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Mr. Christopher Lawson,  
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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, February 15, 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).



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BCRTA

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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	X											
Bautz, Travis	E											
Fehr, David	X											
Foster, Jim	X											
Gordon, Perry	X											
Lawson, Chris	E											
Watt, Corey	X											
Wyenandt, Kathy	X											

X = Present

E = Excused

E\* = Online not Official

A = Absent

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

**February 15, 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 January 18, 2023 Meeting Minutes
- IV. Comments from Citizens
- V. Secretary/Treasurer's Report – December 2022 (*Motion Requested*)
- VI. Governance
  - a. Conflict of Interest Disclosures
- VII. Action Items
  - a. **Resolution 23-02-01:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into a Contract for Marketing Services for Commuter Bus Service.
  - b. **Resolution 23-02-02:** Certifying the Availability of up to \$50,000 as the required 50% Local Match in Support of the Transit Alliance of Butler County's (Transit Alliance) Application for 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Fund to Support the Access Butler County (ABC) Subsidized Transportation program.
  - c. **Resolution 23-02-03:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for Strategic Plan Facilitation Services.
- VIII. Special Presentation
  - a. Planning Study Finance & Capital Recommendations, Kimley Horn

**Next Meeting Date:**

**March 15, 2023 @ 8:00 AM**

**Butler County RTA • Board Room**

**3045 Moser Court • Hamilton • Ohio • 45011**

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

**February 15, 2023 8:00 AM**

**Butler County RTA Board Room**

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

**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:**

**March 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, January 18<sup>th</sup> 2023**

The BCRTA Board of Trustees met on Wednesday, January 18, 2023 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:	Perry Gordon, Vice President	STAFF:	Matthew Dutkevicz, Executive Director
	Nick Bauer		Delene Weidner, Dir of Finance & Administration
	Jim Foster		Luke Morgan, Dir of Operations
	David Fehr		Shawn Cowan, Communication & Outreach Mgr
	Corey Watt		Mary Jane Leveline, Talent & Benefits Mgr
	Kathy Wyenandt		Luis Rodriguez, Planning & Special Projects Mgr
			Meagan Varney, Procurement & Compliance Specialist
			Mark Franklin, Operations Mgr

ABSENT: Chris Lawson, President  
Travis Bautz

OTHERS  
PRESENT: None

CITIZENS: Whitney Harris  
Unknown

LEGAL COUNSEL: Charles Schneider, Isaac Wiles\*

\*Attended via video conference.

### ***I. Call to Order & Roll Call***

Mr. Gordon called the meeting to order at 8:01 AM. Mr. Dutkevicz took a call of the roll. A quorum of the Board was present.

***a. Consideration of Absences***

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

## ***II. Approval of the Agenda***

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

### ***III. Approval of the November 16, 2022 Meeting Minutes***

Ms. Wyenandt moved to approve the minutes. Mr. Fehr seconded. Mr. Watt abstained. All others voted in favor of approval.

#### ***IV. Comments from Citizens***

Whitney Harris provided comments to the Board. Citizen comments are included in Appendix A to these minutes.

## V. Secretary/Treasurer's Report

Both October and November financials were in the packet. Ms. Weidner presented the financials as

of the end of November 2022, compared to the Annual Budget. Total Revenues of \$9.3M are right on budget at 91.7%, and trends from previous months continued through November. Ms. Weidner explained that all Rides for Community Immunity (RCI) funds were expended at the end of October and, the interest on the STAR Ohio account has caused the significant variance to budget in the Interest & Other line. Federal funding is now over budget due to City of Middletown being back to using their 50% 5307 funds, and BCRTA increasing the use of its 100% operating funds to cover the difference.

Trends in expenses remain on trend with previous months as well with Total Expenses at the end of November just slightly under budget at 90.5%. Fringes saw a boost from the PTO sale, and Fuel continues to be 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 \$2.03M.

The Transaction logs for the months of October and November were included in the packet presenting all cash transactions for the periods. No unusual transactions occurred during these periods. The balance sheet for November 2022, was presented with normal balances for assets, as well as liabilities and equity. Ms. Weidner explained that the high balance in Accounts Receivable was due to timing with receipt of money drawn from the FTA.

At the end of November, Available Funds were approximately \$7.25M. With Total Board Reserves at \$4.92M, Non-Restricted Funds at the end of November are \$2.34M and saw a decrease due to an update to the Capital Replacement Funds. All Capital Projects were reviewed and adjusted for new estimated costs and timing of purchases. Non-Restricted funds will be used for future operational needs.

Ms. Weidner reported that during 2022, BCRTA maintained the use of five credit cards held by herself, Luke Morgan, Shawn Cowan, Ron Wogenstahl, and Matthew Dutkevicz. Rewards from the use of the credit cards earned \$1,519.77 at the time of redemption on December 19<sup>th</sup>, 2022. The rewards are included in December's Other Non-Transit Revenue.

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

## **VI. Governance**

### ***a. Nominating Committee Report***

Mr. Foster reported that the Nominating Committee met and recommended the reappointment the current officers and officially appointing Mr. Dutkevicz as the Board secretary, as he is already completing that duty. Mr. Watt asked if the secretary was required to be appointed. Mr. Dutkevicz clarified that the Secretary and Treasurer serve at the pleasure of the Board according to the bylaws, and must be appointed but not annually elected.

### ***b. Election of Officers***

Mr. Foster moved to elect Mr. Lawson as President, Mr. Gordon as Vice President, and Mr. Dutkevicz as the Secretary of the Board. Mr. Fehr seconded. No further discussion was

heard. All voted in favor.

**c. Conflict of Interest Disclosures**

Mr. Dutkevicz reminded the Board that the required Conflict of Interest disclosure forms would be coming out soon and that all are required to complete them.

**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

Mr. Watt moved to adopt resolution 23-01-01. Mr. Foster seconded.

Mr. Foster inquired how long the grant would fund the service. Ms. Weidner and Ms. Yannitty explained that although the BCRTA always asks for \$25,000, we are generally granted a much smaller amount that supports service for about two months of the year. Ms. Weidner went on to explain that BCRTA budgets to cover the rest of the annual operating expenses.

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

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

The resolution was adopted.

- 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.

Ms. Wyenandt moved to adopt resolution 23-01-02. Mr. Fehr seconded.

Ms. Weidner explained that the grant ask would support the proposed SCOPE program that was presented briefly at the November Board meeting. Mr. Fehr asked how much work BCRTA could be engaging in that may not be in line with the new City Administration

objectives. Ms. Weidner answered that Partnership is one of the goals of the SCOPE program and staff expect the City of Middletown management to be involved in any outcomes.

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

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

The resolution was adopted.

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

Mr. Watt moved to adopt resolution 23-01-03. Ms. Wyenandt seconded.

Ms. Varney noted that the retention schedule was submitted to the Ohio History Connection and approved allowing the Board to adopt and implement the schedule. Mr. Gordon and Mr. Foster both noted that records retention can be complicated and thorough. Mr. Schneider added that Ms. Varney was responsive to counsel during the process and should be commended for her work on the schedule.

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

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

The resolution was adopted.

### ***VIII. Special Presentation – Planning Study***

Chelsey Hendrickson with Kimley Horn presented draft recommendation regarding service. Slides from the presentation are included in Appendix B to these minutes.

Following the presentation, Mr. Foster asked if Kimley Horn would provide service recommendations for BCRTA's current financial situation as well as scenarios with additional



funding next month. Ms. Hendrickson confirmed that was the scope of the project.

Mr. Watt inquired if some areas of the Miami campus were being underserved in the proposal presented. Mr. Dutkevicz responded that data was used to create all the recommendations and that current scenarios are based on the best available ridership and planning data. Mr. Dutkevicz noted that the parking area at Millett Hall was deliberately removed from service due to low ridership of historic routes, data from commuter students expressing their preference for other parking areas, and Miami's plans to sink geothermal wells in the area and increase parking at Chestnut Fields. Mr. Watt also noted the proposed R3 extension as somewhat circuitous and confusing to riders.

Mr. Dutkevicz also pointed out that some of the recommendations in the proposal would have to be phased in over time due to infrastructure needs. Mr. Dutkevicz specifically pointed to the lack of bus stop infrastructure at the corner of High and Patterson in Oxford as one such case.

Mr. Fehr noted that he was hoping for something broader in terms of plans for the next 10+ years. Mr. Fehr pointed to the lack of any proposals in the West Chester medical corridor. Mr. Dutkevicz noted that presently, density in that area did not support fixed route recommendations. Mr. Dutkevicz also added that BGo microtransit service would be an additional component to be considered that was not presented in detail during this presentation.

Ms. Wyenandt pointed out that if a need arises for county-wide funding, all areas need to be served well, particularly large populations in centers in the Liberty and West Chester areas.

## ***IX. Committee & Staff Reports***

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

No report.

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

In lieu of the metric dashboard summary, Mr. Morgan provided a 5-year overview of ridership by route and service. Mr. Morgan pointed out that although total ridership has not recovered to pre-pandemic levels, ridership on several individual routes has surpassed pre-pandemic levels: R1, R3, R6, and all MTS routes. Mr. Morgan also noted a peak in BGo service in 2021 due to operator availability. He noted that the BGo decrease in 2022 was due to operator shortages and capacity constraints. The 5-year chart is included with these minutes as Appendix C.

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

Ms. Cowan spoke about the plans for Ohio Loves Transit week. Ohio Loves Transit is February 5 – February 11. BCRTA will be traveling to the Statehouse on February 7 to speak with our elected officials. Ms. Cowan extended an invitation to the Board to attend. Ms. Cowan said that BCRTA will be handing out treats and thanking our riders for supporting transit, new customer testimonial videos will be released during the week as well as launching the new StreetSpark buses with the Fitton Center.

Ms. Cowan told the Board that Hunter Marketing is working on a Business tool kit, continuing with the free fixed route awareness campaign, as well as a relaunch for employee recruitment.

Ms. Cowan informed the Board that the Annual Employee Appreciation Breakfast is back. It will be on March 12 at the Warehouse Hotel and Conference Center at Champion Mill and invitations are forthcoming.

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

Ms. Leveline presented statistics on current staffing noting that BCRTA is still hiring many drivers and will look forward to the new Hunter hiring campaign. Ms. Leveline noted that 8 positions are listed as open on the website, although many seats are vacant, including at least 15 drivers.

Mr. Gordon asked if the hiring pool might increase with several local school districts cutting bus service in the near future. Ms. Leveline noted that she has already reached out to several districts.

**e. Procurement**

Ms. Varney announced that Strategic Plan Facilitation Services and Service Trucks RFP's were presently "on the street." Ms. Varney noted that OpenGov is now completely live and staff is finishing training.

**f. Director's Report**

**Staffing & Facility  
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](mailto: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.

## ***Planning***

### **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.

### **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.

### **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.

### **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.

### **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.

### **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
ODOT Local Match	-		
BCRTA Required Match	-		2,582,234
BCRTA Local Cash Reserve	-		
Unfunded	-		0 .00
<b>TOTAL PROGRAMMED TO DATE</b>			<b>23,894,850</b>

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.

### ***Funding & Discretionary Grant Availability***

#### **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.

**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.

**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.

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

**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.

**Strategic Planning Retreat**

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

### Upcoming Procurements >\$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
<del>Procurement</del> , 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

Mr. Fehr inquired when the Miami service contract expired. Mr. Dutkevicz responded that the 10-year base contract would expire in June of 2023. Mr. Fehr expressed concern about the renewal in advance of the Board committing to the Chestnut Fields project. Mr. Watt asked what would happen if the extension was not executed by June. Mr. Dutkevicz expressed that although the contract does not have a continuity of service provision, BCRTA would be likely to extend service in good faith through the summer.

#### **X. Executive Session**

Mr. Gordon asked to table the executive session until February when Mr. Lawson is present. Mr. Foster moved the request. Ms. Wyenandt seconded. The item was tabled.

#### **XI. Adjourn**

Mr. Watt moved to adjourn, and Mr. Fehr seconded. The motion carried. The meeting was adjourned at 9:57 AM.

Respectfully submitted,

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Matthew M. Dutkevicz, Executive Director

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Approved

## Appendix A

### Public Comment - Whitney Harris

I am aware that I have spoken about this at a previous board meeting; however, I feel further input is needed. The transit app doesn't know that it is a holiday, and is leading people to think that the buses are running when they actually aren't. On Monday, December 26th, I was out driving with a friend of mine when we came across 5 people waiting in the snow and the bitter cold at the High Street and East Avenue bus stop. My friend and I both knew this, and she steered the car over to the curb, where we informed the group that the bus wasn't coming, as there was no bus service today as it was a holiday. The group was extremely unhappy, as that was their only way to work, and they were risking getting fired if they called off given it was the holiday season. One member of the group said that the Transit app displayed that service was on the regular schedule, and it was even saying that the next bus was arriving shortly. I pulled up the BCRTA website on my mobile phone and showed them the holiday schedule, to explain to them that the Transit App has glitches and that this, was in fact, incorrect. I also informed them the best method of information is the BCRTA website. I felt bad for them standing out in the bitter cold and snow, and couldn't help but wonder if their job understood the situation. After we drove off, I pulled up the transit app on my phone, and saw that it was indeed counting down the minutes until the next bus arrived for each route, along with saying service was on a regular schedule, and listing the next departures. I know that for the buses to be tracked in real-time, the engine on the bus must be running, and the driver must be signed into the tablet that is on board the bus, so the fact that the buses were being "tracked" when they weren't in service didn't make any sense at all. I understand that service alerts are posted in a separate tab on the app, but I feel that when there is no service or altered service because of a holiday, it should just downright be displayed on the main page without users having to tap on a separate tab. Please have a one-on-one conversation with those who run Transit as soon as possible, to prevent people from being left out in the cold, in more ways than one, on holidays when there is no bus service. Thank you.

On Tuesday, January 10th an alert was sent out via the Transit app and Buztrakr that the R3 to Oxford was 25-30 minutes down due to mechanical issues. I found out this was a mistype, it was the R3 FROM Oxford. I understand that there is often a lot going on in the office, and that we're all but please try to make sure the alert says the right direction so that people aren't missing the bus because they went back inside out of the cold because they were under the impression that it was running late...

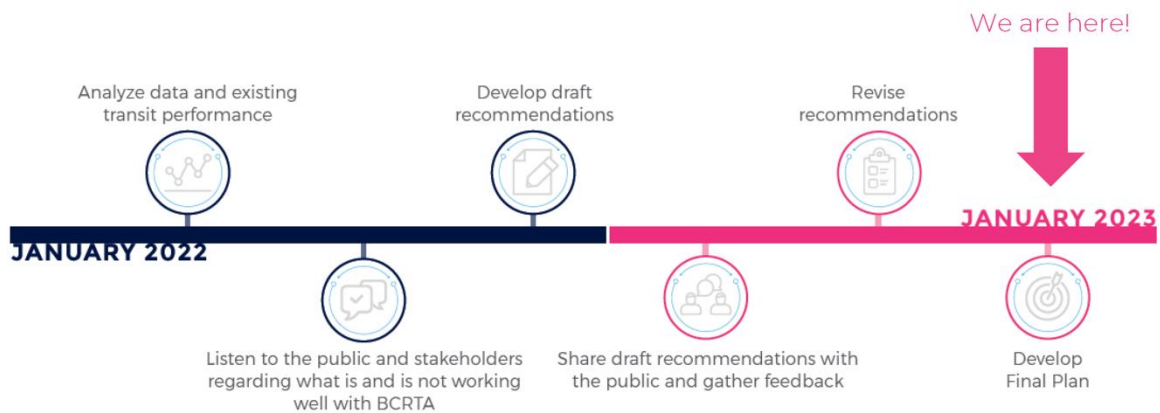




## Agenda

- Engagement Round 1 Feedback
- Service Improvement Ideas
- Engagement Round 2 Feedback
- Preferred Scenario
- Next Steps

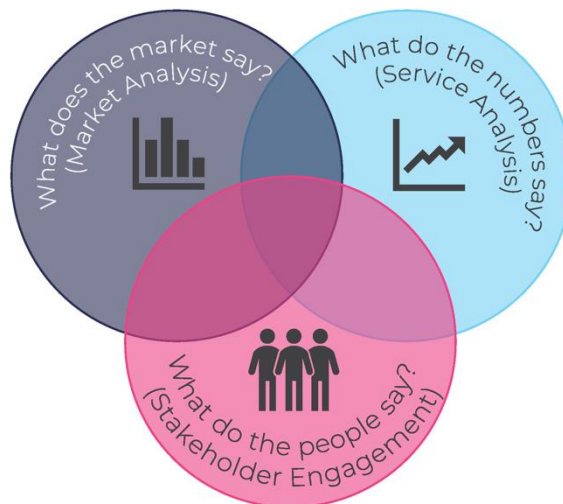
# Process and Schedule



BCRTA TRANSIT PLAN



# Project Approach



BCRTA TRANSIT PLAN



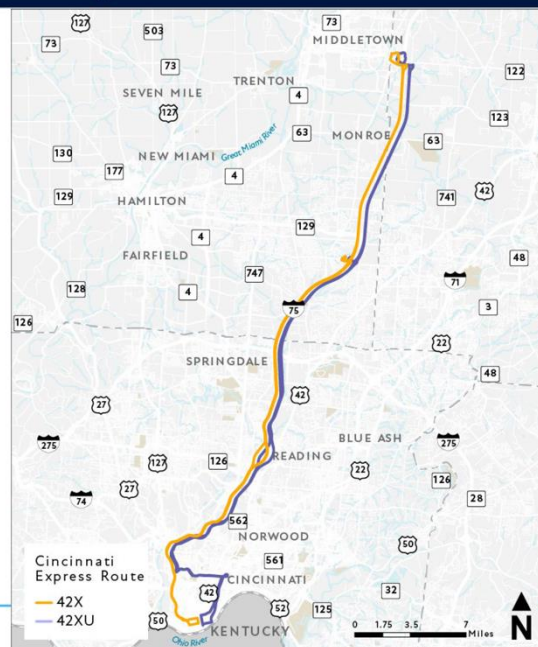
# Engagement Round 1 Feedback

## What we heard from the community about BCRTA service improvements

- Bi-directional routes.
- More service to cities across the county and to Cincinnati vs. within cities.
- Expanding service to residents/neighborhoods and having the same level of service available during the school year available year-round.
- More service outside of typical commute hours.
- Increased capacity on certain routes/during certain times of day.
- Finding more drivers to limit service cuts.
- Matching schedules, rider app, and operator tablet programming.

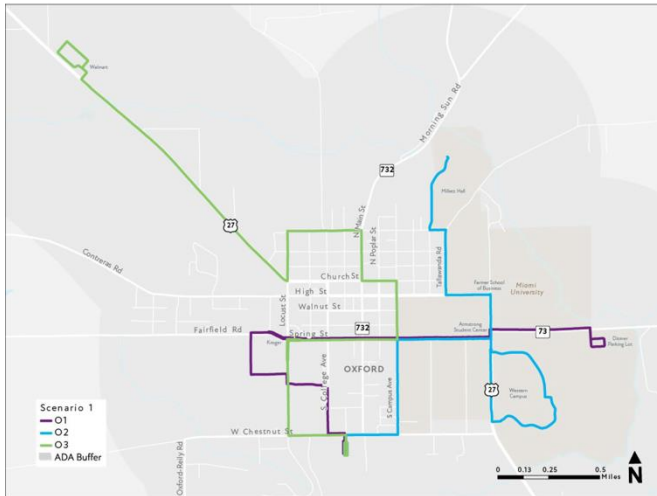
## Service Improvement Ideas

### Cincinnati Express Service

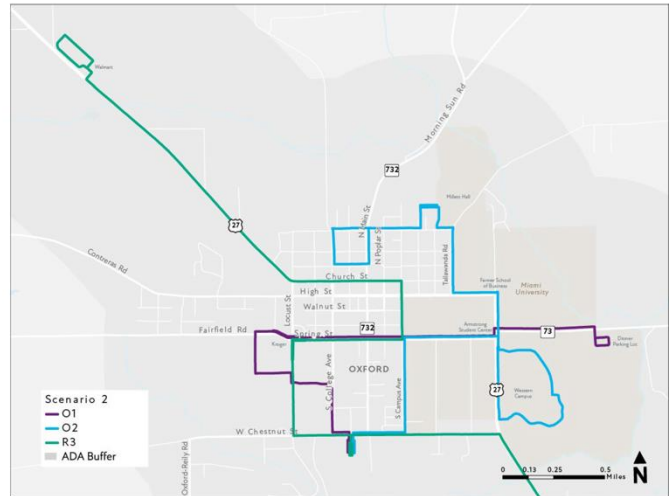


# Oxford Route Ideas

Scenario 1



Scenario 2

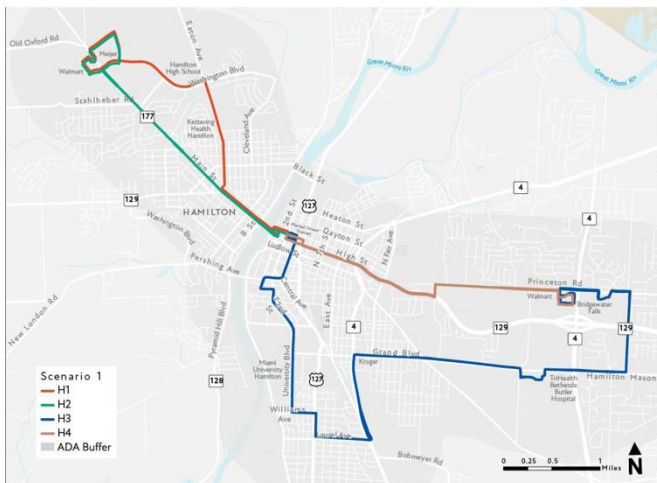


BCRTA TRANSIT PLAN

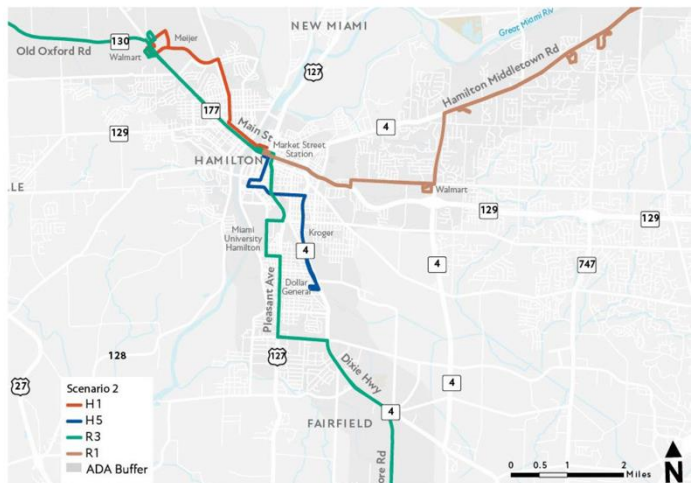


# Hamilton Route Ideas

Scenario 1



Scenario 2



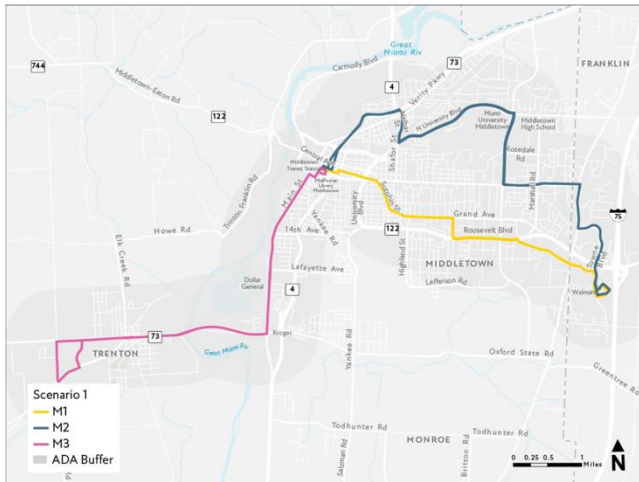
BCRTA TRANSIT PLAN



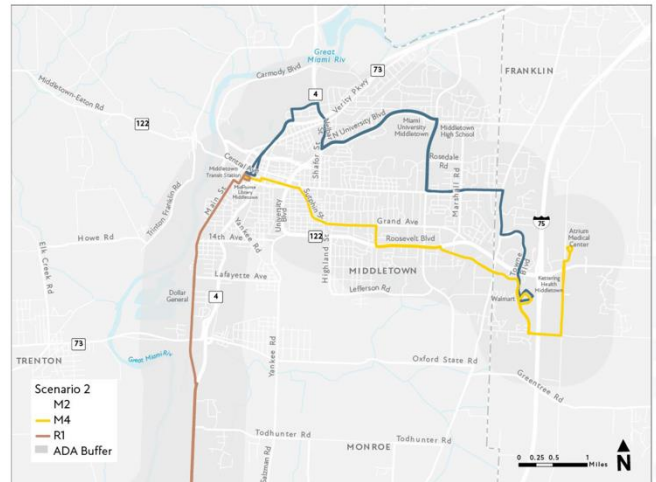


# Middletown Route Ideas

Scenario 1



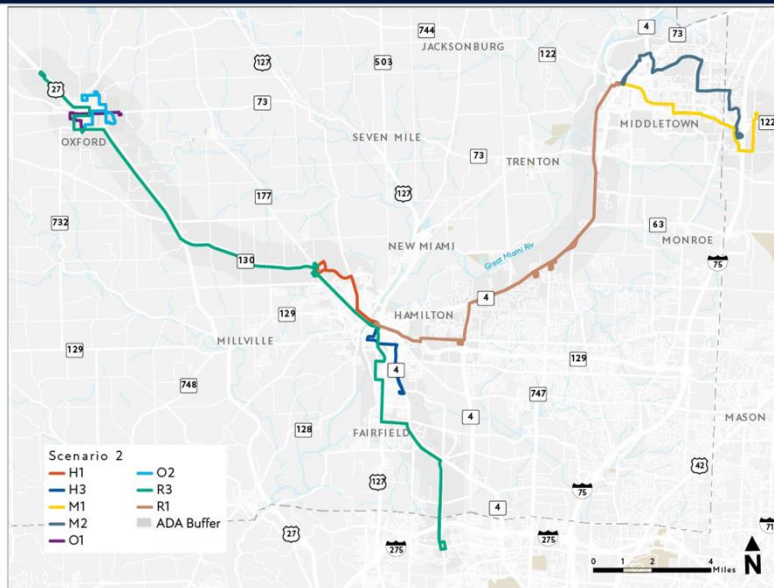
Scenario 2



BCRTA TRANSIT PLAN



# Regional Route Idea



BCRTA TRANSIT PLAN



## Engagement Round 2 Feedback



### Phase 2 Community Engagement

**Purpose:** To gather feedback from the public and stakeholders on initial service improvement ideas for BCRTA.

#### Interactive Map

119 comments

#### Comment Cards

10

#### Service Ideas Survey

760 responses

#### Focus Groups

4 meetings; 8 attendees

# Service Ideas Survey

## Service Ideas Survey

- Received **760** responses
- **52%** of respondents currently ride BCRTA
- **76%** currently drive/have access to a vehicle, while **21%** do not
- Heard from diverse range of ages, with the most responses from 18-24 year olds (**23%**)
- **57%** identified as female, **34%** as male, **3%** as non-binary
- **71%** identified as White, **9%** as Black/African American, **7%** as Asian, **3%** as Hispanic/Latino, **1%** as American Indian/Alaska Native
- Heard the most from respondents whose household income is less than \$25,000/year (**22%**)





# Key Engagement Findings

- Preference the bi-directional, more direct routing
- Desire for service directly to Farmer School of Business (from student housing, High Street, the recreation center)
- Concern about removal of regional service between Oxford and Hamilton and Middletown and Hamilton (service between cities is essential)
- Support for express service from Middletown to Cincinnati, with some trips direct to downtown and some stopping in Uptown first
- Would like a direct route from other cities to Cincinnati (71 people expressed this desire, with the most interest expressed from Oxford and Hamilton)
- Desire for more frequent service and expanded service hours (e.g., early mornings, weekends)

BCRTA TRANSIT PLAN



## Cincinnati Express Service Idea

57% of survey respondents answered questions about this service

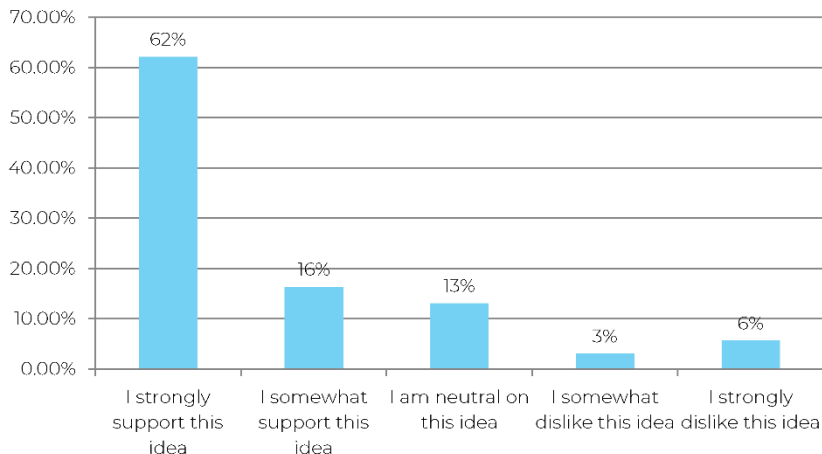
BCRTA TRANSIT PLAN



# Service Ideas Survey

78% support the Cincinnati Express Service ideas

What do you think of the Cincinnati Express Service ideas?



Other feedback:

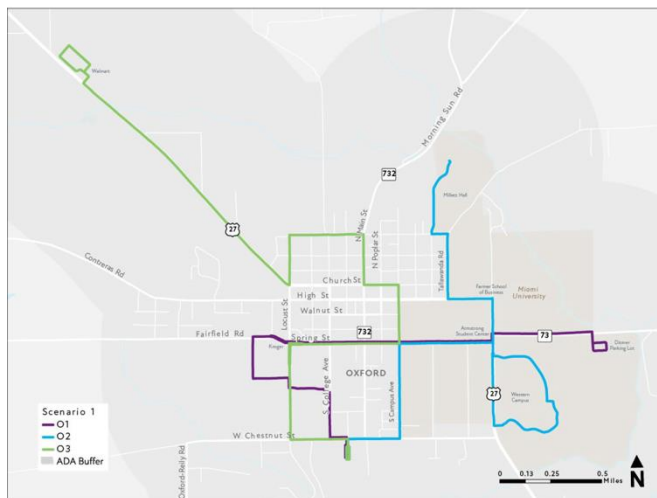
- Support for this idea (needed for people who work/go to school in Cincinnati) (37)
- Desire for connections from other Butler County cities to Cincinnati (Oxford and Hamilton most mentioned) (69)
- Feel the route is long enough/ Consider some trips serving Uptown and some direct to DT (24)
- Need for more frequent/ expanded service hours (early mornings, weekends, daytime trips) (12)

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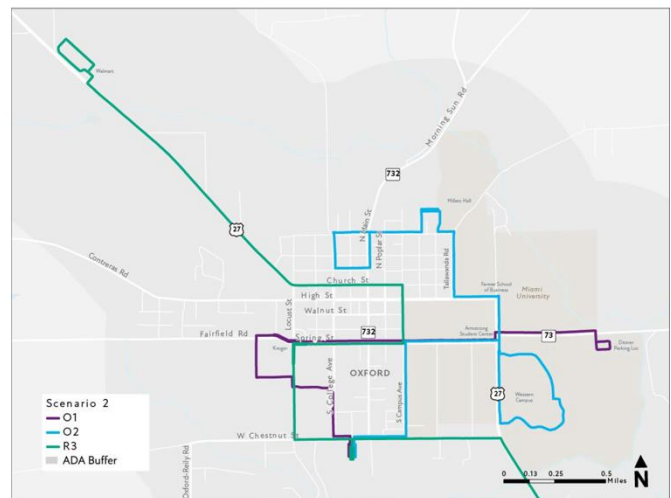


## Oxford Route Ideas

Scenario 1



Scenario 2



BCRTA TRANSIT PLAN



## Oxford Routes

- Most respondents (73%) support having direct, bi-directional routes in Oxford, while only 9% dislike the idea and 18% have no preference.
- Similarly, most respondents (73%) support the O1 route idea. Only 8% dislike the idea and 19% have no preference.
- About half of respondents (53%) support the O2 route idea, while 11% dislike the idea and 36% have no preference.
- More respondents (45%) preferred route O2 in Scenario 2 instead of Scenario 1 (16%).
- 66% of respondents support the O3 route idea, while 10% dislike the idea and 24% have no preference.

49% of survey respondents answered questions about service in Oxford

BCRTA TRANSIT PLAN



## Oxford Routes

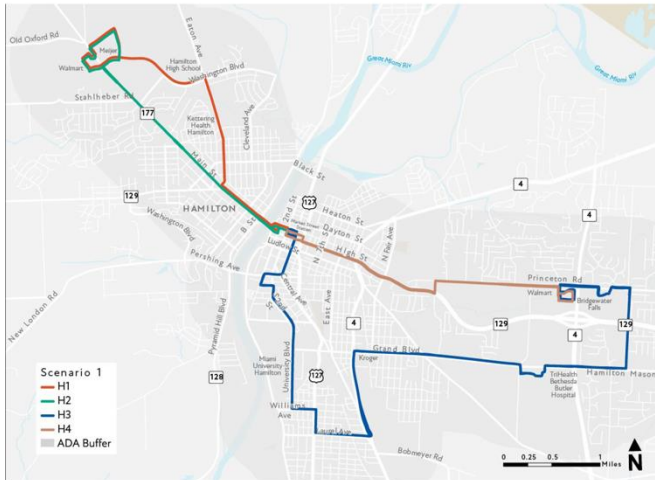
- Need service from residential areas to Miami and shopping (21)
- Serve Farmer School of Business (6)
- Concern about existing routes going away (U3, U4, R3)/Routes proposed are too long/indirect (16)
- Connection needed from Oxford to Cincinnati/airport, Hamilton, Middletown (18)
- Serve permanent Oxford residents in terms of hours and locations (connect to local schools/amenities, not just Miami) (9)
- Like the bi-directional routing (11)
- Need more frequent service/ extended hours (6)

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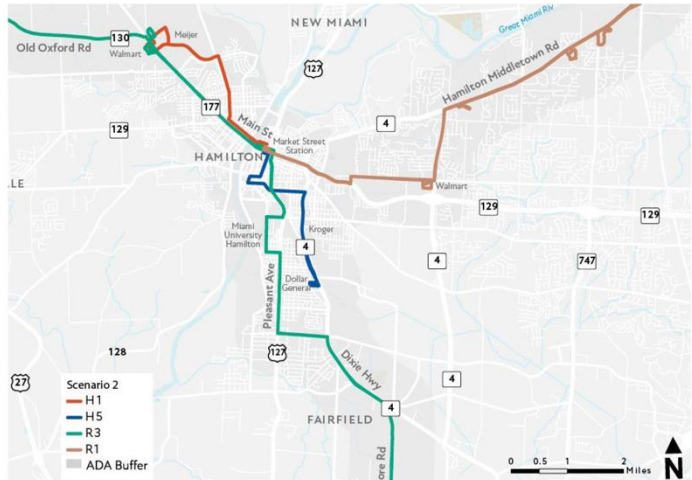


# Hamilton Route Ideas

Scenario 1



Scenario 2



BCRTA TRANSIT PLAN



## Hamilton Routes

- There is strong support for the H1 route idea. 80% of respondents expressed support for the idea, while only 4% dislike the idea and 16% have no preference.
- 69% of respondents support the H2 route idea. Only 7% dislike the idea and 24% have no preference.
- The H3 route idea is strongly supported, with 81% of respondents expressing support. Only 4% dislike the idea and 15% have no preference.
- 75% of respondents support the H4 route idea, while only 7% dislike the idea and 18% have no preference.
- 64% of respondents support the H5 route idea. 9% dislike the idea and 27% have no preference.
- Of all the Hamilton route ideas, respondents liked H1 the most.

39% of survey respondents answered questions about service in Hamilton

BCRTA TRANSIT PLAN





# Hamilton Routes

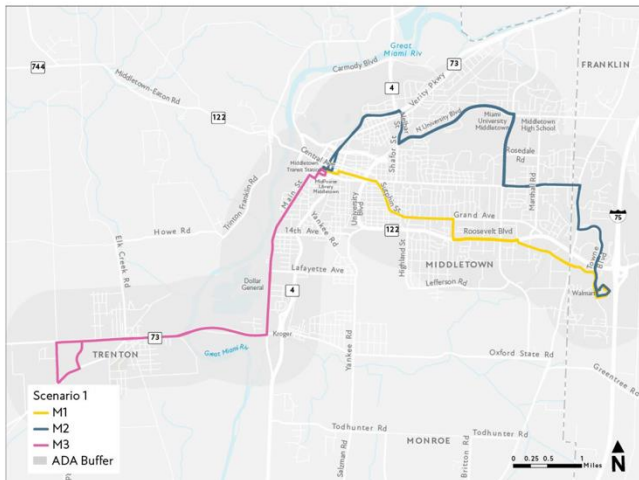
- Like the service to Bridgewater Falls (4)
- Need for expanded service hours (weekends), greater frequency (13)
- Need service to more hospitals (e.g., Kettering Health, Tri-Health Bethesda) (9)
- Need for more education/ information about where bus stops and when (4)
- Need connection between MU Hamilton and MU Middletown and MU Hamilton and MU Oxford (5)
- Having routes between cities is essential (Keep the R3 and connection to Oxford) (10)
- Serve schools and community destinations (e.g., Voice of America Park, Spooky Nook) (7)

BCRTA TRANSIT PLAN

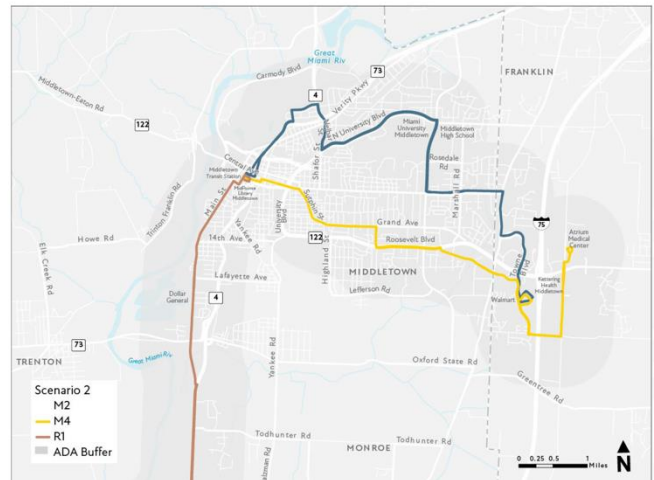


# Middletown Route Ideas

Scenario 1



Scenario 2



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## Middletown Routes

- 67% of respondents support the M1 route idea, while only 6% dislike the idea and 27% have no preference.
- Most (72%) respondents support the M2 route idea. Only 7% dislike the idea and 22% have no preference.
- 66% of respondents support the M3 route idea, while only 6% dislike the idea and 27% have no preference.
- Most (74%) respondents support the M4 route idea, while only 4% dislike the idea and 22% have no preference.
- Of all the Middletown route ideas, respondents liked M1 the most.
- Support was closely split between the M1 (34%) and M4 (32%) route ideas.

19% of survey respondents  
answered questions about  
service in Hamilton

BCRTA TRANSIT PLAN



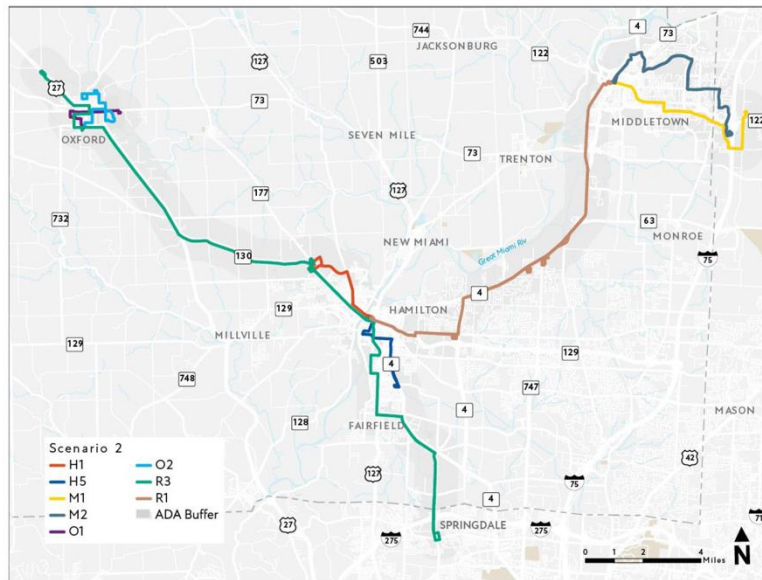
## Middletown Routes

- Keep access to Atrium (5)
- Route between Miami campuses is essential (consider express service) (8)
- Desire for more frequent service, expanded service hours (weekends, evenings) (8)
- Like routes as they are (Blue Line/Red Line, need R2, don't impact 42X West Chester) (7)

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# Regional Route Ideas

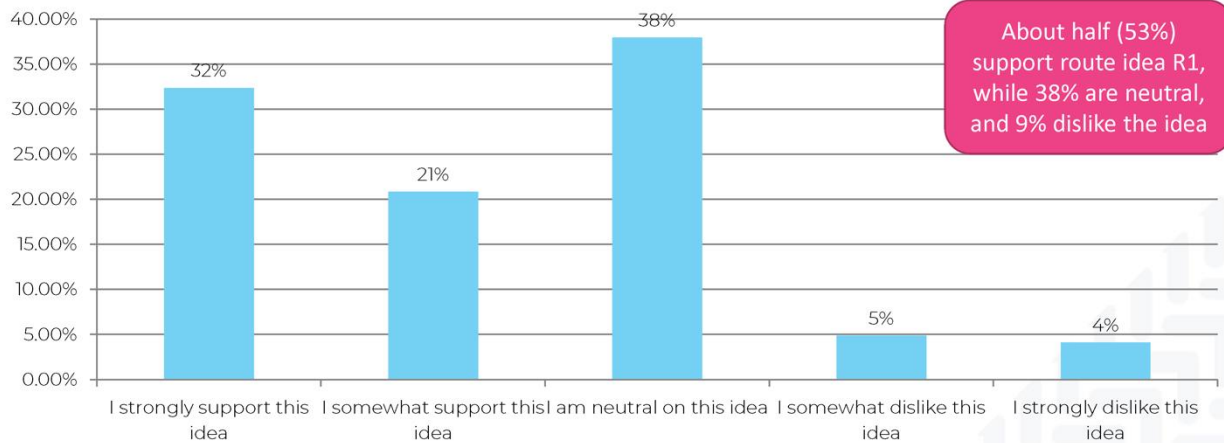


BCRTA TRANSIT PLAN



# Regional Route Ideas

R1: What do you think of the R1 route idea?

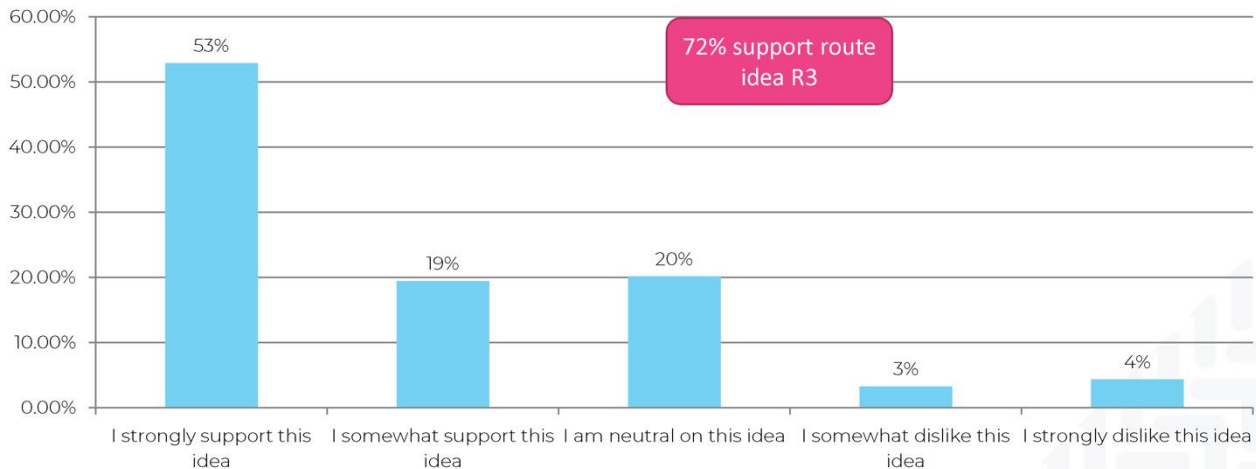


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## Regional Route Ideas

R3: What do you think of the R3 route idea?



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## Regional Routes

- Other Regional route feedback:
- Need a direct route from Oxford to Cincinnati (14)
- Feel the R3 is too long, don't like that extends so far into Oxford to Walmart (10)
- Like the R3 idea, could extend further (11)
- Add service to other cities (West Chester, Colerain, Dayton) (15)
- Need more frequent service, expanded hours (weekends) (8)
- Need connections between Oxford, Hamilton, Middletown/ routes that go between Miami campuses/bring back R2 (18)

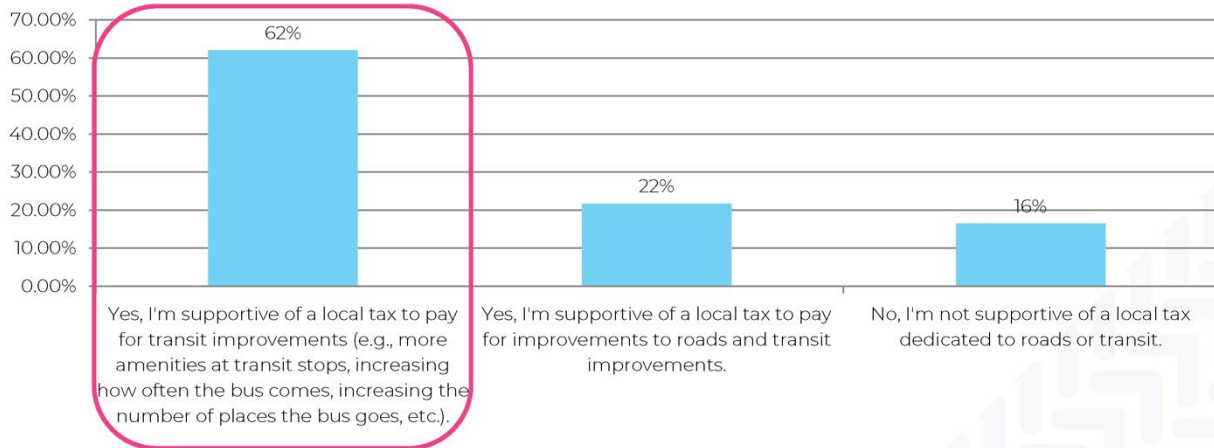
BCRTA TRANSIT PLAN





## Local Roads & Transit Tax

Are you supportive of a local tax to help pay for transit service?

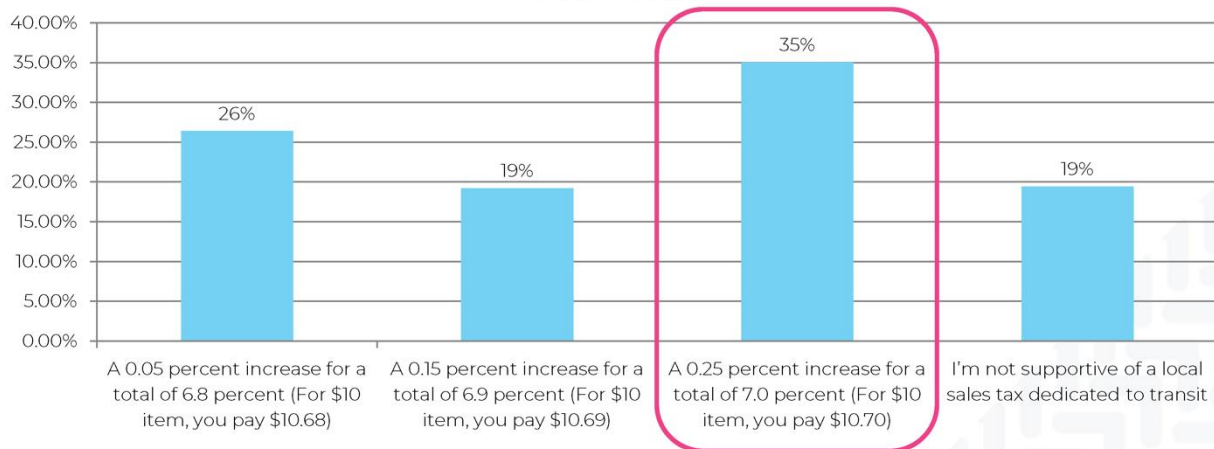


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## Local Roads & Transit Tax

Butler County's current sales tax rate is 6.75 percent. That means, for a \$10 item, you pay \$10.68 today. Would you support an increase in sales tax to support transit in Butler County?



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# BCRTA Rating

How likely are you to recommend BCRTA services to friends, family, or colleagues on a scale of 1-10, with 10 being very likely and 1 being very unlikely?

Average: 7.4

BCRTA TRANSIT PLAN



BCRTA TRANSIT PLAN

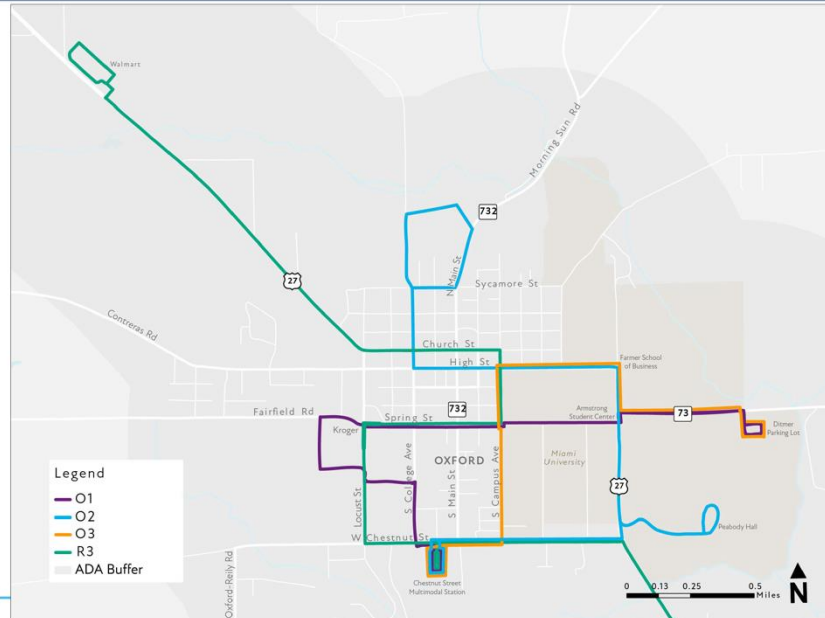


Preferred  
Scenario



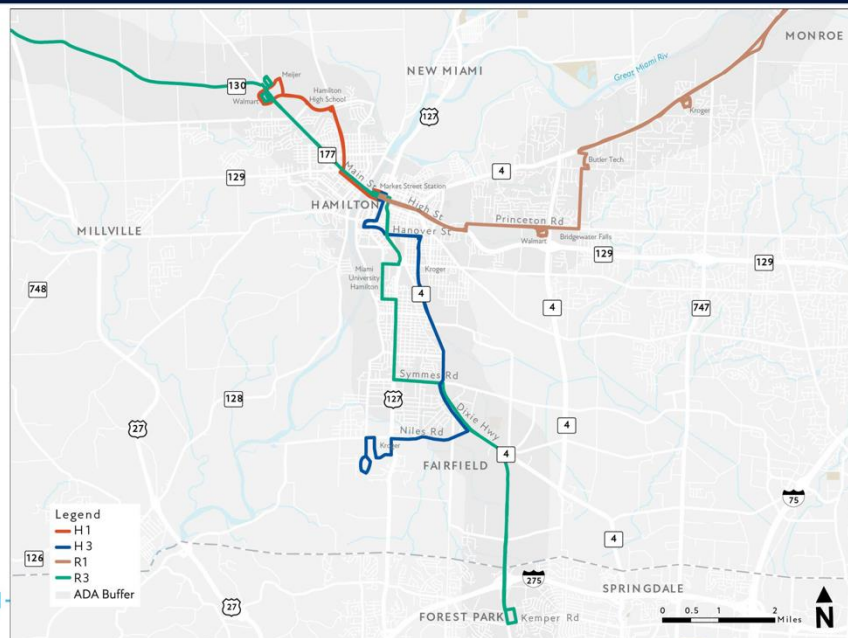
# Oxford Routes

BCRTA TRANSIT PLAN

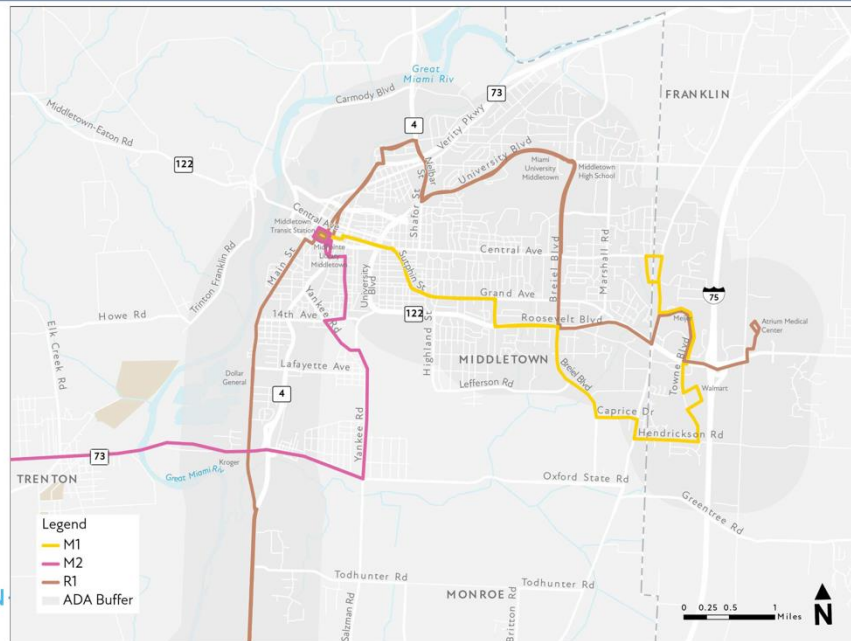


# Hamilton Routes

BCRTA TRANSIT PLAN



# Middletown Routes



BCRTA TRANSIT PLAN

BCRTA TRANSIT PLAN



## Next Steps

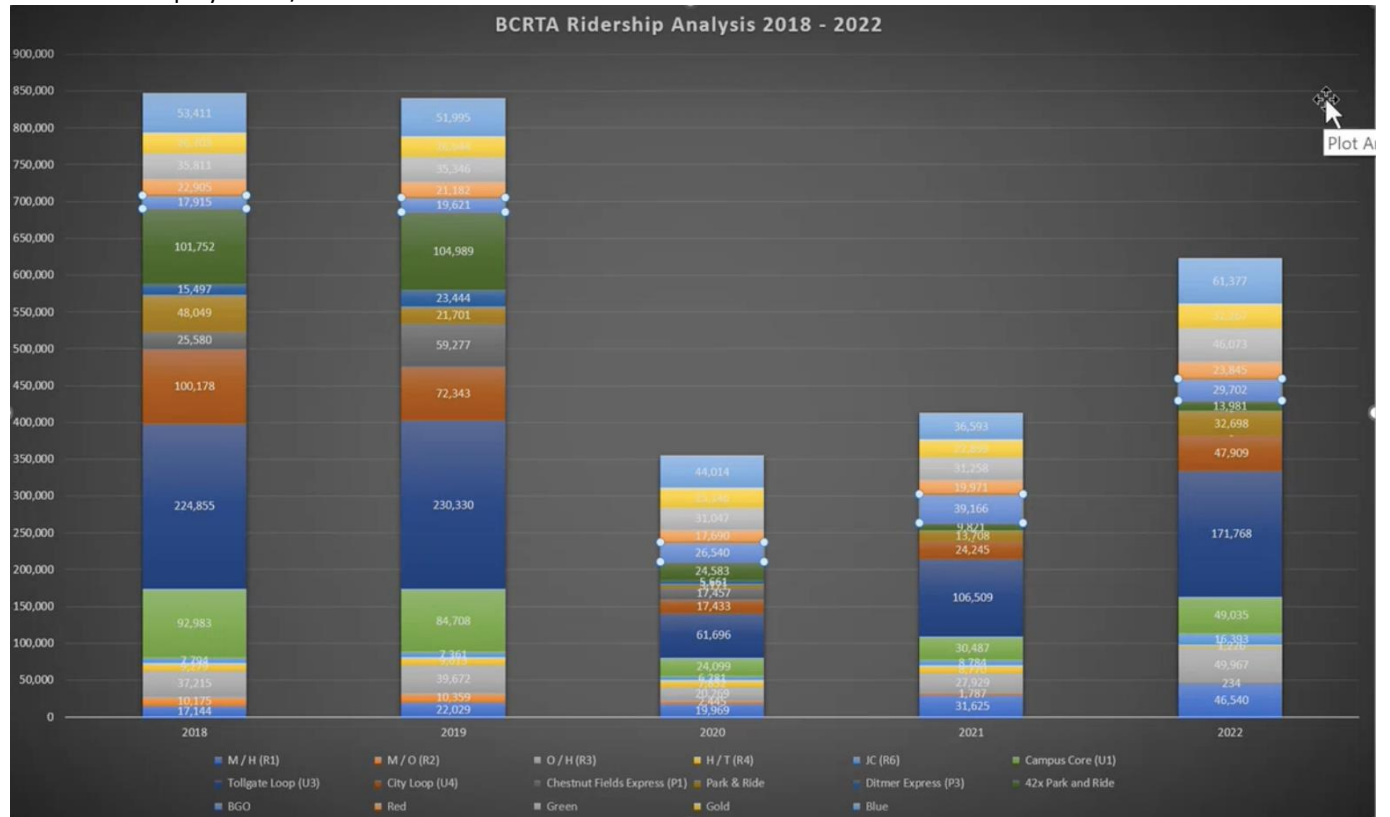


## Next Steps

- Economic Impact Analysis + Financial Plan
- Drafting Final Plan
- February Board Meeting
  - Capital Recommendations
  - Service Recommendations by Funding Level
  - Economic and Financial Analysis and Recommendations

## APPENDIX C

### 5-Year Ridership by Route/Service



**BCRTA**  
**Income Statement**  
**December 2022**

	<b>Year to Date Last Year</b>	<b>Year to Date This Year</b>	<b>Annual Budget</b>	<b>YTD % of Budget</b>
Passenger Fares	99,972	25,875	116,400	22.2%
Contract Fares	128,198	158,585	140,800	112.6%
Partnership Transit Rev (COM)	2,054,362	1,244,433	1,980,000	62.9%
Transit Development Rev (MU)	1,941,668	2,326,261	2,025,250	114.9%
Mgt./Cons. Services	245,280	183,960	245,280	75.0%
Interest & Other	2,745,525	100,206	22,300	449.4%
Agency Funding	38,000	65,517	38,000	172.4%
Park-n-Ride Program	519,871	519,871	560,000	92.8%
State Funding	153,938	158,408	134,000	118.2%
Federal Funding	2,724,537	5,371,354	4,873,345	110.2%
<b>Total Revenues</b>	<b>10,651,350</b>	<b>10,154,471</b>	<b>10,135,375</b>	<b>100.2%</b>
<b>Expenses</b>				
Wages	2,895,146	3,498,575	3,481,326	100.5%
Fringes	1,288,114	1,850,134	1,867,153	99.1%
Services	492,807	701,041	1,064,360	65.9%
Materials & Supplies	621,932	900,453	598,350	150.5%
Utilities	94,819	83,731	131,152	63.8%
Insurance	236,005	272,382	219,828	123.9%
Purchased Transportation	519,871	519,871	560,000	92.8%
Misc. Items	97,480	88,475	79,900	110.7%
Contingency	2,924	-	20,000	0.0%
<b>Total Expenses</b>	<b>6,249,098</b>	<b>7,914,662</b>	<b>8,022,069</b>	<b>98.7%</b>
<b>Gain/Loss before Depr, NP &amp; OPEB Exp</b>	<b>4,402,253</b>	<b>2,239,809</b>	<b>2,113,306</b>	<b>106.0%</b>
Local Share of Depreciation Exp		310,965	324,000	96.0%
Net Pension & OPEB Exp (Inc)		-	818,495	0.0%
<b>Total Gain/(Loss)</b>		<b>1,928,844</b>	<b>970,811</b>	<b>198.7%</b>

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
<b>Checking - PNC (National City)</b>						
12/1/22			Beginning Balance			262,552.53
12/1/22	10415178	CRJ	Miami University - Accounts Pa	190.00		
12/1/22	12/01/22	GENJ	Service Charge		3.00	
12/2/22	FARES120222	CRJ	Farebox Receipts	1,316.00		
12/2/22	12022022	CRJ	Federal Transit Administration	3,605.00		
12/2/22	12022022	CRJ	Federal Transit Administration	74,094.00		
12/2/22	12202022	CRJ	Federal Transit Administration	474,074.00		
12/6/22	ACH12062022	CDJ	SuperFleet Mastercard Program		41,286.39	
12/6/22	11086	CDJ	Amazon Capital Services		606.12	
12/6/22	11087	CDJ	Richard L. Bowen & Associates,		198,405.73	
12/6/22	11088	CDJ	Blashock Plumbing Inc.		126.00	
12/6/22	11089	CDJ	Brighton Spring Service		180.00	
12/6/22	11090	CDJ	Cincinnati Bell Any Distance		524.91	
12/6/22	11091	CDJ	Cummins Bridgeway LLC		137.85	
12/6/22	11092	CDJ	Cornett's Pressure Cleaning		640.00	
12/6/22	11093	CDJ	Fuller Ford		237.62	
12/6/22	11094	CDJ	Franks Glass		321.47	
12/6/22	11095	CDJ	Gillig		393.16	
12/6/22	11096	CDJ	GemCity Tires, Inc		1,447.55	
12/6/22	11097	CDJ	Jani-King of Cincinnati LLC		550.00	
12/6/22	11098	CDJ	Millennium Business Systems,LL		324.85	
12/6/22	11099	CDJ	Overhead Door of Greater Cinci		99.74	
12/6/22	11100	CDJ	PERS		74,942.06	
12/6/22	11101	CDJ	RICOH USA, INC		23.71	
12/6/22	11102	CDJ	Silco Fire Protection Co.		451.05	
12/6/22	11103	CDJ	Verizon Wireless		2,719.18	
12/6/22	AT-12/06/2022	CDJ	BCRTA PNC Card Purchases		1,898.75	
12/7/22	402647	CRJ	Farebox Receipts	255.02		
12/7/22	786520914	CRJ	Ohio Transit Risk Pool	1,287.93		
12/9/22	AT 12/09/22	CDJ	Paycom		1,187.76	
12/9/22	PRWE 12/02/22	GENJ	1513		106.20	
12/9/22	PRWE 12/02/22	GENJ	1514		69.23	
12/9/22	PRWE 12/02/22	GENJ			3,145.40	
12/9/22	PRWE 12/02/22	GENJ			120,211.35	
12/9/22	PRWE 12/02/22	GENJ			21,461.04	
12/9/22	PRWE 12/02/22	GENJ	1512		137.20	
12/14/22	2022 Bid Bond	GENJ	BCVSC 2022 Bid Bond Cashiers Check		53,023.76	
12/15/22	11104	CDJ	Cintas Uniforms		2,021.89	
12/15/22	11105	CDJ	16 Points Solutions		276.25	
12/15/22	11106	CDJ	Affordable Pest Control Inc.		53.00	
12/15/22	11107	CDJ	BCRTA Petty Cash		512.10	
12/15/22	11108	CDJ	Bethesda Healthcare Inc.		1,535.85	
12/15/22	11109	CDJ	Bryce's Lawncare & Landscaping		2,750.00	
12/15/22	11110	CDJ	Blashock Plumbing Inc.		353.10	
12/15/22	11111	CDJ	Brighton Spring Service		150.00	
12/15/22	11112	CDJ	Bureau of Workers Compensation		66,317.00	
12/15/22	11113	CDJ	Cintas Corporation		1,329.08	
12/15/22	11114	CDJ	Cintas Uniforms		2,341.21	



12/15/22	11115	CDJ	Fuller Ford		1,569.07		
12/15/22	11116	CDJ	Frank's Heavy Truck Collision		4,434.30		
12/15/22	11117	CDJ	COH- Hamilton Fiber		105.00		
12/15/22	11118	CDJ	Health Transit Pool of Ohio		55,000.00		
12/15/22	11119	CDJ	Isaac Wiles Burkholder & Teeto		1,534.75		
12/15/22	11120	CDJ	Jan-Pro of Greater Cincinnati		356.21		
12/15/22	11121	CDJ	Jim's Tire & Auto		1,321.38		
12/15/22	11122	CDJ	Kimley-Horn And Associates, Inc.		3,900.00		
12/15/22	11123	CDJ	KOI Enterprises, Inc.		4,732.10		
12/15/22	11124	CDJ	NEORide		2,000.00		
12/15/22	11125	CDJ	Ohio Deferred Compensation		1,205.00		
12/15/22	11126	CDJ	OpenGov, Inc.		23,293.00		
12/15/22	11127	CDJ	Ohio Public Transit Association		3,125.00		
12/15/22	11128	CDJ	Ohio Transit Risk Pool		275.00		
12/15/22	11129	CDJ	Rumpke Of Ohio Inc.		276.76		
12/15/22	11130	CDJ	Tristate Cleaning		400.00		
12/15/22	11131	CDJ	Talawanda School District		20,757.34		
12/16/22	1088	CRJ	Transit Alliance of Butler County	11,610.37			
12/16/22	0047896422	CRJ	Ohio Dept of Medicaid	505.00			
12/16/22	cash1216	CRJ	BCRTA Items	9.00			
12/16/22	698	CRJ	BCRTA Items	7,189.36			
12/16/22	3339	CRJ	Transit Alliance of Butler County	15,000.00			
12/16/22	01105625	CRJ	Butler County Veterans Service	4,693.32			
12/16/22	0047907360	CRJ	Ohio Department of Transportation	7,686.69			
12/19/22	CC 12/19/2022	CRJ	BCRTA Items	1,519.77			
12/21/22	11132	CDJ	City of Hamilton - Utilities		3,163.00		
12/21/22	11133	CDJ	Cornett's Pressure Cleaning		2,535.00		
12/21/22	11134	CDJ	Mehaffies Pies		750.00		
12/21/22	11135	CDJ	Overhead Door of Greater Cincinnati		423.57		
12/21/22	11136	CDJ	Office Depot Inc.		13.48		
12/21/22	11137	CDJ	Preferred Fire Protection		185.00		
12/21/22	11138	CDJ	PowerApps911		105.00		
12/21/22	11139	CDJ	Swift Industrial Cleaning Solutions		327.00		
12/21/22	837	CRJ	BCRTA Items	47.37			
12/21/22	12/21/2022	CRJ	BCRTA Items	189,072.00			
12/21/22	3208	CRJ	BCRTA Items	54.72			
12/21/22	20057040	CRJ	BCRTA Items	57.06			
12/22/22	PRWE 12/16/22	GENJ			23,303.73		
12/22/22	PRWE 12/16/22	GENJ	1516		106.20		
12/22/22	PRWE 12/16/22	GENJ	1515		137.20		
12/22/22	PRWE 12/16/22	GENJ	1517		69.23		
12/22/22	PRWE 12/16/22	GENJ			3,145.40		
12/22/22	PRWE 12/16/22	GENJ			129,286.70		
12/23/22	12232022	CRJ	Miami University	157,361.83			
12/23/22	AT 12/23/2022	CDJ	Paycom		1,246.06		
12/27/22	01106464	CRJ	Butler County Veterans Service	3,669.66			
12/30/22	12302022	CRJ	Federal Transit Administration	615,189.00			
			Current Period Change	1,568,487.10	891,382.04	677,105.06	
12/31/22			Ending Balance			939,657.59	

Savings - PNC (National City)

12/1/22			Beginning Balance			52,447.54
12/1/22	12/01/22	GENJ	Service Charge		2.14	
12/15/22	MAS 121522	CRJ	Farebox Receipts	546.94		
12/30/22	12/30/22	GENJ	Interest Income	0.43		
12/31/22	CC 12/31/22	CRJ	Farebox Receipts	7.31		
			Current Period Change	554.68	2.14	552.54
12/31/22			Ending Balance			53,000.08

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

12/1/22			Beginning Balance			1,397,837.85
12/1/22	12/01/22	GENJ	Service Charge		2.00	
12/21/22	12/21/2022	CRJ	BCRTA Items - Xfer \$\$ saving to checking		189,072.00	
12/30/22	12/30/22	GENJ	Interest Income	10.97		
			Current Period Change	10.97	189,074.00	-189,063.03
12/31/22			Ending Balance			1,208,774.82

**Investment - STAR Ohio**

12/1/22			Beginning Balance			4,756,845.29
12/30/22	12/30/22	GENJ	Interest Income	16,972.98		
			Current Period Change	16,972.98		16,972.98
12/31/22			Ending Balance			4,773,818.27

**BCRTA**  
**Balance Sheet**  
**December 2022**

**Assets**

Current Assets

Checking - PNC	939,657.59
Savings - PNC	53,000.08
Savings - PNC	1,208,774.82
STAR Ohio	4,773,818.27
Bid Deposit	53,023.76
M&S Inventory	82,679.78
Petty Cash	1,000.00
Accounts Receivable	1,408,572.51
Prepays	159,092.50

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8,679,619.31

\*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	1,413,579.36
Amenities & Misc.	69,631.89
WIP-Building	93,183.31
WIP-Technology Upgrade	877,934.19
WIP-Chestnut Fields	1,390,244.12
Accum. Depr.	(8,747,022.91)

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11,045,787.54

Total Assets

19,725,406.85

**Liabilities & Equity**

Current Liabilities

Accounts Payable	638,125.46
Payroll Payables	182,406.41
Other Payables	-
Accrued PTO	148,508.41
Reserve ACA Fines	-
FTA Vehicle Funds	68,131.00
Future Match Funds	67,083.33
Unearned Tickets	28,997.50

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1,133,252.11

\*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	16,384,211.73
Local Capital	89,410.00
Retained Earnings	(8,312,870.02)
Net Income	2,239,808.80

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18,592,154.74

Total Liabilities  
and Capital

19,725,406.85

**BCRTA**  
**Cash Reserves**

**December 2022**

Current Assets	8,679,619.31
Current Liabilities	<u>(1,133,252.11)</u>
<b>Available Funds</b>	<b>7,546,367.20</b>

**Board Reserves**

Local Share Grant Obligations		
OH-2018-21-00	302,845.00	
OH-2021-56-00	1,566,440.00	
OH-2021-60-00 Chestnut Fields	2,458,374.00	
Less Miami University Chestnut Fields Match	(1,600,000.00)	
Less Projected Local Match	<u>(1,870,402.50)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	857,256.50	
 FTA Grants	 857,256.50	 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>	
 <b>Total Board Reserves</b>	 <b>4,903,344.90</b>	
 <b>Non-Restricted Funds</b>	 <b>2,643,022.30</b>	



**TO:** BCRTA Board of Trustees

**FROM:** Shawn Cowan, Customer Care & Communications Manager  
Meagan Varney, Procurement & Compliance Specialist

**RE:** *Action Item – 2022-057, Marketing Services – Commuter Route Service*

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February 8, 2023

## **STRATEGIC PLAN GOAL / OBJECTIVE**

Enhancing Connectivity and Improving Mobility, Eliminating Barriers, Support Employers

## **RECOMMENDATION**

Approval of a resolution authorizing the Executive Director to implement a single contract on behalf of BCRTA with Affirm Agency for Marketing Services for our Commuter Route Service to Hamilton County for an amount not to exceed \$79,309.59.

## **FINANCIAL CONSIDERATIONS**

- This is a onetime agreement for a single contract for services for a term of one (1) year with a total expenditure not to exceed \$79,309.59.
- The expense is budgeted at 100% but staff will work with Middletown to arrange a 50% cost share to leverage COM grant funds since COM will be the provider of record.

## **BUSINESS PURPOSE**

To raise awareness of and increase ridership on the commuter express route between Butler County and downtown Cincinnati in Hamilton County.

## **PROCUREMENT CONSIDERATIONS**

Procurement Summary factors considered; they have the capacity to perform these contracts and are recommended for award.

## **LEGAL CONSIDERATIONS**

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

## BCRTA Resolution No. 23-02-01

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### **Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into a Contract for Marketing Services for Commuter Bus Service.**

**Whereas** BCRTA solicited proposals for marketing services for a commuter express route between Butler County and downtown Cincinnati in Hamilton County, which will be taken over by City of Middletown and BCRTA from Southwest Ohio Regional Transit Authority (SORTA) in 2023; and

**Whereas** BCRTA requested that interested bidders submit their narrative proposals outlining their experience and technical capacity via BCRTA's eProcurement Portal; and

**Whereas** BCRTA received two (2) proposals, from Affirm Agency and Hunter Marketing; and

**Whereas** a selection committee evaluated all proposals for Experience, Technical Capacity and Price; and

**Whereas** the selection committee determined that Affirm Agency was the most advantageous to BCRTA.

**Now therefore be it resolved** that the BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute a contract between BCRTA and Affirm Agency for the provision of marketing services for a period of one (1) year at a cost of \$72,099.63 plus a 10% contingency for a total cost not to exceed \$73,309.59 without additional board approval.

Approved: February 15, 2023

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Chris Lawson  
Board President

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Matthew Dutkevicz  
Executive Director

## **Resolution No. 23-02-02**

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### **Certifying the Availability of up to \$50,000 as the required 50% Local Match in Support of the Transit Alliance of Butler County's (Transit Alliance) Application for 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Fund to Support the Access Butler County (ABC) Subsidized Transportation program.**

**Whereas** Butler County Regional Transit Authority (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, and affordable transportation services in Butler County; and

**Whereas** the TABC (Transit Alliance of Butler County) has identified affordable and available transportation as critical to many of the county's elderly, disabled, and low-income population to maintain a basic quality of life; and

**Whereas** the Transit Alliance has worked with the BCRTA to identify an opportunity to expand the current ABC program by adding additional transportation providers; and

**Whereas** the Transit Alliance and BCRTA have identified BCRTA local reserve funds as the source of the required 50% local match as required for 5310 funding consideration.

**Now therefore be it resolved by the Board of Trustees of the Butler County Regional Transit Authority:**

That the BCRTA certifies the availability of up to \$50,000 as the required 50% local match in support of the TABC's 5310 request for Enhanced Mobility for Seniors and Individuals with Disabilities. Furthermore, the BCRTA Executive Director is authorized to do all things necessary to enact this resolution.

**Adopted this 15<sup>th</sup> day of February 2023.**

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Board President, BCRTA

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Executive Director, BCRTA

**TO:** BCRTA Board of Trustees

**FROM:** Matthew Dutkevicz, Executive Director  
Meagan Varney, Procurement & Compliance Specialist

**RE:** *Action Item – Strategic Plan Facilitation Services, 2023-004*

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February 15, 2023

## **STRATEGIC PLAN GOAL / OBJECTIVE**

NEW STRATEGIC PLAN

## **RECOMMENDATION**

Approval of a resolution authorizing the Executive Director to implement a contract with C. Robinson Associates Inc. for an award of a single contract for Strategic Plan Facilitation Services on behalf of BCRTA for an amount not to exceed \$33,001.

## **FINANCIAL CONSIDERATIONS**

This is a contract for professional services with a total expenditure not to exceed \$33,001.

## **BUSINESS PURPOSE**

To provide consulting services to update BCRTA's strategic plan.

## **PROCUREMENT CONSIDERATIONS**

- Procurement Summary factors considered; they have the capacity to perform these contracts and are recommended for award.
- Firm is WBE

## **LEGAL CONSIDERATIONS**

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



## BCRTA Resolution No. 23-02-03

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### **Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for Strategic Plan Facilitation Services.**

**Whereas**, BCRTA solicited for a professional planning consultant to help facilitate and develop an updated strategic plan; and

**Whereas** BCRTA requested that interested bidders provide a detailed description of their understanding of the project, their method for developing an updated plan, and their company's experience and qualifications with strategic planning; and

**Whereas** BCRTA received two (2) proposals, from C Robinson Associates, Inc. and Experience Management Institute; and

**Whereas** a selection committee evaluated proposals for Approach & Methodology, Quality of Response to Proposal Requirements, Ability to Communicate the Proposal Effectively, Level of Experience of Staff and the Organization, Cost, and any Innovations, Recommendations or Value Adds; and

**Whereas** the selection committee determined that C Robinson Associates, Inc. was the most advantageous to BCRTA.

**Now therefore be it resolved** that the BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute a contract between BCRTA and C Robinson Associates Inc., subject to legal review, for the provision of Strategic Plan Facilitation Services for \$30,000.55 plus a contingency in an amount not to exceed \$33,001 without additional board approval.

Approved: February 15, 2023

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Chris Lawson  
Board President

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Matthew Dutkevicz  
Executive Director

# METRIC DASHBOARD

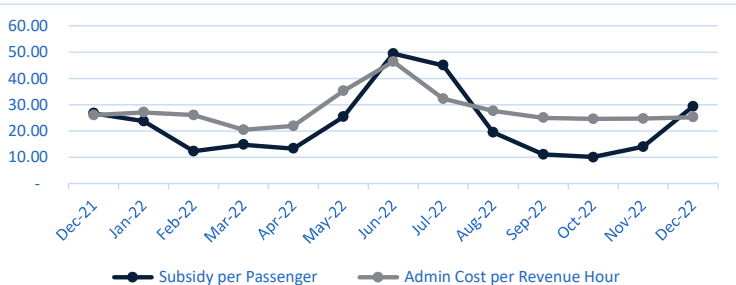
## December 2022

### Leveraging Competitive Funding & Partnerships

Average Fleet Age

4.72

Since Last Month 0.03 0.64%  
Since Last Year 0.75 15.89%



### Enhancing Connectivity

BCRTA Transit App Users

3,081

Since Last Month (2,301) -74.68%  
Since Last Year 1,334 43.30%

BGO App Rides/Total BGO Rides

10.24%

Since Last Month -13.76% -134.31%  
Since Last Year -25.27% -246.68%

BCRTA Transit App Downloads

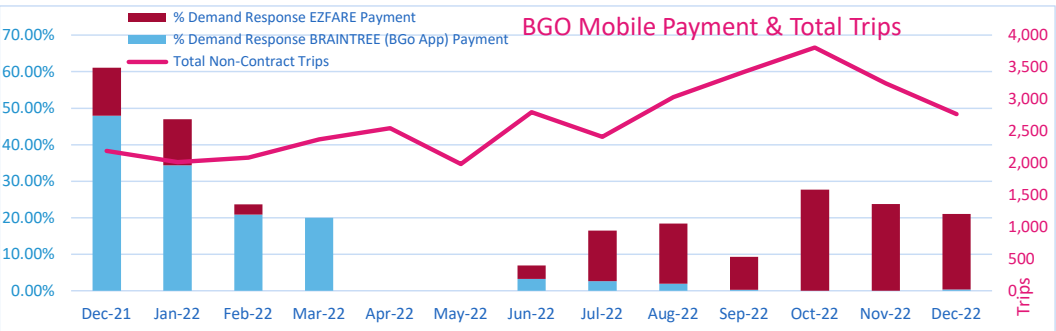
292

Since Last Month (73) -25.00%  
Since Last Year (110) -37.67%

BGO App Downloads

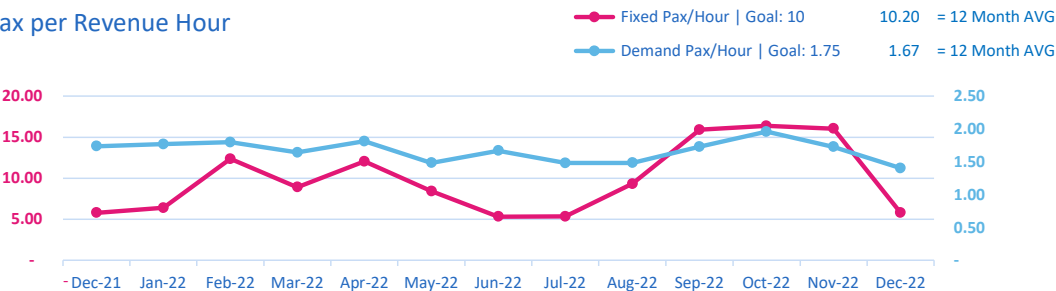
55

Since Last Month (35) -63.64%  
Since Last Year (50) -90.91%

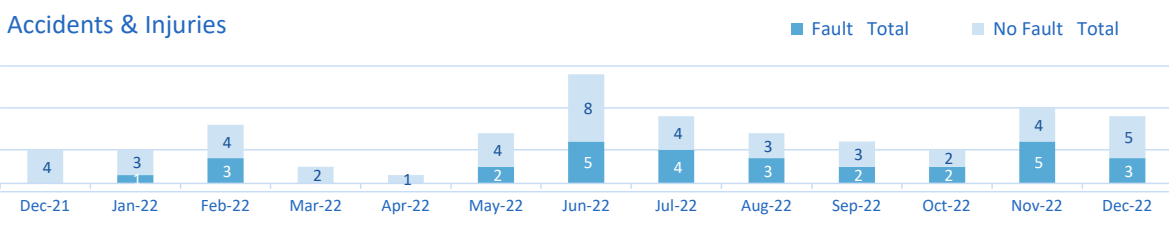


### Improving Mobility & Eliminating Barriers

Pax per Revenue Hour



Accidents & Injuries



Target Operator Staffing

68%

Since Last Month -6.93%  
Since Last Year -4.04%  
12 Month Average 80.34%  
GOAL 100.00%

Denials & Refusals/Total BGO

6.41%

Since Last Month -8.20%  
Since Last Year -22.62%  
12 Month Average 40.21%  
GOAL 0.00%

### Supporting Employers

42X Park & Ride Total Trips

1,121

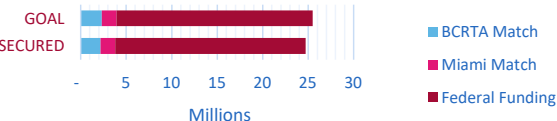
Since Last Month (358) -32%  
Since Last Year 248 22%

BGO Employment Trips

1,676

Since Last Month 192 11.46%  
Since Last Year 762 45.47%

### Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

731



## Director's Notes – February 2023

### A. Staffing & Facility

#### 1. Staffing

BCRTA is currently seeking to fill the following positions:

Dispatcher - Full Time	Location: Hamilton, OH Department: BCRTA Type: Full Time
Trustee	Location: Hamilton, OH Department: Board of Trustees Type: Volunteer
Human Resources Intern	Location: Hamilton, OH Department: Human Resources Type: Temporary
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](mailto:levelinem@butlercountyrta.com)) if you would like to be added to the mailing list.

### 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 4 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 financial and capital recommendations at the February Board meeting.

#### 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

## Director's Notes – February 2023

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 compressed natural gas (CNG) may be more appropriate as battery-electric bus (BEB) technology cannot yet support the required range for BCRTA's small bus fleet.

### 6. Chestnut Street Multimodal Station

After receiving the 90% cost estimate and the final construction management fees, staff have identified a potential shortfall in the Chestnut Fields project budget with current funding levels. However, the project will be bid with the bus wash component as an "add alternate." Depending on the final bids, the bus wash may be added or eliminated to control project cost. The current proposed funding plan includes \$2.19M in local fund match, a total project cost of \$25.47M, and \$24.72M in funds programmed to date leaving a projected \$748K shortfall.

Chestnut Fields Multimodal Station & Shared Services Facility Funding Summary as of February 8, 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%	1,261,130
FTA 5307	2023	80%	1,811,881
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	100%	2,690,121
ODOT Lapsing 5307 (Parkersburg)	2018	100%	107,488
Miami University Local Cash on Hand	-		1,600,000
ODOT Local Match	-		
BCRTA Required Match	-		2,188,460
BCRTA Local Cash Reserve	-		
Unfunded	-		748,102
TOTAL PROGRAMMED TO DATE			24,723,587

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

## Director's Notes – February 2023

Staff are continuing to finalize lease negotiations and required City easements. An IFB for construction will be let in late February with a request for the Board's contracting authority at the April meeting.

### C. Funding & Discretionary Grant Availability

#### 1. Miami Service Contract

Staff have met with Miami officials and prepared documents to exercise the first 2-year contract option with a price increase. An addendum approved for execution is expected before April.

#### 2. 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.

#### 3. 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. 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. A CDBG application submitted to the City of Middletown for funds to support the program was unsuccessful.

### D. On the Horizon ...

#### 1. 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 and Conference Center at Champion Mill.

#### 2. Strategic Planning Retreat

Staff are organizing a strategic planning consultant to convene a short retreat for the Board and senior staff in mid 2023 after a final report is available from the Short-Range Planning Study. Please communicate any requests or date restrictions to Matthew

## Director's Notes – February 2023

Dutkevicz, [dutkeviczmm@butlercountyrta.com](mailto:dutkeviczmm@butlercountyrta.com).

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

## E. Noteworthy

### 1. StreetSpark Strikes Again

BCRTA was pleased to partner with the Fitton Center and StreetSpark program again for bespoke bus murals. The three new murals were specifically designed to fit BCRTA's smaller vehicles and will receive their official launch party on February 10, 2023.

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

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
<del>Procurement</del> , Maintenance, and Finance Software Integrated Solution – Phase II	BCRTA	100k	5	New
Collision Avoidance System	MTS	240K	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 (large bus)	BCRTA	TBD	1	New
Chestnut Fields A&E Part IV	BCRTA	785K	Task	New
Chestnut Fields Construction	BCRTA	23.2M	Task	New
Commuter Services Marketing & Branding Services	BCRTA/MTS	79K	1	New

# Director's Notes – February 2023

## Strategic Vision 2025

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As Ohio's public transit innovator, BCRTA provides smart mobility options and infrastructure that seamlessly connect people to employers, educational, healthcare, and recreational destinations.

Leverage competitive federal funding and forge mutually beneficial partnerships with organizations, including incubators, chambers, universities, start-ups, economic development bodies, and planning professionals.

- ~~• Expand participation in NeoRide as appropriate to address needs and improve grant funding~~
- Sustain Miami University relationship, plan for future – 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