



Board of Trustees

Mr. Christopher Lawson,
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City of Oxford
Police Department

Mr. Nick Bauer

Ms. Yasmen Brown-Jones

Mr. David Fehr
Butler County Department
of Development

Mr. James A. Foster

Mr. Dannel R. Shepard

Mr. Corey Watt

Ms. Kathy Wyenandt

Executive Director

Mr. Matthew M. Dutkevicz

Legal Counsel

Mr. Brain Zets
Isaac Wiles
Burkholder & Teetor, LLC

*** PUBLIC MEETING NOTICE ***

Butler County Regional Transit Authority Board of Trustees

The BCRTA Board of Trustees is scheduled to meet on
Wednesday, November 20, 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	X		
Brown-Jones, Yasmien						X	X		X	X		
Fehr, David	X	X	X	E	X	X	A		E	X		
Foster, Jim	X	X	X	X	X	X _(8:07)	X		X	X		
Gordon, Perry	X	X	X	X	X	X	X		X	X		
Lawson, Chris	X	X	X _(8:12)	E	X	X	X		X	X _(8:15)		
Shepard, Dannel	X	X	X	X	X	E	X		X	E		
Watt, Corey	X	X _(8:04)	X	X	X	X	X		X	X		
Wyenandt, Kathy	E	X	X	X	X	X	E		X	X		

X = Present

E = Excused

E* = Online not Official

A = Absent

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

November 20, 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**
- III. Consent Agenda** *(Motion Requested)*
 - A. Approval of the Agenda
 - B. Approval of the October 16, 2024 Meeting Minutes
- IV. Comments from Citizens**
- V. Secretary/Treasurer's Report – September 2024** *(Motion Requested)*
- VI. Governance**
 - a. Appointment of 2025 Nominating Committee (Action of the President)
 - b. Appointment of 2025 OKI Representative & Alternate (Action of the President)
 - c. Appointment of 2025 Audit Procurement & Finance Chair (Action of the President)
 - d. Appointment of 2025 Records Commission Chair (Action of the President)
 - e. Ratify 2025 Meeting Calendar *(Motion Requested)*
 - f. Endorse 2025 Reappointments *(Motion Requested)*

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

November 20, 2024 8:00 AM

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

VII. Action Items

- A. Resolution 24-11-01:** Adoption of the FY2025 Accrual Operating Budget for the Butler County Regional Transit Authority (BCRTA).
- B. 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.
- C. Resolution 24-11-03:** Confirmation of Board Policy 6-02 Investments
- D. Resolution 24-11-04:** Confirmation of Board Policy 6-08 Reserves
- E. Resolution 24-11-05:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into a Memorandum of Understanding with the Ohio-Kentucky-Indiana Regional Council of Governments (OKI) Concerning the Metropolitan Transportation Planning Process.
- F. Resolution 24-11-06:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for Consultation Services.
- G. Resolution 24-11-07:** Amending Resolutions 22-09-02 and 23-09-01 Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Task Order for Parking Lot Expansion Designs.
- H. MOTION: Authorize** the Executive Director to distribute a year-end staff bonus for all employees within budget and not to exceed \$18,750 in total.

VIII. 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

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

November 20, 2024 8:00 AM

Butler County Regional Transit Authority

3045 Moser Court, Hamilton, Ohio 45011

IX. Executive Session

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

X. Adjourn (Motion Requested)

IV. Comments from Citizens

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

Mr. Dutkevicz introduced Paul Williams, BCRTA's new Director of Maintenance and Capital Infrastructure. Mr. Williams comes to BCRTA with a great wealth of knowledge, having worked in public transit systems much larger than BCRTA. Mr. Williams has experience in the battery-electric bus space, as well as construction. Mr. Williams is well suited to guide BCRTA in capital projects as well as alternative fuel transitions.

Mr. Dutkevicz also introduced Ryan Spitzer who filled in for Brian Zets.

V. Secretary/Treasurer's Report

Financials as of August 2024, compared to the Annual Budget were included in the board packet. Trends continued through August as most revenues remained at or above budget. We are still waiting for our 2024 City of Hamilton Community Development Block Grant award, so only Agency Funding remains under budget. Total Revenues were \$7.7M or 69.6% of the annual budget.

Expenses of \$5.8M remained under budget as expected at 57.8%. Ms. Weidner explained the variances and pointed out that wages continued to increase due to the wage increases and an influx of new hires.

The Transaction logs for the months of August were included in the packet presenting all cash transactions for the period. No unusual transactions occurred during this timeframe. The balance sheet for August 2024 was presented with normal balances for assets, as well as liabilities and equity. Ms. Weidner pointed out the new checking account for Brex that is solely used for credit card payments through the new cloud-based credit card management software. The high balances in both Accounts Receivable and Accounts Payable were due to the timing of a payment to our construction contractor and the Federal draw against the same amount.

At the end of August, Available Funds were approximately \$11.2M. Total Board Reserves were at \$5.9M, and Non-Restricted Funds were \$5.3M. Non-restricted funds will be used for the completion of Chestnut Street Station if needed and future operational needs.

Mr. Gordon asked if BCRTA places many vehicles for sale through govdeals.com. Ms. Weider answered that all BCRTA vehicles are sold through govdeals.com. Trustee Watt inquired about a \$160 fee from govdeals.com. Ms. Weider and Mr. Dutkevicz both answered that this entry was a fee to use the auction site. Mr. Dutkevicz added that once a vehicle has exceeded its useful life, BCRTA must get approval to dispose of the vehicle. Even then, the sale must be competitive.

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

VI. Governance

President Lawson asked if there were any nominees for the Nominating Committee. Trustee Foster stated that he is willing to continue to serve. Mr. Dutkevicz reminded the Board that there is no need to appoint today, but appointments must be made by the end of next month.

President Lawson announced the 2025 BCRTA Board of Trustee meeting dates. Mr. Dutkevicz advised that these do not need to be accepted today. The meeting dates are available for review in case anyone has a conflict.

VII. Action Items

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

Ms. Varney explained that this resolution is for wireless internet on the fleet of vehicles. It is used to track data and other applications. Three quotes were secured. StepCG is the current provider, and they offered a very good discount, as well as a three (3) year quote. BCRTA already has a good relationship with StepCG, so BCRTA will continue to purchase through them.

Trustee Watt moved to adopt Resolution 24-10-01. Trustee Brown-Jones seconded.

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

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

The resolution was adopted.

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

Mr. Dutkevicz stated that the Trustees received an update on this resolution yesterday. BCRTA is a unique sized agency, in that a fair number of tires are used, but not enough to purchase mass quantities of tires the way larger agencies do. Many large agencies have tire

representatives in maintenance to mount and balance tires on site. BCRTA is too small for that. It has become a challenge to find a vendor that will sign the FTA clauses and provide the number of tires BCRTA requires, when they are needed. Mr. Williams will be leading a change in strategy in procuring new contracts for tire vendors. Mr. Williams added that the opening of Chestnut Street will help, as there will be large tire-mounting equipment on site and the space to store a larger supply of tires. This will help secure higher value vendors.

Mr. Dutkevicz continued that today's resolution is to approve a contract that BCRTA believed was completely in the Executive Directors authority. Safety being paramount, tires were ordered and delivered with the final bill being just \$800 over the authority.

This state contract has already expired. The Upcoming Procurement list that is presented in Director's Notes, for the past two (2) years has listed the need for a longer-term contract. Ms. Varney, with the assistance of Mr. Williams, will bring a resolution to the Board in the near future for a new contract.

Trustee Watt moved to adopt Resolution 24-10-02. Trustee Gordon seconded.

Upon a call of the roll, resulted as follows:

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

The resolution was adopted.

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 \$25,000.00 as the Required Local Match for the Requested Project.

Mr. Dutkevicz stated this is a normal resolution that is presented every year for the Butler County Community Development Block Grant. Ms. Weidner added that BCRTA typically asks for \$25,000.00. This is the sixth (6th) year BCRTA has applied for this grant. The funds from this grant support the R6. Although the R6 is not in the short-term plan, it is well used and BCRTA is not yet in a position to add the other routes that are in the short-term plan. Therefore, the

R6 will continue to run while still financially feasible. At some point in the future, BCRTA will have to look at eliminating the R6 in favor of new routes.

Trustee Wyenandt moved to adopt Resolution 24-10-03. Trustee Foster seconded.

Upon a call of the roll, resulted as follows:

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

The resolution was adopted.

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

Mr. Dutkevicz explained that this resolution has been discussed with Middletown City Council about the City transferring their grant designation as a grantee of the Federal Transit Administration. Today, BCRTA effectively operates the Middletown Transit System. The only responsibility BCRTA does not provide is oversight. The City of Middletown, as the grantee, is supposed to provide their oversight and keep an eye on BCRTA as the contractor. Transferring the grantee status would eliminate this relationship.

Mr. Dutkevicz continued that as of right now, BCRTA does two (2) of everything. One (1) for BCRTA and one (1) for the City of Middletown. This includes EEO plans, Title IV Plans, and the documentation. In addition, the Middletown City Council is the approving body for procurements, and there are many things BCRTA must run through City Council. This is niche, transit specific content that takes some time to be familiar with. A conversation with the City of Middletown has been had, stating that transit is BCRTA's core competency, while municipal operations are not BCRTA's competency, but the City's. Mr. Dutkevicz stated that it makes sense for BCRTA to become the grantee while the city still retains their ability to be engaged in the planning process. The transit funds for the City cannot be spent elsewhere, they must be spent in the Middletown small urbanized area. The goal is to have this MOU executed by year end so that assets can be transferred and there is a nice clean break on the books.

Mr. Dutkevicz ended that the resolution authorizes the Executive Director to execute the MOU with the City of Middletown. The MOU outlines and provides additional authority that would allow the City and BCRTA to write letters to the governor's office and to OKI. To

execute the transfer. This is a streamline and cooperation of our partners, which is one of the items outlined in the Strategic Plan.

Trustee Foster asked if the worst-case scenario happens and the City of Middletown rejects the MOU, does service and the relationship with MTS continue the same as it is now. Mr. Dutkevicz confirmed, yes. If the MOU is rejected, nothing changes and the way BCRTA operates Middletown Transit will not change.

Trustee Foster asked if The City of Middletown thought this was a win for them? Mr. Dutkevicz answered that he has been to City Council on this topic twice. There are always concerns, such as planning and financial considerations. The MOU outlines a commitment for the City to provide the local match. Middletown will be responsible for the local match, which normally comes from ODOT. If ODOT does not provide the match and the City does not want to provide it, BCRTA would then have the ability to adjust service.

Mr. Dutkevicz added that BCRTA has taken small steps over the years to get to this point, such as consolidating insurance, signage and staffing.

President Lawson asked if the MOU takes one (1) or two (2) readings at City Council to be approved. Mr. Dutkevicz confirmed it does take two (2) readings and a waiting period. If the MOU is adopted on November 5, that would be the first reading. The second reading would be the third Tuesday of the month, then a 30- or 45-day waiting period. This would take BCRTA right to the end of the year.

Trustee Wyenandt moved to adopt Resolution 24-10-04. Trustee Foster seconded.

Upon a call of the roll, resulted as follows:

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

The resolution was adopted.

VIII. Pending Future Items

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

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

Mr. Dutkevicz stated that these items are reviewed every year. There are no changes being presented to the 6-02 Investments or the 6-08 Revenue policies. However, the items are being presented for the Board's review. There is no action on these today, but it will be voted on next month. There is time for changes or adjustments if the Board wishes.

The second draft of the 2025 Operating Budget was presented by Ms. Weidner. Overall Revenues are budgeted to increase but remain relatively close to 2024 budgeted amounts in most categories. The shown \$70K needed from BCRTA Cash to balance the budget will be eliminated with the final budget as 2025's Urban Transit Program awards were received after this draft was submitted.

Expenses will see increases with the new budget in Wages and Fringes due to annual increases and fulfillment of new and vacant positions. The completion of Chestnut Street Station will bring increases to expenses including utilities and insurance, and the potential for leased office space is included in the budget as we work to solve the space issues at the Moser Ct. office.

No Gain/Loss before Depreciation, Net Pension & OPEB Expenses is expected in the presented draft.

Trustee Brown-Jones asked if the price for the propane buses is locked in? Ms. Varney assured the Board that the prices are locked and cannot be changed.

Mr. Dutkevicz stated that the state has wired BCRTA \$1M for the parking lot expansion project. This is a project that needs to be moved on, as the parking situation has become difficult. In addition to this, once the Middletown MOU goes into effect, the Middletown garage will go back into possession of the City of Middletown, so the Middletown buses will be here at Moser Court.

IX. Committee & Staff Reports

a) OKI

Mr. Dutkevicz stated that this month at OKI, STBG grants were given out. Decisions were made about future fuel infrastructure. BCRTA will be going back to these programs for some discretionary spending to put into our fleet replacement plan

b) Service & Metrics

Mr. Morgan provided the Service & Metrics report, as well as a ridership analysis from 2018-2024. This analysis can be found in Appendix B.

Leveraging Competitive Funding & Partnerships

- Average Fleet Age
 - 6.29 years – This is an increase of 12.08 percent from August 2023.
- Subsidy per Passenger
 - The subsidy per passenger increased in August of 2024 in comparison to last August by \$2.26 or 10 percent.
- Admin Cost Per Revenue Hour
 - Administrative Overhead cost per hour has decreased by \$2.66 or 10.1 percent comparing August of 2023 to August of 2024.

Enhancing Connectivity

- BCRTA Transit App Users
 - BCRTA had 5,097 users during the month of August for the Transit App. This is a 9.1 percent increase from the previous year.
- BCRTA Transit App Downloads
 - BCRTA tracked 2,316 new downloads for the Transit App in August of 2024. This is a 47.37 percent increase from the previous year.
- BGO App Rides/Total BGO Rides
 - 39.11 percent of all trips were booked utilizing the mobile application. This is a 27.37 percent increase from August of 2023.
- BGO App Downloads
 - BCRTA had 761 new users download the mobile application. This is a 9.07 percent increase from August of 2023.
- BGO Mobile Payment & Total Trips
 - BCRTA completed 4,935 non-contracted trips in August of 2024. This is a 41.2 percent increase in completed, non-contracted trips from August of last year.
 - No trips were paid for using the BCRTA mobile application (BrainTree).
 - 36.24 percent of all trips were paid for using EZFARE.

Improving Mobility & Eliminating Barriers

- Passengers Per Revenue Hour
 - Fixed routes had 9.53 passengers per revenue hour in August of 2024, this is a 15 percent increase from August of 2023.
 - Demand Response service had 1.59 passengers per revenue hour in August of 2024, this is a 1.3 percent decrease from August of 2023.

- Accidents and Injuries
 - Fault Total – BCRTA did not have any at fault accidents in August of 2024.
 - No Fault Total – BCRTA also had three (3) no fault accidents.
- Target Operator Staffing
 - 82%
 - This number has increased by 18.96 percent from the previous year.
 - The yearly average was 74.04 percent.
- Denials and Refusals/ Total BGO Trips
 - 32.38 percent of all requested BGO trips were refused or denied in August of 2024 due to time and capacity limitations. This is a 9.55 percent decrease from August of 2023.

Supporting Employers

- Cincylink (formerly 42X) Total Trips
 - CincyLink had 2,570 riders. This is a 25 percent increase from August of the previous year.
- BGO Employment Trips
 - BCRTA completed 2,290 BGO trips for the purpose of employment in August of 2024, this is a 17.16 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 361 days or 0.98 years.

c) Marketing & Outreach

Ms. Cowan began by letting the Board know that CincyLink is going to Blink. Providing transportation to Blink was unplanned but has taken precedence in BCRTA marketing. The ridership for this event will be reported next month. Velosia is still in the works and should be launching in November. The Velosia app rewards behavior, so the more a customer uses the app, or rides the bus, the more rewards they earn.

Ms. Cowan stated that the annual report will be available next month. Tweaks are still being done, and hopefully it will be ready by next month.

The regional call center with Metro called EZConnect is in the works and the opening has been pushed back to January for the program launch.

Trustee Watt asked about providing transportation to other Cincinnati events. Mr. Dutkevicz clarified that the FTA has strict rules about charter service. Events with irregular schedules have many prohibitions. Blink is a fare free service, so it is approved. BCRTA is really looking at Blink as a marketing opportunity. This is an opportunity for the community who do not normally see BCRTA to either form an opinion about the agency or to experience CincyLink as a service. It is an investment, a marketing initiative.

Talent, Benefits, & Recruitment

Ms. Leveline began by announcing that there is now only one CDL posting left to fill. The hiring “faucet” has been turned off. The next class is at the end of October. There will be a Maintenance Technician position posted, to make Mr. Williams’ team more robust. Customer Service as well may be posting. The hope is to now spend some time on refresher training and getting internal employees ready for whatever the next year may hold for them. These things may include leadership development.

Ms. Leveline continued that the focus will now be on benefits, as open enrollment will begin in November. The packets are almost finished, and things are getting tweaked to get things out to employees.

Mr. Dutkevicz added that with increased employees, BCRTA is serving more trips. However, as Mr. Morgan will share, the denials are still trending at around 30%. Although there are more drivers, the demand for trips continues to grow. The utilization rate of our equipment has increased tremendously and there are now drivers waiting for someone to bring a vehicle back at the end of the shift. This crossover creates a few problems operationally. BCRTA is not in a position to purchase an expanded fleet right now, but Mr. Dutkevicz stated he has placed a call out to partners who may have equipment they want to unload. Mr. Williams will also be working on this as well. This is a good strategy when adding to the fleet, because getting funds for an expansion fleet is very difficult, however getting funds for a replacement fleet is much easier. So, if a vehicle is near the end of its life, applying for replacement funds is optimal. Mr. Dutkevicz continued that this could be something that eventually comes before the Board but it’s doubtful as the funds would not be anything over the Executive Directors limit.

d) Procurement

Ms. Varney stated that there is nothing new to report, outside of the pricing that continues for the wash bay. An idea of what the budget will look like for equipment needed is still being formed. Pricing for furniture and fixtures is next but that is not urgent, as there is almost a year until that is needed. However, that will get rolling in earnest in early 2025. A new contract for tires, which has been discussed, will be sought. Ms. Varney, Mr. Williams, and Mr. Wogenstahl will work to look for a more comprehensive multi-award.

e) Director’s Report

Increase Education & Advocacy

A. 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.

B. 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.

C. 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.

Enhance Revenues

D. 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.

Engage Entrepreneurial Disruptive Tech

E. 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.

F. 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

G. 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.

H. 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.

I. 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.

Lead Workforce Development

J. 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.

K. 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

L. 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/>

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 Work Plan Statistics

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

State of Good Repair

M. 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.

N. 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

O. 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

X. Adjourn

Trustee Watt moved to adjourn; Trustee Wyenandt seconded. The motion carried. The meeting was adjourned at 9:32 AM.

Respectfully submitted,



Matthew M. Dutkevicz, Executive Director



Chris Lawson, Board President

Use of the Market Street Hub for Operation Pumpkin

As you know, the Market Street Hub was used as part of Operation Pumpkin, something that hadn't been done in years past. It was stated that it would be closed starting with the detour for the R routes at 7:00pm on October 10th. However, that was far from the case. When I arrived at 11:15am to catch the R3 to Oxford on that same day, it was already blocked off. Knowing sort of where the temporary hub was from the alert that had been posted several weeks earlier, I headed in that direction, but was very confused as to which side to go to for the NB bus, as one sign said R1 & R3, and one said R6, and one just said R3. So, I called customer service. The agent that answered could see the little dots (as she called it) where each of the temporary stops were, but also couldn't tell me which one was the Northbound R3 stop. So she put me on hold while she contacted dispatch. The dispatcher also didn't know, so she had to call the R3 drivers. Long story short, there wasn't enough time to do all this before the bus came. I saw it approaching and did what I know you're NOT supposed to do, started running towards it (well my version of running anyways). Thankfully the driver got the message and stopped, and SHE said she had also just found out they had closed the hub early because dispatch called her asking where the temporary stop was because a passenger was trying to catch her bus (that passenger on the phone was me). In the future, I think it would be helpful if the temporary stop signs had NB and SB specified so that things like this would be little less confusing for the passengers. However, that isn't the real issue here: I get the City of Hamilton owns the Market Street Hub and we rent the space from them, but if they are to be using it for an event, they need to close it ***at the stated time, not before. And if they close it before, or unexpectedly, they need to be in complete communication with the administrative team here.*** It's bad enough when this happens and you're able bodied, but when you're disabled, it's about 10x worse.

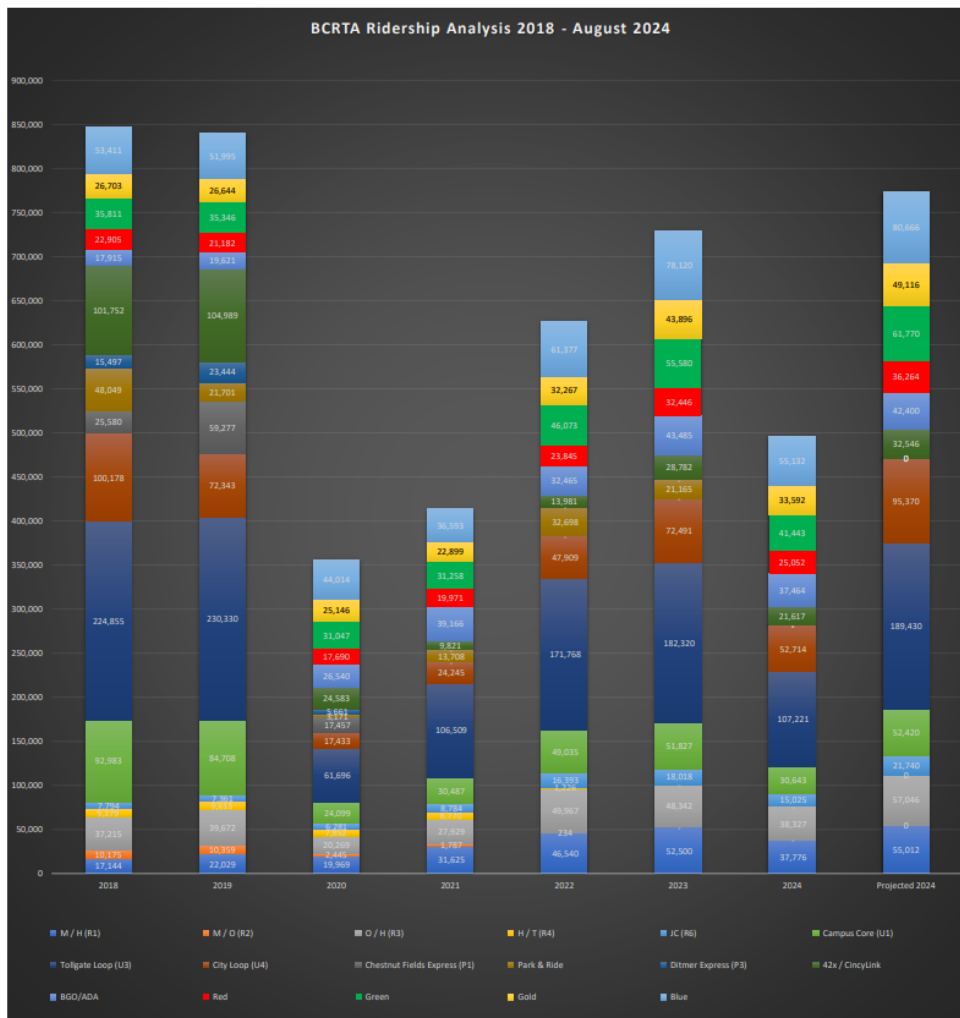
This is just an FYI...I know when the new R3 schedule takes effect in a couple weeks it will be picking up some of the old R4 stops. One of those stops will be S. Gilmore/Resor and S. Gilmore/Annandale. This is a picture my mom took while driving down S. Gilmore Road this past weekend. I think we might have a little issue serving those two stops for a while... (And yes, she got a scolding for having the phone in her hand while she was driving).



Thank you for your time!!

Appendix B Ridership Analysis

Route	2018	2019	2020	2021	2022	2023	2024	Projected 2024	Projected 2024 vs. 2019 Ridership
M / H (R1)	17,144	22,029	19,969	31,625	46,540	52,500	37,776	55,012	150%
M / O (R2)	10,175	10,359	2,445	1,787	234	-	-	0	
O / H (R3)	37,215	39,672	20,269	27,929	49,967	48,342	38,327	57,046	44%
H / T (R4)	9,279	9,613	7,852	8,770	1,226	-	-	0	
JC (R6)	7,794	7,361	6,281	8,784	16,393	18,018	15,025	21,740	195%
Campus Core (U1)	92,983	84,708	24,099	30,487	49,035	51,827	30,643	52,420	-38%
Tollgate Loop (U3)	224,855	230,330	61,696	106,509	171,768	182,320	107,221	189,430	-18%
City Loop (U4)	100,178	72,343	17,433	24,245	47,909	72,491	52,714	95,370	32%
Chestnut Fields Express (P1)	25,580	59,277	17,457	-	-	-	-	0	
Park & Ride	48,049	21,701	3,171	13,708	32,698	21,165	-	0	
Ditmer Express (P3)	15,497	23,444	5,661	-	-	-	-	0	
42x / CincyLink	101,752	104,989	24,583	9,821	13,981	28,782	21,617	32,546	-69%
BGO/ADA	17,915	19,621	26,540	39,166	32,465	43,485	37,464	42,400	116%
Red	22,905	21,182	17,690	19,971	23,845	32,446	25,052	36,264	71%
Green	35,811	35,346	31,047	31,258	46,073	55,580	41,443	61,770	75%
Gold	26,703	26,644	25,146	22,899	32,267	43,896	33,592	49,116	84%
Blue	53,411	51,995	44,014	36,593	61,377	78,120	55,132	80,666	55%
TOTAL	847,246	840,614	355,353	413,552	625,778	728,972	496,006	773,780	-8%



BCRTA Board of Trustees Meeting Minutes

October 16, 2024

BCRTA
Income Statement
September 2024

	Year to Date Last Year	Year to Date This Year	Annual Budget	YTD % of Budget
Passenger Fares	40,031	65,697	72,000	91.2%
Contract Fares	174,764	241,538	303,000	79.7%
Partnership Transit Rev (COM)	798,270	2,302,665	2,654,868	86.7%
Transit Development Rev (MU)	1,923,944	2,197,106	2,944,679	74.6%
Mgt./Cons. Services	103,018	222,518	296,688	75.0%
Interest & Other	191,089	314,814	335,420	93.9%
Agency Funding	85,355	25,152	47,598	52.8%
Park-n-Ride Program	381,090	-	-	0.0%
State Funding	270,960	-	-	0.0%
Federal Funding	4,161,384	3,627,251	4,462,472	81.3%
Total Revenues	8,129,906	8,996,740	11,116,725	80.9%
Expenses				
Wages	2,877,096	3,502,843	4,632,394	75.6%
Fringes	1,518,273	1,696,782	2,880,435	58.9%
Services	535,130	455,382	774,398	58.8%
Materials & Supplies	678,525	813,844	1,155,956	70.4%
Utilities	60,475	61,959	115,000	53.9%
Insurance	227,241	210,046	350,850	59.9%
Purchased Transportation	381,090	5,192	-	0.0%
Misc. Items	133,322	87,884	124,200	70.8%
Contingency	-	-	50,000	0.0%
Total Expenses	6,411,151	6,833,933	10,083,233	67.8%
Gain/Loss before Depr, NP & OPEB Exp	1,718,755	2,162,807	1,033,492	209.3%
Est. Local Share of Depreciation Exp	256,383	256,383	341,843	75.0%
Est. Net Pension & OPEB Exp (Inc)	245,669	245,669	327,558	75.0%
Total Gain/(Loss)	1,216,704	1,660,756	364,090	456.1%

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
9/1/24			Beginning Balance			431,713.13
9/3/24	09032024	CRJ	BCRTA Items	25.00		
9/3/24	242430000418	CRJ	Miami University	241,087.34		
9/4/24	12487	CDJ	Amazon Capital Services		2,635.50	
9/4/24	12488	CDJ	Auditor of State		7,589.10	
9/4/24	12489	CDJ	Alpine Valley Water Co., Inc.		167.75	
9/4/24	12490	CDJ	Richard L. Bowen & Associates,		28,704.16	
9/4/24	12491	CDJ	Bryce's Lawn care & Landscaping		1,750.00	
9/4/24	12492	CDJ	Cummins Bridgeway LLC		2,718.71	
9/4/24	12493	CDJ	Cornett's Pressure Cleaning		1,440.00	
9/4/24	12494	CDJ	Frank's Heavy Truck Collision		4,486.46	
9/4/24	12495	CDJ	Hanover Displays Inc		380.04	
9/4/24	12496	CDJ	Hunter Marketing		10,011.07	
9/4/24	12497	CDJ	Jani-King of Cincinnati LLC		550.00	
9/4/24	12498	CDJ	Kelly's Bakery		925.00	
9/4/24	12499	CDJ	Kleem Inc.		738.48	
9/4/24	12500	CDJ	Minuteman Press - Fairfield		84.00	
9/4/24	12501	CDJ	Performance Wraps LLC		345.00	
9/4/24	12502	CDJ	Ricoh USA, Inc		50.18	
9/4/24	12503	CDJ	Rose Automotive		78.50	
9/4/24	12504	CDJ	United Parcel Service		36.18	
9/4/24	01131908	CRJ	Butler County Veterans Service	17,127.70		
9/4/24	01131909	CRJ	Butler County Veterans Service	19,638.14		
9/4/24	857938576	CRJ	Farebox Receipts	919.66		
9/4/24	1105	CRJ	Transit Alliance of Butler Cou	130.00		
9/4/24	0052530385	CRJ	Ohio Department of Taxation	10,475.12		
9/4/24	0052530384	CRJ	Ohio Department of Taxation	12,174.75		
9/4/24	FARES08312024	CRJ	Farebox Receipts	6,174.30		
9/5/24	ACH09052024	CDJ	SuperFleet Mastercard Program		70,892.01	
9/9/24	AT-09/09/2024	CDJ	BCRTA PNC Card Purchases		5,229.14	
9/9/24	12505	CDJ	American Red Cross		266.00	
9/9/24	12506	CDJ	BCRTA Petty Cash		237.31	
9/9/24	12507	CDJ	Cornett's Pressure Cleaning		2,160.00	
9/9/24	12508	CDJ	Environmental Systems Research		4,032.00	
9/9/24	12509	CDJ	Fuller Ford		612.72	
9/9/24	12510	CDJ	Fastsigns		21.00	
9/9/24	12511	CDJ	Gillig LLC		1,134.56	
9/9/24	12512	CDJ	Minuteman Press - Fairfield		84.00	
9/9/24	12513	CDJ	ODACS, LLC		400.00	
9/9/24	12514	CDJ	PERS		110,330.56	
9/9/24	12515	CDJ	Verizon Wireless		2,501.81	
9/9/24	09092024	CRJ	BCRTA Items	25.00		
9/11/24	858602243	CRJ	Ohio Transit Risk Pool	99.88		
9/11/24	125294	CRJ	GovDeals.com	8,850.00		
9/12/24	PRWE 09/06/24	GENJ	ODC - Roth Check #10132		725.00	
9/12/24	PRWE 09/06/24	GENJ	Tax Payment- Cash Requirements		33,806.08	

9/12/24	PRWE 09/06/24	GENJ	Vendor Payments SPA - Cash Requirements	6,187.69
9/12/24	PRWE 09/06/24	GENJ	ODC Check #10133	1,855.00
9/12/24	PRWE 09/06/24	GENJ	Garnishment Check #10134	609.77
9/12/24	PRWE 09/06/24	GENJ	Garnishment Check #10131	356.00
9/12/24	PRWE 09/06/24	GENJ	Empl. Dir. Dep. SPA - Cash Requirements	182,808.84
9/12/24	PRWE 09/06/24	GENJ	Garnishment Check #10135	571.55
9/17/24	12516	CDJ	Cintas Uniforms	437.12
9/17/24	12517	CDJ	Affordable Pest Control Inc.	60.00
9/17/24	12518	CDJ	Best-One Tire of Mid America,	4,160.00
9/17/24	12519	CDJ	Cintas Corporation	1,091.93
9/17/24	12520	CDJ	City of Hamilton - Utilities	3,112.13
9/17/24	12521	CDJ	Cornett's Pressure Cleaning	2,440.00
9/17/24	12522	CDJ	Cintas Uniforms	3,943.69
9/17/24	12523	CDJ	City of Hamilton - Hamilton Fi	180.00
9/17/24	12524	CDJ	Kleem Inc.	31.26
9/17/24	12525	CDJ	KOI Auto Parts	4,203.28
9/17/24	12526	CDJ	Myers Equipment Corporation	376.19
9/17/24	12527	CDJ	Preferred Fire Protection, Inc	195.00
9/17/24	12528	CDJ	Refitt's Garage & Towing Servi	350.00
9/17/24	12529	CDJ	Rumpke Of Ohio Inc.	350.05
9/17/24	12530	CDJ	Rosco Collision Avoidance	20,650.00
9/17/24	12531	CDJ	Transport Specialists, Inc.	1,270.65
9/17/24	12532	CDJ	Treasurer State of Ohio	1,984.50
9/17/24	12533	CDJ	United Parcel Service	36.03
9/23/24	01132465	CRJ	Butler County Veterans Service	16,116.68
9/23/24	125791	CRJ	GovDeals.com	235.00
9/23/24	202409487995	CDJ	Graybach, LLC	80,566.14
9/24/24	302056	CRJ	City of Middletown	316,713.76
9/24/24	0052575471	CRJ	Ohio Department of Transportat	50,243.07
9/24/24	4267141379	CRJ	Federal Transit Administration	1,007,076.00
9/25/24	12534	CDJ	Altafiber	143.90
9/25/24	12535	CDJ	ABC Muncie Transit Supply	1,065.24
9/25/24	12536	CDJ	Alpine Valley Water Co., Inc.	57.75
9/25/24	12537	CDJ	Benesch	23,941.01
9/25/24	12538	CDJ	Cummins Bridgeway LLC	264.16
9/25/24	12539	CDJ	Cornett's Pressure Cleaning	1,135.00
9/25/24	12540	CDJ	Fastenal Company	19.14
9/25/24	12541	CDJ	Fuller Ford	97.35
9/25/24	12542	CDJ	Fastsigns	133.00
9/25/24	12543	CDJ	Gillig LLC	868.40
9/25/24	12544	CDJ	GMV Syncromatics	1,880.00
9/25/24	12545	CDJ	Graybach, LLC	926,510.62
9/25/24	12546	CDJ	Health Transit Pool of Ohio	75,000.00
9/25/24	12547	CDJ	Hunter Marketing	17,551.90
9/25/24	12548	CDJ	IdentiSys Inc	651.00
9/25/24	12549	CDJ	Kronos SaaShr, Inc.	596.91
9/25/24	12550	CDJ	Minuteman Press - Fairfield	998.05
9/25/24	12551	CDJ	MRA International	70,165.21

9/25/24	12552	CDJ	Ohio Newspapers, Inc.			81.40
9/25/24	12553	CDJ	Ohio Transit Risk Pool			53,075.75
9/25/24	12554	CDJ	Performance Wraps LLC			13,523.00
9/25/24	12555	CDJ	S&ME, Inc.			6,630.00
9/25/24	12556	CDJ	Trebor Electrical Contractors,			250.00
9/25/24	12557	CDJ	Tri State Cleaning			700.00
9/25/24	12558	CDJ	Transport Specialists, Inc.			1,260.44
9/25/24	12559	CDJ	Verizon Wireless			66.01
9/25/24	12560	CDJ	Zep Sales and Service			178.65
9/26/24	4268159702	CRJ	Federal Transit Administration	4,868.00		
9/26/24	4268159633	CRJ	Federal Transit Administration	5,628.00		
9/26/24	4268159583	CRJ	Federal Transit Administration	22,963.00		
9/26/24	4268159442	CRJ	Federal Transit Administration	509,871.00		
9/26/24	PRWE 9/20/24	GENJ	Vendor Payments SPA - Cash Requirements			6,486.14
9/26/24	PRWE 9/20/24	GENJ	ODC - Roth Check #10136			725.00
9/26/24	PRWE 9/20/24	GENJ	ODC Check #10137			1,855.00
9/26/24	PRWE 9/20/24	GENJ	Empl. Dir. Dep. SPA - Cash Requirements			196,457.17
9/26/24	PRWE 9/20/24	GENJ	Tax Payment- Cash Requirements			35,965.14
9/26/24	PRWE 9/20/24	GENJ	Garnishment Check #10139			498.39
9/26/24	PRWE 9/20/24	GENJ	Garnishment Check #10138			736.12
9/27/24	xfer to mm\$\$	CRJ	BCRTA Items			500,000.00
9/30/24	01132862	CRJ	Butler County Veterans Service	12,317.76		
9/30/24	09302024	CRJ	BCRTA Items	80.00		
9/30/24	7154697	CRJ	BCRTA Items	864.00		
9/30/24	242710004111	CRJ	Miami University	245,389.95		
9/30/24	09/30/24	GENJ	Service Charge			38.48
			Current Period Change	2,509,093.11	2,552,554.47	-43,461.36
9/30/24			Ending Balance			388,251.77

Checking - Brex

9/1/24			Beginning Balance			60,000.00
9/1/24	AT-09/01/2024	CDJ	Brex		20,277.95	
			Current Period Change		20,277.95	-20,277.95
9/30/24			Ending Balance			39,722.05

Savings - PNC Bank \$

9/1/24			Beginning Balance			14,688.56
9/3/24	09/03/24	GENJ	Service Charge		0.22	
9/12/24	MAS091224	CRJ	Farebox Receipts	8,496.92		
9/30/24	09/30/24	GENJ	Interest Income	0.16		
			Current Period Change	8,497.08	0.22	8,496.86
9/30/24			Ending Balance			23,185.42

Savings - PNC Bank \$\$

9/1/24			Beginning Balance			1,896,002.37
9/27/24	xfer to mm\$\$	CRJ	BCRTA Items	500,000.00		
9/30/24	09/30/24	GENJ	Interest Income	7,022.02		
			Current Period Change	507,022.02		507,022.02
9/30/24			Ending Balance			2,403,024.39

Investment - STAR Ohio

9/1/24			Beginning Balance		7,269,832.36
9/30/24	09/30/24	GENJ	Interest Income	31,600.21	
			Current Period Change	31,600.21	31,600.21
9/30/24			Ending Balance		7,301,432.57

BCRTA
Balance Sheet
September 2024

Assets

Current Assets		Other Assets	
Checking - PNC	388,251.77	Net Pension Asset	23,736.00
Checking - Brex	39,722.05	Deferred Outflows-Pensions	2,958,556.00
Savings - PNC	23,185.42	Deferred Outflows-OPEB	434,010.00
Savings - PNC	2,403,024.39		
STAR Ohio	7,301,432.57	Property & Equipment	
Bid Deposit	53,023.76	Vehicles	12,120,108.09
M&S Inventory	56,300.17	Buildings & Land	2,734,604.53
Diesel Fuel Inventory	-	Furniture & Equipment	1,954,745.50
Petty Cash	1,050.00	Amenities & Misc.	149,576.89
Accounts Receivable	3,263,092.57	Software Subscriptions	558,004.24
Prepays	265,122.10	WIP-<35' Buses	1,557,842.15
		WIP-Building	73,444.19
		WIP-Chestnut Fields	11,812,589.03
		WIP-Technology	70,165.21
		Accum. Depr./Amort.	(11,591,493.19)
			22,855,888.64
	<u>13,794,204.80</u>		Total Assets
			<u>36,650,093.44</u>

Liabilities & Equity

Current Liabilities		Long-term Liabilities	
Accounts Payable	2,534,030.76	Subscription Liability	299,110.89
Payroll Payables	201,069.18	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	32,516.87	Equity	
		Balance Equity	2,861,645.23
		Federal Capital	25,355,723.00
		State Capital	2,182,016.00
		Local Capital	89,410.00
		Retained Earnings	(6,024,333.40)
		Net Income	2,162,807.15
	<u>2,984,461.57</u>		33,665,631.87
			Total Liabilities
			and Capital
			<u>36,650,093.44</u>

BCRTA
Cash Reserves

September 2024

Current Assets	13,794,204.80
Current Liabilities	<u>(2,984,461.57)</u>
Available Funds	10,809,743.23

Board Reserves

Local Share Grant Obligations		
OH-2018-21-00 Super Grant	9,871.50	
OH-2021-56-00 Super Grant	1,546,981.00	
OH-2023-22-00 Mobility Management	96,143.50	
OH-2021-60-00 Chestnut Fields	2,590,269.00	
Less Miami University Chestnut Fields Match	(1,600,000.00)	
Less Projected Local Match	<u>(2,525,528.75)</u>	MU, R6, VA, UTP, OTPP
Match Required or (Overmatch)	117,736.25	
 FTA Grants	 117,736.25	 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>1,344,038.00</u>	
 Total Board Reserves	 5,942,903.75	
 Non-Restricted Funds	 4,866,839.48	



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



Board of Trustees

Mr. Christopher Lawson,
President

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

Mr. Nick Bauer

Ms. Yasmen Brown-Jones

Mr. David Fehr
Butler County Department
of Development

Mr. James A. Foster

Mr. Dannel R. Shepard

Mr. Corey Watt

Ms. Kathy Wyenandt

Executive Director

Mr. Matthew M. Dutkevicz

Legal Counsel

Mr. Brain Zets
Isaac Wiles
Burkholder & Teetor, LLC

November 20, 2024

Butler County Board of Commissioners
315 High Street
Hamilton, Ohio 45011

Commissioners Carpenter, Dixon and Rogers:

Pursuant to your authority to appoint trustees of the Butler County Regional Transit Authority and per your request, the Butler County Regional Transit Authority Board of Trustees hereby recommends the reappointment of Mr. David Fehr, Mr. Nick Bauer and Ms. Yasmen Brown-Jones to a three-year term beginning January 1, 2025.

All appointees have confirmed their desire to be reappointed, and their credentials are attached with this letter.

This recommendation reflects the official action of the BCRTA Board of Trustees taken during their regular public meeting on November 20, 2024.

If you have any additional questions or require other supporting materials, please contact me at your convenience.

Best regards,

Matthew Dutkevicz
Executive Director
Butler County Regional Transit Authority



butlercountyrta



butlercountyrta

www.butlercountyrta.com



3045 Moser Court
Hamilton, Ohio 45011

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:	\$11,733,201
Expenses:	\$11,428,813

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 Dutkevich, Executive Director

2024 Operating Budget

Draft - Subject to Board Approval

	2024	2025		2024	2025
	Current	Proposed		Projected	Tax
Revenues	Budget	Budget			Budget
Passenger Fares	\$ 72,000	90,000	App usage for payment increasing, increased # of drivers to meet demand	93,606	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 Drivers	2,993,602	2,572,008
Transit Development Rev.-MU	2,944,679	2,996,200	MU at normal service level	2,929,275	2,996,211
Management Services	296,688	307,075	CPI increase to monthly rate, no match provided by BCRTA	296,691	307,075
Other Services	71,240	10,000	Maintenance on MCI buses for COM.	2,100	-
Interest & Other	264,180	266,500	Interest income, scrap sales, refunds, bus sales, etc.	383,897	237,913
Agency Funding	47,598	18,000	Butler County CDBG	50,152	25,000
Local Funding	-	-		-	-
State Funding	-	672,164	State operating & preventive maintenance match funds	-	150,000
Federal Funding	4,462,472	4,091,262	Assumes 50% 5307 Formula Funds, 80% PM, ADA & Mobility Mgt	4,441,904	4,414,862
Park-n-Ride Program	-	-	None	-	-
In-Kind Items	-	-	None	-	-
Total Revenues	11,116,725	11,733,201		11,495,467	11,091,194
Expenses					
Wages	\$ 4,632,394	5,927,552	Salary Study wage adjustments for full year, Annual increases, New & vacant Positions filled	4,917,407	5,088,969
Fringes	2,880,435	3,008,669	Updated benefits, plus PERS, Medicare, WC, & PTO	2,416,551	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	1,013,016	SAAS fees, Fuel Costs and RV Parts at Moderate Rates	956,045	982,315
Utilities	115,000	115,000	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	289,719	363,129
Taxes	-	-	None Planned	-	-
Purchased Transportation	-	5,000	Guaranteed ride home (Uber)	5,257	-
Misc. Items	124,200	141,450	Staff training/travel, Advertising, Membership fees	150,687	173,547
Leases & Rentals	-	100,000	Leased office space	-	60,000
Contingency	50,000	50,000	Contingency	-	50,000
Total Expenses	10,083,233	11,428,813		9,383,836	10,439,811
Gain/Loss before Depr, NP & OPEB Exp	1,033,492	304,388	To cover Local share of Depreciation, Net Pension & OPEB Expenses	2,486,176	1,974,300
BCRTA share of Depreciation	288,000	348,969	BCRTA share of Depr = approx \$29K/mo.	318,484	288,000
Est. Net Pension & OPEB Exp. (Income)	388,953	414,250	Estimated Net Pension & OPEB Expense (Income)	327,558	-
Gain/Loss	\$ 356,539	\$ (458,831)		\$ 1,840,134	\$ 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	\$ 8,796,050
Estimated Revenues	\$ 30,887,017
Authorized Appropriations	\$ 32,918,166

Projected Year-End Funds	\$ 6,764,901

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.

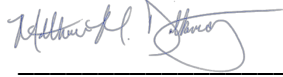
SECTION 3: It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Board, and that all deliberations of this Board and any of its committees

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

A handwritten signature in cursive script, appearing to read "Chris Lawson".

Chris Lawson, President

A handwritten signature in cursive script, appearing to read "Matthew Dutkevich".

Matthew Dutkevich, 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)

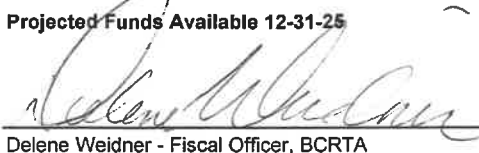
On Deposit - Checking	330,000.00
On Deposit - Savings I	1,450,000.00
On Deposit - Savings II	15,000.00
On Deposit - STAR Ohio	7,000,000.00
BCRTA Petty Cash Fund	<u>1,050.00</u>
	8,796,050.00

Estimated Revenues for FY2025 (General Transit Fund)

BCRTA - FY25 Receivables	<u>1,000,000.00</u>
	1,000,000.00
FY2025 Operations	
Passenger Fares	90,000.00
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	-
Federal Operating Funds	4,091,262.00
State Operating Funds	672,164.00
Agency Operating Funds	18,000.00
Other Revenues	<u>276,500.00</u>
	11,733,201.00
Federal Capital Grant Funds	14,511,707.00
State/Other Capital Grant Funds	<u>3,642,109.00</u>
	18,153,816.00
Total Funds Available	39,683,067.00

Anticipated Appropriations for FY2025 (General Transit Fund)

BCRTA - FY25 Payables	<u>1,000,000.00</u>
	1,000,000.00
FY2025 Operations	
Wages	5,927,552.00
Fringes	3,008,669.00
Services	630,300.00
Materials & Supplies	1,013,016.00
Utilities	115,000.00
Insurance	437,826.00
Taxes & Fees	-
Purchased Transportation	5,000.00
Misc. Items	141,450.00
Leases & Rentals	100,000.00
Contingency	<u>50,000.00</u>
	11,428,813.00
FY2025 Capital Items	
Revenue Vehicles & Related Items	926,520.00
Transit Centers & Facility Improvements	19,226,580.00
Equipment, Technology, Amenities & Other	<u>336,253.00</u>
	20,489,353.00
Total Appropriations	32,918,166.00
Projected Funds Available 12-31-25	6,764,901.00



Delene Weidner - Fiscal Officer, BCRTA

11/13/2024

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 Dutkevich, 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.

BCRTA Resolution No. 24-11-05

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into a Memorandum of Understanding with the Ohio-Kentucky-Indiana Regional Council of Governments (OKI) Concerning the Metropolitan Transportation Planning Process.

Whereas Butler County Regional Transit Authority (BCRTA) is an RTA created by resolution of the Commissioners of Butler County Ohio, under Chapter 306 et seq. of the Ohio Revised Code; and

Whereas the Butler County Regional Transit Authority (BCRTA) strives to enhance the quality and efficiency of its services for the benefit of its customers and the broader community; and

Whereas the Ohio-Kentucky-Indiana Regional Council of Governments (OKI) has offered a regional partnership opportunity through the metropolitan planning agreement outlined in the USDOT metropolitan planning regulation 23 CFR 450.314; and

Whereas this agreement is a joint agreement between BCRTA, OKI, City of Cincinnati for the Streetcar, Clermont Transportation Connection, Middletown Transit Services, the Southwest Ohio Regional Transit Authority, Warren County Transit Authority and the Ohio Department of Transportation; and

Whereas this agreement will allow BCRTA to participate in the regional program in collaboration with regional transit partners, further advancing regional integration and service improvements and allowing data sharing; and

Whereas entering into this agreement is a strategic move that aligns with the long-term goals of BCRTA to leverage strategic partnerships for the betterment of transit services and to foster collaboration with regional transit partners;

NOW, THEREFORE, BE IT RESOLVED

1. **SECTION 1:** The Butler County Regional Transit Authority Board of Trustees hereby Authorizes the BCRTA Executive Director to to Enter into a Memorandum of Understanding with the Ohio-Kentucky-Indiana Regional Council of Governments (OKI) Concerning the Metropolitan Transportation Planning Process for the purpose of enhancing th quality and efficiency of its services to benefit its customer and broader community.

2. **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.

3. **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, Board President



Matthew Dutkevich, Executive Director

Memorandum of Understanding

among the
Ohio-Kentucky-Indiana Regional Council of Governments, the
Butler County Regional Transit Authority,
City of Cincinnati for the Cincinnati Streetcar
Clermont Transportation Connection,
Middletown Transit Services, the
Southwest Ohio Regional Transit Authority,
Warren County Transit Service,
and the
Ohio Department of Transportation
Concerning the Metropolitan Transportation Planning Process

I. Purpose

This Memorandum of Understanding (MOU) is the metropolitan planning agreement outlined in United States Department of Transportation (USDOT) metropolitan planning regulations (currently 23 CFR 450.314). This MOU is entered into by and between the Ohio-Kentucky-Indiana Regional Council of Governments (OKI), hereafter referred to as “the MPO”; the Butler County Regional Transit Authority (BCRTA), the City of Cincinnati for the Cincinnati Streetcar, the Clermont Transportation Connection (CTC), the Middletown Transit Services (MTS), the Southwest Ohio Regional Transit Authority (SORTA), and the Warren County Transit Service (WCTS), hereafter referred to as “the Public Transit Operator(s)”; and the Ohio Department of Transportation, hereafter referred to as “ODOT”, regarding their mutual responsibilities in carrying out the metropolitan transportation planning process for the Metropolitan Planning Area (MPA) designated to the MPO by the Governor of the State of Ohio pursuant to federal law concerning metropolitan transportation planning (currently 23 U.S.C. 134). The MPO, ODOT, and the Public Transit Operator(s) entering into this MOU hereafter may be referred to individually as “Party” or collectively as “the Parties.”

The City of Cincinnati hereby joins this Agreement solely on behalf of the Cincinnati Streetcar (a.k.a. “the Cincinnati Connector”). This Agreement shall not apply to and will not be binding or enforceable against any other City of Cincinnati department, entity, or agency.



In addition to this MOU, ODOT maintains the Ohio Metropolitan Planning Organization Administration Manual (MPO Manual) to assist the parties in understanding the requirements for the conduct of the metropolitan transportation planning process. The MPO Manual provides detailed information on procedures and schedules associated with the responsibilities identified in this MOU.

II. Unified Planning Work Program and Completion Report

A. General Responsibilities

On an annual basis, the MPO, in cooperation with ODOT and the Public Transit Operator(s), will develop a Unified Planning Work Program (UPWP) consistent with USDOT regulations (currently 23 CFR 450.308) and the MPO Manual. In addition to a discussion of the planning priorities facing the MPA, the UPWP will identify work proposed for the next state fiscal year (SFY) by major activity and task in sufficient detail to indicate who (e.g., the MPO, ODOT, Public Transit Operator(s), local government, or consultant) will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/task, and a summary of the total amounts and sources of federal and matching funds. The UPWP will include all transportation-related planning activities, including air quality planning, regardless of the source of funding.

1. The Parties agree to cooperatively review their proposed work components to enhance coordination and avoid duplication of planning work efforts.
2. The Parties will work cooperatively with each other to develop a draft and final UPWP. Cooperation includes the responsibilities described in this MOU.

B. ODOT Responsibilities

1. ODOT will initiate UPWP development for the next state fiscal year with a notification to the MPO that will include estimated budgets for planning, any planning priorities ODOT has identified, the Title VI Baseline Assessment Tool (Title VI questionnaire), and due dates for submittals of the draft and final UPWP to ODOT. The estimated budget will include the Consolidated Planning Grant (CPG) amount, i.e., allocations of federal transportation planning funds (currently Federal Highway Administration (FHWA) Metropolitan Planning (PL) funds and Federal Transit Administration (FTA) Section 5303 funds), and any state-administered funds that ODOT has made available to the MPO.
2. ODOT will review the draft UPWP for compliance with federal and state requirements and will provide comments to the MPO as necessary within a reasonable amount of time to allow for coordination prior to the due date.



3. ODOT will coordinate review of the draft UPWP with USDOT.
4. ODOT will notify the MPO of the final CPG budget once it is available.
5. ODOT will review work program amendment requests and coordinate approval with USDOT as necessary. Guidance on what requests require an amendment, and what amendments require USDOT approval, are included in the MPO Manual.
6. ODOT will review UPWP completion reports and will provide comments as necessary.
7. ODOT will forward a copy of the MPO's UPWP completion report to the FHWA Ohio Division for their records.

C. The MPO Responsibilities

1. The MPO will submit the draft and final UPWP to ODOT and the Public Transit Operator(s) by the deadlines ODOT provides at the initiation of UPWP development. The MPO will submit a completed Title VI questionnaire with the draft UPWP submittal.
2. The MPO will identify any CPG funds allocated in a previous SFY that will be used in the next SFY, known as "carryover" funds, separately from the next year's allocation, as described in the MPO Manual.
3. The MPO will identify any planning work to be funded with Surface Transportation Block Grant (STBG) or Congestion Mitigation and Air Quality (CMAQ) funds in the UPWP budget table separately from CPG-funded planning activities, as described in the MPO Manual.
4. The MPO will coordinate public participation in the development of the UPWP consistent with the MPO's Public Participation Plan.
5. The MPO will provide ODOT with a signed resolution approving the final UPWP.
6. The MPO will modify the UPWP as needed for changes occurring during the SFY in accordance with its adopted operational procedures. The MPO will coordinate all modifications to the UPWP with the relevant Party and obtain approvals from ODOT and USDOT as necessary per the MPO Manual.
7. The MPO will publish an annual completion report detailing the work accomplished during that SFY relative to what was identified in the corresponding UPWP. The completion report must be submitted to ODOT within ninety (90) days of the conclusion of the SFY.



D. The Public Transit Operator(s) Responsibilities

1. The Public Transit Operator(s) will identify transit planning activities that will occur in the next SFY and will provide a description of these activities to the MPO to include in the UPWP. These activity descriptions will be provided to the MPO with a reasonable amount of time to allow for coordination prior to the due date for the MPO's draft UPWP submittal to ODOT.
2. The Public Transit Operator(s) will notify the MPO of any changes to the UPWP during the SFY and coordinate any necessary modifications with the MPO.
3. The Public Transit Operator(s) will detail the work that was completed in the previous SFY and provide a report of those accomplishments to the MPO with a reasonable amount of time to allow for coordination prior to the due date for the MPO's completion report submittal to ODOT.

III. Metropolitan Transportation Plan

A. General Responsibilities

The Metropolitan Transportation Plan (MTP) is an important statement of the direction the region will be taking in transportation system investment. The MTP identifies the multimodal and intermodal transportation policies and facilities needed to meet the MPO's travel demand for a minimum 20-year planning horizon. The MTP should include both short- and long-term strategies designed to result in an integrated transportation system that facilitates the efficient movement of people and goods. "Update means making current a long-range statewide transportation plan, metropolitan transportation plan, TIP, or STIP through a comprehensive review" (Update). 23 CFR 450.104

The MTP is required to have a financial plan that demonstrates fiscal constraint. The financial plan shows how the strategies and projects in the MTP can be implemented. One key part of the financial plan is to identify the necessary financial resources from public and private sources that are reasonably expected to be available to carry out the MTP. To demonstrate fiscal constraint, the cost of the projects and strategies in the MTP cannot exceed the funding reasonably expected to be available over the life of the MTP.

The Parties will work cooperatively during the development of the MTP Update to promote consistency between the MTP, ODOT's long-range statewide transportation plan, and the Public Transit Operator's(s') long-range transit plan. The Parties will coordinate their MTP-related planning activities and studies with each other to promote consistency between metropolitan, transit, and statewide planning strategies and



outcomes. This includes mutual consideration of visions and priorities articulated in each Party's transportation planning documents and project identification processes.

B. ODOT Responsibilities

1. ODOT will cooperate with the MPO and the Public Transit Operator(s) in the development of the MTP and participate in the MPO's plan development process.
2. ODOT will cooperate with the MPO and the Public Transit Operator(s) in the development of the MTP financial plan. Upon request, ODOT will provide information to the MPO to assist it in developing forecasts of federal and state funds that will be available for the transportation system in the future.
3. ODOT will provide data available from statewide transportation planning efforts to the MPO for use in the development of the MTP.
4. ODOT will monitor internal plans, studies, and other activities to identify potential amendments to the MTP and inform the MPO and the Public Transit Operator(s) accordingly.

C. The MPO Responsibilities

1. The MPO will lead the development of the MTP in cooperation with ODOT and the Public Transit Operator(s).
2. The MPO will develop a schedule that ensures the MTP Update will be completed and adopted by a resolution of the MPO prior to the federal deadline.
3. The MPO will cooperate with ODOT and the Public Transit Operator(s) in the development of the MTP financial plan that demonstrates fiscal constraint. The MPO will consider information provided by ODOT and the Public Transit Operator(s) in developing forecasts of funds that are expected to be available in the future. The MPO will estimate the local resources and any other sources of funds expected to be available in the future for the transportation system in the MPA.
4. The MPO will continuously monitor plans, studies, and other activities in the MPA to identify potential amendments to the MTP.
5. The MPO is responsible for making air quality conformity determinations for the MTP. The MPO will review plan components and amendments to assess the need for an air quality conformity determination. See Section VIII for each Party's responsibilities as to air quality conformity.



D. The Public Transit Operator(s) Responsibilities

1. The Public Transit Operator(s) will cooperate with ODOT and the MPO in the development of the MTP and participate in the MPO's plan development process.
2. The Public Transit Operator(s) will cooperate with ODOT and the MPO in the development of the MTP financial plan. The Public Transit Operator(s) will provide to the MPO system-level estimates of the costs to adequately operate and maintain the transit system and the funds that are reasonably expected to be available for the transit system over the life of the MTP.
3. If the Public Transit Operator(s) has a long-range transit plan, it will provide data from the plan to the MPO as requested for use in the development of the MTP.
4. The Public Transit Operator(s) will monitor internal plans, studies, and other activities to identify potential MTP amendments and inform the MPO accordingly.

IV. Transportation Improvement Program

A. General Responsibilities

The MPO, in cooperation with ODOT and the Public Transit Operator(s), shall develop a Transportation Improvement Program (TIP) for the MPA. The TIP shall reflect the investment priorities established in the current MTP and shall cover a period of no less than four years, be updated at least every four years, and be approved by the MPO and the Governor.

Similarly, ODOT must develop a Statewide Transportation Improvement Program (STIP), in cooperation with the MPO. To cooperate efficiently and effectively, Ohio metropolitan planning organizations develop TIP Updates to coincide with the STIP Update, and ODOT incorporates the TIPs into the STIP directly or by reference. The STIP and TIPs collectively, either as documents or a process, are referred to as the S/TIP in this MOU. ODOT's regular practice is to update the STIP every two years, with the Update becoming effective by July 1 of odd-numbered years. ODOT may change this practice at its discretion, but only in a manner that is consistent with this MOU.

The TIP shall be designed such that once implemented, it makes progress toward achieving the performance targets described in Section VI of this MOU. The TIP shall include capital and non-capital surface transportation projects (or phases of projects) proposed for federal transportation funding (under 23 U.S.C. and 49 U.S.C. Chapter 53) within the boundaries of the MPA. The TIP shall also contain all regionally significant projects in accordance with the applicable laws and regulations.

B. ODOT Responsibilities

1. ODOT will inform the MPO and the Public Transit Operator(s) of the anticipated date of the next STIP Update as soon as it has determined the date and will inform the Parties of any changes to the anticipated date.
2. ODOT, in cooperation with the MPO and the Public Transit Operator(s), will develop a schedule and guidance for the cooperative development of the S/TIP and provide them to the MPO and the Public Transit Operator(s) at the initiation of the STIP Update process.
3. ODOT will maintain the fiscal constraint of the STIP. ODOT will provide the MPO and the Public Transit Operator(s) financial information and project data for ODOT-controlled programs, which will be fiscally constrained to resources that are reasonably expected to be available for use within the MPA to carry out the TIP.
4. ODOT will provide the MPO and the Public Transit Operator(s) with applicable statewide and regional performance measures information for use in TIP development, including baselines, state targets, and projects within the MPA impacting each performance metric.
5. ODOT will coordinate reviews of drafts of the TIP Update in accordance with the S/TIP schedule.
6. ODOT will conduct a public involvement process for the STIP in accordance with its documented public involvement process (currently the Statewide Planning Program Public Involvement Process). ODOT will coordinate with the MPO and the Public Transit Operator(s) on the public involvement process for the S/TIP.
7. ODOT will review and approve the TIP on behalf of the Governor.
8. ODOT will coordinate with the MPO and the Public Transit Operator(s) to maintain and share data for projects (or project phases) scheduled for the current TIP period. ODOT will coordinate with the MPO and the Public Transit Operator(s) to identify needed TIP revisions.
9. ODOT will coordinate with the MPO and the Public Transit Operator(s) to revise the S/TIP in accordance with guidelines approved by ODOT, FHWA, and FTA (currently the Ohio STIP Revisions Guidelines). ODOT will coordinate with the MPO and the Public Transit Operator(s) on any TIP revisions needed to maintain fiscal constraint on ODOT-controlled programs.



C. The MPO Responsibilities

1. The MPO will cooperate with ODOT and the Public Transit Operator(s) on the schedule for the coordinated development of the S/TIP.
2. The MPO will maintain the fiscal constraint of the TIP. The MPO will provide ODOT and the Public Transit Operator(s) financial information and project data for MPO-controlled programs, which will be fiscally constrained to resources that are reasonably expected to be available.
3. The MPO will include applicable statewide and regional performance measures information in the TIP, including baselines and targets. The MPO will also include the effect the TIP's program of projects will have on achieving the performance targets identified in the MTP.
4. The MPO will submit draft(s) and the final TIP Update to ODOT in accordance with the S/TIP schedule for ODOT to coordinate reviews.
5. The MPO will conduct a public involvement process for the TIP in accordance with its public participation plan as required by 23 CFR 450.316. The MPO will coordinate with ODOT and the Public Transit Operator(s) on the public involvement process for the S/TIP.
6. With the submittal of the final TIP Update to ODOT, the MPO will submit a signed and dated MPO resolution(s) that approve the TIP, certify that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements (self-certification), affirm that the TIP is consistent with the MTP, and, if applicable, make an affirmative air quality conformity determination.
7. The MPO will coordinate with ODOT and the Public Transit Operator(s) to maintain and share data for projects (or project phases) scheduled for the current TIP period. The MPO will coordinate with ODOT and the Public Transit Operator(s) to identify needed TIP revisions.
8. The MPO will coordinate with ODOT and the Public Transit Operator(s) to revise the S/TIP in accordance with guidelines approved by ODOT, FHWA, and FTA (currently the Ohio STIP Revisions Guidelines). The MPO will coordinate S/TIP revisions with ODOT and the Public Transit Operator(s) as needed to maintain fiscal constraint of the TIP.
9. The MPO will submit signed resolutions to amend the TIP by the due date established by ODOT in consultation with the MPO. Amendment resolutions will include content required by the MPO Manual.



10. The MPO is responsible for making air quality conformity determinations for the TIP. See Section VIII for each Party's responsibilities with respect to air quality conformity.

D. The Public Transit Operator(s) Responsibilities

1. The Public Transit Operator(s) will cooperate with ODOT and the MPO on the schedule for the coordinated development of the S/TIP.
2. The Public Transit Operator(s) will review fiscal constraint information provided by the ODOT and the MPO. The Public Transit Operator(s) will coordinate with ODOT and the MPO on any modifications to the fiscal constraint information.
3. The Public Transit Operator(s) will provide ODOT and the MPO financial information and project data for programs controlled by the Public Transit Operator(s), which will be fiscally constrained to resources that are reasonably expected to be available within the MPA to carry out the TIP.
4. The Public Transit Operator(s) will provide applicable performance measures information to the MPO, including baselines and targets. The Public Transit Operator(s) will also include the effect the TIP's program of projects will have on achieving the performance targets identified in the MTP.
5. The Public Transit Operator(s) will coordinate with ODOT and the MPO on the public involvement process for the TIP.
6. The Public Transit Operator(s) will coordinate with ODOT and the MPO to maintain and share data for projects (or project phases) scheduled for the current TIP period. The Public Transit Operator(s) will coordinate with ODOT and the MPO to identify needed TIP revisions.
7. The Public Transit Operator(s) will coordinate with ODOT and the MPO to revise the S/TIP in accordance with the Ohio STIP Revisions Guidelines. The Public Transit Operator(s) will coordinate S/TIP revisions with ODOT and the MPO as needed to maintain fiscal constraint of TIP.

V. Annual Listing of Obligated Projects

A. General Responsibilities

Each year, the Parties will cooperatively develop a listing of projects for which federal transportation funding (under 23 U.S.C. and 49 U.S.C. Chapter 53) were obligated in the preceding SFY. This listing will be published by the MPO within 90 calendar days of the

end of the SFY and include all federally funded projects that were either authorized or revised to increase obligations in the previous year. For each project, the listing will include the information in the TIP, the amount of federal funds requested in the TIP, the federal funding that was obligated during the preceding year, and the federal funding remaining and available for subsequent years.

B. ODOT Responsibilities

1. ODOT will provide data to the MPO for use in producing the annual listing of obligated projects. They will be made available as soon as possible following the end of each SFY. The data will include federal funding that was obligated to highway and transit projects during the preceding state fiscal year.

C. The MPO Responsibilities

1. The MPO is responsible for the following project data: project information in the TIP, the amount of federal funds requested in the TIP, and the federal funding remaining and available for subsequent years.
2. The MPO will publish a list of obligated projects within 90 calendar days of the end of the SFY.

D. The Public Transit Operator(s) Responsibilities

1. The Public Transit Operator(s) will provide to ODOT and the MPO upon request the information needed to produce the annual listing of obligated projects.

VI. Performance-Based Planning

Section VI. of this MOU supersedes the 2018 MOU executed by the Parties regarding Performance Based Transportation Planning Processes.

A. General Responsibilities

1. The Parties will cooperatively develop and share information related to: transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO (see 23 CFR 450.306(d)), and the collection of data for the ODOT asset management plan.
2. The Parties will use data sources and methodologies consistent with federal regulations for performance-based planning and programming.



3. Unless otherwise agreed to in writing, ODOT and the MPO agree to use the following data sources and methodologies for performance-based planning and programming:
 - a. Data from the Ohio Department of Public Safety (ODPS) Statewide Crash Report System will be used to inform the selection of safety targets and measure actual performance.
 - b. Travel time data needed to calculate the measures of Travel Time Reliability, Freight Reliability, and Peak Hour Excessive Delay (PHED) per Capita will come from the National Performance Management Research Data Set (NPMRDS).
 - c. The reporting segments needed to calculate the measures of Travel Time Reliability, Freight Reliability, and PHED will be the Travel Time Segments in the NPMRDS.
 - d. The calculation of the PHED measure will use an afternoon peak period of 3 p.m. to 7 p.m.
 - e. The data to determine the Percent of Non-SOV Travel measure (where SOV means single occupancy vehicle) will be developed using the U.S. Census Bureau's American Community Survey.

B. ODOT Responsibilities

1. ODOT will coordinate with the MPO and the Public Transit Operator(s) on the selection and adjustment of federal performance targets to ensure consistency, to the maximum extent practicable. Coordination may include in-person, written, oral, or electronic communications, or the sharing of data, analyses, or methodologies.
2. ODOT will provide the MPO and the Public Transit Operator(s) with draft targets relevant to each party within a reasonable amount of time for review, comment, and coordination among the Parties in order to establish or adjust those targets prior to the federal deadlines.
3. ODOT will make the data used to develop performance targets and obtain metrics (quantifiable indicators of performance or condition) available to the MPO and the Public Transit Operator(s) upon request.
4. ODOT will review draft targets provided by the MPO and the Public Transit Operator(s) and provide any relevant comments within a reasonable amount of time prior to the federal deadlines for coordination between the MPO and the Public Transit Operator(s) to establish or adjust those targets.



C. The MPO Responsibilities

1. The MPO will coordinate with ODOT and the Public Transit Operator(s) on the selection and adjustment of federal performance targets to ensure consistency, to the maximum extent practicable. Coordination may include in-person, written, oral, or electronic communications, or the sharing of data, analyses, or methodologies.
2. The MPO will review draft targets provided by ODOT and the Public Transit Operator(s) and provide any relevant comments within a reasonable amount of time prior to the federal deadlines for coordination between ODOT and the Public Transit Operator(s) to establish or adjust those targets.
3. The MPO will provide ODOT and the Public Transit Operator(s) with draft targets relevant to each Party within a reasonable amount of time for review, comment, and coordination among the Parties to establish or adjust those targets prior to the federal deadlines.
4. The MPO will make the data and methodologies used by the MPO to develop performance targets and metrics available to a Party upon request.
5. The MPO will provide ODOT and the Public Transit Operator(s) with a signed resolution from the MPO establishing the final targets prior to the federal deadlines to report those targets.

D. The Public Transit Operator(s) Responsibilities

1. The Public Transit Operator(s) will coordinate with ODOT and the MPO on the selection and adjustment of federal performance targets to ensure consistency, to the maximum extent practicable. Coordination may include in-person, written, oral, or electronic communications, or the sharing of data, analyses, or methodologies.
2. The Public Transit Operator(s) will provide ODOT and the MPO with draft targets relevant to each Party within a reasonable amount of time for review, comment, and coordination among the Parties prior to the federal deadlines to establish or adjust those targets.
3. The Public Transit Operator(s) will make the data and methodologies used to develop performance targets and obtain metrics (quantifiable indicators of performance or condition) available to a Party upon request.
4. The Public Transit Operator(s) will review draft targets provided by ODOT and the MPO and provide any comments relevant to each Party within a reasonable

amount of time for coordination among the Parties prior to the federal deadlines to establish or adjust those targets.

5. The Public Transit Operator(s) will notify the relevant Party when performance targets and metrics are submitted to USDOT.
6. The Public Transit Operator(s) will provide ODOT and the MPO with a copy of its Transit Asset Management Plan every time it is updated and its Public Transit Agency Safety Plan every time it is updated.
7. The Public Transit Operator(s), as applicable, will provide ODOT and the MPO with data for the percent of track segments that have performance restrictions.

VII. Travel Demand Modeling

A. General Responsibilities

1. A regional travel demand model has been established for the MPO. If the MPA includes an area where quantitative Air Quality Conformity Analysis is required, the Parties will cooperate to maintain a state-of-the-practice regional travel demand model. In the event that quantitative Air Quality Conformity Analysis is no longer required, the Parties may agree that the Statewide Travel Demand Model is sufficient for the planning needs of the MPA.
2. The Parties will coordinate with each other on model runs needed for the planning process and ODOT project design forecasts.
3. The Parties will work cooperatively to collect and update input data for the model so that it accurately reflects local conditions and adheres to adopted Ohio guidelines, including population control totals by county. The MPO and ODOT will cooperatively determine if there are to be any deviations from default methods or input data, such as alternative population projections.

B. ODOT Responsibilities

1. ODOT will consult with the MPO to determine what models will be used for each project and which Party will conduct the modeling.
2. ODOT will allow the MPO one month to perform the modeling if the MPO can do so. ODOT may authorize a longer time frame for the MPO to perform the modeling and will determine the time frame based on the project schedule or the modeling complexity.



3. ODOT will transmit a full working copy of the updated model to the MPO whenever ODOT substantially changes the model. A substantial change and the content of the submission is defined in the MPO Manual.
4. ODOT will transmit a traffic assignment model to the MPO in each SFY that ODOT enacts model updates unless it has transmitted a full working copy of the updated model to the MPO in the same year. The content of the submission is defined in the MPO Manual.
5. ODOT will transmit the model inputs and outputs to the MPO whenever ODOT conducts modeling for a specific ODOT project. The content of the submission is defined in the MPO Manual. ODOT will maintain the model and its inputs used for project modeling requests for at least one year (or as agreed upon for the project). ODOT will consult with the MPO and the Public Transit Operator(s) on additional analysis needs and alternatives during the project development process.
6. ODOT will allow the MPO two weeks to do the project-specific modeling for use in Design Traffic Forecasts or planning studies if the MPO has maintained the project modeling and is able to provide consistent modeling results as needed. ODOT may authorize a longer time frame based on the project schedule or the modeling complexity.
7. ODOT may modify the MPO travel demand model to meet its specific planning purposes. When such modifications are made, ODOT will: 1) provide a written list of the modifications to the MPO; and 2) not portray the modified model publicly or privately as the MPO travel demand model, unless prior written consent is provided by the MPO.
8. ODOT and/or its consultants will perform any travel demand modeling in the region consistent with the regional travel demand model.
9. In order to reflect the most complete information possible, ODOT will supply traffic counts, trip distribution estimates, trip assignments, crash data, and information concerning detected bottlenecks or delays on the state system and will supply the information on an as-needed basis. This does not preclude the MPO from collecting additional information.
10. ODOT will support a travel demand model users' group to provide ongoing coordination with modelers in the planning partner agencies, local governments, and their consultants.

C. The MPO Responsibilities

1. The MPO will perform model runs unless otherwise agreed to in writing.



2. The MPO will transmit a full working copy of the updated model to ODOT whenever the MPO substantially changes the model. A substantial change and the content of the submission is defined in the MPO Manual.
3. The MPO will transmit a traffic assignment model to ODOT in each SFY that the MPO enacts model updates unless it has transmitted a full working copy of the updated model to ODOT in the same year. The content of the submission is defined in the MPO Manual.
4. The MPO will transmit the model inputs and outputs to ODOT whenever the MPO performs modeling for a specific ODOT project. The content of the submission is defined in the MPO Manual. The MPO will maintain the model and its inputs used for project modeling requests for at least one year (or as agreed upon for the project). The MPO will consult with ODOT and the Public Transit Operator(s) on additional analysis needs and alternatives during the project development process.
5. The MPO will develop, maintain, and update the regional travel demand model that is used for the MTP and TIP, transportation studies, and for evaluating transportation-related air quality impacts within the MPA (if applicable).
6. The MPO will consult with ODOT regarding various modeling issues, including software platforms, data requirements, and overall model performance for such regional travel demand model.
7. The MPO will provide the model and information from the model to ODOT for planning purposes. The regional travel demand model developed by the MPO for these purposes will be used for the purposes of regional transportation planning, programming, and air-quality conformity analysis. Data requests from ODOT for model information will be jointly coordinated and processed according to the MPO's established data request policy.
8. The MPO will utilize the regional travel demand model for evaluating the performance of the region's transportation system and to assess proposed strategies for the MTP and TIP. The MPO will also utilize the regional travel demand model for environmental justice analyses and, if applicable, air quality analyses.
9. The MPO will provide information from the regional travel demand model to support studies and other analyses by ODOT and the Public Transit Operator(s).
10. The MPO will assist ODOT and the Public Transit Operator(s) in reviewing modeling approaches for consistency with the regional travel demand model.



D. The Public Transit Operator(s) Responsibilities

1. The Public Transit Operator(s) will consult with ODOT and the MPO on additional analysis needs and alternatives during the iterative design process.
2. The Public Transit Operator(s) and/or its consultants will perform any travel demand modeling in the region consistent with the regional travel demand model.
3. The Public Transit Operator(s) will share available boarding/alighting and route specific ridership data as needed, including on-board survey data. If data is not available, the Public Transit Operator(s) will coordinate with the MPO to acquire data to support travel demand modeling needs.

VIII. Air Quality Conformity

A. General Responsibilities

Transportation conformity is required by Clean Air Act Section 176(c) (42 U.S.C. 7506(c)) to ensure that federal funding and approval are given to highway and transit projects that are consistent with—"conform to"—the air quality goals established by the Ohio Environmental Protection Agency's State Implementation Plan (SIP). For ODOT and the MPO, conformity means that transportation activities that compose the MTP and S/TIP will not cause new air quality violations, worsen existing violations, or delay timely attainment of the National Ambient Air Quality Standards (NAAQS). Conformity requirements apply in areas that either do not meet or previously have not met NAAQS. It is the responsibility of both the MPO and ODOT to participate in the conformity process to meet the NAAQS for any non-attainment or maintenance region.

1. The Parties and other metropolitan planning organizations in the air quality region will cooperatively determine the need to initiate an air quality conformity process.
2. The Parties will fulfill their roles and responsibilities for interagency consultation as documented in the current SIP MOU.
3. The Parties and other project sponsors will work cooperatively to define the design concept and scope of projects in the MTP and TIP to conduct regional emissions analyses.

B. ODOT Responsibilities

1. ODOT will use the latest planning assumptions and emissions model when conducting regional emissions analyses.



2. ODOT will transmit formal requests for new regional conformity determinations to FHWA.
3. ODOT will provide the MPO staff with a copy of the USDOT conformity letter.

C. The MPO Responsibilities

1. The MPO will initiate the conformity process and prepare documentation describing the transportation action prompting the need for a new conformity determination.
2. The MPO will document the procedures and parameters by which conformity will be established as determined through interagency consultation and distribute them to all involved parties for concurrence.
3. The MPO will use the latest planning assumptions and emissions model when conducting regional emissions analyses.
4. The MPO will coordinate public participation in the conformity determination consistent with the MPO's Public Participation Plan.
5. The MPO will document within a resolution that it has determined the conformity of its plans and programs to the SIP and will provide that documentation with its request to ODOT for a USDOT conformity determination.
6. The MPO will send requests for a USDOT conformity determination to ODOT. The request will include documentation of planning, conformity, and public participation and the resolution(s).

D. The Public Transit Operator(s) Responsibilities

See General Responsibilities in Section A.

IX. Coordinated Public Transit-Human Services Transportation Plan

Areas must have a Coordinated Public Transit-Human Service Transportation Plan (Coordinated Plan) to be eligible to expend FTA Section 5310 funds.

A. General Responsibilities

1. The Parties will work cooperatively to ensure that the extent of the MPA has a Coordinated Plan(s) that satisfies the eligibility requirements for FTA Section 5310 funds.



2. The Parties will integrate the applicable Coordinated Plan(s) with the transportation planning activities that include the MPA.
3. The Parties will work cooperatively to develop, review, and update the Coordinated Plan(s) that include the MPA as needed.

X. Public Participation Plan

A. General Responsibilities

The MPO will develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

B. ODOT Responsibilities

1. ODOT will cooperate with the MPO and the Public Transit Operator(s) to develop and maintain the Public Participation Plan for use in the metropolitan planning process.
2. To coordinate effective planning and programming activities, ODOT, to the maximum extent practicable, will coordinate public information efforts with the MPO and the Public Transit Operator(s), and seek joint opportunities for public involvement.
3. ODOT will use strategies from the Public Participation Plan as part of planning studies and project development activities in the MPA.

C. The MPO Responsibilities

1. The MPO will cooperate with ODOT and the Public Transit Organization(s) to develop and maintain the Public Participation Plan for use in the metropolitan planning process.
2. The MPO will initiate periodic reviews of the effectiveness of the Public Participation Plan strategies and may suggest updates to the Public Participation Plan in cooperation with ODOT and the Public Transit Organization(s).



3. The MPO will follow the Public Participation Plan in its planning and programming work so that the public is adequately and appropriately engaged in planning and project development activities in the MPA.
4. To coordinate effective planning and programming activities, the MPO, to the maximum extent practicable, will coordinate public information efforts with ODOT and the Public Transit Organization(s), and seek joint opportunities for public involvement.

D. The Public Transit Operator(s) Responsibilities

1. The Public Transit Operator(s) will cooperate with ODOT and the MPO to develop and maintain the Public Participation Plan for use in the metropolitan planning process.
2. The Public Transit Operator(s) will use strategies from the Public Participation Plan as part of planning studies and project development activities in the MPA.
3. To coordinate effective planning and programming activities, the Public Transit Operator, to the maximum extent practicable, will coordinate public information efforts with ODOT and the MPO, and seek joint opportunities for public involvement.

XI. Coordinating Planning Processes Across MPA Boundaries

A. General Responsibilities

If more than one metropolitan planning organization has been designated to serve an urbanized area, the metropolitan transportation planning processes will be coordinated to assure the development of consistent MTPs and TIPs across the MPA boundaries, particularly in cases in which a proposed transportation investment extends across the boundaries of more than one MPA. The metropolitan transportation planning processes for affected metropolitan planning organizations should, to the maximum extent possible, reflect coordinated data collection, analysis, and planning assumptions across the MPAs.

1. The Parties will share available information, such as GIS layers, shapefiles, databases, and other applicable electronic data along common boundaries for the purpose of travel demand model development, calibration, and other analytical applications as requested, practicable, and subject to agency-level policies, procedures, and agreements.



2. The Parties will coordinate the collection and analysis of data regarding travel patterns to, through, and among adjacent MPAs. Examples include traffic counts, household surveys, “big data” acquisition (e.g., cell phone origin-destination data or travel speed data).
3. The Parties will share and coordinate the latest estimates, projections, and planning assumptions related to population, employment, land use, travel, transit, congestion, and economic activity for long-range planning applications, such as congestion management processes.
4. The Parties will exchange information and expertise in matters of mutual concern. This includes each agency ensuring the notification of, and participation in, meetings concerned with matters of mutual interest, and collaboration on projects and studies with other parties that share transportation corridors, service routes, and assets spanning MPA boundaries.

B. ODOT Responsibilities

See General Responsibilities in Section A.

C. The MPO Responsibilities

1. The MPO retains responsibility and authority for the metropolitan planning process carried out in its MPA.
2. The MPO will conduct cross-boundary coordination of matters affecting the Congestion Management Process, including monitoring activities and the sharing of relevant data (e.g., traffic counts, park and ride facilities, and transit use to and from adjoining MPAs).

D. The Public Transit Operator(s) Responsibilities

1. The Public Transit Operator(s) will coordinate with relevant metropolitan planning organizations as appropriate to share service information, ridership data, and other data for use in the planning process, including in the congestion management process.
2. The Public Transit Operator(s) will coordinate with relevant metropolitan planning organizations on planning and programming for investments, including services, that cross MPA boundaries.



XII. Updating, Modifying, or Terminating the MOU

This MOU constitutes the mutual responsibilities for carrying out the metropolitan transportation planning process per 23 CFR 450.314. Any changes or modifications to this MOU shall be made and agreed to in writing by all Parties.


XIII. Signatures

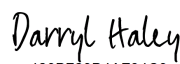

Any person executing this MOU in a representative capacity hereby represents that he/she has been duly authorized by his/her principal to execute this MOU on such principal’s behalf.

Any Party hereto may deliver a copy of its counterpart signature page to this MOU via fax or e-mail. Each Party hereto shall be entitled to rely upon a facsimile signature of any other Party delivered in such a manner as if such signature were an original.

This MOU may be executed in any number of counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

Signatures:

Ohio-Kentucky-Indiana Regional Council of Governments	Ohio Department of Transportation
<div>DocuSigned by:</div> <div>X </div> <div>0358FC81EA01479...</div>	X
Mark Policinski Chief Executive Officer	Pamela Boratyn Director
Date: 10/22/2024	Date:

Southwest Ohio Regional Transit Authority	Butler County Regional Transit Authority
<div>DocuSigned by:</div> <div>X </div> <div>420B729B4AF94C9...</div>	X 
Darryl Haley Chief Executive Officer and General Manager	Matthew Dutkevich Executive Director
Date: 10/23/2024	Date: Nov 20, 2024

Clermont Transportation Connection	Middletown Transit Services
X	X
Andy Mays Director	Nathan Cahall Acting City Manager
Date:	Date:

Warren County Transit Service	City of Cincinnati for the Cincinnati Streetcar
X	X
Susanne Mason Program Manager	Sheryl M.M. Long City Manager
Date:	Date:





TO: BCRTA Board of Trustees

FROM: Meagan Varney, Procurement & Compliance Specialist

RE: *Action Item – Bicycle and Pedestrian Path Planning Study, 2024-046*

November 4, 2024

RECOMMENDATION

Adoption of a resolution authorizing the Executive Director on behalf of BCRTA and the City of Oxford to execute a contract with KZF Design for consultant services for an amount not to exceed \$162,794.74.

FINANCIAL CONSIDERATIONS

This is a one-time contract for consultant services with a total expenditure not to exceed \$162,794.74. BCRTA was the recipient of grant funds for this contract on behalf of the City of Oxford and the consultant will be paid directly by BCRTA from the grant funds.

BUSINESS PURPOSE

The City of Oxford requires KZF Design to assist them with 30% design and estimation work for three (3) corridor areas within the City, amounting to four (4) total miles. This work will provide for new and enhanced coordination between BCRTA-provided public transportation and other transportation and associated transit improvements in the City.

PROCUREMENT CONSIDERATIONS

Based on the proposal submitted by KZF Design, confirmation that the team members are pre-qualified through ODOT, and information provided by references, KZF Design has the capacity to perform these contracts, and are recommended for award.

LEGAL CONSIDERATIONS

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

BCRTA Resolution No. 24-11-06

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

Whereas, BCRTA solicited for consultant services on behalf of the City of Oxford for assistance on design and estimation work for certain corridors within the City; and

Whereas BCRTA requested that interested proposers submit an implementation plan and proposal outlining technical capacity and experience, as well as pricing; and

Whereas BCRTA received one (1) proposal from KZF Design; and

Whereas a selection committee comprised of employees of the City of Oxford evaluated the proposal for Technical Capacity and Experience, the Implementation Plan, whether members are Pre-Qualified under Ohio Department of Transportation standards and for Total Contract Price; and

Whereas since BCRTA received a single bid, BCRTA spoke with interested vendors who did not submit proposals and determined that the reasons for not submitting were all outside of BCRTA's control and therefore competition was adequate under FTA standards; and

Whereas the selection committee members and BCRTA Procurement determined that the competition and solicitation were adequate and that KZF Design is the most advantageous to BCRTA.

Now therefore be it resolved:

SECTION 1: The BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute a Contract for consultant services in the amount of \$147,995.20 plus a 10% contingency at a not to exceed amount of \$162,794.74 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: November 20, 2024

A handwritten signature in cursive script, appearing to read "Chris Lawson", positioned above a horizontal line.

Chris Lawson, Board President

A handwritten signature in cursive script, appearing to read "Matthew Dutkevich", positioned above a horizontal line.

Matthew Dutkevich, Executive Director



TO: BCRTA Board of Trustees

FROM: Meagan Varney, Procurement & Compliance Specialist
Paul Williams, Director of Maintenance & Capital Infrastructure

RE: *Action Item – Moser Court Parking Project CSA for Propane Engineering*

November 13, 2024

STRATEGIC PLAN GOAL / OBJECTIVE

- Adapt to Market Demands
- Leverage Regional Partnerships
- Lead Workforce Development

RECOMMENDATION

Approve a resolution amending resolutions 22-09-02 and 23-09-01 Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Task Order for Parking Lot Expansion Designs. This amendment will authorize a change in service agreement that shall expand the scope of Bowen’s current task order for preliminary engineering of the Moser Court Parking project to include technical engineering services for the complete inclusion of propane fueling infrastructure at an additional cost of \$74,588.

FINANCIAL CONSIDERATIONS

This increase is an expected cost and change in scope. It will be funded with existing project dollars from the LONO or parking project grants.

BUSINESS PURPOSE

To perform all tasks necessary to provide the Final Design and construction drawings for the propane fueling components of the Moser Court Parking project. This is for additional services beyond the original authorization, which was only for the amount required to complete conceptual design and engineering. Staff will request additional authority in Q1 2025 for the complete design, engineering, and bid documents of the entire project.

LEGAL CONSIDERATIONS

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

BCRTA Resolution No. 24-11-07

Amending Resolutions 22-09-02 and 23-09-01 Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Task Order for Parking Lot Expansion Designs.

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

Whereas on September 20, 2023, BCRTA's Board of Trustees approved Resolution 23-09-01 which authorized the BCRTA Executive Director to execute a change of service agreement between BCRTA and Richard L. Bowen & Associates for the provision of survey, design, and construction documents for a parking lot expansion; and

Whereas since completing these preliminary designs the BCRTA has also received additional funding for the incorporation of a propane fleet and fueling island; and

Whereas BCRTA has determined that additional design and engineering is required to incorporate the propane fueling components into the now funded Moser Court parking expansion project; and

Whereas Richard L. Bowen & Associates requested a Change in Services Agreement, of \$74,588 which accounts for the necessary technical expertise and engineering required to include BCRTA's propane fueling requirements into this project.

Now therefore be it resolved that:

SECTION 1: The BCRTA Board of Trustees hereby amends Resolution 22-09-02 and 23-09-01 to authorize the BCRTA Executive Director to execute a Change of Service Agreement and Task Order between **BCRTA** and **Richard L. Bowen & Associates** at a revised cost of \$220,976 plus a 10% contingency fee for a total not to exceed cost of \$243,073.60 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: November 20, 2024

A handwritten signature in cursive script, appearing to read "Chris Lawson", positioned above a horizontal line.

Chris Lawson, Board President

A handwritten signature in cursive script, appearing to read "Matthew Dutkevich", positioned above a horizontal line.

Matthew Dutkevich, Executive Director

METRIC DASHBOARD

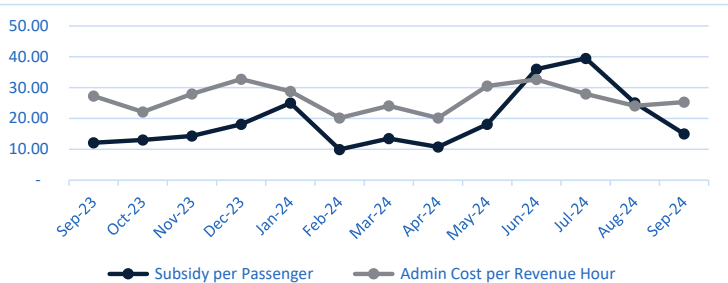
September 2024

Leveraging Competetive Funding & Partnerships

Average Fleet Age

5.98

Since Last Month (0.31) -5.18%
Since Last Year 0.41 6.86%



Enhancing Connectivity

BCRTA Transit App Users

8,180

Since Last Month 3,083 37.69%
Since Last Year 1,943 23.75%

BGO App Rides/Total BGO Rides

42.89%

Since Last Month 3.78% 8.82%
Since Last Year 9.15% 21.34%

BCRTA Transit App Downloads

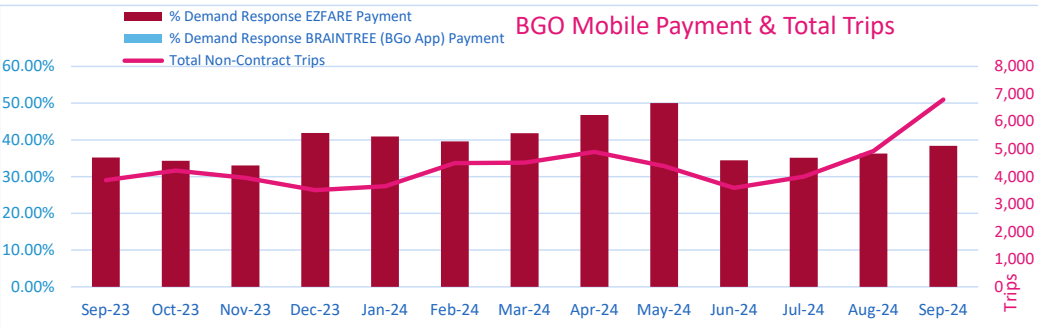
1,423

Since Last Month (893) -62.75%
Since Last Year 578 40.62%

BGO App Downloads

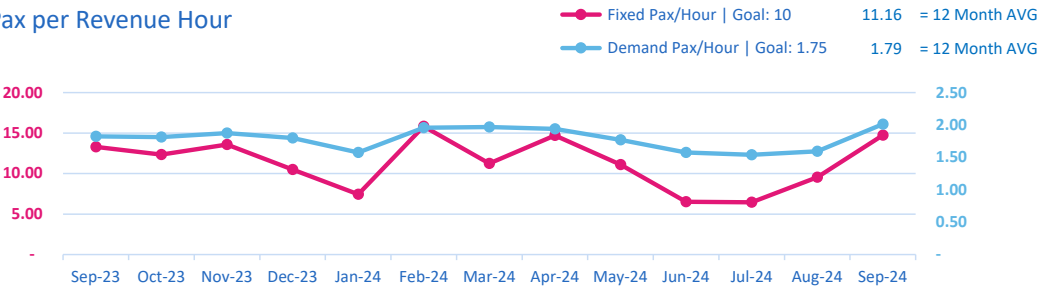
678

Since Last Month (83) -12.24%
Since Last Year 272 40.12%

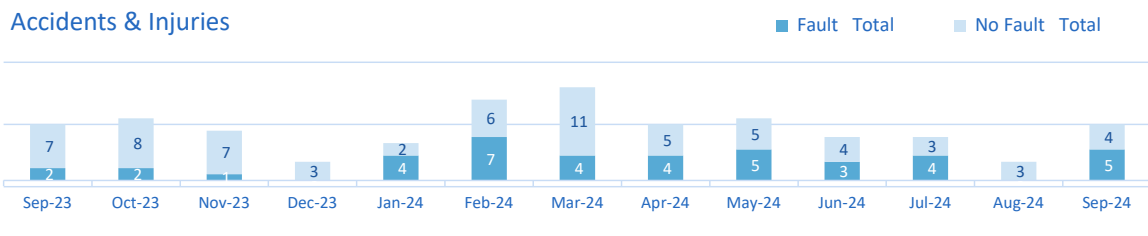


Improving Mobility & Eliminating Barriers

Pax per Revenue Hour



Accidents & Injuries



Target Operator Staffing

72%

Since Last Month -14.44%
Since Last Year 17.61%
12 Month Average 75.20%
GOAL 100.00%

Denials & Refusals/Total BGO

24.69%

Since Last Month -7.69%
Since Last Year -10.13%
12 Month Average 34.15%
GOAL 0.00%

Supporting Employers

CincyLink Total Trips

2,522

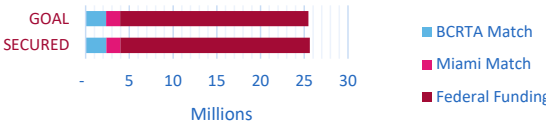
Since Last Month (48) -2%
Since Last Year (169) -7%

BGO Employment Trips

2,388

Since Last Month 98 4.10%
Since Last Year 825 34.55%

Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

330



Strategic Plan Updates & Director's Notes

November 2024

1 Increase Education & Advocacy

CincyLink to Blink

CincyLink to Blink was very successful! Operations deployed more vehicles than expected and provided more than 5000 rides to and from Blink for the weekend.

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

Due to scheduling demands in the Commissioners' offices, BCRTA's appearance at a work session has been postponed until early 2025. Fortunately, staff expect to have some one-on-one meetings in early December.

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.

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

Strategic Plan Updates & Director's Notes

November 2024

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

USDOT announced that we were successful in seeking the ATTAIN grant! BCRTA has agreed to partner with NEORide and other transit agencies to leverage 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.

Accelerating Advanced Digital Construction Management Systems Program

BCRTA also received news that the University of Cincinnati has been successful in receiving an AACDCMS grant. BCRTA will support UC's grant by providing input and feedback regarding the agency's experience with technology used during the Chestnut Street Station construction project. BCRTA may also be eligible to receive additional software for use during the Moser Court FASST parking project.

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 was authorized by the BCRTA Board at the October BCRTA Board meeting. Staff will meet with the City again on November 22nd.

Strategic Plan Updates & Director's Notes

November 2024

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.

Unfortunately, the capital cost of construction/buildout has been determined by staff to be a barrier after conducting a feasibility study with one of BCRTA's A&E partners. Due to the current configuration of the building, required changes are estimated to exceed \$692K.

Staff are continuing to investigate alternatives that are a better fit for BCRTA's needs and budget.

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. SORTA received a grant award to help fund operations as part of the Ohio Workforce Mobility Grant.

5 Lead Workforce Development

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.

The project would be completely reliant on discretionary grant funds.

Strategic Plan Updates & Director's Notes

November 2024

6 Adapt to Market Demand

Chestnut Street Multimodal Station

Chestnut Street Station continues to move forward. The building is nearly “dried in” for the winter while doors and roofs are nearing completion. All concrete has been poured and drywall work will begin soon. Staff are working with Graybach and Bowen to identify an opening date in Fall of 2025.

Information, updates and pictures are available at

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

Work Plan

Task Name	Bucket Name	Progress	Priority	Start date	Due date	Completed Date	Labels
Anniversary Logo	1 - 30th Anniversary Program (August 25th)	Completed	Urgent	01/01/2024	02/29/2024	06/12/2024	
Identify and Secure Sponsors (Engage Business Community)	1 - 30th Anniversary Program (August 25th)	Completed	Low	01/01/2024	03/31/2024	10/07/2024	
Advertising Promotion of Business	1 - 30th Anniversary Program (August 25th)	Completed	Medium	01/01/2024	03/31/2024	10/07/2024	Completion Pending
Anniversary Event	1 - 30th Anniversary Program (August 25th)	Completed	Urgent	01/01/2024	03/31/2024	08/05/2024	Completion Pending
Once a Month Anniversary Event	1 - 30th Anniversary Program (August 25th)	Completed	Urgent	01/01/2024	03/31/2024	08/05/2024	Completion Pending
Bus Wrap (Not full) Anniversary Bus	1 - 30th Anniversary Program (August 25th)	Completed	Medium	01/01/2024	03/31/2024	06/12/2024	
Community Advocates/Advisory Committee	1 - Community Engagement	Not started	Important	04/03/2023	07/01/2024		DELAYED
Canned Speaker Bureau (Rotary Meetings Etc.)	1 - Community Engagement	Not started	Important	04/01/2024	12/31/2024		DELAYED;Rescheduled
Oxford Engagement (for General Public)	1 - Community Engagement	Not started	Low	01/01/2025	03/31/2025		
Chamber Presentations	1 - Community Engagement	Not started	Medium	12/02/2024	03/31/2025		DELAYED
Coffee & Conversations Events	1 - Community Engagement	Not started	Medium	12/02/2024	06/06/2025		DELAYED
State of The Authority	1 - Community Engagement	Not started	Low	01/01/2026	03/31/2026		
Define rider demographic vs. non-rider demographic	1 - Develop Education/Advocacy-Services & Rider	Completed	Urgent	01/01/2024	07/31/2024	10/07/2024	DELAYED;Rescheduled
Determine the communications for each area/rider demographic	1 - Develop Education/Advocacy-Services & Rider	In progress	Important	01/01/2024	08/31/2024		DELAYED;Completion Pending
Create Informational/Educational Materials for Public Consumption	1 - Develop Education/Advocacy-Services & Rider	Not started	Medium	07/01/2024	03/01/2025		BLOCKED by PreReq;Rescheduled
Social Media Marketing-Build Ridership-New Developments	1 - Develop Education/Advocacy-Services & Rider	Not started	Medium	01/01/2025	03/31/2025		
Environmental Impact	1 - Develop the BCRTA Story- Structure & Vision,	Not started	Low	06/03/2024	08/31/2024		
Create talking Points & Content for Public Sharing	1 - Develop the BCRTA Story- Structure & Vision,	In progress	Important	01/01/2024	11/22/2024		BLOCKED by PreReq;DELAYED;Rescheduled
Meeting with Elected Officials	1 - Develop the BCRTA Story- Structure & Vision,	In progress	Important	04/01/2024	11/25/2024		DELAYED;Rescheduled
Collaborating Strategically (Voice at the Bigger Table)	1 - Develop the BCRTA Story- Structure & Vision,	Not started	Low	10/01/2024	11/30/2024		
Fiscal Impact	1 - Develop the BCRTA Story- Structure & Vision,	In progress	Medium	04/01/2024			Evergreen Target
Create Online Store	1 - Merchandise	Completed	Low	07/01/2024	08/30/2024	06/14/2024	
Create and Sell BCRTA Merchandise	1 - Merchandise	In progress	Low	01/01/2024	12/01/2024		DELAYED;Rescheduled
Establish Loyalty Program/Free Merch Relationship	1 - Merchandise	In progress	Low	01/01/2025	03/31/2025		Ahead of Schedule!
Leverage Resell Partners for Merch	1 - Merchandise	Completed	Low	04/01/2025	06/30/2025	11/04/2024	
Explore Additional MU Contacts (Employee Engagements/Education)	1 - Miami University Program	Not started	Important	01/01/2025	03/31/2025		
Annual bus wrap with MU-Competition?	1 - Miami University Program	Not started	Low	01/01/2025	03/31/2025		
Mobility Options Awareness & Connections	1 - Miami University Program	Not started	Low	01/01/2025	03/31/2025		
Raising Student Orientation Profile	1 - Miami University Program	In progress	Low	04/01/2025	07/31/2025		
Engage the Parking & Transportation Advisory Council	1 - Miami University Program	In progress	Urgent	01/01/2024			Evergreen Target

Strategic Plan Updates & Director's Notes

November 2024

communities Success Stories	2 -Enhance Revenues	In progress	Medium	01/01/2024	03/31/2024		
Develop Unfunded Service Scenarios	2 -Enhance Revenues	Completed	Important	04/01/2024	08/09/2024	09/26/2024	Rescheduled
Stage 1-Elected Official Support	2 -Enhance Revenues	Not started	Important	07/01/2024	10/04/2024		
Funding Education Campaign Tour	2 -Enhance Revenues	Not started	Important	01/01/2024	03/01/2025		DELAYED;Rescheduled
Community Partnerships	2 -Enhance Revenues	Not started	Low	01/01/2025	03/31/2025		
Business Partnerships	2 -Enhance Revenues	Not started	Low	01/01/2025	03/31/2025		
1st Attempt at Long-Term Dedicated Funding	2 -Enhance Revenues	Not started	Important	01/01/2025	03/31/2025		
Stage 2-Community Education	2 -Enhance Revenues	Not started	Important	01/01/2025	04/04/2025		
Community Campaign (Support Transit Window Stickers/Pledge)	2 -Enhance Revenues	Not started	Medium	04/01/2025	06/30/2025		
2nd Attempt for Long-term Dedicated Funding	2 -Enhance Revenues	Not started	Important	07/01/2025	09/30/2025		
Leverage Unused/Untapped/Lapsing Local Transit Funds	2 -Enhance Revenues	In progress	Medium	01/01/2024			Evergreen Target
Engagement	3 -Engage Disruptive Technology	In progress	Medium	01/01/2025	03/31/2025		
IT Partners	3 -Engage Disruptive Technology	Not started	Medium	01/01/2025	03/31/2025		
Testing Partners	3 -Engage Disruptive Technology	Not started	Medium	01/01/2025	03/31/2025		
Innovation Reputation (recruitment)	3 -Engage Disruptive Technology	Not started	Medium	01/01/2025	03/31/2025		
Work with Small Businesses and Entrpreneurs to Advance economic development for the future	3 -Engage Disruptive Technology	Not started	Medium	01/01/2025	03/31/2025		
Work with Entrepreneurial Centers, Incubators, Colleges/Universities	3 -Engage Disruptive Technology	Not started	Medium	01/01/2025	03/31/2025		
Funding (Ex. CVG Application for NASA Grant)	3 -Engage Disruptive Technology	In progress	Medium	01/01/2025	06/30/2025		
Get BCRTA on the map-Develop a Regional/National Reputation	3 -Engage Disruptive Technology	In progress	Medium	01/01/2026	03/31/2026		
Advanced Mobility Hubs	3 -Engage Disruptive Technology	Not started	Medium	01/01/2026	03/31/2026		
Patents and Other Revenue Generation Opportunities	3 -Engage Disruptive Technology	Not started	Low	04/01/2026	06/30/2026		
Butler County (ODJFS)	4 - Public Partner Engagements	In progress	Low	07/01/2024	09/30/2024		
Workforce Investment Board	4 - Public Partner Engagements	Not started	Medium	07/01/2024	09/30/2024		
Warren County	4 - Public Partner Engagements	Not started	Low	01/01/2025	03/31/2025		
Clermont County	4 - Public Partner Engagements	Not started	Low	01/01/2025	03/31/2025		
NEORide	4 - Public Partner Engagements	In progress	Medium	04/01/2024			Evergreen Target
Expand Oversight Resonsibility and capabilities for Middletown Small Urban Area	4 -Leverage Regional Partners	In progress	Important	01/01/2024	12/31/2024		BLOCKED by PreReq
Engage in EZConnect Paratransit Technology Coordination	4 -Leverage Regional Partners	In progress	Low	01/01/2025	03/31/2025		
Utilize Other Transit Agencies to Identify "Win-Win" Scenarios	4 -Leverage Regional Partners	Not started	Low	03/31/2025	03/31/2025		
Engage in Regional Paratransit Coordination	4 -Leverage Regional Partners	In progress	Low		12/31/2025		
Investing in Recruitment/Employment Advertising	5 - Lead Workforce Development	Completed	Important	01/01/2024	03/31/2024	10/07/2024	Evergreen Target;Completion Pending
Create Onboarding Schedules So All leaders Can Participate	5 - Lead Workforce Development	Completed	Important	01/01/2024	03/31/2024	09/03/2024	
Salary Study	5 - Lead Workforce Development	Completed	Urgent		03/31/2024	08/05/2024	Completion Pending
BCRTA Value	5 - Lead Workforce Development	Completed	Medium	01/01/2024	03/31/2024	03/28/2024	
Update Program for Prior Operator (create options: PT, Experienced, etc.)	5 - Lead Workforce Development	In progress	Important	01/01/2024	03/31/2024		DELAYED
Expand Training Capacity	5 - Lead Workforce Development	In progress	Urgent	01/01/2024	03/31/2024		BLOCKED by PreReq;DELAYED
Better Understand the 4th Generation in the Workforce and Identify Needs for Employee Attraction	5 - Lead Workforce Development	In progress	Medium	01/01/2024	03/31/2024		DELAYED;Completion Pending
Workforce Investment Act Recruiting	5 - Lead Workforce Development	Completed	Medium	04/01/2024	06/30/2024	08/05/2024	
Implement Lessons Learned from the 4th Generation Research	5 - Lead Workforce Development	Completed	Important	04/01/2024	06/30/2024	08/05/2024	
Differentiate Recruiting	5 - Lead Workforce Development	Completed	Medium	04/01/2024	06/30/2024	05/07/2024	
Internal Promotion Pathways	5 - Lead Workforce Development	Completed	Medium	04/01/2024	09/15/2024	08/05/2024	DELAYED
Onboarding Within the Department and with a Mentor (Post Training)	5 - Lead Workforce Development	Not started	Low	07/01/2024	09/30/2024		
Structure Organization for Consistent Supervisor Relationship	5 - Lead Workforce Development	Not started	Important	01/01/2024	12/31/2024		BLOCKED by PreReq;Rescheduled
Engage in DEI Commitment and Activities	5 - Lead Workforce Development	In progress	Medium	01/01/2024	01/01/2025		Rescheduled
Emotional Pull-1 Video/Quarter	5 - Lead Workforce Development	Not started	Medium	11/04/2024	02/01/2025		Rescheduled
Vocational Schools as Targets	5 - Lead Workforce Development	Completed	Low	04/01/2025	06/30/2025	08/05/2024	
Staff Training for Internal Customer Service (mentor/Ambassador Training)	5 - Lead Workforce Development	Not started	Medium	04/01/2025	06/30/2025		
Infrastructure	6 - Adapt To Market Demands	In progress	Medium	04/01/2024	06/30/2024		
Differentiate Our Service Delivery Strategy by Mode and Geography	6 - Adapt To Market Demands	In progress	Important	04/01/2024	06/30/2024		
Connecting with Other Modes of Transportation	6 - Adapt To Market Demands	In progress	Low	04/01/2024	06/30/2024		
Connecting with Other Transit Systems	6 - Adapt To Market Demands	In progress	Medium	04/01/2024	06/30/2024		
Develop Good, Better, Best Scenarios	6 - Adapt To Market Demands	Completed	Important	04/01/2024	08/06/2024	09/26/2024	DELAYED
Gather Business Input	6 - Adapt To Market Demands	Not started	Important	07/01/2024	09/30/2024		BLOCKED by PreReq;Rescheduled
Create and Complete Community Service on Needs & Desires	6 - Adapt To Market Demands	In progress	Important	04/01/2024	06/02/2025		Rescheduled
2022 Annual Report	To do	Completed	Urgent	01/01/2024	01/29/2024	07/09/2024	Completion Pending
Rearrange Web Site to Support Strategic Plan Materials	To do	Completed	Urgent		05/24/2024	10/07/2024	Completion Pending
2023 Annual Report	To do	In progress	Important	05/31/2024	09/30/2024		Follow-Up Item;DELAYED;Rescheduled;Completion Pending

Strategic Plan Updates & Director's Notes

November 2024

Strategic Work Plan Statistics as of October 2024

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

BCRTA was successful in obtaining \$2.5M to realize the Fuel Alternative, Security, Storage, Training (FASST) project to finish the Moser Court parking expansion plan. Staff will be working to finalize A&E plans to let a bid for construction in Q1 2025.

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. Copies are available on the BCRTA website and from Shawn Cowan.

Upcoming Procurements >\$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
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 11-20-2024 V3

Final Audit Report

2024-11-20

Created:	2024-11-20
By:	Sarah Schwartz (schwartzs@butlercountyrta.com)
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-  Document created by Sarah Schwartz (schwartzs@butlercountyrta.com)
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-  Agreement completed.
2024-11-20 - 9:50:49 PM GMT