



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, March 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

March 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 February 16, 2022 Meeting Minutes
- IV. Oath of Office - Wyenandt
- V. Comments from Citizens
- VI. Secretary/Treasurer's Report – January 2022 (*Motion Requested*)
 - a. Wage Proposal Projections
- VII. Action Items
 - a. **None**
- VIII. Governance
 - a. Vacancies
 - i. Discussion
 - ii. Recommend candidates to commissioners (*Motion Requested*)
- IX. Committee & Staff Reports
 - a. OKI
 - b. Service & Metrics
 - Mark Franklin, Operations Manager
 - i. Code of Conduct
 - c. Marketing & Outreach
 - Shawn Cowan, Communications & Outreach Manager

Next Meeting Date:

April 20, 2022 @ 8:00 AM

Butler County RTA • Hamilton Board Room

3045 Moser Court, Hamilton, OH 45011

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

March 16, 2022, 8:00 AM

Butler County Regional Transit Authority

3045 Moser Court, Hamilton, OH 45011

- i. Short Range Plan Update – Chelsea Hendrickson, Kimley Horn
- ii. Marketing Contract Update

d. Director's Report

X. Adjourn (*Motion Requested*)

Next Meeting Date:

April 20, 2022 @ 8:00 AM

Butler County RTA • Hamilton Board Room

3045 Moser Court, Hamilton, OH 45011

Butler County Regional Transit Authority

Board of Trustees Meeting

Wednesday, February 16, 2022

[illegible]

The BCRTA Board of Trustees met on Wednesday, February 16, 2022 at 8:00 AM at the Butler County Regional Transit Authority Board Room, 3045 Moser Court, Hamilton, Ohio 45011. Proper public notice was given in advance of the meeting.

PRESENT:	Perry Gordon, Vice President	STAFF:	Matthew Dutkevicz, Executive Director
	Travis Bautz		Delene Weidner, Director of Finance & Administration
	David Fehr		Shawn Cowan, Mobility Manager
	Jim Foster		Mary Jane Leveline, Talent & Benefits Manager
	Corey Watt		Meagan Varney, Procurement & Compliance Specialist
			Christine Yannitty, Staff Accountant*

ABSENT:	Chris Lawson, President Nancy Schmitt	OTHERS PRESENT:	Zach Kincade, RLS* Beth Renner, RLS*
CITIZENS:	David Stover	LEGAL COUNSEL:	Mark Landes, Isaac Wiles*

*Attended via video conference.

I. Call to Order & Roll Call

Mr. Gordon called the meeting to order at 8:05 AM. Mr. Dutkevicz took a call of the roll. A quorum of the Board was present.

a. Consideration of Absences

Ms. Schmitt and Mr. Lawson requested to be excused. Mr. Foster made a motion to excuse Ms. Schmitt and Mr. Lawson. Mr. Bautz seconded. The motion carried.

II. Approval of the Agenda

Mr. Foster moved to approve the agenda. Mr. Watt seconded. The agenda was approved.

III. Approval of the November 17, 2021 Meeting Minutes

Mr. Gordon requested a motion to approve the minutes. Mr. Fehr made a motion to approve the minutes and Mr. Foster seconded the motion. The minutes were approved.

IV. Comments from Citizens

None.

V. Secretary/Treasurer's Report

Ms. Weidner presented the treasurer's report for the months of December 2021 and the yearend summary:

December 2021, statements were included in the packet. Ms. Weidner presented year-end December in comparison to the Annual Budget. She explained that all but one of the year-end adjusting entries had been made; one additional adjustment of was made to Fringes after the printing of the presented reports for approximately \$55K. Revenues ended the year slightly over budget primarily due to the BWC refund and the elimination of the ACA Reserve. Ms. Weidner explained that receiving an ACA fine seemed neither probable nor possible based on past years' experience. Receiving a fine no longer qualifies to be accrued as a contingency. Expenses finished the year slightly under budget primarily due to the late start on our marketing project, eliminating the Contingency for the ACA fine, and not yet utilizing public WiFi on revenue vehicles. The Gain before Est. Depreciation, Net Pension & OPEB Expense was just over \$2.1M. The Net Pension & OPEB Income and Local Share of Depreciation were presented at actual amounts for 2021. Normally an adjustment to the Pension Expense, this was the first year to see an adjustment effecting income, as BCRTA now holds a Net OPEB Asset as opposed to a liability.

The Transaction logs for the month of December were included in the packet presenting all cash transactions for the period. The balance sheet for December 2021, was presented with normal balances for assets, as well as liabilities and equity. Property and Equipment, and all other accounts were adjusted for year end. Ms. Weidner discussed the addition of a Net OPEB Asset and the now zero balance in the Reserve ACA Fines.

At the end of December, Available Funds were approximately \$5.53M and were not affected by the Net Pension/OPEB Income. Current or planned grants were just slightly overmatched. Working Capital was updated to reflect 2022 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.

Ms. Weidner also presented a further breakdown of Revenues and Expenses for the year end. Each revenue or expense was shown as a percentage of its category and of the total. Other than the addition of OPEB/Pension Income, no significant changes occurred in 2021. Percentages remained consistent with previous years' numbers.

Mr. Gordon requested a motion to approve the Treasurer's Report. Mr. Watt made a motion to approve the Treasurer's Report. Mr. Fehr seconded the motion. The report was approved.

VI. Action Items

a. Ratify Policy Update: 6-03 Procurements

Mr. Bautz made a motion to ratify policy *6-03 Procurements*. Mr. Watt seconded the motion.

Ms. Weidner provided a brief explanation noting that the update was small and intended to clean up the policy to match other BCRTA documents and BCRTA best practice.

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

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

The motion passed

- 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.

Mr. Watt moved to adopt Resolution 22-02-01. Mr. Foster seconded the motion.

Mr. Dutkevicz explained that this resolution approved no purchases today, but would allow BCRTA to issue task orders to qualified firms under contract in the future. Mr. Dutkevicz noted that any tasks under the contract resulting in a purchase beyond the Executive Director's approval level would come before the Board.

Ms. Varney provided a brief presentation explaining Brooks Act and qualifications based procurement requirements under federal regulation.

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	ABSENT
Ms. Schmitt	ABSENT
Mr. Watt	YES

The resolution was adopted.

VII. Governance

a. Conflict of Interest Forms

Mr. Dutkevicz reminded trustees and key staff that they are required to submit acknowledgement of the Conflict of Interest Policy and declare and possible conflicts.

b. Vacancies

i. Executive Committee Report

Mr. Gordon expressed that the Executive Committee had interviewed all the candidates listed and provided in the packet. Mr. Dutkevicz indicated that the Commissioners require a recommendation from the Board before making an appointment.

ii. Discussion

Mr. Dutkevicz noted that Counsel provided an opinion regarding conflicts of employees serving on the Board.

Mr. Bautz inquired if serving on the SORTA Board would represent a conflict with serving on the BCRTA Board. Mr. Dutkevicz explained this has happened in the past and had some functional advantages and was not likely to present a conflict.

Mr. Watt asked if Dr. Sizemore might have a conflict as an employee of Miami. Mr. Dutkevicz reported that Miami and BCRTA's legal counsel had investigated this issue. Miami has determined that VP level employees could not serve as their conflicts would be un-waivable.

Mr. Foster recommended appointing Ms. Chafin, Dr. Sizemore, Mr. Stover and Ms. Wyenandt.

Mr. Fehr noted that the Board already had many public and social service type representatives and suggested it would be good to have a business representative on the Board. Mr. Dutkevicz added that he had solicited applicants from the local Chambers but had not received any. Mr. Dutkevicz acknowledged weaknesses in business representation as well as women, and people of color.

Mr. Fehr asked if one person could be recommended, and one seat be held until a business representative could be found. Mr. Dutkevicz reminded that appointments are a governance activity of the trustees and may be handled however they see fit.

Mr. Watt noted that this was the first time BCRTA had more applicants than seats to fill.

Mr. Bautz asked if there was geographic consideration. Mr. Dutkevicz noted that eastern county representation was also a weakness.

Mr. Bautz brought up that Ms. Wyenandt did have business experience on her resume. Mr. Foster and Gordon agreed that Ms. Wyenandt should be recommended.

Mr. Watt mentioned that he liked Dr. Sizemore's perspective and Mr. Bautz agreed.

Mr. Foster suggested recommending four candidates, Mr. Fehr and Mr. Bautz suggested recommending only two.

iii. Recommend candidates to commissioners (*Motion Requested*)

Mr. Fehr made a motion to recommend the appointment of Dr. Adam Sizemore and Ms. Kathy Wyenandt. Mr. Bautz seconded the motion. There was no further discussion. Upon a call of the roll, the vote resulted as follows:

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

The motion passed. Mr. Dutkevicz agreed to send the recommendation to the Commissioners.

VIII. Committee & Staff Reports

a. OKI

No Report.

b. Wage Study Draft Report

Ms. Renner and Mr. Kincade provided an overview of their draft recommendations for driver wage scales. Their slides are included as an attachment to these minutes.

Mr. Bautz inquired about how the scale would be implemented, confirming the steps did not coordinate with future years.

Mr. Foster and Mr. Bautz expressed concern trying to plan 8 years in the future. Mr. Gordon asked what the impact of any of the scenarios would be if implemented with current staff. Mr. Dutkevicz explained that a detailed calculation had not yet been done due to the complicated nature of the complication but expected it might be in the \$500,000 per year range. Mr. Dutkevicz explained that staff will be working to prepare a few realistic scenarios that can be considered at the next meeting.

Mr. Foster surmised that the consultant team did believe that scenario A (3%) would be adequate to keep up with the market or cost of living.

Mr. Watt recommended sticking to predetermined steps, for simplicity, rather than individual dollar adjustments for recognizing experience. Mr. Watt also asked for clarification regarding the merit portion of any increase. Mr. Bautz expressed a desire to move away from a matrix for more flexibility.

Mr. Dutkevicz noted summarized that the Board preferred the B and C options and that staff would prepare estimates that seek to address these wage goals.

c. 2021 Workplace Strength Survey

Ms. Leveline provided a brief overview of the results of the 2021 workplace strength survey. Ms. Leveline noted that most scores were slightly lower but did not appear materially significant. She attributed some dips to turnover. Mr. Dutkevicz encouraged anyone interested to review the Gallup website for more information on the background of the survey questions.

d. Service & Metrics

Mr. Morgan provided an overview of the metric scorecard:

Leveraging Competitive Funding & Partnerships

- Average Fleet Age
 - 3.97 years – This is an increase of 15.62 percent from December 2020.
- Subsidy per Passenger
 - The subsidy per passenger decreased in December of 2021 in comparison to last December by \$20.05 or 41.4 percent.
- Admin Cost Per Revenue Hour
 - Administrative Overhead cost per hour has increased by \$0.03 or 0.14 percent comparing December of 2020 to December of 2021.

Enhancing Connectivity

- BCRTA Transit App Users
 - BCRTA had 1,747 users during the month of December for the Transit App. This is a 93.19 percent increase from the previous year.
- BCRTA Transit App Downloads
 - BCRTA tracked 402 new downloads for the Transit App in December of 2021. This is an 68.41 percent increase from the previous year.
- BGO App Rides/Total BGO Rides
 - 35.51 percent of all trips were booked utilizing the mobile application. This is a 16.89 percent increase from December of 2020.
- BGO App Downloads
 - BCRTA had 105 new users download the mobile application. This is a 36.19 percent decrease in app downloads from December 2020.
- BGO Mobile Payment & Total Trips
 - BCRTA completed 2,190 non - contracted trips in December of 2021. This is a 20 percent decrease in completed, non - contracted trips from December of last year.
 - 47.94 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. 13.15 percent of all BGo trips were paid for using the EZFARE platform.

Improving Mobility & Eliminating Barriers

- Passengers Per Revenue Hour
 - Fixed routes had 4.03 passengers per revenue hour in December of 2021, this is 48.2 percent higher than December of 2020.

- Demand Response service had 1.74 passengers per revenue hour in December of 2021, this is a 4.82 percent increase from December of 2020.
- Accidents and Injuries
 - Fault Total – BCRTA did not have any at fault accidents in December of 2021.
 - No Fault Total – BCRTA also had 4 no fault accidents.
- Target Operator Staffing
 - 57%
 - This number has decreased 78.65 percent from the same month for the previous year. The yearly average was 75.73 percent.
- Denials and Refusals/ Total BGO Trips
 - 29.03 percent of all requested BGO trips were refused or denied in December of 2021 due to time and capacity limitations. This is a 27.82 percent increase from December of 2020.

Supporting Employers

- 42x Park and Ride Total Trips
 - The 42x had 873 riders. This is a 100 percent increase from December of the previous year.
- BGO Employment Trips
 - BCRTA completed 914 BGO trips for the purpose of employment in December of 2021, this is a 41.9 percent decrease from the same month the previous year.

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 608 days or 1.67 years.

e. Marketing & Outreach

Ms. Cowan provided an update on the Hunter Marketing campaigns noting that they have driven some increases in job applicants.

f. Director's Report

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

Metrics & Service

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.

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.

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

Vaccination

BCRTA staff is presently 70% vaccinated.

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 following 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 yearend for COVID-19 related purposes.

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. A project website should be launched in the next few weeks.

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 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.

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.

Outreach & Communications

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.

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.

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

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.

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.

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) 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)

iv. 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*)

Mr. Dutkevicz expressed that BCRTA still has ODOT RCI funding to use and that vaccine incentives are an eligible expense. Mr. Dutkevicz further explained that given the extreme absences caused by Omicron in January, a booster incentive made sense.

Mr. Watt moved to approve the expenditure. Mr. Foster seconded. All voted in favor and the motion passed.

IX. Adjourn

Mr. Bautz moved to adjourn, and Mr. Fehr seconded. The motion carried. The meeting was adjourned at 09:51 AM.

Respectfully submitted,

Matthew M. Dutkevicz, Executive Director

Approved

APPENDIX A – Wage Study Slides

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 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



Update

- ◆ Recommend a pay scale for BCRTA drivers with consideration of local market and peer comparison
- ◆ Created a step schedule based on years of service, at least 8 years based on current driver roster
- ◆ \$16.50 suggested starting wage
- ◆ Cost of living adjustment with merit increase based on annual performance

www.rlsandassoc.com

Pay Scale Scenario A

3% increase annually
Range: \$16.50 - \$20.29

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%

Pay Scale Scenario B

5% increase annually
Range: \$16.50 - \$23.19

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%

Pay Scale Scenario C

6% increase annually, incentive at Year 8+ to acknowledge service
Range: \$16.50 - \$25.90

Step Schedule	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8+
Year	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	6 th Year	7 th Year	8 th 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%



Recognition of Experience

- ◆ Past public transportation experience
 - A: Joins step schedule minus 1 year for onboarding, training, etc.
 - B: Enter at starting wage, but add \$0.15 for each year of experience (5 years = \$16.50 + \$0.75)



Recognition of Experience

- ◆ Past transportation driver experience (box truck, delivery, etc.)
 - A: Years of experience counted as 0.5 year of driving experience and join step schedule
 - B: Enter at starting wage, but add \$0.10 for each year of experience (5 years = \$16.50 + \$0.50)



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Recognition of Experience

- ◆ Current Drivers
 - A: Adjust wage to new step schedule that fits their years of service at BCRTA
 - Performance review component to acknowledge service, but with parameters
 - B: Enter at starting wage, but add \$0.15 for each year of experience at BCRTA (5 years = \$16.50 + \$0.75)



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2022 Butler County RTA Board of Trustees Attendance

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

X = Present

E = Excused

E* = Online not Official

A = Absent

OATH OF OFFICE

Kathy Wyenandt

I, Kathy Wyenandt, swear that I will honestly, faithfully, and impartially perform the duties of a member of the Butler County Regional Transit Authority (BCRTA) Board of Trustees. Furthermore, I swear that I will not be personally interested directly or indirectly in any contract let by the BCRTA.

Sworn this 16th day of March 2022.

Kathy Wyenandt

Mark Landes, Isaac Wiles
BCRTA Legal Counsel

BCRTA
Income Statement
January 2022

*	Year to Date Last Year	Year to Date This Year	Annual Budget	YTD % of Budget
Passenger Fares	13,381	1,991	116,400	1.7%
Contract Fares	9,544	22,934	140,800	16.3%
Partnership Transit Rev (COM)	137,877	169,780	1,980,000	8.6%
Transit Development Rev (MU)	138,301	276,916	2,025,250	13.7%
Mgt./Cons. Services	20,440	20,440	245,280	8.3%
Maintenance Svcs-Labor	-	1,773	-	-
Interest & Other	64	192	10,800	1.8%
Other Non-Transit Revenue	248,410	1,016	11,500	8.8%
Agency Funding	3,167	6,250	38,000	16.4%
Park-n-Ride Program	-	43,323	560,000	7.7%
State Funding	77,242	505	134,000	0.4%
Federal Funding	137,795	255,592	4,873,345	5.2%
Total Revenues	786,221	800,712	10,135,375	7.9%
Expenses				
Wages	207,196	230,298	3,481,326	6.6%
Fringes	62,750	114,126	1,867,153	6.1%
Services	38,669	33,442	1,064,360	3.1%
Materials & Supplies	35,836	64,178	598,350	10.7%
Utilities	7,779	7,961	131,152	6.1%
Insurance	20,252	26,037	219,828	11.8%
Purchased Transportation	-	43,323	560,000	7.7%
Misc. Items	9,573	6,971	79,900	8.7%
Contingency	5,850	-	20,000	0.0%
Total Expenses	387,905	526,334	8,022,069	6.6%
Gain/Loss before Depr, NP & OPEB Exp	398,316	274,378	2,113,306	13.0%
Local Share of Depreciation Exp		310,965	324,000	96.0%
Net Pension & OPEB Exp (Inc)		(2,358,690)	818,495	-288.2%
Total Gain/(Loss)		2,322,103	970,811	239.2%

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
1/1/22			Beginning Balance			391,263.90
1/3/22	12/01-31/21	CRJ	Farebox Receipts	1,528.03		
1/3/22	01/03/22	GENJ	Service Charge		3.00	
1/5/22	10306	CDJ	ALLDATA		1,500.00	
1/5/22	10307	CDJ	Amazon Capital Services		2,039.66	
1/5/22	10308	CDJ	American Red Cross		96.00	
1/5/22	10309	CDJ	Alpine Valley Water		92.39	
1/5/22	10310	CDJ	Richard L. Bowen & Associates,		178,178.00	
1/5/22	10311	CDJ	BCRTA Petty Cash		207.30	
1/5/22	10312	CDJ	Bethesda Healthcare Inc.		1,955.00	
1/5/22	10313	CDJ	Brighton Spring Service		75.00	
1/5/22	10314	CDJ	Cincinnati Bell		145.20	
1/5/22	10315	CDJ	Cincinnati Bell Any Distance		533.88	
1/5/22	10316	CDJ	Cornett's Pressure Cleaning		1,080.00	
1/5/22	10317	CDJ	Fuller Ford		58.09	
1/5/22	10318	CDJ	Fleet Pride		498.74	
1/5/22	10319	CDJ	GMV SYNCROMATICS		13,750.00	
1/5/22	10320	CDJ	Heritage-Crystal Clean LLC		50.00	
1/5/22	10321	CDJ	Miami University Payment Cente		2,020.47	
1/5/22	10322	CDJ	ODACS, LLC		725.00	
1/5/22	10323	CDJ	Ohio Deferred Compensation		862.00	
1/5/22	10324	CDJ	RICOH USA, INC		29.16	
1/5/22	10325	CDJ	RLS & Associates		4,081.86	
1/5/22	10326	CDJ	Tristate Cleaning		400.00	
1/5/22	10327	CDJ	Verizon Wireless		2,574.53	
1/6/22	PRWE 12/31/21	GENJ			86,405.69	
1/6/22	PRWE 12/31/21	GENJ			15,006.29	
1/6/22	PRWE 12/31/21	GENJ			2,296.28	
1/6/22	DRAW 13	CRJ	Federal Transit Administration	6,334.00		
1/6/22	DRAW 14	CRJ	Federal Transit Administration	340,644.00		
1/6/22	DRAW 15	CRJ	Federal Transit Administration	398,648.00		
1/7/22	AT-01/07/2022	CDJ	Paycom		902.09	
1/11/22	ACH01/11/2022	CDJ	SuperFleet Mastercard Program		30,933.49	
1/11/22	AT-01/11/2022	CDJ	BCRTA PNC Card Purchases		9,417.58	
1/13/22	AT-01/13/2022	CDJ	Bureau of Workers Compensation		10,795.00	
1/14/22	10328	CDJ	Affordable Pest Control Inc.		50.00	
1/14/22	10329	CDJ	Bethesda Healthcare Inc.		174.25	
1/14/22	10330	CDJ	Bryce's Lawn care & Landscaping		500.00	
1/14/22	10331	CDJ	Cintas Corporation		971.67	
1/14/22	10332	CDJ	Cornett's Pressure Cleaning		545.00	
1/14/22	10333	CDJ	Franks Glass		74.95	
1/14/22	10334	CDJ	Gillig		93.00	
1/14/22	10335	CDJ	Heritage-Crystal Clean LLC		521.13	
1/14/22	10336	CDJ	Health Transit Pool of Ohio		110,000.00	
1/14/22	10337	CDJ	KOI Enterprises, Inc.		3,313.67	
1/14/22	10338	CDJ	LaborLawCenter, Inc		188.65	
1/14/22	10339	CDJ	Millennium Business Systems,LL		324.85	
1/14/22	10340	CDJ	My Parts Express		1,543.30	
1/14/22	10341	CDJ	ODACS, LLC		495.00	
1/14/22	10342	CDJ	Ohio Deferred Compensation		944.00	

1/14/22	10343	CDJ	PERS	83,982.24
1/14/22	10344	CDJ	Refitt's LLC	450.00
1/14/22	10345	CDJ	Rumpke Of Ohio Inc.	254.38
1/14/22	10346	CDJ	Security Lock Company	7.00
1/14/22	10347	CDJ	Treasurer State of Ohio	141.75
1/14/22	10348	CDJ	Vanguard Cleaning Systems Of O	825.00
1/14/22	01/14/2022	CRJ	BCRTA Items - To Saving	200,000.00
1/14/22	631379	CRJ	Farebox Receipts	22.78
1/14/22	0045638528	CRJ	Ohio Dept of Medicaid	1,500.00
1/14/22	511418	CRJ	Farebox Receipts	13.66
1/14/22	01092385	CRJ	BCDD Master Billing	447.30
1/14/22	6493320	CRJ	BCRTA Items	916.26
1/14/22	JWATKINS-NS	CRJ	Farebox Receipts	5.00
1/20/22	PRWE 1/14/22	GENJ		92,315.74
1/20/22	PRWE 1/14/22	GENJ		16,344.89
1/20/22	PRWE 1/14/22	GENJ	HSA	2,296.28
1/21/22	AT-01/21/2022	CDJ	Paycom	2,162.52
1/28/22	10349	CDJ	Cintas Uniforms	2,912.50
1/28/22	10350	CDJ	Bethesda Healthcare Inc.	2,228.00
1/28/22	10351	CDJ	Cincinnati Bell Any Distance	501.60
1/28/22	10352	CDJ	City of Hamilton - Utilities	3,776.07
1/28/22	10353	CDJ	Cornett's Pressure Cleaning	3,805.00
1/28/22	10354	CDJ	Clarke Power Services	1,437.90
1/28/22	10355	CDJ	Cintas Uniforms	1,304.00
1/28/22	10356	CDJ	Fuller Ford	86.29
1/28/22	10357	CDJ	Fleet Pride	27.96
1/28/22	10358	CDJ	Gillig	422.26
1/28/22	10359	CDJ	GemCity Tires, Inc	2,074.81
1/28/22	10360	CDJ	Hamilton Enterprise Park POA	456.11
1/28/22	10361	CDJ	Hunter Marketing	3,827.55
1/28/22	10362	CDJ	Isaac Wiles Burkholder & Teeto	445.50
1/28/22	10363	CDJ	Jake Sweeney Chrysler Jeep	61.64
1/28/22	10364	CDJ	Myers Equipment Corporation	106.65
1/28/22	10365	CDJ	Minuteman Press - Fairfield	1,496.55
1/28/22	10366	CDJ	ODACS, LLC	350.00
1/28/22	10367	CDJ	Ohio Deferred Compensation	944.00
1/28/22	10368	CDJ	Overhead Door of Greater Cincinnati	64.50
1/28/22	10369	CDJ	Ohio Newspapers, Inc.	1,475.24
1/28/22	10370	CDJ	Port Technology LLC	2,227.00
1/28/22	10371	CDJ	Paycom	2,162.52
1/28/22	10372	CDJ	RLS & Associates	4,752.81
1/28/22	10373	CDJ	Tristate Cleaning	400.00
1/28/22	10374	CDJ	Talawanda School District	8,948.88
1/28/22	10375	CDJ	Verizon Wireless	90.11
1/28/22	10376	CDJ	Woodhull	287.25
1/28/22	10371V	CDJ	Paycom	2,162.52
1/28/22	DRAW 16	CRJ	Federal Transit Administration	5,907.00
1/28/22	DRAW 17	CRJ	Federal Transit Administration	311,738.00
1/28/22	DRAW 18	CRJ	Federal Transit Administration	142,542.00
1/28/22	DRAW 19	CRJ	Federal Transit Administration	11,000.00
1/31/22	!0396823	CRJ	Miami University	139,780.18
1/31/22	!0396823	CRJ	Miami University - Accounts Pa	150.00

			Current Period Change	1,363,338.73	931,903.67	431,435.06
1/31/22			Ending Balance			822,698.96
Savings - PNC (National City)						
1/1/22			Beginning Balance			47,840.91
1/3/22	01/03/22	GENJ	Service Charge		5.50	
1/19/22	ACH 011922	CRJ	BCRTA Items	14.46		
1/20/22	MAS 012022	CRJ	Farebox Receipts	540.29		
1/31/22	CC 01/31/22	CRJ	Farebox Receipts	601.71		
1/31/22	01/31/22	GENJ	Interest Income	0.41		
			Current Period Change	1,156.87	5.50	1,151.37
1/31/22			Ending Balance			48,992.28
Savings - PNC Bank						
1/1/22			Beginning Balance			1,673,552.91
1/3/22	01/03/22	GENJ	Service Charge		2.00	
1/14/22	01/14/2022	CRJ	BCRTA Items	200,000.00		
1/31/22	01/31/22	GENJ	Interest Income	15.20		
			Current Period Change	200,015.20	2.00	200,013.20
1/31/22			Ending Balance			1,873,566.11
STAR Ohio						
1/1/22			Beginning Balance			2,000,670.07
1/31/22	01/31/22	GENJ	Interest Income	176.79		
			Current Period Change	176.79		176.79
1/31/22			Ending Balance			2,000,846.86

BCRTA
Balance Sheet
January 2022

Assets

Current Assets

Checking - PNC	822,698.96
Savings - PNC	48,992.28
Savings - PNC	1,873,566.11
STAR Ohio	2,000,846.86
M&S Inventory	46,481.50
Petty Cash	1,000.00
Accounts Receivable	1,364,308.10
Prepays	129,874.14
	<hr/>
	6,287,767.95

*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	1,374,008.06
Amenities & Misc.	69,631.89
WIP-Building	67,953.25
WIP-Technology Upgrade	614,005.00
WIP-Chestnut Fields	377,038.32
Accum. Depr.	(8,747,022.91)
	<hr/>
	9,694,051.19

Total Assets

15,981,819.14

Liabilities & Equity

Current Liabilities

Accounts Payable	264,528.91
Payroll Payables	131,948.89
Other Payables	-
Accrued PTO	148,508.41
Reserve ACA Fines	-
FTA Vehicle Funds	68,131.00
Future Match Funds	-
Unearned Tickets	28,114.50
	<hr/>
	641,231.71

*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	15,098,317.60
Local Capital	89,410.00
Retained Earnings	(8,312,870.02)
Net Income	274,135.62
	<hr/>
	15,340,587.43

Total Liabilities
and Capital

15,981,819.14

BCRTA
Cash Reserves

January 2022

Current Assets	6,287,767.95
Current Liabilities	<u>(641,231.71)</u>
Available Funds	5,646,536.24

Board Reserves

Local Share Grant Obligations		
OH-2018-21-00	321,056.25	
OH-2021-56-00	124,620.00	
OH-2021-60-00	1,229,792.00	
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>(1,258,935.00)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	(58,466.75)	
 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>	
 Total Board Reserves	 3,845,183.00	
 Non-Restricted Funds	 1,801,353.24	

BUTLER COUNTY RTA													
#													
Revenues & Expenses		2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	
	Passenger Fares	\$ 118,728	\$ 121,103	\$ 123,525	\$ 125,995	\$ 128,515	\$ 131,085	\$ 133,707	\$ 136,381	\$ 139,109	\$ 141,891	\$ 144,729	
	Contract Revenues	143,616	146,488	149,418	152,406	155,455	158,564	161,735	164,970	168,269	171,634	175,067	
	Partnership Transit Revenues	1,407,517	1,435,667	1,464,380	1,493,668	1,523,541	1,554,012	1,585,092	1,616,794	1,649,130	1,682,113	1,715,755	
	Sale of Services	294,336	300,223	306,227	312,352	318,599	324,971	331,470	338,100	344,862	351,759	358,794	
	Transit Development Program	2,065,756	2,107,071	2,149,213	2,192,197	2,236,041	2,280,762	2,326,377	2,372,905	2,420,363	2,468,770	2,518,145	
	Park-n-Ride Program	-	-	-	-	-	-	-	-	-	-	-	
	State Operating Funds	305,000	311,100	317,322	323,668	330,142	336,745	343,480	350,349	357,356	364,503	371,793	
	Agency Operating Funds	38,760	39,535	40,326	41,132	41,955	42,794	43,650	44,523	45,414	46,322	47,248	
	Local Tax/Other Receipts	-	-	-	-	-	-	-	-	-	-	-	
	Investment Earnings	-	-	-	-	-	-	-	-	-	-	-	
	Other Revenues	22,746	23,201	23,665	24,138	24,621	25,113	25,616	26,128	26,651	27,184	27,727	
	Federal Funds												
	5307 Operating	-	-	2,431,152	2,514,588	2,601,100	2,690,805	2,466,618	1,465,808	1,465,808	1,465,808	1,465,808	
	CARES, CRRSAA, ARP	5,561,672	4,087,691	-	-	-	-	-	-	-	-	-	
	5307 Preventive Maintenance	-	-	710,087	724,289	738,774	753,550	768,621	783,993	799,673	815,667	831,980	
	5339 Preventive Maintenance												
	Transferred Preventive Maintenance	-	-	-	-	-	-	-	-	-	-	-	
	5307 ADA	-	-	-	-	-	-	-	-	-	-	-	
	5310 Operating & MM	49,033	-	-	-	-	-	-	-	-	-	-	
	Other Federal												
Total Revenues		10,007,164	8,572,079	7,715,315	7,904,434	8,098,743	8,298,401	8,186,366	7,299,951	7,416,634	7,535,650	7,657,047	
	Wages	\$ 3,764,096	\$ 3,865,302	\$ 3,969,309	\$ 4,103,701	\$ 4,242,981	\$ 4,387,335	\$ 4,536,956	\$ 4,692,044	\$ 4,852,807	\$ 5,019,463	\$ 5,192,236	
	Fringes	1,963,180	2,008,961	2,055,875	2,111,613	2,169,079	2,228,333	2,289,434	2,352,447	2,417,437	2,484,474	2,553,626	
	Services	1,085,647	832,360	849,007	865,987	883,307	900,973	918,993	937,373	956,120	975,243	994,747	
	Materials & Supplies	610,317	622,523	634,974	647,673	660,627	673,839	687,316	701,062	715,084	729,385	743,973	
	Utilities	133,775	136,451	139,180	141,963	144,802	147,698	150,652	153,665	156,739	159,874	163,071	
	Insurance (Liability)	224,225	228,709	233,283	237,949	242,708	247,562	252,513	257,564	262,715	267,969	273,328	
	Purchased Transportation	-	-	-	-	-	-	-	-	-	-	-	
	Misc. Items	81,498	83,128	84,791	86,486	88,216	89,980	91,780	93,616	95,488	97,398	99,346	
	Contingency	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	
Total Expenses		\$ 7,882,738	\$ 7,797,434	\$ 7,986,418	\$ 8,215,373	\$ 8,451,720	\$ 8,695,722	\$ 8,947,645	\$ 9,207,771	\$ 9,476,389	\$ 9,753,805	\$ 10,040,328	
Total Revenues		\$ 10,007,164	\$ 8,572,079	\$ 7,715,315	\$ 7,904,434	\$ 8,098,743	\$ 8,298,401	\$ 8,186,366	\$ 7,299,951	\$ 7,416,634	\$ 7,535,650	\$ 7,657,047	
Total Expenses		7,882,738	7,797,434	7,986,418	8,215,373	8,451,720	8,695,722	8,947,645	9,207,771	9,476,389	9,753,805	10,040,328	
Gain / Loss Before Local Capital Charge		\$2,124,427	\$774,645	(\$271,104)	(\$310,939)	(\$352,977)	(\$397,321)	(\$761,279)	(\$1,907,820)	(\$2,059,756)	(\$2,218,155)	(\$2,383,281)	
Local Capital Charge (Depr.)		(337,090)	(343,831)	(350,708)	(357,722)	(364,877)	(372,174)	(379,618)	(387,210)	(394,954)	(402,853)	(410,910)	
Gain / Loss After Local Capital Charge		\$1,787,337	\$430,813	(\$621,812)	(\$668,661)	(\$717,854)	(\$769,495)	(\$1,140,897)	(\$2,295,030)	(\$2,454,710)	(\$2,621,008)	(\$2,794,191)	

BUTLER COUNTY RTA		2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Cash Flow												
Beginning Cash and Investments Balance		\$ 4,672,859	\$ 6,507,756	\$ 7,278,650	\$ 6,991,297	\$ 5,930,908	\$ 4,828,481	\$ 3,681,710	\$ 2,170,981	\$ 246,911	\$ (1,829,095)	\$ (4,063,499)
Operating Revenues												
Passenger Fares & Contracts		262,344	267,591	272,943	278,402	283,970	289,649	295,442	301,351	307,378	313,525	319,796
Partnership Agreements		1,407,517	1,435,667	1,464,380	1,493,668	1,523,541	1,554,012	1,585,092	1,616,794	1,649,130	1,682,113	1,715,755
Transit Dev. Fund & Other Local		2,104,516	2,146,607	2,189,539	2,233,330	2,277,996	2,323,556	2,370,027	2,417,428	2,465,776	2,515,092	2,565,394
Sale of Services & Misc.		317,082	323,424	329,892	336,490	343,220	350,084	357,086	364,228	371,512	378,942	386,521
Tax Reveunes		-	-	-	-	-	-	-	-	-	-	-
Federal & State Assistance		5,915,705	4,398,791	3,458,561	3,562,545	3,670,016	3,781,099	3,578,718	2,600,150	2,622,837	2,645,978	2,669,581
Capital Grants Funds												
Federal - FTA		7,558,122	15,000	65,000	3,011,800	3,011,800	3,011,800	3,011,800	65,000	65,000	65,000	65,000
State - ODOT		2,726,098	-	-	-	-	-	-	-	-	-	-
Other Local (Non-BCRTA)		1,600,000	-	-	-	-	-	-	-	-	-	-
Other Funds Received												
Interest Income		-	-	-	-	-	-	-	-	-	-	-
Total Funds Received		\$ 21,891,384	\$ 8,587,079	\$ 7,780,315	\$ 10,916,234	\$ 11,110,543	\$ 11,310,201	\$ 11,198,166	\$ 7,364,951	\$ 7,481,634	\$ 7,600,650	\$ 7,722,047
Total Funds Available		\$ 26,564,243	\$ 15,094,835	\$ 15,058,965	\$ 17,907,531	\$ 17,041,451	\$ 16,138,681	\$ 14,879,876	\$ 9,535,932	\$ 7,728,545	\$ 5,771,555	\$ 3,658,548
Operating Expenses												
Wages & Fringes		\$ (5,727,276)	\$ (5,874,263)	\$ (6,025,184)	\$ (6,215,314)	\$ (6,412,060)	\$ (6,615,668)	\$ (6,826,390)	\$ (7,044,491)	\$ (7,270,244)	\$ (7,503,937)	\$ (7,745,862)
Material & Supplies		(1,085,647)	(832,360)	(849,007)	(865,987)	(883,307)	(900,973)	(918,993)	(937,373)	(956,120)	(975,243)	(994,747)
Contract Services		(610,317)	(622,523)	(634,974)	(647,673)	(660,627)	(673,839)	(687,316)	(701,062)	(715,084)	(729,385)	(743,973)
Purchased Transportation		-	-	-	-	-	-	-	-	-	1	2
Other Expenses		(459,498)	(468,288)	(477,253)	(486,398)	(495,726)	(505,241)	(514,946)	(524,845)	(534,941)	(545,240)	(555,745)
Capital Improvements												
Revenue Vehicles & Equipment		-	-	-	(3,680,000)	(3,680,000)	(3,680,000)	(3,680,000)	-	-	-	-
Transit Hubs & Facility Improvements		(12,143,750)	(18,750)	(81,250)	(81,250)	(81,250)	(81,250)	(81,250)	(81,250)	(81,250)	(81,250)	(81,250)
Equipment & Amenities		(30,000)	-	-	-	-	-	-	-	-	-	-
Total Funds Disbursed		\$ (20,056,488)	\$ (7,816,184)	\$ (8,067,668)	\$ (11,976,623)	\$ (12,212,970)	\$ (12,456,972)	\$ (12,708,895)	\$ (9,289,021)	\$ (9,557,639)	\$ (9,835,054)	\$ (10,121,576)
Ending Cash and Investments Balance		6,507,756	7,278,650	6,991,297	5,930,908	4,828,481	3,681,710	2,170,981	246,911	(1,829,095)	(4,063,499)	(6,463,028)

SAMPLE WAGE PROPOSAL

Entry Point ----->	Experience							
	<1 year	2 years	3 years	4 years	5 years	6 years	7 years	8 years
Base (from RLS Study)	16.50	17.00	17.50	18.03	18.57	19.13	19.70	20.29
Merit Potential (6%)	0.99	1.02	1.05	1.08	1.11	1.15	1.18	1.22

Based on most recent past review period:

<u>INCENTIVE CRITERIA</u>	<u>% INCENTIVE</u>	<u>% DOLLAR</u>								
Zero Accidents	30%	1.80%	0.30	0.31	0.32	0.32	0.33	0.34	0.35	0.37
Attendance	35%	2.10%	0.35	0.36	0.37	0.38	0.39	0.40	0.41	0.43
Bid Operator (not PT or Avail Based)	25%	1.50%	0.25	0.26	0.26	0.27	0.28	0.29	0.30	0.30
No Negative Green Sheets	5%	0.30%	0.05	0.05	0.05	0.05	0.06	0.06	0.06	0.06
OTP/Efficiency	5%	0.30%	0.05	0.05	0.05	0.05	0.06	0.06	0.06	0.06
	100%		0.99	1.02	1.05	1.08	1.11	1.15	1.18	1.22

Maximum Potential 2023	17.49	18.02	18.55	19.11	19.68	20.28	20.88	21.51
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Per hour possible incentives:

Shift differential + \$1.00/hour after 8 PM on weekdays, weekends

Off Day Work + \$5.00/hour for each hour worked on off day in a week of perfect scheduled attendance.

Notes

- 1 New employees will enter at the rate appropriate for their years of experience.
- 2 Existing employees will have their current rate adjusted at the time of implementation to coincide with the entry point , based upon their BCRTA experience.
- 3 Existing employees that believe they have more experience than BCRTA may apply through a process to receive previous credit based upon materials received by BCRTA at their original hire or current reference checks.
- 4 After the entry point, all future increases will be based upon merit.
- 5 BCRTA may elect to keep the merit budget consistent every year (6%), or amend the merit budget to be consistent with economic conditions.

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](https://www.bls.gov/news.release/archives/20200501.pdf) 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](https://www.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)

BCRTA BOARD OF TRUSTEES CANDIDATES

FEBRUARY 2022

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

David S. Stover

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

EXPERIENCE:	Bcrta Hamilton, Ohio <u>Route Driver</u> <ul style="list-style-type: none">• Hamilton, Middletown, Oxford areas• <150 miles per trip	Nov. 2018– Current
	Lakefront Lines, Megabus, Fairfield. Ohio <u>Chicago Driver</u> <ul style="list-style-type: none">• Cincinnati, Indianapolis, Chicago• Approximately 900 miles per trip	Dec. 2017– Sept. 2018
	Rumpke Inc., Cincinnati. Ohio <u>Local Driver</u> <ul style="list-style-type: none">• Residential service Ohio and Indiana• Approximately 50-125 miles per day	June 2017– Aug. 2017
	Western Express, Nashville, Tennessee <u>OTR Driver</u> <ul style="list-style-type: none">• Shipments to Eastern U.S. and Texas• Approximately 96,000 miles driven	May 2016 – May 2017
	Kohl's Warehouse, Monroe, Ohio <u>Packing Dept.</u> <ul style="list-style-type: none">• Package items for shipment.	Nov. 2014 – May 2016
	Real World Testing, Columbus, Indiana http://www.realworldtest.com/ <u>Class A Driver</u> <ul style="list-style-type: none">• Evaluate vehicles.	Jul. 2013 – Jun. 2014
	Knauf Insulation, Shelbyville, IN. <u>Production Associate</u> <ul style="list-style-type: none">• Bagged insulation for shipment as needed.	Apr. 2013 – May 2013
	The Logistics Group, Columbus, IN. <u>Warehouse Supervisor</u> <ul style="list-style-type: none">• Procured inventory from selected vendors, coordinating all deliveries and scheduling inbound orders, arranged dispatch for 38 drivers on a rotating schedule.	Dec. 2012 – Feb. 2013
	Circle K Midwest Division, Columbus, IN. <u>Assistant Manager</u> <ul style="list-style-type: none">• Inventory control, customer service, vendor check in	May 2012 – Nov. 2012
	NTN Driveshaft, Columbus, IN. <u>Class 1 and 2 Operator</u> <ul style="list-style-type: none">• Apply rust prevention fluid to a multiple number of different drive shafts; load and unload 2 Clip Groove and 2 Surface Grind Machines.	Nov. 2010 – Dec. 2011
	Hostess Brands Inc. Columbus, IN. <u>Logistics Department Manager/Shipping Supervisor</u> <ul style="list-style-type: none">• 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.	Nov. 2001 – May 2010

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

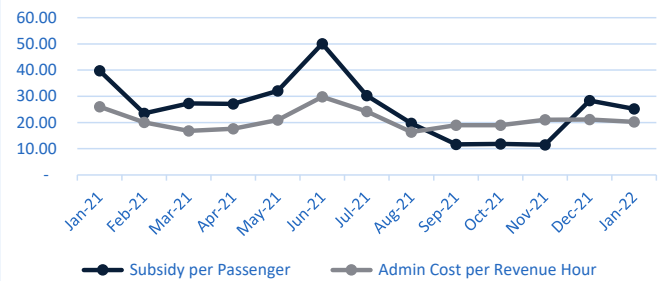
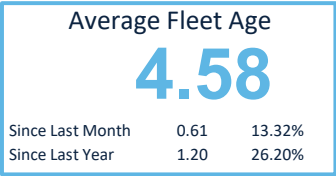
Member of Honor's Society in High School

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

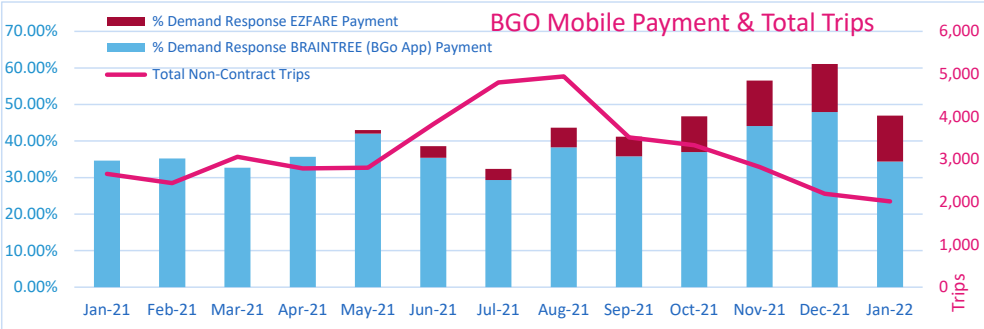
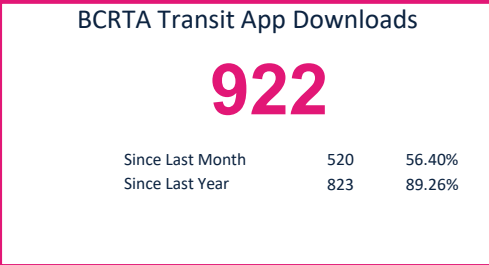
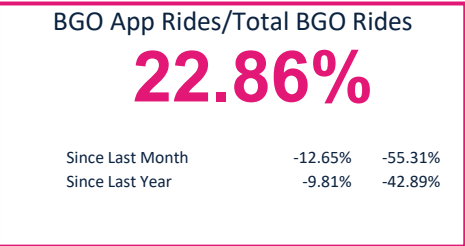
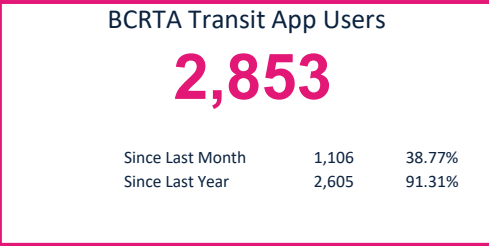
METRIC DASHBOARD

January 2022

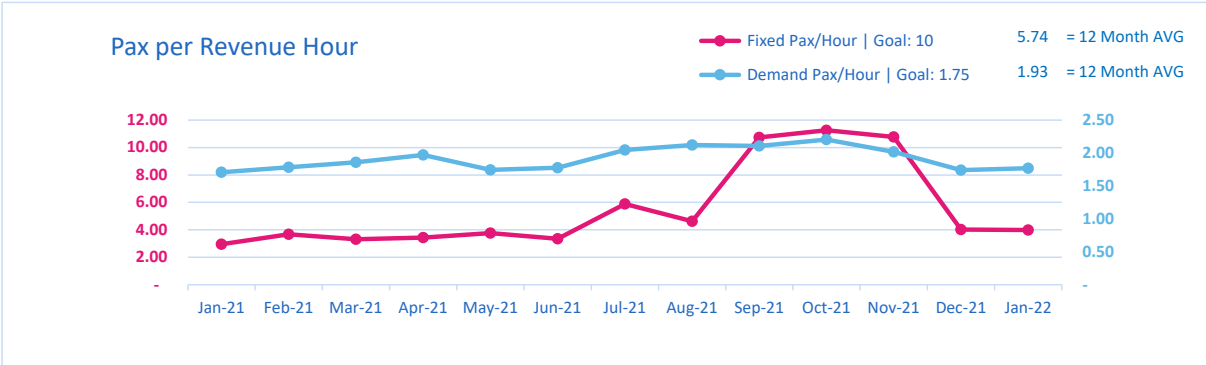
Leveraging Competitive Funding & Partnerships



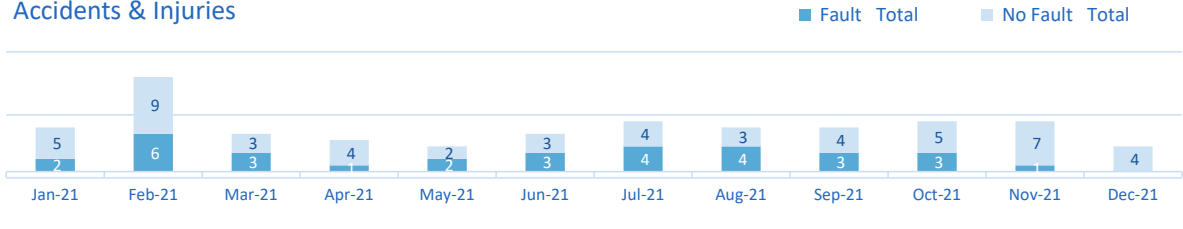
Enhancing Connectivity



Improving Mobility & Eliminating Barriers



Accidents & Injuries



Target Operator Staffing

56%

Since Last Month	-1.08%
Since Last Year	-61.95%
12 Month Average	72.53%
GOAL	100.00%

Denials & Refusals/Total BGO

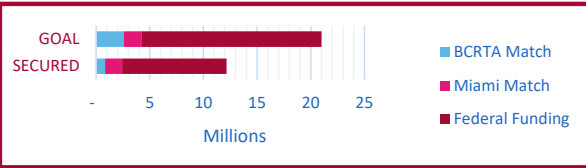
90.81%

Since Last Month	61.78%
Since Last Year	88.14%
12 Month Average	21.58%
GOAL	0.00%

Supporting Employers



Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

577

BCRTA POLICY AND PROCEDURE MANUAL

2-04 PASSENGER CODE OF CONDUCT

The Code of Conduct establishes expectations for behavior on BCRTA owned or operated property and vehicles. A failure to comply with this Code of Conduct may result in removal from the property, ban from BCRTA or MTS facilities and services, including vehicles, and/or criminal sanctions.

General Rules:

- **Be Prepared:** Please be at your stop five minutes before departure.
- **Keep Aisles Clear:** Strollers and carts should be folded and stowed within the seat area; please stay behind the standee line unless entering or exiting the vehicle.
- **Priority Seating:** If directed by an operator, please give priority seating to older passengers and riders with disabilities; always keep your feet off the seat and use only one seat.
- **Control Service Animals:** Service animals are welcome and should be under your control; all other animals should be transported in a carrier.
- **Turn Down the Volume:** Customers should use headsets when listening to audio devices and conversations should be at a low volume; please save personal cellphone calls for outside of the vehicles.
- **Window Use:** Please keep hands, arms, heads, and all objects inside the vehicle; windows should be closed while climate control systems are in use.
- **Pick up your Trash:** Please put your trash in the proper place, and do not leave it behind on your seat or in the aisle.
- **Store Your Bike:** Bikes should be secured on the front of the bus.
- **Be Considerate:** Wear clothing that covers your body, including shoes and shirts; maintain personal hygiene so others are not exposed to bodily fluids or odors that may present serious health or safety risks.
- **Be Safe:** No hitting, fighting, spitting, or making threats, or otherwise causing others to fear for their safety.
- **Respect Others:** Treat others how you want to be treated; avoid obscene language and gestures, and clothing with obscene language.
- **Respect BCRTA or MTS Property:** Do not destroy or damage BCRTA or MTS property or the property of others.
- **No Smoking:** You may smoke, including using e-cigarettes and vape pens, only in clearly designated areas.
- **No Drugs or Alcohol:** Do not use drugs or drink alcohol unless otherwise lawfully permitted. Do not bring illegal drug paraphernalia onto busses or into facilities.

- **Stay Alert:** Be aware of your destination and prepared to alert the vehicle operator of your departure, move for other passengers, or exit the bus at the end of route.
- **Make Space for Others:** Only bring what you can carry in a single boarding and stow in your lap or under your seat. Exit the bus once you have arrived at your destination to make room for others. Do not ride the bus without purpose.
- **No Illegal Weapons:** Do not carry or possess illegal weapons.
- **No Dangerous Equipment:** Do not carry onto an BCRTA/MTS vehicle any item which could cause injury or damage to BCRTA/MTS riders or property, including hazardous materials such as gasoline, propane tanks and car batteries.

Other Rules:

- Do not obstruct facility entrances or interfere with the free flow of pedestrian traffic or others' rights to freely move.
- Do not run, ride a bike, or skateboard on the property.

Passengers must comply with Federal Law and TSA Security directives. Orders must be followed by all passengers on public conveyances (e.g., airplanes, ships, ferries, trains, subways, buses, taxis, rideshares) traveling into, within, or out of the United States as well as conveyance operators (e.g., crew, drivers, conductors, and other workers involved in the operation of conveyances) and operators of transportation hubs (e.g., airports, bus or ferry terminals, train or subway stations, seaports, ports of entry) or any other area that provides transportation in the United States.

Penalties

Any violation of this Code of Conduct may result in dismissal from BCRTA or MTS property and/or ridership eligibility. Any person who has been denied access to any BCRTA or MTS owned/operated facility or service may appeal that decision to the Director of Operations by providing written notice of appeal within 14 days of removal. Appeals must be mailed to 3045 Moser Ct., Hamilton, Ohio 45011.



BCRTA TRANSIT PLAN



BCRTA Transit Plan Board Update

March 16, 2022



Plan Tasks

- Project Management
- Existing Service Analysis and Proposed Changes
- Facilities Assessment and Proposals
- Funding Analysis and Evaluations
- Public and Stakeholder Engagement
- Draft and Final Plan

Plan Recommendations



New or improved bus routes



Transit funding and financing strategies



Transit fleet and technology enhancements

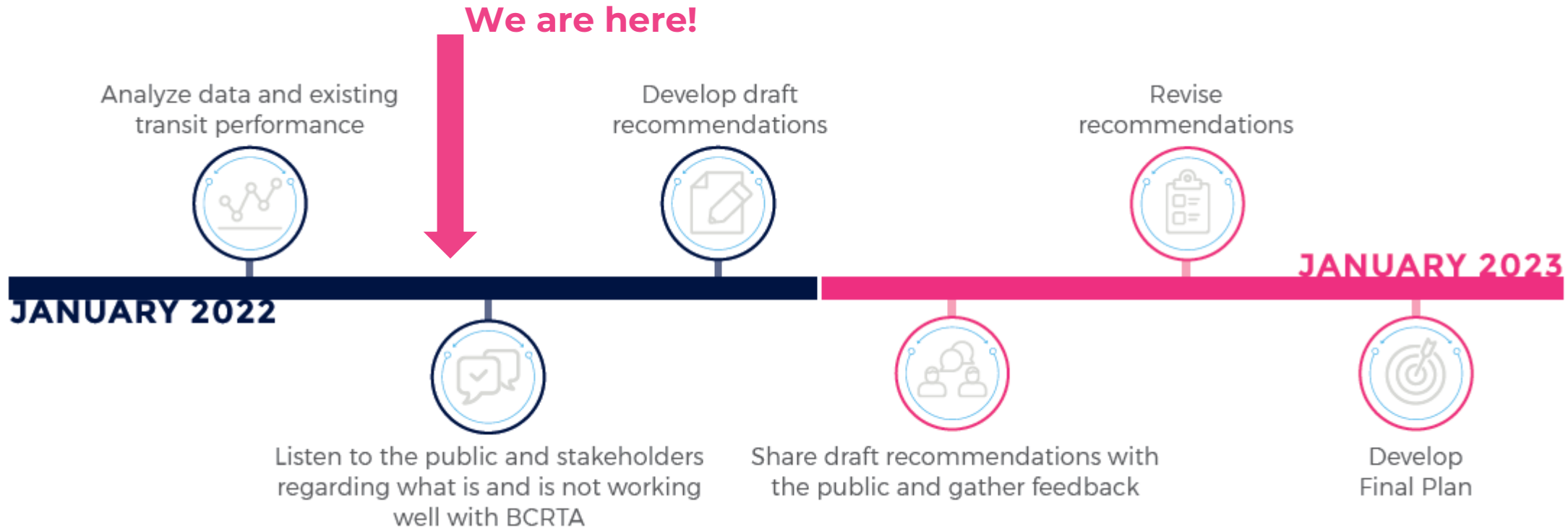


Identification of needed bus stop enhancements



Support for existing and future BCRTA operations at transit facilities

Plan Schedule



Upcoming Engagement

- Surveys
- In-Person Engagement
- Focus Groups
- Communications

Surveys



- Public Survey
 - Online and paper versions will be available
 - Paper surveys will be available on buses
- Operator Survey
- Decision Maker Survey

In-Person Engagement



- **West Chester:**
 - Tuesday, April 5th
 - 6-8am Tuesday @ Meijer Park & Ride
- **Hamilton:**
 - Tuesday, April 5th
 - 10-12 @ Miami U Hamilton
 - 2-5pm @ Market Street Station
- **Fairfield:**
 - Tuesday, April 5th
 - 8-10am Tuesday @ Fairfield Crossing Park & Ride
- **Middletown:**
 - Wednesday, April 6th
 - 11am-1pm @ Market Street Station
- **Oxford:**
 - Monday, April 4th
 - 3-4:30pm @ Farmer School
 - 4:30-6pm @ Uptown Park
 - Wednesday, April 6th
 - 8-10am @ Miami Station
 - 1-3 @ Farmer School
 - 4-5 @ Kroger

Focus Groups



- Businesses/Chamber of Commerce
- Community/Social Organizations
- Riders

Communications



- Project website
 - www.bcrtaatransitplan.com
- Project poster
- Digital images on buses
- Social media
- Newspaper
- City/county communication channels

Questions/Discussion

What questions or feedback do you have about this project or the upcoming public and stakeholder engagement?

BCRTA Digital Media Reporting

January & February 2022



MARKETING SCORECARD: OVERALL

AWARENESS: Campaign Effectiveness

DATA RANGE: Jan. 1 – Feb. 28



1,380,572 *Total Combined Paid Impressions**

FACEBOOK: +72.5% Growth in Engagements and +36.1% Growth in Impressions

INSTAGRAM: +29,070.7% Growth in Impressions



CONSIDERATION & TRIAL

PAID REACH: 271,312

HIRING EVENT ATTENDEES: 15

TALENT ACQUISITION

NEW HIRES: 9 *(several still in the onboarding process)*

KEY INSIGHTS

In January, we documented 1,116 Instagram impressions, which rose to 325,545 impressions in February thanks to a Facebook media buy with Instagram placements. This resulted in a +29,070.7% increase in Instagram impressions.

**This total includes estimated impressions from radio ads, digital display, social media boosts and paid search.*

Director's Notes – March 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 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 to fill the following positions:

Open Positions

Dispatcher - Full time	Location: Hamilton, OH Department: Operations Type: Full Time
Dispatcher - Part time	Location: Hamilton, OH Department: Operations Type: Part Time
Street Supervisor	Location: Hamilton, OH Department: Operations Type: Full Time
Bus Driver Trainer	Location: Hamilton, OH Department: Operations Type: Full Time
Customer Service Representative	Location: Hamilton, OH Department: Operations Support Center Type: Full Time
Planning & Special Projects Manager	Location: Hamilton, OH Department: Administration Type: Full Time
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
SafeRide - Night Shift Van Drivers	Location: Oxford, OH Department: Operations Type: Part Time
Accounting Clerk	Location: Hamilton, OH Department: Accounting and Finance Type: Full Time
Trustee	Location: Hamilton, OH Department: Board of Trustees Type: Volunteer

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

2. Vaccination

BCRTA staff is presently 70% vaccinated.

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. BCRTA Trustees approved the following additional incentives to encourage participation and provide accurate records in February 2022:

Director's Notes – March 2022

Vaccine incentives will be funded with remaining RCI funds (~\$145,000) provided by ODOT that must be used by yearend 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 has been launched at www.bcratatransitplan.com. The website is also accessible from the "Major Projects" menu on the BCRTA homepage.

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.

BCRTA has requested an additional \$450,000 from CMAQ and more than \$2.7M in available 5307 funds lapsing elsewhere in the State.

Director's Notes – March 2022

D. Outreach & Communications

1. City of Middletown

BCRTA will be losing its primary liaison with the City of Middletown, Susan Cohen. Mrs. Cohen will be taking a new position in Union Township. A new liaison has not yet been selected.

2. 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 \$150 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 late March.

3. BCRTA Trustee Vacancies

The Board recommended Ms. Wyenandt and Dr. Sizemore the County Commission last month. Unfortunately, Dr. Sizemore has decided to relocate for work and has withdrawn his application. Staff have reposted the opening to attract additional candidates to fill underrepresented positions on the Board.

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

Director's Notes – March 2022

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 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 finalizing a passenger code of conduct to address limited issues associated with loitering, hygiene, and courtesy. Mark Franklin will provide an overview at the March meeting.

2. Upcoming Procurements >\$25,000

- a) Tires
- b) Chestnut Fields A&E Part III
- c) Chestnut Fields A&E Part VI
- d) Chestnut Fields Construction
- e) Commuter Services Marketing & Branding Services (on behalf of MTS)
- f) Procurement, Maintenance, and Finance Software Integrated Solution

Director's Notes – March 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