>Revenues</b>						
Passenger Fares	Cash Fares - Demand Response	103,615.39	103.7%			1.0%
	Cash Fares - Fixed Route	-	0.0%			0.0%
	Farebox Over/Short & NS Fees	<u>(3,674.60)</u>	-3.7%	99,940.79	0.9%	0.0%
Contract Services	Contract Fares - BCDD	6,096.06	4.8%			0.1%
	Contract Fares - BCVS	102,786.25	80.2%			1.0%
	Contract Fares - EMA	115.19	0.1%			0.0%
	Contract Fares - Medicaid	<u>19,200.00</u>	15.0%	128,197.50	1.2%	0.2%
Other Transit Revenue	Other Transit Revenue - COM	<u>2,054,362.26</u>	100.0%	2,054,362.26	19.3%	19.3%
Mgt./Cons. Services	Maintenance Svcs-Labor	2,160.00	0.9%			0.0%
	Management & Consulting	245,280.00	99.1%			2.3%
	Other	<u>-</u>	0.0%	247,440.00	2.3%	0.0%
Interest & Other	Interest Income	1,012.23	0.0%			0.0%
	Gain on Sale of Assets	6,300.00	0.2%			0.1%
	OPEB/Pension Income	<u>2,358,690.00</u>	86.0%			22.1%
	Other Non-Transit Revenue	<u>377,362.36</u>	13.8%	2,743,364.59	25.8%	3.5%
Local Funding	Community Contributions-MU	1,941,667.69	77.7%			18.2%
	Agency Contributions	38,000.00	1.5%			0.4%
	SORTA Funding Trade	<u>519,871.00</u>	20.8%	2,499,538.69	23.5%	4.9%
State Funding	State Operating Assistance	153,938.49	100.0%			1.4%
	State E&D Assistance	<u>-</u>	0.0%	153,938.49	1.4%	0.0%
Federal Funding	Federal Operating Assistance	142,755.00	5.2%			1.3%
	Federal Operating Assistance-CARES	2,320,894.00	85.2%			21.8%
	Federal Prev. Maint. Asst.	-	0.0%			0.0%
	Federal Mobility Mgt Asst.	75,580.00	2.8%			0.7%
	Federal ADA Assistance	12,902.00	0.5%			0.1%
	Other Federal Assistance (5310)	<u>172,406.00</u>	6.3%	<u>2,724,537.00</u>	25.6%	1.6%
				<u>10,651,319.32</u>		

Account ID	Account Description	Amount	% Cat.	Amount	% of Total	% of Total
<b>Expenses</b>						
	Administration			1,200,389.67	19.4%	
	Operations			4,307,410.18	69.6%	
	Maintenance			<u>683,105.94</u>	11.0%	
				<u>6,190,905.79</u>		
	Income			10,651,319.32		
	Operating Expenses			<u>6,190,905.79</u>		
	Gain (Loss)			<u>4,460,413.53</u>		
	Depr. Exp. Veh. & Equip.	1,227,113.36	78.9%			
	Depr. Exp. Buildings	151,045.00	9.7%			
	Depr. Exp. Furn. & Equip.	168,925.28	10.9%			
	Depr. Exp. Amenities & Misc.	<u>7,743.05</u>	0.5%	1,554,826.69		
				<u>20%</u>		
	Assumed Local Share			310,965.34		
	Gain (Loss) with Local Share of Depr.			4,149,448.19		
	Gain (Loss) with %100 Depr			2,905,586.84		

**Fiscal Year 2021**

<b>Account ID</b>	<b>Account Description</b>	<b>Amount</b>	<b>% Cat.</b>	<b>Amount</b>	<b>% of Total</b>	<b>% of Total</b>
<b>Expenses</b>						
Wages	Operator Wages	1,734,766.36	59.9%			28.0%
	Dispatch Wages	241,635.45	8.3%			3.9%
	Scheduling Wages	35,743.56	1.2%			0.6%
	Supervisor Wages	77,245.27	2.7%			1.2%
	Admin. Wages	399,639.70	13.8%			6.5%
	Operations Wages	183,042.38	6.3%			3.0%
	Vehicle Maint. Wages	200,402.80	6.9%			3.2%
	Facility Maint. Wages	17,004.92	0.6%			0.3%
	Vehicle Cleaning	5,665.57	0.2%	2,895,146.01	46.8%	0.1%
Fringes	Paid Time Off	399,577.04	32.4%			6.5%
	PERS	437,094.51	35.4%			7.1%
	Medicare	47,912.26	3.9%			0.8%
	Benefits-Medical/STD/Life/HSA	219,560.26	17.8%			3.5%
	Medical Ins. Allowance/Opt Out Incentive	49,245.27	4.0%			0.8%
	Unemployment	2,329.84	0.2%			0.0%
	Workers Comp.	72,627.98	5.9%			1.2%
	Other Paid Absences	6,234.11	0.5%	1,234,581.27	19.9%	1.2%
Services	Ad./Mkt. Services	64,627.86	13.1%			1.0%
	Professional Consulting Svc	24,408.31	5.0%			0.4%
	Legal / Attorney Services	26,606.93	5.4%			0.4%
	Financial / Audit Services	41,645.16	8.5%			0.7%
	Physicals, Medical & Testing	26,429.15	5.4%			0.4%
	CM - Revenue Veh.	115,828.34	23.5%			1.9%
	CM - Facilities	35,397.76	7.2%			0.6%
	CM - Equipment	128,909.31	26.2%			2.1%
	CM - Other	-	0.0%			0.0%
	Facility Cleaning	13,083.33	2.7%			0.2%
	Uniform Cleaning	15,870.92	3.2%	492,807.07	8.0%	0.3%
Materials & Supplies	Fuel	431,475.66	69.4%			7.0%
	Oil/Lube/Coolant	7,424.60	1.2%			0.1%
	Tires	24,757.65	4.0%			0.4%
	Veh. Parts	101,990.33	16.4%			1.6%
	Custodial Tools, Supplies & Eq	422.49	0.1%			0.0%
	General Office Supplies	6,786.80	1.1%			0.1%
	Other Materials & Supplies	44,729.61	7.2%			0.7%
	Freight & Allowances	74.10	0.0%			0.0%
	Passenger Info. Materials	4,270.58	0.7%	621,931.82	10.0%	0.1%
Utilities	Electricity	23,462.85	24.7%			0.4%
	Natural Gas	9,494.28	10.0%			0.2%
	Water & Sewer	5,595.81	5.9%			0.1%
	Waste Collection	2,894.99	3.1%			0.0%
	Communications	53,370.95	56.3%	94,818.88	1.5%	0.9%
Insurance	Premiums - Pub. Liab. & Prop.	176,701.59	76.4%			2.9%
	Recovery - Pub. Liab. & Prop.	(38,352.71)	-16.6%			-0.6%
	Premiums - Other Corp. Ins.	92,996.98	40.2%	231,345.86	3.7%	1.5%
Purchased Trans.	BCRTA Purchased Trans.	594,871.00	114.4%			9.6%
	CS-SORTA - NTD Credit	(75,000.00)	-14.4%	519,871.00	8.4%	-1.2%
Misc. Items	Dues & Subscriptions	12,930.86	12.9%			0.2%
	Travel	10,890.81	10.8%			0.2%
	Training	17,241.25	17.2%			0.3%
	Meetings	10,035.33	10.0%			0.2%
	Classified Advertising	2,427.73	2.4%			0.0%
	Promotional Advertising	25,775.84	25.7%			0.4%
	Finance Charges	4,867.34	4.8%			0.1%
	Charitable Donation	10,175.40	10.1%			0.2%
	Fines/Assesments (ACA,Other)	2,924.36	2.9%			0.0%
	Other Misc. Items	3,134.96	3.1%	100,403.88	1.6%	0.1%
				6,190,905.79		

# BCRTA POLICY AND PROCEDURE MANUAL

## 6-03 Procurements

*Effective Date: 03-18-2009*

*Revised Date: 06-15-2011*

*Revised Date: 05-17-2017*

*Revised Date: 01-03-2022*

Formatted: Normal, Right

### Policy Statement

The BCRTA shall strive to obtain the highest quality and lowest cost on all of its purchases of goods and services, while providing a fair return to contractors and suppliers who are efficient, progressive and competitive. As a Federal grantee, BCRTA will adhere to Federal requirements to conduct procurement transportations in a manner providing full and open competition. The following are required:

1. BCRTA must maintain written procedures that fully reflect BCRTA compliance with Federal procurement requirements, including in other procurement-related areas such as Disadvantaged Business Enterprise (DBE), Buy American, and lobbying. All BCRTA personnel involved in procurement transactions must be trained on the procedures and document their understanding and commitment to adhere to the established requirements. The procedures will be updated as needed to assure continuing compliance with Federal requirements, etc.
2. BCRTA will include Board Policies No. 6-09 Ethics and No. 6-10 Conflict of Interest within the written procedures as standards of conduct governing the performance of Board and staff engaged in the award and administration of contracts supported by Federal funds.
3. BCRTA procedures will adhere to Federal requirements for methods of procurement including Micro-Purchases (~~-\$3,000 or less~~); Small Purchases (~~more than \$3,000 but not more than \$100,000~~); Sealed Bid/Invitation for Bid (IFB); Competitive Proposals/Request for Proposals (RFP); Architectural and Engineering Services (A&E); Revenue Contracts.
4. BCRTA will require the following approval levels for procurement requisitions as long as the expenses are included in the Board-approved operating and capital budgets:

Micro Purchases Up to \$3,0500: ~~Operations Manager or Finance Manager~~Director

Small Purchases Up to \$24,999: Executive Director

Large Purchases \$25,000 and over: Board of Trustees.



**TO:** BCRTA Board of Trustees  
**FROM:** Meagan Varney, Procurement & Compliance Specialist  
**RE:** *Action Item – 2021-041 On-Call A&E*

---

February 16, 2022

### **STRATEGIC PLAN GOAL / OBJECTIVE**

Enhancing Connectivity and Improving Mobility & Eliminating Barriers

### **RECOMMENDATION**

Approval of a resolution authorizing the Executive Director to implement several indefinite delivery, indefinite quantity contracts with Architecture Firms for on-call architectural & engineering services on behalf of BCRTA for a period of five (5) years.

### **FINANCIAL CONSIDERATIONS**

- This is an agreement with four short-listed Firms, each under contract for a term of five (5) years.
- These expenditures will be funded with various funds, depending on the task.
- The contracts will not be fixed price for the contract period, but hourly rates for each member of the Firm will be agreed upon. Price agreements for each task will be negotiated and agreed upon as each task is determined and assigned to the appropriate Firm.
- Any tasks executed under this contract above the spending limit of the Executive Director (\$24,999) will come before the Board of Trustees for spending authorization approval.

### **BUSINESS PURPOSE**

- To be under contract and available for any architectural and engineering tasks that BCRTA requires during the contract period.
- The implementation of multiple contracts ensures that there will always be a Firm available to handle a task as BCRTA requires and BCRTA can select the most appropriate Firm based on their qualifications.

### **Action Item**

Procurement Summary factors considered; they have the capacity to perform these contracts and are recommended for award.



## **LEGAL CONSIDERATIONS**

- Section 306.43 of the Ohio Revised Code authorizes BCRTA to contract for the provision of goods and services.
- FTA Circular 4220.1F requires funding recipients to use qualifications-based procurement procedures (as opposed to selecting the most responsive, responsible bidder with the lowest price) when contracting for A&E services.

## BCRTA Resolution No. 22-02-01

---

### **Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into Agreements for On-Call Architectural & Engineering Services**

**Whereas**, BCRTA solicited statements of qualifications for on-call architectural and engineering services; and

**Whereas** BCRTA requested that interested firms demonstrate their experience in a broad range of disciplines including: 1) Architectural, 2) Civil/Structural/Engineering, 3) Mechanical/Electrical/Plumbing, 4) Other supplemental construction and construction management services; and

**Whereas** BCRTA received six (6) Statements of Qualifications from Stantec, Emersion Design, Richard L. Bowen & Associates, Champlin Architecture, McGill Smith Punshon (MSP) and Wendel Architecture covering all work requirements included in the BCRTA Request for Qualifications; and

**Whereas** a selection committee evaluated all Statements of Qualifications for Technical Experience and Expertise, Capacity to Perform, Past Performance, Professional Qualifications, Sustainability and Diversity, Equity and Inclusion; and

**Whereas** the selection committee determined that Wendel Architecture, MSP, Bowen and Stantec were the most qualified Firms to perform the On-Call A&E Services outlined in the request for qualifications; and

**Whereas** the Procurement & Compliance Specialist determined that Wendel Architecture, MSP, Bowen & Stantec were sufficiently responsive and responsible to receive contracts.

#### **Now therefore be it resolved:**

That the BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute non-exclusive contracts between BCRTA and **Wendel Architecture, McGill Smith Punshon, Richard L. Bowen & Associates, & Stantec** for the provision of On-Call A&E Services for a period of five (5) years. This contract will include the procedure for selection of Firms for each task and the method of determining price.

Approved:

February 16, 2022

---

Chris Lawson  
Board President

---

Matthew Dutkevicz  
Executive Director

# BCRTA BOARD OF TRUSTEES CANDIDATES

FEBRUARY 2022

Candidate Name	Interviewed by Executive Committee	Highlights
<b>Chafin, Amanda</b>	Oct 20, 2021	County Resident: YES College - Master of Science BCRTA Rider Employer: Lane Community Library
<b>Hoffer, Christopher</b>	Jan 19, 2022	County Resident: YES College - Bachelor of Science Retired Executive with USPS Employer: BCRTA
<b>Sizemore, Adam</b>	Jan 19, 2022	County Resident: YES College – Doctorate Director of Sustainability Employer: Miami University
<b>Stover, David</b>	Oct 20, 2021	County Resident: UNKNOWN Some College Former BCRTA Vehicle Operator Employer: Unknown (retired)
<b>Wilson-Harris, Whitney</b>	Oct 20, 2021	County Resident: YES Some College BCRTA Rider Employer: Unknown
<b>Wyenandt, Kathleen</b>	Jan 19, 2022	County Resident: YES College - Bachelor of Arts Butler County Rep to SORTA Board Employer: Self-Employed

# AMANDA CHAFIN

TRUSTEE - BCRTA

## CONTACT

513-470-1284

a.chafin@lanepl.org

## PROFESSIONAL SKILLS

MS Office Suite, Teams

Google Suite

OpenOffice, Scrivener

Adobe Creative Cloud

Adobe Premiere Pro

GIMP, Inkscape

TinkerCAD, Slic3r

HTC Vive

Arduino, Raspberry Pi

Glowforge

Technical Writing (Software Development/Support)

## EDUCATION

### Master of Library Science

University of Kentucky,

December, 2020

### Bachelor of Arts

English with a Concentration in

Creative Writing, Minor in Film

Hollins University, 2005

## REFERENCES

### CELESTE SWANSON

The Lane Libraries, Youth

Services Coordinator

c.swanson@lanepl.org

### RYAN GAY

Public Library of Cincinnati and

Hamilton County, Teen

Librarian

ryanmatthewgay@gmail.com

513-623-5823

### TODD POTTSCHMIDT

Bass Pro Shops, Club

Membership Manager

huckpott@fuse.net

513-846-1750

## PROFESSIONAL EXPERIENCE

### PUBLIC SERVICES ASSOCIATE, VOLUNTEER COORDINATOR

Lane Community Technology Center, Public Library | 2018 - Present

- Designed and implemented STEAM programs for all age groups.
- Vetted and supervised volunteers.
- Delivered excellent technology reference services.
- Served on systemwide library committees.

### DEPARTMENT SUPERVISOR, CUSTOMER SERVICE REPRESENTATIVE

Bass Pro Shops, Department Store | 2009 - 2018

- First Snack Shop Manager to ever realize a profit; saved the company roughly \$40,000 in my first year.
- Hired, trained, reviewed, and managed department staff.
- Set budgets, managed inventory, networked with vendors.
- Frequent Employee of the Month nominee.

### CUSTOMER SERVICE REPRESENTATIVE

Vroman's Books, Bookseller | 2008 - 2009

- Receptionist, first line of contact for visitors and callers.
- Assisted with author readings, other programming.
- Managed customer special orders and requests.
- Hand-selling and reader's advisory.

### TECHNICAL WRITER

Domin-8 Enterprise Solutions, Software Company | 2005 - 2007

- Created and maintained online and print versions of all help and training documentation, release notes, and other copy for the company's flagship software product.
- Helped to hire and train new staff.

### LIBRARY ASSISTANT

Wyndham-Robertson Library | 2003 - 2004

- Staffed the combined Reference Services and Circulation desk, assisting patrons as needed.
- Served as a shelver/page, engaging in shelf reads, locating misshelved items, general stacks maintenance.

### INTERN/ASSISTANT

Loretta Barrett Books, Literary Agency | Winter, 2002 - 2003

- Screened incoming queries, handled incoming and outgoing correspondence.
- Reviewed manuscripts and delivered market-based recommendations to the agent.
- Assisted in creating marketing packets, shopping assets to publishers.

[REDACTED] Liberty Township, Ohio 45011

US Postal Service, Washington, DC Manager Business Alliances  
June, 2009 - Current  
April, 2000 - June, 2009  
Christopher R. Hoffer  
[REDACTED]

#### PROFESSIONAL SUMMARY

Dedicated sales and marketing professional with demonstrated strong leadership in sales and direct marketing. I am looking to continue a career in sales/marketing. Highly motivated and deadline driven with experience in retention, growth, develop new accounts & sales opportunities, training, coaching, performance evaluation and financial performance metrics to track performance of sales team.

#### CAREER OBJECTIVE

To contribute sales, marketing, problem solving, communication and personal interface skills in a dynamic position based on a history of excellent achievement and performance.

#### WORK EXPERIENCE

- Responsible for alliances with largest mail service providers, including business plans, goal setting & attainment, sales funnel/pipeline and quarterly forecasts.
  - Achieve business and revenue growth with new sales by performing a broad range of strategic & revenue generating initiatives and maximizing sales revenues within assigned accounts.
  - Exceeded individual and team goals for last 7 years. Manager Account Management Ohio Valley Sales Center
  - Managed 5 district sales managers and their 30 account managers within Ohio, Kentucky & Indiana to achieve our revenue, service and growth targets.
  - Provide leadership in establishing a new lead generation process to assure a high level of sales opportunities to achieve revenue targets.
  - Conduct sales territory reviews, handle regular coaching calls, manage sales funnel reviews and institute strategies to drive desired results.
  - I received far-exceed performance evaluations for my leadership as the Manager, Account Management with revenue responsibility for \$1.8 billion.
- Direct Marketing Sales Specialist Cincinnati, Ohio
- Achieve sales results thru solution-based sales activities, market research, needs identification to maximize sales opportunities and customer satisfaction.
  - Executed a comprehensive end-to-end sales process for large and complex, high potential revenue account assignments from gathering data through sales closing and transition phases and closing over \$15 million in two years.
  - Develop Key Account plans on large account to provide a roadmap to execute and close large opportunities with Fortune 500 companies. Using a consultative selling style produced working with and closing opportunities with C level customers. Closed sales with Kroger, P & G, The Limited, Macy's, Lorillard Co., Humana and YUM Brands.
- March, 1998 - April, 2000

#### EDUCATION

University of Cincinnati, Cincinnati, Ohio

Majors & Degrees: Bachelor of Science in Marketing and Management Double Major  
RELEVANT SKILLS


Graduated June 1988

- Experience with Salesforce.com as I have used successfully for the last 5 years.
- High-end professional consultative style selling solutions to large and small businesses.
- High level of communication skills including oral and written with excellent presentation skills.
- Professionally trained negotiator with Karrass Co. and graduated from Advanced Leadership program.
- Experienced trainer on products and services, processes and techniques to win new business.
- Recommend process changes to increase efficiencies for sales related and report activities.
- Efficient with Microsoft Office suite.

REFERENCES

- Doug McMahon, Business Alliance Manager, USPS, djmc1276@gmail.com, (716) 864-0438

**Adam Sizemore, Ph.D.**  
Director of Sustainability  
The Physical Facilities Department  
Miami University



---

**Education**

<i>Ph.D. in Applied Sociology</i> The University of Louisville Major/Minor Area of Concentration: <b>Public Policy and Environmental Sociology</b> Dissertation Title: “ <i>Killing Martin County: Resiliency in a Central Appalachian Community</i> ”	2018
<i>Master of Arts in Sociology</i> Morehead State University	2014
<i>Bachelor of Arts in Sociology</i> Morehead State University	2012
<i>Bachelor of Arts in Philosophy</i> Morehead State University	2012

**Employment**

<i>Director of Sustainability</i> Miami University Co-Chair of the Climate Action Task Force’s Executive Steering Committee Adjunct Assistant Professor in the Institute for Environment and Sustainability	2018 - Present
<i>Graduate Research Assistant</i> The University of Louisville The Center for Environmental Policy and Management	2014 –2018
<i>Research Assistant</i> The University of Louisville Department of Anthropology (USDA Sub-Award) Louisville Farmers’ Market Coordination, Access, and Capacity-Building Project	2015 – 2017
<i>Graduate Teaching Assistant</i> Morehead State University Department of Sociology	2013 – 2014

**Teaching Interests**

Environmental Sociology, Public Policy, Environmental Justice, Social Stratification, Social Equity, Rural Sociology, Social Theory, Qualitative Methodology, Research Methods, Social Problems, Introduction to Sociology

**Research Interests**

Environmental justice, social inequities, public policy, climate justice, and sustainable development in/for rural communities

## **Applied Professional Research Publications and Reports**

- Zazycki, Suzanne, Helanie Alessio, Susan Meikle, and **Adam Sizemore**, “Miami University Fiscal Year 2021 Sustainability Annual Report - July 1, 2021”. Prepared for University President Gregory Crawford, Oxford, Ohio.
- Zazycki, Suzanne, Helaine Alessio, Susan Meikle, **Adam Sizemore**, Oliva Herron, and Cecil Okotah. 2020. “Further Examination of Carbon Neutrality Pathways: A Report from the Sustainability Committee to President Crawford”. Prepared for University President Gregory Crawford, Oxford, Ohio.
- Zazycki, Suzanne, Susan Meikle, **Adam Sizemore**, Robert Abowitz, Helaine Alessio, Brian Ballou, Tim Cameron, Kelsey Forren, Max Leveridge, and Jonathan Levy. 2019. “A Commitment to Lead: A Proposed Renewed Vision to Position Miami University as a Sustainability Leader Among Higher Education Institutions.” Miami University. Prepared for University President Gregory Crawford, Oxford, Ohio.
- Kinahan, Kelly L., Lauren Heberle, Shelly Isaacs, Danielle Rohret, Steven Sizemore, Jamar Wheeler, and **Adam Sizemore**. 2018. [2018 State of Metropolitan Housing Report: Involuntary Displacement](#). Center for Environmental Policy and Management at the University of Louisville. Prepared for the Metropolitan Housing Coalition, Louisville, KY.
- Kinahan, Kelly L., Lauren Heberle, Steve Sizemore, Brandon McReynolds, **Adam Sizemore**, and Alexandra Marie Peot. 2017. [2017 State of Metropolitan Housing Report 2017: The State of Affordable Rental in the Louisville Region](#). Center for Environmental Policy and Management at the University of Louisville. Prepared for the Metropolitan Housing Coalition, Louisville, KY.
- Lauren Heberle, Theodore Malone, Brandon McReynolds, **Adam Sizemore**, Steve Sizemore, Jamie Beard, and Cate Fosl. 2016. [State of Metropolitan Housing Report 2016: Living in Community Housing for People Living with Disabilities and Our Aging Population](#). Center for Environmental Policy and Management at the University of Louisville. Prepared for the Metropolitan Housing Coalition, Louisville, KY.
- Sizemore, David Adam**. 2016. [Practice Guide #38- Establishing the Use of SNAP at Farmers’ Markets](#). Center for Environmental Policy and Management at the University of Louisville. Prepared for the Center for Environmental Policy and Management and the Environmental Finance Center.
- Pompei-Lacy, Andrea, **Adam Sizemore**, Lauren Heberle, and Carol Norton. 2016. [Organics Recovery Program Development Tool for Colleges and Universities](#). Center for Environmental Policy and Management at the University of Louisville. Prepared for the Environmental Protection Agency Region 4.
- Pompei-Lacy, Andrea, **Adam Sizemore**, Lauren Heberle, and Carol Norton. 2015. [Compendium Report: Organics Recovery Toolkit for Colleges and Universities](#). Center for Environmental Policy and Management at the University of Louisville. Prepared for the Environmental Protection Agency Region 4.
- Heberle, Lauren, Cathy Hinko, Carol Norton, Allison Smith, Steve Sizemore, **Adam Sizemore**, Jamie Beard, and Kent Pugh. 2015. [State of Metropolitan Housing Report 2015: A Year of Change](#). Center for Environmental Policy and Management at the University of Louisville. Prepared for the Metropolitan Housing Coalition, Louisville, KY.
- Norton, Carol, Lauren Heberle, Allison Smith, Ryan Fenwick, Daniel Weinstein, Kent Pugh, and **Adam Sizemore**. 2014. [State of Metropolitan Housing Report 2014: A Look Back, A Look Forward](#). Center for Environmental Policy and Management at the University of Louisville. Prepared for the Metropolitan Housing Coalition, Louisville, KY.



## Teaching Experience

*Miami University (Adjunct Assistant Professor – The Institute for Environment and Sustainability)*

*Air Pollution and Society* Spring 2021  
Independent Study

*Morehead State University*

*Environmental Sociology 665* Spring 2014  
Graduate Teaching Assistant for Dr. Suzanne Tallichet  
*Introduction to Sociology 101* Fall 2013  
Graduate Teaching Assistant for Dr. Suzanne Tallichet

## Grants and Financial Awards

### **External:**

*Global Warming Mitigation Project* Spring 2020  
2021 Kneeling Curve Prize for Energy Funds  
Miami University Physical Facilities Department  
Amount Requested - **\$25,000**  
Amount Awarded – Not awarded

*Second Nature*  
Pro Bono Consulting: Climate Action Planning and Shifting to Renewable Power Spring 2020  
Miami University Physical Facilities Department  
Amount Requested - **\$7,500 - \$10,000** in advisory pro bono services  
Amount Awarded – Awarded Spring 2021

*Ohio Environmental Protection Agency (EPA)*  
Diesel Mitigation Trust Fund Level 2 Electric Vehicle Charging Station Grant Fall 2020  
Miami University Physical Facilities Department  
Amount Requested - **\$135,000**  
Amount Received – Awarded **\$105,000** Spring 2021

## Lean Research Projects at Miami University

Consolidating Night Classes to Reduce Energy Consumption Spring 2021  
Annual Cost Avoidance Project Outcome: **\$13,010**  
Data Collection Methodology: Quantitative and Qualitative

Reduction in Mail Room Delivery Fall 2020  
Annual Cost Avoidance Project Outcome: **\$7,200**  
Data Collection Methodology: Quantitative and Qualitative

Increased Efficiency and Sustainability in Campus Lift Usage: Summer 2020  
Annual Cost Avoidance Project Outcome: **\$26,400**  
Data Collection Methodology: Quantitative

Increased Efficiency in the Equestrian Center Spring 2020  
Annual Cost Avoidance Project Outcome: **\$ 20,328**  
Data Collection Methodology: Quantitative

Exploring Ways to Reuse Materials Before Purchasing New/Recycling  
Annual Cost Avoidance Project Outcome: **\$24,635**  
Data Collection Methodology: Quantitative

Fall 2018 - 2020

### **Invited Presentations and Webinars**

Shelton, Mike, Joel Baetens, **Adam Sizemore**, and Amanda Doenges. "How Higher Education is Preparing for a Net Zero Future". Invited to speak at HEAPY's PIVOT: Moving Our Society Forward conference, October 2021.

Karlsgodt, Dave, Chris O'Brien, Amy Dvorak, and **Adam Sizemore**. "Meeting Major Reductions Goals with the Help of Solution Providers." Invited to speak at Second Nature's Climate Action Pursuit: Toward Justice and Resilience conference, October 2021.

Sharrad, Aurora, Ann Drevno, **Adam Sizemore**, Jonathan Levy, and Micha Kenfield. "Value and Process of Joining the Climate Leadership Network." Invited to speak at Second Nature's Value of Joining the Climate Leadership Network webinar, December 2020.

Boardman, Mark, David Prytherch, Jonathan Levy, and **Adam Sizemore**. "Miami/Oxford One Climate One Community." Invited to speak at the League of Women Voter's Webinar Miami/Oxford One Climate One Community, November 2020.

**Sizemore, David Adam**. "Appalachian Resiliency: Life After the Martin County Sludge Spill." Invited to speak at the Appalachian Studies Conference, Re-stitching the Seams: Appalachia Beyond Its Borders, April 2018.

### **Presentations**

**Sizemore, Adam** and Olivia Herron. "Greening with Lean": Institutionalizing Sustainability Across Campus Through Lean Principles." Presented at the 2019 Association for the Advancement of Sustainability in Higher Education Conference, October 2019.

Brandon McReynolds, **Adam Sizemore**, and Theo Malone. "Affordable Housing for Louisville's Aging and Disabled Populations." Presented at the 2017 Optimal Aging Conference, June 2017.

Lisa Markowitz (Presenter), Neha Angal, Mariah Levine, **D.A. Sizemore**, Laura Valentine (Presenter), and Beth Nolte. "Farmers' Market Promotion Program: A View from a Church Parking Lot in Kentucky." Presented at the Society for Applied Anthropology Annual Conference, April 2017

Andrea Pompei-Lacy (Presenter) and **Adam Sizemore**. "Composting Collaborations and Planning Implications." Presented at the American Planning Association's (APA-KY) 2016 Spring Conference, May 2016

**Sizemore, David Adam**. "Growing it My Way": A Qualitative Analysis of Rural Organic Growers." Presented at the Mid-South Sociological Annual Conference, November 2014.

### **Graduate Students Supervised**

Antonio Lim, <i>Sustainability Coordinator</i>	2021-Present
Lauren Doepke, <i>Sustainability Coordinator</i>	2021-Present
Cecil Okotah, <i>Recycling Coordinator</i>	2019 - 2020
Olivia Herron, <i>Sustainability Coordinator</i>	2019 - 2020
Kelsey Forren, <i>Sustainability Coordinator</i>	2018- 2019

## **Supervised Student Research and Graduate Reports**

### **Committee Chair:**

- Blair Hassett Spring 2021  
Graduate Practicum Report  
Title: Developing and Producing Institutional Carbon Offsetting Projects
- Cecil Okotah Fall 2020  
Graduate Internship Report  
Title: An Internship Experience in Miami University's Sustainability Office: Understanding Sustainability in Higher Education and Promoting Waste Minimization Efforts at Miami's Oxford Campus
- Kelsey Forren Summer 2020  
Graduate Internship Report  
Title: Experiences as an Early Career Environmental Policy Professional: An Internship Report for the Institute for the Environment and Sustainability

### **Committee Member:**

- Daniel Kreiman Fall 2021  
Graduate Practicum Report  
Title: Comparative Content Analysis of Climate Action Plans from Midwestern Institutions
- Simbarashe Dupwa Summer 2020  
Graduate Practicum Report  
Title: Understanding How Universities and Colleges Track and Measure Waste in the United States
- Esther Atutey Summer 2020  
Graduate Practicum Report  
Title: Understanding How Universities and Colleges Track and Measure Waste in the United States
- Taylor Hicks, Danny Liu, Will (Yihang) Sun, and Zhenyu Tang. Fall 2019  
Western Program Capstone  
Title: Exploring Dining Hall Food Waste Solutions

### **Client:**

- Cassie Conrad, Naiyi Jiang, Casey Newton, Grace Murphy Spring 2021  
Institute for Environment and Sustainability 474-Sustainability in Practice  
Title: Planning for Zero Single Use Plastic Waste at Miami University
- Paula Silva, Stephanie Lubanovic, Lucy Schreiber, QiRui Chen, Chase Himler, Shannon Reilly Spring 2021  
Institute for Environment and Sustainability 474-Sustainability in Practice  
Title: Planning for Zero Waste at Miami University: Addressing Food Waste
- Kristen Beifeld, Morgan Gillis, Daniel Kreiman, Hunter Smith Spring 2021  
Professional Service Project  
Title: "Go Green Lean" Revamp: Updating Miami University's Lead Training Materials Related to Sustainability Issues
- Allison South, Blair Hassett, Blake Gardiner, William McCown Spring 2021  
Professional Service Project  
Title: Assessment of Campus-Community Climate Change Resilience Requirements Under the Presidents' Climate Leadership Commitments and The Global Covenant of Mayors for Climate and Energy

Olivia, Herron Internship Report Title: Organizing and Implementing Sustainability at Miami University as the Sustainability Coordinator.	Spring 2020
Marshall, Madeline, Ryan Lang, Allie Durkee, Alyssa McKoy, Marcia Kantrow Strategic Communication Capstone Title: Recyclemania Public Relations Plan	Fall 2019
Abraham, Chris, Allison DePage, Olivia Herron, Savannah Rice, Jessica Steigerwald. Institute for Environment and Sustainability 474-Sustainability in Practice Title: Exploring Anaerobic Digestion for Managing and Reducing Organic Waste at Miami University	Spring 2019

### **Student Organizations Advised**

Advisor for Green Gamers at Miami University	2020-Present
Advisor for the Student Sustainability Council at Miami University	2019-Present
Advisor for the Student Educator Program Green Team at Miami University	2018-Present

### **Professional Committee Representation and Nonprofit Service**

Co-Chair, Climate Action Task Force's Executive Steering Committee Miami University	2020-Present
Miami University Liaison for The City of Oxford's Climate Action Steering Committee Oxford, Ohio	2020-Present
Board Member, Sharefest Service and Environmental Nonprofit Corporation	2018-Present
Committee Member, Sustainability Committee Miami University	2018-Present
Campus Stakeholder, Environmental Awareness Program Living Learning Community Miami University	2018-Present
Environmental Chief, Friends of Limestone Nonprofit Corporation	2016-2018

### **Submissions to AASHE's STARS**

Miami University – Gold Rating <a href="https://reports.aashe.org/institutions/miami-university-oh/report/2019-03-01/">https://reports.aashe.org/institutions/miami-university-oh/report/2019-03-01/</a>	2019
---	------

### **Annual Progress Reports to Second Nature's Reporting Platform**

Miami University (Climate Signatory) <a href="https://reporting.secondnature.org/institution/detail!3036##3036">https://reporting.secondnature.org/institution/detail!3036##3036</a>	2021
---	------

### **Institutional Carbon Footprints**

Miami University - Energy-based Scope 1 and Scope 2	2008-2021
Miami University - Scope 1, Scope 2, and Scope 3	2018 and 2019

### **Awards**

Outstanding Graduate Student Award, Morehead State University	2014
John Stuart Mill Award, Morehead State University	2012

## References

Cody Powell  
Associate Vice President, Facilities, Planning and Operations  
Miami University  
[powellej@miamioh.edu](mailto:powellej@miamioh.edu)  
513-529-7070

Jonathan Levy, Ph.D.  
Director of the Institute for the Environment and Sustainability and Associate Professor of Geology  
Miami University  
[levyj@miamioh.edu](mailto:levyj@miamioh.edu)  
513-529-1947

Lauren Heberle, Ph.D.  
Associate Professor of Sociology & Director of the Center for Environmental Policy and Management  
The University of Louisville  
[lauren\\_heberle@louisville.edu](mailto:lauren_heberle@louisville.edu)  
502-852-4749

Suzanne Tallichet, Ph.D.  
Professor of Sociology  
Morehead State University  
[s.tallic@moreheadstate.edu](mailto:s.tallic@moreheadstate.edu)  
606-783-2108

Patricia Gagne, Ph.D.  
Professor of Sociology  
The University of Louisville  
[patricia.gagne@louisville.edu](mailto:patricia.gagne@louisville.edu)  
502-852-8014

Lisa Markowitz, Ph.D.  
Associate Professor of Anthropology  
The University of Louisville  
[lisa markowitz@louisville.edu](mailto:lisa_markowitz@louisville.edu)  
502-852-6864

Deborah Potter, Ph.D.  
Associate Professor of Sociology  
The University of Louisville  
[deborah.potter@louisville.edu](mailto:deborah.potter@louisville.edu)  
502-852-7983

# David S. Stover

1129 Western Ave, Hamilton, Ohio 45013-2313 • (513)-896-0438 • DavidSStover@Aol.com

---

<b>EXPERIENCE:</b>	<b>Bcrta Hamilton, Ohio</b> <u>Route Driver</u> <ul style="list-style-type: none"><li>• Hamilton, Middletown, Oxford areas</li><li>• &lt;150 miles per trip</li></ul>	<b>Nov. 2018– Current</b>
	<b>Lakefront Lines, Megabus, Fairfield. Ohio</b> <u>Chicago Driver</u> <ul style="list-style-type: none"><li>• Cincinnati, Indianapolis, Chicago</li><li>• Approximately 900 miles per trip</li></ul>	<b>Dec. 2017– Sept. 2018</b>
	<b>Rumpke Inc., Cincinnati. Ohio</b> <u>Local Driver</u> <ul style="list-style-type: none"><li>• Residential service Ohio and Indiana</li><li>• Approximately 50-125 miles per day</li></ul>	<b>June 2017– Aug. 2017</b>
	<b>Western Express, Nashville, Tennessee</b> <u>OTR Driver</u> <ul style="list-style-type: none"><li>• Shipments to Eastern U.S. and Texas</li><li>• Approximately 96,000 miles driven</li></ul>	<b>May 2016 – May 2017</b>
	<b>Kohl's Warehouse, Monroe, Ohio</b> <u>Packing Dept.</u> <ul style="list-style-type: none"><li>• Package items for shipment.</li></ul>	<b>Nov. 2014 – May 2016</b>
	<b>Real World Testing, Columbus, Indiana</b> <a href="http://www.realworldtest.com/">http://www.realworldtest.com/</a> <u>Class A Driver</u> <ul style="list-style-type: none"><li>• Evaluate vehicles.</li></ul>	<b>Jul. 2013 – Jun. 2014</b>
	<b>Knauf Insulation, Shelbyville, IN.</b> <u>Production Associate</u> <ul style="list-style-type: none"><li>• Bagged insulation for shipment as needed.</li></ul>	<b>Apr. 2013 – May 2013</b>
	<b>The Logistics Group, Columbus, IN.</b> <u>Warehouse Supervisor</u> <ul style="list-style-type: none"><li>• Procured inventory from selected vendors, coordinating all deliveries and scheduling inbound orders, arranged dispatch for 38 drivers on a rotating schedule.</li></ul>	<b>Dec. 2012 – Feb. 2013</b>
	<b>Circle K Midwest Division, Columbus, IN.</b> <u>Assistant Manager</u> <ul style="list-style-type: none"><li>• Inventory control, customer service, vendor check in</li></ul>	<b>May 2012 – Nov. 2012</b>
	<b>NTN Driveshaft, Columbus, IN.</b> <u>Class 1 and 2 Operator</u> <ul style="list-style-type: none"><li>• Apply rust prevention fluid to a multiple number of different drive shafts; load and unload 2 Clip Groove and 2 Surface Grind Machines.</li></ul>	<b>Nov. 2010 – Dec. 2011</b>
	<b>Hostess Brands Inc. Columbus, IN.</b> <u>Logistics Department Manager/Shipping Supervisor</u> <ul style="list-style-type: none"><li>• Top Level Department Manager with frontline involvement, in Bakery Food Safety, National and international customer service, Attained zero reduced work/lost time accidents for Fiscal Year 2010; exceeded the 6 month goal of 1 million cases within the first ninety days of FY 2010 by shipping 1,362,281 cases of product to the customers in the tri-state area; achieved \$185,000 labor cost savings in fiscal year 2010 by increasing efficiency and eliminating three positions; reduced total fleet miles driven by 3% and increased Trailer Cube Utilization to the average of 93.7%; highest achieved in the company for Fiscal Year 2010.</li></ul>	<b>Nov. 2001 – May 2010</b>

### Shipping Supervisor

- Member of a 4 person team, supervising up to 53 employees, overseeing shipping, receiving, and customer service; Earned a reputation as a valuable and cooperative employee by: being fair, honest, and willing to help others when needed; effectively resolving conflicts at appropriate times; and assisting new employees and other staff to become familiar with policy and operations.

**AFGD Glass, Hamilton, OH & Hebron, OH**

**Nov. 1987 – Sep. 2001**

### Materials Manager

- Responsible for planning; direct and indirect material purchases; material and shop floor control for a newly built manufacturing plant; performed physical and computerized audits to ensure accuracy of automated inventory counts; assisted with conversion of inventory control system from manual to automated system; designed and implemented thirty three new delivery routes, including the hiring and training of twenty one drivers; retained duties of Purchasing Manager.

### Purchasing Manager

- Responsible for purchasing, inventory control, and shipping/receiving departments. Developed standard policies and procedures that ensured consistent quality and customer service; Recruited and trained inventory control teams; Maintained Manual and Computerized inventory Records; prepared purchase orders, negotiated, issued, and maintained blanket purchase orders for direct materials; experienced in national and international sourcing of raw materials; purchased approximately \$15 - \$20 million dollars annually; determined material requirements and reorder points; purchased materials, supplies, for all company needs; responsible for all LAN, WAN, printers, hubs, switches, PC's and all related equipment, including Voice and Data lines; entered all item master numbers, set minimum/maximum reorder points for inventory items, redesigned inventory issue sheets, and set up bin locations in the warehouse; assisted corporate purchasing on the project to standardize purchasing procedures related to facilities, equipment, and services within the corporation; coordinated buyers, vendors, and clients on special orders to ensure accurate and timely delivery; assisted Corporate Purchasing in converting material planning system from a manual to a computerized process using JD Edwards ERP system; functional, experienced backup in Sales, Marketing, Human Resources, Production, Accounts Payable, and Accounts Receivable; responsible for the closing and transfer of all equipment and inventory from two plant closings in Hamilton and Cleveland, OH to the newly built, state of the art, glass tempering plant.

### Purchasing, Inventory, Shipping Manager

- Planned, scheduled, and procured all manufactured, fabricated, and subcontracted hardware to support in-house production, new commercial contractor project development, and stock sheet requirements; also held positions as delivery driver, lead driver, shipping manager, purchasing and inventory control manager.

## **EDUCATION:**

**Ross Senior High School, Ross, Ohio**

- High School Diploma
- CERTIFICATIONS.** 3 - 4.0 Level Student

Smith System Advanced Driving Certificate; Workplace Fire Extinguisher Certificate; SAP Purchasing/Inventory Certificate; Leadership Essentials Certificate

- **Knowledge-** Turn Key Cycle Inventory and Purchasing; customer relationship management and development.
- **Skills-** Excellent communication skills; exceptional problem solving/ time management skills; strong organizational skills; strategic thinking and execution skill; Microsoft Office Software experience.
- **Abilities-** Experienced in management, personnel development, performance evaluation, and team development.

CHARNAE (WHITNEY)

WILSON-HARRIS

Please contact me personally for address. [REDACTED]

#### Skills Summary

- Can type up to 75wpm without mistakes.
- Extremely proficient in Microsoft Word, PowerPoint, and Excel.
- Above-average when it comes to technology literacy.
- Good working with other people.
- Good Self-advocacy skills.
- Good organization skills.
- An efficient, determined, dependable, and hard worker.

#### Education

##### Degree / Date of Graduation

Fairfield High School: 2012-2016, graduated with honors May 28th, 2016.

Cincinnati State Technical and Community College: May 11th, 2020-present, current GPA 3.6

##### Experience

###### Name of Employer

Fairfield YMCA: June 26th, 2018- January 16th, 2020

Welcome Center Associate: greeted members and others that came in, opened and cancelled memberships, answered phone calls, gave tours of the facility for potential new members. Assisted with childcare when needed.

Fairfield Lane Library February 2018-December 31st, 2019

Worked in various areas of the library. Circulation desk, reference desk, children's area. Checked items in and out. Made fliers and posters advertising events. Help with children's events and story times.

##### Awards and Acknowledgements

Honor Roll (High School, 2013)

Honor Roll, (High School, 2014)

Perfect Attendance Award, (High School, 2015)

Honor Roll, (High School, 2015)

Honor Roll, (High School, 2015)

Honor Roll, High School, 2016)

##### Type of Award / Award Description

Member of Honor's Society in High School

Member of Phi Theta Kappa Honor's Society at Cincinnati State (present)



# KATHY WYENANDT

2960 Old Line Lane, Fairfield Township, OH 45011

Phone: 513-519-3192 | Email: kdwyenandt@gmail.com

---

## PROFILE

---

Dedicated and focused project manager with skills in sales, business development, management, and process improvement. Pragmatic, organized, and articulate coalition-builder focused on results.

---

## EXPERIENCE

---

- Project Manager • self-employed • 2009-present  
Various business projects, design & staging projects, community and non-profit work, political work.
- Owner | Designer • Embellished Interiors • 2004-2009
- Store Manager • Arhaus Furniture • 2005-2008
- Pharmaceutical Sales Representative • Ventiv Health & Tap Pharma • 1999-2004
- Market Research • Procter & Gamble • 1997-1998

---

## EDUCATION

---

Bachelor of Arts • 1997 • Miami University

Graduated Cum Laude • Majors: Political Science, Psychology

---

## LEADERSHIP & CIVIC EXPERIENCE

---

- The Southwest Ohio Regional Transit Authority (SORTA), Board of Trustees. 2018-2022
  - Everybody Rides Metro Board Member: 2020-2022
- Butler County Democratic Party: vice chair and other leadership roles, 2010-present
  - Former Democratic nominee for state house in 2018, and state senate in 2020
  - Various other political leadership roles around Ohio
- Family Promise of Butler County: fund development team volunteer
- Cherokee Elementary PTA: vice president of Ways & Means, 4 years
- Lakota West Athletic Boosters, membership chair, vice president, president for 4 years
- Lakota District Parent Council, ambassador & secretary, 3 years

- Lakota Levy Committee, strategic voter contact manager

## BUTLER COUNTY REGIONAL TRANSIT AUTHORITY (BCRTA) WAGE CONSIDERATION

---

Aim: Recommendations to update the BCRTA pay scale and make specific recommendations that consider local market conditions and influences when compared with peers.

### 1. Vehicle Operators/Drivers

- a. Recommend and create a starting wage, steps, midpoint wage, and top hourly rates.
  - i. *Recognize levels of experience in the following:*
    1. Past public transportation experience based on years of service
    2. Past transportation experience based on years of service
    3. Address current employee wages within new wage model and apply to existing operators in a bridge document

### 2. Peer Study Conclusions for Vehicle Operators/Drivers

- a. The median starting wage of 13 peer systems was \$16.44 per hour or about \$1.44 higher than the current BCRTA starting wage. The mean starting wage for the peer systems was \$16.75. The current wage range offered for Vehicle Operator/Driver is below the range of its peers.

BCRTA Hourly Wage		
<u>Starting</u>	<u>Mid</u>	<u>High</u>
\$15.00	\$16.00	\$17.00

Peer Hourly Wage Analysis	Wage	BCRTA Wage Difference
Median Starting Hourly Wage	\$16.44	-\$1.44
Mean Starting Hourly Wage	\$16.75	-\$1.75
Median Mid-level Hourly Wage	\$19.44	-\$3.44
Median High Hourly Wage	\$21.68	-\$4.68
Highest Starting Hourly Wage	\$21.64	-\$6.64
Lowest Starting Hourly Wage	\$11.00	\$4.00
Highest Hourly Wage	\$28.02	-\$11.02

## BUTLER COUNTY REGIONAL TRANSIT AUTHORITY (BCRTA) WAGE CONSIDERATION

### 3. Scenarios for updated wage levels at BCRTA (Standard/Cost of Living Increases):

- a. 5% increase annually, moves wages in line with the peer data and larger market trends

Step Schedule	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8+
Year	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year	7th Year	8th Year
Hourly Wage	\$16.50	\$17.32	\$18.18	\$19.08	\$20.03	\$21.03	\$22.09	\$23.19
\$ Increase		\$0.82	\$0.86	\$0.90	\$0.95	\$1.00	\$1.06	\$1.10
% Increase		5%	5%	5%	5%	5%	5%	5%

- b. 6% increase annually, incentive at 8+ years to acknowledge years of service

Step Schedule	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8+
Year	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year	7th Year	8th Year
Hourly Wage	\$16.50	\$17.60	\$18.70	\$19.90	\$21.15	\$22.40	\$23.90	\$25.90
\$ Increase		\$1.10	\$1.10	\$1.20	\$1.25	\$1.25	\$1.50	\$2.00
% Increase		6%	6%	6%	6%	6%	6%	8%

- c. 3% increase annually, starting wage on par with local market

Step Schedule	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8+
Year	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year	7th Year	8th Year
Hourly Wage	\$16.50	\$17.00	\$17.50	\$18.03	\$18.57	\$19.13	\$19.70	\$20.29
\$ Increase		\$0.50	\$0.51	\$0.53	\$0.54	\$0.56	\$0.57	\$0.59
% Increase		3%	3%	3%	3%	3%	3%	3%

### 4. Rationale and Justification for Wage Scenarios

- a. The starting wage was adjusted to \$16.50 in consideration of the local market's starting wage such as Amazon or Dayton RTA and utilizing the peer group data collected. The average difference in the mean BCRTA starting wage was \$1.75 to justify the increase of \$1.50 per hour.
- b. Years of service was integrated into the step schedule to support incentive pay
- i. Based on BCRTA's current roster of drivers and their years of service, 8 steps were drafted to support the number of drivers that have 5 or more years of experience at BCRTA.
- c. The national average according to [U.S. Bureau of Labor Statistics](#) is **\$23.13** mean hourly wage for bus drivers, transit and intercity (May 2020) BCRTA's new step scale provides a closer match to that statistic. [Indeed.com](#) reports that Ohio's average base wage is \$16.51 or 7% below the national average. RLS suggests the step schedule presented as a way to incentivize recruitment of new drivers and retention of existing drivers.
- d. Percentile wage estimates for Bus Drivers, Transit and Intercity (U.S. Bureau of Labor Statistics):

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 13.62	\$ 16.90	\$ 22.07	\$ 29.15	\$ 34.98

## BUTLER COUNTY REGIONAL TRANSIT AUTHORITY (BCRTA) WAGE CONSIDERATION

---

### 5. Recognition of Experience

#### a. **Past public transportation driver experience (years of experience)**

- i. Scenario 1: Driver joins the step schedule based on their years of experience, but start on the steps at 1 year less of experience to take into consideration their onboarding, training and proving themselves as a BCRTA driver.
- ii. Scenario 2: Enter the BCRTA steps at the starting wage (year 1), but add \$0.15 for each year of experience. If the driver had 5 years of driving experience elsewhere the starting wage would be \$0.75 higher at \$17.25. Then the driver would progress through the step schedule that is next highest to their adjusted wage next year.
- iii. Note: These scenarios only affect wages. For seniority purposes, all new employees would start at year one.
- iv. Note: An interview rating sheet will need to be updated/created to include the above information.

#### b. **Past transportation driver experience (box truck, delivery, etc.) (years of experience)**

- i. Scenario 1: Each year of driving experience is a ½ year of public transportation experience and would join the step schedule based on that calculation.
- ii. Scenario 2: Enter at the starting wage (year 1), but add \$0.10 for each year of experience. If a driver has 5 years of experience elsewhere would amount to 2 years (round down if have a half year) the starting wage would be \$0.20 higher at \$16.70. Then the driver would progress through the step schedule that is next highest to their adjusted wage next year.
- iii. Note: These scenarios only affect wages. For seniority purposes, all new employees would start at year one.
- iv. Note: An interview rating sheet will need to be updated/created to include the above information.

#### c. **Current employees**

- i. Scenario 1: Allow the driver to enter the step schedule that fits their years of service at BCRTA and include a performance review component to show acknowledge of service, but with parameters.
- ii. Scenario 2: Enter BCRTA at the starting wage (year 1), but add \$0.15 x their years of experience. If a driver has 7 years of driving experience elsewhere the starting wage would be \$1.05 higher at \$17.32. Then the driver would progress through the step schedule that is next highest to their adjusted wage next year.
- iii. In addition to Scenario 1 or 2: Performance review consideration (merit/performance): to show current drivers you are taking their service into consideration a 1-4% increase to their wage should also be included based on defined parameters such as attendance, performance factors, and driver skills. Factors considered by BCRTA (not all inclusive):
  1. Attendance
  2. Zero accidents/Safety
  3. OTP
  4. No corrective actions/write-ups in review period
  5. Goal achievement
  6. Completion of annual refresher training
  7. Completion of DOT cert

## BUTLER COUNTY REGIONAL TRANSIT AUTHORITY (BCRTA) WAGE CONSIDERATION

---

8. Driver License status (active, renewed, no points)
9. Depot flexibility (willing to work at multiple depot's)

# METRIC DASHBOARD

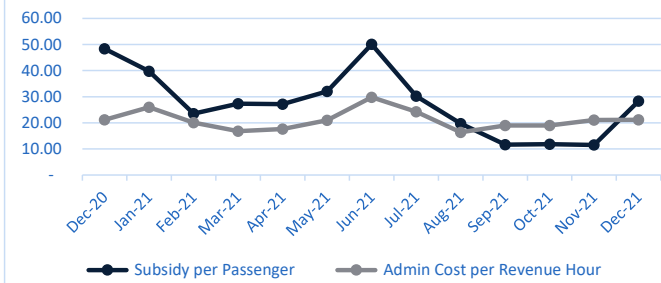
December 2021

## Leveraging Competitive Funding & Partnerships

Average Fleet Age

**3.97**

Since Last Month 0.03 0.76%  
Since Last Year 0.62 15.62%



## Enhancing Connectivity

BCRTA Transit App Users

**1,747**

Since Last Month (377) -21.58%  
Since Last Year 1,628 93.19%

BGO App Rides/Total BGO Rides

**35.51%**

Since Last Month -12.58% -35.42%  
Since Last Year 6.00% 16.89%

BCRTA Transit App Downloads

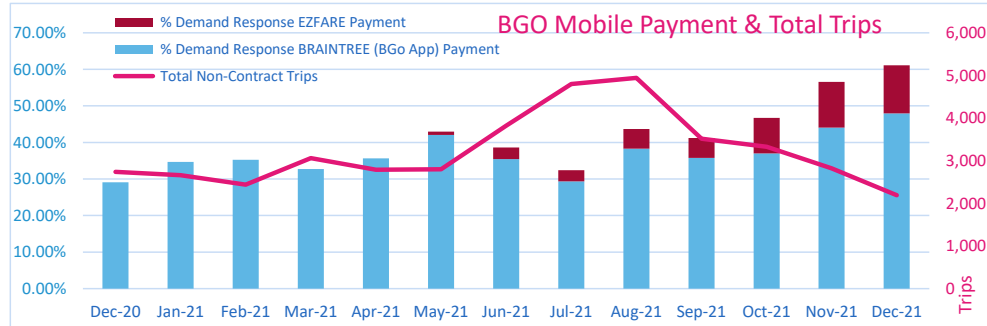
**402**

Since Last Month (445) -110.70%  
Since Last Year 275 68.41%

BGO App Downloads

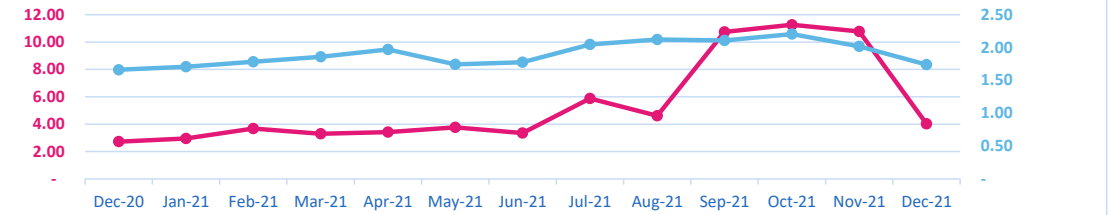
**105**

Since Last Month (6) -5.71%  
Since Last Year (38) -36.19%

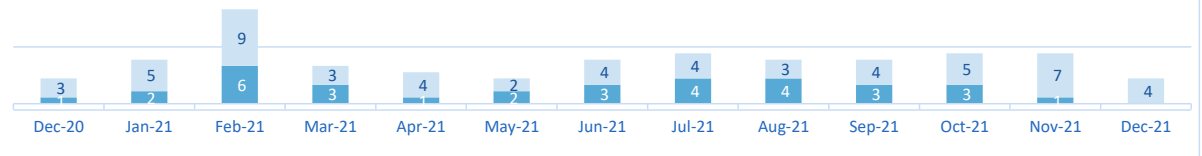


## Improving Mobility & Eliminating Barriers

Pax per Revenue Hour



Accidents & Injuries



Target Operator Staffing

**57%**

Since Last Month 7.30%  
Since Last Year -78.65%  
12 Month Average 75.73%  
GOAL 100.00%

Denials & Refusals/Total BGO

**29.03%**

Since Last Month -37.64%  
Since Last Year 27.82%  
12 Month Average 14.24%  
GOAL 0.00%

## Supporting Employers

42X Park & Ride Total Trips

**873**

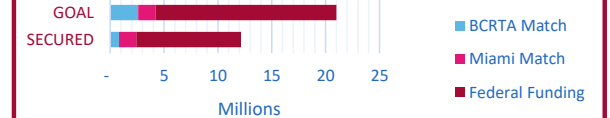
Since Last Month (288) -33%  
Since Last Year 873 100%

BGO Employment Trips

**914**

Since Last Month 12 1.31%  
Since Last Year (383) -41.90%

## Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

**608**



# Director's Notes – February 2022

## A. Metrics & Service

### 1. Trip Availability

R2 was suspended beginning Jan 31 due to extreme staffing shortages and R4 was suspended Feb 7 as planned. Staffing all BGo trips continues to be a challenge with limited resources and COVID is still affecting daily attendance.

## B. Staffing & Facility

### 1. Staffing

*BCRTA staffing is becoming a critical weakness. Attrition still outpaces new hires and prospecting new applicants has been a monumental task. BCRTA's January 11 hiring event resulted in 8 interviews and 6 offers. BCRTA must continue to retain current workforce AND adapt practices to engage new talent. Staff are devoting significant effort to addressing this objective.*

Staff are recommending implementation of operator wage increases, consistent with the Wage Study report, effective as early as March 2022.

BCRTA is currently seeking to fill the following positions:

Bus Driver - Fixed Route	Location: Hamilton, OH Department: BCRTA Type: Full Time	▼
Bus Driver - No CDL Required	Location: Hamilton, OH Department: Operations Type: Full Time	▼
Customer Service & Dispatcher	Location: Hamilton, OH Department: Operations Type: Full Time	▼
SafeRide - Night Shift Van Drivers	Location: Oxford, OH Department: Operations Type: Part Time	▼
Bus Driver Trainer	Location: Hamilton, OH Department: Operations Type: Full Time	▼
Street Supervisor	Location: Hamilton, OH Department: Operations Type: Full Time	▼
Accounting Clerk	Location: Hamilton, OH Department: Type: Full Time	▼
Customer Service Supervisor	Location: Hamilton, OH Department: Type: Full Time	▼
Mobility Management Coordinator	Location: Hamilton, OH Department: Mobility Management Type: Full Time	▼
Director of the Board	Location: Hamilton, OH Department: Transit Alliance of Butler County Type: Volunteer	▼

BCRTA has also hired a planning intern to help address task work due to the ongoing vacancy of the Planning & Special Projects Manager position.

A biweekly email digest of open positions is available. Please contact Mary Jane Leveline, BCRTA Talent & Benefits Manager ([levelinem@butlercountyrta.com](mailto:levelinem@butlercountyrta.com)) if you would like to be added to the mailing list.

### 2. Vaccination

BCRTA staff is presently 70% vaccinated.



## Director's Notes – February 2022

Leadership will be implementing a new tool as part of the existing HRIS system that will query employees for their vaccine status and will also support reporting of testing requirements if needed in the future. Staff are proposing the additional incentives to encourage participation and provide accurate records.

Vaccine incentives will be funded with remaining RCI funds (≈\$145,000) provided by ODOT that must be used by year end for COVID-19 related purposes.

### C. Planning

#### 1. Transit Studies

MTS's study should be available via the final report soon. BCRTA's Short Range Planning Study (SRPS) is getting underway this month. A project website should be launched in the next few weeks.

#### 2. Regional Gap Study

As part of the new regional transit collaborative, BCRTA will join with other local transit systems to engage a consultant to specifically examine and recommend change to address jurisdictional and boundary issues and limitations with regional travel patterns. Study cost will be shared among the systems, with SORTA likely absorbing the most expense. A report should be due late in 2022.

#### 3. Alternative Fuel Study

BCRTA is participating in a joint engagement with Cincinnati Metro and TANK to evaluate regional needs and feasibility for future alternative fuel vehicles. Staff have selected a consultant and are presently negotiating a contract with counsel. The consultant should also be able to help all the agencies prepare a comprehensive alternative fuel transition plan as may be required by the new Infrastructure Investment and Jobs Act (IIJA) recently passed by the US Congress.

#### 4. Chestnut Street Multimodal Station

The Part I concept design report and Part II schematic design reports have been posted to the [BCRTA "Major Projects" webpage](#).

BCRTA is presently evaluating the cost for Part III (30% - 100%) of the design as well as considering options to reduce cost of the facility in general. The construction market continues to be volatile which is driving conservative estimates and high costs with estimators.

The latest cost estimate is just under \$20M which does not include the total design fee or bus wash facility. The estimate does include contingency costs. Staff are aggressively pursuing cost savings in design and additional funding if available. Complete value engineering will require the BCRTA Board to continue to the next phase of authorization on the A&E contract to achieve 60% design and a new cost estimate.

## Director's Notes – February 2022

### D. Outreach & Communications

#### 1. BCRTA "Cash-In" Incentive Program

Staff are working to prepare an incentive program to reward vaccinated passengers and also incentivize passengers with old paper media to exchange it for EZfare media. Staff plan to begin holding a series of events that will allow people to demonstrate their vaccine status and receive up to \$100 in EZfare funds (funded by ODOT RCI) or turn in old paper BCRTA media and receive an increased value in EZfare media. Marketing should launch in March.

#### 2. BCRTA Trustee Vacancies

All the responsive candidates for the two vacant trustee positions have attended a board meeting and been interviewed by the Executive Committee. A discussion is planned for the February Board meeting to make a formal recommendation to the County Commissioners for appointment. Candidates must have the endorsement of the BCRTA Board and a background check, completed by the county administrator, before being appointed.

### E. Funding & Discretionary Grant Availability

#### 1. Infrastructure Investment and Jobs Act (IIJA)

This is an HISTORIC piece of legislation for transit. BCRTA will see a significant increase in 5307 and 5339 formula funds. The competitive discretionary bus and bus facilities program and low/no emissions programs will also receive historic increases that will have transformational change on public transit in the US. Staff are still familiarizing themselves with the changes. It is still likely that local match will continue to be critical after federal stimulus dollars run out. Although the dollars are generally intended for capital, BCRTA expects to be able to program some money for preventative maintenance and operating assistance. Operating allowances for small systems like BCRTA have not yet been published.

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

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

No data has become available yet on small system operating caps that allows BCRTA to use a portion of this funding for operating rather than capital purposes.

#### 2. CMAQ/STBG Funding

BCRTA submitted an application for replacement of heavy-duty diesel buses that will be

## Director's Notes – February 2022

in 2025/2026. Given the time distance to purchase, BCRTA pursued an open award for battery-electric buses or hydrogen fuel cell vehicles.

### 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. After legal review, staff expect to implement a policy in early 2022.

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

a) Tires

b) On Call A&E

1. Moser Court Master Plan

2. Transit Station Concept (on behalf of MTS)

c) Chestnut Fields A&E Part III

d) Commuter Services Marketing & Branding Services (on behalf of MTS)

# Director's Notes – February 2022

## 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