



#### 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  
UCHealth 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, September 21, 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	X	X	X		X				
Fehr, David	X	X	E	E	X	X		X				
Foster, Jim	X	X	X	X	X	X		X				
Gordon, Perry	X	X	X	X	X	X		X				
Lawson, Chris	X	E	X	X	E	X		X				
Schmitt, Nancy	E*	E	X	X	E	X		X				
Watt, Corey	X	X	X	X	X	E		X				
Wyenandt, Kathy			X	X	X	X		X				

X = Present

E = Excused

E\* = Online not Official

A = Absent

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

**September 21, 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 August 17, 2022 Meeting Minutes
  - c. Accept and file [BCRTA FY 2021 Financial Audit Report](#)
- IV. Comments from Citizens
- V. Secretary/Treasurer's Report – July 2022 (*Motion Requested*)
- VI. Governance
  - a. Oath of Office
    - i. Nick Bauer
  - b. Nominations Committee
    - i. Accepting expressions of interest for November appointment.
- VII. Action Items
  - a. Resolution 22-09-01: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into an Agreement for Procurement Software Services.
  - b. Resolution 22-09-02: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Task Order for Parking Lot Expansion Designs.
  - c. Resolution 22-09-03: Rescinding Resolution No. 21-05-02.
- VIII. Committee & Staff Reports
  - a. OKI

**Next Meeting Date:**

**October 19, 2022 @ 8:00 AM**

**City of Oxford • Courthouse**

**118 W High Street • Oxford • Ohio • 45056**

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

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

b. Service & Metrics

Luke Morgan, Director of Operations

*Project Update Presentation: New Microtransit, DRT, ADA Software - 2023*

c. Marketing & Outreach

Shawn Cowan, Communications & Outreach Manager

d. Talent, Benefits & Recruitment

Mary Jane Leveline, Talent & Benefits Manager

e. Procurement

Meagan Varney, Procurement & Compliance Specialist

f. Director's Report

IX. Adjourn (*Motion Requested*)

**Next Meeting Date:**

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*118 W High Street • Oxford • Ohio • 45056*



100% funds, so the previous over-budget may stagnate as BCRTA resumes its 50% match. Progress has been made in spending the Rides to Community Immunity (RCI) funds which are to expire on December 23rd this year. It is planned to have this money completely expended by the end of October. Expenses through the first half of the year also remain on trend. Wages have increased due to the effect of the wage adjustments from the salary study. Fringes will remain under budget until the PTO sale occurs in November. Fuel is the primary driver for the over-budget in Materials and Supplies - total fuel purchased through June of 2021 was only \$28,000 compared to \$64,000 in June of 2022. The Gain before Est. Depreciation, Net Pension & OPEB Expense was \$1.04M.

The Transaction logs for the month of April were included in the packet presenting all cash transactions for the period. The balance sheet for June 2022, was presented with normal balances for assets, as well as liabilities and equity. Ms. Weidner discussed the various prepaid accounts shown on the balance sheet.

At the end of June, Available Funds were approximately \$6.3M. Capital Replacement Funds and Local Share Grant Obligations have all been updated to reflect current match funds needed. Non-Restricted Funds of \$1.7M will be used for future operational needs and to match future year large bus purchases.

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

## ***V. Special Presentation – Kimley Horn***

Jessica Choi and Boris Palchik presented information on the status and direction of the ongoing Short Range Planning Study. Slides from this presentation are included in Appendix B to these minutes.

## ***VI. Action Items***

*None*

## ***VII. Governance***

### ***a. Vacancies***

Mr. Dutkevich announced that Mr. Bauer's appointment to the Board by the County Commissioners would be final later the same week, but action had not yet been completed. He added that Mr. Bauer would be sworn in at the September meeting. Mr. Bauer introduced himself.

## ***VIII. Committee & Staff Reports***

### ***a. OKI***

No report.

### ***b. Service & Metrics***

Mr. Morgan presented the metrics report:

Mr. Morgan mentioned that average vehicle life had increased and also noted that although BCRTA has active contracts, confirming delivery dates is still difficult due to supply chain issues. He added that he expects delivery of Light Transit Vehicles (LTV's) in 1<sup>st</sup> quarter 2023.

#### Leveraging Competitive Funding & Partnerships

- Average Fleet Age
  - 4.75 years – This is an increase of 20.84 percent from June 2021.
- Subsidy per Passenger
  - The subsidy per passenger increased in June of 2022 in comparison to last June by \$15.37 or 47.9 percent. (Mainly Higher fuel costs and wages)
- Admin Cost Per Revenue Hour
  - Administrative Overhead cost per hour has increased by \$22.30 or 106.2 percent comparing June of 2021 to June of 2022. (Primarily Hunter/Marketing and Kimley Horn/SRPS)

#### Enhancing Connectivity

- BCRTA Transit App Users
  - BCRTA had 1,434 users during the month of June for the Transit App. This is an 87.45 percent increase from the previous year.
- BCRTA Transit App Downloads
  - BCRTA tracked 496 new downloads for the Transit App in June of 2022. This is a 34.88 percent increase from the previous year.
- BGO App Rides/Total BGO Rides
  - .93 percent of all trips were booked utilizing the mobile application. This is a 3,798 percent decrease from June of 2021.
- BGO App Downloads
  - BCRTA had 85 new users download the mobile application. This is a 89.41 percent decrease in app downloads from June 2021.
- BGO Mobile Payment & Total Trips
  - BCRTA completed 2,793 non - contracted trips in June of 2022. This is a .3 percent decrease in completed, non - contracted trips from June of last year.
  - 3.07 percent of the, non – contracted trips were paid for using the BCRTA mobile application (BrainTree). Mobile APP is not currently being utilized.
  - 3.51 percent of all trips were paid for using EZFARE.

#### Improving Mobility & Eliminating Barriers

- Passengers Per Revenue Hour

- Fixed routes had 5.34 passengers per revenue hour in June of 2022, this is 41.5 percent higher than June of 2021.
- Demand Response service had 1.67 passengers per revenue hour in June of 2022, this is a 4 percent decrease from June of 2021.
- Accidents and Injuries
  - Fault Total – BCRTA experienced 5 at fault accidents in June of 2022.
  - No Fault Total – BCRTA also had 8 no fault accidents.
- Target Operator Staffing
  - 91%
  - This number has increased 13.69 percent from the previous month.
  - The yearly average was 77.65 percent.
- Denials and Refusals/ Total BGO Trips
  - 2.18 percent of all requested BGO trips were refused or denied in June of 2022 due to time and capacity limitations.

#### Supporting Employers

- 42x Park and Ride Total Trips
  - The 42x had 1,386 riders. This is a 14 percent increase from June of the previous year.
- BGO Employment Trips
  - BCRTA completed 1,372 BGO trips for the purpose of employment in June of 2022, this is a 7.14 percent increase 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 731 days or 2 years.

Ms. Wyenandt asked about the return of R2. Mr. Dutkevicz responded that the R2 ridership was exceptionally low and was being evaluated for reinstatement by the Kimley-Horn team.

#### c. **Marketing & Outreach**

Ms. Cowan gave a brief follow-up to the Kimley Horn presentation, Ms. Cowan spoke again about the lack of public comment from business owners and city officials.

Ms. Cowan showed the board upcoming marketing concepts for billboards and cutaway bus



wraps.

Ms. Cowan spoke about the partnership with the Fitton Center and the StreetSpark program. A call to artists has been completed and a selection of pieces will be finalized in late August. The project is expected to wrap in late October.

Ms. Cowan also briefed the board about the collaboration with Miami Tribe Relations at Miami University. Tribe Relations had approached BCRTA with the idea to wrap a bus highlighting the 50th anniversary of their partnership between the Myammia Tribe of Oklahoma and Miami University. The bus is almost complete, and an unveiling will be held in early September.

Ms. Cowan reported on the success of the Max Your Vax event, the promotion gave out over \$9,000 in EZfare credits.

Ms. Cowan stated that the fixed route awareness marketing campaign should be live by end of the month.

**d. Talent, Benefits, & Recruitment**

Ms. Leveline shared with the board that the marketing campaign by the Hunter group is showing success with getting applicants for our open positions. It was reported to the Board in June that BCRTA had hired 59 Vehicle Operators (VO), with a goal of 70 VO from the Operations Department. In June Ms. Leveline reported that BCRTA's best hiring year was 2019; 61 total hires with 13 retentions. From January to August 2022, BCRTA has hired 61 employees with 43 retentions. We have surpassed the 70 VO goal from the Operations Department and are on our way to the new goal of 80 VO. Of the 2022 new hires, 26 are VO (Non-CDL = 18, CDL = 8).

The following positions have been filled:

- Mechanic
- Call Center Customer Service
- Customer Service Supervisor
- Accounting Clerk
- Planning & Special Projects Manager

Open positions:

- Dispatcher – Full Time & Part Time
- VO Trainer
- Operations Street Supervisor
- Bus Driver – No CDL Required
- Bus Driver – Fixed Route

Ms. Leveline also shared that the addition of benefits has been attractive to the newly hired employees.

Mr. Morgan added that the increase in starting wages for VO with verifiable previous experience has increased the applicant pool and quality candidates.

**e. Procurement Report**

Ms. Varney presented an overview of a proposed procurement software solution to help streamline future procurement, organize for audits, and reduce needs for additional staffing. BCRTA currently has no solution. Ms. Varney added that this solution is planned to integrate with future accounting and service maintenance systems to form an appropriate enterprise resource system for BCRTA. Mr. Dutkevicz reiterated that the system will allow BCRTA to be more organized and efficient without hiring additional staff.

Slides from Ms. Varney’s presentation are included in Appendix C to these minutes. Ms. Varney completed a competitive procurement for the software and anticipates asking for the Board’s approval in September.

Mr. Lawson asked if the system would allow financial auditing. Mr. Dutkevicz explained that feature will become available when an accounting solution is procured and connected to the system in a future phase.

**f. Director’s Report**

Mr. Dutkevicz reviewed the following topics addressed in the Director’s notes:

**A. Staffing & Facility**

**1. Staffing**

Since raising wages in May, the applicant pool has begun to increase. Staffing is not ahead of the curve yet, but initial trends are looking positive. BCRTA Has extended an offer to a Planning Manager who should begin in late August or early September.

BCRTA is currently seeking to fill the following positions:

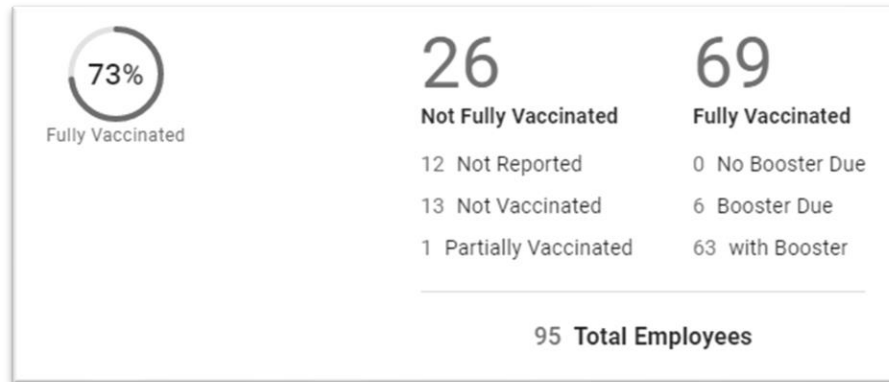
Administrative Specialist	Location: Hamilton, OH Department: Administration Type: Full Time
HR Generalist	Location: Hamilton, OH Department: Administration Type: Full Time
Planning & Special Projects Manager	Location: Hamilton, OH Department: Administration Type: Full Time
Mobility Management Specialist	Location: Hamilton, OH Department: Mobility Management Type: Full Time
Bus Driver - Fixed Route	Location: Hamilton, OH Department: Operations Type: Full Time
Bus Driver - No CDL Required	Location: Hamilton, OH Department: Operations Type: Full Time
Dispatcher - Part time	Location: Hamilton, OH Department: Operations Type: Part Time
Operations Street Supervisor	Location: Hamilton, OH Department: Operations Type: Full Time
Vehicle Operator Trainer	Location: Hamilton, OH Department: Operations Type: Full Time
Customer Service Supervisor	Location: Hamilton, OH Department: Operations Support Type: Full Time
TABC Board of Directors	Location: Hamilton, OH Department: Transit Alliance of Butler County Type: Volunteer

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

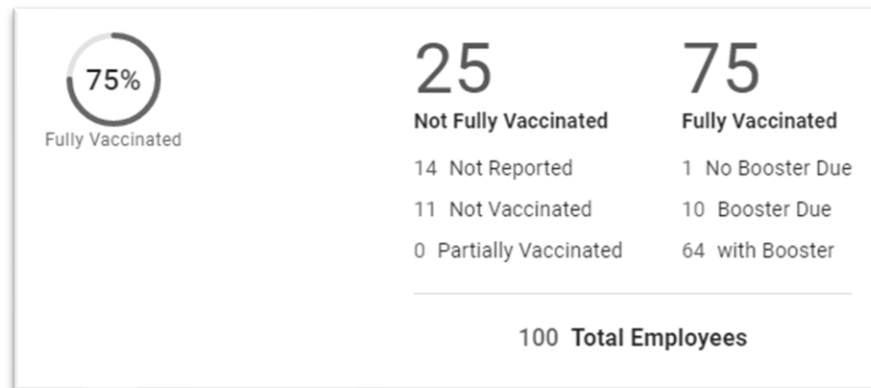
be added to the mailing list.

**2. Vaccination**

June 2022



August 2022



**3. 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.

**B. Planning**

**1. Medicaid Service Provider?**

Staff are discussing the potential to eliminate Medicaid funded contract services beginning in 2023. BCRTA provides these services under contract with BCBDD and Ohio Department of Medicaid. Rider numbers have dwindled significantly since inception, revenues are limited by common fare cost, and the overhead and compliance to provide the service and bill revenues is complicated and inefficient. Furthermore, 8 of 12 riders take trips that are eligible for BCRTA's ADA Paratransit service.

Service has decreased 50% since 2018 and the 2022 monthly average is 271 total trips. Further analysis shows that trips are heavily subsidized by BCRTA.

**2. Transit Studies**

BCRTA’s Short Range Planning Study (SRPS) is underway. A project website has been launched at [www.bcrtaatransitplan.com](http://www.bcrtaatransitplan.com). The website is also accessible from the “Major Projects” menu on the BCRTA homepage. Initial focus groups have met and the consultant is now beginning to look at data and starting to create recommendations for public comment later this fall. Although rider response has been strong, stakeholder, decision-maker, and business response has been poor. Staff are working closely with KH to identify better avenues to obtain input from these constituencies.

**3. 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](#). Mr. Dutkevicz noted that BCRTA did not receive an award from this year’s Bus and Bus Facility (5339) program.

The latest cost estimate is over \$23M which includes the total design fee and bus wash facility. The estimate does include contingency costs. Staff are aggressively pursuing cost savings in design and additional funding as available.

Lease negotiations have ramped up recently, but no agreement has been finalized yet.

<b>Chestnut Fields Multimodal Station &amp; Shared Services Facility Funding Summary as of May 26, 2022</b>			
<b>Total Estimated Project Cost including A&amp;E, Construction, &amp; Contingency</b>			<b>23,894,850</b>
<b>Source</b>	<b>FY</b>	<b>Share</b>	<b>Amount</b>
FTA 5339b	2017	80%	2,668,750
FTA 5339b	2020	80%	2,000,000
CMAQ Awarded via OKI	2022	80%	4,500,000
FTA 5307	2019	80%	200,000
FTA 5307	2021	80%	653,705
FTA 5339	2018	80%	181,012
FTA 5339	2019	80%	166,442
FTA 5339	2020	80%	142,136
FTA 5339	2021	80%	222,985
CMAQ OKI 10% +UP	<i>Pending</i>	80%	450,000
ODOT Lapsing 5307 (Lorain/Parkersburg)	2017	100%	2,726,098
Miami University Local Cash on Hand	-		1,600,000
ODOT Local Match	-		-
BCRTA Required Match	-		1,789,605
BCRTA Local Cash Reserve	-		1,318,823
Unfunded	-		5,275,294
<b>TOTAL PROGRAMMED TO DATE</b>			<b>18,619,556</b>

**C. Outreach & Communications**

**1. BCRTA Trustee Vacancies**

Mr. Nick Bauer has completed his process for appointment to the BCRTA Board as recommended in June of 2022. Mr. Bauer's appointment is scheduled for the County Commission meeting on August 15, 2022, and will be effective August 22, 2022.

**D. Funding & Discretionary Grant Availability**

**1. Pricing Increases**

For the past several weeks, staff have been receiving unilateral pricing increase demands from many vendors, anywhere from 7% to nearly 70%. Those with the biggest impacts are coming from vehicle contracts, although BCRTA is seeing significant increases in other areas as well. Both the pending small bus delivery and commuter coach purchase are included in these proposed increases. Although BCRTA contracts generally do not allow for this kind of unilateral increase, staff are discussing options with legal counsel and evaluating alternatives. Ultimately, staff expect future budgets and expenses will be significantly affected by inflation. Staff are working 2023 budgets presently to provide realistic expectations and keep costs in budget.

**2. EZConnect (NEORIDE) & Ecolane Contract**

At the end of 2022, BCRTA's contract with Ecolane will expire. Ecolane currently provides all demand response and ADA customer management and scheduling. As part of our replacement strategy, staff have been working with NEORide to jointly procure a future-looking mobility solution that can accommodate our current needs as well as consider future demands. Several agencies are part of the project now known as EZConnect. Staff expect this project to develop over time and add features as they become available. More information will be available about the project as the transition approaches. Staff will be providing a detailed presentation during the September Board meeting.

Of note, BCRTA and NEORide are seeing significant price increases for this solicitation over BCRTA's previous experience as well. NEORide's project consultant has confirmed this is consistent with what they have observed for other projects as well. However, NEORide received several grant awards for this project in early August and expects to be able to fund a significant portion or perhaps the entire cost of the product for BCRTA for the next 3 to 5 years.

**3. Collision Avoidance Equipment**

BCRTA has decided to partner with NEORide and peer agencies to solicit for onboard collision avoidance/mitigation equipment for a small pilot group of coaches. Some of the technology is new to the sector, but other agencies are also pursuing similar solutions. Partnering with NEORide should bring price competitiveness and create a knowledgebase working group within the State for staff support. *Implementation will be subject to grant availability pending any bus cost increases.*

**4. 5339b**

Due to the shortfall in funding for the Chestnut Fields facility, staff have applied for additional "Bus & Bus Facilities" funds also known as "Section 5339b" funds. The grant applications were due in late May and awards are expected near the end of the federal fiscal year but are not known. BCRTA has been successful with this program on two

previous occasions for the same facility. Receiving this money will allow BCRTA to avoid using regular 5307 formula funding and apply those dollars toward operations and future bus replacements. If the money is not received the project may still move forward, but other capital projects may be delayed until additional funding is secured.

**E. On the Horizon ...**

**1. Upcoming Procurements >\$25,000**

<b>Item</b>	<b>Procuring Agency</b>	<b>Estimated Spend</b>	<b>Estimated Term</b>	<b>Reason for Purchase</b>
Microtransit/DRT/ADA Software Solution	NEORide	150K – 300K	5	Contract Expiration
<b>Procurement</b> , Maintenance, and Finance Software Integrated Solution – Phase I	BCRTA	42K	2	New
A&E On Call Task Order Moser Court Parking Lot Expansion	BCRTA	125K	Task	New
Collision Avoidance System	MTS	30K – 270K	5	New
Strategic Plan Facilitation	BCRTA	30K	1	New
Human Resource Information System (HRIS)	BCRTA	162K	5	Contract Expiration
Parking Lot Construction	BCRTA	TBD	Task	New
Tires	BCRTA	TBD	1	New
Chestnut Fields A&E Part IV	BCRTA	TBD	Task	New
Chestnut Fields Construction	BCRTA	21.9M	Task	New
Commuter Services Marketing & Branding Services	MTS	TBD	1	New

Mr. Dutkevich and Ms. Weidner also provided an informational update on the progress of the long-range financial position of BCRTA related to new expenses and stimulus grant funding. Slides from this presentation are included with these minutes as Appendix D.

Mr. Dutkevich noted that no action was required on the presentation at this time, but that information from the Short-Range Plan might help inform direction in early 2023. Mr. Dutkevich also suggested a Strategic Planning Retreat may be appropriate at that time.

Mr. Dutkevich added that BCRTA was receiving a 2% health insurance increase for 2023 which was remarkable in light of other economic circumstances.

**IX. New Business – Hueston Woods Request**

Mr. Gordon explained that he sits on the Hueston Woods Visitors Board and added that at the last meeting the Board inquired about public transit service to the park during peak season. Mr.

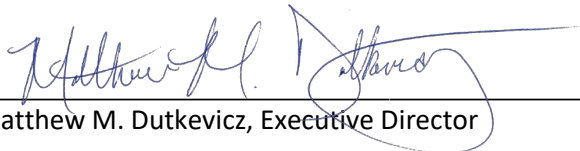
Gordon provided a brief overview of the services and stops of interest to the Visitor Board. Mr. Gordon did allow that the park is somewhat inside Preble County and that demand was not known by the Visitor Board. Mr. Watt suggested that the golf course may be an additional destination within Butler County.

Mr. Dutkevicz recommended that the request be forwarded to the new Planning & Special Projects manager and be considered as part of the Short-Range Plan process. He also suggested a financial sponsor would be needed to support such a service and that current rates are about \$90/hour.

**X. Adjourn**

Mr. Bautz moved to adjourn, and Mr. Fehr seconded. The motion carried. The meeting was adjourned at 10:23 AM.

Respectfully submitted,

  
\_\_\_\_\_  
Matthew M. Dutkevicz, Executive Director

\_\_\_\_\_  
Approved

APPENDIX A

Whitney Harris

Sunday August 14, 2022

Matthew Dutkevicz  
Executive Director  
Butler County Regional Transit Authority  
3045 Moser Court  
Hamilton, Ohio 45011  
(513)-785-5237

Whitney Harris  
1256 Lane Street  
Hamilton, Ohio 45011  
(513)-454-4176 (mobile)  
(513)-973-8300 (landline)  
[dontgiveup9638@gmail.com](mailto:dontgiveup9638@gmail.com)

Dear Mr. Dutkevicz:

I am requesting the allowed allocated time slot of five (5) minutes at the upcoming regular Butler County Regional Transit Authority Board of Trustees meeting to be held on Wednesday August 17, 2022, at 8:00am.

Please note that my comments are not complaints, or meant to be complaints in any way, shape, or form. I am speaking up merely for the fact of making public transportation better for those like me in our county that depend on it.

Thank you for allowing me to be present at the board meeting and allowing me to speak.

I appreciate all the tiring, hard, and endless work that you do and would like to thank you for your time today.

Sincerely,

*Whitney Harris*



## Closing/Relocation of R6 Tri-County Mall Stop

On Friday, August 12th, a notification was posted on the BCRTA website *only* about the R6 stop at Tri County mall no longer being observed starting Monday August 15th.

-With August 12th being a Friday, that meant that the notice went out *one day* before the change were to take effect. When Tri County Mall closed in May, most, if not all of us, were aware that this stop would sooner or later be relocated, but one day's notice, in opinion, is not enough time for the public to become prepared for what's to come. A notice of at least two weeks would be more suitable, if possible.

-The notification was only posted on the BCRTA website under "route alerts". It wasn't posted on BuzTrakr or sent out via the Transit app. There was also no notice on the screens on board the buses. This fact means that hardly anyone was aware of the change, and will potentially be waiting at what is now the former Tri County Mall stop only to miss the bus because the stop has been moved.

-Because the R6 only runs every two hours, this could put a bind on some people if they end up missing the bus due to being a stop that is no longer serviced. This could potentially result in BGo drivers and dispatch being overwhelmed as a result of having to do courtesy rides for these people as well as the trips that are already scheduled. This could make those who depend on BGo late for their destinations.

-The Transit App has not been updated to show the change, nor has BuzTracker (both of these now think/thought for a few days, that the R6 is no longer in existence; please see attached screenshots/pictures.) This leaves no way to keep track of where the bus is and when it will be coming to your stop besides calling the call center or dispatch as while there is an updated paper/online schedule, people may not think about going online to find it or may not be able to if they do not have access to internet or a smartphone. Not knowing what time the bus comes is a horrible feeling, especially if that's your only form of transportation. The new schedules should come out at least a week in advance, and snaffoos like this prevent that from happening.

~~There are currently no signs at the new bus stops. People do not know where to catch the bus unless told by the driver or calling the call center or dispatch.~~

-The 2022 Fall schedules are incorrect. The schedules in the fall 2022 <sup>PhAnget</sup> ~~schedule~~ are for last fall and March of this year (R6.) Please see the ~~schedule~~ <sup>PhAnget</sup> I brought as an example.

-The impacts of this change would be lessened significantly, especially on those with disabilities who sometimes depend on both ADA paratransit and the route buses, if the public had more notice ahead of time.

Thank you for your time!

BCRTA TRANSIT PLAN



# BCRTA Transit Plan Board Update

August 2022



## Plan Schedule



BCRTA TRANSIT PLAN



# Phase 1 Community Engagement

**Purpose:** To gather feedback from the public and stakeholders on their experiences using BCRTA and what *is* and *is not* working well with the system currently.

<b>Public Survey</b>	<b>Interactive Map</b>
303	10
<b>Operator Survey</b>	<b>Business/Employer Survey</b>
20	11
<b>Decision Maker Survey</b>	<b>Focus Groups</b>
13	4 meetings; 21 attendees

BCRTA TRANSIT PLAN



## Key Takeaways

### Strengths:

- Fare-free system.
- Generally reliable, and on-time service.
- Bus operators' friendliness and knowledge of routes and riders.

### Areas of improvements to BCRTA service:

- Focus on serving residents (not just students).
- Expanding service to neighborhoods and having the same level of service available during the school year available year-round.
- More service to cities across the county and to Cincinnati vs. within cities.
- More service outside of typical commute hours – early mornings, nights, midday, and on weekends.
- Bi-directional routes so customers do not have to ride the full loop.
- Increased capacity on certain routes/during certain times of day.
- Finding more drivers to limit service cuts.
- Matching schedules, rider app, and operator tablet programming.

BCRTA TRANSIT PLAN



# Key Takeaways

## Areas of improvement to BCRTA facilities:

- Real-time transit information.
- More shelters.
- More benches, particularly around apartment complexes and shopping centers.

## Areas of improvement for customer information and customer experience:

- More accessible/easy-to-understand transit information (e.g., more accuracy on bus tracking app, better information at shelters and online).

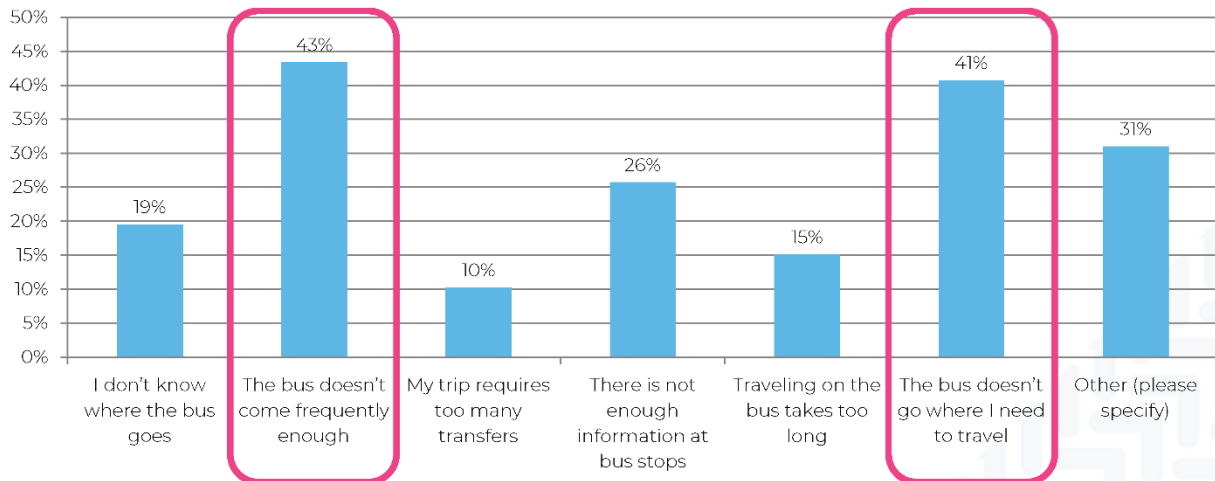
- Robust advertising around driver positions, routes, and services that BCRTA offers (e.g., BGo, paratransit).
- Robust education around how to ride transit (e.g., “learn how to ride days”, info panels inside buses, presentations at Miami Freshmen orientation).

BCRTA TRANSIT PLAN



# Public Survey

What barriers have you experienced to taking transit? Select all that apply.

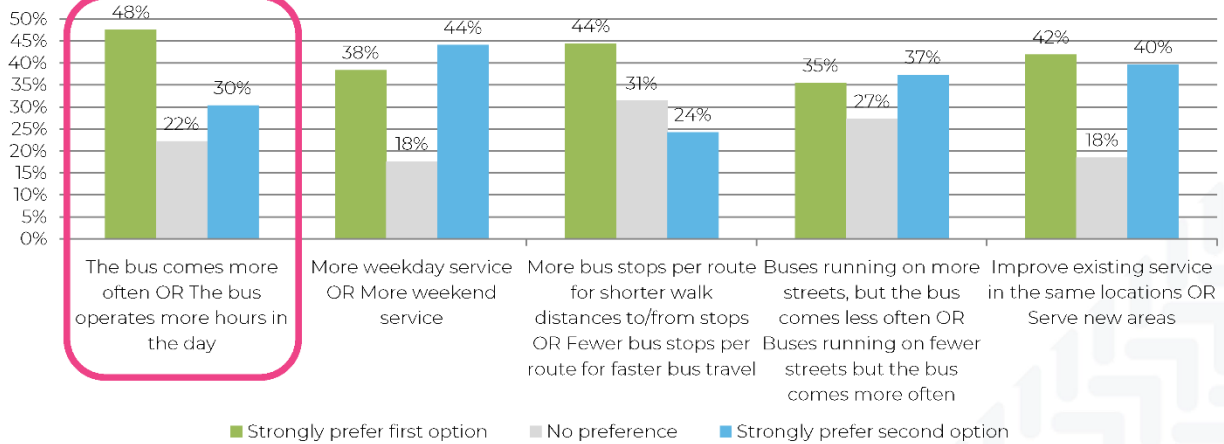


BCRTA TRANSIT PLAN



# Public Survey

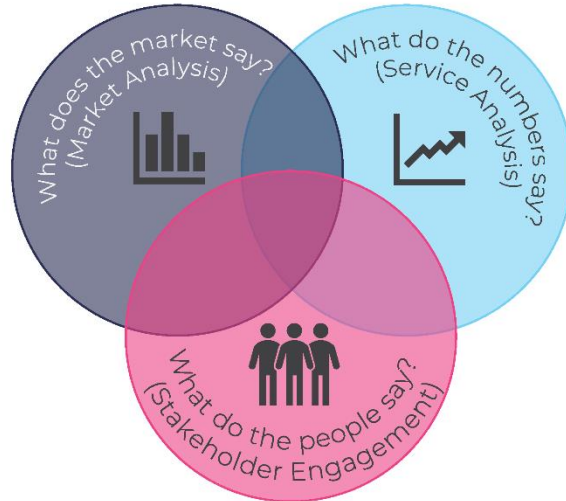
Transit service sometimes requires trade-offs. Please help us understand what is most important to you by selecting which option you prefer more in each scenario.



## Draft Service Goals

- Analyze the existing system to identify strengths, weaknesses, and opportunities for expansion/improvement.
- Develop service improvement recommendations:
  - Increase ridership
  - Improve over-all system efficiency
  - Consider new approaches to service and new mobility technologies

# Project Approach

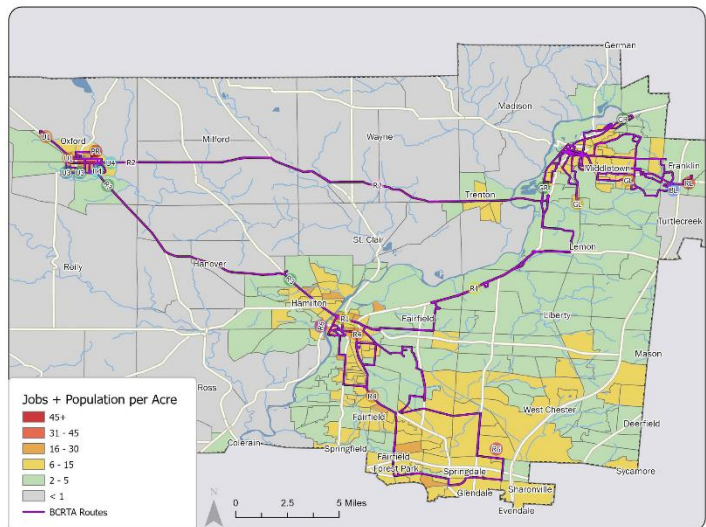


BCRTA TRANSIT PLAN



## Market Analysis

- Transit Potential
  - Transit service is generally most efficient in areas with high concentrations of people and jobs.
  - The Transit Potential Index is a composite of the population and employment density of an area and is an indicator of the viability of fixed-route service in that area.

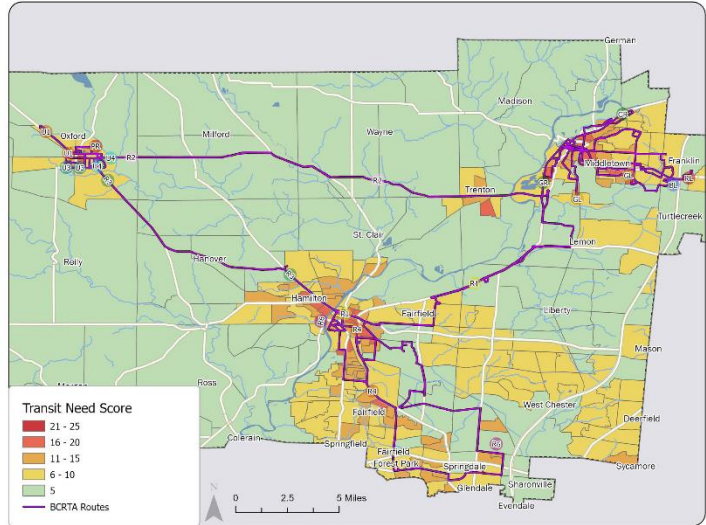


BCRTA TRANSIT PLAN



# Market Analysis

- Transit Need
  - Certain population subgroups are more likely to use transit than other modes as their primary means of transportation.
    - Zero-Vehicle Households
    - Persons with Disabilities
    - Low-income Households
    - Youth and Young Adults
    - Older Adults

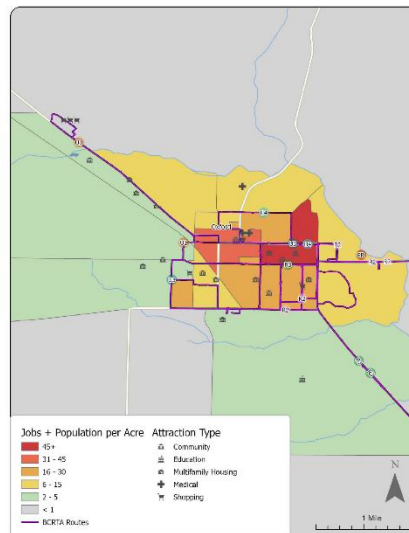


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# Market Analysis

- Land Use
  - Similarly, certain land-uses tend to generate transit trips at a higher rate than others.
    - Multifamily Housing
    - Shopping/Retail Centers
    - Educational Institutions
    - Medical Facilities
    - Community Centers
      - Libraries
      - Town Hall
      - Recreation Centers
      - Senior Centers



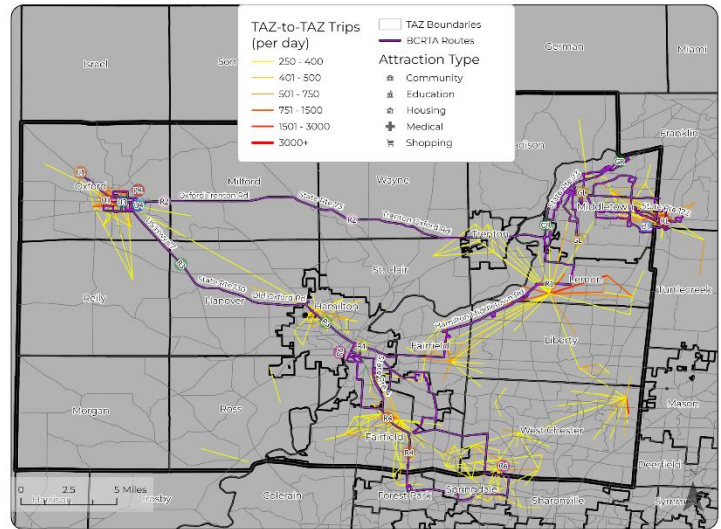
BCRTA TRANSIT PLAN





# Market Analysis

- Regional Travel Patterns
  - In general, transit users want to access the same destinations in the study area as travelers who use other modes of transportation.
  - To understand the overall market for transit service, it is helpful to identify the most prevalent travel patterns in the study area, regardless of mode.

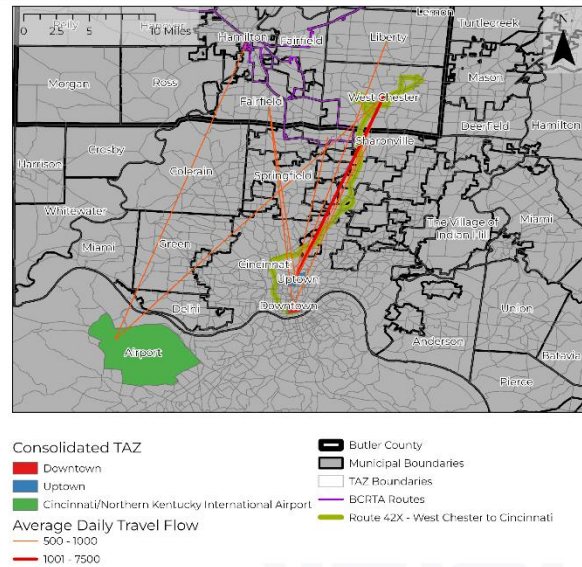


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# Market Analysis

- Commuter Service Assessment
  - Commuter services attract riders from a wider area than local fixed-routes because riders congregate at a collection point like a park-and-ride, rather than walking to their nearest bus-stop.
  - Commuter travel flows were aggregated by municipality rather than TAZ on the trip origin side and by special district on the destination side.
    - Downtown (central business district)
    - Uptown (University of Cincinnati and University of Cincinnati Medical Center)
    - Cincinnati / Northern Kentucky International Airport (CVG)

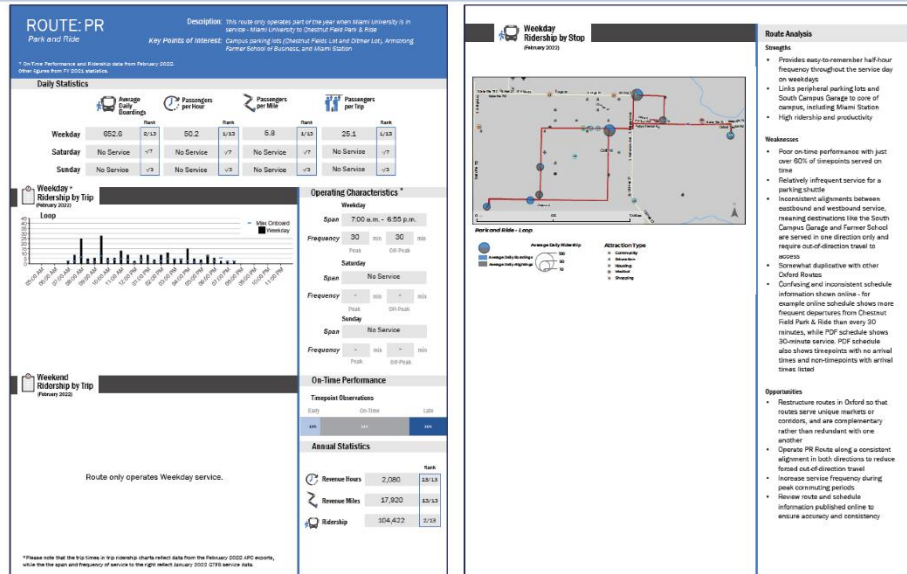


BCRTA TRANSIT PLAN



# Service Analysis

- The design of a transit service can be assessed based on quantitative and qualitative measures.
- These measures are documented in a set of diagnostic route profiles.



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# Service Analysis

- Route Profiles
  - Quantitative Measures
    - Ridership
      - By stop
      - By trip
      - Maximum Load
    - Productivity
      - Passengers per Hour
      - Passengers per Trip
      - Cost per Passenger
    - On-time Performance
      - Early
      - Late
      - On-Time
  - Qualitative Measures
    - Is service simple?
      - Do schedules have clockface frequencies?
      - Are routes direct rather than circuitous?
      - Are routes symmetrical in the inbound and outbound direction?
      - Do routes serve well defined markets?

BCRTA TRANSIT PLAN



# Service Analysis

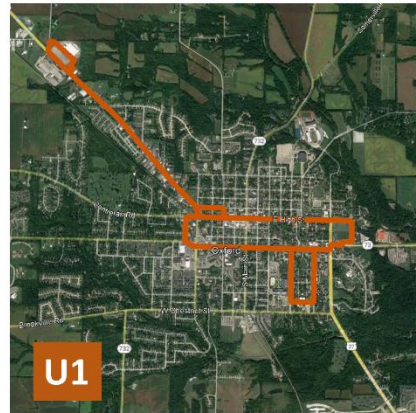
- Do schedules have clockface frequencies?

	U1 Campus Core										UTW Campus Core w/Walmart Flyer											
	Walmart D	Carrollton (Pkg)	Old Creek	Wendell	Wendell	Wendell	Wendell	Wendell	Wendell	Wendell	Wendell	Walmart	Walmart	Walmart	Walmart	Walmart	Walmart	Walmart	Walmart	Walmart	Walmart	
<b>Weekday</b>	7:00 AM	7:04 AM	7:08 AM	7:12 AM	7:16 AM	7:20 AM	7:24 AM	7:28 AM	7:32 AM	7:36 AM	7:40 AM	7:44 AM	7:48 AM	7:52 AM	7:56 AM	8:00 AM	8:04 AM	8:08 AM	8:12 AM	8:16 AM	8:20 AM	8:24 AM
<b>UTW</b>	5:00 PM	5:04 PM	5:08 PM	5:12 PM	5:16 PM	5:20 PM	5:24 PM	5:28 PM	5:32 PM	5:36 PM	5:40 PM	5:44 PM	5:48 PM	5:52 PM	5:56 PM	6:00 PM	6:04 PM	6:08 PM	6:12 PM	6:16 PM	6:20 PM	6:24 PM
<b>Weekend</b>	11:54 AM	11:58 AM	12:02 PM	12:06 PM	12:10 PM	12:14 PM	12:18 PM	12:22 PM	12:26 PM	12:30 PM	12:34 PM	12:38 PM	12:42 PM	12:46 PM	12:50 PM	12:54 PM	12:58 PM	1:02 PM	1:06 PM	1:10 PM	1:14 PM	1:18 PM

BCRTA TRANSIT PLAN

# Service Analysis

- Are routes direct rather than circuitous?

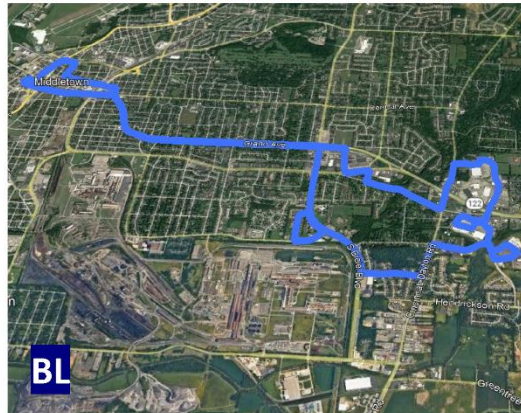


BCRTA TRANSIT PLAN



# Service Analysis

- Are routes symmetrical in the inbound and outbound direction?



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# Service Analysis

- Do routes serve well defined markets?



BCRTA TRANSIT PLAN



# Questions?

Thank you!

BCRTA TRANSIT PLAN



## Procurement Software Solicitation

- BCRTA solicited proposals for procurement software to assist the Procurement Specialist in managing all procurements
- This software is all-encompassing, will integrate with our other systems and will manage many functions of the overall process:
  - Requisition and Budgetary Support
  - Solicitation Process Management (from beginning to end) – drafting, bidding, vendor notification and award
  - Vendor Management
  - Contract Management
  - Overall Reporting

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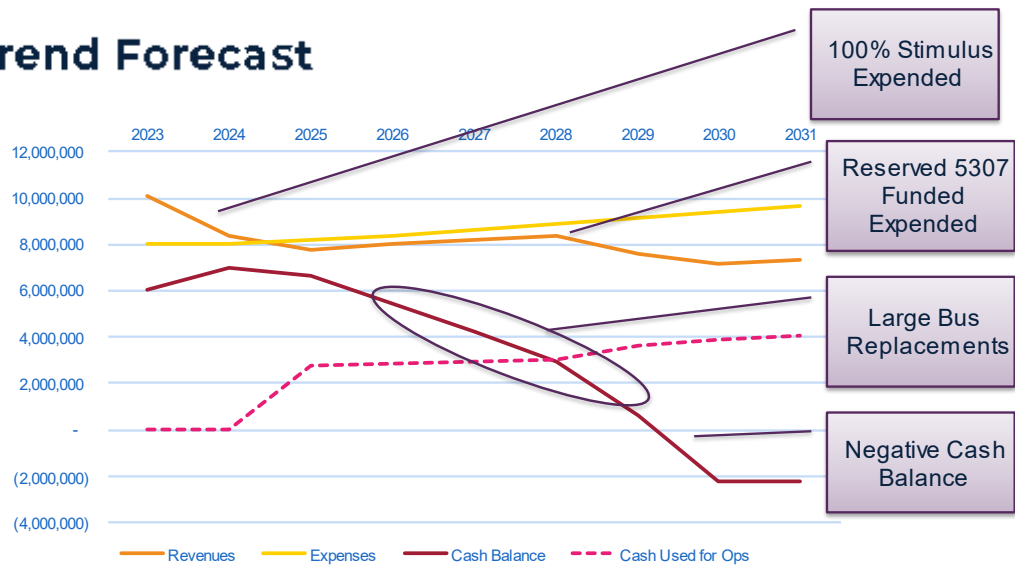
- Wage Study Increases
- Inflation-Related Increases
  - Operational Materials
  - Capital Equipment



## Expected Outcomes

- Expenses will outpace revenues sooner than expected
- Cash spending will be required to finance operations (negative budget)
- Increases in capital expenses will increase local match requirements and deplete cash balances faster

## Trend Forecast





## Potential Mitigation Strategies

- Defer bus purchases  
(may lose federal discretionary funding awards)
- Reduce service and staffing  
(limited by contract commitments)
- Renegotiate Miami contract at renewal
- Pursue local revenue



**BCRTA**  
**Income Statement**  
**July 2022**

	<b>Year to Date Last Year</b>	<b>Year to Date This Year</b>	<b>Annual Budget</b>	<b>YTD % of Budget</b>
Passenger Fares	64,165	7,503	116,400	6.4%
Contract Fares	76,944	114,492	140,800	81.3%
Partnership Transit Rev (COM)	1,193,143	907,853	1,980,000	45.9%
Transit Development Rev (MU)	1,199,973	1,428,336	2,025,250	70.5%
Mgt./Cons. Services	143,080	132,860	245,280	54.2%
Interest & Other	255,774	35,600	22,300	159.6%
Agency Funding	22,167	30,944	38,000	81.4%
Park-n-Ride Program	259,936	303,258	560,000	54.2%
State Funding	139,405	133,528	134,000	99.6%
Federal Funding	1,143,903	2,835,567	4,873,345	58.2%
<b>Total Revenues</b>	<b>4,498,488</b>	<b>5,929,940</b>	<b>10,135,375</b>	<b>58.5%</b>
<b>Expenses</b>				
Wages	1,652,912	1,969,408	3,481,326	56.6%
Fringes	514,932	930,483	1,867,153	49.8%
Services	284,931	415,094	1,064,360	39.0%
Materials & Supplies	327,180	506,848	598,350	84.7%
Utilities	56,050	49,464	131,152	37.7%
Insurance	118,372	159,065	219,828	72.4%
Purchased Transportation	259,936	303,258	560,000	54.2%
Misc. Items	57,699	57,001	79,900	71.3%
Contingency	41,624	-	20,000	0.0%
<b>Total Expenses</b>	<b>3,313,635</b>	<b>4,390,620</b>	<b>8,022,069</b>	<b>54.7%</b>
<b>Gain/Loss before Depr, NP &amp; OPEB Exp</b>	<b>1,184,854</b>	<b>1,539,320</b>	<b>2,113,306</b>	<b>72.8%</b>
Local Share of Depreciation Exp		181,396	324,000	56.0%
Net Pension & OPEB Exp (Inc)		-	818,495	0.0%
<b>Total Gain/(Loss)</b>		<b>1,357,924</b>	<b>970,811</b>	<b>139.9%</b>

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
<b>Checking - PNC (National City)</b>						
7/1/22			Beginning Balance			135,196.99
7/1/22	07/01/22	GENJ	Service Charge		3.00	
7/5/22	10727	CDJ	Amazon Capital Services		262.07	
7/5/22	10728	CDJ	American Public Transit Ass.		10,000.00	
7/5/22	10729	CDJ	BCRTA Petty Cash		390.18	
7/5/22	10730	CDJ	Bethesda Healthcare Inc.		1,170.35	
7/5/22	10731	CDJ	Bryce's Lawncare & Landscaping		1,050.00	
7/5/22	10732	CDJ	Cincinnati Bell Any Distance		510.55	
7/5/22	10733	CDJ	Cummins Bridgeway LLC		272.25	
7/5/22	10734	CDJ	Cornett's Pressure Cleaning		1,645.00	
7/5/22	10735	CDJ	Clarke Power Services		659.00	
7/5/22	10736	CDJ	Gillig		1,237.98	
7/5/22	10737	CDJ	Health Transit Pool of Ohio		55,000.00	
7/5/22	10738	CDJ	Interstate Billing Service		173.70	
7/5/22	10739	CDJ	Miami University Payment Cente		2,095.36	
7/5/22	10740	CDJ	National Bus Trader		30.00	
7/5/22	10741	CDJ	Ohio Deferred Compensation		890.00	
7/5/22	10742	CDJ	Ohio Newspapers, Inc.		63.95	
7/5/22	10743	CDJ	PERS		71,086.58	
7/5/22	10744	CDJ	Verizon Wireless		2,510.05	
7/5/22	10745	CDJ	Woodhull		128.95	
7/5/22	10740V	CDJ	National Bus Trader	30.00		
7/5/22	35	CRJ	Federal Transit Administration	474,543.00		
7/5/22	34	CRJ	Federal Transit Administration	3,101.00		
7/5/22	33	CRJ	Federal Transit Administration	1,527.00		
7/6/22	0047239343	CRJ	Ohio Dept of Medicaid	27.85		
7/6/22	AT-07/06/22	CDJ	BCRTA PNC Card Purchases		4,019.47	
7/6/22	ACH07/06/2022	CDJ	SuperFleet Mastercard Program		61,727.50	
7/7/22	PRWE 07/01/22	GENJ			21,304.51	
7/7/22	PRWE 07/01/22	GENJ	1480		137.20	
7/7/22	PRWE 07/01/22	GENJ			2,614.53	
7/7/22	PRWE 07/01/22	GENJ	1481		106.20	
7/7/22	PRWE 07/01/22	GENJ			118,125.47	
7/8/22	AT 7/8/22	CDJ	Paycom		1,129.17	
7/8/22	10746	CDJ	Amazon Capital Services		1,625.18	
7/8/22	10747	CDJ	Auditor of State		861.00	
7/8/22	10748	CDJ	Affordable Pest Control Inc.		53.00	
7/8/22	10749	CDJ	Beckman Services		509.50	
7/8/22	10750	CDJ	Cummins Bridgeway LLC		682.52	
7/8/22	10751	CDJ	Cornett's Pressure Cleaning		570.00	
7/8/22	10752	CDJ	Gillig		320.00	
7/8/22	10753	CDJ	Interstate Billing Service		111.90	
7/8/22	10754	CDJ	Jani-King of Cincinnati LLC		1,100.00	
7/8/22	10755	CDJ	Kimley-Horn And Associates, In		16,057.00	
7/8/22	10756	CDJ	KOI Enterprises, Inc.		6,984.50	
7/8/22	10757	CDJ	Millennium Business Systems,LL		395.25	
7/8/22	10758	CDJ	National Bus Trader		80.00	
7/8/22	10759	CDJ	NEORide		3,300.00	
7/8/22	10760	CDJ	Oxi Fresh of Fairfield		461.40	
7/8/22	10761	CDJ	Ohio Newspapers, Inc.		410.40	
7/8/22	10762	CDJ	RICOH USA, INC		8.52	
7/8/22	10763	CDJ	Rose Automotive		268.96	
7/8/22	10764	CDJ	Tristate Cleaning		400.00	

7/8/22	10765	CDJ	Treasurer State of Ohio		425.25		
7/8/22	10766	CDJ	Verizon Wireless		206.36		
7/12/22	10406963	CRJ	MU Alumni Association	1,610.00			
7/15/22	10767	CDJ	Cintas Corporation		510.75		
7/15/22	10768	CDJ	City of Hamilton - Utilities		2,697.67		
7/15/22	10769	CDJ	Cornett's Pressure Cleaning		600.00		
7/15/22	10770	CDJ	Hunter Marketing		19,920.56		
7/15/22	10771	CDJ	Interstate Billing Service		555.36		
7/15/22	10772	CDJ	Isaac Wiles Burkholder & Teeto		3,819.00		
7/15/22	10773	CDJ	Luxurious Wraps, LLC		1,760.00		
7/15/22	10774	CDJ	Ohio Newspapers, Inc.		54.72		
7/15/22	10775	CDJ	PERS		71,629.24		
7/15/22	10776	CDJ	Port Technology LLC		2,677.90		
7/15/22	10777	CDJ	Rumpke Of Ohio Inc.		283.96		
7/15/22	10778	CDJ	Security Lock Company		2,495.79		
7/20/22	10779	CDJ	Cintas Uniforms		3,539.66		
7/20/22	10780	CDJ	Bethesda Healthcare Inc.		1,712.60		
7/20/22	10781	CDJ	Cummins Bridgeway LLC		663.69		
7/20/22	10782	CDJ	CDW Government Inc.		1,156.00		
7/20/22	10783	CDJ	Cornett's Pressure Cleaning		670.00		
7/20/22	10784	CDJ	Cintas Uniforms		2,448.17		
7/20/22	10785	CDJ	Franks Glass		290.56		
7/20/22	10786	CDJ	Heritage-Crystal Clean LLC		403.55		
7/20/22	10787	CDJ	My Parts Express		1,794.90		
7/20/22	10788	CDJ	ODACS, LLC		480.00		
7/20/22	10789	CDJ	Ohio Deferred Compensation		830.00		
7/20/22	10790	CDJ	PERS		296.19		
7/20/22	10791	CDJ	Vanguard Cleaning Systems Of O		950.00		
7/21/22	07/21/2022	CRJ	BCRTA Items	200,000.00			
7/21/22	PRWE 07/15/2022	GENJ			122,882.83		
7/21/22	PRWE 07/15/2022	GENJ	1484		69.23		
7/21/22	PRWE 07/15/2022	GENJ			2,614.53		
7/21/22	PRWE 07/15/2022	GENJ			22,898.58		
7/21/22	PRWE 07/15/2022	GENJ	1483		106.20		
7/21/22	PRWE 07/15/2022	GENJ	1482		137.20		
7/22/22	AT 7/22/22	CDJ	Paycom		1,175.35		
7/27/22	01100163	CRJ	Butler County Veterans Service	4,302.54			
7/27/22	01100164	CRJ	Butler County Veterans Service	2,432.52			
7/27/22	915743	CRJ	Farebox Receipts	70.60			
7/27/22	10407599	CRJ	Miami University	99,880.49			
7/27/22	07/27/2022	CRJ	BCRTA Items	200,000.00			
7/27/22	10792	CDJ	Altafiber		282.56		
7/27/22	10793	CDJ	American Red Cross		245.00		
7/27/22	10794	CDJ	Richard L. Bowen & Associates,		323,487.50		
7/27/22	10795	CDJ	Cincinnati Bell Any Distance		530.37		
7/27/22	10796	CDJ	Cornett's Pressure Cleaning		1,815.00		
7/27/22	10797	CDJ	Frank's Heavy Truck Collision		17,146.29		
7/27/22	10798	CDJ	Miami University		250.00		
7/27/22	10799	CDJ	PERS		33.17		
7/27/22	10800	CDJ	Tristate Cleaning		400.00		
7/27/22	10801	CDJ	Talawanda School District		7,443.07		
7/27/22	10802	CDJ	Verizon Wireless		97.63		
7/27/22	10803	CDJ	WSP USA Inc.		2,190.58		
7/29/22	36	CRJ	Federal Transit Administration	252,256.00			
			Change	1,239,781.00	1,019,219.12	220,561.88	
7/31/22			Ending Balance			355,758.87	

**Savings - PNC (National City)**

7/1/22			Beginning Balance			49,606.71
7/1/22	07/01/22	GENJ	Service Charge		2.98	
7/11/22	MAS 071122	CRJ	Farebox Receipts	155.56		
7/13/22	AT PP 07/13/22	CRJ	BCRTA Items	49.70		
7/29/22	07/29/22	GENJ	Interest Income	0.40		
7/31/22	CC 07/31/22	CRJ	Farebox Receipts	61.46		
			Change	<u>267.12</u>	<u>2.98</u>	<u>264.14</u>
7/31/22			Ending Balance			49,870.85

**Savings - PNC Bank \$\$**

7/1/22			Beginning Balance			1,858,978.73
7/1/22	07/01/22	GENJ	Service Charge		2.00	
7/21/22	07/21/2022	CRJ	BCRTA Items - xfer \$\$ saving to checking		200,000.00	
7/27/22	07/27/2022	CRJ	BCRTA Items - xfer \$\$ saving to checking		200,000.00	
7/29/22	07/29/22	GENJ	Interest Income	14.12		
			Change	<u>14.12</u>	<u>400,002.00</u>	<u>-399,987.88</u>
7/31/22			Ending Balance			1,458,990.85

**Investment - STAR Ohio**

7/1/22			Beginning Balance			3,709,253.73
7/29/22	07/29/22	GENJ	Interest Income	5,224.48		
			Change	<u>5,224.48</u>		<u>5,224.48</u>
7/31/22			Ending Balance			<u>3,714,478.21</u>

**BCRTA  
Balance Sheet  
July 2022**

**Assets**

Current Assets

Checking - PNC	355,758.87
Savings - PNC	49,870.85
Savings - PNC	1,458,990.85
STAR Ohio	3,714,478.21
M&S Inventory	76,428.32
Petty Cash	1,000.00
Accounts Receivable	2,136,304.21
Prepays	77,509.50
	<hr/>
	7,870,340.81

\*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	1,375,167.71
Amenities & Misc.	69,631.89
WIP-Building	79,945.00
WIP-Technology Upgrade	760,669.19
WIP-Chestnut Fields	830,346.30
Accum. Depr.	(8,747,022.91)
	<hr/>
	10,316,974.76

Total Assets

18,187,315.57

**Liabilities & Equity**

Current Liabilities

Accounts Payable	423,000.22
Payroll Payables	160,199.93
Other Payables	-
Accrued PTO	148,508.41
Reserve ACA Fines	-
FTA Vehicle Funds	68,131.00
Future Match Funds	37,499.98
Unearned Tickets	28,378.50
	<hr/>
	865,718.04

\*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	15,814,143.25
Local Capital	89,410.00
Retained Earnings	(8,312,870.02)
Net Income	1,539,320.07
	<hr/>
	17,321,597.53

Total Liabilities  
and Capital

18,187,315.57

**BCRTA  
Cash Reserves**

**July 2022**

Current Assets	7,870,340.81
Current Liabilities	<u>(865,718.04)</u>
<b>Available Funds</b>	<b>7,004,622.77</b>

**Board Reserves**

Local Share Grant Obligations		
OH-2018-21-00	311,087.75	
OH-2021-56-00	1,585,322.00	
OH-2021-60-00	2,518,837.00	
Less Miami University Chestnut Fields Match	(1,600,000.00)	
Less Projected Local Match	<u>(1,745,709.00)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	1,069,537.75	
FTA Grants	1,069,537.75	Match Required
Working Capital Funds (2 Mths.)	1,247,033.00	
Capital Replacement Funds	2,233,400.00	2023 - 2027 Local Share of Projects Not Yet on Grants
Contingency Funds	<u>-</u>	
<b>Total Board Reserves</b>	<b>4,549,970.75</b>	
<b>Non-Restricted Funds</b>	<b>2,454,652.02</b>	

## OATH OF OFFICE

Nick Bauer

I, Nick Bauer, 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 21<sup>st</sup> day of September 2022

\_\_\_\_\_  
Nick Bauer

\_\_\_\_\_  
Mark Landes, Isaac Wiles  
BCRTA Legal Counsel





**TO:** BCRTA Board of Trustees  
**FROM:** Meagan Varney, Procurement & Compliance Specialist  
**RE:** *Action Item – 2022-015, Procurement Software*

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September 21, 2022

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

- Enhancing Connectivity
- Improving Mobility & Eliminating Barriers

#### **RECOMMENDATION**

Approval of a resolution authorizing the Executive Director to implement a contract with OpenGov Inc. for Procurement Software on behalf of BCRTA for an amount not to exceed \$102,116.27.

#### **FINANCIAL CONSIDERATIONS**

- This is an Agreement for software services for a term of two (2) years, with three (3) optional renewal years for a total expenditure not to exceed \$102,116.27.
- This total expenditure includes the three optional additional years pricing.

#### **BUSINESS PURPOSE**

To provide comprehensive, integrated software that will allow the Procurement Specialist to manage all functions of the procurement process and to negate the need for hiring additional staff.

#### **Action Item**

Proposal was evaluated and all factors considered; OpenGov Inc. has the capacity to perform these contracts and is 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. 22-09-01**

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**Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into an Agreement for Procurement Software Services.**

**Whereas** BCRTA solicited proposals for a cloud-based ERP software system to assist in managing the workflow of BCRTA's Procurements; and

**Whereas** BCRTA requested that interested bidders submit proposals for software compliant with a comprehensive checklist of procurement management functions; and

**Whereas** BCRTA received two (2) proposals from PGN Consulting and OpenGov Inc. covering all requirements included in BCRTA's request for proposals at proposed rates for the two (2) year initial term as well as three (3) optional renewal terms; and


**Whereas** staff evaluated both proposals for technical capacity, project understanding and competency, qualifications, data migration and support, and reasonableness of total contract price; and

**Whereas** the selection committee determined that OpenGov Inc. was the most advantageous to BCRTA.

**Now therefore be it resolved** that the BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute a contract between **BCRTA** and **OpenGov Inc.**, subject to legal review, for the provision of Procurement Software services for a two (2) year initial term with three (3) additional optional one-year terms at a cost of \$92,832.97 plus a 10% contingency for a total not to exceed cost of \$102,116.27 without additional Board approval.

Approved:

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Chris Lawson  
Board President

  
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Matthew Dutkevicz  
Executive Director

**TO:** BCRTA Board of Trustees

**FROM:** Meagan Varney

**RE:** *Action Item – Task Order 22-08-01, Parking Lot Expansion*

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September 21, 2022

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

- Leveraging Federal Funding
- Improving Mobility & Eliminating Barriers
- Support Employers

### **RECOMMENDATION**

Approval of a resolution authorizing the Executive Director to enter into a Task Order Agreement with Richard L. Bowen & Associates on behalf of BCRTA to conduct a topographical survey and provide design and construction documents for a parking lot expansion for an amount not to exceed \$136,203.10.

### **FINANCIAL CONSIDERATIONS**

This is a Task Order for certain on-call architectural and engineering services as outlined in the original agreement with a total expenditure not to exceed \$136,203.10.

### **BUSINESS PURPOSE**

To provide BCRTA with the topographic survey, design drawings and construction documents required to expand the parking lot at its main location at 3045 Moser Court. This expansion will provide the necessary space for additional purchased vehicles that will be arriving soon and for which there is no current space available.

### **Action Item**

Procurement Summary factors considered; they have the capacity and experience to perform these tasks 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. 22-09-02**

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**Authorizing the Butler County Regional Transit Authority  
(BCRTA) Executive Director to Execute a Task Order for Parking  
Lot Expansion Designs.**

**Whereas** BCRTA, after soliciting Statements of Qualifications, previously selected four (4) architecture Firms to enter non-exclusive Agreements to perform on-call architecture and engineering services for a term of five (5) years; and

**Whereas** Richard L. Bowen & Associates was one of the selected firms and entered into their non-exclusive Agreement with BCRTA on April 6, 2022; and

**Whereas** the Agreement requires that all work performed will be assigned via Task Orders, at BCRTA's sole discretion; and

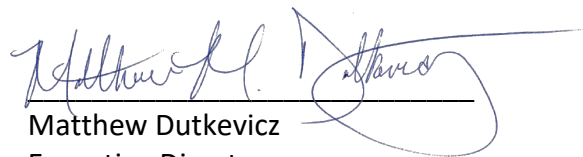
**Whereas** BCRTA determined that Richard L. Bowen & Associates has sufficient experience and availability to perform the services under this Task Order.

**Now therefore be it resolved** that the BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute a Task Order between **BCRTA** and **Richard L. Bowen & Associates** for the provision of survey, design, and construction documents for a parking lot expansion at a cost of \$123,821.00 plus a 10% contingency fee for a total not to exceed cost of \$136,203.10 without additional board approval.

Approved:

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Chris Lawson  
Board President



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Matthew Dutkevicz  
Executive Director

## BCRTA Resolution No. 22-09-03

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### Rescinding Resolution No. 21-05-02.

**Whereas** the BCRTA Board of Trustees approved FY2021 appropriations including federal capital grant and local match funds for capital purchases, including replacement buses; and

**Whereas** Ohio Revised Code Section 5513.01 (B) provides the opportunity for BCRTA to participate in the Ohio Department of Transportation (ODOT) Term Contracts for the purchase of machinery, materials, supplies or other articles (including vehicles), supplanting the need for BCRTA to solicit bids for vehicle purchase; and

**Whereas** BCRTA identified the Ohio Department of Transportation State Term Contract for Light Transit Vehicles opportunity to represent the best cost and value to BCRTA and approved resolution No. 21-05-02 on May 19, 2021 authoring the purchase of vehicles under this contract; and

**Whereas** to date no vehicles have been delivered and pandemic-related supply issue resulted in the cancellation of the Ohio Department of Transportation State Term Contract for Light Transit Vehicles related to "Honeycomb Fiberglass" type vehicles provided by Meyers Equipment as authorized to purchase in BCRTA Resolution No. 21-05-02; and

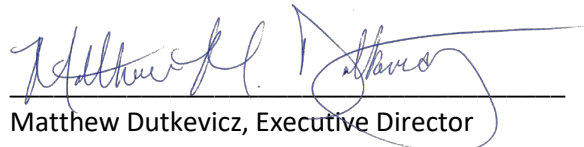
**Whereas** Meyers Equipment, the firm and contract authorized to provide the specified vehicles by Resolution No. 21-05-02, is no longer capable or eligible to fulfill such a contract.

**Now, therefore, be it resolved** that the BCRTA Board of Trustees hereby rescinds Resolution 21-05-02 authorizing the Executive Director to enter a contract with Meyers Equipment Corporation and GMV Syncromatics to purchase fourteen (14) replacement Light Transit Vehicles (LTVs) with required auxiliary equipment for a total price of \$1,663,032 plus a 10% contingency for a total not to exceed amount of \$1,829,336. Be it further resolved that the BCRTA Board of Trustees authorizes the Executive Director to take all actions necessary to rescind Resolution 21-05-02.

Approved: September 21, 2022

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Chris Lawson, Board President



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Matthew Dutkevich, Executive Director

# METRIC DASHBOARD

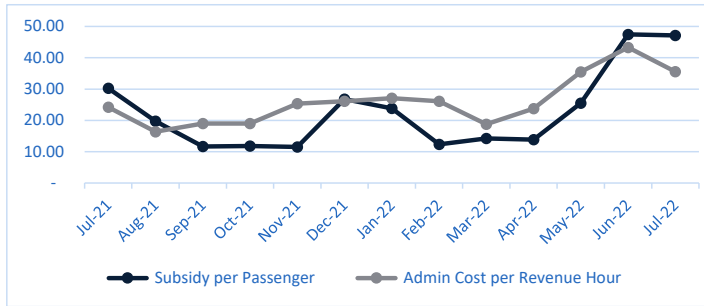
July 2022

## Leveraging Competitive Funding & Partnerships

Average Fleet Age

**4.78**

Since Last Month 0.03 0.63%  
Since Last Year 0.98 20.50%



## Enhancing Connectivity

BCRTA Transit App Users

**136**

Since Last Month (1,298) -954.41%  
Since Last Year 2 1.47%

BGO App Rides/Total BGO Rides

**1.04%**

Since Last Month 0.11% 10.37%  
Since Last Year -36.25% -3489.69%

BCRTA Transit App Downloads

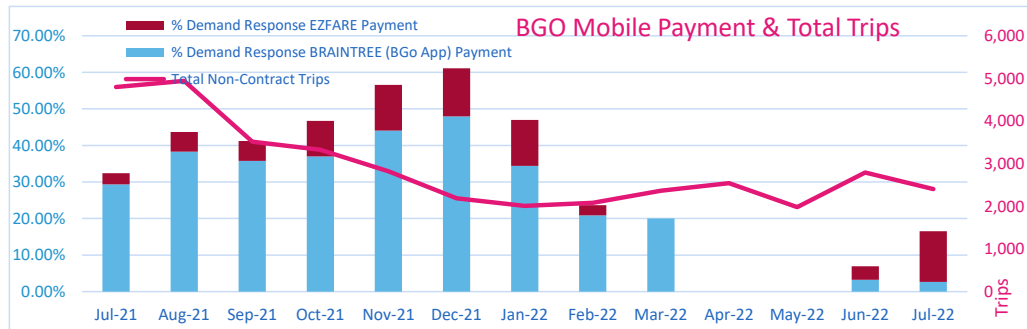
**388**

Since Last Month (108) -27.84%  
Since Last Year 11 2.84%

BGO App Downloads

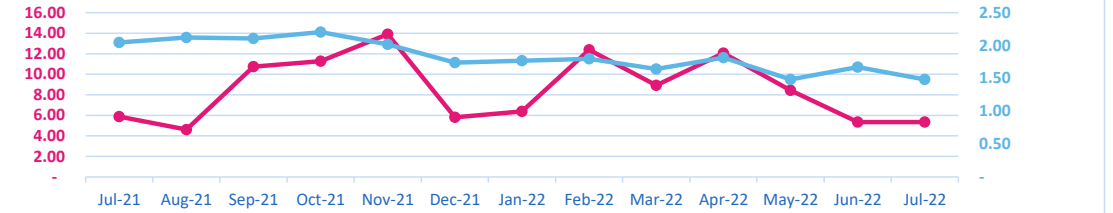
**88**

Since Last Month 3 3.41%  
Since Last Year (59) -67.05%

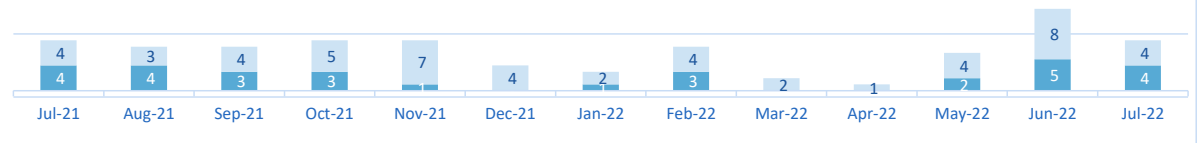


## Improving Mobility & Eliminating Barriers

Pax per Revenue Hour



## Accidents & Injuries



Target Operator Staffing

**100%**

Since Last Month 9.16%  
Since Last Year 11.96%  
12 Month Average 78.74%  
GOAL 100.00%

Denials & Refusals/Total BGO

**3.24%**

Since Last Month 1.06%  
Since Last Year 1.16%  
12 Month Average 46.69%  
GOAL 0.00%

## Supporting Employers

42X Park & Ride Total Trips

**1,112**

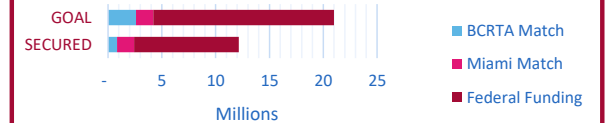
Since Last Month (274) -25%  
Since Last Year (199) -18%

BGO Employment Trips

**1,307**

Since Last Month (65) -4.97%  
Since Last Year (109) -8.34%

## Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

**701**



# Director's Notes – September 2022

## A. Staffing & Facility

### 1. Staffing

Since raising wages in May, the applicant pool has begun to increase. Staffing is not ahead of the curve yet, but initial trends are looking positive.

BCRTA is currently seeking to fill the following positions:

Dispatcher - Full Time	Location: Hamilton, OH Department: BCRTA Type: Full Time
Mobility Management Specialist	Location: Hamilton, OH Department: Mobility Management Type: Full Time
Bus Driver - Fixed Route	Location: Hamilton, OH Department: Operations Type: Full Time
Bus Driver - No CDL Required	Location: Hamilton, OH Department: Operations Type: Full Time
Dispatcher - Part time	Location: Hamilton, OH Department: Operations Type: Part Time
Miami U SafeRide - Night Shift Van Drivers	Location: Oxford, OH Department: Operations Type: Part Time
Operations Street Supervisor	Location: Hamilton, OH Department: Operations Type: Full Time
Vehicle Operator Trainer	Location: Hamilton, OH Department: Operations Type: Full Time
TABC Board of Directors	Location: Hamilton, OH Department: Transit Alliance of Butler County Type: Volunteer

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

### 2. 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. Approval for the task is on the September agenda.

## B. Planning

### 1. Medicaid Service Provider

Without opposition at the August Board meeting, staff will be taking steps to eliminate Medicaid services from BCRTA's offerings beginning in 2022. Affected riders can seek travel training assistance from Shawn Cowan, Outreach & Communications Manager, [cowan@butlercountyrta.com](mailto:cowan@butlercountyrta.com).

### 2. Transit Studies

Kimley-Horn is working with staff to prepare alternative scenarios for public feedback in October and November. Staff will be seeking speaking opportunities throughout the community to solicit feedback and engagement. If you know of an opportunity or would like to invite staff to an event to speak about proposed plans and feedback, please

## Director's Notes – September 2022

contact Shawn Cowan, [cowans@butlercountyrta.com](mailto:cowans@butlercountyrta.com).

3. **Regional Gap Study**  
BCRTA has kicked off a regional gap study with SORTA, TANK, and other local transit agencies to identify travel patterns not served without regard to county borders. Benesch is the consultant firm. A report should be available in Q1 2023
4. **Regional Alternative Fuel Study**  
BCRTA is underway with an alternative fuel study awarded to WSP. BCRTA partnered with SORTA and TANK to commission the study that will examine the best alternative fuels to suit the regional providers' needs. A report is due in Q1 2023.
5. **Chestnut Street Multimodal Station**  
Information is available at the [BCRTA "Major Projects" webpage.](#)

The latest cost estimate is over \$23M which includes the total design fee and bus wash facility. The estimate does include contingency costs. Staff are aggressively pursuing cost savings in design and additional funding as available.

Unfortunately, BCRTA was not successful with a 2022 Discretionary Section 5339 grant request to close the funding gap. During an application debrief with FTA officials, staff learned that the application was, in fact, highly rated in 5 of 6 categories. The one area that was "recommended," but not "highly recommended" was "Local Financial Commitment." Officials noted that the program was considerably oversubscribed (\$1.7B available, \$7.7B requested) and encouraged BCRTA to reapply next year.

BCRTA received a small award from ODOT in the amount of \$500k. Staff are inquiring about additional available lapsing funds elsewhere in the state that could be applied to the project in the coming months.

Lease negotiations have ramped up recently, but no agreement has been finalized yet.



## Director's Notes – September 2022

Chestnut Fields Multimodal Station & Shared Services Facility Funding Summary as of May 26, 2022			
<b>Total Estimated Project Cost including A&amp;E, Construction, &amp; Contingency</b>			<b>23,894,850</b>
Source	FY	Share	Amount
FTA 5339b	2017	80%	2,668,750
FTA 5339b	2020	80%	2,000,000
CMAQ Awarded via OKI	2022	80%	4,500,000
FTA 5307	2019	80%	200,000
FTA 5307	2021	80%	653,705
FTA 5339	2018	80%	181,012
FTA 5339	2019	80%	166,442
FTA 5339	2020	80%	142,136
FTA 5339	2021	80%	222,985
CMAQ OKI 10% +UP	<i>Pending</i>	80%	450,000
ODOT Lapsing 5307 (Lorain/Parkersburg)	2017	100%	2,726,098
Miami University Local Cash on Hand	-		1,600,000
ODOT Local Match	-		-
BCRTA Required Match	-		1,789,605
BCRTA Local Cash Reserve	-		1,318,823
Unfunded	-		5,275,294
<b>TOTAL PROGRAMMED TO DATE</b>			<b>18,619,556</b>

### C. Funding & Discretionary Grant Availability

#### 1. Pricing Increases

For the past several weeks, staff have been receiving unilateral pricing increase demands from many vendors, anywhere from 7% to nearly 70%. Those with the biggest impacts are coming from vehicle contracts, although BCRTA is seeing significant increases in other areas as well. Both the pending small bus delivery and commuter coach purchase are included in these proposed increases. Although BCRTA contracts generally do not allow for this kind of unilateral increase, staff are discussing options with legal counsel and evaluating alternatives. Ultimately, staff expect future budgets and expenses will be significantly affected by inflation. Staff are working 2023 budgets presently to provide realistic expectations and keep costs in budget.

#### 2. EZConnect (NEORIDE) & Ecolane Contract

At the end of 2022, BCRTA's contract with Ecolane will expire. Ecolane currently provides all demand response and ADA customer management and scheduling. As part of our replacement strategy, staff have been working with NEORide to jointly procure a future-looking mobility solution that can accommodate our current needs as well as consider future demands. Several agencies are part of the project now known as EZConnect. Staff expect this project to develop over time and add features as they become available. More information will be available about the project as the transition approaches. Staff will be providing a detailed presentation during the September Board meeting.

## Director’s Notes – September 2022

Of note, BCRTA and NEORide are seeing significant price increases for this solicitation over BCRTA’s previous experience as well. NEORide’s project consultant has confirmed this is consistent with what they have observed for other projects as well. However, NEORide received several grant awards for this project in early August and expects to be able to fund a significant portion or perhaps the entire cost of the product for BCRTA for the next 3 to 5 years.

### 3. Collision Avoidance Equipment

BCRTA has decided to partner with NEORide and peer agencies to solicit for onboard collision avoidance/mitigation equipment for a small pilot group of coaches. Some of the technology is new to the sector, but other agencies are also pursuing similar solutions. Partnering with NEORide should bring price competitiveness and create a knowledgebase working group within the State for staff support. *Implementation will be subject to grant availability pending any bus cost increases.*

## D. On the Horizon ...

### 1. Strategic Planning Retreat

Staff will be soliciting this fall for a strategic planning consultant to convene a short retreat for the Board and senior staff in early 2023 after a final report is available from the Short-Range Planning Study. Please communicate any requests or date restrictions to Matthew Dutkevicz, [dutkeviczmm@butlercountyrta.com](mailto:dutkeviczmm@butlercountyrta.com).

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

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
Microtransit/DRT/ADA Software Solution	NEORide	150K – 300K (25K BCRTA responsibility)	5	Contract Expiration
<b>Procurement</b> , Maintenance, and Finance Software Integrated Solution – Phase I	BCRTA	100k	5	New
A&E On Call Task Order Moser Court Parking Lot Expansion	BCRTA	124K	Task	New
Collision Avoidance System	MTS	30K – 270K	5	New
Light transit Vehicles (21-05-02 reauth new bidder)	BCRTA	1.663M	State Term	Replacement
Strategic Plan Facilitation	BCRTA	30K	1	New
Human Resource Information System (HRIS)	BCRTA	162K	5	Contract Expiration
Parking Lot Construction	BCRTA	TBD	Task	New

## Director's Notes – September 2022

Tires	BCRTA	TBD	1	New
Chestnut Fields A&E Part IV	BCRTA	TBD	Task	New
Chestnut Fields Construction	BCRTA	21.9M	Task	New
Commuter Services Marketing & Branding Services	MTS	TBD	1	New

# Director's Notes – September 2022

## Strategic Vision 2025

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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