



#### Board of Trustees

Mr. Christopher Lawson,  
President

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. Brian Zets  
Isaac Wiles  
Burkholder & Teetor, LLC

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

### Butler County Regional Transit Authority Board of Trustees

The BCRTA Board of Trustees is scheduled to meet on **Wednesday, October 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

Ms. Sarah Schwartz at 513.785.4345 or 800.750.0750 (Ohio Relay Service).

## 2023 Butler County RTA Board of Trustees Attendance

	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec
Bauer, Nick	X	X	X	X	E	X		X	X			
Bautz, Travis	E	X	E	X	X	X		E	X			
Fehr, David	X	X	E	X	X	X		X	X			
Foster, Jim	X	X	X	X	X	X		X	X			
Gordon, Perry	X	X	X	X	X	X		X	X			
Lawson, Chris	E	X	X	X	E	X		X	E			
Watt, Corey	X	X	X	X	X	X		X	X			
Wyenandt, Kathy	X	E	X	X	X	X		X (8:30)	X			

X = Present

E = Excused

E\* = Online not Official

A = Absent

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

**October 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

- a. Truste Travis Bautz has requested to be excused.

III.Consent Agenda (*Motion Requested*)

- a. Approval of the Agenda
- b. Approval of the September 20, 2023 Meeting Minutes

IV.Comments from Citizens

V.Secretary/Treasurer's Report – August 2023 (Motion Requested)

VI.Governance

- a. Vacant Seat
- b. Endorsement of Reappointments

VII.Action Items

- a. **Resolution 23-10-01:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Ground Lease with the Miami University Board of Trustees for Construction and Operation of the Chestnut Street Multimodal Station.
- b. **Resolution 23-10-02:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for Construction and Project Coordination Services for Chestnut Street Multimodal Station.

VIII.Pending Future Action Items (review only)

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

**October 18, 2023 8:00 AM**

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

- a. **Resolution 23-11-01:** Adoption of the FY2024 Accrual Operating Budget for the Butler County Regional Transit Authority (BCRTA).
- b. **Resolution 23-11-02:** Authorization of FY2024 Appropriations and Acceptance of the Butler County Regional Transit Authority (BCRTA) Fiscal Officer's Certification of Funds and Estimation of Revenues.
- c. **Resolution 23-11-03:** Confirmation of Board Policy 6-02 Investments.
- d. **Resolution 23-11-04:** Confirmation of Board Policy 6-08 Reserves.

IX. Committee & Staff Reports

- a. OKI
- b. Service & Metrics  
Luke Morgan, Director of Operations
- c. Marketing & Outreach  
Shawn Cowan, Communications & Outreach Manager
- d. Talent, Benefits, & Recruitment  
Mary Jane Leveline, Talent & Benefits Manager
- e. Procurement  
Meagan Varney, Procurement & Compliance Specialist
- f. Director's Report
  - i. Review Proposed Strategic Plan

X. Adjourn (*Motion Requested*)



Ms. Weidner explained the financials as of July 2023, compared to the Annual Budget were included in the board packet. Total Revenues of \$6.3M were just under budget at 56.9%. Revenues were primarily following the previous months' trends. Ms. Weidner explained that the change to the CincyLink Commuter Route's start date affects the Partnership Transit Rev (COM), the Park-n-Ride Program funding transfer, and the Purchased Transportation Expense. BCRTA will pay SORTA the full \$519K instead of the budgeted \$300K for the start date to move to January of 2024, which will bring the matching revenue and expense accounts overbudget and the revenue from the City of Middletown underbudget.

Ms. Weidner continued, expenses of \$5.0M were just over budget at 60.8% and also followed the previous months' trends. Ms. Weidner mentioned that the expected increase in Misc. Items due to fall travel is now shown putting this line item at 71.4% of budget. Medical Insurance was the driver of the overbudget in Fringes and this account is expected to end the year overbudget. Ms. Weidner also pointed out the match for the new Mobility Platform of \$15K has been reclassified from Misc. Items to Contingency – no federal money can be drawn on this amount. The Gain before Est. Depreciation, Net Pension & OPEB Expense was \$1.3M.

The Transaction logs for the month of July were included in the packet presenting all cash transactions for the period. No unusual transactions occurred during this timeframe. The balance sheet for July 2023 was presented with normal balances for assets, as well as liabilities and equity. At the end of July, Available Funds were approximately \$8.8M. Total Board Reserves were at \$6.14M, and Non-Restricted Funds were \$2.64M. The *Needed for the Chestnut Fields @ Current VE Cost* of \$756K represents what is needed for a full 10% of contingency funds at the current value engineered cost of construction. Non-Restricted funds will be used for future operational needs and for the Chestnut Fields facility.

Mr. Bautz questioned why the Board was presented with financials from July and not August, as it is halfway through September. Ms. Weidner explained that some of the accounts payable run late into the end of the month and she must wait until those are in and completed before she can draw funds. Mr. Bautz further asked if this is system or procedural based. Ms. Weidner stated it was procedural.

Mr. Dutkevicz stated that the financials for August could be made available, but they would not be accurate, as BCRTA would still be waiting on outside sources, partners such as Miami University to complete payments and other information in order to accurately reconcile.

Mr. Watt moved to approve the treasurer's report as well as the 2022 fiscal year audit. Ms. Wyenandt seconded. All voted in favor of approval.

## **VI. Governance**

### **Trustee Vacancy**

Mr. Dutkevicz noted that Butler County Regional Transit Authority has received an applicant for the vacant Trustee position, Mr. Dannel Shepard. An Executive Committee Meeting was scheduled to follow the BCRTA Board of Trustees meeting.

Mr. Dutkevicz stated that there are now 4 applicants for the Trustee position. Mr. Dutkevicz has

closed the posting and stated that hopefully moving into next month, the BCRTA Board will have discussions and take action to nominate a Trustee(s).

**VII. Action Items**

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

Mr. Dutkevicz explained that last year, Resolution 22-09-02 gave authority to execute a task order to contract with Bowen to design new parking facilities at the Moser Ct. site. Mr. Dutkevicz further explained that while most of BCRTA’s capital money is dedicated to Chestnut Fields, BCRTA is actively seeking capital fund sources for this project. In addition to these funds, there may be a state program later this year that could fund the parking lot expansion.

To be prepared to seek these funds, BCRTA was in the planning stages of the parking lot expansion, completing the environmental work and gathering the conceptual designs. It was in this conceptual work that BCRTA discovered that the concepts created by Bowen contained very large retention ponds. This is because any expansion BCRTA would be doing would include taking large amounts of grassy areas and covering it with impervious material. While this may not be an issue now, or in the near future, it could be if the building itself needs to be expanded in the future. BCRTA asked Bowen to go back and look at what the future footprint of the building might look like. This task order is to do a very high-level study of the Moser Ct. building, from a site arrangement standpoint.

The amendment to the original Resolution 22-09-02 gives a small increase in spending authority in order to execute studies and create conceptual designs. Employee and visitor parking, bus parking as well as a possible training pad will be included in the plans. A training pad has been included, as BCRTA training staff now spends an immense amount of time traveling to and from areas that provide enough space to train new drivers in the buses. This is both time and cost prohibitive when viewed from an accounting perspective.

Mr. Foster did ask if this Amendment was asking for new money, Mr. Dutkevicz clarified that the Amendment is adding \$22,000 of spending authority to the original Resolution in order to execute the new task order.

Mr. Watt stated that while a training pad is nice, it may not be necessary. He asked if the architects have a “pecking” order of which items to address. Mr. Dutkevicz assured Mr. Watt that Bowen understands the goals.

Mr. Bautz moved to adopt Resolution 23-09-01. Mr. Foster 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	ABSENT
Mr. Watt	Yes
Ms. Wyenandt	Yes

The resolution was adopted.

**b. Resolution 23-09-02: Certifying the Availability of up to \$35,000 as the required 50% local match in Support of the Transit Alliance of Butler County’s (Transit Alliance) Application for a City of Hamilton Community Development Block Grant (CBDG) in Support of a Job Connection Shuttle Targeted for Low and Very-Low Income Residents of the City of Hamilton to Maintain a Basic Quality of Life.**

Ms. Weidner explained that this is a routine resolution. Ms. Weidner stated that normally, The City of Hamilton Community Development Block Grant has granted BCRTA between \$18,000-\$25,000. BCRTA has asked for \$35,000 for the past three (3) years and has received less. It now appears as though the CDBG has the funding to be able to grant the full \$35,000. However, The Transit Alliance of Butler County does not have the match funds. Therefore, BCRTA must provide the match funds. This is acceptable, as the grant funds come directly to BCRTA.

Mr. Watt moved to adopt Resolution 23-09-02. Mr. Bautz seconded.

Upon a call of the roll, resulted as follows:

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

The resolution was adopted.

**c. Resolution 23-09-03: Authorizing and Directing the Executive Director and Director of Finance & Administration to Execute a First Amendment to Agreement for Legal Services.**

Mr. Dutkevicz discussed the contract with Issac Wiles is expiring at the end of this year. This Resolution is an active renewal to extend the contract for one year. Mr. Dutkevicz explained that there is one minor change to the original contract. The original contract contained a flat fee for counsel attending the BCRTA Board meetings. At the time the contract was composed,



the Board meetings were running shorter than they have been recently. Due to this increased time, Issac Wiles asked if they could bill BCRTA the regular rates that have previously been evaluated, agreed upon and are in the contract. BCRTA did not see an issue with this. BCRTA considered this fair, as BCRTA has been going over the planned meeting time.

Mr. Watt moved to adopt Resolution 23-09-03. Mr. Bautz 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	ABSENT
Mr. Watt	Yes
Ms. Wyenandt	Yes

The resolution was adopted.

**d. Resolution 23-09-04: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into a Contract for Comprehensive Marketing Services.**

Ms. Varney explained that as BCRTA's marketing needs have increased, the decision was made to have an Agency of Record on board to be able to handle all BCRTA's marketing needs. An RFP was completed for marketing. BCRTA received six (6) responses. All responses were of high quality. After careful review and scoring, Hunter Marketing was recommended for award. The award includes a five-year contract. Hunter Marketing is currently working on some marketing material for BCRTA and has completed projects for BCRTA in the past. All work has been of high quality and BCRTA has been very satisfied with the relationship with Hunter Marketing so far.

Mr. Dutkevich explained that this resolution does come with a large price tag, as the contract is for 5 years, however, this includes all forms of marketing. Historically, BCRTA has spent approximately \$90,000 per year on media marketing alone, with an additional \$60,000 being spent on more traditional forms of advertising. This is typical of what has been spent on other marketing packages in the past. Hunter Marketing has been very good about aligning the BCRTA brand across bus schedules, paid advertising, media websites, basically anything that is public facing. It has made an impact and is one of BCRTA's most effective resources.

Mr. Watt brought up the risk of agreeing to a multiple-year contract and the unpredictability of pandemics and inflation. Ms. Varney explained that within the RFP, a pricing table was requested and submitted that outlined the price for each year of service.

Mr. Foster inquired if Ms. Varney felt that this comprehensive marketing would help improve BCRTA’s relationship within the community, no longer function “under the radar”, as noted by C. Robinsons & Associates. Ms. Varney explained that bigger transit agencies do have a marketing agency of record that promotes their presence. BCRTA adding an agency of record, will have someone who can do that, creating a more cohesive brand, will elevate BCRTA.

Mr. Foster moved to adopt Resolution 23-09-04. Mr. Bautz 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	ABSENT
Mr. Watt	Yes
Ms. Wyenandt	Yes

The resolution was adopted.

**e. Resolution 23-09-05: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for Vehicle Wrapping Services.**

Mr. Bautz asked if there was already a solution for vehicle wrapping. Mr. Dutkevicz explained that there has been a solution for vehicle wrapping, however, the vendor that was awarded that proposal simply does not have the bandwidth to handle the amount of wrapping that BCRTA needs completed. The current wrapping contractor is working on 11 BCRTA buses and is behind on the work. Instead of terminating the current contract, BCRTA is adding is proposing other wrapping vendor options.

Ms. Varney added that there was not any type of exclusivity in the exiting contract, so adding a vendor is permissible. The responsive bidder is experienced in bus wrapping and has given a turnaround time of two (2) to three (3) weeks per bus.

Mr. Dutkevicz stated that BCRTA will stay within the already approved budget, even with adding a new vendor. Mr. Foster added that he felt the wrapping is an immeasurable added value to gaining attention to BCRTA and public transit in general.

Mr. Dutkevicz explained that it may become beneficial in the future for BCRTA to consider bringing vehicle wrapping in house. This would require the purchase of all required material and equipment, as well as hiring trained staff.

Mr. Foster moved to adopt Resolution 23-09-05. Ms. Wyenandt 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	ABSENT
Mr. Watt	Yes
Ms. Wyenandt	Yes

The resolution was adopted.

### **VIII. Committee & Staff Reports**

#### **a) OKI**

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

#### **b) Service & Metrics**

Mr. Morgan provided the Service & Metrics report.

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

- **Average Fleet Age**
  - 5.5 years – This is an increase of 13.09 percent from July 2022.
- **Subsidy per Passenger**
  - The subsidy per passenger decreased in July of 2023 in comparison to last July by \$1.13 or 2.5 percent.
- **Admin Cost Per Revenue Hour**
  - Administrative Overhead cost per hour has increased by \$8.72 or 27 percent comparing July of 2022 to July of 2023.
- **Enhancing Connectivity**
- **BCRTA Transit App Users**
  - BCRTA had 1,947 users during the month of July for the Transit App. This is a 93.01 percent increase from the previous year.
- **BCRTA Transit App Downloads**
  - BCRTA tracked 488 new downloads for the Transit App in July of 2023. This is a 20.49 percent increase from the previous year.

- **BGO App Rides/Total BGO Rides**
  - 20.64 percent of all trips were booked utilizing the mobile application. This is a 94.97 percent increase from July of 2023.
- **BGO App Downloads**
  - BCRTA had 199 new users download the mobile application. This is a 55.78 percent increase from July of 2023.
- **BGO Mobile Payment & Total Trips**
  - BCRTA completed 3,294 non - contracted trips in July of 2023. This is a 36.9 percent increase in completed, non - contracted trips from July of last year.
  - No trips were paid for using the BCRTA mobile application (BrainTree).
  - 24.57 percent of all trips were paid for using EZFARE.

#### **Improving Mobility & Eliminating Barriers**

- **Passengers Per Revenue Hour**
  - Fixed routes had 5.62 passengers per revenue hour in July of 2023, this is a 5.2 percent increase from July of 2022.
  - Demand Response service had 1.61 passengers per revenue hour in July of 2023, this is an 8.8 percent increase from July of 2022.
- **Accidents and Injuries**
  - **Fault Total** – BCRTA experienced 7 fault accidents in July of 2023.
  - **No Fault Total** – BCRTA also had 5 no fault accidents.
- **Target Operator Staffing**
  - **75%**
  - This number has decreased by 32.95 percent from the previous year.
  - The yearly average was 75.3 percent.
- **Denials and Refusals/ Total BGO Trips**
  - 26.87 percent of all requested BGO trips were refused or denied in July of 2023 due to time and capacity limitations.

#### **Supporting Employers**

- **42x Park and Ride Total Trips**
  - The 42x had 2,555 riders. This is a 56 percent increase from July of the previous year.
- **BGO Employment Trips**
  - BCRTA completed 1,822 BGO trips for the purpose of employment in July of 2023, this is a 28.27 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 \$25,649,471 of our \$25,471,690 goal.

- **Days Until Chestnut Fields Completed**

- BCRTA expects this project to be completed within the next 670 days or 1.8 years.

### **c) Talent, Benefits, & Recruitment**

Ms. Leveline was attending the OPTA Conference and EXPO and was not in attendance. Mr. Dutkevicz explained that Ms. Leveline is in the midst of implementing the UKG system. The hourly staff is parallel punching on both the old and the new time clocks. BCRTA is expected to be fully implemented into the UKG system within a few months. As of now, the deployment is all consuming.

Ms. Weidner continued that Human Resources is still offering open interviews on Wednesdays. This open interview process has been going well, attracting several applicants each week.

### **d) Marketing**

Mr. Dutkevicz explained that the majority of the staff were attending the OPTA Conference and EXPO and were not in attendance for the board meeting. Mr. Dutkevicz stated Ms. Cowan is attending many great sessions pertaining to marketing, customer service and outreach. However, Ms. Cowan is excited about the marketing award, and is currently making the best use of every penny of the remaining marketing contract. Mr. Dutkevicz stated that Ms. Cowan has been extremely thrifty, as to stay within the spending authority set by the Board.

Mr. Foster asked if the BCRTA participation in the Greater Hamilton Chamber of Commerce Steak Fry was a positive contribution. Mr. Dutkevicz explained that the sponsorship to the Steak Fry is very affordable, and although there is not an opportunity to speak in front of the group in attendance as a whole, and the signage and advertising for sponsors was not as extensive as BCRTA had hoped, BCRTA took several employees who connected and had conversations with other entities, partners and many others.

### **e) Procurement**

Ms. Varney discussed, aside from the marketing and vehicle wrapping that has already been discussed, the only procurement issue remaining is Chestnut Fields. The bids for Chestnut Fields are due Tuesday September 26 at 2pm.

Mr. Bautz inquired if a bid comes in "X" amount over budget, is BCRTA required to reject it? Mr. Dutkevicz answered the question, saying that there is no federal requirement that mandates BCRTA to reject bids that are over the projected estimate, but there are

requirements to estimate and justify costs.

**f) Director's Report**

Mr. Dutkevicz provided the Director's Report and spoke in detail on the following topics:

**1) Staffing**

BCRTA is currently seeking to fill the following positions:

Facilities Technician I	Location: Hamilton, OH Department: Maintenance Type: Part Time to Full Time
Facilities Technician II	Location: Hamilton, OH Department: Maintenance Type: Part Time
Commuter Coach Driver - CDL	Location: Hamilton, OH Department: Operations Type: Part Time to Full Time
Operations Street Supervisor	Location: Hamilton, OH Department: Operations Type: Full Time
Operations Trainer	Location: Hamilton, OH Department: Operations Type: Full Time
Vehicle Operator - Fixed Route/CDL	Location: Hamilton, OH Department: Operations Type: Full Time
Vehicle Operator - No CDL	Location: Hamilton, OH Department: Operations Type: Full Time
TABC Board of Directors	Location: Hamilton, OH Department: Transit Alliance of Butler County Type: Volunteer

Operator staffing is still barely keeping pace with attrition. The HR team will present wage benchmarking data at the October Board meeting.

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

**2) Planning**

**Warren County Transit Service**

BCRTA submitted a bid to operate WCTS on September 1. WCTS is expected to award a contract no later than October 10.

**3) Commuter Service**

BCRTA is now receiving delivery of the commuter buses that will be used to bring Cincinnati commuter service in house late this year. Staff have received 5 of 8 vehicles.

Training is currently underway, and service will begin in January 2024. Branding of the service has also started:

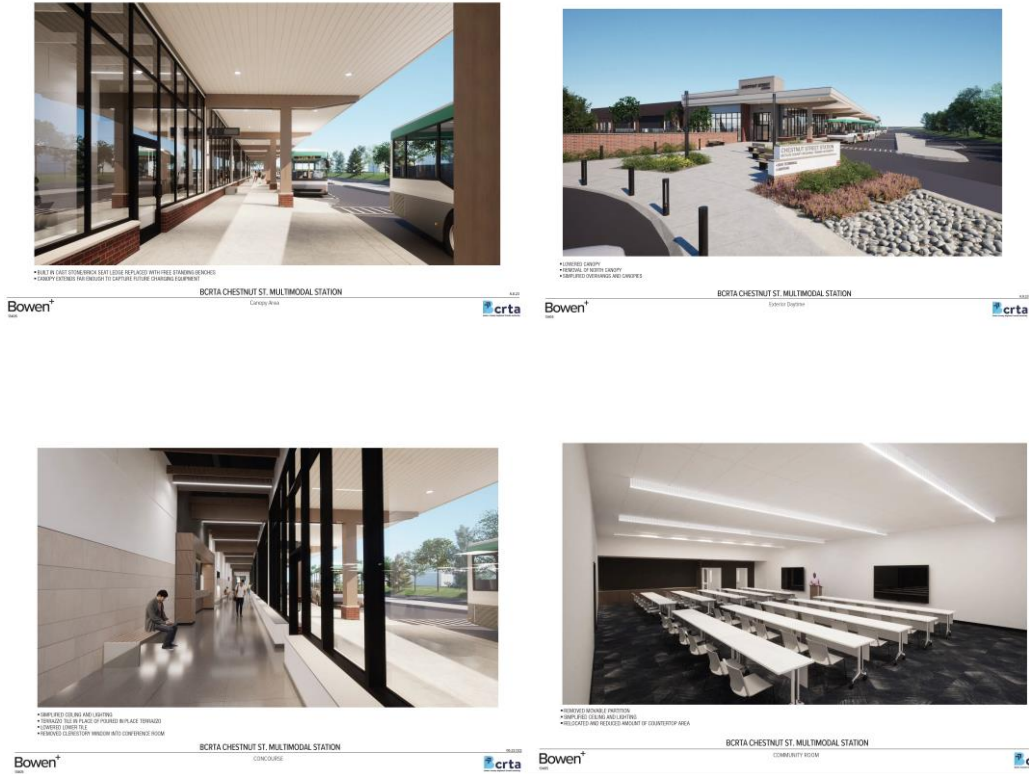


#### 4) Chestnut Street Multimodal Station

Staff continue to negotiate a ground lease with Miami. The document has been reviewed by FTA and has been returned to Miami. BCRTA has also initiated a title search in an effort to identify any risk associated with title to the property.

BCRTA's architecture and engineering team has completed value engineering and the IFB for construction was rereleased on August 9. Bids are due September 26 with an award slated for the October BCRTA Board meeting.

Updated renderings are included below.



#### 5) Funding & Discretionary Grant Availability

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

Staff have identified the 2023 Areas of Persistent Poverty and Historically Disadvantaged Communities grant as a unique opportunity to plan for transit infrastructure in Butler County. The program, which appears to be historically undersubscribed, makes planning dollars available, with only a 10% local match, to areas of persistent poverty and historically disadvantage communities.

BCRTA and City of Oxford were successful in obtaining \$150K to study bike/trail/pedestrian infrastructure related to transit within the City of Oxford. Oxford will provide the match and act as a subrecipient to BCRTA. The project should begin in early 2024.

##### 2023 LoNo

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

NEORide, ODOT, BCRTA and the partners were successful in obtaining an award for the “OH-ZERO” grant request. BCRTA will receive funding for 5 propane-fueled LTV’s and associated fueling infrastructure for the Moser Court facility.

**On the Horizon ...**

**30<sup>th</sup> Anniversary**

BCRTA will celebrate its 30<sup>th</sup> anniversary in 2024. Staff are beginning to create plans for a year-long recognition and celebration with scattered events and promotions.

**Triennial Review**

BCRTA will receive a regular Triennial Review from the Federal Transit Administration in 2024. A desk review and document request is expected in late 2023.

**Chestnut Fields Groundbreaking**

If bids are received within budget for the Chestnut Fields facility, a groundbreaking event will be planned for November. Trustees, stakeholders, and officials will be invited to attend.

**Upcoming Procurements >\$25,000**

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
Legal Services	BCRTA	30K	1	Option Year #1 (yr4)
<del>Procurement</del> , Maintenance, and Finance Software Integrated Solution – Phase II	BCRTA	150k	5	New
Parking Lot Construction	BCRTA	3M	Task	New
Tires (large bus)	BCRTA	TBD	1	New
Chestnut Fields Construction	BCRTA	23.2M	Task	New
Chestnut Fields FF&E	BCRTA	250K	Task	New
Marketing Agency of Record	BCRTA	600K	5	New
Onboard Tablets (81)	BCRTA	110K	Task	Scheduled Replacement

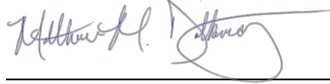


PC Workstations & Peripherals (37)	BCRTA	75K	Task	Scheduled Replacement
BCRTA & MTS Integrated Access Control & Security (Moser, MTS, Chestnut)	BCRTA & MTS	300K	5	New and Replacement

**X. Adjourn**

Mr. Watt moved to adjourn, and Mr. Bautz seconded. The motion carried. The meeting was adjourned at 9:32 AM.

Respectfully submitted,



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Matthew M. Dutkevich, Executive Director



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Chris Lawson, Board President

Sincerely yours,

*Whitney Harris*

**Oxford Routes and Schedules:**

Excuse the possibly off-topic name for this matter, it was the best I could think of. Now that all of my in-person classes are in Oxford, I find myself sometimes having to utilize the route buses to get around the campus. This is very convenient, except for the fact that there comes a time during the day where one of more of the buses on a route go out of service for shift change. This information is NOT on the paper schedules or on Transit or BuzTrakr. It would be very helpful to add this information, so you don't end up getting on a bus that will be going out of service in the middle of the route and having to transfer buses. This very thing happened to me with the U4. I got on at McGuffey Hall after class (after waiting 22 minutes because I narrowly missed the U4 that had just come). When we get to Millet parking lot, the driver informs us that she's going out of service and that there will be another U4 for everyone to get on in about 5 minutes. Ok, great. Except...I use a mobility device. Transferring is easier said than done if you're me. I wish I would've known this before I got on this bus. To make a long story short, the Oxford dispatcher allowed the driver to keep me on board and take me straight to my stop while everyone else had to transfer to the other U4. This made it a lot easier on me, but it still would've been nice to know BEFORE I caught this bus.

There was a similar occurrence of this later that same week (week of September 4<sup>th</sup>), but with the U1. I do not remember where I was waiting for it but I do remember I was trying to head to class, and Transit told me it was 3 minutes away. Knowing Transit isn't always the best travel companion, I use BuzTrakr to back me up, and this showed the same estimate. When the three minutes ran out, I saw

the bus approaching, and I prepared to flag down the driver (I can't always get directly in front of the bus stops because the grass makes it hard), but once it got close enough, I put my hand down, because I saw what the sign said...out of service. Seeing that the next bus was in about 20 minutes, I didn't have another choice but to email my professor and explain what had just happened, and begin walking to class (walking was going to have me more on time than waiting for next bus), which is not something that is easy to do if you're in a wheelchair (Both of these incidents my manual wheelchair was my only usable one). It would be extremely helpful to more than just myself to put on at least the paper schedules, what time each bus goes into and goes out of service, if there are multiple buses on a route. Let's just say after these two occurrences I've learned two times to not try to catch the bus. (This is one of the reasons why my family paid out of pocket for a mobility scooter while we wait for insurance to FINALLY approve my new power wheelchair).

#### **Misspelling on Title on Title VI Sticker**

This may be a rather minor thing, but I wanted to go ahead and point it out since I noticed it. The word "routes" is misspelled in the first paragraph of the notice (see picture below). I don't know if this is on just this one bus (2087), or if it's on all of them (I honestly have forgotten to check since I noticed this), but I thought it was worth pointing out.

## VI Notice of Public Rights

### County Regional Transit Authority

ransit Authority (BCRTA) operates all services, routs and  
rd to race, color, or national origin in accordance with Title  
64. Any person who believes she or he has been  
riminatory practice under Title VI may file a complaint  
DH and/or the Federal Transit Administration.

CRTA civil rights program, and the procedures to file a  
022; or visit our administrative office at 3045 Moser Ct.  
e information, visit [www.butlercountyrta.com](http://www.butlercountyrta.com)

laint directly with the Federal Transit Administration by  
it form and mailing it to the Civil Rights,  
rdinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey  
590

ther language, contact the BCRTA at 513-785-5022.  
llame a BCRTA al (513) 785- 5022.

**BCRTA**  
**Income Statement**  
**August 2023**

	<b>Year to Date Last Year</b>	<b>Year to Date This Year</b>	<b>Annual Budget</b>	<b>YTD % of Budget</b>
Passenger Fares	9,567	35,215	121,125	29.1%
Contract Fares	123,832	155,306	310,000	50.1%
Partnership Transit Rev (COM)	937,437	714,102	1,236,000	57.8%
Transit Development Rev (MU)	1,629,027	1,678,554	2,447,312	68.6%
Mgt./Cons. Services	143,080	91,571	274,714	33.3%
Interest & Other	44,139	168,517	134,390	125.4%
Agency Funding	39,363	72,988	90,000	81.1%
Park-n-Ride Program	346,581	334,872	300,000	111.6%
State Funding	141,682	270,960	284,000	95.4%
Federal Funding	3,311,598	3,699,390	5,874,868	63.0%
<b>Total Revenues</b>	<b>6,726,307</b>	<b>7,221,475</b>	<b>11,072,409</b>	<b>65.2%</b>
<b>Expenses</b>				
Wages	2,288,319	2,546,674	3,872,323	65.8%
Fringes	1,089,890	1,351,896	1,821,597	74.2%
Services	507,470	476,668	697,788	68.3%
Materials & Supplies	590,736	609,401	964,250	63.2%
Utilities	56,244	54,352	90,320	60.2%
Insurance	174,919	201,190	304,175	66.1%
Purchased Transportation	346,581	334,872	300,000	111.6%
Misc. Items	60,966	103,416	130,254	79.4%
Contingency	-	15,000	50,000	30.0%
<b>Total Expenses</b>	<b>5,115,126</b>	<b>5,693,469</b>	<b>8,230,707</b>	<b>69.2%</b>
<b>Gain/Loss before Depr, NP &amp; OPEB Exp</b>	<b>1,611,181</b>	<b>1,528,007</b>	<b>2,841,702</b>	<b>53.8%</b>
Est. Local Share of Depreciation Exp	197,687	197,687	296,530	66.7%
Est. Net Pension & OPEB Exp (Inc)	(805,528)	(805,528)	(1,208,292)	66.7%
<b>Total Gain/(Loss)</b>	<b>2,219,022</b>	<b>2,135,848</b>	<b>3,753,464</b>	<b>56.9%</b>

**BCRTA**  
**Balance Sheet**  
**August 2023**

**Assets**

Current Assets

Checking - PNC	39,184.85
Savings - PNC	60,076.61
Savings - PNC	2,205,779.70
STAR Ohio	4,937,114.91
Bid Deposit	53,023.76
M&S Inventory	86,079.94
Diesel Fuel Inventory	22,968.11
Petty Cash	1,050.00
Accounts Receivable	2,087,256.97
Prepays	105,878.62
	<hr/>
	9,598,413.47

\*Other Assets

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

Property & Equipment

Vehicles	12,081,869.05
Buildings & Land	2,734,604.53
Furniture & Equipment	2,245,197.59
Amenities & Misc.	149,576.89
WIP-Building	37,994.75
WIP-Chestnut Fields	1,572,370.02
Accum. Depr.	(10,165,316.09)
	<hr/>
	10,319,844.74

Total Assets

19,918,258.21

**Liabilities & Equity**

Current Liabilities

Accounts Payable	134,827.37
Payroll Payables	89,017.68
Other Payables	-
Accrued PTO	181,581.77
FTA Vehicle Funds	68,131.00
Future Match Funds	26,000.00
Unearned Tickets	35,367.50
	<hr/>
	534,925.32

\*Long-term Liabilities

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

Equity

Balance Equity	2,861,645.23
Federal Capital	15,156,164.00
State Capital	1,467,356.25
Local Capital	89,410.00
Retained Earnings	(6,378,190.42)
Net Income	1,528,006.83
	<hr/>
	19,383,332.89

Total Liabilities  
and Capital

19,918,258.21

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
<b>Checking - PNC (National City)</b>						
8/1/23			Beginning Balance			663,978.14
8/1/23	814323703	CRJ	Ohio Transit Risk Pool	1,779.29		
8/1/23	08/01/23	GENJ	Service Charge		5.00	
8/3/23	08/03/2023	CRJ	BCRTA Items	121,964.97		
8/3/23	PRWE 07/28/23	GENJ	1590		449.80	
8/3/23	PRWE 07/28/23	GENJ	1585		69.23	
8/3/23	PRWE 07/28/23	GENJ			123,367.92	
8/3/23	PRWE 07/28/23	GENJ	1584		434.73	
8/3/23	PRWE 07/28/23	GENJ			23,107.31	
8/3/23	PRWE 07/28/23	GENJ	1586		93.15	
8/3/23	PRWE 07/28/23	GENJ			3,381.55	
8/3/23	PRWE 07/28/23	GENJ	1589		159.17	
8/3/23	PRWE 07/28/23	GENJ	1588		282.06	
8/3/23	PRWE 07/28/23	GENJ	1587		318.02	
8/4/23	AT 8/4/2023	CDJ	Paycom		1,251.24	
8/4/23	0049723395	CRJ	Ohio Department of Taxation	7,172.32		
8/4/23	449382	CRJ	BCRTA Items	33.02		
8/4/23	3580	CRJ	BCRTA Items	38.50		
8/4/23	FARES07312023	CRJ	Farebox Receipts	3,716.37		
8/7/23	ACH08072023	CDJ	SuperFleet Mastercard Program		40,185.93	
8/7/23	11648	CDJ	Amazon Capital Services		993.12	
8/7/23	11649	CDJ	ABC Muncie Transit Supply		931.24	
8/7/23	11650	CDJ	Auditor of State		4,756.00	
8/7/23	11651	CDJ	Affordable Pest Control Inc.		56.00	
8/7/23	11652	CDJ	Richard L. Bowen & Associates,		19,737.00	
8/7/23	11653	CDJ	BCRTA Petty Cash		387.41	
8/7/23	11654	CDJ	Bryce's Lawn care & Landscaping		1,750.00	
8/7/23	11655	CDJ	Butler Tech		24,800.00	
8/7/23	11656	CDJ	Cincinnati Bell Any Distance		483.48	
8/7/23	11657	CDJ	Cummins Bridgeway LLC		308.85	
8/7/23	11658	CDJ	Cornett's Pressure Cleaning		2,360.00	
8/7/23	11659	CDJ	Fuller Ford		3,720.20	
8/7/23	11660	CDJ	Frank's Heavy Truck Collision		4,371.79	
8/7/23	11661	CDJ	Gem City Tire		1,726.15	
8/7/23	11662	CDJ	Heritage-Crystal Clean, LLC		621.91	
8/7/23	11663	CDJ	Health Transit Pool of Ohio		75,000.00	
8/7/23	11664	CDJ	Hunter Marketing		16,189.25	
8/7/23	11665	CDJ	IdentiSys Inc		170.00	
8/7/23	11666	CDJ	Jani-King of Cincinnati LLC		550.00	
8/7/23	11667	CDJ	Jan-Pro of Greater Cincinnati		950.00	
8/7/23	11668	CDJ	Jake Sweeney Chrysler-Jeep Dod		27.81	
8/7/23	11669	CDJ	Mr. Tire Auto Service Centers		2,147.36	
8/7/23	11670	CDJ	Ohio Newspapers, Inc.		52.33	
8/7/23	11671	CDJ	Ricoh USA, Inc		26.80	
8/7/23	11672	CDJ	Step CG, LLC		13,074.12	
8/7/23	11673	CDJ	Trebor Electrical Contractors,		125.00	



8/7/23	11674	CDJ	Tri State Cleaning		400.00
8/7/23	11675	CDJ	Verizon Wireless		2,695.70
8/9/23	AT-08/09/2023	CDJ	BCRTA PNC Card Purchases		9,699.53
8/9/23	90183	CRJ	Ohio Virtual Academy	60.00	
8/14/23	11676	CDJ	Cintas Uniforms		293.25
8/14/23	11677	CDJ	Alpine Valley Water Co., Inc.		26.24
8/14/23	11678	CDJ	Bethesda Healthcare, Inc.		3,356.48
8/14/23	11679	CDJ	Cummins Bridgeway LLC		321.27
8/14/23	11680	CDJ	Cintas Corporation		891.17
8/14/23	11681	CDJ	CDW Government, Inc.		1,066.08
8/14/23	11682	CDJ	City of Middletown Treasury Di		45.15
8/14/23	11683	CDJ	Cornett's Pressure Cleaning		1,530.00
8/14/23	11684	CDJ	Cintas Uniforms		2,552.03
8/14/23	11685	CDJ	Fuller Ford		284.69
8/14/23	11686	CDJ	Gillig LLC		403.98
8/14/23	11687	CDJ	IdentiSys Inc		610.00
8/14/23	11688	CDJ	KOI Auto Parts		4,679.27
8/14/23	11689	CDJ	Ohio Deferred Compensation		1,620.00
8/14/23	11690	CDJ	Ohio Transit Risk Pool		49,289.11
8/14/23	11691	CDJ	PERS		75,664.99
8/14/23	11692	CDJ	Rumpke Of Ohio Inc.		294.80
8/14/23	10429971	CRJ	Miami University - Accounts Pa	945.00	
8/15/23	294215	CRJ	City of Middletown	104,016.88	
8/15/23	492094	CRJ	BCRTA Items	100.00	
8/15/23	3585	CRJ	BCRTA Items	57.75	
8/15/23	3586	CRJ	BCRTA Items	38.50	
8/16/23	28107311428107	CRJ	BCRTA Items	173.07	
8/17/23	PRWE 8/11/23	GENJ	1595		282.06
8/17/23	PRWE 8/11/23	GENJ	1593		93.15
8/17/23	PRWE 8/11/23	GENJ			24,048.27
8/17/23	PRWE 8/11/23	GENJ			3,323.86
8/17/23	PRWE 8/11/23	GENJ			127,220.21
8/17/23	PRWE 8/11/23	GENJ	1594		318.02
8/17/23	PRWE 8/11/23	GENJ	1591		405.57
8/17/23	PRWE 8/11/23	GENJ	1592		69.23
8/17/23	PRWE 8/11/23	GENJ	1597		505.84
8/17/23	PRWE 8/11/23	GENJ	1596		159.17
8/17/23	00079	CRJ	BCRTA Items	40.00	
8/17/23	00083	CRJ	BCRTA Items	25.00	
8/18/23	AT 8/18/2023	CDJ	Paycom		1,240.02
8/22/23	449383	CRJ	BCRTA Items	33.02	
8/22/23	01116377	CRJ	Butler County Veterans Service	13,071.98	
8/22/23	6872957	CRJ	BCRTA Items	632.00	
8/28/23	11693	CDJ	AFFIRM Agency		3,240.00
8/28/23	11694	CDJ	Alpine Valley Water Co., Inc.		138.45
8/28/23	11695	CDJ	Bethesda Healthcare, Inc.		51.00
8/28/23	11696	CDJ	Brighton Spring Service Co., I		150.00
8/28/23	11697	CDJ	Cummins Bridgeway LLC		798.42

8/28/23	11698	CDJ	City of Hamilton - Utilities	2,959.78
8/28/23	11699	CDJ	Cornett's Pressure Cleaning	1,215.00
8/28/23	11700	CDJ	Endeavor Business Media, LLC	450.00
8/28/23	11701	CDJ	Fuller Ford	1,209.86
8/28/23	11702	CDJ	Gillig LLC	1,980.00
8/28/23	11703	CDJ	Heritage-Crystal Clean, LLC	50.00
8/28/23	11704	CDJ	Isaac Wiles & Burkholder, LLC	3,343.50
8/28/23	11705	CDJ	Luxurious Wraps, LLC	2,921.10
8/28/23	11706	CDJ	ODACS, LLC	155.00
8/28/23	11707	CDJ	Ohio Deferred Compensation	1,620.00
8/28/23	11708	CDJ	Ohio Newspapers, Inc.	287.80
8/28/23	11709	CDJ	Ports Petroleum Co., Inc.	1,621.75
8/28/23	11710	CDJ	Trebor Electrical Contractors,	848.00
8/28/23	11711	CDJ	Talawanda School District	22,968.11
8/28/23	11712	CDJ	Treasurer State of Ohio	803.25
8/28/23	11713	CDJ	TransiTalent.com LLC	125.00
8/28/23	816991824	CRJ	Farebox Receipts	482.00
8/28/23	01116636	CRJ	Butler County Veterans Service	12,689.69
8/28/23	1097	CRJ	Transit Alliance of Butler Cou	50.00
8/28/23	34268	CRJ	GovDeals.com	200.00
8/29/23	00054	CRJ	BCRTA Items	50.00
8/29/23	BW HSA Adj	GENJ	B Wilson HSA Adj	57.69
8/31/23	AT 9/1/2023	CDJ	Paycom	1,210.95
8/31/23	10430903	CRJ	Miami University - Accounts Pa	80.00
8/31/23	11714	CDJ	Altafiber	141.75
8/31/23	11715	CDJ	Bryce's Lawncare & Landscaping	2,150.00
8/31/23	11716	CDJ	Cincinnati Bell Technology Sol	482.65
8/31/23	11717	CDJ	Cornett's Pressure Cleaning	1,855.00
8/31/23	11718	CDJ	Fuller Ford	413.15
8/31/23	11719	CDJ	FleetPride	38.70
8/31/23	11720	CDJ	City of Hamilton - Hamilton Fi	105.00
8/31/23	11721	CDJ	Jani-King of Cincinnati LLC	550.00
8/31/23	11722	CDJ	Jan-Pro of Greater Cincinnati	950.00
8/31/23	11723	CDJ	Mighty Auto Parts	253.47
8/31/23	11724	CDJ	Mr. Tire Auto Service Centers	1,714.40
8/31/23	11725	CDJ	Ohio Deferred Compensation	1,620.00
8/31/23	11726	CDJ	Transport Specialists, Inc.	2,912.01
8/31/23	11727	CDJ	Verizon Wireless	99.60
8/31/23	PRWE 08-25-23	GENJ	1604	329.82
8/31/23	PRWE 08-25-23	GENJ		22,897.44
8/31/23	PRWE 08-25-23	GENJ	1603	159.17
8/31/23	PRWE 08-25-23	GENJ		3,474.66
8/31/23	PRWE 08-25-23	GENJ	1600	93.15
8/31/23	PRWE 08-25-23	GENJ	1601	318.02
8/31/23	PRWE 08-25-23	GENJ	1599	69.23
8/31/23	PRWE 08-25-23	GENJ		120,888.07
8/31/23	PRWE 08-25-23	GENJ	1602	282.06
8/31/23	PRWE 08-25-23	GENJ	1598	430.57

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		Current Period Change	267,449.36	892,242.65	-624,793.29
8/31/23		Ending Balance			39,184.85

**Savings - PNC (National City)**

8/1/23		Beginning Balance			58,568.42
8/1/23	08/01/23	GENJ Service Charge		3.22	
8/14/23	MAS 081423	CRJ Farebox Receipts	1,510.90		
8/31/23	08/31/23	GENJ Interest Income	0.51		
		Current Period Change	1,511.41	3.22	1,508.19
8/31/23		Ending Balance			60,076.61

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

8/1/23		Beginning Balance			2,327,729.58
8/1/23	08/01/23	GENJ Service Charge		3.00	
8/2/23	08/02/2023	CRJ BCRTA Items - Xfer \$\$ saving to checking		200,000.00	
8/2/23	08/02/2023	CRJ BCRTA Items	200,000.00		
8/3/23	08/03/2023	CRJ BCRTA Items - Xfer \$\$ Saving to checking		121,964.97	
8/15/23	08/15/2023	CRJ BCRTA Items - Xfer checking to \$\$ saving		200,000.00	
8/15/23	08/15/2023	CRJ BCRTA Items	200,000.00		
8/31/23	08/31/23	GENJ Interest Income	18.09		
		Current Period Change	400,018.09	521,967.97	-121,949.88
8/31/23		Ending Balance			2,205,779.70

**Investment - STAR Ohio**

8/1/23		Beginning Balance			4,914,253.10
8/31/23	08/31/23	GENJ Interest Income	22,861.81		
		Current Period Change	22,861.81		22,861.81
8/31/23		Ending Balance			4,937,114.91

**BCRTA  
Cash Reserves**

**August 2023**

Current Assets	9,598,413.47
Current Liabilities	<u>(534,925.32)</u>
<b>Available Funds</b>	<b>9,063,488.15</b>

**Board Reserves**

Local Share Grant Obligations		
OH-2018-21-00 Super Grant	297,679.50	
OH-2021-56-00 Super Grant	1,564,205.00	
OH-2023-22-00 Mobility Management	53,908.50	
OH-2021-60-00 Chestnut Fields	3,525,340.00	
Less Miami University Chestnut Fields Match	(1,600,000.00)	
Less Projected Local Match	<u>(2,457,517.93)</u>	MU, R6, VA, UTP, OTPP
Match Required or (Overmatch)	1,383,615.07	
FTA Grants	1,383,615.07	Match Required
Working Capital Funds (2 Mths.)	1,313,451.17	
Capital Replacement Funds	2,145,625.40	2024 - 2028 Local Share of Projects Not Yet on Grants
Needed for Chestnut Fields @ Current VE Cost	<u>756,707.00</u>	
<b>Total Board Reserves</b>	<b>5,599,398.63</b>	
<b>Non-Restricted Funds</b>	<b>3,464,089.52</b>	

# BCRTA BOARD OF TRUSTEES CANDIDATES

OCTOBER 2023

Candidate Name	Interviewed by Executive Committee	Highlights
<p><b>Tim Werdmann</b> Applied 03/29/2023</p>	<p>Completed May 17, 2023</p>	<p>County Resident: NO College – Juris Doctor Recommended by Hamilton City Manager Employer: City of Hamilton, Exec Dir Internal Services</p>
<p><b>Jillane Holland</b> Applied 05/31/2023</p>	<p>Completed July 19, 2023</p>	<p>County Resident: YES College- Masters in social work from University of Cincinnati Employer: Executive Director, Community Health Alliance; Transitional Living Adjunct Professor, University of Dayton</p>
<p><b>Robert Bertsch</b></p>	<p>Completed August 16, 2023</p>	<p>County Resident: YES College-Masters in Public Administration from Cleveland State University Employer: City of Cincinnati, Community and Economic Development Department</p>
<p><b>Dannel Shepard</b></p>	<p>Completed September 20, 2023</p>	<p>County Resident: YES College- Bachelor of Science from Florida A&amp;M University Employer: RE/MAX Realtor</p>



**Board of Trustees**

Mr. Christopher Lawson,  
President

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. Brian Zets  
Isaac Wiles  
Burkholder & Teetor, LLC

October 18, 2023

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

Commissioners Carpenter, Dixon and Rogers:

Pursuant to your authority to appoint trustees of the Butler County Regional Transit Authority and per your request, the Butler County Regional Transit Authority Board of Trustees hereby recommends the reappointment of Mr. Christopher Lawson, Mr. Jim Foster and Mr. Perry Gordon to a three-year term beginning January 1, 2024.

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

This recommendation reflects the official action of the BCRTA Board of Trustees taken during their regular public meeting on October 18, 2023.

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

Best regards,

Matthew Dutkevicz  
Executive Director









# 1-BCRTA Board Packet 10-18-2023 Part 1

Final Audit Report

2023-10-23

Created:	2023-10-23
By:	Sarah Schwartz (schwartzs@butlercountyrta.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhgRrXmPJEs7MOc9VYZ-T_bTWslwj8ZLO

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