



Board of Trustees

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

Mr. Nick Bauer

Mr. David Fehr
Butler County Department
of Development

Mr. James A. Foster

Mr. Dannel R. Shepard

Mr. Corey Watt

Ms. Kathy Wyenandt

Executive Director

Mr. Matthew M. Dutkevicz

Legal Counsel

Mr. Brain Zets
Isaac Wiles
Burkholder & Teetor, LLC

***** PUBLIC MEETING NOTICE *****

Butler County Regional Transit Authority Board of Trustees

The BCRTA Board of Trustees is scheduled to meet on Wednesday, June 19, 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							
Fehr, David	X	X	X	E	X							
Foster, Jim	X	X	X	X	X							
Gordon, Perry	X	X	X	X	X							
Lawson, Chris	X	X	X _(8:12)	E	X							
Shepard, Dannel	X	X	X	X	X							
Watt, Corey	X	X _(8:04)	X	X	X							
Wyenandt, Kathy	E	X	X	X	X							

X = Present

E = Excused

E* = Online not Official

A = Absent

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

June 19, 2024 8:00 AM

Butler County RTA Board Room

3045 Moser Court, Hamilton, OH 45011

PRELIMINARY AGENDA

I. Call to Order & Roll

II. Consideration of Absences

- a. Trustee Dannel Shepard has requested to be excused.

III. Consent Agenda (*Motion Requested*)

- a. Approval of the Agenda
- b. Approval of the May 15, 2024 Meeting Minutes

IV. Comments from Citizens

V. Recognition of Juneteenth

VI. Secretary/Treasurer's Report – April 2024 (*Motion Requested*)

VII. Governance

- a. Oath of Office: Y. Brown-Jones

VIII. Action Items

- a. **Resolution 24-06-01:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter Into a Memorandum of Understanding Between Southwest Ohio Transit Authority, BCRTA and NEORide for the specific purpose of the One-Seat Ride Workforce Development Project.
- b. **Resolution 24-06-02:** Adopting the FY2025 Planning Budget for the Butler County Regional Transit Authority (BCRTA) and Acceptance of the BCRTA Fiscal Officer's Certification of Funds and Estimation of Revenues.

IX. Committee & Staff Reports

- a. OKI
- b. Service & Metrics
Luke Morgan, Director of Operations
- c. Marketing & Outreach
Shawn Cowan, Communications & Outreach Manager
- d. Talent, Benefits, & Recruitment
Mary Jane Leveline, Talent & Benefits Manager

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

June 19, 2024 8:00 AM

Butler County RTA Board Room

3045 Moser Court, Hamilton, OH 45011

- e. Procurement
Meagan Varney, Procurement & Compliance Specialist

- f. Director's Report

X. Executive Session (*Motion Requested*)

- a. Pursuant to ORC §121.22 (G)(1) to consider the compensation and employment of a public employee

XI. Adjourn (*Motion Requested*)

[illegible]

PRESENT:	Chris Lawson, President Perry Gordon, Vice President Nick Bauer David Fehr Jim Foster Dannel Shepard Corey Watt Kathy Wyenandt	STAFF:	Matthew Dutkevicz, Executive Director Delene Weidner, Dir of Finance & Admin Luke Morgan, Dir of Operations Shawn Cowan, Dir. Customer Care and Public Engagement Mary Jane Leveline, Dir of People. Culture & Employee Development Sarah Schwartz, Admin & Comm Specialist Mark Franklin, Operations Supervisor, Chief Safety Officer Meagan Varney, Procurement & Comp Specialist
ABSENT:		OTHERS PRESENT:	None
CITIZENS:	Whitney Harris Unknown	LEGAL COUNSEL:	Brian Zets, Isaac Wiles*

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III. Approval of the Consent Agenda

Trustee Watt moved to approve the consent agenda. Trustee Foster seconded. Trustee Fehr abstained. All others voted in favor of approval.

IV. Comments from Citizens

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

V. Secretary/Treasurer's Report

Ms. Yannitty presented the financials as of the end of March 2024, compared to the Annual Budget. Ms. Yannitty advised that the budget goal for 1st quarter would be 25%; Total Revenues were just under budget at 24.4%.

Expenses at the end of March are under budget at 19.7%. Ms. Yannitty advised there were no major changes from the prior month and current trends were continuing.

The Transaction logs for the month of March were included in the packet presenting all cash transactions for the period. A payment by the City of Middletown early in the month was called out but otherwise there was nothing worth note.

The balance sheet for March 2024 was presented with normal balances for assets, as well as liabilities and equity. Accounts receivables were noted as high and the reason given was draw timing and City of Middletown payments. The City of Middletown has caught up with payments during the months of April and May and should be reflected during forthcoming Board meetings.

At the end of March, Available Funds were approximately \$10.1M. Capital Replacements were adjusted to better match the 10-year projection, bringing the current balance to \$2.8M. Total Board Reserves of \$6.4M were adjusted as Chestnut Fields match was double counted. Non-Restricted Funds at the end of March was \$3.7M. Non-Restricted funds will be needed for future operational needs.

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

VI. Governance

Trustee Vacancy

Mr. Dutkevicz informed the Board that Ms. Brown-Jones was unable to attend this month's meeting, however she will be in attendance next month to be sworn in as the newest BCRTA Trustee. Trustee Foster expressed that he feels Ms. Brown-Jones will be a fantastic addition, as her insights will lend greatly to all that BCRTA is doing.

VII. Action Items

a. Resolution 24-05-01: Appointing Directors to the Transit Alliance of Butler County (TABC) Board of Directors.

Ms. Cowan explained that Mr. Jeff Diver has been serving on the TABC Board of Directors for many years. Resolution 24-05-01 reappoints Mr. Diver, with a term to expire in 2027.

Trustee Watt moved to adopt Resolution 24-05-01. Trustee Gordon seconded.

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

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

The resolution was adopted.

b. Resolution 24-05-02: Amending the Butler County Regional Transit Authority Public Transportation Agency Safety Plan (PTASP).

Mr. Dutkevicz explained that the PTASP is a program required by all public transit agencies who receive FTA funds. The program, guided by USDOT regulations, gives direction on managing safety risks within their systems. It is part of BCRTAs 5307, 5339 and other funding certifications. There has been some updated guidance and regulations, which required BCRTA's program to be updated.

Mr. Dutkevicz stated that one of the updates required some staffing changes. In response to this, one of the most notable changes is appointing Mr. Mark Franklin as Chief Safety Officer.

Mr. Franklin explained the updates to the PTASP program include rolling safety targets that have been changed from a five-year target to a three-year target and the goal of a 2% annual reduction for the four safety performance targets, except when the target is 0. Other notable changes per FTA were guidance on addressing communicable disease. BCRTA's response to those types of incidents has been modified. Updated responses for reduction on assaults on transit workers has also been included. Lastly, a Safety Committee has been formed and meets

as instructed by FTA guidelines. This committee is comprised of a variety of frontline workers from various shifts including drivers, maintenance, and supervisors.

Trustee Foster moved to adopt Resolution 24-05-02. Trustee Wyenandt seconded.

Upon a call of the roll, resulted as follows:

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

The resolution was adopted.

c. Resolution 24-05-03: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Amend the Terms of the Construction Contract for Chestnut Street Multimodal Station.

Mr. Dutkevicz explained this resolution is to set a percentage of overhead on construction, profit and general condition fees that the Contractor will charge Owner for each change order. This provision was not included in the original contract, so it is necessary to amend the terms of the contract to include it going forward. BCRTA has negotiated to 8.6% with the contractor. This mark-up on change orders is very normal within construction projects such as the Chestnut Street project.

Ms. Varney explained that originally, BCRTA was being charged 5% for overhead, 5% for profit, and 5% for general conditions, equaling a 15% charge on some change orders. As these charges added up, it became necessary to have the conversation to set these charges at a more reasonable fixed rate.

The second amendment to this contract is to revise the substantial completion date of the Chestnut Street project. Due to the various soil and water issues, a hard stop was placed on construction-meaning no contract work was able to be completed until site soil issues were resolved. This delay extended the timeframe of the project, changing the substantial completion date. This must be reflected in the contract and therefore amended.

Trustee Watt and well as Trustee Shepard did voice concern as to if the change order charges not being listed in the contract at inception were a simple oversight or deliberate omission on the part of the contractors. Mr. Dutkevicz assured the Board that this is not uncommon. Ms. Varney has researched the issue in depth, as well as spoken to other transit agencies who have

completed construction projects. This type of charge is normal and the negotiated 8.6% is very reasonable.

Mr. Dutkevicz also spoke to the board about the extended excavation that was a topic at last month's BCRTA Board of Trustees meeting. The Board requested Mr. Dutkevicz discuss with Miami the unexpected expenses accrued in removing the remaining Talawanda building. Miami has not yet responded.

In addition, Mr. Dutkevicz stated that he will most likely run out of spending authority by next month. Ms. Varney and Mr. Dutkevicz will be going over plans with the construction manager.

Trustee Wyenandt moved to adopt Resolution 24-05-03. Trustee Foster seconded.

Upon a call of the roll, resulted as follows:

Trustee Bauer	Yes
Trustee Fehr	Yes
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Yes
Trustee Shepard	Yes
Trustee Watt	No
Trustee Wyenandt	Yes

The resolution was adopted.

VIII. Committee & Staff Reports

a) OKI

Mr. Dutkevicz explained that this month at OKI the focus was on the 2050 plan which is now out for review. There will be a public meeting in June, presented online.

There is a campaign effort to have representation by population on the OKI Board. The City of Cincinnati is not supporting this, but it is a movement throughout Cincinnati. This effort is demanding the city receive representation by population. The goal in this endeavor is to change the City's charter, which would force Cincinnati to exit OKI. This is not beneficial as Cincinnati would lose all the benefits of the MPO. In response, OKI will be working on educational promotions to be sure people understand how OKI works and what the processes are.

b) Q2 2024 Status of BCRTA: Compensation, Space Planning, & Financial Forecast

Mr. Dutkevicz explained this is a follow-up from last month's discussion about space planning and wages. The goal is to achieve the Strategic Plan. To do this BCRTA needs to address the demand needs, such as putting some additional or improved services on the road. To do this, BCRTA needs to hire and

train drivers. Hiring qualified drivers and training them is a struggle. This is due to compensation and bandwidth in the training program.

Ms. Leveline began by giving a detailed comparison of other local driving positions and the starting wages of these positions. BCRTA was last. The average starting wage of these comparable positions is \$20.65. BCRTA has a wage gap of 25%. Non-driving positions within a 10-mile radius have an average starting wage of \$17.68. These non-driving positions included food service. BCRTA has a wage gap of 7%.

Ms. Leveline shared the vehicle operator employment pipeline from April 2023 to April of 2024. Of the 572 applicants, 73 were hired and 33 graduated from training. Of those, 23 are still employed. Trustee Gordon surmised that roughly 1 out of every 8 is hired, and that BCRTA is losing applicants due to the rate of pay.

Ms. Leveline continued that in terms of funds spent, the cost of unsuccessful hires including marketing, recruitment, selection, orientation, and training is \$17,067 per hire.

The available options to increase wages are 1) Raise wages with the Consumer Price Index (CPI), 2) Raise wages 21.2% to meet market and 3) Raise wages to exceed market to 25%+. Each option has financial impacts on the budget and BCRTA's potential impending fiscal cliff.

Trustee Shepard inquired if qualifications would change if the starting wage is increased.

Mr. Dutkevicz assured that qualifications would not change. Trustee Watt questioned the Miami University contract and how raising wages could potentially affect this. Mr. Dutkevicz stated that the Miami contract does contain CPI rate increases.

Trustee Shepard asked if BCRTA offers applicants "second chance" for those with past criminal charges. Ms. Leveline stated that applicants are encouraged to apply, as it all depends on the background check. The BCVSC has some very specific qualifications that prohibit BCRTA from hiring individuals with certain past criminal charges. In light of this, Ms. Leveline has had to tell applicants that due to their past charges, they cannot be employed at BCRTA, and they may want to consider having that record expunged or sealed before reapplying.

Mr. Dutkevicz moved on to the issue of space planning. The options available to alleviate the space constraints come down to leasing commercial space or partnering to leverage a low-cost lease. Rearranging furniture or cubicles will not fix the space issue. Currently several people share office space. The largest problem is that the training department simply does not have the space to conduct the training that is needed to satisfy the strategic plan. Currently training competes for space in both the large and small conference room.

Mr. Dutkevicz continued that he did follow through with contacting both Butler County about available space, as well as partnering with Miami University in the former VORA property. The Butler County

Administrator communicated that due to consolidation there is no property available. Mr. Dutkevicz suggested the VORA property is 2 years away from being in a condition for occupancy. The option to do nothing and continue on as is gives the projected outcome of stunted growth, as new hires receive poor training experiences and other departments are unable to grow. Leasing space for shared services would give the Moser Court property the ability to be reconfigured and become a learning and training center while keeping operations close.

Trustee Foster asked about moving to leased space. Mr. Dutkevicz confirmed that would be the ideal situation. Mr. Dutkevicz added that lease prices in the City of Hamilton are very reasonable. In fact, leasing the amount of space that is needed may be equivalent to the salary of one full-time manager/director.

Mr. Dutkevicz shared financial graphs pertaining to the budget. These graphs depicted how financial decisions, such as status quo vs. raising wages impacts ending cash and investment balances. In staying with the status quo, the financial risks of not increasing wages and not expanding the training program would produce a financial hardship towards the end of 2026. Increasing wages and expanding the training center would result in financial hardship beginning at the end of 2025.

Trustee Lawson asked what was the opinion of the County Commissioners. Mr. Dutkevicz stated that he has a meeting with the Commissioners in June and intends to cover this issue with the Commissioners then.

Mr. Dutkevicz presented wage raises for both 21.2% as well as 25%. Mr. Dutkevicz did remind the Board that regardless of the decisions, BCRTA still has contracts that must be honored, and staff needs to be retained to carry out these functions. If the wage gap is not addressed, there is a risk of losing valuable staff. Decreasing He added that reducing services and the inability to retain staff would eliminate the need for the strategic plan.

Trustee Wyenandt stated that it is time to start having conversations with the Commissioners about where BCRTA is and where BCRTA could be, and how BCRTA could be used to better benefit the economic development projections within Butler County. Trustee Wyenandt continued that BCRTA needs the support of the Butler County Commissioners for the viability and validity of this organization. In addition, Trustee Wyenandt included that a ballot initiative will be needed very soon, with a built-in failure timeline. Trustee Gordon agreed, stating this is the time to move. He added that the retreat in 2019 has allowed for a laser focus on what is needed.

Trustee Lawson added that possibly the Commissioners would have other ideas or means of funds, as the economy may not be able to support a ballot issue. Mr. Dutkevicz assured Trustee Lawson that is a point in the conversation with the Commissioners, to explore all the available options.

Trustee Shepard added that any initiative would have to be heavily marketed and education about BCRTA in communities that traditionally do not use public transit would be very important in gaining support. Mr. Dutkevich agreed, stating that education is key.

Trustee Bauer asked, since BCRTA is funded solely by grants is there not a designated employee on staff whose sole job to seek and apply for grants? Mr. Dutkevich responded that this is handled as a collateral responsibility of existing staff but the administrative staff is skinny by design. Mr. Dutkevich stated he will not increase the administrative staff size until the service on the road needs are met. The primary mission is supplying the service and if we cannot supply rides, then there is no reason to have any other staff. However, in the Strategic Plan, it does call for succession planning and additional staff. There are several departments where people will be retiring, and institutional knowledge will need to be withheld. Mr. Dutkevich stressed that he is not yet ready to do this until there are more drivers and more service on the road. There is still demand BCRTA is not meeting.

Trustee Watt voiced his concern about the public's acceptance of any ballot initiative, recounting local failed school levies and property tax increases. Trustee Watt asked the Board to be cognizant of the economic impact of these ideas. Trustee Wyenandt stated that any measures BCRTA would take would not be from property taxes and additionally could include local benefits such as infrastructure improvements.

Trustee Shepard added that in his career, he is seeing a shift. People are moving to the cities where public transportation is available. Trustee Shepard continued that it is important to show each community that BCRTA does offer what they need even if each community needs something different. Adding to this point, Mr. Dutkevich assured that all of these goals of educating, leveraging partnerships and adding service are in the strategic plan.

Although not up for a vote today, Mr. Dutkevich stated he would like to raise driver wages by 21%. If there are no objections to this, an amended budget will be presented in the early fall. At that time other items such as healthcare will be discussed to help offset expenses. Trustee Fehr did ask for clarification if Trustees were being asked to approve an increase in wages.

Mr. Dutkevich stated that no, this increase does not hinge on Board approval, however the budget will require approval from the Board of Trustees. Trustee Fehr did ask for a breakdown of the dollar amount and who is impacted by the wage increase. Ms. Weidner did have the ten-year projected financial forecast available for the Board to review. The breakdown included not just wages, but OPERS, healthcare and other items associated with payroll.

Trustee Lawson communicated that although he is not sure if increasing wages will help with attracting more drivers, at least the increase may retain the drivers we do have. Ms. Weidner added that with or without the wage increase, there is still a fiscal cliff to consider. It's a matter of timing, the timeline of financial crisis simply moves closer.

Mr. Dutkevicz stated that if there were no objections, plans will be made to change driver wages, and present a budget amendment later this year. Mr. Dutkevicz said he and Ms. Weidner will get a more detailed view of the impact the driver wage increase will have and that will be sent out to Board members in the next few days. Mr. Dutkevicz stated he will follow up with Trustee Fehr about possible lease space available from Butler County.

Mr. Dutkevicz offered that as discussions with Butler County officials begin, the date of those meetings will be shared so any Trustee wishing to participate in those conversations can do so. Trustee Foster offered to be involved.

Mr. Dutkevicz offered to table staff reports for this month since the presentations for wage increase and space expansion were lengthy. There were no objections.

Mr. Dutkevicz did add that the Hometown Heros bus will be unveiled at the Firefighter Conference coming up on May 22, 2024. Furthermore, the business response to the BCRTA 30th Anniversary Summer of Celebration has been very positive as small business owners voice their gratitude for assistance in brining business to downtown Hamilton.

Ms. Weidner added that the audit has been initiated and is in process.

IX. X. Adjourn

Trustee Watt moved to adjourn; Trustee Gordon seconded. The motion carried. The meeting was adjourned at 9:47 AM.

Respectfully submitted,



Matthew M. Dutkevicz, Executive Director



Chris Lawson, Board President

Appendix A
Comments from Citizens

One thing I'm really happy, shape, or some, now
they meant to be
I thank you for always son your tireless work
day in and day out

Sincerely yours,
Christine Wilson-Hernandez

Recycling Bin Mishandling Along Bus Route

I have filed a complaint with the City of Hamilton,
I've filed one with Rumpke (Hamilton has a contract
with them for garbage and recycling services), but it
only worked for a week (well two if you consider that
recycling collection is only every other week in Hamilton),
so I'm bringing it here given it affects a bus route
and individuals who rely on that route. For those of you
who aren't aware, the R/R goes right down my street.
There's a stop just before you turn onto it, and a
stop at the end. I utilize both stops. Every other
Wednesday morning, the recycling gets collected.
Instead of putting the bins back onto the curb,
they're thrown every which way, onto the sidewalk,
and out into the road. I catch the R/R down on
the morning...

this matter, I'm going to try to do something, have at it and good luck. If not, I'm so that I wasted your time

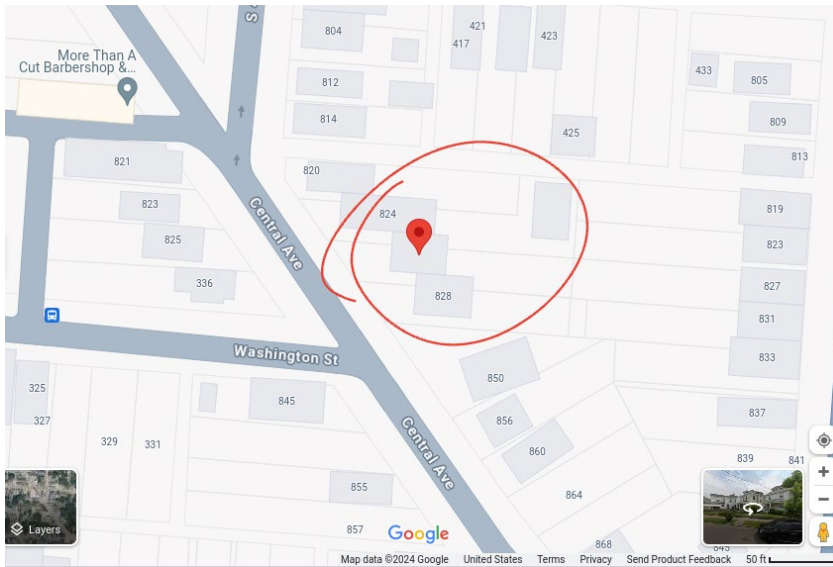
has already been by at this time, believe it or not every other Wednesday night, I have to get up 20 minutes earlier because of the fact I have to clear a path to the bus stop. I have to get out of my chair and pick up and move all the bins out of my way so that I can get it down the sidewalk. Sometimes I haven't been able to get up that extra 20 minutes earlier (since the night before), so I just leave my chair at home and use my crutch so that I can get down the sidewalk without having to move anything. It's also been more than once that the driver has had to stop the bus to move these bins out of the path of the bus. I've tried to explain to Rummage how much of a problem this is for a disabled individual whose only way around is public transit, and how much of a danger it poses to the bus drivers but they hear it from people who are affiliated with the company, they may realize this more and should take it seriously.

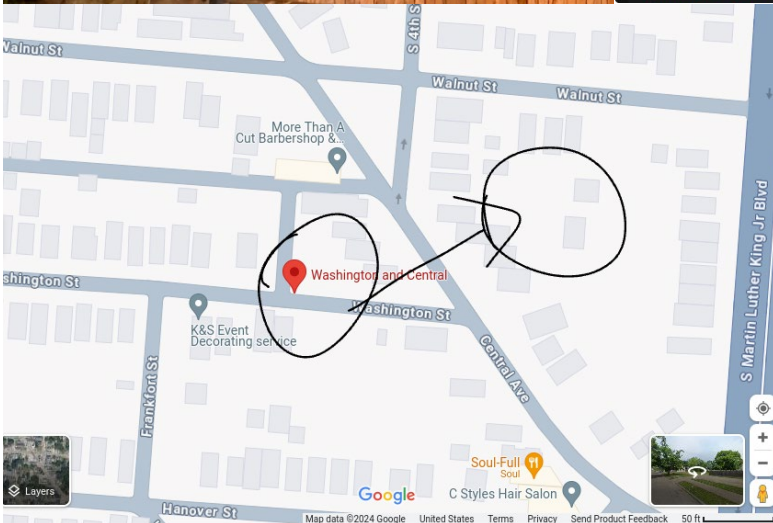
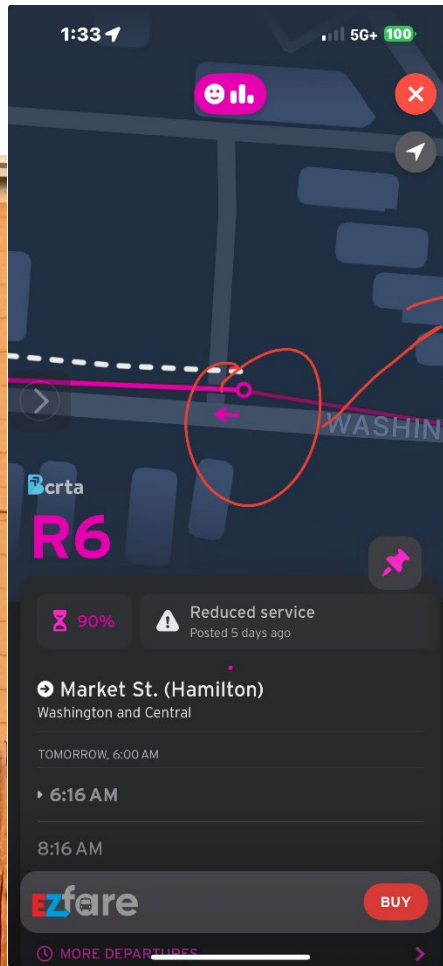
BCRTA Board of Trustees Meeting Minutes
May 15, 2024 1:12 PM

bus stop location may be misleading for some

there is a bus stop for the R4 at Washington and Central, which started out as a temporary stop, but then became permanent. I recently started using this stop on a regular basis (I use the R4 to connect to/from the R3 at Fairchild crossings). The first time I used it, I was thrown off by the location of it, and this nearly caused me to miss the bus. The location of the stop is more towards where Central Avenue meets Hanover than where it meets Washington which is the street I live on. I now know where it actually is, so I'm no longer thrown off, but this may not be the case for some riders (like me) who don't know the area.

challenged. I think we are encountering I think it may be beneficial to change the stop name to Central & Hanover, or something such as Central and Washington near Hanover. I've attached maps for verification. Thank you so much for your time and morning!






OATH OF OFFICE

Yasmen Brown-Jones

I, Yasmen Brown-Jones, swear that I will honestly, faithfully, and impartially perform the duties of a trustee of the Butler County Regional Transit Authority (BCRTA) Board of Trustees. Furthermore, I swear that I will not be personally interested directly or indirectly in any contract let by the BCRTA.

Sworn this 19th day of June 2024.


Yasmen Brown-Jones (Jun 20, 2024 09:57 EDT)

Yasmen Brown-Jones


Brian Zets (Jun 19, 2024 13:05 EDT)

Brain Zets, Isaac Wiles
BCRTA Legal Counsel

BCRTA
Income Statement
April 2024

	Year to Date Last Year	Year to Date This Year	Annual Budget	YTD % of Budget
Passenger Fares	11,831	21,244	72,000	29.5%
Contract Fares	53,661	95,445	303,000	31.5%
Partnership Transit Rev (COM)	331,228	1,006,445	2,654,868	37.9%
Transit Development Rev (MU)	698,549	974,458	2,944,679	33.1%
Mgt./Cons. Services	45,786	98,897	296,688	33.3%
Interest & Other	79,084	109,265	335,420	32.6%
Agency Funding	15,469	25,152	47,598	52.8%
Park-n-Ride Program	150,000	-	-	0.0%
State Funding	-	-	-	0.0%
Federal Funding	2,000,236	1,181,069	4,462,472	26.5%
Total Revenues	3,385,844	3,511,974	11,116,725	31.6%
Expenses				
Wages	1,305,318	1,382,773	4,632,394	29.9%
Fringes	637,364	582,355	2,880,435	20.2%
Services	272,269	175,294	774,398	22.6%
Materials & Supplies	310,277	320,446	1,155,956	27.7%
Utilities	28,957	28,879	115,000	25.1%
Insurance	96,154	90,115	350,850	25.7%
Purchased Transportation	150,000	1,126	-	0.0%
Misc. Items	26,572	53,659	124,200	43.2%
Contingency	-	-	50,000	0.0%
Total Expenses	2,826,912	2,634,647	10,083,233	26.1%
Gain/Loss before Depr, NP & OPEB Exp	558,932	877,327	1,033,492	84.9%
Est. Local Share of Depreciation Exp	113,948	113,948	341,843	33.3%
Est. Net Pension & OPEB Exp (Inc)	109,186	109,186	327,558	33.3%
Total Gain/(Loss)	335,798	654,193	364,090	179.7%

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
4/1/24			Beginning Balance			698,114.04
4/1/24	12141	CDJ	Altafiber		144.20	
4/1/24	12142	CDJ	American Red Cross		152.00	
4/1/24	12143	CDJ	City of Hamilton - Hamilton Fi		105.00	
4/1/24	12144	CDJ	Motorola Solutions, Inc.		12,637.32	
4/1/24	12145	CDJ	United Parcel Service		28.16	
4/1/24	12146	CDJ	Verizon Wireless		65.94	
4/1/24	4088157102	CRJ	Federal Transit Administration	3,568.00		
4/1/24	4088157235	CRJ	Federal Transit Administration	538,149.00		
4/1/24	4088157360	CRJ	Federal Transit Administration	301,115.00		
4/1/24	4088157425	CRJ	Federal Transit Administration	2,332.00		
4/1/24	841285706	CRJ	Farebox Receipts	415.00		
4/1/24	FARES03312024	CRJ	Farebox Receipts	2,574.38		
4/1/24	01125368	CRJ	Butler County Veterans Service	10,336.04		
4/1/24	840881844	CRJ	Ohio Transit Risk Pool	442.15		
4/1/24	202405553591	CDJ	Graybach, LLC		51,444.23	
4/1/24	04/01/24	GENJ	Service Charge		150.00	
4/4/24	12147	CDJ	Eptura, Inc.		8,910.00	
4/5/24	ACH04052024	CDJ	SuperFleet Mastercard Program		62,066.84	
4/5/24	AT-04/05/2024	CDJ	BCRTA PNC Card Purchases		8,795.10	
4/5/24	12148	CDJ	Amazon Capital Services		1,872.22	
4/5/24	12149	CDJ	Affordable Pest Control Inc.		56.00	
4/5/24	12150	CDJ	Richard L. Bowen & Associates,		31,665.31	
4/5/24	12151	CDJ	BCRTA Petty Cash		411.38	
4/5/24	12152	CDJ	Bryce's Lawncare & Landscaping		4,150.00	
4/5/24	12153	CDJ	Cincinnati Bell Technology Sol		528.14	
4/5/24	12154	CDJ	Cornett's Pressure Cleaning		2,830.00	
4/5/24	12155	CDJ	Elements IV Interiors		482.84	
4/5/24	12156	CDJ	Fuller Ford		373.16	
4/5/24	12157	CDJ	Gillig LLC		5,632.44	
4/5/24	12158	CDJ	Gem City Tire		468.25	
4/5/24	12159	CDJ	GMV Syncromatics		18,225.00	
4/5/24	12160	CDJ	Hunter Marketing		12,393.19	
4/5/24	12161	CDJ	IdentiSys Inc		157.92	
4/5/24	12162	CDJ	Isaac Wiles & Burkholder, LLC		5,516.00	
4/5/24	12163	CDJ	Jani-King of Cincinnati LLC		550.00	
4/5/24	12164	CDJ	Kronos SaaShr, Inc.		96.05	
4/5/24	12165	CDJ	Minuteman Press - Fairfield		80.00	
4/5/24	12166	CDJ	ODACS, LLC		412.00	
4/5/24	12167	CDJ	Overhead Door of Greater Cincinnati		66.00	
4/5/24	12168	CDJ	Ohio Newspapers, Inc.		101.75	
4/5/24	12169	CDJ	Preferred Fire Protection, Inc		249.00	
4/5/24	12170	CDJ	Schoox LLC		4,102.00	
4/5/24	12171	CDJ	South East Area Transit		350.00	
4/5/24	12172	CDJ	Treasurer State of Ohio		378.00	
4/5/24	12173	CDJ	Verizon Wireless		2,313.85	

4/5/24	12174	CDJ	Woodhull LLC		491.79
4/10/24	12175	CDJ	Duke Energy		25,064.05
4/10/24	12176	CDJ	Motorola Solutions, Inc.		192.84
4/10/24	12177	CDJ	Rumpke Of Ohio Inc.		321.05
4/11/24	PRWE 04/05/24	GENJ	Tax Payment- Cash Requirements		22,904.02
4/11/24	PRWE 04/05/24	GENJ	Vendor Payments SPA - Cash Requirements		5,331.72
4/11/24	PRWE 04/05/24	GENJ	Garnishment Check #10085		398.10
4/11/24	PRWE 04/05/24	GENJ	Empl. Dir. Dep. SPA - Cash Requirements		126,562.62
4/11/24	PRWE 04/05/24	GENJ	ODC - Roth Check #10083		700.00
4/11/24	PRWE 04/05/24	GENJ	ODC Check #10084		1,415.00
4/11/24	PRWE 04/05/24	GENJ	Garnishment Check #10086		326.50
4/15/24	PR SE 0415	GENJ	S Extine - PRWE 04/05/24 RETURNED	509.33	
4/15/24	PR SE 0415	GENJ	S Extine - PRWE 04/05/24 CK 1096		509.33
4/16/24	12178	CDJ	Cintas Uniforms		462.88
4/16/24	12179	CDJ	AFFIRM Agency		14,581.00
4/16/24	12180	CDJ	American Red Cross		570.00
4/16/24	12181	CDJ	Aftermarket Parts Company, LLC		230.54
4/16/24	12182	CDJ	Affordable Pest Control Inc.		56.00
4/16/24	12183	CDJ	Alpine Valley Water Co., Inc.		69.70
4/16/24	12184	CDJ	Biometric Information Manageme		800.00
4/16/24	12185	CDJ	Cintas Corporation		1,097.21
4/16/24	12186	CDJ	City of Hamilton - Utilities		3,106.07
4/16/24	12187	CDJ	Cornett's Pressure Cleaning		1,885.00
4/16/24	12188	CDJ	Cintas Uniforms		3,569.78
4/16/24	12189	CDJ	Frank's Heavy Truck Collision		4,677.65
4/16/24	12190	CDJ	GovSpend		3,080.00
4/16/24	12191	CDJ	Health Transit Pool of Ohio		75,000.00
4/16/24	12192	CDJ	John Dsuban Spring Service Inc		915.75
4/16/24	12193	CDJ	KOI Auto Parts		3,008.07
4/16/24	12194	CDJ	My Parts Express		1,934.70
4/16/24	12195	CDJ	PERS		84,369.83
4/16/24	12196	CDJ	Ports Petroleum Co., Inc.		1,621.75
4/16/24	12197	CDJ	Port Technology LLC		2,173.60
4/16/24	12198	CDJ	Ricoh USA, Inc		20.69
4/16/24	12199	CDJ	Refitt's Garage & Towing Servi		1,125.00
4/16/24	12200	CDJ	Transit Alliance of Butler Cou		110.51
4/16/24	12201	CDJ	Tri State Cleaning		400.00
4/16/24	12202	CDJ	United Parcel Service		28.04
4/16/24	12203	CDJ	Walt Fouch Photography		850.00
4/16/24	Cowan 3/24	CRJ	BCRTA Items	25.36	
4/16/24	298710	CRJ	City of Middletown	283,431.94	
4/17/24	12204	CDJ	Eptura, Inc.		5,145.49
4/17/24	12205	CDJ	Liberty Township Charitable Fu		250.00
4/17/24	01126332	CRJ	Butler County Veterans Service	11,561.00	
4/17/24	0051664839	CRJ	Ohio Department of Transportat	18,944.75	
4/18/24	00052	CRJ	BCRTA Items	25.00	
4/19/24	1011737343	CDJ	Ohio Department of Commerce		25.00
4/23/24	12206	CDJ	16 Points Solutions		926.25

4/23/24	12207	CDJ	Altafiber		143.73	
4/23/24	12208	CDJ	Bryce's Lawncare & Landscaping		1,050.00	
4/23/24	12209	CDJ	Brighton Spring Service Co., I		150.00	
4/23/24	12210	CDJ	Cummins Bridgeway LLC		1,286.32	
4/23/24	12211	CDJ	City of Oxford		13,360.00	
4/23/24	12212	CDJ	Cornett's Pressure Cleaning		2,190.00	
4/23/24	12213	CDJ	Fuller Ford		1,166.98	
4/23/24	12214	CDJ	First Transit, Inc.		8,919.00	
4/23/24	12215	CDJ	Gillig LLC		632.38	
4/23/24	12216	CDJ	City of Hamilton - Hamilton Fi		105.00	
4/23/24	12217	CDJ	Knapheide Truck Equipment Cent		29,862.00	
4/23/24	12218	CDJ	Minuteman Press - Fairfield		182.00	
4/23/24	12219	CDJ	Refitt's Garage & Towing Servi		950.00	
4/23/24	12220	CDJ	Silco Fire & Security		116.70	
4/23/24	12221	CDJ	Transit Alliance of Butler Cou		2.50	
4/23/24	12221V	CDJ	Transit Alliance of Butler Cou	2.50		
4/25/24	PRWE 04/19/24	GENJ	ODC - Roth Check #10087		700.00	
4/25/24	PRWE 04/19/24	GENJ	Garnishment Check #10090		315.52	
4/25/24	PRWE 04/19/24	GENJ	Tax Payment- Cash Requirements		30,351.42	
4/25/24	PRWE 04/19/24	GENJ	Empl. Dir. Dep. SPA - Cash Requirements		146,653.74	
4/25/24	PRWE 04/19/24	GENJ	ODC Check #10088		1,415.00	
4/25/24	PRWE 04/19/24	GENJ	Vendor Payments SPA - Cash Requirements		5,389.41	
4/25/24	PRWE 04/19/24	GENJ	Garnishment Check #10089		406.83	
4/25/24	4114155297	CRJ	Federal Transit Administration	429,232.00		
4/25/24	4114155422	CRJ	Federal Transit Administration	2,368.00		
4/25/24	4114155646	CRJ	Federal Transit Administration	59,151.00		
4/25/24	4114155714	CRJ	Federal Transit Administration	88.00		
4/25/24	STAR xfer	GENJ	Xfer to STAR Ohio		1,000,000.00	
4/26/24	12221	CDJ	Graybach, LLC		134,889.18	
4/26/24	12222	CDJ	R.J. Beischel Building Co.		3,512.00	
4/26/24	12223	CDJ	Verizon Wireless		65.82	
4/30/24	12224	CDJ	Cincinnati Bell Technology Sol		524.86	
4/30/24	12225	CDJ	Cornett's Pressure Cleaning		1,920.00	
4/30/24	12226	CDJ	Fuller Ford		237.90	
4/30/24	12227	CDJ	Jani-King of Cincinnati LLC		550.00	
4/30/24	12228	CDJ	Performance Wraps LLC		7,567.00	
4/30/24	12229	CDJ	United Parcel Service		28.22	
4/30/24	01126740	CRJ	Butler County Veterans Service	11,814.00		
4/30/24	844249001	CRJ	Farebox Receipts	790.00		
4/30/24	1018	CRJ	BCRTA Items	3,443.43		
4/30/24	10445069	CRJ	Miami University	245,389.95		
			Current Period Change	1,925,707.83	2,028,910.33	-103,202.50
4/30/24			Ending Balance			594,911.54

Savings - PNC (National City)

4/1/24			Beginning Balance			73,132.09
4/1/24	04/01/24	GENJ	Service Charge		0.22	
4/17/24	MAS041724	CRJ	Farebox Receipts	2,631.08		
4/30/24	04/30/24	GENJ	Interest Income	0.65		

			Current Period Change	2,631.73	0.22	2,631.51
4/30/24			Ending Balance			75,763.60
Savings - PNC Bank \$\$						
4/1/24			Beginning Balance			1,145,885.62
4/30/24	04/30/24	GENJ	Interest Income	10.02		
			Current Period Change	10.02		10.02
4/30/24			Ending Balance			1,145,895.64
Investment - STAR Ohio						
4/1/24			Beginning Balance			6,109,947.48
4/25/24	STAR xfer	GENJ	Xfer to STAR Ohio	1,000,000.00		
4/30/24	04/30/24	GENJ	Interest Income	28,301.91		
			Current Period Change	1,028,301.91		1,028,301.91
4/30/24			Ending Balance			7,138,249.39

BCRTA
Balance Sheet
April 2024

Assets

Current Assets		Other Assets	
Checking - PNC	594,911.54	Net Pension Asset	23,736.00
Savings - PNC	75,763.60	Deferred Outflows-Pensions	2,958,556.00
Savings - PNC	1,145,895.64	Deferred Outflows-OPEB	434,010.00
STAR Ohio	7,138,249.39		
Bid Deposit	53,023.76	Property & Equipment	
M&S Inventory	75,218.85	Vehicles	12,001,251.09
Diesel Fuel Inventory	-	Buildings & Land	2,734,604.53
Petty Cash	1,050.00	Furniture & Equipment	1,945,795.50
Accounts Receivable	2,172,349.25	Amenities & Misc.	149,576.89
Prepays	373,629.91	Software Subscriptions	550,504.24
		WIP-<35' Buses	14,610.00
		WIP-Building	73,444.19
		WIP-Chestnut Fields	3,224,071.00
		WIP-Equipment	118,857.00
		WIP-Technology	7,500.00
		Accum. Depr./Amort.	(11,591,493.19)
	<hr/>		<hr/>
	11,630,091.94		12,645,023.25
			Total Assets
			<u>24,275,115.19</u>

Liabilities & Equity

Current Liabilities		Long-term Liabilities	
Accounts Payable	247,819.70	Subscription Liability	300,301.95
Payroll Payables	146,496.59	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	83,895.61	Deferred Inflows-OPEB	46,460.00
Future Match Funds	-		
Unearned Tickets	34,250.37	Equity	
		Balance Equity	2,861,645.23
		Federal Capital	17,129,028.00
		State Capital	1,596,301.00
		Local Capital	89,410.00
		Retained Earnings	(6,024,333.40)
		Net Income	877,326.99
	<hr/>		<hr/>
	706,182.42		23,568,932.77
			Total Liabilities
			and Capital
			<u>24,275,115.19</u>

BCRTA
Cash Reserves

April 2024

Current Assets	11,630,091.94
Current Liabilities	<u>(706,182.42)</u>
Available Funds	10,923,909.52

Board Reserves

Local Share Grant Obligations		
OH-2018-21-00 Super Grant	290,590.25	
OH-2021-56-00 Super Grant	1,564,205.00	
OH-2023-22-00 Mobility Management	50,226.50	
OH-2021-60-00 Chestnut Fields	3,173,755.00	
Less Miami University Chestnut Fields Match	(1,600,000.00)	
Less Projected Local Match	<u>(3,278,607.50)</u>	MU, R6, VA, UTP, OTPP
Match Required or (Overmatch)	200,169.25	
 FTA Grants	 200,169.25	 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>1,697,853.00</u>	
 Total Board Reserves	 6,379,151.75	
 Non-Restricted Funds	 4,544,757.77	



TO: BCRTA Board of Trustees

FROM: Matthew Dutkevicz, Executive Director

RE: *Action Item 24-06-01 – SORTA/NEORide MOU*

June 19, 2024

RECOMMENDATION

Adoption of a resolution authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to enter into a Memorandum of Understanding with Southwest Ohio Regional Transit Authority and NEORide for the specific purpose of the One-Seat Ride Workforce Development Project.

FINANCIAL CONSIDERATIONS

- SORTA is seeking grants funds and has committed to all funding for this pilot project.
- BCRTA will not operate or provide funding for this pilot project.
- BCRTA staff will provide in-kind support for the project.

BUSINESS PURPOSE

The purpose of this MOU is to establish the respective responsibilities of the parties with regard the Workforce Mobility Partnership Program, specifically the One-Seat Ride Workforce Development Project and to set forth the rights and duties of the parties as a result of that obligation.

LEGAL CONSIDERATIONS

Southwest Ohio Transit Authority and Butler County Regional Transit Authority are political subdivision of the State of Ohio and are authorized to provide transit service to the citizens of Hamilton and Butler Counties by Sections 306.01 or 306.30 et seq. of the Ohio Revised Code.

Resolution No. 24-06-01

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into a Memorandum of Understanding with Southwest Ohio Regional Transit Authority and NEORide for the specific purpose of the One-Seat Ride Workforce Development Project.

Whereas the memorandum of Understanding (MOU) is made by and between Southwest Ohio Regional Transit Authority (SORTA), NEORide, and Butler County Regional Transit Authority; and

Whereas the purpose of the MOU is to establish the respective responsibilities of the parties with regard to the Workforce Mobility Partnership Program, specifically the One-Seat Ride Workforce Development Project and to set forth the rights and duties of the parties as a result of that obligation; and

Whereas Butler County Regional Transit Authority (BCRTA) is a political subdivision of the State of Ohio and is authorized to provide transit service to the citizens of Hamilton and Butler Counties by Sections 306.01 or 306.30 et seq. of the Ohio Revised Code; and

Whereas The MOU will only take effect if grant awards are made by the Ohio Department of Transportation (ODOT) to SORTA for the specific purpose of the One-Seat Ride Workforce Development Project; and

Whereas BCRTA agrees to work cooperatively with NEORide and SORTA on executing the One-Seat Ride Workforce Development Project; and

Whereas shall participate in planning and operational meetings and provide any needed in-kind resources to ensure the success of the project, but shall not provide any financial assistance

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

Section 1: The BCRTA Executive Director is authorized to enter into a Memorandum of Understanding between Southwest Ohio Transit Authority and NEORide for the specific purpose of the One-Seat Ride Workforce Development Project.

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: June 19, 2024



Chris Lawson, President



Matthew Dutkevich, Executive Director

BCRTA Resolution No. 24-06-02

Adopting the FY2025 Planning Budget for the Butler County Regional Transit Authority (BCRTA) and Acceptance of the BCRTA Fiscal Officer's Certification of Funds and Estimation of Revenues.

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

Whereas the FY2025 Planning Budget is an ORC requirement but does not appropriate funds; and

Whereas in FY2025 BCRTA anticipates continuing current directly operated services and including the Miami University campus services; and

Whereas in the last quarter 2024, the BCRTA Board of Trustees will be asked to adopt a FY2025 Operating Budget and 2024 appropriations; and

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

Whereas the BCRTA Board of Trustees adopts the following FY2025 Planning Budget and accepts the fiscal officer certification of funds and estimation of revenues as follows:

Estimated FY2025 Revenues & Expenses

Estimated Cash Balance 1-1-2025	\$ 5,371,000.00
Estimated Revenues	\$ 17,224,634.00
Estimated Expenses	\$ 17,856,611.00
Projected Year-End Cash	\$ 4,739,023.00

Now therefore, be it resolved:

That the BCRTA Board of Trustees hereby adopts the above FY2025 Planning Budget and accepts the fiscal officer's certification of funds and estimation of revenues. Furthermore, that the BCRTA Treasurer is authorized to do all things necessary to enact this resolution.

Adopted: June 19, 2024



Chris Lawson, Board President



Matthew Dutkevich, Executive Director

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

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

On Deposit - Checking	700,000.00
On Deposit - Savings I	1,100,000.00
On Deposit - Savings II	70,000.00
On Deposit - STAR Ohio	3,500,000.00
BCRTA Petty Cash Fund	1,000.00
	<u>5,371,000.00</u>

Estimated Revenues for FY2025 (General Transit Fund)

BCRTA - FY25 Receivables	1,000,000.00
	<u>1,000,000.00</u>
FY2025 Operations	
Passenger Fares	74,520.00
Contract Revenues	313,605.00
Partnership Transit Revenues	2,572,008.00
Sale of Services	307,075.00
Transit Development Program	2,996,211.00
Park-n-Ride Program	-
Federal Operating Funds	4,414,862.00
State Operating Funds	150,000.00
Agency Operating Funds	25,000.00
Other Revenues	237,913.00
	<u>11,091,194.00</u>
Federal Capital Grant Funds	4,711,686.00
State/Other Capital Grant Funds	421,754.00
	<u>5,133,440.00</u>
Total Funds Available	22,595,634.00

Anticipated Appropriations for FY2025 (General Transit Fund)

BCRTA - FY25 Payables	1,000,000.00
	<u>1,000,000.00</u>
FY2025 Operations	
Wages	5,088,969.00
Fringes	2,760,450.00
Services	801,502.00
Materials & Supplies	982,315.00
Utilities	159,899.00
Insurance	363,129.00
Taxes & Fees	-
Purchased Transportation	-
Misc. Items	173,547.00
Leases & Rentals	60,000.00
Contingency	50,000.00
	<u>10,439,811.00</u>
FY2025 Capital Items	
Revenue Vehicles & Related Items	926,520.00
Transit Centers & Facility Improvements	5,105,000.00
Equipment, Technology, Amenities & Other	385,280.00
	<u>6,416,800.00</u>
Total Appropriations	17,856,611.00
Projected Funds Available 12-31-25	4,739,023.00

Delene Weidner

Delene Weidner (Jun 12, 2024 13:40 EDT)

Delene Weidner - Fiscal Officer, BCRTA

5/31/2024

METRIC DASHBOARD

April 2024

Leveraging Competetive Funding & Partnerships

Average Fleet Age

6.47

Since Last Month

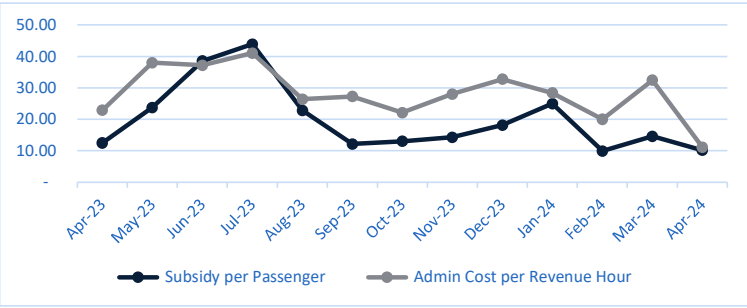
0.08

1.24%

Since Last Year

1.07

16.54%



Enhancing Connectivity

BCRTA Transit App Users

6,093

Since Last Month

592

9.72%

Since Last Year

1,117

18.33%

BGO App Rides/Total BGO Rides

38.58%

Since Last Month

3.13%

8.12%

Since Last Year

11.72%

30.37%

BCRTA Transit App Downloads

974

Since Last Month

5

0.51%

Since Last Year

616

63.24%

BGO App Downloads

95

Since Last Month

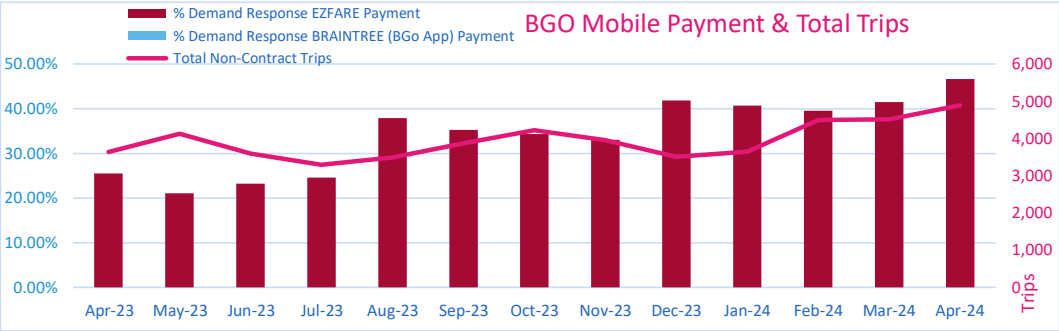
(14)

-14.74%

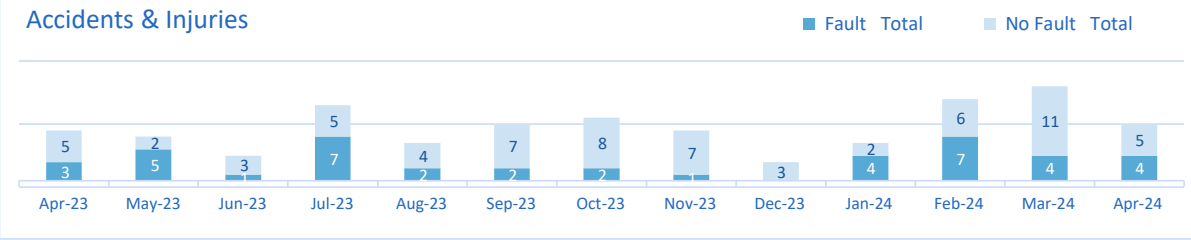
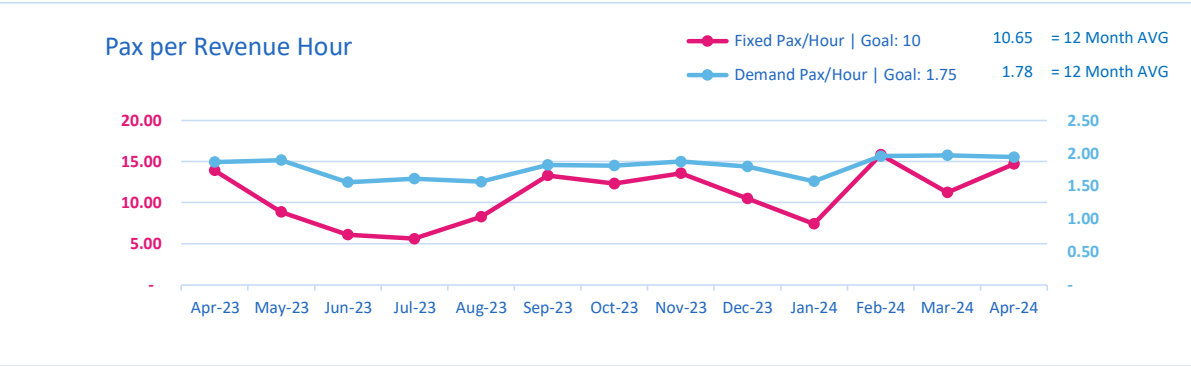
Since Last Year

(193)

-203.16%



Improving Mobility & Eliminating Barriers



Target Operator Staffing

58%

Since Last Month

-6.05%

Since Last Year

-9.92%

12 Month Average

71.56%

GOAL

100.00%

Denials & Refusals/Total BGO

35.76%

Since Last Month

-0.69%

Since Last Year

21.46%

12 Month Average

32.67%

GOAL

0.00%

Supporting Employers

CincyLink Total Trips

2,692

Since Last Month

(78)

-3%

Since Last Year

633

24%

BGO Employment Trips

1,821

Since Last Month

12

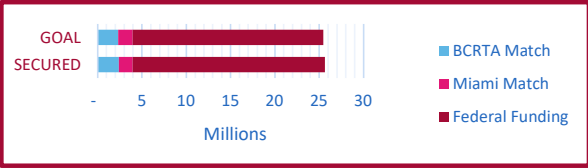
0.66%

Since Last Year

153

8.40%

Developing Multimodal Infrastructure

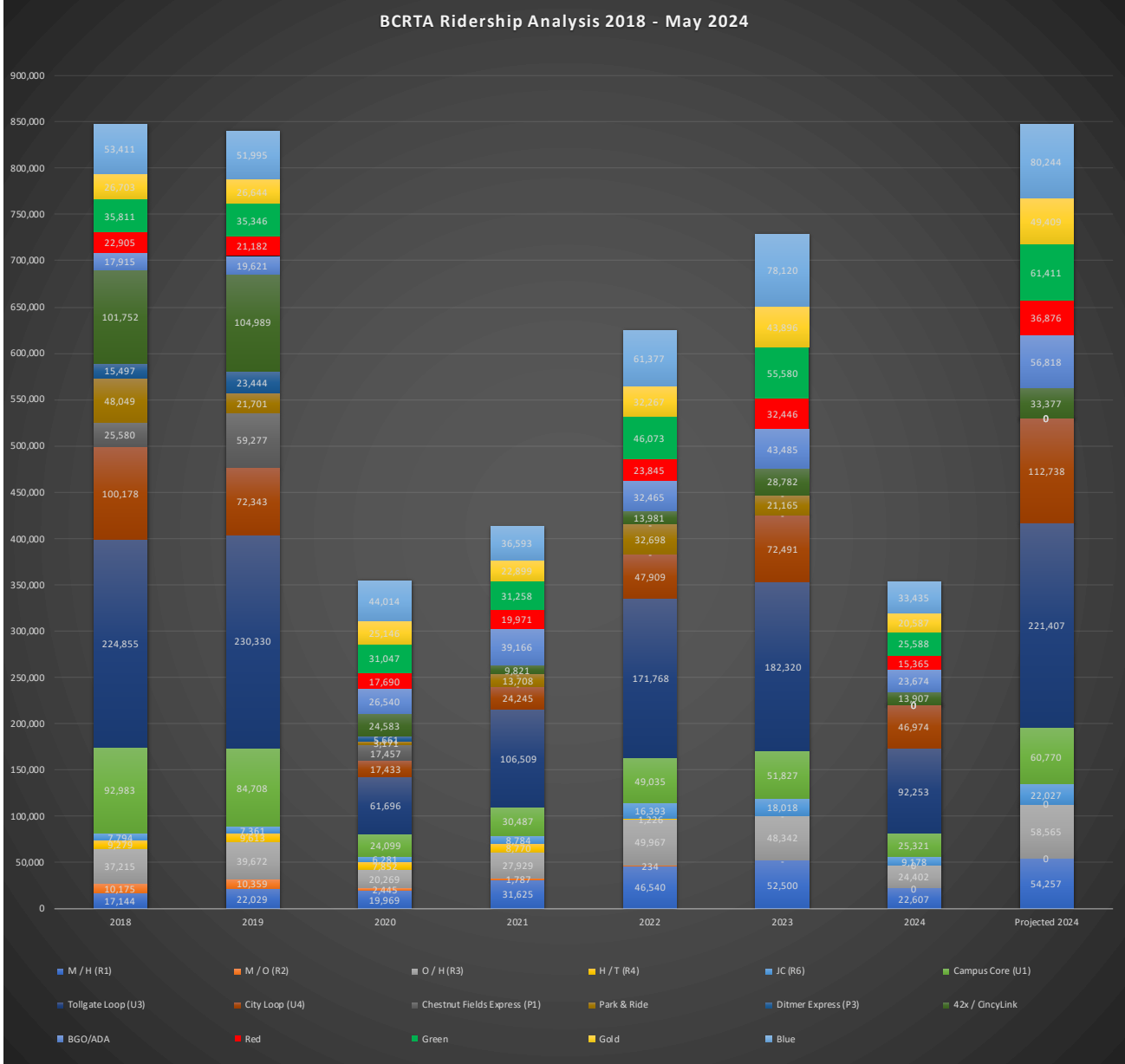


Days Until Chestnut Fields Completed

483



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	22,607	54,257	↑ 146%
M / O (R2)	10,175	10,359	2,445	1,787	234	-	0	0	
O / H (R3)	37,215	39,672	20,269	27,929	49,967	48,342	24,402	58,565	↑ 48%
H / T (R4)	9,279	9,613	7,852	8,770	1,226	-	0	0	
JC (R6)	7,794	7,361	6,281	8,784	16,393	18,018	9,178	22,027	↑ 199%
Campus Core (U1)	92,983	84,708	24,099	30,487	49,035	51,827	25,321	60,770	↓ -28%
Tollgate Loop (U3)	224,855	230,330	61,696	106,509	171,768	182,320	92,253	221,407	→ -4%
City Loop (U4)	100,178	72,343	17,433	24,245	47,909	72,491	46,974	112,738	↑ 56%
Chestnut Fields Express (P1)	25,580	59,277	17,457	-	-	-	0	0	
Park & Ride	48,049	21,701	3,171	13,708	32,698	21,165	0	0	
Ditmer Express (P3)	15,497	23,444	5,661	-	-	-	0	0	
42x / CincyLink	101,752	104,989	24,583	9,821	13,981	28,782	13,907	33,377	↓ -68%
BGO/ADA	17,915	19,621	26,540	39,166	32,465	43,485	23,674	56,818	↑ 190%
Red	22,905	21,182	17,690	19,971	23,845	32,446	15,365	36,876	↑ 74%
Green	35,811	35,346	31,047	31,258	46,073	55,580	25,588	61,411	↑ 74%
Gold	26,703	26,644	25,146	22,899	32,267	43,896	20,587	49,409	↑ 85%
Blue	53,411	51,995	44,014	36,593	61,377	78,120	33,435	80,244	↑ 54%
TOTAL	847,246	840,614	355,353	413,552	625,778	728,972		847,898	→ 1%



Strategic Plan Updates & Director's Notes

June 2024

1 Increase Education & Advocacy

Demographics for Messaging

Staff are continuing the process of collecting demographic survey data to learn more about who is riding BCRTA services and how they like to communicate. This survey data will also help establish which profiles are not using public transit. Over 300 responses have been collected so far. Data will inform messaging and medium choices going forward.

Merchandising

Staff are working with 3rd party vendors and our designers to begin selecting merch and products for sale associated with summer events and BCRTA's 30th anniversary.

2 Enhance Revenues

Funding Education

Staff are working to begin the funding education campaign in the next few weeks. Staff and some trustees will meet with the County Administrator on June 17.

3 Engage Entrepreneurial Disruptive Tech

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.

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.

Strategic Plan Updates & Director's Notes

June 2024

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

4 Leverage Regional Partners

Middletown

BCRTA staff continue to work closely with City of Middletown staff to streamline the transit relationship and leverage small urban funding. Staff are beginning to undertake discussions with City officials regarding the transfer of Middletown urbanized area grantee status to BCRTA.

NEORide

BCRTA continues to partner with NEORide to pursue joint grants, projects, and procurements that may be valuable to partners, including EZConnect and mobile ticketing. The SW Ohio EZ Connect group is asking participating agencies to commit to implementation fees for software costs associated with the project. This would represent about \$20K for BCRTA. Staff plans to support the project as this coordination is included in the strategic plan.

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. Authority to execute an MOU with the partners for grant-seeking is on the June agenda.

Strategic Plan Updates & Director's Notes

June 2024

5 Lead Workforce Development

Barriers to Progress

Subsequent to the May Board meeting, staff have initiated a process to increase driver wages 20% to bring starting wages to be more competitive in the local market. Staff are also adjusting positions closely related to driving and normalizing the organization salary schedule to reflect these changes.

Autonomous Shuttle

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

6 Adapt to Market Demand

Chestnut Street Multimodal Station

Following several months of dealing with poor soil conditions and change orders, staff are pleased to report that all change orders are still within the Board's originally authorized 2.5% contingency. That said, staff do expect that additional authorization will be needed before the project is completed to deal with the normal flow of unforeseen change orders due to coordination and other uncontrollable circumstances.

Precast walls have been set and in-slab MEP is also underway. Roofing and slabs will follow with "dry-in" of the main building expected by late fall.

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. An RFP for a consultant should be on the street in late spring/early summer.

Strategic Plan Updates & Director's Notes

June 2024

Work Plan

Task Name	Bucket Name	Progress	Priority	Due date	Labels
Anniversary Logo	1 - 30th Anniversary Program (August 25th)	Completed	Urgent	02/29/2024	
Anniversary Event	1 - 30th Anniversary Program (August 25th)	In progress	Urgent	03/31/2024	Completion Pending
Bus Wrap (Not full) Anniversary Bus	1 - 30th Anniversary Program (August 25th)	Completed	Medium	03/31/2024	
Advertising Promotion of Business	1 - 30th Anniversary Program (August 25th)	In progress	Medium	03/31/2024	Completion Pending
Once a Month Anniversary Event	1 - 30th Anniversary Program (August 25th)	In progress	Urgent	03/31/2024	Completion Pending
Identify and Secure Sponsors (Engage Business Community)	1 - 30th Anniversary Program (August 25th)	Completed	Low	03/31/2024	
Coffee & Conversations Events	1 - Community Engagement	Not started	Medium	07/01/2024	
Canned Speaker Bureau (Rotary Meetings Etc.)	1 - Community Engagement	Not started	Important	07/01/2024	
Community Advocates/Advisory Committee	1 - Community Engagement	Not started	Important	07/01/2024	
Chamber Presentations	1 - Community Engagement	Not started	Medium	08/30/2024	
Oxford Engagement (for General Public)	1 - Community Engagement	Not started	Low	03/31/2025	
State of The Authority	1 - Community Engagement	Not started	Low	03/31/2026	
Define rider demographic vs. non-rider demographic	1 - Develop Education/Advocacy-Services & Ridership	In progress	Urgent	03/30/2024	DELAYED
Determine the communications for each area/rider demographic	1 - Develop Education/Advocacy-Services & Ridership	In progress	Important	08/31/2024	
Create Advocacy Materials for Public Consumption	1 - Develop Education/Advocacy-Services & Ridership	Not started	Medium	09/30/2024	
Create talking Points & Content for Public Sharing	1 - Develop the BCRTA Story- Structure & Vision, Community Value	In progress	Important	06/01/2024	Rescheduled
Meeting with Elected Officials	1 - Develop the BCRTA Story- Structure & Vision, Community Value	Not started	Important	07/01/2024	
Fiscal Impact	1 - Develop the BCRTA Story- Structure & Vision, Community Value	Not started	Medium	07/01/2024	
Environmental impact	1 - Develop the BCRTA Story- Structure & Vision, Community Value	Not started	Low	08/31/2024	
Collaborating Strategically (Voice at the Bigger Table)	1 - Develop the BCRTA Story- Structure & Vision, Community Value	Not started	Low	11/30/2024	
Create and Sell BCRTA Merchandise	1 - Merchandise	In progress	Low	06/01/2024	Rescheduled
Create Online Store	1 - Merchandise	In progress	Low	08/30/2024	
Establish Loyalty Program/Free Merch Relationship	1 - Merchandise	In progress	Low	03/31/2025	
Leverage Resell Partners for Merch	1 - Merchandise	In progress	Low	06/30/2025	
Engage the Parking & Transportation Advisory Council	1 - Miami University Program	In progress	Urgent	03/31/2024	
Explore Additional MU Contacts (Employee Engagements/Education)	1 - Miami University Program	Not started	Important	03/31/2025	
Annual bus wrap with MU-Competition?	1 - Miami University Program	Not started	Low	03/31/2025	
Social Media Marketing-Build Ridership-New Developments	1 - Miami University Program	Not started	Medium	03/31/2025	
Mobility Options Awareness & Connections	1 - Miami University Program	Not started	Low	03/31/2025	
Raising Student Orientation Profile	1 - Miami University Program	In progress	Low	07/31/2025	
Investigate Funding Model and other communities Success Stories	2 - Enhance Revenues	In progress	Medium	03/31/2024	
Leverage Unused/Untapped/Lapsing Local Transit Funds	2 - Enhance Revenues	In progress	Medium	03/31/2024	Evergreen Target
Funding Education Campaign Tour	2 - Enhance Revenues	Not started	Important	06/01/2024	Rescheduled
Develop Unfunded Service Scenarios	2 - Enhance Revenues	In progress	Important	06/30/2024	
Stage 1-Elected Official Support	2 - Enhance Revenues	Not started	Important	10/04/2024	
Community Partnerships	2 - Enhance Revenues	Not started	Low	03/31/2025	
Business Partnerships	2 - Enhance Revenues	Not started	Low	03/31/2025	
1st Attempt at Long-Term Dedicated Funding	2 - Enhance Revenues	Not started	Important	03/31/2025	
Stage 2-Community Education	2 - Enhance Revenues	Not started	Important	04/04/2025	
Community Campaign (Support Transit Window Stickers/Pledge)	2 - Enhance Revenues	Not started	Medium	06/30/2025	
2nd Attempt for Long-term Dedicated Funding	2 - Enhance Revenues	Not started	Important	09/30/2025	
IT Partners	3 - Engage Disruptive Technology	Not started	Medium	03/31/2025	
Testing Partners	3 - Engage Disruptive Technology	Not started	Medium	03/31/2025	
Engagement	3 - Engage Disruptive Technology	In progress	Medium	03/31/2025	
Innovation Reputation (recruitment)	3 - Engage Disruptive Technology	Not started	Medium	03/31/2025	
Work with Small Businesses and Entrepreneurs to Advance economic development for	3 - Engage Disruptive Technology	Not started	Medium	03/31/2025	
Work with Entrepreneurial Centers, Incubators, Colleges/Universities	3 - Engage Disruptive Technology	Not started	Medium	03/31/2025	
Funding (Ex. CVG Application for NASA Grant)	3 - Engage Disruptive Technology	In progress	Medium	06/30/2025	
Advanced Mobility Hubs	3 - Engage Disruptive Technology	Not started	Medium	03/31/2026	
Get BCRTA on the map-Develop a Regional/National Reputation	3 - Engage Disruptive Technology	Not started	Medium	03/31/2026	
Patents and Other Revenue Generation Opportunities	3 - Engage Disruptive Technology	Not started	Low	06/30/2026	
NEORide	4 - Public Partner Engagements	In progress	Medium	06/30/2024	
Workforce Investment Board	4 - Public Partner Engagements	Not started	Medium	09/30/2024	
Butler County (ODIFS)	4 - Public Partner Engagements	Not started	Low	09/30/2024	
Warren County	4 - Public Partner Engagements	Not started	Low	03/31/2025	
Clermont County	4 - Public Partner Engagements	Not started	Low	03/31/2025	
Expand Oversight Responsibility and capabilities for Middletown Small Urban Area	4 - Leverage Regional Partners	In progress	Important	03/31/2024	BLOCKED by PreReq
Utilize Other Transit Agencies to Identify "Win-Win" Scenarios	4 - Leverage Regional Partners	Not started	Low	03/31/2025	
Engage in EZConnect Paratransit Technology Coordination	4 - Leverage Regional Partners	In progress	Low	03/31/2025	
Engage in Regional Paratransit Coordination	4 - Leverage Regional Partners	In progress	Low	12/31/2025	
Salary Study	5 - Lead Workforce Development	In progress	Urgent	03/31/2024	Completion Pending
Update Program for Prior Operator (create options: PT, Experienced, etc.)	5 - Lead Workforce Development	In progress	Important	03/31/2024	BLOCKED by PreReq
Expand Training Capacity	5 - Lead Workforce Development	In progress	Urgent	03/31/2024	BLOCKED by PreReq
Create Onboarding Schedules So All leaders Can Participate	5 - Lead Workforce Development	Not started	Important	03/31/2024	
Structure Organization for Consistent Supervisor Relationship	5 - Lead Workforce Development	In progress	Important	03/31/2024	
Investing in Recruitment/Employment Advertising	5 - Lead Workforce Development	In progress	Important	03/31/2024	Evergreen Target;Completion Pending
Better Understand the 4th Generation in the Workforce and Identify Needs for Empl	5 - Lead Workforce Development	Not started	Medium	03/31/2024	
BCRTA Value	5 - Lead Workforce Development	Completed	Medium	03/31/2024	
Workforce Investment Act Recruiting	5 - Lead Workforce Development	Not started	Medium	06/30/2024	
Implement Lessons Learned from the 4th Generation Research	5 - Lead Workforce Development	Not started	Important	06/30/2024	
Internal Promotion Pathways	5 - Lead Workforce Development	In progress	Medium	06/30/2024	
Differentiate Recruiting	5 - Lead Workforce Development	Completed	Medium	06/30/2024	
Emotional Pull-1 Video/Quarter	5 - Lead Workforce Development	Not started	Medium	09/01/2024	Rescheduled
Engage in DEI Commitment and Activities	5 - Lead Workforce Development	Not started	Medium	09/30/2024	
Onboarding Within the Department and with a Mentor (Post Training)	5 - Lead Workforce Development	Not started	Low	09/30/2024	
Vocational Schools as Targets	5 - Lead Workforce Development	In progress	Low	06/30/2025	
Staff Training for Internal Customer Service (mentor/Ambassador Training)	5 - Lead Workforce Development	Not started	Medium	06/30/2025	
Infrastructure	6 - Adapt To Market Demands	Not started	Medium	06/30/2024	
Differentiate Our Service Delivery Strategy by Mode and Geography	6 - Adapt To Market Demands	Not started	Important	06/30/2024	
Connecting with Other Modes of Transportation	6 - Adapt To Market Demands	Not started	Low	06/30/2024	
Connecting with Other Transit Systems	6 - Adapt To Market Demands	In progress	Medium	06/30/2024	
Create and Complete Community Service on Needs & Desires	6 - Adapt To Market Demands	Not started	Important	06/30/2024	
Develop Good, Better, Best Scenarios	6 - Adapt To Market Demands	In progress	Important	06/30/2024	
Gather Business Input	6 - Adapt To Market Demands	Not started	Important	09/30/2024	
2022 Annual Report	To do	In progress	Urgent	01/29/2024	Completion Pending
Rearrange Web Site to Support Strategic Plan Materials	To do	In progress	Urgent	05/24/2024	Completion Pending
2023 Annual Report	To do	In progress	Important	05/31/2024	BLOCKED by PreReq

Strategic Plan Updates & Director's Notes

June 2024

State of Good Repair

Ohio Workforce Mobility Grant

ODOT has re-let new SFY requests for this program and staff plan to reapply for the unfunded portion of the proposed Moser Court Parking area project that includes outdoor training space. Applications are due in early July.

State Capital Budget

BCRTA submitted a request for 3M to State Rep. Carruthers office earlier this year, but it was not included in any capital appropriations. BCRTA also submitted the request to Senator Lang's office in early April and was recommended to receive \$1M as part of the Ohio Senate Bill 288.

Coming Up

Fraud

The Ohio Auditor of State will be getting BCRTA's annual audit underway in June and July. As a reminder, all those tasked with governance of the organization, including trustees, are *REQUIRED* to complete the auditor's Fraud questionnaire and return it. Please watch for this questionnaire via email and be sure to complete and return to the BCRTA's auditor promptly.

30th Anniversary

BCRTA is celebrating its 30th anniversary in 2024. Staff have created plans for a year-long recognition and celebration with scattered events and promotions. Please see the anniversary webpage for more information:

<https://www.butlercountyrta.com/30>

Triennial Review

BCRTA will receive a regular Triennial Review from the Federal Transit Administration in 2024. A desk review was submitted in February. FTA will be onsite in late June.

Strategic Plan Updates & Director's Notes

June 2024

Upcoming Procurements >\$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
Procurement , Maintenance, Finance Software Integrated Solution – Phase II	BCRTA	380K	5	New
MTS TDP Study	MTS	45K	Task	New
Moser Court Parking Lot Construction	BCRTA	3.5M	Task	New
Chestnut Station FF&E	BCRTA	250K	Task	New
Chestnut Station Bus Wash	BCRTA	TBD	Task	New
Onboard Tablets (81)	BCRTA	110K	Task	Scheduled Replacement
BCRTA & MTS Integrated Access Control & Security (Moser, MTS, Chestnut)	BCRTA & MTS	1M	5	New and Replacement












BCRTA Board Packet 6-19-2024 V4

Final Audit Report

2024-06-20

Created:	2024-06-19
By:	Sarah Schwartz (schwartzs@butlercountyrta.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAvk15JhOrpEHjSVI8_LjCDZZi8xt-svd5

"BCRTA Board Packet 6-19-2024 V4" History


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2024-06-19 - 4:05:44 PM GMT
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2024-06-19 - 4:07:09 PM GMT
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2024-06-19 - 4:26:19 PM GMT
-  Document e-signed by Christopher Lawson (lawsoncr@miamioh.edu)
Signature Date: 2024-06-19 - 4:27:05 PM GMT - Time Source: server
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