



Board of Trustees

Mr. Christopher Lawson,
President
City of Hamilton

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

Mr. Travis C. Bautz
MidPointe Library System

Mr. David Fehr
Butler County Department
of Development

Mr. James A. Foster

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, June 21, 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 Ms. Sarah Schwartz at 513.785.4345 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

June 21, 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 May 17, 2023 Meeting Minutes
- IV. Comments from Citizens
- V. Secretary/Treasurer's Report – April 2023 (Motion Requested)
- VI. Governance
 - a. Trustee Vacancy
- VII. Action Items
 - a. **Resolution 23-06-01: Adopting the FY2024 Planning Budget for the Butler County Regional Transit Authority (BCRTA) and Acceptance of the BCRTA Fiscal Officer's Certification of Funds and Estimation of Revenues.**
 - b. **Resolution 23-06-02: Appointing Ms. Jennifer Rice to the Transit Alliance of Butler County (TABC) Board of Directors.**
 - c. **Resolution 23-06-03: Repealing Resolution 22-11-02 and Policy 6-19: Parental Leave PTO Advancement.**
 - d. **Resolution 23-06-04: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Amend a Contract with the Butler County Veterans Service Commission.**

Next Meeting Date:

NO JULY MEETING

August 16, 2023

*Butler County RTA • Board Room
3045 Moser Court • Hamilton • Ohio • 45011*

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

June 21, 2023 8:00 AM

**Butler County RTA Board Room
3045 Moser Court, Hamilton, OH 45011**

- e. Resolution 23-06-05: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Amend Resolution 23-05-04 to Execute a Contract to Extend the Transit Services Agreement between BCRTA and Miami University.**
- f. Resolution 23-06-06: Authorizing the Purchase of Replacement Revenue Vehicles from the State of Ohio Term Contracts.**

VIII. Committee & Staff Reports

- a. Service & Metrics – Quarterly Ridership
Luke Morgan, Director of Operations
- b. Director’s Report

IX. Adjourn (*Motion Requested*)

Next Meeting Date:

NO JULY MEETING

August 16, 2023

*Butler County RTA • Board Room
3045 Moser Court • Hamilton • Ohio • 45011*

Butler County Regional Transit Authority

Board of Trustees Meeting

Wednesday, May 17th 2023

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The BCRTA Board of Trustees met on Wednesday, May 17, 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 Travis Bautz David Fehr Jim Foster Corey Watt Kathy Wyenandt	STAFF:	Matthew Dutkevycz, Executive Director Delene Weidner, Dir of Finance & Administration Luke Morgan, Dir of Operations Shawn Cowan, Customer Care & Communications Mgr Mary Jane Leveline, Talent & Benefits Mgr Meagan Varney, Procurement & Compliance Specialist Sarah Schwartz, Admin & Communications Specialist
ABSENT:	Chris Lawson, President Nick Bauer	OTHERS PRESENT:	None
CITIZENS:	Whitney Harris Tim Werdmann 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 8:00 AM. Mr. Dutkevycz took a call of the roll. A quorum of the Board was present.

II. Consideration of Absences

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

III. Approval of the Consent Agenda

Mr. Watt moved to approve the consent agenda. Ms. Wyenandt seconded. All voted in favor of approval.

IV. Comments from Citizens

Ms. Harris provided comments to the board. Written comments are provided as Appendix A to these minutes.

V. Secretary/Treasurer’s Report

Ms. Weidner presented the financials as of March 2023, compared to the Annual Budget. Total Revenues of \$2.6M were just slightly under budget at 23.1%. Ms. Weidner explained that we should see changes in both Passenger Fares and Contract Fares after April 1st due to new Butler

County Veterans Services Commission contract and reinstatement of the General Public booking app. State Funding will be billed in April or May to bring this line item up to budgeted amounts. Expenses of \$2.1M were close to budget at 25.5%. Services saw an increase as final payments were made to Kimley-Horn for the Short-Range Planning Study. Misc. Items are under budget mostly due to low amounts in Travel and Training expenses but will see increases during the summer and through the year-end. The Gain before Est. Depreciation, Net Pension & OPEB Expense was \$459K.

The Transaction logs for the month of March were included in the packet presenting all cash transactions for the period. No unusual transactions occurred during this timeframe. The balance sheet for March 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 March, Available Funds were approximately \$7.99M. All grants are now set and show a \$1.99M match. Total Board Reserves were at \$6.21M, and Non-Restricted Funds were \$1.79M. Non-Restricted funds will be used for future operational needs and for the Chestnut Fields facility.

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

VI. Governance

a) Trustee Vacancy

Mr. Dutkevicz noted that BCRTA has received an applicant for the vacant Trustee position. The applicant was present for the duration of the BCRTA Board Meeting. An Executive Committee Meeting was scheduled following the BCRTA Board of Trustees meeting.

b) Strategic Planning Retreat

Mr. Dutkevicz noted that the strategic planning retreat has been set for Tuesday June 20, 2023. Mr. Dutkevicz added that the location has been finalized. The retreat will be held in the Butler Tech Board Room, which is located in front of the D. Russell Lee building on Route 4. Mr. Dutkevicz noted Butler Tech has been very accommodating and affordable. Written confirmation, as well as instructions and directions to the space will be transmitted to Trustees.

Mr. Dutkevicz stated the June Board Meeting will still take place on the 21st, keeping in mind that day prior is the retreat, every effort will be made to ensure the meeting will be short.

Mr. Dutkevicz noted that he met yesterday with the Facilitators, Conchita Robinson and Liz Peak for the Board of Trustees Retreat. The Facilitators spent a great deal of time talking with staff. Mr. Dutkevicz indicated they will reach out to the Trustees via email or phone. Trustees are not required to speak with the Facilitators prior to the retreat; however, they have the opportunity to if they wish. This may be helpful if Trustees have something they would like to share or give insight to the Facilitators, they are happy to listen.

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.

Mr. Bautz moved to adopt Resolution 23-05-01. Mr. Foster seconded.

Mr. Dutkevicz explained that this is a Service Agreement for the onboard broadband routers that are on all BCRTA's revenue vehicles. These routers bring the cellular data in. These routers do not support public WiFi, however the system runs all of the onboard equipment such as the CAD AVL, live camera, and fare validation for BGO services. This contract allows BCRTA to get support if something malfunctions, it also provides remote platform management. Mr. Dutkevicz explained this is crucial when tracking over sixty (60) vehicles simultaneously. This allows BCRTA IT staff to log in remotely and complete a large amount of work, updates, and monitor so the public is not affected. This service would also allow for offering public WiFi if BCRTA decides to implement that in certain vehicles in the future.

M. s. Varney confirmed that this is a three-year contract. Ms. Varney did complete sole source documentation as well since the product is proprietary to the equipment manufacturer.

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

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

The resolution was adopted.

b) Resolution 23-05-02: Accepting the Resignation of Mrs. Tracy Bishop from the Transit Alliance of Butler County (TABC) Board of Directors.

Mr. Watt moved to adopt Resolution 23-05-02. Mr. Fehr seconded.

Mr. Dutkevicz explained that the Butler County Regional Transit Authority Board of Trustees is the sole member of the Transit Alliance of Butler County 501(3)c non-profit arm. As such Trustees appoint all directors. Anytime someone is unable to fulfill their entire term, the resignation is brought to the BCRTA Board of Trustees for acceptance.

Ms. Cowan, as Managing Director of the Transit Alliance of Butler County (TABC) added that Mrs. Bishop has moved from the area, obtaining new employment and a new residence in Hamilton County. Ms. Cowan is actively seeking members to TABC. The application to become a TABC Director can be found on the website. Mr. Watt suggested lowering the required amount of Directors that serve on the TABC board from 9 to 7, however this would require a change in the TABC Bylaws. This option may be pursued in the future. Ms. Wyenandt suggested Linda Smith with Family Promise may be interested in serving on TABC.

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

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

The resolution was adopted.

- c) **Resolution 23-05-03: Authorizing the filing of (an) SFY 2024 applications(s) with the Ohio Department of Transportation by the Butler County Regional Transit Authority (BCRTA) for grants through US DOT Federal Transit Administration (FTA) and the State of Ohio, as authorized under Federal Transit Laws and Executing a Contract with the Ohio Department of Transportation upon Project Approval.**

Mr. Foster moved to adopt Resolution 23-05-03. Mr. Bautz seconded.

Mr. Dutkevicz explained this resolution seeks Board approval as required yearly by the State of Ohio Department of Transportation to allow Butler County Regional Transit Authority (BCRTA) to apply for ODOT funding. These monies fund a variety of programs.

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

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

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

Mr. Bautz moved to adopt Resolution 23-05-04. Mr. Foster seconded.

Mr. Dutkevicz explained that the 10-year service contract with Miami University expires June 30, 2023. Negotiations to extend the service contract have been taking place between Butler County Regional Transit Authority (BCRTA) and Miami University. The base agreement prescribes 5, two-year extensions by mutual agreement. Due to rising costs incurred by

BCRTA, such as driver wages and healthcare, BCRTA has requested a cost increase for the first extension.

BCRTA met with Dr. Creamer and Miami's procurement office. The discussions were honest and transparent concerning the costs involved in providing transportation services for Miami University students and staff. Mr. Dutkevicz explained that at this point everyone was on the same page and an agreement for an extension was solidified. However, during negotiation of the terms of the ground lease for the Chestnut Fields project that could not be agreed between the parties, the service agreement came into question and was execution by Miami was placed on hold.

Mr. Dutkevicz further explained that in negotiating the Chestnut Fields property ground lease, there were a few sticking points. 1) Referring to the federal investment of funds. In the event that the Chestnut Fields facility cannot be used for public transit, the FTA must be reimbursed for its monetary contribution. If it is BCRTA's decision to no longer continue using the facility, then BCRTA would be responsible to reimburse the FTA portion of funding. However, if it is Miami University's decision, then Miami would be responsible for refunding FTA for the funds that FTA put forward for the building of the facility. After 40 years, the Federal interest in the property is waived. Miami is concerned that if BCRTA makes a major investment in the building during the lease term, that provision will hold over and extend longer than 40 years. In attempting to protect their interest, Miami has suggested that they would control almost all improvements BCRTA would make to the facility with a \$50,000 threshold. It is imperative that BCRTA remain autonomous in its ability to augment the facility when needed and/or desired without being dependent on Miami's approval of such improvements. 2) Due to the property being under ground lease, BCRTA has asked for proof of clear title. Mr. Dutkevicz explained BCRTA must be certain that there are no claims to the property that could potentially force BCRTA to vacate the property, forcing FTA repayment. In this case, BCRTA desires not to be liable for the repayment of funds, but transfer responsibility to Miami. Miami has requested that BCRTA pay for Title Insurance in addition to dealing with any outcomes that arise from title encumbrances. Mr. Dutkevicz explained that this is not financially or legally agreeable to BCRTA staff or counsel.

Mr. Dutkevicz noted that all of this is important to Resolution 23-05-04 in view that Miami has taken the service agreement off the table until the lease agreement has been settled. Now, as the expiration date is approaching, Mr. Dutkevicz is seeking approval to extend the service agreement in good faith after June 30, 2023 in the case that Miami should desire to quickly execute a service amendment and keep transit services operating.

Mr. Bautz expressed concern, stating he did not want to "handcuff" Mr. Dutkevicz but he felt maybe withholding transportation service was an option. The entire board gave its full support in demanding both proof of clear title and Title Insurance for the Chestnut field property.

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

Mr. Bauer	Absent
Mr. Bautz	Yes

Mr. Fehr	Yes
Mr. Foster	Yes
Mr. Gordon	Yes
Mr. Lawson	Absent
Mr. Watt	Yes
Ms. Wyenandt	Yes

e) Resolution 23-05-05: Authorizing the Executive Director to Purchase an Upgraded Maintenance Service Vehicle.

Mr. Watt moved to adopt Resolution 23-05-05. Ms. Wyenandt seconded.

Ms. Varney explained, in 2021 Butler County Regional Transit Authority received \$110,000 in funds from the Ohio Department of Transportation (ODOT) to buy service truck(s). BCRTA attempted to go through an IFB, where BCRTA received two bids and awarded to Sherry Chrysler. Unfortunately, several issues arose, including shortages exacerbated by the pandemic that caused delays in the supply chain, as well as chassis production. This caused many government orders to be placed on hold.

Ms. Varney explained that although she was persistent in communicating with manufacturers and dealers, the holds were indefinite, and the purchase could not proceed. BCRTA revoked the awards, closed the file, and began viewing state bids to complete the task of purchasing the upgraded service vehicle(s). Ms. Varney continued to explain that one bid, with compliant truck(s), was found and an attempt to purchase began. However, after receiving the quote and information regarding the delivery window, it was discovered that the truck was prohibitively expensive. This attempt at purchase was not successful.

BCRTA then attempted another IFB, submitted through Opengov and received one response from the dealer who won the state bid. Again, the truck was prohibitively expensive, but more importantly, their bid was nonresponsive. BCRTA cannot award to non-responsive bidders.

Ms. Varney continued, under Ohio Revised Code 306.43 (H)(2), BCRTA is allowed to purchase noncompetitively rolling stock if it's under \$100,000, and if it is determined by the Butler Regional Transit Authority Board of Trustees, that only one source of supply is reasonably available. Ms. Varney stated that given the previous attempts and the many years that have passed in attempting to secure the purchase, there is only one available source, and that is the dealer who is working directly with BCRTA.

Ms. Varney explained the vendor agreed to sign our terms and conditions and the delivery is going to be much swifter. Ms. Varney stated the quoted time frame for delivery is eight (8) weeks.

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

Mr. Bauer	Absent
Mr. Bautz	Yes
Mr. Fehr	Yes

Mr. Foster	Yes
Mr. Gordon	Yes
Mr. Lawson	Absent
Mr. Watt	Yes
Ms. Wyenandt	Yes

VIII. Committee & Staff Reports

a) OKI

Mr. Dutkevicz stated there was no OKI report this month.

Service & Metrics

Mr. Morgan provided the Service & Metrics report.

b) Marketing & Outreach

Ms. Cowan updated the board on brand awareness. This included a video and launching into a social media campaign for the BGO services and EZ Fare payment systems. This campaign is focusing on educating the public on the options available as we move towards a more cashless system. Hunter Marketing is running digital ads. The area in which these ads run has been expanded. Affirm Marketing has been hired to do marketing for BCRTA’s and Middletown’s new commuter service. The first step will be to name the new service. Once a name is chosen, graphics can begin to be put into place.

c) Talent, Benefits, & Recruitment

Mary Jane Leveline reported about the Take the Wheel Hiring Event held on April 29, 2023, at the Butler Tech Biosciences Building. JazzHR recorded forty-two (42) applicants applied prior to the event. Of those who pre-registered for an interview spot, eleven (11) candidates showed up. Fourteen (14) offers were made for full-time and part-time positions. Orientations were held on May 8th and May 13th to accommodate candidate schedules. As of the morning of the Board Meeting, 8 new employees were in training hired at the event. There are still nine (9) candidates in the event queue that we have reached out to, as well as 5 non-CDL candidates for review in a separate posting. There are 0 CDL candidates in the queue for consideration.

Ms. Leveline also reported on the Wellness initiative hosted with the support of our HealthTP on May 23rd. An inclusive All-Star Wellness Fair for all employees will be held at 3045 Moser Court from 10 a.m. to 3:00 p.m. with Nineteen (19) vendors slated to attend. The Wellness initiative will encompass every aspect of wellness, from mental, physical, financial, and beyond. Cooking demonstrations, massages, and passports for employees to engage for participation gifts will be available. All was funded through a wellness grant through HealthTP.

d) Procurement

Ms. Varney explained that after several years of undergoing the bid process to purchase an upgraded service vehicle, all avenues to do so competitively have been exhausted. Under Ohio Revised Code 306.43 (H)(2), transit authorities may purchase from rolling stock if it is under \$100,00 and “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”. Ms. Varney additionally discussed Chestnut Fields noting a value engineering session was conducted with the architect and Miami University. Areas that could be trimmed were targeted. Including in potential cost cutting is going out to bid in the fall.

e) Metrics & Service

Leveraging Competitive Funding & Partnerships

- Average Fleet Age
 - 5.37 years – This is an increase of 13.59 percent from March 2022.

- Subsidy per Passenger
 - The subsidy per passenger decreased in March of 2023 in comparison to last March by \$0.04 or .27 percent.

- Admin Cost Per Revenue Hour
 - Administrative Overhead cost per hour has increased by \$9.45 or 46.2 percent comparing March of 2022 to March of 2023. This is due to higher operating expenses, primarily to wage and fringe increases and professional consulting services from Kimley Horn (35k).

Enhancing Connectivity

- BCRTA Transit App Users
 - BCRTA had 4,945 users during the month of March for the Transit App. This is a 27.52 percent increase from the previous year.

- BCRTA Transit App Downloads
 - BCRTA tracked 404 new downloads for the Transit App in March of 2023. This is a 3.47 percent decrease from the previous year.

- BGO App Rides/Total BGO Rides
 - 14.13 percent of all trips were booked utilizing the mobile application. This is a 98.07 percent decrease from March of 2023.

- BGO App Downloads
 - BCRTA had 390 new users download the mobile application. This is a 61.79 percent increase from March of 2023.

- BGO Mobile Payment & Total Trips
 - BCRTA completed 3,482 non - contracted trips in March of 2023. This is a 47 percent increase in completed, non - contracted trips from March of last year.
 - No trips were paid for using the BCRTA mobile application (BrainTree).
 - 20.62 percent of all trips were paid for using EZFARE.

Improving Mobility & Eliminating Barriers

- Passengers Per Revenue Hour
 - Fixed routes had 12.6 passengers per revenue hour in March of 2023, this is a 41.8 percent increase from March of 2022.
 - Demand Response service had 1.57 passengers per revenue hour in March of 2023, this is a 4.3 percent decrease from March of 2022.

- Accidents and Injuries
 - Fault Total – BCRTA experienced 2 at fault accidents in March of 2023.
 - No Fault Total – BCRTA also had 7 no fault accidents.

- Target Operator Staffing
 - 61%
 - This number has increased by 4.21 percent from the previous year.
 - The yearly average was 80.69 percent.

- Denials and Refusals/ Total BGO Trips
 - 10.31 percent of all requested BGO trips were refused or denied in March of 2023 due to time and capacity limitations.

Supporting Employers

- 42x Park and Ride Total Trips
 - The 42x had 2,073 riders. This is a 36 percent increase from March of the previous year.

- BGO Employment Trips
 - BCRTA completed 1,876 BGO trips for the purpose of employment in March of 2023, this is a 37.95 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 641 days or 1.76 years.

f) Director's Report

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.

A) 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/bcrta-receives-alternative-fuel-strategy-report/>

B) 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 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

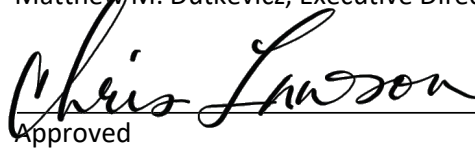
IX. Adjourn

Mr. Watt moved to adjourn, and Mr. Bautz seconded. The motion carried. The meeting was adjourned at 9:17 AM.

Respectfully submitted,



Matthew M. Dutkevich, Executive Director



Approved

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

From: Whitney Harris
4 Bellbrook Ct. Apt B.
Fairfield, OH 45014
Stayingstrong09@outlook.com
(513)-330-6280 (h)
(513)-454-4176 (m)

Mr. Dutkevicz:

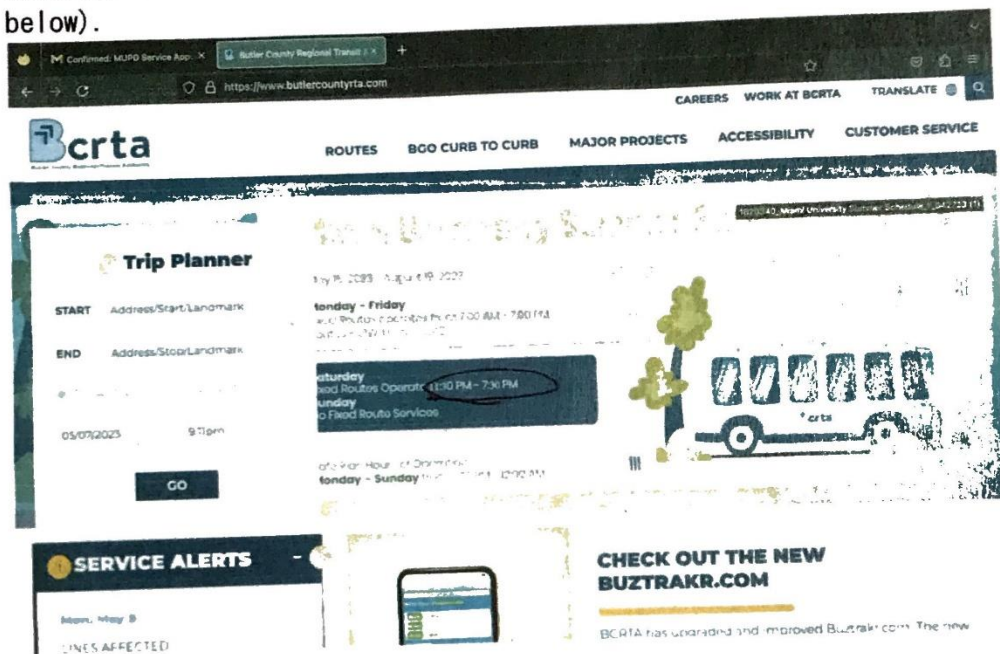
I am requesting the allocated five (5) minutes to speak at the upcoming regular board meeting of the Butler County Regional Transit Authority Board of Trustees scheduled to be held on Wednesday May 17th, 2023, at 8:00am. Please keep in mind that my input is in no way a complaint, but merely suggestions on how to improve service for all those who rely on it. I greatly appreciate all your hard work and dedication!

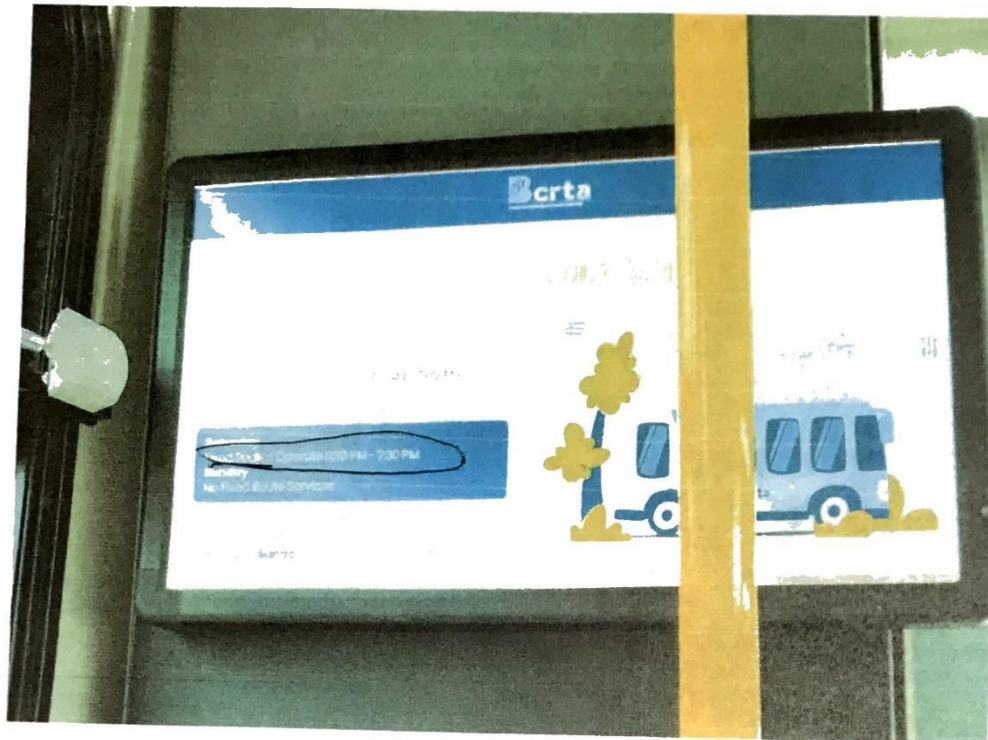
Truly yours,

Whitney Harris

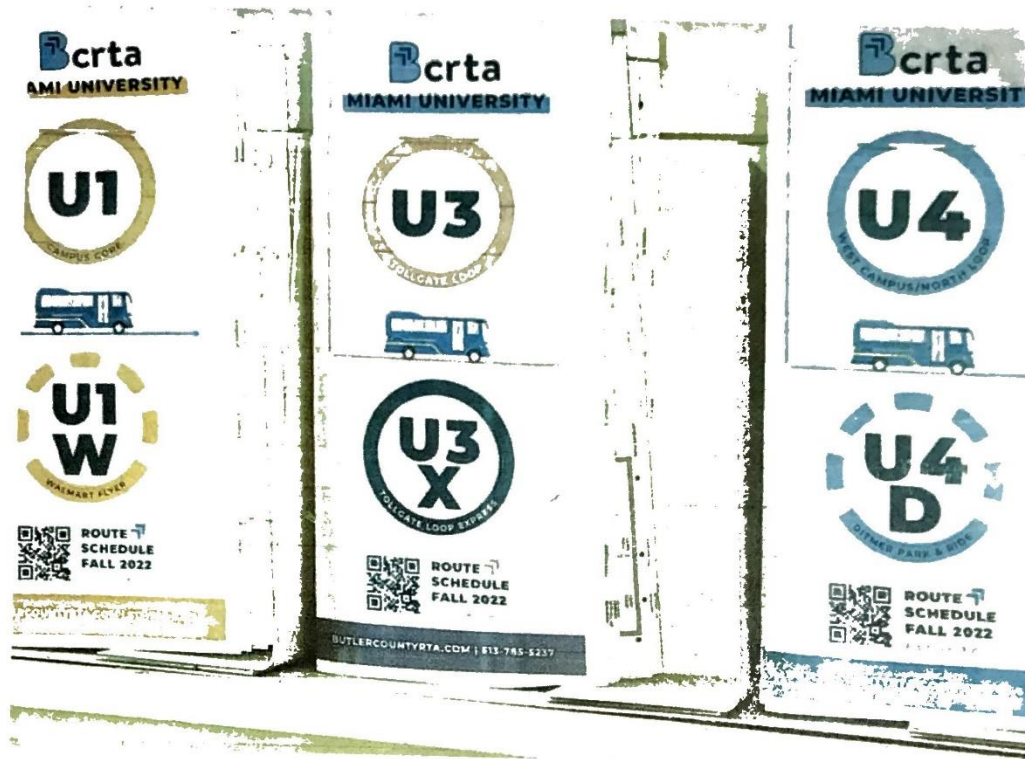
Miami University Summer Service Change—Mistype

By now, I'm sure all that need it have figured it out (I know I have), but there is a mistype on the flier that advertises the summer service hours. On Saturday, where it should say 11:30am-7:30PM, it says 11:30PM-7:30PM. Most people are able to figure out that this is a type, but the few that aren't able to figure it out... may be a little confused. This is on the flier that appears on the screens onboard the buses, on social media, the BCRTA website, and on the TV screens across the Oxford campus (see below).

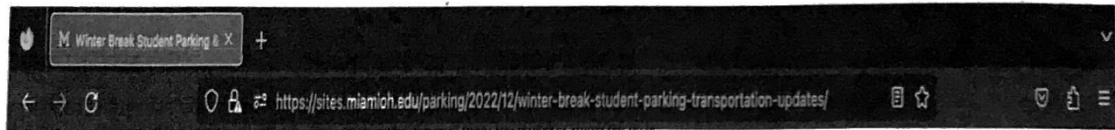




Miami University–Service Change miscommunications:
On Miami University’s website, the service changes for breaks are miscommunicated: it is stated that the R3 will run EVERY OTHER HOUR between certain dates, when really, the times stay the same, except between 11am–4pm and 7–11pm when it always runs every two hours (which, in my opinion, this needs to change to every hour). It is also listed that the R4 is still running, when it reality, it is not. I think it is necessary to communicate with MU officials about what routes are running and what routes have been eliminated/suspended, so that no confusions happen, and nobody finds out the hard way (see below). Please take note this post was recent, being posted on MU’s transportation and parking services website on 12/06/2022. I have also noticed that essential



R1/Green Line Bus stops at Cincinnati State
Many of you may not know, but the current Cincinnati State campus in Middletown is CLOSING after this summer. Starting in the fall, Cincinnati State Middletown students will attend the Miami University Middletown campus (they will still be Cincinnati State students, but their classes and services will be located on MUM's campus). Even though I have moved on from Cincinnati State, many of my friends have not. It was brought up to me that given that the Middletown standalone location of Cincinnati State will no longer exist come August, the R1 and Green Line bus stops located in front of it will no longer be needed. One of my friends allowed to quote them about this situation "With the price of gas right now, being able to take the bus to school has really been a lifesaver. Having a bus stop that was right in front of my school was even better. I don't know if I will be able to continue in-



If you need to park near your residence hall at a time when you ordinarily would not be allowed to park there, you may utilize the log-in policy below to load or unload your vehicle to avoid being fined. A valid permit is required to utilize the log-in procedure. Vehicles that park illegally in restricted areas, service drives, yellow zones and loading zones may be cited.

Online Parking Services

- To use the log-in policy, park in a legal space near your building and immediately email parking@miamioh.edu with your name and the location where you are parked. You will be granted 20 minutes to load/unload your vehicle from the time you send the email. If you receive a parking violation during the time you are logged in, call or email the Campus Services Center with the ticket number and we will waive it. Students may use this procedure up to 4 times per semester

BCRTA Bus Service

- Oxford/Miami bus routes and the R2 end operation on Friday, December 9 at 7 pm.
- BCRTA Regional Route R3 will run every two hours from December 10 to January 22.
- BCRTA Regional Routes R1, R3 and R4 will NOT operate Christmas Day, but will resume Tuesday, December 27.
- Limited bus service will be available on campus December 12 to January 21.
- Active routes will run 7am to 7pm weekdays and 11:30 am to 7:30 pm Saturdays and include U1W to Walmart, U3 to Kroger and U4D throughout Western and North campus.
- Safaride will operate 7 days a week from 6 pm to midnight. See BCRTA's website at www.bcrta.com or call (513) 785-5237 for details.

person classes if I have to take 3 buses to get to school, especially given the last bus (first bus if I' m going home) tends to fill up way too quickly. Sure, I could pay the \$5, but those rides aren' t guaranteed, and that also adds up quickly, I only have so much money." It is important to note that she is NOT eligible for ADA, she only takes the bus to save money on gas and parking. Given this move, I think the service change to have the R1 (and maybe the Green line) continue on to MUM is needed as soon as this fall, as, otherwise, a lot of students might not have a way to continue their in-person classes. I also think putting the Red Line on a big bus, if possible, wouldn' t be a bad idea.

That' s all I have for you this morning! Thank you!

BCRTA
Income Statement
April 2023

	Year to Date Last Year	Year to Date This Year	Annual Budget	YTD % of Budget
Passenger Fares	2,668	11,831	121,125	9.8%
Contract Fares	90,635	53,661	310,000	17.3%
Partnership Transit Rev (COM)	567,764	331,228	1,236,000	26.8%
Transit Development Rev (MU)	723,794	698,549	2,447,312	28.5%
Mgt./Cons. Services	81,760	45,786	274,714	16.7%
Interest & Other	11,936	79,084	134,390	58.8%
Agency Funding	12,500	15,469	90,000	17.2%
Park-n-Ride Program	173,290	150,000	300,000	50.0%
State Funding	91,448	-	284,000	0.0%
Federal Funding	1,397,560	2,000,236	5,874,868	34.0%
Total Revenues	3,153,357	3,385,844	11,072,409	30.6%
Expenses				
Wages	1,089,259	1,305,332	3,872,323	33.7%
Fringes	456,339	637,364	1,821,597	35.0%
Services	208,062	229,634	697,788	32.9%
Materials & Supplies	273,438	315,738	964,250	32.7%
Utilities	23,377	28,957	90,320	32.1%
Insurance	80,969	96,154	304,175	31.6%
Purchased Transportation	173,290	150,000	300,000	50.0%
Misc. Items	16,972	26,465	130,254	20.3%
Contingency	-	-	50,000	0.0%
Total Expenses	2,321,705	2,789,644	8,230,707	33.9%
Gain/Loss before Depr, NP & OPEB Exp	831,652	596,200	2,841,702	21.0%
Est. Local Share of Depreciation Exp	98,843	98,843	296,530	33.3%
Est. Net Pension & OPEB Exp (Inc)	(402,764)	(402,764)	(1,208,292)	33.3%
Total Gain/(Loss)	1,135,573	900,121	3,753,464	24.0%

**BCRTA
Balance Sheet
April 2023**

Assets

Current Assets

Checking - PNC	854,279.21
Savings - PNC	55,321.16
Savings - PNC	1,366,518.04
STAR Ohio	4,849,739.21
Bid Deposit	53,023.76
M&S Inventory	82,188.52
Petty Cash	1,000.00
Accounts Receivable	1,484,206.12
Prepays	108,491.90
	<hr/>
	8,854,767.92

*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	2,235,389.59
Amenities & Misc.	149,576.89
WIP-Building	36,213.79
WIP-Chestnut Fields	1,545,391.42
Accum. Depr.	(10,165,316.09)
	<hr/>
	10,286,777.18

Total Assets

19,141,545.10

Liabilities & Equity

Current Liabilities

Accounts Payable	247,506.32
Payroll Payables	142,189.09
Other Payables	-
Accrued PTO	181,581.77
FTA Vehicle Funds	68,131.00
Future Match Funds	52,000.00
Unearned Tickets	29,554.50
	<hr/>
	720,962.68

*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	15,125,313.00
State Capital	1,467,356.25
Local Capital	89,410.00
Retained Earnings	(6,378,283.45)
Net Income	596,200.39
	<hr/>
	18,420,582.42

Total Liabilities
and Capital

19,141,545.10

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
4/1/23			Beginning Balance			200,060.37
4/3/23	HSA Adj PNCHSA AT GENJ		Ethan Morgan HSA Account - missed direct deposit		125.38	
4/4/23	492085	CRJ	BCRTA Items	100.00		
4/4/23	01110756	CRJ	Butler County Veterans Service	4,150.44		
4/4/23	1093	CRJ	Transit Alliance of Butler Cou	174.07		
4/4/23	800206727	CRJ	Farebox Receipts	18.22		
4/4/23	FARES03312023	CRJ	Farebox Receipts	2,579.53		
4/4/23	3093163042	CRJ	Federal Transit Administration	7,429.00		
4/4/23	3093162892	CRJ	Federal Transit Administration	56,179.00		
4/4/23	3093162793	CRJ	Federal Transit Administration	494,623.00		
4/5/23	ACH04052023	CDJ	SuperFleet Mastercard Program		37,498.42	
4/6/23	AT-04/06/2023	CDJ	BCRTA PNC Card Purchases		7,968.25	
4/10/23	11371	CDJ	WESTECH Environmental Solution		1,426.00	
4/10/23	11372	CDJ	Amazon Capital Services		2,762.50	
4/10/23	11373	CDJ	Affordable Pest Control Inc.		53.00	
4/10/23	11374	CDJ	Richard L. Bowen & Associates,		22,924.50	
4/10/23	11375	CDJ	BCRTA Petty Cash		159.19	
4/10/23	11376	CDJ	Biometric Information Manageme		800.00	
4/10/23	11377	CDJ	Brighton Spring Service		150.00	
4/10/23	11378	CDJ	Cintas Corporation		834.27	
4/10/23	11379	CDJ	Cornett's Pressure Cleaning		715.00	
4/10/23	11380	CDJ	Endeavor Business Media LLC		225.00	
4/10/23	11381	CDJ	Fuller Ford		26.26	
4/10/23	11382	CDJ	Fleet Pride		349.88	
4/10/23	11383	CDJ	Gillig		1,253.50	
4/10/23	11384	CDJ	COH- Hamilton Fiber		105.00	
4/10/23	11385	CDJ	Health Transit Pool of Ohio		75,000.00	
4/10/23	11386	CDJ	Isaac Wiles Burkholder & Teeto		6,087.45	
4/10/23	11387	CDJ	J&N Auto Electric Inc.		6.76	
4/10/23	11388	CDJ	Jani-King of Cincinnati LLC		550.00	
4/10/23	11389	CDJ	Jan-Pro of Greater Cincinnati		950.00	
4/10/23	11390	CDJ	KOI Enterprises, Inc.		4,124.39	
4/10/23	11391	CDJ	Mighty Auto Parts		226.51	
4/10/23	11392	CDJ	Millennium Business Systems,LL		324.85	
4/10/23	11393	CDJ	My Parts Express		1,934.70	
4/10/23	11394	CDJ	ODACS, LLC		155.00	
4/10/23	11395	CDJ	Ohio Deferred Compensation		1,425.00	
4/10/23	11396	CDJ	OpenGov, Inc.		10,175.00	
4/10/23	11397	CDJ	Ohio Newspapers, Inc.		156.98	
4/10/23	11398	CDJ	PERS		77,779.04	
4/10/23	11399	CDJ	RICOH USA, INC		32.38	
4/10/23	11400	CDJ	Tristate Cleaning		400.00	
4/10/23	11401	CDJ	Treasurer State of Ohio		141.75	
4/10/23	11402	CDJ	Verizon Wireless		2,641.74	
4/11/23	04/11/2023	CRJ	BCRTA Items - Xfer checking to \$\$ saving		176,000.00	
4/12/23	492082	CRJ	BCRTA Items	20.00		

4/12/23	11403	CDJ	Bethesda Healthcare Inc.	1,299.09
4/12/23	11404	CDJ	City of Hamilton - Utilities	3,830.81
4/12/23	11405	CDJ	Cornett's Pressure Cleaning	1,700.00
4/12/23	11406	CDJ	Motorola Solutions Inc.	5,053.14
4/12/23	11407	CDJ	Ohio Deferred Compensation	1,425.00
4/12/23	11408	CDJ	Ohio Newspapers, Inc.	49.42
4/12/23	11409	CDJ	Port Technology LLC	2,946.74
4/12/23	11410	CDJ	Rumpke Of Ohio Inc.	297.36
4/12/23	11411	CDJ	Spooky Nook Sports Ohio, LLC	5,375.00
4/12/23	11403V	CDJ	Bethesda Healthcare Inc.	1,299.09
4/12/23	11404V	CDJ	City of Hamilton - Utilities	3,830.81
4/12/23	11405V	CDJ	Cornett's Pressure Cleaning	1,700.00
4/12/23	11406V	CDJ	Motorola Solutions Inc.	5,053.14
4/12/23	11407V	CDJ	Ohio Deferred Compensation	1,425.00
4/12/23	11408V	CDJ	Ohio Newspapers, Inc.	49.42
4/12/23	11409V	CDJ	Port Technology LLC	2,946.74
4/12/23	11410V	CDJ	Rumpke Of Ohio Inc.	297.36
4/12/23	11411V	CDJ	Spooky Nook Sports Ohio, LLC	5,375.00
4/12/23	11403	CDJ	Bethesda Healthcare Inc.	1,299.09
4/12/23	11404	CDJ	City of Hamilton - Utilities	3,830.81
4/12/23	11405	CDJ	Cornett's Pressure Cleaning	1,700.00
4/12/23	11406	CDJ	Motorola Solutions Inc.	5,053.14
4/12/23	11407	CDJ	Ohio Deferred Compensation	1,425.00
4/12/23	11408	CDJ	Ohio Newspapers, Inc.	49.42
4/12/23	11409	CDJ	Port Technology LLC	2,946.74
4/12/23	11410	CDJ	Rumpke Of Ohio Inc.	297.36
4/12/23	11411	CDJ	Spooky Nook Sports Ohio, LLC	5,375.00
4/13/23	PRWE 04/07/23	GENJ		22,942.25
4/13/23	PRWE 04/07/23	GENJ	1544	93.15
4/13/23	PRWE 04/07/23	GENJ	1543	69.23
4/13/23	PRWE 04/07/23	GENJ	1545	282.06
4/13/23	PRWE 04/07/23	GENJ	1542	85.27
4/13/23	PRWE 04/07/23	GENJ		123,240.61
4/13/23	PRWE 04/07/23	GENJ		3,010.41
4/14/23	AT 4/17/23	CDJ	Paycom	1,213.43
4/19/23	11412	CDJ	Cummins Bridgeway LLC	436.22
4/19/23	11413	CDJ	Cornett's Pressure Cleaning	2,125.00
4/19/23	11414	CDJ	Franks Glass	85.00
4/19/23	11415	CDJ	Gillig	948.00
4/19/23	11416	CDJ	Kimley-Horn And Associates, In	35,214.00
4/19/23	11417	CDJ	Luxurious Wraps, LLC	2,516.00
4/19/23	11418	CDJ	Mr. Tire Auto Service Centers	3,891.24
4/19/23	11419	CDJ	NEORide	250.00
4/19/23	11420	CDJ	Ohio Dept. of Jobs & Family Se	116.68
4/19/23	11421	CDJ	WSP USA Inc.	8,899.57
4/19/23	01111357	CRJ	Butler County Veterans Service	3,327.72
4/19/23	492083	CRJ	BCRTA Items	100.00
4/25/23	11422	CDJ	Cintas Uniforms	447.80

4/25/23	11423	CDJ	American Red Cross			36.00	
4/25/23	11424	CDJ	Alpine Valley Water			53.50	
4/25/23	11425	CDJ	Cintas Uniforms			1,893.99	
4/25/23	11426	CDJ	Fuller Ford			126.60	
4/25/23	11427	CDJ	Fastsigns 220901			36.00	
4/25/23	11428	CDJ	Gillig			1,035.82	
4/25/23	11429	CDJ	Heritage-Crystal Clean LLC			480.71	
4/25/23	11430	CDJ	Isaac Wiles Burkholder & Teeto			2,389.55	
4/25/23	11431	CDJ	Minuteman Press - Fairfield			483.00	
4/25/23	01111447	CRJ	Butler County CDBG		25,000.00		
4/25/23	291598	CRJ	City of Middletown		91,641.79		
4/25/23	802900570	CRJ	Farebox Receipts		32.80		
4/25/23	7842077	CRJ	BCRTA Items		1,841.45		
4/26/23	04/26/2023	CRJ	BCRTA Items		175,391.00		
4/27/23	803079749	CRJ	Ohio Transit Risk Pool		641.97		
4/27/23	492084	CRJ	BCRTA Items		50.00		
4/27/23	492088	CRJ	BCRTA Items		100.00		
4/27/23	10423430	CRJ	Miami University		616,608.36		
4/27/23	PRWE 04/21/2023	GENJ				268.83	
4/27/23	PRWE 04/21/2023	GENJ				282.06	
4/27/23	PRWE 04/21/2023	GENJ				93.15	
4/27/23	PRWE 04/21/2023	GENJ				2,895.03	
4/27/23	PRWE 04/21/2023	GENJ				69.23	
4/27/23	PRWE 04/21/2023	GENJ				24,969.46	
4/27/23	PRWE 04/21/2023	GENJ				126,125.91	
4/27/23	PRWE 04/21/2023	GENJ				13.92	
4/28/23	AT 4/28/2023	CDJ	Paycom			1,201.57	
4/30/23	04/30/23	GENJ	Service Charge			5.00	
			Current Period Change		1,501,984.91	847,766.07	654,218.84
4/30/23			Ending Balance				854,279.21

Savings - PNC (National City)

4/1/23			Beginning Balance				54,624.34
4/14/23	MAS 041423	CRJ	Farebox Receipts		700.06		
4/30/23	04/30/23	GENJ	Interest Income		0.42		
4/30/23	04/30/23	GENJ	Service Charge			3.66	
			Current Period Change		700.48	3.66	696.82
4/30/23			Ending Balance				55,321.16

Savings - PNC Bank \$\$

4/1/23			Beginning Balance				1,365,900.84
4/11/23	04/11/2023	CRJ	BCRTA Items		176,000.00		
4/26/23	04/26/2023	CRJ	BCRTA Items - Xfer \$\$ saving to checking			175,391.00	
4/30/23	04/30/23	GENJ	Interest Income		11.20		
4/30/23	04/30/23	GENJ	Service Charge			3.00	
			Current Period Change		176,011.20	175,394.00	617.20
4/30/23			Ending Balance				1,366,518.04

Investment - STAR Ohio

4/1/23		Beginning Balance		4,829,715.45
4/30/23	04/30/23	GENJ Interest Income	<u>20,023.76</u>	
		Current Period Change	<u>20,023.76</u>	<u>20,023.76</u>
4/30/23		Ending Balance		<u>4,849,739.21</u>

**BCRTA
Cash Reserves**

April 2023

Current Assets	8,854,767.92
Current Liabilities	<u>(720,962.68)</u>
Available Funds	8,133,805.24

Board Reserves

Local Share Grant Obligations		
OH-2018-21-00 Super Grant	297,881.25	
OH-2021-56-00 Super Grant	1,566,322.00	
OH-2023-xx-00 Mobility Management	60,926.25	
OH-2021-60-00 Chestnut Fields	3,418,236.00	
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)	1,872,963.00	
FTA Grants	1,872,963.00	Match Required
Working Capital Funds (2 Mths.)	1,313,451.17	
Capital Replacement Funds	2,145,625.40	2024 - 2028 Local Share of Projects Not Yet on Grants
Needed for Chestnut Fields @ Current VE Cost	<u>-</u>	
Total Board Reserves	5,332,039.57	
Non-Restricted Funds	2,801,765.67	

BCRTA BOARD OF TRUSTEES CANDIDATES

JUNE 2023

Candidate Name	Interviewed by Executive Committee	Highlights
Tim Werdmann Applied 03/29/2023	Completed May 17, 2023	County Resident: NO College – Juris Doctor Recommended by Hamilton City Manager Employer: City of Hamilton, Exec Dir Internal Services
Jillane Holland Applied 05/31/2023	Scheduled August 16, 2023	County Resident: YES College- Masters in social work from University of Cincinnati Employer: Executive Director, Community Health Alliance; Transitional Living Adjunct Professor, University of Dayton

BCRTA Resolution No. 23-06-01

Adopting the FY2024 Planning Budget for the Butler County Regional Transit Authority (BCRTA) and Acceptance of the BCRTA Fiscal Officer's Certification of Funds and Estimation of Revenues.

Whereas the Ohio Revised Code (ORC) requires a budget to be completed annually and approved by the Board of Trustees by July 15 of the preceding year; and

Whereas the FY2024 Planning Budget is an ORC requirement but does not appropriate funds; and

Whereas in FY2024 BCRTA anticipates continuing current directly operated services and including the Miami University campus services; and

Whereas in the last quarter 2023, the BCRTA Board of Trustees will be asked to adopt a FY2024 Operating Budget and 2024 appropriations; and

Whereas on January 16, 2019, the BCRTA Board of Trustees appointed Ms. Delene Weidner as Fiscal Officer; and

Whereas the BCRTA Board of Trustees adopts the following FY2024 Planning Budget and accepts the fiscal officer certification of funds and estimation of revenues as follows:

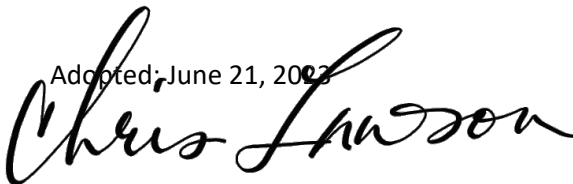
Estimated FY2024 Revenues & Expenses

Estimated Cash Balance 1-1-2024		\$ 7,208,000.00
Estimated Revenues		\$ 35,650,203.00
Estimated Expenses		\$ 35,913,644.66
Projected Year-End Cash		\$ 6,944,558.34

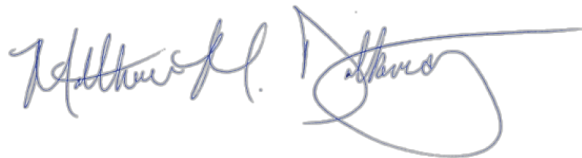
Now therefore, be it resolved:

That the BCRTA Board of Trustees hereby adopts the above FY2024 Planning Budget and accepts the fiscal officer's certification of funds and estimation of revenues. Furthermore, that the BCRTA Secretary/Treasurer is authorized to do all things necessary to enact this resolution.

Adopted: June 21, 2023



Chris Lawson,
BCRTA Board President



Matthew Dutkevich,
BCRTA Executive Director

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

Estimated Cash Balances as of 1-1-24 (General Transit Fund)

On Deposit - Checking	750,000.00
On Deposit - Savings I	1,400,000.00
On Deposit - Savings II	57,000.00
On Deposit - STAR Ohio	5,000,000.00
BCRTA Petty Cash Fund	1,000.00
	7,208,000.00

Estimated Revenues for FY2024 (General Transit Fund)

BCRTA - FY24 Receivables	200,000.00
	200,000.00
FY2023 Operations	
Passenger Fares	123,548.00
Contract Revenues	316,200.00
Partnership Transit Revenues	1,435,667.00
Sale of Services	280,207.00
Transit Development Program	2,496,258.00
Park-n-Ride Program	-
Federal Operating Funds	4,872,924.00
State Operating Funds	289,680.00
Agency Operating Funds	91,800.00
Other Revenues	137,078.00
	10,043,362.00
Federal Capital Grant Funds	23,252,336.00
State/Other Capital Grant Funds	2,154,505.00
	25,406,841.00
Total Funds Available	42,858,203.00

Anticipated Appropriations for FY2024 (General Transit Fund)

BCRTA - FY24 Payables	200,000.00
	200,000.00
FY2024 Operations	
Wages	4,002,086.00
Fringes	1,890,453.00
Services	556,743.76
Materials & Supplies	983,535.00
Utilities	92,126.40
Insurance	310,258.50
Taxes & Fees	-
Purchased Transportation	-
Misc. Items	183,859.00
Leases & Rentals	-
Contingency	50,000.00
	8,069,061.66
FY2024 Capital Items	
Revenue Vehicles & Related Items	1,509,475.00
Transit Centers & Facility Improvements	25,702,008.00
Equipment, Technology, Amenities & Other	433,100.00
	27,644,583.00
Total Appropriations	35,913,644.66
Projected Funds Available 12-31-24	6,944,558.34

Delene Weidner

Delene Weidner (Jun 23, 2023 12:42 EDT)

BCRTA Resolution No. 23-06-02

Appointing Ms. Jennifer Rice to 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

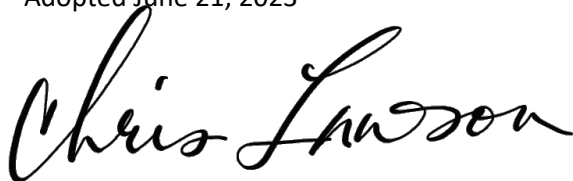
Whereas the TABC Code of Regulations requires that the corporation have at least nine (9) directors and collectively they shall be known as the Board of Directors; and

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

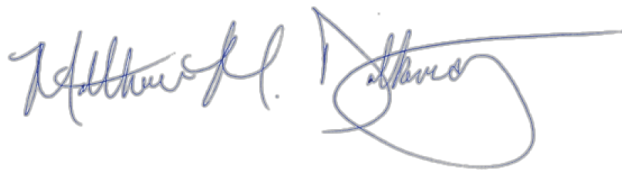
Now, therefore be it resolved that the BCRTA Board of Trustees hereby appoints Ms. Jennifer Rice to a three (3) year term to expire June 30, 2026

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 June 21, 2023



Chris Lawson, BCRTA Board President



Matthew Dutkevich, BCRTA Executive Director

BCRTA Resolution No. 23-06-03

Repealing Resolution 22-11-02 and Policy 6-19: Parental Leave PTO Advancement.

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

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

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

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

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

Whereas to date, the implementation of Resolution 22-11-02 has not proven to attract or retain quality employees. Thereby making Policy 6-19 unnecessary and not conducive to long term financial stability.

Now therefore be it resolved that the BCRTA Board of Trustees hereby rescinds Resolution 22-11-02, repealing Board Policy 6-19: Parental Leave PTO Advancement.

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

Approved: June 21, 2023

Chris Lawson,
BCRTA Board President

Matthew Dutkevicz
BCRTA Executive Director

BCRTA Resolution No. 23-06-04

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Amend a Contract with the Butler County Veterans Service Commission.

Whereas, since 2011, BCRTA has been selected as one of the vendors to provide medical transportation services (Services) for Butler County Veterans' Service Commission (BCVSC) members; and

Whereas, the current contract to provide these services was set to expire in 2023 and in anticipation, BCVSC decided to post a renewed Request for Proposals (RFP); and

Whereas, on April 1, 2023, BCVSC solicited proposals for their Veteran and CHAMPVA Medical Appointment Transportation Services; and

Whereas BCVSC awarded BCRTA a non-exclusive contract through March 31, 2026 to provide transportation services to persons authorized by BCVSC and at times scheduled by BCVSC throughout Butler County and within 5 miles in the surrounding counties; and

Whereas, BCVSC agrees to pay BCRTA no more than one million five hundred twenty eight thousand, four hundred and four dollars through the Term of the contract, at the rates described in Exhibit 2; and

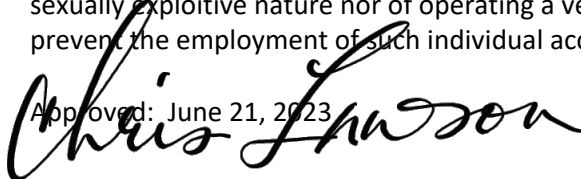
Whereas, on March 15, 2023 the BCRTA Board of Trustees authorized the Executive Director to execute a Contract between BCRTA and BCVSC for the provision of transportation services for the period of three (3) years; and

Whereas, BCRTA and BCVSC have identified certain misdemeanor offenses unrelated to the provision of transportation services that prevent BCRTA from hiring qualified individuals.

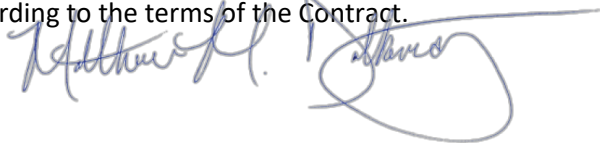
Now therefore be it resolved:

That the BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute an amendment to the Contract, subject to legal review, to provide for the hiring and employment of persons to serve this contract who have on their record a misdemeanor offense, not of a sexually exploitive nature nor of operating a vehicle while impaired, that would otherwise prevent the employment of such individual according to the terms of the Contract.

Approved: June 21, 2023



Chris Lawson
Board President



Matthew Dutkevich
Executive Director

BCRTA Resolution No. 23-06-05

**Authorizing the Butler County Regional Transit Authority (BCRTA)
Executive Director to Amend Resolution 23-05-04 to Execute a
Contract to Extend the Transit Services Agreement between BCRTA
and Miami University.**

Whereas, on May 17, 2023, BCRTA’s Board of Trustees approved Resolution 23-05-04 which authorized extension of the Transit Services Agreement (“Agreement”) originally signed on February 7, 2013 for two additional years; and

Whereas, the Transit Services Agreement Addendum is currently awaiting signature; and


Whereas, on May 24, 2023, Miami proposed extending the term of the Services for an additional ten (10) years instead of the initial two (2) years as prescribed by the terms of the Agreement, and BCRTA agrees with the proposed language extending the term for this length of time and modifying the original Agreement to reflect and allow for this renewal period; and

Whereas, Miami University and BCRTA wish to extend the Transit Services Agreement for a ten (10) 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 ten (10) years and to incorporate all modifications proposed above as detailed in the Addendum.

Approved: June 21, 2023



Chris Lawson
Board President



Matthew Dutkevich
Executive Director



TO: BCRTA Board of Trustees
FROM: Matthew Dutkevicz, Executive Director
RE: *LTV Replacements*

June 14, 2023

STRATEGIC PLAN GOAL / OBJECTIVE

- Leveraging Funding
- Improving Mobility & Eliminating Barriers

RECOMMENDATION

Approval of a resolution authorizing the Executive Director to purchase ten (10) to fourteen (14) replacement transit vehicles with required auxiliary equipment for an amount not to exceed \$1,993,732.40.

FINANCIAL CONSIDERATIONS

- This is a onetime agreement to purchase for a total expenditure not to exceed \$1,993,732.40.
- This purchase will be funded with existing funds dedicated to <30ft bus replacements, \$1.59M from BCRTA and \$222K from Middletown with a 10% contingency.

BUSINESS PURPOSE

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

PROCUREMENT CONSIDERATIONS

- All vehicles will be purchased off the new ODOT term contract for transit vehicles. All vendors have been vetted and prices evaluated.
- One vehicle is being purchased on behalf of City of Middletown. This vehicle will be funded by City of Middletown Transit System.
- A total vehicle quantity is not specified to allow staff to leverage a mixture of available vehicles that match operating requirement and maximizes the use of funds given the volatile market.
- Vehicle demand continues to be high and timelines for delivery extend up to 18 months.

LEGAL CONSIDERATIONS

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

BCRTA Resolution No. 23-06-06

Authorizing the Purchase of Replacement Revenue Vehicles from the State of Ohio Term Contracts.

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 equipment and vehicles once assets reach the end of their useful life; and

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

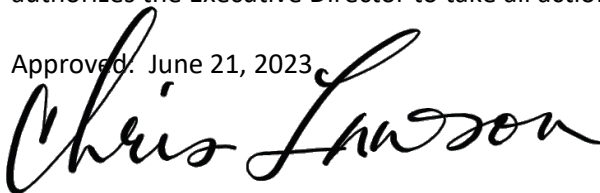
Whereas Ohio Revised Code Section 5513.01 (B) provides the opportunity for BCRTA to participate in the Ohio Department of Transportation (ODOT) Term Contracts for the purchase of machinery, materials, supplies or other articles (including vehicles), supplanting the need for BCRTA to solicit bids for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

Whereas BCRTA identified the Ohio Department of Transportation State Term Contract for Transit Vehicles opportunity to represent the best cost and value to BCRTA; and

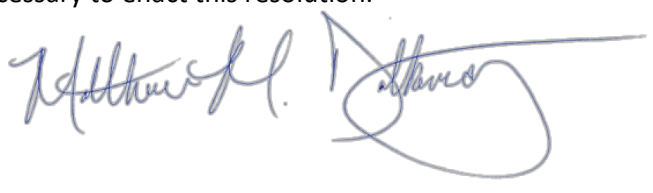
Whereas the BCRTA Board of Trustees previously authorized the purchase of auxiliary ITS equipment through GMV Syncromatics via resolution no. 21-03-02.

Now, therefore, be it resolved that the BCRTA Board of Trustees hereby authorizes the Executive Director to enter into a contract with any ODOT Term contract supplier and GMV Syncromatics to purchase up to fourteen (14) replacement transit vehicles with required auxiliary equipment for a total not to exceed amount of \$1,993,732.40. Be it further resolved that the BCRTA Board of Trustees authorizes the Executive Director to take all actions necessary to enact this resolution.

Approved: June 21, 2023



Chris Lawson, Board President



Matthew Dutkevich, Executive Director

METRIC DASHBOARD

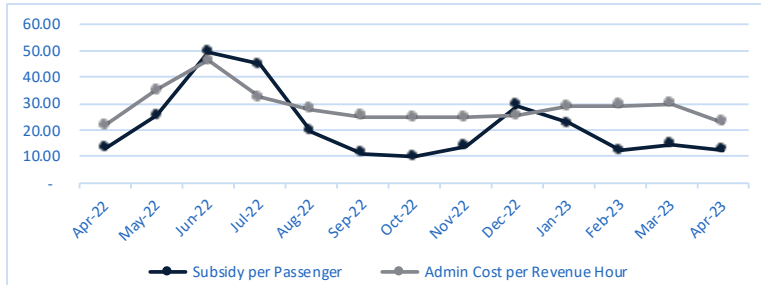
April 2023

Leveraging Competitive Funding & Partnerships

Average Fleet Age

5.40

Since Last Month: 0.03 (0.56%)
 Since Last Year: 0.72 (13.33%)



Enhancing Connectivity

BCRTA Transit App Users

4,976

Since Last Month: 31 (0.62%)
 Since Last Year: 937 (18.83%)

BGO App Rides/Total BGO Rides

26.86%

Since Last Month: 12.73% (47.40%)
 Since Last Year: -7.19% (-26.77%)

BCRTA Transit App Downloads

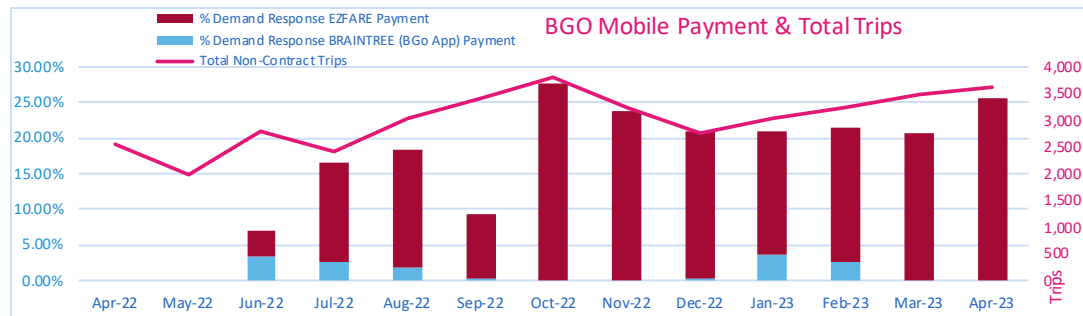
358

Since Last Month: (46) (-12.85%)
 Since Last Year: (134) (-37.43%)

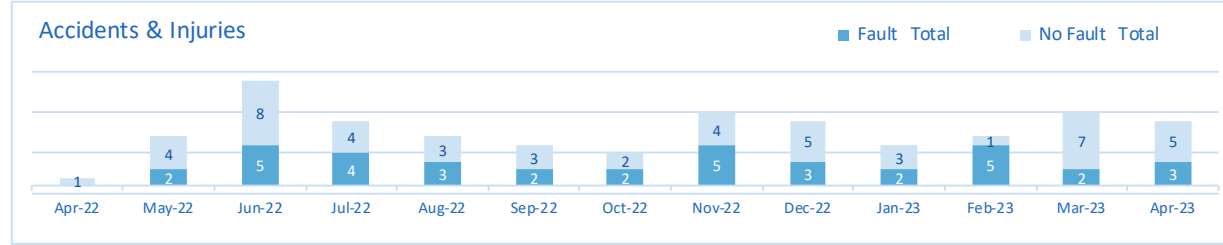
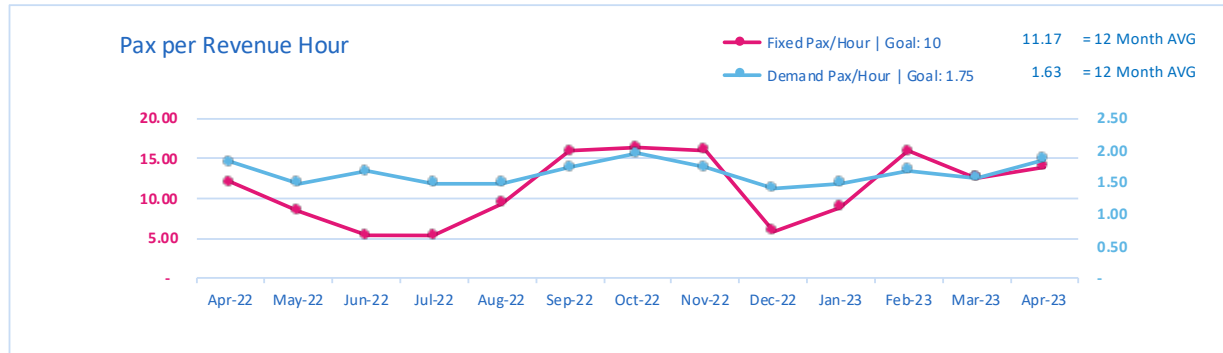
BGO App Downloads

288

Since Last Month: (102) (-35.42%)
 Since Last Year: 165 (57.29%)



Improving Mobility & Eliminating Barriers



Target Operator Staffing

63%

Since Last Month: 3.94%
 Since Last Year: -4.89%
 12 Month Average: 80.41%
 GOAL: 100.00%

Denials & Refusals/Total BGO

14.30%

Since Last Month: 3.99%
 Since Last Year: 8.48%
 12 Month Average: 8.81%
 GOAL: 0.00%

Supporting Employers

42X Park & Ride Total Trips

2,059

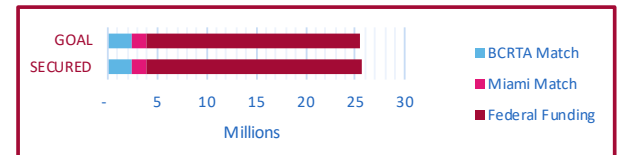
Since Last Month: (14) (-1%)
 Since Last Year: 1,003 (49%)

BGO Employment Trips

1,668

Since Last Month: (208) (-12.47%)
 Since Last Year: 585 (35.07%)

Developing Multimodal Infrastructure

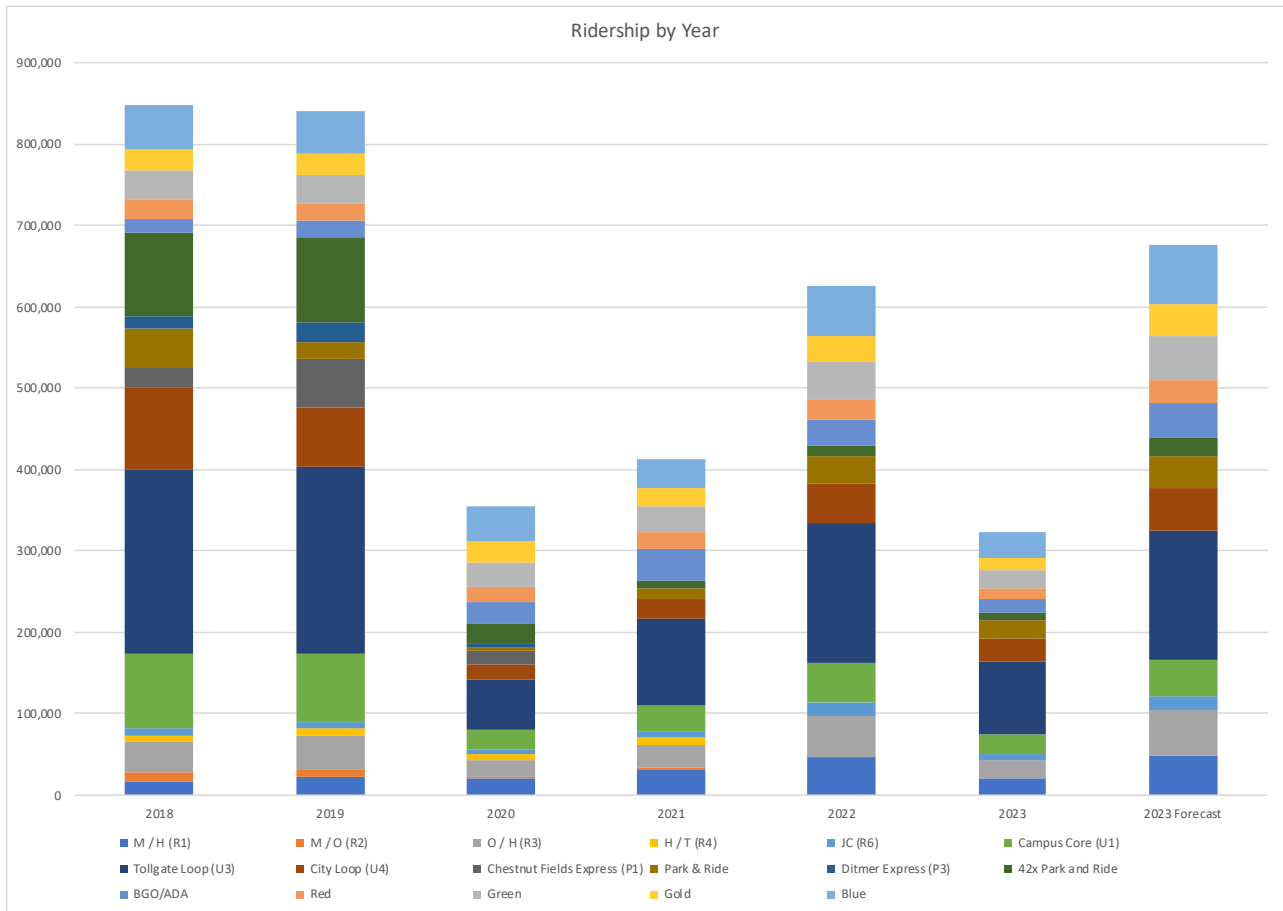


Days Until Chestnut Fields Completed

761



	2018	2019	2020	2021	2022	2023	2023 Forecast	2019 vs 2023 Forecast
M / H (R1)	17,144	22,029	19,969	31,625	46,540	19,899	47,758	217%
M / O (R2)	10,175	10,359	2,445	1,787	234	0	0	0%
O / H (R3)	37,215	39,672	20,269	27,929	49,967	23,999	57,598	145%
H / T (R4)	9,279	9,613	7,852	8,770	1,226	0	0	0%
JC (R6)	7,794	7,361	6,281	8,784	16,393	6,926	16,622	226%
Campus Core (U1)	92,983	84,708	24,099	30,487	49,035	24,479	44,062	52%
Tollgate Loop (U3)	224,855	230,330	61,696	106,509	171,768	88,290	158,922	69%
City Loop (U4)	100,178	72,343	17,433	24,245	47,909	29,526	53,147	73%
Chestnut Fields Express (P1)	25,580	59,277	17,457	-	-	0	0	0%
Park & Ride	48,049	21,701	3,171	13,708	32,698	21,102	37,984	175%
Ditmer Express (P3)	15,497	23,444	5,661	-	-	0	0	0%
42x Park and Ride	101,752	104,989	24,583	9,821	13,981	9,433	22,639	22%
BGO/ADA	17,915	19,621	26,540	39,166	32,465	17,899	42,958	219%
Red	22,905	21,182	17,690	19,971	23,845	11,900	28,560	135%
Green	35,811	35,346	31,047	31,258	46,073	22,130	53,112	150%
Gold	26,703	26,644	25,146	22,899	32,267	16,396	39,350	148%
Blue	53,411	51,995	44,014	36,593	61,377	30,250	72,600	140%
TOTAL	847,246	840,614	355,353	413,552	625,778	322,229	773,350	92%



Director's Notes – June 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
Hiring Event June 26th, 2023- Public Transit Driver	Location: Hamilton, OH Department: Operations Type: Full Time
Operations Dispatcher - Part time	Location: Hamilton, OH Department: Operations Type: Part Time
Operations Trainer	Location: Hamilton, OH Department: Operations Type: Full Time
Operations Trainer- Part Time	Location: Hamilton, OH Department: Operations Type: Part 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

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

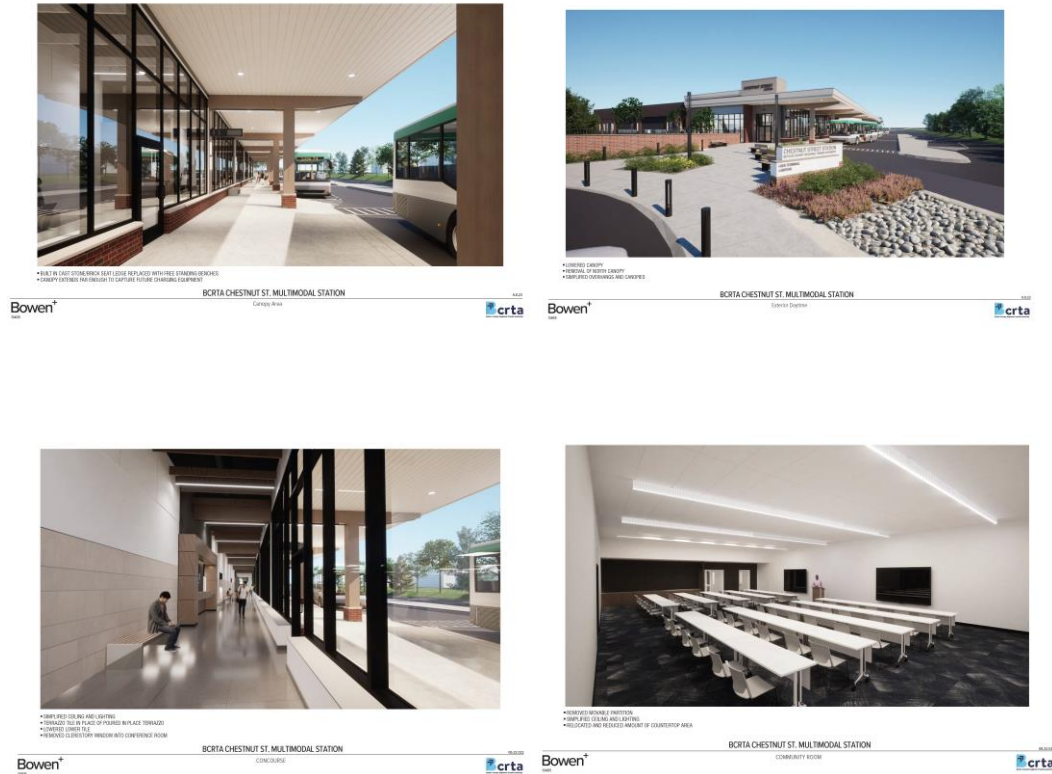
BCRTA is now receiving delivery of the commuter buses that will be used to bring Cincinnati commuter service in house late this year. Staff have received 5 of 8 vehicles. Service should begin in Q3 or Q4 of 2023 pending the ability to hire enough staff to operate the service. Training will begin this summer and marketing for the brand and launch plan is underway.

2. Chestnut Street Multimodal Station

Staff continue to negotiate a ground lease with Miami. The document is currently being reviewed by FTA.

BCRTA's architecture and engineering team is completing value engineering to reduce the cost of the facility. Staff expect to re-let the IFB for construction in August with a recommendation for award in October. Updated renderings are included below.

Director's Notes – June 2023



C. Funding & Discretionary Grant Availability

1. Miami Service Contract

Following approval of a 2-year extension by the BCRTA Board in May, Miami came back and asked to amend and extend the agreement for the additional full 10 years. Authority to pursue this amendment is on the June action agenda.

2. SMART Grants

BCRTA and NEORide were not successful on the SMART grant for autonomous tech. The agencies have applied for an ODOT grant to pursue the project instead. Awards are expected later this summer or early fall.

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.

Director's Notes – June 2023

4. 2023 LoNo

Staff 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 technology was undersubscribed in the 2022 funding round while no emission tech was oversubscribed 7X. Awards are expected in early July. Initial indications suggest the program was oversubscribed 8x this year.

D. On the Horizon ...

1. Light Transit Vehicle Purchase

ODOT is in the process of completing new term contracts for transit vehicles that will be available beginning July 1. In the interest of getting into the “front of the line” staff will present a resolution to authorize a purchase from the state term contract on the June agenda.

2. City of Middletown

Staff plan to present to Middletown City Council on August 15 regarding the impact of fares on the system.

3. Audit

BCRTA's audit is now underway. Please watch your inbox for messages as some communication procedures have changed.

Director's Notes – June 2023

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/MTS	1.66M	TBD	Scheduled Replacement
Parking Lot Construction	BCRTA	3M	Task	New
Tires (large bus)	BCRTA	TBD	1	New
Chestnut Fields Construction	BCRTA	23.2M	Task	New
Chestnut Fields FF&E	BCRTA	250K	Task	New
Marketing Agency of Record	BCRTA	600K	5	New
Onboard Tablets (81)	BCRTA	110K	Task	Scheduled Replacement
PC Workstations & Peripherals (37)	BCRTA	75K	Task	Scheduled Replacement

Director's Notes – June 2023

Strategic Vision 2025

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

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

- ~~Expand participation in NeoRide as appropriate to address needs and improve grant funding~~
- *Sustain Miami University relationship, plan for future – 2023 contract in negotiation*
- ~~Retain BCVSC and BCDD contracts~~
- Leverage MTS transit plan and maintain relationship with City of Middletown
- Improve DBE access
- *Keep finger on pulse of autonomous tech – applying for SMART 2023*
- ~~Examine Cincinnati commuter service for ways to reduce cost (42X)~~

Enhance connectivity with constituents by leading in the implementation of new transit tech (onboard Wi-Fi tools).

- *Test and expand onboard WIFI where possible – 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*












BCRTA Board Packet 06-21-23

Final Audit Report

2023-06-23

Created:	2023-06-22
By:	BCRTA Spare (schwartzs@butlercountyrta.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMToaGgUY-ZH7Gk_EXam0Wzp6x8REg1J

"BCRTA Board Packet 06-21-23" History

-  Document created by BCRTA Spare (schwartzs@butlercountyrta.com)
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-  Document emailed to Matthew Dutkevicz (dutkeviczmm@butlercountyrta.com) for signature
2023-06-22 - 8:52:22 PM GMT
-  Email viewed by Matthew Dutkevicz (dutkeviczmm@butlercountyrta.com)
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-  Signer weidnerd@butlercountyrta.com entered name at signing as Delene Weidner
2023-06-23 - 4:42:38 PM GMT- IP address: 174.207.32.133
-  Document e-signed by Delene Weidner (weidnerd@butlercountyrta.com)
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✔ Agreement completed.

2023-06-23 - 4:42:40 PM GMT