



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

Mr. Nick Bauer

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, November 16, 2022 at 8:00 a.m. This meeting will
be held at 3045 Moser Court, Hamilton, OH 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	
Bauer, Nick									X	X			
Bautz, Travis	X	X	X	X	X	X			X	E	X		
Fehr, David	X	X	E	E	X	X			X	X	E		
Foster, Jim	X	X	X	X	X	X			X	X	X		
Gordon, Perry	X	X	X	X	X	X			X	X	X		
Lawson, Chris	X	E	X	X	E	X			X	X	X		
Schmitt, Nancy	E*	E	X	X	E	X			X	E	X		
Watt, Corey	X	X	X	X	X	E			X	X	X		
Wyenandt, Kathy			X	X	X	X			X	X	X		

X = Present

E = Excused

E* = Online not Official

A = Absent

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

November 16, 2022, 8:00 AM

Butler County RTA Board Room

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 October 19, 2022 Meeting Minutes
- IV. Comments from Citizens
- V. Secretary/Treasurer's Report – September 2022 (*Motion Requested*)
- VI. Governance
 - a. Appointment of 2023 Nominating Committee (*Action of the President*)
 - b. Appointment of 2023 OKI Representative & Alternate (*Action of the President*)
 - c. Appointment of 2023 Audit Procurement & Finance Chair (*Action of the President*)
 - d. Appointment of 2023 Records Commission Chair (*Action of the President*)
- VII. Action Items
 - a. **Resolution 22-11-01:** Adoption of the FY2023 Accrual Operating Budget for the Butler County Regional Transit Authority (BCRTA).
 - b. **Resolution 22-11-02:** Authorization of FY2023 Appropriations and Acceptance of the Butler County Regional Transit Authority (BCRTA) Fiscal Officer's Certification of Funds and Estimation of Revenues.
 - c. **Resolution 22-11-03:** Confirmation of Board Policy 6-02 Investments.
 - d. **Resolution 22-11-04:** Confirmation of Board Policy 6-08 Reserves.
 - e. **Resolution 22-11-05:** Rescinding Resolution 21-08-04.

Next Meeting Date:

January 18, 2023 @ 8:00 AM

Butler County RTA • Board Room

3045 Moser Court • Hamilton • Ohio • 45011

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

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- f. **Resolution 22-11-06:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for Payroll and HRIS Software
- g. **Resolution 22-11-07:** Authorizing the Purchase of Replacement Revenue Vehicles from the Western Reserve Transit Authority's Contract.
- h. **Resolution 22-11-08:** Adopting Policy 6-19: Parental Leave PTO Advancement
- i. **Resolution 22-11-09:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for On-Demand Vehicle Wrap Services.
- j. **MOTION:** Authorize the Executive Director to distribute a year-end staff bonus for all employees within budget and not to exceed \$15,000 in total.

VIII. Committee & Staff Reports

- a. OKI
- b. Service & Metrics
Luke Morgan, Director of Operations
- 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. Executive Session

- a. To consider the employment and compensation of a public employee pursuant to Ohio Revised Code Section 121.11 G(1).

X. Adjourn (*Motion Requested*)

Next Meeting Date:

January 18, 2023 @ 8:00 AM

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Community Immunity (RCI) funds available for 2022, were underestimated leading to the current over budget amounts. RCI funds will be completely expended by the deadline of December 23rd, 2022. Total Expenses were just slightly under the year-to-date budget. Fringes will remain under budget until the PTO sale occurs in November, and Fuel is the primary driver for the over-budget in Materials and Supplies, as well as items purchased with RCI funding. The Gain before Est. Depreciation, Net Pension & OPEB Expense was \$1.65M.

The Transaction logs for the month of August were included in the packet presenting all cash transactions for the period. No unusual transactions occurred during the period. The balance sheet for August 2022, was presented with normal balances for assets, as well as liabilities and equity. Ms. Weidner explained that the high Accounts Receivable balance was due to a \$1.10M draw from the FTA that had not been received as of the end of the month.

At the end of August, Available Funds were approximately \$7.11M. With Total Board Reserves at \$4.61M, Non-Restricted Funds are \$2.50M and are slated to be used for future operational needs.

Ms. Weidner also presented a draft of the 2023 Annual Budget and Appropriations to be finalized and approved by the Board at the November 2022 meeting. Increases are proposed across the entire budget primarily due to service levels returning to normal post-pandemic. Construction of Chestnut Fields, the receipt of replacement buses, computer and tablet replacements, and new software implementations will significantly increase Capital Items for the 2023 Appropriations.

Ms. Wyenandt moved to approve the treasurer's report. Mr. Foster seconded. All voted in favor of approval.

V. Governance

a. Nominations Committee

Mr. Dutkevicz reminded the Board that the president would be appointing a nominating committee before year-end and suggested interested trustees speak with him or Mr. Lawson.

Recommend Reappointment of Trustees Watt and Wyenandt to Butler County Board of Commissioners

Mr. Foster moved to recommend the reappointment of trustees Watt and Wyenandt. Mr. Gordon seconded. The motion passed.

b. Ratify 2023 Meeting Calendar

Mr. Watt moved to ratify the proposed 2023 meeting calendar. Ms. Wyenandt seconded. The scheduled was adopted.

VI. Action Items

- a. Resolution 22-10-01: *Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Participate in a Contract with NEORide for On-Demand Transit Technology Services.***

Mr. Bautz moved to adopt resolution 22-10-01. Ms. Wyenandt seconded the motion.

Mr. Dutkevicz explained that this resolution authorized a replacement of the agency’s software platform for general public demand response, microtransit, and ADA paratransit. Mr. Dutkevicz noted that the Board received a detailed presentation during the September meeting about the project and the cooperative arrangement with NEORide. Mr. Dutkevicz also added that although the resolution authorizes the full expense of the product, NEORide has obtained significant grants that will fund the majority of the acquisition. Mr. Dutkevicz explained BCRTA local funding commitment is expected to be about \$15,000. Ms. Varney added that NEORide is the party that has contracted with Via, and BCRTA will be added to the agreement via addendum as a member of the COG.

Mr. Foster asked if there is risk committing to this project. Mr. Dutkevicz answered that the BCRTA is only committed to a one-year term and could walk away after that time. He also pointed out that BCRTA is already paying for a similar platform and expects to need this software for the foreseeable future.

Mr. Watt inquired if the grant funding freed up by the NEORide grants was restricted in anyway. Mr. Dutkevicz clarified that BCRTA grants used for operating assistance have a wide range of eligible expenses that can be applied to many other costs. No funds would be unspent or lapse due to this arrangement.

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

Mr. Bauer	Yes
Mr. Bautz	Yes
Mr. Fehr	ABSENT
Mr. Foster	Yes
Mr. Gordon	Yes
Mr. Lawson	Yes
Ms. Schmitt	Yes
Mr. Watt	Yes
Ms. Wyenandt	Yes

The resolution was adopted.

b. Resolution 22-10-02: Appointing Directors to the Transit Alliance of Butler County (TABC) Board of Directors.

Mr. Watt moved to adopt resolution 22-10-02. Mr. Bautz seconded the motion.

Mr. Dutkevicz explained that BCRTA is the sole member of the Transit Alliance of Butler County and as such is responsible for appointing the body’s directors. Mr. Dutkevicz recognized that Ms. Shawn Cowan, BCRTA Communications & Outreach Manager, was appointed this year by the TABC as their Managing Director and had worked on these appointments.

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

Mr. Bauer	Yes
Mr. Bautz	Absent
Mr. Fehr	Yes
Mr. Foster	Yes
Mr. Gordon	Yes
Mr. Lawson	Yes
Ms. Schmitt	Yes
Mr. Watt	Yes
Ms. Wyenandt	Yes

The resolution was adopted.

VII. Pending Future Action Items

Mr. Dutkevicz explained that the November action items were included in the packet for review in advance of action at the November meeting for Board input or comment. Ms. Weidner provided a walk-through of the draft budget and capital appropriations.

- a. **Resolution 22-11-01:** Adoption of the FY2023 Accrual Operating Budget for the Butler County Regional Transit Authority (BCRTA).
- b. **Resolution 22-11-02:** Authorization of FY2023 Appropriations and Acceptance of the Butler County Regional Transit Authority (BCRTA) Fiscal Officer’s Certification of Funds and Estimation of Revenues.
- c. **Resolution 22-11-03:** Confirmation of Board Policy 6-02 Investments.
- d. **Resolution 22-11-04:** Confirmation of Board Policy 6-08 Reserves.

VIII. Committee & Staff Reports

a. OKI

Mr. Lawson announced that OKI approved the award for the Oxford Amtrak Platform.

b. Service & Metrics

Mr. Morgan presented the metrics included with the packet:

Leveraging Competitive Funding & Partnerships

- Average Fleet Age
 - 4.77 years – This is an increase of 19.71 percent from August 2021.
- Subsidy per Passenger
 - The subsidy per passenger decreased in August of 2022 in comparison to last August by \$1.22 or 6.2 percent.
- Admin Cost Per Revenue Hour
 - Administrative Overhead cost per hour has increased by \$6.50 or 39.7 percent comparing August of 2021 to August of 2022. (Less DR Trips)

Enhancing Connectivity

- BCRTA Transit App Users

- BCRTA had 4,645 users during the month of August for the Transit App. This is an 85.96 percent increase from the previous year.
- BCRTA Transit App Downloads
 - BCRTA tracked 1,640 new downloads for the Transit App in August of 2022. This is a 53.23 percent increase from the previous year.
- BGO App Rides/Total BGO Rides
 - 5.31 percent of all trips were booked utilizing the mobile application. This is an 80.45 percent increase from August of 2022.
- BGO App Downloads
 - BCRTA had 333 new users download the mobile application. This is a 73.57 percent increase from August of 2022.
- BGO Mobile Payment & Total Trips
 - BCRTA completed 3,031 non - contracted trips in August of 2022. This is a 38.7 percent decrease in completed, non - contracted trips from August of last year.
 - 1.91 percent of the non – contracted trips were paid for using the BCRTA mobile application (BrainTree).
 - 16.26 percent of all trips were paid for using EZFARE.

Improving Mobility & Eliminating Barriers

- Passengers Per Revenue Hour
 - Fixed routes had 9.3 passengers per revenue hour in August of 2022, this is a 101.3 percent increase from August of 2021.
 - Demand Response service had 1.49 passengers per revenue hour in August of 2022, this is a 29.7 percent decrease from August of 2021.
- Accidents and Injuries
 - Fault Total – BCRTA experienced 3 at fault accidents in August of 2022.
 - No Fault Total – BCRTA also had 3 no fault accidents.
- Target Operator Staffing
 - 65%
 - This number has increased 9.64 percent from the previous year.
 - The yearly average was 79.31 percent.
- Denials and Refusals/ Total BGO Trips
 - 10.13 percent of all requested BGO trips were refused or denied in August of 2022 due to time and capacity limitations.

Supporting Employers

- 42x Park and Ride Total Trips
 - The 42x had 1,461 riders. This is a 12 percent increase from August of the previous year.
- BGO Employment Trips
 - BCRTA completed 1,719 BGO trips for the purpose of employment in August of 2022, this is an 18.38 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 670 days or 1.84 years.

c. Marketing & Outreach

Ms. Cowan informed the board that the current fixed route awareness campaign was up and running. Billboards, SM, and radio were being utilized for the campaign. Ms. Cowan also stated that Hunter is working on updating the Hamilton rider guide as well as working on bus wraps for the large coaches. She added that a new partnership wrap with BCVSC will debut on Veterans' Day.

Ms. Cowan said that Kimley Horn would be in town to kick off the public engagement piece for the planning study on October 24-25. Ms. Cowan said the survey would run from October 24 – November 24.

Ms. Cowan also stated that she is working on getting price quotes from venues for the employee breakfast next year.

d. Talent, Benefits, & Recruitment

Ms. Leveline announced that she has attended two job fairs recently, but applicants and interest have slowed down. Mr. Lawson asked what the "trendline" on staff demographics is. Ms. Leveline noted that benefits and higher wages have been successful in attracting more younger workers seeking careers than BCRTA has seen previously. Ms. Leveline also noted that staff are working on several advancement "pathways" to encourage employees to see a road to advancement and building a career at BCRTA.

e. Procurement

Ms. Varney stated that all Procurement items had been addressed in the resolutions presented and had no other items to present. Ms. Varney did call attention to the schedule of procurements to be completed before yearend. Mr. Lawson asked if the procurement software had been implemented. Ms. Varney answered that the kick-off meeting has taken place and training and implementation will be underway over the next few weeks.

f. Director's Report

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

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
Trustee	Location: Hamilton, OH Department: Board of Trustees Type: Volunteer
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
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) if you would like to be added to the mailing list.

2. OPTA 4 Under 40

Earlier this month at the Ohio Public Transit Association (OPTA) statewide conference, Luke Morgan, BCRTA Director of Operations, was recognized as a “rising star” by receiving one of the association’s annual Four Under Forty awards. The honor is awarded to transit professionals and stakeholders under the age of forty to celebrate the future of transit in Ohio within their specific communities.

Planning

3. 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 2023. Affected riders can seek travel training assistance from Shawn Cowan, Outreach & Communications Manager, cowan@butlercountyrta.com. Notices will be sent in early November.

4. 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 contact Shawn Cowan, cowan@butlercountyrta.com.

5. 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

6. 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.

7. 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.

Chestnut Fields Multimodal Station & Shared Services Facility Funding Summary as of September 29, 2022			
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
Misc CMAQ holder	??	80%	4,599
FTA 5307	2019	80%	200,000
FTA 5307	2021	80%	653,705
FTA 5339	2017	80%	181,012
FTA 5339	2018	80%	162,148
FTA 5339	2019	80%	4,294
FTA 5339	2019	80%	162,148
FTA 5339	2020	80%	142,136
FTA 5339	2021	80%	60,837
FTA 5339	2021	80%	162,148
FTA 5339	2022	80%	229,051
OTPP Federal Flex Funds	2023	80%	500,000
CMAQ OKI 10% +UP	Pending	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	-		1,420,207
BCRTA Local Cash Reserve	-		

Unfunded	-		6,067,717
TOTAL PROGRAMMED TO DATE			17,827,133

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

Funding & Discretionary Grant Availability

8. 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.

9. 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.

10. SMART Grants

BCRTA is planning to partner with NEORide on another grant request: Strengthening Mobility And Revolutionizing Transportation. Applications for this program will focus on advanced driver assistance safety systems and predictive maintenance platforms. NO cost sharing is required for this program.

On the Horizon ...

11. Public Meeting Campaign

During late October and early November, BCRTA staff will be attending and presenting at many local public meetings including city councils, chambers, townships, and more. Staff will be presenting draft recommendations from the SRPS to solicit public comment for the final recommendations and report. Public comment will be open from October 24 – November 24, 2022. Information and commenting is available at

www.bcratransitplan.com or under the major projects menu at www.butlercountyrta.com.

- 12. Trustee Meetings
Matt will be reaching out to meet individually with trustees over the next few months to begin gathering feedback for a strategic planning retreat to take place in Q1 2023. Watch for an email with more information.
- 13. 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.
- 14. Upcoming Procurements >\$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
Microtransit/DRT/ADA Software Solution	NEORide	330.6K	5	Contract Expiration
Procurement, Maintenance, and Finance Software Integrated Solution – Phase II	BCRTA	100k	5	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
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	100K	1	New

Mr. Dutkevicz also mentioned that he recently completed the American Public Transit Association’s year-long Leadership class. He thanked the Board for their support to participate in the initiative and remarked how much benefit staff receive from resources like this.

Mr. Bautz asked if the annual Employee Recognition Breakfast would return in 2022. Mr. Dutkevicz confirmed that staff are beginning to plan for the event and expect to set a date around March 2023.

IX. Executive Session

Mr. Watt moved to enter executive session to consider the employment and compensation of a public employee pursuant to Ohio Revised Code Section 121.11 G(1). Mr. Bautz seconded. Upon a call of the roll, the vote resulted as follows:

Mr. Bauer	Yes
Mr. Bautz	Absent
Mr. Fehr	Yes
Mr. Foster	Yes
Mr. Gordon	Yes
Mr. Lawson	Yes
Ms. Schmitt	Yes
Mr. Watt	Yes
Ms. Wyenandt	Yes

Executive session commenced at 9:30 AM with Mr. Schneider and Mr. Dutkevicz. Executive session concluded at 9:48 AM.

X. Adjourn

Mr. Watt moved to adjourn, and Ms. Wyenandt seconded. The motion carried. The meeting was adjourned at 9:50 AM.

Respectfully submitted,

Matthew M. Dutkevicz, Executive Director

Approved

APPENDIX A

Public Comment - Whitney Harris

Saturday October 15, 2022

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

From: Whitney Harris
(Temporary address)
Woodspring Suites Cincinnati Fairfield
6725 Fairfield Business Center Drive Room #207
Fairfield, Ohio 45014
(513)-454-4176 (mobile)
(513)-973-8300 (alternative)
stayingstrong09@outlook.com

Dear. Mr. Dutkevicz:

I am requesting the allowed allocated five (5) minutes to speak at the upcoming regular meeting of the Butler County Regional Transit Authority Board of Trustees meeting scheduled to be held on Wednesday October 19, 2022, at 8am. Please note that my comments are not meant to be complaints in any way, shape, or form, and are merely suggestions on how to improve service for the riders of BCRTA. I would like to thank you for all the tireless, endless work that you do for me and all the other riders of BCRTA. I do not know where I would be without you! Thank you for allowing me to speak at the meeting.

Respectfully yours,

Whitney Harris

No-Show Trips

I have been a rider of BCRTA for 5 years since I graduated high school. When I first started riding, I was a client of the General Public BGO service, paying \$5 each way. I am now a client of the BCare Paratransit Service, given I moved into an ADA zone to avoid paying the \$5 fare each trip, as this is my *only form of transportation* and being on fixed income, even the cheap cost of \$5 per trip really took a toll on both mine own and my family member's pocketbooks. Since riding with BCRTA, I have experienced one thing on each of my trips: No Shows. Each time I get on the bus, we go to pick another client up, and that client never gets on the bus. I have to sit through this. Unfortunately, most of the no shows I have sat through lately have been ADA riders, who do not have to pay a no-show fee like the general public riders do. I have sat through as many as 4 no shows in a row (yes, during the same trip), while riding the bus. These no shows are increasingly becoming an issue: they make the drivers late dropping off and picking up passengers, some of whom must be dropped off by a certain time and get penalized if they are not. ADA riders do not have to pay a no-show fee. Given the increase in the number of ADA riders who have not showed up in the recent period (3-6 months), I suggest mulling over charging these riders a fee for no-showing, even though they do not have to pay a fare to ride the bus. I feel that some are taking advantage of the system and believing that not showing up for a previously scheduled trip is ok. It is not. The drivers drive all that way, go through all that trouble, wait 5 minutes or more, only for it to be a waste of time. This is also why some of the new drivers may quit shortly after they begin the job. I have an opinion that the no-shows are beginning to go too far, and are beginning to be too much, and that it may be time to being a "crack down" operation, no matter if the client is riding as general public or ADA, pays a fare, or is fare free. No-shows waste the driver's time, waste the time of any other passengers on the bus, and waste the time of the people in the office. . For those that rely

on BCRTA as their only form of transportation, like myself, it isn't fair that we have to sit and wait for a pickup that never gets on.....

Thank you for your time and arduous work!

Public Comment – Randi Thomas

Randi Thomas with Miami University Aspire Office. I just wanted to come before you all. Thank you for meeting here and beautiful scenic Oxford. OH. We do appreciate it and my goal was to tell you what you already know and that is what you do is so vitally important, but I think the public citizen that spoke before me articulated in ways that that I cannot match. You know, people need to have transportation to be able to get to their employment, to be able to get to their healthcare. Potentially to take their children here and there and and and it's so vitally important and we're so lucky to have an agency like you all here in the county, especially as we all know there's talk of Cincinnati and Dayton, you know, becoming one MSA. Butler County sits right in the middle of things and so the work that you're doing to be able to provide connection to Hamilton County and ultimately, I assume, to Montgomery County will just be vital, and then on the point here in Oxford. We're just so excited.

Thank you to Matt for his continual leadership and work on what we call the Chestnut Fields. I don't know if that's what it's called here. But in the university, that's what we call it what we heard the old Talawanda site where of course, you all know, we're building the multimodal facility. And now of course, we now just got the news of the \$2.1 million from OKI to go to the city to build the Amtrak station. So it is going to be state-of-the-art it is going to serve the residents of Oxford and other folks throughout the county and so again on behalf of my university, we just wanted to say thank you. And I'm sure you'll figure out the best way to address the citizens comments that just spoke. Thank you again to thank you.

BCRTA
Income Statement
September 2022

	Year to Date Last Year	Year to Date This Year	Annual Budget	YTD % of Budget
Passenger Fares	84,870	17,877	116,400	15.4%
Contract Fares	96,768	131,844	140,800	93.6%
Partnership Transit Rev (COM)	1,522,582	1,013,005	1,980,000	51.2%
Transit Development Rev (MU)	1,523,414	1,784,763	2,025,250	88.1%
Mgt./Cons. Services	183,960	153,300	245,280	62.5%
Interest & Other	256,946	53,940	22,300	241.9%
Agency Funding	28,500	42,310	38,000	111.3%
Park-n-Ride Program	363,910	389,903	560,000	69.6%
State Funding	146,777	145,732	134,000	108.8%
Federal Funding	1,702,689	3,836,365	4,873,345	78.7%
Total Revenues	5,910,416	7,569,040	10,135,375	74.7%
Expenses				
Wages	2,146,221	2,613,288	3,481,326	75.1%
Fringes	727,659	1,250,049	1,867,153	66.9%
Services	373,392	546,819	1,064,360	51.4%
Materials & Supplies	440,368	667,609	598,350	111.6%
Utilities	72,345	62,723	131,152	47.8%
Insurance	160,450	199,293	219,828	90.7%
Purchased Transportation	363,910	389,903	560,000	69.6%
Misc. Items	76,650	64,685	79,900	81.0%
Contingency	46,349	-	20,000	0.0%
Total Expenses	4,407,343	5,794,369	8,022,069	72.2%
Gain/Loss before Depr, NP & OPEB Exp	1,503,072	1,774,671	2,113,306	84.0%
Local Share of Depreciation Exp		233,224	324,000	72.0%
Net Pension & OPEB Exp (Inc)		-	818,495	0.0%
Total Gain/(Loss)		1,541,447	970,811	158.8%

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
9/1/22			Beginning Balance			479,070.52
9/1/22	fares Aug	CRJ	Farebox Receipts	1,617.05		
9/1/22	PRWE 08/26/2022	GENJ	1493		69.23	
9/1/22	PRWE 08/26/2022	GENJ			118,506.69	
9/1/22	PRWE 08/26/2022	GENJ			21,451.32	
9/1/22	PRWE 08/26/2022	GENJ	1492		106.20	
9/1/22	PRWE 08/26/2022	GENJ			2,775.03	
9/1/22	PRWE 08/26/2022	GENJ	1491		137.20	
9/1/22	37	CRJ	Federal Transit Administration	709,681.00		
9/1/22	38	CRJ	Federal Transit Administration	9,593.00		
9/1/22	39	CRJ	Federal Transit Administration	33,088.00		
9/1/22	40	CRJ	Federal Transit Administration	154,360.00		
9/1/22	41	CRJ	Federal Transit Administration	200,000.00		
9/1/22	09/01/22	GENJ	Service Charge		3.00	
9/2/22	AT 9/2/22	CDJ	Paycom		1,140.44	
9/2/22	10900	CDJ	Auditor of State		1,742.50	
9/2/22	10901	CDJ	BCRTA Petty Cash		533.11	
9/2/22	10902	CDJ	Bryce's Lawncare & Landscaping		1,400.00	
9/2/22	10903	CDJ	Cincinnati Bell Any Distance		535.22	
9/2/22	10904	CDJ	Fuller Ford		1,276.24	
9/2/22	10905	CDJ	GemCity Tires, Inc		1,392.00	
9/2/22	10906	CDJ	Health Transit Pool of Ohio		55,000.00	
9/2/22	10907	CDJ	Isaac Wiles Burkholder & Teeto		2,929.15	
9/2/22	10908	CDJ	Jani-King of Cincinnati LLC		550.00	
9/2/22	10909	CDJ	Luxurious Wraps, LLC		2,160.00	
9/2/22	10910	CDJ	Ohio Deferred Compensation		855.00	
9/2/22	10911	CDJ	Ohio Public Transit Associatio		1,000.00	
9/2/22	10912	CDJ	RICOH USA, INC		24.50	
9/2/22	10913	CDJ	Stantec Architecture Inc.		1,593.00	
9/2/22	10914	CDJ	Verizon Wireless		2,398.19	
9/2/22	775609734	CRJ	Ohio Transit Risk Pool	208.10		
9/6/22	AT 083122	CDJ	Peachtree by Sage		348.90	
9/6/22	AT-09/06/22	CDJ	BCRTA PNC Card Purchases		7,295.52	
9/6/22	09/06/2022	CRJ	BCRTA Items - xfer checking to \$\$ saving		200,000.00	
9/6/22	09/06/2022	CRJ	BCRTA Items - xfer checking to \$\$ saving		400,000.00	
9/6/22	09/06/2022	CRJ	BCRTA Items - xfer checking to \$\$ saving		200,000.00	
9/7/22	ACH09/07/2022	CDJ	SuperFleet Mastercard Program		51,195.35	
9/7/22	09/07/2022	CRJ	BCRTA Items - xfer checking to \$\$ saving		200,000.00	
9/9/22	0047428478	CRJ	Ohio Dept of Medicaid	105.00		
9/9/22	776320420	CRJ	Ohio Transit Risk Pool	1,483.00		
9/13/22	09/13/2022	CRJ	BCRTA Items	200,000.00		
9/13/22	09/13/2022	CRJ	BCRTA Items	1,000,000.00		
9/13/22	10915	CDJ	Amazon Capital Services		5,479.13	
9/13/22	10916	CDJ	American Red Cross		280.00	
9/13/22	10917	CDJ	Affordable Pest Control Inc.		53.00	

9/13/22	10918	CDJ	Richard L. Bowen & Associates,	51,622.90
9/13/22	10919	CDJ	Brighton Spring Service	150.00
9/13/22	10920	CDJ	Cintas Corporation	674.66
9/13/22	10921	CDJ	Cornett's Pressure Cleaning	2,230.00
9/13/22	10922	CDJ	Fuller Ford	364.72
9/13/22	10923	CDJ	Fastsigns 220901	21.00
9/13/22	10924	CDJ	Gillig	570.06
9/13/22	10925	CDJ	Isaac Wiles Burkholder & Teeto	2,292.00
9/13/22	10926	CDJ	KOI Enterprises, Inc.	4,676.46
9/13/22	10927	CDJ	Millennium Business Systems,LL	1,086.97
9/13/22	10928	CDJ	Myers Equipment Corporation	1,098.87
9/13/22	10929	CDJ	PERS	71,248.86
9/13/22	10930	CDJ	Prefered Fire Protection	185.00
9/13/22	10931	CDJ	Port Technology LLC	6,112.99
9/13/22	10932	CDJ	South East Area Transit	232.00
9/13/22	10933	CDJ	STAR Ohio	1,000,000.00
9/13/22	10934	CDJ	Tristate Cleaning	500.00
9/13/22	10935	CDJ	Verizon Wireless	206.71
9/15/22	287360	CRJ	City of Middletown	252,136.80
9/15/22	8717	CRJ	GovDeals.com	12.00
9/15/22	PRWE 09/09/2022	GENJ	1494	137.20
9/15/22	PRWE 09/09/2022	GENJ	1052	124,798.74
9/15/22	PRWE 09/09/2022	GENJ		2,948.10
9/15/22	PRWE 09/09/2022	GENJ	1496	69.23
9/15/22	PRWE 09/09/2022	GENJ		22,477.28
9/15/22	PRWE 09/09/2022	GENJ	1495	106.20
9/16/22	AT 09/16/22	CDJ	Paycom	1,197.60
9/19/22	584209	CRJ	Farebox Receipts	127.87
9/19/22	050347	CRJ	Transit Alliance of Butler Cou	6,079.11
9/23/22	10936	CDJ	Cintas Uniforms	1,938.08
9/23/22	10937	CDJ	Alpine Valley Water	63.45
9/23/22	10938	CDJ	Bethesda Healthcare Inc.	2,536.60
9/23/22	10939	CDJ	City of Hamilton - Utilities	2,991.25
9/23/22	10940	CDJ	Cornett's Pressure Cleaning	650.00
9/23/22	10941	CDJ	Cintas Uniforms	1,870.86
9/23/22	10942	CDJ	Ecolane USA Inc-CID 253	4,859.25
9/23/22	10943	CDJ	Fuller Ford	220.11
9/23/22	10944	CDJ	Gillig	2,192.31
9/23/22	10945	CDJ	Hunter Marketing	13,133.29
9/23/22	10946	CDJ	ODACS, LLC	300.00
9/23/22	10947	CDJ	Ohio Deferred Compensation	855.00
9/23/22	10948	CDJ	Refitt's LLC	400.00
9/23/22	10949	CDJ	Rumpke Of Ohio Inc.	277.59
9/23/22	10950	CDJ	Talawanda School District	13,845.11
9/23/22	10951	CDJ	Treasurer State of Ohio	378.00
9/23/22	10952	CDJ	WSP USA Inc.	3,724.59
9/28/22	10953	CDJ	Altafiber	142.46

9/28/22	10954	CDJ	Cincinnati Bell Any Distance			530.77	
9/28/22	10955	CDJ	Cummins Bridgeway LLC			391.00	
9/28/22	10956	CDJ	Ecolane USA Inc-CID 253			4,500.00	
9/28/22	10957	CDJ	COH- Hamilton Fiber			105.00	
9/28/22	10958	CDJ	NEORide			1,050.00	
9/28/22	10959	CDJ	Port Technology LLC			7,795.31	
9/28/22	10960	CDJ	Verizon Wireless			88.53	
9/28/22	10961	CDJ	Woodhull			158.55	
9/28/22	1086	CRJ	Transit Alliance of Butler Cou		6,115.37		
9/28/22	01102723	CRJ	Butler County Veterans Service		3,741.80		
9/28/22	01102724	CRJ	Butler County Veterans Service		4,188.64		
9/28/22	09302022	CRJ	Federal Transit Administration		476,031.00		
9/28/22	09302022	CRJ	Federal Transit Administration		41,298.00		
9/29/22	09292022	CRJ	Miami University		200,690.75		
9/29/22	PRWE 09/23/2022	GENJ	1498			106.20	
9/29/22	PRWE 09/23/2022	GENJ				128,869.46	
9/29/22	PRWE 09/23/2022	GENJ				2,948.10	
9/29/22	PRWE 09/23/2022	GENJ	1499			69.23	
9/29/22	PRWE 09/23/2022	GENJ				23,794.08	
9/29/22	PRWE 09/23/2022	GENJ	1497			137.20	
9/29/22	AT 09/29/2022	CDJ	Paycom			1,197.47	
9/30/22	09/30/2022	CRJ	BCRTA Items - xfer checking to \$\$ saving			700,000.00	
			Current Period Change		3,300,556.49	3,499,356.32	-198,799.83
9/30/22			Ending Balance				280,270.69

Savings - PNC (National City)

9/1/22			Beginning Balance				50,263.99
9/1/22	09/01/22	GENJ	Service Charge			3.40	
9/7/22	AT PP 09/07/22	CRJ	BCRTA Items		24.12		
9/12/22	MAS 091222	CRJ	Farebox Receipts		660.70		
9/30/22	CC 09/30/22	CRJ	Farebox Receipts		21.95		
9/30/22	09/30/22	GENJ	Interest Income		0.42		
			Current Period Change		707.19	3.40	703.79
9/30/22			Ending Balance				50,967.78

Savings - PNC Bank \$\$

9/1/22			Beginning Balance				1,273,604.08
9/1/22	09/01/22	GENJ	Service Charge			2.00	
9/6/22	09/06/2022	CRJ	BCRTA Items		200,000.00		
9/6/22	09/06/2022	CRJ	BCRTA Items		400,000.00		
9/6/22	09/06/2022	CRJ	BCRTA Items		200,000.00		
9/7/22	09/07/2022	CRJ	BCRTA Items		200,000.00		
9/13/22	09/13/2022	CRJ	BCRTA Items - Xfer \$\$ saving to checking			200,000.00	
9/13/22	09/13/2022	CRJ	BCRTA Items - Xfer \$\$ saving to checking (for STAR OH check)			1,000,000.00	
9/30/22	09/30/2022	CRJ	BCRTA Items		700,000.00		
9/30/22	09/30/22	GENJ	Interest Income		11.53		
			Current Period Change		1,700,011.53	1,200,002.00	500,009.53
9/30/22			Ending Balance				1,773,613.61

Investment - STAR Ohio

9/1/22			Beginning Balance		3,721,660.51
9/13/22	091322XFER	PJ	STAR Ohio - Transfer of funds September 13 2022	1,000,000.00	
9/30/22	09/30/22	GENJ	Interest Income	<u>8,657.73</u>	
			Current Period Change	<u>1,008,657.73</u>	<u>1,008,657.73</u>
9/30/22			Ending Balance		<u>4,730,318.24</u>

BCRTA
Balance Sheet
September 2022

Assets

Current Assets

Checking - PNC	280,270.69
Savings - PNC	50,967.78
Savings - PNC	1,773,613.61
STAR Ohio	4,730,318.24
M&S Inventory	77,852.08
Petty Cash	1,000.00
Accounts Receivable	979,622.24
Prepays	52,007.03
	<hr/>
	7,945,651.67

*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	1,387,077.56
Amenities & Misc.	69,631.89
WIP-Building	79,945.00
WIP-Technology Upgrade	760,669.19
WIP-Chestnut Fields	967,317.29
Accum. Depr.	(8,747,022.91)
	<hr/>
	10,465,855.60

Total Assets

18,411,507.27

Liabilities & Equity

Current Liabilities

Accounts Payable	323,883.59
Payroll Payables	112,048.36
Other Payables	-
Accrued PTO	148,508.41
Reserve ACA Fines	-
FTA Vehicle Funds	68,131.00
Future Match Funds	58,333.32
Unearned Tickets	28,596.50
	<hr/>
	739,501.18

*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	15,929,201.25
Local Capital	89,410.00
Retained Earnings	(8,312,870.02)
Net Income	1,774,670.63
	<hr/>
	17,672,006.09

Total Liabilities
and Capital

18,411,507.27

**BCRTA
Cash Reserves**

September 2022

Current Assets	7,945,651.67
Current Liabilities	<u>(739,501.18)</u>
Available Funds	7,206,150.49

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	2,508,512.00	
Less Miami University Chestnut Fields Match	(1,600,000.00)	
Less Projected Local Match	<u>(1,828,838.00)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	976,083.75	
FTA Grants	976,083.75	Match Required
Working Capital Funds (2 Mths.)	1,247,033.00	
Capital Replacement Funds	2,386,834.40	2023 - 2027 Local Share of Projects Not Yet on Grants
Contingency Funds	<u>-</u>	
Total Board Reserves	4,609,951.15	
Non-Restricted Funds	2,596,199.34	

BCRTA Resolution No: 22-11-01

Adoption of the FY2023 Accrual Operating Budget for the Butler County Regional Transit Authority (BCRTA).

Whereas, the FY2022 appropriations for the Butler County Regional Transit Authority (BCRTA) will expire on December 31, 2022; and

Whereas, it is the desire of the BCRTA to appropriate the following funds to provide for the operating expenses of the agency during FY2023:

FY2023 Accrual Budget Summary (details contained in attached Exhibit):

Revenues:	\$11,072,409
Expenses:	\$8,230,707

Now therefore be it resolved that the BCRTA Board of Trustees hereby authorizes the adoption of the attached FY2023 Accrual Operating Budget.

Approved: November 16, 2022

BCRTA Board President
Chris Lawson

BCRTA Executive Director
Matthew M. Dutkevicz

2023 Proposed Operating Budget

Draft - Subject to Board Approval

	2022	2023		2022	2023
	Current	Proposed		Projected	Tax
Revenues	Budget	Budget			Budget
Passenger Fares	\$ 116,400	121,125	Bgo full year, better payment options with Via	22,432	59,364
Contract Fares	140,800	310,000	BCVSC contract renewal	160,946	287,232
Partnership Transit Rev.	1,980,000	1,236,000	COM Funding for Regional Routes and all ADA & DR Service with Bcrta Drivers	1,407,853	1,407,517
Transit Development Rev.	2,025,250	2,447,312	MU back to normal service levels, increase to hourly rate	2,258,474	2,065,756
Management Services	245,280	274,714	No change in service, CPI increase to monthly rate	235,060	294,336
Other Services	-	-	None Planned	-	-
Interest & Other	22,300	134,390	Interest Income, Scrap Sales, Refunds, Etc.	74,993	22,746
Agency Funding	38,000	90,000	Support from BC CDBG, Hamilton CDBG, TABC 5310	71,757	87,793
State Funding	134,000	284,000	State Operating & Planning Funds	149,369	305,000
Federal Funding	4,873,345	5,874,868	Assumes 100% ARPA/CRSSA funds	5,448,806	5,561,672
Park-n-Ride Program	560,000	300,000	SORTA Federal Transfer (conservative estimate partial year)	519,871	280,000
In-Kind Items	-	-		-	-
Total Revenues	\$ 10,135,375	11,072,409		10,349,560	10,371,416
Expenses					
Wages	\$ 3,481,326	3,872,323	Salary Study wage adjustments for full year, Annual increases, New Positions filled	3,412,031	3,764,096
Fringes	1,867,153	1,821,597	Full time benefits, plus PERS, Medicare, WC, & PTO	1,712,631	1,963,180
Services	1,064,360	697,788	Allows for new Acct & Maint software implementation, Mktng, A&E Master Plan	686,972	1,085,647
Materials & Supplies	598,350	964,250	SAAS fees, Fuel Costs at Moderate Rate	894,004	610,317
Utilities	131,152	90,320	Communication Costs w/ no wifi on buses	90,548	133,775
Insurance	219,828	304,175	OTR coverage and hardening market driving cost up, Health Pool Admin Costs	290,307	224,225
Taxes	-	-	None Planned	-	-
Purchased Transportation	560,000	300,000	SORTA Park-n-Ride (conservative estimate partial year)	519,871	280,000
Misc. Items	79,900	130,254	Staff training, Advertising, Membership fees	71,396	81,498
Leases & Rentals	-	-	None Planned	-	-
Contingency	20,000	50,000	Contingency	-	50,000
Total Expenses	8,022,069	8,230,707		7,677,759	8,192,738
Gain/Loss before Depr, NP & OPEB Exp	2,113,306	2,841,702	To cover Local share of Depreciation, Net Pension & OPEB Expenses	2,671,801	2,178,679
BCRTA share of Depreciation	324,000	290,662	BCRTA share of Depr = approx \$24K/mo.		
Est. Net Pension & OPEB Exp. (Income)	818,495	(711,318)	Estimated Net Pension & OPEB Expense (Income)		
Gain/Loss	\$ 970,811	\$ 3,262,358		\$ 2,671,801	\$ 2,178,679

BCRTA Resolution No. 22-11-02

Authorization of FY2023 Appropriations and Acceptance of the Butler County Regional Transit Authority (BCRTA) Fiscal Officer’s Certification of Funds and Estimation of Revenues.

Whereas, the FY2022 appropriations for the Butler County Regional Transit Authority (BCRTA) will expire on December 31, 2022, and

Whereas, on November 16, 2022 the BCRTA Board of Trustees adopted a FY 2023 Accrual Operating Budget; and

Whereas, additional appropriations to include FY2022 carryforward items and FY2023 capital expenditures must likewise be adopted by the BCRTA Board of Trustees; and

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

FY2023 Funds & Appropriations

Projected Cash Balance 1-1-2023	\$ 6,257,332.00
Estimated Revenues	\$ 33,451,126.00
Authorized Appropriations	\$ 34,057,352.25

Projected Year-End Funds	\$ 5,651,105.75

Now therefore, be it resolved:

That the BCRTA Board of Trustees hereby authorizes the above FY2023 appropriations and accepts the fiscal officer’s certification of funds and estimation of revenues. Furthermore, the BCRTA Secretary/Treasurer is authorized to do all things necessary to enact this resolution.

Approved: November 16, 2022

Board President
Chris Lawson

Executive Director
Matthew Dutkevicz

Butler County Regional Transit Authority (BCRTA)

I, Delene Weidner, Fiscal Officer of the BCRTA, hereby certify the following:

Estimated Cash Balances as of 1-1-23 (General Transit Fund)

On Deposit - Checking	110,120.00
On Deposit - Savings I	1,373,604.00
On Deposit - Savings II	50,948.00
On Deposit - STAR Ohio	4,721,660.00
BCRTA Petty Cash Fund	<u>1,000.00</u>
	6,257,332.00

Estimated Revenues for FY2023 (General Transit Fund)

BCRTA - FY23 Receivables	<u>255,000.00</u>
	255,000.00
FY2021 Operations	
Passenger Fares	121,125.00
Contract Revenues	310,000.00
Partnership Transit Revenues	1,236,000.00
Transit Development Program	2,447,312.00
Sale of Services	274,714.00
Park-n-Ride Program	300,000.00
Federal Operating Funds	5,874,868.00
State Operating Funds	284,000.00
Agency Operating Funds	90,000.00
Other Revenues	134,390.00
	11,072,409.00
Federal Capital Grant Funds	19,691,708.00
State Capital Grant/Other Funds	2,432,009.00
	22,123,717.00
Total Funds Available	39,708,458.00

Anticipated Appropriations for FY2023 (General Transit Fund)

BCRTA - FY23 Payables	<u>255,000.00</u>
	255,000.00
FY2021 Operations	
Wages	3,872,323.00
Fringes	1,821,597.00
Services	697,788.00
Materials & Supplies	964,250.00
Utilities	90,320.00
Insurance	304,175.00
Taxes & Fees	-
Purchased Transportation	300,000.00
Misc. Items	130,254.00
Leases & Rentals	-
Contingency	50,000.00
	8,230,707.00
FY2023 Capital Items	
Revenue Vehicles & Related Items	1,854,353.00
Transit Centers & Facility Improvements	23,333,042.25
Equipment, Technology, Amenities & Other	<u>384,250.00</u>
	25,571,645.25
Total Appropriations	34,057,352.25
Projected Funds Available 12-31-23	5,651,105.75

BCRTA Resolution No. 22-11-03

Confirmation of Board Policy 6-02 Investments.

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

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

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

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

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

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

Approved: November 16, 2022

Board President
Chris Lawson

Executive Director
Matthew M. Dutkevicz

BCRTA POLICY AND PROCEDURE MANUAL

6-02 Investments

Effective Date: 03-18-09

*Review Dates: 10-20-10; 11-16-11; 11-14-12; 11-20-13; 11-19-14; 11-18-15; 11-16-2016;
05-17-2017; 11-15-2017; 11-14-2018; 11-20-2019; 11-18-2020; 11-17-2021.*

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

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

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

BCRTA Resolution No. 22-11-04

Confirmation of Board Policy 6-08 Reserves.

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

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

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

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

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

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

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

Approved: November 16, 2022

Board President
Chris Lawson

Executive Director
Matthew M. Dutkevicz

BCRTA POLICY AND PROCEDURE MANUAL

6-08 Reserves

Effective Date: 10-20-10
Review Dates: 11-16-11;
11-20-13; 11-19-14;
11-18-15; 11-16-16; 05-17-2017; 11-15-2017;
11-14-2018; 11-20-2019; 11-18-2020; 11-17-2021.
Revision Dates: 11-14-12; 6-18-14

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

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

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

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

BCRTA Resolution No. 22-11-05

Rescinding Resolution 21-08-04.

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

Whereas the BCRTA Board of Trustees approved FY2021 appropriations including federal and state capital grant and local match funds for capital purchases, including maintenance equipment; and

Whereas BCRTA was awarded \$110,000.00 in SFY2021 funds by ODOT to purchase at least one upgraded service maintenance vehicle; and

Whereas pursuant to Ohio Revised Code Section 5513.01 (B), BCRTA participated in the Ohio Department of Transportation (ODOT) Term Contract RS900621 for the purchase of machinery, materials, supplies or other articles (including vehicles) which supplanted the need for BCRTA to solicit bids for vehicle purchase.

Whereas on May 19, 2021 the BCRTA Board of Trustees adopted Resolution 21-05-01 to execute a purchase of two maintenance service vehicles from the State of Ohio Term Contract for \$156,879.80; and

Whereas in the process of finalizing the solicitation, BCRTA was notified by ODOT that the selected Ohio Department of Transportation (ODOT) Term Contract RS900621 vendor was disqualified and unable to provide the products at the agreed upon cost; and

Whereas BCRTA subsequently released an Invitation for Bid (IFB) making clear the required specifications and delivery of the maintenance service vehicles; and

Whereas BCRTA determined that Sherry Chrysler of Piqua, Ohio submitted the bid most advantageous to BCRTA and was deemed sufficiently responsive and responsible; and

Whereas BCRTA Resolution 21-08-04 was adopted on August 18th 2021 authorizing the Executive Director to execute a new purchase of service agreement for two (2) Maintenance Service Vehicles at \$76,970 per vehicle plus a 10% contingency at a not to exceed amount of \$169,334.00; and

Whereas Sherry Chrysler has been unable to place or fulfill BCRTA's order to date and is unable to commit to fulfilling the order on any timeline at any fixed price.

Now, therefore, be it resolved that the BCRTA Board of Trustees hereby rescinds BCRTA Resolution 21-08-04. Be it further resolved that the BCRTA Board of Trustees hereby authorizes the Executive Director to take all actions necessary to enact this resolution.

Adopted this 16^h day of November 2022.

Chris Lawson, Board President

Matthew Dutkevicz, Executive Director



TO: BCRTA Board of Trustees
FROM: Meagan Varney, Procurement & Compliance Specialist
RE: *Action Item – 2022-020, HRIS System*

November 9, 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 UKG Inc. for an integrated payroll and HRIS software system for an award of a single contract on behalf of BCRTA for an amount not to exceed \$152,320.19.

FINANCIAL CONSIDERATIONS

This is a contract for services for a term of two (2) years with three (3) additional optional years with a total expenditure of \$138,473 plus a 10% contingency for a not to exceed total of \$152,320.19.

BUSINESS PURPOSE

To provide a comprehensive, updated payroll and HRIS system for use by management and employees.

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. 22-11-06

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for Payroll and HRIS Software.

Whereas, BCRTA solicited for an integrated payroll and HRIS system to replace the current system, for which the contract has expired; and

Whereas BCRTA requested that interested bidders submit proposals for software compliant with a comprehensive scope of payroll and human resources functions; and

Whereas BCRTA received two (2) proposals from UKG Inc. and Paycor HCM Inc. covering all requirements included in BCRTA's request for proposals at proposed rates for the initial set up, the two (2) year initial term as well as three (3) optional renewal terms; and

Whereas a selection committee evaluated both proposals for technical capacity, project understanding and competency, experience, data migration and support, and the total contract price; and

Whereas after the initial evaluation, the selection committee requested demonstrations of each software system to further understand their respective practical functionalities; and

Whereas after all evaluations, interviews and demonstrations were conducted, the selection committee determined that UKG 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, subject to legal review, between **BCRTA** and **UKG Inc.** for the provision of Payroll and HRIS Software services for a two (2) year initial term with three (3) additional optional one-year terms at a cost of \$138,472.90 plus a 10% contingency for a total not to exceed cost of \$152,320.19 without additional board approval.

Approved: November 16, 2022

Chris Lawson
Board President

Matthew Dutkevicz
Executive Director



TO: BCRTA Board of Trustees
FROM: Meagan Varney, Procurement & Compliance Specialist
RE: *Action Item – 2022-056, LTV Replacements*

November 16, 2022

STRATEGIC PLAN GOAL / OBJECTIVE

- Leveraging Funding
- Improving Mobility & Eliminating Barriers

RECOMMENDATION

Approval of a resolution authorizing the Executive Director to implement a contract with TESCO, GMV Syncromatics, and Motorola Solutions, Inc. for nine (9) replacement Light Transit Vehicles (LTVs) with required auxiliary equipment for an award of a single contract on behalf of BCRTA for an amount not to exceed \$1,859,675.40.

FINANCIAL CONSIDERATIONS

- This is a onetime agreement for to purchase, for a total expenditure not to exceed \$1,859,675.40.

Vendor	Cost (9 vehicles)
TESCO	1,513,314
GMV	173,745
Mobilcomm	3,555
TOTAL	1,690,614

- These expenditures will be funded with existing funds dedicated to <30ft bus replacements.

BUSINESS PURPOSE

To replace revenue vehicles that have reached the end of their useful life, according to the adopted replacement schedules and as required by state and federal regulations.

PROCUREMENT CONSIDERATIONS

- Western Reserve Transit Authority (WRTA) awarded a contract to TESCO in 2021 for these vehicles, which included options for additional purchases.
- BCRTA obtained authorization from WRTA to extend the assignability of their contract options to purchase nine of these vehicles.
- Procurement Summary factors considered; they have the capacity to perform these contracts and are recommended for award.
- One vehicle is being purchased on behalf of City of Middletown. This vehicle will be funded by City of Middletown Transit System.

LEGAL CONSIDERATIONS

Section 306.43 of the Ohio Revised Code authorizes BCRTA to contract for the provision of goods and services.

BCRTA Resolution No. 22-11-07

Authorizing the Purchase of Replacement Revenue Vehicles from the Western Reserve Transit Authority's Contract.

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

Whereas BCRTA intends to continue the provision of high quality, local public transportation services in Butler County for the foreseeable future; and

Whereas the BCRTA Board of Trustees continues to support sound maintenance practices that protect the taxpayer investment including the adoption of replacement schedules that assure consistency in the annual average age of vehicle inventories, and the replacement of vehicles once assets reach the end of their useful life; and

Whereas the BCRTA Board of Trustees approved on November 16, 2022 FY2023 appropriations including federal and state capital grant and local match funds for capital purchases, including replacement buses; and

Whereas BCRTA requested information from Western Reserve Transit Authority (WRTA) regarding their award of a contract in 2021 to Transportation Equipment Sales Corporation (TESCO) to purchase Low Floor Cutaway Vehicles; and

Whereas BCRTA, after confirming that the specifications would be consistent with its requirements for these types of replacement vehicles, obtained authorization from WRTA to extend the assignability of their contract options to purchase nine (9) low floor cutaway vehicles from their solicitation; and

Whereas the BCRTA Board of Trustees previously authorized the purchase of auxiliary ITS equipment through GMV Syncromatics via resolution no. 21-03-02; and

Whereas BCRTA previously obtained firm fixed pricing from Motorola Solutions, Inc. for the installation of required Mobile Radio dash mounts into all revenue vehicles.

Now, therefore, be it resolved that the BCRTA Board of Trustees hereby authorizes the Executive Director to enter a contract with TESCO, GMV Syncromatics, and Motorola Solutions, Inc. (Mobilcomm) to purchase nine (9) replacement Light Transit Vehicles (LTVs) with required auxiliary equipment for a total price of \$1,690,614 plus a 10% contingency for a total not to exceed amount of \$1,859,675.40. Be it further resolved that the BCRTA Board of Trustees authorizes the Executive Director to take all actions necessary to enact this resolution.

Adopted this 16th day of November 2022.

Chris Lawson, Board President

Matthew Dutkevicz, Executive Director

BCRTA Resolution No. 22-11-08

Adopting Policy 6-19: Parental Leave PTO Advancement

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

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

Whereas BCRTA recognizes the employment market has become very competitive and must provide compensation and benefits that remain attractive to candidates; and

Whereas BCRTA has recognized that having no accommodations for parental leave is a barrier to attracting and retaining employees; and

Whereas staff have worked with legal counsel to identify a policy that attracts and retains employees while also maintaining BCRTA's financial stability.

Now therefore be it resolved that the BCRTA Board of Trustees hereby adopts Board Policy 6-19: Parental Leave PTO Advancement.

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

Approved: November 16, 2022

Board President
Chris Lawson

Executive Director
Matthew M. Dutkevicz

BCRTA POLICY AND PROCEDURE MANUAL

6-## Parental Leave PTO Advancement

Effective Date: XX-XX-XX

Any employee requesting an advancement of PTO for Parental Leave for purposes of bonding with and/or providing care to: (1) the employee's newly born child; or (2) for the actual placement or adoption or foster care of a child, will be required to submit a written request to HR with medical or court documentation that includes the estimated or scheduled delivery date or placement of your child(ren). Parental Leave PTO Advancement is available within the first year of the child's birth, or within the first year of the actual placement or adoption or foster care of a child. This must be submitted at least 30 days prior to the delivery date, placement date, or as soon as practical. Employees may choose to elect up to a (2) two-week Parental Leave PTO Advancement (80 hours). Any Parental Leave PTO Advancement of time is granted at the discretion of BCRTA. A signed agreement of full repayment within 12 months is required prior to the start of the leave.

Parental Leave PTO Advancement is used consecutively and not intermittently. Any unused portion of the advanced PTO will be remitted back to BCRTA upon return from leave and will reduce the initial advanced balance.

Should you choose to elect the Parental Leave PTO Advancement to extend any other eligible leave, the total time off cannot exceed 12 consecutive weeks.

Payback schedule:

Reimbursement of the advancement will begin upon return to work. Payback of advanced PTO will be made in 4-hour increments at each bi-weekly payroll until paid back in full.



TO: BCRTA Board of Trustees
FROM: Meagan Varney, Procurement & Compliance Specialist
RE: *Action Item – 2022-041, Vehicle Wrap Services*

November 16, 2022

STRATEGIC PLAN GOAL / OBJECTIVE

- Leverage Funding
- Develop Infrastructure

RECOMMENDATION

Approval of a resolution authorizing the Executive Director to execute an indefinite delivery, indefinite quantity contract with Luxurious Wraps, subject to legal review, for on-demand vehicle wrapping services on behalf of BCRTA for a period of one (1) year with four (4) additional optional years.

FINANCIAL CONSIDERATIONS

Total price for each order will be determined at the time of request and will be based on fixed rates. Staff is requesting authority for \$144,650 over five years. Although the contract is indefinite delivery, indefinite quantity (IDIQ), the requested authority reflects the independent cost estimate, based on proposed prices and historic purchases, plus a 10% contingency.

BUSINESS PURPOSE

To be under contract and available for all vehicle wrapping services that BCRTA requires during the contract period.

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. 22-11-09

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for On-Demand Vehicle Wrap Services.

Whereas, BCRTA solicited for comprehensive vehicle wrap services for BCRTA's entire fleet of revenue vehicles; and

Whereas BCRTA requested that interested bidders submit proposals and pricing demonstrating their ability to wrap all sizes and types of vehicles that comprise BCRTA's fleet; and

Whereas BCRTA received three (3) proposals from Turbo Images, Performance Wraps and Luxurious Wraps covering all requirements included in BCRTA's request for proposals at proposed rates for the one (1) year initial term as well as four (4) optional renewal terms; and

Whereas a selection committee evaluated all proposals for technical capacity, experience, and price; and

Whereas after the initial evaluation, the selection committee conducted follow-up interviews to obtain final clarification on each bidder's technical capacity to perform under a contract for these types of services; and

Whereas after evaluations and interviews were conducted, the selection committee determined that Luxurious Wraps 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 **Luxurious Wraps**, subject to legal review, for the provision of comprehensive, on-demand vehicle wrapping services for a one (1) year initial term with four (4) additional optional one-year terms at a total 5-year cost not to exceed \$144,650.

Approved: November 16, 2022

Chris Lawson
Board President

Matthew Dutkevicz
Executive Director

METRIC DASHBOARD

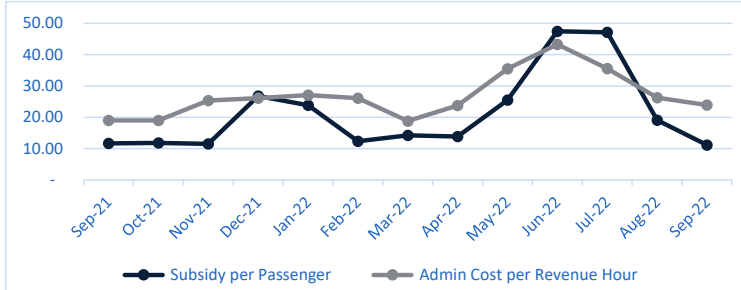
September 2022

Leveraging Competitive Funding & Partnerships

Average Fleet Age

4.81

Since Last Month 0.04 0.83%
 Since Last Year 0.94 19.54%



Enhancing Connectivity

BCRTA Transit App Users

5,431

Since Last Month 786 14.47%
 Since Last Year 4,690 86.36%

BGO App Rides/Total BGO Rides

14.82%

Since Last Month 9.51% 64.16%
 Since Last Year -27.07% -182.66%

BCRTA Transit App Downloads

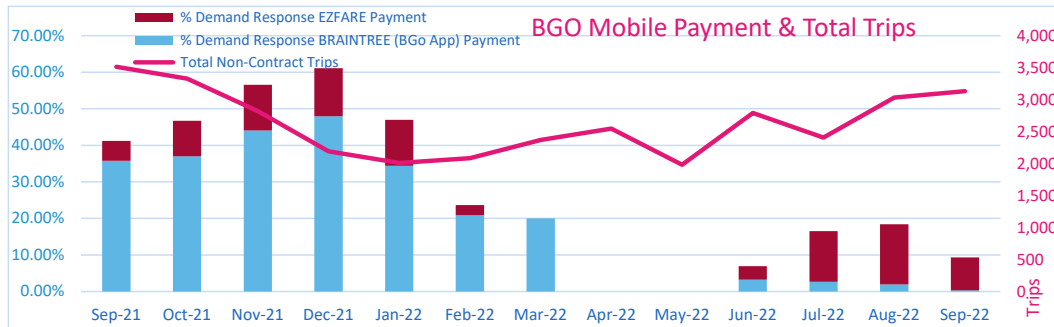
985

Since Last Month (655) -66.50%
 Since Last Year 454 46.09%

BGO App Downloads

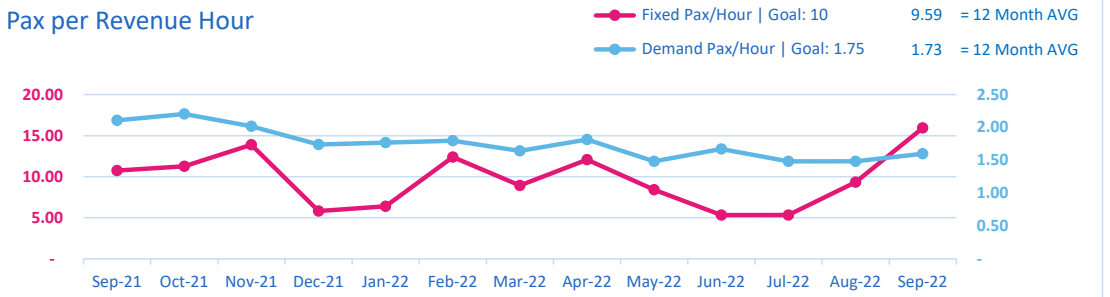
228

Since Last Month (105) -46.05%
 Since Last Year 17 7.46%

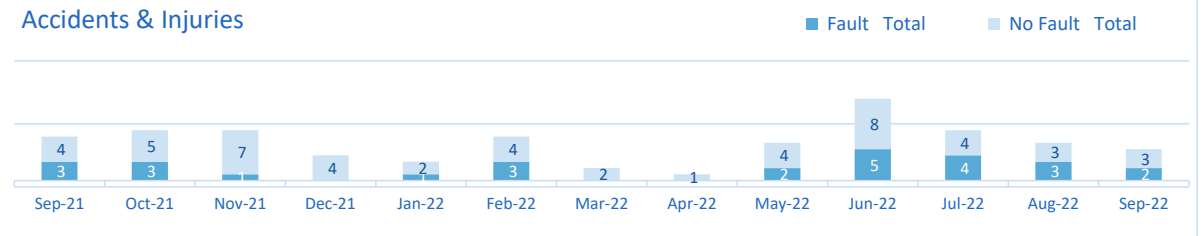


Improving Mobility & Eliminating Barriers

Pax per Revenue Hour



Accidents & Injuries



Target Operator Staffing

65%

Since Last Month -0.46%
 Since Last Year 5.69%
 12 Month Average 79.65%
 GOAL 100.00%

Denials & Refusals/Total BGO

7.41%

Since Last Month -2.72%
 Since Last Year -4.49%
 12 Month Average 46.75%
 GOAL 0.00%

Supporting Employers

42X Park & Ride Total Trips

1,282

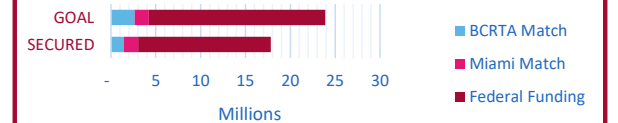
Since Last Month (179) -14%
 Since Last Year 132 10%

BGO Employment Trips

1,618

Since Last Month (101) -6.24%
 Since Last Year 403 24.91%

Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

639



Director's Notes – November 2022

A. Staffing & Facility

1. Staffing

BCRTA is currently seeking to fill the following positions:

Accounting Clerk	Location: Hamilton, OH Department: Type: Full Time
Communications Intern	Location: Hamilton, OH Department: Type: Internship
Administrative Specialist	Location: Hamilton, OH Department: Administration Type: Full Time
Dispatcher - Full Time	Location: Hamilton, OH Department: BCRTA Type: Full Time
Trustee	Location: Hamilton, OH Department: Board of Trustees Type: Volunteer
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
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) if you would like to be added to the mailing list.

2. Parental Leave

Included in this month's agenda is a resolution to adopt a parental leave PTO advance policy. Over the past few weeks staff have devoted significant discussion and research to BCRTA's lack of any parental leave policy, driven by 3 employees in 6-month period who may be eligible. Traditionally, BCRTA has handled this leave allowance with FMLA, but FMLA does not provide for paid time off. This is particularly a problem for new employees who may not even be FMLA eligible. To address this need, staff have worked with legal counsel and affected staff to develop a policy that provides some cushion for employees who may need this type of accommodation. The proposed policy is somewhat non-traditional but was formatted with the goal of retaining workers, welcoming more diverse worker populations traditionally unaccommodated by transit, and ensuring financial stability for the BCRTA. Staff recognize that this may not be the perfect long term solution but seek the Board's support while strategic organizational direction and long-term plans can continue to develop.

Director's Notes – November 2022

B. Planning

1. BCVSC

Staff intend to submit a bid to continue providing service to BCVSC pursuant to the agency's RFP. Any contract awarded will come to the BCRTA Board for approval before April 2023.

2. Transit Studies

Public comment is presently underway on proposed alternatives. Staff has been attending many public meetings and speaking extensively about the public comment period. [Journal News also published an article on November 8](#). Kimley Horn is expected to present a draft final report in January 2023 with a final report due in February.

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.

Although the WSP study will only look at the large bus fleet and operations, BCRTA staff will begin investigating options for the small bus fleet. Propane or CNG may be more appropriate as BEB technology cannot yet support the required range for BCRTA's small bus fleet.

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. Staff are inquiring about additional available lapsing funds elsewhere in the state that could be applied to the project in the coming months.

Chestnut Fields Multimodal Station & Shared Services Facility Funding Summary as of September 29, 2022			
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
Misc CMAQ holder	??	80%	4,599
FTA 5307	2019	80%	200,000
FTA 5307	2021	80%	653,705
FTA 5339	2017	80%	181,012

Director's Notes – November 2022

FTA 5339	2018	80%	162,148
FTA 5339	2019	80%	4,294
FTA 5339	2019	80%	162,148
FTA 5339	2020	80%	142,136
FTA 5339	2021	80%	60,837
FTA 5339	2021	80%	162,148
FTA 5339	2022	80%	229,051
OTPP Federal Flex Funds	2023	80%	500,000
CMAQ OKI 10% +UP	Pending	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	-		1,420,207
BCRTA Local Cash Reserve	-		
Unfunded	-		6,067,717
TOTAL PROGRAMMED TO DATE			17,827,133

Lease negotiations have ramped up recently, but no agreement has been finalized yet. A final agreement is expected when complete funding is secured and a construction if ready for bid.

C. Funding & Discretionary Grant Availability

1. SMART Grants

BCRTA is planning to partner with NEORide on another grant request: Strengthening Mobility And Revolutionizing Transportation. Applications for this program will focus on advanced driver assistance safety systems and predictive maintenance platforms. NO cost sharing is required for this program.

2. 2023 LoNo

Staff are reviewing the possibility of applying for small alternative fuel buses and infrastructure as part of the 2023 NOFA for the competitive 5339 LoNo program. Any application would specifically focus on LOW emission technology that can support the range of BCRTA small buses (200+ mi per day). Staff have identified this as an opportunity as the program set-aside for LOW emission technology was undersubscribed in the 2022 funding round while no emission tech was oversubscribed 7X.

D. On the Horizon ...

1. Public Meeting Campaign

Public comment on the Transit Plan will be wrapping up November 24. BCRTA staff will be attending and presenting at many local public meetings including city councils, chambers, townships, and more. Staff will be presenting draft recommendations from the SRPS to solicit public comment for the final recommendations and report. Information and commenting is available at www.bcratatransitplan.com or under the

Director's Notes – November 2022

major projects menu at www.butlercountyrta.com.

2. Trustee Meetings

Email invitations have been sent for one-on-one trustee meetings. Please select a time if you have not already!

3. 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 Dutkevich, dutkevichmm@butlercountyrta.com.

4. SCOPE

Staff recently received a robust presentation regarding a program in Philadelphia to address [system safety, cleanliness, ownership, partnership, and engagement](#). Over the next few months, staff will be studying ways to implement some best practices from this example that can be applied to locations within the BCRTA and MTS systems.

5. Upcoming Procurements >\$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
Procurement , Maintenance, and Finance Software Integrated Solution – Phase II	BCRTA	100k	5	New
Collision Avoidance System	MTS	30K – 270K	5	New
Vehicle Wrapping Services	BCRTA	150K	5	Contract Expiration
Light transit Vehicles (21-05-02 reauth new bidder)	BCRTA	1.66M	Piggyback WRTA	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
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	100K	1	New

Director's Notes – November 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 – 2023 contract in negotiation*
- ~~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 – applying for SMART 2023*
- ~~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 – budgeted for 2023*

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 – SRPS Study delivery Q1 2023*
- **Solicit BGO services in employer-dense areas.**
- *Evaluate options for Spooky Nook connectivity - SRPS Study delivery Q1 2023*
- **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*