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Mr. Christopher Lawson,  
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of Development

Mr. James A. Foster

Mr. Corey Watt

Ms. Kathy Wyenandt

Mr. Nick Bauer

#### Executive Director

Mr. Matthew M. Dutkevicz

#### Legal Counsel

Mr. Mark Landes  
Isaac Wiles  
Burkholder & Teetor, LLC

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

## **Butler County Regional Transit Authority Board of Trustees**

**The BCRTA Board of Trustees is scheduled to meet on Wednesday, April 19, 2023 at 8:00 a.m. This meeting will be held at 3045 Moser Court, Hamilton, OH 45011.**

In accordance with the American Disabilities Act, if anyone has a disability and requires assistance or, in accordance with the Limited English Proficiency Executive Order, requires translation services, please call Mr. Matthew Dutkevicz at 513.785.5237 or 800.750.0750 (Ohio Relay Service).



butlercountyrta



BCRTA

www.butlercountyrta.com



3045 Moser Court  
Hamilton, Ohio 45011

## 2023 Butler County RTA Board of Trustees Attendance

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

X = Present

E = Excused

E\* = Online not Official

A = Absent

**BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES**

**April 19, 2023 8:00 AM**

**Butler County RTA Board Room  
3045 Moser Court, Hamilton, OH 45011**

PRELIMINARY AGENDA

- I. Call to Order & Roll
- II. Consideration of Absences
- III. Consent Agenda (*Motion Requested*)
  - a. Approval of the Agenda
  - b. Approval of the March 15, 2023 Meeting Minutes
- IV. Comments from Citizens
- V. Secretary/Treasurer's Report – February 2023 (Motion Requested)
- VI. Governance
  - a. Trustee Vacancy
  - b. Strategic Planning Retreat: June 20, 2023
- VII. Action Items
  - a. **Resolution 23-04-01:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for Dispatch Console Software Support.
- VIII. Committee & Staff Reports
  - a. OKI
  - b. Service & Metrics  
Luke Morgan, Director of Operations
  - c. Marketing & Outreach  
Shawn Cowan, Communications & Outreach Manager
  - d. Talent, Benefits, & Recruitment  
Mary Jane Leveline, Talent & Benefits Manager

**Next Meeting Date:**

**May 17, 2023 @ 8:00 AM**

**Butler County RTA • Board Room  
3045 Moser Court • Hamilton • Ohio • 45011**

**BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES**

**April 19, 2023 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
- IX. Executive Session
  - a. To consider the employment and compensation of a public employee pursuant to Ohio Revised Code Section 121.11 G(1).
- X. Adjourn (*Motion Requested*)

**Next Meeting Date:**

**May 17, 2023 @ 8:00 AM**

***Butler County RTA • Board Room***

***3045 Moser Court • Hamilton • Ohio • 45011***



and changes to service due to pandemic recovery.

Expenses for 2022 were presented in the same manner and any large percentage variances to previous years were discussed. Most significant changes were related to Fringes which were added in September of 2021, so 2022 reflected a whole year of benefits. Wage increases also occurred during 2022 to help in combating driver shortages.

Ms. Weidner then presented the financials as of January 2023, compared to the Annual Budget. Total Revenues of \$870K were just slightly under budget at 7.9%. Ms. Weidner explained that we should see changes in both Passenger Fares and Contract Fares after April 1<sup>st</sup>. General Public will have access to a scheduling app for BGo trips starting in April and the new Veterans contract begins in April as well. Park-n-Ride will show over budget for most of the year as the 42X route is planned to transfer to the City of Middletown in September making both the revenue and expense front-loaded. Interest on the STAR Ohio account continues to do well causing a variance to budget in Interest & Other.

Expenses were right on budget at 8.1%. This being early in the year, Misc. Items is under budget mostly due to low amounts in Travel and Training expenses. The Gain before Est. Depreciation, Net Pension & OPEB Expense was \$204K.

The Transaction logs for the month of January were included in the packet presenting all cash transactions for the period. No unusual transactions occurred during this timeframe. The balance sheet for January 2023, was presented with normal balances for assets, as well as liabilities and equity. Ms. Weidner explained that the high balance in Accounts Receivable was due to timing with receipt of money drawn from the FTA, and a delay in receiving payment from the City of Middletown. No accounts receivable balances were of concern.

At the end of January, Available Funds were approximately \$7.77M. With Total Board Reserves at \$5.38M, Non-Restricted Funds at the end of December are \$2.39M. Non-Restricted funds will be used for future operational needs.

Mr. Dutkevicz also asked Ms. Weidner to present the financing for the Chestnut Fields facility project. Mr. Dutkevicz explained that questions were welcomed as a request to award the construction contract would likely be presented next month. Ms. Weidner explained that 23.9M had been secured from grants and required match for the project through a variety of funding streams. Ms. Weidner also explained that the total building was expected to cost about 25M, so BCRTA may have to provide an additional 1M – 2M from local funds. Mr. Dutkevicz reiterated that the building cost would not be fully known until project bids were received.

A second Board Reserve slide was presented to discuss the additional \$6.7M in awarded grant funding for Chestnut Fields and its effect on Reserves once added to the grant. As Capital Replacement funds decrease, Local Share on Grant Obligations increase. Funds of \$1.2M were also added as needed funds for the completion of the Facility at current costs. With all new and needed funding added, Total Board Reserves will increase approximately \$1.0M and Non-restricted Funds would see a decrease of approximately \$1.0M to complete this project.

Ms. Wyenandt thanked the staff for being transparent and digging deep to explain the project process.

Mr. Lawson asked if the 10-year plan would reflect a \$1M shortage due to the local funding projection required for the facility project. Ms. Weidner indicated that she would bring the 10-year plan with updated numbers next month. Mr. Dutkevicz noted that concerns in the 10-year plan center around operating costs and that even a \$1M shortage in local cash was only likely to move the projected operating shortfall up 1 year at most. The same situation is still inevitable based on current operating expenses.

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

## **V. Governance**

### **a. Conflict of Interest Disclosures**

Mr. Dutkevicz reminded the Board that the required Conflict of Interest disclosure forms should be turned in to Ms. Varney and that all are required to complete them.

## **VI. Action Items**

- a. **Resolution 23-03-01: *Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Amend a Contract with RL Bowen + Associates for Architecture and Engineering Services.***

Mr. Watt moved to adopt resolution 23-03-01. Mr. Gordon seconded.

Mr. Dutkevicz explained that this amendment would be the last with RL Bowen which includes the final bid phase and construction management services for the Chestnut Fields facility project in addition to acting as the "owner's representative," reviewing approved equals, and managing change orders with BCRTA staff oversight.

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

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

The resolution was adopted.

- b. **Resolution 23-02-02: *Approval of the Butler County Regional Transit Authority 2023 Title VI Program.***

Ms. Wyenandt moved to adopt resolution 23-03-02. Mr. Foster seconded.

Mr. Dutkevicz explained that the Title VI Plan comes to the board to ratify annually, and changes are usually minimal. Mr. Rodriguez presented a short overview on the plan process and changes. Slides are included in Appendix B to these minutes.

Mr. Lawson asked if this approval was in anticipation of Triennial Review or if the plan would need to be approved again after Triennial Review. Mr. Rodriguez answered that it would be possible if FTA identified needed changes. However, the plan is created according to FTA's checklist and should be more than compliant.

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

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

The resolution was adopted.

- c. **Consider a one-time longevity bonus for vehicle operators with more than eight years of BCRTA service who were previously wage frozen, due to scale compression, at \$2,600 for full-time operators and \$1,300 for part-time operators for a total amount not to exceed \$45,000.**

Mr. Dutkevicz references a memo in the packet regarding the agenda item. Ms. Leveline provided an explanation.

Mr. Foster inquired if there was clear delineation between those affected by the subject wage compression and those that were not. Mr. Dutkevicz confirmed that staff had studied the issues and identified a clear break in staff that were affected versus those that were not.

Mr. Lawson expressed appreciation for the entire driving staff and reiterated that this was the correct thing to do.

Mr. Watt moved the action as presented. Mr. Foster seconded.

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

Mr. Bauer	Yes
Mr. Bautz	Absent
Mr. Fehr	Absent
Mr. Foster	Yes
Mr. Gordon	Yes



Mr. Lawson	Yes
Mr. Watt	Yes
Ms. Wyenandt	Yes

The motion was approved.

- d. **Consider authorizing the Executive Director to execute a revenue contract, subject to legal review, with the Butler County Veterans Service Commission to provide transportation services between April 1, 2023 and March 31, 2026.**

Mr. Dutkevich explained that BCRTA had been providing this service on and off since 2011. He added that BCVSC was exceptionally pleased with the service BCRTA provides.

Ms. Varney confirmed that the contract had been reviewed by legal counsel.

Mr. Watt moved the item as proposed. Ms. Wyenandt seconded.

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

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

The motion was approved.

## **VII. Committee & Staff Reports**

### **a. OKI**

Mr. Lawson reported that the OKI audit for 2022 was clean. He also noted that the draft TIP was reviewed for 2024-2027.

### **b. Service & Metrics**

Mr. Morgan provided the metrics report covering the Month of January 2023.

#### **Leveraging Competitive Funding & Partnerships**

- Average Fleet Age
  - 5.3 years – This is an increase of 13.58 percent from January 2022.
- Subsidy per Passenger
  - The subsidy per passenger decreased in January of 2023 in comparison to last January by \$1.35 or 5.7 percent.
- Admin Cost Per Revenue Hour

- Administrative Overhead cost per hour has increased by \$1.89 or 7 percent comparing January of 2022 to January of 2023. This is mainly due to higher operating expenses primarily to wage and fringe increases.

#### Enhancing Connectivity

- BCRTA Transit App Users
  - BCRTA had 4,140 users during the month of January for the Transit App. This is a 31.09 percent increase from the previous year.
- BCRTA Transit App Downloads
  - BCRTA tracked 477 new downloads for the Transit App in January of 2023. This is a 93.29 percent decrease from the previous year.
- BGO App Rides/Total BGO Rides
  - 5.15 percent of all trips were booked utilizing the mobile application. This is a 344 percent decrease from January of 2023.
- BGO App Downloads
  - BCRTA had 37 new users download the mobile application. This is a 481.08 percent decrease from January of 2023.
- BGO Mobile Payment & Total Trips
  - BCRTA completed 3,049 non - contracted trips in January of 2023. This is a 51.5 percent increase in completed, non - contracted trips from January of last year.
  - 3.71 percent of all trips were paid for using the BCRTA mobile application (BrainTree).
  - 17.12 percent of all trips were paid for using EZFARE.

#### Improving Mobility & Eliminating Barriers

- Passengers Per Revenue Hour
  - Fixed routes had 8.85 passengers per revenue hour in January of 2023, this is a 38.3 percent increase from January of 2022.
  - Demand Response service had 1.48 passengers per revenue hour in January of 2023, this is a 16.4 percent decrease from January of 2022.
- Accidents and Injuries
  - Fault Total – BCRTA experienced 2 at fault accidents in January of 2023.
  - No Fault Total – BCRTA also had 3 no fault accidents.
- Target Operator Staffing
  - 72%
  - This number has decreased by 4.27 percent from the previous year.
  - The yearly average was 80.06 percent.
- Denials and Refusals/ Total BGO Trips
  - 9.22 percent of all requested BGO trips were refused or denied in January of 2023 due to time and capacity limitations.

#### Supporting Employers

- 42x Park and Ride Total Trips

- The 42x had 1,476 riders. This is a 59 percent increase from January of the previous year.
- BGO Employment Trips
  - BCRTA completed 1,750 BGO trips for the purpose of employment in January of 2023, this is a 46.74 percent increase from the same month the previous year.

Developing Multimodal Infrastructure

- Goal
  - This field is to show the progress of our upcoming Chestnut Fields Multi-Modal Transit Station. BCRTA has secured funding for \$24,723,588 of our \$25,471,690 goal.
- Days Until Chestnut Fields Completed
  - BCRTA expects this project to be completed within the next 700 days or 1.9 years.

**c. Marketing & Outreach**

Ms. Cowan mentioned that rider guides are being updated to reflect new Via BGo services. Ms. Cowan also mentioned that several rider testimonials would be published on social this month in addition to some driver recognition for Transit Employee Appreciation Week.

Mr. Lawson added that the video presented at the Employee Appreciation Breakfast was excellent.

**d. Talent, Benefits, & Recruitment**

Ms. Leveline presented results of the 2022 Workplace Strength Survey. Her slides are included as Appendix C to these minutes.

Ms. Leveline added that BCRTA will be hosting a “drive the bus” job fair on April 29. Mr. Dutkevicz added that two other systems in Ohio have done similar events and the risk pool has endorsed the event.

Mr. Lawson asked about quality and turnover. Ms. Leveline expressed that BCRTA has been hiring quantity over quality but have been seeing some quality stay. Ms. Leveline also noted scheduling as an issue with newer employees that staff are trying to address.

Mr. Watt asked about hiring student operators. Ms. Leveline remarked that staff have tried to hire students but have not had any success to date. She expanded that providing stability in scheduling has been successful at other employers in recruiting and retaining staff.

**e. Procurement**

No report.

**f. Director’s Report**

Staffing & Facility  
Staffing

BCRTA is currently seeking to fill the following positions:

Administrative & Communication Specialist	Location: Hamilton, OH Department: Administration Type: Full Time
Dispatcher - Full Time	Location: Hamilton, OH Department: BCRTA Type: Full Time
Trustee	Location: Hamilton, OH Department: Board of Trustees Type: Volunteer
Dispatcher - Part time	Location: Hamilton, OH Department: Operations Type: Part Time
Miami University SafeRide - Night Shift Van Drivers	Location: Oxford, OH Department: Operations Type: Part Time
Operations Street Supervisor	Location: Hamilton, OH Department: Operations Type: Full Time
Vehicle Operator - Fixed Route	Location: Hamilton, OH Department: Operations Type: Full Time
Vehicle Operator - No CDL Required	Location: Hamilton, OH Department: Operations Type: Full Time
Vehicle Operator Trainer	Location: Hamilton, OH Department: Operations Type: Full Time
Customer Service Representative	Location: Hamilton, OH Department: Operations Support Center Type: Full Time

A biweekly email digest of open positions is available. Please contact Mary Jane Leveline, BCRTA Talent & Benefits Manager ([levelinem@butlercountyrta.com](mailto:levelinem@butlercountyrta.com)) if you would like to be added to the mailing list.

## Planning

### Commuter Service

BCRTA is now receiving delivery of the commuter buses that will be used to bring Cincinnati commuter service in house late this year. Staff have received 4 of 8 vehicles. Service should begin in Q3 or Q4 of 2023 pending the ability to hire enough staff to operate the service.

### BCVSC

BCRTA is negotiating with BCVSC to provide all BCVSC transportation services beginning in April 2023. The Executive Director will seek contracting authority from the BCRTA Board this month.

### Transit Studies

Kimley Horn is wrapping up the Short-Range Planning Study. A final report should be available in April.

### Regional Gap Study

Staff have received the draft report of the study. Once survey data is analyzed and compiled the final report will be made available.

### Regional Alternative Fuel Study

WSP is process of completing the alternative fuel study which will make recommendations for alt fuel fleet investment for BCRTA. The WSP study is focused primarily on the fixed route fleet. Staff are examining small bus alt fuel fleet solutions.

### Chestnut Street Multimodal Station

Ms. Weidner will present on the financial status of the Chestnut Street Multimodal Station project at the March meeting. The invitation to bid

(IFB) for construction was released on March 2. A pre-bid meeting will be held on March 14 and bids are due to BCRTA from contractors in early April.

Staff are continuing to finalize lease negotiations and required City easements. Staff expect to bring the land lease, service contract renewal, and construction award to the BCRTA Board for authority at the April Board meeting. City easements will be considered at Oxford City council beginning March 21, 2023.

#### Funding & Discretionary Grant Availability

##### Miami Service Contract

Staff have met with Miami officials and prepared documents to exercise the first 2-year contract option with a price increase. An addendum approved for execution is expected before the April BCRTA Board meeting.

##### SMART Grants

BCRTA is planning to partner with NEORide on another grant request: Strengthening Mobility And Revolutionizing Transportation. The application for this program focuses on advanced driver assistance safety systems and predictive maintenance platforms. NO cost sharing is required for this program. Award announcements are expected in the first half of 2023.

##### 2023 Areas of Persistent Poverty (AOPP/HDC)

Staff have identified the 2023 Areas of Persistent Poverty and Historically Disadvantaged Communities grant as a unique opportunity to plan for transit infrastructure in Butler County. The program, which appears to be historically undersubscribed, makes planning dollars available, with only a 10% local match, to areas of persistent poverty and historically disadvantage communities. Oxford, Hamilton, and Middletown are all included in one or both of these federally designated areas making them eligible for the program. Staff intend to seek up to \$425K to study bike/ped infrastructure connections to the Chestnut Fields Multimodal Station, improvements to Market Street Station or another downtown Hamilton central station area, and improvements and upgrades to the Middletown Transit Hub. City of Oxford will act as a subrecipient and provide match to execute the Oxford portion of the project while BCRTA staff will carry out any proposed activities in Hamilton and/or Middletown.

##### 2023 LoNo

Staff have identified an opportunity to join NEORide and ODOT to apply for small alternative fuel buses and infrastructure as part of the 2023 NOFA for the competitive 5339 LoNo program. The application will specifically focus on LOW emission technology that can support the range of BCRTA small buses (200+ mi per day). Staff have identified this

as an opportunity as the program set-aside for LOW emission technology was undersubscribed in the 2022 funding round while no emission tech was oversubscribed 7X.

#### SCOPE

Staff recently received a robust presentation regarding a program in Philadelphia to address [system safety, cleanliness, ownership, partnership, and engagement](#). Over the next few months, staff will be studying ways to implement some best practices from this example that can be applied to locations within the BCRTA and MTS systems. A CDBG application submitted to the City of Middletown for funds to support the program was unsuccessful.

#### On the Horizon ...

##### Employee Appreciation Breakfast

Save the date! BCRTA is bringing back the annual Employee Appreciation Breakfast this year on Sunday, March 12, 2023 at 11 AM. The event will be held at the Warehouse Hotel and Conference Center at Champion Mill.

##### Strategic Planning Retreat

Staff are organizing a strategic planning consultant to convene a short retreat for the Board and senior staff in mid 2023 after a final report is available from the Short-Range Planning Study. A 'doodle' will be sent soon to poll attendees for available dates.

##### Light Transit Vehicle Purchase

In November 2022, the BCRTA Board authorized the purchase of several LTV's as options off the WRTA (Youngstown) contract. Unfortunately, staff became aware after this that the manufacturer raised the unit price without contractual authority from WRTA. Since WRTA is unwilling to accept the new price, the contract is now void and BCRTA cannot use it to purchase vehicles. Staff are investigating new methods and opportunities to procure LTV's with definitive delivery dates and agreeable pricing. An amended resolution will come to the Board as soon as staff identify a reasonable solution.

#### Noteworthy

##### StreetSpark Strikes Again

BCRTA was pleased to partner with the Fitton Center and StreetSpark program again for bespoke bus murals. The three new murals were specifically designed to fit BCRTA's smaller vehicles and will receive their official launch party on February 10, 2023.

Upcoming Procurements >\$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
Procurement, Maintenance, and Finance Software Integrated Solution – Phase II	BCRTA	100k	5	New
Collision Avoidance System	MTS	240K	5	New
Light Transit Vehicles	BCRTA	1.66M	TBD	Replacement
Parking Lot Construction	BCRTA	TBD	Task	New
Tires (large bus)	BCRTA	TBD	1	New
Chestnut Fields A&E Part IV	BCRTA	789.5K	Task	New
Chestnut Fields Construction	BCRTA	23.2M	Task	New

**VIII. Executive Session**


Mr. Lawson expressed no need for executive session. There was no opposition.

**IX. Adjourn**

Mr. Lawson and Mr. Foster mentioned how much they enjoyed the Employee Appreciation Breakfast and noted how pleased the employees in attendance appeared to be. Mr. Dutkevicz added the feedback has been very positive.

Mr. Watt moved to adjourn, and Ms. Wyenandt seconded. The motion carried. The meeting was adjourned at 9:40 AM.

Respectfully submitted,



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Matthew M. Dutkevicz, Executive Director



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Approved



Appendix A  
Comments From Citizens

Whitney Harris

Chestnut Fields Input & Concerns

As the construction of Chestnut fields continues, I would like to bring up some concerns that I have with the location. From what I have been able to comprehend, Chestnut fields would replace the current connection points in the center of Miami University. Eliminating these connection points would have some implications. There are those like me who mostly rely on paratransit. However, as we all know, booking same-day trips is not possible with paratransit or general public BGo. We know how life works, things come up at the last minute: classes get canceled, same day appointments come up, you have to be somewhere earlier than you planned and you can't get out of it. When you rely on paratransit, the only way to get anywhere in this situation is to take the fixed routes. I have encountered this situation quite a few times, and I have relied on the current connection point in the center of the University. If it is taken away, I would have to "walk" nearly a mile out of my way to just get to and from the bus. On a typical day, I put three miles on my wheelchair just walking around the university. There comes a point where I have to start taking the buses in order to save the charge. When it is extremely hot, extremely cold, raining, or snowing, I can't walk around the university at all; I must rely on the buses to get around. Taking the buses after I get to Oxford via paratransit is only possible because of where the current connection point is. If that connection point is taken away, I would have to rely solely on paratransit to get around the university on the days that I know I wouldn't be able to walk, which I don't always know ahead of time. Weather happens. The charge on my chair begins to run too low for me to continue walking around the university. Classes get canceled and I'm too tired to stick around until my scheduled trip home. As a college student, my schedule never stays the same, especially once I get onto the campus. I could not get by with having to rely solely on paratransit to get around the University. Eliminating the connection in the center of the University would disadvantage many students, especially those like me. I am not advocating for the discontinuation of the construction of Chestnut Fields. I am advocating against the elimination of the current connection points, and the current stops in the center of the University once it is built. Us students rely on stops like this, and while I agree that the addition of Chestnut fields will make it easier for the thousands who attend Miami University, it will only be that way if the implications of what might be taken away because of Chestnut Fields is considered.

Fairfield Crossing (Symmes and Route 4) vs. Fairfield Crossing (Port Union and Bypass 4)....????

You may be aware that Koch foods is currently building an expansion to their current factory. This extension will be on the corner of Port Union Road and Bypass 4 in Fairfield. In the last few months, a sign has gone up with the name of the development. It wasn't until last week that I noticed the will-be name of this development: Fairfield Crossing. This wouldn't be a problem, except that there is already a development named Fairfield Crossing.....at the corner of Symmes Road and Route 4, also in Fairfield.

Both the current Fairfield Crossing and the to-be Fairfield Crossing are on the R6 route. This will create a huge to-be mess. Both are bus stops or have bus stops near (within 1000 feet). The same-name situation may (or will) cause riders to embark or disembark the R6 at the wrong Fairfield Crossing (i.e. they mean to go to the Fairfield Crossing at Symmes and Route 4 or the Fairfield Crossing at Port Union and the Bypass, or vice versa). People may also be waiting for the R6 at (or near) the wrong Fairfield Crossing at the wrong time (it will be at the other FF Crossing), causing them to miss the bus.

Having two major developments, no matter if one is used for shopping or manufacturing, is a major problem. Not only is it a confusion for those driving and riding, but there's a chance it is also against the law. I wasn't able to find laws or codes regarding this without having paid accounts, however if there isn't a law against this, it is at the very least copyright infringement against the current Fairfield Crossing.

My suggestion: contact the city of Fairfield and make them aware of the potential issues this will cause, especially for those who utilize (or even work for!) the bus system. We need to stop this major confusion before it starts.

Thank you for your time and all that you do!

*-Whitney Harris*



# 2023 Title VI Plan Update

## Overview

- Required to update every three years (2023 is our triennial)
- Assures that no persons shall on the grounds of race, color, sex, age, disability, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.
- BCRTA falls under the peak requirement of 50 vehicles in operation
  - Therefore; does not require a higher degree Title VI analysis



# Public Comment

- Any increase to the full adult fare
- Any decrease in service in which 25% or more revenue service hours are considered for elimination
- As of 2023 we have not made any new changes to service that would prompt this requirement.



Butler County Regional Transit Authority Customer Survey 2023

BCRTA Services I use: U Routes (Miami U) \_\_\_ Regional Routes (R) \_\_\_ Middletown (MTS) \_\_\_  
 ADA Service \_\_\_ BGO (Demand Response) \_\_\_

For each statement, please check one response:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The vehicles are clean (inside and out)					
2. The drivers are friendly and professional					
3. The call takers are friendly and professional					
4. I feel the drivers are safe					
5. Scheduling a ride is easy					
6. When I call, I am usually able to schedule pick-up at the time I want					
7. I arrive at my destination (s) on time					
8. The bus arrives on time					
9. A language barrier does NOT prevent me or someone I know from being able to use BCRTA services					
10. Overall, I am happy with the service					

Please tell us more: \_\_\_\_\_

Would you like BCRTA to contact you? Yes \_\_\_ No \_\_\_

If yes, please complete the information below:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

You may also contact BCRTA at (513)785-5237, [request@butlercountyrtta.com](mailto:request@butlercountyrtta.com) or by visiting: <https://www.butlercountyrtta.com/customer-service/general-inquiry/>, and filling out the contact form or by sending us a letter in the mail at: 3045 Moser Court, Hamilton, Ohio 45011



Improving Access for Limited English Persons (LEP)

BCRTA is seeking your assistance to ensure all persons have equal access to the benefits of our federally funded programs and services. Please take a few minutes to answer these brief questions. This will help us to determine additional steps for transportation and interpretation services that ensure the best possible service to all clients, regardless of their language of origin.

Date: _____	Organization: _____
Contact Person: _____	Telephone: _____
	Email Address: _____

Geographic Service Area: \_\_\_\_\_

# of LEP Persons Served: \_\_\_\_\_

Has the size of LEP population you serve increased, stayed the same, or decreased over the past five years?

Increased Greatly \_\_\_ Increased Somewhat \_\_\_ Stayed the Same \_\_\_ Decreased \_\_\_

Do you use outside sources (volunteers, refugee service, etc. other than family to assist with the translations/interpreting)? Frequently \_\_\_ Sometimes \_\_\_ Never \_\_\_

What source(s) : \_\_\_\_\_

In order of frequency, which language groups do you encounter when working with limited English proficient clients: (1 being the most frequent and 7 being the least frequent):

Spanish \_\_\_ Russian \_\_\_ Arabic \_\_\_ African \_\_\_ Asian \_\_\_ Other \_\_\_\_\_

What needs or expectations for public transit services has this population expressed? \_\_\_\_\_

Has the population inquired about how to access public transit or expressed a need for public transit service? No \_\_\_ Yes \_\_\_ (Please explain) \_\_\_\_\_

Are there locations that the population has expressed difficulty in accessing via the BCRTA public transit service? No \_\_\_ Yes \_\_\_ (Please explain) \_\_\_\_\_

What is the best way to obtain input from the LEP population? \_\_\_\_\_

What additional agencies, organizations, and/or persons should BCRTA reach to analyze how to assure access to LEP populations in and around Butler County? \_\_\_\_\_

Would you like to be contacted by BCRTA to discuss BCRTA Service, LEP Assistance, or other public transit issues? Yes \_\_\_ No \_\_\_



Butler County Regional Transit Authority

Annual Customer Satisfaction Survey 2023



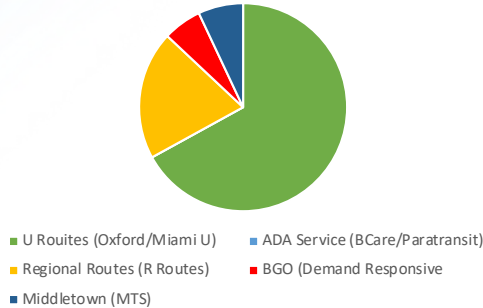
Scan Me!



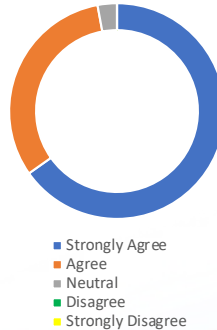
# Customer Satisfaction Survey and Improving Access for Limited English Persons (LEPs) Survey

- We gathered 71 responses for the 2023 Annual Customer satisfaction Survey which ran from: January 23<sup>rd</sup> through February 23<sup>rd</sup> of 2023. Here is a breakdown of the riders who did respond by the routes they use:

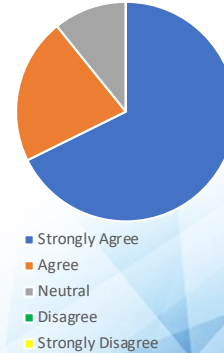
Riders by Route



Overall, I am happy with the service.



A language barrier does NOT prevent me or someone I know from being able to use BCRTA



# Improving Access for Limited English Persons (LEP) Stakeholders Survey

- These stakeholders responded to our LEP Access Survey:
  - Ohio Department of Higher Education (ASPIRE)
  - Butler County Educational Service Center (ESL)
  - Ohio Department of Job and Family Services
  - Living water Ministries
  - Collecting Warehouse
- Of the stakeholders that responded the number of LEPs served either increased somewhat (67%) or stayed the same (33%)
- Language groups encountered are Spanish (60%) Russian (20%) and Micronesian (20%)
- Services used for translation by stakeholders were referred to as “affordable” and the most frequent service used apart from an inhouse interpreter is Catholic Charities.

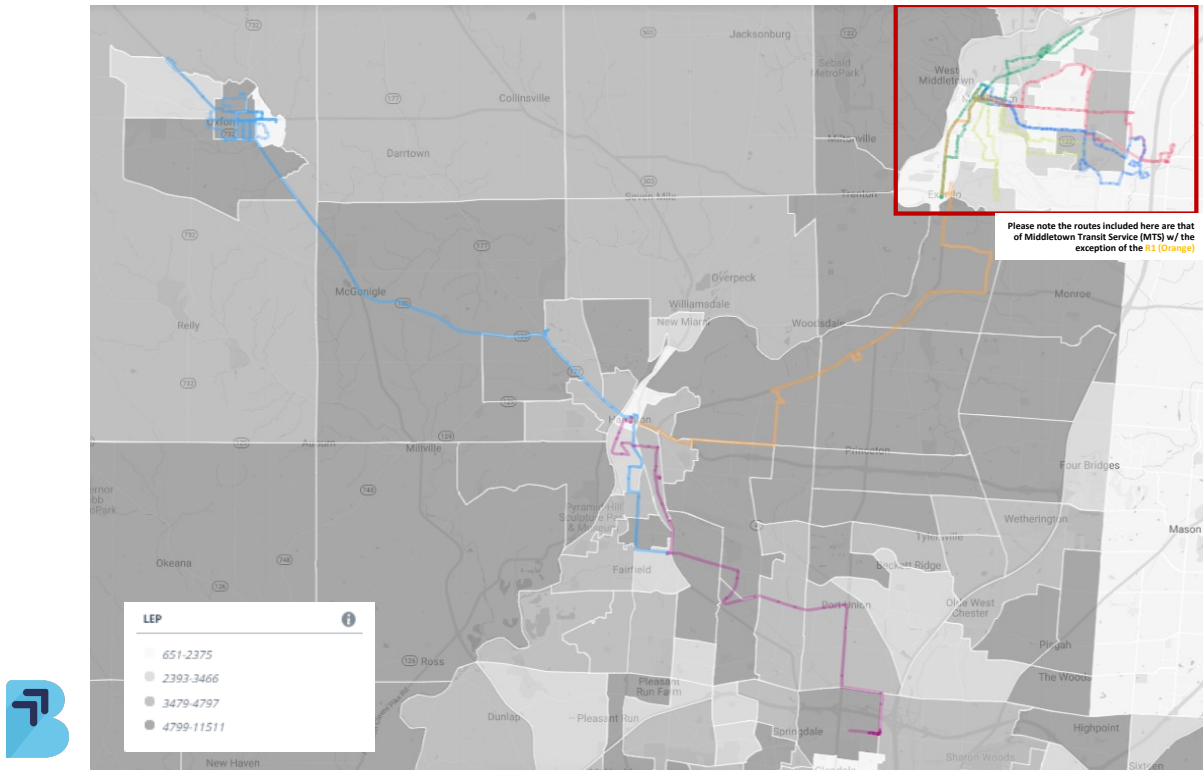


ROUTE NAME	TYPE	SERVICE DAYS	FREQUENCY	VEHICLE TYPE
R1 HAMILTON-MIDDLETOWN	MOTOR BUS	M, TU, W,TH,FR	60 MINS	CUTAWAY
R3 HAMILTON-OXFORD	MOTOR BUS	M, TU, W,TH,FR	60 MINS	GILLIG 35'AND/OR CUTAWAY
R6 JOB CONNECTION	MOTOR BUS	M, TU, W,TH,FR	120 MINS	CUTAWAY
U1/U1W CAMPUS CORE	MOTOR BUS	U1 and U1W: M, TU, W, TH,FR, U1W: SA, SUN	U1: 15 MINS U1W: 35 MINS	GILLIG 35' AND/OR CUTAWAY
U3/U3X AM and PM TOLLGATE LOOP	MOTOR BUS	U3, U3X AM/PM: M, TU, W, TH, FR U3: SA, SUN	U3 and U3X AM: 10 MINS U3 and U3X PM 15 MINS U3 (SA-SUN): 30 MINS	GILLIG 35' AND/OR CUTAWAY
U4/U4D WESTERN CAMPUS	MOTOR BUS	U4 and U4D: M, TU, W,TH,FR, U4D: SA, SU	U4: 20-35 MINS U4D: 30-45 MINS	GILLIG 35' AND/OR CUTAWAY
Park and Ride(P&R)	MOTOR BUS	M, TU, W, TH,FR	30 MINS	GILLIG 35' AND/OR CUTAWAY

- 2017 – 5 commuter routes, 4 fixed routes
- 2020 – 1 commuter route, 10 fixed routes
- 2023 – 7 Fixed Routes

## Limited English Proficiency (LEP)

- 2017 ACS Population – 375,702 persons in Butler County
- 7.6% of population lives in a home where a language other than English is spoken
- Spanish, Indo-European, Asian/Pacific Islander are the most popular languages
- 10,495 persons do not speak English very well (3.0% of total population)
- 2023 ACS Population - 368,204 persons in Butler County
- 8.9% of population lives in a home where a language other than English is spoken.
- Spanish, Indo-European, Asian/Pacific Islander are the most popular languages
- 14,101 persons do not speak English very well (3.8% of total population)



## LEP Goals

- Develop new digital rider guides and website design to be translation friendly
- Provide rider guide materials in Spanish or Braille when requested
- 14,101 persons do not speak English very well (3.8% of total population)
- Call center offers translation services via Certified Languages International (CLI) and media directing passengers to interpretation service is onboard our buses.
- Annual Customer Satisfaction Survey took place February 2023 as well as our LEP Stakeholder Survey

## Anticipated Projects in 2023 Plan

- Implementing changes to BCRTA service(s) based on findings in Short Range Planning Study, Alternative Fuel Study and Regional Gap Analysis.
  - Utilize a multi-faceted approach with a public engagement process including surveys and in-person discussions as well as presenting in front of different agencies, boards, organizations, municipalities and other stakeholders.
- 42X West Chester/Middletown Plan
  - Bring 42X Express Bus service inhouse with the acquisition of 8 MCI commuter motor coaches, rebranding of service, promotion of service and additional destinations for riders along planned route: UC Health District, Government Square, Riverfront Park, etc.





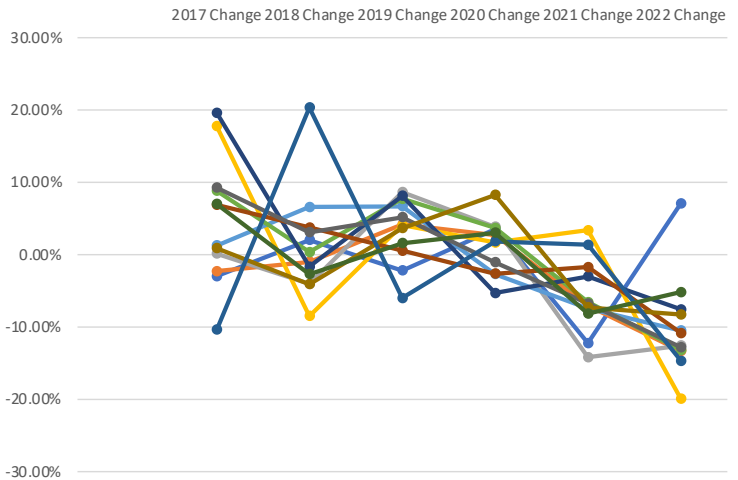
# Appendix C Workplace Strength Survey Results



RESULTS	2016-2022							6 year Change						
	2016	2017	2018	2019	2020	2021	2022	2017 Change	2018 Change	2019 Change	2020 Change	2021 Change	2022 Change	
I know what is expected of me at BCRTA	4.31	4.19	4.27	4.18	4.33	3.80	4.07	↔ -2.97%	↔ 2.04%	↔ -2.18%	↓ 3.54%	↑ -12.22%	↑ 7.11%	↓ -5.73%
I have the training, materials and equipment I need to do my work correctly and safely.	4.16	4.06	4.02	4.19	4.30	4.00	3.47	↔ -2.29%	↑ -1.01%	↔ 4.18%	↓ 2.71%	↓ -7.03%	↓ -13.33%	↓ -16.60%
At BCRTA, I have the opportunity to do what I do best every day.	4.10	4.10	3.94	4.28	4.44	3.81	3.33	↔ 0.12%	↑ -4.04%	↔ 8.64%	↓ 3.84%	↓ -14.17%	↓ -12.57%	↓ -18.66%
In the last seven (7) days, I have received recognition for doing a job well done.	2.78	3.28	3.00	3.12	3.17	3.28	2.63	↑ 17.74%	↑ -8.49%	↔ 4.07%	↔ 1.67%	↓ 3.37%	↓ -19.95%	↓ -5.66%
My supervisor seems to care about me as a person.	3.71	3.75	4.00	4.27	4.15	3.84	3.44	↔ 1.26%	↑ 6.59%	↔ 6.67%	↓ -2.71%	↓ -7.41%	↓ -10.50%	↓ -7.17%
Someone at BCRTA encourages my professional development.	3.10	3.37	3.38	3.64	3.78	3.53	3.07	↑ 8.82%	↔ 0.35%	↔ 7.73%	↓ 3.69%	↓ -6.56%	↓ -13.16%	↓ -1.01%
My opinions count at BCRTA	2.57	3.07	3.02	3.27	3.09	3.00	2.77	↑ 19.60%	↑ -1.67%	↓ 8.14%	↓ -5.32%	↓ -3.01%	↓ -7.56%	↑ 7.97%
The mission/purpose of BCRTA makes me feel that my job is important.	3.59	3.84	3.98	4.00	3.90	3.83	3.41	↑ 6.88%	↔ 3.75%	↔ 0.53%	↓ -2.62%	↓ -1.73%	↓ -10.84%	↓ -4.87%
My co-workers are committed to doing quality work.	3.27	3.58	3.69	3.88	3.84	3.58	3.12	↑ 9.25%	↑ 3.08%	↔ 5.16%	↓ -1.05%	↓ -6.75%	↓ -12.80%	↓ -4.72%
I have a best friend at BCRTA.	2.90	2.93	2.81	2.91	3.15	2.92	2.68	↔ 0.89%	↓ -4.08%	↔ 3.65%	↓ 8.25%	↓ -7.28%	↓ -8.28%	↓ -7.65%
In the last six months, someone from BCRTA has talked with me about my progress.	3.25	2.92	3.51	3.30	3.36	3.41	2.91	↓ -10.37%	↓ 20.33%	↓ -6.00%	↔ 1.83%	↓ 1.36%	↓ -14.67%	↓ -10.70%
This last year, I have had the opportunity to learn and grow at BCRTA	3.37	3.61	3.51	3.57	3.67	3.38	3.20	↑ 6.99%	↔ -2.71%	↔ 1.60%	↓ 3.02%	↓ -8.15%	↓ -5.19%	↓ -5.12%



- I know what is expected of me at BCRTA.
- I have the training, materials and equipment I need to do my work correctly and safely.
- At BCRTA, I have the opportunity to do what I do best every day.
- In the last seven (7) days, I have received recognition for doing a job well done.
- My supervisor seems to care about me as a person.
- Someone at BCRTA encourages my professional development.
- My opinions count at BCRTA.
- The mission/purpose of BCRTA makes me feel that my job is important.
- My co-workers are committed to doing quality work.
- I have a best friend at BCRTA.
- In the last six months, someone from BCRTA has talked with me about my progress.
- This last year, I have had the opportunity to learn and grow at BCRTA.



**BCRTA****Income Statement**

February 2023

	<b>Year to Date Last Year</b>	<b>Year to Date This Year</b>	<b>Annual Budget</b>	<b>YTD % of Budget</b>
Passenger Fares	2,533	4,967	121,125	4.1%
Contract Fares	47,174	18,783	310,000	6.1%
Partnership Transit Rev (COM)	305,201	162,789	1,236,000	13.2%
Transit Development Rev (MU)	427,216	389,834	2,447,312	15.9%
Mgt./Cons. Services	40,880	22,893	274,714	8.3%
Interest & Other	6,900	37,600	134,390	28.0%
Agency Funding	8,333	2,469	90,000	2.7%
Park-n-Ride Program	86,645	75,000	300,000	25.0%
State Funding	16,429	-	284,000	0.0%
Federal Funding	615,772	964,797	5,874,868	16.4%
<b>Total Revenues</b>	<b>1,557,083</b>	<b>1,679,131</b>	<b>11,072,409</b>	<b>15.2%</b>
<b>Expenses</b>				
Wages	467,861	615,350	3,872,323	15.9%
Fringes	218,925	321,542	1,821,597	17.7%
Services	89,462	107,619	697,788	15.4%
Materials & Supplies	123,980	154,896	964,250	16.1%
Utilities	15,761	15,300	90,320	16.9%
Insurance	52,052	48,140	304,175	15.8%
Purchased Transportation	86,645	75,000	300,000	25.0%
Misc. Items	9,966	11,472	130,254	8.8%
Contingency	-	-	50,000	0.0%
<b>Total Expenses</b>	<b>1,064,652</b>	<b>1,349,319</b>	<b>8,230,707</b>	<b>16.4%</b>
<b>Gain/Loss before Depr, NP &amp; OPEB Exp</b>	<b>492,431</b>	<b>329,813</b>	<b>2,841,702</b>	<b>11.6%</b>
Est. Local Share of Depreciation Exp	49,422	49,422	296,530	16.7%
Est. Net Pension & OPEB Exp (Inc)	(201,382)	(201,382)	(1,208,292)	16.7%
<b>Total Gain/(Loss)</b>	<b>644,392</b>	<b>481,773</b>	<b>3,753,464</b>	<b>12.8%</b>

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
<b>Checking - PNC (National City)</b>						
2/1/23			Beginning Balance			362,232.51
2/1/23	01107612	CRJ	Butler County Veterans Service	3,566.04		
2/1/23	01107613	CRJ	Butler County Veterans Service	4,254.06		
2/1/23	02/01/23	GENJ	Service Charge		5.00	
2/2/23	AT 2/2/23	CDJ	Bureau of Workers Compensation		9,361.00	
2/2/23	PRWE 01/27/23	GENJ	1525		106.20	
2/2/23	PRWE 01/27/23	GENJ	1526		69.23	
2/2/23	PRWE 01/27/23	GENJ	1527		969.45	
2/2/23	PRWE 01/27/23	GENJ			122,300.95	
2/2/23	PRWE 01/27/23	GENJ			21,442.02	
2/2/23	PRWE 01/27/23	GENJ			3,334.80	
2/2/23	PRWE 01/27/23	GENJ	1524		137.20	
2/3/23	AT 2/3/2023	CDJ	Paycom		1,155.37	
2/6/23	10	CRJ	Federal Transit Administration	449,598.00		
2/6/23	13	CRJ	Federal Transit Administration	71,929.00		
2/6/23	14	CRJ	Federal Transit Administration	58,181.00		
2/6/23	12	CRJ	Federal Transit Administration	21,201.00		
2/6/23	11	CRJ	Federal Transit Administration	2,416.00		
2/7/23	11241	CDJ	Talawanda School District		9,410.21	
2/7/23	11242	CDJ	American Red Cross		108.00	
2/7/23	11243	CDJ	Affordable Pest Control Inc.		53.00	
2/7/23	11244	CDJ	Richard L. Bowen & Associates,		59,793.05	
2/7/23	11245	CDJ	BCRTA Petty Cash		133.93	
2/7/23	11246	CDJ	Bryce's Lawn care & Landscaping		437.50	
2/7/23	11247	CDJ	Brighton Spring Service		150.00	
2/7/23	11248	CDJ	Cincinnati Bell Any Distance		525.60	
2/7/23	11249	CDJ	Cummins Bridgeway LLC		770.00	
2/7/23	11250	CDJ	Cornett's Pressure Cleaning		995.00	
2/7/23	11251	CDJ	Clarke Power Services		1,957.00	
2/7/23	11252	CDJ	Fuller Ford		1,021.23	
2/7/23	11253	CDJ	Fastsigns 220901		21.00	
2/7/23	11254	CDJ	Gillig		2,592.37	
2/7/23	11255	CDJ	Jani-King of Cincinnati LLC		550.00	
2/7/23	11256	CDJ	Jan-Pro of Greater Cincinnati		950.00	
2/7/23	11257	CDJ	KOI Enterprises, Inc.		5,558.67	
2/7/23	11258	CDJ	Luxurious Wraps, LLC		12,325.20	
2/7/23	11259	CDJ	Ohio Deferred Compensation		1,155.00	
2/7/23	11260	CDJ	RICOH USA, INC		79.96	
2/7/23	11261	CDJ	Transportation Equipment Sales		43.02	
2/7/23	11262	CDJ	Treasurer State of Ohio		425.25	
2/7/23	11263	CDJ	Verizon Wireless		2,643.81	
2/7/23	0048208846	CRJ	Ohio Dept of Medicaid	655.00		
2/7/23	0048197069	CRJ	Ohio Department of Transportat	26,147.00		
2/7/23	793979232	CRJ	Ohio Transit Risk Pool	12,944.79		
2/8/23	AT-02/08/2023	CDJ	BCRTA PNC Card Purchases		8,668.76	
2/8/23	ACH02082023	CDJ	SuperFleet Mastercard Program		39,497.14	
2/8/23	ACH 02082023	CRJ	Miami University - Accounts Pa	70.00		
2/13/23	289968	CRJ	City of Middletown	176,620.26		

2/13/23	24840	CRJ	BCRTA Items	10.00	
2/15/23	11264	CDJ	Cintas Corporation		780.51
2/15/23	11265	CDJ	Amazon Capital Services		1,223.01
2/15/23	11266	CDJ	ABC Muncie Transit Supply		397.98
2/15/23	11267	CDJ	Alpine Valley Water		26.24
2/15/23	11268	CDJ	Bethesda Healthcare Inc.		2,757.61
2/15/23	11269	CDJ	Brighton Spring Service		150.00
2/15/23	11270	CDJ	Cummins Bridgeway LLC		177.34
2/15/23	11271	CDJ	Cornett's Pressure Cleaning		1,950.00
2/15/23	11272	CDJ	Clarke Power Services		2,450.33
2/15/23	11273	CDJ	Fuller Ford		2,135.31
2/15/23	11274	CDJ	GemCity Tires, Inc		626.60
2/15/23	11275	CDJ	Health Transit Pool of Ohio		75,000.00
2/15/23	11276	CDJ	Millennium Business Systems,LL		324.85
2/15/23	11277	CDJ	Ohio Transit Risk Pool		49,289.11
2/15/23	11278	CDJ	Port Technology LLC		6,352.75
2/15/23	11279	CDJ	Rumpke Of Ohio Inc.		296.83
2/15/23	11280	CDJ	Zep Manufacturing		334.53
2/15/23	6749132	CRJ	BCRTA Items	1,679.00	
2/16/23	PRWE 02/10/23	GENJ	1530		29.11
2/16/23	PRWE 02/10/23	GENJ	1528		27.06
2/16/23	PRWE 02/10/23	GENJ	1531		69.23
2/16/23	PRWE 02/10/23	GENJ			131,445.76
2/16/23	PRWE 02/10/23	GENJ			3,104.04
2/16/23	PRWE 02/10/23	GENJ	1529		37.60
2/16/23	PRWE 02/10/23	GENJ			24,001.35
2/16/23	PRWE 02/10/23	GENJ	1532		93.15
2/17/23	AT 2/17/2023	CDJ	Paycom		1,164.31
2/21/23	0048270852	CRJ	Ohio Department of Transportat	193,565.48	
2/22/23	11281	CDJ	Cintas Uniforms		404.65
2/22/23	11282	CDJ	Brighton Spring Service		755.90
2/22/23	11283	CDJ	Certified Language Int.		8.70
2/22/23	11284	CDJ	City of Hamilton - Utilities		4,556.12
2/22/23	11285	CDJ	Cintas Uniforms		2,892.39
2/22/23	11286	CDJ	ERTH Systems Shredding, LLC		915.00
2/22/23	11287	CDJ	Gillig		2,022.60
2/22/23	11288	CDJ	GemCity Tires, Inc		390.65
2/22/23	11289	CDJ	COH- Hamilton Fiber		105.00
2/22/23	11290	CDJ	Isaac Wiles Burkholder & Teeto		3,881.00
2/22/23	11291	CDJ	Kimley-Horn And Associates, In		11,045.00
2/22/23	11292	CDJ	Myers Equipment Corporation		328.93
2/22/23	11293	CDJ	Minuteman Press - Fairfield		291.00
2/22/23	11294	CDJ	Ohio Deferred Compensation		1,255.00
2/22/23	11295	CDJ	PERS		71,223.86
2/22/23	11296	CDJ	PowerApps911		1,890.00
2/22/23	11297	CDJ	South East Area Transit		420.00
2/22/23	11298	CDJ	SELF		500.00
2/22/23	11299	CDJ	Tristate Cleaning		500.00
2/22/23	11300	CDJ	TransiTalent.com		125.00
2/22/23	0048278172	CRJ	Ohio Department of Transportat	73,056.19	
2/24/23	290206	CRJ	City of Middletown	88,815.77	

2/24/23	795809583	CRJ	Farebox Receipts	95.90		
2/28/23	01108548	CRJ	Butler County Veterans Service	5,752.94		
			Current Period Change	<u>1,190,557.43</u>	<u>716,501.33</u>	<u>474,056.10</u>
2/28/23			Ending Balance			836,288.61

**Savings - PNC (National City)**

2/1/23			Beginning Balance			53,612.23
2/1/23	02/01/23	GENJ	Service Charge		5.86	
2/15/23	MAS 02152023	CRJ	Farebox Receipts	556.03		
2/28/23	02/28/23	GENJ	Interest Income	0.42		
2/28/23	CC 02/28/23	CRJ	Farebox Receipts	52.68		
			Current Period Change	<u>609.13</u>	<u>5.86</u>	<u>603.27</u>
2/28/23			Ending Balance			54,215.50

**Savings - PNC Bank \$\$**

2/1/23			Beginning Balance			1,006,705.50
2/1/23	02/01/23	GENJ	Service Charge		3.00	
2/28/23	02/28/23	GENJ	Interest Income	7.72		
			Current Period Change	<u>7.72</u>	<u>3.00</u>	<u>4.72</u>
2/28/23			Ending Balance			1,006,710.22

**Investment - STAR Ohio**

2/1/23			Beginning Balance			4,792,298.87
2/28/23	02/28/23	GENJ	Interest Income	17,544.22		
			Current Period Change	<u>17,544.22</u>		<u>17,544.22</u>
2/28/23			Ending Balance			<u>4,809,843.09</u>

**BCRTA  
Balance Sheet  
February 2023**

**Assets**

Current Assets

Checking - PNC	836,288.61
Savings - PNC	54,215.50
Savings - PNC	1,006,710.22
STAR Ohio	4,809,843.09
Bid Deposit	53,023.76
M&S Inventory	73,626.53
Petty Cash	1,000.00
Accounts Receivable	1,761,949.55
Prepays	112,216.67
	<hr/>
	8,708,873.93

\*Other Assets

Net Pension Asset	36,315.00
Net OPEB Asset	643,940.00
Deferred Outflows-Pensions	955,863.00
Deferred Outflows-OPEB	27,430.00

Property & Equipment

Vehicles	12,087,369.05
Buildings & Land	2,734,604.53
Furniture & Equipment	2,230,336.45
Amenities & Misc.	149,576.89
WIP-Building	30,169.49
WIP-Chestnut Fields	1,510,773.02
Accum. Depr.	(10,165,316.09)
	<hr/>
	10,241,061.34

Total Assets

18,949,935.27

**Liabilities & Equity**

Current Liabilities

Accounts Payable	254,647.24
Payroll Payables	254,780.08
Other Payables	-
Accrued PTO	181,581.77
FTA Vehicle Funds	68,131.00
Future Match Funds	40,000.00
Unearned Tickets	29,127.50
	<hr/>
	828,267.59

\*Long-term Liabilities

Net Pension Liability	1,769,488.00
Deferred Inflows-Pensions	2,194,572.00
Deferred Inflows-OPEB	694,881.00

Equity

Balance Equity	2,861,645.23
Federal Capital	15,092,786.00
State Capital	1,467,356.25
Local Capital	89,410.00
Retained Earnings	(6,378,283.45)
Net Income	329,812.65
	<hr/>
	18,121,667.68

Total Liabilities  
and Capital

18,949,935.27

**BCRTA  
Cash Reserves**

**February 2023**

Current Assets	8,708,873.93
Current Liabilities	<u>(828,267.59)</u>
<b>Available Funds</b>	<b>7,880,606.34</b>

**Board Reserves**

Local Share Grant Obligations		
OH-2018-21-00	299,090.00	
OH-2021-56-00	1,566,322.00	
OH-2021-60-00 Chestnut Fields	2,434,269.00	
Less Miami University Chestnut Fields Match	(1,600,000.00)	
Less Projected Local Match	<u>(1,870,402.50)</u>	MU, R6, VA
Match Required or (Overmatch)	829,278.50	
FTA Grants	829,278.50	Match Required
Working Capital Funds (2 Mths.)	1,313,451.17	
Capital Replacement Funds	3,225,125.40	2023 - 2028 Local Share of Projects Not Yet on Grants
Contingency Funds	<u>-</u>	
<b>Total Board Reserves</b>	<b>5,367,855.07</b>	
<b>Non-Restricted Funds</b>	<b>2,512,751.27</b>	



**TO:** BCRTA Board of Trustees

**FROM:** Mark Franklin, Operations Manager and Meagan Varney, Procurement & Compliance Specialist

**RE:** *Action Item – 2022-066, Console Software Renewal*

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April 19, 2023

#### **STRATEGIC PLAN GOAL / OBJECTIVE**

- Leverage Federal Funding
- Enhance Connectivity

#### **RECOMMENDATION**

Approval of a resolution authorizing the Executive Director on behalf of BCRTA to implement a contract with Motorola Solutions to continue to provide software technical support for our dispatch consoles for an amount not to exceed \$38,725.50.

#### **FINANCIAL CONSIDERATIONS**

This is a contract to renew services for a term of five (5) years with a total expenditure not to exceed \$38,725.50.

#### **BUSINESS PURPOSE**

To provide technical support to ensure all radio dispatch consoles continue to function properly and to provide the mechanism to resolve any issues that would impede functionality.

#### **PROCUREMENT CONSIDERATIONS**

- Procurement Summary factors considered; they have the capacity to perform these contracts and are recommended for award.
- This is a “sole source” purchase. Scoutcare is proprietary to the type of console that is currently installed on premises and the expense and time required to replace the console and obtain new software support would be substantial, making solicitation and award of the contract otherwise infeasible.

#### **LEGAL CONSIDERATIONS**

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



## BCRTA Resolution No. 23-04-01

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### **Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for Dispatch Console Software Support.**

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

**Whereas** the BCRTA determined the State of Ohio Cooperative Purchase Program contract with Motorola Solutions, 573077-0, to offer the best cost and value to the BCRTA; and

**Whereas** BCRTA purchased several mobile radios and an AVTEC Scout Dispatch Console from this Contract in 2021, which included one year of Software Support for the console system ("Scoutcare"); and

**Whereas** this initial term of Scoutcare support has since expired and requires renewal; and

**Whereas** Scoutcare is proprietary to the type of console that is currently installed on premises and the expense and time required to replace the console and obtain new software support would be substantial, making solicitation and award of the contract otherwise infeasible.

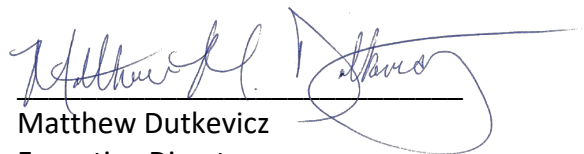
#### **Now therefore be it resolved:**

That the BCRTA Board of Trustees hereby authorizes the Executive Director to contract five (5) year contract with Motorola Solutions to acquire a Scoutcare license at a total cost of \$35,205.00 plus a 10% contingency for a total amount not to exceed \$38,725.50. Be it further resolved that the BCRTA Board of Trustees authorizes the Executive Director to take all actions necessary to enact this resolution.

Approved: April 19, 2023



Chris Lawson  
Board President



Matthew Dutkevich  
Executive Director

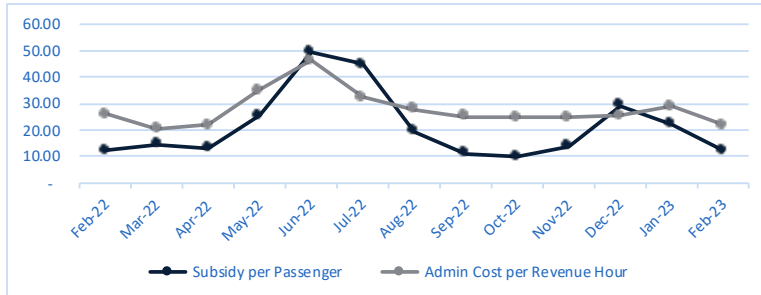
# METRIC DASHBOARD

## February 2023

### Leveraging Competitive Funding & Partnerships

**Average Fleet Age**  
**5.33**

Since Last Month: 0.03 (0.56%)  
 Since Last Year: 0.72 (13.51%)



### Enhancing Connectivity

**BCRTA Transit App Users**  
**5,094**

Since Last Month: 954 (18.73%)  
 Since Last Year: 1,562 (30.66%)

**BGO App Rides/Total BGO Rides**  
**23.89%**

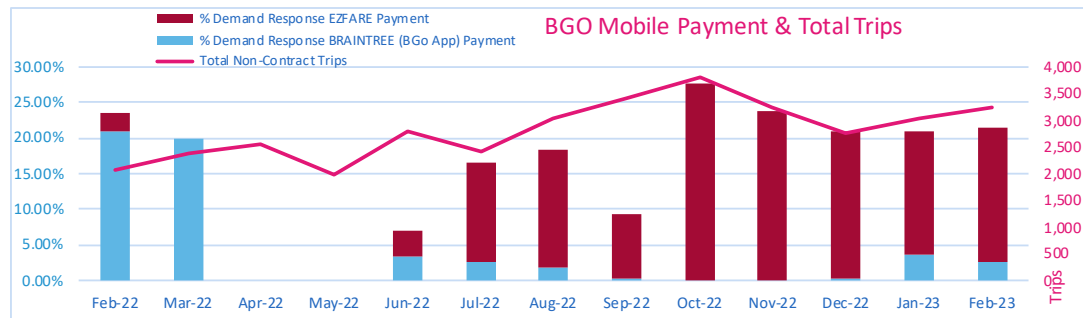
Since Last Month: 18.74% (78.45%)  
 Since Last Year: -14.21% (-59.47%)

**BCRTA Transit App Downloads**  
**418**

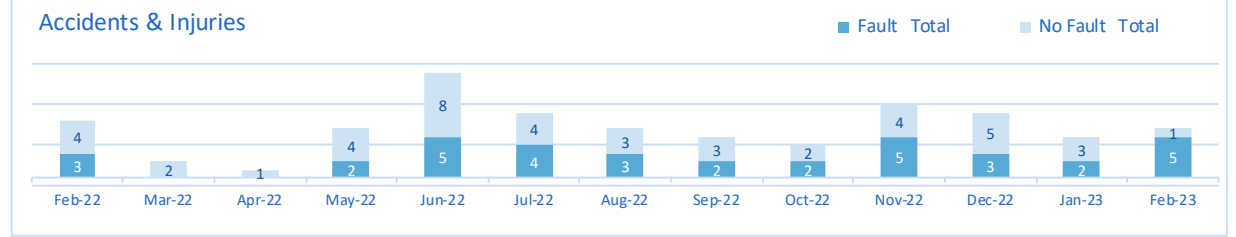
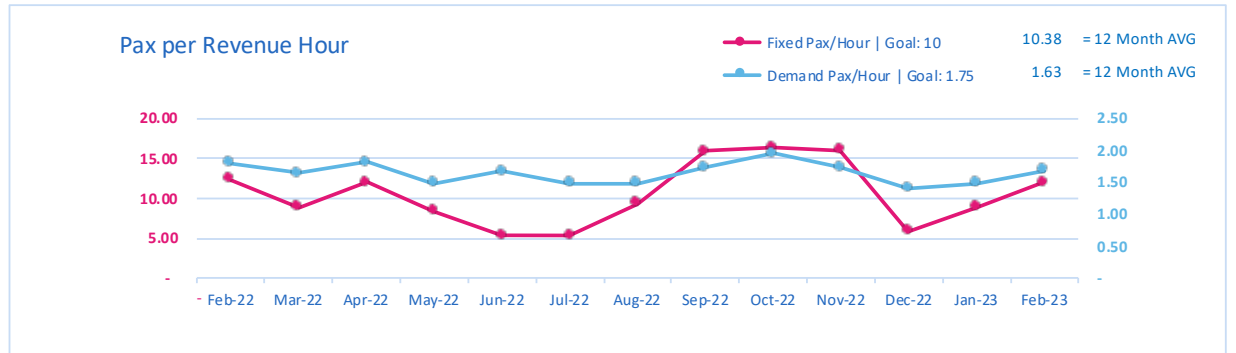
Since Last Month: (59) (-14.11%)  
 Since Last Year: (260) (-62.20%)

**BGO App Downloads**  
**42**

Since Last Month: 5 (11.90%)  
 Since Last Year: (136) (-323.81%)



### Improving Mobility & Eliminating Barriers



**Target Operator Staffing**  
**62%**

Since Last Month: -16.56%  
 Since Last Year: -16.55%  
 12 Month Average: 79.12%  
 GOAL: 100.00%

**Denials & Refusals/Total BGO**  
**15.30%**

Since Last Month: 6.09%  
 Since Last Year: -164.93%  
 12 Month Average: 19.66%  
 GOAL: 0.00%

### Supporting Employers

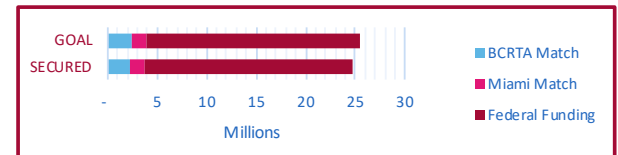
**42X Park & Ride Total Trips**  
**1,516**

Since Last Month: 40 (3%)  
 Since Last Year: 797 (53%)

**BGO Employment Trips**  
**1,571**

Since Last Month: (179) (-11.39%)  
 Since Last Year: 717 (45.64%)

### Developing Multimodal Infrastructure



**Days Until Chestnut Fields Completed**  
**669**



# Director's Notes – April 2023

## A. Staffing & Facility

### 1. Staffing

BCRTA is currently seeking to fill the following positions:

Administrative & Communication Specialist	Location: Hamilton, OH Department: Administration Type: Full Time
Transit Planner	Location: Hamilton, OH Department: Administration Type: Full Time
Operations Dispatcher - Full Time	Location: Hamilton, OH Department: BCRTA Type: Full Time
Trustee	Location: Hamilton, OH Department: Board of Trustees Type: Volunteer
Miami U SafeRide - Night Shift Van Drivers	Location: Oxford, OH Department: Operations Type: Part Time
Operations Dispatcher - Part time	Location: Hamilton, OH Department: Operations Type: Part Time
Operations Street Supervisor	Location: Hamilton, OH Department: Operations Type: Full Time
Operations Trainer	Location: Hamilton, OH Department: Operations Type: Full Time
Vehicle Operator - Fixed Route/CDL	Location: Hamilton, OH Department: Operations Type: Full Time
Vehicle Operator - No CDL	Location: Hamilton, OH Department: Operations Type: Full Time
TABC Board of Directors	Location: Hamilton, OH Department: Transit Alliance of Butler County Type: Volunteer

Luis Rodriguez, Planning & Special Projects Manager has left BCRTA to pursue a new opportunity.

BCRTA will host a “Drive the Bus” career fair at Butler Tech’s Westchester Biotech Campus on April 29.

A biweekly email digest of open positions is available. Please contact Mary Jane Leveline, BCRTA Talent & Benefits Manager ([levelinem@butlercountyrta.com](mailto:levelinem@butlercountyrta.com)) if you would like to be added to the mailing list.

## B. Planning

### 1. Commuter Service

BCRTA is now receiving delivery of the commuter buses that will be used to bring Cincinnati commuter service in house late this year. Staff have received 5 of 8 vehicles. Service should begin in Q3 or Q4 of 2023 pending the ability to hire enough staff to operate the service.

### 2. Transit Studies

Kimley Horn is wrapping up the Short-Range Planning Study. A final report should be available in April.

### 3. Regional Gap Study

Staff have received the draft report of the study. Once survey data is analyzed and

## Director's Notes – April 2023

compiled the final report will be made available.

### 4. Regional Alternative Fuel Study

The WSP Alternative Fuel Study has been completed and is available for review at <https://www.butlercountyrta.com/bcrta-receives-alternative-fuel-strategy-report/>

### 5. Chestnut Street Multimodal Station

Ms. Weidner presented on the financial status of the Chestnut Street Multimodal Station project at the March meeting. The invitation to bid (IFB) for construction was released on March 2. The bid deadline was extended to April 18<sup>th</sup> to allow for more bidders to participate.

City easements for the project were approved March 21 and are in the process of being recorded. Staff expect to bring the land lease, service contract renewal, and construction award to the BCRTA Board for authority at the May Board meeting due to the extension of the bid timeline.

## C. Funding & Discretionary Grant Availability

### 1. Miami Service Contract

Staff have met with Miami officials and prepared documents to exercise the first 2-year contract option with a price increase. An addendum approved for execution is expected before the May BCRTA Board meeting.

### 2. SMART Grants

BCRTA and NEORide were not successful on the SMART grant for autonomous tech. The agencies will consider an ODOT grant in the future for this project.

### 3. 2023 Areas of Persistent Poverty (AOPP/HDC)

Staff have identified the 2023 Areas of Persistent Poverty and Historically Disadvantaged Communities grant as a unique opportunity to plan for transit infrastructure in Butler County. The program, which appears to be historically undersubscribed, makes planning dollars available, with only a 10% local match, to areas of persistent poverty and historically disadvantage communities. Oxford, Hamilton, and Middletown are all included in one or both of these federally designated areas making them eligible for the program. Staff are seeking up to \$425K to study bike/ped infrastructure connections to the Chestnut Fields Multimodal Station, improvements to Market Street Station or another downtown Hamilton central station area, and improvements and upgrades to the Middletown Transit Hub. City of Oxford will act as a subrecipient and provide match to execute the Oxford portion of the project while BCRTA staff will carry out any proposed activities in Hamilton and/or Middletown.

### 4. 2023 LoNo

Staff have identified an opportunity to join NEORide and ODOT to apply for small alternative fuel buses and infrastructure as part of the 2023 NOFA for the competitive 5339 LoNo program. The application will specifically focus on LOW emission technology

## Director’s Notes – April 2023

that can support the range of BCRTA small buses (200+ mi per day). Staff have identified this as an opportunity as the program set-aside for LOW emission technology was undersubscribed in the 2022 funding round while no emission tech was oversubscribed 7X.

### D. On the Horizon ...

#### 1. Strategic Planning Retreat

Mark your calendars for TUESDAY, JUNE 20.

#### 2. Light Transit Vehicle Purchase

In November 2022, the BCRTA Board authorized the purchase of several LTV’s as options off the WRTA (Youngstown) contract. Unfortunately, staff became aware after this that the manufacturer raised the unit price without contractual authority from WRTA. Since WRTA is unwilling to accept the new price, the contract is now void and BCRTA cannot use it to purchase vehicles. Staff are investigating new methods and opportunities to procure LTV’s with definitive delivery dates and agreeable pricing. An amended resolution will come to the Board as soon as staff identify a reasonable solution.

### E. Upcoming Procurements >\$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
<del>Procurement</del> , Maintenance, and Finance Software Integrated Solution – Phase II	BCRTA	150k	5	New
Collision Avoidance System	MTS	240K	5	New
Light Transit Vehicles	BCRTA	1.66M	TBD	Replacement
Parking Lot Construction	BCRTA	TBD	Task	New
Tires (large bus)	BCRTA	TBD	1	New
Chestnut Fields Construction	BCRTA	23.2M	Task	New

# Director's Notes – April 2023

## Strategic Vision 2025

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As Ohio's public transit innovator, BCRTA provides smart mobility options and infrastructure that seamlessly connect people to employers, educational, healthcare, and recreational destinations.

Leverage competitive federal funding and forge mutually beneficial partnerships with organizations, including incubators, chambers, universities, start-ups, economic development bodies, and planning professionals.

- ~~Expand participation in NeoRide as appropriate to address needs and improve grant funding~~
- *Sustain Miami University relationship, plan for future – 2023 contract in negotiation*
- ~~Retain BCVSC and BCDD contracts~~
- Leverage MTS transit plan and maintain relationship with City of Middletown
- Improve DBE access
- *Keep finger on pulse of autonomous tech – applying for SMART 2023*
- ~~Examine Cincinnati commuter service for ways to reduce cost (42X)~~

Enhance connectivity with constituents by leading in the implementation of new transit tech (onboard Wi-Fi tools).

- *Test and expand onboard WIFI where possible – will implement on new commuter service*
- ~~Implement onboard validation for EZfare~~
- ~~Expand BGO app service~~
- ~~Launch new & updated website~~
- *Expand use of real-time info signs and kiosks – budgeted for 2023*

Improve mobility access and eliminate barriers to ridership, especially for riders who may be elderly or have disabilities.

- ~~Reduce DR fares to \$5.00~~
- *Make peak BGO service available*
- *Hire operators to address demand*
- ~~Relocate customer service closer to riders~~
- *Pursue payment options for unbanked*
- ~~Consider free fixed route fares~~

Support employers with effective workforce transportation in at least 75% of Butler County's densest corridors.

- *Evaluate existing R routes for effectiveness and reallocate to improved frequency or BGO as necessary – SRPS Study delivery Q1 2023*
- *Solicit BGO services in employer-dense areas.*
- Evaluate options for Spooky Nook connectivity - SRPS Study delivery Q1 2023
- Address Butler/Warren connection in Monroe

Develop multimodal infrastructure and wayfinding to create seamless user experiences.

- *Accelerate completion/progress for Oxford Multimodal facility*
- Improve Hamilton/Warren County connectivity for fixed route and ADA
- ~~Eliminate paper transfers~~
- Address Transit Center convenience and utility (Hamilton, Oxford, Middletown)
- *Improve regional connections with commuter service, rail, interurban bus, rideshare, bikeshare, scooters*

**A RESOLUTION AUTHORIZING AN ADDENDUM TO THE EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT TO PROVIDE AN ANNUAL SALARY INCREASE TO THE EXECUTIVE DIRECTOR**

WHEREAS, the Executive Director has been employed with BCRTA since November 1, 2019 through an Executive Director Employment Agreement (the “Agreement”); and

WHEREAS, the Agreement is effective from November 1, 2019 to November 30, 2024 (the “Term”); and

WHEREAS, Section 3A of the Agreement provides that the Executive’s salary may be adjusted by the Board of Trustees from time to time based on the annual review set forth in 3B.; and

WHEREAS, the Board of Trustees wishes to increase the Executive’s annual base salary to reflect the exemplary work performed by the Executive.; and

WHEREAS, the Parties mutually desire to amend the Agreement to reflect that annual base salary increase.

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

SECTION 1: The Board President is hereby authorized to sign the Addendum to the Executive Director Employment Agreement on behalf of the Board of Trustees for the Butler County Regional Transit Authority.

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 any and 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.

Passed by the Board of Trustees this 19<sup>th</sup> day of April, 2023.



Chris Lawson  
Board President



Delene Weidner (Apr 19, 2023 10:15 EDT)

Delene Weidner  
Director of Finance & Administration










# BCRTA Board Packet April 19 2023

Final Audit Report

2023-04-19

Created:	2023-04-19
By:	Matthew Dutkevicz (dutkeviczmm@butlercountyrta.com)
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