



**Board of Trustees**

Mr. Christopher Lawson,  
President

Mr. Perry Gordon,  
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Mr. Travis C. Bautz  
MidPointe Library System

Mr. David Fehr  
Butler County Department  
of Development

Mr. James A. Foster

Mr. Corey Watt

Ms. Kathy Wyenandt

Mr. Nick Bauer

**Executive Director**

Mr. Matthew M. Dutkevicz

**Legal Counsel**

Mr. Brian Zets  
Isaac Wiles  
Burkholder & Teetor, LLC

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

**Butler County Regional Transit Authority Board  
of Trustees**

**The BCRTA Board of Trustees is scheduled to meet on  
Wednesday, November 15, 2023 at 8:00 a.m. This meeting will  
be held at 3045 Moser Court, Hamilton, OH 45011.**

In accordance with the American Disabilities Act, if anyone has a disability and requires assistance or, in accordance with the Limited English Proficiency Executive Order, requires translation services, please call

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

## 2023 Butler County RTA Board of Trustees Attendance

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

X = Present

E = Excused

E\* = Online not Official

A = Absent

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

**November 15, 2023 8:00 AM**

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

PRELIMINARY AGENDA

I. Call to Order & Roll

II. Consideration of Absences

- a. Trustee David Fehr has requested to be excused.
- b. Trustee Travis Bautz has requested to be excused.

III. Consent Agenda (*Motion Requested*)

- a. Approval of the Agenda
- b. Approval of the October 18, 2023 Meeting Minutes

IV. Comments from Citizens

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

VI. Governance

- a. Appointment of 2024 Nominating Committee (Action of the President)
- b. Appointment of 2024 OKI Representative & Alternate (Action of the President)
- c. Appointment of 2024 Audit Procurement & Finance Chair (Action of the President)
- d. Appointment of 2024 Records Commission Chair (Action of the President)
- e. Ratify 2024 Meeting Calendar (*Motion Requested*)

VII. Action Items

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

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

**November 15, 2023 8:00 AM**

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

- e. **Resolution 23-11-05:** 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.
- f. **Resolution 23-11-06:** Adopting the Butler County Regional Transit Authority 2023-2026 Strategic Plan.
- g. **Resolution 23-11-07:** Authorizing the BCRTA Executive Director to Execute a Contract for On-Call Inspections and Testing for the Chestnut Street Multimodal Facility Construction Project.
- h. **MOTION:** Authorize the Executive Director to distribute a year-end staff bonus for all employees within budget and not to exceed \$15,000 in total.

VIII. Committee & Staff Reports

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

IX. Adjourn (*Motion Requested*)



Ms. Weidner explained the Financials as of August 2023, compared to the Annual Budget were included in the board packet. Total Revenues of \$7.2M were just under budget at 65.2% and continued previous trends. Ms. Weidner explained that over-budgeted amounts in Agency Funding were due to some CDBG funds intended for 2022, being allocated to 2023. Expenses of \$5.7M were over budget at 69.2% and also followed the previous months' trends. Medical Insurance remains the driver of the overbudget in Fringes and this account is expected to end the year overbudget. The Gain before Est. Depreciation, Net Pension & OPEB Expense was \$1.5M.

The Transaction logs for the month of August were included in the packet presenting all cash transactions for the period. No unusual transactions occurred during this timeframe. The balance sheet for August 2023 was presented with normal balances for assets, as well as liabilities and equity. A timing issue with Miami University resulted in a higher-than-normal balance in Accounts Receivable, but as of the board meeting, their account is current.

Ms. Weidner passed out an updated Cash Reserves. At the end of August, Available Funds were approximately \$9.1M. Total Board Reserves were at \$6.2M, and Non-Restricted Funds were \$2.9M. The Needed for the Chestnut Fields @ Current Bid + 10% cont. of \$1.3M was updated to reflect the bid amounts and what is needed for a full 10% of contingency funds based on the tentatively awarded bid. Non-Restricted funds will be used for future operational needs and for the Chestnut Fields facility.

Trustee Foster asked to clarify that the fund for Chestnut Street does include the entire 10% contingency. Ms. Weidner explained that she has researched that most construction projects have a normal contingency of 5-10%, so she budgeted for 10%. Ms. Weidner further explained that this leaves non-restricted funds of almost \$2.9M.

Trustee Foster moved to approve the treasurer's report. Trustee Wyenandt seconded. All voted in favor of approval.

## **VI. Governance**

### **Trustee Vacancy**

Mr. Dutkevicz explained that Butler County Regional Transit Authority still has one vacant seat available on the BCRTA Board of Trustees. The Butler County Board of Commissioner's has communicated that a recommendation is needed, as the position has been posted for over six (6) months. Mr. Dutkevicz further explained that the Commissioner's office will complete their own vetting process once they receive a recommendation from the BCRTA Board.

Mr. Dutkevicz stated that the four (4) applicants that have been interviewed are listed in the Board packet. The Executive Committee did meet last week and discussed recommendations. Trustee Gordon stated that the two most recent applicants, Mr. Dannel Shepard and Mr. Robert Bertsch were the first and second choice preferences for the available Trustee position. Trustee Foster stated he agrees with Trustee Gordon that these two (2) applicants are the top recommendations. Trustee Watt added his approval that these applicants were capable, knowledgeable and passionate. Trustee Watt continued that Mr. Shepard adds a business perspective to the BCRTA Board.

Trustee Watt moved to nominate Mr. Shepard for the Butler County Regional Transit Authority Board of Trustees. Trustee Wyenandt seconded the motion. The motion was approved.

Trustee Foster moved to nominate Mr. Robert Bertsch as second choice for the Trustee position on the BCRTA Board. Mr. Watt agreed and moved to amend his original motion to include a Mr. Bertsch as a second choice. Mr. Foster seconded. All voted in favor.

### **Endorsements of Reappointments**

Mr. Dutkevicz explained that Trustees Lawson, Gordon and Foster all had terms that were expiring at the end of 2023. All three (3) Trustees have agreed to be reappointed. A recommendation endorsement will be sent over to the Butler County Board of Commissioners.

Trustee Fehr moved to recommend the reappointments. Trustee Bauer second the motion. All voted in favor of approval.

### **VII. Action Items**

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

Mr. Dutkevicz explained that this Resolution is authorization to negotiate and execute a ground lease with Miami University for the purpose of constructing the Chestnut Street Multimodal Station. Mr. Dutkevicz explained that this lease has been two (2) years in the making. It is accompanied by a 40-page document outlining the provisions. Ms. Varney has been working closely with the BCRTA Real Estate attorney at Issac Wiles, Mr. Patrick Pickett. Mr. Pickett was present at the Executive Committee meeting last week to explain the details present in the Chestnut Street lease.

Mr. Dutkevicz explained that due to federal funds being used in the Chestnut Street Multimodal Station project, there are many federal regulations that must be adhered to. While BCRTA is accustomed to these types of regulations, the regulations had to be translated into the lease agreement. Federal regulations are non-negotiable. These regulations must be followed in order to have access to the funds.

Mr. Dutkevicz stated that the term of the lease is forty (40) years, and this is stipulated by the federal time frame for a depreciating asset. This project is not considered "real property" because BCRTA is not purchasing the land. Since this is a ground lease, the facility will be considered an "improvement," and does not fall under real property valuation rules.

Mr. Dutkevicz continued that there is a claw back provision. As the facility is being built using FTA funds, the facility must be used for public transit for 40 years, until the property fully depreciates. Full depreciation will conclude at the end of BCRTA's lease with Miami University. If the facility is removed from public transit use prior to the end of the lease, the federal interest must be repaid. There was considerable negotiating on this point in the lease. If BCRTA vacates the facility by choice or by some type of breach of contract, prior to the end of the 40-year lease, then BCRTA will be responsible for repayment of the federal interest owed. If BCRTA is no longer permitted

within the facility prior to the end of the 40 year lease by Miami, and no breach and no fault has occurred, then Miami University assumes all responsibility to repay all federal interest

Ms. Varney added that there is an incredible amount of remedy language within the lease, protective provisions for both BCRTA and Miami University.

Mr. Dutkevicz stated that the lease has a cost of \$480 for the entire forty (40) year term, which is \$1 per month. In addition, title security on the property is vital, so that BCRTA is certain that the land has a clear title. To this end, BCRTA would like to purchase a Title Insurance policy, that will cost approximately \$60,000.00 and BCRTA will propose splitting this cost with Miami University.

Mr. Dutkevicz did state that while there are a few items, such who is paying for title insurance and possibly negotiating the price of the bonds down, he felt that this lease, after two years of working with Miami University, is an equitable deal. Most of the language within is driven by federal regulation.

Trustee Watt asked if the lease included a provision for rights if BCRTA would want or need to expand the facility in the future. Mr. Dutkevicz, as well as Ms. Varney did assure Trustee Watt that the lease, on Article 6, page 17, does provide for these future provisions. Trustee Watt disagreed and felt as though the lease did not support future expansion. Ms. Varney explained that while there is no 100% certainty, the agreement is about transparency on both parts of BCRTA and Miami University. Mr. Dutkevicz added that the lease states "...at the University's discretion, consent will not be unreasonably withheld". Ultimately, the land is owned by Miami University and BCRTA is leasing it from Miami, putting Miami in control. BCRTA has control of what is required to construct and run a facility for the use of public transit.

Trustee Fehr expressed his appreciation for all the work done on the Chestnut Street Multimodal Station.

Trustee Foster expressed that he felt everyone has done the very best that could be done. Trustee Foster continued to state the importance of the project, and that all entities involved want this project to move forward.

Mr. Dutkevicz added that once the Amtrak platform gets online, the facility will receive national attention from cities of similar sizes.

Trustee Foster moved to adopt Resolution 23-10-01. Trustee Gordon seconded.

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

Mr. Bauer	Yes
Mr. Bautz	ABSENT
Mr. Fehr	Yes
Mr. Foster	Yes
Mr. Gordon	Yes
Mr. Lawson	ABSTAINED
Mr. Watt	Yes



Ms. Wyenandt	Yes
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The resolution was adopted.

**b. Resolution 23-10-02: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for Construction and Project Coordination Services for Chestnut Street Multimodal Station.**

Mr. Dutkevicz explained this is the construction Resolution. Ms. Varney added that this bid had already been submitted once before for solicitation. The bids came back and were far too high. BCRTA went back to the architects and asked them to do some value engineering, and some hard decisions were made with the architects. The project was placed out for bid again, and this time, BCRTA received three bids. All three bids were within acceptable range. The low bid was Graybach Construction. Graybach's price allowed BCRTA to accept all alternates, such as the bus wash, fuel canopies and painting, within the budget. Bowen did an interview and scope review with Graybach, which consists of an exhaustive list of questions about the project, their understanding of the project and the pricing they used. Bowen then prepared a written report of these findings and wrote a letter of recommendation, stating that Bowen agrees that Graybach understands the project. Bowen then formally recommended Graybach Construction to be the contractor for BCRTA.

Mr. Dutkevicz added that this is a single prime contract for Graybach to do all of the construction and management. Bowen will stay on to help with construction management and oversight for BCRTA. BCRTA will also be hiring a testing agency to do some independent testing. This independent testing agency will report to BCRTA, but the results will be reviewed by Bowen.

Mr. Dutkevicz stated that normally there would be a 10% contingency but for this project, he felt that would not be appropriate. The contingency was reduced to 2.5%. This gives staff the ability if something comes up and there is no Board meeting scheduled, or if a meeting was just held, to continue the project without significant delay. The 2.5% equates to less than \$500,000. This amount was recommended by Bowen. Any amount over this would need to be brought to the Board for additional authorization if the 2.5% contingency was used and would be exceeded. Mr. Dutkevicz continued, there is a soil fill allowance built into the base bid because the remediation of the fuel tanks is an area of concern. The old fuel tanks must be removed and those have been in the ground since the 1950's or 1960's. This presents some unknown factors. Once these issues are resolved, it is all new construction above ground and unforeseen situations should be limited.

The alternates that were able to be included in the construction, such as the bus wash, will be just the shell, which will have plumbing and the tanks to harvest rainwater. However, it will not be washing buses until it is fitted with the wash rack system. That was needed for the bid to come in at an acceptable amount. Eventually an RFP will be going out for the rack system. Other alternates included canopies over the fuel island and some painting.

Trustee Foster, citing conversation within the Executive Committee last week, stated that he feels that not only staff, but consultants as well have exhausted all possibilities in protecting BCRTA, as well as Miami University and stated he is comfortable going after this contract.

Trustee Fehr asked for clarification as to whether the resolution being presented, was it a contract with Bowen, or a contract with Graybach. Both Mr. Dutkevicz and Ms. Varney confirmed the resolution is a contract with Graybach.

Trustee Watt asked, pertaining to the design and landscaping of the new Chestnut Street Multimodal Station, who exactly would be working with Miami on the final building and landscaping design? Would it be Bowen, Graybach or BCRTA? Mr. Dutkevicz assured Trustee Watt that every design set that has been sent to Miami University has been approved. Mr. Dutkevicz further stated that Miami University has had a large amount of input about the building.

Trustee Fehr asked if BCRTA is required to turn the property over to Graybach at a certain time, and if there was a date limit to the price quote. For example, if the lease is held up on Miami University's end for six (6) months, is the price for concrete still going to be good? Mr. Dutkevicz stated that although BCRTA is not required to turn over the property at any specified time, the pricing is only good for so long. This is also why it is imperative to get the resolutions passed, and the lease approved by Miami University so that construction can proceed. Ms. Varney added that once a 'Notice to Proceed' is given to Graybach, that is the formal beginning and all prices quoted are locked in.

Trustee Fehr inquired about the winter weather affecting any part of the project. Mr. Dutkevicz assured him that Bowen had conversations with all bidders about the weather. Bowen has stated that weather will not be an issue. Snow removal and keeping access to city property was included in all agreements.

Mr. Dutkevicz explained that one of the biggest savings of the project was reducing the covered lanes from two (2) to one (1). The Chestnut Street Multimodal Station now only has one covered lane. If BCRTA needs that space in the future, it is available. This space is currently planned as "expansion space." It can also be used to host a regional provider as well.

Trustee Watt moved to adopt Resolution 23-10-02. Trustee Fehr seconded.

Upon a call of the roll, resulted as follows:

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

The resolution was adopted.

**VIII. Pending Future Action Items (review only)**

**a. Resolution 23-11-01: Adoption of the FY2024 Accrual Operating Budget for the Butler County Regional Transit Authority (BCRTA).**

Ms. Weidner presented the 2024 Proposed Operating Budget and Appropriations were presented. Ms. Weidner briefly highlighted some of the significant changes from the previous year's budget. The City of Middletown is budgeted at approximately \$1.4M higher than 2023, due to increases in their per-hour rate and less match provided by BCRTA. Most of the City's match will come from state funding. BCRTA will provide maintenance for the new commuter coaches owned by the City of Middletown, so Other Services now shows revenues of \$71K. Higher Wages and Fringes are budgeted due to annual increases, new positions filled, and additional drivers. Ms. Weidner pointed out the change to both the Park-n-Ride revenue and the Purchased Transportation expense – both eliminated as the commuter route will no longer be provided by SORTA.

**b. Resolution 23-11-02: Authorization of FY2024 Appropriations and Acceptance of the Butler County Regional Transit Authority (BCRTA) Fiscal Officer's Certification of Funds and Estimation of Revenues.**

Ms. Weidner explained the Budgeted Appropriations totaling \$43.6M include the operating budget and capital expenditures. Propane Buses and a Fueling facility were added due to LoNo Emission funding awarded at \$1.1M. Chestnut Street Station will be constructed, and a parking lot expansion is budgeted at 3045 Moser Court if funding can be secured. Capital Items of \$33.3M will be covered by State Grants, Federal Grants and Other Funds of \$29.8. Matching funds will be paid from contract revenues, interest and other funds and cash held in account.

**c. Resolution 23-11-03: Confirmation of Board Policy 6-02 Investments.**

Mr. Dutkevicz explained that this policy is simply being renewed. It is the Board of Trustees' responsibility to review and confirm these policies each year.

**d. Resolution 23-11-04: Confirmation of Board Policy 6-08 Reserves.**

Mr. Dutkevicz explained that this policy is simply being renewed. It is the Board of Trustees' responsibility to review and confirm these policies each year.

**IX. Committee & Staff Reports**

**a) OKI**

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

**b) Service & Metrics**

Mr. Morgan provided the Service & Metrics report.

**Leveraging Competitive Funding & Partnerships**

- **Average Fleet Age**

- 5.53 years – This is an increase of 13.74 percent from August 2022.

- **Subsidy per Passenger**

- The subsidy per passenger increased in August of 2023 in comparison to last August by \$3.36 or 17.2 percent.

- **Admin Cost Per Revenue Hour**

- Administrative Overhead cost per hour has decreased by \$1.29 or 4.7 percent comparing August of 2022 to August of 2023.

**Enhancing Connectivity**

- **BCRTA Transit App Users**

- BCRTA had 4,633 users during the month of August for the Transit App. This is a 0.26 percent decrease from the previous year.

- **BCRTA Transit App Downloads**

- BCRTA tracked 1,219 new downloads for the Transit App in August of 2023. This is a 34.54 percent decrease from the previous year.

- **BGO App Rides/Total BGO Rides**

- 28.4 percent of all trips were booked utilizing the mobile application. This is an 81.3 percent increase from August of 2023.

- **BGO App Downloads**

- BCRTA had 692 new users download the mobile application. This is a 51.88 percent increase from August of 2023.

- **BGO Mobile Payment & Total Trips**

- BCRTA completed 3,496 non - contracted trips in August of 2023. This is a 15.3 percent increase in completed, non - contracted trips from August of last year.
- No trips were paid for using the BCRTA mobile application (BrainTree).
- 37.91 percent of all trips were paid for using EZFARE.

**Improving Mobility & Eliminating Barriers**

- **Passengers Per Revenue Hour**

- Fixed routes had 8.29 passengers per revenue hour in August of 2023, this is a 11.1 percent decrease from August of 2022.

- Demand Response service had 1.57 passengers per revenue hour in August of 2023, this is a 5.4 percent increase from August of 2022.
- **Accidents and Injuries**
  - Fault Total – BCRTA experienced 2 fault accidents in August of 2023.
  - No Fault Total – BCRTA also had 4 no fault accidents.
- **Target Operator Staffing**
  - 67%
  - This number has increased by 2.52 percent from the previous year.
  - The yearly average was 75.45 percent.
- **Denials and Refusals/ Total BGO Trips**
  - 41.93 percent of all requested BGO trips were refused or denied in August of 2023 due to time and capacity limitations. This is a 31.8 percent increase from August of 2022.

#### **Supporting Employers**

- **42x Park and Ride Total Trips**
  - The 42x had 3,214 riders. This is a 55 percent increase from August of the previous year.
- **BGO Employment Trips**
  - BCRTA completed 1,897 BGO trips for the purpose of employment in August of 2023, this is a 9.38 percent increase from the same month the previous year.

#### **Developing Multimodal Infrastructure**

- **Goal**
  - This field is to show the progress of our upcoming Chestnut Fields Multi-Modal Transit Station. BCRTA has secured funding for \$25,649,471 of our \$25,471,690 goal.
- **Days Until Chestnut Fields Completed**
  - BCRTA expects this project to be completed within the next 639 days or 1.75 years.

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

Mr. Dutkevicz presented on behalf of Ms. Leveline.

Mr. Dutkevicz explained that in 2023, we are retaining employees. The data shows that BCRTA experiences the largest turnover in the first 90 days of employment with a new hire. Mr. Dutkevicz continued to explain that short-term retention is a much bigger issue.

Mr. Dutkevicz stated that he instructed Ms. Kettman to do wage benchmarking and a salary study. Ms. Kettman's study included nine (9) comparable businesses. All of the nine (9)

comparable businesses starting wages were higher than BCRTA. Most of these businesses were higher by more than \$3 per hour above BCRTA's starting wage. BCRTA's starting wage is \$16.50 per hour, however the hourly can go to \$20.29 if you have passenger transportation experience. Mr. Dutkevicz continued to stress that even transportation partners in the nonprofit sectors, and school transportation, are paying much higher wages, typically around \$21.00 per hour. These are local businesses that require comparable skills to the people BCRTA wishes to hire. Places such as Amazon and Kroger tend to poach BCRTA employees as well. BCRTA's full-time entry-level bus operators earn just above the poverty line. Mr. Dutkevicz explained that is not a great place to be for solid, reliable long-term employees.

Mr. Dutkevicz explained that while there are no proposals today, Trustees can see in the proposed budget where some changes can be made. Although not ready for these changes yet, BCRTA will exhaust other options as well.

Mr. Dutkevicz further stated in attending the APTA Conference, there was a tremendous amount of information gained about hiring practices and how advertisement and the volume of recruitment can make an impact on hiring outcomes. Going into 2024 BCRTA will do heavy advertising and recruitment, and if successful with volume, then do an analysis of wage versus what is spent on recruiting.

**d) Marketing**

Ms. Cowan briefed the board on current projects, including the CincyLink launch scheduled for January 2, 2024. Ms. Cowan said the new Cincylink website was live at [cincylinkbus.com](http://cincylinkbus.com) and encouraged everyone to check it out.

Ms. Cowan said the tentative groundbreaking date for Chestnut Fields is January 19, 2024. Miami will not sign off on the contract until December 18. Once signed, Save the Date invites will be going out.

Ms. Cowan stated that a meeting is scheduled to start planning BCRTA's 30th anniversary.

Ms. Cowan told the board that thanks to the new vehicle wrap contract, all vehicles with old branding will be wrapped no later than June 2024.

Ms. Cowan also mentioned that she is working on the first-ever BCRTA annual report.

**e) Procurement**

Ms. Varney stated the next three (3) MCI buses are due to arrive.

**f) Director's Report**

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

**A. Staffing & Facility**

**1. Staffing**

BCRTA is currently seeking to fill the following positions:

Facilities Technician I	Location: Hamilton, OH Department: Maintenance Type: Part Time to Full Time
Facilities Technician II	Location: Hamilton, OH Department: Maintenance Type: Part Time
Commuter Coach Driver - CDL	Location: Hamilton, OH Department: Operations Type: Part Time to Full Time
Operations Street Supervisor	Location: Hamilton, OH Department: Operations Type: Full Time
Operations Trainer	Location: Hamilton, OH Department: Operations Type: Full Time
Vehicle Operator - Fixed Route/CDL	Location: Hamilton, OH Department: Operations Type: Full Time
Vehicle Operator - No CDL	Location: Hamilton, OH Department: Operations Type: Full Time

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

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

## **B. Planning**

### **2. Strategic Plan**

Staff has continued to work with C Robinson & Associates over the past few months to refine the plan for public consumption and to create work tasks that we believe align with the board's vision. Those documents are included in this packet for review and discussion at the October board meeting. Staff are planning to finalize a document for adoption at the November 2023 meeting.

### **3. Warren County Transit Service**

BCRTA submitted a bid to operate WCTS on September 1. BCRTA was not successful. Staff will follow-up for a debrief on the selected bid and explore future potential partnerships.

### **4. Commuter Service**

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

Training is currently underway, and service will begin in January 2024. Branding of the service was completed in late summer and the Communications and Outreach team is now working with the marketing agency to begin rollout and awareness campaigns. [Cincylinkbus.com](http://Cincylinkbus.com) went live October 6. Final schedule information should be available in late November following completion of time trials.

### **5. Chestnut Street Multimodal Station**

Bids for construction of the Chestnut Street Multimodal Station came in under estimates on October 2. Staff will recommend an award at the October meeting.

Due to the complex nature of the project, there will be an Executive Committee meeting on

October 13<sup>th</sup> to walk through the finer details of the ground lease and construction contract. BCRTA and Miami are still putting finishing touches on the lease document, but the current draft has been shared as part of the committee and board packets. Staff will share updates as they become available. BCRTA staff will request authority to execute the lease at the October 18 meeting so that Miami University may consider the lease at their next Board of Trustees meeting to permit construction to begin in late December/early January.

Trustees with questions or concerns are encouraged to attend the 10/13 committee meeting to address clarifications and seek additional information from staff.

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

#### **6. Ohio Workforce Mobility Grant**

The Workforce Mobility Partnership Program was first established in Section 755.20 of Ohio House Bill 23. Through this act, \$15 million is made available each State Fiscal Year for 2024-2025 to support projects in the rural and urban areas of Ohio that easily and efficiently transport resident workforce members to economically significant employment centers or to places of employment outside of their resident community.

Although the program description leans into supporting operations and service, BCRTA staff have identified program rules that better position applications for capital resources. And, given that a portion of BCRTA's revenue vehicle parking deficit is due to the implementation of CincyLink, staff believe this program may be a good candidate to fund the expansion of the Moser Court parking area. Staff intend to apply this month. Awards should be due in December.

#### **7. 2023 Areas of Persistent Poverty (AOPP/HDC)**

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

#### **8. 2023 LoNo**

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

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

### **D. On the Horizon ...**

#### **9. 30<sup>th</sup> Anniversary**

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



**10. Triennial Review**

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

**11. Chestnut Fields Groundbreaking**

Due to the timing of lease execution and Miami University’s Board meeting schedule, BCRTA expects a ground-breaking event to take place in December or January, later than originally contemplated. Stay tuned for details.

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

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
Procurement, Maintenance, and Finance Software Integrated Solution – Phase II	BCRTA	150k	5	New
Parking Lot Construction	BCRTA	3M	Task	New
Tires (large bus)	BCRTA	TBD	1	New
Chestnut Fields Construction	BCRTA	24.3M	Task	New
Chestnut Fields FF&E	BCRTA	250K	Task	New
Onboard Tablets (81)	BCRTA	110K	Task	Scheduled Replacement
PC Workstations & Peripherals (37)	BCRTA	75K	Task	Scheduled Replacement
BCRTA & MTS Integrated Access Control & Security (Moser, MTS, Chestnut)	BCRTA & MTS	300K	5	New and Replacement

**X. Adjourn**

Trustee Watt moved to adjourn, and Trustee Wyenandt seconded. The motion carried. The meeting was adjourned at 9:42 AM.

Respectfully submitted,



Matthew M. Dutkevich, Executive Director



Chris Lawson, Board President

*Whitney Wilson-Harris*

**\*\*\*While the below may sound much like a complaint or a rant, it is in no way meant to be either one, it is merely just my recent experience, followed by suggestions to ensure it doesn't happen to anyone else in the same extent it happened to me.\*\*\***

**Via System: Last minute pickup address change**

**By now, we know that the Via system has its advantages and disadvantages. I hate to ever have to bring up one of the disadvantages, but I feel like I need to after my recent experience. With the Via system, you cannot change the address you need to be picked up at unless you completely cancel the trip and rebook it. This works fine-as long as the trip you need to change isn't on the current day. A few weeks ago, on October 5<sup>th</sup>, it was pouring down rain and windy after class. I was able to walk to the dining hall that was closest to my class building, because it was literally right down the street. But then, the rain didn't let up, and it was beginning to get dark. I called dispatch and asked if the bus could just pick me up at the dining hall, because there was no way I was making it back to Armstrong in that weather. She said the only way for that to happen was if I went in and cancelled the trip and rebooked it. I told her I can cancel the trip, but it's impossible to rebook it as ADA. The only way to rebook was if I did a general public, on-demand BGo trip and paid the \$5 fare. It was the peak time in the evening (5-7pm), and I knew there was no way I was**

**getting a trip if I did that. I explained this to her, and she said she couldn't do anything since the call center was closed. Since I knew I wasn't getting an on-demand spot, I left my original trip as it was, and I had to walk back to Armstrong, in the pouring rain, the dark, and the wind, which is not easy for me at all. When I got maybe 1/10 of a mile I realized there was no way I could walk it, (I have limited vision in the dark, it was raining, and it windy), and had to go to the nearest U4 bus stop. I took the bus the rest of the way, however, this made me go past the "5-minute mark" that the driver can wait for you. I called dispatch back again, and once again had to explain the situation (as the dispatchers had changed shifts), and she paged my driver and told him to hold up and to pull up behind the U4 at Miami Station C so I didn't get anymore soaked than I already was. She said the previous dispatcher just should've given the driver directions to where I was at instead of having me go through that since the address couldn't be changed without putting in another trip and cancelling my original one. My suggestion about this is, I know there probably isn't a way to fix this, but it would be helpful for those in the call center and the dispatch office to know that there isn't a way for us ADA clients to reinput the trip in as ADA in this circumstance- we're basically stuck without a way to get home (if no on-demand spots are available), or getting wet, cold, or both trying to get back to the spot where we were supposed to be picked up. This is dangerous for me with my mobility issues and my immune system. This will not be the only time this ends up happening to me. Now that the weather is changing, this is only the first of many (even though I try very, very hard to avoid it). I suggest there is a system in place so that everyone in the office knows what to do, and what to advise**

**the passenger, and the driver, to do should this circumstance arise. If it hadn't been for the U4 coming by in 5 minutes that night, I wouldn't have made it back (the next one after that was in 24 minutes, way after my pickup window). And I keep thinking how close I was to being stranded in Oxford. I do not have anyone else that can come get me. I can't take an Uber or a Lyft, because they aren't handicap accessible and don't assist you with any mobility devices. Plus, there's no way I can afford it. If I for whatever reason can't get the bus, I'm stuck. Taking the R3 wasn't an option that time. The realization that I might get stuck, it's a scary one. In the future, it would be helpful for the dispatchers to know what to do going forward if this arises, and that different dispatchers don't have different information on what can and cannot be done in this situation, as I stated briefly above, so nobody else has to experience the same thing I did.**

**Thank you for lending your listening ears (and reading eyes)!**

Appendix B

Updated Financials

<b>BCRTA</b>	
<b>Cash Reserves</b>	
<b>August 2023</b>	
Current Assets	9,598,413.47
Current Liabilities	<u>(534,925.32)</u>
<b>Available Funds</b>	<b>9,063,488.15</b>
<b>Board Reserves</b>	
Local Share Grant Obligations	
OH-2018-21-00 Super Grant	297,679.50
OH-2021-56-00 Super Grant	1,564,205.00
OH-2023-22-00 Mobility Management	53,908.50
OH-2021-60-00 Chestnut Fields	3,525,340.00
Less Miami University Chestnut Fields Match	(1,600,000.00)
Less Projected Local Match	<u>(2,457,517.93)</u>
Match Required or (Overmatch)	1,383,615.07
FTA Grants	1,383,615.07
Working Capital Funds (2 Mths.)	1,313,451.17
Capital Replacement Funds	2,145,625.40
Needed for Chestnut Fields @ Current Bid + 10% cont.	<u>1,344,718.05</u>
<b>Total Board Reserves</b>	<b>6,187,409.68</b>
<b>Non-Restricted Funds</b>	<b>2,876,078.47</b>









# 1-BCRTA Board 11-15-2023 Meeting Notice-combined\_4

Final Audit Report

2023-12-13

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