



Board of Trustees

Mr. Christopher Lawson,
President

Mr. Perry Gordon,
Vice President
City of Oxford
Police Department

Mr. David Fehr
Butler County Department
of Development

Mr. James A. Foster

Mr. Corey Watt

Ms. Kathy Wyenandt

Mr. Nick Bauer

Mr. Dannel R. Shepard

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, January 17, 2024 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	X	
Bautz, Travis	E	X	E	X	X	X		E	X	E	E	
Fehr, David	X	X	E	X	X	X		X	X	X	E	
Foster, Jim	X	X	X	X	X	X		X	X	X	X	
Gordon, Perry	X	X	X	X	X	X		X	X	X	X	
Lawson, Chris	E	X	X	X	E	X		X	E	X	X _(8:09)	
Watt, Corey	X	X	X	X	X	X		X	X	X	X	
Wyenandt, Kathy	X	E	X	X	X	X		X _(8:30)	X	X	X	

X = Present

E = Excused

E* = Online not Official

A = Absent

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

**January 17, 2024 8:00 AM
Butler County RTA Board Room
3045 Moser Court, Hamilton, OH 45011**

PRELIMINARY AGENDA

- I. Call to Order & Roll
- II. Consideration of Absences
- III. Consent Agenda (*Motion Requested*)
 - a. Approval of the Agenda
 - b. Approval of the November 15, 2023 Meeting Minutes
- IV. Comments from Citizens
- V. Secretary/Treasurer's Report – October & November 2023 (*Motion Requested*)
- VI. Governance
 - a. Oath of Office-Shepard
 - b. Accept Resignation of Trustee Bautz (*Motion Requested*)
 - c. Nominating Committee Report
 - d. Election of Officers
 - e. Conflict of Interest Disclosures
- VII. Action Items
 - a. **Resolution 24-01-01:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Purchase Builder's Risk Insurance for the Construction of Chestnut Street Multimodal Station
 - b. **Resolution 24-01-02:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract Between BCRTA and Commonwealth Land Title Insurance Company for the provision of Title Insurance

**Next Meeting Date:
February 21, 2024 @ 8:00 AM
Butler County RTA • Board Room
3045 Moser Court • Hamilton • Ohio • 45011**

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

January 17, 2024 8:00 AM

Butler County RTA Board Room

3045 Moser Court, Hamilton, OH 45011

- c. **Resolution 24-01-03:** Appointing Directors to the Transit Alliance of Butler County (TABC) Board of Directors.
- d. **Resolution 24-01-04:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for the Purchase and Installation of Auxiliary Equipment for BCRTA's Maintenance Service Truck.

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*)

Next Meeting Date:

February 21, 2024 @ 8:00 AM

Butler County RTA • Board Room

3045 Moser Court • Hamilton • Ohio • 45011

V. Secretary/Treasurer's Report

Ms. Weidner presented the financials for September of 2023. Financials as of September 2023, compared to the Annual Budget were included in the board packet. Total Revenues of \$8.1M were just under budget at 73.4% and continued previous trends.

Expenses of \$6.4M were over budget at 77.4% 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. Ms. Weidner also explained that Materials & Supplies should come closer to budgeted numbers in October's report due to the final payment to Talawanda made for fuel purchased in July. The Gain before Est. Depreciation, Net Pension & OPEB Expense was \$1.8M.

The Transaction logs for the month of September were included in the packet presenting all cash transactions for the period. No unusual transactions occurred during this timeframe. The balance sheet for September 2023 was presented with normal balances for assets, as well as liabilities and equity. The City of Middletown is slightly behind in payments resulting in a higher-than-normal balance in Accounts Receivable, but they will be caught up by year end.

At the end of September, Available Funds were approximately \$9.3M. Total Board Reserves were \$6.2M, and Non-Restricted Funds were \$3.1M. Non-Restricted funds will be used for future operational needs and for the Chestnut Fields facility.

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

VI. Governance

Appointment of 2024 Nominating Committee

President Lawson asked for volunteers to serve for the 2024 Nominating Committee. Trustee Foster volunteered to serve again. Trustee Bauer agreed as well.

Trustee Watt inquired which trustees' terms were expiring and when. Mr. Dutkevicz explained that Trustees Lawson, Gordon and Foster expire at the end of 2023, however they have been reappointed. Trustees Watt, Wyenandt and the vacant position (to be filled by Dannel Shepard in January 2024) will expire in 2025, and Trustees Fehr, Bautz and Bauer will expire at the end of 2024.

Appointment of 2024 OKI Representative and Alternate

President Lawson stated that Mr. Dutkevicz and himself have filled this position in the past. If it is acceptable to the Board, they can continue to serve in this capacity. Members of the BCRTA Board approved.

Appointment of 2024 Audit Procurement and Finance Chair

President Lawson asked for volunteers. Trustee Foster agreed to serve.

Appointment of 2024 Records Commission Chair

Mr. Dutkevicz asked for volunteers. President Lawson agreed to serve.

Ratify 2024 Meeting Calendar

Mr. Dutkevicz presented the proposed 2024 dates for The Butler County Regional Transit Authority Board of Trustees meetings. Meetings will remain on the third Wednesday of every month. Committee meetings will continue to be on the second Wednesday of each month. The meeting schedule for The Butler County Transit Alliance was also presented for informational purposes. A deadline for agenda submissions was also included. Mr. Dutkevicz did state the deadline for agenda submission is primarily for staff, however, Board members are welcome to submit items for the agenda.

Trustee Watt inquired about the July meeting date, stating that in the past, there was not a meeting held in July. Mr. Dutkevicz stated that generally there was not a meeting held in July, however, since 2024 has more than one project planned the July meeting date is, at the least, a placeholder in case there is a need to meet.

Mr. Dutkevicz continued that meetings can be cancelled, however with the capital projects that are planned, and with any spending over \$25,000.00 needing Board approval, it is better to have a meeting scheduled that can be cancelled if not needed.

Ms. Weidner asked if there was a minimum amount of meetings required per year. Mr. Brian Zets explained that per the bylaws, the BCRTA Board of Trustees must hold a minimum of four (4) regular meetings per year.

Trustee Gordon moved to ratify the 2024 Meeting Calendar. Trustee Wyenandt seconded. All were in favor of approval.

Vacancy

Mr. Dutkevicz informed the Board that The Butler County Commissioner's Office had responded to the recommendation of appointment of Mr. Dannel Shepard with positive feedback. Mr. Shepard's swearing-in will be added to the January 2024 agenda.

Mr. Dutkevicz introduced Jasmen Brown-Jones as being in attendance from The West Chester Chamber Alliance. Ms. Brown-Jones came to see how the BCRTA Board works if she were to join.

VII. Action Items

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 discussed 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.

Federal Funding used will continue to be 100% funding through the Coronavirus Response & Relief Supplemental Appropriations Act (CRRSA) and is budgeted lower than last year due to the increase in funds from the City of Middletown.

Higher Wages and Fringes are budgeted due to annual increases, new positions filled, and additional drivers. Fringes will be updated to BCRTA becoming self-insured on January 1, 2024. 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.

Trustee Watt moved to adopt Resolution 23-11-01. Trustee Foster seconded.

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

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

The resolution was adopted.

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 presented Budgeted Appropriations totaling \$45.2M including the operating budget and capital expenditures. Propane Buses and a Fueling facility were added due to Lo/No 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 \$34.8M will be covered by State Grants, Federal Grants and Other Funds of \$29.9. Matching funds will be paid from contract revenues, interest and other funds and cash held on account.

Ms. Weidner explained that these appropriations presented had only slight changes from what was presented last month. The parking lot construction was the largest capital item not covered by a grant. Mrs. Weidner explained that if this project is not covered by a grant, the project will not go forward. Mrs. Weidner continued to explain how she lays out the appropriations spreadsheet listing the capital items, the grants, and the match dollars.

Trustee Watt asked about the architectural side of Moser Ct. Trustee Watt inquired if funding is not secured for the parking lot expansion project, or if plans are scaled down due to funding, is there some type of time frame capping placed by the architects or designers?

Mr. Dutkevicz explained to Trustee Watt that these smaller projects are done through task orders. This requires a qualification process. Ms. Varney stated that the process of qualifying through the RFQ locks the architects in for 5 years and comes with extensive terms and conditions. This ensures that not only are the individuals qualified and capable but accept the terms and conditions.

Trustee Watt added that he is making sure that BCRTA has the spending authority it needs to complete projects when necessary.

Mr. Dutkevicz reminded all in attendance that every time Ms. Varney issues a task order if it is over the spending threshold of the Executive Director, that project will be brought to the Board as a Resolution.

Trustee Watt moved to adopt Resolution 23-11-02. Trustee Gordon seconded.

Upon a call of the roll, resulted as follows:

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

The resolution was adopted.

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

Mr. Dutkevicz discussed these next two resolutions are standard. It is part of the Board of Trustees policy that the Trustees review the Investment and Reserve Policy. Staff is not recommending any changes to either policy.

Trustee Foster stated that these are boilerplate. Mr. Dutkevicz confirmed. The Investment policy has never been changed, and the Reserves Policy was last changed in 2014.

Trustee Foster moved to adopt Resolution 23-11-03. Trustee Wyenandt seconded.

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

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

The resolution was adopted.

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

Mr. Dutkevicz discussed this policy is to be reviewed by the BCRTA Board of Trustee. There are no changes.

Trustee Watt moved to adopt Resolution 23-11-04. Trustee Gordon seconded.

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

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

The resolution was adopted.

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.

Ms. Weidner stated this resolution is the Community Development Block Grant. BCRTA has been asking for \$25,000 for several years in a row. Sometimes BCRTA receives the full amount, other times it is a lower amount.

Trustee Foster asked for clarification that this resolution is simply asking for authorization to apply for the grant. Ms. Weidner confirmed that was correct.

Trustee Foster moved to adopt Resolution 23-11-05. Trustee Watt seconded.

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

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

The resolution was adopted.

f. Resolution 23-11-06: Adopting the Butler County Regional Transit Authority 2023-2026 Strategic Plan.

Mr. Dutkevicz explained that the Strategic Plan that the Trustees are familiar with has a new look, has been cleaned up, and repackaged so as to be able to be shared on the website and with the public. An organizational chart has been added, as well as some statistics about the agency.

Trustee Foster stated that this plan is a good assessment of what the BCRTA Board has been speaking of all year, and that some of the goals are not easy, some will be very hard for the Board, and some very hard for the staff.

Mr. Dutkevicz spoke of the detailed work plan that is also included. The top goal at the retreat in June was increasing education and advocacy, getting out, hitting the streets, and marketing. This will be a heavy lift for Shawn and her team.

Goal Area 2 is Revenue Enhancement. There is still clear acknowledgment of the fiscal cliff as expenses increase, wages increase, we need to find a way to be financially sustainable, BCRTA will need to find funding for that.

Goal Area 3 is Entrepreneurial Disruptive Technology. This goal is to listen and be open to opportunities as they come up. The issue we have is we may not know what disruptive technology may be next month.

Goal Area 4 is leveraging regional partnerships such as NEORide, which BCRTA is receiving a large amount of value from, grant seeking, and some other relationships BCRTA has established.

Goal Area 5 is Workforce Development. This involves a heavy investment in the workforce. This includes training, DEI initiatives, generational needs, wage benchmarking, creating promotional pathways and making sure BCRTA is an employer of choice and that we are providing education and training opportunities for our employees, and partnering with vocational schools and technical programs.

The last goal area is Market Responsiveness or adapting to market demands. Mr. Dutkevicz explained that this goal is about finding the services that fit different communities and being responsive and providing what people are asking for, making sure BCRTA steps up and provides what the community wants.

Mr. Dutkevicz went over the work plan to accomplish the Strategic Plan. The detailed spreadsheet breaks down every task in great detail and assigns each task to the responsible employee.

Trustee Wyenandt moved to adopt Resolution 23-11-06. Trustee Gordon seconded.

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

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

The resolution was adopted.

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.

Ms. Varney explained that in the final piece for Chestnut Street Multimodal Station, a inspector must be hired to perform testing on soil, concrete and steel. This resolution is being brought to approve the firm that was chosen to do this work. Ms. Varney explained that normally the architect chooses who does the testing, but in an effort to promote objectivity, BCRTA chose the testing agency. All references were checked and came back great. Miami University approves of the chosen testing agency. The architects also spoke with many individuals in the industry that have worked with this agency as well and all comments were positive.

Ms. Varney added that one item of note is this contract includes a higher contingency. This is due to the unknown field conditions and different variables that may be present. It is unpredictable. Ms. Varney did try to get the closest approximation by labor hour, by travel, by trips, and by test. The BCRTA architect did state that this contingency is reasonable considering all factors.

Trustee Foster asked if the architect was upset by the pricing given by the testing agency. Ms. Varney explained that in fact the architect confirmed the pricing was normal.

Trustee Foster inquired if the architect was offended that BCRTA hired the testing agency instead of hiring the agency themselves. Ms. Varney explained that no, the architect was happy they did not have to hire out for the task.

Mr. Dutkevich explained there is a separation of power, the testing agency will report directly to BCRTA. BCRTA will give the agency their directive and the results will be sent to BCRTA, the architect and their team, as well as Bowen as part of the project management to review those results and provide perspective and approval.

Ms. Varney added that these agencies work in concert with each other. Construction checks the architect, architect checks the testing agency, inspectors check the ground, everyone

works together.

Mr. Dutkevicz continued that this was an RFP, so it was a combination of pricing experience and work approach. Ms. Varney added the importance of these agencies being able to work collaboratively.

Trustee Foster moved to adopt Resolution 23-11-07. Trustee Bauer seconded.

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

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

The resolution was adopted.

h. Motion: Authorize the Executive Director to distribute a year-end staff bonus for all employees within budget and not to exceed \$15,000 in total.

Mr. Dutkevicz explained this motion is to authorize the BCRTA Executive Director to distribute a year end bonus not to exceed \$15,00.00. Mr. Dutkevicz continued, this is on the agenda every year. Although it is within the Directors spending limit, for audit purposes, it is on the agenda. The year end "Thank You" bonus goes to every employee. Goodie bags will also be given, along with a gift card in the last payroll. Bonuses tend to be between \$100-\$150 for each employee.

Trustee Watt made an amended motion to raise the total to \$20,000.00. Trustee Wyenandt seconded. All voted in favor of approval.

VIII. Committee & Staff Reports

a) OKI

Mr. Dutkevicz stated there were many TIP changes this month. These will affect Middletown more than BCRTA. Grant season is about to begin. The annual luncheon will be at Turfway Park at the end of January. If any Trustee would like to attend, registration is available on the OKI website.

b) Service & Metrics

Mr. Morgan provided the Service & Metrics report.

Leveraging Competitive Funding & Partnerships

- **Average Fleet Age**
 - 5.57 years – This is an increase of 13.64 percent from September 2022.

- **Subsidy per Passenger**
 - The subsidy per passenger increased in September of 2023 in comparison to last September by \$1.04 or 9.4 percent.

- **Admin Cost Per Revenue Hour**
 - Administrative Overhead cost per hour has increased by \$2.20 or 8.8 percent comparing September of 2022 to September of 2023.

Enhancing Connectivity

- **BCRTA Transit App Users**
 - BCRTA had 6,237 users during the month of September for the Transit App. This is a 12.92 percent increase from the previous year.

- **BCRTA Transit App Downloads**
 - BCRTA tracked 845 new downloads for the Transit App in September of 2023. This is a 16.57 percent decrease from the previous year.

- **BGO App Rides/Total BGO Rides**
 - 33.74 percent of all trips were booked utilizing the mobile application. This is a 59.83 percent increase from September of 2023.

- **BGO App Downloads**
 - BCRTA had 406 new users download the mobile application. This is a 43.84 percent increase from September of 2023.

- **BGO Mobile Payment & Total Trips**
 - BCRTA completed 3,868 non - contracted trips in September of 2023. This is a 13 percent increase in completed, non - contracted trips from September of last year.
 - No trips were paid for using the BCRTA mobile application (BrainTree).
 - 35.22 percent of all trips were paid for using EZFARE.

Improving Mobility & Eliminating Barriers

- **Passengers Per Revenue Hour**
 - Fixed routes had 13.29 passengers per revenue hour in September of 2023, this is a 16.6 percent decrease from September of 2022.
 - Demand Response service had 1.82 passengers per revenue hour in September of 2023, this is a 5.2 percent increase from September of 2022.

- **Accidents and Injuries**
 - **Fault Total** – BCRTA experienced 2 fault accidents in September of 2023.
 - **No Fault Total** – BCRTA also had 7 no fault accidents.
- **Target Operator Staffing**
 - **59%**
 - This number has decreased by 9.23 percent from the previous year.
 - The yearly average was 74.95 percent.
- **Denials and Refusals/ Total BGO Trips**
 - 34.82 percent of all requested BGO trips were refused or denied in September of 2023 due to time and capacity limitations. This is a 28.05 percent increase from September of 2022.

Supporting Employers

- **42x Park and Ride Total Trips**
 - The 42x had 2,691 riders. This is a 52 percent increase from September of the previous year.
- **BGO Employment Trips**
 - BCRTA completed 1,563 BGO trips for the purpose of employment in September of 2023, this is a 3.52 percent decrease 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 608 days or 1.7 years.

c) Talent, Benefits, & Recruitment

Ms. Leveline explained that Human Resources has many projects going on right now. BCRTA has just transferred over to UKG, a new HRIS and payroll system. UKG has presented many challenges, however, the team is learning and managing through each section and layer. BCRTA has completed a payroll through UKG, that was the first step of the implementation. Today, BCRTA is holding open enrollment for benefits. A representative from Hylant will be on site to answer any questions, make changes and assist employees. The representative will have appointments throughout the day for

anyone needing help.

Ms. Leveline continued, today, BCRTA is holding its first vaccination clinic. Using a health grant, employees and family members can take advantage of this service. This is another step in showing employees that BCRTA is invested in them and their families and that BCRTA is an employer of choice. Employees and family members can receive vaccinations even if they do not have insurance. BCRTA will cover the cost. All three BCRTA locations will have a vaccination clinic, making it easier for all employees to have access to these benefits. Employees who either receive a vaccine or show proof of vaccination will be entered to win some great prizes. Prizes include membership to the Cincinnati Zoo, and the YMCA.

Mr. Dutkevicz explained this is all possible through the HealthPool, BCRTA is not purchasing any of these items. BCRTA receives grants through being a member of the HealthPool, where they provide a budget every year for these types of activities. Next year, as BCRTA will be self-insured, the money available through the grant will be quite a bit more.

Ms. Leveline added that the Health Fair that was held earlier in the year was very popular. BCRTA has the opportunity to do that again, possibly at more than one location. The grant money is to be used for health initiatives, Ms. Leveline stated it may be used to reward employees who become involved in wellness challenges by giving out gift cards, or challenge prizes.

Ms. Leveline continued that, as Ms. Cowan had stated, the marketing campaign is paying off as former drivers are reconnecting through social media platforms wanting to come back.

Ms. Leveline spoke about how Human Resources has been working closely with the training department to create a more robust program, streamlining so it does not take as long to get employees through refresher courses and expediate people who have previous experience.

d) Marketing

Ms. Cowan discussed the new marketing campaign “Why I Drive?” and highlights BCRTA drivers. This includes emphasis on Golden Years, that emphasis BCRTA retirement plan, Younger drivers are marketed to by emphasizing the available benefits such as the generous PTO. This marketing is gaining traction as it has been out for a few weeks, BCRTA is seeing reactions on Facebook. This campaign is on social media platforms as well as Google Search.

Ms. Cowan continued, CincyLink is moving forward. BCRTA staff will be visiting current 42X stops next month to educate riders about CincyLink, the new service, and account-based ticketing. Ms. Cowan presented the Board of Trustees with CincyLink totes filled with CincyLink brand items including umbrellas, chargers, markers, rulers and pens. These same bags of branded gifts will be given out to riders.

Ms. Cowan touched on the end of year report that is currently in process. The Chestnut Street Multimodal Station groundbreaking event is currently being planned and will be ready to be launched as soon as all documents are finalized with Miami University. This is expected to happen at Miami’s Board of Trustees meeting on December 18, 2023. Tentative groundbreaking on January 19, 2024. Information and invites will be going out as the date approaches.

The Employee Appreciation Breakfast is coming up. Ms. Cowan and Ms. Schwartz will be scouting possible venue locations on December 1, 2023. The event will be held in March to coincide with Public Transportation Employee Appreciation Month. The event will be held on a Sunday again.

e) Director's Report

1. News & Updates

a. Strategic Plan

Staff has concluded work on the strategic plan document creation. The final plan is presented for adoption on the November agenda. A sample of the work plan is included as a supplement to these Director's Notes.

b. Commuter Service

External marketing for the CincyLink service has started. Schedules will be published in early December. BCRTA and Middletown are still waiting on delivery of the final two (2) coaches, expected at yearend. However, the remaining coaches are not required for initial peak service. Hiring of operators is underway and progressing. Service begins January 2, 2024. Service will be free for January 2024 and fare collection will begin on 2/1/2024. As official service of the City of Middletown, fares were presented to Council and City leadership. Single rides will be \$5. 30-day passes will be \$120. Monthly collections for individual riders will be capped at \$120 also. In the event that someone chooses to "pay as you go" and spend the equivalent of a monthly pass in a 30-day period they will automatically receive one.

c. Chestnut Street Multimodal Station

BCRTA is presently negotiating a contract with Graybach as approved by the BCRTA Board in October. BCRTA expects Miami University to execute the ground lease in mid/late December and construction should begin shortly thereafter.

d. 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 submitted an application for funds in late October and expect award announcements in early December.

e. 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.

f. 2023 LoNo/Propane Implementation

BCRTA staff visited Laketran, another RTA in northern Ohio that has operated propane buses since 2017. Staff gathered significant knowledge on the vehicles and fueling structure in anticipation of BCRTA’s propane pilot set for early to mid 2025. The propane vehicle purchase is expected to come to the Board of Trustees in January 2024. The vehicles will be purchased from Laketran’s existing propane LTV contract.

On the Horizon

30th Anniversary

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

Triennial Review

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

Chestnut Fields Groundbreaking

Due to the timing of lease execution and Miami University’s Board meeting schedule, BCRTA expects a ground-breaking event to take place about January 19, 2024. Stay tuned for details.

Upcoming Procurements >\$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
Propane LTV (5)	BCRTA	900K	Task	New
Procurement , Maintenance, and Finance Software Integrated Solution – Phase II	BCRTA	150k	5	New
Parking Lot Construction	BCRTA	3.5M	Task	New
Tires (large bus)	BCRTA	TBD	1	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, Trustee Foster seconded. The motion carried. The meeting was adjourned at 9:15 AM.

Respectfully submitted,



Matthew M. Dutkevich, Executive Director



Chris Lawson, Board President

Appendix A
Comments From Citizens

Thank you for all you do and Happy Thanksgiving!!!

Sincerely,

Whitney Wilson-Harris

Bus/Transit Stop Announcements

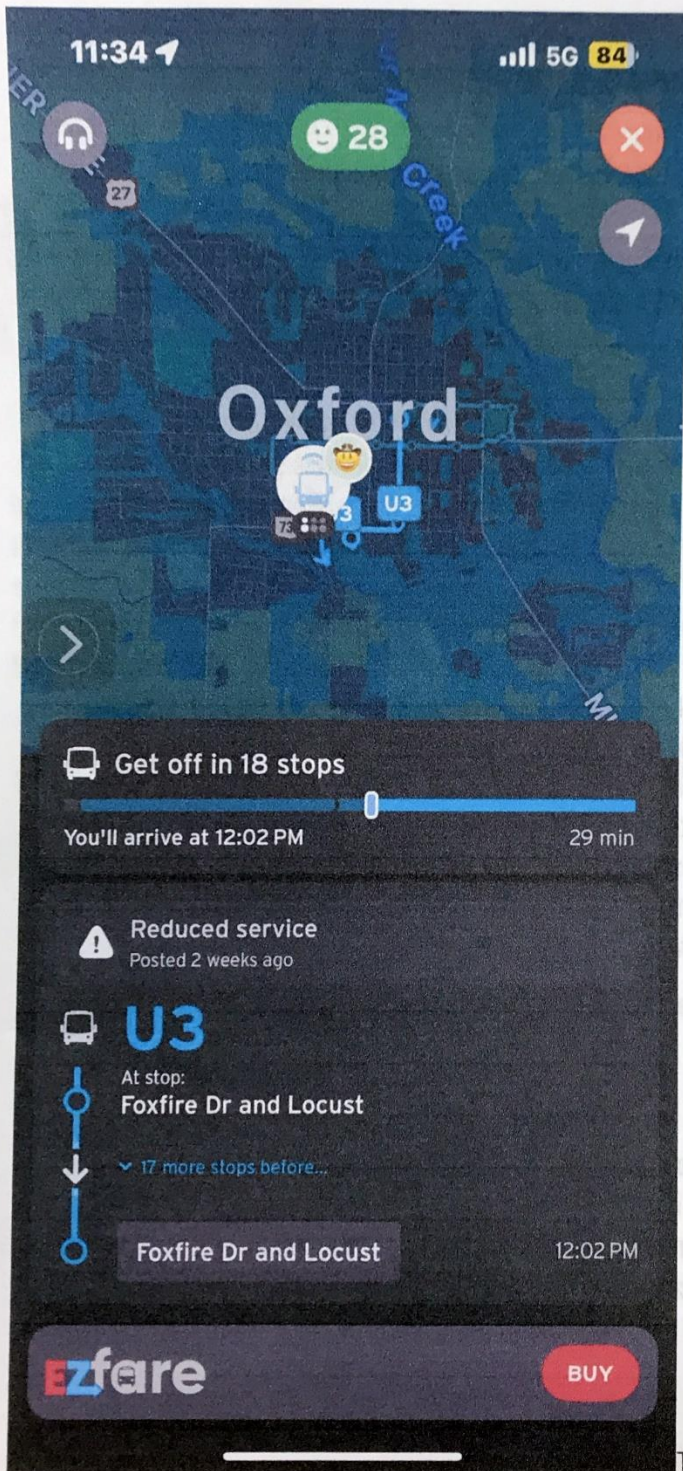
I can't remember who told me that the stop announcements on the buses were required by law under the ADA, but it was one of the trainers who was accompanying a soon-to-be driver. That was the first time I had ever heard of that, but it made sense, and they definitely help me know when my stop is coming up so I know when to activate the stop request.

As a result of my brain injury, I do not see well in a moving vehicle-everything looks like a blur. I pick up bits and pieces (mostly buildings or a specific thing at an intersection), and use those to determine where I'm at. But I can only trust those methods when I'm on Paratransit. If I use them when I'm on the fixed routes, it might be too late. This is exactly what happened last week. Now that it is getting colder and dark earlier, I can no longer walk from building to building across campus, I have to rely on the buses. On one of the U4 buses last Wednesday, the announcements weren't working, but I had the Go! Feature on Transit activated, which usually tells me when my stop is approaching even if the announcements on the bus are absent. For whatever reason (and yes, I checked, I did NOT have the voice for Transit muted, and it spoke to me before I boarded the bus), Transit did not tell me my stop-King Library, was approaching. Next thing I knew, I saw one of the buildings I use as my landmark (as long as it's daylight, after dark is a whole different ball game), that told me...I was headed toward Uptown Park. Thankfully, my hands did what I asked them to (they don't always, and with my speech impediment I don't rely on my voice either), and I was able to activate the stop request in time to get off at Uptown Park. The only issue was, I now had to WALK...all the way back to McGuffey (I use the side entrance of the building which is why I get off at King Library). This

may seem like an easy task to anyone else, except it was the hour when the sidewalks, both on campus and off, were lined with college students. When too many people or things are in one space at once, I can barely see to navigate my wheelchair. I have to go really slow, and it takes me a lot longer, and sometimes I still almost accidentally hit someone. The only reason I was able to walk was because the weather was good-it wasn't raining, it wasn't cold, it wasn't hot, and it wasn't dark (after dark walking anywhere, even around the corner on campus, is out of the question for me). I don't feel comfortable just asking anyone I see to walk with me and help me navigate so I don't hit anything or anyone (that makes me even more nervous), so I've found a way to manage myself all these years. I wasn't as late as I would've been if I would've had to stay on the U4 (which I would've had to do if it was 24 hours later because the temperature dropped), and go all the way back around again, but I was still late enough to miss a quiz...and have to make it up during my professor's office hours. Some of the drivers ask me where I'm getting off at when I get on (I'm assuming so they can line the bus up correctly for the ramp or lift to deploy), and that really helps because I know I can't miss my stop. I think it would be good in the future to have all the drivers should be trained, new and current, to ask those with mobility devices where they're getting off at, not just so they can line up right, but just in case issue(s) like the one I had arises, because not everyone knows their way around like I do, and not everyone can walk from the next closest stop (and like I said above, somedays I can't either, wheelchair or not). It's impossible for me to always take someone I know with me (such as a classmate or a friend that's around the area same times as me), to help me out on when I'm on the fixed routes so I don't miss I did file a complaint about this incident, because I felt that it wasn't fair that I missed the quiz, which happens during the first part of the class, over these two things failing to work correctly.

****Please note the input above does NOT just apply to the Oxford routes, it should and does apply to all of our fixed routes.****

*****UPDATE:** I discovered that if you get on the bus, tell Transit you made it on, but the bus doesn't immediately after that like it should (i.e. because the driver is securing a mobility device or there is traffic preventing it from merging out onto the road), you are automatically moved to the next departure, despite the fact **you are on board.** Because of this fact, it doesn't tell you that your stop is approaching and that you need to prepare to get off.*** I discovered this on Monday 11.13.



The bus left on time (despite the

driver having to strap me in), but we ran into traffic along the way, so we ended up maybe 3 minutes late. That was enough for Transit to move to the next departure. Luckily, I wasn't the only one needing off at this stop, so I was able to tell the driver that I too needed off there as well, as the bus had come to a stop, and I could fully see and recognize my surroundings. If I'm the only person getting off, there's a good chance that I won't catch in time if nothing is talking to me, as I cannot completely make out my surroundings.

There's also another bus, 2082, which often does the U4 (and lucky for me 2 of my classes are only accessible via that route), on which neither the screen NOR the announcements work, it's been like that for quite a while, I believe since the summer. It's a small bus, so I have to yell at the driver (they often don't ask where I'm going unless they're running behind and may have to skip stops), from the back, which is hard for me to do. If I'm able to, I often purposely miss this bus and take the next one because even if the Transit is functioning correctly, it's just too hard for me to yell to the driver that I will be getting off, especially when the bus is jammed packed.

Thank you for your time, and if there are any Veterans in this room, thank you for your service!

OATH OF OFFICE

Dannel Shepard

I, Dannel Shepard, swear that I will honestly, faithfully, and impartially perform the duties of a member of the Butler County Regional Transit Authority (BCRTA) Board of Trustees. Furthermore, I swear that I will not be personally interested directly or indirectly in any contract let by the BCRTA.

Sworn this 17th day of January 2024.



Dannel Shepard (Jan 19, 2024 14:10 EST)

Dannel Shepard



Brian Zets (Jan 17, 2024 12:55 EST)

Brain Zets, Isaac Wiles
BCRTA Legal Counsel

BCRTA
Income Statement
October 2023

	Year to Date Last Year	Year to Date This Year	Annual Budget	YTD % of Budget
Passenger Fares	20,780	45,991	121,125	38.0%
Contract Fares	140,075	199,004	310,000	64.2%
Partnership Transit Rev (COM)	1,090,944	888,030	1,236,000	71.8%
Transit Development Rev (MU)	1,942,125	2,164,444	2,447,312	88.4%
Mgt./Cons. Services	163,520	114,464	274,714	41.7%
Interest & Other	66,324	215,861	134,390	160.6%
Agency Funding	49,922	98,667	90,000	109.6%
Park-n-Ride Program	433,226	427,308	300,000	142.4%
State Funding	149,369	270,960	284,000	95.4%
Federal Funding	4,310,439	4,716,802	5,874,868	80.3%
Total Revenues	8,366,725	9,141,531	11,072,409	82.6%
Expenses				
Wages	2,911,145	3,231,511	3,872,323	83.5%
Fringes	1,404,180	1,689,528	1,821,597	92.7%
Services	624,880	580,136	697,788	83.1%
Materials & Supplies	738,826	768,288	964,250	79.7%
Utilities	69,006	66,820	90,320	74.0%
Insurance	220,229	253,291	304,175	83.3%
Purchased Transportation	433,226	427,308	300,000	142.4%
Misc. Items	77,583	130,241	130,254	100.0%
Contingency	-	15,000	50,000	30.0%
Total Expenses	6,479,075	7,162,124	8,230,707	87.0%
Gain/Loss before Depr, NP & OPEB Exp	1,887,650	1,979,408	2,841,702	69.7%
Est. Local Share of Depreciation Exp	247,108	247,108	296,530	83.3%
Est. Net Pension & OPEB Exp (Inc)	(1,006,910)	(1,006,910)	(1,208,292)	83.3%
Total Gain/(Loss)	2,647,452	2,739,209	3,753,464	73.0%

**BCRTA
Balance Sheet
October 2023**

Assets

Current Assets

Checking - PNC	821,950.30
Savings - PNC	63,520.90
Savings - PNC	2,605,815.82
STAR Ohio	4,982,924.17
Bid Deposit	53,023.76
M&S Inventory	83,062.40
Diesel Fuel Inventory	1,102.62
Petty Cash	1,050.00
Accounts Receivable	1,408,706.07
Prepays	125,700.98
	<hr/>
	10,146,857.02

*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	66,022.89
WIP-Chestnut Fields	1,582,106.06
Accum. Depr.	(10,165,316.09)
	<hr/>
	10,357,608.92

Total Assets

20,504,465.94

Liabilities & Equity

Current Liabilities

Accounts Payable	204,410.16
Payroll Payables	136,923.90
Other Payables	-
Accrued PTO	181,581.77
FTA Vehicle Funds	68,131.00
Future Match Funds	13,000.00
Unearned Tickets	35,476.50
	<hr/>
	639,523.33

*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	15,186,373.00
State Capital	1,467,356.25
Local Capital	89,410.00
Retained Earnings	(6,378,190.42)
Net Income	1,979,407.55
	<hr/>
	19,864,942.61

Total Liabilities
and Capital

20,504,465.94

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
10/1/23			Beginning Balance			713,677.75
10/2/23	01118402	CRJ	Butler County Veterans Service	9,115.15		
10/2/23	820861323	CRJ	Farebox Receipts	265.00		
10/2/23	10/02/23	GENJ	Service Charge		5.00	
10/4/23	FARES09302023	CRJ	Farebox Receipts	2,576.76		
10/5/23	AT-10/05/2023	CDJ	BCRTA PNC Card Purchases		10,894.25	
10/5/23	11767	CDJ	4imprint, Inc.		1,771.63	
10/5/23	11768	CDJ	Allied Fence Builders Inc		295.00	
10/5/23	11769	CDJ	Amazon Capital Services		3,108.64	
10/5/23	11770	CDJ	Richard L. Bowen & Associates,		19,544.43	
10/5/23	11771	CDJ	BCRTA Petty Cash		66.01	
10/5/23	11772	CDJ	Brighton Spring Service Co., I		230.25	
10/5/23	11773	CDJ	Cincinnati Bell Technology Sol		488.79	
10/5/23	11774	CDJ	Cummins Bridgeway LLC		751.72	
10/5/23	11775	CDJ	Cornett's Pressure Cleaning		1,850.00	
10/5/23	11776	CDJ	Dsuban Spring Service Inc.		708.88	
10/5/23	11777	CDJ	Fuller Ford		905.84	
10/5/23	11778	CDJ	Gem City Tire		556.95	
10/5/23	11779	CDJ	Greater Hamilton Chamber of Co		425.00	
10/5/23	11780	CDJ	Health Transit Pool of Ohio		150,000.00	
10/5/23	11781	CDJ	Jani-King of Cincinnati LLC		550.00	
10/5/23	11782	CDJ	Jan-Pro of Greater Cincinnati		950.00	
10/5/23	11783	CDJ	Mobilcomm		47.50	
10/5/23	11784	CDJ	Mr. Tire Auto Service Centers		1,062.00	
10/5/23	11785	CDJ	Noregon Systems, LLC		1,100.00	
10/5/23	11786	CDJ	Ohio Deferred Compensation		1,570.00	
10/5/23	11787	CDJ	OpenGov, Inc.		13,773.38	
10/5/23	11788	CDJ	Ohio Newspapers, Inc.		95.94	
10/5/23	11789	CDJ	Ricoh USA, Inc		35.86	
10/5/23	11790	CDJ	Verizon Wireless		2,696.62	
10/5/23	11791	CDJ	Woodhull LLC		224.65	
10/5/23	11792	CDJ	Zep Sales and Service		317.98	
10/5/23	ACH10052023	CDJ	SuperFleet Mastercard Program		40,761.03	
10/10/23	01118634	CRJ	Butler County Veterans Service	10,342.84		
10/10/23	1099	CRJ	Transit Alliance of Butler Cou	6,333.12		
10/11/23	!0432983	CRJ	Miami University	157,361.83		
10/12/23	PRWE 10/06/23	GENJ	1622		268.83	
10/12/23	PRWE 10/06/23	GENJ	1624		389.91	
10/12/23	PRWE 10/06/23	GENJ			123,439.47	
10/12/23	PRWE 10/06/23	GENJ			23,286.86	
10/12/23	PRWE 10/06/23	GENJ	1619		265.84	
10/12/23	PRWE 10/06/23	GENJ	1621		93.15	
10/12/23	PRWE 10/06/23	GENJ			3,576.34	
10/12/23	PRWE 10/06/23	GENJ	1623		159.17	
10/12/23	PRWE 10/06/23	GENJ	1618		358.02	
10/12/23	PRWE 10/06/23	GENJ	1620		69.23	

10/13/23	AT 10/13/2023	CDJ	Paycom		1,250.62
10/16/23	11793	CDJ	Bryce's Lawncare & Landscaping		2,100.00
10/16/23	11794	CDJ	KOI Auto Parts		3,093.92
10/16/23	11795	CDJ	PERS		77,156.58
10/16/23	11796	CDJ	Rumpke Of Ohio Inc.		304.79
10/16/23	11797	CDJ	Tri State Cleaning		800.00
10/16/23	11798	CDJ	Treasurer State of Ohio		850.50
10/18/23	027992	CRJ	Corporate One Federal Credit U	140.00	
10/18/23	492096	CRJ	BCRTA Items	100.00	
10/23/23	11799	CDJ	Cintas Uniforms		347.79
10/23/23	11800	CDJ	AFFIRM Agency		1,716.00
10/23/23	11801	CDJ	Affordable Pest Control Inc.		56.00
10/23/23	11802	CDJ	Alpine Valley Water Co., Inc.		67.20
10/23/23	11803	CDJ	Bethesda Healthcare, Inc.		1,898.65
10/23/23	11804	CDJ	Cintas Corporation		452.69
10/23/23	11805	CDJ	City of Hamilton - Utilities		2,555.64
10/23/23	11806	CDJ	Cornett's Pressure Cleaning		2,690.00
10/23/23	11807	CDJ	ConnectPoint, Inc		1,220.00
10/23/23	11808	CDJ	Cintas Uniforms		2,654.74
10/23/23	11809	CDJ	Fuller Ford		462.10
10/23/23	11810	CDJ	First Transit, Inc.		3,579.00
10/23/23	11811	CDJ	Gillig LLC		458.99
10/23/23	11812	CDJ	City of Hamilton - Hamilton Fi		105.00
10/23/23	11813	CDJ	Hunter Marketing		17,786.32
10/23/23	11814	CDJ	Isaac Wiles & Burkholder, LLC		965.50
10/23/23	11815	CDJ	Myers Equipment Corporation		318.23
10/23/23	11816	CDJ	Minuteman Press - Fairfield		73.00
10/23/23	11817	CDJ	Mr. Tire Auto Service Centers		313.80
10/23/23	11818	CDJ	NIGP		445.00
10/23/23	11819	CDJ	ODACS, LLC		658.00
10/23/23	11820	CDJ	Ohio Deferred Compensation		1,590.00
10/23/23	11821	CDJ	Ohio Dept of Job & Family Serv		2,677.36
10/23/23	11822	CDJ	Port Technology LLC		14,381.97
10/23/23	11823	CDJ	Refitt's Garage & Towing Servi		350.00
10/23/23	11824	CDJ	Wendel		350.00
10/25/23	6054	CRJ	BCRTA Items	25.00	
10/25/23	1098	CRJ	Transit Alliance of Butler Cou	3,833.44	
10/25/23	0050042206	CRJ	Ohio Department of Taxation	6,191.14	
10/26/23	PRWE 10/20/23	GENJ	1627		69.23
10/26/23	PRWE 10/20/23	GENJ			23,594.46
10/26/23	PRWE 10/20/23	GENJ	1626		265.84
10/26/23	PRWE 10/20/23	GENJ			131,609.72
10/26/23	PRWE 10/20/23	GENJ	1628		93.15
10/26/23	PRWE 10/20/23	GENJ	1631		408.92
10/26/23	PRWE 10/20/23	GENJ	1630		159.17
10/26/23	PRWE 10/20/23	GENJ	1625		325.57
10/26/23	PRWE 10/20/23	GENJ	1629		268.83
10/26/23	PRWE 10/20/23	GENJ			3,345.96
10/27/23	AT 10/27/2023	CDJ	Paycom		1,240.33

10/27/23	3298156052	CRJ	Federal Transit Administration	461,994.00		
10/27/23	3298155987	CRJ	Federal Transit Administration	15,635.00		
10/30/23	11825	CDJ	Altafiber		144.66	
10/30/23	11826	CDJ	Richard L. Bowen & Associates,		15,659.75	
10/30/23	11827	CDJ	Bayer & Becker, Inc.		2,560.00	
10/30/23	11828	CDJ	Cornett's Pressure Cleaning		1,805.00	
10/30/23	11829	CDJ	Franks Glass		991.50	
10/30/23	11830	CDJ	Health Transit Pool of Ohio		75,000.00	
10/30/23	11831	CDJ	Miami University Parking Servi		250.00	
10/30/23	11832	CDJ	Ohio Deferred Compensation		1,540.00	
10/30/23	11833	CDJ	Ohio Newspapers, Inc.		98.84	
10/30/23	11834	CDJ	Transport Specialists, Inc.		1,045.00	
10/30/23	11835	CDJ	Verizon Wireless		131.19	
10/30/23	10434311	CRJ	Miami University	245,389.95		
			Current Period Change	919,303.23	811,030.68	108,272.55
10/31/23			Ending Balance			821,950.30

Savings - PNC (National City)

10/1/23			Beginning Balance			62,096.55
10/2/23	10/02/23	GENJ	Service Charge		3.22	
10/16/23	MAS101623	CRJ	Farebox Receipts	1,427.02		
10/31/23	10/31/23	GENJ	Interest Income	0.55		
			Current Period Change	1,427.57	3.22	1,424.35
10/31/23			Ending Balance			63,520.90

Savings - PNC Bank \$\$

10/1/23			Beginning Balance			2,605,795.98
10/2/23	10/02/23	GENJ	Service Charge		3.00	
10/31/23	10/31/23	GENJ	Interest Income	22.84		
			Current Period Change	22.84	3.00	19.84
10/31/23			Ending Balance			2,605,815.82

Investment - STAR Ohio

10/1/23			Beginning Balance			4,959,527.77
10/31/23	10/31/23	GENJ	Interest Income	23,396.40		
			Current Period Change	23,396.40		23,396.40
10/31/23			Ending Balance			4,982,924.17

**BCRTA
Cash Reserves**

October 2023

Current Assets	10,146,857.02
Current Liabilities	<u>(639,523.33)</u>
Available Funds	9,507,333.69

Board Reserves

Local Share Grant Obligations		
OH-2018-21-00 Super Grant	292,074.25	
OH-2021-56-00 Super Grant	1,564,205.00	
OH-2023-22-00 Mobility Management	53,630.25	
OH-2021-60-00 Chestnut Fields	3,523,393.00	
Less Miami University Chestnut Fields Match	(1,600,000.00)	
Less Projected Local Match	<u>(2,453,694.00)</u>	MU, R6, VA, UTP, OTPP
Match Required or (Overmatch)	1,379,608.50	
FTA Grants	1,379,608.50	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>1,362,268.05</u>	
Total Board Reserves	6,200,953.12	
Non-Restricted Funds	3,306,380.57	

BCRTA
Income Statement
November 2023

	Year to Date Last Year	Year to Date This Year	Annual Budget	YTD % of Budget
Passenger Fares	23,086	51,395	121,125	42.4%
Contract Fares	149,338	222,366	310,000	71.7%
Partnership Transit Rev (COM)	1,165,467	979,561	1,236,000	79.3%
Transit Development Rev (MU)	2,099,487	2,409,834	2,447,312	98.5%
Mgt./Cons. Services	173,740	125,910	274,714	45.8%
Interest & Other	80,782	238,797	134,390	177.7%
Agency Funding	57,902	107,363	90,000	119.3%
Park-n-Ride Program	476,548	473,526	300,000	157.8%
State Funding	149,369	270,960	284,000	95.4%
Federal Funding	4,921,756	5,309,556	5,874,868	90.4%
Total Revenues	9,297,476	10,189,269	11,072,409	92.0%
Expenses				
Wages	3,211,157	3,543,050	3,872,323	91.5%
Fringes	1,669,530	1,990,403	1,821,597	109.3%
Services	668,094	620,347	697,788	88.9%
Materials & Supplies	841,388	846,683	964,250	87.8%
Utilities	75,939	73,543	90,320	81.4%
Insurance	246,590	263,124	304,175	86.5%
Purchased Transportation	476,548	473,526	300,000	157.8%
Misc. Items	82,074	135,889	130,254	104.3%
Contingency	-	15,000	50,000	30.0%
Total Expenses	7,271,320	7,961,565	8,230,707	96.7%
Gain/Loss before Depr, NP & OPEB Exp	2,026,156	2,227,704	2,841,702	78.4%
Est. Local Share of Depreciation Exp	271,819	271,819	296,530	91.7%
Est. Net Pension & OPEB Exp (Inc)	(1,107,601)	(1,107,601)	(1,208,292)	91.7%
Total Gain/(Loss)	2,861,937	3,063,486	3,753,464	81.6%

BCRTA
Balance Sheet
November 2023

Assets

Current Assets

Checking - PNC	357,668.31
Savings - PNC	65,316.83
Savings - PNC	2,605,834.24
STAR Ohio	5,005,738.01
Bid Deposit	53,023.76
M&S Inventory	79,036.09
Diesel Fuel Inventory	967.34
Petty Cash	1,050.00
Accounts Receivable	2,178,784.45
Prepays	189,607.75
	<hr/>
	10,537,026.78

*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	66,022.89
WIP-Chestnut Fields	1,589,922.10
Accum. Depr.	(10,165,316.09)
	<hr/>
	10,365,424.96

10,537,026.78

10,365,424.96

Total Assets

20,902,451.74

Liabilities & Equity

Current Liabilities

Accounts Payable	327,607.91
Payroll Payables	163,758.08
Other Payables	-
Accrued PTO	181,581.77
FTA Vehicle Funds	68,131.00
Future Match Funds	6,500.00
Unearned Tickets	35,381.50
	<hr/>
	782,960.26

782,960.26

*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	15,192,625.00
State Capital	1,467,356.25
Local Capital	89,410.00
Retained Earnings	(6,378,190.42)
Net Income	2,227,704.42
	<hr/>
	20,119,491.48

20,119,491.48

Total Liabilities
and Capital

20,902,451.74

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
11/1/23			Beginning Balance			821,950.30
11/2/23	FARES10312023	CRJ	Farebox Receipts	3,032.41		
11/2/23	823808797	CRJ	Farebox Receipts	430.00		
11/2/23	01119496	CRJ	Butler County Veterans Service	7,560.20		
11/2/23	0050046119	CRJ	Ohio Department of Taxation	11,218.13		
11/3/23	PRWE 11/03/2023	GENJ			117,151.80	
11/3/23	PRWE 11/03/2023	GENJ			22,656.14	
11/3/23	PRWE 11/03/2023	GENJ	Chks 10010-10019		9,276.23	
11/3/23	PRWE 11/03/2023	GENJ	ACH?		856.22	
11/3/23	PRWE 11/03/2023	GENJ	10020		251.29	
11/7/23	ACH11072023	CDJ	SuperFleet Mastercard Program		51,219.57	
11/7/23	AT-11/07/2023	CDJ	BCRTA PNC Card Purchases		9,946.49	
11/8/23	11836	CDJ	Amazon Capital Services		1,375.84	
11/8/23	11837	CDJ	Affordable Pest Control Inc.		56.00	
11/8/23	11838	CDJ	BCRTA Petty Cash		182.00	
11/8/23	11839	CDJ	Cincinnati Bell Technology Sol		530.60	
11/8/23	11840	CDJ	Cummins Bridgeway LLC		1,543.95	
11/8/23	11841	CDJ	Cornett's Pressure Cleaning		2,245.00	
11/8/23	11842	CDJ	Fuller Ford		591.13	
11/8/23	11843	CDJ	Gillig LLC		2,230.28	
11/8/23	11844	CDJ	Greater Dayton RTA		562.42	
11/8/23	11845	CDJ	Jani-King of Cincinnati LLC		550.00	
11/8/23	11846	CDJ	Jan-Pro of Greater Cincinnati		1,055.56	
11/8/23	11847	CDJ	KOI Auto Parts		2,978.33	
11/8/23	11848	CDJ	Minuteman Press - Fairfield		166.00	
11/8/23	11849	CDJ	Ohio Public Transit Associatio		3,125.00	
11/8/23	11850	CDJ	PERS		78,956.50	
11/8/23	11851	CDJ	Ricoh USA, Inc		43.87	
11/8/23	11852	CDJ	Talawanda School District		5,103.48	
11/8/23	11853	CDJ	Treasurer State of Ohio		378.00	
11/8/23	11854	CDJ	Verizon Wireless		2,696.30	
11/9/23	10435203	CRJ	Miami University - Accounts Pa	230.00		
11/9/23	10435369	CRJ	Miami University - Accounts Pa	70.00		
11/15/23	492097	CRJ	BCRTA Items	50.00		
11/15/23	01120235	CRJ	Butler County Veterans Service	16,680.13		
11/15/23	11855	CDJ	Paycom Payroll LLC		3,318.00	
11/16/23	00006	CRJ	BCRTA Items	25.00		
11/16/23	ACHPNC111623	CDJ			815.10	
11/17/23	11856	CDJ	Cintas Uniforms		314.14	
11/17/23	11857	CDJ	AFFIRM Agency		1,058.00	
11/17/23	11858	CDJ	Alpine Valley Water Co., Inc.		59.09	
11/17/23	11859	CDJ	Brighton Spring Service Co., I		105.00	
11/17/23	11860	CDJ	Cummins Bridgeway LLC		60.21	
11/17/23	11861	CDJ	Cintas Corporation		999.54	
11/17/23	11862	CDJ	Certified Languages Internatio		47.85	
11/17/23	11863	CDJ	City of Hamilton - Utilities		2,648.97	

11/17/23	11864	CDJ	Cornett's Pressure Cleaning	2,450.00
11/17/23	11865	CDJ	Cintas Uniforms	3,301.08
11/17/23	11866	CDJ	Fuller Ford	850.05
11/17/23	11867	CDJ	Frank's Heavy Truck Collision	19,631.23
11/17/23	11868	CDJ	Fastsigns	21.00
11/17/23	11869	CDJ	Gem City Tire	495.00
11/17/23	11870	CDJ	Hamilton County Municipal Cour	523.38
11/17/23	11871	CDJ	City of Hamilton - Hamilton Fi	105.00
11/17/23	11872	CDJ	Isaac Wiles & Burkholder, LLC	7,122.00
11/17/23	11873	CDJ	Mobilcomm	1,149.70
11/17/23	11874	CDJ	Ohio Deferred Compensation	1,540.00
11/17/23	11875	CDJ	Prosource	522.81
11/17/23	11876	CDJ	Port Technology LLC	1,160.20
11/17/23	11877	CDJ	Rumpke Of Ohio Inc.	304.79
11/17/23	11878	CDJ	Rosco Collision Avoidance	75,345.14
11/17/23	11879	CDJ	Silco Fire & Security	1,466.50
11/17/23	11880	CDJ	Security Lock Company, LLP	263.00
11/17/23	11881	CDJ	Tri State Cleaning	500.00
11/17/23	1067	CDJ	Ralph Antico	67.69
11/17/23	1068	CDJ	Brian Bielefeld	82.69
11/17/23	1069	CDJ	Julie Brandt	165.38
11/17/23	1070	CDJ	Kathleen Bryant	115.38
11/17/23	1071	CDJ	Timothy Bryant	115.38
11/17/23	1072	CDJ	Jalaine Calahan	57.69
11/17/23	1073	CDJ	Tammy Clooney	67.69
11/17/23	1074	CDJ	Valenta Coston	115.38
11/17/23	1075	CDJ	Latasha Daniels	57.69
11/17/23	1076	CDJ	Mark Franklin	57.69
11/17/23	1077	CDJ	Mary Frye	57.69
11/17/23	1078	CDJ	John Fryer	115.38
11/17/23	1079	CDJ	Dillon Gipson	79.91
11/17/23	1080	CDJ	Michelle Hall	115.38
11/17/23	1081	CDJ	Traci Harding	140.38
11/17/23	1082	CDJ	Dennis Hausmann	115.38
11/17/23	1083	CDJ	Matthew Hawkins	57.69
11/17/23	1084	CDJ	Mary Leveline	177.69
11/17/23	1085	CDJ	Shannon Naegele	57.69
11/17/23	1086	CDJ	Twyla Nelson	115.38
11/17/23	1087	CDJ	Theodore Paproski	68.25
11/17/23	1088	CDJ	Bobby Phillips	115.38
11/17/23	1089	CDJ	Ronald Powell	57.69
11/17/23	1090	CDJ	Cody Rose	68.80
11/17/23	1091	CDJ	Frances Trauthwein	57.69
11/17/23	1092	CDJ	Roy Wesson	115.38
11/17/23	1093	CDJ	Ron Wogenstahl	115.38
11/24/23	PRWE 11/17/23	GENJ		1,068.18
11/24/23	PRWE 11/17/23	GENJ		44,678.85
11/24/23	PRWE 11/17/23	GENJ		7,159.39

11/24/23	PRWE 11/17/23	GENJ		206,559.64		
11/24/23	PRWE 11/17/23	GENJ		1,323.72		
11/24/23	PRWE 11/17/23	GENJ		3,348.90		
11/24/23	HSA Adj Auw/Schw	GENJ	HSA Adjustment Auwaue + Schwartz	57.69		
11/27/23	11882	CDJ	Bethesda Healthcare, Inc.	1,129.09		
11/27/23	11883	CDJ	Cummins Bridgeway LLC	1,410.21		
11/27/23	11884	CDJ	C Robinson Associates, Inc.	10,000.55		
11/27/23	11885	CDJ	Kleem Inc.	1,260.20		
11/27/23	11886	CDJ	Ports Petroleum Co., Inc.	1,621.75		
11/28/23	826782646	CRJ	Ohio Transit Risk Pool	19,631.23		
11/28/23	449387	CRJ	BCRTA Items	72.29		
11/28/23	492098	CRJ	BCRTA Items	100.00		
11/30/23	11887	CDJ	Altafiber	145.72		
11/30/23	11888	CDJ	Richard L. Bowen & Associates,	7,176.04		
11/30/23	11889	CDJ	Bayer & Becker, Inc.	640.00		
11/30/23	11890	CDJ	Bryce's Lawncare & Landscaping	5,050.00		
11/30/23	11891	CDJ	Cincinnati Bell Technology Sol	527.64		
11/30/23	11892	CDJ	Cornett's Pressure Cleaning	4,085.00		
11/30/23	11893	CDJ	Clarke Power Services, Inc.	2,072.55		
11/30/23	11894	CDJ	Camera Security Now	1,755.00		
11/30/23	11895	CDJ	Fuller Ford	666.31		
11/30/23	11896	CDJ	Gillig LLC	1,435.13		
11/30/23	11897	CDJ	Jani-King of Cincinnati LLC	550.00		
11/30/23	11898	CDJ	Minuteman Press - Fairfield	543.80		
11/30/23	11899	CDJ	Ohio Deferred Compensation	1,540.00		
11/30/23	11900	CDJ	Ohio Newspapers, Inc.	43.61		
11/30/23	11901	CDJ	Performance Wraps LLC	13,523.00		
11/30/23	11902	CDJ	Verizon Wireless	65.77		
11/30/23	10436546	CRJ	Miami University	240,499.94		
11/30/23	11/30/23	GENJ	Service Charge		5.00	
			Current Period Change	299,599.33	763,881.32	-464,281.99
11/30/23			Ending Balance			357,668.31

Savings - PNC (National City)

11/1/23			Beginning Balance			63,520.90
11/1/23	11/01/23	GENJ	Service Charge		3.22	
11/10/23	MAS 111023	CRJ	Farebox Receipts	1,798.61		
11/30/23	11/30/23	GENJ	Interest Income	0.54		
			Current Period Change	1,799.15	3.22	1,795.93
11/30/23			Ending Balance			65,316.83

Savings - PNC Bank \$\$

11/1/23			Beginning Balance			2,605,815.82
11/1/23	11/01/23	GENJ	Service Charge		3.00	
11/30/23	11/30/23	GENJ	Interest Income	21.42		
			Current Period Change	21.42	3.00	18.42
11/30/23			Ending Balance			2,605,834.24

Investment - STAR Ohio

11/1/23		Beginning Balance		4,982,924.17
11/30/23	11/30/23	GENJ Interest Income	<u>22,813.84</u>	
		Current Period Change	<u>22,813.84</u>	<u>22,813.84</u>
11/30/23		Ending Balance		<u>5,005,738.01</u>

**BCRTA
Cash Reserves**

November 2023

Current Assets	10,537,026.78
Current Liabilities	<u>(782,960.26)</u>
Available Funds	9,754,066.52

Board Reserves

Local Share Grant Obligations		
OH-2018-21-00 Super Grant	292,074.25	
OH-2021-56-00 Super Grant	1,564,205.00	
OH-2023-22-00 Mobility Management	53,141.75	
OH-2021-60-00 Chestnut Fields	3,521,830.00	
Less Miami University Chestnut Fields Match	(1,600,000.00)	
Less Projected Local Match	<u>(2,452,031.42)</u>	MU, R6, VA, UTP, OTPP
Match Required or (Overmatch)	1,379,219.58	
FTA Grants	1,379,219.58	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>1,362,268.05</u>	
Total Board Reserves	6,200,564.20	
Non-Restricted Funds	3,553,502.32	



TO: BCRTA Board of Trustees

FROM: Matthew Dutkevicz, Executive Director and Meagan Varney, Procurement & Compliance Specialist

RE: *Action Item – Builder’s Risk Insurance – Chestnut Fields, 2023-074*

January 10, 2024

STRATEGIC PLAN GOAL / OBJECTIVE

Developing Multimodal Infrastructure

RECOMMENDATION

Adoption of a resolution authorizing the Executive Director on behalf of BCRTA to purchase Builder’s Risk Coverage from Hanover Insurance Company through the Ohio Transit Risk Pool for an amount not to exceed \$38,741.00.

FINANCIAL CONSIDERATIONS

This is a one-time purchase of insurance coverage with a total expenditure not to exceed \$38,741.00.

BUSINESS PURPOSE

To protect the construction of Chestnut Street Multimodal Station from property damage due to fire, lightning, hail, explosions, theft, vandalism or acts of God. The purchase of this policy will cover not only the building but also the materials, supplies and equipment on site.

PROCUREMENT CONSIDERATIONS

Procurement Summary factors considered; based on recommendations from an experienced insurer, they have the capacity to provide the required coverage, 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.
- Section 2.3.1 of the Procurement Manual authorizes the Executive Director to approve purchase above his threshold in designated emergency situations.

BCRTA Resolution No. 24-01-01

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Purchase Builder's Risk Insurance for the Construction of Chestnut Street Multimodal Station

Whereas, on December 11th, 2023 BCRTA executed a Contract with Graybach, LLC ("Contractor") for construction of the Chestnut Street Multimodal Station; and

Whereas, pursuant to the terms of the Contract and BCRTA's insurance requirements, BCRTA obtained a performance and payment bond from Contractor, as well as all required Liability insurance; and

Whereas, in addition to the bonds and liability insurance required, Ohio Transit Risk Pool ("OTRP") recommended obtaining Builder's Risk Insurance to protect the project from fire, wind, and other possible intervening issues during the term of construction that would, if uninsured, result in a loss to BCRTA; and

Whereas, builder's risk coverage is provided by a market carrier, whose underwriting methods, as a trade secret, will never get disclosed; and

Whereas, despite the underwriting methods designation as a trade secret, the basic calculation for coverage is based on the building's value and other modifiers based on risks at the location; and

Whereas, OTRP's insurance broker submitted the request for coverage to the market, and the market returned the quote with best value for BCRTA; and

Whereas, Hanover Insurance Company's quote returned the best value for BCRTA's coverage of Chestnut Street Multimodal Station project; and

Whereas, in consideration of the protection of the construction property as well as the firm timeline for construction, the Executive Director deemed the purchase of Builder's Risk Insurance an emergency under 2.3.1 of BCRTA's Procurement Manual and authorized the Procurement & Compliance Specialist to proceed with the purchase; and

Whereas, on December 27th, 2023, before officially authorizing the purchase, the Executive Director notified the Board of Trustees about the emergency purchase and requested to be notified of any objections; and

Whereas, after receiving no objections and a determination by the Procurement & Compliance Specialist that the insurance quote is fair and reasonable under the market, the quote from Hanover Insurance Company is deemed most advantageous for BCRTA.

Now therefore be it resolved that:

SECTION 1: The BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute a contract between BCRTA and Ohio Risk Transit Pool (on behalf of Hanover Insurance Company) for the provision of Builder's Risk Insurance coverage for the term of construction of the Chestnut Street Multimodal Station in an amount not to exceed \$38,741.00 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: January 17, 2024



Chris Lawson
Board President



Matthew Dutkevicz
Executive Director



TO: BCRTA Board of Trustees

FROM: Matthew Dutkevicz, Executive Director and Meagan Varney, Procurement & Compliance Specialist

RE: *Action Item – Title Insurance – Chestnut Fields, 2023-073*

January 10, 2024

STRATEGIC PLAN GOAL / OBJECTIVE

Developing Multimodal Infrastructure

RECOMMENDATION

Adoption of a resolution authorizing the Executive Director on behalf of BCRTA to purchase Title Insurance from Commonwealth Land Title Insurance Company for an amount not to exceed \$66,553.93.

FINANCIAL CONSIDERATIONS

- This is a one-time purchase of an insurance policy with a total expenditure not to exceed \$66,553.93.
- Pursuant to the terms of the Ground Lease, Miami University is responsible for reimbursing BCRTA for 50% of the cost of the policy. As such, BCRTA will make the full payment and submit an invoice to Miami University for \$33,276.97.

BUSINESS PURPOSE

To protect the closing of the Ground Lease for Chestnut Street Multimodal Station and title to the property as conveyed in the Ground Lease.

PROCUREMENT CONSIDERATIONS

Procurement Summary factors considered; based on recommendations from an experienced insurer and in compliance with federal regulations regarding sole source purchasing, they have the capacity to provide the required coverage, 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.
- Section 2.3.1 of the Procurement Manual authorizes the Executive Director to approve purchase above his threshold in designated emergency situations.

BCRTA Resolution No. 24-01-02

Authorizing the Butler County Regional Transit Authority Executive Director to Execute a Contract for the Provision of Title Insurance.

Whereas, on December 11th, 2023 BCRTA executed a Contract with Graybach, LLC (“Contractor”) for construction of the Chestnut Street Multimodal Station, under the conditions that BCRTA would both enter into a Ground Lease (“Lease”) for the property with Miami University (“Miami”) where construction would take place, and issue a Notice to Proceed to the Contractor, by December 31st, 2023; and

Whereas, on December 22nd, 2023 BCRTA entered into a Ground Lease with Miami for the Chestnut Street Multimodal Station property, subject to all exceptions listed in the Title Commitment drafted by Commonwealth Land Title Insurance Company (“Commonwealth”); and

Whereas, the exceptions in the Title Commitment were reviewed and addressed to all parties’ satisfaction; and

Whereas, before issuing the Notice to Proceed to Contractor, BCRTA was required to record a Memorandum of the Lease and finalize the Title Insurance policy pursuant to Section 6.08 of the Lease; and

Whereas, Commonwealth recorded the Memorandum of Lease on behalf of BCRTA on December 29th, 2023; and

Whereas, to ensure that the effective date of the title insurance coincided with the date of recording of the Memorandum of Lease, and pursuant to FTA Circular 4220.1F Chapter VI, Item 3 (i)(1)(b) regarding sole source purchases and BCRTA Procurement Manual §2.3.1 regarding emergency procurements, BCRTA ordered title insurance from Commonwealth to avoid substantial delays and duplicative costs; and

Whereas, on December 27th, 2023, before officially ordering the issuance of the policy, the Executive Director notified the Board of Trustees about the emergency purchase and requested to be notified of any objections; and

Whereas, after receiving no objections from the Board of Trustees and a determination by the Procurement & Compliance Specialist that a Sole Source purchase is permitted in these circumstances, Commonwealth Land Title Insurance Company was deemed most advantageous for BCRTA and the policy was purchased and issued timely.

Now therefore be it resolved that:

- SECTION 1: The BCRTA Board of Trustees hereby retroactively authorizes the BCRTA Executive Director to execute a contract between BCRTA and Commonwealth Land Title Insurance Company for the provision of Title Insurance coverage for the term of the Ground Lease in an amount not to exceed \$66,553.93.
- 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: January 17, 2024



Chris Lawson
Board President



Matthew Dutkevicz
Executive Director

BCRTA Resolution No. 24-01-03

Appointing Directors to the Transit Alliance of Butler County (TABC) Board of Directors.

Whereas the Transit Alliance Board of Directors amended its Code of Regulations as of August 18, 2008, to make BCRTA its sole member; and

Whereas the TABC Code of Regulations requires that the corporation have at least nine (9) directors, and collectively, they shall be known as the Board of Directors; and

Whereas the TABC Code of Regulations requires that the Member elect the Directors of the Corporation.

Now therefore be it resolved that:

SECTION 1: The BCRTA Board of Trustees appoints the following individual to one three (3) year term as a member of the Board of Directors of the TABC.

- Ms. Brien Everhart, New Appointment
 - term to expire June 30, 2025

Furthermore, the BCRTA Board of Trustees authorizes the Executive Director to work with the TABC Board of Directors to take all actions 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 January 17, 2024



Chris Lawson
Board President



Matthew Dutkevicz
Executive Director



TO: BCRTA Board of Trustees

FROM: Ron Wogenstahl, Maintenance Manager and Meagan Varney, Procurement & Compliance Specialist

RE: *Action Item – 2023-033, Shop Truck Equipment*

January 17, 2024

STRATEGIC PLAN GOAL / OBJECTIVE

Leveraging Federal Funding

RECOMMENDATION

Adoption of a resolution authorizing the Executive Director to purchase necessary equipment to upfit the recently purchased Maintenance Service Truck for an amount not to exceed \$32,848.20.

FINANCIAL CONSIDERATIONS

- This is a one-time agreement to purchase auxiliary equipment for our Maintenance Service Truck from Knapheide Truck Equipment, for a total expenditure not to exceed \$32,848.20.
- These expenditures will be funded with State OTPP-0065-GRF-211, Federal, and local funds.

BUSINESS PURPOSE

To properly upfit our newly acquired maintenance service truck with the equipment necessary (i.e. snow plow, lift gate, air compressor, warning beacons) to make service calls on our revenue vehicles. The truck has been delivered but requires additional equipment to be installed to be fully operational and replace the old service truck.

PROCUREMENT CONSIDERATIONS

A single bid was received. Non-competitive and single bid procurement factors were considered. A single bid, non-competitive purchase is justified in this situation under both state and federal law, and the Bid can be awarded.

LEGAL CONSIDERATIONS

- Section 306.43 of the Ohio Revised Code authorizes BCRTA to contract for the provision of services that were purchases non-competitively.
- FTA Circular 4110.1f Chapter VI, Item 3 (i)(1)(b) permits purchase of a good or service after receipt of a singular bid.

BCRTA Resolution No. 24-01-04

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for the Purchase and Installation of Auxiliary Equipment for BCRTA's Maintenance Service Truck.

Whereas, on January 3rd, 2024, BCRTA solicited Bids for a Snow Plow, Lift Gate, Air Compressor and Light Bar Kit to be installed on a new Maintenance Service Truck; and

Whereas BCRTA requested that interested bidders provide details on the specifications and pricing for each piece of equipment requested as well as the cost for installation of the equipment on the truck; and

Whereas BCRTA received one (1) responsive Bid from Knapheide Truck Equipment of Cincinnati, and one "No Bid" from Snap-On Industrial; and

Whereas the Ohio Revised Code section 306.43 permits purchase by non-competitive means if the cost does not exceed \$100,000.00; and

Whereas FTA Circular 4110.1f Chapter VI, Item 3 (i)(1)(b) permits purchase of a good or service after receipt of a singular bid if competition is deemed adequate to justify the lack of multiple responses; and

Whereas the Procurement Specialist, pursuant to the requirements of the FTA Circular, requested the reason for not submitting a Bid from all potential vendors and followers of the project who chose not to Bid on this solicitation; and

Whereas the Procurement Specialist determined that lack of competition or clarity were not the reasons provided by non-proposers for not submitting a Bid, and concluded that the solicitation process was sufficiently fair, open and unrestrictive; and

Whereas Knapheide Truck Equipment was deemed to be a responsive, responsible bidder with the lowest price and are able to be awarded the contract pursuant to state and federal regulations.

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

Section 1: BCRTA Board of Trustees hereby authorizes the Executive Director to execute a contract with Knapheide Truck Equipment of Cincinnati for the purchase and installation of maintenance truck auxiliary support equipment in

the amount of \$29,862 plus a 10% contingency for a total amount not to exceed \$32,849.

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: January 17, 2024



Chris Lawson
Board President



Matthew Dutkevicz
Executive Director

METRIC DASHBOARD

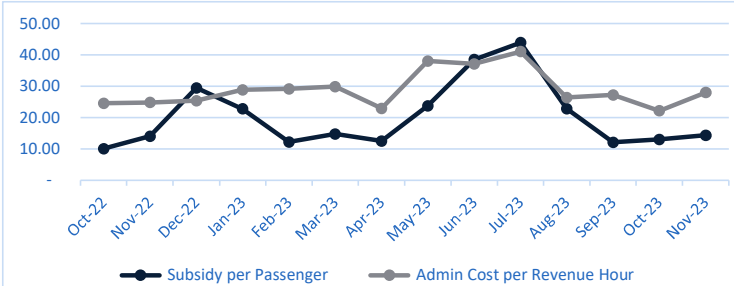
November 2023

Leveraging Competitive Funding & Partnerships

Average Fleet Age

5.63

Since Last Month	0.03	0.53%
Since Last Year	0.94	16.70%



Enhancing Connectivity

BCRTA Transit App Users

5,517

Since Last Month	(315)	-5.71%
Since Last Year	135	2.45%

BGO App Rides/Total BGO Rides

32.23%

Since Last Month	1.03%	3.19%
Since Last Year	8.23%	25.54%

BCRTA Transit App Downloads

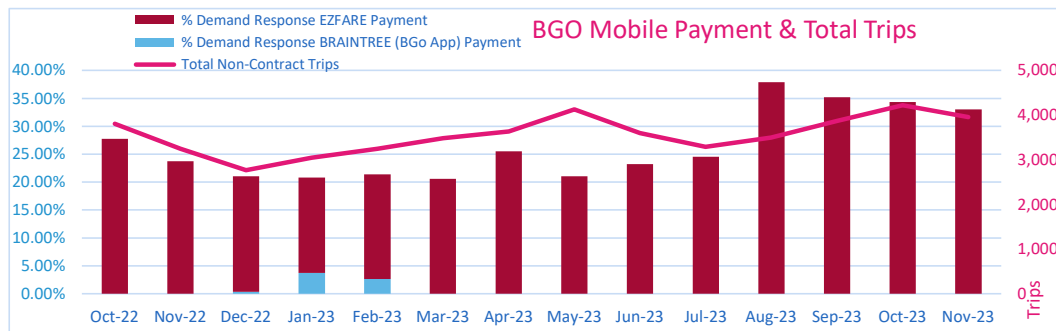
462

Since Last Month	(110)	-23.81%
Since Last Year	97	21.00%

BGO App Downloads

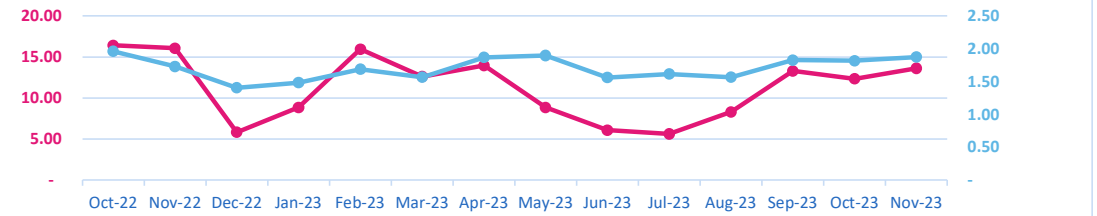
91

Since Last Month	(39)	-42.86%
Since Last Year	1	1.10%

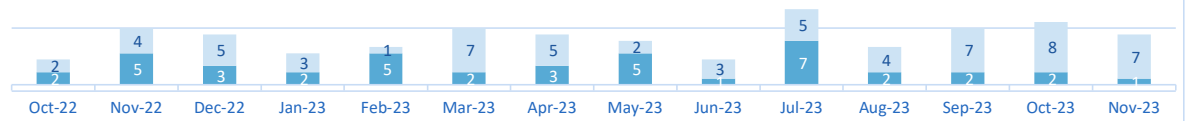


Improving Mobility & Eliminating Barriers

Pax per Revenue Hour



Accidents & Injuries



Target Operator Staffing

63%

Since Last Month	14.95%
Since Last Year	-15.61%
12 Month Average	72.82%
GOAL	100.00%

Denials & Refusals/Total BGO

37.49%

Since Last Month	1.65%
Since Last Year	22.89%
12 Month Average	22.50%
GOAL	0.00%

Supporting Employers

42X Park & Ride Total Trips

2,858

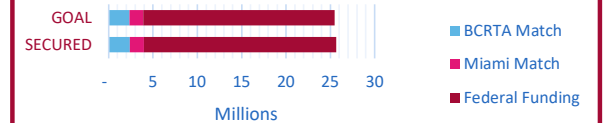
Since Last Month	(365)	-13%
Since Last Year	1,379	48%

BGO Employment Trips

1,657

Since Last Month	(166)	-10.02%
Since Last Year	173	10.44%

Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

547



Director's Notes – January 2024

News & Updates

- ### 1. Strategic Plan

Staff has concluded work on the strategic plan document creation. The final plan was adopted at the November Meeting. Staff has been continuing work to update the BCRTA website with new information on the plan and also begin work on first items. In addition, staff will work to update the metric dashboard to align with the new strategic plan in advance of the March meeting (January 2024 data).
- ### 2. Commuter Service

CincyLink successfully went live on January 2, 2024. Fare is still free until EZfare is prepared to begin ticketing in mid-February. Public Information will be available well in advance of fare collection beginning after the EZfare vendor confirms all tests and the system is ready to deploy Account-Based Ticketing or "ABT" which will permit farecapping.
- ### 3. Chestnut Street Multimodal Station

BCRTA finalized a lease with Miami University on December 20 and issued a notice to proceed to the contractor on December 30. Demolition of the old bus garage is underway while fencing and a jobsite trailer are delivered this week. The official groundbreaking ceremony will take place on January 19 at 11:30AM on the site. Attendees should dress for the weather!
- ### 4. 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 applied for funds in late October and expected award announcements in early December. Unfortunately, ODOT has delayed announcing awards until early spring.
- ### 5. State Capital Budget

In light of the delayed announcements on OWM funds, staff has engaged Ohio Representative Carruthers to request a one-time capital grant from the State Capital Budget in the amount of \$3M for the needed parking lot expansion at the Moser Court facility.
- ### 6. 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

Director’s Notes – January 2024

early 2024.

7. **2023 LoNo/Propane Implementation**
BCRTA staff visited Laketran, another RTA in northern Ohio that has operated propane buses since 2017. Staff gathered significant knowledge on the vehicles and fueling structure in anticipation of BCRTA’s propane pilot set for early to mid 2025. The propane vehicle purchase is expected to come to the Board of Trustees next month. The vehicles will be purchased from Laketran’s existing propane LTV contract.

On the Horizon

8. **30th Anniversary**
BCRTA will celebrate its 30th anniversary in 2024. Staff are beginning to create plans for a year-long recognition and celebration with scattered events and promotions.
9. **Triennial Review**
BCRTA will receive a regular Triennial Review from the Federal Transit Administration in 2024. A desk review and document request were received in January. Staff will be working on this through early spring.
10. **Chestnut Fields Groundbreaking**
A groundbreaking ceremony for the new facility is schedule for 11:30 AM on January 19th.

Upcoming Procurements >\$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
Propane LTV (5)	BCRTA	900K	Task	New
Procurement , Maintenance, and Finance Software Integrated Solution – Phase II	BCRTA	150k	5	New
Parking Lot Construction	BCRTA	3.5M	Task	New
Tires (large bus)	BCRTA	TBD	1	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












1-BCRTA Board Packet 1-17-2024 V2

Final Audit Report

2024-01-19

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