



Board of Trustees

Mr. Christopher Lawson,
President
City of Hamilton

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

Mr. Travis C. Bautz
MidPoint Library System

Mr. David Fehr
Butler County Department
of Development

Mr. James A. Foster

Mr. Corey Watt

Ms. Kathy Wyenandt

Mr. Nick Bauer

Executive Director

Mr. Matthew M. Dutkevich

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, January 18, 2023 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 Dutkevich at 513.785.5237 or 800.750.0750 (Ohio Relay Service).



butlercountyrta



BCRTA

www.butlercountyrta.com



3045 Moser Court
Hamilton, Ohio 45011

2023 Butler County RTA Board of Trustees Attendance

	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec
Bauer, Nick												
Bautz, Travis												
Fehr, David												
Foster, Jim												
Gordon, Perry												
Lawson, Chris												
VACANT												
Watt, Corey												
Wyenandt, Kathy												

X = Present

E = Excused

E* = Online not Official

A = Absent

2022 Butler County RTA Board of Trustees Attendance

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

X = Present

E = Excused

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BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

**January 18, 2023 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 November 16, 2022 Meeting Minutes
- IV. Comments from Citizens
- V. Secretary/Treasurer's Report – October & November 2022 (*Motion Requested*)
- VI. Governance
 - a. Nominating Committee Report
 - b. Election of Officers
 - c. Conflict of Interest Disclosures
- VII. Action Items
 - a. **Resolution 23-01-01:** Authorizing the Butler County Regional Transit Authority (BCRTA) to Apply for a 2023 Butler County Community Development Block Grant (CDBG) in Support of a Job Connection Shuttle Targeted for Low and Very-Low Income Residents the City of Fairfield and Butler County to Maintain a Basic Quality of Life, and Certifying the Availability of up to \$25,000 as the Required Local Match for the Requested Project.
 - b. **Resolution 23-01-02:** Authorizing the Butler County Regional Transit Authority (BCRTA) to Apply for a 2023 City of Middletown Community Development Block Grant (CDBG) in Support of a S.C.O.P.E. Program at the Middletown Hub Targeted for the Betterment of Service Provided to Low and Very-Low Income Residents of the City Middletown to Maintain a Basic Quality of Life.

**Next Meeting Date:
February 15, 2023 @ 8:00 AM
Butler County RTA • Board Room
3045 Moser Court • Hamilton • Ohio • 45011**

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

January 18, 2023 8:00 AM

Butler County RTA Board Room

3045 Moser Court, Hamilton, OH 45011

- c. **Resolution 23-01-03:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Adopt a Records Retention Schedule.

VIII. Special Presentation

- a. Planning Study Service Recommendations, Kimley Horn

IX. 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

X. Executive Session

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

XI. Adjourn (*Motion Requested*)

Next Meeting Date:

February 15, 2023 @ 8:00 AM

Butler County RTA • Board Room

3045 Moser Court • Hamilton • Ohio • 45011

Butler County Regional Transit Authority

**Board of Trustees Meeting
Wednesday, November 16, 2022**

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

PRESENT:	Chris Lawson, President	STAFF:	Matthew Dutkevicz, Executive Director
	Perry Gordon, Vice President		Delene Weidner, Director of Finance & Administration
	Nick Bauer		Luke Morgan, Director of Operations Shawn Cowan,
	Travis Bautz		Communication & Outreach Manager
	Jim Foster		Mary Jane Leveline, Talent & Benefits Manager
	David Fehr		Meagan Varney, Procurement & Compliance Specialist
	Kathy Wyenandt		Christine Yannitty, Staff Accountant*

ABSENT: Nancy Schmitt
Corey Watt

OTHERS: Brenda Todd-Finnell, Butler County Dept of
PRESENT: Development

CITIZENS: Whitney Harris
David Stover

LEGAL COUNSEL: Charles Schneider, Isaac Wiles*

*Attended via video conference.

I. Call to Order & Roll Call

Mr. Lawson called the meeting to order at 8:08 AM. Mr. Dutkevycz took a call of the roll. A quorum of the Board was present.

a. Consideration of Absences

Mr. Dutkevicz announced that Ms. Schmitt and Mr. Watt requested to be excused. Ms. Wyenandt made a motion to excuse Ms. Schmitt and Mr. Watt. Mr. Foster seconded. The absences were excused.

II. Approval of the Consent Agenda

Mr. Foster moved to approve the consent agenda. Mr. Gordon seconded. All voted in favor of approval.

III. Comments from Citizens

Mr. Fehr introduced Brenda Todd-Finnell. Whitney Harris provided comments to the Board. Citizen comments are included in Appendix A to these minutes.

IV. Secretary/Treasurer's Report

Ms. Weidner presented the financials as of the end of September 2022, compared to the Annual Budget. Total Revenues of \$7.6M are right on budget at 74.7%, and trends from previous months continued through September. Ms. Weidner explained that we should see some upward movement in our Passenger Fares as DR trips for general public increase, but we will still end the year under budget and the Transit Development Revenue will most likely end the year under budget as well due

to the City of Middletown now using their 50% 5307 funds.

Trends in expenses remain on trend with previous months as well with Total Expenses at the end of September just slightly under budget at 72.2%. 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 \$1.77M.

The Transaction logs for the month of September were included in the packet presenting all cash transactions for the period. No unusual transactions occurred during the period. The balance sheet for September 2022, was presented with normal balances for assets, as well as liabilities and equity. Ms. Weidner discussed the increase in the STAR Ohio account as funds were transferred from other accounts for the higher interest rate.

At the end of August, Available Funds were approximately \$7.21M. With Total Board Reserves at \$4.61M, Non-Restricted Funds at the end of September are \$2.60M and continue to grow. These funds will be used for future operational needs.

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

V. Governance

a. Appointment of 2023 Nominating Committee (Action of the President)

Mr. Lawson appointed Mr. Foster and Mr. Bauer to the nominating committee.

b. Appointment of 2023 OKI Representative & Alternate (Action of the President)

Mr. Lawson appointed himself as the OKI representative and Mr. Dutkevicz as the alternate.

c. Appointment of 2023 Audit Procurement & Finance Chair (Action of the President)

Mr. Lawson appointed Mr. Gordon as chair of the Finance, Procurement & Audit Committee and Ms. Wyenandt as a member.

d. Appointment of 2023 Records Commission Chair (Action of the President)

Mr. Lawson appointed himself as chair of the Records Commission.

Mr. Foster moved to ratify the appointments. Mr. Gordon seconded the motion. All voted in favor.

VI. Action Items

a. Resolution 22-11-01: Adoption of the FY2023 Accrual Operating Budget for the Butler County Regional Transit Authority (BCRTA).

Mr. Gordon moved to adopt resolution 22-11-01. Mr. Bautz seconded.

Ms. Weidner presented a draft of the 2023 Annual Budget and Appropriations for approval by the Board. Ms. Weidner discussed the changes from 2022's budget as most line items have changes related to service levels returning to normal post-pandemic. Other variances from previous year's budget are due to wage adjustments, reporting updates and increases in SAAS fees for new software, and updates to contract service rates.

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

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

The resolution was adopted.

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.

Mr. Foster moved to adopt resolution 22-11-02. Mr. Bautz seconded.

Ms. Weidner explained that 2023 Appropriations have significant increases due to the planned construction of Chestnut Fields, the receipt of replacement buses, computer and tablet replacements, and new software implementations. Mr. Foster inquired about Chestnut Fields funding provided by OKI. Mr. Dutkevich answered that the original \$4.5M award had been received and staff were awaiting a 10% "plus up" to be processed by ODOT and then added to the grant although the total appropriation was included in the document presented.

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

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

The resolution was adopted.

c. Resolution 22-11-03: Confirmation of Board Policy 6-02 Investments.

Ms. Wyenandt moved to adopt resolution 22-11-03. Mr. Gordon seconded.

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

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

The resolution was adopted.

d. Resolution 22-11-04: Confirmation of Board Policy 6-08 Reserves.

Mr. Foster moved to adopt resolution 22-11-04. Mr. Fehr seconded.

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

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

The resolution was adopted.

e. Resolution 22-11-05: Rescinding Resolution 21-08-04.

Mr. Bautz moved to adopt resolution 22-11-05. Ms. Wyenandt seconded. Mr. Dutkevich explained that this resolution is legislative clean-up because the vendor selected to provide the service trucks authorized to be purchased cannot provide the trucks in the time frame and at the price originally agreed.

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

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

The resolution was adopted.

f. Resolution 22-11-06: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for Payroll and HRIS Software

Mr. Gordon moved to adopt resolution 22-11-06. Mr. Fehr seconded. Ms. Varney explained that the current HRIS system contract was expiring, and that staff let an RFP to replace the system. Ms. Varney indicated that two robust RFP's were received, demonstrated, and scored by staff. Mr. Lawson inquired if the determining factor was cost or robustness. Ms. Varney explained that the final scores were evaluated based on nearly 10 areas of assessment including functionality and price. Mr. Dutkevicz reviewed the scoring criteria outlined in the RFP.

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

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

The resolution was adopted.

g. Resolution 22-11-07: Authorizing the Purchase of Replacement Revenue Vehicles from the Western Reserve Transit Authority's Contract.

Mr. Bautz moved to adopt resolution 22-11-07. Mr. Gordon seconded. Mr. Dutkevicz explained supply chain issues continue to make small bus purchases very difficult. Ms. Varney added that BCRTA has identified an active contract for available vehicles held by the Western Reserve Transit Authority in Youngstown, Ohio with TESCO Bus for N.E.W. Frontrunners.

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

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

The resolution was adopted.

h. Resolution 22-11-08: Adopting Policy 6-19: Parental Leave PTO Advancement

Ms. Wyenandt moved to adopt resolution 22-11-08. Mr. Gordon seconded. Mr. Dutkevicz explained that currently BCRTA has no provision for Parental Leave. Mr. Dutkevicz further explained that three employees will be experiencing growing families in the next six months, a situation that BCRTA has not seen in more than 10 years. Mr. Dutkevicz added that addressing Parental Leave is a need that should be addressed based on current labor conditions and market conditions to retain employees. Mr. Dutkevicz did allow that BCRTA was not in a position to provide several weeks of paid leave but wanted to address the issue in a meaningful way. Mr. Dutkevicz stressed that the proposal could be changed, expanded, or eliminated in the future.

Mr. Foster confirmed that the proposal had been vetted by legal counsel which Mr. Dutkevicz verified. Mr. Bautz asked what would happen if the employee left during the leave. Mr. Dutkevicz acknowledged that the leave cost would be lost. Mr. Dutkevicz noted that was one of the reasons the proposal was not more generous. Mr. Bauer asked how the advanced PTO would be paid back and Mr. Dutkevicz explained the payback provision. Ms. Wyenandt pointed out that the proposal required the employee to provide notice to use the leave. Ms. Wyenandt asked what would be required to be submitted with the request by the employee. Ms. Leveline answered that the birth or adoption would have to be documented and verified to receive the leave advance. Mr. Fehr noted that he thought the proposal went a bit to far. Mr. Bautz agreed. Mr. Lawson considered that two weeks of advanced PTO may be less to lose than an employee leaving after being trained and situated in a role. Mr. Lawson thought perhaps the proposal did not go far enough. Ms. Weidner noted that BCRTA is beginning to attract younger workers, and this is a topic that staff will have to continue to consider regardless of the proposal.

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

Mr. Bauer	Yes
Mr. Bautz	No
Mr. Fehr	No
Mr. Foster	Yes
Mr. Gordon	Yes

Mr. Lawson	Yes
Ms. Schmitt	ABSENT
Mr. Watt	ABSENT
Ms. Wyenandt	Yes

The resolution was adopted.

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.

Mr. Foster moved to adopt resolution 22-11-09. Mr. Fehr seconded. Ms. Varney noted that three bids were received including the one from the incumbent provider. She added that the evaluation committee also conducted interviews with the bidders. Ms. Varney also noted that although the authorization is for a set amount based on experience, the contract is indefinite delivery, indefinite quantity which will allow additional dollars to be authorized if needed.

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

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

The resolution was adopted.

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.

Mr. Gordon asked how much that equates to per employee. Mr. Dutkevich estimated \$125-150. Mr. Gordon made a motion to approve, and Ms. Wyenandt seconded. All voted in favor and the motion passed.

VII. Committee & Staff Reports

a. OKI

Mr. Dutkevich attended the OKI meeting. He noted that the annual luncheon had been moved to January 9th. Mr. Dutkevich also noted that the carbon reduction act would be providing dollars for EV charging in the OKI area. Mr. Dutkevich noted that OKI is seeking partners for these grants that can report on uptime for the chargers as many existing chargers seem to not be operational. OKI also adopted a complete streets policy. The TIP was also amended to include a few BCRTA capital projects.

b. Service & Metrics

Mr. Morgan provided the service and metrics report summarizing the following items:

Leveraging Competitive Funding & Partnerships

- Average Fleet Age
 - 4.81 years – This is an increase of 19.54 percent from September 2021.
- Subsidy per Passenger
 - The subsidy per passenger decreased in September of 2022 in comparison to last September by \$0.18 or 1.5 percent.
- Admin Cost Per Revenue Hour
 - Administrative Overhead cost per hour has increased by \$4.90 or 25.7 percent comparing September of 2021 to September of 2022. (Less DR Trips)

Enhancing Connectivity

- BCRTA Transit App Users
 - BCRTA had 5,431 users during the month of September for the Transit App. This is an 86.36 percent increase from the previous year.
- BCRTA Transit App Downloads
 - BCRTA tracked 985 new downloads for the Transit App in September of 2022. This is a 46.09 percent increase from the previous year.
- BGO App Rides/Total BGO Rides
 - 14.82 percent of all trips were booked utilizing the mobile application. This is a 182.66 percent decrease from September of 2022.
- BGO App Downloads
 - BCRTA had 228 new users download the mobile application. This is a 7.46 percent increase from September of 2022.
- BGO Mobile Payment & Total Trips
 - BCRTA completed 3,131 non - contracted trips in September of 2022. This is a 10.9 percent decrease in completed, non - contracted trips from September of last year.
 - .3 percent of the non – contracted trips were paid for using the BCRTA mobile application (BrainTree).
 - 9.02 percent of all trips were paid for using EZFARE.

Improving Mobility & Eliminating Barriers

- Passengers Per Revenue Hour
 - Fixed routes had 15.93 passengers per revenue hour in September of 2022, this is a 48.3 percent increase from September of 2021.

- Demand Response service had 1.6 passengers per revenue hour in September of 2022, this is a 24.2 percent decrease from September of 2021.
- Accidents and Injuries
 - Fault Total – BCRTA experienced 2 at fault accidents in September of 2022.
 - No Fault Total – BCRTA also had 3 no fault accidents.
- Target Operator Staffing
 - 65%
 - This number has increased 5.69 percent from the previous year.
 - The yearly average was 79.65 percent.
- Denials and Refusals/ Total BGO Trips
 - 7.41 percent of all requested BGO trips were refused or denied in September of 2022 due to time and capacity limitations.

Supporting Employers

- 42x Park and Ride Total Trips
 - The 42x had 1,282 riders. This is a 10 percent increase from September of the previous year.
- BGO Employment Trips
 - BCRTA completed 1,618 BGO trips for the purpose of employment in September of 2022, this is a 24.91 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 639 days or 1.75 years.

Mr. Lawson asked how old the oldest vehicle is. Mr. Morgan answered 2015. Mr. Dutkevicz explained that larger buses have a 12 year useful life, while smaller buses have a shorter life around 5 – 7 years. Mr. Fehr asked if it would be possible to see ridership by route on an intermittent basis. Mr. Dutkevicz agreed to perhaps bring a summary quarterly.

c. Marketing & Outreach

No report.

d. Talent, Benefits, & Recruitment

Mary Jane Leveline reported that presently we have 61 Vehicle Operators with 8 new Safety Sensitive Trainees starting between 9/26 – 11/21/22. There are a total of 10 candidates in the pool for consideration with 3 holding CDL's. Should all be viable, and applicants continue to apply, we could potentially get to 80 Vehicle Operators. We sit at 96 total employees currently.

35 employees take the medical benefits, 20 being Vehicle Operators.

All positions have been refreshed in hopes of gaining more interest. We have 12 positions open on our website. We are looking at restructuring them.

e. Procurement

Ms. Varney noted that the strategic planning retreat RFP was on the street via the new OpenGov system.

f. Director's Report

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

1. Staffing & Facility

a. Staffing

b. 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

c.

- d.** 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.

e. 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.

2. Planning

a. 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.

b. 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.

c. 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

d. 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.

e. 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.

f. 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.

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.

3. Funding & Discretionary Grant Availability

a. 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.

b. 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.

4. On the Horizon ...

a. 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.bcrtaatransitplan.com or under the major projects menu at www.butlercountyrta.com.

b. Trustee Meetings

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

c. 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.

d. 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.

e. 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

VIII.Executive Session

Mr. Lawson asked to table the executive session until January. Mr. Gordon moved the request. Mr. Foster seconded. The item was tabled.

IX. Adjourn

Mr. Bautz moved to adjourn, and Ms. Wyenandt seconded. The motion carried. The meeting was adjourned at 9:38 AM.

Respectfully submitted,

Matthew M. Dutkevicz, Executive Director

Approved

APPENDIX A

Public Comment - Whitney Harris

Negotiated Pick-up times and pickup windows

As you are probably aware, when a client schedules a BGo trip or an ADA Paratransit trip, they are not only assigned a pickup window but also a negotiated pick-up time. Recently, I've noticed an error with both of these. Firstly, I've had a few times where the negotiated pickup time ended up being before my pickup window started, causing a confusion for the driver, the dispatcher, and a rush for me. Secondly, the drivers have informed me that they can only see the negotiated pick-up time on their tablets, they cannot see what time the passenger's pick up window is. I suggest that, for future software upgrades, both the negotiated pickup time as well as the pickup window can be seen by the driver, not just by the dispatcher. I believe this would limit the confusion that sometimes happens. Before, when my bus has shown up early and I haven't been ready, I have either had to call in and let dispatch or the call center know that the bus is early and I am not quite ready yet, or go and let the driver know I will be out in a few minutes. It was during one of these times that I went out to inform the driver that she was early that she said "I can't see what your pickup window is, I can only see the negotiated pickup time." I have heard this from several more drivers since that occurrence. Thirdly, the ETA texts come anywhere from 1-5 minutes before the start of window. In my opinion, it would be more helpful if the texts arrived earlier, about 10-15 minutes before the start of the window, so that passengers know when to start getting ready and looking for the bus (outside of knowing what the 30-minute window is) Not everyone has the app.... (And I've also noticed both the app and the ETA texts giving an estimated time before my pickup window).

A note on fixed route schedules

It might be a good idea to reach out to all the major businesses, schools, and apartment complexes in the service area and make sure they have updated schedules for the fixed routes. I found a 5 year-old, severely outdated schedule at Shadow Creek Apartments in Hamilton. See below.

Thank you!

BCRTA
Income Statement
October 2022

	Year to Date Last Year	Year to Date This Year	Annual Budget	YTD % of Budget
Passenger Fares	91,903	20,800	116,400	17.9%
Contract Fares	106,874	140,080	140,800	99.5%
Partnership Transit Rev (COM)	1,698,922	1,090,944	1,980,000	55.1%
Transit Development Rev (MU)	1,651,587	1,942,125	2,025,250	95.9%
Mgt./Cons. Services	204,400	163,520	245,280	66.7%
Interest & Other	257,272	66,324	22,300	297.4%
Agency Funding	31,667	49,922	38,000	131.4%
Park-n-Ride Program	415,897	433,226	560,000	77.4%
State Funding	147,023	149,369	134,000	111.5%
Federal Funding	2,001,910	4,310,439	4,873,345	88.4%
Total Revenues	6,607,455	8,366,750	10,135,375	82.5%
Expenses				
Wages	2,399,391	2,911,145	3,481,326	83.6%
Fringes	845,691	1,404,180	1,867,153	75.2%
Services	413,230	624,880	1,064,360	58.7%
Materials & Supplies	503,665	741,591	598,350	123.9%
Utilities	79,086	69,006	131,152	52.6%
Insurance	187,170	220,229	219,828	100.2%
Purchased Transportation	415,897	433,226	560,000	77.4%
Misc. Items	82,886	77,583	79,900	97.1%
Contingency	46,349	-	20,000	0.0%
Total Expenses	4,973,365	6,481,841	8,022,069	80.8%
Gain/Loss before Depr, NP & OPEB Exp	1,634,090	1,884,910	2,113,306	89.2%
Local Share of Depreciation Exp		259,138	324,000	80.0%
Net Pension & OPEB Exp (Inc)		-	818,495	0.0%
Total Gain/(Loss)		1,625,772	970,811	167.5%

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
10/1/22			Beginning Balance			278,821.73
10/3/22	10/03/22	GENJ	Service Charge		3.00	
10/7/22	AT-10/07/2022	CDJ	BCRTA PNC Card Purchases		10,149.25	
10/11/22	ACH10122022	CDJ	SuperFleet Mastercard Program		43,806.72	
10/11/22	10/11/2022	CRJ	BCRTA Items	200,000.00		
10/13/22	09/01-30/22	CRJ	Farebox Receipts	1,887.31		
10/13/22	0047539561	CRJ	Ohio Dept of Medicaid	905.00		
10/13/22	779653293	CRJ	Ohio Transit Risk Pool	4,486.31		
10/13/22	CASH101122	CRJ	Jobs Plus Employment Network	5.00		
10/13/22	287990	CRJ	City of Middletown	40,469.67		
10/13/22	PRWE 10/07/22	GENJ	1502		106.20	
10/13/22	PRWE 10/07/22	GENJ			21,986.79	
10/13/22	PRWE 10/07/22	GENJ	1500		137.20	
10/13/22	PRWE 10/07/22	GENJ	1502		69.23	
10/13/22	PRWE 10/07/22	GENJ			122,357.22	
10/13/22	PRWE 10/07/22	GENJ			2,919.64	
10/14/22	AT 10/14/22	CDJ	Paycom		1,379.71	
10/18/22	10962	CDJ	Auditor of State		369.00	
10/18/22	10963	CDJ	Affordable Pest Control Inc.		53.00	
10/18/22	10964	CDJ	Richard L. Bowen & Associates,		85,348.09	
10/18/22	10965	CDJ	BCRTA Petty Cash		84.46	
10/18/22	10966	CDJ	Bethesda Healthcare Inc.		190.65	
10/18/22	10967	CDJ	Brighton Spring Service		1,130.37	
10/18/22	10968	CDJ	Cummins Bridgeway LLC		668.94	
10/18/22	10969	CDJ	City of Middletown Treasury Di		322.00	
10/18/22	10970	CDJ	Cornett's Pressure Cleaning		4,930.00	
10/18/22	10971	CDJ	Fuller Ford		524.43	
10/18/22	10972	CDJ	Frank's Heavy Truck Collision		13,664.93	
10/18/22	10973	CDJ	Fleet Pride		83.70	
10/18/22	10974	CDJ	Gillig		5,813.64	
10/18/22	10975	CDJ	GemCity Tires, Inc		1,416.95	
10/18/22	10976	CDJ	Greater Hamilton Chamber		425.00	
10/18/22	10977	CDJ	COH- Hamilton Fiber		105.00	
10/18/22	10978	CDJ	Health Transit Pool of Ohio		55,000.00	
10/18/22	10979	CDJ	Isaac Wiles Burkholder & Teeto		1,957.50	
10/18/22	10980	CDJ	Jani-King of Cincinnati LLC		550.00	
10/18/22	10981	CDJ	Kimley-Horn And Associates, In		20,001.00	
10/18/22	10982	CDJ	KOI Enterprises, Inc.		4,708.81	
10/18/22	10983	CDJ	Luxurious Wraps, LLC		2,840.00	
10/18/22	10984	CDJ	Millennium Business Systems,LL		620.31	
10/18/22	10985	CDJ	Myers Equipment Corporation		2,829.38	
10/18/22	10986	CDJ	Manager Plus		6,016.34	
10/18/22	10987	CDJ	ODACS, LLC		924.00	
10/18/22	10988	CDJ	Ohio Deferred Compensation		2,130.00	
10/18/22	10989	CDJ	Ohio Newspapers, Inc.		63.95	
10/18/22	10990	CDJ	PERS		75,092.52	

10/18/22	10991	CDJ	Ports Petroleum Co Inc		1,620.00	
10/18/22	10992	CDJ	Port Technology LLC		2,855.60	
10/18/22	10993	CDJ	RICOH USA, INC		23.20	
10/18/22	10994	CDJ	Refitt's LLC		650.00	
10/18/22	10995	CDJ	Rumpke Of Ohio Inc.		273.56	
10/18/22	10996	CDJ	Talawanda School District		18,444.66	
10/18/22	10997	CDJ	Treasurer State of Ohio		425.25	
10/18/22	10998	CDJ	Verizon Wireless		2,604.74	
10/18/22	10/18/2022	CRJ	BCRTA Items	50,000.00		
10/21/22	1087	CRJ	Transit Alliance of Butler Cou	6,335.54		
10/21/22	893329	CRJ	Farebox Receipts	345.45		
10/21/22	01103510	CRJ	Butler County Veterans Service	2,952.96		
10/21/22	0903011944	CRJ	BCRTA Items	200.76		
10/24/22	10/24/2022	CRJ	BCRTA Items	200,000.00		
10/24/22	10999	CDJ	Cintas Uniforms		1,550.14	
10/24/22	11000	CDJ	Amazon Capital Services		1,424.96	
10/24/22	11001	CDJ	American Red Cross		140.00	
10/24/22	11002	CDJ	Bryce's Lawncare & Landscaping		3,000.00	
10/24/22	11003	CDJ	Brighton Spring Service		150.00	
10/24/22	11004	CDJ	Cummins Bridgeway LLC		415.31	
10/24/22	11005	CDJ	Cintas Corporation		515.14	
10/24/22	11006	CDJ	City of Hamilton - Utilities		2,729.44	
10/24/22	11007	CDJ	Cintas Uniforms		1,703.79	
10/24/22	11008	CDJ	Heritage-Crystal Clean LLC		339.04	
10/24/22	11009	CDJ	Kimley-Horn And Associates, In		10,971.00	
10/24/22	11010	CDJ	Port Technology LLC		6,993.01	
10/24/22	11011	CDJ	Tristate Cleaning		400.00	
10/24/22	11012	CDJ	WSP USA Inc.		1,770.43	
10/25/22	10/25/2022	CRJ	BCRTA Items	200,000.00		
10/27/22	0047612222	CRJ	Ohio Department of Transportat	26,054.31		
10/27/22	781354628	CRJ	Ohio Transit Risk Pool	404.70		
10/27/22	781354629	CRJ	Ohio Transit Risk Pool	237.50		
10/28/22	AT 10/28/22	CDJ	Paycom		1,185.37	
10/28/22	PRWE 10/21/2022	GENJ			22,190.01	
10/28/22	PRWE 10/21/2022	GENJ			2,856.95	
10/28/22	PRWE 10/21/2022	GENJ	1503		137.20	
10/28/22	PRWE 10/21/2022	GENJ			124,931.04	
10/28/22	PRWE 10/21/2022	GENJ	S Jones Adjustment 11.11.22	16.91		
10/28/22	PRWE 10/21/2022	GENJ	1504		106.20	
10/28/22	PRWE 10/21/2022	GENJ	1505		69.23	
10/31/22	10883	CDJ	Port Technology LLC		7,795.31	
			Current Period Change	734,301.42	709,049.51	25,251.91
10/31/22			Ending Balance			304,073.64

Savings - PNC (National City)

10/1/22			Beginning Balance			50,967.78
10/3/22	10/03/22	GENJ	Service Charge		2.84	
10/19/22	MAS 101922	CRJ	Farebox Receipts	707.41		
10/31/22	10/31/22	GENJ	Interest Income	0.43		

			Current Period Change	707.84	2.84	705.00
10/31/22			Ending Balance			51,672.78
Savings - PNC Bank \$\$						
10/1/22			Beginning Balance			1,773,613.61
10/3/22	10/03/22	GENJ	Service Charge		2.00	
10/11/22	10/11/2022	CRJ	BCRTA Items - Xfer \$\$ saving to checking	200,000.00		
10/18/22	10/18/2022	CRJ	BCRTA Items - Xfer \$\$ saving to checking	50,000.00		
10/24/22	10/24/2022	CRJ	BCRTA Items - Xfer \$\$ saving to checking	200,000.00		
10/25/22	10/25/2022	CRJ	BCRTA Items - Xfer \$\$ saving to checking	200,000.00		
10/31/22	10/31/22	GENJ	Interest Income	12.90		
			Current Period Change	12.90	650,002.00	-649,989.10
10/31/22			Ending Balance			1,123,624.51
Investment - STAR Ohio						
10/1/22			Beginning Balance			4,730,318.24
10/31/22	10/31/22	GENJ	Interest Income	12,122.43		
			Current Period Change	12,122.43		12,122.43
10/31/22			Ending Balance			4,742,440.67

BCRTA
Balance Sheet
October 2022

Assets

Current Assets

Checking - PNC	304,073.64
Savings - PNC	51,672.78
Savings - PNC	1,123,624.51
STAR Ohio	4,742,440.67
M&S Inventory	83,697.95
Petty Cash	1,000.00
Accounts Receivable	1,739,837.34
Prepays	25,858.03

8,072,204.92

*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	84,451.86
WIP-Technology Upgrade	760,669.19
WIP-Chestnut Fields	1,059,934.87
Accum. Depr.	(8,747,022.91)

10,562,980.04

Total Assets

18,635,184.96

Liabilities & Equity

Current Liabilities

Accounts Payable	329,509.30
Payroll Payables	128,963.74
Other Payables	-
Accrued PTO	148,508.41
Reserve ACA Fines	-
FTA Vehicle Funds	68,131.00
Future Match Funds	71,249.99
Unearned Tickets	28,878.50

775,240.94

*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	16,006,900.25
Local Capital	89,410.00
Retained Earnings	(8,312,870.02)
Net Income	1,884,909.56

17,859,944.02

Total Liabilities
and Capital

18,635,184.96

BCRTA
Cash Reserves

October 2022

Current Assets	8,072,204.92
Current Liabilities	<u>(775,240.94)</u>
Available Funds	7,296,963.98

Board Reserves

Local Share Grant Obligations		
OH-2018-21-00	309,717.25	
OH-2021-56-00	1,584,421.00	
OH-2021-60-00 Chestnut Fields	2,472,919.00	
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)	938,219.25	
FTA Grants	938,219.25	Match Required
Working Capital Funds (2 Mths.)	1,247,033.00	
Capital Replacement Funds	2,799,055.40	2023 - 2027 Local Share of Projects Not Yet on Grants
Contingency Funds	<u>-</u>	
Total Board Reserves	4,984,307.65	
Non-Restricted Funds	2,312,656.33	

BCRTA
Income Statement
November 2022

	Year to Date Last Year	Year to Date This Year	Annual Budget	YTD % of Budget
Passenger Fares	96,595	23,098	116,400	19.8%
Contract Fares	114,838	149,363	140,800	106.1%
Partnership Transit Rev (COM)	1,865,672	1,165,467	1,980,000	58.9%
Transit Development Rev (MU)	1,801,888	2,099,487	2,025,250	103.7%
Mgt./Cons. Services	224,840	173,740	245,280	70.8%
Interest & Other	259,635	80,782	22,300	362.2%
Agency Funding	34,833	57,902	38,000	152.4%
Park-n-Ride Program	467,884	476,548	560,000	85.1%
State Funding	147,125	149,369	134,000	111.5%
Federal Funding	2,406,892	4,921,756	4,873,345	101.0%
Total Revenues	7,420,202	9,297,513	10,135,375	91.7%
Expenses				
Wages	2,654,776	3,211,157	3,481,326	92.2%
Fringes	1,045,604	1,669,530	1,867,153	89.4%
Services	444,903	656,716	1,064,360	61.7%
Materials & Supplies	557,524	844,344	598,350	141.1%
Utilities	87,542	75,939	131,152	57.9%
Insurance	210,711	246,590	219,828	112.2%
Purchased Transportation	467,884	476,548	560,000	85.1%
Misc. Items	93,478	81,696	79,900	102.2%
Contingency	46,349	-	20,000	0.0%
Total Expenses	5,608,771	7,262,519	8,022,069	90.5%
Gain/Loss before Depr, NP & OPEB Exp	1,811,431	2,034,993	2,113,306	96.3%
Local Share of Depreciation Exp		285,051	324,000	88.0%
Net Pension & OPEB Exp (Inc)		-	818,495	0.0%
Total Gain/(Loss)		1,749,942	970,811	180.3%

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
11/1/22			Beginning Balance			304,073.64
11/1/22	CASH110122	CRJ	Farebox Receipts	1,625.52		
11/1/22	11/01/22	GENJ	Service Charge		3.00	
11/2/22	11022022	CRJ	Federal Transit Administration	41,883.00		
11/2/22	11022022-2	CRJ	Federal Transit Administration	524,767.00		
11/2/22	11022022-3	CRJ	Federal Transit Administration	5,482.00		
11/2/22	11022022-4	CRJ	Federal Transit Administration	26,395.00		
11/3/22	11013	CDJ	Altafiber		141.05	
11/3/22	11014	CDJ	Alpine Valley Water		26.24	
11/3/22	11015	CDJ	Richard L. Bowen & Associates,		92,617.58	
11/3/22	11016	CDJ	BCRTA Petty Cash		173.49	
11/3/22	11017	CDJ	Bethesda Healthcare Inc.		1,668.00	
11/3/22	11018	CDJ	Cincinnati Bell Any Distance		514.49	
11/3/22	11019	CDJ	CDW Government Inc.		2,279.50	
11/3/22	11020	CDJ	Cornett's Pressure Cleaning		3,765.00	
11/3/22	11021	CDJ	Finn All Seasons		316.05	
11/3/22	11022	CDJ	Gillig		747.28	
11/3/22	11023	CDJ	Health Transit Pool of Ohio		55,458.10	
11/3/22	11024	CDJ	Jani-King of Cincinnati LLC		550.00	
11/3/22	11025	CDJ	Mighty Auto Parts		170.31	
11/3/22	11026	CDJ	McGill Smith Punshon, Inc.		2,080.00	
11/3/22	11027	CDJ	NEORide		1,950.00	
11/3/22	11028	CDJ	Ohio Deferred Compensation		1,275.00	
11/3/22	11029	CDJ	RICOH USA, INC		259.87	
11/3/22	11030	CDJ	Verizon Wireless		2,732.00	
11/3/22	11032022	CRJ	Miami University	157,361.83		
11/4/22	11/04/2022	CRJ	BCRTA Items - Xfer checking to \$\$ saving		600,000.00	
11/7/22	ACH11/07/2022	CDJ	SuperFleet Mastercard Program		44,918.14	
11/7/22	AT-11/07/2022	CDJ	BCRTA PNC Card Purchases		11,817.83	
11/8/22	11/08/2022	CRJ	BCRTA Items	125,797.00		
11/8/22	11082022	CRJ	Miami University - Accounts Pa	210.00		
11/10/22	PRWE 11/04/22	GENJ	1507		106.20	
11/10/22	PRWE 11/04/22	GENJ			22,083.29	
11/10/22	PRWE 11/04/22	GENJ	1506		137.20	
11/10/22	PRWE 11/04/22	GENJ			122,795.64	
11/10/22	PRWE 11/04/22	GENJ			2,922.17	
11/10/22	PRWE 11/04/22	GENJ	1508		69.23	
11/10/22	AT 11/10/22	CDJ	Paycom		1,101.42	
11/11/22	11031	CDJ	Amazon Capital Services		873.91	
11/11/22	11032	CDJ	Affordable Pest Control Inc.		53.00	
11/11/22	11033	CDJ	Bethesda Healthcare Inc.		1,006.80	
11/11/22	11034	CDJ	Brighton Spring Service		150.00	
11/11/22	11035	CDJ	Cintas Corporation		2,131.27	
11/11/22	11036	CDJ	CDW Government Inc.		669.12	
11/11/22	11037	CDJ	Cornett's Pressure Cleaning		695.00	
11/11/22	11038	CDJ	Fuller Ford		458.36	

11/11/22	11039	CDJ	Fastsigns 220901		21.00
11/11/22	11040	CDJ	Gillig		40.00
11/11/22	11041	CDJ	KOI Enterprises, Inc.		3,545.48
11/11/22	11042	CDJ	Millennium Business Systems,LL		324.85
11/11/22	11043	CDJ	Ohio Deferred Compensation		1,275.00
11/11/22	11044	CDJ	PERS		75,634.64
11/11/22	11045	CDJ	Rose Automotive		158.04
11/11/22	11046	CDJ	Rumpke Of Ohio Inc.		280.36
11/11/22	11047	CDJ	Sandra Jones		28.20
11/11/22	11048	CDJ	Treasurer State of Ohio		330.75
11/17/22	10928V	CDJ	Myers Equipment Corporation	1,098.87	
11/18/22	11049	CDJ	Cintas Uniforms		1,690.46
11/18/22	11050	CDJ	Alpine Valley Water		74.15
11/18/22	11051	CDJ	Brighton Spring Service		150.00
11/18/22	11052	CDJ	City of Hamilton - Utilities		2,516.76
11/18/22	11053	CDJ	Cornett's Pressure Cleaning		785.00
11/18/22	11054	CDJ	Cintas Uniforms		2,622.31
11/18/22	11055	CDJ	Franks Glass		85.00
11/18/22	11056	CDJ	Gillig		94.80
11/18/22	11057	CDJ	GemCity Tires, Inc		396.49
11/18/22	11058	CDJ	COH- Hamilton Fiber		105.00
11/18/22	11059	CDJ	Hunter Marketing		24,765.17
11/18/22	11060	CDJ	Interstate Billing Service		115.00
11/18/22	11061	CDJ	Luxurious Wraps, LLC		1,500.00
11/18/22	11062	CDJ	Myers Equipment Corporation		1,098.87
11/18/22	11063	CDJ	Minuteman Press - Fairfield		72.00
11/18/22	11064	CDJ	Ohio Newspapers, Inc.		43.61
11/18/22	11065	CDJ	Silco Fire Protection Co.		2,409.50
11/18/22	01104474	CRJ	Butler County Veterans Service	3,843.14	
11/18/22	01104475	CRJ	Butler County Veterans Service	3,233.04	
11/18/22	0047746608	CRJ	Ohio Dept of Medicaid	1,210.00	
11/18/22	784333781	CRJ	Ohio Transit Risk Pool	4,834.30	
11/18/22	PRWE 11/18/2022	GENJ	1510		69.23
11/18/22	PRWE 11/18/2022	GENJ			40,941.54
11/18/22	PRWE 11/18/2022	GENJ			3,353.57
11/18/22	PRWE 11/18/2022	GENJ	1511		106.20
11/18/22	PRWE 11/18/2022	GENJ	1509		137.20
11/18/22	PRWE 11/18/2022	GENJ			188,515.55
11/21/22	11/21/2022	CRJ	BCRTA Items	200,000.00	
11/22/22	288679	CRJ	City of Middletown	87,428.62	
11/22/22	01104826	CRJ	Butler County Veterans Service	3,818.90	
11/25/22	AT 11/25/2022	CDJ	Paycom		1,493.09
11/29/22	11066	CDJ	Altafiber		141.19
11/29/22	11067	CDJ	American Red Cross		105.00
11/29/22	11068	CDJ	Brighton Spring Service		180.00
11/29/22	11069	CDJ	Cummins Bridgeway LLC		9,667.02
11/29/22	11070	CDJ	Cornett's Pressure Cleaning		3,610.00
11/29/22	11071	CDJ	Ecolane USA Inc-CID 253		3,239.50

11/29/22	11072	CDJ	Fuller Ford			333.33	
11/29/22	11073	CDJ	Gillig			7,090.84	
11/29/22	11074	CDJ	Heritage-Crystal Clean LLC			50.00	
11/29/22	11075	CDJ	IdentiSys Inc			340.00	
11/29/22	11076	CDJ	Isaac Wiles Burkholder & Teeto			3,233.75	
11/29/22	11077	CDJ	Kimley-Horn And Associates, In			16,995.00	
11/29/22	11078	CDJ	McGill Smith Punshon, Inc.			2,426.86	
11/29/22	11079	CDJ	Minuteman Press - Fairfield			1,090.16	
11/29/22	11080	CDJ	ODACS, LLC			193.00	
11/29/22	11081	CDJ	Ohio Deferred Compensation			1,275.00	
11/29/22	11082	CDJ	Overhead Door of Greater Cincinnati			99.74	
11/29/22	11083	CDJ	Ports Petroleum Co Inc			1,620.00	
11/29/22	11084	CDJ	Refitt's LLC			450.00	
11/29/22	11085	CDJ	WSP USA Inc.			610.90	
11/29/22	10415029	CRJ	Miami University		155,736.32		
			Current Period Change		1,344,724.54	1,386,245.65	-41,521.11
11/30/22			Ending Balance				262,552.53

Savings - PNC (National City)

11/1/22			Beginning Balance				51,672.78
11/1/22	11/01/22	GENJ	Service Charge			2.28	
11/15/22	MAS 111522	CRJ	Farebox Receipts		776.61		
11/30/22	11/30/22	GENJ	Interest Income		0.43		
			Current Period Change		777.04	2.28	774.76
11/30/22			Ending Balance				52,447.54

Savings - PNC Bank \$\$

11/1/22			Beginning Balance				1,123,624.51
11/4/22	11/04/2022	CRJ	BCRTA Items		600,000.00		
11/8/22	11/08/2022	CRJ	BCRTA Items - Xfer \$\$ saving to checking			125,797.00	
11/21/22	11/21/2022	CRJ	BCRTA Items - Xfer \$\$ saving to checking			200,000.00	
11/30/22	11/30/22	GENJ	Interest Income		12.34		
11/30/22	11/30/22	GENJ	Service Charge			2.00	
			Current Period Change		600,012.34	325,799.00	274,213.34
11/30/22			Ending Balance				1,397,837.85

Investment - STAR Ohio

11/1/22			Beginning Balance				4,742,440.67
11/30/22	11/30/22	GENJ	Interest Income		14,404.62		
			Current Period Change		14,404.62		14,404.62
11/30/22			Ending Balance				4,756,845.29

BCRTA
Balance Sheet
November 2022

Assets

Current Assets

Checking - PNC	262,552.53
Savings - PNC	52,447.54
Savings - PNC	1,397,837.85
STAR Ohio	4,756,845.29
M&S Inventory	81,429.07
Petty Cash	1,000.00
Accounts Receivable	1,607,667.67
Prepays	76,236.29

8,236,016.24

*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	89,292.11
WIP-Technology Upgrade	760,669.19
WIP-Chestnut Fields	1,253,500.35
Accum. Depr.	(8,747,022.91)

10,761,385.77

Total Assets

18,997,402.01

Liabilities & Equity

Current Liabilities

Accounts Payable	488,957.94
Payroll Payables	179,762.60
Other Payables	-
Accrued PTO	148,508.41
Reserve ACA Fines	-
FTA Vehicle Funds	68,131.00
Future Match Funds	69,166.66
Unearned Tickets	28,975.50

983,502.11

*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	16,010,772.25
Local Capital	89,410.00
Retained Earnings	(8,312,870.02)
Net Income	2,034,993.44

18,013,899.90

Total Liabilities
and Capital

18,997,402.01

BCRTA
Cash Reserves

November 2022

Current Assets	8,236,016.24
Current Liabilities	<u>(983,502.11)</u>
Available Funds	7,252,514.13

Board Reserves

Local Share Grant Obligations		
OH-2018-21-00	308,749.25	
OH-2021-56-00	1,584,421.00	
OH-2021-60-00 Chestnut Fields	2,472,919.00	
Less Miami University Chestnut Fields Match	(1,600,000.00)	
Less Projected Local Match	<u>(1,895,341.20)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	870,748.05	
 FTA Grants	 870,748.05	 Match Required
 Working Capital Funds (2 Mths.)	 1,247,033.00	
 Capital Replacement Funds	 2,799,055.40	 2023 - 2027 Local Share of Projects Not Yet on Grants
 Contingency Funds	 <u>-</u>	
 Total Board Reserves	 4,916,836.45	
 Non-Restricted Funds	 2,335,677.68	

BCRTA POLICY AND PROCEDURE MANUAL

6-10 Conflict of Interest

Adopted: November 19, 2003
Reviewed: November 17, 2010
Reviewed Date: May 17, 2017
Revised Date: February 19, 2020

Policy Statement

The Trustees and employees of BCRTA owe a duty of loyalty to the BCRTA that requires that in serving BCRTA they act, not in their personal interests or in the interests of others, but rather solely in the interests of BCRTA. Trustees and employees must have undivided allegiance to BCRTA's mission and may not use their positions as Trustees and employees, information they have about BCRTA, or BCRTA's property, in a manner that allows them to secure a pecuniary benefit for themselves or their relatives. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

General Standards

The conduct of personal business between any Trustee/employee and BCRTA is prohibited. Business transactions of BCRTA in which a Trustee/employee has an interest shall not be prohibited, but they shall be subject to close scrutiny. Such proposed transactions shall be reviewed carefully to determine that they are in the best interests of BCRTA and that they will not lead to conflict of interest. For the purposes of this policy, a Trustee/employee has an interest in a proposed transaction if he/she has a substantial financial interest in it, or has a substantial financial interest in any organization involved in the proposed transaction, or holds a position as trustee, director, general manager, or principal officer in any such organization. Prior to the start of any negotiations, or consideration of a financial transaction by the BCRTA, Trustees and employees are expected to make full disclosure to the best of their knowledge of any dual interest in a proposed transaction by submitting a report to the President or other officer designated by the Board to handle such matters, supplying any reasons why the transaction might not be in the best interest of BCRTA. In matters requiring prior approval of the Board of Trustees, the President or other officer shall forward copies of this disclosure report to the Board before its approval.

A Trustee with a dual interest in a proposed transaction shall not vote on the matter. Depending upon the circumstances, the Trustee/employee with a dual interest in a proposed transaction may be excluded from any discussion of the matter.

A Trustee/employee shall not use inside information of BCRTA for his/her personal benefit, or use such inside information or his/her position as Trustee/employee to the detriment of BCRTA. Inside information is information obtained through the Trustee/employee's position that has not become public information.

Each Trustee/employee has a duty to place the interests of BCRTA foremost in any dealings involving the BCRTA and has a continuing responsibility to comply with the requirements of this Policy. On an annual basis, each Trustee/employee is required to complete a Trustee/employee Disclosure Statement (example attached).

Penalties

Failure of any BCRTA official or employee to abide by this Conflict of Interest Policy, or to comply with 2 cfr 200.318 and related statutes as amended, will result in discipline, which may include dismissal.

Annual Disclosure Statement

This Trustee/employee Disclosure Statement is designed to help Trustees/employees meet their continuing responsibility to disclose potential conflicts of interest.

Part A of the Trustee/employee Disclosure Statement provides instructions that should be retained by each Trustee/employee and used as necessary during the coming fiscal year to report potential conflicts of interest as they may arise. In Part B, you are requested to list all organizations in which you are involved that do business with BCRTA. Part C is a year-end report in which you are requested to describe any business transactions of BCRTA during the past year in which you have had an interest. Parts B and C of this form should be filled in, signed at the bottom, and returned to the Board President of BCRTA.

Part A. Instructions for Disclosure of Potential Conflicts of Interest

If you have reason to believe that you may have an interest in a proposed business transaction of BCRTA, you are requested to prepare a brief letter to the Board President or other designated officer describing the proposed transaction, your interest in it, and your views, if any, as to why the transaction is, or is not, in the best interests of BCRTA. This information should be provided to the Board President prior to the opening of any negotiations or discussions concerning the transaction.

A Trustee/employee is considered to have an “interest” in a business transaction if he or she: (1) has a substantial financial interest in it; or (2) has a substantial financial interest in any organization involved in the proposed transaction; or (3) holds a position as trustee, director, general manager, or principal officer in any such organization.

A proposed transaction in which a Trustee/employee has an interest will be reviewed carefully to ensure that it is in the best interests of BCRTA. The Board President or other designated officer may recommend measures to ensure that the transaction will not present a conflict of interest or the appearance of a conflict of interest.

If there is any question in your mind, whether your interest in a transaction warrants disclosure, you should disclose the interest. If you have any questions about the application of the Board’s policy on transactions between BCRTA and Trustee/employees, please contact BCRTA’s Board President or other designated officer.

Part B. Organizations Doing Business with BCRTA in Which You Have an Interest

In the space below, please list all organizations: (1) in which you have a substantial financial interest, or (2) in which you hold a position as trustee, director, general manager, or principal officer, if those organizations engage in business transactions with BCRTA (including contracts, grants, loans, or other transactions), or if you anticipate that they will do business with BCRTA in the coming fiscal year. Enter "N/A" if you have no organizations to report.

Name of Organization	Nature of Your Interest in the Organization
_____	_____
_____	_____
_____	_____

(Attach additional sheets if necessary)

I certify that the above information is correct to the best of my knowledge.

Name of Trustee/employee: _____

Signature: _____

Date: _____

Part C. Transactions During the Fiscal Year Ending 12/31/2022

In the space below, please provide a description of any and all business transactions of BCRTA during the past fiscal year (1) in which you have had a substantial financial interest, or (2) that involve an organization in which you have a substantial financial interest, or (3) that involve an organization in which you hold a position as trustee, director, general manager, or principal officer. Include a brief description of each transaction, and a description of your interest in the transaction. Enter "N/A" if you have no transactions to report.

(Attach additional sheets if necessary.)

I certify that the above information is correct to the best of my knowledge.

Name of Trustee/employee: _____

Signature: _____

Date: _____

Resolution No. 23-01-01

Authorizing the Butler County Regional Transit Authority (BCRTA) to Apply for a 2023 Butler County Community Development Block Grant (CDBG) in Support of a Job Connection Shuttle Targeted for Low and Very-Low Income Residents the City of Fairfield and Butler County to Maintain a Basic Quality of Life, and Certifying the Availability of up to \$25,000 as the Required Local Match for the Requested Project.

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 provides general public transportation services in Butler County, Ohio and surrounds; and

Whereas BCRTA intends to support, provide, and expand high quality, local public transportation services in Butler County; and

Whereas the Butler County Department of Development has identified affordable transportation as critical to many of the County's low and very-low income residents to maintain a basic quality of life; and

Whereas BCRTA has identified an opportunity to offer affordable access to interviews, training, major local employers and other quality of life opportunities throughout the City of Fairfield and Butler County; and

Whereas BCRTA has identified local reserve funds as the source of the required 50% local match as required for CDBG funding consideration.

Now therefore be it resolved by the Board of Trustees of the Butler County Regional Transit Authority that BCRTA is authorized to apply for up to \$25,000 in Butler County CDBG funding and certifies up to \$25,000 as the required 50% local match for one (1) year of a job connection shuttle. Furthermore, that the BCRTA is authorized to serve as the designated recipient for the project. Lastly, the Board of Trustees authorizes the Executive Director to take all actions necessary to enact this resolution and subsequent agreements subject to the review of legal counsel.

Approved: January 18, 2023

Board President, BCRTA

Executive Director, BCRTA

Resolution No. 23-01-02

Authorizing the Butler County Regional Transit Authority (BCRTA) to Apply for a 2023 City of Middletown Community Development Block Grant (CDBG) in Support of a S.C.O.P.E. Program at the Middletown Hub Targeted for the Betterment of Service Provided to Low and Very-Low Income Residents of the City Middletown to Maintain a Basic Quality of Life.

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 provides general public transportation services in Butler County, Ohio and surrounds; and

Whereas BCRTA intends to support, provide, and expand high quality, local public transportation services in Butler County; and

Whereas the City of Middletown's Community Development Program has identified transportation as a critical basic need to many of the City's low- and very-low income residents to maintain a basic quality of life; and

Whereas BCRTA has identified an opportunity to improve service through Security, Cleaning, Ownership, Partnership and Engagement (S.C.O.P.E.)

Now therefore be it resolved by the Board of Trustees of the Butler County Regional Transit Authority that BCRTA is authorized to apply for up to \$100,000 in City of Middletown CDBG funding for implementation of one (1) year of a S.C.O.P.E. Program at the Middletown Hub. Furthermore, that the BCRTA is authorized to serve as the designated recipient for the project. Lastly, the Board of Trustees authorizes the Executive Director to take all actions necessary to enact this resolution and subsequent agreements subject to the review of legal counsel.

Approved: January 18, 2023

Board President, BCRTA

Executive Director, BCRTA



TO: BCRTA Board of Trustees

FROM: Meagan Varney, Procurement & Compliance Specialist

RE: *Action Item – Adoption of Records Retention Schedule*

January 18, 2023

RECOMMENDATION

Approval of a resolution authorizing the Executive Director to adopt the Records Retention Schedule formally approved by all required governmental bodies on December 27, 2022. The Records Retention Schedule has been previously reviewed by the Records Commission, the Ohio History Connection and the Auditor of State; it is recommended for adoption and implementation.

FINANCIAL CONSIDERATIONS

- There is no cost associated with adoption of this Retention Schedule.
- Any costs related to the disposal of records under this schedule, should it be approved, will be deemed to be fair and reasonable in separate solicitations, as applicable.

BUSINESS PURPOSE

- To provide BCRTA with an approved Schedule to facilitate the management and organization of public records such that they can be made available for copying and inspection in response to a public records request.
- To ensure that all records are maintained and disposed of in accordance with a properly adopted, applicable Records Retention Schedule.

Attachments:

Records Retention Schedule (RC-2)

BCRTA Resolution No. 23-01-03

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Adopt a Records Retention Schedule.

Whereas, in accordance with the requirements of ORC 149.412(A), BCRTA established a records commission under Resolution No. 21-09-02; and

Whereas, in accordance with ORC 149.351(A), BCRTA prepared a Records Retention Schedule for maintaining and disposing of all BCRTA records; and

Whereas, BCRTA's records commission reviewed the proposed Records Retention Schedule during a public meeting on December 9, 2022, where it was approved by the Records Commission; and

Whereas, in accordance with Ohio's Sunshine Law, retention schedules must also be reviewed and approved by the Ohio History Connection and the Auditor for the State of Ohio via form RC-2 before the same may be used to authorize destruction of public records; and

Whereas the Ohio History Connection and Auditor of State reviewed and approved BCRTA's Records Retention Schedule on December 22, 2022, and December 27, 2022, respectively.

Now therefore be it resolved:

That the BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to adopt the Records Retention Schedule previously approved by the BCRTA Records Commission, Ohio History Connection and the Auditor of the State of Ohio, and to authorize that upon adoption, all prior retention schedules are superseded.

Be it further resolved that this Resolution shall be effective from and after the earliest period allowed by law and that the Executive Director and Fiscal Officer shall be authorized to carry out any actions necessary to enact this resolution.

Approved: January 18, 2023

Chris Lawson
Board President

Matthew Dutkevicz
Executive Director



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

DECEMBER 13 2022

STATE AND LOCAL
GOVERNMENT RECORDS

Page 1 of ____

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Butler County Regional Transit Authority
(Local Government Entity) (Unit)

Delene Weidner Delene Weidner Dir. of Finance & Admin 12/9/22
(Signature of Responsible Official) (Name) (Title) (Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission (513) 785-5237
(Telephone Number)

3045 Moser Court Hamilton 45011 Butler
(Address) (City) (Zip Code) (County)

To have this form returned to the Records Commission electronically, include an email address:

vameym@butlercountyrta.com

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Chris [Signature] 12-9-2022
Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Government Records Archivist 12/22/2022
Signature Title Date

Section D: Auditor of State

Records Manager
Signature Title Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
BI - 1	Board Minutes	Permanent	Digital		✓
BI - 2	Board Minutes – Audio Recording	1 Year After Approved	Audio Recording		
BI - 3	Committee Minutes	Permanent	Digital		✓
BI - 4	Resolutions	Permanent	Digital		✓
BI - 5	Board of Trustee Appointment Notices	Permanent	Digital		
BI - 6	Meeting Notices/Board Meeting Agenda	1 Year	Digital		
FIN - 1	Asset Inventory (ODOT required)	7 Years After Audit	Physical/Di gital	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C	
FIN - 2	Annual Budget	5 Years After Audit	Digital		
FIN - 3	Leases – Equipment	2 Years After Expiration of Contract	Physical/Di gital		
FIN - 4	Leases – Real Estate	2 Years After Expiration of Lease	Physical/Di gital		
AR - 1	Bank Deposits	5 Years After Audit	Physical/Di gital		
AR - 2	Bank Statements	5 Years After Audit	Physical/Di gital		
AR - 3	Customer Billings	5 Years After Audit	Physical/Di gital		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
AR - 4	Receipts/Receipt Books/Deposit Slips and Worksheets/Other Receipt Documents	5 Years After Audit	Physical/Digital		
AR - 5	Fare Reconciliations	3 Years After Audit	Physical/Digital		
AP - 1	Invoices and Support Documents	5 Years After Audit	Physical/Digital		
AP - 2	Checks and Copies	5 Years After Audit	Physical/Digital		
AP - 3	Purchase Orders	5 Years After Audit	Physical/Digital		
AP - 4	Requisitions	5 Years After Audit	Physical/Digital		
GL - 1	Financial Statements	5 Years After Audit	Physical/Digital		
GL - 2	Check Registers	5 Years After Audit	Physical/Digital		
GL - 3	Grants & Related Documents	8 Years and Until Audited by State Auditor, Audit Report Released, and Audit Resolutions Issued or Resolved.	Physical/Digital		
GL - 4	Audit Reports	Permanent	Physical/Digital		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
GL - 5	Asset Records	5 Years After Audit	Physical/Di gital		
GL - 6	Insurance Policies	5 Years After Expiration (and No Outstanding Claims)	Physical/Di gital		
GL - 7	Bank Reconciliation	5 Years After Audit	Physical/Di gital		
GL - 8	Balance Sheets	2 Years	Physical/Di gital		
PAY - 1	Payroll Reports	5 Years After Audit	Physical/Di gital		
PAY - 2	Time Records	5 Years After Audit	Physical/Di gital		
PAY - 3	W2 Data	Permanent	Digital		
PAY - 4	Pay Changes	5 Years After Audit	Digital		
PAY - 5	Retirement Waivers, Service Records and Leave Balances	Permanent (even after termination)	Physical/Di gital		
PAY - 6	Garnishments	5 Years After Audit	Physical/Di gital		
PAY - 7	Tax Records (Quarterly Federal Tax Report, Transmittal of Ohio Wage & Tax Statement, Income Tax Withholding Certificate, Withholding Payment, W4 Forms, etc.)	Permanent	Physical/Di gital		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
PAY - 8	OPERs Reports	Permanent	Physical/Di gital		
PAY - 9	ACH Reports	5 Years After Audit	Physical/Di gital		
HR - 1	Employee Administration Documents (Background Check, Exit Checklist, New Hire Documents, Training Attendance Records/Certificates, etc.)	7 Years after Separation	Digital Primarily (might be physical versions of documents)		
HR - 2	Terminated Employee Files	7 Years	Physical/Di gital		
HR - 3	Attendance Records	Until State Audit, audit report is released, all discrepanci es are resolved	Physical/Di gital		
HR - 4	EEOC Reports/Complaints	3 Years after Resolution	Physical/Di gital		
HR - 5	Employee Grievance Records	7 Years after Case Concludes	Physical/Di gital		
HR - 6	Employee Disciplinary Actions (reprimands, work rules violations, etc.)	3 Years	Physical/Di gital		
HR - 7	Employee Payroll and Benefits Documents	7 Years after Separation	Physical/Di gital		
HR - 8	Unemployment Records	5 Years After Audit	Physical/Di gital		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
HR - 9	OSHA Forms	5 Years After Posting Date	Physical/Di gital		
HR - 10	Worker's Compensation	Permanent	Physical/Di gital		
HR - 11	Job Applications – Not Hired	90 Days	Physical/Di gital		
HR - 12	Medical Files (Health & Benefit Beneficiary Forms, Medical/Dental/Vision Elections, Drug Test results, FMLA Leave, Medical History)	7 Years After Separation	Physical/Di gital		
HR - 13	Financial Disclosure Statements	2 Years	Physical/Di gital		
HR – 14	Job Descriptions and Organizational Charts	Until Superseded	Digital		
HR – 15	Policies, Rules, & Regulations	2 Years After Updated/Su perseded/O bsolete	Physical/Di gital		
HR – 16	Training Materials, Manuals & Handbooks	Until Superseded	Physical/Di gital		
HR – 17	Recruitment Notices/Job Ads	3 Years	Physical/Di gital		
HR – 18	Directives, Standards, Laws (Local, State, Federal Government Agencies)	Until Superseded	Physical/Di gital		
HR – 19	Civil Rights Reports and Title VII Files	7 Years	Physical/Di gital		✓

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
HR - 20	I-9 Immigration Forms	1 Year After Termination OR 3 Years from Effective Date of hire/re-hire	Physical/Digital		
OPS - 1	Accident Reports, Health and Safety Records, Incident Reports, OSHA Reports, etc.	5 Years Provided No Pending Legal Action	Physical/Digital		
OPS – 2	Manifests	7 Years	Physical/Digital		
OPS – 3	Complaints	5 Years	Physical/Digital		
OPS – 4	Daily Activity Items	2 Years	Physical/Digital		
OPS - 5	Dispatch Log	2 Years	Physical/Digital		
OPS - 6	Passenger Counting Reports	2 Years	Physical/Digital		
OPS – 7	Bids (Schedule & Vacation)	2 Years	Physical/Digital		
OPS – 8	Route Changes	5 Years	Physical/Digital		
OPS – 9	NTD Reports	10 Years	Physical/Digital		
OPS – 10	Transportation Records (Missed Trips, Denials, etc.)	5 Years	Physical/Digital		
OPS – 11	Work Schedules	1 Year	Physical/Digital		
OPS – 12	Medicaid Documents	7 Years	Physical/Digital		
OPS - 13	Butler County Veterans Service Commission Documents	3 Years After Last	Physical/Digital		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
		Payment on Contract			
OPS – 14	ADA Complaints	1 Year After Final Disposition of the Matter	Physical/Digital		
OPS – 15	Summary of ADA Complaints	5 Years After Final Disposition of Each Matter	Physical/Digital		
OPS – 16	ADA/Half Fare Applications	5 Years	Physical/Digital		
OPS – 17	Vehicle Mileage Records	Life of Vehicle	Physical/Digital		
MAINT – 1	Vehicle Title	Life of Vehicle, then Transfer to New Owner	Physical/Digital		
MAINT – 2	Vehicle Registration and Purchase Documents	Life of Vehicle	Physical/Digital		
MAINT – 3	Vehicle Files and Records (Inspections, IDR, Defect Cards, etc.)	Life of Vehicle	Physical/Digital		
MAINT – 4	Vehicle and Equipment Maintenance Records	Life of Vehicle or Equipment	Physical/Digital		
MAINT – 5	Vehicle Disposition Files	3 Years After Disposition	Physical/Digital		
MAINT – 6	Work Orders	Life of Vehicle	Physical/Digital		
MAINT – 7	Parts Inventory	3 Years After Audit	Physical/Digital		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
MAINT – 8	Building Maintenance and Repair Records	2 Years	Physical/Digital		
PRO – 1	Bids – Successful	6 Years After Contract Expiration	Physical/Digital		
PRO – 2	Bids – Not Successful	1 Year	Physical/Digital		
PRO – 3	Contracts	6 Years after Contract Expiration (Physical), Permanent (Digital)	Physical/Digital		
SEC – 1	Tapes and Video	10 Days & Then Overwrite	Audio/Video Recordings		
SEC – 2	Recorded Calls/Dispatch Radio	90 Days & Then Overwrite	Audio Recordings		
MISC – 1	Claims and Litigation Records	2 Years After Case Closed and Appeals Exhausted. If dismissed without prejudice, 1 Year after SOL runs.	Physical/Digital		
MISC – 2	Court Decisions, Arbitration/Mediation Decisions	2 Years After Decision Made	Physical/Digital		
MISC – 3	Audio Recordings	2 Years	Audio Recordings		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
MISC – 4	Public Records Requests	3 Years	Physical/Di gital		
MISC – 5	Records Retention Schedule	Until Superseded by a Revised Schedule or Until Record Series is no Longer Maintained	Digital		
MISC – 6	Records Storage Service Request (form evidencing deposit, retrieval, return and destruction of records)	2 Years after Transaction Completed	Physical/Di gital		
MISC – 7	Records Disposal Documentation (Certificates of Destruction, etc.)	2 Years	Physical/Di gital		
MISC – 8	Statistical Reports (ridership, revenues, etc.)	7 Years	Physical/Di gital		
MISC – 9	Planning Documents (TIP, STIP, TDP, Long Range Plans)	10 Years After Expiration	Physical/Di gital		
MISC – 10	Documentation of Legal Title (Deeds, Easements, Leases, Abstracts)	Permanent	Physical/Di gital		✓
MISC – 11	Telephone Records	3 Years After Audit	Physical/Di gital		
MISC – 12	General Internal Work Correspondence (Emails, Letters, Memos, Messages)	1 Year	Digital		
MISC – 13	Transient Documents (informal communications which convey information of temporary importance i.e. instant messages, drafts, etc.)	Until no longer of administrati ve value	Digital		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
MISC – 14	Press Releases	2 Years	Digital		
MISC – 15	Project Plans and Drawings	2 Years After Completion of Project	Digital		
MISC – 16	Visitors' Log	45 Days	Physical		
FTA – 1	DBEs	7 Years	Physical/Di gital		
FTA – 2	MIS	5 Years	Physical/Di gital		
FTA – 3	Quarterly Financial Status	3 Years After Grant Closes	Physical/Di gital		
FTA – 4	Triennial Review	7 Years	Physical/Di gital		

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C

METRIC DASHBOARD

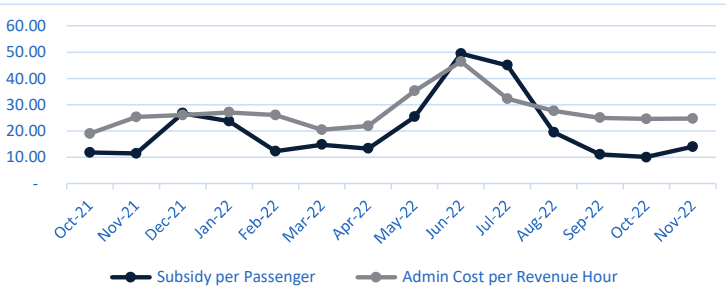
November 2022

Leveraging Competitive Funding & Partnerships

Average Fleet Age

4.69

Since Last Month 0.03 0.64%
Since Last Year 0.75 15.99%



Enhancing Connectivity

BCRTA Transit App Users

5,382

Since Last Month (216) -4.01%
Since Last Year 3,251 60.41%

BGO App Rides/Total BGO Rides

24.00%

Since Last Month 7.32% 30.52%
Since Last Year -24.09% -100.36%

BCRTA Transit App Downloads

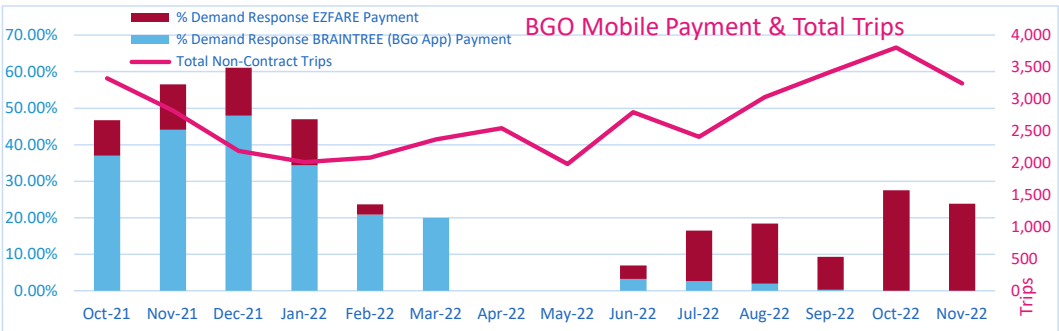
365

Since Last Month (572) -156.71%
Since Last Year (482) -132.05%

BGO App Downloads

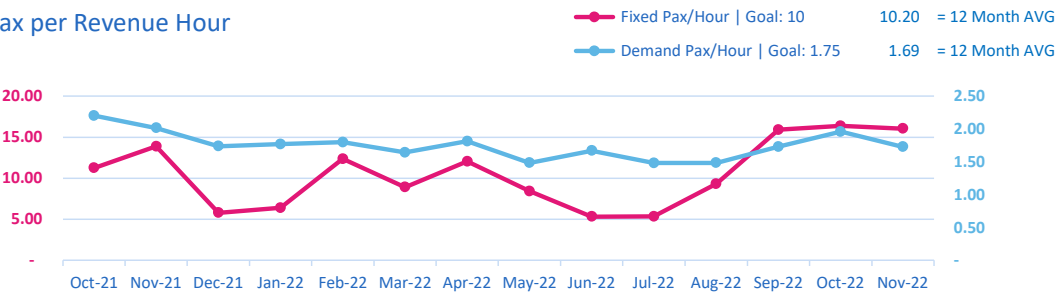
90

Since Last Month (95) -105.56%
Since Last Year (21) -23.33%

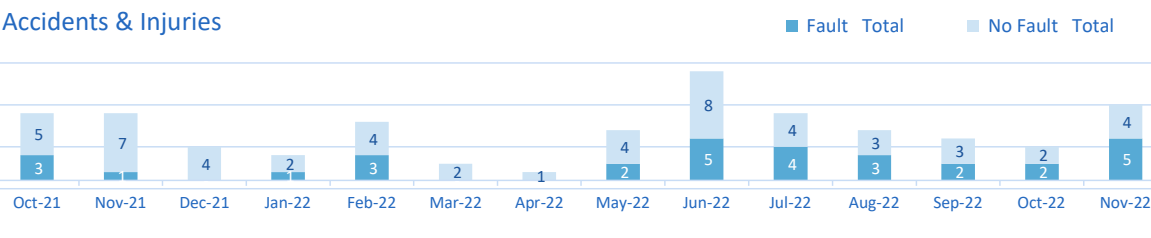


Improving Mobility & Eliminating Barriers

Pax per Revenue Hour



Accidents & Injuries



Target Operator Staffing

72%

Since Last Month 7.77%
Since Last Year 12.11%
12 Month Average 80.59%
GOAL 100.00%

Denials & Refusals/Total BGO

14.60%

Since Last Month 3.31%
Since Last Year -52.06%
12 Month Average 42.09%
GOAL 0.00%

Supporting Employers

42X Park & Ride Total Trips

1,479

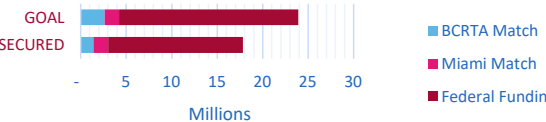
Since Last Month 139 9%
Since Last Year 318 22%

BGO Employment Trips

1,484

Since Last Month (139) -9.37%
Since Last Year 582 39.22%

Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

578



Director's Notes – January 2023

A. Staffing & Facility

1. Staffing

BCRTA is currently seeking to fill the following positions:

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
Human Resources Intern	Location: Hamilton, OH Department: Human Resources Type: Temporary
Sr. Human Resources Generalist	Location: Hamilton, OH Department: Human Resources Type: Full Time
Mobility Management Specialist	Location: Hamilton, OH Department: Mobility Management Type: Full Time
Dispatcher - Part time	Location: Hamilton, OH Department: Operations Type: Part Time
Miami University SafeRide - Night Shift Van Drivers	Location: Oxford, OH Department: Operations Type: Part Time
Vehicle Operator - Fixed Route	Location: Hamilton, OH Department: Operations Type: Full Time
Vehicle Operator - No CDL Required	Location: Hamilton, OH Department: Operations Type: Full Time
Vehicle Operator Trainer	Location: Hamilton, OH Department: Operations Type: Full Time

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. Mrs. Kris Fryer has retired from the role of HR Generalist effective 12/31/2022.

B. Planning

1. Commuter Service

BCRTA is now receiving delivery of the commuter buses that will be used to bring Cincinnati commuter service in house late this year. Staff have received 3 of 8 vehicles. Service should begin in Q3 or Q4 of 2023 pending the ability to hire enough staff to operate the service.

2. BCVSC

BCRTA is negotiating with BCVSC to provide all BCVSC transportation services beginning in April 2023. The Executive Director will seek contracting authority from the BCRTA Board in March pending a successful negotiation.

3. Transit Studies

Kimley Horn is wrapping up the Short-Range Planning Study. They will present on service recommendations at the January Board meeting and Finances at the February Board meeting.

Director's Notes – January 2023

4. Regional Gap Study

Staff have received the draft report of the study. Once survey data is analyzed and compiled the final report will be made available.

5. 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.

6. Chestnut Street Multimodal Station

After doing a capital funding review in December and receiving notice of some additional available lapsing funds, staff believe all the funding has been acquired to complete the Chestnut Fields construction project. Although this is excellent news, BCRTA is still awaiting a final cost estimate from the A&E team. If the estimate remains consistent with previous budgets, no additional funding will be required. The final proposed funding plan includes \$1.85M in BCRTA's 5307 formula funding and \$2.58M in local fund match.

Chestnut Fields Multimodal Station & Shared Services Facility Funding Summary as of January 10, 2023			
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 5307	2022	80%	1,850,499
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
Ohio Urban Transit Formula	2023	100%	257,582
CMAQ OKI 10% +UP	Pending	80%	450,000
ODOT Lapsing 5307 (Lorain/Parkersburg)	2017	100%	2,726,098
ODOT Lapsing 5307 (Lorain)	2018	80%	2,690,121
ODOT Lapsing 5307 (Parkersburg)	2018	80%	107,488
Miami University Local Cash on Hand	-		1,600,000

Director's Notes – January 2023

ODOT Local Match	-		
BCRTA Required Match	-		2,582,234
BCRTA Local Cash Reserve	-		
Unfunded	-		0.00
TOTAL PROGRAMMED TO DATE			23,894,850

Project Information is available at the [BCRTA "Major Projects" webpage.](#)

Staff are continuing to finalize lease negotiations and required City easements. An IFB for construction will be let early this spring with final Authority from the Board requested shortly thereafter.

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.

3. 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. Staff have completed an application to apply for City of Middletown CDBG funds to help fund program operations.

D. On the Horizon ...

1. Light Transit Vehicle Purchase

In November 2022, the BCRTA Board authorized the purchase of several LTV's as options off the WRTA (Youngstown) contract. Unfortunately, staff became aware after this that the manufacturer raised the unit price without contractual authority from WRTA. Since WRTA is unwilling to accept the new price, the contract is now void and BCRTA cannot use it to purchase vehicles. Staff are investigating new methods and opportunities to procure LTV's with definitive delivery dates and agreeable pricing. An amended

Director's Notes – January 2023

resolution will come to the Board as soon as staff identify a reasonable solution.

2. Employee Appreciation Breakfast

Save the date! BCRTA is bringing back the annual Employee Appreciation Breakfast this year on Sunday, March 12, 2023 at 11 AM. The event will be held at the Warehouse Hotel at Champion Mill.

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. 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
Light transit Vehicles	BCRTA	1.66M	TBD	Replacement
Strategic Plan Facilitation	BCRTA	30K	1	New
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 – January 2023

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*