



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, September 20, 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).

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	E	X		X				
Bautz, Travis	E	X	E	X	X	X		E				
Fehr, David	X	X	E	X	X	X		X				
Foster, Jim	X	X	X	X	X	X		X				
Gordon, Perry	X	X	X	X	X	X		X				
Lawson, Chris	E	X	X	X	E	X		X				
Watt, Corey	X	X	X	X	X	X		X				
Wyenandt, Kathy	X	E	X	X	X	X		X (8:30)				

X = Present

E = Excused

E* = Online not Official

A = Absent

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

September 20, 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

- a. Mr. Lawson has requested to be excused.

III. Consent Agenda (*Motion Requested*)

- a. Approval of the Agenda
- b. Approval of the August 16, 2023 Meeting Minutes

IV. Comments from Citizens

V. Secretary/Treasurer's Report – July 2023 (*Motion Requested*)

- a. Receive and file FY2022 Audit

VI. Governance

- a. Trustee Vacancy

VII. Action Items

- a. **Resolution 23-09-01:** Amending Resolution 22-09-02 Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Task Order for Parking Lot Expansion Designs.
- b. **Resolution 23-09-02:** Certifying the Availability of up to \$35,000 as the required 50% local match in Support of the Transit Alliance of Butler

Next Meeting Date:

October 18, 2023

Butler County RTA • Board Room

3045 Moser Court • Hamilton • Ohio • 45011

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

September 20, 2023 8:00 AM

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County's (Transit Alliance) Application for a City of Hamilton Community Development Block Grant (CBDG) in Support of a Job Connection Shuttle Targeted for Low and Very-Low Income Residents of the City of Hamilton to Maintain a Basic Quality of Life.

- c. **Resolution 23-09-03:** Authorizing and Directing the Executive Director and Director of Finance & Administration to execute a First Amendment to Agreement for Legal Services
- d. **Resolution 23-09-04:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into a Contract for Comprehensive Marketing Services.
- e. **Resolution 23-09-05:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for Vehicle Wrapping Services.

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

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f. Director's Report

IX. Adjourn (*Motion Requested*)

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Financials as of May and June 2023, compared to the Annual Budget were included in the board packet. Total Revenues of \$5.33M were just under budget at 48.2%. Ms. Weidner discussed the new start date of the Middletown commuter route and the effect on the Partnership Transit Rev (COM), the Park-n-Ride Program funding transfer and the Purchased Transportation Expense. BCRTA will pay SORTA the full \$519K instead of the budgeted \$300K for the start date to move to January of 2024. All State Funding was billed and received in May.

Expenses of \$4.28M were just over budget at 52.0% and are following previous months' trends. Some higher than usual Contracted Vehicle Maintenance increased Services to 52.4% of budget, but this is mostly offset by recoveries in the Insurance line. Ms. Weidner mentioned that in July Misc. Items will see a large increase compared to budget due to all travel for the fall being booked, and a reclassification of the match for the new Mobility Platform will move \$15K from Misc. Items to Contingency in the next report. The Gain before Est. Depreciation, Net Pension & OPEB Expense was \$1.06M.

The Transaction logs for the months of May and June were included in the packet presenting all cash transactions for the period. No unusual transactions occurred during this timeframe. The balance sheet for June 2023 was presented with normal balances for assets, as well as liabilities and equity. A small increase to Petty Cash was made for the new cash drawer in Customer Service. At the end of June, Available Funds were approximately \$8.55M. Total Board Reserves were at \$6.08M, and Non-Restricted Funds were \$2.47M. Ms. Weidner increased the amount needed for the Chestnut Fields facility for contingency funds at the current value engineered cost of construction. Non-Restricted funds will be used for future operational needs and for the Chestnut Fields facility.

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

VI. Special Presentation by C Robinson & Associates

Conchita Robinson, founder of C Robinson & Associates presented the Butler County Regional Transit Authority Board of Trustees with notes taken from the Board retreat, as well as summarized some of the steps that began to form in the Strategic Plan. Ms. Robinson's presentation is attached as Exhibit B.

Ms. Robinson thanked BCRTA for the opportunity to work on the strategic plan over the next three to five years. Ms. Robison continued that the purpose of the presentation is to remind the BCRTA Board of the June 20th session (Retreat), the information that was gathered and how it was analyzed. Ms. Robison invited feedback, as well as direction from the Board as to how robust they wish the strategic plan to be. In doing so, Ms. Robinson can determine what will be published, handed over to staff to begin being put into plans, with timelines to accomplish the goals over the next three to five years.

Ms. Robinson identified Area 1 Goal: Increased Education and Advocacy, Area 2 Goal: Introducing a campaign for increased funding, Area 3 Goal: Entrepreneurial, Disruptive Technology, Area 4 Goal: Leverage Regional Partners, Area 5 Goal: Workforce Development, Area 6 Goal: Market Responsiveness.

Mr. Foster stated that after reading the goals, that he feels the funding issue, or long-term funding is BCRTAs most important product. However, BCRTA has not sold our product to the community well enough in order to make the argument for funding.

Ms. Robinson agreed, stating that BCRTA has been running “under the radar” in many areas. BCRTA needs to tell their story. BCRTA must create the “Who We Are” and “What Is Our Value” to Butler County. This is an important message to deliver to the community. Ms. Robinson stressed, BCRTA needs to tell the community “This is what we do, and nobody can do it better than us”. This is the first step in creating a story that everyone will listen to.

Mr. Foster stated that the “Under the radar” statement is accurate. Mr. Foster added that BCRTA functions under the radar, especially in terms of the people who control financial spending within Butler County.

Ms. Wyenandt stated that during the retreat, the Board spoke about building additional community partnerships and expanding on those we already have. This is a key strategic piece to community support of our elected officials.

Mr. Foster added when the final presentation is ready to be presented to the public, a shorter version may be advantageous.

Ms. Robinson stated that a detailed plan and timeline package with strategic plan will be available for approval in October/November, with planning activities to begin in January 2024.

VII. Governance

Trustee Vacancy

Mr. Dutkevicz noted that Butler County Regional Transit Authority has received an applicant for the vacant Trustee position, Mr. Robert Bertsch. An Executive Committee Meeting was scheduled to follow the BCRTA Board of Trustees meeting.

VIII. Action Items

a. Resolution 23-08-01: Adopting a Disadvantaged Business Enterprise (DBE) Goal of 2.29% for Federal Fiscal Years (FFY) 2024-2026.

Ms. Weidner explained that this is a yearly resolution. The DBE goals are higher than in past years, however, with the Chestnut Fields project, as well as other projected projects, the goals are attainable.

Mr. Lawson asked how are DBE’s defined. Ms. Weidner and Ms. Varney explained that DBE’s are defined by ownership and must be certified and registered with the State of Ohio.

Mr. Watt moved to adopt Resolution 23-08-01. Mr. Foster seconded.

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

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

The resolution was adopted.

- b. Resolution 23-08-02: Authorizing the filing of (an) SFY 2025 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.**

Mr. Dutkevicz explained that although the BCRTA Board of Trustees just approved an ODOT Resolution, it appears ODOT is adjusting their grant cycles. Awards for 2024 have not yet been released, but applications for 2025 are being prepared. This is a standard ODOT grant resolution.

Mr. Foster moved to adopt Resolution 23-08-02. Mr. Gordon seconded.

Upon a call of the roll, resulted as follows:

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

The resolution was adopted.

- c. Resolution 23-08-03: Authorizing the Purchase of Collision Warning Systems and Services for Nine (9) Revenue Vehicles.**

Mr. Dutkevicz discussed that the purchasing is on behalf of the City of Middletown. It is the purchase of the Collision Warning Systems and Services for Nine (9) revenue vehicles. Mr. Dutkevicz explained these systems are similar to the ones trustees or others may already have

in their own vehicles. Bus manufacturers do not offer this on vehicles right off the lot. It must be added. These are visual and auditory warning systems. This will add some elements to the exterior of the bus as well so that the system can alert passengers who may be in the path of the bus, with a strobe. This will alert people are wearing headphones or earbuds or are hearing impaired, that they are in danger.

Mr. Dutkevicz added that this is a partnership with NEORide. Middletown is purchasing now due to having some additional funds available on their commuter coaches. These systems will be added to the commuter coaches traveling to Cincinnati, and one other commuter coach.

Mr. Dutkevicz continued that this will be a pilot program on one of the 35 foot coaches to see how bus operators are able to interact with the system, as well as all coaches, to see if this is something we would like to add as a part of a future package.

Mr. Dutkevicz added that this resolution was brought before the BCRTA Board but will then go before the Middletown City Council on September 5, so a purchase order can be procured.

Mr. Foster moved to adopt Resolution 23-08-03. Mr. Fehr seconded.

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

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

The resolution was adopted.

IX. Committee & Staff Reports

a) OKI

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

b) Service & Metrics

Mr. Morgan provided the Service & Metrics report.

Leveraging Competitive Funding & Partnerships

- **Average Fleet Age**
 - 5.47 years – This is an increase of 13.16 percent from June 2022.
- **Subsidy per Passenger**

- The subsidy per passenger decreased in June of 2023 in comparison to last June by \$10.89 or 22.03 percent.
- **Admin Cost Per Revenue Hour**
 - Administrative Overhead cost per hour has decreased by \$9.28 or 20 percent comparing June of 2022 to June of 2023.

Enhancing Connectivity

- **BCRTA Transit App Users**
 - BCRTA had 1,840 users during the month of June for the Transit App. This is a 22.07 percent increase from the previous year.
- **BCRTA Transit App Downloads**
 - BCRTA tracked 535 new downloads for the Transit App in June of 2023. This is a 7.29 percent decrease from the previous year.
- **BGO App Rides/Total BGO Rides**
 - 13.46 percent of all trips were booked utilizing the mobile application. This is a 93.08 percent increase from June of 2023.
- **BGO App Downloads**
 - BCRTA had 208 new users download the mobile application. This is a 59.13 percent increase from June of 2023.
- **BGO Mobile Payment & Total Trips**
 - BCRTA completed 3,597 non - contracted trips in June of 2023. This is a 28.8 percent increase in completed, non-contracted trips from June of last year.
 - No trips were paid for using the BCRTA mobile application (BrainTree).
 - 23.26 percent of all trips were paid for using EZFARE.

Improving Mobility & Eliminating Barriers

- **Passengers Per Revenue Hour**
 - Fixed routes had 6.09 passengers per revenue hour in June of 2023, this is a 14 percent increase from June of 2022.
 - Demand Response service had 1.56 passengers per revenue hour in June of 2023, this is a 6.6 percent decrease from June of 2022.
- **Accidents and Injuries**
 - **Fault Total** – BCRTA experienced 1 fault accident in June of 2023.
 - **No Fault Total** – BCRTA also had 3 no fault accidents.
- **Target Operator Staffing**
 - **73%**
 - This number has decreased by 24.07 percent from the previous year.
 - The yearly average was 77.56 percent.

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

Supporting Employers

- **42x Park and Ride Total Trips**
 - The 42x had 2,750 riders. This is a 50 percent increase from June of the previous year.
- **BGO Employment Trips**
 - BCRTA completed 2,019 BGO trips for the purpose of employment in June of 2023, this is a 32.05 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 \$25,649,471 of our \$25,471,690 goal.
- **Days Until Chestnut Fields Completed**
 - BCRTA expects this project to be completed within the next 700 days or 1.9 years.

c) Talent, Benefits, & Recruitment

Ms. Leveline was in a training session and unable to attend the Board meeting, however Mr. Dutkevicz reported that BCRTA is now holding open interview hours every Wednesday from noon until two, no appointment required. A couple of individuals have been offered positions already. Mr. Dutkevicz explained that BCRTA is currently at sixty (60) driver operators. There are nine (9) scheduled for training to start before September 11. Unfortunately, we are still losing people while they are in the queue.

Mr. Dutkevicz continued to explain that BCRTA loses employees while in training because they receive comparable employment offers for better wages. Human resources is in the process of benchmarking and studying to see where BCRTA is at on operator wages.

Mr. Dutkevicz stated that regarding healthcare, BCRTA has a fully insured plan. BCRTA will be transitioning to a self-insured plan in January, which will save money and still remain a good product. Employees will not see much change in the way benefits look.

d) Marketing

Ms. Cowan explained that BCRTA is at the end of our current marketing contract and will hopefully have new information at next month's meeting. BCRTA is at the tail end of our dollars, so the free ride campaign is wrapping up and any remaining funds will go towards improvements. Ms. Cowan stated that BCRTA is working with Affirm on the marketing for

CincyLink and will soon be able to share taglines for the new CincyLink vehicles.

Ms. Cowan discussed that for the first time, BCRTA will be a platinum sponsor for the Greater Hamilton Chamber of Commerce Steak Fry that will be held September 6 at Land of Illusion. With this sponsorship, BCRTA will have our name on promotional materials, broadcasts, emails, social media posts and multiple news articles. BCRTA will be recognized at the dinner as a sponsor and have a prominent listing on signage at the event. Ms. Cowan went on to say that normally around 400 people attend this Steak Fry. Many business leaders and public officials will be there.

Mr. Foster stated that the Steak Fry is an excellent choice and BCRTA should attend every year.

e) Procurement

Ms. Varney discussed, as already reported, that the marketing contract is out for bid. This contract is a bid for an agency of record, that is comprehensive marketing. Chestnut Fields is also now out for bid. Ms. Varney stated that there has already been increased interest in the Chest Fields project, especially from several prime contractors. This exceeds the responses received in the prior bid

Ms. Varney discussed that an RFI for finance software is now out, to gather information for potential vendor interest.

f) Director's Report

Mr. Dutkevicz provided the Director's Report and spoke in detail on the following topics:

1) Staffing

BCRTA is currently seeking to fill the following positions:

Facilities Technician I	Location: Hamilton, OH Department: BCRTA Type: Part Time to Full Time
Operations Dispatcher - Full Time	Location: Hamilton, OH Department: BCRTA Type: Full Time
Trustee	Location: Hamilton, OH Department: Board of Trustees Type: Volunteer
Commuter Coach Driver - CDL	Location: Hamilton, OH Department: Operations Type: Part Time to Full Time
Facilities Technician II	Location: Hamilton, 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

A biweekly email digest of open positions is available. Please contact Mary Jane Leveline, BCRTA

Talent & Benefits Manager (levelinem@butlercountyrta.com) if you would like to be added to the mailing list.

2) Planning

Warren County Transit Service

The Warren County Commissioners are currently soliciting for a demand response transportation provider. Bids are due in early September. The WCTS Manager has previously discussed with BCRTA staff a potential relationship.

Presently, the service is provided by a local private contractor who does not assist WCTS with grants or FTA regulation. BCRTA has the requisite knowledge to provide support in these areas that may result in greater regional coordination. WCTS provides the vehicles, the provider is responsible for facilities, maintenance, and service provision.

Although taking on the service would result in additional service to provide, revenue would allow BCRTA to expand its technical and supervisory staff to create a larger bench for in-house advancement and succession in the future. Opportunities for regional collaboration may also exist, similar to collaborations that have been possible with City of Middletown.

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.

Training is currently underway, and service will begin in January 2024. Branding of the service has also started:



3) Chestnut Street Multimodal Station

Staff continue to negotiate a ground lease with Miami. The document has been reviewed by FTA and has been returned to Miami. BCRTA has also initiated a title search in an effort to identify any risk associated with title to the property.

BCRTA's architecture and engineering team has completed value engineering and the IFB for construction was rereleased on August 9. Bids are due September 26 with an award slated for the October BCRTA Board meeting.

Updated renderings are included below.



BCRTA CHESTNUT ST. MULTIMODAL STATION
CONCEPT RENDERING

Bowen+

crrta



BCRTA CHESTNUT ST. MULTIMODAL STATION
CONCEPT RENDERING

Bowen+

crrta



BCRTA CHESTNUT ST. MULTIMODAL STATION
CONCEPT RENDERING

Bowen+

crrta



BCRTA CHESTNUT ST. MULTIMODAL STATION
CONCEPT RENDERING

Bowen+

crrta

4) Funding & Discretionary Grant Availability

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 disadvantaged communities.

BCRTA and City of Oxford were successful in obtaining \$150K to study bike/trail/pedestrian infrastructure related to transit within the City of Oxford. Oxford will provide the match and act as a subrecipient to BCRTA. The project should begin in early 2024.

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).

NEORide, ODOT, BCRTA and the partners were successful in obtaining an award for the “OH-ZERO” grant request. BCRTA will receive funding for 5 propane-fueled LTV’s and associated fueling infrastructure for the Moser Court facility.

5) Reporting and Oversight

Audit

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

National Transit Database

BCRTA completed National Transit Database (NTD) reporting this summer for report year 2022. Unfortunately, some issues were noted with the vacancy in the planning position. NTD has documented a discrepancy in "directional lane miles" and approved a waiver to use Automatic Passenger Counters (APC's) for 2022. BCRTA must correct the directional route mile data and certify the APC's before competing 2023 report year data in April 2024.

On the Horizon ...

Light Transit Vehicle Purchase

The BCRTA Board in June approved the first purchase of new LTV's since pandemic supply chance interference stalled replacements. BCRTA has submitted the order and is awaiting delivery estimates.

City of Middletown

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

30th Anniversary

BCRTA will celebrate its 30th anniversary in 2024. Staff are beginning to create plans for a year-long recognition and celebration with scattered events and promotions.

Strategic Planning

The Board completed a strategic planning workshop on June 20, 2023. C. Robinson & Associates continues to work on compiling the plan documents and will provide a brief presentation at the August meeting.

Upcoming Procurements >\$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
Legal Services	BCRTA	30K	1	Option Year #1 (yr4)
Procurement , Maintenance, and Finance Software Integrated Solution – Phase II	BCRTA	150k	5	New
Collision Avoidance System	MTS	120K	5	New
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
BCRTA & MTS Integrated Access Control & Security (Moser, MTS, Chestnut)	BCRTA & MTS	300K	5	New and Replacement

X. Adjourn

Mr. Watt moved to adjourn, and Mr. Foster seconded. The motion carried. The meeting was adjourned at 9:32 AM.

Respectfully submitted,



Matthew M. Dutkevicz, Executive Director



[Perry M Gordon \(Sep 22, 2023 16:24 EDT\)](#)

Perry Gordon, Board Vice President

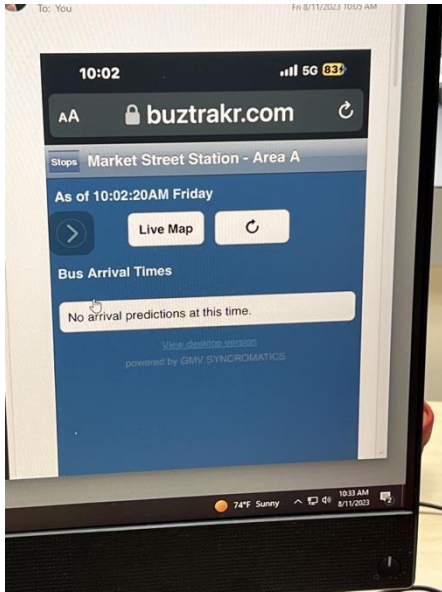
Need for the R2 Middletown-Oxford Route

My coworker and friend has given me permission to quote her for the purpose of leaving a comment for the board meeting, which she is unable to attend for multiple reasons:

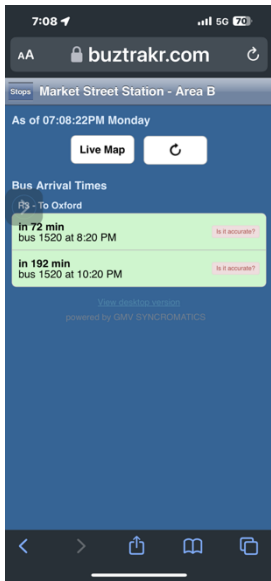
“My summer position has us working at all three Miami Campuses: the main one in Oxford, and both the regional ones in Hamilton and Middletown. I live in Oxford and I do not drive because of the fact I immigrated here and never got my driver’s license. I can work the sites in Oxford and Hamilton just fine, because Hamilton is a straight shot on the R3, and Oxford is close to home so I can walk or take those buses depending on the weather. However, on the days we are in Middletown, I am unable to attend. There is no longer a direct bus route between Oxford and Middletown, and I do not have anyone I can carpool with because nobody else lives in the area. Riding the fixed routes is not feasible because of the what time we have to be at work in the morning, and how early I would need to leave (the R3 is not yet running in Oxford at that time of morning), and the fact that there would be a layover for the next R1 after I got off the R3 southbound if it was. I am aware of the \$5 BGo program, but those rides are not guaranteed, and even if they were, it’s not something I am able to afford. I am not eligible for ADA services as I do not have any type of disability. I have a very desperate need for the Oxford-Middletown connector route, and while I understand it was cut due to low ridership relating to the COVID-19 pandemic, it needs to be brought back as soon as feasibly possible, so those like me can get between Oxford and Middletown. The R2 allowed me to be employed consistently. Thankfully, I have a boss that understands, but I know it is not like that for everyone. I know I am not the only one I am experiencing this issue, and I want and hope my voice is heard.”

R3 Transit/Buztrkr Issues

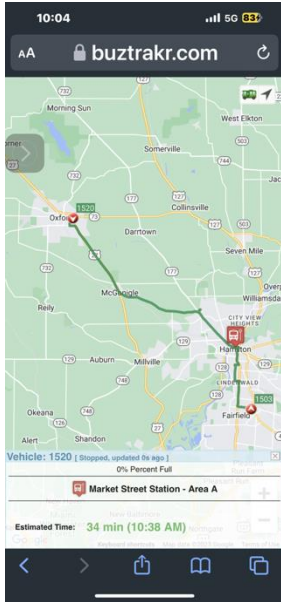
Buztrkr and Transit track and give predicted, estimated arrival times for the R3 northbound, but NOT the R3 southbound. On Transit, it does not track at all for that direction, and on Buztrkr, in order to see the estimated arrival time, you must select the stop, and then select “Live Map.” Thankfully, I know what time it usually comes, and when the “5 minutes before” mark is to go out to the bus stop, but NOT everyone does. For those that do not know this, this little glitch does not help them catch the bus, it helps them miss the bus... Not everyone can figure out to hit the “live map” feature and be on the stop they want to see the arrival times, so this is an issue that needs to be resolved as soon as possible.



R3 Southbound...no arrival times shown



R3 Northbound...shows arrival times



Going southbound on the R3...this is the only way to find arrival times for the bus

Transit Holiday “Glitch”

I know I’ve mentioned this before, but this is an ongoing glitch, and this time it’s been taken to a new level. On Independence Day, one of the major holidays that we don’t run, Transit was sending out “pushes” the day before for all lines (I only took a screenshot of the one for the R3) that there was “regular service tomorrow on the R3 line.” This glitch and miscommunication might cause some of those that don’t know to think that buses are still running and head out to the bus stop, only for the bus to not come and when they try to call dispatch, get the “our offices are currently closed” message.” I understand that Transit is a third-party app, but it may be time to have a conversation with them about the days BCRTA runs and the days it does not or has a modified schedule, because this is obviously an ongoing problem, and in some ways, it’s getting worse.

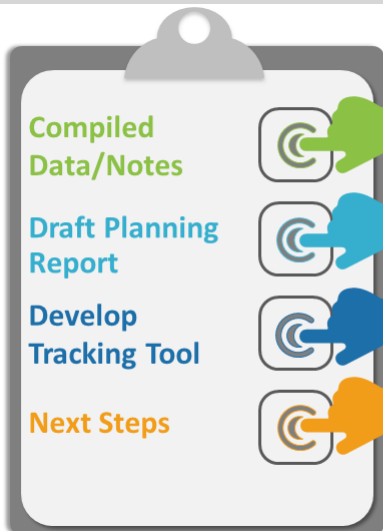
Ummmm.....no we’re closed tomorrow. It’s a holiday...



Butler County Regional Transit Authority: Pioneering the Future of Transit through Strategic Vision



Robinson Associates, Inc.
Living Forward Goals



Post Planning Session

Gathered all notes from the BCRTA Planning Session to analyze and memorialize the discussions.

After reviewing the data and notes, compiled a final report that details the activities, goals, and potential obstacles facing BCRTA.

To assist with tracking the progress of the goals, a preliminary project management tool was created for the BCRTA Executive Team.

Discussion with BCRTA CEO and Board presentation to determine next steps.



SWOT Analysis



STRENGTHS

- Established infrastructure
- Experienced workforce
- Variety of service offerings
- Rapid growth
- Flexibility
- Innovative
- Passionate – we want to do a good job
- Proven that we are financially responsible (fiscal efficient)
- Assets (infrastructure/bus fleet)
- Good connection with different communities
- Good relationships with township and community leaders
- Very connected with peer agencies

*Good County-wide Culture of Collaboration



WEAKNESSES

- Limited coverage
- Funding challenges
- Limited marketing and service awareness
- Limited resources
- Operational capacity
- Under the radar
- Human capital (recruiting/retention/attrition)
- Stability/Sustainability partnerships (long-term)
- Coalitions
 - Customers/Constituents
 - Partners/Advocates
 - Non-profit/Chamber(s)
- Operational vs. Strategic



OPPORTUNITIES

SWOT Analysis



THREATS

- Potential growth
- Sustainable initiatives
- Funding partners (i.e., UC Health)
- Sales tax or levy
- Business partnerships
- Community partnerships
- Market demand
- Disruptive technologies
- Leverage regional partners
- Provide cultural experiences to employees which they cannot get other places
- Workforce development
- Recruiting (include non-traditional sources)
- Education and advocacy
- Integrated planning resource partners
- Micro-mobility leadership/coordinator
- Increase choice riders



- Economic downturns
- Changing mobility preferences
- Regulatory changes/requirements
- Public perception
- Concern with potential competition
- Technological disruption
- Retention/staffing
- Today's fiscal cliff
- How FTA views Miami University
 - Fare revenue vs. Match funds



Strategic Planning Goals

<p>Goal Area #1 <i>Increase Education & Advocacy</i> BCRTA will increase community awareness and engagement through targeted education and advocacy efforts, with a focus on promoting the environmental and economic and fiscal impact of transit.</p>	<p>Goal Area #2 <i>Introducing Sales Tax or Levy "Butler County Moves"</i> BCRTA Leadership will successfully advocate for the implementation of a sales tax or levy to support transit funding.</p>
<p>Goal Area #3 <i>Entrepreneurial Disruptive Technology</i> BCRTA will increase community awareness and engagement through targeted education and advocacy efforts, with a focus on promoting the environmental and economic and fiscal impact of transit.</p>	<p>Goal Area #4 <i>Leverage Regional Partners</i> BCRTA Leadership Team will identify, expand and establish strategic partnerships and collaborations with regional transit agencies, NEORide, and local workforce investment boards, leveraging each partnership to create "win-win" scenarios</p>



Strategic Planning Goals

<p>Goal Area #5 <i>Workforce Development</i> BCRTA will implement a comprehensive workforce strategy that better understands and engages the five generations in the BCRTA workforce, distinguish recruiting techniques, establish partnerships with vocational/technical schools, and utilize Workforce Investment Act funds to result in employment</p> 	<p>Goal Area #6 <i>Market Responsiveness</i> BCRTA will enhance market responsiveness by developing flexible service scenarios, expanding service in targeted areas, and exploring partnerships with transit alliance programs like Uber and Lyft, to meet the diverse transportation needs of the community</p> 
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Strategic Planning Report Highlights

Project name	BCRTA: Pioneering the Future of Transit through Strategic Vision	
Project manager	Matt Duskevitz	
Project start date	7/1/2023	
Project finish date		
Duration		
% complete	0%	
Task number	Outline number	Name
1	1	Education & Advocacy
2	1.1	Annual Report (Q4 2023)
3	1.2	Annual Report (Q4 2024)
4	1.3	Miami University Program
5	1.3.1	Mobility Options
6	1.4	30th Anniversary Program
7	1.5	Develop the BCRTA Story
8	1.5.1	Environmental Impact
9	1.5.2	Fiscal Impact
10	1.6	Collaborating Strategically (Voice at the bigger table)
11	1.7	Meeting with Elected Officials (no discussion of sales tax levy)
12	1.8	Dedicated Resources for Marketing & Communication
13	1.9	Community Engagement
14	1.9.1	Rotary Meeting(s), etc.
15	1.9.2	"Friend Raising"
16	1.9.3	Community Advocates/Advisory Committee
17	1.9.4	Chamber Presentation

Final Report Content

- Purpose
- Methodology
1. Development Phase
 2. Collaboration Phase
 3. Production Phase
- Goals



Next Steps Timeline



Thank you!

BCRTA
Income Statement
July 2023

	Year to Date Last Year	Year to Date This Year	Annual Budget	YTD % of Budget
Passenger Fares	7,501	30,058	121,125	24.8%
Contract Fares	114,492	126,501	310,000	40.8%
Partnership Transit Rev (COM)	907,853	618,486	1,236,000	50.0%
Transit Development Rev (MU)	1,428,336	1,443,271	2,447,312	59.0%
Mgt./Cons. Services	132,860	80,125	274,714	29.2%
Interest & Other	35,600	145,546	134,390	108.3%
Agency Funding	30,944	56,071	90,000	62.3%
Park-n-Ride Program	303,258	288,654	300,000	96.2%
State Funding	133,528	270,960	284,000	95.4%
Federal Funding	2,835,567	3,242,162	5,874,868	55.2%
Total Revenues	5,929,939	6,301,834	11,072,409	56.9%
Expenses				
Wages	1,969,408	2,237,041	3,872,323	57.8%
Fringes	930,483	1,179,777	1,821,597	64.8%
Services	415,094	443,784	697,788	63.6%
Materials & Supplies	503,808	522,101	964,250	54.1%
Utilities	49,464	47,917	90,320	53.1%
Insurance	159,065	176,919	304,175	58.2%
Purchased Transportation	303,258	288,654	300,000	96.2%
Misc. Items	57,001	93,034	130,254	71.4%
Contingency	-	15,000	50,000	30.0%
Total Expenses	4,387,580	5,004,227	8,230,707	60.8%
Gain/Loss before Depr, NP & OPEB Exp	1,542,359	1,297,607	2,841,702	45.7%
Est. Local Share of Depreciation Exp	172,976	172,976	296,530	58.3%
Est. Net Pension & OPEB Exp (Inc)	(704,837)	(704,837)	(1,208,292)	58.3%
Total Gain/(Loss)	2,074,220	1,829,468	3,753,464	48.7%

**BCRTA
Balance Sheet
July 2023**

Assets

Current Assets

Checking - PNC	663,978.14
Savings - PNC	58,568.42
Savings - PNC	2,327,729.58
STAR Ohio	4,914,253.10
Bid Deposit	53,023.76
M&S Inventory	84,502.30
Petty Cash	1,050.00
Accounts Receivable	1,378,646.23
Prepays	87,052.40

9,568,803.93

*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	12,133,169.05
Buildings & Land	2,734,604.53
Furniture & Equipment	2,245,197.59
Amenities & Misc.	149,576.89
WIP-Building	37,565.55
WIP-Chestnut Fields	1,572,370.02
Accum. Depr.	(10,165,316.09)

10,370,715.54

Total Assets

19,939,519.47

Liabilities & Equity

Current Liabilities

Accounts Payable	246,992.27
Payroll Payables	222,849.77
Other Payables	-
Accrued PTO	181,581.77
FTA Vehicle Funds	68,131.00
Future Match Funds	32,500.00
Unearned Tickets	34,874.50

786,929.31

*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	15,155,821.00
State Capital	1,467,356.25
Local Capital	89,410.00
Retained Earnings	(6,378,190.42)
Net Income	1,297,607.10

19,152,590.16

Total Liabilities
and Capital

19,939,519.47

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
7/1/23			Beginning Balance			395,254.97
7/3/23	3181146464	CRJ	Federal Transit Administration	2,896.00		
7/3/23	3181146383	CRJ	Federal Transit Administration	20,515.00		
7/3/23	3181146246	CRJ	Federal Transit Administration	464.00		
7/3/23	3181145612	CRJ	Federal Transit Administration	243,175.00		
7/3/23	07/03/23	GENJ	Service Charge		5.00	
7/5/23	1878	CRJ	BCRTA Items	5,000.00		
7/5/23	3575	CRJ	BCRTA Items	38.50		
7/6/23	ACH07062023	CDJ	SuperFleet Mastercard Program		38,868.54	
7/6/23	PRWE 06/30/23	GENJ	1572		335.96	
7/6/23	PRWE 06/30/23	GENJ			3,356.55	
7/6/23	PRWE 06/30/23	GENJ	1573		69.23	
7/6/23	PRWE 06/30/23	GENJ			114,452.58	
7/6/23	PRWE 06/30/23	GENJ	1577		159.17	
7/6/23	PRWE 06/30/23	GENJ			21,381.44	
7/6/23	PRWE 06/30/23	GENJ	1574		93.15	
7/6/23	PRWE 06/30/23	GENJ	1575		318.02	
7/6/23	PRWE 06/30/23	GENJ	1576		282.06	
7/6/23	PRWE 06/30/23	GENJ	J Hawkins HSA ADJ		25.00	
7/7/23	AT 7/7/2023	CDJ	Paycom		1,233.09	
7/11/23	0049646012	CRJ	Ohio Department of Transportat	230,000.00		
7/11/23	1095	CRJ	Transit Alliance of Butler Cou	8,226.41		
7/11/23	293400	CRJ	City of Middletown	114,517.40		
7/11/23	449378	CRJ	BCRTA Items	33.02		
7/11/23	AT-07/11/2023	CDJ	BCRTA PNC Card Purchases		16,052.30	
7/12/23	10428303	CRJ	Miami University - Accounts Pa	645.00		
7/12/23	11588	CDJ	Amazon Capital Services		985.15	
7/12/23	11589	CDJ	American Red Cross		72.00	
7/12/23	11590	CDJ	Auditor of State		1,537.50	
7/12/23	11591	CDJ	Affordable Pest Control Inc.		56.00	
7/12/23	11592	CDJ	Richard L. Bowen & Associates,		3,620.80	
7/12/23	11593	CDJ	BCRTA Petty Cash		505.05	
7/12/23	11594	CDJ	Brighton Spring Service		150.00	
7/12/23	11595	CDJ	CDW Government Inc.		1,156.00	
7/12/23	11596	CDJ	Cornett's Pressure Cleaning		3,460.00	
7/12/23	11597	CDJ	Fuller Ford		710.55	
7/12/23	11598	CDJ	Fox Towing Inc.		300.00	
7/12/23	11599	CDJ	Gillig		4,106.00	
7/12/23	11600	CDJ	GemCity Tires, Inc		1,548.95	
7/12/23	11601	CDJ	Heritage-Crystal Clean LLC		429.07	
7/12/23	11602	CDJ	Health Transit Pool of Ohio		75,000.00	
7/12/23	11603	CDJ	KOI Enterprises, Inc.		3,260.10	
7/12/23	11604	CDJ	Luxurious Wraps, LLC		2,921.10	
7/12/23	11605	CDJ	Myers Equipment Corporation		531.63	
7/12/23	11606	CDJ	Minuteman Press - Fairfield		372.00	
7/12/23	11607	CDJ	Ohio Deferred Compensation		1,555.00	

7/12/23	11608	CDJ	Ohio Public Transit Associatio		3,000.00
7/12/23	11609	CDJ	Prosource		9,808.00
7/12/23	11610	CDJ	Tri State Cleaning		300.00
7/12/23	11611	CDJ	Verizon Wireless		2,786.28
7/12/23	FARES06302023	CRJ	Farebox Receipts	4,085.08	
7/13/23	PRWE 7/14/2023	GENJ			21,659.66
7/13/23	PRWE 7/14/2023	GENJ	1580		93.15
7/13/23	PRWE 7/14/2023	GENJ	1583		159.17
7/13/23	PRWE 7/14/2023	GENJ	1578		17.72
7/13/23	PRWE 7/14/2023	GENJ	1581		318.02
7/13/23	PRWE 7/14/2023	GENJ			3,381.55
7/13/23	PRWE 7/14/2023	GENJ	1579		69.23
7/13/23	PRWE 7/14/2023	GENJ			117,010.00
7/13/23	PRWE 7/14/2023	GENJ	1582		282.06
7/14/23	0049650324	CRJ	Cincinnati BOVR	200.00	
7/18/23	07/18/2023	CRJ	BCRTA Items - Xfer checking to \$\$ saving		200,000.00
7/19/23	01115046	CRJ	Butler County Veterans Service	10,989.83	
7/20/23	11612	CDJ	Cintas Uniforms		289.90
7/20/23	11613	CDJ	Code Software LLC (Clobba)		3,068.00
7/20/23	11614	CDJ	Bethesda Healthcare Inc.		204.48
7/20/23	11615	CDJ	Brighton Spring Service Co., I		709.28
7/20/23	11616	CDJ	Cintas Corporation		1,061.93
7/20/23	11617	CDJ	City of Hamilton - Utilities		2,664.22
7/20/23	11618	CDJ	COIT Cleaning & Restoration Se		3,875.00
7/20/23	11619	CDJ	Cornett's Pressure Cleaning		510.00
7/20/23	11620	CDJ	Cintas Uniforms		3,308.05
7/20/23	11621	CDJ	Fuller Ford		511.24
7/20/23	11622	CDJ	Frank's Heavy Truck Collision		13,825.43
7/20/23	11623	CDJ	Gillig LLC		165.31
7/20/23	11624	CDJ	GMV Syncromatics		45,800.00
7/20/23	11625	CDJ	City of Hamilton - Hamilton Fi		210.00
7/20/23	11626	CDJ	Myers Equipment Corporation		162.74
7/20/23	11627	CDJ	Minuteman Press - Fairfield		204.00
7/20/23	11628	CDJ	Motorola Solutions, Inc.		7,040.00
7/20/23	11629	CDJ	NEORide		2,930.00
7/20/23	11630	CDJ	Ohio Deferred Compensation		1,555.00
7/20/23	11631	CDJ	PERS		112,207.82
7/20/23	11632	CDJ	Port Technology LLC		2,794.89
7/20/23	11633	CDJ	Ricoh USA, INC		12.93
7/20/23	11634	CDJ	Rumpke Of Ohio Inc.		293.55
7/20/23	11635	CDJ	Talawanda School District		4,562.13
7/20/23	11636	CDJ	Transport Specialists, Inc.		745.05
7/21/23	AT 7/21/2023	CDJ	Paycom		1,222.47
7/25/23	01115246	CRJ	Butler County Veterans Service	9,266.11	
7/25/23	813103621	CRJ	Farebox Receipts	335.00	
7/25/23	449379	CRJ	BCRTA Items	33.02	
7/25/23	492093	CRJ	BCRTA Items	100.00	
7/26/23	11637	CDJ	4imprint, Inc.		2,597.15

7/26/23	11638	CDJ	Altafiber		142.02		
7/26/23	11639	CDJ	Blashock Plumbing Inc.		1,474.00		
7/26/23	11640	CDJ	Cummins Bridgeway LLC		398.18		
7/26/23	11641	CDJ	City of Middletown Treasury Di		673.00		
7/26/23	11642	CDJ	Gillig LLC		757.98		
7/26/23	11643	CDJ	Isaac Wiles & Burkholder, LLC		5,341.00		
7/26/23	11644	CDJ	Ohio Dept. of Jobs & Family Se		433.22		
7/26/23	11645	CDJ	Ohio Transit Risk Pool		13.00		
7/26/23	11646	CDJ	Sedgwick Claims Mgmt Svcs, Inc		2,670.00		
7/26/23	11647	CDJ	Verizon Wireless		12.29		
7/26/23	3206138633	CRJ	Federal Transit Administration	126,165.00			
7/26/23	3206138700	CRJ	Federal Transit Administration	344,915.00			
7/26/23	3206139293	CRJ	Federal Transit Administration	877.00			
7/26/23	3206139479	CRJ	Federal Transit Administration	8,463.00			
7/26/23	3206139594	CRJ	Federal Transit Administration	2,896.00			
7/28/23	1096	CRJ	Transit Alliance of Butler Cou	6,541.76			
7/28/23	0049701465	CRJ	Ohio Department of Taxation	10,405.13			
7/28/23	449381	CRJ	BCRTA Items	100.00			
7/31/23	10429182	CRJ	Miami University - Accounts Pa	80.00			
			Current Period Change	1,150,962.26	882,239.09	268,723.17	
7/31/23			Ending Balance				663,978.14

Savings - PNC (National City)

7/1/23			Beginning Balance				57,177.99
7/3/23	07/03/23	GENJ	Service Charge		3.22		
7/13/23	MAS 071223	CRJ	Farebox Receipts	1,393.16			
7/31/23	07/31/23	GENJ	Interest Income	0.49			
			Current Period Change	1,393.65	3.22	1,390.43	
7/31/23			Ending Balance				58,568.42

Savings - PNC Bank \$\$

7/1/23			Beginning Balance				2,127,713.74
7/3/23	07/03/23	GENJ	Service Charge		3.00		
7/18/23	07/18/2023	CRJ	BCRTA Items	200,000.00			
7/31/23	07/31/23	GENJ	Interest Income	18.84			
			Current Period Change	200,018.84	3.00	200,015.84	
7/31/23			Ending Balance				2,327,729.58

Investment - STAR Ohio

7/1/23			Beginning Balance				4,892,210.67
7/31/23	07/31/23	GENJ	Interest Income	22,042.43			
			Current Period Change	22,042.43		22,042.43	
7/31/23			Ending Balance				4,914,253.10

**BCRTA
Cash Reserves**

July 2023

Current Assets	9,568,803.93
Current Liabilities	<u>(786,929.31)</u>
Available Funds	8,781,874.62

Board Reserves

Local Share Grant Obligations		
OH-2018-21-00 Super Grant	297,765.25	
OH-2021-56-00 Super Grant	1,564,205.00	
OH-2023-22-00 Mobility Management	55,141.75	
OH-2021-60-00 Chestnut Fields	3,525,340.00	
Less Miami University Chestnut Fields Match	(1,600,000.00)	
Less Projected Local Match	<u>(1,917,287.26)</u>	MU, R6, VA
Match Required or (Overmatch)	1,925,164.74	
FTA Grants	1,925,164.74	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>756,707.00</u>	
Total Board Reserves	6,140,948.31	
Non-Restricted Funds	2,640,926.31	

BCRTA BOARD OF TRUSTEES CANDIDATES

SEPTEMBER 2023

Candidate Name	Interviewed by Executive Committee	Highlights
<p>Tim Werdmann Applied 03/29/2023</p>	<p>Completed May 17, 2023</p>	<p>County Resident: NO College – Juris Doctor Recommended by Hamilton City Manager Employer: City of Hamilton, Exec Dir Internal Services</p>
<p>Jillane Holland Applied 05/31/2023</p>	<p>Completed July 19, 2023</p>	<p>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</p>
<p>Robert Bertsch</p>	<p>Completed August 16, 2023</p>	<p>County Resident: YES College-Masters in Public Administration from Cleveland State University Employer: City of Cincinnati, Community and Economic Development Department</p>
<p>Dannel Shepard</p>	<p>Scheduled September 20, 2023</p>	<p>County Resident: YES College- Bachelor of Science from Florida A&M University Employer: RE/MAX Realtor</p>

TO: BCRTA Board of Trustees

FROM: Matthew Dutkevicz

RE: *Action Item – Amending 22-09-02, Parking Lot Expansion*



September 20, 2023

STRATEGIC PLAN GOAL / OBJECTIVE

- Leveraging Federal Funding

RECOMMENDATION

Approval of Resolution 23-09-01 amending Resolution 22-09-02 authorizing the Executive Director to enter into a Task Order Agreement with Richard L. Bowen & Associates on behalf of BCRTA to conduct a topographical survey and provide design and construction documents for a parking lot expansion, as well as additionally provide a design study of the existing building to include potential expansions for the building as well as modified parking for an amount not to exceed \$161,026.80.

FINANCIAL CONSIDERATIONS

This is a Task Order for certain on-call architectural and engineering services as outlined in the original agreement with a total expenditure not to exceed \$161,026.80. This amendment represents an increase of \$22,567 from the original task order.

BUSINESS PURPOSE

After beginning the parking lot study process, it became evident that water retention would be an issue and could consume significant space on the Moser Court property without room for any further future expansion or parking or buildings. Staff has asked Bowen to do a very high-level study of potential future building expansion for the next 5 – 10 years in order to make sure any space needed for future building expansion will not conflict with the proposed parking plans. Staff expect this will reduce future costs and operating complications should the Moser Court building ever be expanded.

BCRTA Resolution No. 23-09-01

Amending Resolution 22-09-02 Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Task Order for Parking Lot Expansion Designs.

Whereas, on September 21, 2022, BCRTA's Board of Trustees approved Resolution 22-09-02 which authorized the BCRTA Executive Director to execute a Task Order between BCRTA and Richard L. Bowen & Associates for the provision of survey, design, and construction documents for a parking lot expansion; and

Whereas after the initial Task Order was executed, BCRTA determined that it required additional designs to consider building expansion impacts on the parking plan; and

Whereas BCRTA determined that these additional required designs fell outside the scope of the initial Task Order; and

Whereas Richard L. Bowen & Associates requested a Change in Services Agreement, which accounts for a high-level study of the existing building to consider potential future building footprint needs in an effort to avoid duplicative parking costs in the future.

Now therefore be it resolved that the BCRTA Board of Trustees hereby amends Resolution 22-09-02 to authorize the BCRTA Executive Director to execute a Task Order between **BCRTA** and **Richard L. Bowen & Associates** at a cost of \$146,388.00 plus a 10% contingency fee for a total not to exceed cost of \$161,026.80 without additional board approval.

Approved September 20, 2023:


Perry M Gordon (Sep 22, 2023 16:24 EDT)

Perry Gordon
Board Vice President



Matthew Dutkevicz
Executive Director

BCRTA Resolution No. 23-09-02

Certifying the Availability of up to \$35,000 as the required 50% local match in Support of the Transit Alliance of Butler County's (Transit Alliance) Application for a City of Hamilton Community Development Block Grant (CDBG) in Support of a Job Connection Shuttle Targeted for Low and Very-Low Income Residents of the City of Hamilton to Maintain a Basic Quality of Life.

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

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

Whereas, the City of Hamilton, Ohio has identified affordable transportation as critical to many of the City's low and very-low income residents to maintain a basic quality of life; and

Whereas, the Transit Alliance has worked with the BCRTA to identify an opportunity to offer affordable City of Hamilton access to interviews, training, major local employers and other quality of life opportunities; and

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

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

That the BCRTA certifies the availability of up to \$35,000 as the required 50% local match in support of the Transit Alliance's City of Hamilton CDBG funding request. Furthermore, the BCRTA Executive Director is authorized to do all things necessary to enact this resolution.

Approved September 20, 2023:



Perry M Gordon (Sep 22, 2023 16:24 EDT)

Perry Gordon
Board Vice President



Matthew Dutkevicz
Executive Director

BCRTA Resolution No. 23-09-03

A Resolution Authorizing and Directing the Executive Director and Director of Finance & Administration to Execute a First Amendment to Agreement for Legal Services

WHEREAS, the Butler County Regional Transit Authority and Isaac Wiles & Burkholder, LLC (fka Isaac Wiles Burkholder & Teetor, LLC) executed an Agreement for Legal Services on November 20, 2020 (“Agreement”); and

WHEREAS, by its express terms, the Agreement will end on December 31, 2023; and

WHEREAS, by its express terms, Isaac Wiles charges hourly rates for work performed by partners, associates, and paralegals. However, Isaac Wiles charges a flat rate to attend meetings (in-person and virtual); and

WHEREAS, Isaac Wiles agreed to keep its hourly rates the same for the next two years if it could also charge these hourly rates to attend meetings – to better reflect the time, attention, and effort needed to attend meetings; and

WHEREAS, the Board of Trustees for the Butler County Regional Transit Authority has been pleased with the advice and counsel being provided by Isaac Wiles and would like to continue this professional relationship.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees for the Butler County Regional Transit Authority:

SECTION 1: The Executive Director and the Director of Finance are hereby authorized and directed to execute a First Amendment to Agreement for Legal Services attached hereto as Exhibit A and incorporated herein by reference.

SECTION 2: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent part thereof.

SECTION 3: It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were in meeting open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Approved: September 20, 2023


Perry M Gordon (Sep 22, 2023 16:24 EDT)

Perry Gordon
Board Vice President



Matthew Dutkevicz
Executive Director

AGREEMENT FOR LEGAL SERVICES

THIS AGREEMENT (the "Agreement"), is entered into by and between Isaac Wiles Burkholder & Teetor, LLC ("Isaac Wiles") and the Butler County RTA ("BCRTA"), pursuant to Res. 20-11-06 passed by the Butler County RTA Board on November 18, 2020.

In consideration of the mutual promises contained herein, Isaac Wiles and BCRTA agree as follows:

1. **Purpose of Representation.** Pursuant to the laws of the State of Ohio, BCRTA hereby retains Isaac Wiles to serve as general legal counsel for BCRTA, its board members, executive staff, and its employees. As general counsel, Isaac Wiles shall be responsible for performing any and all duties pursuant to the laws of the State of Ohio.

2. **Scope of Representation.** Isaac Wiles shall from the time when called upon by BCRTA, to render any and all such legal services as it as may be requested, including, but not limited to, resolution and document preparation, initiate and defend civil litigation (administrative, state, or federal actions), draft and review contracts or other written documents, respond to inquiries, draft legal memoranda, provide legal representation in conjunction with specific transactions, advise BCRTA on legal issues as specifically requested, and perform any other duties as requested by BCRTA, its board members, and/or its executive staff.

Isaac Wiles shall attend any and all regular and special meetings of the Board of BCRTA, and other public, regular, or special meetings, when requested to do so.

General direction on all legal matters shall be given to Isaac Wiles through the board members or executive staff. Isaac Wiles will perform only such legal services for BCRTA that are authorized and requested.

The representation shall be consistent with the terms in RFP-2020-15-Legal Services, including all attachments, federal clauses, and addendums.

3. **Compensation.** Isaac Wiles shall compile a monthly itemized statement of services rendered, funds advanced, and expenses incurred, and shall submit same to BCRTA's Director of Finance immediately following the month in which such services were rendered and funds advanced and expenses incurred for and on behalf of BCRTA.

Except as noted in the next paragraph, BCRTA shall pay Isaac Wiles for all legal services rendered at an hourly rate. Isaac Wiles will bill its time in .10/hour increments. Time devoted by partner attorneys will be charged at a rate of \$215.00 per hour. Time devoted by associate attorneys will be charged at a rate of \$185 per hours. Time devoted by paralegals will be charged at a rate of \$95.00 per hour, and law clerks at \$65.00 per hour.

Instead of an hourly rate, BCRTA shall pay Isaac Wiles a flat rate of \$500.00 for attendance per meeting, if attended in person; and \$250.00 for attendance per meeting, if attended virtually.

BCRTA shall reimburse Isaac Wiles for any and all costs advanced on behalf of BCRTA. BCRTA also shall reimburse Isaac Wiles for expenses incurred for express delivery, legal research, and copy projects at \$0.10/copy.

Payment is due by BCRTA 30 days following receipt of the statement. In the event BCRTA should disagree with, dispute or question the amount stated to be due under any statement which was issued, BCRTA agrees to communicate such disagreement, dispute or question to Isaac Wiles in writing within 30 days following receipt of such statement. In the absence of such written communication regarding the amount stated to be due under any statement within such time, Isaac Wiles shall be entitled to assume that BCRTA has agreed to the amount of such statement and will pay the same amount within 30 days following receipt of such statement.

4. **Designation of Contacts.** Mark Landes will be the primary attorney and contact for BCRTA. The Public Law Group at Isaac Wiles, as well as any of its other attorneys, are available for BCRTA.
5. **Term of Agreement.** It is agreed and understood by and between BCRTA and Isaac Wiles that the term of this Agreement shall be for three years, beginning November 19, 2020, through December 31, 2023 and shall be terminable by either Isaac Wiles or BCRTA upon sixty (60) days written notice. This contract may be extended for two (2) additional one (1) year terms upon mutual written agreement of both parties.
6. **Settlement Authority.** No settlement of any nature shall be made for any claim or suit without approval of the Board.
7. **Professional Liability Insurance.** All Isaac Wiles attorneys providing services on behalf of BCRTA, shall at all times maintain professional liability insurance in an amount satisfactory to BCRTA and shall provide evidence of such coverage upon request of BCRTA.
8. **Conflicts of Interest.** Given the fact Isaac Wiles represents other Ohio municipalities and non-municipal clients, in addition to BCRTA, Isaac Wiles will take reasonable efforts to recognize and disclose to BCRTA any potential conflict. Isaac Wiles and BCRTA acknowledge and understand conflicts of interest between BCRTA and other clients of Isaac Wiles could occur from time to time. It is possible that during the time Isaac Wiles is serving as general legal counsel, some of Isaac Wiles's present or future clients will have disputes or transactions with BCRTA. BCRTA agrees that Isaac Wiles may continue to represent or may

undertake in the future to represent existing or new clients in any matter not substantially related to Isaac Wiles's work for BCRTA, even if the interests of such clients in those other matters are directly adverse. Isaac Wiles agrees, however, that BCRTA's prospective consent to conflicting representation shall not apply in any instance where, as a result of its representation of BCRTA, Isaac Wiles has obtained proprietary or other confidential information of a nonpublic nature, that, if known to such other client, could be used in any such other matter by such client to BCRTA's material disadvantage.

9. **Applicable Laws.** Isaac Wiles shall comply with all applicable foreign, federal, state, and local laws, rules, regulations, orders, ordinances, and government requirements in the performance of the Agreement.
10. **Notices.** All Notices and other communications mandated hereunder shall be in writing and will be deemed to have been given if delivered by hand, or on the next business day if delivered by a recognized overnight courier, or when actually delivered if mailed by certified mail, return receipt requested at the following addresses:

If to BCRTA:

Matthew Dutkevicz, Executive Director
Butler County RTA
3045 Moser Court
Hamilton, Ohio 45011

If to Isaac Wiles:

Mark Landes, Esq.
ISAAC WILES BURKHOLDER & TEETOR, LLC
Two Miranova Place, Suite 700
Columbus, Ohio 43215

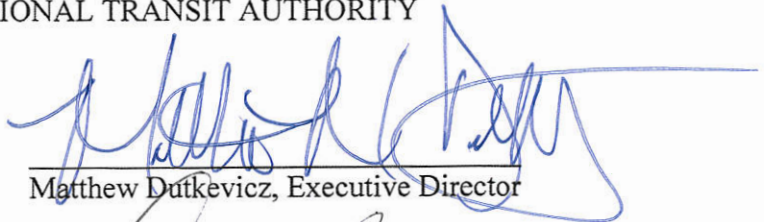
11. **Severability.** If any provision of the Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable to any extent, such provision shall be enforceable to the greatest extent permitted by law and the remainder of the Agreement and the application of such provisions to the other persons or circumstances shall be affected thereby and shall be enforced to the greatest extent of the law.
12. **Governing Law.** The Agreement will be governed by and construed in accordance with the laws of the State of Ohio without regard to its conflict of laws principles.
13. **Entire Agreement.** The Agreement constitutes the entire agreement of the Parties hereto with respect to the subject matter hereof and supersedes all prior

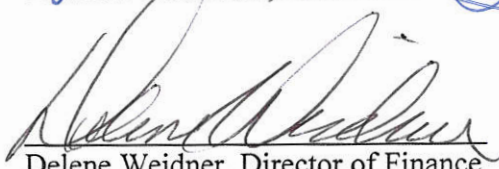
negotiations, discussions, undertakings, and agreements between BCRTA and Isaac Wiles. The Agreement may be amended or modified only by a writing executed by BCRTA and Isaac Wiles.

14. **Assignment.** The Agreement may not be assigned or transferred in whole or part by either BCRTA or Isaac Wiles without the written consent of the other. Any purported assignments without the express written consent of the other Party is void.

15. **Personal Service Contract.** BCRTA and Isaac Wiles agree the Agreement is, and is intended to be, a “personal service contract” as recognized in R.C. 145.012 and as identified in the Ohio Administrative Code. The Agreement is, and is intended to be, a formal bilateral written contract between BCRTA and Isaac Wiles, as required by the Ohio Revised Code. BCRTA and Isaac Wiles agree that since this is a personal service contract, no Public Employee’s Retirement System deductions will be made from Isaac Wiles’s compensation nor paid to the Public Employee’s Retirement System of Ohio.

BUTLER COUNTY
REGIONAL TRANSIT AUTHORITY

By: 
Matthew Dutkevich, Executive Director

By: 
Delene Weidner, Director of Finance

ISAAC WILES BURKHOLDER & TEETOR, LLC

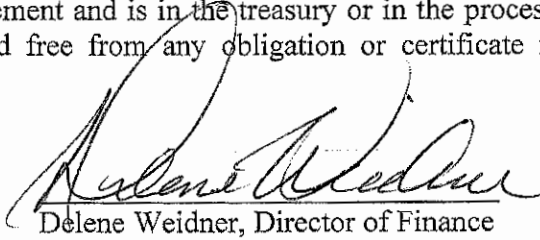
By: 
Mark Landes, Managing Partner

Finance Director's Certificate of Available Funds

As Director of Finance and Administration of the Butler County Regional Transit Authority, I do hereby certify the funds in the amount necessary to support this contract have been lawfully appropriated or authorized or directed for the contract between BCRTA and Isaac Wiles Burkholder & Teetor, LLC, for the Agreement and is in the treasury or in the process of collection to the credit of the appropriate fund free from any obligation or certificate now outstanding.

Date: 12/8/20

By:


Delene Weidner, Director of Finance



TO: BCRTA Board of Trustees

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

RE: *Action Item – 2023-013, Comprehensive Marketing Services*

September 13th, 2023

STRATEGIC PLAN GOAL / OBJECTIVE

Enhancing Connectivity and Improving Mobility & Eliminating Barriers

RECOMMENDATION

Approval of a resolution authorizing the Executive Director on behalf of BCRTA to implement an indefinite delivery, indefinite quantity (IDIQ) contract with Hunter Marketing for an amount not to exceed \$806,340.00.

FINANCIAL CONSIDERATIONS

This is an indefinite delivery, indefinite quantity contract for services for a term of two (2) years plus three (3) additional option years, with a total expenditure not to exceed \$806,340.00 over five (5) years. Total authorization includes media expenses to be purchased by the firm on behalf of BCRTA.

BUSINESS PURPOSE

To institute Hunter Marketing as BCRTA's Marketing Agency of Record and handle all BCRTA's marketing needs for the term of the agreement, without the need to re-solicit for every marketing campaign.

PROCUREMENT CONSIDERATIONS

Action Item

Procurement Summary factors considered; based on BCRTA's personal experience and information provided by references, they have the capacity to perform these contracts and are recommended for award.

D/M/S/WBE CONSIDERATIONS

This will be procured from an Agency certified by the State of Ohio as a Women's Business Enterprise (WBE).

LEGAL CONSIDERATIONS

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

BCRTA Resolution No. 23-09-04

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

Whereas, on August 4th, 2023, BCRTA solicited for proposals for an Agency to serve as our Agency of Record and to provide comprehensive marketing services for BCRTA; and

Whereas BCRTA requested that interested proposers demonstrate their technical capacity and competency to act as BCRTA's Agency of Record for a term of years and to provide examples of their prior experience with the types of marketing services BCRTA would require; and

Whereas BCRTA received six (6) proposals from Affirm, BCreative LLC, Fourth Floor Promotions dba InnerCircle, Hunter Marketing, InVerve Marketing and Razor Marketing; and

Whereas a selection committee evaluated all proposals for Total Contract Price, Technical Capacity, Project Understanding and Competency, Experience and Project Quality, and Media Buying Strategy; and

Whereas the selection committee determined that Hunter Marketing's proposal was the most advantageous to BCRTA.

Now therefore be it resolved:

That the BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute a contract between **BCRTA** and **Hunter Marketing** for the provision of comprehensive marketing services for the period of two (2) years with three (3) optional extensions, at an initial rate of \$100 per hour, price to increase \$5 per hour each Contract year, for a total five-year amount not to exceed **\$806,340.00** without additional board approval.

Approved: September 20, 2023



Perry M Gordon (Sep 22, 2023 16:24 EDT)

Perry Gordon
Board Vice President



Matthew Dutkevicz
Executive Director



TO: BCRTA Board of Trustees
FROM: Meagan Varney, Procurement & Compliance Specialist
RE: *Action Item – 2023-029, Vehicle Wraps*

September 20th, 2023

STRATEGIC PLAN GOAL / OBJECTIVE

Enhancing Connectivity and Improving Mobility & Eliminating Barriers

RECOMMENDATION

Approval of a resolution authorizing the Executive Director on behalf of BCRTA to implement an indefinite delivery, indefinite quantity (IDIQ) contract with Performance Wraps for an amount not to exceed \$316,412.80.

FINANCIAL CONSIDERATIONS

This is an indefinite delivery, indefinite quantity contract for services for a term of one (1) year plus four (4) additional option years, with a total expenditure not to exceed \$316,412.80.

BUSINESS PURPOSE

To engage Performance Wraps as a vehicle wraps provider and will, along with our current vendor, ensure all fleet vehicles have updated vinyl wraps when they are placed in service.

PROCUREMENT CONSIDERATIONS

Action Item

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

LEGAL CONSIDERATIONS

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

BCRTA Resolution No. 23-09-05

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for Vehicle Wrapping Services

Whereas, on August 15th, 2023, BCRTA solicited for an experienced company to provide comprehensive vehicle wrapping services for BCRTA's fleet of vehicles; and

Whereas, BCRTA requested that interested proposers demonstrate their ability to efficiently and correctly provide vehicle wrapping services by providing resumes for their staff, provide evidence of their experience working with government contracts, explain the average timeline for completion of vehicles and outline their availability to take on a contract of this type and duration; and

Whereas, BCRTA received one (1) responsive proposal from Performance Wraps; and

Whereas, a selection committee is in the process of evaluating this proposal for Total Contract Price, Technical Capacity and Experience; and

Whereas, the Procurement Specialist, pursuant to Federal Transit Administration regulations and best practices, requested the reason for not submitting a Proposal from all potential vendors who chose not to propose on this solicitation; and

Whereas, the Procurement Specialist determined that lack of competition or clarity were not the reasons provided by non-proposers for not submitting a Proposal, and concluded that the solicitation process was sufficiently fair, open and unrestrictive; and

Whereas, Performance Wraps was therefore deemed advantageous to BCRTA and are able to be awarded the contract pursuant to federal regulations and best practices.


Now therefore be it resolved:

That the BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute a contract between BCRTA and Performance Wraps for the provision of comprehensive vehicle wrapping services for the period of one (1) year with options to extend an additional four (4) years, at a cost not to exceed \$316,412.80 without additional board approval.

Approved September 20, 2023:


Perry M Gordon (Sep 22, 2023 16:24 EDT)

Perry Gordon
Board Vice President



Matthew Dutkevich
Executive Director

METRIC DASHBOARD

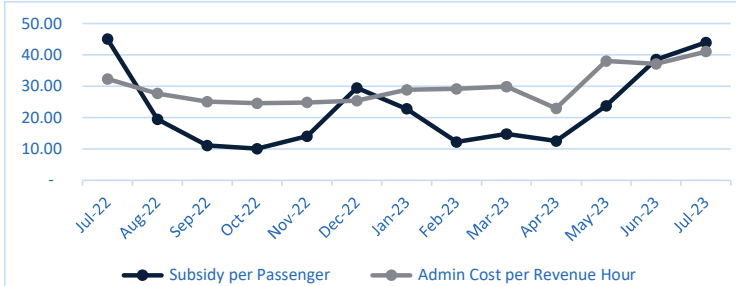
July 2023

Leveraging Competitive Funding & Partnerships

Average Fleet Age

5.50

Since Last Month	0.03	0.55%
Since Last Year	0.72	13.09%



Enhancing Connectivity

BCRTA Transit App Users

1,947

Since Last Month	107	5.50%
Since Last Year	1,811	93.01%

BGO App Rides/Total BGO Rides

20.64%

Since Last Month	7.19%	34.82%
Since Last Year	19.60%	94.97%

BCRTA Transit App Downloads

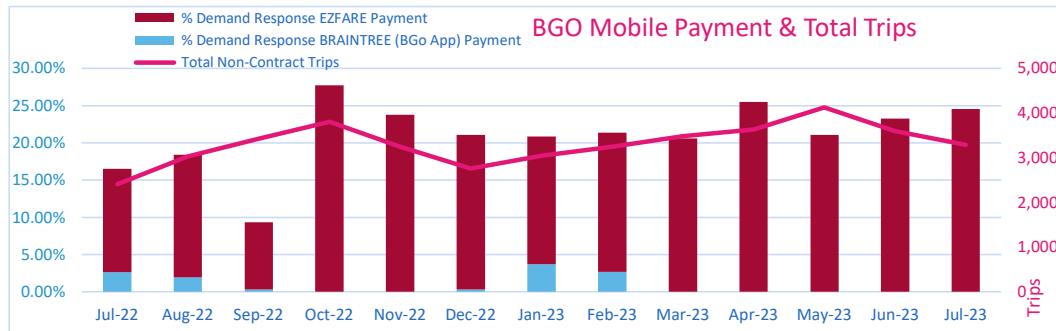
488

Since Last Month	(47)	-9.63%
Since Last Year	100	20.49%

BGO App Downloads

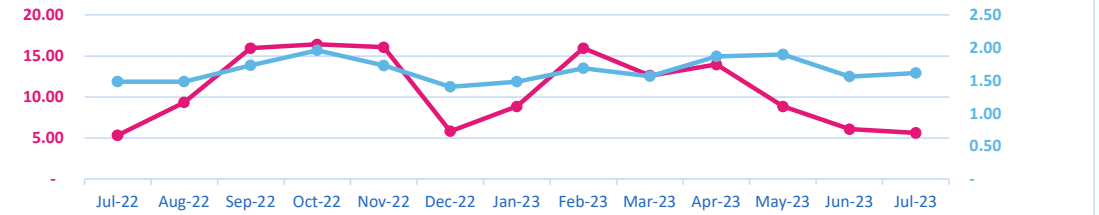
199

Since Last Month	(9)	-4.52%
Since Last Year	111	55.78%

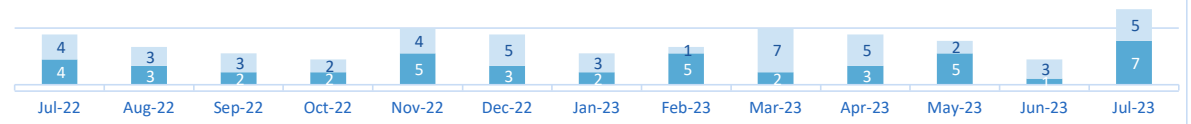


Improving Mobility & Eliminating Barriers

Pax per Revenue Hour



Accidents & Injuries



Target Operator Staffing

75%

Since Last Month	2.65%
Since Last Year	-32.95%
12 Month Average	75.30%
GOAL	100.00%

Denials & Refusals/Total BGO

26.87%

Since Last Month	6.60%
Since Last Year	23.63%
12 Month Average	13.56%
GOAL	0.00%

Supporting Employers

42X Park & Ride Total Trips

2,555

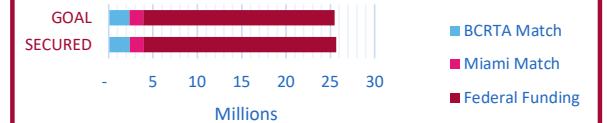
Since Last Month	(195)	-8%
Since Last Year	1,443	56%

BGO Employment Trips

1,822

Since Last Month	(197)	-10.81%
Since Last Year	515	28.27%

Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

670



Director's Notes – September 2023

A. Staffing & Facility

1. Staffing

BCRTA is currently seeking to fill the following positions:

Facilities Technician I	Location: Hamilton, OH Department: Maintenance Type: Part Time to Full Time
Facilities Technician II	Location: Hamilton, OH Department: Maintenance Type: Part Time
Commuter Coach Driver - CDL	Location: Hamilton, OH Department: Operations Type: Part Time to Full 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

Operator staffing is still barely keeping pace with attrition. The HR team will present wage benchmarking data at the October Board meeting.

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. Warren County Transit Service

BCRTA submitted a bid to operate WCTS on September 1. WCTS is expected to award a contract no later than October 10.

2. 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.

Training is currently underway, and service will begin in January 2024. Branding of the service has also started:



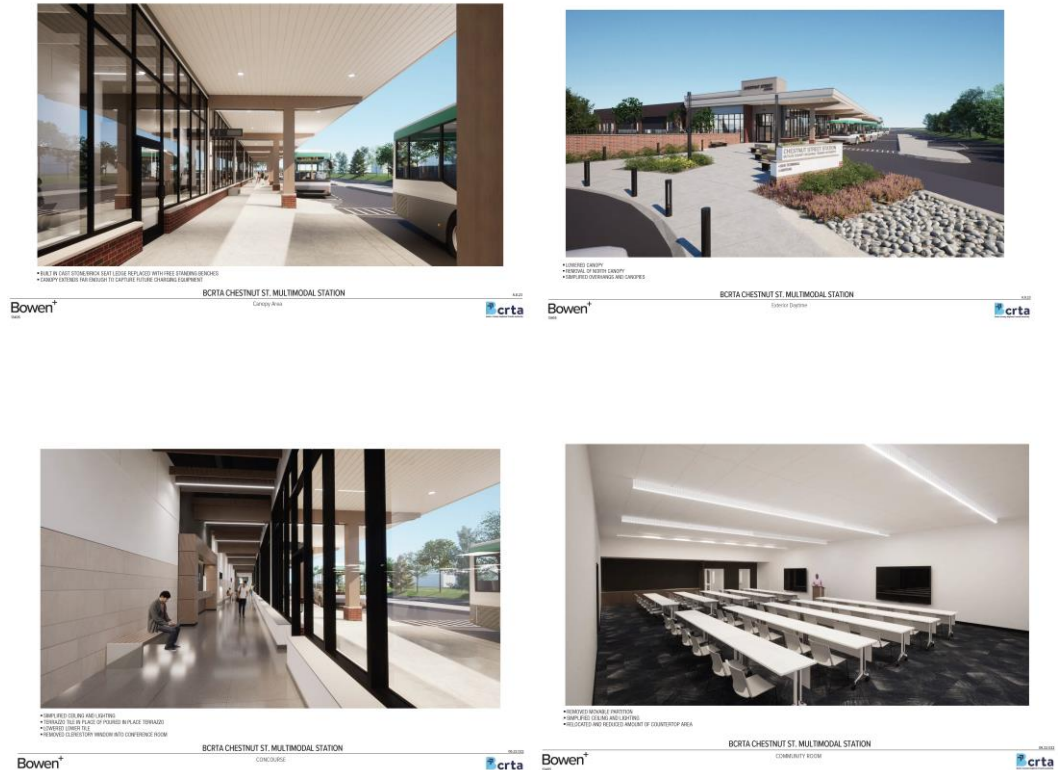
3. Chestnut Street Multimodal Station

Staff continue to negotiate a ground lease with Miami. The document has been reviewed by FTA and has been returned to Miami. BCRTA has also initiated a title search in an effort to identify any risk associated with title to the property.

Director's Notes – September 2023

BCRTA's architecture and engineering team has completed value engineering and the IFB for construction was rereleased on August 9. Bids are due September 26 with an award slated for the October BCRTA Board meeting.

Updated renderings are included below.



C. Funding & Discretionary Grant Availability

1. 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.

BCRTA and City of Oxford were successful in obtaining \$150K to study bike/trail/pedestrian infrastructure related to transit within the City of Oxford. Oxford will provide the match and act as a subrecipient to BCRTA. The project should begin in early 2024.

2. 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

Director’s Notes – September 2023

that can support the range of BCRTA small buses (200+ mi per day).

NEORide, ODOT, BCRTA and the partners were successful in obtaining an award for the “OH-ZERO” grant request. BCRTA will receive funding for 5 propane-fueled LTV’s and associated fueling infrastructure for the Moser Court facility.

D. On the Horizon ...

1. 30th Anniversary

BCRTA will celebrate its 30th anniversary in 2024. Staff are beginning to create plans for a year-long recognition and celebration with scattered events and promotions.

2. Triennial Review

BCRTA will receive a regular Triennial Review from the Federal Transit Administration in 2024. A desk review and document request is expected in late 2023.

3. Chestnut Fields Groundbreaking

If bids are received within budget for the Chestnut Fields facility, a groundbreaking event will be planned for November. Trustees, stakeholders, and officials will be invited to attend.

E. Upcoming Procurements >\$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
Legal Services	BCRTA	30K	1	Option Year #1 (yr4)
Procurement , Maintenance, and Finance Software Integrated Solution – Phase II	BCRTA	150k	5	New
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
BCRTA & MTS Integrated Access Control & Security (Moser, MTS, Chestnut)	BCRTA & MTS	300K	5	New and Replacement

Director's Notes – September 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 09-20-23 V2

Final Audit Report

2023-09-22

Created:	2023-09-22
By:	Sarah Schwartz (schwartzs@butlercountyrta.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGxZDjlqRhWUJWobeG-SrGSfiQ0MjV3w_

"BCRTA Board Packet 09-20-23 V2" History

-  Document created by Sarah Schwartz (schwartzs@butlercountyrta.com)
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-  Document e-signed by Matthew Dutkevicz (dutkeviczmm@butlercountyrta.com)
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2023-09-22 - 8:23:04 PM GMT
-  Signer pgordon@cityofoxford.org entered name at signing as Perry M Gordon
2023-09-22 - 8:24:33 PM GMT
-  Document e-signed by Perry M Gordon (pgordon@cityofoxford.org)
Signature Date: 2023-09-22 - 8:24:35 PM GMT - Time Source: server
-  Agreement completed.
2023-09-22 - 8:24:35 PM GMT