



Board of Trustees

Mr. Christopher Lawson,
President
City of Hamilton

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

Mr. Travis C. Bautz
MidPointe Library System

Mr. David Fehr
Butler County Department
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, January 18, 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 | | | | | | | | | | | | |
| Bautz, Travis | | | | | | | | | | | | |
| Fehr, David | | | | | | | | | | | | |
| Foster, Jim | | | | | | | | | | | | |
| Gordon, Perry | | | | | | | | | | | | |
| Lawson, Chris | | | | | | | | | | | | |
| VACANT | | | | | | | | | | | | |
| Watt, Corey | | | | | | | | | | | | |
| Wyenandt, Kathy | | | | | | | | | | | | |

X = Present

E = Excused

E* = Online not Official

A = Absent

2022 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 | X | X | X | X | X | X | | X | E | X | X | |
| Fehr, David | X | X | E | E | X | X | | X | X | E | X | |
| Foster, Jim | X | X | X | X | X | X | | X | X | X | X | |
| Gordon, Perry | X | X | X | X | X | X | | X | X | X | X | |
| Lawson, Chris | X | E | X | X | E | X | | X | X | X | X | |
| Schmitt, Nancy | E* | E | X | X | E | X | | X | E | X | E | |
| Watt, Corey | X | X | X | X | X | E | | X | X | X | E | |
| Wyenandt, Kathy | | | X | X | X | X | | X | X | X | X | |

X = Present

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BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

**January 18, 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 November 16, 2022 Meeting Minutes
- IV. Comments from Citizens
- V. Secretary/Treasurer's Report – October & November 2022 (*Motion Requested*)
- VI. Governance
 - a. Nominating Committee Report
 - b. Election of Officers
 - c. Conflict of Interest Disclosures
- VII. Action Items
 - a. **Resolution 23-01-01:** Authorizing the Butler County Regional Transit Authority (BCRTA) to Apply for a 2023 Butler County Community Development Block Grant (CDBG) in Support of a Job Connection Shuttle Targeted for Low and Very-Low Income Residents the City of Fairfield and Butler County to Maintain a Basic Quality of Life, and Certifying the Availability of up to \$25,000 as the Required Local Match for the Requested Project.
 - b. **Resolution 23-01-02:** Authorizing the Butler County Regional Transit Authority (BCRTA) to Apply for a 2023 City of Middletown Community Development Block Grant (CDBG) in Support of a S.C.O.P.E. Program at the Middletown Hub Targeted for the Betterment of Service Provided to Low and Very-Low Income Residents of the City Middletown to Maintain a Basic Quality of Life.

**Next Meeting Date:
February 15, 2023 @ 8:00 AM
Butler County RTA • Board Room
3045 Moser Court • Hamilton • Ohio • 45011**

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

January 18, 2023 8:00 AM

Butler County RTA Board Room

3045 Moser Court, Hamilton, OH 45011

- c. **Resolution 23-01-03:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Adopt a Records Retention Schedule.

VIII. Special Presentation

- a. Planning Study Service Recommendations, Kimley Horn

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

- e. Procurement
Meagan Varney, Procurement & Compliance Specialist

- f. Director's Report

X. Executive Session

- a. To consider the employment and compensation of a public employee pursuant to Ohio Revised Code Section 121.11 G(1).

XI. Adjourn (*Motion Requested*)

Next Meeting Date:

February 15, 2023 @ 8:00 AM

Butler County RTA • Board Room

3045 Moser Court • Hamilton • Ohio • 45011

to the City of Middletown now using their 50% 5307 funds.

Trends in expenses remain on trend with previous months as well with Total Expenses at the end of September just slightly under budget at 72.2%. Fringes will remain under budget until the PTO sale occurs in November, and Fuel is the primary driver for the over-budget in Materials and Supplies as well as items purchased with RCI funding. The Gain before Est. Depreciation, Net Pension & OPEB Expense was \$1.77M.

The Transaction logs for the month of September were included in the packet presenting all cash transactions for the period. No unusual transactions occurred during the period. The balance sheet for September 2022, was presented with normal balances for assets, as well as liabilities and equity. Ms. Weidner discussed the increase in the STAR Ohio account as funds were transferred from other accounts for the higher interest rate.

At the end of August, Available Funds were approximately \$7.21M. With Total Board Reserves at \$4.61M, Non-Restricted Funds at the end of September are \$2.60M and continue to grow. These funds will be used for future operational needs.

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

V. Governance

a. Appointment of 2023 Nominating Committee (Action of the President)

Mr. Lawson appointed Mr. Foster and Mr. Bauer to the nominating committee.

b. Appointment of 2023 OKI Representative & Alternate (Action of the President)

Mr. Lawson appointed himself as the OKI representative and Mr. Dutkevich as the alternate.

c. Appointment of 2023 Audit Procurement & Finance Chair (Action of the President)

Mr. Lawson appointed Mr. Gordon as chair of the Finance, Procurement & Audit Committee and Ms. Wyenandt as a member.

d. Appointment of 2023 Records Commission Chair (Action of the President)

Mr. Lawson appointed himself as chair of the Records Commission.

Mr. Foster moved to ratify the appointments. Mr. Gordon seconded the motion. All voted in favor.

VI. Action Items

a. Resolution 22-11-01: Adoption of the FY2023 Accrual Operating Budget for the Butler County Regional Transit Authority (BCRTA).

Mr. Gordon moved to adopt resolution 22-11-01. Mr. Bautz seconded.

Ms. Weidner presented a draft of the 2023 Annual Budget and Appropriations for approval by the Board. Ms. Weidner discussed the changes from 2022’s budget as most line items have changes related to service levels returning to normal post-pandemic. Other variances from previous year’s budget are due to wage adjustments, reporting updates and increases in SAAS fees for new software, and updates to contract service rates.

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

| | |
|--------------|--------|
| Mr. Bauer | Yes |
| Mr. Bautz | Yes |
| Mr. Fehr | Yes |
| Mr. Foster | Yes |
| Mr. Gordon | Yes |
| Mr. Lawson | Yes |
| Ms. Schmitt | ABSENT |
| Mr. Watt | ABSENT |
| Ms. Wyenandt | Yes |

The resolution was adopted.

b. Resolution 22-11-02: Authorization of FY2023 Appropriations and Acceptance of the Butler County Regional Transit Authority (BCRTA) Fiscal Officer’s Certification of Funds and Estimation of Revenues.

Mr. Foster moved to adopt resolution 22-11-02. Mr. Bautz seconded.

Ms. Weidner explained that 2023 Appropriations have significant increases due to the planned construction of Chestnut Fields, the receipt of replacement buses, computer and tablet replacements, and new software implementations. Mr. Foster inquired about Chestnut Fields funding provided by OKI. Mr. Dutkevich answered that the original \$4.5M award had been received and staff were awaiting a 10% “plus up” to be processed by ODOT and then added to the grant although the total appropriation was included in the document presented.

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

| | |
|--------------|--------|
| Mr. Bauer | Yes |
| Mr. Bautz | Yes |
| Mr. Fehr | Yes |
| Mr. Foster | Yes |
| Mr. Gordon | Yes |
| Mr. Lawson | Yes |
| Ms. Schmitt | ABSENT |
| Mr. Watt | ABSENT |
| Ms. Wyenandt | Yes |

The resolution was adopted.

c. Resolution 22-11-03: Confirmation of Board Policy 6-02 Investments.

Ms. Wyenandt moved to adopt resolution 22-11-03. Mr. Gordon seconded.

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

| | |
|--------------|--------|
| Mr. Bauer | Yes |
| Mr. Bautz | Yes |
| Mr. Fehr | Yes |
| Mr. Foster | Yes |
| Mr. Gordon | Yes |
| Mr. Lawson | Yes |
| Ms. Schmitt | ABSENT |
| Mr. Watt | ABSENT |
| Ms. Wyenandt | Yes |

The resolution was adopted.

d. Resolution 22-11-04: Confirmation of Board Policy 6-08 Reserves.

Mr. Foster moved to adopt resolution 22-11-04. Mr. Fehr seconded.

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

| | |
|--------------|--------|
| Mr. Bauer | Yes |
| Mr. Bautz | Yes |
| Mr. Fehr | Yes |
| Mr. Foster | Yes |
| Mr. Gordon | Yes |
| Mr. Lawson | Yes |
| Ms. Schmitt | ABSENT |
| Mr. Watt | ABSENT |
| Ms. Wyenandt | Yes |

The resolution was adopted.

e. Resolution 22-11-05: Rescinding Resolution 21-08-04.

Mr. Bautz moved to adopt resolution 22-11-05. Ms. Wyenandt seconded. Mr. Dutkevicz explained that this resolution is legislative clean-up because the vendor selected to provide the service trucks authorized to be purchased cannot provide the trucks in the time frame and at the price originally agreed.

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

| | |
|--------------|--------|
| Mr. Bauer | Yes |
| Mr. Bautz | Yes |
| Mr. Fehr | Yes |
| Mr. Foster | Yes |
| Mr. Gordon | Yes |
| Mr. Lawson | Yes |
| Ms. Schmitt | ABSENT |
| Mr. Watt | ABSENT |
| Ms. Wyenandt | Yes |

The resolution was adopted.

f. Resolution 22-11-06: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for Payroll and HRIS Software

Mr. Gordon moved to adopt resolution 22-11-06. Mr. Fehr seconded. Ms. Varney explained that the current HRIS system contract was expiring, and that staff let an RFP to replace the system. Ms. Varney indicated that two robust RFP's were received, demonstrated, and scored by staff. Mr. Lawson inquired if the determining factor was cost or robustness. Ms. Varney explained that the final scores were evaluated based on nearly 10 areas of assessment including functionality and price. Mr. Dutkevicz reviewed the scoring criteria outlined in the RFP.

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

| | |
|--------------|--------|
| Mr. Bauer | Yes |
| Mr. Bautz | Yes |
| Mr. Fehr | Yes |
| Mr. Foster | Yes |
| Mr. Gordon | Yes |
| Mr. Lawson | Yes |
| Ms. Schmitt | ABSENT |
| Mr. Watt | ABSENT |
| Ms. Wyenandt | Yes |

The resolution was adopted.

g. Resolution 22-11-07: Authorizing the Purchase of Replacement Revenue Vehicles from the Western Reserve Transit Authority's Contract.

Mr. Bautz moved to adopt resolution 22-11-07. Mr. Gordon seconded. Mr. Dutkevicz explained supply chain issues continue to make small bus purchases very difficult. Ms. Varney added that BCRTA has identified an active contract for available vehicles held by the Western Reserve Transit Authority in Youngstown, Ohio with TESCO Bus for N.E.W. Frontrunners.

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

| | |
|--------------|--------|
| Mr. Bauer | Yes |
| Mr. Bautz | Yes |
| Mr. Fehr | Yes |
| Mr. Foster | Yes |
| Mr. Gordon | Yes |
| Mr. Lawson | Yes |
| Ms. Schmitt | ABSENT |
| Mr. Watt | ABSENT |
| Ms. Wyenandt | Yes |

The resolution was adopted.

h. Resolution 22-11-08: Adopting Policy 6-19: Parental Leave PTO Advancement

Ms. Wyenandt moved to adopt resolution 22-11-08. Mr. Gordon seconded. Mr. Dutkevicz explained that currently BCRTA has no provision for Parental Leave. Mr. Dutkevicz further explained that three employees will be experiencing growing families in the next six months, a situation that BCRTA has not seen in more than 10 years. Mr. Dutkevicz added that addressing Parental Leave is a need that should be addressed based on current labor conditions and market conditions to retain employees. Mr. Dutkevicz did allow that BCRTA was not in a position to provide several weeks of paid leave but wanted to address the issue in a meaningful way. Mr. Dutkevicz stressed that the proposal could be changed, expanded, or eliminated in the future.

Mr. Foster confirmed that the proposal had been vetted by legal counsel which Mr. Dutkevicz verified. Mr. Bautz asked what would happen if the employee left during the leave. Mr. Dutkevicz acknowledged that the leave cost would be lost. Mr. Dutkevicz noted that was one of the reasons the proposal was not more generous. Mr. Bauer asked how the advanced PTO would be paid back and Mr. Dutkevicz explained the payback provision. Ms. Wyenandt pointed out that the proposal required the employee to provide notice to use the leave. Ms. Wyenandt asked what would be required to be submitted with the request by the employee. Ms. Leveline answered that the birth or adoption would have to be documented and verified to receive the leave advance. Mr. Fehr noted that he thought the proposal went a bit to far. Mr. Bautz agreed. Mr. Lawson considered that two weeks of advanced PTO may be less to lose than an employee leaving after being trained and situated in a role. Mr. Lawson thought perhaps the proposal did not go far enough. Ms. Weidner noted that BCRTA is beginning to attract younger workers, and this is a topic that staff will have to continue to consider regardless of the proposal.

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

| | |
|------------|-----|
| Mr. Bauer | Yes |
| Mr. Bautz | No |
| Mr. Fehr | No |
| Mr. Foster | Yes |
| Mr. Gordon | Yes |

| | |
|--------------|--------|
| Mr. Lawson | Yes |
| Ms. Schmitt | ABSENT |
| Mr. Watt | ABSENT |
| Ms. Wyenandt | Yes |

The resolution was adopted.

i. Resolution 22-11-09: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for On-Demand Vehicle Wrap Services.

Mr. Foster moved to adopt resolution 22-11-09. Mr. Fehr seconded. Ms. Varney noted that three bids were received including the one from the incumbent provider. She added that the evaluation committee also conducted interviews with the bidders. Ms. Varney also noted that although the authorization is for a set amount based on experience, the contract is indefinite delivery, indefinite quantity which will allow additional dollars to be authorized if needed.

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

| | |
|--------------|--------|
| Mr. Bauer | Yes |
| Mr. Bautz | Yes |
| Mr. Fehr | Yes |
| Mr. Foster | Yes |
| Mr. Gordon | Yes |
| Mr. Lawson | Yes |
| Ms. Schmitt | ABSENT |
| Mr. Watt | ABSENT |
| Ms. Wyenandt | Yes |

The resolution was adopted.

j. MOTION: Authorize the Executive Director to distribute a year-end staff bonus for all employees within budget and not to exceed \$15,000 in total.

Mr. Gordon asked how much that equates to per employee. Mr. Dutkevich estimated \$125-150. Mr. Gordon made a motion to approve, and Ms. Wyenandt seconded. All voted in favor and the motion passed.

VII. Committee & Staff Reports

a. OKI

Mr. Dutkevich attended the OKI meeting. He noted that the annual luncheon had been moved to January 9th. Mr. Dutkevich also noted that the carbon reduction act would be providing dollars for EV charging in the OKI area. Mr. Dutkevich noted that OKI is seeking partners for these grants that can report on uptime for the chargers as many existing chargers seem to not be operational. OKI also adopted a complete streets policy. The TIP was also amended to include a few BCRTA capital projects.

b. Service & Metrics

Mr. Morgan provided the service and metrics report summarizing the following items:

Leveraging Competitive Funding & Partnerships

- Average Fleet Age
 - 4.81 years – This is an increase of 19.54 percent from September 2021.
- Subsidy per Passenger
 - The subsidy per passenger decreased in September of 2022 in comparison to last September by \$0.18 or 1.5 percent.
- Admin Cost Per Revenue Hour
 - Administrative Overhead cost per hour has increased by \$4.90 or 25.7 percent comparing September of 2021 to September of 2022. (Less DR Trips)

Enhancing Connectivity

- BCRTA Transit App Users
 - BCRTA had 5,431 users during the month of September for the Transit App. This is an 86.36 percent increase from the previous year.
- BCRTA Transit App Downloads
 - BCRTA tracked 985 new downloads for the Transit App in September of 2022. This is a 46.09 percent increase from the previous year.
- BGO App Rides/Total BGO Rides
 - 14.82 percent of all trips were booked utilizing the mobile application. This is a 182.66 percent decrease from September of 2022.
- BGO App Downloads
 - BCRTA had 228 new users download the mobile application. This is a 7.46 percent increase from September of 2022.
- BGO Mobile Payment & Total Trips
 - BCRTA completed 3,131 non - contracted trips in September of 2022. This is a 10.9 percent decrease in completed, non - contracted trips from September of last year.
 - .3 percent of the non – contracted trips were paid for using the BCRTA mobile application (BrainTree).
 - 9.02 percent of all trips were paid for using EZFARE.

Improving Mobility & Eliminating Barriers

- Passengers Per Revenue Hour
 - Fixed routes had 15.93 passengers per revenue hour in September of 2022, this is a 48.3 percent increase from September of 2021.

- Demand Response service had 1.6 passengers per revenue hour in September of 2022, this is a 24.2 percent decrease from September of 2021.
- Accidents and Injuries
 - Fault Total – BCRTA experienced 2 at fault accidents in September of 2022.
 - No Fault Total – BCRTA also had 3 no fault accidents.
- Target Operator Staffing
 - 65%
 - This number has increased 5.69 percent from the previous year.
 - The yearly average was 79.65 percent.
- Denials and Refusals/ Total BGO Trips
 - 7.41 percent of all requested BGO trips were refused or denied in September of 2022 due to time and capacity limitations.

Supporting Employers

- 42x Park and Ride Total Trips
 - The 42x had 1,282 riders. This is a 10 percent increase from September of the previous year.
- BGO Employment Trips
 - BCRTA completed 1,618 BGO trips for the purpose of employment in September of 2022, this is a 24.91 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 \$12,145,255 of our \$21,000,000 goal.
- Days Until Chestnut Fields Completed
 - BCRTA expects this project to be completed within the next 639 days or 1.75 years.

Mr. Lawson asked how old the oldest vehicle is. Mr. Morgan answered 2015. Mr. Dutkevicz explained that larger buses have a 12 year useful life, while smaller buses have a shorter life around 5 – 7 years. Mr. Fehr asked if it would be possible to see ridership by route on an intermittent basis. Mr. Dutkevicz agreed to perhaps bring a summary quarterly.

c. Marketing & Outreach

No report.

d. Talent, Benefits, & Recruitment

Mary Jane Leveline reported that presently we have 61 Vehicle Operators with 8 new Safety Sensitive Trainees starting between 9/26 – 11/21/22. There are a total of 10 candidates in the pool for consideration with 3 holding CDL's. Should all be viable, and applicants continue to apply, we could potentially get to 80 Vehicle Operators. We sit at 96 total employees currently.

35 employees take the medical benefits, 20 being Vehicle Operators.

All positions have been refreshed in hopes of gaining more interest. We have 12 positions open on our website. We are looking at restructuring them.

e. Procurement

Ms. Varney noted that the strategic planning retreat RFP was on the street via the new OpenGov system.

f. Director's Report

Mr. Dutkevicz reviewed the following topics addressed in the Director's notes:

1. Staffing & Facility

a. Staffing

b. BCRTA is currently seeking to fill the following positions:

| | |
|--|--|
| Accounting Clerk | Location: Hamilton, OH Department: Type: Full Time |
| Communications Intern | Location: Hamilton, OH Department: Type: Internship |
| Administrative 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 |
| Mobility Management Specialist | Location: Hamilton, OH Department: Mobility Management Type: Full Time |
| Bus Driver - Fixed Route | Location: Hamilton, OH Department: Operations Type: Full Time |
| Bus Driver - No CDL Required | Location: Hamilton, OH Department: Operations Type: Full Time |
| Dispatcher - Part time | Location: Hamilton, OH Department: Operations Type: Part Time |
| Miami U 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 Trainer | Location: Hamilton, OH Department: Operations Type: Full Time |
| Customer Service Supervisor | Location: Hamilton, OH Department: Operations Support Type: Full Time |
| TABC Board of Directors | Location: Hamilton, OH Department: Transit Alliance of Butler County Type: Volunteer |

c.

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

e. Parental Leave

Included in this month's agenda is a resolution to adopt a parental leave PTO advance policy. Over the past few weeks staff have devoted significant discussion and research to BCRTA's lack of any parental leave policy, driven by 3 employees in 6-month period who may be eligible. Traditionally, BCRTA has handled this leave allowance with FMLA, but FMLA does not provide for paid time off. This is particularly a problem for new employees who may not even be FMLA eligible. To address this need, staff have worked with legal counsel and affected staff to develop a policy that provides some cushion for employees who may need this type of accommodation. The proposed policy is somewhat non-traditional but was formatted with the goal of retaining workers, welcoming more diverse worker populations traditionally unaccommodated by transit, and ensuring financial stability for the BCRTA. Staff recognize that this may not be the perfect long term solution but seek the Board's support while strategic organizational direction and long-term plans can continue to develop.

2. Planning

a. BCVSC

Staff intend to submit a bid to continue providing service to BCVSC pursuant to the agency's RFP. Any contract awarded will come to the BCRTA Board for approval before April 2023.

b. Transit Studies

Public comment is presently underway on proposed alternatives. Staff has been attending many public meetings and speaking extensively about the public comment period. [Journal News also published an article on November 8](#). Kimley Horn is expected to present a draft final report in January 2023 with a final report due in February.

c. Regional Gap Study

BCRTA has kicked off a regional gap study with SORTA, TANK, and other local transit agencies to identify travel patterns not served without regard to county borders. Benesch is the consultant firm. A report should be available in Q1 2023

d. Regional Alternative Fuel Study

BCRTA is underway with an alternative fuel study awarded to WSP. BCRTA partnered with SORTA and TANK to commission the study that will examine the best alternative fuels to suit the regional providers' needs. A report is due in Q1 2023.

e. Although the WSP study will only look at the large bus fleet and operations, BCRTA staff will begin investigating options for the small bus fleet. Propane or CNG may be more appropriate as BEB technology cannot yet support the required range for BCRTA's small bus fleet.

f. Chestnut Street Multimodal Station

Information is available at the [BCRTA “Major Projects” webpage.](#)

The latest cost estimate is over \$23M which includes the total design fee and bus wash facility. The estimate does include contingency costs. Staff are aggressively pursuing cost savings in design and additional funding as available. Staff are inquiring about additional available lapsing funds elsewhere in the state that could be applied to the project in the coming months.

Lease negotiations have ramped up recently, but no agreement has been finalized yet. A final agreement is expected when complete funding is secured and a construction if ready for bid.

3. Funding & Discretionary Grant Availability

a. SMART Grants

BCRTA is planning to partner with NEORide on another grant request: Strengthening Mobility And Revolutionizing Transportation. Applications for this program will focus on advanced driver assistance safety systems and predictive maintenance platforms. NO cost sharing is required for this program.

b. 2023 LoNo

Staff are reviewing the possibility of applying for small alternative fuel buses and infrastructure as part of the 2023 NOFA for the competitive 5339 LoNo program. Any application would 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.

4. On the Horizon ...

a. Public Meeting Campaign

Public comment on the Transit Plan will be wrapping up November 24. BCRTA staff will be attending and presenting at many local public meetings including city councils, chambers, townships, and more. Staff will be presenting draft recommendations from the SRPS to solicit public comment for the final recommendations and report. Information and commenting is available at www.bcrta transit plan.com or under the major projects menu at www.butlercountyrta.com.

b. Trustee Meetings

Email invitations have been sent for one-on-one trustee meetings. Please select a time if you have not already!

c. Strategic Planning Retreat

Staff will be soliciting this fall for a strategic planning consultant to convene a short retreat for the Board and senior staff in early 2023 after a final report is available from the Short-Range Planning Study. Please communicate any requests or date restrictions to Matthew Dutkevicz, dutkeviczmm@butlercountyrta.com.

d. 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.

e. 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 | 30K – 270K | 5 | New |
| Vehicle Wrapping Services | BCRTA | 150K | 5 | Contract Expiration |
| Light transit Vehicles (21-05-02 reauth new bidder) | BCRTA | 1.66M | Piggyback WRTA | Replacement |
| Strategic Plan Facilitation | BCRTA | 30K | 1 | New |
| Human Resource Information System (HRIS) | BCRTA | 162K | 5 | Contract Expiration |
| Parking Lot Construction | BCRTA | TBD | Task | New |
| Tires | BCRTA | TBD | 1 | New |
| Chestnut Fields A&E Part IV | BCRTA | TBD | Task | New |
| Chestnut Fields Construction | BCRTA | 21.9M | Task | New |
| Commuter Services Marketing & Branding Services | MTS | 100K | 1 | New |

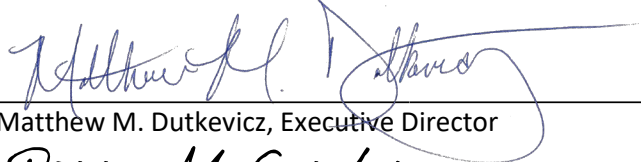
VIII. Executive Session

Mr. Lawson asked to table the executive session until January. Mr. Gordon moved the request. Mr. Foster seconded. The item was tabled.

IX. Adjourn

Mr. Bautz moved to adjourn, and Ms. Wyenandt seconded. The motion carried. The meeting was adjourned at 9:38 AM.

Respectfully submitted,



Matthew M. Dutkevich, Executive Director



[Perry M. Gordon \(Jan 18, 2023 14:52 EST\)](#)

Approved

APPENDIX A

Public Comment - Whitney Harris

Negotiated Pick-up times and pickup windows

As you are probably aware, when a client schedules a BGo trip or an ADA Paratransit trip, they are not only assigned a pickup window but also a negotiated pick-up time. Recently, I've noticed an error with both of these. Firstly, I've had a few times where the negotiated pickup time ended up being before my pickup window started, causing a confusion for the driver, the dispatcher, and a rush for me. Secondly, the drivers have informed me that they can only see the negotiated pick-up time on their tablets, they cannot see what time the passenger's pick up window is. I suggest that, for future software upgrades, both the negotiated pickup time as well as the pickup window can be seen by the driver, not just by the dispatcher. I believe this would limit the confusion that sometimes happens. Before, when my bus has shown up early and I haven't been ready, I have either had to call in and let dispatch or the call center know that the bus is early and I am not quite ready yet, or go and let the driver know I will be out in a few minutes. It was during one of these times that I went out to inform the driver that she was early that she said "I can't see what your pickup window is, I can only see the negotiated pickup time." I have heard this from several more drivers since that occurrence. Thirdly, the ETA texts come anywhere from 1-5 minutes before the start of window. In my opinion, it would be more helpful if the texts arrived earlier, about 10-15 minutes before the start of the window, so that passengers know when to start getting ready and looking for the bus (outside of knowing what the 30-minute window is) Not everyone has the app.... (And I've also noticed both the app and the ETA texts giving an estimated time before my pickup window).

A note on fixed route schedules

It might be a good idea to reach out to all the major businesses, schools, and apartment complexes in the service area and make sure they have updated schedules for the fixed routes. I found a 5 year-old, severely outdated schedule at Shadow Creek Apartments in Hamilton. See below.

Thank you!

BCRTA
Income Statement
October 2022

| | Year to Date Last Year | Year to Date This Year | Annual Budget | YTD % of Budget |
|---|-----------------------------------|-----------------------------------|--------------------------|----------------------------|
| Passenger Fares | 91,903 | 20,800 | 116,400 | 17.9% |
| Contract Fares | 106,874 | 140,080 | 140,800 | 99.5% |
| Partnership Transit Rev (COM) | 1,698,922 | 1,090,944 | 1,980,000 | 55.1% |
| Transit Development Rev (MU) | 1,651,587 | 1,942,125 | 2,025,250 | 95.9% |
| Mgt./Cons. Services | 204,400 | 163,520 | 245,280 | 66.7% |
| Interest & Other | 257,272 | 66,324 | 22,300 | 297.4% |
| Agency Funding | 31,667 | 49,922 | 38,000 | 131.4% |
| Park-n-Ride Program | 415,897 | 433,226 | 560,000 | 77.4% |
| State Funding | 147,023 | 149,369 | 134,000 | 111.5% |
| Federal Funding | 2,001,910 | 4,310,439 | 4,873,345 | 88.4% |
| Total Revenues | 6,607,455 | 8,366,750 | 10,135,375 | 82.5% |
| Expenses | | | | |
| Wages | 2,399,391 | 2,911,145 | 3,481,326 | 83.6% |
| Fringes | 845,691 | 1,404,180 | 1,867,153 | 75.2% |
| Services | 413,230 | 624,880 | 1,064,360 | 58.7% |
| Materials & Supplies | 503,665 | 741,591 | 598,350 | 123.9% |
| Utilities | 79,086 | 69,006 | 131,152 | 52.6% |
| Insurance | 187,170 | 220,229 | 219,828 | 100.2% |
| Purchased Transportation | 415,897 | 433,226 | 560,000 | 77.4% |
| Misc. Items | 82,886 | 77,583 | 79,900 | 97.1% |
| Contingency | 46,349 | - | 20,000 | 0.0% |
| Total Expenses | 4,973,365 | 6,481,841 | 8,022,069 | 80.8% |
| Gain/Loss before Depr, NP & OPEB Exp | 1,634,090 | 1,884,910 | 2,113,306 | 89.2% |
| Local Share of Depreciation Exp | | 259,138 | 324,000 | 80.0% |
| Net Pension & OPEB Exp (Inc) | | - | 818,495 | 0.0% |
| Total Gain/(Loss) | | 1,625,772 | 970,811 | 167.5% |

| Date | Reference | Jrnl | Trans Description | Debit Amt | Credit Amt | Balance |
|---------------------------------------|---------------|------|--------------------------------|------------|------------|------------|
| Checking - PNC (National City) | | | | | | |
| 10/1/22 | | | Beginning Balance | | | 278,821.73 |
| 10/3/22 | 10/03/22 | GENJ | Service Charge | | 3.00 | |
| 10/7/22 | AT-10/07/2022 | CDJ | BCRTA PNC Card Purchases | | 10,149.25 | |
| 10/11/22 | ACH10122022 | CDJ | SuperFleet Mastercard Program | | 43,806.72 | |
| 10/11/22 | 10/11/2022 | CRJ | BCRTA Items | 200,000.00 | | |
| 10/13/22 | 09/01-30/22 | CRJ | Farebox Receipts | 1,887.31 | | |
| 10/13/22 | 0047539561 | CRJ | Ohio Dept of Medicaid | 905.00 | | |
| 10/13/22 | 779653293 | CRJ | Ohio Transit Risk Pool | 4,486.31 | | |
| 10/13/22 | CASH101122 | CRJ | Jobs Plus Employment Network | 5.00 | | |
| 10/13/22 | 287990 | CRJ | City of Middletown | 40,469.67 | | |
| 10/13/22 | PRWE 10/07/22 | GENJ | 1502 | | 106.20 | |
| 10/13/22 | PRWE 10/07/22 | GENJ | | | 21,986.79 | |
| 10/13/22 | PRWE 10/07/22 | GENJ | 1500 | | 137.20 | |
| 10/13/22 | PRWE 10/07/22 | GENJ | 1502 | | 69.23 | |
| 10/13/22 | PRWE 10/07/22 | GENJ | | | 122,357.22 | |
| 10/13/22 | PRWE 10/07/22 | GENJ | | | 2,919.64 | |
| 10/14/22 | AT 10/14/22 | CDJ | Paycom | | 1,379.71 | |
| 10/18/22 | 10962 | CDJ | Auditor of State | | 369.00 | |
| 10/18/22 | 10963 | CDJ | Affordable Pest Control Inc. | | 53.00 | |
| 10/18/22 | 10964 | CDJ | Richard L. Bowen & Associates, | | 85,348.09 | |
| 10/18/22 | 10965 | CDJ | BCRTA Petty Cash | | 84.46 | |
| 10/18/22 | 10966 | CDJ | Bethesda Healthcare Inc. | | 190.65 | |
| 10/18/22 | 10967 | CDJ | Brighton Spring Service | | 1,130.37 | |
| 10/18/22 | 10968 | CDJ | Cummins Bridgeway LLC | | 668.94 | |
| 10/18/22 | 10969 | CDJ | City of Middletown Treasury Di | | 322.00 | |
| 10/18/22 | 10970 | CDJ | Cornett's Pressure Cleaning | | 4,930.00 | |
| 10/18/22 | 10971 | CDJ | Fuller Ford | | 524.43 | |
| 10/18/22 | 10972 | CDJ | Frank's Heavy Truck Collision | | 13,664.93 | |
| 10/18/22 | 10973 | CDJ | Fleet Pride | | 83.70 | |
| 10/18/22 | 10974 | CDJ | Gillig | | 5,813.64 | |
| 10/18/22 | 10975 | CDJ | GemCity Tires, Inc | | 1,416.95 | |
| 10/18/22 | 10976 | CDJ | Greater Hamilton Chamber | | 425.00 | |
| 10/18/22 | 10977 | CDJ | COH- Hamilton Fiber | | 105.00 | |
| 10/18/22 | 10978 | CDJ | Health Transit Pool of Ohio | | 55,000.00 | |
| 10/18/22 | 10979 | CDJ | Isaac Wiles Burkholder & Teeto | | 1,957.50 | |
| 10/18/22 | 10980 | CDJ | Jani-King of Cincinnati LLC | | 550.00 | |
| 10/18/22 | 10981 | CDJ | Kimley-Horn And Associates, In | | 20,001.00 | |
| 10/18/22 | 10982 | CDJ | KOI Enterprises, Inc. | | 4,708.81 | |
| 10/18/22 | 10983 | CDJ | Luxurious Wraps, LLC | | 2,840.00 | |
| 10/18/22 | 10984 | CDJ | Millennium Business Systems,LL | | 620.31 | |
| 10/18/22 | 10985 | CDJ | Myers Equipment Corporation | | 2,829.38 | |
| 10/18/22 | 10986 | CDJ | Manager Plus | | 6,016.34 | |
| 10/18/22 | 10987 | CDJ | ODACS, LLC | | 924.00 | |
| 10/18/22 | 10988 | CDJ | Ohio Deferred Compensation | | 2,130.00 | |
| 10/18/22 | 10989 | CDJ | Ohio Newspapers, Inc. | | 63.95 | |
| 10/18/22 | 10990 | CDJ | PERS | | 75,092.52 | |

| | | | | | | |
|----------|-----------------|------|--------------------------------|------------|------------|------------|
| 10/18/22 | 10991 | CDJ | Ports Petroleum Co Inc | | 1,620.00 | |
| 10/18/22 | 10992 | CDJ | Port Technology LLC | | 2,855.60 | |
| 10/18/22 | 10993 | CDJ | RICOH USA, INC | | 23.20 | |
| 10/18/22 | 10994 | CDJ | Refitt's LLC | | 650.00 | |
| 10/18/22 | 10995 | CDJ | Rumpke Of Ohio Inc. | | 273.56 | |
| 10/18/22 | 10996 | CDJ | Talawanda School District | | 18,444.66 | |
| 10/18/22 | 10997 | CDJ | Treasurer State of Ohio | | 425.25 | |
| 10/18/22 | 10998 | CDJ | Verizon Wireless | | 2,604.74 | |
| 10/18/22 | 10/18/2022 | CRJ | BCRTA Items | 50,000.00 | | |
| 10/21/22 | 1087 | CRJ | Transit Alliance of Butler Cou | 6,335.54 | | |
| 10/21/22 | 893329 | CRJ | Farebox Receipts | 345.45 | | |
| 10/21/22 | 01103510 | CRJ | Butler County Veterans Service | 2,952.96 | | |
| 10/21/22 | 0903011944 | CRJ | BCRTA Items | 200.76 | | |
| 10/24/22 | 10/24/2022 | CRJ | BCRTA Items | 200,000.00 | | |
| 10/24/22 | 10999 | CDJ | Cintas Uniforms | | 1,550.14 | |
| 10/24/22 | 11000 | CDJ | Amazon Capital Services | | 1,424.96 | |
| 10/24/22 | 11001 | CDJ | American Red Cross | | 140.00 | |
| 10/24/22 | 11002 | CDJ | Bryce's Lawncare & Landscaping | | 3,000.00 | |
| 10/24/22 | 11003 | CDJ | Brighton Spring Service | | 150.00 | |
| 10/24/22 | 11004 | CDJ | Cummins Bridgeway LLC | | 415.31 | |
| 10/24/22 | 11005 | CDJ | Cintas Corporation | | 515.14 | |
| 10/24/22 | 11006 | CDJ | City of Hamilton - Utilities | | 2,729.44 | |
| 10/24/22 | 11007 | CDJ | Cintas Uniforms | | 1,703.79 | |
| 10/24/22 | 11008 | CDJ | Heritage-Crystal Clean LLC | | 339.04 | |
| 10/24/22 | 11009 | CDJ | Kimley-Horn And Associates, In | | 10,971.00 | |
| 10/24/22 | 11010 | CDJ | Port Technology LLC | | 6,993.01 | |
| 10/24/22 | 11011 | CDJ | Tristate Cleaning | | 400.00 | |
| 10/24/22 | 11012 | CDJ | WSP USA Inc. | | 1,770.43 | |
| 10/25/22 | 10/25/2022 | CRJ | BCRTA Items | 200,000.00 | | |
| 10/27/22 | 0047612222 | CRJ | Ohio Department of Transportat | 26,054.31 | | |
| 10/27/22 | 781354628 | CRJ | Ohio Transit Risk Pool | 404.70 | | |
| 10/27/22 | 781354629 | CRJ | Ohio Transit Risk Pool | 237.50 | | |
| 10/28/22 | AT 10/28/22 | CDJ | Paycom | | 1,185.37 | |
| 10/28/22 | PRWE 10/21/2022 | GENJ | | | 22,190.01 | |
| 10/28/22 | PRWE 10/21/2022 | GENJ | | | 2,856.95 | |
| 10/28/22 | PRWE 10/21/2022 | GENJ | 1503 | | 137.20 | |
| 10/28/22 | PRWE 10/21/2022 | GENJ | | | 124,931.04 | |
| 10/28/22 | PRWE 10/21/2022 | GENJ | S Jones Adjustment 11.11.22 | 16.91 | | |
| 10/28/22 | PRWE 10/21/2022 | GENJ | 1504 | | 106.20 | |
| 10/28/22 | PRWE 10/21/2022 | GENJ | 1505 | | 69.23 | |
| 10/31/22 | 10883 | CDJ | Port Technology LLC | | 7,795.31 | |
| | | | Current Period Change | 734,301.42 | 709,049.51 | 25,251.91 |
| 10/31/22 | | | Ending Balance | | | 304,073.64 |

Savings - PNC (National City)

| | | | | | | |
|----------|------------|------|-------------------|--------|------|-----------|
| 10/1/22 | | | Beginning Balance | | | 50,967.78 |
| 10/3/22 | 10/03/22 | GENJ | Service Charge | | 2.84 | |
| 10/19/22 | MAS 101922 | CRJ | Farebox Receipts | 707.41 | | |
| 10/31/22 | 10/31/22 | GENJ | Interest Income | 0.43 | | |

| | | | | | |
|----------|--|-----------------------|--------|------|-----------|
| | | Current Period Change | 707.84 | 2.84 | 705.00 |
| 10/31/22 | | Ending Balance | | | 51,672.78 |

Savings - PNC Bank \$\$

| | | | | | |
|----------|------------|--|-------|------------|--------------|
| 10/1/22 | | Beginning Balance | | | 1,773,613.61 |
| 10/3/22 | 10/03/22 | GENJ Service Charge | | 2.00 | |
| 10/11/22 | 10/11/2022 | CRJ BCRTA Items - Xfer \$\$ saving to checking | | 200,000.00 | |
| 10/18/22 | 10/18/2022 | CRJ BCRTA Items - Xfer \$\$ saving to checking | | 50,000.00 | |
| 10/24/22 | 10/24/2022 | CRJ BCRTA Items - Xfer \$\$ saving to checking | | 200,000.00 | |
| 10/25/22 | 10/25/2022 | CRJ BCRTA Items - Xfer \$\$ saving to checking | | 200,000.00 | |
| 10/31/22 | 10/31/22 | GENJ Interest Income | 12.90 | | |
| | | Current Period Change | 12.90 | 650,002.00 | -649,989.10 |
| 10/31/22 | | Ending Balance | | | 1,123,624.51 |

Investment - STAR Ohio

| | | | | | |
|----------|----------|-----------------------|-----------|--|--------------|
| 10/1/22 | | Beginning Balance | | | 4,730,318.24 |
| 10/31/22 | 10/31/22 | GENJ Interest Income | 12,122.43 | | |
| | | Current Period Change | 12,122.43 | | 12,122.43 |
| 10/31/22 | | Ending Balance | | | 4,742,440.67 |

BCRTA
Balance Sheet
October 2022

Assets

Current Assets

| | |
|---------------------|--------------|
| Checking - PNC | 304,073.64 |
| Savings - PNC | 51,672.78 |
| Savings - PNC | 1,123,624.51 |
| STAR Ohio | 4,742,440.67 |
| M&S Inventory | 83,697.95 |
| Petty Cash | 1,000.00 |
| Accounts Receivable | 1,739,837.34 |
| Prepays | 25,858.03 |

8,072,204.92

*Other Assets

| | |
|----------------------------|------------|
| Net Pension Asset | 37,624.00 |
| Net OPEB Asset | 347,230.00 |
| Deferred Outflows-Pensions | 513,337.00 |
| Deferred Outflows-OPEB | 228,073.00 |

Property & Equipment

| | |
|------------------------|----------------|
| Vehicles | 12,087,369.05 |
| Buildings & Land | 2,734,604.53 |
| Furniture & Equipment | 1,387,077.56 |
| Amenities & Misc. | 69,631.89 |
| WIP-Building | 84,451.86 |
| WIP-Technology Upgrade | 760,669.19 |
| WIP-Chestnut Fields | 1,059,934.87 |
| Accum. Depr. | (8,747,022.91) |

10,562,980.04

Total Assets

18,635,184.96

Liabilities & Equity

Current Liabilities

| | |
|--------------------|------------|
| Accounts Payable | 329,509.30 |
| Payroll Payables | 128,963.74 |
| Other Payables | - |
| Accrued PTO | 148,508.41 |
| Reserve ACA Fines | - |
| FTA Vehicle Funds | 68,131.00 |
| Future Match Funds | 71,249.99 |
| Unearned Tickets | 28,878.50 |

775,240.94

*Long-term Liabilities

| | |
|---------------------------|--------------|
| Net Pension Liability | 2,837,919.00 |
| Deferred Inflows-Pensions | 1,354,577.00 |
| Deferred Inflows-OPEB | 1,137,453.00 |

Equity

| | |
|-------------------------|----------------|
| Balance Equity | 2,861,645.23 |
| Federal & State Capital | 16,006,900.25 |
| Local Capital | 89,410.00 |
| Retained Earnings | (8,312,870.02) |
| Net Income | 1,884,909.56 |

17,859,944.02

Total Liabilities
and Capital

18,635,184.96

**BCRTA
Cash Reserves**

October 2022

| | |
|------------------------|---------------------|
| Current Assets | 8,072,204.92 |
| Current Liabilities | <u>(775,240.94)</u> |
| Available Funds | 7,296,963.98 |

Board Reserves

| | | |
|---|-----------------------|---|
| Local Share Grant Obligations | | |
| OH-2018-21-00 | 309,717.25 | |
| OH-2021-56-00 | 1,584,421.00 | |
| OH-2021-60-00 Chestnut Fields | 2,472,919.00 | |
| Less Miami University Chestnut Fields Match | (1,600,000.00) | |
| Less Projected Local Match | <u>(1,828,838.00)</u> | MU, MED, R6, VA |
| Match Required or (Overmatch) | 938,219.25 | |
| FTA Grants | 938,219.25 | Match Required |
| Working Capital Funds (2 Mths.) | 1,247,033.00 | |
| Capital Replacement Funds | 2,799,055.40 | 2023 - 2027 Local Share of Projects Not Yet on Grants |
| Contingency Funds | <u>-</u> | |
| Total Board Reserves | 4,984,307.65 | |
| Non-Restricted Funds | 2,312,656.33 | |

BCRTA
Income Statement
November 2022

| | Year to Date Last Year | Year to Date This Year | Annual Budget | YTD % of Budget |
|---|-----------------------------------|-----------------------------------|--------------------------|----------------------------|
| Passenger Fares | 96,595 | 23,098 | 116,400 | 19.8% |
| Contract Fares | 114,838 | 149,363 | 140,800 | 106.1% |
| Partnership Transit Rev (COM) | 1,865,672 | 1,165,467 | 1,980,000 | 58.9% |
| Transit Development Rev (MU) | 1,801,888 | 2,099,487 | 2,025,250 | 103.7% |
| Mgt./Cons. Services | 224,840 | 173,740 | 245,280 | 70.8% |
| Interest & Other | 259,635 | 80,782 | 22,300 | 362.2% |
| Agency Funding | 34,833 | 57,902 | 38,000 | 152.4% |
| Park-n-Ride Program | 467,884 | 476,548 | 560,000 | 85.1% |
| State Funding | 147,125 | 149,369 | 134,000 | 111.5% |
| Federal Funding | 2,406,892 | 4,921,756 | 4,873,345 | 101.0% |
| Total Revenues | 7,420,202 | 9,297,513 | 10,135,375 | 91.7% |
| Expenses | | | | |
| Wages | 2,654,776 | 3,211,157 | 3,481,326 | 92.2% |
| Fringes | 1,045,604 | 1,669,530 | 1,867,153 | 89.4% |
| Services | 444,903 | 656,716 | 1,064,360 | 61.7% |
| Materials & Supplies | 557,524 | 844,344 | 598,350 | 141.1% |
| Utilities | 87,542 | 75,939 | 131,152 | 57.9% |
| Insurance | 210,711 | 246,590 | 219,828 | 112.2% |
| Purchased Transportation | 467,884 | 476,548 | 560,000 | 85.1% |
| Misc. Items | 93,478 | 81,696 | 79,900 | 102.2% |
| Contingency | 46,349 | - | 20,000 | 0.0% |
| Total Expenses | 5,608,771 | 7,262,519 | 8,022,069 | 90.5% |
| Gain/Loss before Depr, NP & OPEB Exp | 1,811,431 | 2,034,993 | 2,113,306 | 96.3% |
| Local Share of Depreciation Exp | | 285,051 | 324,000 | 88.0% |
| Net Pension & OPEB Exp (Inc) | | - | 818,495 | 0.0% |
| Total Gain/(Loss) | | 1,749,942 | 970,811 | 180.3% |

| Date | Reference | Jrnl | Trans Description | Debit Amt | Credit Amt | Balance |
|---------------------------------------|---------------|------|--|------------|------------|------------|
| Checking - PNC (National City) | | | | | | |
| 11/1/22 | | | Beginning Balance | | | 304,073.64 |
| 11/1/22 | CASH110122 | CRJ | Farebox Receipts | 1,625.52 | | |
| 11/1/22 | 11/01/22 | GENJ | Service Charge | | 3.00 | |
| 11/2/22 | 11022022 | CRJ | Federal Transit Administration | 41,883.00 | | |
| 11/2/22 | 11022022-2 | CRJ | Federal Transit Administration | 524,767.00 | | |
| 11/2/22 | 11022022-3 | CRJ | Federal Transit Administration | 5,482.00 | | |
| 11/2/22 | 11022022-4 | CRJ | Federal Transit Administration | 26,395.00 | | |
| 11/3/22 | 11013 | CDJ | Altafiber | | 141.05 | |
| 11/3/22 | 11014 | CDJ | Alpine Valley Water | | 26.24 | |
| 11/3/22 | 11015 | CDJ | Richard L. Bowen & Associates, | | 92,617.58 | |
| 11/3/22 | 11016 | CDJ | BCRTA Petty Cash | | 173.49 | |
| 11/3/22 | 11017 | CDJ | Bethesda Healthcare Inc. | | 1,668.00 | |
| 11/3/22 | 11018 | CDJ | Cincinnati Bell Any Distance | | 514.49 | |
| 11/3/22 | 11019 | CDJ | CDW Government Inc. | | 2,279.50 | |
| 11/3/22 | 11020 | CDJ | Cornett's Pressure Cleaning | | 3,765.00 | |
| 11/3/22 | 11021 | CDJ | Finn All Seasons | | 316.05 | |
| 11/3/22 | 11022 | CDJ | Gillig | | 747.28 | |
| 11/3/22 | 11023 | CDJ | Health Transit Pool of Ohio | | 55,458.10 | |
| 11/3/22 | 11024 | CDJ | Jani-King of Cincinnati LLC | | 550.00 | |
| 11/3/22 | 11025 | CDJ | Mighty Auto Parts | | 170.31 | |
| 11/3/22 | 11026 | CDJ | McGill Smith Punshon, Inc. | | 2,080.00 | |
| 11/3/22 | 11027 | CDJ | NEORide | | 1,950.00 | |
| 11/3/22 | 11028 | CDJ | Ohio Deferred Compensation | | 1,275.00 | |
| 11/3/22 | 11029 | CDJ | RICOH USA, INC | | 259.87 | |
| 11/3/22 | 11030 | CDJ | Verizon Wireless | | 2,732.00 | |
| 11/3/22 | 11032022 | CRJ | Miami University | 157,361.83 | | |
| 11/4/22 | 11/04/2022 | CRJ | BCRTA Items - Xfer checking to \$\$ saving | | 600,000.00 | |
| 11/7/22 | ACH11/07/2022 | CDJ | SuperFleet Mastercard Program | | 44,918.14 | |
| 11/7/22 | AT-11/07/2022 | CDJ | BCRTA PNC Card Purchases | | 11,817.83 | |
| 11/8/22 | 11/08/2022 | CRJ | BCRTA Items | 125,797.00 | | |
| 11/8/22 | 11082022 | CRJ | Miami University - Accounts Pa | 210.00 | | |
| 11/10/22 | PRWE 11/04/22 | GENJ | 1507 | | 106.20 | |
| 11/10/22 | PRWE 11/04/22 | GENJ | | | 22,083.29 | |
| 11/10/22 | PRWE 11/04/22 | GENJ | 1506 | | 137.20 | |
| 11/10/22 | PRWE 11/04/22 | GENJ | | | 122,795.64 | |
| 11/10/22 | PRWE 11/04/22 | GENJ | | | 2,922.17 | |
| 11/10/22 | PRWE 11/04/22 | GENJ | 1508 | | 69.23 | |
| 11/10/22 | AT 11/10/22 | CDJ | Paycom | | 1,101.42 | |
| 11/11/22 | 11031 | CDJ | Amazon Capital Services | | 873.91 | |
| 11/11/22 | 11032 | CDJ | Affordable Pest Control Inc. | | 53.00 | |
| 11/11/22 | 11033 | CDJ | Bethesda Healthcare Inc. | | 1,006.80 | |
| 11/11/22 | 11034 | CDJ | Brighton Spring Service | | 150.00 | |
| 11/11/22 | 11035 | CDJ | Cintas Corporation | | 2,131.27 | |
| 11/11/22 | 11036 | CDJ | CDW Government Inc. | | 669.12 | |
| 11/11/22 | 11037 | CDJ | Cornett's Pressure Cleaning | | 695.00 | |
| 11/11/22 | 11038 | CDJ | Fuller Ford | | 458.36 | |

| | | | | | |
|----------|-----------------|------|--------------------------------|------------|------------|
| 11/11/22 | 11039 | CDJ | Fastsigns 220901 | | 21.00 |
| 11/11/22 | 11040 | CDJ | Gillig | | 40.00 |
| 11/11/22 | 11041 | CDJ | KOI Enterprises, Inc. | | 3,545.48 |
| 11/11/22 | 11042 | CDJ | Millennium Business Systems,LL | | 324.85 |
| 11/11/22 | 11043 | CDJ | Ohio Deferred Compensation | | 1,275.00 |
| 11/11/22 | 11044 | CDJ | PERS | | 75,634.64 |
| 11/11/22 | 11045 | CDJ | Rose Automotive | | 158.04 |
| 11/11/22 | 11046 | CDJ | Rumpke Of Ohio Inc. | | 280.36 |
| 11/11/22 | 11047 | CDJ | Sandra Jones | | 28.20 |
| 11/11/22 | 11048 | CDJ | Treasurer State of Ohio | | 330.75 |
| 11/17/22 | 10928V | CDJ | Myers Equipment Corporation | 1,098.87 | |
| 11/18/22 | 11049 | CDJ | Cintas Uniforms | | 1,690.46 |
| 11/18/22 | 11050 | CDJ | Alpine Valley Water | | 74.15 |
| 11/18/22 | 11051 | CDJ | Brighton Spring Service | | 150.00 |
| 11/18/22 | 11052 | CDJ | City of Hamilton - Utilities | | 2,516.76 |
| 11/18/22 | 11053 | CDJ | Cornett's Pressure Cleaning | | 785.00 |
| 11/18/22 | 11054 | CDJ | Cintas Uniforms | | 2,622.31 |
| 11/18/22 | 11055 | CDJ | Franks Glass | | 85.00 |
| 11/18/22 | 11056 | CDJ | Gillig | | 94.80 |
| 11/18/22 | 11057 | CDJ | GemCity Tires, Inc | | 396.49 |
| 11/18/22 | 11058 | CDJ | COH- Hamilton Fiber | | 105.00 |
| 11/18/22 | 11059 | CDJ | Hunter Marketing | | 24,765.17 |
| 11/18/22 | 11060 | CDJ | Interstate Billing Service | | 115.00 |
| 11/18/22 | 11061 | CDJ | Luxurious Wraps, LLC | | 1,500.00 |
| 11/18/22 | 11062 | CDJ | Myers Equipment Corporation | | 1,098.87 |
| 11/18/22 | 11063 | CDJ | Minuteman Press - Fairfield | | 72.00 |
| 11/18/22 | 11064 | CDJ | Ohio Newspapers, Inc. | | 43.61 |
| 11/18/22 | 11065 | CDJ | Silco Fire Protection Co. | | 2,409.50 |
| 11/18/22 | 01104474 | CRJ | Butler County Veterans Service | 3,843.14 | |
| 11/18/22 | 01104475 | CRJ | Butler County Veterans Service | 3,233.04 | |
| 11/18/22 | 0047746608 | CRJ | Ohio Dept of Medicaid | 1,210.00 | |
| 11/18/22 | 784333781 | CRJ | Ohio Transit Risk Pool | 4,834.30 | |
| 11/18/22 | PRWE 11/18/2022 | GENJ | 1510 | | 69.23 |
| 11/18/22 | PRWE 11/18/2022 | GENJ | | | 40,941.54 |
| 11/18/22 | PRWE 11/18/2022 | GENJ | | | 3,353.57 |
| 11/18/22 | PRWE 11/18/2022 | GENJ | 1511 | | 106.20 |
| 11/18/22 | PRWE 11/18/2022 | GENJ | 1509 | | 137.20 |
| 11/18/22 | PRWE 11/18/2022 | GENJ | | | 188,515.55 |
| 11/21/22 | 11/21/2022 | CRJ | BCRTA Items | 200,000.00 | |
| 11/22/22 | 288679 | CRJ | City of Middletown | 87,428.62 | |
| 11/22/22 | 01104826 | CRJ | Butler County Veterans Service | 3,818.90 | |
| 11/25/22 | AT 11/25/2022 | CDJ | Paycom | | 1,493.09 |
| 11/29/22 | 11066 | CDJ | Altafiber | | 141.19 |
| 11/29/22 | 11067 | CDJ | American Red Cross | | 105.00 |
| 11/29/22 | 11068 | CDJ | Brighton Spring Service | | 180.00 |
| 11/29/22 | 11069 | CDJ | Cummins Bridgeway LLC | | 9,667.02 |
| 11/29/22 | 11070 | CDJ | Cornett's Pressure Cleaning | | 3,610.00 |
| 11/29/22 | 11071 | CDJ | Ecolane USA Inc-CID 253 | | 3,239.50 |

| | | | | | | | |
|----------|----------|-----|--------------------------------|--|--------------|--------------|------------|
| 11/29/22 | 11072 | CDJ | Fuller Ford | | | 333.33 | |
| 11/29/22 | 11073 | CDJ | Gillig | | | 7,090.84 | |
| 11/29/22 | 11074 | CDJ | Heritage-Crystal Clean LLC | | | 50.00 | |
| 11/29/22 | 11075 | CDJ | IdentiSys Inc | | | 340.00 | |
| 11/29/22 | 11076 | CDJ | Isaac Wiles Burkholder & Teeto | | | 3,233.75 | |
| 11/29/22 | 11077 | CDJ | Kimley-Horn And Associates, In | | | 16,995.00 | |
| 11/29/22 | 11078 | CDJ | McGill Smith Punshon, Inc. | | | 2,426.86 | |
| 11/29/22 | 11079 | CDJ | Minuteman Press - Fairfield | | | 1,090.16 | |
| 11/29/22 | 11080 | CDJ | ODACS, LLC | | | 193.00 | |
| 11/29/22 | 11081 | CDJ | Ohio Deferred Compensation | | | 1,275.00 | |
| 11/29/22 | 11082 | CDJ | Overhead Door of Greater Cinci | | | 99.74 | |
| 11/29/22 | 11083 | CDJ | Ports Petroleum Co Inc | | | 1,620.00 | |
| 11/29/22 | 11084 | CDJ | Refitt's LLC | | | 450.00 | |
| 11/29/22 | 11085 | CDJ | WSP USA Inc. | | | 610.90 | |
| 11/29/22 | 10415029 | CRJ | Miami University | | 155,736.32 | | |
| | | | Current Period Change | | 1,344,724.54 | 1,386,245.65 | -41,521.11 |
| 11/30/22 | | | Ending Balance | | | | 262,552.53 |

Savings - PNC (National City)

| | | | | | | | |
|----------|------------|------|-----------------------|--|--------|------|-----------|
| 11/1/22 | | | Beginning Balance | | | | 51,672.78 |
| 11/1/22 | 11/01/22 | GENJ | Service Charge | | | 2.28 | |
| 11/15/22 | MAS 111522 | CRJ | Farebox Receipts | | 776.61 | | |
| 11/30/22 | 11/30/22 | GENJ | Interest Income | | 0.43 | | |
| | | | Current Period Change | | 777.04 | 2.28 | 774.76 |
| 11/30/22 | | | Ending Balance | | | | 52,447.54 |

Savings - PNC Bank \$\$

| | | | | | | | |
|----------|------------|------|--|--|------------|------------|--------------|
| 11/1/22 | | | Beginning Balance | | | | 1,123,624.51 |
| 11/4/22 | 11/04/2022 | CRJ | BCRTA Items | | 600,000.00 | | |
| 11/8/22 | 11/08/2022 | CRJ | BCRTA Items - Xfer \$\$ saving to checking | | | 125,797.00 | |
| 11/21/22 | 11/21/2022 | CRJ | BCRTA Items - Xfer \$\$ saving to checking | | | 200,000.00 | |
| 11/30/22 | 11/30/22 | GENJ | Interest Income | | 12.34 | | |
| 11/30/22 | 11/30/22 | GENJ | Service Charge | | | 2.00 | |
| | | | Current Period Change | | 600,012.34 | 325,799.00 | 274,213.34 |
| 11/30/22 | | | Ending Balance | | | | 1,397,837.85 |

Investment - STAR Ohio

| | | | | | | | |
|----------|----------|------|-----------------------|--|-----------|--|--------------|
| 11/1/22 | | | Beginning Balance | | | | 4,742,440.67 |
| 11/30/22 | 11/30/22 | GENJ | Interest Income | | 14,404.62 | | |
| | | | Current Period Change | | 14,404.62 | | 14,404.62 |
| 11/30/22 | | | Ending Balance | | | | 4,756,845.29 |

BCRTA
Balance Sheet
November 2022

Assets

Current Assets

| | |
|---------------------|--------------|
| Checking - PNC | 262,552.53 |
| Savings - PNC | 52,447.54 |
| Savings - PNC | 1,397,837.85 |
| STAR Ohio | 4,756,845.29 |
| M&S Inventory | 81,429.07 |
| Petty Cash | 1,000.00 |
| Accounts Receivable | 1,607,667.67 |
| Prepays | 76,236.29 |
| | <hr/> |
| | 8,236,016.24 |

*Other Assets

| | |
|----------------------------|------------|
| Net Pension Asset | 37,624.00 |
| Net OPEB Asset | 347,230.00 |
| Deferred Outflows-Pensions | 513,337.00 |
| Deferred Outflows-OPEB | 228,073.00 |

Property & Equipment

| | |
|------------------------|----------------|
| Vehicles | 12,087,369.05 |
| Buildings & Land | 2,734,604.53 |
| Furniture & Equipment | 1,387,077.56 |
| Amenities & Misc. | 69,631.89 |
| WIP-Building | 89,292.11 |
| WIP-Technology Upgrade | 760,669.19 |
| WIP-Chestnut Fields | 1,253,500.35 |
| Accum. Depr. | (8,747,022.91) |
| | <hr/> |
| | 10,761,385.77 |

Total Assets

18,997,402.01

Liabilities & Equity

Current Liabilities

| | |
|--------------------|------------|
| Accounts Payable | 488,957.94 |
| Payroll Payables | 179,762.60 |
| Other Payables | - |
| Accrued PTO | 148,508.41 |
| Reserve ACA Fines | - |
| FTA Vehicle Funds | 68,131.00 |
| Future Match Funds | 69,166.66 |
| Unearned Tickets | 28,975.50 |
| | <hr/> |
| | 983,502.11 |

*Long-term Liabilities

| | |
|---------------------------|--------------|
| Net Pension Liability | 2,837,919.00 |
| Deferred Inflows-Pensions | 1,354,577.00 |
| Deferred Inflows-OPEB | 1,137,453.00 |

Equity

| | |
|-------------------------|----------------|
| Balance Equity | 2,861,645.23 |
| Federal & State Capital | 16,010,772.25 |
| Local Capital | 89,410.00 |
| Retained Earnings | (8,312,870.02) |
| Net Income | 2,034,993.44 |
| | <hr/> |
| | 18,013,899.90 |

Total Liabilities
and Capital

18,997,402.01

**BCRTA
Cash Reserves**

November 2022

| | |
|------------------------|---------------------|
| Current Assets | 8,236,016.24 |
| Current Liabilities | <u>(983,502.11)</u> |
| Available Funds | 7,252,514.13 |

Board Reserves

| | | |
|---|-----------------------|---|
| Local Share Grant Obligations | | |
| OH-2018-21-00 | 308,749.25 | |
| OH-2021-56-00 | 1,584,421.00 | |
| OH-2021-60-00 Chestnut Fields | 2,472,919.00 | |
| Less Miami University Chestnut Fields Match | (1,600,000.00) | |
| Less Projected Local Match | <u>(1,895,341.20)</u> | MU, MED, R6, VA |
| Match Required or (Overmatch) | 870,748.05 | |
| FTA Grants | 870,748.05 | Match Required |
| Working Capital Funds (2 Mths.) | 1,247,033.00 | |
| Capital Replacement Funds | 2,799,055.40 | 2023 - 2027 Local Share of Projects Not Yet on Grants |
| Contingency Funds | <u>-</u> | |
| Total Board Reserves | 4,916,836.45 | |
| Non-Restricted Funds | 2,335,677.68 | |

BCRTA POLICY AND PROCEDURE MANUAL

6-10 Conflict of Interest

Adopted: November 19, 2003
Reviewed: November 17, 2010
Reviewed Date: May 17, 2017
Revised Date: February 19, 2020

Policy Statement

The Trustees and employees of BCRTA owe a duty of loyalty to the BCRTA that requires that in serving BCRTA they act, not in their personal interests or in the interests of others, but rather solely in the interests of BCRTA. Trustees and employees must have undivided allegiance to BCRTA's mission and may not use their positions as Trustees and employees, information they have about BCRTA, or BCRTA's property, in a manner that allows them to secure a pecuniary benefit for themselves or their relatives. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

General Standards

The conduct of personal business between any Trustee/employee and BCRTA is prohibited. Business transactions of BCRTA in which a Trustee/employee has an interest shall not be prohibited, but they shall be subject to close scrutiny. Such proposed transactions shall be reviewed carefully to determine that they are in the best interests of BCRTA and that they will not lead to conflict of interest. For the purposes of this policy, a Trustee/employee has an interest in a proposed transaction if he/she has a substantial financial interest in it, or has a substantial financial interest in any organization involved in the proposed transaction, or holds a position as trustee, director, general manager, or principal officer in any such organization. Prior to the start of any negotiations, or consideration of a financial transaction by the BCRTA, Trustees and employees are expected to make full disclosure to the best of their knowledge of any dual interest in a proposed transaction by submitting a report to the President or other officer designated by the Board to handle such matters, supplying any reasons why the transaction might not be in the best interest of BCRTA. In matters requiring prior approval of the Board of Trustees, the President or other officer shall forward copies of this disclosure report to the Board before its approval.

A Trustee with a dual interest in a proposed transaction shall not vote on the matter. Depending upon the circumstances, the Trustee/employee with a dual interest in a proposed transaction may be excluded from any discussion of the matter.

A Trustee/employee shall not use inside information of BCRTA for his/her personal benefit, or use such inside information or his/her position as Trustee/employee to the detriment of BCRTA. Inside information is information obtained through the Trustee/employee's position that has not become public information.

Each Trustee/employee has a duty to place the interests of BCRTA foremost in any dealings involving the BCRTA and has a continuing responsibility to comply with the requirements of this Policy. On an annual basis, each Trustee/employee is required to complete a Trustee/employee Disclosure Statement (example attached).

Penalties

Failure of any BCRTA official or employee to abide by this Conflict of Interest Policy, or to comply with 2 cfr 200.318 and related statutes as amended, will result in discipline, which may include dismissal.

Annual Disclosure Statement

This Trustee/employee Disclosure Statement is designed to help Trustees/employees meet their continuing responsibility to disclose potential conflicts of interest.

Part A of the Trustee/employee Disclosure Statement provides instructions that should be retained by each Trustee/employee and used as necessary during the coming fiscal year to report potential conflicts of interest as they may arise. In Part B, you are requested to list all organizations in which you are involved that do business with BCRTA. Part C is a year-end report in which you are requested to describe any business transactions of BCRTA during the past year in which you have had an interest. Parts B and C of this form should be filled in, signed at the bottom, and returned to the Board President of BCRTA.

Part A. Instructions for Disclosure of Potential Conflicts of Interest

If you have reason to believe that you may have an interest in a proposed business transaction of BCRTA, you are requested to prepare a brief letter to the Board President or other designated officer describing the proposed transaction, your interest in it, and your views, if any, as to why the transaction is, or is not, in the best interests of BCRTA. This information should be provided to the Board President prior to the opening of any negotiations or discussions concerning the transaction.

A Trustee/employee is considered to have an “interest” in a business transaction if he or she: (1) has a substantial financial interest in it; or (2) has a substantial financial interest in any organization involved in the proposed transaction; or (3) holds a position as trustee, director, general manager, or principal officer in any such organization.

A proposed transaction in which a Trustee/employee has an interest will be reviewed carefully to ensure that it is in the best interests of BCRTA. The Board President or other designated officer may recommend measures to ensure that the transaction will not present a conflict of interest or the appearance of a conflict of interest.

If there is any question in your mind, whether your interest in a transaction warrants disclosure, you should disclose the interest. If you have any questions about the application of the Board’s policy on transactions between BCRTA and Trustee/employees, please contact BCRTA’s Board President or other designated officer.

Part B. Organizations Doing Business with BCRTA in Which You Have an Interest

In the space below, please list all organizations: (1) in which you have a substantial financial interest, or (2) in which you hold a position as trustee, director, general manager, or principal officer, if those organizations engage in business transactions with BCRTA (including contracts, grants, loans, or other transactions), or if you anticipate that they will do business with BCRTA in the coming fiscal year. Enter "N/A" if you have no organizations to report.

| Name of Organization | Nature of Your Interest in the Organization |
|----------------------|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

(Attach additional sheets if necessary)

I certify that the above information is correct to the best of my knowledge.

Name of Trustee/employee: _____

Signature: _____

Date: _____

Part C. Transactions During the Fiscal Year Ending 12/31/2022

In the space below, please provide a description of any and all business transactions of BCRTA during the past fiscal year (1) in which you have had a substantial financial interest, or (2) that involve an organization in which you have a substantial financial interest, or (3) that involve an organization in which you hold a position as trustee, director, general manager, or principal officer. Include a brief description of each transaction, and a description of your interest in the transaction. Enter "N/A" if you have no transactions to report.

(Attach additional sheets if necessary.)

I certify that the above information is correct to the best of my knowledge.

Name of Trustee/employee: _____

Signature: _____

Date: _____

Resolution No. 23-01-01

Authorizing the Butler County Regional Transit Authority (BCRTA) to Apply for a 2023 Butler County Community Development Block Grant (CDBG) in Support of a Job Connection Shuttle Targeted for Low and Very-Low Income Residents the City of Fairfield and Butler County to Maintain a Basic Quality of Life, and Certifying the Availability of up to \$25,000 as the Required Local Match for the Requested Project.

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

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

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

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

Whereas BCRTA has identified local reserve funds as the source of the required 50% local match as required for CDBG funding consideration.

Now therefore be it resolved by the Board of Trustees of the Butler County Regional Transit Authority that BCRTA is authorized to apply for up to \$25,000 in Butler County CDBG funding and certifies up to \$25,000 as the required 50% local match for one (1) year of a job connection shuttle. Furthermore, that the BCRTA is authorized to serve as the designated recipient for the project. Lastly, the Board of Trustees authorizes the Executive Director to take all actions necessary to enact this resolution and subsequent agreements subject to the review of legal counsel.

Approved: January 18, 2023

Perry M. Gordon

Perry M. Gordon (Jan 18, 2023 14:52 EST)

Board President, BCRTA

Matthew H. Williams

Executive Director, BCRTA

Resolution No. 23-01-02

Authorizing the Butler County Regional Transit Authority (BCRTA) to Apply for a 2023 City of Middletown Community Development Block Grant (CDBG) in Support of a S.C.O.P.E. Program at the Middletown Hub Targeted for the Betterment of Service Provided to Low and Very-Low Income Residents of the City Middletown to Maintain a Basic Quality of Life.

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


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


Whereas the City of Middletown's Community Development Program has identified transportation as a critical basic need to many of the City's low- and very-low income residents to maintain a basic quality of life; and

Whereas BCRTA has identified an opportunity to improve service through Security, Cleaning, Ownership, Partnership and Engagement (S.C.O.P.E.)

Now therefore be it resolved by the Board of Trustees of the Butler County Regional Transit Authority that BCRTA is authorized to apply for up to \$100,000 in City of Middletown CDBG funding for implementation of one (1) year of a S.C.O.P.E. Program at the Middletown Hub. Furthermore, that the BCRTA is authorized to serve as the designated recipient for the project. Lastly, the Board of Trustees authorizes the Executive Director to take all actions necessary to enact this resolution and subsequent agreements subject to the review of legal counsel.

Approved: January 18, 2023


Perry M. Gordon (Jan 18, 2023 14:52 EST)
Board President, BCRTA


Executive Director, BCRTA



TO: BCRTA Board of Trustees
FROM: Meagan Varney, Procurement & Compliance Specialist
RE: *Action Item – Adoption of Records Retention Schedule*

January 18, 2023

RECOMMENDATION

Approval of a resolution authorizing the Executive Director to adopt the Records Retention Schedule formally approved by all required governmental bodies on December 27, 2022. The Records Retention Schedule has been previously reviewed by the Records Commission, the Ohio History Connection and the Auditor of State; it is recommended for adoption and implementation.

FINANCIAL CONSIDERATIONS

- There is no cost associated with adoption of this Retention Schedule.
- Any costs related to the disposal of records under this schedule, should it be approved, will be deemed to be fair and reasonable in separate solicitations, as applicable.

BUSINESS PURPOSE

- To provide BCRTA with an approved Schedule to facilitate the management and organization of public records such that they can be made available for copying and inspection in response to a public records request.
- To ensure that all records are maintained and disposed of in accordance with a properly adopted, applicable Records Retention Schedule.

Attachments:

Records Retention Schedule (RC-2)

BCRTA Resolution No. 23-01-03

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Adopt a Records Retention Schedule.

Whereas, in accordance with the requirements of ORC 149.412(A), BCRTA established a records commission under Resolution No. 21-09-02; and

Whereas, in accordance with ORC 149.351(A), BCRTA prepared a Records Retention Schedule for maintaining and disposing of all BCRTA records; and

Whereas, BCRTA's records commission reviewed the proposed Records Retention Schedule during a public meeting on December 9, 2022, where it was approved by the Records Commission; and

Whereas, in accordance with Ohio's Sunshine Law, retention schedules must also be reviewed and approved by the Ohio History Connection and the Auditor for the State of Ohio via form RC-2 before the same may be used to authorize destruction of public records; and

Whereas the Ohio History Connection and Auditor of State reviewed and approved BCRTA's Records Retention Schedule on December 22, 2022, and December 27, 2022, respectively.

Now therefore be it resolved:

That the BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to adopt the Records Retention Schedule previously approved by the BCRTA Records Commission, Ohio History Connection and the Auditor of the State of Ohio, and to authorize that upon adoption, all prior retention schedules are superseded.

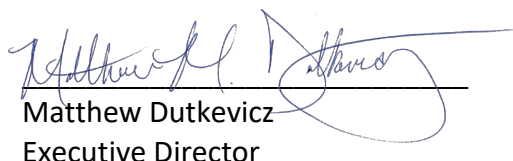
Be it further resolved that this Resolution shall be effective from and after the earliest period allowed by law and that the Executive Director and Fiscal Officer shall be authorized to carry out any actions necessary to enact this resolution.

Approved: January 18, 2023



[Perry M. Gordon \(Jan 18, 2023 14:52 EST\)](#)

Chris Lawson
Board President


Matthew Dutkevicz
Executive Director



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

Page 1 of ____

DECEMBER 13 2022

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Butler County Regional Transit Authority
 (Local Government Entity) (Unit)

Delene Weidner Delene Weidner Dir. of Finance & Admin 12/9/22
 (Signature of Responsible Official) (Name) (Title) (Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission (513) 785-5237
 (Telephone Number)

3095 Moser Court Hamilton 45011 Butler
 (Address) (City) (Zip Code) (County)

To have this form returned to the Records Commission electronically, include an email address:

vameym@butlercountyrta.com

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Chris Fox 12-9-2022
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Perry M. Gordon Government Records Archivist 12/22/2022
Perry M. Gordon (Jan 18, 2023 14:52 EST)
 Signature Title Date

Section D: Auditor of State

Perry M. Gordon Records Manager
Perry M. Gordon (Jan 18, 2023 14:52 EST)
 Signature Title Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|---|---|----------------------|--|---------------------------------------|
| BI - 1 | Board Minutes | Permanent | Digital | | ✓ |
| BI - 2 | Board Minutes – Audio Recording | 1 Year After Approved | Audio Recording | | |
| BI - 3 | Committee Minutes | Permanent | Digital | | ✓ |
| BI - 4 | Resolutions | Permanent | Digital | | ✓ |
| BI - 5 | Board of Trustee Appointment Notices | Permanent | Digital | | |
| BI - 6 | Meeting Notices/Board Meeting Agenda | 1 Year | Digital | | |
| FIN - 1 | Asset Inventory (ODOT required) | 7 Years After Audit | Physical/Di gital | Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C | |
| FIN - 2 | Annual Budget | 5 Years After Audit | Digital | | |
| FIN - 3 | Leases – Equipment | 2 Years After Expiration of Contract | Physical/Di gital | | |
| FIN - 4 | Leases – Real Estate | 2 Years After Expiration of Lease | Physical/Di gital | | |
| AR - 1 | Bank Deposits | 5 Years After Audit | Physical/Di gital | | |
| AR - 2 | Bank Statements | 5 Years After Audit | Physical/Di gital | | |
| AR - 3 | Customer Billings | 5 Years After Audit | Physical/Di gital | | |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|---|--|-------------------|--|---------------------------------------|
| AR - 4 | Receipts/Receipt Books/Deposit Slips and Worksheets/Other Receipt Documents | 5 Years After Audit | Physical/Digital | | |
| AR - 5 | Fare Reconciliations | 3 Years After Audit | Physical/Digital | | |
| AP - 1 | Invoices and Support Documents | 5 Years After Audit | Physical/Digital | | |
| AP - 2 | Checks and Copies | 5 Years After Audit | Physical/Digital | | |
| AP - 3 | Purchase Orders | 5 Years After Audit | Physical/Digital | | |
| AP - 4 | Requisitions | 5 Years After Audit | Physical/Digital | | |
| GL - 1 | Financial Statements | 5 Years After Audit | Physical/Digital | | |
| GL - 2 | Check Registers | 5 Years After Audit | Physical/Digital | | |
| GL - 3 | Grants & Related Documents | 8 Years and Until Audited by State Auditor, Audit Report Released, and Audit Resolutions Issued or Resolved. | Physical/Digital | | |
| GL - 4 | Audit Reports | Permanent | Physical/Digital | | |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--|---|----------------------|--|---------------------------------------|
| GL - 5 | Asset Records | 5 Years After Audit | Physical/Di gital | | |
| GL - 6 | Insurance Policies | 5 Years After Expiration (and No Outstanding Claims) | Physical/Di gital | | |
| GL - 7 | Bank Reconciliation | 5 Years After Audit | Physical/Di gital | | |
| GL - 8 | Balance Sheets | 2 Years | Physical/Di gital | | |
| PAY - 1 | Payroll Reports | 5 Years After Audit | Physical/Di gital | | |
| PAY - 2 | Time Records | 5 Years After Audit | Physical/Di gital | | |
| PAY - 3 | W2 Data | Permanent | Digital | | |
| PAY - 4 | Pay Changes | 5 Years After Audit | Digital | | |
| PAY - 5 | Retirement Waivers, Service Records and Leave Balances | Permanent (even after termination) | Physical/Di gital | | |
| PAY - 6 | Garnishments | 5 Years After Audit | Physical/Di gital | | |
| PAY - 7 | Tax Records (Quarterly Federal Tax Report, Transmittal of Ohio Wage & Tax Statement, Income Tax Withholding Certificate, Withholding Payment, W4 Forms, etc.) | Permanent | Physical/Di gital | | |

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|---------------------------|--|--|--|--|---------------------------------------|
| PAY - 8 | OPERs Reports | Permanent | Physical/Di gital | | |
| PAY - 9 | ACH Reports | 5 Years After Audit | Physical/Di gital | | |
| HR - 1 | Employee Administration Documents (Background Check, Exit Checklist, New Hire Documents, Training Attendance Records/Certificates, etc.) | 7 Years after Separation | Digital Primarily (might be physical versions of documents) | | |
| HR - 2 | Terminated Employee Files | 7 Years | Physical/Di gital | | |
| HR - 3 | Attendance Records | Until State Audit, audit report is released, all discrepanci es are resolved | Physical/Di gital | | |
| HR - 4 | EEOC Reports/Complaints | 3 Years after Resolution | Physical/Di gital | | |
| HR - 5 | Employee Grievance Records | 7 Years after Case Concludes | Physical/Di gital | | |
| HR - 6 | Employee Disciplinary Actions (reprimands, work rules violations, etc.) | 3 Years | Physical/Di gital | | |
| HR - 7 | Employee Payroll and Benefits Documents | 7 Years after Separation | Physical/Di gital | | |
| HR - 8 | Unemployment Records | 5 Years After Audit | Physical/Di gital | | |

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(Unit)

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|---------------------------|---|---|----------------------|--|---------------------------------------|
| HR - 9 | OSHA Forms | 5 Years After Posting Date | Physical/Di gital | | |
| HR - 10 | Worker's Compensation | Permanent | Physical/Di gital | | |
| HR - 11 | Job Applications – Not Hired | 90 Days | Physical/Di gital | | |
| HR - 12 | Medical Files (Health & Benefit Beneficiary Forms, Medical/Dental/Vision Elections, Drug Test results, FMLA Leave, Medical History) | 7 Years After Separation | Physical/Di gital | | |
| HR - 13 | Financial Disclosure Statements | 2 Years | Physical/Di gital | | |
| HR – 14 | Job Descriptions and Organizational Charts | Until Superseded | Digital | | |
| HR – 15 | Policies, Rules, & Regulations | 2 Years After Updated/Su perseded/O bsolete | Physical/Di gital | | |
| HR – 16 | Training Materials, Manuals & Handbooks | Until Superseded | Physical/Di gital | | |
| HR – 17 | Recruitment Notices/Job Ads | 3 Years | Physical/Di gital | | |
| HR – 18 | Directives, Standards, Laws (Local, State, Federal Government Agencies) | Until Superseded | Physical/Di gital | | |
| HR – 19 | Civil Rights Reports and Title VII Files | 7 Years | Physical/Di gital | | ✓ |

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(Local Government Entity)

(Unit)

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|---------------------------|---|--|-------------------|--|---------------------------------------|
| HR - 20 | I-9 Immigration Forms | 1 Year After Termination OR 3 Years from Effective Date of hire/re-hire | Physical/Digital | | |
| OPS - 1 | Accident Reports, Health and Safety Records, Incident Reports, OSHA Reports, etc. | 5 Years Provided No Pending Legal Action | Physical/Digital | | |
| OPS – 2 | Manifests | 7 Years | Physical/Digital | | |
| OPS – 3 | Complaints | 5 Years | Physical/Digital | | |
| OPS – 4 | Daily Activity Items | 2 Years | Physical/Digital | | |
| OPS - 5 | Dispatch Log | 2 Years | Physical/Digital | | |
| OPS - 6 | Passenger Counting Reports | 2 Years | Physical/Digital | | |
| OPS – 7 | Bids (Schedule & Vacation) | 2 Years | Physical/Digital | | |
| OPS – 8 | Route Changes | 5 Years | Physical/Digital | | |
| OPS – 9 | NTD Reports | 10 Years | Physical/Digital | | |
| OPS – 10 | Transportation Records (Missed Trips, Denials, etc.) | 5 Years | Physical/Digital | | |
| OPS – 11 | Work Schedules | 1 Year | Physical/Digital | | |
| OPS – 12 | Medicaid Documents | 7 Years | Physical/Digital | | |
| OPS - 13 | Butler County Veterans Service Commission Documents | 3 Years After Last | Physical/Digital | | |

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|---------------------------|--|--|-------------------|--|---------------------------------------|
| | | Payment on Contract | | | |
| OPS – 14 | ADA Complaints | 1 Year After Final Disposition of the Matter | Physical/Digital | | |
| OPS – 15 | Summary of ADA Complaints | 5 Years After Final Disposition of Each Matter | Physical/Digital | | |
| OPS – 16 | ADA/Half Fare Applications | 5 Years | Physical/Digital | | |
| OPS – 17 | Vehicle Mileage Records | Life of Vehicle | Physical/Digital | | |
| MAINT – 1 | Vehicle Title | Life of Vehicle, then Transfer to New Owner | Physical/Digital | | |
| MAINT – 2 | Vehicle Registration and Purchase Documents | Life of Vehicle | Physical/Digital | | |
| MAINT – 3 | Vehicle Files and Records (Inspections, IDR, Defect Cards, etc.) | Life of Vehicle | Physical/Digital | | |
| MAINT – 4 | Vehicle and Equipment Maintenance Records | Life of Vehicle or Equipment | Physical/Digital | | |
| MAINT – 5 | Vehicle Disposition Files | 3 Years After Disposition | Physical/Digital | | |
| MAINT – 6 | Work Orders | Life of Vehicle | Physical/Digital | | |
| MAINT – 7 | Parts Inventory | 3 Years After Audit | Physical/Digital | | |

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|---------------------------|--|---|------------------------|--|---------------------------------------|
| MAINT – 8 | Building Maintenance and Repair Records | 2 Years | Physical/Digital | | |
| PRO – 1 | Bids – Successful | 6 Years After Contract Expiration | Physical/Digital | | |
| PRO – 2 | Bids – Not Successful | 1 Year | Physical/Digital | | |
| PRO – 3 | Contracts | 6 Years after Contract Expiration (Physical), Permanent (Digital) | Physical/Digital | | |
| SEC – 1 | Tapes and Video | 10 Days & Then Overwrite | Audio/Video Recordings | | |
| SEC – 2 | Recorded Calls/Dispatch Radio | 90 Days & Then Overwrite | Audio Recordings | | |
| MISC – 1 | Claims and Litigation Records | 2 Years After Case Closed and Appeals Exhausted. If dismissed without prejudice, 1 Year after SOL runs. | Physical/Digital | | |
| MISC – 2 | Court Decisions, Arbitration/Mediation Decisions | 2 Years After Decision Made | Physical/Digital | | |
| MISC – 3 | Audio Recordings | 2 Years | Audio Recordings | | |

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(Unit)

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|---------------------------|--|--|----------------------|--|---------------------------------------|
| MISC – 4 | Public Records Requests | 3 Years | Physical/Di gital | | |
| MISC – 5 | Records Retention Schedule | Until Superseded by a Revised Schedule or Until Record Series is no Longer Maintained | Digital | | |
| MISC – 6 | Records Storage Service Request (form evidencing deposit, retrieval, return and destruction of records) | 2 Years after Transaction Completed | Physical/Di gital | | |
| MISC – 7 | Records Disposal Documentation (Certificates of Destruction, etc.) | 2 Years | Physical/Di gital | | |
| MISC – 8 | Statistical Reports (ridership, revenues, etc.) | 7 Years | Physical/Di gital | | |
| MISC – 9 | Planning Documents (TIP, STIP, TDP, Long Range Plans) | 10 Years After Expiration | Physical/Di gital | | |
| MISC – 10 | Documentation of Legal Title (Deeds, Easements, Leases, Abstracts) | Permanent | Physical/Di gital | | ✓ |
| MISC – 11 | Telephone Records | 3 Years After Audit | Physical/Di gital | | |
| MISC – 12 | General Internal Work Correspondence (Emails, Letters, Memos, Messages) | 1 Year | Digital | | |
| MISC – 13 | Transient Documents (informal communications which convey information of temporary importance i.e. instant messages, drafts, etc.) | Until no longer of administrati ve value | Digital | | |

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|---------------------------|-------------------------------------|--|----------------------|--|---------------------------------------|
| MISC – 14 | Press Releases | 2 Years | Digital | | |
| MISC – 15 | Project Plans and Drawings | 2 Years After Completion of Project | Digital | | |
| MISC – 16 | Visitors' Log | 45 Days | Physical | | |
| FTA – 1 | DBEs | 7 Years | Physical/Di gital | | |
| FTA – 2 | MIS | 5 Years | Physical/Di gital | | |
| FTA – 3 | Quarterly Financial Status | 3 Years After Grant Closes | Physical/Di gital | | |
| FTA – 4 | Triennial Review | 7 Years | Physical/Di gital | | |

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C

METRIC DASHBOARD

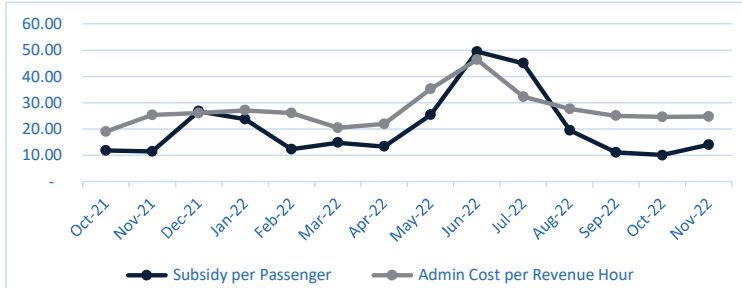
November 2022

Leveraging Competitive Funding & Partnerships

Average Fleet Age

4.69

Since Last Month 0.03 0.64%
Since Last Year 0.75 15.99%



Enhancing Connectivity

BCRTA Transit App Users

5,382

Since Last Month (216) -4.01%
Since Last Year 3,251 60.41%

BGO App Rides/Total BGO Rides

24.00%

Since Last Month 7.32% 30.52%
Since Last Year -24.09% -100.36%

BCRTA Transit App Downloads

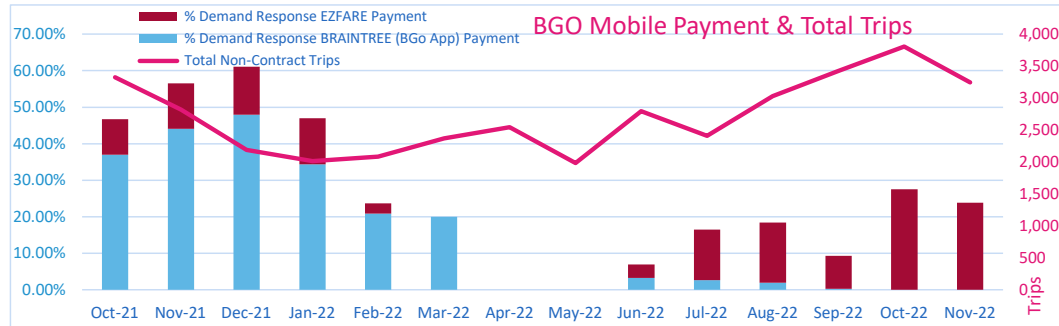
365

Since Last Month (572) -156.71%
Since Last Year (482) -132.05%

BGO App Downloads

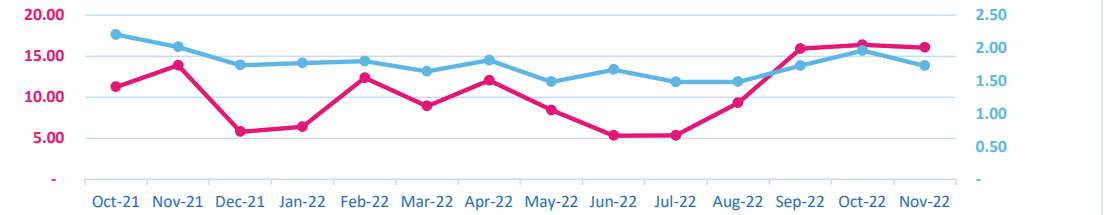
90

Since Last Month (95) -105.56%
Since Last Year (21) -23.33%

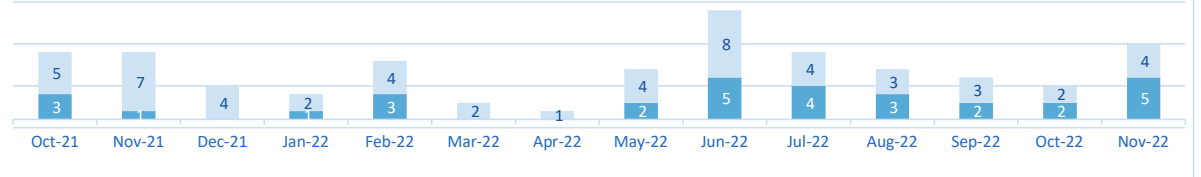


Improving Mobility & Eliminating Barriers

Pax per Revenue Hour



Accidents & Injuries



Target Operator Staffing

72%

Since Last Month 7.77%
Since Last Year 12.11%
12 Month Average 80.59%
GOAL 100.00%

Denials & Refusals/Total BGO

14.60%

Since Last Month 3.31%
Since Last Year -52.06%
12 Month Average 42.09%
GOAL 0.00%

Supporting Employers

42X Park & Ride Total Trips

1,479

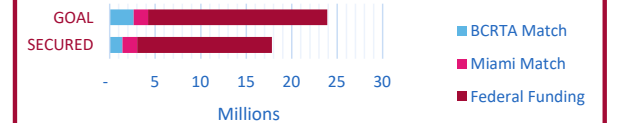
Since Last Month 139 9%
Since Last Year 318 22%

BGO Employment Trips

1,484

Since Last Month (139) -9.37%
Since Last Year 582 39.22%

Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

578



Director's Notes – January 2023

A. Staffing & Facility

1. Staffing

BCRTA is currently seeking to fill the following positions:

| | |
|---|--|
| Administrative 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 |
| Human Resources Intern | Location: Hamilton, OH Department: Human Resources Type: Temporary |
| Sr. Human Resources Generalist | Location: Hamilton, OH Department: Human Resources Type: Full Time |
| Mobility Management Specialist | Location: Hamilton, OH Department: Mobility Management Type: Full Time |
| 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 |
| 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 |

A biweekly email digest of open positions is available. Please contact Mary Jane Leveline, BCRTA Talent & Benefits Manager (levelinem@butlercountyrta.com) if you would like to be added to the mailing list. Mrs. Kris Fryer has retired from the role of HR Generalist effective 12/31/2022.

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 3 of 8 vehicles. Service should begin in Q3 or Q4 of 2023 pending the ability to hire enough staff to operate the service.

2. 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 in March pending a successful negotiation.

3. Transit Studies

Kimley Horn is wrapping up the Short-Range Planning Study. They will present on service recommendations at the January Board meeting and Finances at the February Board meeting.

Director's Notes – January 2023

4. **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.

5. **Regional Alternative Fuel Study**
BCRTA is underway with an alternative fuel study awarded to WSP. BCRTA partnered with SORTA and TANK to commission the study that will examine the best alternative fuels to suit the regional providers' needs. A report is due in Q1 2023.

Although the WSP study will only look at the large bus fleet and operations, BCRTA staff will begin investigating options for the small bus fleet. Propane or CNG may be more appropriate as BEB technology cannot yet support the required range for BCRTA's small bus fleet.

6. **Chestnut Street Multimodal Station**
After doing a capital funding review in December and receiving notice of some additional available lapsing funds, staff believe all the funding has been acquired to complete the Chestnut Fields construction project. Although this is excellent news, BCRTA is still awaiting a final cost estimate from the A&E team. If the estimate remains consistent with previous budgets, no additional funding will be required. The final proposed funding plan includes \$1.85M in BCRTA's 5307 formula funding and \$2.58M in local fund match.

| Chestnut Fields Multimodal Station & Shared Services Facility Funding Summary as of January 10, 2023 | | | |
|---|-----------|--------------|---------------|
| Source | FY | Share | Amount |
| FTA 5339b | 2017 | 80% | 2,668,750 |
| FTA 5339b | 2020 | 80% | 2,000,000 |
| CMAQ Awarded via OKI | 2022 | 80% | 4,500,000 |
| Misc CMAQ holder | ?? | 80% | 4,599 |
| FTA 5307 | 2019 | 80% | 200,000 |
| FTA 5307 | 2021 | 80% | 653,705 |
| FTA 5307 | 2022 | 80% | 1,850,499 |
| FTA 5339 | 2017 | 80% | 181,012 |
| FTA 5339 | 2018 | 80% | 162,148 |
| FTA 5339 | 2019 | 80% | 4,294 |
| FTA 5339 | 2019 | 80% | 162,148 |
| FTA 5339 | 2020 | 80% | 142,136 |
| FTA 5339 | 2021 | 80% | 60,837 |
| FTA 5339 | 2021 | 80% | 162,148 |
| FTA 5339 | 2022 | 80% | 229,051 |
| OTPP Federal Flex Funds | 2023 | 80% | 500,000 |
| Ohio Urban Transit Formula | 2023 | 100% | 257,582 |
| CMAQ OKI 10% +UP | Pending | 80% | 450,000 |
| ODOT Lapsing 5307 (Lorain/Parkersburg) | 2017 | 100% | 2,726,098 |
| ODOT Lapsing 5307 (Lorain) | 2018 | 80% | 2,690,121 |
| ODOT Lapsing 5307 (Parkersburg) | 2018 | 80% | 107,488 |
| Miami University Local Cash on Hand | - | | 1,600,000 |

Director's Notes – January 2023

| | | | |
|---------------------------------|---|--|-------------------|
| ODOT Local Match | - | | |
| BCRTA Required Match | - | | 2,582,234 |
| BCRTA Local Cash Reserve | - | | |
| Unfunded | - | | 0.00 |
| TOTAL PROGRAMMED TO DATE | | | 23,894,850 |

Project Information is available at the [BCRTA "Major Projects" webpage.](#)

Staff are continuing to finalize lease negotiations and required City easements. An IFB for construction will be let early this spring with final Authority from the Board requested shortly thereafter.

C. Funding & Discretionary Grant Availability

1. SMART Grants

BCRTA is planning to partner with NEORide on another grant request: Strengthening Mobility And Revolutionizing Transportation. Applications for this program will focus on advanced driver assistance safety systems and predictive maintenance platforms. NO cost sharing is required for this program.

2. 2023 LoNo

Staff are reviewing the possibility of applying for small alternative fuel buses and infrastructure as part of the 2023 NOFA for the competitive 5339 LoNo program. Any application would 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.

3. 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. Staff have completed an application to apply for City of Middletown CDBG funds to help fund program operations.

D. On the Horizon ...

1. 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

Director’s Notes – January 2023

resolution will come to the Board as soon as staff identify a reasonable solution.

2. 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 at Champion Mill.

3. Strategic Planning Retreat

Staff will be soliciting this fall for a strategic planning consultant to convene a short retreat for the Board and senior staff in early 2023 after a final report is available from the Short-Range Planning Study. Please communicate any requests or date restrictions to Matthew Dutkevicz, dutkeviczmm@butlercountyrta.com.

4. 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 | 30K – 270K | 5 | New |
| Light transit Vehicles | BCRTA | 1.66M | TBD | Replacement |
| Strategic Plan Facilitation | BCRTA | 30K | 1 | New |
| Parking Lot Construction | BCRTA | TBD | Task | New |
| Tires | BCRTA | TBD | 1 | New |
| Chestnut Fields A&E Part IV | BCRTA | TBD | Task | New |
| Chestnut Fields Construction | BCRTA | 21.9M | Task | New |
| Commuter Services Marketing & Branding Services | MTS | 100K | 1 | New |

Director's Notes – January 2023

Strategic Vision 2025

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**
- ~~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*




BCRTA Board Packet - Jan 18 2023

Final Audit Report

2023-01-18

| | |
|-----------------|---|
| Created: | 2023-01-18 |
| By: | Matthew Dutkevicz (dutkeviczmm@butlercountyrta.com) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAApVRnwfHXZAVW5uRCVETzNZ5b70ayBDRG |

"BCRTA Board Packet - Jan 18 2023" History

-  Document created by Matthew Dutkevicz (dutkeviczmm@butlercountyrta.com)
2023-01-18 - 6:46:48 PM GMT- IP address: 199.18.71.114
-  Document emailed to pgordon@cityofoxford.org for signature
2023-01-18 - 6:50:31 PM GMT
-  Email viewed by pgordon@cityofoxford.org
2023-01-18 - 7:51:09 PM GMT- IP address: 66.161.207.9
-  Signer pgordon@cityofoxford.org entered name at signing as Perry M. Gordon
2023-01-18 - 7:52:31 PM GMT- IP address: 66.161.207.9
-  Document e-signed by Perry M. Gordon (pgordon@cityofoxford.org)
Signature Date: 2023-01-18 - 7:52:33 PM GMT - Time Source: server- IP address: 66.161.207.9
-  Agreement completed.
2023-01-18 - 7:52:33 PM GMT