

**BCRTA**  
**Income Statement**  
**September 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	17,877	40,041	121,125	33.1%
Contract Fares	131,839	174,764	310,000	56.4%
Partnership Transit Rev (COM)	1,013,005	798,270	1,236,000	64.6%
Transit Development Rev (MU)	1,784,763	1,923,944	2,447,312	78.6%
Mgt./Cons. Services	153,300	103,018	274,714	37.5%
Interest & Other	53,940	191,089	134,390	142.2%
Agency Funding	42,310	85,355	90,000	94.8%
Park-n-Ride Program	389,903	381,090	300,000	127.0%
State Funding	145,732	270,960	284,000	95.4%
Federal Funding	3,836,365	4,161,384	5,874,868	70.8%
<b>Total Revenues</b>	<b>7,569,035</b>	<b>8,129,916</b>	<b>11,072,409</b>	<b>73.4%</b>
<b>Expenses</b>				
Wages	2,613,288	2,877,164	3,872,323	74.3%
Fringes	1,250,049	1,518,273	1,821,597	83.3%
Services	569,616	532,211	697,788	76.3%
Materials & Supplies	662,949	642,340	964,250	66.6%
Utilities	62,723	60,475	90,320	67.0%
Insurance	199,293	227,241	304,175	74.7%
Purchased Transportation	389,903	381,090	300,000	127.0%
Misc. Items	64,685	116,910	130,254	89.8%
Contingency	-	15,000	50,000	30.0%
<b>Total Expenses</b>	<b>5,812,506</b>	<b>6,370,703</b>	<b>8,230,707</b>	<b>77.4%</b>
<b>Gain/Loss before Depr, NP &amp; OPEB Exp</b>	<b>1,756,529</b>	<b>1,759,213</b>	<b>2,841,702</b>	<b>61.9%</b>
Est. Local Share of Depreciation Exp	222,398	222,398	296,530	75.0%
Est. Net Pension & OPEB Exp (Inc)	(906,219)	(906,219)	(1,208,292)	75.0%
<b>Total Gain/(Loss)</b>	<b>2,440,350</b>	<b>2,443,034</b>	<b>3,753,464</b>	<b>65.1%</b>

**BCRTA**  
**Balance Sheet**  
**September 2023**

**Assets**

Current Assets

Checking - PNC	713,677.75
Savings - PNC	62,096.55
Savings - PNC	2,605,795.98
STAR Ohio	4,959,527.77
Bid Deposit	53,023.76
M&S Inventory	82,099.19
Diesel Fuel Inventory	14,059.87
Petty Cash	1,050.00
Accounts Receivable	1,291,838.91
Prepays	207,077.19
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	9,990,246.97

\*Other Assets

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

Property & Equipment

Vehicles	12,081,869.05
Buildings & Land	2,734,604.53
Furniture & Equipment	2,245,197.59
Amenities & Misc.	149,576.89
WIP-Building	57,539.18
WIP-Chestnut Fields	1,572,370.02
Accum. Depr.	(10,165,316.09)
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	10,339,389.17

Total Assets

20,329,636.14

**Liabilities & Equity**

Current Liabilities

Accounts Payable	269,506.84
Payroll Payables	125,532.46
Other Payables	-
Accrued PTO	181,581.77
FTA Vehicle Funds	68,131.00
Future Match Funds	19,500.00
Unearned Tickets	35,548.50
	<hr/>
	699,800.57

\*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	15,171,799.00
State Capital	1,467,356.25
Local Capital	89,410.00
Retained Earnings	(6,378,190.42)
Net Income	1,758,874.51
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	19,629,835.57

Total Liabilities  
and Capital

20,329,636.14

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
<b>Checking - PNC (National City)</b>						
9/1/23			Beginning Balance			39,184.85
9/1/23	09/01/23	GENJ	Service Charge		5.00	
9/5/23	ACH09052023	CDJ	SuperFleet Mastercard Program		46,096.85	
9/5/23	449385	CRJ	BCRTA Items	33.02		
9/5/23	FARES08312023	CRJ	Farebox Receipts	2,847.33		
9/5/23	449386	CRJ	BCRTA Items	25.00		
9/5/23	3243150539	CRJ	Federal Transit Administration	15,789.00		
9/5/23	3243150603	CRJ	Federal Transit Administration	1,746.00		
9/5/23	3243150666	CRJ	Federal Transit Administration	504,533.00		
9/6/23	AT-09/06/2023	CDJ	BCRTA PNC Card Purchases		6,328.78	
9/11/23	11728	CDJ	Amazon Capital Services		687.98	
9/11/23	11729	CDJ	Auditor of State		5,227.50	
9/11/23	11730	CDJ	Affordable Pest Control Inc.		56.00	
9/11/23	11731	CDJ	Richard L. Bowen & Associates,		429.20	
9/11/23	11732	CDJ	BCRTA Petty Cash		589.13	
9/11/23	11733	CDJ	Cintas Corporation		1,493.79	
9/11/23	11734	CDJ	Cornett's Pressure Cleaning		1,785.00	
9/11/23	11735	CDJ	Easterseals, Inc.		5,961.12	
9/11/23	11736	CDJ	First Transit, Inc.		13,233.00	
9/11/23	11737	CDJ	Health Transit Pool of Ohio		75,000.00	
9/11/23	11738	CDJ	KOI Auto Parts		3,331.70	
9/11/23	11739	CDJ	Kronos SaaShr, Inc.		3,750.00	
9/11/23	11740	CDJ	Myers Equipment Corporation		3,601.95	
9/11/23	11741	CDJ	ODACS, LLC		300.00	
9/11/23	11742	CDJ	Ricoh USA, Inc		82.09	
9/11/23	11743	CDJ	Refitt's Garage & Towing Servi		1,050.00	
9/11/23	11744	CDJ	Verizon Wireless		2,696.44	
9/11/23	10431360	CRJ	Miami University	665,281.59		
9/12/23	11745	CDJ	PERS		77,960.56	
9/12/23	11746	CDJ	Rumpke Of Ohio Inc.		303.99	
9/13/23	09/13/23	CRJ	BCRTA Items - Xfer checking to \$\$ saving		200,000.00	
9/13/23	0049831181	CRJ	Cincinnati BOVR	150.00		
9/14/23	PRWE 09/08/23	GENJ	1609		365.88	
9/14/23	PRWE 09/08/23	GENJ			22,502.71	
9/14/23	PRWE 09/08/23	GENJ			3,471.34	
9/14/23	PRWE 09/08/23	GENJ	1605		69.23	
9/14/23	PRWE 09/08/23	GENJ	1608		318.02	
9/14/23	PRWE 09/08/23	GENJ	1606		93.15	
9/14/23	PRWE 09/08/23	GENJ	1607		159.17	
9/14/23	PRWE 09/08/23	GENJ	1610		443.09	
9/14/23	PRWE 09/08/23	GENJ			120,136.17	
9/15/23	AT 9/16/2023	CDJ	Paycom		1,221.25	
9/15/23	09/15/2023	CRJ	BCRTA Items - Xfer \$\$ saving to checking		200,000.00	
9/25/23	11747	CDJ	Cintas Uniforms		355.74	
9/25/23	11748	CDJ	AFFIRM Agency		13,283.00	
9/25/23	11749	CDJ	ABC Muncie Transit Supply		629.88	

9/25/23	11750	CDJ	Alpine Valley Water Co., Inc.			55.75
9/25/23	11751	CDJ	Bethesda Healthcare, Inc.			2,825.65
9/25/23	11752	CDJ	City of Hamilton - Utilities			2,830.79
9/25/23	11753	CDJ	Cornett's Pressure Cleaning			1,640.00
9/25/23	11754	CDJ	Cintas Uniforms			3,670.01
9/25/23	11755	CDJ	Fuller Ford			435.27
9/25/23	11756	CDJ	Gillig LLC			1,082.40
9/25/23	11757	CDJ	Gilbarco Inc.			1,768.00
9/25/23	11758	CDJ	Heritage-Crystal Clean, LLC			431.12
9/25/23	11759	CDJ	City of Hamilton - Hamilton Fi			105.00
9/25/23	11760	CDJ	Interstate Billing Service, In			552.20
9/25/23	11761	CDJ	Isaac Wiles & Burkholder, LLC			1,930.50
9/25/23	11762	CDJ	Myers Equipment Corporation			795.30
9/25/23	11763	CDJ	Ohio Deferred Compensation			1,570.00
9/25/23	11764	CDJ	Preferred Fire Protection, Inc			195.00
9/25/23	11765	CDJ	Prosource			1,056.72
9/25/23	01117768	CRJ	Butler County Veterans Service	16,115.46		
9/25/23	492095	CRJ	BCRTA Items	100.00		
9/28/23	PRWE 09/22/23	GENJ				125,833.41
9/28/23	PRWE 09/22/23	GENJ	1613			69.23
9/28/23	PRWE 09/22/23	GENJ	1615			318.02
9/28/23	PRWE 09/22/23	GENJ	1611			302.21
9/28/23	PRWE 09/22/23	GENJ				3,345.96
9/28/23	PRWE 09/22/23	GENJ	1617			434.23
9/28/23	PRWE 09/22/23	GENJ	1612			265.84
9/28/23	PRWE 09/22/23	GENJ				23,486.83
9/28/23	PRWE 09/22/23	GENJ	1616			159.17
9/28/23	PRWE 09/22/23	GENJ	1614			93.15
9/29/23	3269156180	CRJ	Federal Transit Administration	343.00		
9/29/23	3269155990	CRJ	Federal Transit Administration	4,933.00		
9/29/23	3269156053	CRJ	Federal Transit Administration	452,295.00		
9/29/23	11766	CDJ	Altafiber			141.95
9/29/23	AT 9/29/2023	CDJ	Paycom			1,286.08
			Current Period Change	1,664,191.40	989,698.50	674,492.90
9/30/23			Ending Balance			713,677.75

**Savings - PNC (National City)**

9/1/23			Beginning Balance			60,076.61
9/1/23	09/01/23	GENJ	Service Charge			3.22
9/18/23	MAS 091823	CRJ	Farebox Receipts	2,022.68		
9/29/23	09/29/23	GENJ	Interest Income	0.48		
			Current Period Change	2,023.16	3.22	2,019.94
9/30/23			Ending Balance			62,096.55

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

9/1/23			Beginning Balance			2,205,779.70
9/1/23	09/01/23	GENJ	Service Charge			3.00
9/13/23	09/13/23	CRJ	BCRTA Items	200,000.00		

9/15/23	09/15/2023	CRJ	BCRTA Items	200,000.00		
9/29/23	09/29/23	GENJ	Interest Income	<u>19.28</u>		
			Current Period Change	400,019.28	3.00	400,016.28
9/30/23			Ending Balance			<u>2,605,795.98</u>

**Investment - STAR Ohio**

9/1/23			Beginning Balance			4,937,114.91
9/29/23	09/29/23	GENJ	Interest Income	<u>22,412.86</u>		
			Current Period Change	22,412.86		22,412.86
9/30/23			Ending Balance			<u>4,959,527.77</u>

**BCRTA  
Cash Reserves**

**September 2023**

Current Assets	9,990,246.97
Current Liabilities	<u>(699,800.57)</u>
<b>Available Funds</b>	<b>9,290,446.40</b>

**Board Reserves**

Local Share Grant Obligations		
OH-2018-21-00 Super Grant	293,770.75	
OH-2021-56-00 Super Grant	1,564,205.00	
OH-2023-22-00 Mobility Management	53,908.50	
OH-2021-60-00 Chestnut Fields	3,525,340.00	
Less Miami University Chestnut Fields Match	(1,600,000.00)	
Less Projected Local Match	<u>(2,453,527.74)</u>	MU, R6, VA, UTP, OTPP
Match Required or (Overmatch)	1,383,696.51	
FTA Grants	1,383,696.51	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 Bid + 10% cont.	<u>1,344,718.05</u>	
<b>Total Board Reserves</b>	<b>6,187,491.12</b>	
<b>Non-Restricted Funds</b>	<b>3,102,955.28</b>	



## 2024 Meeting Dates

MONTH	Deadline for BCRTA Agenda Items	Transit Alliance of Butler County	BCRTA Committees	BCRTA Public Board Meeting
	4:00 PM	11:30 AM	8:00 AM	8:00 AM
January	3	10	10	17
February	1	NONE	14	21
March	6	NONE	13	20
April	3	10	10	17
May	1	NONE	8	15
June	5	NONE	12	19
July	3	10	10	17
August	1	NONE	14	21
September	4	NONE	11	18
October	2	9	9	16
November	6	NONE	13	20
December	NONE	NONE	NONE	NONE

**BCRTA Resolution No: 23-11-01**

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**Adoption of the FY2024 Accrual Operating Budget for the Butler County Regional Transit Authority (BCRTA).**

**Whereas**, the FY2023 appropriations for the Butler County Regional Transit Authority (BCRTA) will expire on December 31, 2023; and

**Whereas**, it is the desire of the BCRTA to appropriate the following funds to provide for the operating expenses of the agency during FY2024:

FY2024 Accrual Budget Summary (details contained in attached Exhibit):

Revenues:	\$11,116,725
Expenses:	\$10,083,233

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

Section 1: That the BCRTA Board of Trustees hereby authorizes the adoption of the attached FY2024 Accrual Operating Budget.

SECTION 2: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent part thereof.

SECTION 3: It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were in meeting open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Adopted: November 15, 2023



Chris Lawson, President



Matthew Dutkevich, Executive Director



**2024 Proposed Operating Budget**

Draft - Subject to Board Approval

	<b>2023</b>	<b>2024</b>		<b>2023</b>	<b>2024</b>
	<b>Current</b>	<b>Proposed</b>		<b>Projected</b>	<b>Tax</b>
	<b>Budget</b>	<b>Budget</b>			<b>Budget</b>
<b>Revenues</b>					
Passenger Fares	\$ 121,125	72,000	Better payment options with Via, increased # of drivers to meet demand	56,196	123,548
Contract Fares	310,000	303,000	BCVSC contract	255,306	316,200
Partnership Transit Rev.-COM	1,236,000	2,654,868	COM Funding for Regional Routes and all ADA & DR Service with BCRTA	1,088,566	1,435,667
Transit Development Rev.-MU	2,447,312	2,944,679	Drivers, updated rate, less match provided by BCRTA	2,660,114	2,496,258
Management Services	274,714	296,688	MU at normal service level with increase to hourly rate	137,357	280,207
Other Services	-	71,240	CPI increase to monthly rate, no match provided by BCRTA	-	-
Interest & Other	134,390	264,180	Maintenance on MCI buses for COM.	267,105	137,078
Agency Funding	90,000	47,598	Interest income, scrap sales, refunds, bus sales, etc.	149,529	91,800
State Funding	284,000	-	Support from CDBG, TABC 5310	270,960	289,680
Federal Funding	5,874,868	4,462,472	No state operating funds	5,712,933	4,872,924
Park-n-Ride Program	300,000	-	Assumes 100% CRRSA funds	519,744	-
In-Kind Items	-	-	None - COM starts CR in January 2024	-	-
<b>Total Revenues</b>	<b>\$ 11,072,409</b>	<b>11,116,725</b>		<b>11,117,811</b>	<b>10,043,362</b>
<b>Expenses</b>					
Wages	\$ 3,872,323	4,632,394	Salary Study wage adjustments for full year, Annual increases, New Positions filled	3,779,356	4,002,086
Fringes	1,821,597	2,880,435	Full time benefits, plus PERS, Medicare, WC, & PTO	2,128,155	1,890,453
Services	697,788	774,398	Mkting, Legal, IT Services, Pressure washing, other prof. services	658,064	556,744
Materials & Supplies	964,250	1,155,956	SAAS fees, Fuel Costs and RV Parts at Moderate Rates	982,633	983,535
Utilities	90,320	115,000	Communication Costs w/ wifi on MCI buses (cost passed to COM)	83,022	92,126
Insurance	304,175	350,850	OTR coverage and hardening market driving cost up, Health Pool Admin Costs	345,368	310,259
Taxes	-	-	None Planned	-	-
Purchased Transportation	300,000	-	None - COM starts CR in January 2024	519,744	-
Misc. Items	130,254	124,200	Staff training/travel, Advertising, Membership fees	120,294	183,859
Leases & Rentals	-	-	None Planned	-	-
Contingency	50,000	50,000	Contingency	15,000	50,000
<b>Total Expenses</b>	<b>8,230,707</b>	<b>10,083,233</b>		<b>8,631,635</b>	<b>8,069,062</b>
<b>Gain/Loss before Depr, NP &amp; OPEB Exp</b>	<b>2,841,702</b>	<b>1,033,492</b>	To cover Local share of Depreciation, Net Pension & OPEB Expenses	<b>2,486,176</b>	<b>1,974,300</b>
BCRTA share of Depreciation	290,662	288,000	BCRTA share of Depr = approx \$24K/mo.	288,000	288,000
Est. Net Pension & OPEB Exp. (Income)	(711,318)	388,953	Estimated Net Pension & OPEB Expense (Income)	388,953	-
<b>Gain/Loss</b>	<b>\$ 3,262,358</b>	<b>\$ 356,539</b>		<b>\$ 1,809,223</b>	<b>\$ 1,686,300</b>

## BCRTA Resolution No. 23-11-02

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### **Authorization of FY2024 Appropriations and Acceptance of the Butler County Regional Transit Authority (BCRTA) Fiscal Officer’s Certification of Funds and Estimation of Revenues.**

**Whereas**, the FY2023 appropriations for the Butler County Regional Transit Authority (BCRTA) will expire on December 31, 2023, and

**Whereas**, on November 15, 2023 the BCRTA Board of Trustees adopted a FY 2024 Accrual Operating Budget; and

**Whereas**, additional appropriations to include FY2023 carryforward items and FY2024 capital expenditures must likewise be adopted by the BCRTA Board of Trustees; and

**Whereas**, the BCRTA Board of Trustees authorizes the following fiscal year appropriations and accepts the fiscal officer certification of funds and estimation of revenues as follows:

#### FY2024 Funds & Appropriations

Projected Cash Balance 1-1-2024	\$ 7,243,156
Estimated Revenues	\$ 41,303,725
Authorized Appropriations	\$ 45,169,357
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Projected Year-End Funds	\$ 3,377,524

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

Section 1: That the BCRTA Board of Trustees hereby authorizes the above FY2024 appropriations and accepts the fiscal officer’s certification of funds and estimation of revenues. Furthermore, the BCRTA Secretary/Treasurer is authorized to do all things necessary to enact this resolution.

SECTION 2: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent part thereof.

SECTION 3: It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Board, and that all deliberations of this Board and any of its committees

that resulted in such formal actions were in meeting open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Adopted: November 15, 2023



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Chris Lawson, President



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Matthew Dutkevich, Executive Director

Butler County Regional Transit Authority (BCRTA)

I, Delene Weidner, Fiscal Officer of the BCRTA, hereby certify the following:

**Estimated Cash Balances as of 1-1-24 (General Transit Fund)**

On Deposit - Checking	39,184.85
On Deposit - Savings I	60,076.61
On Deposit - Savings II	2,205,779.70
On Deposit - STAR Ohio	4,937,114.91
BCRTA Petty Cash Fund	1,000.00
	<u>7,243,156.07</u>

**Estimated Revenues for FY2024 (General Transit Fund)**

BCRTA - FY24 Receivables	255,000.00
	<u>255,000.00</u>
FY2024 Operations	
Passenger Fares	72,000.00
Contract Revenues	303,000.00
Partnership Transit Revenues	2,654,868.00
Transit Development Program	2,944,679.00
Sale of Services	296,688.00
Park-n-Ride Program	-
Federal Operating Funds	4,462,472.00
State Operating Funds	-
Agency Operating Funds	47,598.00
Other Revenues	335,420.00
	<u>11,116,725.00</u>
Federal Capital Grant Funds	27,458,264.00
State Capital Grant/Other Funds	2,473,736.00
	<u>29,932,000.00</u>
<b>Total Funds Available</b>	<b>48,546,881.07</b>

**Anticipated Appropriations for FY2024 (General Transit Fund)**

BCRTA - FY24 Payables	255,000.00
	<u>255,000.00</u>
FY2024 Operations	
Wages	4,632,393.96
Fringes	2,880,435.21
Services	774,398.00
Materials & Supplies	1,155,956.48
Utilities	115,000.00
Insurance	350,849.73
Taxes & Fees	-
Purchased Transportation	-
Misc. Items	124,200.00
Leases & Rentals	-
Contingency	50,000.00
	<u>10,083,233.38</u>
FY2024 Capital Items	
Revenue Vehicles & Related Items	2,780,873.00
Transit Centers & Facility Improvements	31,632,850.75
Equipment, Technology, Amenities & Other	417,400.00
	<u>34,831,123.75</u>
<b>Total Appropriations</b>	<b>45,169,357.13</b>
<b>Projected Funds Available 12-31-24</b>	<b>3,377,523.94</b>

  
Delene Weidner - Fiscal Officer, BCRTA

11/2/2023

## BCRTA Resolution No. 23-11-03

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### Confirmation of Board Policy 6-02 Investments

**Whereas**, BCRTA is a Regional Transit Authority created by resolution of the Commissioners of Butler County, Ohio pursuant to Chapter 306 et seq. of the Ohio Revised Code; and

**Whereas**, the BCRTA is governed by a Board of Trustees that serve as trustees of BCRTA assets; and

**Whereas**, on March 18, 2009 the Board adopted Board Policy 6-02 Investments; and

**Whereas**, the policy includes a requirement for an annual Board review as part of the budget process.

Furthermore, the BCRTA Board of Trustees authorizes the Executive Director to take actions necessary to assure organizational compliance with the terms of this policy.

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

Section 1: That the BCRTA Board of Trustees hereby confirms the BCRTA Board Policy 6-02 Investments.

SECTION 2: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent part thereof.

SECTION 3: It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were in meeting open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Adopted: November 15, 2023



Chris Lawson, President



Matthew Dutkevicz, Executive Director

# BCRTA POLICY AND PROCEDURE MANUAL

## 6-02 Investments

*Effective Date: 03-18-09*

*Review Dates: 10-20-10; 11-16-11; 11-14-12; 11-20-13; 11-19-14; 11-18-15; 11-16-2016; 05-17-2017; 11-15-2017; 11-14-2018; 11-20-2019; 11-18-2020; 11-17-2021; 11-16-2022*

The BCRTA Board of Trustees shall ensure that all agency funds are invested in a manner consistent with applicable local, state, and federal laws. In doing such they will also ensure that adequate funds are available to meet short-term and long-term obligations as follows:

- All agency funds will be kept on deposit with financial institutions that are experienced in handling “public funds”.
- Funds shall be maintained in checking or short-term savings accounts equal to at least an amount to cover ninety days of approved operating/capital expenditures.
- Excess funds will be invested in instruments considered “low risk” such as money market savings accounts (or similar) and certificates of deposit. Any other types of investments will require prior approval of the Board of Trustees.
- The Board shall from time to time as required by local, state, and federal grantors, set aside and obligate any funds required to match grants from these agencies.

This policy will be reviewed annually by the Board of Trustees as part of the budget process.

## BCRTA Resolution No. 23-11-04

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### Confirmation of Board Policy 6-08 Reserves

**Whereas**, BCRTA is a Regional Transit Authority created by resolution of the Commissioners of Butler County, Ohio pursuant to Chapter 306 et seq. of the Ohio Revised Code; and

**Whereas**, the BCRTA is governed by a Board of Trustees that serve as trustees of BCRTA assets; and

**Whereas**, on October 20, 2010 the Board adopted Board Policy 6-08 Reserves; and

**Whereas**, on November 14, 2012 and June 18, 2014 the Board amended Board Policy 6-08 Reserves; and

**Whereas**, the policy includes a requirement for an annual Board review as part of the budget process.

Furthermore, the BCRTA Board of Trustees authorizes the Executive Director to take actions necessary to assure organizational compliance with the terms of this policy.

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

Section 1: That the BCRTA Board of Trustees hereby authorizes the Confirmation of Board Policy 6-08 Reserves.

SECTION 2: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent part thereof.

SECTION 3: It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were in meeting open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Adopted: November 15, 2023



Chris Lawson, President



Matthew Dutkevich, Executive Director

# BCRTA POLICY AND PROCEDURE MANUAL

## 6-08 Reserves

**Effective Date: 10-20-10**  
**Review Dates: 11-16-11;**  
**11-20-13; 11-19-14;**  
**11-18-15; 11-16-16; 05-17-2017; 11-15-2017;**  
**11-14-2018; 11-20-2019; 11-18-2020; 11-17-2021; 11-16-2022.**  
**Revision Dates: 11-14-12; 6-18-14**

The BCRTA Board of Trustees shall ensure that a portion of agency “cash and cash equal” funds are “reserved” or set aside to properly reflect future obligations. In doing such they will ensure that adequate funds are available to meet short-term and long-term obligations as follows:

- Funds will be “reserved” to meet the current outstanding local share match requirements of all open grant contracts net of anticipated matching funds. This will ensure the agency can meet all current grant obligations. These funds will be known as “Local Share Grant Obligations”
- Funds will be “reserved” to meet 2 months (or 60 days) of average current budgeted operating expenses (less any “non-cash” items such as the SORTA park-n-ride costs). This will ensure the agency can meet routine cash flow needs. These funds will be known as “Working Capital Funds”
- Funds will be “reserved” to meet the local share cash requirements of projected fleet and other capital replacements over a five year planning window. This will ensure vehicles and other assets are replaced on a regular basis. These funds will be known as “Capital Replacement Funds”
- Funds will be “reserved” to cover any long term debt. This will ensure that the agency has the required funds on hand to cover long term debt should any be issued based on market conditions and Board authorization. These funds will be known as “Debt Retirement Funds”.
- Funds will be “reserved” to cover unknown or unforeseen items in an amount established by the Board of Trustees at their discretion. These funds will be known as “Contingency Funds”.

The “reserves” will be calculated monthly (standard fiscal calendar) and reflected on the agency financial statements. Policy will be reviewed annually by the Board of Trustees as part of the budget process.

Funds available (or “cash and cash equal”) is defined as: cash on deposit, accounts receivable, and any other receivables which can be converted to cash less any payables or other short term obligations.



## Resolution No. 23-11-05

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### **Authorizing the Butler County Regional Transit Authority (BCRTA) to Apply for a 2024 Butler County Community Development Block Grant (CDBG) in Support of a Job Connection Shuttle Targeted for Low and Very-Low Income Residents the City of Fairfield and Butler County to Maintain a Basic Quality of Life, and Certifying the Availability of up to \$25,000 as the Required Local Match for the Requested Project.**

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

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

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

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

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

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

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

SECTION 2: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent part thereof.

SECTION 3: It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were in meeting open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Adopted: November 15, 2023



Chris Lawson, President



Matthew Dutkevich, Executive Director

## BCRTA Resolution No. 23-11-06

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### Adopting the Butler County Regional Transit Authority 2023-2026 Strategic Plan.

**Whereas** on September 18, 2019 the BCRTA Board of Trustees reaffirmed their mission and adopted the following vision and strategic objectives:

*“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.
- Enhance connectivity with constituents by leading in the implementation of new transit tech (onboard Wi-Fi tools).
- Improve mobility access and eliminate barriers to ridership, especially for riders who may be elderly or have disabilities.
- Support employers with effective workforce transportation in at least 75% of Butler County’s densest corridors.
- Develop multimodal infrastructure and wayfinding to create seamless user experiences; and

**Whereas** the BCRTA Board of Trustees determined that a new strategic plan was needed and convened on June 20, 2023, with the assistance of C. Robinson and Associates and executive staff to vision and establish new goals; and

**Whereas** agency staff, trustees, and the C. Robinson team have synthesized and reviewed the results of the June 23 session and identified the following strategic goals:

- Increase Education & Advocacy
- Enhance Revenues
- Engage Entrepreneurial Disruptive Technology
- Leverage Regional Partnerships
- Lead Workforce Development
- Adapt to Market Demands; and

**Whereas** BCRTA staff has developed a robust workplan that aligns with the goals of the proposed plan.

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

SECTION 1: The BCRTA Board of Trustees adopts the 2023-2026 Strategic Plan attached hereto as Exhibit A and incorporated herein by reference.

SECTION 2: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent part thereof.

SECTION 3: It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were in meeting open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Adopted: November 15, 2023



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Chris Lawson, Board President



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Matthew Dutkevich, Executive Director



# Butler County Regional Transit Authority

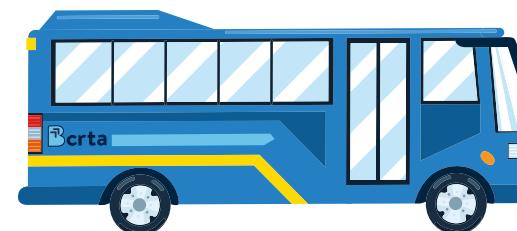
**STRATEGIC PLAN  
2023 - 2026**



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# ACKNOWLEDGEMENTS



## SITTING TRUSTEES

- Chris Lawson, President
- Perry Gordon, Vice President
- Nick Bauer
- Travis Bautz
- David Fehr
- James Foster
- Corey Watt
- Kathy Wyenandt

## PLAN FACILITATORS

**The role of C Robinson Associates extends beyond just planning;** they will be instrumental in helping BCRTA navigate the challenges of execution. Their expertise will be pivotal in ensuring that each strategic task is not only feasible but also anchored in best practices, innovation and operational excellence. Together with the BCRTA Executive Team and staff, they will ensure that the strategic plan is more than just a document; it becomes a living, breathing entity guiding BCRTA's actions every day.



# Letter from the Board President

**CHRIS LAWSON**

As President of the Board of Trustees for the Butler County Regional Transit Authority (BCRTA), I am pleased to convey my committed support for the 2024- 2026 Strategic Plan. Over the past decade, our agency has experienced significant growth and overcome numerous challenges, and our dedication to delivering exceptional transit services to the residents of Butler County has never been stronger. The development and finalization of the BCRTA Strategic Plan are critical to carving out our future and both timely and essential to best serving our Butler County citizens.

This plan symbolizes more than just a roadmap for our future; it encapsulates our commitment to ensuring that BCRTA remains at the forefront of regional mobility, servicing not just Butler County but expanding services to connect with the wider region.

The weight of our decisions, deliberations and actions cannot be understated. As guardians of the public trust and as stewards of BCRTA's mission, we have been entrusted with the significant responsibility of steering our organization into the future. Our role is pivotal in making BCRTA a beacon of progress, innovation and community partnership.

The impact we are poised to make on Butler County and the surrounding areas is monumental. Every strategy we enact, every policy we formulate, will reverberate across communities, shaping lives, influencing economies and molding the future of transit in our region.

Lastly, I want to express my unwavering belief in our capacity to lead BCRTA into a prosperous future. With our strategic plan as our compass and our shared dedication as our fuel, we will continue to serve our community with excellence.

***Together, let's craft a legacy of which we can be proud!***



**CHRIS LAWSON**  
BCRTA  
Board President

# Letter from the Executive Director

**MATTHEW DUTKEVICZ**

The future of transit in Butler County is at an exciting juncture. Since 2010, our team has taken Butler County Regional Transit Authority (BCRTA) from an on-demand service to a countywide service with lower fares. We have replaced our aging fleet, negotiated a long-term operations contract with Miami University, implemented countywide curb-to-curb service, developed regional connections and significantly grown our ridership.

Through collaboration with our local and regional colleagues, we are moving BCRTA forward by providing mobile app payments and scheduling for the BGo Dial-A-Ride service and the implementation of regional mobile ticketing with Metro in Cincinnati and Transit Authority of Northern Kentucky (TANK).

As we continue to navigate an evolving landscape, our strategic vision becomes even more critical. BCRTA is at a pivotal decision point in our history and this strategic plan represents an ambitious and bold vision for our future.

The Leadership Team and Board thoroughly reviewed our past accomplishments, current state and future aspiration to provide the citizens of Butler County with the transit solutions needed to drive economic development, provide regional connectivity and deliver access for all. This detailed work produced a set of goals accompanied by a meticulous timeline, offering clarity on our plan's our plan's optimistic outlook.

This strategic plan, formulated after extensive deliberation and consultation, offers a holistic view of our aspirations, strategies and the road ahead.

***As we embark on this journey, we invite you to join us in making BCRTA a beacon of excellence in the world of public transit.***



**MATTHEW DUTKEVICZ**  
BCRTA  
Executive Director



# INTRODUCTION



The Butler County Regional Transit Authority Board of Trustees along with the Executive Leadership Team recognizes that the evolution occurring in the industry requires an innovative shift in direction. Through work with local and regional partners, three key studies were scheduled to be completed during the first half of 2023: **(1) Alternative Fuel Strategy Zero Emission Vehicle Transition Plan, (2) Regional Transit Gap Analysis Plan and the (3) BCRTA Transit Plan.**

With the overarching objective of fortifying transportation accessibility and championing community connectivity, a significant responsibility rested upon the leadership team's shoulders. To effectively navigate this complex terrain and ensure a roadmap that resonated with the aspirations of Butler County and its surrounding geography, the Board and Executive Team engaged C Robinson Associates, a firm familiar with the transit industry and the Ohio Region to facilitate the development of the **Butler County Regional Transit Authority 2024-2026 Strategic Plan.**

The work began with collectively recognizing the need to dive deep into the organization's ethos, operational modalities and future aspirations. Through a site visit, tour of the transit network and a series of intensive interviews with Board members and the BCRTA Leadership team, the foundational groundwork for this project was laid. These interactions were not just perfunctory consultations; they were sessions of introspection, exploration and vision crafting.

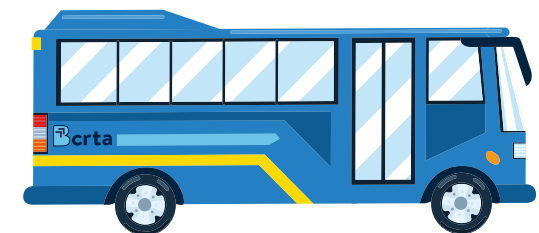
The clear intent was to develop a new Strategic Plan for the BCRTA. A plan that would not just be a document but a living testament to BCRTA's commitment to enhancing transportation options, supporting economic dynamism, forging local partnerships, and providing an unparalleled transit experience.

The methodology chosen for this endeavor was as meticulous as it was expansive. Breaking down the process into three principle phases ensured clarity and systematic progress. The Development Phase saw rigorous data collection, review of financial structures, discussions and agenda-setting. These efforts culminated in The Collaboration Phase, where the real magic happened. Team building exercises strengthened internal bonds, visioning sessions provided direction and a comprehensive Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis spotlighted BCRTA's stability, readiness and vulnerabilities.

The visioning component of the strategic work session was particularly enlightening. It challenged the team to dream big, look beyond the immediate horizon and imagine a future where BCRTA wasn't just a transit authority, but a cornerstone of community development and innovation. Meanwhile, the analysis wasn't just about identifying areas of improvement, but about celebrating successes and learning from challenges.

In essence, this Strategic Planning process, with a clear focus on fiscal responsibility, is a renewed commitment to a vision — one that propels BCRTA to new heights while always keeping its community at the core of every decision.

**As this strategic roadmap unfolds, Butler County and its residents can look forward to a transit future that's efficient, innovative and deeply interconnected.**



# Butler County Regional Transit Authority



## **BRIDGING GAPS, BUILDING CONNECTIONS**

In the southwestern part of Ohio lies the Butler County Regional Transit Authority (BCRTA), an embodiment of the county's commitment to enhancing its residents' quality of life and driving economic prosperity. Established in 1994 by the visionary Butler County Commissioners, the BCRTA stands as a testament to the belief that transportation is not merely about moving from one place to another; it's about creating opportunities, building connections and fostering community growth.

Derived from the Ohio Revised Code, Chapter 306, the creation of BCRTA was more than an administrative decision; it was a strategic move aimed at weaving a coordinated transportation program that resonated with the needs and aspirations of every Butler County resident. Governed by a dedicated nine-member Board of Trustees, appointed with care and foresight by the Butler County Commissioners, BCRTA's mission has always been clear and unwavering: to be the linchpin that supports Butler County's quality of life and economic vitality through innovative and accessible public transportation solutions.

The Butler County Regional Transit Authority (BCRTA) stands as an integral political subdivision of the State of Ohio, having been organized as a Regional Transit Authority under Ohio code in 1994. This establishment represents a crucial step in providing comprehensive and accessible public transportation services to the communities within and surrounding Butler County, Ohio.

## **OUR SCOPE:**

BCRTA actively serves numerous areas within and around Butler County, Ohio, including prominent locations such as Hamilton, Middletown, Fairfield, West Chester, Oxford and Miami University. As the designated recipient for federal transit funds, we channel essential financial resources towards ensuring expansive, efficient and reliable public transportation services for these communities. Our extensive operations highlight our commitment to fostering connectivity and accessibility for all residents and visitors.

## **OUR MISSION:**

**To support Butler County's quality of life and economic development through public transportation solutions.**

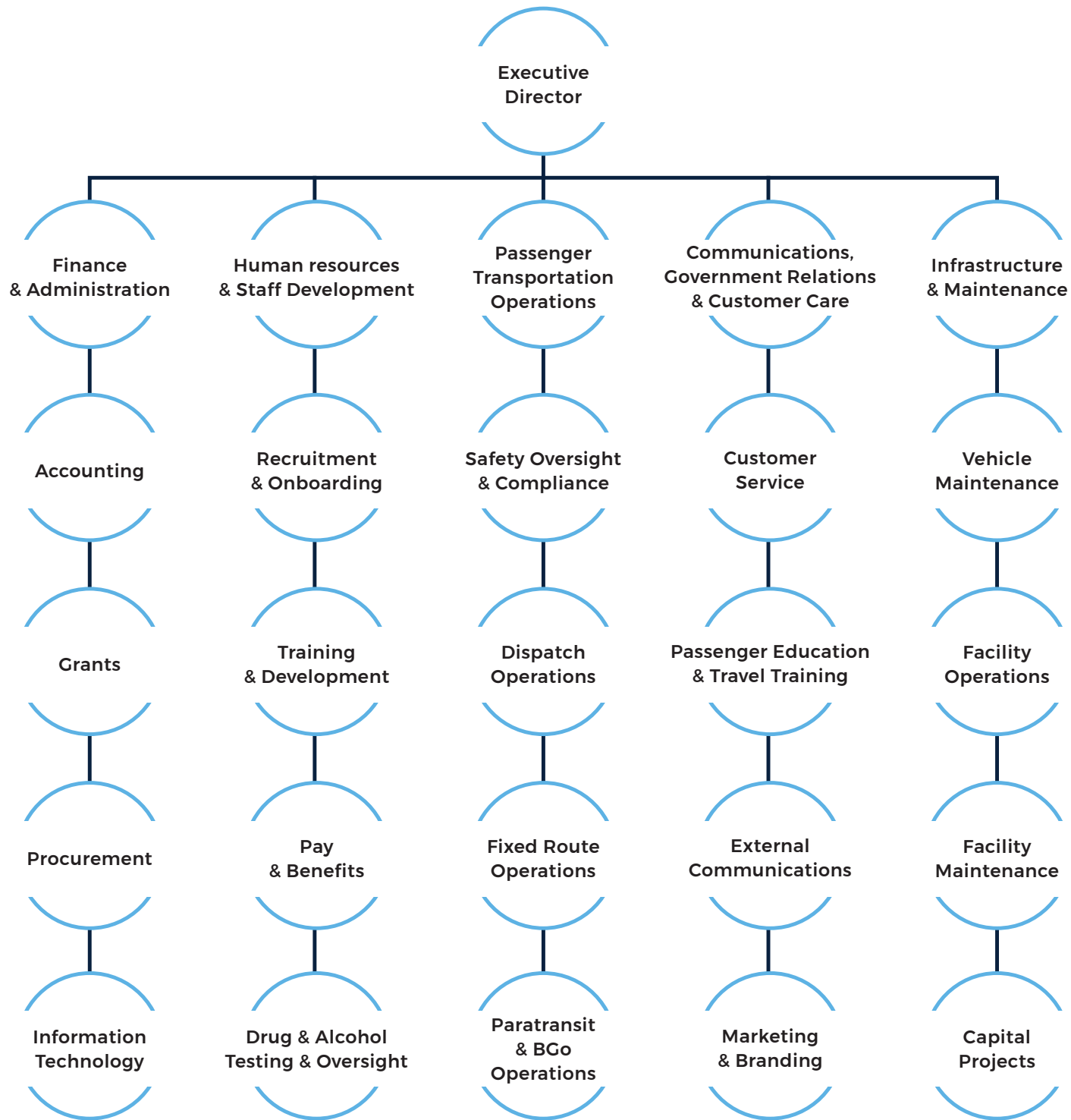
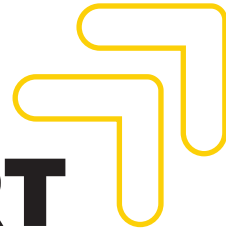
BCRTA is steadfast in its dedication to enhancing Butler County's quality of life and bolstering economic development. We achieve this through the provision of robust public transportation solutions, effectively connecting people with opportunities, services and community hubs across the area. Our operations reflect our unwavering commitment to the community, contributing significantly to the region's growth, sustainability and overall livability.

## **OUR APPROACH:**

Effective and objective facilitation forms the cornerstone of our operations at BCRTA. Our systematic approach focuses on the identification and prioritization of critical issues and priorities, ensuring alignment with our overarching mission. By continuously engaging with community stakeholders, local authorities and passengers, we remain attuned to the evolving needs and expectations within our communities. This dynamic and responsive approach allows BCRTA to deliver exceptional public transportation services, fostering enhanced mobility, accessibility and satisfaction for all.

**The Butler County Regional Transit Authority is more than a transportation agency; it's a catalyst for change, a beacon of hope and a partner in progress. With every route we chart and every journey we facilitate, BCRTA reaffirms its commitment to the residents of Butler County ensuring that every individual, irrespective of their background or needs, can move forward both literally and metaphorically.**

# ORGANIZATIONAL CHART



# SERVICE/METRICS



## IN 2022:

- \$8.2M annual budget.
- 447,178 one-way trips provided.
- 11,060 rides denied due to capacity constraints.
- 60+ buses, vans and transit vehicles.
- \$5.6M in annual local payroll.
- More than 4.8 million rides provided between 2012 and 2022.

**MORE THAN \$2M IN FEDERAL DOLLARS INVESTED LOCALLY BY BCRTA IN THE BUTLER COUNTY ECONOMY EVERY YEAR**

- 110+ transit employees.
- \$0 in local funding from Butler County, local municipalities and townships.



# Pioneering The Future



## Goal Area #1:

### INCREASE EDUCATION & ADVOCACY

Central to BCRTA's growth is its commitment to enhance community knowledge and involvement with the aim of amplifying the environmental, fiscal and economic impact of transit. BCRTA will underscore its efficiency in transit service delivery. Resources will be identified and allocated for marketing and communications, including the potential hiring of staff or collaboration with external agencies. The advocacy campaign will synergize with Miami University's Mobility Options and the 30th Anniversary Program for Summer 2024. An advocacy campaign telling the BCRTA story will be in full swing, emphasizing quality of life and fiscal transit impacts. BCRTA leadership will also champion their initiatives with elected officials. BCRTA will aim to elevate community engagement activities, targeting attendance growth. BCRTA's Executive Management and Board will craft a message around the transit industry's fiscal challenges to educate key stakeholders.

## Goal Area #2:

### ENHANCE REVENUES

BCRTA's leadership is poised to explore revenue avenues like long-term dedicated funding to support transit operations and investment and avoid an impending "fiscal cliff". Lessons from other successful models will guide our strategy. The creation of different scenarios evaluating the impact of potential long-term dedicated funding will be developed. Key decisions, like gaining the nod from county commissioners and support from the community, will be parts of the process. Strategic partnerships will be vital, targeting local businesses and emphasizing benefits for large populations historically under-served by transit, like West Chester and Liberty Township.

## Goal Area #3:

### ENGAGE ENTREPRENEURIAL DISRUPTIVE TECHNOLOGY

BCRTA recognizes the revolutionary role of disruptive technologies in shaping entrepreneurial landscapes. Through partnerships with Entrepreneurial Centers and incubators, collaboration with academic institutions and support for startups, BCRTA aims to foster innovation. Efforts will also involve procuring funds, engaging in tech-validation partnerships and establishing a hub for mobility tech advancements.

## Goal Area #4:

### LEVERAGE REGIONAL PARTNERSHIPS

BCRTA will seek to identify collaborations with neighboring transit agencies that result in positive outcomes for all involved. Strategies will focus on providing border-agnostic transportation to individuals across cities, county lines and the region. BCRTA will share its expertise and capacity to improve experiences for all.

## Goal Area #5:

### LEAD WORKFORCE DEVELOPMENT

BCRTA will seek opportunities and funding to provide workforce training and leadership opportunities in new and emerging technologies with direct benefits to the public transit industry, BCRTA and its peers.

## Goal Area #6:

### ADAPT TO MARKET DEMANDS

BCRTA aims to increase market responsiveness. Service scenarios will be developed to meet diverse needs. Partnerships with transit alliances like Uber and Lyft will be explored, ensuring a comprehensive approach to transportation.

BCRTA will engage directly with the community to identify needs and service gaps and propose right-size solutions such as new routes, mobility on demand, micro mobility, and other new and emerging solutions.

# BCRTA's strategic roadmap is mindful of potential external challenges:

- ↗ Economic downturns may influence transit demand and funding availability.
- ↗ Changing mobility preferences with more personal and green transit options.
- ↗ Regulatory changes may impact BCRTA's operational dynamics.
- ↗ Public perception: Any negative sentiment could affect ridership and support.
- ↗ Potential competition from private transit or tech firms.
- ↗ Technological disruption could revolutionize the transit landscape.
- ↗ Staff retention in an increasingly competitive job market.
- ↗ The current fiscal cliff with the expiration of CARES Act funding.



## The daily lives of our community members stand at the forefront of BCRTA's decisions and actions.

Understanding the significant impact that BCRTA can have on enhancing the quality of life for our community is paramount. Our services don't just provide transit; they elevate everyday experiences, bridge gaps and foster connectivity. Imagine a day where our community members are hindered in their daily activities due to a decrease in services or less efficient transit options. That's what's at stake. Mindful of a future "fiscal cliff," if BCRTA chooses not to progress and evolve we will not merely be standing still; we will risk losing our current efficiency and relevance.

Maintaining the status quo is not an option. Our commitment is to ensure that our community's aspirations are deeply intertwined with our vision for a progressive transit future. The BCRTA Board of Trustees and the Executive Leadership Team have always come together in a spirit of collaboration, working tirelessly to sculpt a future that mirrors the needs and aspirations of Butler County's community. Their combined expertise and vision are not just about discussions and plans; they're about real-life implications for our community members. Our foundational interactions weren't just corporate exercises; they were sincere attempts to understand our community's heartbeat. We didn't just exchange information; we explored, introspected and crafted a vision. Through these deep dives into BCRTA's ethos and goals, we've set the groundwork for transformative changes that promise a brighter transit future.

As we progress, this partnership's evolution will be synonymous with ensuring that our community thrives. Our expansive and visionary roadmap demands meticulous attention, with each task reflecting our overarching vision. We're fully committed to aligning our strategies with the dynamic needs of transit operations and, most importantly, the needs of our community.



## SUMMARY

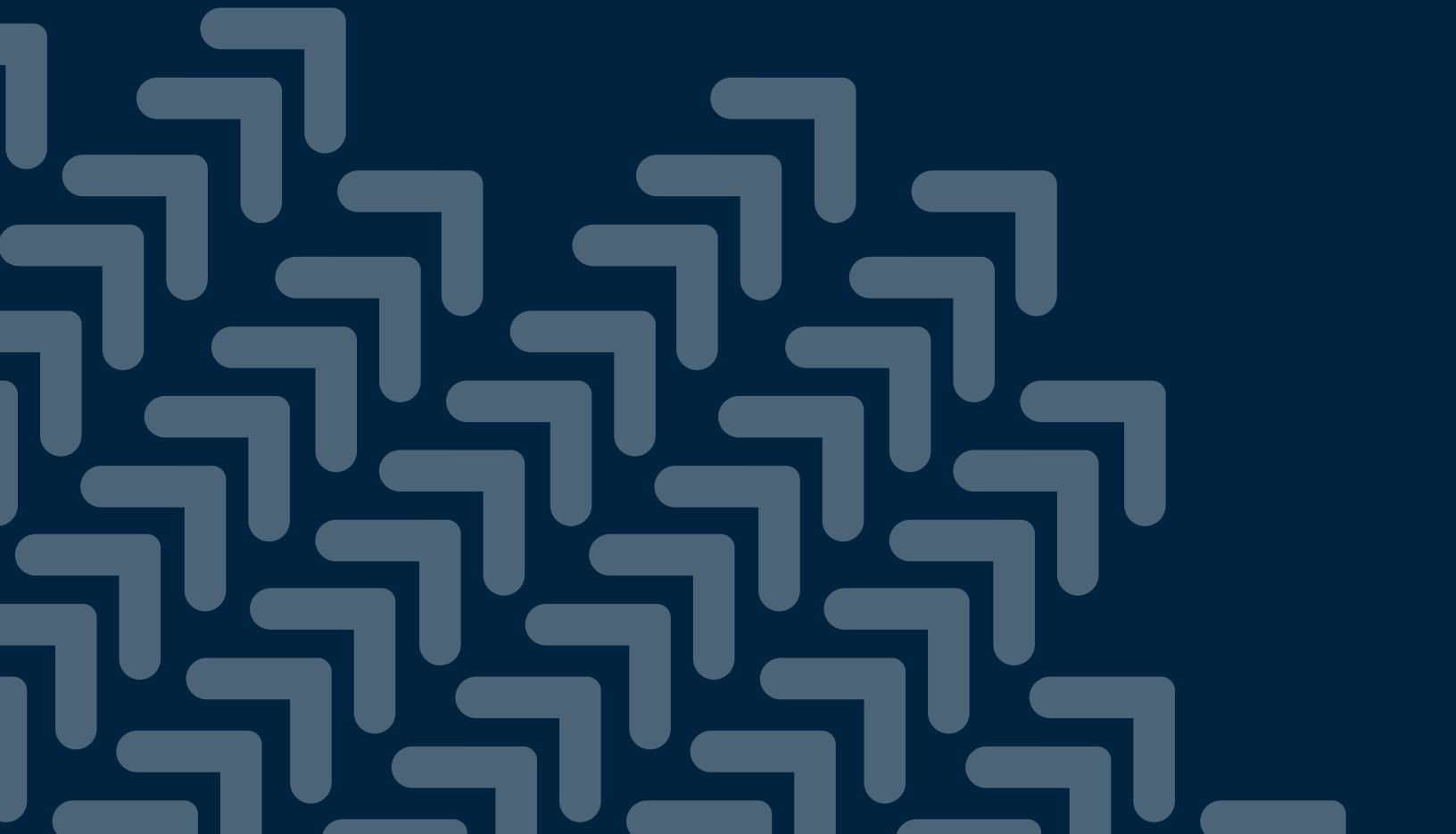
In conclusion, the renewed commitment to a shared vision has set BCRTA on an exhilarating path towards unprecedented growth and community engagement. With a meticulous roadmap in hand, the BCRTA is not just poised for transformation; it's ready to redefine public transit in Butler County. As the chapters of this partnership unfold, residents of Butler County can anticipate a transit authority that's not just about conveyance, but about connecting lives, fostering community growth and driving innovation for a brighter, more accessible tomorrow.



**Connect with us!**

Visit us at [ButlerCountyRTA.com](http://ButlerCountyRTA.com)

  @ButlerCountyRTA





**TO:** BCRTA Board of Trustees

**FROM:** Meagan Varney, Procurement & Compliance Specialist

**RE:** *Action Item – 2023-053, Chestnut Fields On-Call Inspections and Testing Agency*

---

November 15<sup>th</sup>, 2023

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

Develop Multimodal Infrastructure

#### **RECOMMENDATION**

Adopt of a resolution authorizing the Executive Director execute a Contract with S&ME, Inc. Cincinnati for an amount not to exceed \$45,510.00.

#### **FINANCIAL CONSIDERATIONS**

- This is a contract for on-call inspection and testing services for the duration of the Chestnut Street Multimodal Station and Shared Services Facility construction project, with a total expenditure not to exceed \$45,510.00.
- The total expenditure includes 20% contingency from the proposal price, and reflects an approval amount that will allow for the testing agency to conduct all tests and inspections in presently unknown field and construction conditions without the necessity of returning for additional board approval.

#### **BUSINESS PURPOSE**

For the construction of the Chestnut Street Multimodal Station and Shared Services Facility, construction regulations require that BCRTA hire a qualified, licensed testing agency to be available under contract to conduct testing of all construction materials and handle all required inspections for the duration of construction of the building. To ensure the utmost objectivity in quality control this agency will work alongside, but separately from, both the Architect and Construction company for the duration of the project.

#### **PROCUREMENT CONSIDERATIONS**

Procurement Summary factors considered; based on BCRTA's personal experience and information provided by references, S&ME, Inc. Cincinnati have the capacity to perform these contracts, and are recommended for award.

#### **LEGAL CONSIDERATIONS**

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



## **BCRTA Resolution No. 23-11-07**

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### **Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for On-Call Inspections and Testing for the Chestnut Street Multimodal Facility Construction Project.**

**Whereas** on October 11, 2023, BCRTA solicited proposals from qualified and licensed testing agencies to perform all required inspections and tests at Chestnut Street Multimodal Station Construction Project, as needed during the duration of the Project; and

**Whereas** BCRTA requested that interested proposers demonstrate their technical capacity and approach to conducting testing and inspections of the type required for similar construction projects and to provide examples of their experience and project competency with those similar projects; and

**Whereas** BCRTA received five (5) proposals from Alt & Witzig Engineering, Inc., Geotechnology, LLC, Intertek-PSI, S&ME, Inc. Cincinnati and Terracon; and

**Whereas** a selection committee evaluated all proposals for Total Contract Price, Technical Capacity and Capabilities, Experience and Project Competency, and Approach; and

**Whereas** the selection committee, supported by recommendations from references, determined that S&ME, Inc. Cincinnati was the most advantageous to BCRTA.

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

Section 1: That the BCRTA Board of Trustees hereby authorizes the Executive Director to execute a contract between BCRTA and S&ME Inc., Cincinnati for the provision of on-call inspection and testing services for the Chestnut Street Multimodal Facility Construction Project for the duration of the Project in the amount of thirty-seven thousand, nine hundred and twenty five dollars (\$37,925.00), plus a 20% contingency at a cost not to exceed \$45,510.00 without additional board approval.

SECTION 2: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent part thereof.

SECTION 3: It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were in meeting open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Adopted: November 15, 2023



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Chris Lawson, President



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Matthew Dutkevich, Executive Director









# 50-Financials September 2023-combined

Final Audit Report

2023-12-13

Created:	2023-12-04
By:	Sarah Schwartz (schwartzs@butlercountyrta.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAApthfCU0YDk85r8RQw1IPDNkKmNEdsHij

## "50-Financials September 2023-combined" History

-  Document created by Sarah Schwartz (schwartzs@butlercountyrta.com)  
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-  Document emailed to Matthew Dutkevicz (dutkeviczmm@butlercountyrta.com) for signature  
2023-12-04 - 7:39:49 PM GMT
-  Document emailed to Christopher Lawson (lawsoncr@miamioh.edu) for signature  
2023-12-04 - 7:39:50 PM GMT
-  Email viewed by Matthew Dutkevicz (dutkeviczmm@butlercountyrta.com)  
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-  Document e-signed by Matthew Dutkevicz (dutkeviczmm@butlercountyrta.com)  
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