



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

Ms. Nancy Schmitt
UC Health West Chester Hospital

Mr. Corey Watt

Ms. Kathy Wyenandt

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, April 20, 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).

2022 Butler County RTA Board of Trustees Attendance

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

X = Present

E = Excused

E* = Online not Official

A = Absent

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

April 20, 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 March 16, 2022 Meeting Minutes
- IV. Comments from Citizens
- V. Secretary/Treasurer's Report – February 2022 (*Motion Requested*)
- VI. Action Items
 - a. **Resolution 22-04-01:** Authorizing the BCRTA Executive Director to File Applications and Execute Contracts with the Ohio Department of Transportation (ODOT) for Fiscal Year (FY) 2023 Ohio Public Transportation Assistance Grants Including, but not limited to, the Ohio Transit Partnership Program (OTP2), the Ohio Elderly and Disabled Transit Fare Assistance Program (E&D), the Rural Transit Program (RTP/5311), Bus & Bus Facilities (5339)program, and the Urban Transit Program (UTP).
 - b. **Resolution 22-04-02:** Authorizing the Appointment of an Alternate Trustees to the Board of Trustees of the Health Transit Pool of Ohio.
 - c. **Resolution 22-04-03:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Amend an Agreement for Part III Architecture & Engineering Services for the Chestnut Fields Multimodal Station & Shared Services Facility.
- VII. Governance
 - a. Vacancies
 - i. Discussion

Next Meeting Date:

May 18, 2022 @ 8:00 AM

**Butler County RTA • Hamilton Board Room
3045 Moser Court, Hamilton, OH 45011**

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

April 20, 2022, 8:00 AM

Butler County Regional Transit Authority

3045 Moser Court, Hamilton, OH 45011

- ii. Recommend candidates to commissioners (Motion Requested)*
 - b. TABC
 - i. Accept the resignation of Susan Cohen from the Transit Alliance of Butler County (*Motin Requested*)
- VIII. Executive Session subject to ORC 121.22 (G)(2) (*Motion Requested*)
 - a. To consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest.
- IX. Committee & Staff Reports
 - a. OKI
 - b. Service & Metrics
Luke Morgan, Director of Operation
 - c. Marketing & Outreach
Shawn Cowan, Communications & Outreach Manager
 - d. Director's Report
- X. Adjourn (*Motion Requested*)

Next Meeting Date:

May 18, 2022 @ 8:00 AM

Butler County RTA • Hamilton Board Room

3045 Moser Court, Hamilton, OH 45011

overall ended the period slightly under budget. Passenger Fares were at 1.7% of budget due to the suspension of BGo trips for general public. An increase in Butler County Veterans trips boosted contract fares to more than double the expected amount. This increase was due to BCRTA helping fill the service gap created when BCVSC lost their provider. State Funding was under budget as well. Ms. Weidner explained that the State's Rides to Community Funds will expire at the end of 2022, and they will be used to support some planned incentives and public events in the coming months. Transit Development Funds saw an increase in January due to billing for Miami University's Winter Term. Expenses for the period were also under budget primarily due to the timing of the Professional Service projects and staff shortages. Fuel and parts for the Gillig buses, and not yet recognizing any recoveries had both Materials & Supplies and Insurance slightly over-budget. The Gain before Est. Depreciation, Net Pension & OPEB Expense was just over \$2.7K.

The Transaction logs for the month of January were included in the packet presenting all cash transactions for the period. The balance sheet for January 2022, was presented with normal balances for assets, as well as liabilities and equity.

At the end of January, Available Funds were approximately \$5.65M. Current or planned grants were just slightly overmatched. Non-Restricted Funds of \$1.80M will be used to match future year large bus purchases and any needed match for the Chestnut Fields facility.

Ms. Weidner also presented detailed financial projections based on the proposed new vehicle operator wage scale resulting from the RLS wage study. Mr. Dutkevicz emphasized that the projection included many variables and assumptions that could change. Ms. Weidner highlighted the use of temporary stimulus funds and noted when 5307 formula funding would resume following depletion of stimulus funds. Ms. Weidner also noted that based on the current projection the Board would begin approving a deficit budget beginning in 2025. Mr. Lawson inquired if that could be delayed and how long. Ms. Weidner did allow that changing BCRTA's cash flow strategy could delay the negative budget scenario, but it would still be imminent. Ms. Weidner highlighted that the cash balance would be healthy for some time, but a negative budget situation would deplete the cash balance. Mr. Dutkevicz noted that some cash would also be needed for regular capital purchases and the local match on the Chestnut Fields facility. Mr. Watt asked if space could be leased within the new Chestnut Fields facility to create revenue. Ms. Weidner noted that staff has been cutting space from the conceptual plans due to significantly increased construction costs. Mr. Dutkevicz noted BCRTA would not likely have funding to create adequate space for leasing. Mr. Bautz asked if the proposed wage budget assumed full staffing. Mr. Dutkevicz indicated that the wage budget was a combination of staffing variables that considered better staffing than today but not 100%.

Mr. Dutkevicz also noted that formula revenue (5307) included in the projection was assumed based on the IJA funding levels, although it is unlikely to be appropriated in advance of the relevant federal fiscal year.

Mr. Dutkevicz also presented a sample wage proposal that was used to create the projection. He added that the plan had been created in consultation with an employee focus group.

Mr. Watt moved to approve the treasurer's report. Mr. Foster seconded the motion. The treasurer's report was approved.

VI. Action Items

a. None

Mr. Landes took a moment to introduce his colleague Trista Turley who may be working on BCRTA items as part of work contracted to Isaac Wiles.

VII. Governance

a. Vacancies

1. Discussion

Mr. Dutkevicz announced that although the Board recommended Dr. Sizemore to be appointed, he has taken another position out of state and would be unable to serve. Mr. Foster also announced that he had retired from the City of Trenton but would be willing to serve until other vacancies were filled. Mr. Dutkevicz remarked that he had reposted the application and reached out to local chambers and other to try and connect with groups underrepresented on the Board.

Mr. Stover announced that although he was not an employee any longer, he was also an Indiana resident.

Mr. Dutkevicz noted that he would continue to invite applicants to upcoming meetings and

2. Recommend candidates to County Commission

No recommendations were made.

VIII. Committee & Staff Reports

a. OKI

Mr. Lawson noted that it was announced that Ohio and Kentucky signed an MOU outlining principles to move forward the Brant Spence Bridge. Mr. Lawson also suggested BCRTA may want to pass a future resolution in support of the regional project.

b. Service & Metrics

Mr. Franklin provided an overview of the metric scorecard in place of Mr. Morgan:

Leveraging Competitive Funding & Partnerships

- Average Fleet Age
 - 3.67 years – BCRTA received new vehicles in January and disposed of some old vehicles that have met their useful life requirement. This is a 4.09 percent increase from February 2020 and has decreased 14.44 percent from March 2019.

- Subsidy per Passenger
 - The subsidy per passenger increased in March 2020 by \$7.27 or 105.7 percent, this is related to the reduction in ridership due to the Covid 19 pandemic
- Admin Cost Per Revenue Hour
 - Administrative Overhead cost per hour has increased by \$5.52 or 36.1 percent comparing March of 2019 to March of 2020.

Enhancing Connectivity

- Fixed Route EZfare Rides/ Total Rides
 - 8.02 percent of the total fixed route rides were paid for using some type of EZfare media.
- BGO Efare/ BGO Fares
 - 5.27 percent of all BGO trips were paid for utilizing the mobile application.
- BGO App Rides/ Total BGO Rides
 - 12.36 percent of all BGO trips were booked using the mobile application.
- BGO App Downloads/ Rides
 - 17.33 percent of the app downloads for the month of January turned into a BGO ride.

Improving Mobility & Eliminating Barriers

- Passengers Per Revenue Hour
 - Fixed and Commuter routes had 7.48 passengers per revenue hour in March of 2020, this is a 45.2 percent decrease.
 - Demand Response service had 1.36 passengers per revenue hour in March of 2020, this is a 15.5 percent decrease.
- Accidents and Injuries
 - Fault Total – 5 – Employee fell exiting emergency door, hard braking caused a passenger to fall out of seat, mirror clip, employee backing out of garage struck the parked maintenance vehicle, & driver struck the garage side panel.
 - No Fault Total – 3 – Passenger injured finger, trainee fell improper exit, & mirror clip
 -
- Operator Headcount/ Revenue Hours
 - 0.01074 this number has increased by .8 percent since last year.
- Denials and Refusals/ Total BGO Trips

- 12.71 percent of all requested BGO trips were either denied or refused. This is due to not having the capacity to complete the trip or the negotiated time would not work for the passenger.

Supporting Employers

- 42x Park and Ride Total Trips
 - The 42x had a total of 4,537 passengers in March of 2020, this is a 80 percent decrease from March of 2019.
- BGO Employment Trips
 - BCRTA completed 1,002 BGO trips for the purpose of employment in March of 2020, this is a 21.26 percent decrease from February of 2020 and a 40.02 percent from March of 2019.

Developing Multimodal Infrastructure

- This field is to show the progress of our upcoming Chestnut Fields Multi-Modal Transit Station. BCRTA has secured funding for \$8,968,750 of our \$9,000,000 goal. We anticipate this project to be completed in 2.37.

Mr. Franklin also provided a brief overview of the proposed Code of Conduct. Mr. Dutkevicz noted that the policy would be enacted barring any input or objections from the Board. No objections or revisions were noted. Mr. Bautz offered to share a matrix of consequences for addressing issues related to the policy that is used by the library.

c. Marketing & Outreach

Ms. Cowan provided an update on the Short Range Planning Study (SRPS) the Hunter Marketing campaigns. Ms. Cowan noted that public input would begin shortly. Kimley Horn provided a short presentation. These slides are included as Appendix B to these minutes.

Ms. Cowan presented the following slide provide by Hunter Marketing:



d. **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 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.

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:

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 has been launched at www.bcratatransitplan.com. The website is also accessible from the "Major Projects" menu on the BCRTA homepage.

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.

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

Mr. Dutkevicz noted that several access and constructions easements also need to be addressed as part of the facility project.

Outreach & Communications

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.

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.

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.

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 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.

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

Mr. Dutkevich confirmed with Mr. Landes that the Ohio general Assembly has allowed electronic participation in public meeting through June 30, 2022.

Mr. Foster noted that the City of Middletown was also without a City Manager in addition to the vacant Assistant City Manager position.

Mrs. Weidner noted that the BCRTA Audit would be beginning soon.

Mr. Bautz asked about parking issue brought up by Whitney Harris during public comment. Mr. Franklin agreed to investigate the issue and follow-up.

IX. Adjourn

Mr. Bautz moved to adjourn, and Mr. Gordon seconded. The motion carried. The meeting was adjourned at 09:39 AM.

Respectfully submitted,

Matthew M. Dutkevicz, Executive Director

Approved

APPENDIX A – Comments from Citizens

March 14, 2022

To: Matthew Dutkevicz
Butler County Regional Transit Authority
3045 Moser Court
Hamilton, Ohio
45011

From: Whitney Harris
118 Palm Springs Drive
Fairfield, Ohio
45014
(513)-454-4176(c)
(513)-889-2602(h)
dontgiveup9638@gmail.com

Mr. Dutkevicz:

I am requesting to be given at least five (5) minutes, but no longer than ten (10) minutes (because of my disability-related speech impediment) to speak at the upcoming Butler County Regional Transit Authority Board Meeting due to take place on Wednesday March 16, 2021, at 8:00am. The topics I will be speaking on are listed as follows:

- Cars parking in front of/blocking bus stop
- Communication Gaps for Fixed Route
- Communication Gaps regarding Operational Changes

I appreciate you allowing me to give my input and do whatever I can to make Butler County RTA better for riders, drivers, and the community!

Thank you for all you do!

Sincerely yours,
Whitney Harris

****PLEASE NOTE THAT THE FOLLOWING ARE NOT COMPLAINTS, OR MEANT TO BE COMPLAINTS, IN ANY WAY, SHAPE OR FORM.****

1. Cars in front of/blocking bus stop

-I attend school at Cincinnati State in Middletown. There are a few parking spots in front of the school building. However, these parking spots are causing an inconvenience to those who utilize both the fixed routes and the Paratransit buses. One spot is right behind the bus stop. If a car parks there, it makes it extremely difficult,

if not impossible to get on/off the bus. It makes it completely impossible if the passenger getting on needs to utilize the lift to get on or off, like myself. When this situation arises, and I am on Paratransit, the driver must find a place in the actual parking lot (which isn't very big when you're talking about a bus), or let me off further down the street closer to the corner of Main Street and Manchester Avenue. When I am taking the R1, I have no choice but to go down the hub to catch the bus. All because the parking in front of the school was not thought out by the city and is inconveniencing those who must utilize public transportation. I do not feel that I should have to be let off down the street when I am utilizing paratransit- that defeats the purpose of "door to door service" completely. I do not feel that I should have to roll down to the hub in my wheelchair, (sometimes during rush hour traffic or inclement weather such as heavy rain), when there is a perfectly good bus stop right in front of the school.

-I suggest, if possible, to connect with Middletown City Officials and relay to them how this inconveniences bus riders, (one of which is handicapped), and see if there is any way to monitor who utilizes the street parking in front of Cincinnati State and cite anyone who parks in the spot directly where the street parking ends, blocking access to the buses and some people that utilize them.

-Possibly put a NO PARKING sign or paint NO PARKING on the street directly behind that last spot???

-How often do I find myself going to the hub to catch the bus because of this? At least 3 times a month. I have attached a Google Earth picture, along with an actual picture, of the front of my school below so all of you have an ideal of what I am talking about.



Bus stop ^

<<<<NO PARKING >>>>

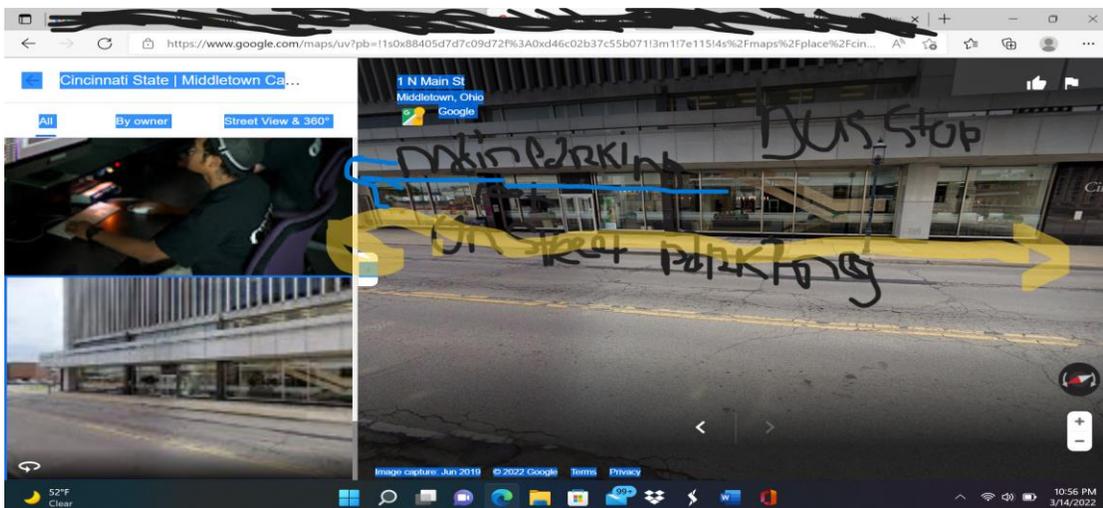
Street Parking Ends ^



^ Bus Stop

<<<<NO PARKING>>>>

^ End of on Street Parking



2. Communication Barriers for Fixed Routes-Late Buses

-Currently, when a route bus is late, or “down” an alert is sent out via the Transit app or Buztrackr.com. However, there are those that do not have smartphones, or are unable to use them for one reason or another. If they have a smartphone, they may be unable to use the Transit app, or access

the Buztrackr.com website. This results in some not very happy passengers when a bus ends up "down." I witnessed a group of passengers, who I could tell were clearly not happy, when the R3 pulled into Fairfield Crossings at 5:15pm, 20 minutes down. (February 25th). I have a feeling that many of these people couldn't access Transit or Buztrackr to get alerts or real time updates to know that the bus was running late due to traffic congestion.

- I suggest that BCRTA consider developing a telephone number that people who do not have or cannot use the Transit app or Buztrackr.com to call and get real time updates about their route, and any alerts there might be. The system would be automated and work something like listed below (see below):

For real time updates for regional routes, press 1

For real time updates on Middletown routes, press 2

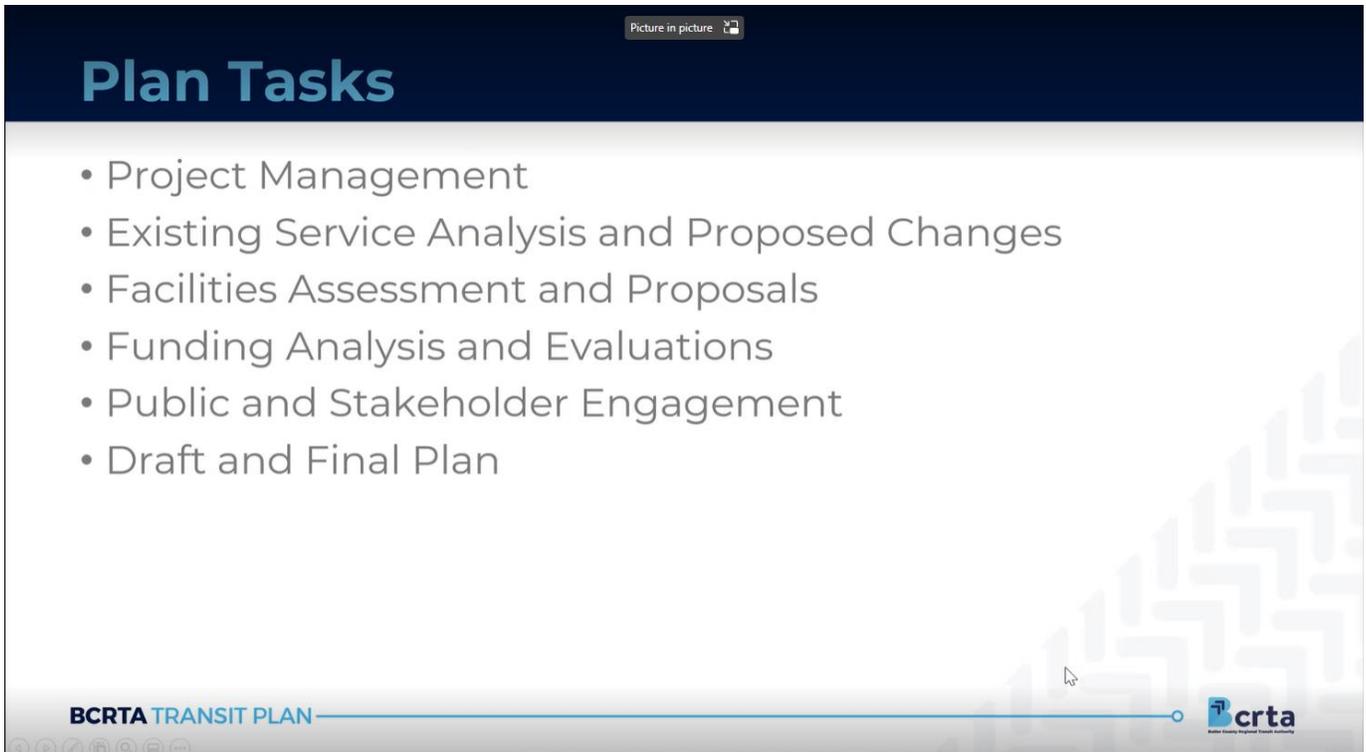
For real time updates on Oxford/Miami routes, press 3.

Options could also be added for each route (R1, R3, R6, Green Line, Blue Line, Red Line, Gold Line, Miami Oxford Routes), with the ability for passengers to say (speak) their stop for an estimated arrival time for their bus, how crowded it is, and the bus number.

- This automated telephone system would help not only those who don't have smartphones, but those who are visually impaired, or unable to use the Transit app or Buztrackr.com for any other reason. It would also save dispatch from being bombarded with calls because a fixed route bus is running late.
 - The number to call to access this automated system should be posted on all bus stop signs, bus schedules, Transit, BuzTrackr.com, butlercountyrta.com, and advertised on all buses.
3. Communication Gaps regarding Operational Changes
- It is clear that not all of the drivers are aware of the operational changes that were made last month. On several recent trips, the drivers were unaware that they couldn't go outside of the ADA zones. When I informed one driver of this, he got rather mad, and had it out with the dispatcher, ("who told him that is a discussion to have when you get in the office"). I suggest that for *any and all operational changes*, all the drivers be notified in some form of writing such as letters in the mailboxes, emails, text message alerts, or all of these, to prevent any confusion, frustration, or dispatch having to say "that is a discussion to have in the office...."
 - Please see my comment about the operational changes below.
 - BTW: I am pleased with the changes, while I was at first upset about them, I was avoiding BGo because of the fact it took me nearly 2 hours each way (I had gotten used to this, but with my schedule now, it was just too much, so I was taking the route buses. These changes have cut my riding time on BGo way down! Not to mention I can't afford to pay the \$5.00 each trip anyways. Just please make sure all the drivers are aware of any operational changes that take place...

Thank you for your time!

APPENDIX B – Kimley Horn Presentation



Plan Recommendations



New or improved bus routes



Identification of needed bus stop enhancements



Transit funding and financing strategies



Support for existing and future BCRTA operations at transit facilities



Transit fleet and technology enhancements

BCRTA TRANSIT PLAN



Plan Schedule

Picture in picture



BCRTA TRANSIT PLAN



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

Picture in picture

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

BCRTA TRANSIT PLAN



Picture in picture

Focus Groups



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

BCRTA TRANSIT PLAN



Communications



- Project website
 - www.bcratatransitplan.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
Income Statement
February 2022

| | Year to Date Last Year | Year to Date This Year | Annual Budget | YTD % of Budget |
|---|-----------------------------------|-----------------------------------|--------------------------|----------------------------|
| Passenger Fares | 29,723 | 2,533 | 116,400 | 2.2% |
| Contract Fares | 19,377 | 47,174 | 140,800 | 33.5% |
| Partnership Transit Rev (COM) | 297,307 | 305,201 | 1,980,000 | 15.4% |
| Transit Development Rev (MU) | 302,178 | 427,216 | 2,025,250 | 21.1% |
| Mgt./Cons. Services | 40,880 | 40,880 | 245,280 | 16.7% |
| Interest & Other | 248,540 | 6,900 | 22,300 | 30.9% |
| Agency Funding | 6,333 | 8,333 | 38,000 | 21.9% |
| Park-n-Ride Program | - | 86,645 | 560,000 | 15.5% |
| State Funding | 77,242 | 16,429 | 134,000 | 12.3% |
| Federal Funding | 234,732 | 615,772 | 4,873,345 | 12.6% |
| Total Revenues | 1,256,312 | 1,557,083 | 10,135,375 | 15.4% |
| Expenses | | | | |
| Wages | 444,876 | 467,861 | 3,481,326 | 13.4% |
| Fringes | 121,800 | 218,925 | 1,867,153 | 11.7% |
| Services | 80,790 | 89,462 | 1,064,360 | 8.4% |
| Materials & Supplies | 83,488 | 123,980 | 598,350 | 20.7% |
| Utilities | 16,709 | 15,761 | 131,152 | 12.0% |
| Insurance | 38,288 | 52,052 | 219,828 | 23.7% |
| Purchased Transportation | - | 86,645 | 560,000 | 15.5% |
| Misc. Items | 21,464 | 9,966 | 79,900 | 12.5% |
| Contingency | 11,250 | - | 20,000 | 0.0% |
| Total Expenses | 818,665 | 1,064,652 | 8,022,069 | 13.3% |
| Gain/Loss before Depr, NP & OPEB Exp | 437,646 | 492,431 | 2,113,306 | 23.3% |
| Local Share of Depreciation Exp | | 51,828 | 324,000 | 16.0% |
| Net Pension & OPEB Exp (Inc) | | - | 818,495 | 0.0% |
| Total Gain/(Loss) | | 440,604 | 970,811 | 45.4% |

| Date | Reference | Jrnl | Trans Description | Debit Amt | Credit Amt | Balance |
|---------------------------------------|---------------|------|---------------------------------|------------|------------|------------|
| Checking - PNC (National City) | | | | | | |
| 2/1/22 | | | Beginning Balance | | | 822,698.96 |
| 2/1/22 | 02/01/22 | GENJ | Service Charge | | 3.00 | |
| 2/2/22 | AT-02/02/2022 | CDJ | BCRTA PNC Card Purchases | | 9,643.26 | |
| 2/2/22 | 01/01-31/22 | CRJ | Farebox Receipts | 1,005.51 | | |
| 2/3/22 | PRWE 01/03/ | GENJ | | | 114,841.81 | |
| 2/4/22 | AT-02/04/2022 | CDJ | Paycom | | 1,465.58 | |
| 2/9/22 | 0045811029 | CRJ | Ohio Department of Transportat | 7,161.47 | | |
| 2/9/22 | 01093240 | CRJ | BCDD Master Billing | 408.96 | | |
| 2/9/22 | 0045754698 | CRJ | Ohio Dept of Medicaid | 1,550.00 | | |
| 2/9/22 | 439860 | CRJ | Farebox Receipts | 5.00 | | |
| 2/9/22 | 500921 | CRJ | BCRTA Items | 3,562.33 | | |
| 2/11/22 | 10377 | CDJ | Affordable Pest Control Inc. | | 50.00 | |
| 2/11/22 | 10378 | CDJ | Alpine Valley Water | | 82.69 | |
| 2/11/22 | 10379 | CDJ | Richard L. Bowen & Associates, | | 18,485.80 | |
| 2/11/22 | 10380 | CDJ | BCRTA Petty Cash | | 407.23 | |
| 2/11/22 | 10381 | CDJ | Bryce's Lawn care & Landscaping | | 1,150.00 | |
| 2/11/22 | 10382 | CDJ | Blashock Plumbing Inc. | | 468.97 | |
| 2/11/22 | 10383 | CDJ | Brighton Spring Service | | 100.00 | |
| 2/11/22 | 10384 | CDJ | Cincinnati Bell | | 144.24 | |
| 2/11/22 | 10385 | CDJ | Cummins Bridgeway LLC | | 847.26 | |
| 2/11/22 | 10386 | CDJ | Cintas Corporation | | 1,955.46 | |
| 2/11/22 | 10387 | CDJ | Cornett's Pressure Cleaning | | 1,285.00 | |
| 2/11/22 | 10388 | CDJ | Endeavor Business Media LLC | | 99.00 | |
| 2/11/22 | 10389 | CDJ | Finn All Seasons | | 318.50 | |
| 2/11/22 | 10390 | CDJ | Fuller Ford | | 90.74 | |
| 2/11/22 | 10391 | CDJ | Gillig | | 7,627.58 | |
| 2/11/22 | 10392 | CDJ | GemCity Tires, Inc | | 1,464.00 | |
| 2/11/22 | 10393 | CDJ | GMV SYNCHROMATICS | | 67,860.00 | |
| 2/11/22 | 10394 | CDJ | Health Transit Pool of Ohio | | 55,000.00 | |
| 2/11/22 | 10395 | CDJ | Hunter Marketing | | 5,000.69 | |
| 2/11/22 | 10396 | CDJ | Millennium Business Systems,LL | | 324.85 | |
| 2/11/22 | 10397 | CDJ | Motorola Solutions Inc. | | 23,400.00 | |
| 2/11/22 | 10398 | CDJ | NEORide | | 1,800.00 | |
| 2/11/22 | 10399 | CDJ | Ohio Deferred Compensation | | 944.00 | |
| 2/11/22 | 10400 | CDJ | Ohio Hydraulics Inc. | | 5.00 | |
| 2/11/22 | 10401 | CDJ | Ohio Newspapers, Inc. | | 327.80 | |
| 2/11/22 | 10402 | CDJ | PERS | | 57,318.06 | |
| 2/11/22 | 10403 | CDJ | RICOH USA, INC | | 42.79 | |
| 2/11/22 | 10404 | CDJ | Verizon Wireless | | 2,479.77 | |
| 2/11/22 | AT-02/11/2022 | CDJ | BCRTA PNC Card Purchases | | 18,089.84 | |
| 2/16/22 | ACH02/16/2022 | CDJ | SuperFleet Mastercard Program | | 34,797.17 | |
| 2/17/22 | PRWE 02/11/22 | GENJ | | | 1,960.32 | |
| 2/17/22 | PRWE 02/11/22 | GENJ | | | 1,834.21 | |
| 2/17/22 | PRWE 02/11/22 | GENJ | | | 17,177.98 | |
| 2/17/22 | PRWE 02/11/22 | GENJ | | | 93,298.10 | |
| 2/17/22 | !0397623 | CRJ | Miami University | 150,300.67 | | |
| 2/18/22 | 10405 | CDJ | Cintas Uniforms | | 1,792.17 | |

| | | | | | | |
|---------|---------------|-----|-------------------------------------|------------|------------|--------------|
| 2/18/22 | 10406 | CDJ | Amazon Capital Services | | 1,766.10 | |
| 2/18/22 | 10407 | CDJ | Butler County Sheriff Dept. | | 4,495.00 | |
| 2/18/22 | 10408 | CDJ | Bryce's Lawncare & Landscaping | | 1,300.00 | |
| 2/18/22 | 10409 | CDJ | City of Hamilton - Utilities | | 4,490.56 | |
| 2/18/22 | 10410 | CDJ | Cornett's Pressure Cleaning | | 1,870.00 | |
| 2/18/22 | 10411 | CDJ | Clarke Power Services | | 1,630.00 | |
| 2/18/22 | 10412 | CDJ | Cintas Uniforms | | 1,563.61 | |
| 2/18/22 | 10413 | CDJ | Fleet Pride | | 223.98 | |
| 2/18/22 | 10414 | CDJ | Fox Towing Inc. | | 170.00 | |
| 2/18/22 | 10415 | CDJ | Gillig | | 1,286.99 | |
| 2/18/22 | 10416 | CDJ | Greater Dayton RTA | | 525.52 | |
| 2/18/22 | 10417 | CDJ | GemCity Tires, Inc | | 1,512.00 | |
| 2/18/22 | 10418 | CDJ | Interstate Billing Service | | 555.00 | |
| 2/18/22 | 10419 | CDJ | Isaac Wiles Burkholder & Teeto | | 2,610.00 | |
| 2/18/22 | 10420 | CDJ | KOI Enterprises, Inc. | | 4,865.64 | |
| 2/18/22 | 10421 | CDJ | Mobilcomm | | 3,900.00 | |
| 2/18/22 | 10422 | CDJ | Overhead Door of Greater Cincinnati | | 308.75 | |
| 2/18/22 | 10423 | CDJ | Port Technology LLC | | 2,063.80 | |
| 2/18/22 | 10424 | CDJ | RLS & Associates | | 2,419.29 | |
| 2/18/22 | 10425 | CDJ | Rumpke Of Ohio Inc. | | 256.59 | |
| 2/18/22 | 10426 | CDJ | SELF | | 500.00 | |
| 2/18/22 | 10427 | CDJ | Talawanda School District | | 6,929.55 | |
| 2/18/22 | 282975 | CRJ | City of Middletown | 400,450.88 | | |
| 2/18/22 | 0045833856 | CRJ | Ohio Department of Taxation | 4,577.92 | | |
| 2/18/22 | AT-02/18/2022 | CDJ | Paycom | | 917.25 | |
| 2/25/22 | 10428 | CDJ | Bethesda Healthcare Inc. | | 1,420.55 | |
| 2/25/22 | 10429 | CDJ | Cincinnati Bell | | 144.24 | |
| 2/25/22 | 10430 | CDJ | Cornett's Pressure Cleaning | | 1,900.00 | |
| 2/25/22 | 10431 | CDJ | Fuller Ford | | 516.00 | |
| 2/25/22 | 10432 | CDJ | Franks Glass | | 287.08 | |
| 2/25/22 | 10433 | CDJ | Gillig | | 890.01 | |
| 2/25/22 | 10434 | CDJ | GemCity Tires, Inc | | 1,436.17 | |
| 2/25/22 | 10435 | CDJ | Heritage-Crystal Clean LLC | | 286.08 | |
| 2/25/22 | 10436 | CDJ | Hunter Marketing | | 5,546.25 | |
| 2/25/22 | 10437 | CDJ | Kimley-Horn And Associates, Inc | | 3,035.00 | |
| 2/25/22 | 10438 | CDJ | Minuteman Press - Fairfield | | 103.00 | |
| 2/25/22 | 10439 | CDJ | Ohio Deferred Compensation | | 890.00 | |
| 2/25/22 | 10440 | CDJ | Ohio Newspapers, Inc. | | 63.95 | |
| 2/25/22 | 10441 | CDJ | Ohio Transit Risk Pool | | 42,478.93 | |
| 2/25/22 | 10442 | CDJ | RLS & Associates | | 4,200.04 | |
| 2/25/22 | 10443 | CDJ | Tristate Cleaning | | 400.00 | |
| 2/25/22 | 10444 | CDJ | Treasurer State of Ohio | | 236.25 | |
| 2/25/22 | DRAW 21 | CRJ | Federal Transit Administration | 250,000.00 | | |
| 2/25/22 | DRAW 20 | CRJ | Federal Transit Administration | 5,592.00 | | |
| 2/25/22 | DRAW 22 | CRJ | Federal Transit Administration | 14,788.00 | | |
| | | | Current Period Change | 839,402.74 | 653,976.05 | 185,426.69 |
| 2/28/22 | | | Ending Balance | | | 1,008,125.65 |

Savings - PNC (National City)

| | | | | | | |
|--------|--|--|-------------------|--|--|-----------|
| 2/1/22 | | | Beginning Balance | | | 48,992.28 |
|--------|--|--|-------------------|--|--|-----------|

| | | | | | | |
|---------|-------------|------|-----------------------|---------------|------|------------------|
| 2/1/22 | 02/01/22 | GENJ | Service Charge | | 5.08 | |
| 2/15/22 | MAS 0215222 | CRJ | Farebox Receipts | 182.59 | | |
| 2/16/22 | ACH 021622 | CRJ | BCRTA Items | 9.64 | | |
| 2/28/22 | 02/28/22 | GENJ | Interest Income | 0.38 | | |
| 2/28/22 | CC 02/28/22 | CRJ | Farebox Receipts | 128.18 | | |
| | | | Current Period Change | <u>320.79</u> | 5.08 | 315.71 |
| 2/28/22 | | | Ending Balance | | | <u>49,307.99</u> |

Savings - PNC Bank

| | | | | | | |
|---------|----------|------|-----------------------|--------------|------|---------------------|
| 2/1/22 | | | Beginning Balance | | | 1,873,566.11 |
| 2/1/22 | 02/01/22 | GENJ | Service Charge | | 2.00 | |
| 2/28/22 | 02/28/22 | GENJ | Interest Income | 14.37 | | |
| | | | Current Period Change | <u>14.37</u> | 2.00 | 12.37 |
| 2/28/22 | | | Ending Balance | | | <u>1,873,578.48</u> |

STAR Ohio

| | | | | | | |
|---------|----------|------|-----------------------|---------------|--|---------------------|
| 2/1/22 | | | Beginning Balance | | | 2,000,846.86 |
| 2/28/22 | 02/28/22 | GENJ | Interest Income | 240.61 | | |
| | | | Current Period Change | <u>240.61</u> | | 240.61 |
| 2/28/22 | | | Ending Balance | | | <u>2,001,087.47</u> |

**BCRTA
Balance Sheet
February 2022**

Assets

Current Assets

| | |
|---------------------|--------------|
| Checking - PNC | 1,008,125.65 |
| Savings - PNC | 49,307.99 |
| Savings - PNC | 1,873,578.48 |
| STAR Ohio | 2,001,087.47 |
| M&S Inventory | 55,846.56 |
| Petty Cash | 1,000.00 |
| Accounts Receivable | 1,319,419.45 |
| Prepays | 152,312.98 |

6,460,678.58

*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 | 2,734,604.53 |
| Furniture & Equipment | 1,371,267.71 |
| Amenities & Misc. | 69,631.89 |
| WIP-Building | 67,953.25 |
| WIP-Technology Upgrade | 708,675.00 |
| WIP-Chestnut Fields | 387,395.52 |
| Accum. Depr. | (8,747,022.91) |

9,806,138.04

Total Assets

16,266,816.62

Liabilities & Equity

Current Liabilities

| | |
|--------------------|------------|
| Accounts Payable | 267,397.58 |
| Payroll Payables | 136,400.77 |
| Other Payables | - |
| Accrued PTO | 148,508.41 |
| Reserve ACA Fines | - |
| FTA Vehicle Funds | 68,131.00 |
| Future Match Funds | 22,916.63 |
| Unearned Tickets | 28,119.50 |

671,473.89

*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 | 15,134,777.25 |
| Local Capital | 89,410.00 |
| Retained Earnings | (8,312,870.02) |
| Net Income | 492,431.27 |

15,595,342.73

Total Liabilities
and Capital

16,266,816.62

**BCRTA
Cash Reserves**

February 2022

| | |
|------------------------|---------------------|
| Current Assets | 6,460,678.58 |
| Current Liabilities | <u>(671,473.89)</u> |
| Available Funds | 5,789,204.69 |

Board Reserves

| | | |
|--|-----------------------|---|
| Local Share Grant Obligations | | |
| OH-2018-21-00 | 316,313.50 | |
| OH-2021-56-00 | 124,620.00 | |
| OH-2021-60-00 | 1,227,721.00 | |
| 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>(1,208,577.60)</u> | MU, MED, R6, VA |
| Match Required or (Overmatch) | (14,923.10) | |
| | | |
| 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 | 1,944,021.69 | |

BCRTA Resolution No. 22-04-01

Authorizing the filing of (an) application(s) with the Ohio Department of Transportation by the Butler County Regional Transit Authority (BCRTA) for grants through the US DOT Federal Transit Administration (FTA) and the State of Ohio, as authorized under Federal Transit Laws and State of Ohio laws and executing a contract with the Ohio Department of Transportation upon project approval.

Whereas the Director of the Ohio Department of Transportation is authorized to make grants for the US DOT Federal Transit Administration (FTA) funds and the State of Ohio;

Whereas the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs in the program if applicable;

Whereas it is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder.

Now, therefore be it resolved by the Butler County Regional Transit Authority that:

1. BCRTA is authorized on behalf of the Executive Director to execute and file:
 - a. Proposals to aid in the financing of capital, operating, and planning assistance projects;
 - b. Grant agreements with the Ohio Department of Transportation for aid in the financing of capital, operating, and planning assistance projects;
 - c. An assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964; and
 - d. Set forth affirmative disadvantage business policies in connection to any procurement made as part of the project.
2. BCRTA is authorized to furnish such additional information as the Ohio Department of Transportation may require in connection with the proposal for the program of projects submitted to the Federal Transit Administration and the State of Ohio.
3. The undersigned duly qualified and acting Executive Director of the BCRTA certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the BCRTA held on April 20, 2022.

Approved: April 20, 2022

Chris Lawson, President

Matthew Dutkevicz, Executive Director

BCRTA Resolution No. 22-04-02

Authorizing the Appointment of an Alternate Trustees to the Board of Trustees of the Health Transit Pool of Ohio.

Whereas the Butler County Regional Transit Authority (BCRTA) is a member of the Health Transit Pool of Ohio and is entitled to representation on the Health Transit Pool of Ohio Board of Trustees; and

Whereas the BCRTA desires to retain Matthew Dutkevicz as the BCRTA trustee of the Health Transit Pool of Ohio Board of Trustees; and

Whereas the BCRTA desires to retain Delene Weidner as an alternate trustee of the Health Transit Pool of Ohio Board of Trustees to serve and vote in the absence of the trustee; and

Whereas the BCRTA desires to appoint Mary Jane Leveline as a second alternate trustee to the Health Transit Pool of Ohio Board of Trustees to serve and vote in the absence of the trustee and first alternate trustee.

Now, therefore, be it resolved that the BCRTA Board of Trustees consents to retain Matthew Dutkevicz as trustee to the Health Transit Pool of Ohio Board of Trustees, and to retain Delene Weidner as an alternate trustee to the Health Transit Pool of Ohio Board of Trustees to serve and vote in the absence of the trustee, and to appoint Mary Jane Leveline as a second alternate trustee to the Health Transit Pool of Ohio Board of Trustees to serve and vote in the absence of the trustee and first alternate trustee.

Approved: April 20, 2022

Chris Lawson
President

Matthew Dutkevicz
Executive Director



TO: BCRTA Board of Trustees
FROM: Meagan Varney, Procurement & Compliance Specialist
RE: *Action Item – 2020-014 Chestnut Fields A&E – Part III*

April 13th, 2022

STRATEGIC PLAN GOAL / OBJECTIVE

Develop Multimodal Infrastructure

RECOMMENDATION

Approve a resolution authorizing the Executive Director to obtain final designs from Richard L. Bowen & Associates for the Chestnut Street Multimodal Shared Services Facility.

FINANCIAL CONSIDERATIONS

This is for additional services beyond the original authorization, which was only for the amount required to complete Parts I and II.

BUSINESS PURPOSE

To perform all tasks necessary to provide the Final Design and construction drawings for the Chestnut Fields facility.

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.

BCRTA Resolution No. 22-04-03

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Amend an Agreement for Part III Architecture & Engineering Services for the Chestnut Fields Multimodal Station & Shared Services Facility.

Whereas, BCRTA solicited proposals for Architecture and Engineering Services for the Chestnut Street Multimodal Station & Shared Services Facility; and

Whereas BCRTA posted solicitation #2020-014 seeking qualifications-based professional services consistent with Brooks Act procedures and 40 U.S.C. Section 1102 and U.S.C. Section 5325(d) in addition to a detailed technical proposal; and

Whereas BCRTA's request for proposals asked firms to provide preliminary architectural concept design/engineering services, preparation of NEPA documents in accordance with FTA regulations and architectural design engineering 10% - 30%, final architecture and engineering design 30% - 100%, and bid phase construction phase services, management, and closeout; and

Whereas the selection committee determined the proposal and qualifications proposed by Richard L. Bowen + Associates, Inc. to provide the best quality to BCRTA; and

Whereas the BCRTA Board of Trustees awarded Parts I and II of the project scope to Richard L. Bowen + Associates via BCRTA Resolution 20-11-08 on November 18, 2020 and BCRTA Resolution 21-06-05 on June 16, 2021, respectively; and

Whereas BCRTA has monitored the quality of the services during Parts I and II of the design phase and recommends continuing to work with Richard L. Bowen + Associates by amending the current contract to include Part III of the project scope.

Now therefore be it resolved that the BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to amend the contract, subject to legal review, between BCRTA and Richard L. Bowen + Associates, Inc. for the provision of Architecture and Engineering services for Part III Final Design elements of BCRTA Solicitation #2020-014 at a cost of \$1,109,715.00 plus a 10% contingency for a total not to exceed amount of \$1,220,686.50 for Part III and a total contract not to exceed \$1,660,704.50.

Be it further resolved that the BCRTA Board of Trustees hereby authorizes the Executive Director to advance negotiations consecutively and execute a contract with the second or third finalists only if a fair and reasonable agreement cannot be reached with the

preceding finalist(s). Any subsequent agreement shall be subject to the terms of this resolution.

Approved: April 20, 2022

Chris Lawson
Board President

Matthew Dutkevicz
Executive Director

BCRTA BOARD OF TRUSTEES CANDIDATES

APRIL 2022

| Candidate Name | Interviewed by Executive Committee | Highlights |
|---|------------------------------------|--|
| Chafin, Amanda Applied 5/10/2021 | Oct 20, 2021 | County Resident: YES College - Master of Science BCRTA Rider Employer: Lane Community Library |
| Hoffer, Christopher Applied 1/11/2022 | Jan 19, 2022 | County Resident: YES College - Bachelor of Science Retired Executive with USPS <i>Employer: BCRTA</i> |
| Stover, David Applied 9/29/2021 | Oct 20, 2021 | County Resident: No Some College Former BCRTA Vehicle Operator Employer: Unknown (retired) |
| Wilson-Harris, Whitney Applied 5/19/2021 | Oct 20, 2021 | County Resident: YES Some College BCRTA Rider Employer: Unknown |
| Linda Yarger 3/29/2022 | TBD | County Resident: Yes College – Bachelor of Arts |
| Amelia Glenchur Applied 3/14/2022 | TBD | County Resident: Yes College – Bachelor of Arts |

Director's Notes – April 2022

A. 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:

| | |
|-------------------------------------|--|
| Administrative Specialist | Location: , OH Department: Type: Full Time |
| 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 |
| 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 |
| Customer Service Supervisor | Location: Hamilton, OH Department: Type: Full Time |
| TABC Board of Directors | Location: Hamilton, OH Department: Transit Alliance of Butler County Type: Volunteer |
| 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.

APTA recently published a policy brief with survey results demonstrating that BCRTA's hiring struggles are not unique. The brief also supports BCRTA's current strategy of raising wages and providing referral incentives. The brief is included with the April Board packet.

2. Vaccination

Leadership is implementing a new tool as part of the existing HRIS system that queries employees for their vaccine status and will also support reporting of testing requirements if needed in the future. BCRTA is incentivizing participation pursuant to Board authority earlier this year.

Director's Notes – April 2022

B. Planning

1. Moser Court Parking

With the addition of commuter service in 2023, BCRTA will be adding eight vehicles to the fleet. BCRTA also expects to take delivery of long-awaited small bus purchases in 2023. This combination of expansion and rise in service demand indicates a need for expanded parking. Staff will be issuing a task order as part of the new A&E contract to evaluate current parking, identify alternatives, price options, and design a final alternative for construction.

2. Transit Studies

MTS's final study report should be available soon. BCRTA's Short Range Planning Study (SRPS) is underway. A project website has been launched at www.bcratatransitplan.com. The website is also accessible from the "Major Projects" menu on the BCRTA homepage. The consultant, Kimley-Horn, was onsite to collect public opinion and drive rider survey responses in early April. Stakeholder surveys will be coming out soon.

3. 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.

4. 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 will be meeting with project partners and the selected consultant this month to get started.

5. 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](#).

The latest cost estimate is just over \$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.

Lease negotiations have ramped up in the last month, but no agreement has been reached yet.

Director's Notes – April 2022

C. Outreach & Communications

1. City of Middletown

BCRTA lost its primary liaison with the City of Middletown, Susan Cohen. Mrs. Cohen has taken 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 April and early May.

3. BCRTA Trustee Vacancies

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.

D. Funding & Discretionary Grant Availability

1. Congressionally Directed Spending

Sen. Sherrod Brown's office is accepting requests for Congressionally Directed spending for the next federal fiscal year. NEORide is collaborating with its members to work through planning steps and software acquisition to operate regional call centers to improve cross-organizational performance and regional travel for ADA and transit users. NEORide will be requesting these funds to advance the project. BCRTA is a project partner and has provided a letter of support.

2. 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:

Director's Notes – April 2022

| 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.

E. On the Horizon ...

1. Upcoming Procurements >\$25,000

- a) A&E On Call Task Order - Moser Court Parking Lot Expansion
- b) Tires
- c) Chestnut Fields A&E Part III
- d) Chestnut Fields A&E Part IV
- e) Commuter Services Marketing & Branding Services (on behalf of MTS)
- f) Procurement, Maintenance, and Finance Software Integrated Solution

Director's Notes – April 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



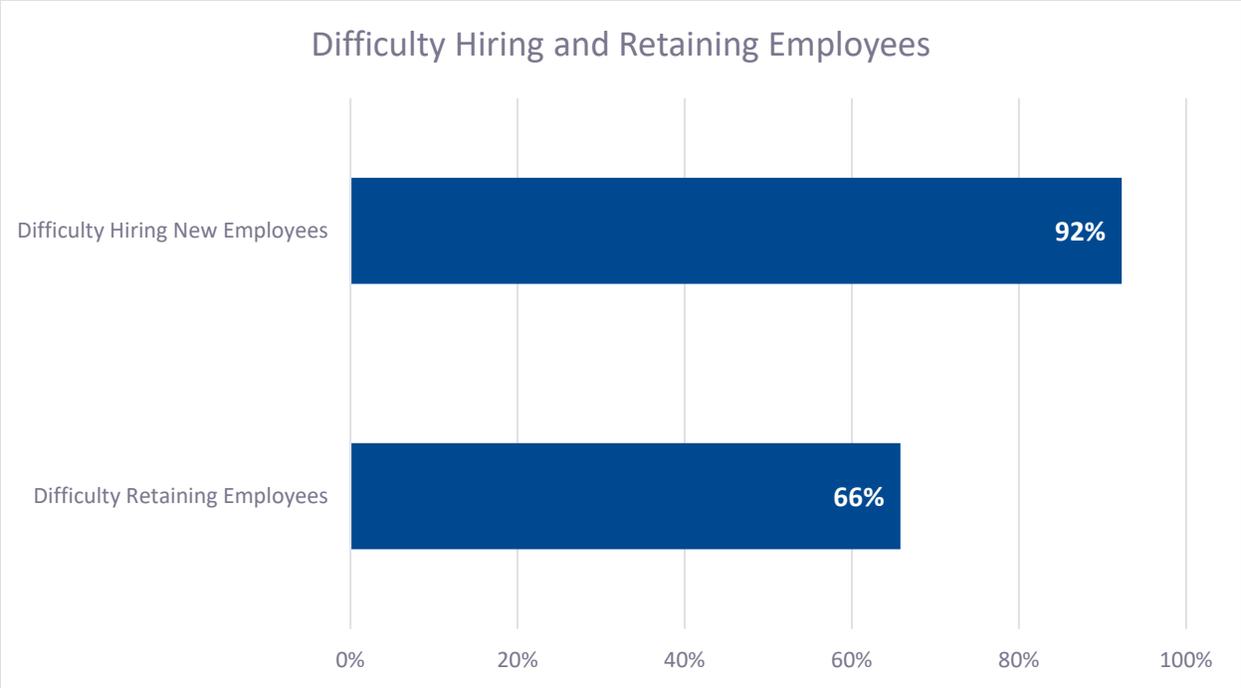
Workforce Shortages Impacting Public Transportation Recovery

Key Takeaways

1. More than nine in ten public transit agencies (92 percent) stated that they are having difficulty hiring new employees. Bus operations positions are the most difficult to fill.
2. Almost two-thirds of transit agencies (66 percent) indicated that they are having difficulty retaining employees.
3. Nearly three-in-four transit agencies (71 percent) said that they have either had to cut service or delay service increases because of worker shortage issues.
4. One-half of transit agencies (52 percent) have increased their starting pay in response to worker shortage issues.
5. More than one-third of agencies (38 percent) have implemented sign-on bonuses, 39 percent have implemented referral bonuses, and 17 percent have implemented retention bonuses.

Overwhelming Majority of Agencies Report Difficulties in Hiring

The COVID-19 pandemic has impacted public transportation's workforce, creating shortages at many positions across the industry. While the workforce shortage issue has been on the industry's radar for some time, it has been pushed to new levels in the pandemic recovery period. Nearly all responding agencies (92 percent) indicated that they are having difficulty hiring new employees. Almost two-thirds of agencies (66 percent) indicated they are having difficulty retaining employees. Little difference was observed between larger and smaller agencies in terms of the difficulty of hiring and retaining employees.



Positions Most Difficult to Fill

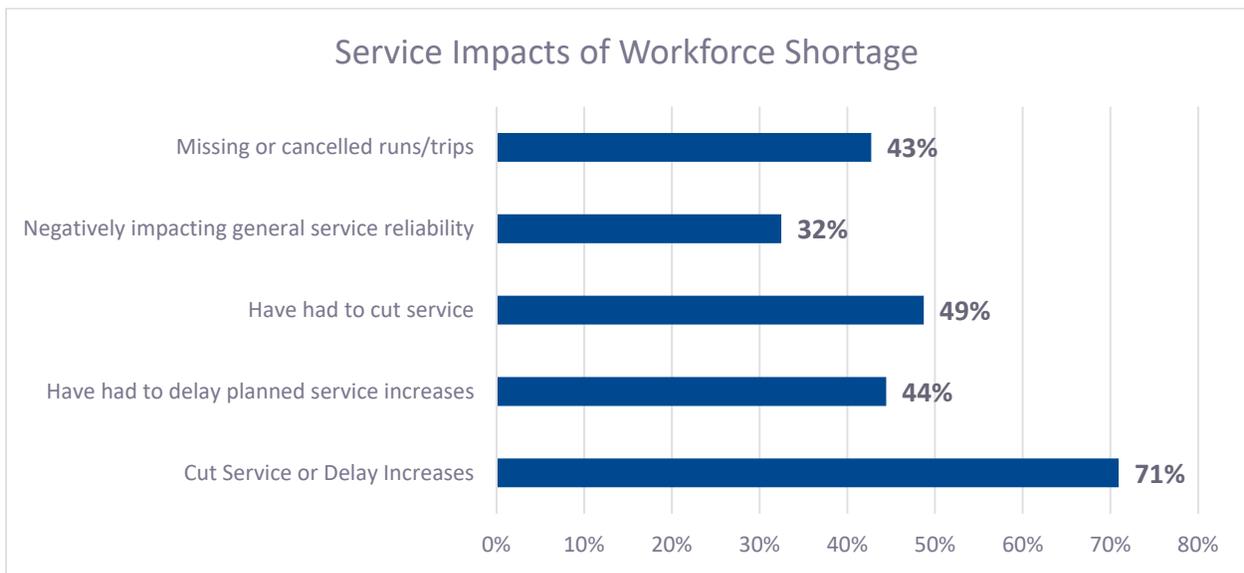
Transit agencies indicated that they have had the most difficulty filling bus operations and bus maintenance positions. Nearly three-in-four agencies (74 percent) ranked bus operations as the most difficult position to fill, and another 20 percent ranked it as the second most difficult position to fill. Transit agencies ranked bus maintenance positions as the second most difficult position to fill, with 20 percent of agencies ranking bus maintenance positions as the most difficult position to fill and 53 percent ranking them as the second most difficult position to fill.

| Most Difficult Positions to Fill—Ranking | |
|---|---------------------|
| Position Type | Average Rank |
| Bus Operations | 1.3 |
| Bus Maintenance | 2.1 |
| Supervisory/Mid-Management | 3.4 |
| Rail Operations* | 4.1 |
| Rail Maintenance* | 4.1 |
| Engineering—Mid- to Senior-Level | 4.5 |
| Engineering—Entry Level | 5.5 |
| *Ranking among Rail Agencies Only | |

Impact of Workforce Shortage

At some public transit agencies, the difficulty attracting and retaining workers is impacting service delivery, planning, and ridership recovery for the industry. Nearly three-in-four agencies (71 percent) said that they have either had to cut service or delay service increases because of worker shortage issues. Four-in-ten agencies (43 percent) indicated that the shortage is leading to missed or cancelled trips; one-third of agencies (32 percent) stated it was having a negative impact on the general reliability of their service.

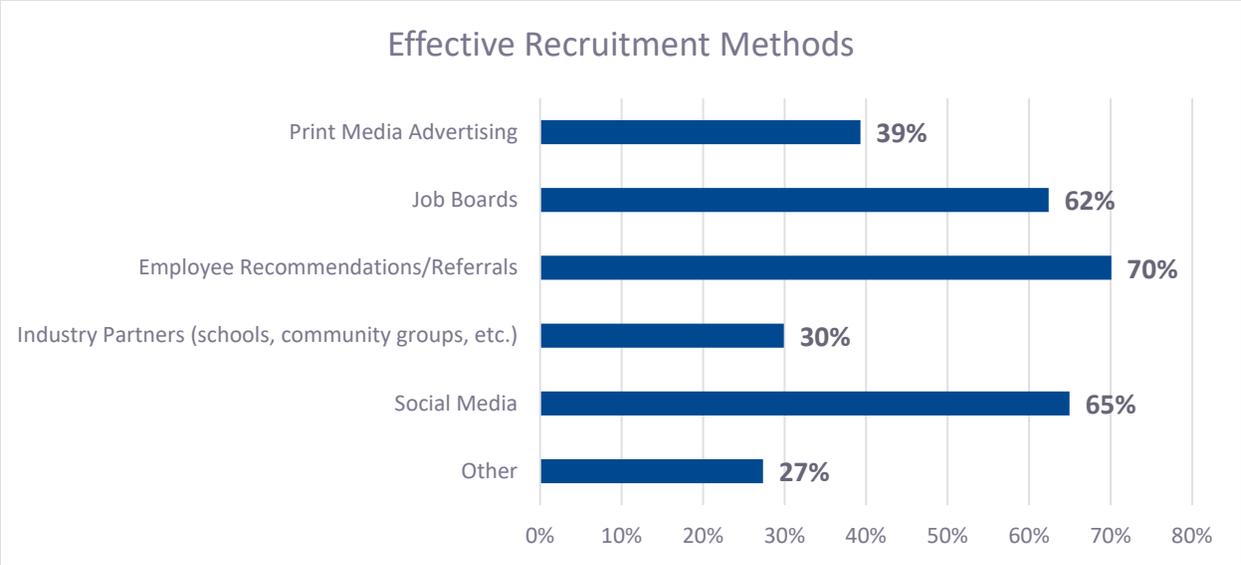
In addition, transit agencies stated that the workforce shortage was having an impact on their longer-term service plans. One-half of agencies (49 percent) indicated that they have had to cut service because of worker shortage issues. Nearly one-half of agencies (44 percent) indicated that they have had to delay planned service increases.



Most Effective Recruitment Methods

We asked responding agencies to indicate which recruiting methods they found to be most effective. Seven-in-ten agencies (70 percent) listed employee recommendations and referrals as one of their most effective methods for recruiting new employees. Nearly two-thirds (65 percent) found social media to be an effective recruiting tool, and six-in-ten (62 percent) listed job boards as an effective tool. Other methods volunteered by responding agencies included job fairs and advertising on transit vehicles and buildings.

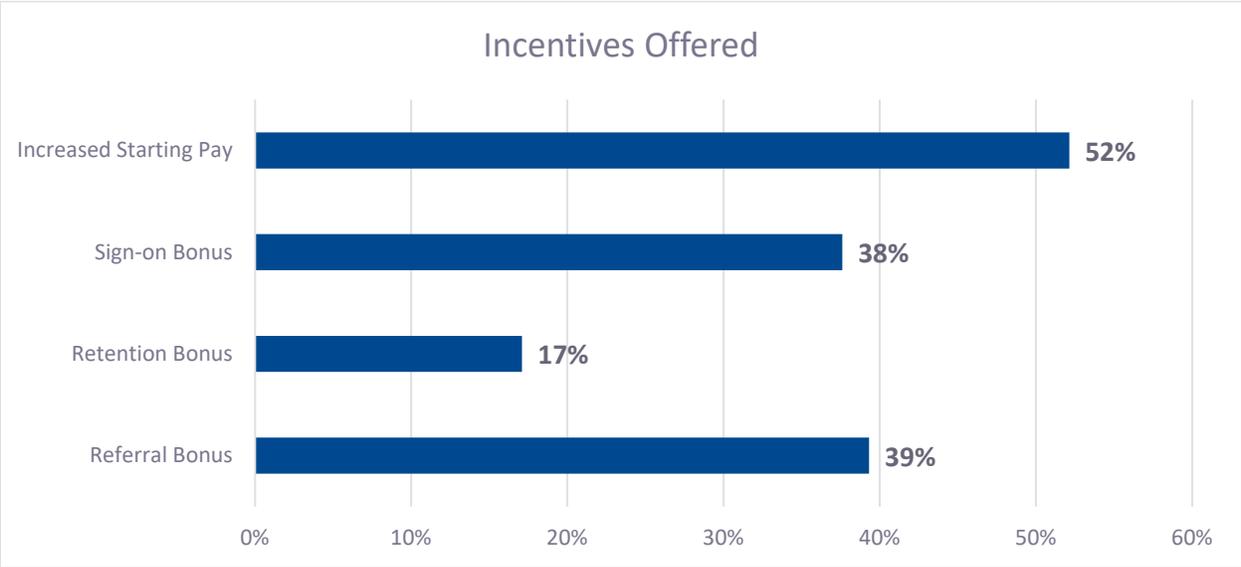
We found differences between larger and smaller agencies in a few of these categories. Larger agencies were more likely to list social media as an effective tool—78 percent of larger agencies compared to 62 percent of smaller agencies. Smaller agencies were more likely to list print media as an effective tool—43 percent of smaller agencies compared to 26 percent of larger agencies.



Incentives Offered

To increase hiring and retention, some agencies have begun offering incentives. One-half of responding agencies (52 percent) have increased starting pay. More than one-third of agencies (38 percent) have implemented sign-on bonuses, and 39 percent have implemented referral bonuses.

There are also differences between larger and smaller agencies in terms of which incentives they have decided to offer. Smaller agencies are more likely to have increased starting pay, with 54 percent of them doing so compared to 43 percent of larger agencies. Larger agencies were more likely to have implemented sign-on bonuses and referral bonuses, with six-in-ten larger agencies indicating they had implemented each, while only one-third of smaller agencies have done so.



Best Practices

We asked transit agencies to discuss some of the practices they have found to be most effective in increasing hiring and retention. Some of the common themes in their responses included:

- Separate tracks for hiring and training operators: one track for candidates with a Commercial Driver's License (CDL) and one track for prospective employees without a CDL;
- On-site job fairs and hiring events;
- Making hiring fairs a special event with food trucks;
- Extending contingent offers to prospective employees prior to completion of background checks;
- Focusing on recruiting potential employees with customer service backgrounds;
- Streamlining and increasing the speed of recruiting and hiring to move people into jobs quickly; and
- Expanding specific benefits such as student loan payback programs.

About the Survey

APTA conducted this survey of its public transit agency members in February 2022. One hundred and seventeen (117) APTA transit agency members responded to the survey. For purposes of this survey, large agencies are agencies providing more than 15 million passenger trips in FY 2020, and small agencies were those providing less than 15 million trips.

The American Public Transportation Association (APTA)

The American Public Transportation Association (APTA) is a nonprofit international association of 1,500 public- and private-sector organizations which represent a \$80 billion industry that directly employs 448,000 people and supports millions of private-sector jobs. APTA members are engaged in the areas of bus, paratransit, light rail, commuter rail, subways, waterborne services, and intercity and high-speed passenger rail. This includes: transit systems; planning, design, construction, and finance firms; product and service providers; academic institutions; transit associations and state departments of transportation. APTA is the only association in North America that represents all modes of public transportation. APTA members serve the public interest by providing safe, efficient and economical transit services and products

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APTA Vision Statement

APTA leads public transportation in a new mobility era,
advocating to connect and build thriving communities
