



Board of Trustees

Mr. Christopher Lawson,
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City of Hamilton

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

Mr. Travis C. Bautz
MidPointe Library System

Mr. David Fehr
Butler County Department
of Development

Mr. James A. Foster

Mr. Corey Watt

Ms. Kathy Wyenandt

Mr. Nick Bauer

Executive Director

Mr. Matthew M. Dutkevicz

Legal Counsel

Mr. Mark Landes
Isaac Wiles
Burkholder & Teetor, LLC

***** PUBLIC MEETING NOTICE *****

Butler County Regional Transit Authority Board of Trustees

**The BCRTA Board of Trustees is scheduled to meet on
Wednesday, May 17, 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 Dutkevicz 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 | X | X | X | X | | | | | | | | |
| Bautz, Travis | E | X | E | X | | | | | | | | |
| Fehr, David | X | X | E | X | | | | | | | | |
| Foster, Jim | X | X | X | X | | | | | | | | |
| Gordon, Perry | X | X | X | X | | | | | | | | |
| Lawson, Chris | E | X | X | X | | | | | | | | |
| Watt, Corey | X | X | X | X | | | | | | | | |
| Wyenandt, Kathy | X | E | X | X | | | | | | | | |

X = Present

E = Excused

E* = Online not Official

A = Absent

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

May 17, 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 April 19, 2023 Meeting Minutes
- IV. Comments from Citizens
- V. Secretary/Treasurer's Report – March 2023 (*Motion Requested*)
- VI. Governance
 - a. Trustee Vacancy
 - b. Strategic Planning Retreat: June 20, 2023
- VII. Action Items
 - a. **Resolution 23-05-01:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Implement a Contract for Remote Technology Management Services
 - b. **Resolution 23-05-02:** Accepting the Resignation of Mrs. Tracy Bishop from the Transit Alliance of Butler County (TABC) Board of Directors.
 - c. **Resolution 23-05-03:** Authorizing the filing of (an) SFY 2024 application(s) with the Ohio Department of Transportation by the Butler County Regional Transit Authority (BCRTA) for grants through the US DOT Federal Transit Administration (FTA) and the State of Ohio, as authorized under Federal Transit Laws and State of Ohio laws and executing a contract with

Next Meeting Date:

June 20, 2023 @ 8:00 AM – Strategic Planning Retreat

Location TBD

June 21, 2023 – June Regular Board Meeting

Butler County RTA • Board Room

3045 Moser Court • Hamilton • Ohio • 45011

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

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the Ohio Department of Transportation upon project approval.

- d. **Resolution 23-05-04:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract to Extend the Transit Services Agreement between BCRTA and Miami University.
- e. **Resolution 23-05-05:** Authorizing the Executive Director to Purchase an Upgraded Maintenance Service Vehicle.

VIII. Committee & Staff Reports

- a. OKI
- b. Service & Metrics
Luke Morgan, Director of Operations
- c. Marketing & Outreach
Shawn Cowan, Communications & Outreach Manager
- d. Talent, Benefits, & Recruitment
Mary Jane Leveline, Talent & Benefits Manager
- e. Procurement
Meagan Varney, Procurement & Compliance Specialist
- f. Director's Report
 - i. Chestnut Fields Lease Negotiation

IX. Adjourn (*Motion Requested*)

Next Meeting Date:

June 20, 2023 @ 8:00 AM – Strategic Planning Retreat

Location TBD

June 21, 2023 – June Regular Board Meeting

Butler County RTA • Board Room

3045 Moser Court • Hamilton • Ohio • 45011

Veterans Services Commission contract and reinstatement of the General Public booking app. Park-n-Ride will show over budget for most of the year as the 42X route is planned to transfer to the City of Middletown in September making both the revenue and expense front-loaded. Interest on the STAR Ohio account continues to do well causing a variance to budget in Interest & Other.

Expenses were right on budget at 16.4%. Being early in the year, Misc. Items is under budget mostly due to low amounts in Travel and Training expenses. The Gain before Est. Depreciation, Net Pension & OPEB Expense was \$330K.

The Transaction logs for the month of February were included in the packet presenting all cash transactions for the period. No unusual transactions occurred during this timeframe. The balance sheet for February 2023, was presented with normal balances for assets, as well as liabilities and equity. Ms. Weidner explained that the high balance in Accounts Receivable was of no concern. At the end of February, Available Funds were approximately \$7.88M. Before amending the Chestnut Fields grant, Total Board Reserves were at \$5.37M, and Non-Restricted Funds were \$2.5M. Non-Restricted funds will be used for future operational needs and for the Chestnut Fields facility. A second Board Reserve slide was presented to show the effect of adding \$6.7M in awarded grant funding for Chestnut Fields. As Capital Replacement funds decrease, Local Share on Grant Obligations increase. Funds of \$1.2M were also added as needed funds for the completion of the Facility at current costs. With all new and needed funding added, Total Board Reserves will increase approximately \$1.0M and Non-restricted Funds would see a decrease of approximately \$1.0M to complete this project.

Ms. Weidner also presented an update to the 10-year Planning Spreadsheet. Projections still show the need for sustainable funding beginning in 2027, to keep a balanced budget, and to avoid a negative cash balance in 2031.

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

V. Governance

a. Trustee Vacancy

Mr. Dutkevicz noted that BCRTA has received an applicant for the vacant trustee position and will be scheduling interviews in the next few months to consider the applicant.

b. Strategic Planning Retreat

Mr. Dutkevicz noted that the strategic planning retreat has been set for Tuesday June 20, 2023. He added that the location is yet to be determined and that the consultant would likely be reaching out in advance to gather information from individual trustees.

VI. Action Items

- a. **Resolution 23-04-01: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for Dispatch Console Software Support.**

Mr. Watt moved to adopt resolution 23-04-01. Mr. Fehr seconded.

Ms. Varney explained that the proposed purchase would provide support and ensure good maintenance of the dispatch console system. She did add that the support is proprietary to the installed system and software and as such is a sole source procurement. Mr. Bautz asked about the price difference in the cover memo and resolution. Mr. Dutkevicz clarified the difference was between the base price and the contingency. Mr. Watt asked what the current cost is for the same support. Ms. Varney noted it is very similar to the proposed cost, but staff are requesting a multi-year award to hold pricing steady for the next several years.

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 |
| Mr. Watt | Yes |
| Ms. Wyenandt | Yes |

The resolution was adopted.

VII. Committee & Staff Reports

a. OKI

Mr. Dutkevicz gave the OKI report. He noted that the Freight Conference was announced in Cincinnati this September. He also added that Tom Arnold from ODOT gave a detailed presentation about the Brent Spence Bridge Project in addition to approving the 2024-2027 TIP.

b. Service & Metrics

Mr. Morgan provided the Service & Metrics report.

Leveraging Competitive Funding & Partnerships

- Average Fleet Age
 - 5.33 years – This is an increase of 13.51 percent from February 2022.
- Subsidy per Passenger
 - The subsidy per passenger decreased in February of 2023 in comparison to last February by \$0.27 or 2.2 percent.
- Admin Cost Per Revenue Hour
 - Administrative Overhead cost per hour has increased by \$4.22 or 16.2 percent comparing February of 2022 to February of 2023. This is mainly due to higher operating expenses, primarily to wage and fringe increases.

Enhancing Connectivity

- BCRTA Transit App Users
 - BCRTA had 5,094 users during the month of February for the Transit App. This is a 30.66 percent increase from the previous year.
- BCRTA Transit App Downloads
 - BCRTA tracked 418 new downloads for the Transit App in February of 2023. This is a 62.2 percent decrease from the previous year.
- BGO App Rides/Total BGO Rides
 - 23.89 percent of all trips were booked utilizing the mobile application. This is a 59.47 percent decrease from February of 2023.
- BGO App Downloads
 - BCRTA had 42 new users download the mobile application. This is a 323.81 percent decrease from February of 2023.
- BGO Mobile Payment & Total Trips
 - BCRTA completed 3,248 non - contracted trips in February of 2023. This is a 55.9 percent increase in completed, non - contracted trips from February of last year.
 - 2.67 percent of all trips were paid for using the BCRTA mobile application (BrainTree).
 - 18.71 percent of all trips were paid for using EZFARE.

Improving Mobility & Eliminating Barriers

- Passengers Per Revenue Hour
 - Fixed routes had 12.04 passengers per revenue hour in February of 2023, this is a 2.8 percent decrease from February of 2022.
 - Demand Response service had 1.69 passengers per revenue hour in February of 2023, this is a 6 percent decrease from February of 2022.
- Accidents and Injuries
 - Fault Total – BCRTA experienced 5 at fault accidents in February of 2023.
 - No Fault Total – BCRTA also had 1 no fault accidents.
- Target Operator Staffing
 - 62%
 - This number has decreased by 16.55 percent from the previous year.
 - The yearly average was 79.12 percent.
- Denials and Refusals/ Total BGO Trips
 - 15.3 percent of all requested BGO trips were refused or denied in February of 2023 due to time and capacity limitations.

Supporting Employers

- 42x Park and Ride Total Trips
 - The 42x had 1,516 riders. This is a 53 percent increase from February of the previous year.
- BGO Employment Trips
 - BCRTA completed 1,571 BGO trips for the purpose of employment in February of 2023, this is a 45.64 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 \$24,723,588 of our \$25,471,690 goal.
- Days Until Chestnut Fields Completed
 - BCRTA expects this project to be completed within the next 669 days or 1.83 years.

c. **Marketing & Outreach**

Ms. Cowan updated the board on the marketing campaign for the “Behind the Wheel” hiring event. Ms. Cowan shared that the media buy would include print, radio, paid search ads, a facebook event, and a new landing page on the website.

Ms. Cowan added that BCRTA had participated in a video shoot with the Butler County Veterans Commission. It is a PSA on transportation services provided by the veteran’s commission. Once approved it will air on various cable channels.

Ms. Cowan told the board that the Kimley Horn final report should be completed for review by the May board meeting.

Ms. Cowan also spoke about the launch meeting with Affirm who will be handling the marketing for the new commuter service.

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

Ms. Leveline explained that the HR team had attended Akron Metro’s “Drive the Bus” job fair in preparation to present BCRTA’s event on April 29. Staff have prepared extensively and coordinated marketing efforts to host the event on April 29 at Butler Tech’s Bioscience campus.

Mr. Fehr noted that medical benefits have been online for some time now and inquired if benefits were doing anything to attract new applicants for driving positions. Mr. Dutkevicz noted that although benefits have not increased the net number of bus operators, it has likely helped BCRTA retain employees and “stop the bleeding.” Mr. Dutkevicz noted that other nearby employers are now hiring driving positions for several more dollars per hour and examining the BCRTA wage schedule may be in order before yearend.

Ms. Leveline mentioned that the HR team is getting good reactions from applicants and new hires who have the opportunity to get the full benefits and total rewards explanation.

Mr. Bautz asked about the Parental Leave policy instituted earlier in the year and questioned whether it had improved retention. Mr. Dutkevicz answered that the policy had not appeared successful and was likely to be recommended for repeal by staff later this year.

e. Procurement

Ms. Varney mentioned that construction inspection services was presently out to bid. Ms. Varney also mentioned that bids for Chestnut Fields construction came in yesterday and were significantly over the estimate. Staff will not be recommending an award for either bid and are working closely with the architects and engineers to identify opportunities for savings.

f. Director's Report

Mr. Dutkevicz summarized the notes provided in the packet:

A. Staffing & Facility

1. Staffing

BCRTA is currently seeking to fill the following positions:

| | |
|--|--|
| Administrative & Communication Specialist | Location: Hamilton, OH Department: Administration Type: Full Time |
| Transit Planner | Location: Hamilton, OH Department: Administration Type: Full Time |
| Operations Dispatcher - Full Time | Location: Hamilton, OH Department: BCRTA Type: Full Time |
| Trustee | Location: Hamilton, OH Department: Board of Trustees Type: Volunteer |
| Miami U SafeRide - Night Shift Van Drivers | Location: Oxford, OH Department: Operations Type: Part Time |
| Operations Dispatcher - Part time | Location: Hamilton, OH Department: Operations Type: Part Time |
| Operations Street Supervisor | Location: Hamilton, OH Department: Operations Type: Full Time |
| Operations Trainer | Location: Hamilton, OH Department: Operations Type: Full Time |
| Vehicle Operator - Fixed Route/CDL | Location: Hamilton, OH Department: Operations Type: Full Time |
| Vehicle Operator - No CDL | Location: Hamilton, OH Department: Operations Type: Full Time |
| TABC Board of Directors | Location: Hamilton, OH Department: Transit Alliance of Butler County Type: Volunteer |

Luis Rodriguez, Planning & Special Projects Manager has left BCRTA to pursue a new opportunity.

BCRTA will host a "Drive the Bus" career fair at Butler Tech's Westchester Biotech Campus on April 29.

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.

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 5 of 8 vehicles. Service should begin in Q3 or Q4 of 2023 pending the ability to hire enough staff to operate the service.

2. Transit Studies

Kimley Horn is wrapping up the Short-Range Planning Study. A final report should be available in April.

3. 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.

4. Regional Alternative Fuel Study

The WSP Alternative Fuel Study has been completed and is available for review at <https://www.butlercountyrta.com/bcrta-receives-alternative-fuel-strategy-report/>

5. Chestnut Street Multimodal Station

Ms. Weidner presented on the financial status of the Chestnut Street Multimodal Station project at the March meeting. The invitation to bid (IFB) for construction was released on March 2. The bid deadline was extended to April 18th to allow for more bidders to participate.

City easements for the project were approved March 21 and are in the process of being recorded. Staff expect to bring the land lease, service contract renewal, and construction award to the BCRTA Board for authority at the May Board meeting due to the extension of the bid timeline.

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 the May BCRTA Board meeting.

2. SMART Grants

BCRTA and NEOride were not successful on the SMART grant for autonomous tech. The agencies will consider an ODOT grant in the future for this project.

3. 2023 Areas of Persistent Poverty (AOPP/HDC)

Staff have identified the 2023 Areas of Persistent Poverty and Historically Disadvantaged Communities grant as a unique opportunity to plan for transit infrastructure in Butler County. The program, which appears to be historically undersubscribed, makes planning dollars available, with only a 10% local match, to areas of persistent poverty and historically disadvantage communities. Oxford, Hamilton, and Middletown are all included in one or both of these federally designated areas making them eligible for the program. Staff are seeking up to \$425K to study bike/ped infrastructure connections to the Chestnut Fields Multimodal Station, improvements to Market Street Station or another downtown Hamilton central station area, and improvements and upgrades to the Middletown Transit Hub. City of Oxford will act as a subrecipient and provide match to execute the Oxford portion of the project while BCRTA staff will carry out any proposed activities in Hamilton and/or Middletown.

4. 2023 LoNo

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

D. On the Horizon ...

1. Strategic Planning Retreat

Mark your calendars for TUESDAY, JUNE 20.

2. 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. Upcoming Procurements >\$25,000

| Item | Procuring Agency | Estimated Spend | Estimated Term | Reason for Purchase |
|--|------------------|-----------------|----------------|---------------------|
| Procurement , Maintenance, and Finance Software Integrated Solution – Phase II | BCRTA | 150k | 5 | New |
| Collision Avoidance System | MTS | 240K | 5 | New |
| Light Transit Vehicles | BCRTA | 1.66M | TBD | Replacement |
| Parking Lot Construction | BCRTA | TBD | Task | New |
| Tires (large bus) | BCRTA | TBD | 1 | New |
| Chestnut Fields Construction | BCRTA | 23.2M | Task | New |

VIII.Executive Session

To consider the employment and compensation of a public employee pursuant to Ohio Revised Code Section 121.22 (G)1. Mr. Foster moved to enter executive session for the stated purpose. 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 |
| Mr. Watt | Yes |
| Ms. Wyenandt | Yes |

Executive session commenced at 9:00 AM with Mr. Schneider invited by the Board.
Executive Session concluded at 9:18 AM.

- a. **Resolution 23-04-02: A Resolution Authoring an Addendum to the Executive Director Employment Agreement to Provide an Annual Salary Increase to the Executive Director.**

Mr. Foster moved to adopt resolution 23-04-02. Mr. Bautz seconded.

The Board expressed satisfaction with the Executive Director's performance and a desire to continue to retain him.

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 |
| Mr. Watt | Yes |
| Ms. Wyenandt | Yes |

The resolution was adopted.

IX. Adjourn

Mr. Watt moved to adjourn, and Ms. Wyenandt seconded. The motion carried. The meeting was adjourned at 9:20 AM.

Respectfully submitted,

Matthew M. Dutkevicz, Executive Director

Approved

Appendix A
Comments From Citizens

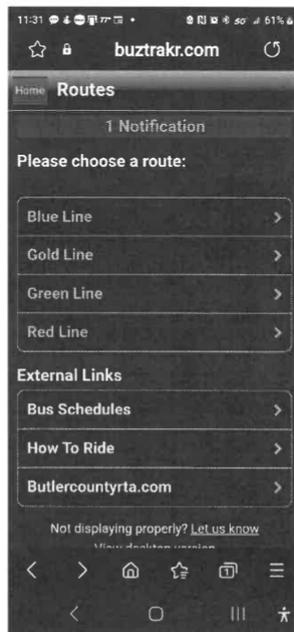
Whitney Harris

Transit App/Buztrakr Discrepancies

I know I have brought this up previously in the past, but I have noticed new issues that have prompted me to bring up the topic again. The Transit App as well as the Buztrakr website have not been tracking one of the routes correctly since the end of last month. There have also been some instances where notifications are delayed (come to Buztrakr first and then the Transit App, or vice versa). I have attached pictures below.

GREEN LINE- Has only been tracking northbound route since the middle of March.

BUZTRAKR: Only shows the routes, when you select "Green Line", it jumps right to the northbound stops, instead of showing options for selecting northbound or southbound. Where it shows the map, it only shows the NORTHBOUND map.



Buztrakr: All possible route options for Middletown are shown.

BCRTA
Income Statement
March 2023

| | Year to Date Last Year | Year to Date This Year | Annual Budget | YTD % of Budget |
|---|-----------------------------------|-----------------------------------|--------------------------|----------------------------|
| Passenger Fares | 2,573 | 8,264 | 121,125 | 6.8% |
| Contract Fares | 78,031 | 26,261 | 310,000 | 8.5% |
| Partnership Transit Rev (COM) | 442,323 | 248,961 | 1,236,000 | 20.1% |
| Transit Development Rev (MU) | 573,494 | 547,196 | 2,447,312 | 22.4% |
| Mgt./Cons. Services | 61,320 | 34,339 | 274,714 | 12.5% |
| Interest & Other | 9,858 | 58,604 | 134,390 | 43.6% |
| Agency Funding | 10,417 | 8,969 | 90,000 | 10.0% |
| Park-n-Ride Program | 129,968 | 112,500 | 300,000 | 37.5% |
| State Funding | 16,636 | - | 284,000 | 0.0% |
| Federal Funding | 1,004,711 | 1,512,978 | 5,874,868 | 25.8% |
| Total Revenues | 2,329,330 | 2,558,072 | 11,072,409 | 23.1% |
| Expenses | | | | |
| Wages | 740,085 | 970,522 | 3,872,323 | 25.1% |
| Fringes | 345,345 | 474,854 | 1,821,597 | 26.1% |
| Services | 155,471 | 195,542 | 697,788 | 28.0% |
| Materials & Supplies | 203,761 | 232,960 | 964,250 | 24.2% |
| Utilities | 22,501 | 22,635 | 90,320 | 25.1% |
| Insurance | 71,468 | 70,103 | 304,175 | 23.0% |
| Purchased Transportation | 129,968 | 112,500 | 300,000 | 37.5% |
| Misc. Items | 15,219 | 20,389 | 130,254 | 15.7% |
| Contingency | - | - | 50,000 | 0.0% |
| Total Expenses | 1,683,818 | 2,099,506 | 8,230,707 | 25.5% |
| Gain/Loss before Depr, NP & OPEB Exp | 645,512 | 458,566 | 2,841,702 | 16.1% |
| Est. Local Share of Depreciation Exp | 74,133 | 74,133 | 296,530 | 25.0% |
| Est. Net Pension & OPEB Exp (Inc) | (302,073) | (302,073) | (1,208,292) | 25.0% |
| Total Gain/(Loss) | 873,452 | 686,507 | 3,753,464 | 18.3% |

| Date | Reference | Jrnl | Trans Description | Debit Amt | Credit Amt | Balance |
|---------------------------------------|-------------------|------|--|------------|------------|------------|
| Checking - PNC (National City) | | | | | | |
| 3/1/23 | | | Beginning Balance | | | 836,288.61 |
| 3/1/23 | 11301 | CDJ | Kentucky State Treasurer | | 20.00 | |
| 3/1/23 | 11302 | CDJ | Altafiber | | 142.10 | |
| 3/1/23 | 11303 | CDJ | Cincinnati Bell Any Distance | | 535.11 | |
| 3/1/23 | 11304 | CDJ | Hunter Marketing | | 6,737.50 | |
| 3/1/23 | 11305 | CDJ | Jani-King of Cincinnati LLC | | 550.00 | |
| 3/1/23 | 11306 | CDJ | Jan-Pro of Greater Cincinnati | | 950.00 | |
| 3/1/23 | 11307 | CDJ | ODACS, LLC | | 155.00 | |
| 3/1/23 | FARES030123 | CRJ | Farebox Receipts | 1,384.01 | | |
| 3/1/23 | 3058176414 | CRJ | Federal Transit Administration | 7,591.00 | | |
| 3/2/23 | PRWE 02/24/23 | GENJ | 1534 | | 69.23 | |
| 3/2/23 | PRWE 02/24/23 | GENJ | 1535 | | 93.15 | |
| 3/2/23 | PRWE 02/24/23 | GENJ | | | 3,027.32 | |
| 3/2/23 | PRWE 02/24/23 | GENJ | | | 127,636.20 | |
| 3/2/23 | PRWE 02/24/23 | GENJ | | | 22,968.78 | |
| 3/2/23 | PRWE 02/24/23 | GENJ | 1533 | | 13.92 | |
| 3/3/23 | AT 3/3/2023 | CDJ | Paycom | | 1,946.88 | |
| 3/3/23 | 3058176634 | CRJ | Federal Transit Administration | 472.00 | | |
| 3/3/23 | 3058176517 | CRJ | Federal Transit Administration | 40,243.00 | | |
| 3/3/23 | 3058176695 | CRJ | Federal Transit Administration | 470,174.00 | | |
| 3/6/23 | 10420204 | CRJ | Miami University - Accounts Pa | 230.00 | | |
| 3/7/23 | 11288V | CDJ | GemCity Tires, Inc | 390.65 | | |
| 3/7/23 | ACH03072023 | CDJ | SuperFleet Mastercard Program | | 33,125.14 | |
| 3/7/23 | AT-03/07/2023 | CDJ | BCRTA PNC Card Purchases | | 14,271.47 | |
| 3/7/23 | 11308 | CDJ | BCRTA Petty Cash | | 277.75 | |
| 3/7/23 | 11309 | CDJ | Amazon Capital Services | | 1,309.82 | |
| 3/7/23 | 11310 | CDJ | Affordable Pest Control Inc. | | 53.00 | |
| 3/7/23 | 11311 | CDJ | Richard L. Bowen & Associates, | | 77,075.90 | |
| 3/7/23 | 11312 | CDJ | Cornett's Pressure Cleaning | | 3,435.00 | |
| 3/7/23 | 11313 | CDJ | Fuller Ford | | 918.93 | |
| 3/7/23 | 11314 | CDJ | Fleet Pride | | 15.49 | |
| 3/7/23 | 11315 | CDJ | Gillig | | 487.26 | |
| 3/7/23 | 11316 | CDJ | Health Transit Pool of Ohio | | 83,984.00 | |
| 3/7/23 | 11317 | CDJ | Kleem Inc. | | 247.00 | |
| 3/7/23 | 11318 | CDJ | Ohio Deferred Compensation | | 1,325.00 | |
| 3/7/23 | 11319 | CDJ | Ports Petroleum Co Inc | | 1,621.75 | |
| 3/7/23 | 11320 | CDJ | RICOH USA, INC | | 38.16 | |
| 3/7/23 | 11321 | CDJ | Refitt's LLC | | 400.00 | |
| 3/7/23 | 11322 | CDJ | Signery2 | | 240.00 | |
| 3/7/23 | 11323 | CDJ | Security Lock Company | | 233.00 | |
| 3/7/23 | 11324 | CDJ | Treasurer State of Ohio | | 141.75 | |
| 3/7/23 | 11325 | CDJ | Verizon Wireless | | 2,642.02 | |
| 3/7/23 | 11326 | CDJ | Cintas Corporation | | 1,677.82 | |
| 3/10/23 | 00023068905175399 | CRJ | BCRTA Items | 64.51 | | |
| 3/15/23 | 03/15/2023 | CRJ | BCRTA Items - Xfer checking to \$\$ saving | | 200,000.00 | |
| 3/15/23 | 01109414 | CRJ | Butler County Veterans Service | 5,710.30 | | |

| | | | | |
|---------|---------------|------|--|------------|
| 3/16/23 | PRWE 03/10/23 | GENJ | | 24,074.55 |
| 3/16/23 | PRWE 03/10/23 | GENJ | 1538 | 93.15 |
| 3/16/23 | PRWE 03/10/23 | GENJ | 1537 | 69.23 |
| 3/16/23 | PRWE 03/10/23 | GENJ | | 2,952.72 |
| 3/16/23 | PRWE 03/10/23 | GENJ | | 127,546.80 |
| 3/16/23 | PRWE 03/10/23 | GENJ | 1536 | 13.92 |
| 3/16/23 | PRWE 03/10/23 | GENJ | 1060 | 103.13 |
| 3/17/23 | AT 3/17/2023 | CDJ | Paycom | 1,189.81 |
| 3/17/23 | 11327 | CDJ | Luxurious Wraps, LLC | 1,683.00 |
| 3/17/23 | 11328 | CDJ | American Red Cross | 216.00 |
| 3/17/23 | 11329 | CDJ | Alpine Valley Water | 74.15 |
| 3/17/23 | 11330 | CDJ | Cummins Bridgeway LLC | 722.72 |
| 3/17/23 | 11331 | CDJ | City of Hamilton - Utilities | 3,743.18 |
| 3/17/23 | 11332 | CDJ | Cornett's Pressure Cleaning | 1,850.00 |
| 3/17/23 | 11333 | CDJ | Fuller Ford | 384.33 |
| 3/17/23 | 11334 | CDJ | Fastsigns 220901 | 85.50 |
| 3/17/23 | 11335 | CDJ | Gillig | 222.51 |
| 3/17/23 | 11336 | CDJ | COH- Hamilton Fiber | 105.00 |
| 3/17/23 | 11337 | CDJ | KOI Enterprises, Inc. | 4,494.50 |
| 3/17/23 | 11338 | CDJ | Millennium Business Systems,LL | 324.85 |
| 3/17/23 | 11339 | CDJ | Minuteman Press - Fairfield | 161.00 |
| 3/17/23 | 11340 | CDJ | Mr. Tire Auto Service Centers | 3,140.56 |
| 3/17/23 | 11341 | CDJ | ODACS, LLC | 503.00 |
| 3/17/23 | 11342 | CDJ | Ohio Deferred Compensation | 1,375.00 |
| 3/17/23 | 11343 | CDJ | Ohio Newspapers, Inc. | 203.49 |
| 3/17/23 | 11344 | CDJ | Prefered Fire Protection | 246.75 |
| 3/17/23 | 11345 | CDJ | Port Technology LLC | 5,147.33 |
| 3/17/23 | 11346 | CDJ | Rumpke Of Ohio Inc. | 299.71 |
| 3/17/23 | 11347 | CDJ | Sunbelt Rentals, Inc. | 531.42 |
| 3/17/23 | 11348 | CDJ | Tristate Cleaning | 300.00 |
| 3/17/23 | 11349 | CDJ | Kimley-Horn And Associates, In | 24,816.00 |
| 3/19/23 | 03/29/2023 | CRJ | BCRTA Items - Xfer checking to \$\$ saving | 159,184.00 |
| 3/21/23 | 290658 | CRJ | City of Middletown | 95,809.47 |
| 3/21/23 | 26388 | CRJ | Ohio Transit Risk Pool | 4,087.79 |
| 3/21/23 | 3133 | CRJ | BCRTA Items | 54.72 |
| 3/22/23 | 11350 | CDJ | Cintas Uniforms | 350.20 |
| 3/22/23 | 11351 | CDJ | Cornett's Pressure Cleaning | 525.00 |
| 3/22/23 | 11352 | CDJ | Cintas Uniforms | 3,653.70 |
| 3/22/23 | 11353 | CDJ | Fuller Ford | 1,847.86 |
| 3/22/23 | 11354 | CDJ | Gillig | 1,361.30 |
| 3/22/23 | 11355 | CDJ | Jordan Phillips | 400.00 |
| 3/22/23 | 11356 | CDJ | Major Supply Corp | 16.29 |
| 3/22/23 | 11357 | CDJ | Ohio Newspapers, Inc. | 151.17 |
| 3/22/23 | 11358 | CDJ | PERS | 79,187.62 |
| 3/22/23 | 11359 | CDJ | Talawanda School District | 25,971.53 |
| 3/27/23 | 01110187 | CRJ | Butler County Veterans Service | 3,065.46 |
| 3/27/23 | 1092 | CRJ | Transit Alliance of Butler Cou | 211.81 |
| 3/27/23 | 29831 | CRJ | Talawanda High School | 185.00 |

| | | | | | | |
|---------|---------------|------|--------------------------------|------------|--------------|-------------|
| 3/27/23 | 10421418 | CRJ | Miami University - Accounts Pa | 90.00 | | |
| 3/28/23 | 11360 | CDJ | Altafiber | | 142.11 | |
| 3/28/23 | 11361 | CDJ | Bethesda Healthcare Inc. | | 1,555.61 | |
| 3/28/23 | 11362 | CDJ | Bryce's Lawncare & Landscaping | | 4,050.00 | |
| 3/28/23 | 11363 | CDJ | Cincinnati Bell Any Distance | | 531.93 | |
| 3/28/23 | 11364 | CDJ | Cornett's Pressure Cleaning | | 2,220.00 | |
| 3/28/23 | 11365 | CDJ | Cintas Uniforms | | 69.94 | |
| 3/28/23 | 11366 | CDJ | Fuller Ford | | 1.44 | |
| 3/28/23 | 11367 | CDJ | Fleet Pride | | 967.35 | |
| 3/28/23 | 11368 | CDJ | Gillig | | 200.00 | |
| 3/28/23 | 11369 | CDJ | Myers Equipment Corporation | | 923.87 | |
| 3/28/23 | 11370 | CDJ | Woodhull | | 171.36 | |
| 3/30/23 | PRWE 03/24/23 | GENJ | 1541 | | 93.15 | |
| 3/30/23 | PRWE 03/24/23 | GENJ | | | 151,072.18 | |
| 3/30/23 | PRWE 03/24/23 | GENJ | 1539 | | 13.92 | |
| 3/30/23 | PRWE 03/24/23 | GENJ | | | 32,063.32 | |
| 3/30/23 | PRWE 03/24/23 | GENJ | 1540 | | 69.23 | |
| 3/30/23 | PRWE 03/24/23 | GENJ | | | 3,010.41 | |
| 3/31/23 | AT 3/31/2023 | CDJ | Paycom | | 1,143.74 | |
| 3/31/23 | 03/31/23 | GENJ | Service Charge | | 5.00 | |
| 3/31/23 | 03/31/23 | GENJ | Interest Income | 0.03 | | |
| | | | Current Period Change | 629,763.75 | 1,265,991.99 | -636,228.24 |
| 3/31/23 | | | Ending Balance | | | 200,060.37 |

Savings - PNC (National City)

| | | | | | | |
|---------|----------------|------|-----------------------|--------|------|-----------|
| 3/1/23 | | | Beginning Balance | | | 54,215.50 |
| 3/1/23 | 03/01/23 | GENJ | Service Charge | | 4.76 | |
| 3/13/23 | AT PP 03/13/23 | CRJ | BCRTA Items | 1.92 | | |
| 3/14/23 | MAS 03142023 | CRJ | Farebox Receipts | 411.22 | | |
| 3/31/23 | 03/31/23 | GENJ | Interest Income | 0.46 | | |
| | | | Current Period Change | 413.60 | 4.76 | 408.84 |
| 3/31/23 | | | Ending Balance | | | 54,624.34 |

Savings - PNC Bank \$\$

| | | | | | | |
|---------|------------|------|-----------------------|------------|------|--------------|
| 3/1/23 | | | Beginning Balance | | | 1,006,710.22 |
| 3/15/23 | 03/15/2023 | CRJ | BCRTA Items | 200,000.00 | | |
| 3/19/23 | 03/29/2023 | CRJ | BCRTA Items | 159,184.00 | | |
| 3/31/23 | 03/31/23 | GENJ | Interest Income | 9.62 | | |
| 3/31/23 | 03/31/23 | GENJ | Service Charge | | 3.00 | |
| | | | Current Period Change | 359,193.62 | 3.00 | 359,190.62 |
| 3/31/23 | | | Ending Balance | | | 1,365,900.84 |

Investment - STAR Ohio

| | | | | | | |
|---------|----------|------|-----------------------|-----------|--|--------------|
| 3/1/23 | | | Beginning Balance | | | 4,809,843.09 |
| 3/31/23 | 03/31/23 | GENJ | Interest Income | 19,872.36 | | |
| | | | Current Period Change | 19,872.36 | | 19,872.36 |
| 3/31/23 | | | Ending Balance | | | 4,829,715.45 |

BCRTA
Balance Sheet
March 2023

Assets

Current Assets

| | |
|---------------------|--------------|
| Checking - PNC | 200,060.37 |
| Savings - PNC | 54,624.34 |
| Savings - PNC | 1,365,900.84 |
| STAR Ohio | 4,829,715.45 |
| Bid Deposit | 53,023.76 |
| M&S Inventory | 68,402.14 |
| Petty Cash | 1,000.00 |
| Accounts Receivable | 1,977,364.11 |
| Prepays | 130,583.14 |

8,680,674.15

*Other Assets

| | |
|----------------------------|------------|
| Net Pension Asset | 36,315.00 |
| Net OPEB Asset | 643,940.00 |
| Deferred Outflows-Pensions | 955,863.00 |
| Deferred Outflows-OPEB | 27,430.00 |

Property & Equipment

| | |
|-----------------------|-----------------|
| Vehicles | 12,087,369.05 |
| Buildings & Land | 2,734,604.53 |
| Furniture & Equipment | 2,240,511.45 |
| Amenities & Misc. | 149,576.89 |
| WIP-Building | 34,989.99 |
| WIP-Chestnut Fields | 1,528,877.02 |
| Accum. Depr. | (10,165,316.09) |

10,274,160.84

Total Assets

18,954,834.99

Liabilities & Equity

Current Liabilities

| | |
|--------------------|------------|
| Accounts Payable | 265,402.16 |
| Payroll Payables | 108,164.13 |
| Other Payables | - |
| Accrued PTO | 181,581.77 |
| FTA Vehicle Funds | 68,131.00 |
| Future Match Funds | 33,500.00 |
| Unearned Tickets | 29,295.50 |

686,074.56

*Long-term Liabilities

| | |
|---------------------------|--------------|
| Net Pension Liability | 1,769,488.00 |
| Deferred Inflows-Pensions | 2,194,572.00 |
| Deferred Inflows-OPEB | 694,881.00 |

Equity

| | |
|-------------------|----------------|
| Balance Equity | 2,861,645.23 |
| Federal Capital | 15,111,125.00 |
| State Capital | 1,467,356.25 |
| Local Capital | 89,410.00 |
| Retained Earnings | (6,378,283.45) |
| Net Income | 458,566.40 |

18,268,760.43

Total Liabilities
and Capital

18,954,834.99

**BCRTA
Cash Reserves**

March 2023

| | |
|------------------------|---------------------|
| Current Assets | 8,680,674.15 |
| Current Liabilities | <u>(686,074.56)</u> |
| Available Funds | 7,994,599.59 |

Board Reserves

| | | |
|---|-----------------------|---|
| Local Share Grant Obligations | | |
| OH-2018-21-00 | 298,126.00 | |
| OH-2021-56-00 | 1,566,322.00 | |
| OH-2021-60-00 Chestnut Fields | 2,430,648.00 | |
| Less Miami University Chestnut Fields Match | (1,600,000.00) | |
| Less Projected Local Match | <u>(1,870,402.50)</u> | MU, R6, VA |
| Match Required or (Overmatch) | 824,693.50 | |
| | | |
| FTA Grants | 824,693.50 | Match Required |
| | | |
| Working Capital Funds (2 Mths.) | 1,313,451.17 | |
| | | |
| Capital Replacement Funds | 3,225,125.40 | 2023 - 2028 Local Share of Projects Not Yet on Grants |
| | | |
| Contingency Funds | <u>-</u> | |
| | | |
| Total Board Reserves | 5,363,270.07 | |
| | | |
| Non-Restricted Funds | 2,631,329.52 | |

**BCRTA
Cash Reserves**

March 2023

| | |
|------------------------|---------------------|
| Current Assets | 8,680,674.15 |
| Current Liabilities | <u>(686,074.56)</u> |
| Available Funds | 7,994,599.59 |

Board Reserves

| | | |
|---|-----------------------|---|
| Local Share Grant Obligations | | |
| OH-2018-21-00 | 298,126.00 | |
| OH-2021-56-00 | 1,566,322.00 | |
| OH-2021-60-00 Chestnut Fields | 3,279,700.12 | |
| Less Miami University Chestnut Fields Match | (1,600,000.00) | |
| Less Projected Local Match | <u>(1,870,402.50)</u> | MU, R6, VA |
| Match Required or (Overmatch) | 1,673,745.62 | |
| FTA Grants | 1,673,745.62 | Match Required |
| Working Capital Funds (2 Mths.) | 1,313,451.17 | |
| Capital Replacement Funds | 2,165,125.40 | 2023 - 2028 Local Share of Projects Not Yet on Grants |
| Needed for Chestnut Fields @ Current Cost | <u>1,185,997.45</u> | |
| Total Board Reserves | 6,338,319.63 | |
| Non-Restricted Funds | 1,656,279.96 | |

BCRTA BOARD OF TRUSTEES CANDIDATES

MAY 2023

| Candidate Name | Interviewed by Executive Committee | Highlights |
|--|------------------------------------|---|
| Tim Werdmann Applied 3/29/2023 | Scheduled May 17, 2023 | County Resident: NO College – Juris Doctor Recommended by Hamilton City Manager Employer: City of Hamilton, Exec Dir Internal Services |



TO: BCRTA Board of Trustees
FROM: Meagan Varney, Procurement & Compliance Specialist
RE: *Action Item – Manager Subscription Renewal, 2023-014*

May 17, 2023

STRATEGIC PLAN GOAL / OBJECTIVE

- Enhancing Connectivity
- Improving Mobility & Eliminating Barriers

RECOMMENDATION

Approval of a resolution authorizing the Executive Director on behalf of BCRTA to implement a contract with StepCG, LLC for cloud-based technology management services for an amount not to exceed \$43,144.60.

FINANCIAL CONSIDERATIONS

This is a contract for services for a term of three (3) years with a total expenditure not to exceed \$43,144.60.

BUSINESS PURPOSE

- To provide continuous, real-time cloud and device operating software updates and support to the endpoint hardware installed in BCRTA's fleet of vehicles.
- These software services will allow for easier remote management of this technology and ensure smooth operation of routes.

PROCUREMENT CONSIDERATIONS

- Procurement Summary factors considered; they have the capacity to perform these contracts and are recommended for award.
- This is a "sole source" purchase. NetCloud is proprietary to the type of router that is currently installed in the vehicles and the expense and time required to replace each vehicle's router and obtain new software support would be substantial, making solicitation and award of the contract otherwise infeasible.

LEGAL CONSIDERATIONS

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

BCRTA Resolution No. 23-05-01

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Implement a Contract for Remote Technology Management Services

Whereas, in 2020 BCRTA solicited for Endpoint routers to provide internet connectivity in all fleet vehicles; and

Whereas, BCRTA selected Cradlepoint as the lowest responsive responsible bidder; and

Whereas, in order to effectively management the Cradlepoint routers, BCRTA contracted with StepCG LLC to obtain NetCloud software, used to remotely manage the Cradlepoint Routers on all vehicles, including all required upgrades and support for technical issues; and

Whereas BCRTA's contract for management services with StepCG, LLC is set to expire on July 31, 2023, and the software support will not be available after that date for these crucial routers; and

Whereas NetCloud software support is proprietary to the Cradlepoint routers currently installed on each vehicle and the expense and time required to replace the routers and obtain new software support would be substantial, making solicitation and award of the contract otherwise infeasible.

Now therefore be it resolved:

That the BCRTA Board of Trustees hereby authorizes the Executive Director to enter a three (3) year contract with Step CG, LLC to acquire a NetCloud license for each vehicle at a total cost of \$39,222.36 plus a 10% contingency for a total amount not to exceed \$43,144.60. Be it further resolved that the BCRTA Board of Trustees authorizes the Executive Director to take all actions necessary to enact this resolution.

Approved:

Perry Gordon
Board Vice President

Matthew Dutkevicz
Executive Director

BCRTA Resolution No. 23-05-02

Accepting the Resignation of Mrs. Tracy Bishop from the Transit Alliance of Butler County (TABC) Board of Directors.

Whereas the Transit Alliance Board of Directors amended its Code of Regulations as of August 18, 2008 to make BCRTA its sole member; and

Whereas the TABC Code of Regulations requires that the corporation have at least nine (9) directors and collectively they shall be known as the Board of Directors; and

Whereas Mrs. Tracy Bishop submitted her resignation February 24, 2023; and

Whereas the TABC Code of Regulations requires that the Member elect the Directors of the Corporation.

Now, therefore be it resolved that the BCRTA Board of Trustees hereby accepts her resignation and removes Mrs. Tracy Bishop from the Board of Directors of the TABC.

Furthermore, the BCRTA Board of Trustees authorizes the Executive Director to work with the TABC Board of Directors to take all actions necessary to enact this resolution.

Adopted May 17, 2023

Perry Gordon
Board Vice President

Executive Director

BCRTA Resolution No. 23-05-03

Authorizing the filing of (an) SFY 2024 application(s) with the Ohio Department of Transportation by the Butler County Regional Transit Authority (BCRTA) for grants through the US DOT Federal Transit Administration (FTA) and the State of Ohio, as authorized under Federal Transit Laws and State of Ohio laws and executing a contract with the Ohio Department of Transportation upon project approval.

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

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

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

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

1. BCRTA is authorized on behalf of the Executive Director to execute and file:
 - a. Proposals to aid in the financing of capital, operating, and planning assistance projects;
 - b. Grant agreements with the Ohio Department of Transportation for aid in the financing of capital, operating, and planning assistance projects;
 - c. An assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964; and
 - d. Set forth affirmative disadvantage business policies in connection to any procurement made as part of the project.
2. BCRTA is authorized to furnish such additional information as the Ohio Department of Transportation may require in connection with the proposal for the program of projects submitted to the Federal Transit Administration and the State of Ohio.
3. The undersigned duly qualified and acting Executive Director of the BCRTA certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the BCRTA held on May 17, 2023.

Approved: May 17, 2023

Perry Gordon, Board Vice President

Matthew Dutkevicz, Executive Director

BCRTA Resolution No. 23-05-04

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract to Extend the Transit Services Agreement between BCRTA and Miami University.

Whereas, on February 7, 2013, Miami University and BCRTA executed a Transit Services Agreement to provide regional transportation, campus transit, demand response, night-time, and supplemental transit services for the Fall and Spring semesters; and

Whereas, the terms of the Transit Services Agreement set amounts and adjustment procedures for the Fuel Base Price, Hourly Charge for Supplemental Services and the Annual Transit Development Payment; and

Whereas, the Transit Development Payment as originally agreed did not include amounts for the Summer or Winter terms at Miami University; and

Whereas, the initial term of the Transit Services Agreement was from July 1, 2013 through June 30, 2023, with the option to extend for up to five two-year renewal periods (each a “Renewal Period”); and

Whereas, Miami University and BCRTA wish to extend the Transit Services Agreement for the first two-year Renewal Period and to update the amounts for the Fuel Base Price, Hourly Charge for Supplemental Services and the Annual Transit Development Payment and to include amounts for Summer and Winter terms in this Payment.

NOW THEREFORE BE IT RESOLVED:

That the BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute a contract, subject to legal review, to extend the Transit Services Agreement between BCRTA and Miami University for a period of two (2) additional years and to incorporate all modifications proposed above as detailed in the Addendum.

Approved: May 17, 2023

Perry Gordon
Board Vice President

Matthew Dutkevicz
Executive Director



TO: BCRTA Board of Trustees

FROM: Ron Wogenstahl, Maintenance Manager and Meagan Varney, Procurement & Compliance Specialist

RE: *Action Item – Service Truck, 2023-022*

May 17, 2023

STRATEGIC PLAN GOAL / OBJECTIVE

Leverage Competitive Funding.

RECOMMENDATION

Approval of a resolution authorizing the Executive Director on behalf of BCRTA to implement a contract to purchase an upgraded maintenance service vehicle for an amount not to exceed \$97,894.50.

FINANCIAL CONSIDERATIONS

- This is a one-time agreement to purchase an upgraded service vehicle for the Maintenance department with a total expenditure not to exceed \$97,894.50.
- These expenditures will be funded with SFY2021 Ohio Transit Partnership Program (OTPP) funds.

BUSINESS PURPOSE

To allow the Maintenance staff to perform on-site repairs of revenue vehicles at different locations, including on the road, which will increase productivity and reduce down time for these vehicles.

PROCUREMENT CONSIDERATIONS

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

LEGAL CONSIDERATIONS

Section 306.43 (H)(2) of the Ohio Revised Code authorizes BCRTA to contract for the provision of goods and services.

BCRTA Resolution No. 23-05-05

Authorizing the Executive Director to Purchase an Upgraded Maintenance Service Vehicle.

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

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

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

Whereas the BCRTA Board of Trustees approved FY2023 appropriations including federal and state capital grant and local match funds for capital purchases, including maintenance equipment; and

Whereas BCRTA was awarded \$110,000 in SFY2021 funds by ODOT to purchase at least one upgraded service maintenance vehicle; and

Whereas in 2021 BCRTA obtained two bids through an Invitation for Bid (IFB) and awarded to Sherry Chrysler; and

Whereas, after repeated attempts to determine a timeline for manufacture and delivery, BCRTA was advised that the manufacture of the truck would be delayed indefinitely due to various supply chain issues attributed to the Coronavirus pandemic and subsequent market scarcity; and

Whereas, BCRTA attempted to purchase a service vehicle from State Bid RSI0010203, but could not move forward with the vendor as the price was prohibitively expensive and delivery was not guaranteed in an acceptable timeframe; and

Whereas, after unsuccessfully purchasing through the state bid, BCRTA released an additional IFB, but was unable to award as the sole bidder's Bid was non-responsive; and

Whereas, the Ohio Revised Code section 306.43 (H)(2) allows transit authorities to purchase goods, services or rolling stock non-competitively for all purchases under \$100,000 if "the purchase consists of goods or services...and after reasonable inquiry the board or any officer or employee the board designates finds that only one source of supply is reasonably available"; and

Whereas, BCRTA, as described above, has exhausted all other avenues to purchase an upgraded maintenance service vehicle and seeks to purchase non-competitively under the terms of ORC 306.43 (H)(2), supplanting the need for BCRTA to solicit bids for vehicle purchase.

Now, therefore, be it resolved that the BCRTA Board of Trustees hereby authorizes the Executive Director to execute a purchase of one (1) upgraded maintenance service vehicle from **New Work Trucks** at \$88,995.00 plus a 10% contingency at a not to exceed amount of \$97,894.50. Be it further resolved that the BCRTA Board of Trustees authorizes the Executive Director to take all actions necessary to enact this resolution.

Adopted this 17th day of May 2023.

Perry Gordon, Board Vice President

Matthew Dutkevicz, Executive Director

METRIC DASHBOARD

March 2023

Leveraging Competitive Funding & Partnerships

Average Fleet Age

5.37

Since Last Month 0.04 0.74%
Since Last Year 0.73 13.59%



Enhancing Connectivity

BCRTA Transit App Users

4,945

Since Last Month (149) -3.01%
Since Last Year 1,361 27.52%

BGO App Rides/Total BGO Rides

14.13%

Since Last Month -9.76% -69.09%
Since Last Year -13.86% -98.07%

BCRTA Transit App Downloads

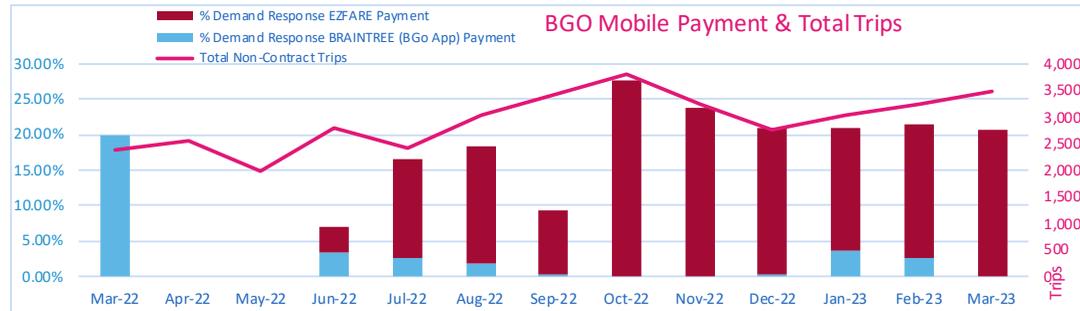
404

Since Last Month (14) -3.47%
Since Last Year (14) -3.47%

BGO App Downloads

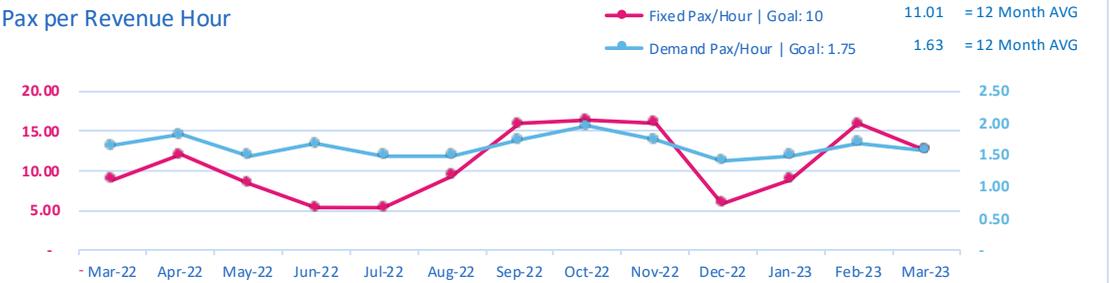
390

Since Last Month 241 61.79%
Since Last Year 241 61.79%

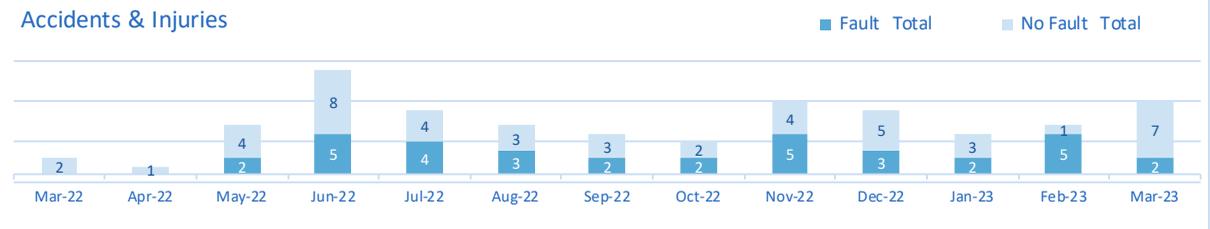


Improving Mobility & Eliminating Barriers

Pax per Revenue Hour



Accidents & Injuries



Target Operator Staffing

61%

Since Last Month -22.29%
Since Last Year 4.21%
12 Month Average 80.69%
GOAL 100.00%

Denials & Refusals/Total BGO

10.31%

Since Last Month -4.99%
Since Last Year -138.78%
12 Month Average 8.10%
GOAL 0.00%

Supporting Employers

42X Park & Ride Total Trips

2,073

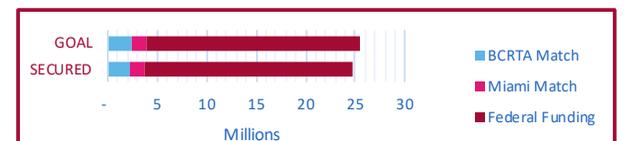
Since Last Month 557 27%
Since Last Year 750 36%

BGO Employment Trips

1,876

Since Last Month 305 16.26%
Since Last Year 712 37.95%

Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

641

Director's Notes – May 2023

A. Staffing & Facility

1. Staffing

BCRTA is currently seeking to fill the following positions:

| | |
|--|--|
| Operations Dispatcher - Full Time | Location: Hamilton, OH Department: BCRTA Type: Full Time |
| Trustee | Location: Hamilton, OH Department: Board of Trustees Type: Volunteer |
| Miami U SafeRide - Night Shift Van Drivers | Location: Oxford, OH Department: Operations Type: Part Time |
| Operations Dispatcher - Part time | Location: Hamilton, OH Department: Operations Type: Part Time |
| Operations Street Supervisor | Location: Hamilton, OH Department: Operations Type: Full Time |
| Operations Trainer | Location: Hamilton, OH Department: Operations Type: Full Time |
| Public Transit Driver - Test Drive a New Career! | Location: Hamilton, OH Department: Operations Type: Full Time |
| Vehicle Operator - Fixed Route/CDL | Location: Hamilton, OH Department: Operations Type: Full Time |
| Vehicle Operator - No CDL | Location: Hamilton, OH Department: Operations Type: Full Time |
| TABC Board of Directors | Location: Hamilton, OH Department: Transit Alliance of Butler County Type: Volunteer |

BCRTA is pleased to welcome Russell Auwae as Transit Planner and Sarah Schwartz as Administrative and Communications Specialist this month.

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.

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 5 of 8 vehicles. Service should begin in Q3 or Q4 of 2023 pending the ability to hire enough staff to operate the service. Training will begin this summer and marketing for the brand and launch plan is underway.

2. Regional Gap Study

Staff have received the draft report of the study. The consultant is still finalizing details, but staff will make a copy of the draft available to the trustees in advance of the June retreat.

3. Regional Alternative Fuel Study

The WSP Alternative Fuel Study has been completed and is available for review at <https://www.butlercountyrta.com/bcrt-receives-alternative-fuel-strategy-report/>

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4. Chestnut Street Multimodal Station

Ms. Weidner presented on the financial status of the Chestnut Street Multimodal Station project at the March meeting. The invitation to bid (IFB) for construction closed on April 18. Unfortunately, only two bids were received and came in 30%-40% over the estimate. Staff will not be recommending any award at this time, but will be working closely with the A&E team to do some value engineering and understand why estimators and bidders were so far apart. The project is likely to be rebid early in the fall.

In addition, Miami and BCRTA are struggling to come to terms on the ground lease for the facility. Items still at issue include limitations and controls of federal investment in the facility during the term and title clearance.

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. BCRTA and Miami have agreed on addendum language that staff expected approval on this month. However, Miami has indicated they may not consider the service extension until terms are identified for Chestnut Fields property the lease.

2. SMART Grants

BCRTA and NEORide were not successful on the SMART grant for autonomous tech. The agencies will consider an ODOT grant in the future for this project.

3. 2023 Areas of Persistent Poverty (AOPP/HDC)

Staff have identified the 2023 Areas of Persistent Poverty and Historically Disadvantaged Communities grant as a unique opportunity to plan for transit infrastructure in Butler County. The program, which appears to be historically undersubscribed, makes planning dollars available, with only a 10% local match, to areas of persistent poverty and historically disadvantage communities. Oxford, Hamilton, and Middletown are all included in one or both of these federally designated areas making them eligible for the program. Staff are seeking up to \$425K to study bike/ped infrastructure connections to the Chestnut Fields Multimodal Station, improvements to Market Street Station or another downtown Hamilton central station area, and improvements and upgrades to the Middletown Transit Hub. City of Oxford will act as a subrecipient and provide match to execute the Oxford portion of the project while BCRTA staff will carry out any proposed activities in Hamilton and/or Middletown.

4. 2023 LoNo

Staff have identified an opportunity to join NEORide and ODOT to apply for small alternative fuel buses and infrastructure as part of the 2023 NOFA for the competitive 5339 LoNo program. The application submitted specifically focuses 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

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technology was undersubscribed in the 2022 funding round while no emission tech was oversubscribed 7X. Awards are expected before fall.

D. On the Horizon ...

1. Strategic Planning Retreat

Mark your calendars for TUESDAY, JUNE 20. Staff will prepare of book of printed studies for easy reading in advance of the retreat. Books will be available at the May Board meeting.

2. 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. Upcoming Procurements >\$25,000

| Item | Procuring Agency | Estimated Spend | Estimated Term | Reason for Purchase |
|---|------------------|-----------------|----------------|---------------------|
| Procurement , Maintenance, and Finance Software Integrated Solution – Phase II | BCRTA | 150k | 5 | New |
| Collision Avoidance System | MTS | 240K | 5 | New |
| Light Transit Vehicles | BCRTA | 1.66M | TBD | Replacement |
| Parking Lot Construction | BCRTA | 3M | Task | New |
| Tires (large bus) | BCRTA | TBD | 1 | New |
| Chestnut Fields Construction | BCRTA | 23.2M | Task | New |

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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 – will implement on new commuter service*
- ~~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*