



Board of Trustees

Mr. Christopher Lawson,
President

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

Mr. Nick Bauer

Mr. David Fehr
Butler County Department
of Development

Mr. James A. Foster

Mr. Dannel R. Shepard

Mr. Corey Watt

Ms. Kathy Wyenandt

Executive Director

Mr. Matthew M. Dutkevicz

Legal Counsel

Mr. Brain Zets
Isaac Wiles
Burkholder & Teetor, LLC

*** PUBLIC MEETING NOTICE ***

Butler County Regional Transit Authority Board of Trustees

The BCRTA Board of Trustees is scheduled to meet on
Wednesday, February 21, 2024 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).



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3045 Moser Court
Hamilton, Ohio 45011

2024 Butler County RTA Board of Trustees Attendance

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

X = Present

E = Excused

E* = Online not Official

A = Absent

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

February 21, 2024 8:00 AM

Butler County RTA Board Room

3045 Moser Court, Hamilton, OH 45011

PRELIMINARY AGENDA

- I. Call to Order & Roll
- II. Consideration of Absences
- III. Consent Agenda (*Motion Requested*)
 - a. Approval of the Agenda
 - b. Approval of the January 17, 2024 Meeting Minutes
- IV. Comments from Citizens
- V. Secretary/Treasurer's Report – December 2023 (*Motion Requested*)
- VI. Governance
 - a. Trustee/Staff Photos will be taken following the March 20, 2024 meeting.
- VII. Action Items
 - a. **Resolution 24-02-01:** Authorizing the Executive Director to Execute a Purchase of Five Propane Vehicles for Revenue Service
 - b. **Resolution 24-02-02:** Authorizing the Butler County Regional Transit Authority (BCRTA) to Apply for State Capital Funds in Support of the Moser Court Parking Expansion.
- VIII. Committee & Staff Reports
 - a. OKI
 - b. Service & Metrics – Quarterly Ridership
Luke Morgan, Director of Operations
 - c. Marketing & Outreach
Shawn Cowan, Communications & Outreach Manager

Next Meeting Date:

March 20, 2024 @ 8:00 AM

Butler County RTA • Board Room

3045 Moser Court • Hamilton • Ohio • 45011

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

February 21, 2024 8:00 AM

Butler County RTA Board Room

3045 Moser Court, Hamilton, OH 45011

d. Talent, Benefits, & Recruitment

Mary Jane Leveline, Talent & Benefits Manager

e. Procurement

Meagan Varney, Procurement & Compliance Specialist

f. Director's Report

IX. Adjourn (*Motion Requested*)

Next Meeting Date:

March 20, 2024 @ 8:00 AM

Butler County RTA • Board Room

3045 Moser Court • Hamilton • Ohio • 45011

V. Secretary/Treasurer's Report

Financials as of October and November 2023, compared to the Annual Budget were included in the board packet. Ms. Weidner discussed many of the variances to budget as of November, in revenues including the result of changing the start date of the CincyLink and its effect on the Partnership Transit Revenue (COM), and the Park-n-Ride Program, as well as the Purchase Transportation Expense. She explained the underbudgeted interest earned on the STAR Ohio account and the budget variances in Mgt./Cons. Services, Passenger Fares, and Contract Fares. With all the variances, Total Revenues overall of \$10.2M were right on budget at 92%.

Expenses of \$8.2M were over budget at 96.7% and continue to follow previous months' trends. Medical Insurance remains the driver of the overbudget in Fringes and this account is expected to end the year overbudget. Ms. Weidner explained that the overbudget in Misc. Items was primarily due to outsourcing the most recent CDL training because of a staff shortage. The Gain before Est. Depreciation, Net Pension & OPEB Expense was \$2.2M.

The Transaction logs for the months of October and November were included in the packet presenting all cash transactions for the period. No unusual transactions occurred during this timeframe. Ms. Weidner mentioned the multiple checks written to employees were due to HSA account direct deposits being missed in the integration of UKG and needing to make these individual deposits to correct these accounts. The balance sheet for November 2023 was presented with normal balances for assets, as well as liabilities and equity. The City of Middletown was behind in payments resulting in a higher-than-normal balance in Accounts Receivable, but their account was caught up in January of 2024. A transfer of funds from the large savings account to the STAR Ohio account will also occur in January 2024.

Ms. Weidner also mentioned that some changes will be seen in the December statements due to the implementation of GASB 96 – Accounting for Subscription Based Information Technology Arrangements.

At the end of November, Available Funds were approximately \$9.8M. Total Board Reserves were \$6.2M, and Non-Restricted Funds were \$3.6M. Non-Restricted funds will be used for future operational needs and for the Chestnut Fields facility.

Trustee Watt moved to approve the treasurer's report. Trustee Fehr seconded. All voted in favor of approval.

VI. Governance

Oath of Office-Trustee Shepard

Mr. Dutkevicz welcomed Trustee Shepard. Mr. Dutkevicz stated that Trustee Shepard was officially appointed by The Butler County Board of Commissioners in December. Mr. Brian Zets administered the Oath of Office to Trustee Shepard.

Accept Resignation of Trustee Bautz

Mr. Dutkevicz explained that Trustee Bautz has resigned from the BCRTA Board of Trustees. Trustee Bautz is heavily involved in the construction of the new MidPoint Library. Trustee Foster moved to accept the resignation of Trustee Bautz. Trustee Shepard seconded. All others voted in favor of approval.

Nominating Committee Report

Trustee Foster stated that the Nominating Committee met this morning on January 17, 2024. Trustee Foster stated that he and Trustee Bauer recommend that if the current officers are willing to serve, then they would like them to be reappointed.

Election of Officers

Trustee Foster moved for the recommendation of Trustee Lawson, President, Trustee Gordon, Vice President, Mr. Dutkevicz, as Secretary, and Ms. Weidner as Treasurer for the BCRTA Board of Trustees. Trustee Watt seconded. All others voted in favor of approval.

Conflict of Interest Disclosures

Mr. Dutkevicz said that having an Oath of Office taken today is a great explanation to the purpose of the Conflict-of-Interest Disclosures that each Trustee is asked to sign. The Conflict-of-Interest Disclosures are to disclose any dealings, transactions, interest, ongoing relationships, or conflicts for the past fiscal year. Ms. Schwartz passed these out for each Trustee to sign and return by the end of the meeting. These documents are signed every year by Trustees and key employees who retain purchasing authority.

VII. Action Items

a. Resolution 24-01-01: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Purchase Builder's Risk Insurance for the Construction of Chestnut Street Multimodal Station.

Mr. Dutkevicz explained this is a retroactive authorization. While a construction project is underway, Builder's Risk is required by the Pool, the construction contract with the general contractor, to have property coverage while the project is ongoing to cover BCRTA in case of any losses such as a weather event, or any other issues that pertain to the actual property. Ms. Varney explained this type of insurance is critical because it had to be in place prior to Notice of Commencement.

Trustee Watt asked to clarify if Hanover Insurance is the only insurance company being used in this purchase. Ms. Varney did verify, however offered to double check. Trustee Watt stated his employer does conduct specialty insurance and he wanted to avoid any conflict of interest.

Trustee Fehr asked if this insurance covers BCRTA until occupancy. Ms. Varney confirmed this insurance ends at substantial completion or occupancy, at which point it becomes part of the property program offered through the Risk Pool.

Trustee Gordon moved to adopt Resolution 23-01-01. Trustee Fehr seconded.

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

Trustee Bauer	Yes
Trustee Fehr	Yes
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Yes
Trustee Shepard	Yes
Trustee Watt	RECUSE
Trustee Wyenandt	ABSENT

The resolution was adopted.

b. Resolution 24-01-02: Authorization the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract Between BCRTA and Commonwealth Land Title Insurance Company for the Provision of Title Insurance.

Mr. Dutkevicz explains this is another retroactive resolution. Ms. Varney further explained that in order to issue the Notice to Proceed and record the Memorandum of Lease BCRTA was required to obtain Title Insurance. This Title Insurance protects BCRTA's title to the property. Mr. Dutkevicz further stated that part of the lease agreement with Miami University is that

Miami pays for 50% of the Title Insurance. Although this resolution authorizes the full purchase price, BCRTA will write the purchase order and write the check for the full amount, BCRTA will bill Miami for the 50% with Proof of Coverage.

Trustee Foster moved to adopt Resolution 24-01-02. Trustee Shepard seconded.

Upon a call of the roll, resulted as follows:

Trustee Bauer	Yes
Trustee Fehr	Yes
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Yes
Trustee Shepard	Yes
Trustee Watt	RECUSE
Trustee Wyenandt	ABSENT

The resolution was adopted.

c. Resolution 24-01-03: Appointing Directors to the Transit Alliance of Butler County (TABC) Board of Directors.

Ms. Cowan explains that BCRTA is the sole member of the Transit Alliance of Butler County (TABC). The BCRTA Board of Trustees appoints the TABC Board of Directors. The TABC has a new Director to appoint, Brien Everhart. If appointed, Ms. Everhart would begin her term in April 2024.

Mr. Dutkevicz reminded the Board that the TABC is BCRTA's 501(c)3 non-profit arm. The TABC does coordination with non-profit grant money. Ms. Cowan is the managing Director of the TABC and manages all of the affairs of the TABC Board, such as the Uber fare subsidy programs.

Trustee Watt moved to adopt Resolution 24-01-03. Trustee Fehr seconded.

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

Trustee Bauer	Yes
Trustee Fehr	Yes
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Yes
Trustee Shepard	Yes
Trustee Watt	Yes
Trustee Wyenandt	ABSENT

The resolution was adopted.

d. Resolution 24-01-04: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for the Purchase and Installation of Auxiliary Equipment for BCRTA's Maintenance Service Truck.

Mr. Dutkevicz discussed this resolution was an late addition as it was expected that it would come in under the Executive Director's spending authority. However, the purchase price was over the established spending authority. This price is right in line with the estimate.

Ms. Varney explained that the recently purchased service truck needs to be fitted with auxiliary equipment such as a snowplow, lift gate, air compressor and light bar kit. Knapheide will deliver and install all the equipment.

Trustee Fehr moved to adopt Resolution 24-01-04. Trustee Foster seconded.

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

Trustee Bauer	Yes
Trustee Fehr	Yes
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Yes
Trustee Shepard	Yes
Trustee Watt	Yes
Trustee Wyenandt	ABSENT

The resolution was adopted.

VIII. Committee & Staff Reports

a) OKI

OKI was not attended this month.

b) Service & Metrics

Mr. Morgan provided the Service & Metrics report.

Leveraging Competitive Funding & Partnerships

- Average Fleet Age
 - 5.63 years – This is an increase of 16.7 percent from November 2022.
- Subsidy per Passenger
 - The subsidy per passenger increased in November of 2023 in comparison to last November by \$0.32 or 2.3 percent.
- Admin Cost Per Revenue Hour
 - Administrative Overhead cost per hour has increased by \$3.21 or 12.9 percent comparing November of 2022 to November of 2023.

Enhancing Connectivity

- BCRTA Transit App Users
 - BCRTA had 5,517 users during the month of November for the Transit App. This is a 2.45 percent increase from the previous year.
- BCRTA Transit App Downloads
 - BCRTA tracked 462 new downloads for the Transit App in November of 2023. This is a 21 percent decrease from the previous year.
- BGO App Rides/Total BGO Rides
 - 32.23 percent of all trips were booked utilizing the mobile application. This is a 25.54 percent increase from November of 2023.
- BGO App Downloads
 - BCRTA had 91 new users download the mobile application. This is a 1.1 percent increase from November of 2023.
- BGO Mobile Payment & Total Trips
 - BCRTA completed 3,953 non - contracted trips in November of 2023. This is a 21.8 percent increase in completed, non - contracted trips from November of last year.
 - No trips were paid for using the BCRTA mobile application (BrainTree).
 - 33.03 percent of all trips were paid for using EZFARE.

Improving Mobility & Eliminating Barriers

- Passengers Per Revenue Hour
 - Fixed routes had 13.59 passengers per revenue hour in November of 2023, this is a 15.4 percent decrease from November of 2022.
 - Demand Response service had 1.87 passengers per revenue hour in November of 2023, this is a 8.1 percent increase from November of 2022.
- Accidents and Injuries
 - Fault Total – BCRTA experienced 1 fault accidents in November of 2023.
 - No Fault Total – BCRTA also had 7 no fault accidents.
- Target Operator Staffing
 - 63%
 - This number has decreased by 15.61 percent from the previous year.
 - The yearly average was 75.82 percent.
- Denials and Refusals/ Total BGO Trips
 - 37.49 percent of all requested BGO trips were refused or denied in November of 2023 due to time and capacity limitations. This is a 22.89 percent increase from November of 2022.

Supporting Employers

- 42x Park and Ride Total Trips
 - The 42x had 2,858 riders. This is a 48 percent increase from November of the previous year.
- BGO Employment Trips
 - BCRTA completed 1,657 BGO trips for the purpose of employment in November of 2023, this is a 10.44 percent decrease 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.

EZConnect Update-BCRTA has been working in conjunction with NeoRide on the 1 seat ride pilot. We are currently working with SORTA and TANK to align processes and procedures to launch the pilot program. Ultimately this will tie back to the 1 call center project that NeoRide is also working on.

c) Talent, Benefits, & Recruitment

Ms. Leveline explained that Human Resources has met with Aspire. There are plans to meet again, with Aspire and the students. Aspire teaches English as a second language in many locations, reaching a multitude of demographics. The director of Aspire is very excited about partnering with BCRTA and having BCRTA get in front of the classes and talk about transportation needs as well as transportation as a job opportunity. This is especially exciting for Aspire, because as they partner with BCRTA, that allows them to qualify for more grants.

Ms. Leveline spoke of BCRTA's updated robust training program. This allows new employees and trainees to enter into a more polished atmosphere where they can expect a professional training program.

Ms. Leveline stated that BCRTA now employs 105 employees. Six (6) employees have graduated so far in 2024, five (5) of which have CDL. Next week four (4) more trainees should be graduating.

Ms. Leveline continued that having the new UKG HRIS system has been a challenge. However, things are moving in the right direction.

d) Marketing

Ms. Cowan discussed advertising, including radio ads and paid search that began in January for CincyLink coinciding with the launch of the new service. Marketing for CincyLink was going to be done ahead of time, however advertising in the late winter months is cost prohibitive. Marketing and Outreach spent time at the CincyLink stops speaking to 42X riders, educating about CincyLink and preparing passengers for any changes they could expect. BCRTA will continue with our agency of record to advertise.

Ms. Cowan talked of the groundbreaking for the Chestnut Street Multimodal Station that will be held January 19. The event begins at eleven o'clock and a coffee truck will be available, as well as light refreshments. Mr. Dutkevicz added that several elected officials will be speaking at the event. Dress warm.

Ms. Cowan continued that February 12-16, 2024 is Ohio Loves Transit Week. This is an Ohio public awareness campaign through the Ohio Public Transit Association. This joint initiative across all transit agencies expressing the importance of public transit in our communities. February 13 is Legislative Day, where transit agencies are invited to the State House to meet with elected officials. This is an opportunity to express gratitude for funding that has been given and speak about projects that are underway. BCRTA Board members are all invited if they would like to attend. If so, they are asked to let Ms. Cowan know so she can arrange schedules. President Lawson stated that he knows a few Miami students who work in President Thomas' office who would like to attend. Mr. Dutkevicz added that especially this year, BCRTA has Chestnut Street Multimodal Station to speak on.

Ms. Cowan stated that she met with Hunter Marketing, the agency of record for all of the marketing needs. They have roughed out a plan for how BCRTA will move forward through 2024.

Lastly, Ms. Cowan presented the BCRTA Board with the 2022 Annual Report.

e) Procurement

Ms. Varney stated that Chestnut Street Multimodal Station is the largest project right now. Reiterating what Ms. Cowan had stated, the groundbreaking event is scheduled for Friday. The Access Control procurement will be addressed next month. This will address the security access at all three BCRTA locations. Mr. Dutkevicz added that the access control at Hamilton and Middletown are no longer supported, as the developer and manufacturer are no longer in business. With the addition of Chestnut Street Multimodal Station, the updated access control will include access control as well as video surveillance. All will be an integrated system that will work together.

Ms. Varney continued that BCRTA will be adding propane vehicles to the fleet in 2024. This will be BCRTA's entry into alternative fuel.

Additionally, finance software is being evaluated, however the cost is very high. However, in order to grow and provide cross departmental metrics, a capable system will be required. Mr. Dutkevicz explained that the current finance software platform is no longer supported. If it were to encounter a catastrophic failure, BCRTA would be forced to make quick decisions. The process is about timing.

Trustee Fehr asked about cyber security. Ms. Varney stated that she is going to legal affairs seminar next month, where cyber security will be discussed. Mr. Dutkevicz added that the Pool is very engaged in the issue. The risk is transferred in most BCRTA contracts. The Pool does have specialists in the case that BCRTA has an issue. It is in the Strategic Plan that a Vulnerability Assessment to be done. Mr. Morgan added that BCRTA's annual risk assessment is scheduled for February of 2024. The Triennial Review is also requiring a cyber security section.

f) Director's Report

a) News & Updates

1. Strategic Plan

Staff has concluded work on the strategic plan document creation. The final plan was adopted at the November Meeting. Staff has been continuing work to update the BCRTA website with new information on the plan and also begin work on first items. In addition, staff will work to update the metric dashboard to align with the new strategic plan in advance of the March meeting (January 2024 data).

2. Commuter Service

CincyLink successfully went live on January 2, 2024. Fare is still free until EZfare is prepared to begin ticketing in mid-February. Public Information will be available well in advance of fare collection beginning after the EZfare vendor confirms all tests and the system is ready to deploy Account-Based Ticketing or "ABT" which will permit farecapping.

3. Chestnut Street Multimodal Station

BCRTA finalized a lease with Miami University on December 20 and issued a notice to proceed to the contractor on December 30. Demolition of the old bus garage is underway while fencing and a jobsite

trailer are delivered this week. The official groundbreaking ceremony will take place on January 19 at 11:30AM on the site. Attendees should dress for the weather!

4. Ohio Workforce Mobility Grant

The Workforce Mobility Partnership Program was first established in Section 755.20 of Ohio House Bill 23. Through this act, \$15 million is made available each State Fiscal Year for 2024-2025 to support projects in the rural and urban areas of Ohio that easily and efficiently transport resident workforce members to economically significant employment centers or to places of employment outside of their resident community.

Although the program description leans into supporting operations and service, BCRTA staff have identified program rules that better position applications for capital resources. And, given that a portion of BCRTA's revenue vehicle parking deficit is due to the implementation of CincyLink, staff believe this program may be a good candidate to fund the expansion of the Moser Court parking area. Staff applied for funds in late October and expected award announcements in early December. Unfortunately, ODOT has delayed announcing awards until early spring.

5. State Capital Budget

In light of the delayed announcements on OWM funds, staff has engaged Ohio Representative Carruthers to request a one-time capital grant from the State Capital Budget in the amount of \$3M for the needed parking lot expansion at the Moser Court facility.

6. 2023 Areas of Persistent Poverty (AOPP/HDC)

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.

7. 2023 LoNo/Propane Implementation

BCRTA staff visited Laketran, another RTA in northern Ohio that has operated propane buses since 2017. Staff gathered significant knowledge on the vehicles and fueling structure in anticipation of BCRTA's propane pilot set for early to mid 2025. The propane vehicle purchase is expected to come to the Board of Trustees next month. The vehicles will be purchased from Laketran's existing propane LTV contract.

b) On the Horizon

8. 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.

9. Triennial Review

BCRTA will receive a regular Triennial Review from the Federal Transit Administration in 2024. A desk review and document request were received in January. Staff will be working on this through early spring.

10. Chestnut Fields Groundbreaking

A groundbreaking ceremony for the new facility is schedule for 11:30 AM on January 19th.

c) Upcoming Procurements >\$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
Propane LTV (5)	BCRTA	900K	Task	New
Procurement , Maintenance, and Finance Software Integrated Solution – Phase II	BCRTA	150k	5	New
Parking Lot Construction	BCRTA	3.5M	Task	New
Tires (large bus)	BCRTA	TBD	1	New
Chestnut Fields FF&E	BCRTA	250K	Task	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

Trustee Watt moved to adjourn, Trustee Foster seconded. The motion carried. The meeting was adjourned at 9:26 AM.

Respectfully submitted,



Matthew M. Dutkevich, Executive Director



Chris Lawson, Board President

Appendix A

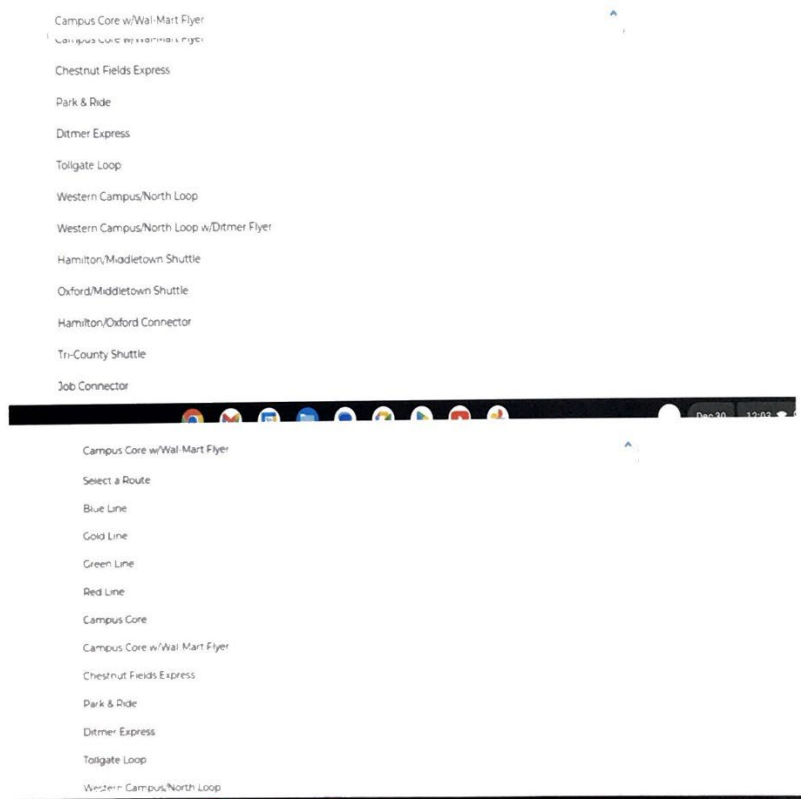
Comments From Citizens

Compliment a Driver Form

As you might be aware, there is a “compliment a driver” form on the website. However, this form is a little bit outdated, and it doesn’t list all services. The form lists routes that are no longer in service (such as the R4 and the R2), and it doesn’t list the CincyLink route (which I can understand given it just launched. However, the one service that is not listed on the form is perhaps the one that is the most important, and the one that most of the passenger population relies on: neither the BGo curb-to-curb service nor the BCare paratransit service is listed on this form. If you want to compliment one of these drivers...well, you really can’t, unless you select one of the route options and then proceed to type in the vehicle number that that driver was in and specify that this wasn’t a route bus. However, I’ve always had my own way of complimenting BGo drivers (since that is the service I rely on the most): I send cards to that specific driver and pass them along to whatever driver I have that picks me up the next time. While this is something I love doing (it’s just my personality), I shouldn’t have to, because there should be a way to compliment those drivers just like there is a way to compliment the route drivers. I’m trying to put this in the nicest and simplest way I can, but with the way the form is now, I feel like the BGo drivers are being left out, and I don’t want them to feel that way, because they are drivers, just like all the other ones!

Another thing I’ve noticed about the form is it lists the full route name (i.e. Western Loop/North Campus, Middletown/Hamilton shuttle), but NOT the route number. I’ve ridden long enough and on all of the routes (except the newest one) to know that the Western Loop/North Campus loop is the U4, the Middletown/Hamilton shuttle is the R1, but not everyone does, so even if they are able to access the form, they might very well get stuck because they always go by the route number...and not the name. I know the drivers LOVE getting compliments, and you strive for them to get compliments, and I would hate for anyone to be left out because of a few discrepancies on the form, so I think it would be helpful to update the form so that all the information is there and people are able to navigate it without getting confused (because not everyone thinks to send along cards like I do!)

I have attached a screenshot for further clarification.



The above has been resolved prior to the meeting. See my added comment below.

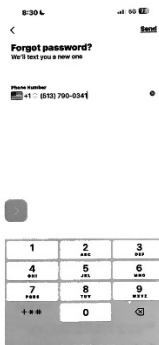
Via Notifications

You may or may not know that this new system sends you notifications about what times your trips are the following day the previous day around 4pm. Until December 3rd, I was getting these notifications in a text message

format, which I prefer for several reasons. I haven't received text message notifications in over 6 weeks, and it's become quite irritating. The spring semester starts in a little under 2 weeks, and I cannot be answering the phone every day at 4pm, even if I don't say anything. This is not an excuse I can explain to the teacher, as it will happen all the time, not just once or twice or every once in a while. I will be in class during the time these notifications come through, and they will be in a phone call format given I cannot get the text messages. If I don't answer the phone, I cannot get the pickup window and the pickup location to make sure it is correct (I can't enlarge/zoom in the screen like on other apps, so I've made mistakes more than once). If I let it go to voicemail, it only gets half the message (pickup location and not the pickup window). I then have to call to get my pickup window for the next day, something I don't always have the time to do, and if it's Friday, I have to call then for my times for that following Monday given the call center is closed on weekends. I already have enough to keep track of, including my medical issues, medications, school life, work life, and personal life, so this definitely doesn't help. I have a second phone that I hardly ever used, it was just a backup phone in case my primary phone went out, and I changed my phone number on my account to that phone number, as well as my email, since I started getting a lot of spam emails around the time I stopped getting the text messages. I STILL cannot get the text messages, and furthermore, one day, my password stopped working out the blue, and given the text messages to reset it, I cannot reset it. I'm logging in with my phone number, but it's a pain in the butt for me with my visual impairment. When you can't receive the code sent to your phone number to log in (or in my case can't see it), you can hit "call me", but this isn't possible when you reset your password. The only option is text...which I cannot get. I've been working with Beth, the customer service supervisor, who is very good at her job, and she's been working with the Via support desk, but we are no closer to getting this resolved, and I really need it to be resolved, for a lot of reasons. Furthermore, the app tells you what your pickup window is, but only for DEPARTURE TIMES, for the times you need to be there by, it only says that time, but to get your pickup window, you must wait for the notification or call the call center and ask. This is the one thing the old app did better. I've attached screenshots for verification.



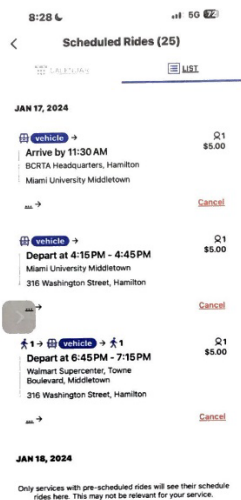
If I try to reset the password once I'm logged in, I use what I know my password is. It tells me it's incorrect. I've figured out that what it wants is the temporary password that it sends you in a text message. Which I cannot get because no matter what phone number I use, I can't get the text messages, and the password reset isn't set up to be sent via phone call.



Once again, I type in the phone number on my account, and I never get the temporary password because the only way it can come is in a text message.



When you log in to the app itself using your phone number, you're able to get sent a code via text message, but that code comes from a 5-digit number from Via's end. The password reset, what times your trips are and from where, and that your bus is here, comes from the number assigned by Via to BCRTA, those are the texts I'm not able to get right now. Like I said above, if you can't get the text to log into the app with your phone number, or can't see it, you can hit the "call me" option. You can't do that to reset your password, which is the ONLY reason I'm not able to reset mine.



This is how the app display looks like. It's stuck at this one size. I have my phone set to large print and bold text. These apps do not support that. NOT helpful if you have a visual impairment. I've made a mistake more than once, and all of those times I haven't realized it until the day of the pickup. (And no, I don't pay \$5 each trip, I'm ADA...that screwed up when the texts stopped coming and my password quit working also; there's a note in my file for the drivers not to charge me unless it's an actual microtransit trip.)

I'm sorry if this sounded like a little bit of a rant, but there's a lot of things I'm frustrated about!

Appendix B

Comments From Citizens

Mr. Hoffer, stated he is a Butler County resident of Logsdon Woods, and vehicle operator for BCRTA. Mr. Hoffer stated that as a diver, he is preparing to retire in March after 5 years of service here at Butler County Regional Transit Authority. Mr. Hoffer stated it has been a privilege to work for BCRTA, although he at times, has been a constructive critic in an attempt to make BCRTA even better.

Mr. Hoffer stated that his career with BCRTA has been a life-changing choice, which he has immensely enjoyed, after retiring after 35 years as an executive with the Postal Service. Mr. Hoffer explained that the service provided by BCRTA to our community is amazing. The trips we make, to take people to work, to school, to dialysis, doctor appointments for veterans, the service provided to the community is phenomenal, and if he had not come to work at BCRTA he would not have ever known about it. Mr. Hoffer stated that he feels like he was somewhat insulated from these issues in his previous life.

As Mr. Hoffer stated that as he readies for retirement, he would like the Board to take the forefront the employees' salaries. Mr. Hoffer continued that he has shared things with Mr. Dutkevich, as well as with the Board members via email, that BCRTA is falling way behind. As BCRTA is trying to hire and retain employees, Mr. Hoffer asked that the Board put as much effort into solving the employee wage gap issue, as is put into building a new facility in Oxford, or into new MCI buses, because this is what employees see. Mr. Hoffer did state that although he knows these other projects and purchases come from specific and restricted funding, it is what the employees see, and it affects morale and retention.

Mr. Hoffer again asked the Board to consider the employees, stating they deserve more. Mr. Hoffer ended his comments by thanking the Board for listening and for allowing him to serve BCRTA for the last five years. The Board thanked Mr. Hoffer for his input and his service.

BCRTA
Income Statement
December 2023

	Year to Date Last Year	Year to Date This Year	Annual Budget	YTD % of Budget
Passenger Fares	25,875	55,602	121,125	45.9%
Contract Fares	158,560	244,932	310,000	79.0%
Partnership Transit Rev (COM)	1,244,433	1,100,094	1,236,000	89.0%
Transit Development Rev (MU)	2,326,261	2,642,980	2,447,312	108.0%
Mgt./Cons. Services	183,960	137,357	274,714	50.0%
Interest & Other	100,206	264,283	134,390	196.7%
Agency Funding	65,517	114,363	90,000	127.1%
Park-n-Ride Program	519,871	519,744	300,000	173.2%
State Funding	158,408	270,960	284,000	95.4%
Federal Funding	5,371,354	5,720,314	5,874,868	97.4%
Total Revenues	10,154,446	11,070,629	11,072,409	100.0%
Expenses				
Wages	3,498,734	3,846,637	3,872,323	99.3%
Fringes	1,880,275	2,133,582	1,821,597	117.1%
Services	701,041	678,641	697,788	97.3%
Materials & Supplies	900,453	863,620	964,250	89.6%
Utilities	83,731	80,716	90,320	89.4%
Insurance	272,382	278,272	304,175	91.5%
Purchased Transportation	519,871	519,744	300,000	173.2%
Misc. Items	88,920	198,740	130,254	152.6%
Contingency	-	15,000	50,000	30.0%
Total Expenses	7,945,408	8,614,952	8,230,707	104.7%
Gain/Loss before Depr, NP & OPEB Exp	2,209,038	2,455,677	2,841,702	86.4%
Est. Local Share of Depreciation Exp	296,530	296,530	296,530	100.0%
Est. Net Pension & OPEB Exp (Inc)	(1,208,292)	(1,208,292)	(1,208,292)	100.0%
Total Gain/(Loss)	3,120,800	3,367,439	3,753,464	89.7%

BCRTA
Balance Sheet
December 2023

Assets

Current Assets		Other Assets		
Checking - PNC	375,732.78	Net Pension Asset	36,315.00	
Savings - PNC	67,081.79	Net OPEB Asset	643,940.00	
Savings - PNC	2,605,851.95	Deferred Outflows-Pensions	955,863.00	
STAR Ohio	5,029,436.89	Deferred Outflows-OPEB	27,430.00	
Bid Deposit	53,023.76			
M&S Inventory	84,159.43	Property & Equipment		
Diesel Fuel Inventory	967.34	Vehicles	12,087,369.05	
Petty Cash	1,050.00	Buildings & Land	2,734,604.53	
Accounts Receivable	2,169,256.37	Furniture & Equipment	2,127,932.59	
Prepays	292,630.33	Amenities & Misc.	149,576.89	
		Software Subscriptions	550,504.24	
		WIP-Building	66,022.89	
		WIP-Chestnut Fields	1,625,802.30	
		WIP-Equipment	88,995.00	
		WIP-Technology	3,750.00	
		Accum. Depr.	(10,163,361.67)	
	<u>10,679,190.64</u>		<u>10,934,743.82</u>	Total Assets
				<u>21,613,934.46</u>

Liabilities & Equity

Current Liabilities		Long-term Liabilities		
Accounts Payable	543,328.66	Subscription Liability	311,828.67	
Payroll Payables	147,979.59	Net Pension Liability	1,769,488.00	
Other Payables	-	Deferred Inflows-Pensions	2,194,572.00	
Accrued PTO	181,581.77	Deferred Inflows-OPEB	694,881.00	
FTA Vehicle Funds	68,131.00			
Future Match Funds	-	Equity		
Unearned Tickets	35,506.50	Balance Equity	2,861,645.23	
		Federal Capital	15,221,329.00	
		State Capital	1,467,356.25	
		Local Capital	89,410.00	
		Retained Earnings	(6,428,780.56)	
		Net Income	2,455,677.35	
	<u>976,527.52</u>		<u>20,637,406.94</u>	Total Liabilities
				and Capital
				<u>21,613,934.46</u>

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
12/1/23			Beginning Balance			357,668.31
12/1/23	828074036	CRJ	Farebox Receipts	260.00		
12/1/23	FARES11302023	CRJ	Farebox Receipts	2,718.96		
12/1/23	01120809	CRJ	Butler County Veterans Service	13,561.06		
12/1/23	1100	CRJ	Transit Alliance of Butler Cou	5,991.77		
12/1/23	1101	CRJ	Transit Alliance of Butler Cou	6,584.40		
12/1/23	12/01/23	GENJ	Service Charge		5.00	
12/5/23	ACH12052023	CDJ	SuperFleet Mastercard Program		52,280.11	
12/8/23	10436971	CRJ	Miami University - Accounts Pa	210.00		
12/8/23	AT-12/08/2023	CDJ	BCRTA PNC Card Purchases		10,378.34	
12/8/23	PRWE 12/1/2023	GENJ			20,655.90	
12/8/23	PRWE 12/1/2023	GENJ	Vendor checks		2,088.54	
12/8/23	PRWE 12/1/2023	GENJ			4,730.31	
12/8/23	PRWE 12/1/2023	GENJ			116,920.75	
12/8/23	PRWE 12/1/2023	GENJ	#10028		216.76	
12/11/23	11903	CDJ	Amazon Capital Services		994.17	
12/11/23	11904	CDJ	Alpine Valley Water Co., Inc.		67.20	
12/11/23	11905	CDJ	BCRTA Petty Cash		68.30	
12/11/23	11906	CDJ	Brighton Spring Service Co., I		180.00	
12/11/23	11907	CDJ	Ohio Bureau of Workers' Compen		103,138.00	
12/11/23	11908	CDJ	Cummins Bridgeway LLC		279.81	
12/11/23	11909	CDJ	Cornett's Pressure Cleaning		1,015.00	
12/11/23	11910	CDJ	Fuller Ford		568.44	
12/11/23	11911	CDJ	Gillig LLC		2,474.10	
12/11/23	11912	CDJ	Gem City Tire		323.55	
12/11/23	11913	CDJ	Health Transit Pool of Ohio		60,000.00	
12/11/23	11914	CDJ	KOI Auto Parts		4,110.58	
12/11/23	11915	CDJ	Port Technology LLC		4,926.33	
12/11/23	11916	CDJ	Performance Wraps LLC		18,459.50	
12/11/23	11917	CDJ	Ricoh USA, Inc		21.47	
12/11/23	11918	CDJ	Refitt's Garage & Towing Servi		800.00	
12/11/23	11919	CDJ	Rosco Collision Avoidance		3,404.94	
12/11/23	11920	CDJ	South East Area Transit		350.00	
12/11/23	11921	CDJ	Silco Fire & Security		614.20	
12/11/23	11922	CDJ	Treasurer State of Ohio		236.25	
12/11/23	11923	CDJ	Verizon Wireless		2,696.20	
12/11/23	11913V	CDJ	Health Transit Pool of Ohio	60,000.00		
12/11/23	11924	CDJ	Health Transit Pool of Ohio		75,000.00	
12/12/23	3341158583	CRJ	Federal Transit Administration	7,788.00		
12/12/23	3341158677	CRJ	Federal Transit Administration	1,113.00		
12/12/23	3341158837	CRJ	Federal Transit Administration	554,305.00		
12/12/23	3341158955	CRJ	Federal Transit Administration	6,786.00		
12/13/23	2686	CRJ	BCRTA Items	18.03		
12/14/23	11925	CDJ	AFFIRM Agency		853.00	
12/14/23	11926	CDJ	Affordable Pest Control Inc.		56.00	
12/14/23	11927	CDJ	Cornett's Pressure Cleaning		750.00	

12/14/23	11928	CDJ	GMV Syncromatics		130,465.00	
12/14/23	11929	CDJ	PERS		80,468.72	
12/14/23	11930	CDJ	Preferred Fire Protection, Inc		195.00	
12/14/23	11931	CDJ	Performance Wraps LLC		13,618.00	
12/14/23	11932	CDJ	Rumpke Of Ohio Inc.		299.71	
12/14/23	00011	CRJ	BCRTA Items	50.00		
12/20/23	01121353	CRJ	Butler County Veterans Service	9,800.87		
12/20/23	0050319953	CRJ	Ohio Department of Taxation	11,607.00		
12/20/23	0050319952	CRJ	Ohio Department of Taxation	6,082.12		
12/21/23	11933	CDJ	Cintas Uniforms		456.32	
12/21/23	11934	CDJ	Alpine Valley Water Co., Inc.		32.85	
12/21/23	11935	CDJ	Bethesda Healthcare, Inc.		1,388.09	
12/21/23	11936	CDJ	Brighton Spring Service Co., I		334.80	
12/21/23	11937	CDJ	Cintas Corporation		1,827.86	
12/21/23	11938	CDJ	City of Hamilton - Utilities		3,094.97	
12/21/23	11939	CDJ	Cornett's Pressure Cleaning		1,945.00	
12/21/23	11940	CDJ	Cintas Uniforms		3,595.31	
12/21/23	11941	CDJ	Fuller Ford		1,743.67	
12/21/23	11942	CDJ	Gillig LLC		519.83	
12/21/23	11943	CDJ	City of Hamilton - Hamilton Fi		105.00	
12/21/23	11944	CDJ	Hightowers Petroleum Company		250.00	
12/21/23	11945	CDJ	Kronos SaaShr, Inc.		3,791.39	
12/21/23	11946	CDJ	Minuteman Press - Fairfield		106.42	
12/21/23	11947	CDJ	Performance Wraps LLC		13,523.00	
12/21/23	!0437997	CRJ	Miami University	245,389.95		
12/22/23	PRWE 12/15/2023	GENJ	Empl. Dir. Dep. SPA - Cash Requirements		135,421.32	
12/22/23	PRWE 12/15/2023	GENJ	Garnishment Check #10049		239.01	
12/22/23	PRWE 12/15/2023	GENJ	Vendor Payments SPA - Cash Requirements		4,730.31	
12/22/23	PRWE 12/15/2023	GENJ	ODC Check #10051		1,370.00	
12/22/23	PRWE 12/15/2023	GENJ	Garnishment Check #10048		425.44	
12/22/23	PRWE 12/15/2023	GENJ	ODC - Roth Check #10050		190.00	
12/22/23	PRWE 12/15/2023	GENJ	Empl. Check #10047		26.94	
12/22/23	PRWE 12/15/2023	GENJ	Tax Payment- Cash Requirements		27,339.17	
12/27/23	2688	CRJ	BCRTA Items	18.03		
12/27/23	830373836	CRJ	Farebox Receipts	280.00		
12/27/23	12272023	CRJ	BCRTA Items	1,666.16		
			Current Period Change	934,230.35	916,165.88	18,064.47
12/31/23			Ending Balance			375,732.78

Savings - PNC (National City)

12/1/23			Beginning Balance		65,316.83	
12/1/23	12/01/23	GENJ	Service Charge		3.22	
12/11/23	MAS 121123	CRJ	Farebox Receipts	1,767.66		
12/29/23	12/29/23	GENJ	Interest Income	0.52		
			Current Period Change	1,768.18	3.22	1,764.96
12/31/23			Ending Balance			67,081.79

Savings - PNC Bank \$\$

12/1/23			Beginning Balance			2,605,834.24
12/1/23	12/01/23	GENJ	Service Charge			3.00
12/29/23	12/29/23	GENJ	Interest Income	20.71		
			Current Period Change	20.71	3.00	17.71
12/31/23			Ending Balance			2,605,851.95

Investment - STAR Ohio

12/1/23			Beginning Balance			5,005,738.01
12/29/23	12/29/23	GENJ	Interest Income	23,698.88		
			Current Period Change	23,698.88		23,698.88
12/31/23			Ending Balance			5,029,436.89

BCRTA
Cash Reserves

December 2023

Current Assets	10,679,190.64
Current Liabilities	<u>(976,527.52)</u>
Available Funds	9,702,663.12

Board Reserves

Local Share Grant Obligations		
OH-2018-21-00 Super Grant	292,074.25	
OH-2021-56-00 Super Grant	1,564,205.00	
OH-2023-22-00 Mobility Management	52,149.25	
OH-2021-60-00 Chestnut Fields	3,514,654.00	
Less Miami University Chestnut Fields Match	(1,600,000.00)	
Less Projected Local Match	<u>(3,199,529.00)</u>	MU, R6, VA, UTP, OTPP
Match Required or (Overmatch)	623,553.50	
FTA Grants	623,553.50	Match Required
Working Capital Funds (2 Mths.)	1,672,205.50	
Capital Replacement Funds	2,145,625.40	2024 - 2028 Local Share of Projects Not Yet on Grants
Needed for Chestnut Fields @ Current Bid + 10% cont.	<u>1,398,148.05</u>	
Total Board Reserves	5,839,532.45	
Non-Restricted Funds	3,863,130.67	



TO: BCRTA Board of Trustees

FROM: Meagan Varney, Procurement & Compliance Specialist

RE: *Action Item – 2023-061 Propane Vehicles*

February 21, 2024

RECOMMENDATION

Adoption of a resolution authorizing the Executive Director on behalf of BCRTA to purchase five (5) propane vehicles from Transportation Equipment Sales Corporation (TESCO) for an amount not to exceed \$958,914.00.

FINANCIAL CONSIDERATIONS

- This is a one-time purchase of low emission rolling stock with a total expenditure not to exceed \$958,914.00.
- These expenditures will be funded with Federal Transit Administration's 2023 Low-No grant funds.

BUSINESS PURPOSE

BCRTA requires these vehicles to begin a pilot of light-duty alternative fuel vehicles in BCRTA's revenue fleet. The relative ease of updating existing fueling infrastructure, education on the maintenance of these vehicles, and ability to incorporate them into our current operations makes the propane vehicles the best alternative fuel option for BCRTA's current needs.

PROCUREMENT CONSIDERATIONS

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.

LEGAL CONSIDERATIONS

- Section 306.43 of the Ohio Revised Code authorizes BCRTA to contract for the provision of goods and services.
- Clause (V)(7)(a)(1) of the FTA Circular 4220.1f authorizes BCRTA to purchase rolling stock, goods or services by exercising the options under an existing contract.

BCRTA Resolution No. 24-02-01

Authorizing the Executive Director to Execute a Purchase of Five Propane Vehicles for Revenue Service

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 revenue vehicle replacement schedules that assure consistency in the annual average age of vehicle inventories, and the replacement of vehicles once assets reach the end of their useful life; and

Whereas in 2022 Laketran, the transit agency for Lake County, OH, released a Request for Proposals for the purchase and manufacture of cutaway style vehicles to operate door-to-door Dial-a-Ride service, requesting a mix of four (4) different vehicle types including those utilizing propane fuel; and

Whereas after evaluation of proposals submitted by Coach & Equipment and TESCO on their Interview, Quality Control, Warranty and Reimbursement Process, Vehicle Proposed and Price, Laketran awarded a contract for the purchase of propane vehicles to TESCO; and

Whereas the BCRTA Board of Trustees approved FY2024 appropriations including federal and state capital grant and local match funds for capital purchases, including maintenance equipment; and

Whereas BCRTA, through its membership in NEORide, was awarded \$1,080,204.00 in 2023 Low-No program funds to purchase low emission vehicles; and

Whereas FTA Circular 4220.1f (V)(7)(a)(1) permits BCRTA to purchase rolling stock, goods or services by exercising the options under an existing contract in lieu of obtaining via BCRTA's solicitation process; and

Whereas Laketran included options in their contract awarded to TESCO to purchase up to one hundred and twenty (120) additional vehicles of any type over the duration of the five (5) year contract period.

Now therefore be it resolved that:

SECTION 1: The BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute a purchase of service agreement for five (5) propane vehicles from Transportation Equipment Sales Corp (TESCO) at \$174,348.00 per vehicle plus a 10% contingency at a not to exceed amount of \$958,914.00 without additional board approval.

SECTION 2: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby replaced 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.

Adopted: February 21, 2024



Chris Lawson
Board President



Matthew Dutkevich
Executive Director

Resolution No. 24-02-02

Authorizing the Butler County Regional Transit Authority (BCRTA) to Apply for State Capital Funds in Support of the Moser Court Parking Expansion.

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

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

Whereas Moser Court vehicle storage has increased due to new operation of Middletown and Cincinnati Commuter service known as CincyLink; and

Whereas BCRTA has received funds for and is in the process of purchasing a pilot fleet of low-emission propane-fueled light transit vehicles and an associated fuel island; and

Whereas BCRTA presently has no property available for the maneuverability or CDL training of its own staff; and

Whereas additional space at the Moser Court Facility was recommended in the 2022 Short Range Plan report issued by Kimley Horne to BCRTA; and

Whereas the BCRTA Board has previously authorized the planning and study of strategic future expansion at Moser Court including completion of necessary National Environmental Policy Act requirements; and

Whereas BCRTA has identified the State of Ohio Biennial Capital Budget as an opportunity to fund any such expansions.

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

Section 1: BCRTA is authorized to apply for up to \$3,500,000 in state capital grant funding in support of the Moser Court Project. The Board of Trustees authorizes the Executive Director to take all actions necessary to enact this resolution and subsequent agreements subject to the review of legal counsel.

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.

Adopted: February 21, 2023



Chris Lawson, President



Matthew Dutkevich, Executive Director

BCRTA
3045 Moser Court Expansion
Hamilton, Ohio

April 14, 2023

Bowen⁺



Concept Estimate

N|V|5

CSI Division	Division Title	% of Cost	Total Cost
010000	General Requirements	3.83%	\$ 97,120
020000	Existing Conditions	0.72%	\$ 18,148
260000	Electrical	6.90%	\$ 174,968
270000	Communications	0.79%	\$ 20,000
280000	Electronic Safety and Security	1.97%	\$ 50,000
310000	Earthwork	11.37%	\$ 288,238
320000	Exterior Improvements	44.83%	\$ 1,136,357
330000	Utilities	19.59%	\$ 496,700
	Design/Estimating Contingency	10.00%	\$ 253,503
	Subtotal	100.00%	\$ 2,535,034
	Labor and Material Escalation to Mid-Point of Construction [June 2024 @ 3.50% per year avg.]	3.80%	\$ 96,300
Total Direct Construction Cost			\$ 2,631,334
	GC Bonding and Insurance	1.75%	\$ 46,050
	GC Construction Stage Personnel	4.50%	\$ 118,410
	GC Overhead and Profit	5.00%	\$ 139,790
Total Construction Cost			\$ 2,935,584

April 14, 2023



Estimate Detail

N|V|5

CSI Code		Description of Work	Quantity	Unit of Measure	Unit Cost	Extended Total
A	PH					
Division 010000 · General Requirements						\$ 97,120
013000		Administrative Requirements				\$ 12,310
All		commercial activity tax	1	lpsm	\$ 7,310.00	\$ 7,310
All		permit fee(s)	1	lpsm	\$ 5,000.00	\$ 5,000
014000		Quality Control				\$ 17,500
All		allowance for 3rd party testing and inspection	1	lpsm	\$ 17,500.00	\$ 17,500
015000		Temporary Facilities and Controls				\$ 26,935
All		temporary utility consumption	5	month	\$ 350.00	\$ 1,750
All		field office set-up and breakdown	1	lpsm	\$ 2,125.00	\$ 2,125
All		field office w/furnishings and equipment	5	month	\$ 950.00	\$ 4,750
All		field office supplies	5	month	\$ 100.00	\$ 500
All		sanitary facilities	5	month	\$ 470.00	\$ 2,350
All		BCRTA project sign(s)	1	lpsm	\$ 1,850.00	\$ 1,850
All		temporary construction signage	1	lpsm	\$ 1,235.00	\$ 1,235
All		document reproduction/misc. reproduction costs	1	lpsm	\$ 500.00	\$ 500
All		temporary construction fence/gates [w/relocation as necessary]	550	lnft	\$ 12.50	\$ 6,875
All		maintenance and protection of vehicular and pedestrian traffic/access	1	lpsm	\$ 5,000.00	\$ 5,000
017000		Execution and Closeout Requirements				\$ 33,875
All		construction survey/layout [establish BM's and control lines]	15	day	\$ 1,425.00	\$ 21,375
All		misc. street/parking lot sweeping	10	trip	\$ 550.00	\$ 5,500
All		final cleaning [site]	1	lpsm	\$ 5,200.00	\$ 5,200
All		dumpsters	4	each	\$ 450.00	\$ 1,800
017800		Closeout Submittals				\$ 6,500
All		final site survey	1	lpsm	\$ 6,500.00	\$ 6,500
All		project record documents [by GC staff]	1	lpsm	\$ -	\$ -
Division 020000 · Existing Conditions						\$ 18,148
024113		Selective Site Demolition				\$ 18,148
Site		demo existing fence	700	lnft	\$ 7.75	\$ 5,425
Site		sawcut asphalt pavement	720	lnft	\$ 3.25	\$ 2,340
Site		demo existing asphalt pavement	3,550	sqft	\$ 1.15	\$ 4,083
Site		demo misc. site improvements [concrete pads, curb, signs, bollards, etc.]	2	day	\$ 3,150.00	\$ 6,300

April 14, 2023



Estimate Detail

N|V|5

CSI Code		Description of Work	Quantity	Unit of Measure	Unit Cost	Extended Total
A	PH					
Division 260000 · Electrical						\$ 174,968
260000		Electrical				\$ 174,968
Site		temporary power and lighting	1	lpsm	\$ 1,530.00	\$ 1,530
Site		misc. electrical demo/rework	1	lpsm	\$ 15,000.00	\$ 15,000
Site		power feed to gate operator(s)	225	lnft	\$ 42.50	\$ 9,563
Site		light pole(s)	12	each	\$ 8,500.00	\$ 102,000
Site		conduit for communications, access control, video surveillance and future EV charging stations	1,500	lnft	\$ 31.25	\$ 46,875
Division 270000 · Communications						\$ 20,000
270000		Communications				\$ 20,000
Site		misc. voice/data system demo/rework/reprogramming	1	lpsm	\$ 5,000.00	\$ 5,000
Site		voice/data system(s) cabling, devices and terminations	1	lpsm	\$ 15,000.00	\$ 15,000
Site		voice/data systems equipment and hardware	1	lpsm	\$ -	NIC
Division 280000 · Electronic Safety and Security						\$ 50,000
280000		Electronic Safety and Security				\$ 50,000
Site		misc. access control and video surveillance system demo/rework/reprogramming	1	lpsm	\$ 5,000.00	\$ 5,000
Site		access control cabling, devices and terminations	1	lpsm	\$ 15,000.00	\$ 15,000
Site		video surveillance system	1	lpsm	\$ 30,000.00	\$ 30,000
Division 310000 · Earthwork						\$ 288,238
310100		Maintenance of Earthwork				\$ 28,000
Site		temporary construction entrance	1,500	sqft	\$ 2.00	\$ 3,000
Site		general site maintenance/dust control	5	month	\$ 5,000.00	\$ 25,000
311000		Site Clearing				\$ 63,700
Site		clearing and grubbing	1	lpsm	\$ 10,000.00	\$ 10,000
Site		strip and stockpile topsoil	1,300	cuyd	\$ 6.50	\$ 8,450
Site		strip and export topsoil	1,810	cuyd	\$ 25.00	\$ 45,250
312000		Earth Moving				\$ 143,188
Site		cut and fill with on-site material	2,150	cuyd	\$ 7.50	\$ 16,125
Site		excavate and export material @ stormwater basin	4,750	cuyd	\$ 26.75	\$ 127,063
312200		Grading				\$ 31,250
Site		establish and proof roll subgrade	100,000	sqft	\$ 0.15	\$ 15,000
Site		place stockpiled topsoil	1,300	cuyd	\$ 12.50	\$ 16,250

April 14, 2023



Estimate Detail



CSI Code		Description of Work	Quantity	Unit of Measure	Unit Cost	Extended Total
A	PH					
312300		Temporary Erosion Control				\$ 22,100
Site		erosion and sedimentation control measures	3.90	acre	\$ 4,000.00	\$ 15,600
Site		concrete wash-out pit(s)	1	each	\$ 2,750.00	\$ 2,750
Site		maintenance of e&s control measures	5	month	\$ 750.00	\$ 3,750
Division 320000 - Exterior Improvements						\$ 1,136,357
321216		Asphalt Paving				\$ 87,876
Site		standard duty asphalt pavement w/stone base	2,015	sqyd	\$ 41.75	\$ 84,126
Site		patching @ new utility/conduit trenches	750	sqft	\$ 5.00	\$ 3,750
Site		mill and resurface existing asphalt pavement	6,378	sqyd	\$ -	NIC
321313		Concrete Paving				\$ 825,081
Site		7" concrete pavement w/6" stone base	80,452	sqft	\$ 9.25	\$ 744,181
Site		concrete pavement @ island(s)	1,450	sqft	\$ 10.00	\$ 14,500
Site		6" x 18" concrete curb [ODOT Type 6]	3,320	lnft	\$ 20.00	\$ 66,400
321723		Pavement Markings				\$ 15,000
Site		pavement markings	1	lpsm	\$ 15,000.00	\$ 15,000
321724		Traffic Sign and Supports				\$ 5,250
Site		traffic sign(s)	15	each	\$ 350.00	\$ 5,250
323113		Chain-Link Fences and Gates				\$ 145,300
Site		perimeter security fence	1,620	lnft	\$ 65.00	\$ 105,300
Site		sliding gate	2	each	\$ 20,000.00	\$ 40,000
323500		Site Screening Devices				\$ 18,500
Site		aluminum frame/PVC panel screen wall system w/gates [trash enclosure]	1	lpsm	\$ 18,500.00	\$ 18,500
329200		Turf and Grasses				\$ 24,350
Site		lawn seeding	28,600	sqft	\$ 0.20	\$ 5,720
Site		stormwater basin seeding w/slope stabilization	41,400	sqft	\$ 0.45	\$ 18,630
329300		Exterior Plants and Accessories				\$ 15,000
Site		trees/shrubs/perennials	1	lpsm	\$ 15,000.00	\$ 15,000
Division 330000 - Utilities						\$ 496,700
334100		Storm Drainage				\$ 121,700
Site		24" - 12" HDPE storm sewer piping	1,000	lnft	\$ 75.00	\$ 75,000
Site		storm sewer catch basin(s)	8	each	\$ 3,500.00	\$ 28,000

April 14, 2023



Estimate Detail

N|V|5

CSI Code		Description of Work	Quantity	Unit of Measure	Unit Cost	Extended Total
A	PH					
Site		storm sewer manhole(s)	2	each	\$ 4,850.00	\$ 9,700
Site		concrete headwalls w/riprap	3	each	\$ 3,000.00	\$ 9,000
335000		Hydrocarbon Utilities				\$ 375,000
Fuel		propane fueling station [Phase 1]	1	lpsm	\$ 375,000.00	\$ 375,000



Qualifications and Clarifications

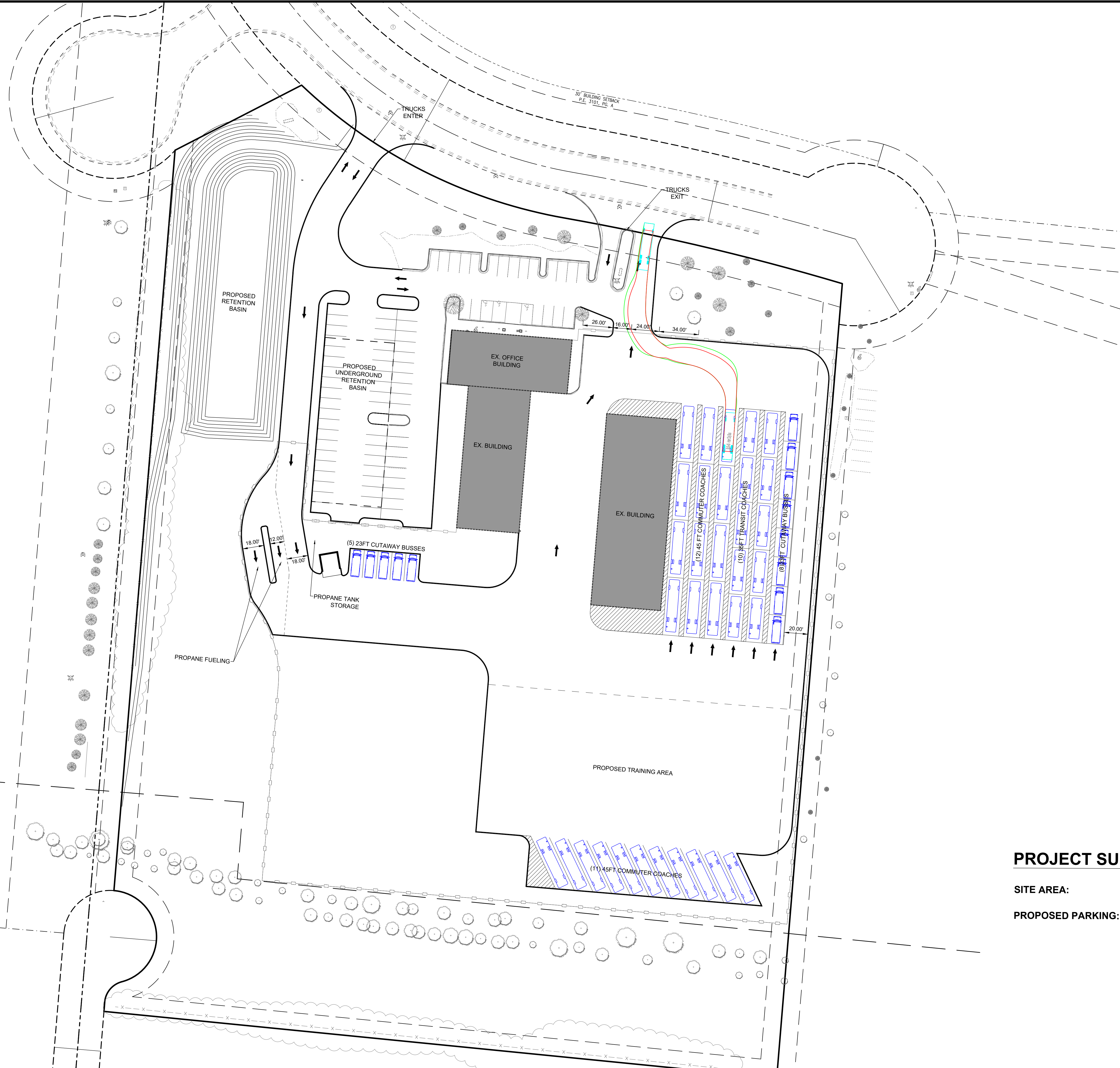
General Qualifications and Clarifications

1.	This estimate is based on the following design documents*: A. Preliminary Site Layout Plan issued by Bayer Becker [dated 2/23/23] *No grading or geotechnical information provided
2.	This estimate is based on the assumption that all materials incorporated into the project will be exempt from state and local sales tax.
3.	This estimate is based on the assumption that the project is subject to prevailing wage requirements.
4.	Project schedule: assumed construction start 1st quarter 2024 and construction completion 3rd quarter 2024 [approximate 6 month construction duration].
5.	This estimate is based on the assumption that a sufficient quantity of on-site soil will be suitable for use as fill.
6.	This estimate is based on the assumption that the existing drainage swale and associated culvert are of sufficient capacity to accommodate outflow from the new stormwater basin.
7.	This estimate includes the following allowances: \$5,000 for building permit fee(s) \$17,500 for 3rd party testing and inspection \$375,000 for propane fueling station [Phase 1]

Exclusions

Costs related to the following items are not included in the construction cost estimate; however, the items may be required as part of the overall project development cost.

1.	Architectural/engineering fee(s)
2.	Zoning/plan review fee(s)
3.	Utility company fee(s)
4.	Utility connection/tap fee(s)
5.	Excavation, handling, management and/or disposal of unsuitable or contaminated soils
6.	Excavation, handling, management and/or disposal of unsuitable or contaminated soils
7.	Mill and resurface of existing asphalt pavement



PROJECT SUMMARY

SITE AREA: 9.8 ACRES

PROPOSED PARKING: 81 SPACES

[illegible]

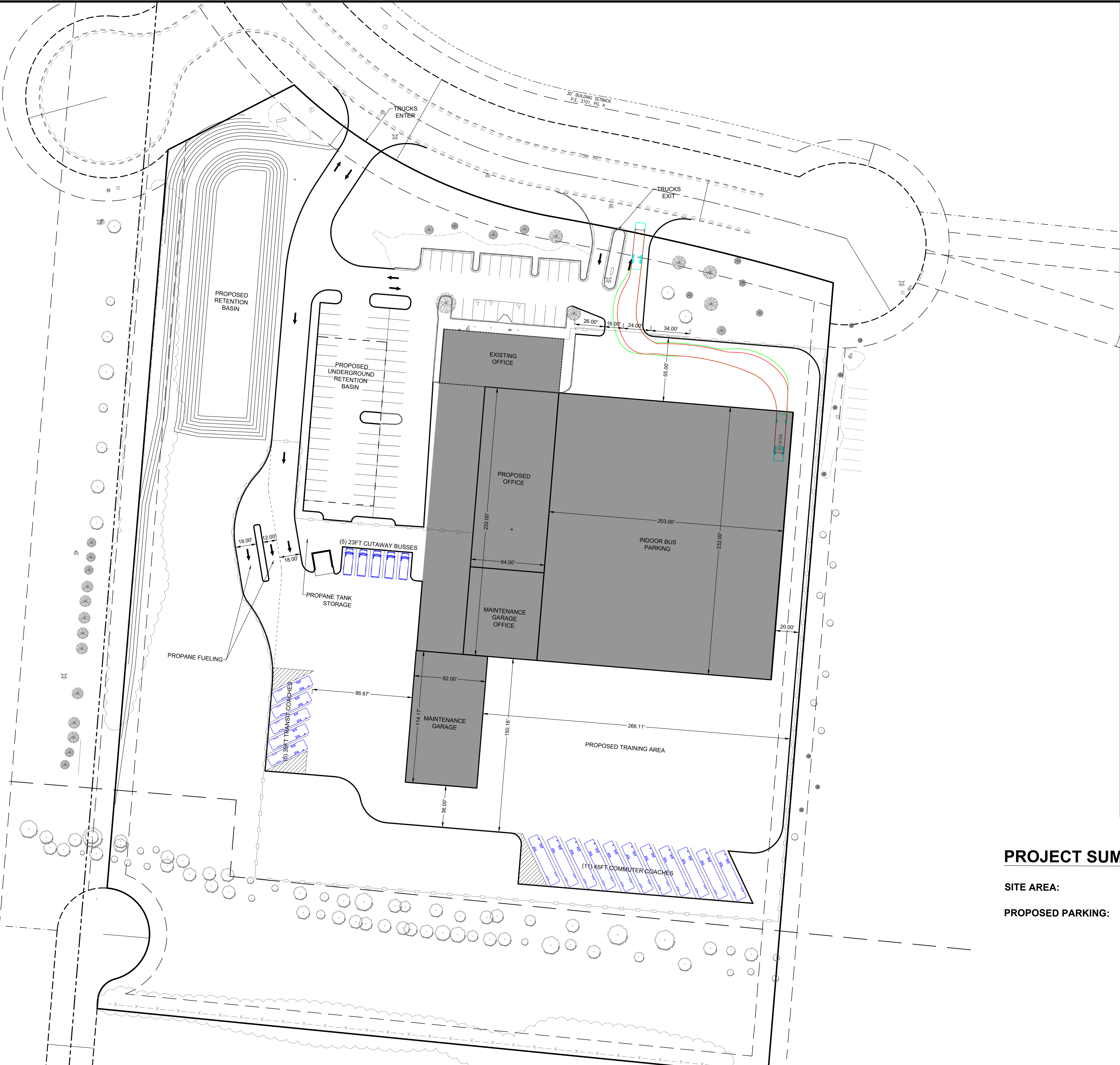
Revision Description

PRELIMINARY

BCRTA
3045 MOSER COURT EXPANSION
SECTION 24, TOWN 2, RANGE 2 BTM
SIXTH WARD, NORTH SIDE
CITY OF HAMILTON
BUTLER COUNTY, OHIO

OPTION 3 REDUCED AUTOTURN

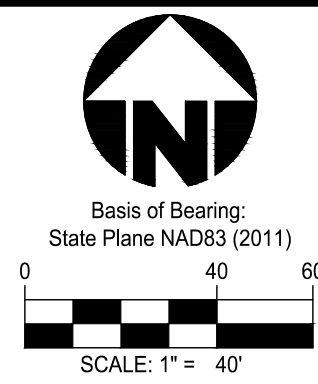
OPTION 3 REDUCED AUTOTURN



PROJECT SUMMARY

SITE AREA: 9.8 ACRES

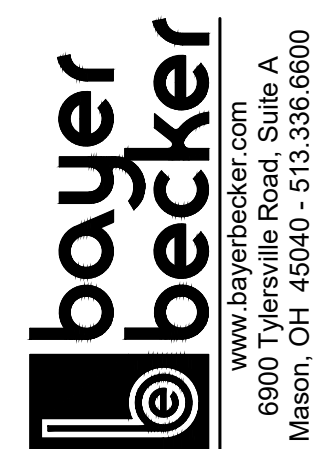
PROPOSED PARKING: 81 SPACES



Item	Revision Description	Date	Dwnl	Chk
PRELIMINARY				

BCRTA
3045 MOSER COURT EXPANSION
SECTION 24, TOWN 2, RANGE 2 BTM
SIXTH WARD, NORTH SIDE
CITY OF HAMILTON
BUTLER COUNTY, OHIO

OPTION 3 REVISED AUTOTURN



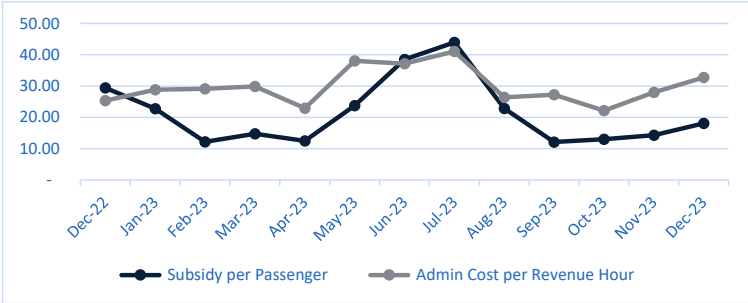
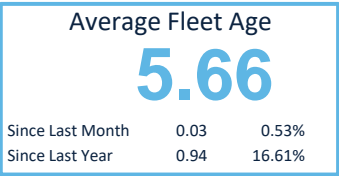
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Drawn by:	MGS
Checked By:	JAB
Issue Date:	9-27-23

Sheet: **OPT 3**

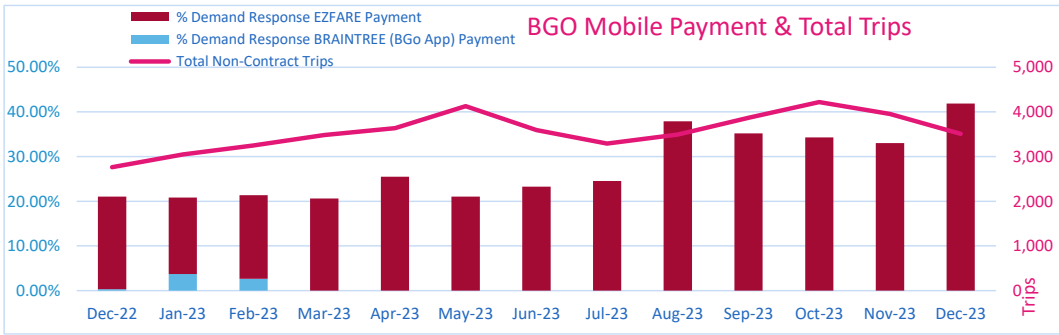
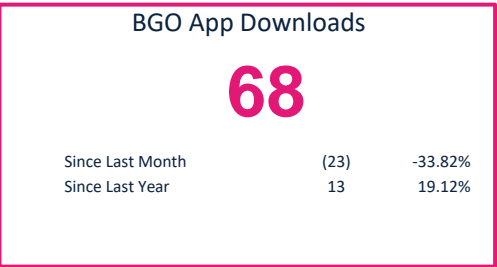
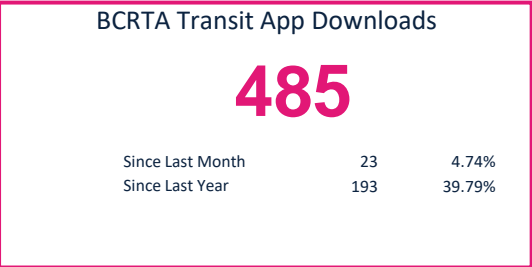
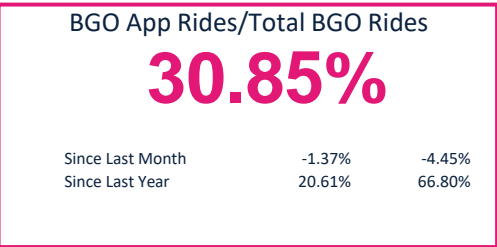
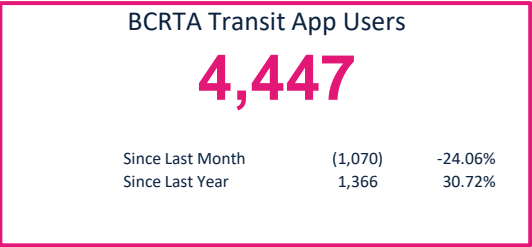
METRIC DASHBOARD

December 2023

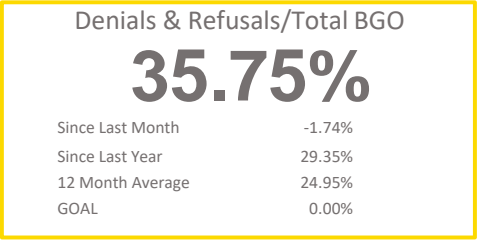
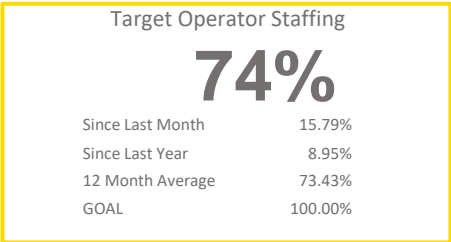
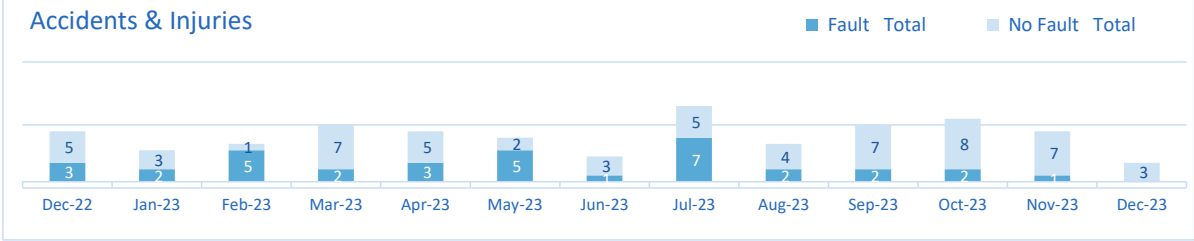
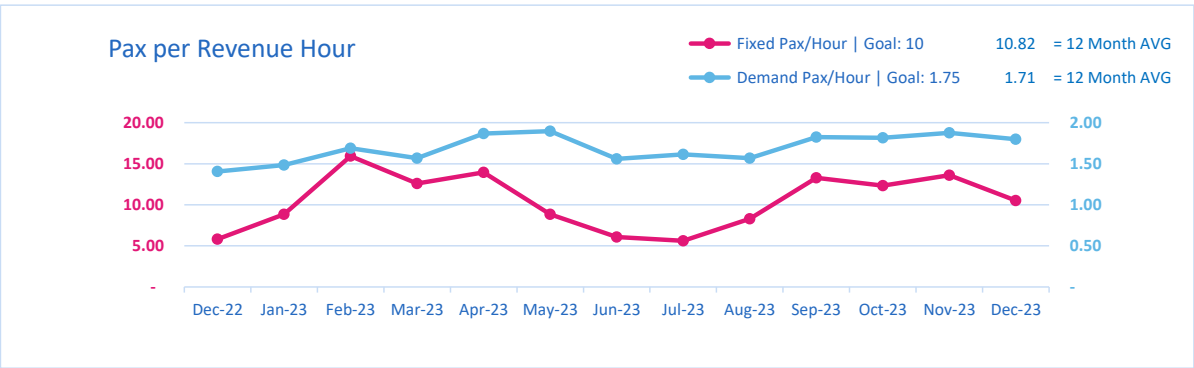
Leveraging Competitive Funding & Partnerships



Enhancing Connectivity



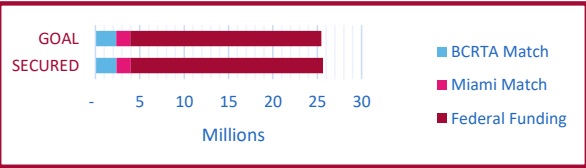
Improving Mobility & Eliminating Barriers



Supporting Employers



Developing Multimodal Infrastructure



Fiscal Year	M / H (R1)	M / O (R2)	O / H (R3)	H / T (R4)	JC (R6)	Campus Core (U1)	Tollgate Loop (U3)	City Loop (U4)	Chestnut Fields Express (P1)	Park & Ride	Dittmer Express (P3)	42x Park and Ride	BGO/ADA	Red	Green
2018	224,855	100,178	25,580	48,049	15,497	92,983	37,215	10,175	17,144	101,752	17,915	22,905	35,811	26,783	53,411
2019	230,330	72,343	59,277	21,701	23,444	84,708	39,672	10,359	22,029	104,989	18,621	21,182	35,346	26,944	51,955
2020	61,690	17,433	17,437	17,852	5,991	24,099	6,281	20,269	2,445	19,969	25,146	31,047	17,690	26,540	44,814
2021	106,509	24,245	13,708	9,821	36,583	30,487	27,829	4,767	31,625	39,166	22,899	19,971	31,258	22,899	36,583
2022	171,768	47,909	32,698	32,465	61,377	49,035	49,967	234	46,540	46,073	32,267	23,845	46,073	32,267	61,377
2023	182,320	72,491	21,165	43,485	78,120	51,827	48,342	52,500	52,500	182,320	21,165	32,446	55,580	43,696	78,120

Director's Notes – February 2024

News & Updates

1. [Attain Grant](#)

BCRTA has agreed to partner with NEORide and other transit agencies to seek an USDOT/FHWA Advanced Transportation Technology and Innovation (ATTAIN) grant. The partners seek to create a multimodal data exchange to address the gaps data collection; Facilitate NTD reporting.; Generate operational reports per key service indicators (to be defined); Develop capability for multimodal information tools (e.g., multi-agency electronic information signs at transfer centers); and Enhance TDS Middleware to support human service transportation (HST)/ non-emergency medical trips. BCRTA is providing data and in kind match, no cash match is required.

2. [Demonstrations of Advanced Digital Construction Management Systems \(ADCMS\)](#)

The University of Cincinnati recently reached out to BCRTA to request our participation in a research study they are conducting for the FTA. The study involves evaluating the use and outcomes of implementing ADCMS in FTA-funded transit projects. US was particularly interested in BCRTA participating as the Chestnut Street Facility is presently under construction and BCRTA is already using an ADCMS provided by our general contractor. BCRTA will provide feedback and observation opportunities for the team. By participating in the grant, BCRTA may also procure ADCMS at no cost for its own future projects during the multiyear study period.

3. [Cybersecurity Review](#)

Consistent with the Board's request from the January meeting, staff have made cybersecurity a recent focus. Some sensitive materials will be provided at the meeting for trustee review and staff are also working to complete a vulnerability study over the next few weeks.

4. [Strategic Plan](#)

Staff have concluded work on the strategic plan document creation. The final plan was adopted at the November Meeting. Staff have been continuing work to update the BCRTA website with new information on the plan and also begin work on first items. In addition, staff will work to update the metric dashboard to align with the new strategic plan in advance of the March meeting (January 2024 data).

5. [Commuter Service](#)

CincyLink successfully went live on January 2, 2024. Fare is still free until EZfare is prepared to begin ticketing in March. Public Information will be available well in advance of fare collection beginning after the EZfare vendor confirms all tests and the system is ready to deploy Account-Based Ticketing or "ABT" which will permit farecapping.

6. [Chestnut Street Multimodal Station](#)

The groundbreaking for Chestnut Street Station was met with the ugliest weather of the year but did not stop a crowd from gathering and some very positive press. The project site is now well underway with most demolition being completed, materials arriving, and grading of the site well underway. Foundation work should begin in the next two

Director's Notes – February 2024

weeks pending weather. Information, updates and pictures are available at <https://www.butlercountyrta.com/projects/oxford-multimodal-facility/>

7. **Ohio Workforce Mobility Grant**
ODOT made grant announcements on January 2/13/2024. BCRTA was not successful in obtaining
8. **State Capital Budget**
In light of the delayed announcements on OWM funds, staff has engaged Ohio Representative Carruthers to request a one-time capital grant from the State Capital Budget in the amount of \$3M for the needed parking lot expansion at the Moser Court facility.
9. **2023 Areas of Persistent Poverty (AOPP/HDC)**
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.
10. **2023 LoNo/Propane Implementation**
BCRTA staff visited Laketrans, another RTA in northern Ohio that has operated propane buses since 2017. Staff gathered significant knowledge on the vehicles and fueling structure in anticipation of BCRTA's propane pilot set for early to mid 2025. The propane vehicle purchase is expected to come to the Board of Trustees next month. The vehicles will be purchased from Laketrans's existing propane LTV contract.

On the Horizon

11. **Employee Breakfast**
The employee recognition breakfast is scheduled for March 17, 2024 at Receptions Event Center in Fairfield from 11AM to 1 PM. Trustees are encouraged to attend. Please RSVP to schwartzs@butlercountyrta.com.
12. **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.
13. **Triennial Review**
BCRTA will receive a regular Triennial Review from the Federal Transit Administration in 2024. A desk review and document request were received in January. Staff will be working on this through early spring.

Director's Notes – February 2024

Upcoming Procurements >\$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
Propane LTV (5)	BCRTA	900K	Task	New
Procurement , Maintenance, and Finance Software Integrated Solution – Phase II	BCRTA	150k	5	New
Parking Lot Construction	BCRTA	3.5M	Task	New
Tires (large bus)	BCRTA	TBD	1	New
Chestnut Fields FF&E	BCRTA	250K	Task	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	1M	5	New and Replacement









1-BCRTA Board Packet 2-21-2024

Final Audit Report

2024-02-22

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Status:	Signed
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