



#### 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. Dutkevich

#### 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, August 16, 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).



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BCRTA

www.butlercountyrta.com



3045 Moser Court  
Hamilton, Ohio 45011

## 2023 Butler County RTA Board of Trustees Attendance

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

X = Present

E = Excused

E\* = Online not Official

A = Absent

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

**August 16, 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 June 20, 2023 Meeting Minutes
  - c. Approval of the June 21, 2023 Meeting Minutes
- IV. Comments from Citizens
- V. Secretary/Treasurer's Report – May/June 2023 (*Motion Requested*)
- VI. Special Presentation: Strategic Plan Development – C Robinson & Associates
- VII. Governance
  - a. Trustee Vacancy
- VIII. Action Items
  - a. **Resolution 23-08-01:** Adopting a Disadvantaged Business Enterprise (DBE) Goal of 2.29% for Federal Fiscal Years (FFY) 2024-2026.
  - b. **Resolution 23-08-02:** Authorizing the filing of (an) SFY 2025 application(s) with the Ohio Department of Transportation by the Butler County Regional Transit Authority (BCRTA) for grants through the US DOT Federal Transit Administration (FTA) and the State of Ohio, as authorized under Federal Transit Laws and State of Ohio laws and executing a contract with the Ohio Department of Transportation upon project approval.
  - c. **Resolution 23-08-03:** Authorizing the Purchase of Collision Warning Systems and Services for Nine (9) Revenue Vehicles

**Next Meeting Date:**

**September 20, 2023**

*Butler County RTA • Board Room*

*3045 Moser Court • Hamilton • Ohio • 45011*

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

**August 16, 2023 8:00 AM**

**Butler County RTA Board Room**

**3045 Moser Court, Hamilton, OH 45011**

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. Adjourn (*Motion Requested*)

**Next Meeting Date:**

**September 20, 2023**

*Butler County RTA • Board Room*

*3045 Moser Court • Hamilton • Ohio • 45011*



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

**BOARD OF TRUSTEES RETREAT**

**June 20, 2023 8:00 AM**

**Butler Tech Entrepreneur Center**

**3603 Hamilton Middletown Road, Hamilton, OH 45011**

**III. Retreat Activities/Discussion**

C. Robinson & Associates presented the Butler County Regional Transit Authority with data, presentations and reports on BCRTA's history, financial status, and market trends. The Regional Gap Study, Alternative Fuel Strategy Zero Emission Vehicle Transition Plan and the BCRTA Transit Plan.

Trustees and members of BCRTA administration worked cohesively to identify objectives, challenges, and possible avenues of growth for BCRTA.

BCRTA Board of Trustees continued working in teams to identify BCRTA's place in Butler County, the economic contribution BCRTA's services provide to the communities it serves and how to better position itself to serve more individuals while staying fiscally responsible.

No definitive decisions were made.

**IV. Adjourn**

Mr. Foster moved to adjourn. Mr. Gordon seconded the motion. The meeting was adjourned at 4:18 PM.

# Butler County Regional Transit Authority

**Board of Trustees Meeting  
Wednesday, June 21<sup>st</sup>, 2023**

^.....^

The BCRTA Board of Trustees met on Wednesday, June 21, 2023 at 8:00 AM at the Butler County Regional Transit Authority, 3045 Moser Court, Hamilton, Ohio 45011. Proper public notice was given in advance of the meeting.

<b>PRESENT:</b>	Chris Lawson, President Perry Gordon, Vice President Travis Bautz David Fehr Jim Foster Corey Watt Kathy Wyenandt Nick Bauer	<b>STAFF:</b>	Matthew Dutkevicz, Executive Director Delene Weidner, Dir of Finance & Administration Luke Morgan, Dir of Operations Shawn Cowan, Customer Care & Communications Mgr Mary Jane Leveline, Talent & Benefits Mgr Meagan Varney, Procurement & Compliance Specialist Sarah Schwartz, Admin & Communications Specialist Russell Auwae, Transit Planner
<b>ABSENT:</b>	None	<b>OTHERS PRESENT:</b>	None
<b>CITIZENS:</b>	Whitney Harris Unknown	<b>LEGAL COUNSEL:</b>	Charles Schneider, Isaac Wiles*

\*Attended via video conference.

***I. Call to Order & Roll Call***

Mr. Lawson called the meeting to order at 8:01 AM. Mr. Dutkevicz took a call of the roll. A quorum of the Board was present.

***II. Consideration of Absences***

Mr. Dutkevicz announced that there were no absences to consider.

***III. Approval of the Consent Agenda***

Mr. Gordon asked to correct the ‘‘Call to Order’’ from the May 17, 2023 minutes, as it stated that Mr. Foster gave the Call to Order, when in fact, it was Mr. Gordon. Mr. Gordon moved to approve the consent agenda as amended. Mr. Foster seconded. All voted in favor of approval.

***IV. Comments from Citizens***

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

***V. Secretary/Treasurer’s Report***

Ms. Weidner presented the financials as of April 2023, compared to the Annual Budget. Total Revenues of \$3.39M were just under budget at 30.6%. Ms. Weidner discussed the boost in Passenger Fares and Contract Fares was expected due to the new Butler County Veterans Services Commission contract and reinstatement of the General Public booking app. State

Funding was billed in May and will be reflected in next month's financials. All other revenues are following previous months' trends.

Expenses of \$2.79M were close to budget at 33.9% and are following previous months' trends as well. Fringes are currently running slightly over budgeted amounts and may end the year over budget due to increases in the number of employees opting for benefits compared to the previous year. Ms. Weidner explained that budgeting for Fringes posed a challenge with only one full year of experience in health benefit data to use to estimate future years. The Gain before Est. Depreciation, Net Pension & OPEB Expense was \$596K.

The Transaction logs for the month of April were included in the packet presenting all cash transactions for the period. No unusual transactions occurred during this timeframe. The balance sheet for April 2023 was presented with normal balances for assets, as well as liabilities and equity.

At the end of April, Available Funds were approximately \$8.13M. Total Board Reserves were at \$5.33M, and Non-Restricted Funds were \$2.80M. Non-Restricted funds will be used for future operational needs and for the Chestnut Fields facility.

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

## **VI. Governance**

### **a) Trustee Vacancy**

Mr. Dutkevicz noted that Butler County Regional Transit Authority has received an applicant for the vacant Trustee position, Ms. Jillane Holland. An Executive Committee Meeting is scheduled to follow the BCRTA Board of Trustees meeting in August. Mr. Watt put forth consideration that a July Executive meeting should be considered so that a decision could be reached by the August meeting. Mr. Dutkevicz stated that communications will be sent to Executive members to ascertain a date.

### **b) Strategic Planning Retreat**

Mr. Dutkevicz noted that the strategic planning retreat took place yesterday in the Butler Tech Entrepreneur Center.

## **VII. Action Items**

### **a) Resolution 23-06-01: Adopting the FY2024 Planning Budget for the Butler County Regional Transit Authority (BCRTA) and Acceptance of the BCRTA Fiscal Officer's Certification of Funds and Estimation of Revenues.**

Ms. Weidner explained that this is a yearly Resolution, required by the Auditor of State.

Mr. Watt moved to adopt Resolution 23-06-01. 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	Yes
Mr. Watt	Yes
Ms. Wyenandt	Yes

The resolution was adopted.

**b) Resolution 23-06-02: Appointing Ms. Jennifer Rice to the Transit Alliance of Butler County (TABC) Board of Directors.**

Ms. Cowan explained the applicant, Ms. Jennifer Rice, wishes to be appointed to the Transit Alliance of Butler County Board of Directors. Ms. Rice will serve a three-year term. Mr. Watt introduced the idea of term limits for the TABC Directors spanning five to seven (5-7) years. Ms. Cowan stated she is open to that discussion.

Mr. Watt moved to adopt Resolution 23-06-02. 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	Yes
Mr. Watt	Yes
Ms. Wyenandt	Yes

The resolution was adopted.

**c) Resolution 23-06-03: Repealing Resolution 22-11-02 and Policy 6-19: Parental Leave PTO Advancement.**

Mr. Dutkevicz explained that the Parental Leave and PTO Advancement Resolution 22-11-02 and Policy 6-19 was put into place to attract and retain employees. Ms. Leveline further added that in the six (6) months since the policy was enacted, two employees have taken advantage of the policy. One employee did not return from leave, the other employee did return, paying back all of the advanced funds. However, that employee has since found employment elsewhere. Mr. Dutkevicz explained that since it did not appear that Policy 6-19 had indeed attracted an increase in quality employee applicants as hoped, and considering

the possible financial risk, the repeal has been introduced.

Mr. Foster stated he felt that six (6) months is not long enough to accurately gauge if the policy works and continuing its use for another six (6) months would give more reliable information to base a determination on the future of the policy.

Mr. Watt added that Policy 6-19 is common in almost every workplace. Retaining it would keep BCRTA competitive in the job market.

Mr. Bautz stated that keeping policy 6-19 is about reputation. Mr. Bautz stated that this policy is not good practice to make policy for exceptions over the rule, and he feels, this policy is an exception. Policy 6-19 allows employees to possibly walk away with \$1400.00. He further stated that employees know when they are expecting a child and should plan accordingly, for example, saving PTO. Mr. Bautz stated that policy 6-19 risks the reputation of BCRTA, especially when seeking funding sources.

Mr. Schneider stated that regardless of the Trustees vote to keep or repeal the policy, both decisions send a message.

Ms. Wyenandt stated that she opposes the repeal but added that possibly a tightening of the language used within the Policy would still attract employees, be competitive, help families and protect BCRTA from financial risk.

Mr. Watt moved to decline adopting Resolution 23-06-03. Ms. Wyenandt seconded.

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

Mr. Bauer	Yes
Mr. Bautz	No
Mr. Fehr	Yes
Mr. Foster	Yes
Mr. Gordon	Yes
Mr. Lawson	Yes
Mr. Watt	Yes
Ms. Wyenandt	Yes

The resolution was NOT adopted.

**d) Resolution 23-06-04: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Amend a Contract with the Butler County Veterans Service Commission.**

Mr. Dutkevicz discussed that in the new contract between Butler County Regional Transit Authority and the Butler County Veteran Service Commission, there were hiring provisions within the BCVSC contract that excluded some driver applicants, who had a record of misdemeanor offenses. These offenses excluded the applicants from the hiring pool. Mr. Dutkevicz explained these misdemeanor offenses were not of a sexual nature, did not include

operating a vehicle while impaired and were often old offenses dating decades back. Mr. Dutkevicz explained that amending the BCVSC contract would allow for the hiring of these individuals.

Mr. Watt moved to adopt Resolution 23-06-04. 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	Yes
Mr. Watt	Yes
Ms. Wyenandt	Yes

The resolution was adopted.

**e) Resolution 23-06-05: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Amend Resolution 23-06-04 to Execute a Contract to Extend the Transit Services Agreement between BCRTA and Miami University.**

Mr. Dutkevicz explained in the May 17, 2023 meeting that the 10-year service contract with Miami University expires June 30, 2023. Negotiations to extend the service contract have been taking place between Butler County Regional Transit Authority (BCRTA) and Miami University. The base agreement prescribes 5, two-year extensions by mutual agreement.

Mr. Dutkevicz explained that on May 24, 2023, Miami University proposed extending the terms of the Service for an additional ten (10) years instead of the initial two (2) years, as was prescribed by the terms of the Agreement. Mr. Dutkevicz further explained that this extension to the Transit Services Agreement will include an update for the fuel base price, hourly charge for supplemental services and annual transit development payment, including summer and winter terms.

Mr. Foster moved to adopt Resolution 23-06-05. 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	Abstained
Mr. Watt	Yes
Ms. Wyenandt	Yes

The resolution was adopted.

**f) Resolution 23-06-06: Authorizing the Purchase of Replacement Revenue Vehicles from the State of Ohio Term Contracts.**

Mr. Dutkevicz discussed that the State of Ohio Term Contracts opens July 1. In order to procure replacement vehicles at the most reasonable cost and delivery time frame, Butler County Regional Transit Authority must be in a position to purchase when the contact opens. Ms. Varney added that there are only so many chassis made available for state government, so purchasing earlier is vital.

Mr. Bautz moved to adopt Resolution 23-06-05. Ms. 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
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
  - 5.4 years – This is an increase of 13.33 percent from April 2022.
- Subsidy per Passenger

- The subsidy per passenger decreased in April of 2023 in comparison to last April by \$0.90 or 6.7 percent.
- Admin Cost Per Revenue Hour
  - Administrative Overhead cost per hour has decreased by \$0.97 or 4.4 percent comparing April of 2022 to April of 2023.

#### Enhancing Connectivity

- BCRTA Transit App Users
  - BCRTA had 4,976 users during the month of April for the Transit App. This is a 18.83 percent increase from the previous year.
- BCRTA Transit App Downloads
  - BCRTA tracked 358 new downloads for the Transit App in April of 2023. This is a 37.43 percent decrease from the previous year.
- BGO App Rides/Total BGO Rides
  - 26.86 percent of all trips were booked utilizing the mobile application. This is a 26.77 percent decrease from April of 2023.
- BGO App Downloads
  - BCRTA had 288 new users download the mobile application. This is a 57.29 percent increase from April of 2023.
- BGO Mobile Payment & Total Trips
  - BCRTA completed 3,637 non - contracted trips in April of 2023. This is a 42.9 percent increase in completed, non - contracted trips from April of last year.
  - No trips were paid for using the BCRTA mobile application (BrainTree).
  - 25.51 percent of all trips were paid for using EZFARE.

#### Improving Mobility & Eliminating Barriers

- Passengers Per Revenue Hour
  - Fixed routes had 13.94 passengers per revenue hour in April of 2023, this is a 15.5 percent increase from April of 2022.
  - Demand Response service had 1.87 passengers per revenue hour in April of 2023, this is a 3.3 percent decrease from April of 2022.
- Accidents and Injuries
  - Fault Total – BCRTA experienced 3 at fault accidents in April of 2023.
  - No Fault Total – BCRTA also had 5 no fault accidents.
- Target Operator Staffing
  - 63%

- This number has decreased by 4.89 percent from the previous year.
- The yearly average was 80.41 percent.
- Denials and Refusals/ Total BGO Trips
  - 14.3 percent of all requested BGO trips were refused or denied in April of 2023 due to time and capacity limitations.
- Supporting Employers
  - 42x Park and Ride Total Trips
    - The 42x had 2,059 riders. This is a 49 percent increase from April of the previous year.
- BGO Employment Trips
  - BCRTA completed 1,668 BGO trips for the purpose of employment in April of 2023, this is a 35.07 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 761 days or 2.1 years.

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

Ms. Leveline reported that there is hiring event at Butler Tech Monday June 26, 2023.

#### **d) Director's Report**

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

##### **A) Staffing & Facility**

BCRTA is currently seeking to fill the following positions:

Operations Dispatcher - Full Time	Location: Hamilton, OH Department: BCRTA Type: Full Time
Trustee	Location: Hamilton, OH Department: Board of Trustees Type: Volunteer
Hiring Event June 26th, 2023- Public Transit Driver	Location: Hamilton, OH Department: Operations Type: Full Time
Operations Dispatcher - Part time	Location: Hamilton, OH Department: Operations Type: Part Time
Operations Trainer	Location: Hamilton, OH Department: Operations Type: Full Time
Operations Trainer- Part Time	Location: Hamilton, OH Department: Operations Type: Part 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

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

## B) Planning

### 1) Commuter Service

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

### 2) Chestnut Street Multimodal Station

Staff continue to negotiate a ground lease with Miami. The document is currently being reviewed by FTA.

BCRTA's architecture and engineering team is completing value engineering to reduce the cost of the facility. Staff expect to re-let the IFB for construction in August with a recommendation for award in October. Updated renderings are included below.



BCRTA CHESTNUT ST. MULTIMODAL STATION  
©2023 BOWEN

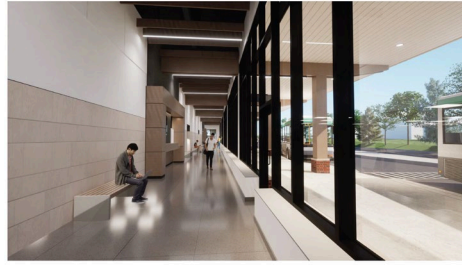
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BCRTA CHESTNUT ST. MULTIMODAL STATION  
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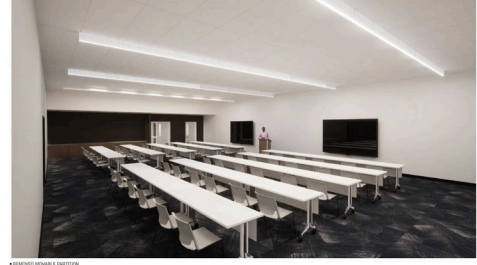
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• IMPROVED CEILING AND LIGHTING  
 • TRANSITION TO BE MADE TO PROVIDE ACCESS TO STATION  
 • CHANGED SIGNAGE TO BE MORE VISIBLE  
 • IMPROVED CONNECTION BETWEEN AND OVERPASS FROM

BCRTA CHESTNUT ST. MULTIMODAL STATION  
CONCOURSE

Bowen



• REMODELED COMMUNITY ROOM  
 • IMPROVED CEILING AND LIGHTING  
 • RELOCATED AND REDUCED AMOUNT OF COMMUNITY ROOM

BCRTA CHESTNUT ST. MULTIMODAL STATION  
COMMUNITY ROOM

Bowen

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## C) **Funding & Discretionary Grant Availability**

### 1) **Miami Service Contract**

Following approval of a 2-year extension by the BCRTA Board in May, Miami came back and asked to amend and extend the agreement for the additional full 10 years. Authority to pursue this amendment is on the June action agenda.

### 2) **SMART Grants**

BCRTA and NEORide were not successful on the SMART grant for autonomous tech. The agencies have applied for an ODOT grant to pursue the project instead. Awards are expected later this summer or early fall.

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

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

### 4) **2023 LoNo**

Staff 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). 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. Awards are expected in early July. Initial indications suggest the program was oversubscribed 8x this year.



**D) On the Horizon ...**

**1) Light Transit Vehicle Purchase**

ODOT is in the process of completing new term contracts for transit vehicles that will be available beginning July 1. In the interest of getting into the “front of the line” staff will present a resolution to authorize a purchase from the state term contract on the June agenda.

**2) City of Middletown**

Staff plan to present to Middletown City Council on August 15 regarding the impact of fares on the system.

**3) Audit**

BCRTA’s audit is now underway. Please watch your inbox for messages as some communication procedures have changed.

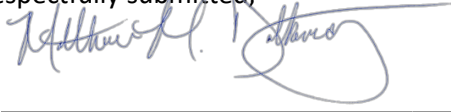
**E) Upcoming Procurements >\$25,000**

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
<del>Procurement</del> , Maintenance, and Finance Software Integrated Solution – Phase II	BCRTA	150k	5	New
Collision Avoidance System	MTS	240K	5	New
Light Transit Vehicles	BCRTA/MTS	1.66M	TBD	Scheduled Replacement
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

**IX. Adjourn**

Mr. Gordon moved to adjourn, and Mr. Fehr seconded. The motion carried. The meeting was adjourned at 9:00 AM.

Respectfully submitted,



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Matthew M. Dutkevich, Executive Director



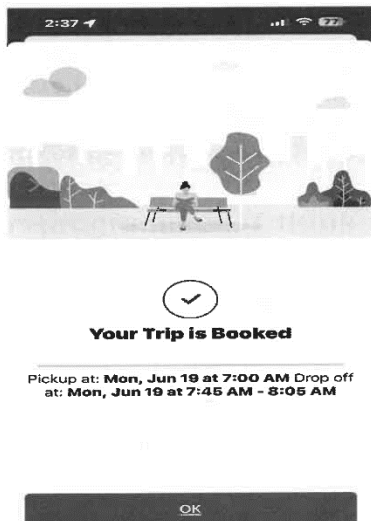
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Approved

### **VIA bugs/system faults**

**I don't know if there is any way to tell if this is another bug that needs to be worked out in the system or if it just one of the faults we deal when working with good 'ol technology, but I've noticed several times over the few months since it has launched where it is trying to make me arrive late or have me leave too early. Because of the places I go, I often travel across the county, and I frequent Middletown and Oxford the most. Non-stop from my house, Middletown is 35-38 minutes, and Oxford is anywhere from 32-45 minutes. However, knowing how public transportation works, and the fact that my pickup and drop-off are so far apart, it is hardly ever a straight shot. There is almost always at least one (most of the time several) pickup and drop-off in front of me. If I need to be in Oxford at 8:00am, it may give me a 7:00-7:30 pickup window. This is fine...except for one thing...the bus would have to come no later than 7:10 for me to even have a chance of being on time. If it comes towards the end of the window, I don't have a prayer of making it on time, especially if it comes towards 7:45 when it is still considered "on time." I've always been one to book so I am dropped off 15-30 minutes before I actually have to be there, because I cannot move that fast, however even in this case, the way the system is set up, it has me cutting it really close. I have said I need to be dropped off by 7:45am, but the issue is, the pickup window may start as early as 5:30am, and depending on my schedule the night before, that has me taking a health risk and not getting**

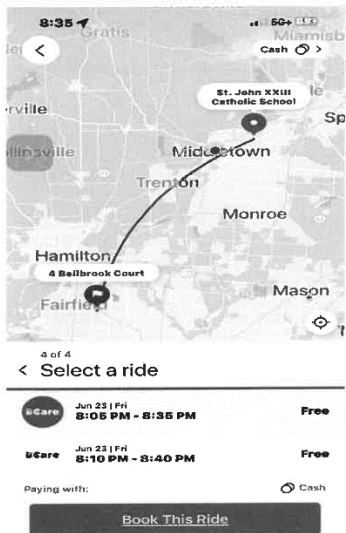
enough sleep (if I don't get enough sleep, I have a seizure). I think there should be a way to investigate if this is another bug that needs to be worked out, or if this is something that can be reprogrammed based on the driving distance in between two points if someone is going straight there. If it is something that cannot be reprogrammed, I think it would be wise to advise people that they may end up late because of how the system works and it may be best to set it so that they are dropped off earlier than they have to be there, even though the pickup window may be earlier than they would prefer. This way, they can make plans to modify their current schedule so that they can still do everything they need to do.



I requested my drop-off at 8:00am. This made me 5 minutes late, even though the bus was still on time. I would be even later because of the fact I cannot move that fast. This was trip where I didn't

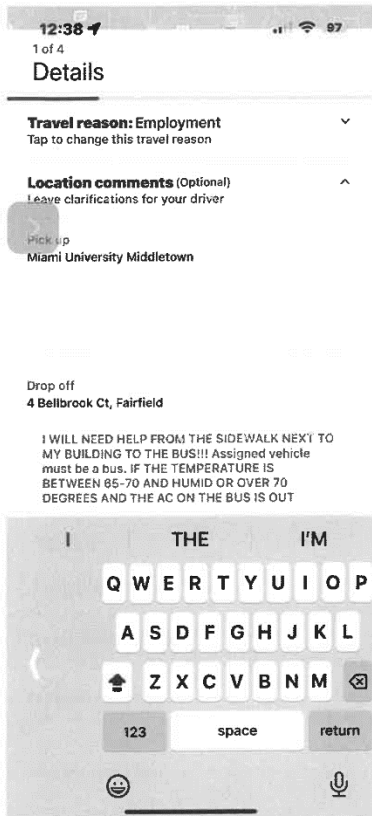
**really matter if I was on time or not, so I kept the window as is, however, this isn't always the case.**

**Another issue I have been seeing is requesting a pickup at a certain time and the options for the pickup have been too early. Recently, I tried to book a trip for an 8:45pm departure time. Both of the options that were presented to me were both too early, even if the bus came at the end of the window or was even the 15 minutes late, I wouldn't have been ready to go, as each time before I get on the bus, I have to follow a routine because of my medical condition, and that routine involves going to the bathroom, checking my blood sugar (depending on the time), making sure I have enough water for the trip, and if I am leaving work, clocking out. I also must gather all my things. If I rush through this routine, I will end up falling and injuring myself.**



**To make a long story short...I had to change my requested pickup time and take a pickup window from 9:45-10:15pm, which is perfectly fine, I don't mind waiting, and I'm totally used to it, but the system shouldn't be offering up times that are too early in the first place...**

**One final issue I have been seeing is when you go to book a return trip (which is a rarity for me as I often have several trips in between), it swaps the notes you have input for pickup and drop-off. The notes you have inputted for the pickup are now in the drop-off slot and the notes for the drop-off are now in the pickup slot. I have slipped up on paying attention to look for this more than once, and this has caused the driver to get confused. I don't know if this is something that can be fixed either, but I just thought I would point it out.**



**The note in the drop-off section should be for the pickup...**

**While VIA is much better and much more convenient than the previous system, it does have its drawbacks, and these are the ones I've noted.**

**Thank you!**

**BCRTA**  
**Income Statement**  
**May 2023**

	<b>Year to Date Last Year</b>	<b>Year to Date This Year</b>	<b>Annual Budget</b>	<b>YTD % of Budget</b>
Passenger Fares	2,704	16,820	121,125	13.9%
Contract Fares	99,356	78,179	310,000	25.2%
Partnership Transit Rev (COM)	688,497	433,253	1,236,000	35.1%
Transit Development Rev (MU)	927,074	855,911	2,447,312	35.0%
Mgt./Cons. Services	102,200	57,232	274,714	20.8%
Interest & Other	25,333	101,974	134,390	75.9%
Agency Funding	14,583	30,196	90,000	33.6%
Park-n-Ride Program	216,613	196,218	300,000	65.4%
State Funding	100,878	270,960	284,000	95.4%
Federal Funding	1,873,630	2,263,926	5,874,868	38.5%
<b>Total Revenues</b>	<b>4,050,869</b>	<b>4,304,668</b>	<b>11,072,409</b>	<b>38.9%</b>
<b>Expenses</b>				
Wages	1,383,988	1,639,476	3,872,323	42.3%
Fringes	601,882	817,210	1,821,597	44.9%
Services	272,088	341,662	697,788	49.0%
Materials & Supplies	350,535	385,619	964,250	40.0%
Utilities	35,043	35,133	90,320	38.9%
Insurance	106,992	122,205	304,175	40.2%
Purchased Transportation	216,613	196,218	300,000	65.4%
Misc. Items	22,911	38,568	130,254	29.6%
Contingency	-	-	50,000	0.0%
<b>Total Expenses</b>	<b>2,990,051</b>	<b>3,576,090</b>	<b>8,230,707</b>	<b>43.4%</b>
<b>Gain/Loss before Depr, NP &amp; OPEB Exp</b>	<b>1,060,817</b>	<b>728,578</b>	<b>2,841,702</b>	<b>25.6%</b>
Est. Local Share of Depreciation Exp	123,554	123,554	296,530	41.7%
Est. Net Pension & OPEB Exp (Inc)	(503,455)	(503,455)	(1,208,292)	41.7%
<b>Total Gain/(Loss)</b>	<b>1,440,718</b>	<b>1,108,479</b>	<b>3,753,464</b>	<b>29.5%</b>



**BCRTA  
Balance Sheet  
May 2023**

**Assets**

Current Assets

Checking - PNC	1,031,661.25
Savings - PNC	56,249.16
Savings - PNC	1,927,699.53
STAR Ohio	4,871,147.93
Bid Deposit	53,023.76
M&S Inventory	79,198.16
Petty Cash	1,000.00
Accounts Receivable	877,365.60
Prepays	77,712.33

8,975,057.72

\*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	12,133,169.05
Buildings & Land	2,734,604.53
Furniture & Equipment	2,235,389.59
Amenities & Misc.	149,576.89
WIP-Building	36,793.79
WIP-Chestnut Fields	1,549,012.22
Accum. Depr.	(10,165,316.09)

10,336,777.98

Total Assets

19,311,835.70

**Liabilities & Equity**

Current Liabilities

Accounts Payable	243,772.32
Payroll Payables	186,907.79
Other Payables	-
Accrued PTO	181,581.77
FTA Vehicle Funds	68,131.00
Future Match Funds	45,500.00
Unearned Tickets	29,529.50

755,422.38

\*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	15,128,673.00
State Capital	1,467,356.25
Local Capital	89,410.00
Retained Earnings	(6,378,190.42)
Net Income	728,578.26

18,556,413.32

Total Liabilities  
and Capital

19,311,835.70

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
<b>Checking - PNC (National City)</b>						
5/1/23			Beginning Balance			854,279.21
5/1/23	10423603	CRJ	Miami University - Accounts Pa	50.00		
5/1/23	05/01/23	GENJ	Service Charge		5.00	
5/2/23	FARES04302023	CRJ	Farebox Receipts	2,282.79		
5/2/23	01111902	CRJ	Butler County Veterans Service	13,317.06		
5/2/23	0049156897	CRJ	Ohio Department of Taxation	10,325.63		
5/2/23	6773833	CRJ	BCRTA Items	2,484.00		
5/3/23	11432	CDJ	Altafiber		141.20	
5/3/23	11433	CDJ	Amazon Capital Services		820.70	
5/3/23	11434	CDJ	Brighton Spring Service		180.00	
5/3/23	11435	CDJ	Cincinnati Bell Any Distance		519.36	
5/3/23	11436	CDJ	Cornett's Pressure Cleaning		1,870.00	
5/3/23	11437	CDJ	Fuller Ford		365.95	
5/3/23	11438	CDJ	Fleet Pride		159.99	
5/3/23	11439	CDJ	Gillig		2,287.66	
5/3/23	11440	CDJ	GovSpend		3,000.00	
5/3/23	11441	CDJ	Hunter Marketing		13,288.75	
5/3/23	11442	CDJ	Jani-King of Cincinnati LLC		550.00	
5/3/23	11443	CDJ	Jan-Pro of Greater Cincinnati		950.00	
5/3/23	11444	CDJ	Kronos SaaS, Inc.	684.23		
5/3/23	11445	CDJ	Minuteman Press - Fairfield		216.00	
5/3/23	11446	CDJ	Ohio Deferred Compensation		1,425.00	
5/3/23	11447	CDJ	Ports Petroleum Co Inc		1,621.75	
5/3/23	11448	CDJ	RICOH USA, INC		17.42	
5/3/23	11449	CDJ	Talawanda School District		12,738.97	
5/3/23	AT-05/03/2023	CDJ	BCRTA PNC Card Purchases		4,947.80	
5/3/23	3121175293	CRJ	Federal Transit Administration	14,483.00		
5/3/23	3121175386	CRJ	Federal Transit Administration	548,181.00		
5/3/23	3121175624	CRJ	Federal Transit Administration	3,856.00		
5/4/23	PRWE 05/05/23	GENJ	1552		69.23	
5/4/23	PRWE 05/05/23	GENJ			124,239.86	
5/4/23	PRWE 05/05/23	GENJ	1551		36.20	
5/4/23	PRWE 05/05/23	GENJ	1555		282.06	
5/4/23	PRWE 05/05/23	GENJ			23,602.61	
5/4/23	PRWE 05/05/23	GENJ	1554		318.02	
5/4/23	PRWE 05/05/23	GENJ	1553		93.15	
5/4/23	PRWE 05/05/23	GENJ			2,895.03	
5/5/23	ACH05052023	CDJ	SuperFleet Mastercard Program		41,218.62	
5/10/23	05/10/2023	CRJ	BCRTA Items - Xfer checking to \$\$ saving		200,000.00	
5/10/23	11450	CDJ	ABC Muncie Transit Supply		514.08	
5/10/23	11451	CDJ	Affordable Pest Control Inc.		53.00	
5/10/23	11452	CDJ	Alpine Valley Water		64.59	
5/10/23	11453	CDJ	Richard L. Bowen & Associates,		12,086.20	
5/10/23	11454	CDJ	BCRTA Petty Cash		306.10	
5/10/23	11455	CDJ	Bryce's Lawn care & Landscaping		1,400.00	
5/10/23	11456	CDJ	Brighton Spring Service		150.00	

5/10/23	11457	CDJ	Cummins Bridgeway LLC		32.99
5/10/23	11458	CDJ	Cintas Corporation		1,181.49
5/10/23	11459	CDJ	Cornett's Pressure Cleaning		1,720.00
5/10/23	11460	CDJ	Gillig		272.43
5/10/23	11461	CDJ	GemCity Tires, Inc		2,247.50
5/10/23	11462	CDJ	Health Transit Pool of Ohio		75,000.00
5/10/23	11463	CDJ	KOI Enterprises, Inc.		2,466.69
5/10/23	11464	CDJ	Millennium Business Systems,LL		324.85
5/10/23	11465	CDJ	Minuteman Press - Fairfield		79.00
5/10/23	11466	CDJ	Ohio Deferred Compensation		1,425.00
5/10/23	11467	CDJ	Ohio Transit Risk Pool		49,289.11
5/10/23	11468	CDJ	Refitt's LLC		450.00
5/10/23	11469	CDJ	Rumpke Of Ohio Inc.		297.51
5/10/23	11470	CDJ	Stantec Architecture Inc.		4,226.00
5/10/23	11471	CDJ	Tristate Cleaning		400.00
5/10/23	11472	CDJ	Verizon Wireless		216.51
5/10/23	25667	CRJ	GovDeals.com	160.00	
5/11/23	05/11/2023	CRJ	BCRTA Items - Xfer checking to \$\$ saving		200,000.00
5/12/23	AT 5/12/2023	CDJ	Paycom		1,162.81
5/16/23	11473	CDJ	Cintas Uniforms		330.10
5/16/23	11474	CDJ	City of Hamilton - Utilities		2,834.18
5/16/23	11475	CDJ	Cornett's Pressure Cleaning		2,460.00
5/16/23	11476	CDJ	Clarke Power Services		9,424.14
5/16/23	11477	CDJ	Cintas Uniforms		2,628.16
5/16/23	11478	CDJ	Fuller Ford		31.59
5/16/23	11479	CDJ	Fleet Pride		67.24
5/16/23	11480	CDJ	Gillig		992.10
5/16/23	11481	CDJ	GemCity Tires, Inc		18,293.60
5/16/23	11482	CDJ	COH- Hamilton Fiber		105.00
5/16/23	11483	CDJ	Interstate Billing Service		1,068.83
5/16/23	11484	CDJ	Myers Equipment Corporation		593.22
5/16/23	11485	CDJ	ODACS, LLC		386.00
5/16/23	11486	CDJ	Overhead Door of Greater Cincinnati		492.50
5/16/23	11487	CDJ	Ohio Newspapers, Inc.		49.42
5/16/23	11488	CDJ	PERS		77,791.51
5/16/23	11489	CDJ	Preferred Fire Protection		377.00
5/16/23	11490	CDJ	Port Technology LLC		2,435.20
5/16/23	292261	CRJ	City of Middletown	99,595.84	
5/16/23	0049280514	CRJ	Ohio Department of Taxation	7,293.76	
5/16/23	26265	CRJ	GovDeals.com	185.00	
5/16/23	492087	CRJ	BCRTA Items	100.00	
5/16/23	1891	CRJ	BCRTA Items	101.97	
5/16/23	05/16/2023	CRJ	BCRTA Items - Xfer checking to \$\$ saving		200,000.00
5/17/23	2271484141	CDJ	Verizon Wireless		2,425.45
5/22/23	11444V	CDJ	Kronos SaaShr, Inc.		684.23
5/23/23	05/23/2023	CRJ	BCRTA Items	38,831.00	
5/24/23	3142175999	CRJ	Federal Transit Administration	13,209.00	
5/24/23	3142176060	CRJ	Federal Transit Administration	487,258.00	

5/24/23	3142176136	CRJ	Federal Transit Administration	979.00		
5/25/23	11491	CDJ	Altafiber		142.01	
5/25/23	11492	CDJ	Bethesda Healthcare Inc.		189.57	
5/25/23	11493	CDJ	Clarke Power Services		8,323.08	
5/25/23	11494	CDJ	Fuller Ford		215.02	
5/25/23	11495	CDJ	Fastsigns 220901		26.00	
5/25/23	11496	CDJ	Gillig		325.09	
5/25/23	11497	CDJ	Isaac Wiles Burkholder & Teeto		2,500.25	
5/25/23	11498	CDJ	Luxurious Wraps, LLC		2,516.00	
5/25/23	11499	CDJ	Minuteman Press - Fairfield		250.00	
5/25/23	11500	CDJ	Ohio Deferred Compensation		1,565.00	
5/25/23	11501	CDJ	Overhead Door of Greater Cincinnati		877.36	
5/25/23	11502	CDJ	Talawanda School District		15,228.60	
5/25/23	PRWE 05/19/23	GENJ	1557		93.15	
5/25/23	PRWE 05/19/23	GENJ	1559		282.06	
5/25/23	PRWE 05/19/23	GENJ	1558		318.02	
5/25/23	PRWE 05/19/23	GENJ			129,379.87	
5/25/23	PRWE 05/19/23	GENJ	1560		159.17	
5/25/23	PRWE 05/19/23	GENJ			24,016.65	
5/25/23	PRWE 05/19/23	GENJ	1556		69.23	
5/25/23	PRWE 05/19/23	GENJ			2,895.03	
5/26/23	AT 5/26/2023	CDJ	Paycom		1,279.08	
5/26/23	807543110	CRJ	Farebox Receipts	120.25		
5/30/23	492089	CRJ	BCRTA Items	100.00		
5/30/23	01113430	CRJ	Butler County Veterans Service	11,940.35		
5/30/23	292531	CRJ	City of Middletown	94,648.51		
5/30/23	7866050	CRJ	BCRTA Items	397.59		
5/30/23	10425363	CRJ	Miami University	151,353.41		
5/31/23	11503	CDJ	American Red Cross		72.00	
5/31/23	11504	CDJ	American Public Transit Ass.		9,000.00	
5/31/23	11505	CDJ	Cincinnati Bell Any Distance		525.64	
5/31/23	11506	CDJ	Cornett's Pressure Cleaning		880.00	
5/31/23	11507	CDJ	Fuller Ford		184.44	
5/31/23	11508	CDJ	Gillig		609.59	
5/31/23	11509	CDJ	Jani-King of Cincinnati LLC		550.00	
5/31/23	11510	CDJ	Jan-Pro of Greater Cincinnati		950.00	
5/31/23	11511	CDJ	Mr. Tire Auto Service Centers		1,610.52	
5/31/23	11512	CDJ	Planeteria Media		6,000.00	
5/31/23	11513	CDJ	Verizon Wireless		5.03	
5/31/23	FARES05312023	CRJ	Farebox Receipts	3,177.77		
			Current Period Change	1,505,115.16	1,327,733.12	177,382.04
5/31/23			Ending Balance			1,031,661.25

**Savings - PNC (National City)**

5/1/23			Beginning Balance			55,321.16
5/1/23	05/01/23	GENJ	Service Charge		3.22	
5/17/23	MAS 051723	CRJ	Farebox Receipts	930.72		
5/31/23	05/31/23	GENJ	Interest Income	0.50		

		Current Period Change	931.22	3.22	928.00
5/31/23		Ending Balance			56,249.16

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

5/1/23		Beginning Balance			1,366,518.04
5/1/23	05/01/23	GENJ Service Charge		3.00	
5/10/23	05/10/2023	CRJ BCRTA Items	200,000.00		
5/11/23	05/11/2023	CRJ BCRTA Items	200,000.00		
5/16/23	05/16/2023	CRJ BCRTA Items	200,000.00		
5/23/23	05/23/2023	CRJ BCRTA Items - Xfer \$\$ saving to checking		38,831.00	
5/31/23	05/31/23	GENJ Interest Income	15.49		
		Current Period Change	600,015.49	38,834.00	561,181.49
5/31/23		Ending Balance			1,927,699.53

**Investment - STAR Ohio**

5/1/23		Beginning Balance			4,849,739.21
5/31/23	05/31/23	GENJ Interest Income	21,408.72		
		Current Period Change	21,408.72		21,408.72
5/31/23		Ending Balance			4,871,147.93

**BCRTA  
Cash Reserves**

**May 2023**

Current Assets	8,975,057.72
Current Liabilities	<u>(755,422.38)</u>
<b>Available Funds</b>	<b>8,219,635.34</b>

**Board Reserves**

Local Share Grant Obligations		
OH-2018-21-00 Super Grant	297,765.25	
OH-2021-56-00 Super Grant	1,566,322.00	
OH-2023-22-00 Mobility Management	55,797.50	
OH-2021-60-00 Chestnut Fields	3,530,012.00	
Less Miami University Chestnut Fields Match	(1,600,000.00)	
Less Projected Local Match	<u>(1,986,783.10)</u>	MU, R6, VA
Match Required or (Overmatch)	1,863,113.65	
FTA Grants	1,863,113.65	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>6,078,897.22</b>	
<b>Non-Restricted Funds</b>	<b>2,140,738.12</b>	

**BCRTA**  
**Income Statement**  
**June 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	4,866	23,591	121,125	19.5%
Contract Fares	107,401	104,163	310,000	33.6%
Partnership Transit Rev (COM)	818,658	524,857	1,236,000	42.5%
Transit Development Rev (MU)	1,177,255	1,197,881	2,447,312	48.9%
Mgt./Cons. Services	122,640	68,678	274,714	25.0%
Interest & Other	29,675	123,160	134,390	91.6%
Agency Funding	22,782	43,237	90,000	48.0%
Park-n-Ride Program	259,935	242,436	300,000	80.8%
State Funding	115,628	270,960	284,000	95.4%
Federal Funding	2,125,886	2,735,883	5,874,868	46.6%
<b>Total Revenues</b>	<b>4,784,726</b>	<b>5,334,846</b>	<b>11,072,409</b>	<b>48.2%</b>
<b>Expenses</b>				
Wages	1,676,416	1,945,739	3,872,323	50.2%
Fringes	769,688	996,192	1,821,597	54.7%
Services	376,254	378,544	697,788	54.2%
Materials & Supplies	433,660	451,899	964,250	46.9%
Utilities	41,247	41,442	90,320	45.9%
Insurance	133,028	150,705	304,175	49.5%
Purchased Transportation	259,935	242,436	300,000	80.8%
Misc. Items	43,430	70,616	130,254	54.2%
Contingency	-	-	50,000	0.0%
<b>Total Expenses</b>	<b>3,733,659</b>	<b>4,277,572</b>	<b>8,230,707</b>	<b>52.0%</b>
<b>Gain/Loss before Depr, NP &amp; OPEB Exp</b>	<b>1,051,067</b>	<b>1,057,274</b>	<b>2,841,702</b>	<b>37.2%</b>
Est. Local Share of Depreciation Exp	148,265	148,265	296,530	50.0%
Est. Net Pension & OPEB Exp (Inc)	(604,146)	(604,146)	(1,208,292)	50.0%
<b>Total Gain/(Loss)</b>	<b>1,506,948</b>	<b>1,513,155</b>	<b>3,753,464</b>	<b>40.3%</b>

**BCRTA**  
**Balance Sheet**  
**June 2023**

**Assets**

Current Assets

Checking - PNC	395,254.97
Savings - PNC	57,177.99
Savings - PNC	2,127,713.74
STAR Ohio	4,892,210.67
Bid Deposit	53,023.76
M&S Inventory	82,283.43
Petty Cash	1,050.00
Accounts Receivable	1,613,439.71
Prepays	114,904.05
	<hr/>
	9,337,058.32

\*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	12,133,169.05
Buildings & Land	2,734,604.53
Furniture & Equipment	2,245,197.59
Amenities & Misc.	149,576.89
WIP-Building	37,565.55
WIP-Chestnut Fields	1,552,633.02
Accum. Depr.	(10,165,316.09)
	<hr/>
	10,350,978.54

Total Assets

19,688,036.86

**Liabilities & Equity**

Current Liabilities

Accounts Payable	281,227.01
Payroll Payables	186,774.76
Other Payables	-
Accrued PTO	181,581.77
FTA Vehicle Funds	68,131.00
Future Match Funds	39,000.00
Unearned Tickets	34,854.50
	<hr/>
	791,569.04

\*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	15,140,032.00
State Capital	1,467,356.25
Local Capital	89,410.00
Retained Earnings	(6,378,190.42)
Net Income	1,057,273.76
	<hr/>
	18,896,467.82

Total Liabilities  
and Capital

19,688,036.86



Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
<b>Checking - PNC (National City)</b>						
6/1/23			Beginning Balance			1,031,661.25
6/1/23	06/01/23	GENJ	Service Charge		5.00	
6/5/23	1094	CRJ	Transit Alliance of Butler Cou	220.00		
6/5/23	11514	CDJ	BCRTA Petty Cash		694.35	
6/5/23	11515	CDJ	Bethesda Healthcare Inc.		1,621.00	
6/5/23	11516	CDJ	Bryce's Lawncare & Landscaping		1,400.00	
6/5/23	11517	CDJ	RICOH USA, INC		67.08	
6/5/23	11518	CDJ	Verizon Wireless		2,698.10	
6/6/23	ACH06062023	CDJ	SuperFleet Mastercard Program		40,308.26	
6/6/23	06/06/2023	CRJ	BCRTA Items - Xfer checking to \$\$ saving		200,000.00	
6/7/23	AT-06/07/2023	CDJ	BCRTA PNC Card Purchases		3,889.56	
6/8/23	PRWE 06/02/23	GENJ			3,025.80	
6/8/23	PRWE 06/02/23	GENJ	1061		81.53	
6/8/23	PRWE 06/02/23	GENJ	1562		93.15	
6/8/23	PRWE 06/02/23	GENJ	1561		69.23	
6/8/23	PRWE 06/02/23	GENJ	1564		282.06	
6/8/23	PRWE 06/02/23	GENJ	1563		318.02	
6/8/23	PRWE 06/02/23	GENJ	1565		159.17	
6/8/23	PRWE 06/02/23	GENJ			119,683.34	
6/8/23	PRWE 06/02/23	GENJ			21,611.70	
6/9/23	AT 6/9/2023	CDJ	Paycom		1,240.63	
6/9/23	449376	CRJ	BCRTA Items	33.02		
6/9/23	492090	CRJ	BCRTA Items	100.00		
6/12/23	11519	CDJ	Cintas Uniforms		367.91	
6/12/23	11520	CDJ	AFFIRM Agency		1,300.00	
6/12/23	11521	CDJ	Amazon Capital Services		1,650.80	
6/12/23	11522	CDJ	ABC Muncie Transit Supply		2,172.73	
6/12/23	11523	CDJ	Affordable Pest Control Inc.		53.00	
6/12/23	11524	CDJ	Alpine Valley Water		148.05	
6/12/23	11525	CDJ	Richard L. Bowen & Associates,		4,200.80	
6/12/23	11526	CDJ	Cummins Bridgeway LLC		798.51	
6/12/23	11527	CDJ	Cintas Corporation		798.71	
6/12/23	11528	CDJ	Cornett's Pressure Cleaning		2,670.00	
6/12/23	11529	CDJ	C Robinson Associates, Inc.		10,000.00	
6/12/23	11530	CDJ	Cintas Uniforms		2,642.00	
6/12/23	11531	CDJ	Fairfield Chamber of Commerce		620.00	
6/12/23	11532	CDJ	Fuller Ford		405.82	
6/12/23	11533	CDJ	GemCity Tires, Inc		824.95	
6/12/23	11534	CDJ	Health Transit Pool of Ohio		75,000.00	
6/12/23	11535	CDJ	Hunter Marketing		24,230.69	
6/12/23	11536	CDJ	KOI Enterprises, Inc.		2,547.14	
6/12/23	11537	CDJ	Millennium Business Systems,LL		324.85	
6/12/23	11538	CDJ	Ohio Newspapers, Inc.		49.42	
6/12/23	11539	CDJ	PERS		79,306.16	
6/12/23	11540	CDJ	Security Lock Company		189.00	
6/12/23	11541	CDJ	The Chamber of Commerce Servin		375.00	

6/12/23	11542	CDJ	Talawanda School District		9,198.10
6/12/23	11543	CDJ	Treasurer State of Ohio		1,039.50
6/13/23	28494	CRJ	GovDeals.com	1,385.00	
6/15/23	11544	CDJ	Cornett's Pressure Cleaning		1,010.00
6/15/23	11545	CDJ	Franks Glass		296.42
6/15/23	11546	CDJ	Gillig		1,600.00
6/15/23	11547	CDJ	Interstate Billing Service		292.32
6/15/23	11548	CDJ	InterMotive Vehicle Controls		300.00
6/15/23	11549	CDJ	Kronos SaaShr, Inc.		24,051.77
6/15/23	11550	CDJ	Miami University Payment Cente		3,142.96
6/15/23	11551	CDJ	Rumpke Of Ohio Inc.		294.32
6/20/23	01113908	CRJ	Butler County Veterans Service	12,577.46	
6/21/23	11552	CDJ	AFFIRM Agency		845.00
6/21/23	11553	CDJ	Bethesda Healthcare Inc.		3,626.45
6/21/23	11554	CDJ	Cummins Bridgeway LLC		305.01
6/21/23	11555	CDJ	City of Hamilton - Utilities		2,619.03
6/21/23	11556	CDJ	Fuller Ford		68.36
6/21/23	11557	CDJ	Gillig		75.90
6/21/23	11558	CDJ	Kimley-Horn And Associates, In		17,681.00
6/21/23	11559	CDJ	Ohio Deferred Compensation		1,555.00
6/21/23	11560	CDJ	Ohio Transit Risk Pool		2,450.00
6/21/23	11561	CDJ	Prefered Fire Protection		195.00
6/21/23	11562	CDJ	Port Technology LLC		3,509.86
6/21/23	11563	CDJ	Security Lock Company		104.00
6/21/23	11564	CDJ	Tristate Cleaning		500.00
6/22/23	PRWE 06/16/23	GENJ	1568		282.06
6/22/23	PRWE 06/16/23	GENJ			22,462.95
6/22/23	PRWE 06/16/23	GENJ	1569		159.17
6/22/23	PRWE 06/16/23	GENJ	1567		93.15
6/22/23	PRWE 06/16/23	GENJ			3,110.40
6/22/23	PRWE 06/16/23	GENJ	1570		318.02
6/22/23	PRWE 06/16/23	GENJ			120,454.77
6/22/23	PRWE 06/16/23	GENJ	1566		69.23
6/22/23	PRWE 06/16/23	GENJ	1571		335.97
6/23/23	AT 5/23/2023	CDJ	Paycom		1,305.77
6/23/23	449377	CRJ	BCRTA Items	33.02	
6/23/23	492091	CRJ	BCRTA Items	100.00	
6/23/23	410953	CRJ	BCRTA Items	85.49	
6/27/23	810070721	CRJ	Farebox Receipts	214.58	
6/27/23	01114126	CRJ	Butler County Veterans Service	14,993.91	
6/27/23	01114127	CRJ	Butler County Veterans Service	14,083.25	
6/27/23	0049613229	CRJ	Ohio Department of Transportat	40,960.33	
6/29/23	10427535	CRJ	Miami University	157,361.83	
6/30/23	11565	CDJ	Altafiber		141.13
6/30/23	11566	CDJ	American Red Cross		72.00
6/30/23	11567	CDJ	Bryce's Lawncare & Landscaping		3,900.00
6/30/23	11568	CDJ	Cincinnati Bell Any Distance		522.42
6/30/23	11569	CDJ	Cummins Bridgeway LLC		469.13

6/30/23	11570	CDJ	City of Middletown Treasury Di		406.00		
6/30/23	11571	CDJ	Cornett's Pressure Cleaning		1,340.00		
6/30/23	11572	CDJ	C Robinson Associates, Inc.		10,000.00		
6/30/23	11573	CDJ	Fuller Ford		760.35		
6/30/23	11574	CDJ	Fastsigns		21.00		
6/30/23	11575	CDJ	Gillig		2,041.30		
6/30/23	11576	CDJ	Hunter Marketing		5,303.75		
6/30/23	11577	CDJ	Jani-King of Cincinnati LLC		550.00		
6/30/23	11578	CDJ	Jan-Pro of Greater Cincinnati		950.00		
6/30/23	11579	CDJ	Mailender Lockbox		662.62		
6/30/23	11580	CDJ	McGill Smith Punshon, Inc.		771.76		
6/30/23	11581	CDJ	Minuteman Press - Fairfield		615.00		
6/30/23	11582	CDJ	My Parts Express		1,934.70		
6/30/23	11583	CDJ	NEORide		15,000.00		
6/30/23	11584	CDJ	Ohio Deferred Compensation		1,555.00		
6/30/23	11585	CDJ	Ohio Newspapers, Inc.		49.42		
6/30/23	11586	CDJ	Verizon Wireless		12.00		
6/30/23	11587	CDJ	Woodhull		201.58		
			Current Period Change		<u>242,147.89</u>	<u>878,554.17</u>	<u>-636,406.28</u>
6/30/23			Ending Balance				395,254.97

**Savings - PNC (National City)**

6/1/23			Beginning Balance				56,249.16
6/1/23	06/01/23	GENJ	Service Charge			3.22	
6/13/23	MAS 061323	CRJ	Farebox Receipts	931.58			
6/30/23	06/30/23	GENJ	Interest Income	<u>0.47</u>			
			Current Period Change	<u>932.05</u>	<u>3.22</u>		<u>928.83</u>
6/30/23			Ending Balance				57,177.99

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

6/1/23			Beginning Balance				1,927,699.53
6/1/23	06/01/23	GENJ	Service Charge			3.00	
6/6/23	06/06/2023	CRJ	BCRTA Items	200,000.00			
6/30/23	06/30/23	GENJ	Interest Income	<u>17.21</u>			
			Current Period Change	<u>200,017.21</u>	<u>3.00</u>		<u>200,014.21</u>
6/30/23			Ending Balance				2,127,713.74

**Investment - STAR Ohio**

6/1/23			Beginning Balance				4,871,147.93
6/30/23	06/30/23	GENJ	Interest Income	<u>21,062.74</u>			
			Current Period Change	<u>21,062.74</u>			<u>21,062.74</u>
6/30/23			Ending Balance				<u>4,892,210.67</u>

**BCRTA  
Cash Reserves**

**June 2023**

Current Assets	9,337,058.32
Current Liabilities	<u>(791,569.04)</u>
<b>Available Funds</b>	<b>8,545,489.28</b>

**Board Reserves**

Local Share Grant Obligations		
OH-2018-21-00 Super Grant	297,765.25	
OH-2021-56-00 Super Grant	1,564,205.00	
OH-2023-22-00 Mobility Management	55,578.25	
OH-2021-60-00 Chestnut Fields	3,418,236.00	
Less Miami University Chestnut Fields Match	(1,600,000.00)	
Less Projected Local Match	<u>(1,872,065.08)</u>	MU, R6, VA
Match Required or (Overmatch)	1,863,719.42	
FTA Grants	1,863,719.42	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>6,079,502.99</b>	
<b>Non-Restricted Funds</b>	<b>2,465,986.29</b>	

# BCRTA BOARD OF TRUSTEES CANDIDATES

AUGUST 2023

Candidate Name	Interviewed by Executive Committee	Highlights
<b>Tim Werdmann</b> Applied 03/29/2023	Completed May 17, 2023	County Resident: NO College – Juris Doctor Recommended by Hamilton City Manager Employer: City of Hamilton, Exec Dir Internal Services
<b>Jillane Holland</b> Applied 05/31/2023	Completed July 19, 2023	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
<b>Robert Bertsch</b>	Scheduled August 16, 2023	County Resident: YES College-Masters in Public Administration from Cleveland State University Employer: City of Cincinnati, Community and Economic Development Department

**BCRTA Resolution No. 23-08-01**

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**Adopting a Disadvantaged Business Enterprise (DBE) Goal of 2.29% for Federal Fiscal Years (FFY) 2024-2026.**

**Whereas** in FFY2024, BCRTA intends to meet the Federal Transit Administration (FTA) DBE threshold of \$250,000 in non-vehicle contracting opportunities for various goods and services; and

**Whereas** FTA grant recipients anticipating a non-vehicle purchase of \$250,000 or more are required to have a DBE program and annual DBE goal approved and on file with the FTA in order to receive project funding; and

**Whereas** BCRTA has developed a DBE goal of 2.29% for FFY2024-2026 based on BCRTA's projected expenditures, the BCRTA DBE program and FTA guidelines for methodology; and

**Whereas** BCRTA intends to publish a public notice of the proposed DBE goal for public inspection and comment.

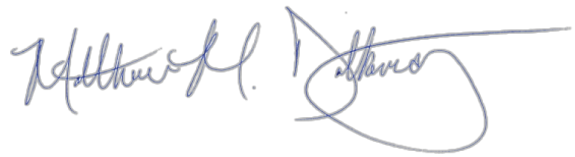
**Now, therefore be it resolved** that the BCRTA Board of Trustees FFY2024-2026 DBE goal of 2.29% is adopted upon completion of the required public comment period as indicated in the attached public notice. Be it further resolved that the Executive Director is authorized to file the DBE goal with the FTA and do all things necessary to enact this resolution.

Approved: August 16, 2023



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BCRTA, Board President



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BCRTA, Executive Director

## BCRTA Resolution No. 23-08-02

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**Authorizing the filing of (an) SFY 2025 application(s) with the Ohio Department of Transportation by the Butler County Regional Transit Authority (BCRTA) for grants through the US DOT Federal Transit Administration (FTA) and the State of Ohio, as authorized under Federal Transit Laws and State of Ohio laws and executing a contract with the Ohio Department of Transportation upon project approval.**

**Whereas** the Director of the Ohio Department of Transportation is authorized to make grants for the US DOT Federal Transit Administration (FTA) funds and the State of Ohio;

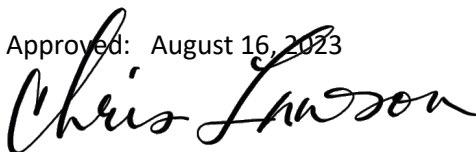
**Whereas** the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs in the program if applicable;

**Whereas** it is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder.

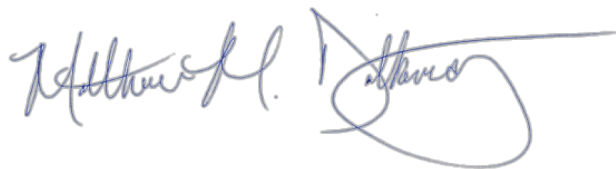
Now, therefore be it resolved by the Butler County Regional Transit Authority that:

1. BCRTA is authorized on behalf of the Executive Director to execute and file:
  - a. Proposals to aid in the financing of capital, operating, and planning assistance projects;
  - b. Grant agreements with the Ohio Department of Transportation for aid in the financing of capital, operating, and planning assistance projects;
  - c. An assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964; and
  - d. Set forth affirmative disadvantage business policies in connection to any procurement made as part of the project.
2. BCRTA is authorized to furnish such additional information as the Ohio Department of Transportation may require in connection with the proposal for the program of projects submitted to the Federal Transit Administration and the State of Ohio.
3. The undersigned duly qualified and acting Executive Director of the BCRTA certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the BCRTA held on August 16, 2023.

Approved: August 16, 2023



Chris Lawson, President



Matthew Dutkevich, Executive Director

## BCRTA Resolution No. 23-08-03

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### Authorizing the Purchase of Collision Warning Systems and Services for Nine (9) Revenue Vehicles

**Whereas** the Butler County Regional Transit Authority (BCRTA) is an RTA 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 and around Butler County, Ohio; and

**Whereas** BCRTA intends to continue the provision of high quality, local public transportation services in Butler County for the foreseeable future; and

**Whereas** the BCRTA Board of Trustees continues to support sound maintenance practices that protect the taxpayer investment including implementing measures designed to greater protect BCRTA's fleet of vehicles against collisions and other accidents; and

**Whereas** the BCRTA Board of Trustees approved FY2023 appropriations including federal capital grant and local match funds for capital purchases and

**Whereas** FTA Circular 4220 Ch. VI, section (3)(i) allows grantees to purchase goods and services from a sole source so long as there is acceptable and sufficient justification, including a determination that the competition was adequate despite a single bid; and

**Whereas**, BCRTA engaged in a joint Request for Proposal (RFP) process with NEORide to procure collision avoidance technology for our vehicles and one bid was received; and

**Whereas**, despite the one bid, the RFP was determined to not be unduly restrictive and was advertised in multiple publications, thereby making competition adequate; and

**Whereas**, the number of vendors that provide this technology is limited and BCRTA and NEORide agreed that Rosco Collision Avoidance, Inc's technology satisfied all requirements for the system and provides the best value to BCRTA.

**Now, therefore, be it resolved** that the BCRTA Board of Trustees hereby authorizes the Executive Director to contract with **Rosco Collision Avoidance Inc.** to acquire collision avoidance technology and support services, including training and installation, at a total cost of **\$120,395.14** plus a 10% contingency for a total amount not to exceed **\$132,434.65**. Be it further resolved that the BCRTA Board of Trustees authorizes the Executive Director to take all actions necessary to enact this resolution.

Approved: August 16, 2023



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Chris Lawson, President



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Matthew Dutkevich, Executive Director



# METRIC DASHBOARD

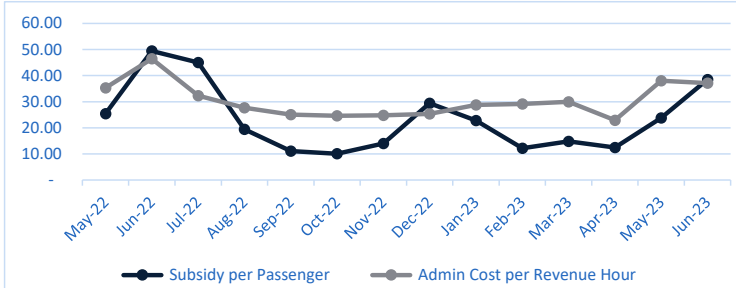
June 2023

## Leveraging Competitive Funding & Partnerships

Average Fleet Age

**5.47**

Since Last Month	0.04	0.73%
Since Last Year	0.72	13.16%



## Enhancing Connectivity

BCRTA Transit App Users

**1,840**

Since Last Month	(2,140)	-116.30%
Since Last Year	406	22.07%

BGO App Rides/Total BGO Rides

**13.46%**

Since Last Month	-0.68%	-5.09%
Since Last Year	12.52%	93.08%

BCRTA Transit App Downloads

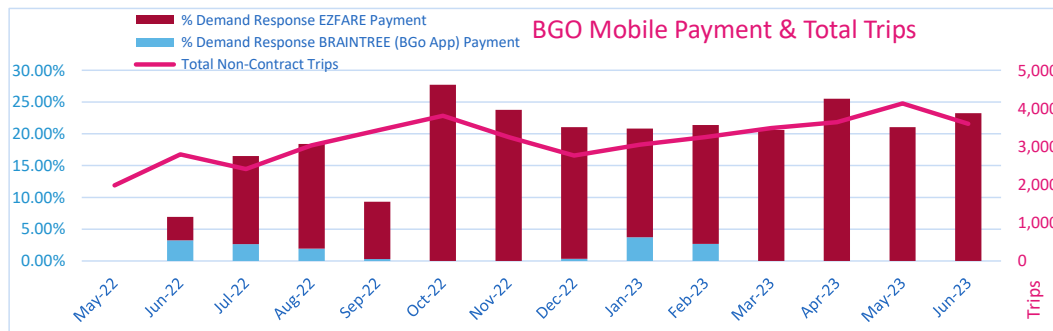
**535**

Since Last Month	147	27.48%
Since Last Year	39	7.29%

BGO App Downloads

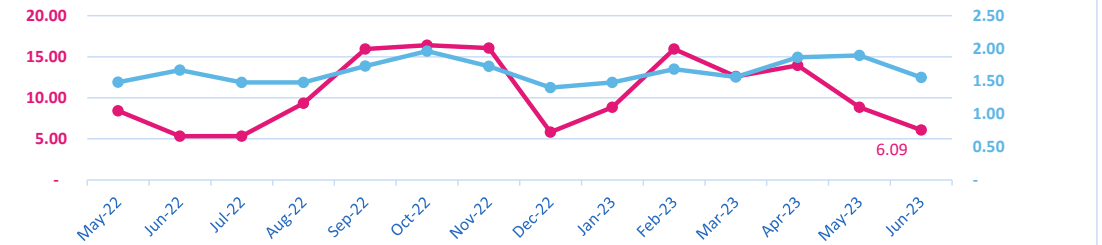
**208**

Since Last Month	10	4.81%
Since Last Year	123	59.13%

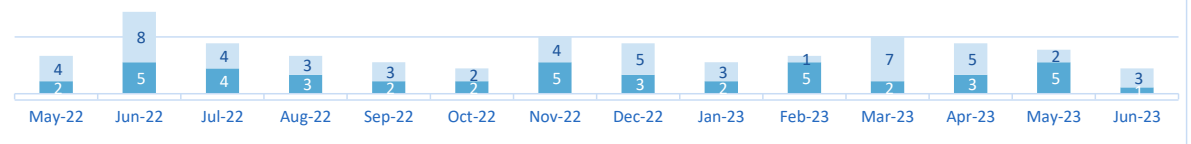


## Improving Mobility & Eliminating Barriers

Pax per Revenue Hour



Accidents & Injuries



Target Operator Staffing

**73%**

Since Last Month	11.42%
Since Last Year	-24.07%
12 Month Average	77.56%
GOAL	100.00%

Denials & Refusals/Total BGO

**20.27%**

Since Last Month	3.00%
Since Last Year	18.08%
12 Month Average	11.59%
GOAL	0.00%

## Supporting Employers

42X Park & Ride Total Trips

**2,750**

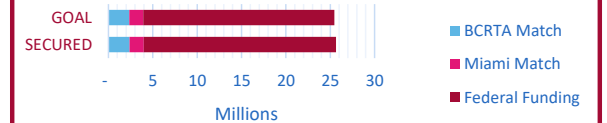
Since Last Month	441	16%
Since Last Year	1,364	50%

BGO Employment Trips

**2,019**

Since Last Month	159	7.88%
Since Last Year	647	32.05%

## Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

**700**



# Director's Notes – August 2023

## A. Staffing & Facility

### 1. Staffing

BCRTA is currently seeking to fill the following positions:

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

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

## B. Planning

### 1. Warren County Transit Service

The Warren County Commissioners are currently soliciting for a demand response transportation provider. Bids are due in early September. The WCTS Manager has previously discussed with BCRTA staff a potential relationship.

Presently, the service is provided by a local private contractor who does not assist WCTS with grants or FTA regulation. BCRTA has the requisite knowledge to provide support in these areas that may result in greater regional coordination. WCTS provides the vehicles, the provider is responsible for facilities, maintenance, and service provision.

Although taking on the service would result in additional service to provide, revenue would allow BCRTA to expand its technical and supervisory staff to create a larger bench for in-house advancement and succession in the future. Opportunities for regional collaboration may also exist, similar to collaborations that have been possible with City of Middletown.

### 2. 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

# Director's Notes – August 2023

service has also started:



### 3. 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.



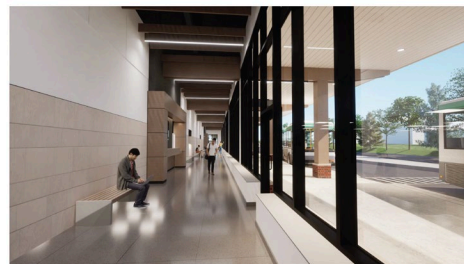
BCRTA CHESTNUT ST. MULTIMODAL STATION  
Canopy Area  
Bowen+ crta

- BUILT IN CAST STONE BRICK MAY BE REPLACED WITH FREE STANDING BRICKS
- CANOPY FLOORING WAS REVISION BY CONTRACTOR (ORIGINAL CONTRACT)



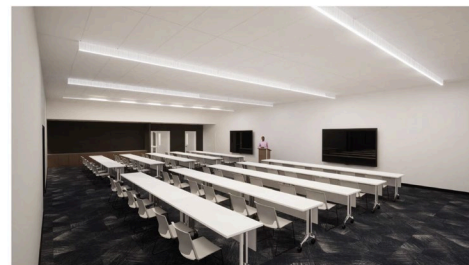
BCRTA CHESTNUT ST. MULTIMODAL STATION  
Exterior Daytime  
Bowen+ crta

- LOWERED CANOPY
- REMOVED 10' SIGN HEIGHT
- SAMPLED OVERHANGS AND CROPPES



BCRTA CHESTNUT ST. MULTIMODAL STATION  
CONCOURSE  
Bowen+ crta

- SIMPLIFIED CEILING AND LIGHTING
- STANDARD TILE IN PLACE OF POLISHED IN PLACE TERRAZZO
- REMOVED UNDER FLOOR
- REMOVED CEILING FLOOR WINDOW CONFERENCE ROOM



BCRTA CHESTNUT ST. MULTIMODAL STATION  
COMMUNITY ROOM  
Bowen+ crta

- REMOVED VARIABLE PARTITION
- REMOVED CEILING AND LIGHTING
- RELOCATED AND REDUCED AMOUNT OF COUNTERTOP AREA

## C. Funding & Discretionary Grant Availability

### 1. 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.

## Director's Notes – August 2023

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.

### 2. 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.

## D. Reporting and Oversight

### 1. Audit

BCRTA's audit is now underway. Please watch your inbox for messages as some communication procedures have changed.

### 2. National Transit Database

BCRTA completed National Transit Database (NTD) reporting this summer for report year 2022. Unfortunately, some issues were noted with the vacancy in the planning position. NTD has documented a discrepancy in "directional lane miles" and approved a waiver to use Automatic Passenger Counters (APC's) for 2022. BCRTA must correct the directional route mile data and certify the APC's before competing 2023 report year data in April 2024.

## E. On the Horizon ...

### 1. Light Transit Vehicle Purchase

The BCRTA Board in June approved the first purchase of new LTV's since pandemic supply chance interference stalled replacements. BCRTA has submitted the order and is awaiting delivery estimates.

### 2. City of Middletown

Staff plan to present to Middletown City Council on August 15 regarding the impact of fares on the system.

### 3. 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.

### 4. Strategic Planning

The Board completed a strategic planning workshop on June 20, 2023. C. Robinson & Associates continues to work on compiling the plan documents and will provide a brief presentation at the August meeting.

## Director's Notes – August 2023

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

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
Legal Services	BCRTA	30K	1	Option Year #1 (yr4)
<b>Procurement</b> , Maintenance, and Finance Software Integrated Solution – Phase II	BCRTA	150k	5	New
Collision Avoidance System	MTS	120K	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

# Director's Notes – August 2023

## Strategic Vision 2025

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

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

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

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

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

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

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

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

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

Develop multimodal infrastructure and wayfinding to create seamless user experiences.

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

**Signature:**

**Email:**