

IV. Comments from Citizens

Ms. Harris presented comments. Those can be found in Appendix A.

V. Secretary/Treasurer's Report

Financials as of September 2024, compared to the Annual Budget were included in the board packet. Revenues at 80.9% of budgeted amounts are still on trend from previous months. Fares continue to do well as the increase in drivers has allowed BCRTA to put more service on the road. The STAR account continues to do well earning 4.8% interest or a 5.4% annual yield. We are still waiting for our 2024 City of Hamilton Community Development Block Grant award, so only Agency Funding remains under budget. Total Revenues were just under \$9M.

Expenses of \$6.8M remained under budget as expected at 67.8% and are continuing their trends as well. Wages have finally caught up with the budget and are now at 75.6%, yet fringes continued to lag.

The Transaction logs for the months of September were included in the packet presenting all cash transactions for the period. No unusual transactions occurred during this timeframe.

The balance sheet for September 2024 was presented with normal balances for assets, as well as liabilities and equity. Ms. Weidner pointed out the high balances in both Accounts Receivable and Accounts Payable were due to the timing of a payment to our construction contractor and the Federal draw against the same amount.

At the end of September, Available Funds were approximately \$10.8M. Total Board Reserves were at \$5.9M, and Non-Restricted Funds were \$4.9M. Non-restricted funds will be used for the completion of Chestnut Street Station if needed and future operational needs.

Trustee Gordon did ask what the \$900 Kelly's Bakery charge was. Mr. Dutkevicz explained that this charge was for a large order of custom cookies that were used in Marketing at Hamilpalooza in celebration of BCRTA's Summer of Celebration 30th Anniversary.

Trustee Gordon moved to approve the treasurer's report. Trustee Shepard seconded. All others voted in favor of approval.

VI. Governance

a. Appointment of 2025 Nominating Committee (Action of President)

President Lawson spoke of interest in the positions available on the Nominating Committee. Trustee Foster stated he would continue to serve. President Lawson asked Trustee Bauer if he would be willing to serve again on the committee. Trustee Bauer agreed. Trustee Lawson offered positions on the committee for anyone else who may wish to serve. Trustee Gordon agreed to serve on the committee.

b. Appointment of 2025 OKI Representative & Alternate (Action of President)

President Lawson stated that the OKI representatives have been himself and Mr. Dutkevicz. President Lawson inquired if this was acceptable to the Board they both would continue to serve.

c. Appointment of 2025 Audit Procurement & Finance Chair (Action of President)

President Lawson stated that himself and Trustee Foster have served on the Audit, Procurement, and Finance Committee. President Lawson asked for any other volunteers. Mr. Dutkevicz added that the Chair of the Finance Committee will also serve on the Executive Committee. Trustee Foster agreed to continue to serve as the chair.

d. Appointment of 2025 Records Commission Chair (Action of President)

President Lawson appointed himself to the Chair of the Records Commission.

e. Ratify 2025 Meeting Calendar (Motion Requested)

Mr. Dutkevicz stated that the meeting dates for 2025 have been included in the Board packet in the last few months. It is included again in this month's packet. The dates are able to be changed if there is a conflict. Trustee Fehr asked about the July meeting that is scheduled. There normally is not a July meeting. However, it is on the calendar just in case it is needed. It can be cancelled if a meeting is not needed.

Trustee Foster moved to ratify the calendar. Trustee Wyenandt seconded. All others voted in favor of approval.

f. Endorse 2025 Reappointments (Motion Requested)

Mr. Dutkevicz reminded the Board that the process of appointing and reappointing trustees is the Butler County Board of Commissioners' choice. They look for the BCRTA's Board of Trustees recommendation.

Trustee Watt moved to recommend reappointment of Trustees Bauer, Fehr, and Brown-Jones. Trustee Foster seconded. All others voted in favor of approval.

VII. Action Items

a. Resolution 24-11-01: Adoption of the FY2025 Accrual Operating Budget for the Butler County Regional Transit Authority (BCRTA).

The final draft of the 2025 Operating Budget was presented by Ms. Weidner. Revenues and Expenses were updated slightly and estimates for BCRTA's share of Depreciation and the Net Pension/OPEB amounts were updated. State Funding was updated with 2025's Urban Transit Program awards and eliminated the need for BCRTA to contribute cash to balance the budget. Gain/Loss before Depreciation, Net Pension & OPEB Expenses is expected to be approximately

\$304K.

Trustee Shepard asked about the decrease in the proposed budget for services and supplies. Trustee Shepard asked if BCRTA is eliminating anything to explain this decrease. Ms. Weidner stated that when the budget was built in 2023, additional funds were put in place as a cushion. However, for the update, that cushion was removed.

Trustee Fehr asked about utilities. The Chestnut facility will be opening; yet the utility budget has remained the same. Trustee Fehr asked if this would cause BCRTA to go over budget once Chestnut is operational. Ms. Weidner answered no. The money that has been budgeted for wi-fi on the buses will be allocated for additional utility costs.

Trustee Watt moved to adopt Resolution 24-11-01. Trustee Wyenandt seconded.

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

Trustee Bauer	Yes
Trustee Brown-Jones	Absent
Trustee Fehr	Yes
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Yes
Trustee Shepard	Yes
Trustee Watt	Yes
Trustee Wyenandt	Yes

The resolution was adopted.

b. Resolution 24-11-02: Authorization of FY2025 Appropriations and Acceptance of the Butler County Regional Transit Authority (BCRTA) Fiscal Officer's Certification of Funds and Estimation of Revenues.

Ms. Weidner reviewed the projected cash balance, estimated revenues and authorized appropriations resulting in the projected year end funds for 2025.

Trustee Shepard moved to adopt Resolution 24-11-02. Trustee Foster seconded.

Upon a call of the roll, resulted as follows:

Trustee Bauer	Yes
Trustee Brown-Jones	Absent
Trustee Fehr	Yes
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Yes
Trustee Shepard	Yes
Trustee Watt	Yes
Trustee Wyenandt	Yes

The resolution was adopted.

c. Resolution 24-11-03: Confirmation of Board Policy 6-02 Investments.

Ms. Weider explained that this is the same policy that is presented every year. BCRTA still only invests in secured assets such as the STAR account. Mr. Dutkevicz stated there are no changes to the policy, but it does go before the Board every year for approval.

Trustee Wyenandt moved to adopt Resolution 24-11-03. Trustee Gordon seconded.

Upon a call of the roll, resulted as follows:

Trustee Bauer	Yes
Trustee Brown-Jones	Absent
Trustee Fehr	Yes
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Yes
Trustee Shepard	Yes
Trustee Watt	Yes
Trustee Wyenandt	Yes

The resolution was adopted.

d. Resolution 24-11-04: Confirmation of Board Policy 6-08 Reserves.

Mr. Dutkevicz explained that this policy is unaltered. Although there are no changes, it is brought before the Board for approval every year.

Trustee Fehr moved to adopt Resolution 24-11-04. Trustee Foster seconded.

Upon a call of the roll, resulted as follows:

Trustee Bauer	Yes
Trustee Brown-Jones	Absent
Trustee Fehr	Yes
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Yes
Trustee Shepard	Yes
Trustee Watt	Yes
Trustee Wyenandt	Yes

The resolution was adopted.

e. Resolution 24-11-05: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into a Memorandum of Understanding with the Ohio-Kentucky-Indiana Regional Council of Governments (OKI) Concerning the Metropolitan Transportation Planning Process.

Mr. Dutkevicz discussed that this Resolution is to enter an MOU with OKI. This is an agreement that BCRTA enters into every few years with OKI. It outlines the responsibilities that are held when working with municipalities and townships. BCRTA has invested no funds to participate. This is an FTA requirement to show coordinated transit planning.

Trustee Watt moved to adopt Resolution 24-11-05. Trustee Foster seconded.

Upon a call of the roll, resulted as follows:

Trustee Bauer	Yes
Trustee Brown-Jones	Absent
Trustee Fehr	Yes
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Yes
Trustee Shepard	Yes
Trustee Watt	Yes
Trustee Wyenandt	Yes

The resolution was adopted.

f. Resolution 24-11-06: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for Consultation Services.

Ms. Varney explained this resolution is about hiring consulting services for the City of Oxford. BCRTA entered into a grant agreement with the City of Oxford to be the recipient of funds that

will be used for Oxford's Implementation Plan which include bike and pedestrian paths. In order to facilitate this, studies have to be done on the corridors for those paths. BCRTA agreed to assist Oxford. BCRTA handled the solicitation process and will draw the funds. Oxford, however, will be running the project. There was one proposal from KZF Design. It was a great bid with solid references. KZF was recommended for the award.

Mr. Dutkevicz added that this is in an Area of Persistent Poverty grant. The arrangement of BCRTA to be the recipient for funds going to Oxford is due to this program coming from the US DOT. BCRTA is the entity that is entitled to move those funds within Butler County.

Jessica Greene, Oxford Assistant City Manager, further explained that the purpose of the grant, under persistent poverty, is access to transportation hubs. The point of the project is to improve bicycle and pedestrian mobility within Oxford. The first phase is a route study. This is to determine all of the transit stops within Oxford, as well as all of the bicycle and pedestrian mobility options to those stops, and how they can be improved. Phase Two, Oxford's Parking and Transportation Board will narrow it down to the top priority areas. Depending on how far the grant dollars will stretch, the third phase will be 30% schematic design for the priority areas, which will put Oxford in a position to apply for additional grant funds to implement improvements. The Chestnut facility as well as other BCRTA major bus stops will be large factors in the design to improve both bicycle and pedestrian mobility.

Trustee Fehr stated that this plan was more of a macro plan. Ms. Green confirmed. At this stage it is route planning, and once specifics are identified, then additional grants can be sought for implementation.

Trustee Gordon asked if the three corridor areas have been identified. Ms. Green answered that the goal is to narrow down to three areas for the 30% schematic design.

Trustee Gordon moved to adopt Resolution 24-11-06. Trustee Foster seconded.

Upon a call of the roll, resulted as follows:

Trustee Bauer	Yes
Trustee Brown-Jones	Absent
Trustee Fehr	Yes
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Yes
Trustee Shepard	Yes
Trustee Watt	Abstain
Trustee Wyenandt	Yes

The resolution was adopted.

g. Resolution 24-11-07: Amending Resolutions 22-09-02 and 23-09-01 Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Task Order for Parking Lot Expansion Designs.

Mr. Dutkevicz stated that this is a project that has been two years in the making. The original design for the parking lot was conceived without knowledge of the Lo-No Grant. With these funds it is now possible and there is a need to include a propane fueling island. In order to accomplish this, a change of service agreement with the architects and engineers to design the propane fuel island is needed. Mr. Dutkevicz added that he expects one more change order to be brought before the Board, most likely in January, as the architect needs to discuss more with the subs to collect additional numbers. This project has been broken into several small pieces to keep it moving. This propane aspect can be the focus for the next few months and ready this spring when the larger parking lot portion goes out to bid.

Trustee Watt moved to adopt Resolution 24-11-07. Trustee Wyenandt seconded.

Upon a call of the roll, resulted as follows:

Trustee Bauer	Yes
Trustee Brown-Jones	Absent
Trustee Fehr	Yes
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Yes
Trustee Shepard	Yes
Trustee Watt	Yes
Trustee Wyenandt	Yes

The resolution was adopted.

h. MOTION: Authorize the Executive Director to Distribute a Year-End Staff Bonus for All Employees Within Budget and Not to Exceed \$18,750 in Total.

Mr. Dutkevicz explained this motion is for the auditor. This is the year-end bonus for staff. It is not a large sum of money, but a nice gift included in the last pay of the year. The total for each member of staff is \$125.00. Mr. Dutkevicz adds that although not a large amount of money, it does go a long way toward appreciation and morale.

Trustee Shepard moved to approve the motion. Trustee Bauer seconded. All other voted in favor. The motion was approved.

VIII. Committee & Staff Reports

a) **OKI**

There is no OKI report this month.

b) **Service & Metrics**

Mr. Morgan provided the Service & Metrics report.

Leveraging Competitive Funding & Partnerships

- Average Fleet Age
 - 5.98 years – This is an increase of 6.86 percent from September 2023.
- Subsidy per Passenger
 - The subsidy per passenger increased in September of 2024 in comparison to last September by \$2.90 or 23.9 percent.
- Admin Cost Per Revenue Hour
 - Administrative Overhead cost per hour has decreased by \$1.97 or 7.2 percent comparing September of 2023 to September of 2024.

Enhancing Connectivity

- BCRTA Transit App Users
 - BCRTA had 8,180 users during the month of September for the Transit App. This is a 23.75 percent increase from the previous year.
- BCRTA Transit App Downloads
 - BCRTA tracked 1,423 new downloads for the Transit App in September of 2024. This is a 40.62 percent increase from the previous year.
- BGO App Rides/Total BGO Rides
 - 42.89 percent of all trips were booked utilizing the mobile application. This is a 21.34 percent increase from September of 2023.
- BGO App Downloads
 - BCRTA had 678 new users downloading the mobile application. This is a 40.12 percent increase from September of 2023.
- BGO Mobile Payment & Total Trips
 - BCRTA completed 6,796 non-contracted trips in September of 2024. This is a 75.7 percent increase in completed, non-contracted trips from September of last year.
 - No trips were paid for using the BCRTA mobile application (BrainTree).
 - 38.38 percent of all trips were paid for using EZFARE.

Improving Mobility & Eliminating Barriers

- Passengers Per Revenue Hour
 - Fixed routes had 14.74 passengers per revenue hour in September of 2024, this is a 1511 percent increase from September of 2023.
 - Demand Response service had 2.01 passengers per revenue hour in

September of 2024, this is a 1.310.4 percent decrease from September of 2023.

- Accidents and Injuries
 - Fault Total – BCRTA had five (5) at fault accidents in September of 2024.
 - No Fault Total – BCRTA also had four (4) no fault accidents.

- Target Operator Staffing
 - 72%
 - This number has increased by 17.61 percent from the previous year.
 - The yearly average was 75.2 percent.

- Denials and Refusals/ Total BGO Trips
 - 24.69 percent of all requested BGO trips were refused or denied in September of 2024 due to time and capacity limitations. This is a 10.13 percent decrease from September of 2023.

Supporting Employers

- Cincylink (formerly 42X) Total Trips
 - CincyLink had 2,522 riders. This is a 7 percent decrease from September of the previous year.

- BGO Employment Trips
 - BCRTA completed 2,388 BGO trips for the purpose of employment in September of 2024, this is a 34.55 percent increase from the same month the previous year.

- Days Until Chestnut Street Completed
 - This field is to show the progress of our upcoming Chestnut Street Multimodal Station. BCRTA has secured funding for \$25,649,471 of our \$25,471,690 goal.
 - BCRTA expects this project to be completed within the next 330 days or 0.9 years.

c) Marketing & Outreach

Ms. Cowan announced the Annual Report has been finalized and each Board member has been given a copy. Annual Report booklets have been ordered and will be given to stakeholders and elected officials. BLINK was a huge success. In the Thursday-Sunday event CincyBlink had 5,000 riders. The marketing campaign for this event was very successful. There was also a large amount of organic publicity that resulted as well.

Ms. Cowan continued that in January, BCRTA will be launching a new rewards app called BRewardred run by Velosia. The regional One Call OneClick call center will open in January as well.

Talent, Benefits, & Recruitment

Ms. Leveline stated that BCRTA is in the middle of open enrollment for the new benefits package. Employees have until noon this Friday to get all of their paperwork into Human Resources to enroll. BCRTA has always been a high deductible plan with an HSA. This package is a traditional PPO plan. The Board was given a copy of the plan to review. Ms. Leveline stated that as the plan shows, BCRTA employees now can enjoy very low deductibles and very low premiums. The medical plan has changed, as well as the prescription plan. The prescription plans work to find the best and lowest provider,. The vision and dental have remained the same. Orthodontia benefits have also been added.

Ms. Leveline continued that in looking at employee turnover rate from 08/01/2024-11/015/2024. BCRTA has experienced only an 18% turnover rate. This low rate is directly related to the wage increase and the benefits that are offered. The hiring trend has slowed, as there are only CDL positions now available. This slowdown has allowed the training department to hold refresher and CPR training classes.

Ms. Leveline added that since the last Board meeting, administrative and office staff have completed Stop the Bleed training. All drivers will receive that training in 2025. The next CDL training class will begin December 2. There are two (2) trainees that will attend and two (2) in the pipeline. BCRTA now employs 141 employees.

Trustee Watt expressed that he felt the new benefits package are very good benefits. Trustee Watt questioned the premium amount for the vision and dental benefits. The individual and family premiums are the same. Ms. Leveline confirmed that this is true. There are so many changes in the benefits package that this was something that for 2025 will remain. Ms. Leveline stated that going forward next year, those premiums as well as the premiums for tobacco users will be reviewed. Trustee Watt did inquire if Ms. Leveline had looked at different plans that have slightly high deductibles to save money for BCRTA. Ms. Leveline assured Trustee Watt that when BCRTA became self-insured the financial savings were large. Securing the PPO plan is still a very good deal for the employee and for the BCRTA budget.

Mr. Dutkevicz added that BCRTA models best practices. BCRTA can not only say there is a benefits package offered to employees, but the cost is in line with what frontline workers earn. The employees will be able to afford these benefits and pay rent.

d) Procurement

Ms. Varney discussed the upcoming procurements. The FF&E furniture as well as the bus wash items will be presented to the Board next year. Equipment for the wi-fi will also be upcoming. This may or may not come before the Board depending on cost. Mr. Williams, Mr. Wogenstahl and Ms. Varney have worked on a tire procurement and have a plan in place. There is a cooperative with Michelin that can be used for cut-away tires, which are the tires BCRTA purchase the largest amount of. The larger tire purchase will go out to bid. Ms. Varney added the on-board cameras will also be coming before the Board, as all of them in the fleet need to be replaced. Uniforms will also be upcoming. Currently BCRTA uses Cintas. Cintas will still be used, but it will be a different base contract. Trustee Watt asked if BCRTA is under

contract with Cintas, as there are other vendors that could be used. Ms. Varney stated that yes, BCRTA is still under contract through July 2025. In addition, there are not many vendors who can fulfill the unique needs that BCRTA requires.

e) Director's Report

Increase Education & Advocacy

A. CincyLink to Blink

CincyLink to Blink was very successful! Operations deployed more vehicles than expected and provided more than 5000 rides to and from Blink for the weekend.

B. Merchandising

BCRTA experienced some limited success with partner sales of 30th anniversary merch over the summer. Now that Summer of Celebration has ended, staff are testing an online portal for merch sales that will integrate with the future customer loyalty program.

C. Commissioner Work Session

Due to scheduling demands in the Commissioners' offices, BCRTA's appearance at a work session has been postponed until early 2025. Fortunately, staff expect to have some one-on-one meetings in early December.

Enhance Revenues

D. Funding Education

Although funding education was slated to begin this fall, staff have placed the item on hold until meetings with elected officials can be conducted later this year. Funding education will commence following these meetings.

Engage Entrepreneurial Disruptive Tech

E. SMART Grant

BCRTA, in cooperation with the Stark County Regional Transit Authority (SARTA), Western Reserve Transit Authority (WRTA), and NEORide has been awarded a SMART grant provided by USDOT.

Matthew Dutkevicz and Luke Morgan attended an Autonomous Vehicle launch event at Western Reserve Transit Authority in Youngstown, OH on August 22 to view the proposed grant technology and learn more about autonomous vehicles. The grant partners also held a meeting to discuss project timeline and needs.

The primary goal of this proposed demonstration project is to evaluate the effectiveness of and enhanced transit fleet safety from integrating advanced vehicle safety technologies on to vehicles in transit fleets; preventing death and injuries by reducing the number of accidents and the serious nature of those that cannot be avoided. This project utilizes two SMART grant technology areas -

Connected Vehicles and Systems Integration - and addresses the need for collision avoidance on transit vehicles by retrofitting up to 3 vehicles (Ford e450 and Gillig 35' platforms) within each transit partner's current operating fleet vehicles with the TONY/MAX advanced vehicle safety system package. This system will enable collision avoidance that can also support bus yard management and includes data logging and telematics features that will allow the project team to collect data that will be shared following a Data Management Plan developed in accordance with the Public Access Plan and as provided in the FY23 SMART Grant NOFO.

F. Attain Grant

USDOT announced that we were successful in seeking the ATTAIN grant! BCRTA has agreed to partner with NEORide and other transit agencies to leverage a USDOT/FHWA Advanced Transportation Technology and Innovation (ATTAIN) grant. The partners seek to create a multimodal data exchange to address the gaps data collection; Facilitate NTD reporting.; Generate operational reports per key service indicators (to be defined); Develop capability for multimodal information tools (e.g., multi-agency electronic information signs at transfer centers); and Enhance TDS Middleware to support human service transportation (HST)/ non-emergency medical trips. BCRTA is providing data and in-kind match, no cash match is required.

G. Accelerating Advanced Digital Construction Management Systems Program
BCRTA also received news that the University of Cincinnati has been successful in receiving an AADCMS grant. BCRTA will support UC's grant by providing input and feedback regarding the agency's experience with technology used during the Chestnut Street Station construction project. BCRTA may also be eligible to receive additional software for use during the Moser Court FASST parking project.

Leverage Regional Partners

H. Middletown

Middletown City Council again discussed transition of their FTA grantee responsibilities to BCRTA at the October 1st council meeting. There were concerns but no objections. Staff is working with City to finalize an MOU. Authority to execute the MOU on behalf of BCRTA was authorized by the BCRTA Board at the October BCRTA Board meeting. Staff will meet with the City again on November 22nd.

I. Space Planning

As part of BCRTA's ongoing search for a solution to space constraints, BCRTA has engaged with Miami University Regionals staff to discuss opportunities to partner at the new advanced manufacturing education, training, research, and workforce hub at the former Vora Technology Park. Miami staff have offered very

competitive lease rates in addition to credits to offset any capital improvement needs. Unfortunately, the capital cost of construction/buildout has been determined by staff to be a barrier after conducting a feasibility study with one of BCRTA's A&E partners. Due to the current configuration of the building, required changes are estimated to exceed \$692K.

Staff are continuing to investigate alternatives that are a better fit for BCRTA's needs and budget.

J. Paratransit Coordination

BCRTA is working closely with NEORide, SORTA, and TANK to pilot a regional one-seat ride program for eligible ADA riders. SORTA has agreed to fund the pilot to help riders cross borders in the tri-state area without changing buses or booking multiple rides. The pilot is expected to launch in Q1 2025. SORTA received a grant award to help fund operations as part of the Ohio Workforce Mobility Grant.

Lead Workforce Development

K. Autonomous Shuttle

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

Adapt to Market Demand

L. Chestnut Street Multimodal Station

Chestnut Street Station continues to move forward. The building is nearly "dried in" for the winter while doors and roofs are nearing completion. All concrete has been poured and drywall work will begin soon. Staff are working with Graybach and Bowen to identify an opening date in Fall of 2025.

Information, updates and pictures are available at <https://www.butlercountyrta.com/projects/oxford-multimodal-facility/>

M.

communities Success Stories	2 - Enhance Revenues	In progress	Medium	01/01/2024	03/31/2024			
Develop Unfunded Service Scenarios	2 - Enhance Revenues	Completed	Important	04/01/2024	08/09/2024	09/26/2024	Rescheduled	
Stage 1-Elected Official Support	2 - Enhance Revenues	Not started	Important	07/01/2024	10/04/2024			
Funding Education Campaign Tour	2 - Enhance Revenues	Not started	Important	01/01/2024	03/01/2025		DELAYED;Reschedu	
Community Partnerships	2 - Enhance Revenues	Not started	Low	01/01/2025	03/31/2025			
Business Partnerships	2 - Enhance Revenues	Not started	Low	01/01/2025	03/31/2025			
1st Attempt at Long-Term Dedicated Funding	2 - Enhance Revenues	Not started	Important	01/01/2025	03/31/2025			
Stage 2-Community Education	2 - Enhance Revenues	Not started	Important	01/01/2025	04/04/2025			
Community Campaign (Support Transit Window Stickers/Pledge)	2 - Enhance Revenues	Not started	Medium	04/01/2025	06/30/2025			
2nd Attempt for Long-term Dedicated Funding	2 - Enhance Revenues	Not started	Important	07/01/2025	09/30/2025			
Leverage Unused/Untapped/Lapsing Local Transit Funds	2 - Enhance Revenues	In progress	Medium	01/01/2024			Evergreen Target	
Engagement	3 - Engage Disruptive Technology	In progress	Medium	01/01/2025	03/31/2025			
IT Partners	3 - Engage Disruptive Technology	Not started	Medium	01/01/2025	03/31/2025			
Testing Partners	3 - Engage Disruptive Technology	Not started	Medium	01/01/2025	03/31/2025			
Innovation Reputation (recruitment)	3 - Engage Disruptive Technology	Not started	Medium	01/01/2025	03/31/2025			
Work with Small Businesses and Entrpreneurs to Advance economic development for the future	3 - Engage Disruptive Technology	Not started	Medium	01/01/2025	03/31/2025			
Work with Entrepreneurial Centers, Incubators, Colleges/Universities	3 - Engage Disruptive Technology	Not started	Medium	01/01/2025	03/31/2025			
Funding (Ex. CVG Application for NASA Grant)	3 - Engage Disruptive Technology	In progress	Medium	01/01/2025	06/30/2025			
Get BCRTA on the map-Develop a Regional/National Reputation	3 - Engage Disruptive Technology	In progress	Medium	01/01/2026	03/31/2026			
Advanced Mobility Hubs	3 - Engage Disruptive Technology	Not started	Medium	01/01/2026	03/31/2026			
Patents and Other Revenue Generation Opportunities	3 - Engage Disruptive Technology	Not started	Low	04/01/2026	06/30/2026			
Butler County (ODJFS)	4 - Public Partner Engagements	In progress	Low	07/01/2024	09/30/2024			
Workforce Investment Board	4 - Public Partner Engagements	Not started	Medium	07/01/2024	09/30/2024			
Warren County	4 - Public Partner Engagements	Not started	Low	01/01/2025	03/31/2025			
Clermont County	4 - Public Partner Engagements	Not started	Low	01/01/2025	03/31/2025			
NEORide	4 - Public Partner Engagements	In progress	Medium	04/01/2024			Evergreen Target	
Expand Oversight Responsibility and capabilities for Middletown Small Urban Area	4 -Leverage Regional Partners	In progress	Important	01/01/2024	12/31/2024		BLOCKED by PreReq	
Engage in EZConnect Paratransit Technology Coordination	4 -Leverage Regional Partners	In progress	Low	01/01/2025	03/31/2025			
Utilize Other Transit Agencies to Identify "Win-Win" Scenarios	4 -Leverage Regional Partners	Not started	Low	03/31/2025	03/31/2025			
Engage in Regional Paratransit Coordination	4 -Leverage Regional Partners	In progress	Low		12/31/2025			
Investing in Recruitment/Employment Advertising	5 - Lead Workforce Development	Completed	Important	01/01/2024	03/31/2024	10/07/2024	Evergreen Target;Completion Pending	
Create Onboarding Schedules So All leaders Can Participate	5 - Lead Workforce Development	Completed	Important	01/01/2024	03/31/2024	09/03/2024		
Salary Study	5 - Lead Workforce Development	Completed	Urgent	01/01/2024	03/31/2024	08/05/2024	Completion Pending	
BCRTA Value	5 - Lead Workforce Development	Completed	Medium	01/01/2024	03/31/2024	03/28/2024		
Update Program for Prior Operator (create options: PT, Experienced, etc.)	5 - Lead Workforce Development	In progress	Important	01/01/2024	03/31/2024		DELAYED	
Expand Training Capacity	5 - Lead Workforce Development	In progress	Urgent	01/01/2024	03/31/2024		BLOCKED by PreReq;DELAYED	
Better Understand the 4th Generation in the Workforce and Identify Needs for Employee Attraction	5 - Lead Workforce Development	In progress	Medium	01/01/2024	03/31/2024		DELAYED;Completion Pending	
Workforce Investment Act Recruiting	5 - Lead Workforce Development	Completed	Medium	04/01/2024	06/30/2024	08/05/2024		
Implement Lessons Learned from the 4th Generation Research	5 - Lead Workforce Development	Completed	Important	04/01/2024	06/30/2024	08/05/2024		
Differentiate Recruiting	5 - Lead Workforce Development	Completed	Medium	04/01/2024	06/30/2024	05/07/2024		
Internal Promotion Pathways	5 - Lead Workforce Development	Completed	Medium	04/01/2024	09/15/2024	08/05/2024	DELAYED	
Onboarding Within the Department and with a Mentor (Post Training)	5 - Lead Workforce Development	Not started	Low	07/01/2024	09/30/2024			
Structure Organization for Consistent Supervisor Relationship	5 - Lead Workforce Development	Not started	Important	01/01/2024	12/31/2024		BLOCKED by PreReq;Reschedule	
Engage in DEI Commitment and Activities	5 - Lead Workforce Development	In progress	Medium	01/01/2024	01/01/2025		Rescheduled	
Emotional Pull-1 Video/Quarter	5 - Lead Workforce Development	Not started	Medium	11/04/2024	02/01/2025		Rescheduled	
Vocational Schools as Targets	5 - Lead Workforce Development	Completed	Low	04/01/2025	06/30/2025	08/05/2024		
Staff Training for Internal Customer Service (mentor/Ambassador Training)	5 - Lead Workforce Development	Not started	Medium	04/01/2025	06/30/2025			
Infrastructure	6 - Adapt To Market Demands	In progress	Medium	04/01/2024	06/30/2024			
Differentiate Our Service Delivery Strategy by Mode and Geography	6 - Adapt To Market Demands	In progress	Important	04/01/2024	06/30/2024			
Connecting with Other Modes of Transportation	6 - Adapt To Market Demands	In progress	Low	04/01/2024	06/30/2024			
Connecting with Other Transit Systems	6 - Adapt To Market Demands	In progress	Medium	04/01/2024	06/30/2024			
Develop Good, Better, Best Scenarios	6 - Adapt To Market Demands	Completed	Important	04/01/2024	08/06/2024	09/26/2024	DELAYED	
Gather Business Input	6 - Adapt To Market Demands	Not started	Important	07/01/2024	09/30/2024		BLOCKED by PreReq;Reschedule	
Create and Complete Community Service on Needs & Desires	6 - Adapt To Market Demands	In progress	Important	04/01/2024	06/02/2025		Rescheduled	
2022 Annual Report	To do	Completed	Urgent	01/01/2024	01/29/2024	07/09/2024	Completion Pending	
Rearrange Web Site to Support Strategic Plan Materials	To do	Completed	Urgent		05/24/2024	10/07/2024	Completion Pending	
2023 Annual Report	To do	In progress	Important	05/31/2024	09/30/2024		Follow-Up Item;DELAYED;Rescheduled;Completion Pending	

BCRTA Board of Trustees Meeting
November 20, 2024

State of Good Repair

N. Ohio Workforce Mobility Grant

BCRTA was successful in obtaining \$2.5M to realize the Fuel Alternative, Security, Storage, Training (FASST) project to finish the Moser Court parking expansion plan. Staff will be working to finalize A&E plans to let a bid for construction in Q1 2025.

O. One Time Strategic Investment (House Bill 2)

BCRTA has been appropriated \$1M as part of House Bill 2 for the purpose of improving BCRTA’s outdoor training and parking area at the Moser Court facility. Funds were received in early October and staff are proceeding with completing design, construction, and NEPA documents in order to be prepared to bid the construction out if an award is received from ODOT in Q1 2025.

Coming Up

P. Annual Report

BCRTA’s 2023 Audit has recently been published which will allow us to finish publication of our 2023 annual report. Copies are available on the BCRTA website and from Shawn Cowan.

Upcoming Procurements >\$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
Moser Court Parking Lot Construction	BCRTA	3.5M	Task	New
Chestnut Station FF&E	BCRTA	350K	Task	New
Chestnut Station Bus Wash	BCRTA	1.3M	Task	New
Non-Revenue Vehicles (4)	BCRTA	200K	Task	Replacement

i. MOTION: To Grant the Butler County Regional Transit Authority (BCRTA) Executive Director the Authority to Execute a Letter of Intent.

Mr. Dutkevicz explained to the Board the issues in finding affordable lease space. A preliminary finding in downtown Hamilton does have the space needed, is just one block

from the Market Street Hub and does not require any capital investment from BCRTA. Mr. Dutkevicz asked the Board for the authority to draft a letter of intent. This will be used to move lease agreements along as the Executive Director negotiates lease terms.

Trustee Gordon moved to accept the motion. Trustee Shepard seconded. All others voted in favor of approval.

IX. Executive Session-Pursuant to ORC 121.22 G(1) to Consider the Employment and Compensation of a Public Employee.

Trustee Watt moved to enter executive session for the purpose of consideration of the employment and compensation of a public employee pursuant to ORC 121.22 G (1). Trustee Foster second.

Upon a call of the roll, resulted as follows:

Trustee Bauer	Yes
Trustee Brown-Jones	Absent
Trustee Fehr	Yes
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Yes
Trustee Shepard	Yes
Trustee Watt	Yes
Trustee Wyenandt	Yes

Executive session commenced at 9:23AM. Legal counsel was retained in executive session.

Executive Session concluded at 9:57 and a quorum of the Board was present.

Adjourn

Trustee Watt moved to adjourn; Trustee Wyenandt seconded. The motion carried. The meeting was adjourned at 10:03 AM.

Respectfully submitted,

Matthew M. Dutkevicz, Executive Director

Perry Gordon, Board Vice President

Appendix A
Comments from Citizens

Use of Back Door when a Disabled Passenger is Boarding or Deboarding the Bus

I know that was a long introduction, but I had trouble coming up with a subject line. I think it would be beneficial to do a PSA, or even a commercial, about the common courtesy and importance of complying with the driver's request to use the back door when a disabled passenger (specifically with a mobility device) is boarding through the front door. Several times, I have found myself in the situation of not being to get on or get off the bus, because despite the bus driver asking (or sometimes rather yelling) at people to use the back door...they all storm the front door...where the ramp is. It isn't so bad if I'm trying to get OFF the bus as it is when I'm trying to get on it. It's been more than once that this has happened, and it's been freezing cold, steaming hot, and yes, pouring rain. I can't always hold or use an umbrella. More than once, I've ended up totally soaked (and when my clothes get soaked, my chair does too) and had to sacrifice taking that bus for getting a pair of dry clothes (sometimes having to buy them) and catching the next one. While I can change clothes, my chair cannot, and it often takes at least 24 hours to dry out. This means that even though I'm in dry clothes, I have to sit on the wet upholstery in my chair until I get home (thankfully I have the luxury of being able to transfer into a regular chair or bus seat to save me some of this grief, but should I have to? NO.) It's also been more than once that there it has been me and about 20 other people waiting for the bus, and when it came, they all stormed the front door, and while it is required (as long as the bus isn't at capacity) for the driver to ask people to move so a mobility device can get on and be strapped down, there's some situations that make me feel "boxed in", making me too uncomfortable to maneuver my chair into small spaces (too much of this feeling and in a certain way can actually trigger a seizure.) That's another situation where I just say, "I'll get the next one" or "I'll walk" (and depending on what route it is, the next one may be an hour, and in other cases, it ends up just being faster to "walk" at that point). Some drivers are now going as far as standing in front of the front door so everyone else is forced to use the back door. I

could go on and on about the problems I've had, but I would because it would probably take up the entire meeting. However, if I'm getting on the bus, that still causes a delay (besides the ramp having to deploy) that I shouldn't have to have. Long story short, I think some people don't realize the importance of WHY they need to use the back door when they're asked (or just to automatically use it when they see the ramp deploying or a passenger with a mobility device getting on or off.) But then again, some people are just...people.

Besides the issue above, another one I have is people get on, and automatically take the ADA seats. Not only can I not get past the door until they get up and move (sometimes with several explanations from the driver despite it being obvious), but my wheelchair cannot be secured.

Sadly, 90% of the time, when I experience this, it's up in Oxford, either with the R3 or the U routes. I have experienced it with the Middletown routes and the other routes too, but it has happened the most up in Oxford.

Whatever the reason is for my experiences above, I think it's always good to spread awareness, even though it may or may not make a difference.

IF TIME REMAINS (IF NOT PLEASE JUST READ)

New R3 Route Mistake

When the R3 switched over from the Hamilton-Oxford connector to the Oxford-Forest Park connector, for whatever reason, the announcements on the buses now say it stops at Porter Hall. It doesn't. The U4 stops there, but the R3 doesn't. It does, however, stop at Oak and Harris, Richard Hall, and Oak and Spring, which are the other stops of the U4 services. Porter Hall isn't reflected on the R3 schedule, Transit, or BuzTrakr, and the drivers (one of them may or may not have asked me to mention this at the next

board meeting) have no clue why all of a sudden, the GMV tablet thinks it has a stop there even though it's not reflected on the route.

Thank you for your time, and have a happy, safe, and prosperous holiday season!