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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, October 16, 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	X	X	X	X	X	X		E			
Brown-Jones, Yasmien						X	X		X			
Fehr, David	X	X	X	E	X	X	A		E			
Foster, Jim	X	X	X	X	X	X _(8:07)	X		X			
Gordon, Perry	X	X	X	X	X	X	X		X			
Lawson, Chris	X	X	X _(8:12)	E	X	X	X		X			
Shepard, Dannel	X	X	X	X	X	E	X		X			
Watt, Corey	X	X _(8:04)	X	X	X	X	X		X			
Wyenandt, Kathy	E	X	X	X	X	X	E		X			

X = Present

E = Excused

E* = Online not Official

A = Absent

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

October 16, 2024 8:00 AM

**Butler County Regional Transit Authority
3045 Moser Court, Hamilton, Ohio 45011**

PRELIMINARY AGENDA

I. Call to Order & Roll

II. Consideration of Absences

A. Trustee Shepard has requested to be excused.

III. Consent Agenda (Motion Requested)

A. Approval of the Agenda.

B. Approval of the September 18, 2024 Meeting Minutes.

IV. Comments from Citizens

V. Secretary/Treasurer's Report – August 2024 (Motion Requested)

VI. Governance

A. Seeking 2025 Nominating Committee Volunteers.

B. Review 2025 Board of Trustee Meeting Dates.

VII. Action Items

A. Resolution 24-10-01: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Renew Onboard Wireless Internet Licenses.

B. Resolution 24-10-02: Authorizing the Purchase of Tires Under the State of Ohio Department of Administrative Services' Contract.

C. Resolution 24-10-03: Authorizing the Butler County Regional Transit Authority (BCRTA) to Apply for a 2025 Butler County Community Development Block Grant (CDBG) in Support of a Job Connection Shuttle Targeted for Low and Very-Low Income Residents of the City of Fairfield and Butler County to Maintain a Basic Quality of Life, and Certifying the Availability of up to \$25,000 as the Required Local Match for the Requested Project.

D. Resolution 24-10-04: Authorizing the Butler County Regional Transit Authority Executive Director to Enter into a Memorandum of Understanding with the City of Middletown.

VIII. Pending Future Action Items (Review Only)

E. Resolution 24-11-01: Adoption of the FY2025 Accrual Operating Budget for the Butler County Regional Transit Authority (BCRTA).

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

October 16, 2024 8:00 AM

Butler County Regional Transit Authority

3045 Moser Court, Hamilton, Ohio 45011

F. Resolution 24-11-02: Authorization of FY2025 Appropriations and Acceptance of the Butler County Regional Transit Authority (BCRTA) Fiscal Officer's Certification of Funds and Estimation of Revenues.

G. Resolution 24-11-03: Confirmation of Board Policy 6-02 Investments.

H. Resolution 24-11-04: Confirmation of Board Policy 6-08 Reserves.

IX. Committee & Staff Reports

A. OKI

B. Service & Metrics

Luke Morgan, Director of Operations

C. Marketing & Outreach

Shawn Cowan, Director of Customer Care and Public Engagement

D. Talent, Benefits, & Recruitment

Mary Jane Leveline, Director of People, Culture and Employee Development

E. Procurement

Meagan Varney, Procurement & Compliance Specialist

F. Director's Report

X. Executive Session

Pursuant to Ohio Revised Code §121.22 G(1) to consider the employment and compensation of a public employee.

XI. Adjourn (Motion Requested)

Butler County Regional Transit Authority

Board of Trustees Meeting

Wednesday, September 18, 2024

[illegible]

The BCRTA Board of Trustees met on Wednesday, September 18, 2024, at 8:00 AM at Miami University College@Elm, 20 S. Elm Street, Oxford, OH 45056. Proper public notice was given in advance of the meeting.

PRESENT:	Chris Lawson, President Perry Gordon, Vice President Yasmen Brown-Jones Jim Foster Dannel Shepard Corey Watt Kathy Wyenandt	STAFF:	Matthew Dutkevich, Executive Director Delene Weidner, Dir of Finance & Administration Luke Morgan, Dir of Operations Shawn Cowan, Dir. Customer Care and Public Engagement Mary Jane Leveline, Dir of People. Culture & Employee Development Meagan Varney, Procurement & Comp Specialist Sarah Schwartz, Admin & Comm Specialist Russ Auwae, Transit Planner Matthew Hawkins, Accounting Clerk*
ABSENT:	David Fehr Nick Bauer	OTHERS PRESENT:	Ken Emling*
CITIZENS:	Whitney Harris Ann Wengler	LEGAL COUNSEL:	Brian Zets, Isaac Wiles*

*Attended via video conference.

I. Call to Order & Roll Call

President Lawson called the meeting to order at 8:00 AM. Ms. Schwartz took a call of the roll. A quorum of the Board was present.

II. Consideration of Absences

Mr. Dutkevicz announced that Trustees Bauer and Fehr requested to be excused. Trustee Watt made a motion to excuse the absences. Trustee Foster seconded. The absences were excused.

III. Approval of the Consent Agenda

Trustee Wyenandt moved to approve the consent agenda. Trustee Gordon seconded. All others voted in favor of approval.

IV. Comments from Citizens

Ms. Wengler provided comments. Those can be found in Appendix A. Ms. Harris provided comments. Those can be found in Appendix B.

V. Secretary/Treasurer's Report

Financials as of June and July 2024, compared to the Annual Budget were included in the board packet. Ms. Weidner presented the statements as of July 31, 2024. Previous trends continued through both June and July for both revenues and expenses. Total Revenues of \$6.5M were right on budget at 59%.

Expenses of \$4.9M remained under budget as expected at 48.8%. Ms. Weidner pointed out that wages have seen increases due to all wage adjustments being made and new hires increasing.

The Transaction logs for the months of June and July were included in the packet presenting all cash transactions for the period. No unusual transactions occurred during this timeframe. The balance sheet for July 2024 was presented with normal balances for assets, as well as liabilities and equity. Ms. Weidner discussed a new checking account for Brex that will be shown on August's statements with the adoption of the new cloud-based credit card management software.

At the end of July, Available Funds were approximately \$11M. Total Board Reserves were at \$5.85M, and Non-Restricted Funds were \$5.06M. Non-restricted funds will be used for the completion of Chestnut Street Station if needed and future operational needs.

A preliminary draft of the 2025 Operating Budget was also presented by Ms. Weidner. Projections of 2024 full year data was the main driver of this first draft. Overall Revenues are projected to see an increase with decreases only expected in Interest & Other as the funds in the STAR account are spent down for the construction of Chestnut Street Station. Expenses are projected to increase as we see new and vacant positions filled at the higher wage levels. The completion of Chestnut Street Station will bring increases to expenses including utilities and insurance.

The preliminary overall Gain/Loss before Depreciation, Net Pension & OPEB Expenses expected to be at \$1.3M.

Trustee Brown-Jones inquired about the garnishment entries listed within the balance sheets. Ms. Weidner explained that these amounts are funds withheld from employees' pay and mailed. Mr. Dutkevich added that these are done by court order.

Trustee Watt asked if BCRTA will be changing insurance carriers. Ms. Weidner assured Trustee Watt that BCRTA is staying with HealthTP. Ms. Leveline added that choosing a new carrier is still a moving target, an RFP is out to be sure the best price is obtained. If HTPO stays with UHC, there is a possibility that a PPO plan would be chosen. This may seem backwards, however under the umbrella, it would cost considerably less. The out of pocket for employees will be much better. As of now, it appears a traditional plan will be purchased and that will save a tremendous amount of money.

Ms. Leveline went on to say that there has been an educational side of providing benefits, as many new employees have never had benefits before. Employees are very pleased with the benefits offered. The new healthcare option will no longer have the HSA component, which

will save money but will also help employees as there was some confusion for a few employees regarding how to use HSA funds. Adopting a traditional plan with a lower deductible will make it easier for employees to budget their healthcare needs.

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

VI. Governance

Mr. Dutkevicz reminded the Board of Trustees that a nominating committee is needed before the end of the year. Members can volunteer and let President Lawson know. If there are no volunteers, President Lawson may choose members to serve. Trustee Foster volunteered to continue to serve on the committee.

VII. Action Items

a. Resolution 24-09-01: Amending BCRTA Resolution No. 23-10-02 to Authorize Additional Funds for Construction and Project Coordination Services for Chestnut Street Multimodal Station.

Mr. Dutkevicz introduced Ken Emling, Director of Public Architecture for Bowen and the Project Manager on the architecture and engineering side at the Chestnut Street Station project. This resolution is to authorize additional funds for the construction contract. It was discussed in October of 2023 that there was not enough contingency requested at that time, however, it was better to meter the spending and ask for additional authority as needed. In October of 2023, a contingency of 2.5% was approved, now an additional 3% is being requested. This brings the contingency on the Graybach contract to 5.5% of the original base bid.

Mr. Emling explained this project has experienced a number of unforeseen conditions buried in the ground that had to be dealt with. These items ranged from old foundations to an old 10,000-gallon fuel tank. Issues such as these are not unusual when working with previously developed ground. Although not pleasant, these issues must be dealt with, and the contractor and architecture team has dealt with these issues in the most effective manner possible.

Mr. Emling continued, that regarding the contingency, a project of this size is usually 5-5.5%. Raising the amount should be sufficient to get through to the end of construction. The project is almost at 50% completion. The steel is up, the pre-cast walls are up, the floor slabs are being poured and all utilities are in. The issues that have been encountered have been underground, the building is now coming out of the ground, so things should run smoother.

Trustee Watt asked about renumeration from other entities for the additional cost these unforeseen findings have caused. Mr. Dutkevicz explained that pertaining to the most recent find of the fuel tank, that entities that own the underground storage tanks must pay into a permitting and monitoring insurance program called BUSTR. Ms. Varney stated that essentially restitution is available through a compensation fund with BUSTR for accidental leakage or if remediation needs to be done. This may help in the costs of soil testing, cleaning and other related expenses. BCRTA

will have to pay this cost up-front, however some may be able to be reclaimed.

Mr. Dutkevicz added that once soil testing is concluded, a decision will be made about what to do with the tank. If the soil can be left in place, then the tank can be filled with cement and abandoned in place. The experts, including geotechnical engineers, are in place so this issue is handled correctly.

Trustee Gordon asked, is it possible that anyone knew about the tank? Mr. Dutkevicz answered that many people on the team have asked this question. The tank is clearly buried with the connecting pipes cut off and buried beside the tank. However, this tank was buried probably in the 1980's and most likely no one involved with the burial of the tank either with Talawanda or with Miami University in the 1980's is no longer at Talawanda or Miami, or not involved in this project. Regardless, these are problems to solve and BCRTA will solve them correctly.

Trustee Watt asked if Mr. Dutkevicz felt 5.5% was enough to reach completion. Mr. Dutkevicz assured Mr. Watt that he felt that based on calculations that are on the higher side, 5.5% should be sufficient.

Trustee Watt moved to adopt Resolution 24-09-01. Trustee Foster seconded.

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

Trustee Bauer	Absent
Trustee Brown-Jones	Yes
Trustee Fehr	Absent
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Yes
Trustee Shepard	Yes
Trustee Watt	Yes
Trustee Wyenandt	Yes

The resolution was adopted.

b. Resolution 24-09-02: Amending BCRTA Resolution 23-11-07 to Authorize Additional Funds for the Inspections and Testing for the Chestnut Street Multimodal Facility Construction Project.

Mr. Dutkevicz apologized for bringing this item back to the Board. This Resolution is for the testing agency. The agency that tests the construction project, taking samples to the lab, testing the strength of materials and making sure the building is being built the way the architects and engineers expect. Each time there is an unforeseen issue, BCRTA must have the agency back out to test. Unfortunately, that has happened several times.

In relation to the Resolution that just passed, the spending authority for this testing needs to be expanded to pay the testing contractor as they are doing considerably more work. Due to these unforeseen issues, this Resolution has come before the Board a few times.

Ms. Varney added that the spending estimates are based on environmental conditions that can be seen. There was no way of knowing how that was going to change. BCRTA had foundations that became waterfalls and underground tanks that needed remediation. This increase allows BCRTA to stay on top of what is needed.

Mr. Dutkevicz added that even with the increase in authorization, the pricing still aligns with the original unit schedule. Mr. Emling continued that the unforeseen issues have a ripple effect, working it's way to the testing agency and additional time spent on the site. Mr. Emling added that the original pricing is very reasonable for the amount of work and size of the building.

Trustee Shepard moved to adopt Resolution 24-09-02. Trustee Brown-Jones seconded.

Upon a call of the roll, resulted as follows:

Trustee Bauer	Absent
Trustee Brown-Jones	Yes
Trustee Fehr	Absent
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Yes
Trustee Shepard	Yes
Trustee Watt	Yes
Trustee Wyenandt	Yes

The resolution was adopted.

c. Resolution 24-09-03: Accepting Resignations and Appointing Directors to the Transit Alliance of Butler County (TABC) Board of Directors.

Ms. Cowan began by reminding the Board that BCRTA is the sole member of the Transit Alliance of Butler County (TABC) Board, and as such, the BCRTA Board appoints all directors to the TABC Board. Two (2) individuals are stepping away from the TABC Board. Amelia Glenchur has resigned. She is not able to serve any longer. Missy O'Brien has left her position at OMJ and it does not make sense for her to serve on the TABC Board.

Ms. Cowan continued that TABC must have a minimum of nine (9) Directors. This Resolution appointing six (6) new Directors puts the TABC at eleven (11) Directors. Ms. Amy Miller is also with OMJ and can be their voice. Ms. Amy Smith will also be stepping into the role that Ms.

O'Brien is vacating. Ms. Smith attended a ride-a-long with Mayor Pat Moeller on the R6 Job Connector. Ms. Smith is very motivated to promote public transit to clients. Ms. Cowan added that each of these appointments are very intentional and represent a portion of the population that TABC is appointed to serve.

Trustee Watt moved to adopt Resolution 24-09-03. Trustee Wyenandt seconded.

Upon a call of the roll, resulted as follows:

Trustee Bauer	Absent
Trustee Brown-Jones	Yes
Trustee Fehr	Absent
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Yes
Trustee Shepard	Yes
Trustee Watt	Yes
Trustee Wyenandt	Yes

The resolution was adopted.

d. Resolution 24-09-04: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Participation Agreement with NEORide Council of Governments to Purchase a Customer Relations Management Software System.

Ms. Cowan stated that this Resolution is pertaining to the EZConnect pilot program with NEORide. NEORide went out for procurement for a customer relations management tool, and this is to purchase that system. This customer relations management tool is part of our strategic plan. This customer relations tool will integrate with the One Click/One Call Center. It will also serve the Paratransit Coordination Plan. It will include customer data sharing with Salesforce. The contract is for one (1) year. There is a one-time implementation fee of \$20,000. All costs are shared with other NEORide partners, everything is proportioned by agency size. The additional four (4) years is optional. NEORide has not contracted for those years, but the price is guaranteed if renewed after the first year.

Mr. Dutkevicz continued that the reason this is before the Board is although the first year is within the Executive Director's spending authority, the multi-year authority is not. For transparency, the entire issue is before the Board to ask for total authority. Mr. Dutkevicz emphasized that after one year, if BCRTA does not like the service, if it is too expensive, or it does not serve its purpose, it will not be a priority. If renewal is desired, the authority is already given and there are no issues in renewing. There is also a possibility that NEORide may obtain grant funds to pay for this system.

Mr. Dutkevicz added that this partnership satisfies points within the strategic plan to

cooperate with regional partners. Additionally, BCRTA wants the One Seat Paratransit program to succeed as well as to assist in establishing regional data sharing.

Trustee Watt asked for the change in verbiage within Resolution Section 1: from “in the amount of \$121,514.58” to “a total of \$121,514.58”.

Trustee Watt moved to adopt Resolution 24-09-04. Trustee Foster seconded.

Upon a call of the roll, resulted as follows:

Trustee Bauer	Absent
Trustee Brown-Jones	Yes
Trustee Fehr	Absent
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Yes
Trustee Shepard	Yes
Trustee Watt	Yes
Trustee Wyenandt	Yes

The resolution was adopted.

e. Resolution 24-09-05: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into a Grant Agreement with the State of Ohio Office of Budget and Management (OBM).

Mr. Dutkevicz stated that this resolution grants the Executive Director the authority to sign a grant agreement with the State of Ohio Office of Budget and Management. This is the One Time Capital Investment Program. Senator Lang’s office received \$1M for BCRTA for our Outdoor Training Moser Court project. Currently the parking at Moser Ct. has been so overwhelmed that employees are parking on the street. Training is now being held off site due to crowding. The Resolution gives the authority to accept the \$1M for the parking and outdoor training improvements.

Trustee Wyenandt moved to adopt Resolution 24-09-05. Trustee Brown-Jones seconded.

Upon a call of the roll, resulted as follows:

Trustee Bauer	Absent
Trustee Brown-Jones	Yes
Trustee Fehr	Absent
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Yes
Trustee Shepard	Yes
Trustee Watt	Yes
Trustee Wyenandt	Yes

The resolution was adopted.

VIII. Committee & Staff Reports

a) OKI

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

b) Good, Better, Best Presentation

Mr. Auwae presented the Good, Better and Best Service Scenarios PowerPoint presentation to the Board. Mr. Dutkevicz explained these plans explore the types of service BCRTA needs to provide. Mr. Auwae pulled data from the Kimley Horn study, Gap Study and the EV and Alternative fuel studies. This plan focuses mainly on service but does have a small capital component. Primarily, this focuses on service.

Mr. Auwae stated that the Good, Better, Best scenarios look at the overarching questions of what service would look like in three different service scenarios. The “Good” scenario is basically the status quo with additional weekend service. This “Good” scenario, however, fails to meet the strategic plan goals. The “Better” scenario is expanded service. This includes new routes suggested by Kimley Horn. The “Best” scenario would aggressively achieve strategic plan goals, including all of the Kimley Horn routes and incorporating surveys and customer feedback.

Trustee Foster did inquire if the amount of funding needed presented for each of these scenarios is the total amount of funding for just the added services or the total amount needed for current and perspective services. Mr. Auwae clarified the funds stated in this presentation are total amounts needed for current and proposed services.

Trustee Watt asked about the efficiencies of the proposed routes in the scenarios. Mr. Auwae assured that the scenarios take into account data from the multiple detailed studies. This ensures efficiency, equitable transportation and customer driven results. Mr. Dutkevicz added that the scenarios eliminate loops and provide better coverage using travel demand patterns.

Mr. Dutkevicz also added that new routes would require new funding. Ms. Weidner added that once the fiscal cliff is hit, all unfunded routes, which are those routes not funded by a contract, would need to be eliminated. The ADA demand (in small areas), the Butler County Veterans Services Commission and Miami University would support those contracted routes. However, the “R” routes, the ADA associated with “R” routes would be eliminated. That would free up funds to be able to maintain BCRTA without additional revenue.

President Lawson asked what would the concurrent sales tax be in order to achieve the scenarios? Mr. Dutkevicz answered that based on the Kimly Horn study a 1/4 of one cent was suggested.

Mr. Auwae’s presentation is attached in Appendix C.

c) Service & Metrics

Mr. Morgan provided the Service & Metrics report.

Leveraging Competitive Funding & Partnerships

- Average Fleet Age
 - 6.24 years – This is an increase of 11.86 percent from July 2023.
- Subsidy per Passenger
 - The subsidy per passenger decreased in July of 2024 in comparison to last July by \$4.42 or 10.1 percent.
- Admin Cost Per Revenue Hour
 - Administrative Overhead cost per hour has decreased by \$13.14 or 32 percent comparing July of 2023 to July of 2024.

Enhancing Connectivity

- BCRTA Transit App Users
 - BCRTA had 1,973 users during the month of July for the Transit App. This is a 1.32 percent increase from the previous year.
- BCRTA Transit App Downloads
 - BCRTA tracked 488 new downloads for the Transit App in July of 2024. This is a zero percent increase from the previous year.
- BGO App Rides/Total BGO Rides
 - 32.38 percent of all trips were booked utilizing the mobile application. This is a 36.25 percent increase from July of 2023.
- BGO App Downloads
 - BCRTA had 285 new users download the mobile application. This is a 30.18 percent increase from July of 2023.
- BGO Mobile Payment & Total Trips
 - BCRTA completed 3,999 non - contracted trips in July of 2024. This is a

21.4 percent increase in completed, non - contracted trips from July of last year.

- No trips were paid for using the BCRTA mobile application (BrainTree).
- 35.11 percent of all trips were paid for using EZFARE.

Improving Mobility & Eliminating Barriers

- Passengers Per Revenue Hour
 - Fixed routes had 6.45 passengers per revenue hour in July of 2024, this is a 14.8 percent increase from May of 2023.
 - Demand Response service had 1.54 passengers per revenue hour in July of 2024, this is a 4.3 percent decrease from July of 2023.
- Accidents and Injuries
 - Fault Total – BCRTA experienced four (4) at fault accidents in July of 2024.
 - No Fault Total – BCRTA also had three (3) no fault accidents.
- Target Operator Staffing
 - 79%
 - This number has increased by 5.41 percent from the previous year.
 - The yearly average was 72.61 percent.
- Denials and Refusals/ Total BGO Trips
 - 29.78 percent of all requested BGO trips were refused or denied in July of 2024 due to time and capacity limitations. This is a 35.79 percent increase from July of 2023.

Supporting Employers

- Cincylink (formerly 42X) Total Trips
 - CincyLink had 2,733 riders. This is a 7 percent increase from July of the previous year.
- BGO Employment Trips
 - BCRTA completed 2,021 BGO trips for the purpose of employment in July of 2024, this is a 9.85 percent increase from the same month the previous year.
- Days Until Chestnut Street Completed
 - This field is to show the progress of our upcoming Chestnut Street Multimodal Station. BCRTA has secured funding for \$25,649,471 of our \$25,471,690 goal.
 - BCRTA expects this project to be completed within the next 392 days or 1.07 years.

d) Marketing & Outreach

Ms. Cowan began by explaining that hiring has went so well, that the funds allocated for employment marketing have been reallocated to a public awareness of services campaign. Using a demographic study on communications preferences, Ms. Cowan will use this information to educate the public.

The 2023 Annual Report will be ready for the Board by next month.

Ms. Cowan explained that CincyLink marketing is underway as the new Velosia app is still in the works. This app will hopefully launch November 1, 2024 and deliver awareness on ridership for CincyLink.

e) Talent, Benefits, & Recruitment

Ms. Leveline began by thanking the Board for approving the wage increase. Ms. Leveline stated that the wage increase has brought in a different caliber of applicants. BCRTA has 144 employees. The training class has grown and the training department has had to get creative. Training has been off site in order to accommodate the large numbers of trainees.

Trustee Watt asked about the acceptance rate. Ms. Leveline stated that the acceptance rate has increased due to the increased caliber of the applicants.

Ms. Leveline stated BCRTA began with 1 ½ trainers and now has 3 ½ trainers, and a manager. Trustee Gordon asked for clarification on what “increased caliber” of the applicants translates to. Does it translate into experience or education? Ms. Leveline answered that BCRTA sees less transient type of employees. Applicants are looking for a career. The employees BCRTA is now pulling are coming from Columbus, Metro and Dayton RTA, bringing experience. These new applicants are coming to BCRTA due to the increased wage and the benefits package.

First Friday lunches have begun. The first Friday trainees are in the building, they are treated to lunch with the Leadership Team. This gives both trainees and Leadership time to get to know each other, go over Core Values and lets trainees ask questions and learn about BCRTA.

New applicants are being offered in-house CDL classes. Those interested are being prioritized when placed in upcoming classes, so they can benefit from the CDL training. Mr. Dutkevicz added that this will help alleviate the skills mismatch between the non-CDL drivers and the open CDL positions. Ms. Leveline explained that employees are using the Progression Pathway program to become a Trainers, Supervisors and Managers. The Pathways is a program that will continue to be shared and encouraged among staff. Ms. Leveline continued that BCRTA recently gained a manager that was hired as a driver; however his leadership skills were outstanding and he quickly promoted to supervisor to manager. The Progression Pathway will ensure that as key leadership employees eventually retire or move on from BCRTA, there is knowledge retention held and the ability for another employee to step in to fill that role. BCRTA now employs more Street Supervisors than it has in the past. There are now three (3) Operations Supervisors and two (2) Operations Managers.

Mr. Dutkevicz added that this is the most employment positions that have been filled in the last eight (8) to ten (10) years.

f) Procurement

Ms. Varney reported that BCRTA has been extremely dissatisfied with the current service and performance of the HRIS system. BCRTA has explained the issues to the vendor many times and the vendor has not corrected the problems. This contract will be going out for bid again. This time with a better idea of what is required from the vendor.

Ms. Varney added that cutaway tires are needed. The State contract is still active, but Board approval is needed, so that resolution will be forthcoming.

g) Director's Report

Increase Education & Advocacy

A. Merchandising

BCRTA experienced some limited success with partner sales of 30th anniversary merch over the summer. Now that Summer of Celebration has ended, staff are testing an online portal for merch sales that will integrate with the future customer loyalty program.

B. Ride with Hamilton Mayor

On August 29th, Matthew Dutkevicz rode the R6 with Hamilton Mayor Pat Moeller, St. Clair Township Trustee John Johnson, and Amy Smith from Ohio Means Jobs Butler County. The trip was busy and informational for all. Guests were pleased to meet riders on their way to work and learn about the many job opportunities along the route.

Enhance Revenues

C. Funding Education

Matthew Dutkevicz met with the County Administrator in late August to discuss engaging the County Commission more directly on transit issues. Staff expect to attend a work session in November for additional input.

Engage Entrepreneurial Disruptive Tech

D. SMART Grant

BCRTA, in cooperation with the Stark County Regional Transit Authority (SARTA), Western Reserve Transit Authority (WRTA), and NEORide has been awarded a SMART grant provided by USDOT.

Matthew Dutkevicz and Luke Morgan attended an Autonomous Vehicle launch event at Western Reserve Transit Authority in Youngstown, OH on August 22 to view the proposed grant technology and learn more about autonomous vehicles.

The grant partners also held a meeting to discuss project timeline and needs.

The primary goal of this proposed demonstration project is to evaluate the effectiveness of and enhanced transit fleet safety from integrating advanced vehicle safety technologies on to vehicles in transit fleets; preventing death and injuries by reducing the number of accidents and the serious nature of those that cannot be avoided. This project utilizes two SMART grant technology areas - Connected Vehicles and Systems Integration - and addresses the need for collision avoidance on transit vehicles by retrofitting up to 3 vehicles (Ford e450 and Gillig 35' platforms) within each transit partner's current operating fleet vehicles with the TONY/MAX advanced vehicle safety system package. This system will enable collision avoidance that can also support bus yard management and includes data logging and telematics features that will allow the project team to collect data that will be shared following a Data Management Plan developed in accordance with the Public Access Plan and as provided in the FY23 SMART Grant NOFO.

E. Attain Grant

BCRTA has agreed to partner with NEORide and other transit agencies to seek a 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.

Leverage Regional Partners

F. Middletown

Matthew Dutkevicz presented to Middletown City Council on September 3, 2024 regarding the BCRTA becoming the recipient for Middletown UZA funds rather than the City. Questions were limited. Interim City Manager Nathan Cahall indicated a resolution may be forthcoming in late September or early October. An MOU for the change is under legal review by all interested parties including FTA.

G. Space Planning

As part of BCRTA's ongoing search for a solution to space constraints, BCRTA has engaged with Miami University Regionals staff to discuss opportunities to partner at the new advanced manufacturing education, training, research, and workforce hub at the former Vora Technology Park. Miami staff have offered very competitive lease rates in addition to credits to offset any capital improvement needs. This opportunity may present long-term benefits as the area may become

a hub for education and services. Staff are prepared to research total cost implications barring any objections from the Board.

H. Paratransit Coordination

BCRTA is working closely with NEORide, SORTA, and TANK to pilot a regional one-seat ride program for eligible ADA riders. SORTA has agreed to fund the pilot to help riders cross borders in the tri-state area without changing buses or booking multiple rides.

Lead Workforce Development

I. Barriers to Progress

After the May Board meeting, staff initiated a process to increase driver wages 20% to bring starting wages to be more competitive in the local market. Hiring queues have increased dramatically. Staff also adjusted positions closely related to driving and normalized the organization salary schedule to reflect these changes in mid-June. The change has made significant impact, improving total staffing to its best position since 2013. Training and office space continues to create bottlenecks and be an issue. Several training events are currently being held offsite when possible.

New Director of Maintenance & Capital Infrastructure

BCRTA will welcome Paul Williams to the role of Director of Maintenance & Capital Infrastructure on October 8. Paul is a Butler County native and resident but comes to BCRTA with experience from IndyGo, Cincinnati Metro, and the construction industry. In this new role, Mr. Williams will oversee the existing vehicle maintenance department in addition to taking responsibility for capital planning and projects, FTA's Transit Asset Management requirements, maintenance department development, maintenance procurement streamlining, and alternative fuel vehicle plans an implementation.

J. Autonomous Shuttle

Staff are investigating the possibility of bringing an autonomous shuttle to the area in Fall 2025. The first pilot would focus on work with persistent staffing shortages, such as late-night SafeRide services within the City of Oxford and on the Miami University Campus. Obtaining an autonomous vehicle may also lead to workforce opportunities for training on autonomous tech and vehicle systems.

Adapt to Market Demand

K. Chestnut Street Multimodal Station

Chestnut Street Station construction continues to expand and move forward. Staff will welcome Trustees for a tour of the site immediately following the September

Board meeting.

Recently, roof decking has been completed and concrete should be poured in the parking garage. Layouts for framing have also begun in the office and terminal areas.

Unfortunately, another improperly abandoned fuel tank was discovered in late August on the west side of the site that was not known. BCRTA will have to abandon the tank in place or remove according to current regulations. Staff are investigating mechanisms to recover costs for this expense. As previously discussed, staff will be seeking additional contracting authority at the September meeting for the construction as well as the testing agency.

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

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. BCRTA has also requested to add transit signal priority study to the scope of the project.

Work Plan

L. State of Good Repair

Ohio Workforce Mobility Grant

ODOT re-let new SFY requests for this program and staff have reapplied for the unfunded portion of the proposed Moser Court Parking area project that includes outdoor training space. Announcements are expected in December or January.

One Time Strategic Investment (House Bill 2)

BCRTA has been appropriated \$1M as part of House Bill 2 for the purpose of improving BCRTA's outdoor training and parking area at the Moser Court facility. Authority to execute the grant agreement is on the September agenda.

Coming Up

M. Audit

The Ohio Auditor of State has BCRTA's annual audit underway. Trustees should have received an engagement letter. As a reminder, all those tasked with governance of the organization, including trustees, are REQUIRED to complete the auditor's Fraud questionnaire and return it.

N. Triennial Review

Staff completed BCRTA's Triennial Review with FTA in late June. No findings or

corrective action were identified for the agency. Please congratulate staff on a spotless review!

O. Upcoming Procurements >\$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
AOPP Pedestrian and Bike Path Study on behalf of City of Oxford	BCRTA	150K	Task	New
Moser Court Parking Lot Construction	BCRTA	3.5M	Task	New
Chestnut Station FF&E	BCRTA	250K	Task	New
Chestnut Station Bus Wash	BCRTA	TBD	Task	New
Onboard Tablets (81)	BCRTA	110K	Task	Scheduled Replacement

IX. Executive Session-Pursuant to ORC 121.22 G(1) to Consider the Employment and Compensation of a Public Employee.

Trustee Foster moved to enter executive session for the purpose of consideration of the employment and compensation of a public employee pursuant to ORC 121.22 G (1). Mr. Gordon second.

Upon a call of the roll, resulted as follows:

Trustee Bauer	Absent
Trustee Brown-Jones	Yes
Trustee Fehr	Absent
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Yes
Trustee Shepard	Yes
Trustee Watt	Yes
Trustee Wyenandt	Yes

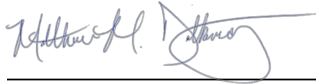
Executive Session commenced at 9:50AM. Mr. Dutkevicz and legal counsel were retained in executive session.

Executive Session concluded at 9:40 and a quorum of the Board was present.

X. Adjourn

Trustee Foster moved to adjourn; Trustee Shepard seconded. The motion carried. The meeting was adjourned at 10:00 AM.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Matthew M. Dutkevich", written over a horizontal line.

Matthew M. Dutkevich, Executive Director

A handwritten signature in blue ink, appearing to read "Chris Lawson", written over a horizontal line.

Chris Lawson, Board President

Appendix A

Comments from Citizens

Ann K. Wengler, Ph.D.
4250 Nichols Road
Oxford, Ohio 45045
513-255-5171
Date: September 17, 2024

Dear BCRTA Board members,

I would like to thank BCRTA for providing accessible transportation to community members. It has been very helpful for two of my friends who use wheelchairs, and I know many others must benefit from the service. Your mission statement about inclusion "We are inclusive and respectful, fostering a welcoming environment for all." is greatly appreciated.

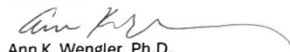
I am respectfully requesting expansion of the accessibility services on behalf of my friend, "Mary Jane." She has sadly been forced to live in a nursing home in Hamilton due to neurological damage from two strokes. She does not have the financial or provider resources to live in her own home. She still likes to visit family and friends for meals and celebrations, when she can get a ride on the BCRTA accessible buses. They cannot afford an accessible van. The problem is that for holidays or weekends, she cannot get the service. She also likes to visit our home in Hanover Township. Her family has joined our family for years for picnics including holidays. But now, she cannot attend on holidays, because she has no access. There are no accessible bus services on holidays or weekends for people who need customized routes. I understand that some bus routes have been provided on the weekend for typical riders. I am asking that you add some additional accessible options on weekends and holidays. I understand that finding trained staff willing to work on those days will be added cost, but disabled people deserve transportation access on those days.

I also wonder about the wisdom of using those giant, half-buses for these services. Usually, Mary Jane is the only one on the bus (sometimes one other rider). It seems inefficient to use such a large vehicle (it has seats for maybe 10 other people?) for only one rider. Could you consider purchasing modified family-size vans with a fold out ramp? That is all our friend needs and not a huge vehicle with a lift. It would cost less money to purchase and to operate (gas costs). And, what if those accessible vans could also be leased by a family for a weekend or holiday (at a reasonable cost)? Instead of letting functional equipment sit idle (and searching for willing staff), at least you could make some income from them. When we investigated renting an accessible van, the cost was beyond Mary Jane's financial means and there were limited options.

I am also questioning the rule about her having to pay for her ride when she goes to one of her family's homes. I believe that all ADA rides should be at no cost. When she visits us (which is closer to Hamilton) there is no cost. How was it decided to charge an ADA customer based on the distance to their destination? I believe that the cost should be waived, regardless of the distance they need to go, at least if they are considered to be low income. It is not her (or anyone else's) fault that they need accessible transportation to a location further from your regular routes.

Thank you for your consideration and assistance with this.

Sincerely,

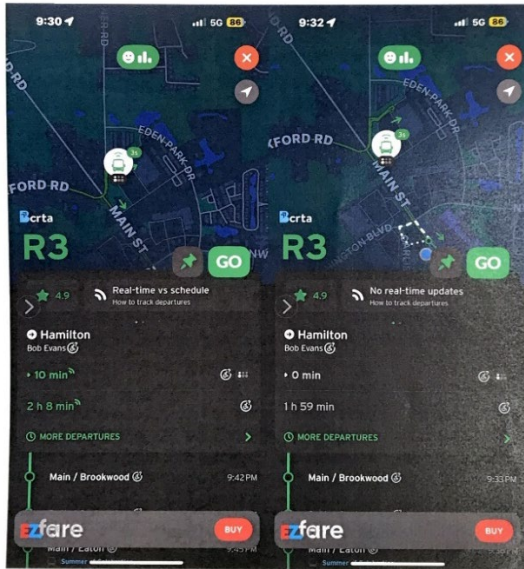


Ann K. Wengler, Ph.D.

Butler County resident, developmental psychologist, and civil rights advocate

Appendix B

Comments from Citizens



The screenshots above show the real time ETA for the R3. It can be noted that at one says it's 10 minutes away, and the next one says it's 0 minutes- or arriving. I was waiting at the bus stop when both of the screenshots. I

can confirm that the one on the right (the one saying the bus was arriving) was the one that ended up being accurate. The ETA went from 10 minutes to 0 minutes in approximately 75 seconds. I have witnessed multiple people be passed up, or be running up to the stop as the bus gets there and be told by the driver they need to be AT the stop when the bus comes many times. I believe that the app giving inaccurate ETAs, and people not relying on a backup source such as the paper schedule that shows the stop time like I do myself, that may be the culprit for this. This is a technical glitch that needs to be looked into further before someone ends up seriously hurt or worse because they were misled as to how long until the bus came.

Oxford Routes-Return to School and Overcrowding

Since the first day of school on the 26th of August, there has been a MAJOR increase in ridership for all the Oxford routes. This is both good and bad. It's good for the company as a whole to see the uptick in ridership as it means things are finally starting to return to normal, but it's bad if you rely on a bus to get around campus and it's **full every single round despite multiple buses being on the route**. This is what I have experienced the past couple of weeks. On the second day of school, I couldn't get on EITHER U3 because they were both full. I waited 30 minutes (it runs every 15 minutes). I ended up having to walk across campus to Miami Station C and BARELY making it in time to get the R3. The week after that, on September 3rd, I was waiting for the U4 at King Library. It came along and the driver told me I would have to wait for the next one because he was completely full. He called the other U4 and told that driver I was trying to catch it. The next U4 comes along 15 minutes later and lo and behold **that bus is also full**. At this point I cross the street and go over to the bus stop at Campus and Walnut to try and get the U3. That bus also cannot fit me and my wheelchair. I wait again for the next U3 and sure enough, once

BCRTA Board of Trustees Meeting Minutes

September 18, 2024

can confirm that the one on the right (the one saying the bus was arriving) was the one that ended up being accurate. The ETA went from 10 minutes to 0 minutes in approximately 75 seconds. I have witnessed multiple people be passed up, or be running up to the stop as the bus gets there and be told by the driver they need to be AT the stop when the bus comes many times. I believe that the app giving inaccurate ETAs, and people not relying on a backup source such as the paper schedule that shows the stop time like I do myself, that may be the culprit for this. This is a technical glitch that needs to be looked into further before someone ends up seriously hurt or worse because they were misled as to how long until the bus came.

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again, that bus is at capacity too. I have now spent an hour trying to catch a bus to get over to the R3. The regular U1 route is out of service for the day and it has gone to the U1W. I go on the app to see how full THAT bus is and it says it's 92% full. That route was out too. Now out of options, I call the call center (right before they closed around 5:40ish) and explain my situation and ask if there is any way they can put a trip in to take me home. The response was given this has never happened before that there was nothing in the policy and therefore a courtesy ride wasn't possible. There were not any microtransit trips available. I was literally stuck.

With my medical condition, I have to get so many hours of sleep a night and take medications on a specific schedule. When using my powerchair, which is the only way for me to make it on campus, my only way around vehicle wise is the bus. It was the end of the day. My battery was running down. My brain can't focus as well at the end of day when I'm tired after classes and it's not a good idea to push it to its limit. I didn't end up getting on the R3 to go home until 7pm. I had missed the dosage of one of my most important meds. I had to double on it the next day. I didn't get as much sleep as I needed to. I spent the entire next day hoping and praying I wouldn't have a severe seizure. That following Saturday, the U4D got full once again, but this time thankfully I was already on the bus. I cannot use my powerchair on weekends unless I leave it up in Oxford on Friday night as the R3 doesn't run and we have no way of getting back and forth. I have talked to two supervisors about this situation, a Hamilton one, and the one in Oxford (who the Hamilton one told me to call because it's an Oxford issue), but have yet to hear anything back about possible workarounds/solutions. I was asked why not just book a BCare trip home. I never know if class will get out on time, if it will get out late, or if I will have something else happen and I won't be at my pickup location. Most of the time getting back to my pickup location if I'm not originally there involves getting on a route bus anyways. Another aspect of it is getting home in time to take that one medication, which means I would have to book it as an arrive by time. 9.95 times out of

10 the pickup window falls before I can leave. Right now booking trips doesn't always work for me. I need flexibility and taking the R3 back and forth gives me that. If I KNOW I have to stay on campus late (once or twice a week for work or club meetings), I can take that medication with me, but it's too much to carry with me every day, I already carry enough stuff.

If this is going to be an ongoing problem (and it seems like it's going to be), there needs to be something written into the policy that says at what point the driver can ask able-bodied riders to please get off the bus and walk the rest of the way to their destination if the next stop because a wheelchair user or disabled individual needs to get on or says when a courtesy ride can be put in (but then again would I get home in time). Because if this keeps happening, it will have medical consequences for me, and it may literally land me in the hospital if it certain things happen because of it. I can't have this happen when it's raining or when it gets cold outside, so a solution needs to be found one way or another before the cooler/colder weather arrives. I am not going to deliver this as a comment for the sake of time but I will list the suggestions Denise (the Oxford Dispatch/Dispatch coordinator) brought up during our phone calls and why those may and may not work for me. It also needs to be investigated why there is all of a sudden this influx of bus riders.

Thank you for your time this morning and I'm sorry for my little rant!

If the U4 I was told to do one of the following:

-Take the U3 or the U1 from either High Street or Spring Street.

-Depending on where I'm trying to catch the bus from, I may not have enough power in my chair to make it to either of those locations. Towards the end of the day, I need to save what power is left to make it home from the bus stop once I get off the R3. If I run too low I can connect to the R6 but lately I haven't been able to catch that either because in the afternoons and evenings the Bilstein detour has it running behind.

-It is harder for me to cross busy streets than most, as I have to get halfway out into the street to see if there are any cars coming as cars parked on the side of road block my view from sitting in my wheelchair. High Street and Spring Streets are often hard to cross during the peak times, and I have almost been hit more than once. I can't always see things in time, especially when my energy is running down at the end of the day. It's harder for me to focus to cross busy roads safely.

-If I take the U1, I have to cross Maple Street, once I get off, and cars come FLYING down that road out of nowhere. If the driver could assist me in crossing once I'm off the bus this would make it a lot easier.

-To catch the U3 or the U1 on either Spring or High Streets, I have to cross through all the traffic during peak times. I don't feel comfortable doing this which is why I've always opted to catch the bus that has a stop on the same side of the road that I'm always on. I know waving the bus down from the opposite side of the road isn't allowed. The U4 also uses the same stop as the R3 so I don't have to go far when I'm getting off it. Several drivers I've talked to about this said they see my point and they would feel much safer if I didn't cross those streets during peak times either.

-Yes, I do carry a charger on me for my chair, but to get to it, I have to take my backpack off the back of my chair, find a plug that I can reach, and then find a place to sit for at least 30 minutes. I also can't use my chair while it's charging, so if need to move around, I have to actually walk. Somedays/sometimes this isn't possible because my body just can't do it.

On these days conserving charge is essential because the only time I can charge it is overnight while I'm asleep.

Service Scenarios

September 2024



What would service look like in three different scenarios?

- **Good** Scenario of **\$18 Million**
 - Status quo, current service with additional weekend service, fails to address recent plan suggestions.
- **Better** Scenario of **\$28 Million**
 - Expanded service that includes suggestions from KH, etc.
- **Best** Scenario of **\$36 Million**
 - Aggressive achievement of current strategic plan goals.

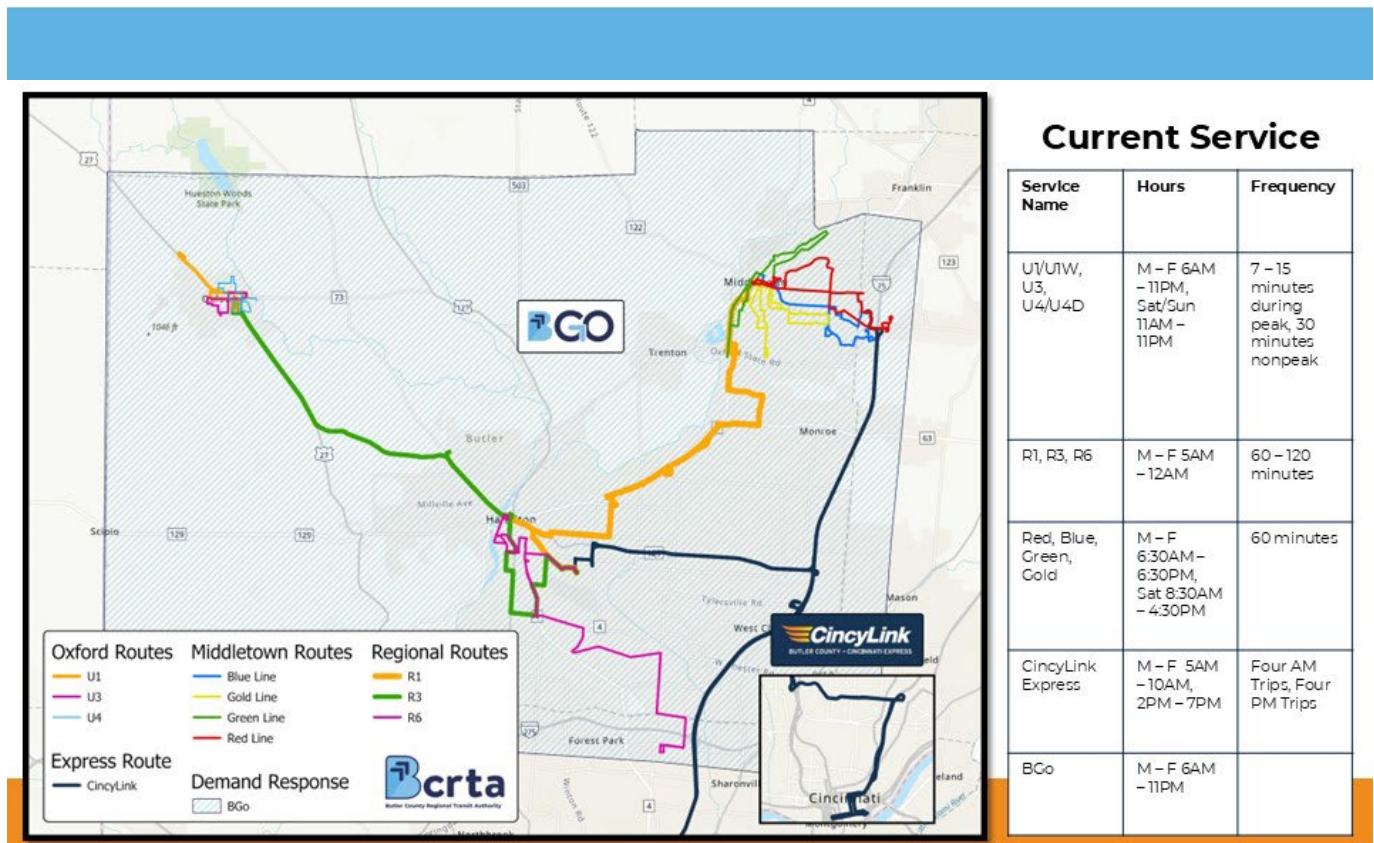
Service Planning

Calculating service cost:

- Service hours per route and service type.
 - Demand Response (BGo, BCVETS, paratransit, SafeRide)
 - Fixed Route (Blue, Green, U1, U3, R1, etc.)
- Hourly rates derived from NTD.
- Referred to Kimley-Horn study for service duration and frequency.

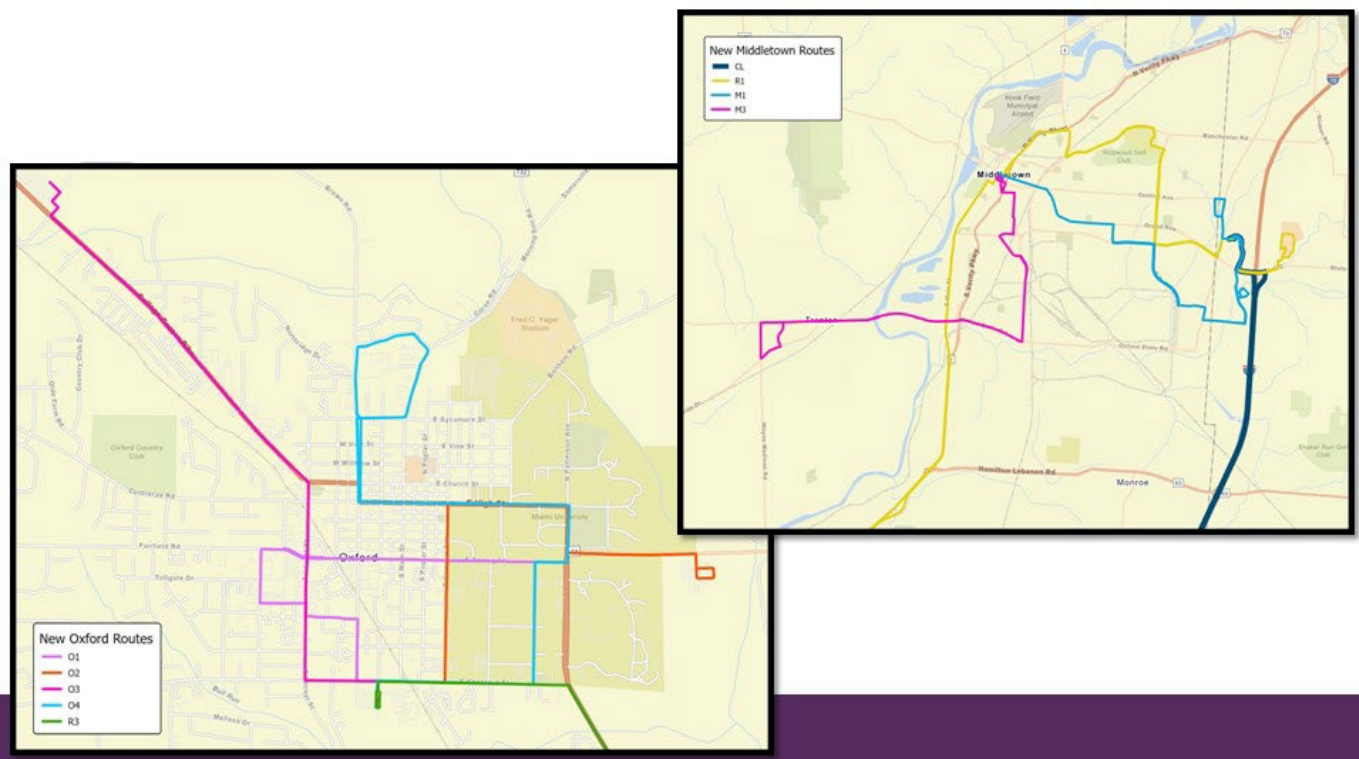
All proposed routes have been derived from:

- BCRTA Transit Plan by Kimley-Horn.
- Customer feedback and surveys
- Regional Transit Gap Analysis by SORTA and OKI



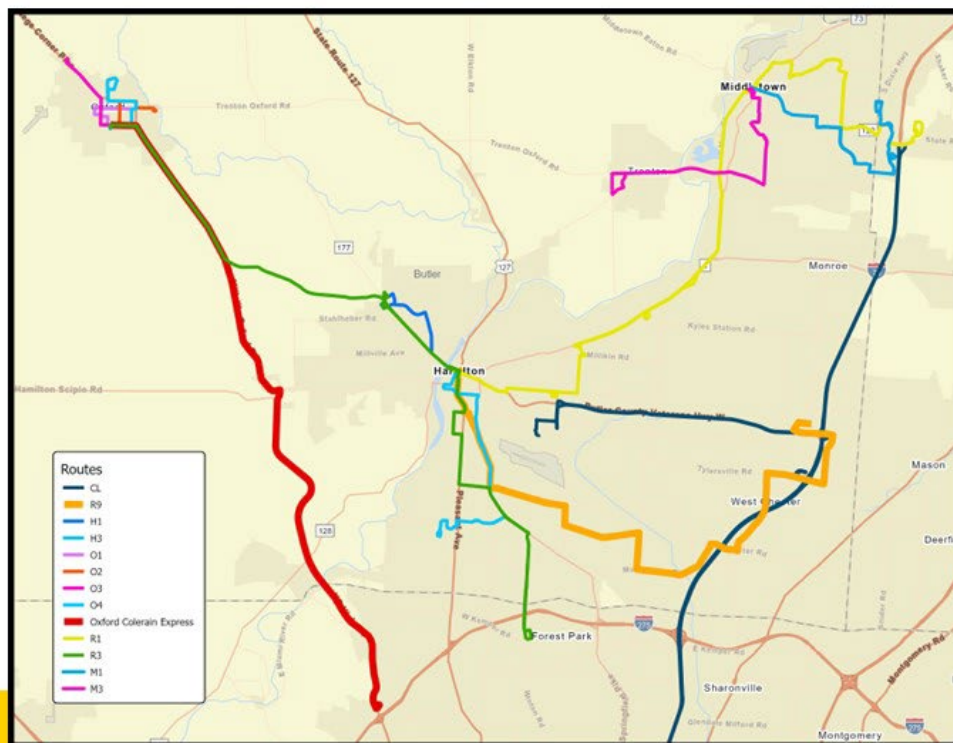


- Current Services.
- New efficient routes in Oxford (O1, O2, O3, O4), 7 – 15 minute during peak, 30 minute nonpeak.
- New efficient routes in Middletown (M1 and M3), 30-minute headways, and Sunday availability.
- BGo service to include weekend availability.
- Approximately \$18M annually.



Better Service

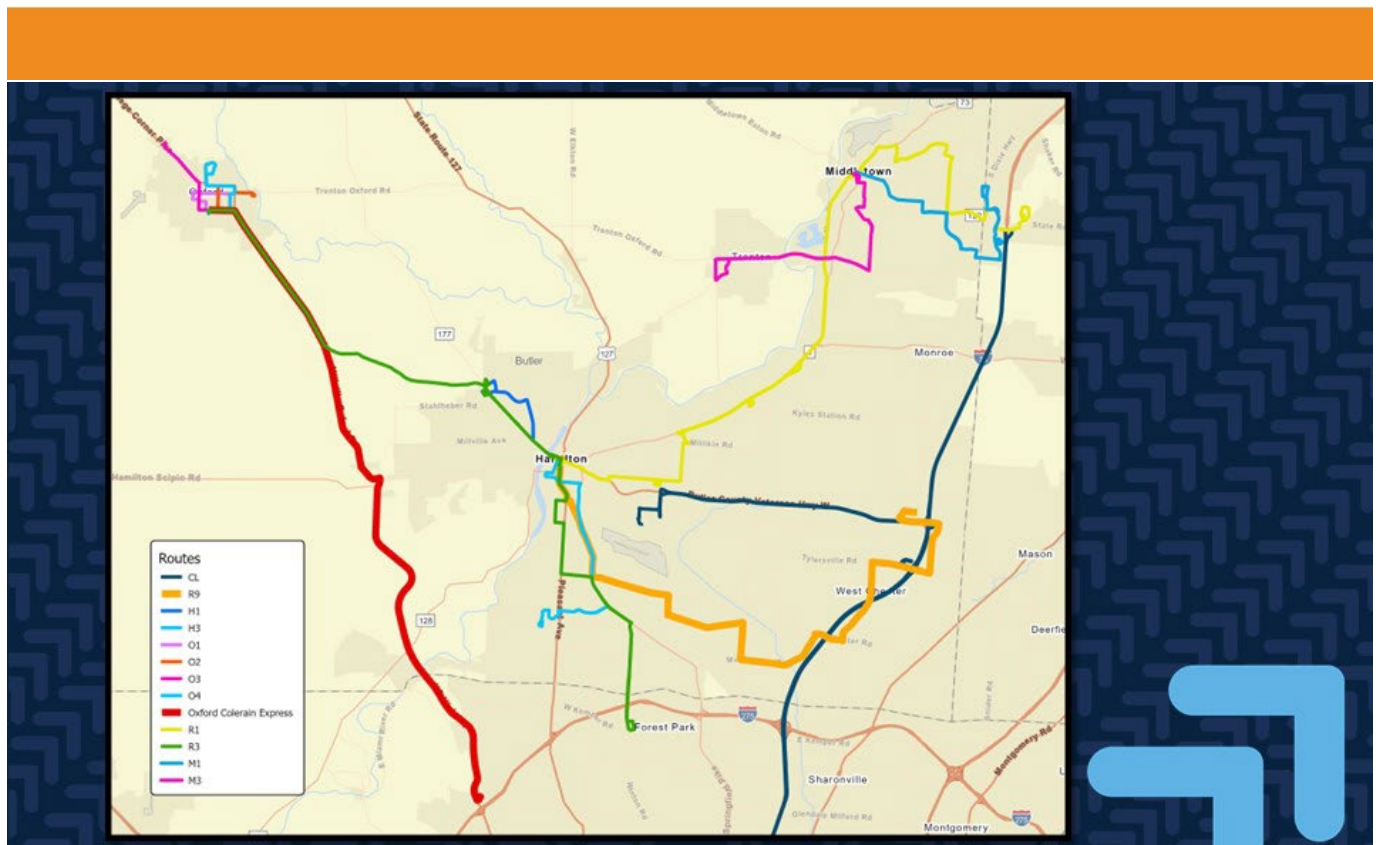
- Implement new routes in Hamilton (H1 and H3).
- Increase BGo availability on weekdays and weekends by 20%.
- CincyLink Express to include two additional trips during the morning and evening.
- Implement new route from Hamilton to Liberty Center (R9).
- Implement new route from Oxford – Colerain Express.
- New Middletown routes (M1 and M3) would have 15-minute headways.
- Approximately \$28M annually.



Best Service

Even Better!

- Additional 20% more BGo availability during the weekday.
- CincyLink to include 3 additional evening trips during the weekday, and 6 trips in the morning and evening on the weekends.
- Oxford – Colerain Express includes 3 trips in the morning and evening on the weekends.
- R9 includes weekend hours, and improved frequency of 30-minute headways all week.
- Approximately \$36M annually.



Thank You!



BCRTA
Income Statement
August 2024

	Year to Date Last Year	Year to Date This Year	Annual Budget	YTD % of Budget
Passenger Fares	35,215	52,345	72,000	72.7%
Contract Fares	155,306	213,231	303,000	70.4%
Partnership Transit Rev (COM)	714,102	2,074,158	2,654,868	78.1%
Transit Development Rev (MU)	1,678,554	1,951,716	2,944,679	66.3%
Mgt./Cons. Services	91,571	197,794	296,688	66.7%
Interest & Other	168,517	273,178	335,420	81.4%
Agency Funding	72,988	25,152	47,598	52.8%
Park-n-Ride Program	334,872	-	-	0.0%
State Funding	270,960	-	-	0.0%
Federal Funding	3,699,390	2,944,815	4,462,472	66.0%
Total Revenues	7,221,475	7,732,388	11,116,725	69.6%
Expenses				
Wages	2,546,630	2,975,950	4,632,394	64.2%
Fringes	1,351,896	1,434,666	2,880,435	49.8%
Services	500,014	378,225	774,398	48.8%
Materials & Supplies	592,081	694,004	1,155,956	60.0%
Utilities	54,352	55,297	115,000	48.1%
Insurance	201,190	186,623	350,850	53.2%
Purchased Transportation	334,872	5,192	-	0.0%
Misc. Items	113,386	95,802	124,200	77.1%
Contingency	15,000	-	50,000	0.0%
Total Expenses	5,709,422	5,825,758	10,083,233	57.8%
Gain/Loss before Depr, NP & OPEB Exp	1,512,054	1,906,630	1,033,492	184.5%
Est. Local Share of Depreciation Exp	227,896	227,896	341,843	66.7%
Est. Net Pension & OPEB Exp (Inc)	218,372	218,372	327,558	66.7%
Total Gain/(Loss)	1,065,786	1,460,363	364,090	401.1%

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
8/1/24			Beginning Balance			1,622,424.80
8/1/24	XFER 08012024	CRJ	BCRTA Items		1,000,000.00	
8/1/24	PRWE 07/26/24	GENJ	ODC - Roth Check #10118		725.00	
8/1/24	PRWE 07/26/24	GENJ	Garnishment Check #10117		333.05	
8/1/24	PRWE 07/26/24	GENJ	Empl. Dir. Dep. SPA - Cash Requirements		160,341.44	
8/1/24	PRWE 07/26/24	GENJ	Garnishment Check #10120		601.05	
8/1/24	PRWE 07/26/24	GENJ	Garnishment Check #10121		490.32	
8/1/24	PRWE 07/26/24	GENJ	Empl. Check #10116 V Coston		210.66	
8/1/24	PRWE 07/26/24	GENJ	Tax Payment- Cash Requirements		29,584.33	
8/1/24	PRWE 07/26/24	GENJ	Vendor Payments SPA - Cash Requirements		5,415.10	
8/1/24	PRWE 07/26/24	GENJ	ODC Check #10119		1,775.00	
8/1/24	FARES08012024	CRJ	Farebox Receipts	4,098.80		
8/1/24	08/01/24	GENJ	Service Charge		68.75	
8/5/24	12410	CDJ	Altafiber		143.90	
8/5/24	12411	CDJ	Amazon Capital Services		1,076.29	
8/5/24	12412	CDJ	ABC Muncie Transit Supply		1,700.89	
8/5/24	12413	CDJ	Auditor of State		2,972.50	
8/5/24	12414	CDJ	Richard L. Bowen & Associates,		35,880.20	
8/5/24	12415	CDJ	Bethesda Healthcare, Inc.		2,050.00	
8/5/24	12416	CDJ	Bryce's Lawncare & Landscaping		1,400.00	
8/5/24	12417	CDJ	Brighton Spring Service Co., I		62.92	
8/5/24	12418	CDJ	Cincinnati Bell Technology Sol		517.57	
8/5/24	12419	CDJ	Cummins Bridgeway LLC		462.45	
8/5/24	12420	CDJ	CDW Government, Inc.		10,041.40	
8/5/24	12421	CDJ	Cornett's Pressure Cleaning		1,940.00	
8/5/24	12422	CDJ	Clarke Power Services, Inc.		14,205.06	
8/5/24	12423	CDJ	Fuller Ford		7,856.88	
8/5/24	12424	CDJ	Fastsigns		42.00	
8/5/24	12425	CDJ	Gillig LLC		1,237.48	
8/5/24	12426	CDJ	Heritage-Crystal Clean, LLC		492.25	
8/5/24	12427	CDJ	Interstate Billing Service, In		103.68	
8/5/24	12428	CDJ	IdentiSys Inc		158.95	
8/5/24	12429	CDJ	Isaac Wiles & Burkholder, LLC		1,584.50	
8/5/24	12430	CDJ	Jani-King of Cincinnati LLC		550.00	
8/5/24	12431	CDJ	Kronos SaaShr, Inc.		236.24	
8/5/24	12432	CDJ	Lustre-Cal LLC		390.00	
8/5/24	12433	CDJ	Mobilcomm Inc.		570.00	
8/5/24	12434	CDJ	Minuteman Press - Fairfield		240.00	
8/5/24	12435	CDJ	My Parts Express		1,934.70	
8/5/24	12436	CDJ	Ohio Dept of Job & Family Serv		844.32	
8/5/24	12437	CDJ	Ohio Newspapers, Inc.		49.42	
8/5/24	12438	CDJ	Performance Wraps LLC		21,666.00	
8/5/24	12439	CDJ	Refitt's Garage & Towing Servi		250.00	
8/5/24	12440	CDJ	United Parcel Service		72.52	
8/5/24	12441	CDJ	Verizon Wireless		2,764.98	
8/6/24	ACH08062024	CDJ	SuperFleet Mastercard Program		63,162.58	

8/7/24	01130275	CRJ	Butler County Veterans Service	13,852.58	
8/7/24	300977	CRJ	City of Middletown	265,504.54	
8/7/24	XFER 08072024	CRJ	BCRTA Items - Xfer from PNC checking to Brex checking		30,000.00
8/9/24	AT-08/09/2024	CDJ	BCRTA PNC Card Purchases		7,372.00
8/12/24	12442	CDJ	BCRTA Petty Cash		469.03
8/12/24	12443	CDJ	Health Transit Pool of Ohio		75,000.00
8/12/24	12444	CDJ	Transit Alliance of Butler Cou		773.25
8/12/24	0052483879	CRJ	Ohio Department of Transportat	222,675.03	
8/13/24	08132024	CRJ	BCRTA Items	30.00	
8/14/24	12445	CDJ	Clarke Power Services, Inc.		193.51
8/14/24	12446	CDJ	PERS		99,976.00
8/14/24	12447	CDJ	Rumpke Of Ohio Inc.		181.46
8/15/24	12448	CDJ	Cintas Uniforms		573.11
8/15/24	12449	CDJ	Bethesda Healthcare, Inc.		4,687.91
8/15/24	12450	CDJ	Cintas Corporation		872.52
8/15/24	12451	CDJ	City of Hamilton - Utilities		2,867.83
8/15/24	12452	CDJ	Cornett's Pressure Cleaning		2,270.00
8/15/24	12453	CDJ	Cintas Uniforms		4,732.08
8/15/24	12454	CDJ	Hunter Marketing		8,496.70
8/15/24	12455	CDJ	KOI Auto Parts		5,390.76
8/15/24	12456	CDJ	Miami University Payment Cente		2,448.54
8/15/24	12457	CDJ	Prosource		562.29
8/15/24	12458	CDJ	Ricoh USA, Inc		13.20
8/15/24	12459	CDJ	Tom Rehtin Heating and Air		132.00
8/15/24	PRWE 8/9/2024	GENJ	Empl. Dir. Dep. SPA - Cash Requirements		169,406.69
8/15/24	PRWE 8/9/2024	GENJ	Garnishment Check #10122		339.28
8/15/24	PRWE 8/9/2024	GENJ	ODC - Roth Check #10123		725.00
8/15/24	PRWE 8/9/2024	GENJ	ODC Check #10124		1,805.00
8/15/24	PRWE 8/9/2024	GENJ	Vendor Payments SPA - Cash Requirements		5,415.10
8/15/24	PRWE 8/9/2024	GENJ	Tax Payment- Cash Requirements		30,986.79
8/15/24	PRWE 8/9/2024	GENJ	Garnishment Check #10125		424.84
8/16/24	08162024	CRJ	BCRTA Items	25.00	
8/20/24	123694	CRJ	GovDeals.com	160.00	
8/20/24	856410269	CRJ	Ohio Transit Risk Pool	4,386.60	
8/20/24	854908086	CRJ	Farebox Receipts	1,535.00	
8/22/24	M Razvi ACH	GENJ	Empl. Check #1106 M. Razvi		50.00
8/22/24	M Razvi ACH	GENJ	EE ACH Return	50.00	
8/27/24	12460	CDJ	American Red Cross		532.00
8/27/24	12461	CDJ	ABC Muncie Transit Supply		282.90
8/27/24	12462	CDJ	Affordable Pest Control Inc.		56.00
8/27/24	12463	CDJ	Best-One Tire of Mid America,		88.00
8/27/24	12464	CDJ	Cornett's Pressure Cleaning		2,195.00
8/27/24	12465	CDJ	Fastenal Company		8.37
8/27/24	12466	CDJ	Fuller Ford		1,074.37
8/27/24	12467	CDJ	Fox Towing Inc.		350.00
8/27/24	12468	CDJ	Gillig LLC		497.66
8/27/24	12469	CDJ	City of Hamilton - Hamilton Fi		180.00
8/27/24	12470	CDJ	Interstate Billing Service, In		326.16

8/27/24	12471	CDJ	IdentiSys Inc		70.00		
8/27/24	12472	CDJ	Isaac Wiles & Burkholder, LLC		1,824.00		
8/27/24	12473	CDJ	Kronos SaaShr, Inc.		409.67		
8/27/24	12474	CDJ	Mobilcomm Inc.		190.00		
8/27/24	12475	CDJ	Minuteman Press - Fairfield		669.85		
8/27/24	12476	CDJ	Ports Petroleum Co., Inc.		1,561.75		
8/27/24	12477	CDJ	Performance Wraps LLC		13,523.00		
8/27/24	12478	CDJ	Refitt's Garage & Towing Servi		600.00		
8/27/24	12479	CDJ	Seon System Sales Inc.		750.00		
8/27/24	12480	CDJ	S&ME, Inc.		5,628.75		
8/27/24	12481	CDJ	Treasurer State of Ohio		661.50		
8/27/24	12482	CDJ	United Parcel Service		35.95		
8/27/24	12483	CDJ	Verizon Wireless		65.90		
8/27/24	12484	CDJ	Altafiber		143.78		
8/27/24	12485	CDJ	Cincinnati Bell Technology Sol		521.41		
8/27/24	202408083135	CDJ	Graybach, LLC		80,981.73		
8/28/24	XFER08282024	CRJ	BCRTA Items	100,000.00			
8/29/24	PRWE 08/23/24	GENJ	Tax Payment- Cash Requirements		32,900.51		
8/29/24	PRWE 08/23/24	GENJ	Garnishment Check #10130		370.85		
8/29/24	PRWE 08/23/24	GENJ	Garnishment Check #10126		334.81		
8/29/24	PRWE 08/23/24	GENJ	ODC - Roth Check #10127		725.00		
8/29/24	PRWE 08/23/24	GENJ	ODC Check #10128		1,805.00		
8/29/24	PRWE 08/23/24	GENJ	Vendor Payments SPA - Cash Requirements		5,439.34		
8/29/24	PRWE 08/23/24	GENJ	Empl. Dir. Dep. SPA - Cash Requirements		179,182.98		
8/29/24	PRWE 08/23/24	GENJ	Garnishment Check #10129		767.84		
8/29/24	ACH 8/29/2024	CRJ	Federal Transit Administration	1,325,384.00			
8/29/24	12486	CDJ	Graybach, LLC		931,289.87		
8/29/24	XFER 08292024	CRJ	BCRTA Items - Xfer from PNC checking to Brex checking		30,000.00		
			Current Period Change	1,937,701.55	3,128,413.22	-1,190,711.67	
8/31/24			Ending Balance			431,713.13	

Checking - Brex

8/1/24			Beginning Balance				
8/7/24	XFER 08072024	CRJ	BCRTA Items	30,000.00			
8/29/24	XFER 08292024	CRJ	BCRTA Items	30,000.00			
			Current Period Change	60,000.00		60,000.00	
8/31/24			Ending Balance			60,000.00	

Savings - PNC Bank \$

8/1/24			Beginning Balance			96,316.03	
8/1/24	08/01/24	GENJ	Service Charge		0.22		
8/5/24	XFER 08052024	CRJ	BCRTA Items - Xfer to Savings		91,265.81		
8/13/24	MAS081324	CRJ	Farebox Receipts	8,198.37			
8/13/24	MAS081324	CRJ	Miami University - Accounts Pa	1,440.00			
8/30/24	08/30/24	GENJ	Interest Income	0.19			
			Current Period Change	9,638.56	91,266.03	-81,627.47	
8/31/24			Ending Balance			14,688.56	

Savings - PNC Bank \$\$

8/1/24			Beginning Balance			900,924.50
8/1/24	XFER 08012024	CRJ	BCRTA Items - Xfer \$\$ to Savings	1,000,000.00		
8/5/24	XFER 08052024	CRJ	BCRTA Items	91,265.81		
8/28/24	XFER08282024	CRJ	BCRTA Items - Xfer from \$\$ to checking		100,000.00	
8/30/24	08/30/24	GENJ	Interest Income	3,812.06		
			Current Period Change	1,095,077.87	100,000.00	995,077.87
8/31/24			Ending Balance			1,896,002.37

Investment - STAR Ohio

8/1/24			Beginning Balance			7,236,502.35
8/30/24	08/30/24	GENJ	Interest Income	33,330.01		
			Current Period Change	33,330.01		33,330.01
8/31/24			Ending Balance			7,269,832.36

BCRTA
Balance Sheet
August 2024

Assets

Current Assets		Other Assets		
Checking - PNC	431,713.13	Net Pension Asset	23,736.00	
Checking - Brex	60,000.00	Deferred Outflows-Pensions	2,958,556.00	
Savings - PNC	14,688.56	Deferred Outflows-OPEB	434,010.00	
Savings - PNC	1,896,002.37			
STAR Ohio	7,269,832.36			
Bid Deposit	53,023.76	Property & Equipment		
M&S Inventory	61,960.01	Vehicles	12,120,108.09	
Diesel Fuel Inventory	-	Buildings & Land	2,734,604.53	
Petty Cash	1,050.00	Furniture & Equipment	1,954,745.50	
Accounts Receivable	2,895,577.21	Amenities & Misc.	149,576.89	
Prepays	265,765.71	Software Subscriptions	558,004.24	
		WIP-<35' Buses	1,078,672.15	
		WIP-Building	73,444.19	
		WIP-Chestnut Fields	10,293,653.22	
		Accum. Depr./Amort.	(11,591,493.19)	
	<u>12,949,613.11</u>		<u>20,787,617.62</u>	Total Assets
				<u><u>33,737,230.73</u></u>

Liabilities & Equity

Current Liabilities		Long-term Liabilities		
Accounts Payable	1,349,231.79	Subscription Liability	299,110.89	
Payroll Payables	113,846.45	Net Pension Liability	6,546,369.00	
Other Payables	-	Net OPEB Liability	140,871.00	
Accrued PTO	193,720.15	Deferred Inflows-Pensions	5,553.00	
FTA Vehicle Funds	23,124.61	Deferred Inflows-OPEB	46,460.00	
Future Match Funds	-			
Unearned Tickets	34,287.87	Equity		
		Balance Equity	2,861,645.23	
		Federal Capital	23,969,288.00	
		State Capital	2,182,016.00	
		Local Capital	89,410.00	
		Retained Earnings	(6,024,333.40)	
		Net Income	1,906,630.14	
	<u>1,714,210.87</u>		<u>32,023,019.86</u>	Total Liabilities
				and Capital
				<u><u>33,737,230.73</u></u>

BCRTA
Cash Reserves

August 2024

Current Assets	12,949,613.11
Current Liabilities	<u>(1,714,210.87)</u>
Available Funds	11,235,402.24

Board Reserves

Local Share Grant Obligations		
OH-2018-21-00 Super Grant	87,698.00	
OH-2021-56-00 Super Grant	1,564,205.00	
OH-2023-22-00 Mobility Management	98,812.50	
OH-2021-60-00 Chestnut Fields	2,722,769.00	
Less Miami University Chestnut Fields Match	(1,600,000.00)	
Less Projected Local Match	<u>(2,746,757.50)</u>	MU, R6, VA, UTP, OTPP
Match Required or (Overmatch)	126,727.00	
 FTA Grants	 126,727.00	 Match Required
 Working Capital Funds (2 Mths.)	 1,672,205.50	
 Capital Replacement Funds	 2,808,924.00	 2024 - 2028 Local Share of Projects Not Yet on Grants
 Needed for Chestnut Fields @ Current Bid + 10% cont.	 <u>1,339,241.25</u>	
 Total Board Reserves	 5,947,097.75	
 Non-Restricted Funds	 5,288,304.49	



2025 Meeting Dates

MONTH	Deadline for BCRTA Agenda Items	Transit Alliance of Butler County	BCRTA Committees	BCRTA Public Board Meeting
	4:00 PM	11:30 AM	8:00 AM	8:00 AM
January	8	8	8	15
February	5	NONE	12	19
March	5	NONE	12	19
April	2	9	9	16
May	8	NONE	14	21
June	4	NONE	11	18
July	2	9	9	16
August	6	NONE	13	20
September	3	NONE	3	17
October	1	8	8	15
November	5	NONE	12	19
December	NONE	NONE	NONE	NONE

BCRTA Resolution No. 24-10-01

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Renew Onboard Wireless Internet Licenses.

Whereas, BCRTA utilizes Cradlepoint's Netcloud Mobile Essentials ("NetCloud") for onboard wireless internet on all fleet vehicles; and

Whereas, the internet connection provided by Cradlepoint is used to collect onboard fare payment, as well as collecting data for real time passenger tracking, passenger counting and ridership that is required for reporting to the National Transit Database and for internal tracking metrics; and

Whereas StepCG, LLC is BCRTA's current software license provider for NetCloud, and has consistently provided BCRTA with a discounted unit price for this software; and

Whereas BCRTA received an updated quote from StepCG for NetCloud License Renewal prices for the entire fleet of vehicles for a three (3) year term at forty-three thousand eight hundred and two dollars and twenty-eight cents (\$43,802.28); and

Whereas pursuant to FTA Circular 4220.1F (V)(3)(b)(1), BCRTA is permitted to acquire services, supplies or other property valued at more than the micro-purchased threshold (currently set at \$10,000) but less than the Federal Simplified Acquisition Threshold (currently set at \$100,000) by obtaining price or rate quotes from an adequate number of qualified sources; and

Whereas the Procurement and Compliance Specialist obtained two additional quotes from qualified vendors, CDW-Government and Enterprise Wireless Solutions, for the cost of license renewal for BCRTA's entire fleet of vehicles; and

Whereas the Procurement and Compliance Specialist determined that StepCG, LLC as the current vendor will cause the least amount of service disruption or delay and that their quoted price is fair and reasonable as compared to the other quotes.

Now therefore be it resolved:

SECTION 1: The BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to Execute a Contract for NetCloud Mobile Essentials Plan License Renewal in the amount of \$43,802.28 plus a 10% contingency at a not to exceed amount of \$48,182.51 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: October 16, 2024



Chris Lawson, Board President



Matthew Dutkevich, Executive Director



TO: BCRTA Board of Trustees

FROM: Meagan Varney, Procurement & Compliance Specialist

RE: *Action Item – 2024-064*

October 15th, 2024

STRATEGIC PLAN GOAL/OBJECTIVE

- Leverage Regional Partners
- Adapt to Market Demand

RECOMMENDATION

Adoption of a resolution authorizing the Executive Director on behalf of BCRTA to purchase light transit and low floor vehicle tires from the State of Ohio Department of Administrative Services' contract with Mr. Tire Auto Service Center for an amount not to exceed \$26,000.00.

FINANCIAL CONSIDERATIONS

This was a contract for regular delivery of tires for a total expenditure not to exceed \$26,000.00.

BUSINESS PURPOSE

BCRTA requires many different sizes of tires to outfit each type of fleet vehicle. The size and type required for our light transit and low floor transit vehicles are purchased most frequently and in the greatest quantities. As such, utilizing the pricing discounts provided by State of Ohio cooperative contracts allows BCRTA to purchase the required quantities of tires to maintain the fleet without overspending.

PROCUREMENT CONSIDERATIONS

Based on BCRTA review of the state contract documents and the due diligence documents, Mr. Tire has the capacity to perform these contracts.

LEGAL CONSIDERATIONS

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

BCRTA Resolution No. 24-10-02

Authorizing the Purchase of Tires Under the State of Ohio Department of Administrative Services' Contract

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 replacement of tires on light transit and low floor fleet vehicles once they have reached minimum acceptable tread thickness; and

Whereas Ohio Revised Code Section 306.43 authorizes BCRTA to make any contract for the purchase of goods and services. This includes the purchase of goods and services made from the State of Ohio, supplanting the need for BCRTA to solicit bids for tires; and

Whereas on January 3, 2023, BCRTA entered into a purchase agreement with Mr. Tire Auto Service Center, an authorized Goodyear dealer distributor under the State of Ohio Department of Administrative Services Contract RS901819, in the amount of twenty thousand dollars (\$20,000) for the purchase of light transit and low floor transit vehicle tires through the expiration of the contract on June 30, 2024; and

Whereas after the February 2024 invoice BCRTA reached the maximum purchase limit under the agreement and requested a modification to the Purchase Order to account for the two May 2024 invoices for a total amount of twenty-two thousand three hundred and twenty dollars and ninety-two cents (\$22,320.92); and

Whereas after this modification, additional tires were required and purchased in the amount of three thousand four hundred and ninety-five dollars and ninety-eight cents (\$3,495.98), bringing the total purchase amount to twenty-five thousand eight hundred sixteen dollars and ninety cents (\$25,816.90), requiring board approval; and

Whereas BCRTA determined that these additional tires were required to maintain quality of service.

Now, therefore, be it resolved:

SECTION 1: The BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute a Contract for purchase of light transit and low floor transit vehicle tires in the amount of \$26,000.00 from Mr. Tire Auto Service Center, 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.

Approved: October 16, 2024



Chris Lawson, Board President



Matthew Dutkevich, Executive Director

Resolution No. 24-10-03

Authorizing the Butler County Regional Transit Authority (BCRTA) to Apply for a 2025 Butler County Community Development Block Grant (CDBG) in Support of a Job Connection Shuttle Targeted for Low and Very-Low Income Residents the City of Fairfield and Butler County to Maintain a Basic Quality of Life, and Certifying the Availability of up to \$25,000 as the Required Local Match for the Requested Project.

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 the Butler County Department of Development has identified affordable transportation as critical to many of the County's low and very low-income residents to maintain a basic quality of life; and

Whereas BCRTA has identified an opportunity to offer affordable access to interviews, training, major local employers and other quality of life opportunities throughout the City of Fairfield and Butler County; and

Whereas BCRTA has identified 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 for the Butler County Regional Transit Authority that:

Section 1: BCRTA is authorized to apply for up to \$25,000 in Butler County CDBG funding and certifies up to \$25,000 as the required 50% local match for one (1) year of a job connection shuttle. Furthermore, that the BCRTA is authorized to serve as the designated recipient for the project. Lastly, 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.

Approved: October 16, 2024

Handwritten signature of Chris Lawson in blue ink.

Chris Lawson, Board President

Handwritten signature of Matthew Dutkevich in blue ink.

Matthew Dutkevich, Executive Director

Resolution No. 24-10-04

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into a Memorandum of Understanding with City of Middletown.

Whereas the City of Middletown and the BCRTA desire to remove the City and establish BCRTA as the designated recipient for all federal transit funds for the benefit of the Middletown Urbanized Area. This means BCRTA will permanently assume and perform all FTA related transit responsibilities for the Middletown Urbanized Area; and

Whereas designated recipients are defined in Chapter 49, Section 5302(5) of the United States Code as either “an entity... in accordance with the planning process under sections 5303 and 5304, by the Governor of a State, responsible local officials, and publicly owned operators of public transportation, to receive and apportion amounts under section 5336 to urbanized areas of 200,000 or more in population” OR a “state or regional authority, if the authority is responsible under the laws of a state for a capital project and for financing and directly providing public transportation”; and

Whereas the “Middletown Urbanized Area” is the urban area delineated after each decennial census for the purpose of tabulating and presenting data for the urban and rural population and housing within the United States as most recently defined by the US Department of Commerce Census Bureau in 87 FR 80114, Docket 2022-28286; and

Whereas the City of Middletown is presently the designated recipient entity for federal transit funds for the Middletown urbanized area; and

Whereas BCRTA is a designated recipient of federal transit funds from the FTA separate and apart from the City’s designated recipient status; and

Whereas the United States Department of Transportation (DOT), through the Federal Transit Administration (FTA), only awards federal transit funds through grant awards to direct or designated recipients; and

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

Section 1: The BCRTA Executive Director is authorized to execute a Memorandum of Understanding between the City of Middletown and BCRTA for the specific purpose of removing the City and establishing BCRTA as the designated recipient for all federal transit funds for the benefit of the Middletown Urbanized Area.

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: October 16, 2024



Chris Lawson, President



Matthew Dutkevich, Executive Director

MEMORANDUM OF UNDERSTANDING
BETWEEN
BUTLER COUNTY REGIONAL TRANSIT AUTHORITY
AND THE
CITY OF MIDDLETOWN

This Memorandum of Understanding (MOU) is made by and between the Butler County Regional Transit Authority, 3045 Moser Court, Hamilton, OH 45011 (BCRTA), and the City of Middletown, 1 Donham Plaza, Middletown, OH (the City), who may be referenced individually as “Party” and collectively as “Parties.”

SECTION 1: PURPOSE

- 1.1 The purpose of this MOU is to establish BCRTA as the designated recipient of all federal transit funds for the benefit of the Middletown Urbanized Area. This means BCRTA will permanently assume and perform all FTA related transit responsibilities for the Middletown Urbanized Area.
- 1.2 Designated recipients are defined in Chapter 49, Section 5302(5) of the United States Code as either “an entity... in accordance with the planning process under sections 5303 and 5304, by the Governor of a State, responsible local officials, and publicly owned operators of public transportation, to receive and apportion amounts under section 5336 to urbanized areas of 200,000 or more in population” OR a “state or regional authority, if the authority is responsible under the laws of a state for a capital project and for financing and directly providing public transportation”.
- 1.3 As an urbanized area, the City of Middletown is a designated recipient entity for federal transit funds.
- 1.4 The “Middletown Urbanized Area” is the urban area delineated after each decennial census for the purpose of tabulating and presenting data for the urban and rural population and housing within the United States as most recently defined by the US Department of Commerce Census Bureau in 87 FR 80114, Docket 2022-28286,
- 1.5 BCRTA is a designated recipient of federal transit funds from the FTA separate and apart from the City’s designated recipient status.
- 1.6 The United States Department of Transportation (DOT), through the Federal Transit Administration (FTA), only awards federal transit funds through grant awards to direct or designated recipients.

SECTION 2: TERM OF MOU; NOTICE

- 2.1 This MOU becomes effective on the date it is signed by both parties (the Effective Date).
- 2.2 All notices to be given hereunder shall be emailed or mailed to the following:

The City of Middletown

_____,
1 Donham Plaza
Middletown, OH 45042
[email]

BCRTA

Matthew Dutkevicz, Executive Director
3045 Moser Court
Hamilton, OH 45011
dutkeviczmm@butlercountyrta.com

SECTION 3: OBLIGATIONS OF BCRTA

In furtherance of this MOU, BCRTA:

- 3.1 Agrees to execute a letter to the Ohio Department of Transportation (ODOT) and OKI Regional Council of Governments (OKI) requesting that the Governor of the State of Ohio and OKI recognize BCRTA as the designated recipient for all USDOT FTA funds currently apportioned to the City of Middletown, OH as a regional authority.
- 3.2 Agrees to, within 60 days of execution of this MOU, accept full responsibility for the care and maintenance of all transit assets.
- 3.3 Agrees to transfer or create new contracts for all services that support City transit within 180 days of execution of this MOU.
- 3.4 Agrees to provide the same level of transit service to the Middletown Urbanized Area as exists at the time of this MOU, excluding CincyLink commuter services and "R" routes which are locally funded/matched by BCRTA.
- 3.5 Agrees to seek local match operating assistance annually, or as let by ODOT, to support operations within the City of Middletown Urbanized Area. If operating assistance is awarded, the City's local general fund contribution may be offset by any award of General Revenue Funds operating match made by ODOT Office of Transit.
- 3.6 Agrees to vacate the City Bus Garage at 400 N Main St and allow the City to use the building at 400 N. Main St. for any other purpose consistent with any remaining FTA interest, contractual obligations, or regulations.

SECTION 4: OBLIGATIONS OF THE CITY

In furtherance of this MOU, the City:

- 4.1 Agrees to execute a letter to ODOT and OKI affirming BCRTA's request to the Governor of the State of Ohio and OKI to recognize BCRTA as the designated recipient for USDOT

FTA funds apportioned to the City of Middletown, OH, and remove the City as the designated recipient of these funds.

- 4.2 Agrees to provide an annual general fund contribution of five hundred and fifty thousand dollars (\$550,000) to BCRTA on January 1st of the first year this MOU is in effect. Following the first year of this MOU, the City agrees to increase the City's annual general fund contribution in an amount equal to the Consumer Price Index "All Items less food and energy in U.S. city average all urban consumers, not seasonally adjusted" as available from the Bureau of Labor Statistics on January 1st of each year. In no scenario can the City's general fund contribution be less than \$550,000 in any year.
- 4.3 Agrees to cooperate with BCRTA to notify BCRTA of accounts and share agreements as required to transfer services and payment responsibility, as outlined in Section 3.3 above.
- 4.4 Agrees to transfer all rolling stock, tools, buildings (excluding the storage garage at 400 N Main St), inventory, and equipment purchased or constructed with FTA funds to the BCRTA within 180 days after the Effective Date of this MOU.
- 4.5 Agrees to, in a separately executed document, lease to BCRTA the property located at 55 S. Broad Street, or a reasonable portion thereof, for the purposes of maintaining and operating the existing Transit Station until such a time as funding may be obtained by BCRTA for the purposes of relocating or rebuilding a station. The City acknowledges its commitment to allow the Station to be used for public transit purposes consistent with FTA's interest in the asset as described in FTA C 5010.1E.
- 4.6 Agrees that, upon completion of all obligations in this MOU required to transfer responsibilities, the City will no longer be responsible for the following:
 - 4.6.1. Maintaining transit-specific plans or policies
 - 4.6.2. Maintaining transit assets or facilities
 - 4.6.3. Completing an FTA Triennial Review
 - 4.6.4. Approving transit-specific plans or policies at the City Council level
 - 4.6.5. Approving transit-specific procurements at the City Council level
 - 4.6.6. Dedicating City personnel to transit, completing FTA training or executing ECHO draws
 - 4.6.7. Submitting National Transit Database (NTD) information
 - 4.6.8. Managing Accounts Payable and Receivable for transit or BCRTA
 - 4.6.9. Executing or having oversight responsibility to the FTA or the USDOT

SECTION 5: MUTUAL OBLIGATIONS - BCRTA AND THE CITY

In furtherance of this MOU, the Parties collectively:

- 5.1 Agree to meet or communicate annually no later than September 1st of each year to determine the level of public transit service provided within the City for the following calendar year.

- 5.2 Agree to meet or communicate annually no later than September 1st of each year to determine the level of ODOT local match and City general fund contribution. If the total of both items is less than the required local match in item 4.2, then BCRTA shall immediately provide public notice or hearings for service reduction effective January 1 of the following year to balance service with budget and match.
- 5.3 Agree to work cooperatively to seek discretionary grants and address new and emerging transit needs as identified by City staff or the BCRTA.
- 5.4 Agree that if a tax is ever levied within the Middletown Urbanized Area in support of public transit that fulfills the local match obligation of this MOU, both the City and BCRTA shall be relieved of their obligations to provide local match and seek local match assistance as described herein.

SECTION 6: GENERAL PROVISIONS

- 6.1 Subject to the contractual transfer provisions outlined in Sections 3.2, 3.3, 4.3, 4.4, and 4.5, all other agreements or MOUs executed between the City and BCRTA shall be null and void.
- 6.2 Neither this MOU nor any rights, duties, or obligations described herein shall be assigned by any party hereto without the prior express written consent of the other party.
- 6.3 This MOU shall be construed and interpreted and the rights of the parties determined in accordance with the laws of the State of Ohio. To the extent that BCRTA is a party to any litigation arising out of, or relating in any way to the MOU or the performance thereunder such an action shall be brought only in a court of competent jurisdiction in Butler County, Ohio.
- 6.4 This MOU constitutes the entire agreement and understanding between the parties, and any changes or modifications to this MOU shall be made and agreed to by all parties in writing.
- 6.5 Captions. Captions contained in this MOU are included only for convenience of reference and do not define, limit, explain or modify this MOU or its interpretation, instruction or meanings and are in no way intended to be construed as part of this MOU
- 6.6 Severability. If any Clause of this MOU is held invalid, the remainder of the MOU shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.
- 6.7 Force Majeure. If a Party's performance of obligations under this MOU is materially hampered, materially interrupted, or materially interfered with for unforeseen reasons entirely outside of its control including, but not limited to: fire, casualty, lockout, strike, labor conditions, utility or telecommunications provider service interruption, unavoidable accident, riot, war, earthquake, landslides, public health pandemic, disease, or other acts of God; or by the enactment, issuance, or operation of any municipal, county, State, or federal law, ordinance or executive, administrative, or judicial regulation, order or decree (except that of BCRTA acting in its commercial or contracting capacity); or by any local or national emergency, the impacted party shall employ all reasonable mitigation measures;

to the extent that a Party's performance remains materially hampered, interrupted or interfered with notwithstanding such mitigation, and provided that the Party impacted has provided to the other Party notice within seven (7) days of commencement of event materially impeding performance, such Party shall be excused from performance of this MOU; and to the extent BCRTA is the impacted Party, BCRTA will not be responsible for payment of services not yet rendered but shall not be excused from responsibility for payments for work performed or services provided.

- 6.8 Access to Records. BCRTA shall have access to any books, records, and documents of the City that are reasonably related to this MOU for audits, examinations, excerpts, and transcripts, and copies thereof shall be furnished upon reasonable advance request, during the period the MOU is in effect and for three years after the MOU terminates or expires or as long as required by the FTA, whichever is later, except in the event of litigation or settlement of claims arising from the performance of this MOU, in which case the City agrees to maintain same until BCRTA has disposed of all such litigation, appeals, or claims related thereto.
- 6.9 No Pending Lawsuits. The City represents that they are aware of no pending lawsuits, claims, pre-suit discussions, and other legal actions or obligations at the Effective Date of this MOU. The City agrees to notify BCRTA immediately if it becomes aware of any pending lawsuits, claims, pre-suit discussions, and other legal actions or obligations. This obligation shall extend beyond the Effective Date of this MOU.

SECTION 7: SIGNATURES

IN WITNESS WHEREOF, the parties have executed this MOU as of the day and year last written below.

BY: _____

[_____]

TITLE: _____

DATE: _____

BY: _____

Matthew Dutkevicz

TITLE: _____

DATE: _____

BCRTA Resolution No: 24-11-01

Adoption of the FY2025 Accrual Operating Budget for the Butler County Regional Transit Authority (BCRTA).

Whereas, the FY2023 appropriations for the Butler County Regional Transit Authority (BCRTA) will expire on December 31, 2024; and

Whereas, it is the desire of the BCRTA to appropriate the following funds to provide for the operating expenses of the agency during FY2025:

FY2024 Accrual Budget Summary (details contained in attached Exhibit):

Revenues:	\$11,422,083
Expenses:	\$11,422,083

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

Section 1: That the BCRTA Board of Trustees hereby authorizes the adoption of the attached FY2025 Accrual Operating Budget.

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: November 20, 2024

Chris Lawson, President

Matthew Dutkevicz, Executive Director

2024 Operating Budget

Draft - Subject to Board Approval

		2024	2025		2024	2025
		Current	Proposed		Projected	Tax
		Budget	Budget			Budget
Revenues						
Passenger Fares	\$	72,000	80,000	App usage for payment increasing, increased # of drivers to meet demand	72,362	74,520
Contract Fares		303,000	310,000	BCVSC contract	304,241	313,605
Partnership Transit Rev.-COM		2,654,868	2,972,000	COM Funding for Regional Routes and all ADA, DR, & CincyLink Service with BCRTA	2,993,602	2,572,008
Transit Development Rev.-MU		2,944,679	2,996,200	Drivers	2,929,275	2,996,211
Management Services		296,688	307,075	MU at normal service level	296,691	307,075
Other Services		71,240	10,000	CPI increase to monthly rate, no match provided by BCRTA	2,100	-
Interest & Other		264,180	266,500	Maintenance on MCI buses for COM.	383,897	237,913
Agency Funding		47,598	18,000	Interest income, scrap sales, refunds, bus sales, etc.	50,152	25,000
Local Funding		-	70,000	Butler County CDBG	-	-
State Funding		-	150,000	BCRTA Cash	-	-
Federal Funding		4,462,472	4,242,308	State operating & preventive maintenance match funds	-	150,000
Park-n-Ride Program		-	-	Assumes 50% 5307 Formula Funds, 80% PM, ADA & Mobility Mgt	4,870,305	4,414,862
In-Kind Items		-	-	None	-	-
				None	-	-
Total Revenues		11,116,725	11,422,083		11,902,624	11,091,194
Expenses						
Wages	\$	4,632,394	5,927,551	Salary Study wage adjustments for full year, Annual increases, New & vacant Positions filled	4,789,453	5,088,969
Fringes		2,880,435	3,006,840	Updated benefits, plus PERS, Medicare, WC, & PTO	2,315,378	2,760,450
Services		774,398	630,300	Mkting, Legal, IT Services, Pressure washing, other prof. services	563,596	801,502
Materials & Supplies		1,155,956	1,002,816	SAAS fees, Fuel Costs and RV Parts at Moderate Rates	956,045	982,315
Utilities		115,000	116,300	w/ Chestnut Street Station coming online in the fall	84,574	159,899
Insurance		350,850	437,826	Health Pool Admin Costs, Addition of Chestnut Street Station	285,102	363,129
Taxes		-	-	None Planned	-	-
Purchased Transportation		-	5,000	Guaranteed ride home (Uber)	5,257	-
Misc. Items		124,200	145,450	Staff training/travel, Advertising, Membership fees	147,457	173,547
Leases & Rentals		-	100,000	Leased office space	-	60,000
Contingency		50,000	50,000	Contingency	-	50,000
Total Expenses		10,083,233	11,422,083		9,146,862	10,439,811
Gain/Loss before Depr, NP & OPEB Exp		1,033,492	-	To cover Local share of Depreciation, Net Pension & OPEB Expenses	2,486,176	1,974,300
BCRTA share of Depreciation		288,000	312,000	BCRTA share of Depr = approx \$26K/mo.	312,000	288,000
Est. Net Pension & OPEB Exp. (Income)		388,953	327,558	Estimated Net Pension & OPEB Expense (Income)	327,558	-
Gain/Loss	\$	356,539	\$(639,558)		\$ 1,846,618	\$ 1,686,300

BCRTA Resolution No. 24-11-02

Authorization of FY2025 Appropriations and Acceptance of the Butler County Regional Transit Authority (BCRTA) Fiscal Officer's Certification of Funds and Estimation of Revenues.

Whereas, the FY2024 appropriations for the Butler County Regional Transit Authority (BCRTA) will expire on December 31, 2024, and

Whereas, on November 20, 2024 the BCRTA Board of Trustees adopted a FY 2025 Accrual Operating Budget; and

Whereas, additional appropriations to include FY2024 carryforward items and FY2025 capital expenditures must likewise be adopted by the BCRTA Board of Trustees; and

Whereas, the BCRTA Board of Trustees authorizes the following fiscal year appropriations and accepts the fiscal officer certification of funds and estimation of revenues as follows:

FY2025 Funds & Appropriations

Projected Cash Balance 1-1-2025	\$ 6,726,000
Estimated Revenues	\$ 17,755,523
Authorized Appropriations	\$ 18,838,883

Projected Year-End Funds	\$ 5,642,640

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

Section 1: That the BCRTA Board of Trustees hereby authorizes the above FY2025 appropriations and accepts the fiscal officer's certification of funds and estimation of revenues. Furthermore, the BCRTA Secretary/Treasurer is authorized to do all things necessary to enact this resolution.

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: November 20, 2024

Chris Lawson, President

Matthew Dutkevicz, Executive Director

Butler County Regional Transit Authority (BCRTA)

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

Estimated Cash Balances as of 1-1-25 (General Transit Fund)

On Deposit - Checking	700,000.00
On Deposit - Savings I	1,000,000.00
On Deposit - Savings II	25,000.00
On Deposit - STAR Ohio	5,000,000.00
BCRTA Petty Cash Fund	1,000.00
	<u>6,726,000.00</u>

Estimated Revenues for FY2025 (General Transit Fund)

BCRTA - FY25 Receivables	1,000,000.00
	<u>1,000,000.00</u>
FY2025 Operations	
Passenger Fares	80,000.00
Contract Revenues	310,000.00
Partnership Transit Revenues	2,972,000.00
Sale of Services	307,075.00
Transit Development Program	2,996,200.00
Park-n-Ride Program	-
Local Funds	70,000.00
Federal Operating Funds	4,242,308.00
State Operating Funds	150,000.00
Agency Operating Funds	18,000.00
Other Revenues	276,500.00
	<u>11,422,083.00</u>
Federal Capital Grant Funds	3,911,686.00
State/Other Capital Grant Funds	1,421,754.00
	<u>5,333,440.00</u>

Total Funds Available 24,481,523.00

Anticipated Appropriations for FY2025 (General Transit Fund)

BCRTA - FY25 Payables	1,000,000.00
	<u>1,000,000.00</u>
FY2025 Operations	
Wages	5,927,551.00
Fringes	3,006,840.00
Services	630,300.00
Materials & Supplies	1,002,816.00
Utilities	116,300.00
Insurance	437,826.00
Taxes & Fees	-
Purchased Transportation	5,000.00
Misc. Items	145,450.00
Leases & Rentals	100,000.00
Contingency	50,000.00
	<u>11,422,083.00</u>
FY2025 Capital Items	
Revenue Vehicles & Related Items	926,520.00
Transit Centers & Facility Improvements	5,105,000.00
Equipment, Technology, Amenities & Other	385,280.00
	<u>6,416,800.00</u>

Total Appropriations 18,838,883.00

Projected Funds Available 12-31-25 5,642,640.00

BCRTA Resolution No. 24-11-03

Confirmation of Board Policy 6-02 Investments

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

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

Whereas, on March 18, 2009 the Board adopted Board Policy 6-02 Investments; and

Whereas, the policy includes a requirement for an annual Board review as part of the budget process.

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

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

Section 1: That the BCRTA Board of Trustees hereby confirms the BCRTA Board Policy 6-02 Investments.

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: November 20, 2024

Chris Lawson, President

Matthew Dutkevicz, Executive Director

BCRTA POLICY AND PROCEDURE MANUAL

6-02 Investments

Effective Date: 03-18-2009
Reviewed Date: 10-20-2010
Reviewed Date: 11-16-2011
Reviewed Date: 11-14-2012
Reviewed Date: 11-20-2013
Reviewed Date: 11-19-2014
Reviewed Date: 11-18-2015
Reviewed Date: 11-16-2016
Reviewed Date: 11-15-2017
Reviewed Date: 11-14-2018
Reviewed Date: 11-20-2019
Reviewed Date: 11-18-2020
Reviewed Date: 11-17-2021
Reviewed Date: 11-16-2022
Reviewed Date: 11-15-2023

The BCRTA Board of Trustees shall ensure that all agency funds are invested in a manner consistent with applicable local, state, and federal laws. In doing such they will also ensure that adequate funds are available to meet short-term and long-term obligations as follows:

- All agency funds will be kept on deposit with financial institutions that are experienced in handling "public funds".
- Funds shall be maintained in checking or short-term savings accounts equal to at least an amount to cover ninety days of approved operating/capital expenditures.
- Excess funds will be invested in instruments considered "low risk" such as money market savings accounts (or similar) and certificates of deposit. Any other types of investments will require prior approval of the Board of Trustees.
- The Board shall from time to time as required by local, state, and federal grantors, set aside and obligate any funds required to match grants from these agencies.

This policy will be reviewed annually by the Board of Trustees as part of the budget process.

BCRTA Resolution No. 24-11-04

Confirmation of Board Policy 6-08 Reserves

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

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

Whereas, on October 20, 2010 the Board adopted Board Policy 6-08 Reserves; and

Whereas, on November 14, 2012 and June 18, 2014 the Board amended Board Policy 6-08 Reserves; and

Whereas, the policy includes a requirement for an annual Board review as part of the budget process.

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

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

Section 1: That the BCRTA Board of Trustees hereby authorizes the Confirmation of Board Policy 6-08 Reserves.

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: November 20, 2024

Chris Lawson, President

Matthew Dutkevicz, Executive Director

BCRTA POLICY AND PROCEDURE MANUAL

6-08 Reserves

Effective Date: 10-20-2010
Revised Date: 11-14-2012
Reviewed Date: 11-20-2013
Revised Date: 06-08-2014
Reviewed Date: 11-19-2014
Reviewed Date: 11-18-2015
Reviewed Date: 11-16-2016
Reviewed Date: 05-17-2017
Reviewed Date: 11-15-2017
Reviewed Date: 11-14-2018
Reviewed Date: 11-20-2019
Reviewed Date: 11-18-2020
Reviewed Date: 11-17-2021
Reviewed Date: 11-16-2022
Reviewed Date: 11-15-2023

The BCRTA Board of Trustees shall ensure that a portion of agency "cash and cash equal" funds are "reserved" or set aside to properly reflect future obligations. In doing such they will ensure that adequate funds are available to meet short-term and long-term obligations as follows:

- Funds will be "reserved" to meet the current outstanding local share match requirements of all open grant contracts net of anticipated matching funds. This will ensure the agency can meet all current grant obligations. These funds will be known as "Local Share Grant Obligations"
- Funds will be "reserved" to meet 2 months (or 60 days) of average current budgeted operating expenses (less any "non-cash" items such as the SORTA park-n-ride costs). This will ensure the agency can meet routine cash flow needs. These funds will be known as "Working Capital Funds"
- Funds will be "reserved" to meet the local share cash requirements of projected fleet and other capital replacements over a five year planning window. This will ensure vehicles and other assets are replaced on a regular basis. These funds will be known as "Capital Replacement Funds"
- Funds will be "reserved" to cover any long term debt. This will ensure that the agency has the required funds on hand to cover long term debt should any be issued based on market conditions and Board authorization. These funds will be known as "Debt Retirement Funds".
- Funds will be "reserved" to cover unknown or unforeseen items in an amount established by the Board of Trustees at their discretion. These funds will be known as "Contingency Funds".

The "reserves" will be calculated monthly (standard fiscal calendar) and reflected on the agency financial statements. Policy will be reviewed annually by the Board of Trustees as part of the budget process.

Funds available (or "cash and cash equal") is defined as: cash on deposit, accounts receivable, and any other receivables which can be converted to cash less any payables or other short term obligations.

METRIC DASHBOARD

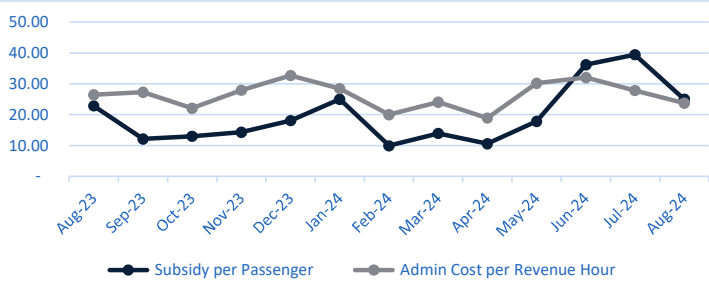
August 2024

Leveraging Competetive Funding & Partnerships

Average Fleet Age

6.29

Since Last Month 0.05 0.79%
Since Last Year 0.76 12.08%



Enhancing Connectivity

BCRTA Transit App Users

5,097

Since Last Month 3,124 61.29%
Since Last Year 464 9.10%

BGO App Rides/Total BGO Rides

39.11%

Since Last Month 6.73% 17.20%
Since Last Year 10.70% 27.37%

BCRTA Transit App Downloads

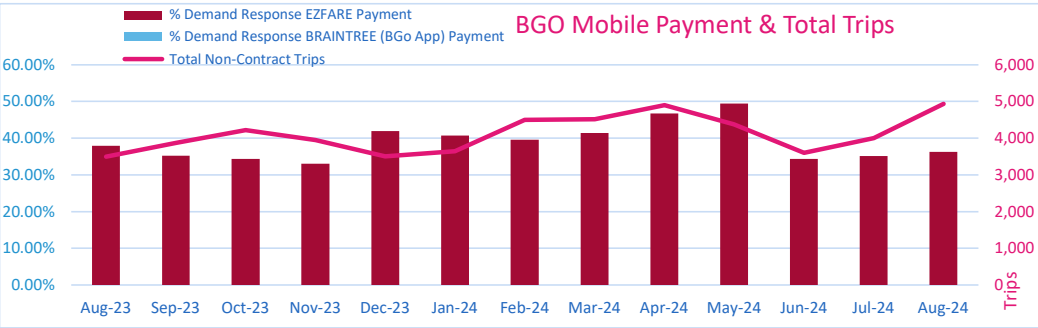
2,316

Since Last Month 1,828 78.93%
Since Last Year 1,097 47.37%

BGO App Downloads

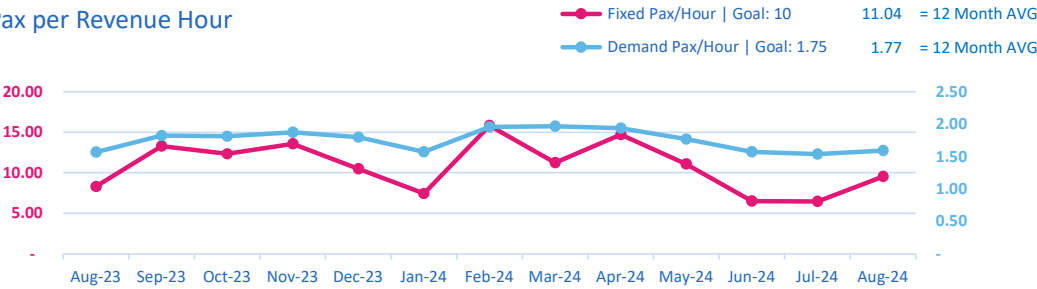
761

Since Last Month 476 62.55%
Since Last Year 69 9.07%

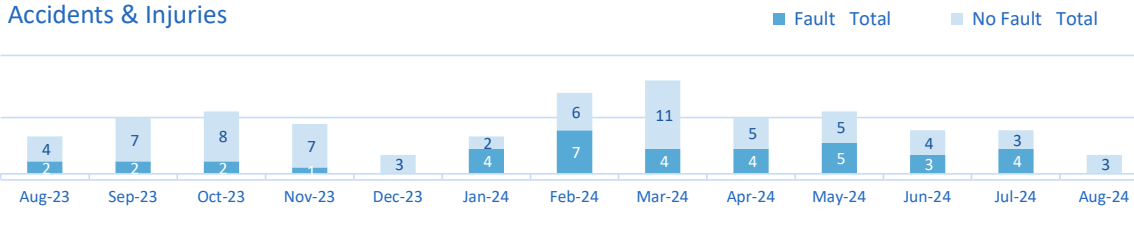


Improving Mobility & Eliminating Barriers

Pax per Revenue Hour



Accidents & Injuries



Target Operator Staffing

82%

Since Last Month 3.72%
Since Last Year 18.96%
12 Month Average 74.04%
GOAL 100.00%

Denials & Refusals/Total BGO

32.38%

Since Last Month 2.60%
Since Last Year -9.55%
12 Month Average 34.99%
GOAL 0.00%

Supporting Employers

CincyLink Total Trips

2,570

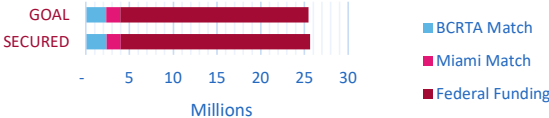
Since Last Month (163) -6%
Since Last Year (644) -25%

BGO Employment Trips

2,290

Since Last Month 269 11.75%
Since Last Year 393 17.16%

Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

361



Strategic Plan Updates & Director's Notes

October 2024

1 Increase Education & Advocacy

CincyLink to Blink

BCRTA will be partnering with BLINK, SORTA, and TANK to offer free transportation to BLINK, October 17-20. Staff are working to carefully publicize the service and leverage it as a [high-profile visibility /marketing opportunity to promote regular CincyLink service](#).

Merchandising

BCRTA experienced some limited success with partner sales of 30th anniversary merch over the summer. Now that Summer of Celebration has ended, staff are testing an [online portal for merch sales](#) that will integrate with the future customer loyalty program.

Commissioner Work Session

Staff expect to be in front of the Butler County Commission for a work session on November 18th to discuss strategic plans and BCRTA's future financial outlook.

2 Enhance Revenues

Funding Education

Although funding education was slated to begin this fall, staff have placed the item on hold until meetings with elected officials can be conducted later this year. Funding education will commence following these meetings.

3 Engage Entrepreneurial Disruptive Tech

SMART Grant

BCRTA, in cooperation with the Stark County Regional Transit Authority (SARTA), Western Reserve Transit Authority (WRTA), and NEORide has been awarded a SMART grant provided by USDOT.

Matthew Dutkevicz and Luke Morgan attended an Autonomous Vehicle launch event at Western Reserve Transit Authority in Youngstown, OH on August 22 to view the proposed grant technology and learn more about autonomous vehicles. The grant partners also held a meeting to discuss project timeline and needs.

Strategic Plan Updates & Director's Notes

October 2024

The primary goal of this proposed demonstration project is to evaluate the effectiveness of and enhanced transit fleet safety from integrating advanced vehicle safety technologies on to vehicles in transit fleets; preventing death and injuries by reducing the number of accidents and the serious nature of those that cannot be avoided. This project utilizes two SMART grant technology areas - Connected Vehicles and Systems Integration - and addresses the need for collision avoidance on transit vehicles by retrofitting up to 3 vehicles (Ford e450 and Gillig 35' platforms) within each transit partner's current operating fleet vehicles with the TONY/MAX advanced vehicle safety system package. This system will enable collision avoidance that can also support bus yard management and includes data logging and telematics features that will allow the project team to collect data that will be shared following a Data Management Plan developed in accordance with the Public Access Plan and as provided in the FY23 SMART Grant NOFO.

Attain Grant

BCRTA has agreed to partner with NEORide and other transit agencies to seek a 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.

4 Leverage Regional Partners

Middletown

Middletown City Council again discussed transition of their FTA grantee responsibilities to BCRTA at the October 1st council meeting. There were concerns but no objections. Staff is working with City to finalize an MOU. Authority to execute the MOU on behalf of BCRTA is included on this month's Board agenda.

Space Planning

As part of BCRTA's ongoing search for a solution to space constraints, BCRTA has engaged with Miami University Regionals staff to discuss opportunities to partner at the new advanced manufacturing education, training, research, and workforce hub at the former Vora Technology Park. Miami staff have offered very competitive lease rates in addition to credits to offset any capital improvement needs. This opportunity may present long-term benefits as the area may become a hub for education and services. Staff have engaged a consultant to determine required capital costs to make the space suitable for BCRTA's needs.

Strategic Plan Updates & Director's Notes

October 2024

Paratransit Coordination

BCRTA is working closely with NEORide, SORTA, and TANK to pilot a regional one-seat ride program for eligible ADA riders. SORTA has agreed to fund the pilot to help riders cross borders in the tri-state area without changing buses or booking multiple rides. The pilot is expected to launch in Q1 2025.

5 Lead Workforce Development

New Director of Maintenance & Capital Infrastructure

BCRTA will welcome Paul Williams to the role of Director of Maintenance & Capital Infrastructure on October 8. Paul is a Butler County native and resident but comes to BCRTA with experience from IndyGo, Cincinnati Metro, and the construction industry. In this new role, Mr. Williams will oversee the existing vehicle maintenance department in addition to taking responsibility for capital planning and projects, FTA's Transit Asset Management requirements, maintenance department development, maintenance procurement streamlining, and alternative fuel vehicle plans an implementation.

Autonomous Shuttle

Staff are investigating the possibility of bringing an autonomous shuttle to the area in Fall 2025. The first pilot would focus on work with persistent staffing shortages, such as late-night SafeRide services within the City of Oxford and on the Miami University Campus. Obtaining an autonomous vehicle may also lead to workforce opportunities for training on autonomous tech and vehicle systems.

6 Adapt to Market Demand

Chestnut Street Multimodal Station

Recently, roof decking has been completed and concrete was poured in the parking garage. Framing in the office area is also well underway.

Unfortunately, another improperly abandoned fuel tank was discovered in late August on the west side of the site that was not known. BCRTA will have to abandon the tank in place or remove according to current regulations. Staff are investigating mechanisms to recover costs for this expense. As previously discussed, staff will be seeking additional contracting authority at the September meeting for the construction as well as the testing agency.

Information, updates and pictures are available at

<https://www.butlercountyrta.com/projects/oxford-multimodal-facility/>

Strategic Plan Updates & Director's Notes

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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. BCRTA has also requested to add transit signal priority study to the scope of the project.

Strategic Plan Updates & Director's Notes

October 2024

Work Plan

Task Name	Bucket Name	Progress	Priority	Due date	Labels
Anniversary Logo	1 - 30th Anniversary Program (August 25th)	Completed	Urgent	02/29/2024	
Identify and Secure Sponsors (Engage Business Community)	1 - 30th Anniversary Program (August 25th)	Completed	Low	03/31/2024	
Advertising Promotion of Business	1 - 30th Anniversary Program (August 25th)	Completed	Medium	03/31/2024	
Anniversary Event	1 - 30th Anniversary Program (August 25th)	Completed	Urgent	03/31/2024	
Once a Month Anniversary Event	1 - 30th Anniversary Program (August 25th)	Completed	Urgent	03/31/2024	
Bus Wrap (Not full) Anniversary Bus	1 - 30th Anniversary Program (August 25th)	Completed	Medium	03/31/2024	
Community Advocates/Advisory Committee	1 - Community Engagement	Not started	Important	07/01/2024	DELAYED
Canned Speaker Bureau (Rotary Meetings Etc.)	1 - Community Engagement	Not started	Important	12/31/2024	DELAYED;Rescheduled
Oxford Engagement (for General Public)	1 - Community Engagement	Not started	Low	03/31/2025	
Chamber Presentations	1 - Community Engagement	Not started	Medium	03/31/2025	DELAYED
Coffee & Conversations Events	1 - Community Engagement	Not started	Medium	06/06/2025	DELAYED
State of The Authority	1 - Community Engagement	Not started	Low	03/31/2026	
Define rider demographic vs. non-rider demographic	1 - Develop Education/Advocacy-Services & Ridership	Completed	Urgent	07/31/2024	
Determine the communications for each area/rider demographic	1 - Develop Education/Advocacy-Services & Ridership	In progress	Important	08/31/2024	Follow-Up Item;BLOCKED by
Create Informational/Educational Materials for Public Consumption	1 - Develop Education/Advocacy-Services & Ridership	Not started	Medium	09/30/2024	
Enviromental Impact	1 - Develop the BCRTA Story- Structure & Vision, Community Value	Not started	Low	08/31/2024	
Meeting with Elected Officials	1 - Develop the BCRTA Story- Structure & Vision, Community Value	In progress	Important	11/18/2024	DELAYED
Create talking Points & Content for Public Sharing	1 - Develop the BCRTA Story- Structure & Vision, Community Value	In progress	Important	11/22/2024	BLOCKED by PreReq;DELAYE
Collaborating Strategically (Voice at the Bigger Table)	1 - Develop the BCRTA Story- Structure & Vision, Community Value	Not started	Low	11/30/2024	
Fiscal Impact	1 - Develop the BCRTA Story- Structure & Vision, Community Value	In progress	Medium		Evergreen Target
Create Online Store	1 - Merchandise	Completed	Low	08/30/2024	
Create and Sell BCRTA Merchandise	1 - Merchandise	In progress	Low	12/01/2024	DELAYED;Rescheduled
Establish Loyalty Program/Free Merch Relationship	1 - Merchandise	In progress	Low	03/31/2025	Ahead of Schedule!
Leverage Resell Partners for Merch	1 - Merchandise	In progress	Low	06/30/2025	
Explore Additional MU Contacts (Employee Engagements/Education)	1 - Miami University Program	Not started	Important	03/31/2025	
Annual bus wrap with MU-Competition?	1 - Miami University Program	Not started	Low	03/31/2025	
Social Media Marketing-Build Ridership-New Developments	1 - Miami University Program	Not started	Medium	03/31/2025	
Mobility Options Awareness & Connections	1 - Miami University Program	Not started	Low	03/31/2025	
Raising Student Orientation Profile	1 - Miami University Program	In progress	Low	07/31/2025	
Engage the Parking & Transportation Advisory Council	1 - Miami University Program	In progress	Urgent		Evergreen Target
Investigate Funding Model and other communities Success Stories	2 -Enhance Revenues	In progress	Medium	03/31/2024	
Funding Education Campaign Tour	2 -Enhance Revenues	Not started	Important	06/01/2024	Rescheduled
Develop Unfunded Service Scenarios	2 -Enhance Revenues	Completed	Important	08/09/2024	
Stage 1-Elected Official Support	2 -Enhance Revenues	Not started	Important	10/04/2024	
Community Partnerships	2 -Enhance Revenues	Not started	Low	03/31/2025	
Business Partnerships	2 -Enhance Revenues	Not started	Low	03/31/2025	
1st Attempt at Long-Term Dedicated Funding	2 -Enhance Revenues	Not started	Important	03/31/2025	
Stage 2-Community Education	2 -Enhance Revenues	Not started	Important	04/04/2025	
Community Campaign (Support Transit Window Stickers/Pledge)	2 -Enhance Revenues	Not started	Medium	06/30/2025	
2nd Attempt for Long-term Dedicated Funding	2 -Enhance Revenues	Not started	Important	09/30/2025	
Leverage Unused/Untapped/Lapsing Local Transit Funds	2 -Enhance Revenues	In progress	Medium		Evergreen Target
Engagement	3 -Engage Disruptive Technology	In progress	Medium	03/31/2025	

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IT Partners	3 -Engage Disruptive Technology	Not started	Medium	03/31/2025	
Testing Partners	3 -Engage Disruptive Technology	Not started	Medium	03/31/2025	
Innovation Reputation (recruitment)	3 -Engage Disruptive Technology	Not started	Medium	03/31/2025	
Work with Small Businesses and Entrpreneurs to Advance economic development for the future	3 -Engage Disruptive Technology	Not started	Medium	03/31/2025	
Work with Entrepreneurial Centers, Incubators, Colleges/Universities	3 -Engage Disruptive Technology	Not started	Medium	03/31/2025	
Funding (Ex. CVG Application for NASA Grant)	3 -Engage Disruptive Technology	In progress	Medium	06/30/2025	
Get BCRTA on the map-Develop a Regional/National Reputation	3 -Engage Disruptive Technology	In progress	Medium	03/31/2026	
Advanced Mobility Hubs	3 -Engage Disruptive Technology	Not started	Medium	03/31/2026	
Patents and Other Revenue Generation Opportunities	3 -Engage Disruptive Technology	Not started	Low	06/30/2026	
Butler County (ODJFS)	4 - Public Partner Engagements	In progress	Low	09/30/2024	
Workforce Investment Board	4 - Public Partner Engagements	Not started	Medium	09/30/2024	
Warren County	4 - Public Partner Engagements	Not started	Low	03/31/2025	
Clermont County	4 - Public Partner Engagements	Not started	Low	03/31/2025	
NEORide	4 - Public Partner Engagements	In progress	Medium		Evergreen Target
Expand Oversight Responsibility and capabilities for Middletown Small Urban Area	4 -Leverage Regional Partners	In progress	Important	12/31/2024	BLOCKED by PreReq
Engage in EZConnect Paratransit Technology Coordination	4 -Leverage Regional Partners	In progress	Low	03/31/2025	
Utilize Other Transit Agencies to Identify "Win-Win" Scenarios	4 -Leverage Regional Partners	Not started	Low	03/31/2025	
Engage in Regional Paratransit Coordination	4 -Leverage Regional Partners	In progress	Low	12/31/2025	
Structure Organization for Consistent Supervisor Relationship	5 - Lead Workforce Development	In progress	Important	01/01/2024	BLOCKED by PreReq;Resche
Investing in Recruitment/Employment Advertising	5 - Lead Workforce Development	Completed	Important	03/31/2024	
Create Onboarding Schedules So All leaders Can Participate	5 - Lead Workforce Development	Completed	Important	03/31/2024	
Salary Study	5 - Lead Workforce Development	Completed	Urgent	03/31/2024	
BCRTA Value	5 - Lead Workforce Development	Completed	Medium	03/31/2024	
Update Program for Prior Operator (create options: PT, Experienced, etc.)	5 - Lead Workforce Development	In progress	Important	03/31/2024	DELAYED
Expand Training Capacity	5 - Lead Workforce Development	In progress	Urgent	03/31/2024	BLOCKED by PreReq;DELA
Better Understand the 4th Generation in the Workforce and Identify Needs for Employee Attraction	5 - Lead Workforce Development	In progress	Medium	03/31/2024	DELAYED;Completion Pendir
Workforce Investment Act Recruiting	5 - Lead Workforce Development	Completed	Medium	06/30/2024	
Implement Lessons Learned from the 4th Generation Research	5 - Lead Workforce Development	Completed	Important	06/30/2024	
Differentiate Recruiting	5 - Lead Workforce Development	Completed	Medium	06/30/2024	
Internal Promotion Pathways	5 - Lead Workforce Development	Completed	Medium	09/15/2024	
Onboarding Within the Department and with a Mentor (Post Training)	5 - Lead Workforce Development	Not started	Low	09/30/2024	
Emotional Pull-1 Video/Quarter	5 - Lead Workforce Development	Not started	Medium	10/01/2024	Rescheduled
Engage in DEI Commitment and Activities	5 - Lead Workforce Development	In progress	Medium	01/01/2025	Rescheduled
Vocational Schools as Targets	5 - Lead Workforce Development	Completed	Low	06/30/2025	
Staff Training for Internal Customer Service (mentor/Ambassador Training)	5 - Lead Workforce Development	Not started	Medium	06/30/2025	
Infrastructure	6 - Adapt To Market Demands	In progress	Medium	06/30/2024	
Differentiate Our Service Delivery Strategy by Mode and Geography	6 - Adapt To Market Demands	In progress	Important	06/30/2024	
Connecting with Other Modes of Transportation	6 - Adapt To Market Demands	In progress	Low	06/30/2024	
Connecting with Other Transit Systems	6 - Adapt To Market Demands	In progress	Medium	06/30/2024	
Develop Good, Better, Best Scenarios	6 - Adapt To Market Demands	Completed	Important	08/06/2024	
Gather Business Input	6 - Adapt To Market Demands	Not started	Important	09/30/2024	BLOCKED by PreReq;DELA
Create and Complete Community Service on Needs & Desires	6 - Adapt To Market Demands	In progress	Important	06/02/2025	Rescheduled
2022 Annual Report	To do	Completed	Urgent	01/29/2024	
Rearrange Web Site to Support Strategic Plan Materials	To do	Completed	Urgent	05/24/2024	
2023 Annual Report	To do	In progress	Important	09/30/2024	Follow-Up Item;DELAYED;Re

Strategic Plan Updates & Director's Notes

October 2024

Strategic Work Plan Statistics

Tasks Completed:	24%	Tasks Delayed:	15%
Tasks In Progress:	35%	Tasks Rescheduled:	10%
Tasks Not Started:	41%		

State of Good Repair

Ohio Workforce Mobility Grant

ODOT re-let new SFY requests for this program and staff have reapplied for the unfunded portion of the proposed Moser Court Parking area project that includes outdoor training space. Announcements are expected in December or January.

One Time Strategic Investment (House Bill 2)

BCRTA has been appropriated \$1M as part of House Bill 2 for the purpose of improving BCRTA's outdoor training and parking area at the Moser Court facility. Funds were received in early October and staff are proceeding with completing design, construction, and NEPA documents in order to be prepared to bid the construction out if an award is received from ODOT in Q1 2025.

Coming Up

Annual Report

BCRTA's 2023 Audit has recently been published which will allow us to finish publication of our 2023 annual report. Watch for a release in late October.

Upcoming Procurements >\$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
AOPP Pedestrian and Bike Path Study on behalf of City of Oxford	BCRTA	150K	Task	New
Moser Court Parking Lot Construction	BCRTA	3.5M	Task	New
Chestnut Station FF&E	BCRTA	350K	Task	New
Chestnut Station Bus Wash	BCRTA	1.3M	Task	New
Non-Revenue Vehicles (4)	BCRTA	200K	Task	Replacement









BCRTA Board Packet 10-16-2024 V4 Final

Final Audit Report

2024-10-17

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