



#### Board of Trustees

Mr. Christopher Lawson,  
President  
City of Hamilton

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. Mark Landes  
Isaac Wiles  
Burkholder & Teetor, LLC

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

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

**The BCRTA Board of Trustees is scheduled to meet on  
Wednesday, May 17, 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 Mr. Matthew Dutkevicz at 513.785.5237 or 800.750.0750 (Ohio Relay Service).



butlercountyrta



BCRTA

www.butlercountyrta.com



3045 Moser Court  
Hamilton, Ohio 45011

## 2023 Butler County RTA Board of Trustees Attendance

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

X = Present

E = Excused

E\* = Online not Official

A = Absent

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

**May 17, 2023 8:00 AM**

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

PRELIMINARY AGENDA

- I. Call to Order & Roll
- II. Consideration of Absences
- III. Consent Agenda (*Motion Requested*)
  - a. Approval of the Agenda
  - b. Approval of the April 19, 2023 Meeting Minutes
- IV. Comments from Citizens
- V. Secretary/Treasurer's Report – March 2023 (*Motion Requested*)
- VI. Governance
  - a. Trustee Vacancy
  - b. Strategic Planning Retreat: June 20, 2023
- VII. Action Items
  - a. **Resolution 23-05-01:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Implement a Contract for Remote Technology Management Services
  - b. **Resolution 23-05-02:** Accepting the Resignation of Mrs. Tracy Bishop from the Transit Alliance of Butler County (TABC) Board of Directors.
  - c. **Resolution 23-05-03:** Authorizing the filing of (an) SFY 2024 application(s) with the Ohio Department of Transportation by the Butler County Regional Transit Authority (BCRTA) for grants through the US DOT Federal Transit Administration (FTA) and the State of Ohio, as authorized under Federal Transit Laws and State of Ohio laws and executing a contract with

**Next Meeting Date:**

**June 20, 2023 @ 8:00 AM – Strategic Planning Retreat**

*Location TBD*

**June 21, 2023 – June Regular Board Meeting**

*Butler County RTA • Board Room*

*3045 Moser Court • Hamilton • Ohio • 45011*

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

**May 17, 2023 8:00 AM**

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the Ohio Department of Transportation upon project approval.

- d. **Resolution 23-05-04:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract to Extend the Transit Services Agreement between BCRTA and Miami University.
- e. **Resolution 23-05-05:** Authorizing the Executive Director to Purchase an Upgraded Maintenance Service Vehicle.

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
  - i. Chestnut Fields Lease Negotiation

IX. Adjourn (*Motion Requested*)

**Next Meeting Date:**

**June 20, 2023 @ 8:00 AM – Strategic Planning Retreat**

*Location TBD*

**June 21, 2023 – June Regular Board Meeting**

*Butler County RTA • Board Room*

*3045 Moser Court • Hamilton • Ohio • 45011*



Veterans Services Commission contract and reinstatement of the General Public booking app. Park-n-Ride will show over budget for most of the year as the 42X route is planned to transfer to the City of Middletown in September making both the revenue and expense front-loaded. Interest on the STAR Ohio account continues to do well causing a variance to budget in Interest & Other.

Expenses were right on budget at 16.4%. Being early in the year, Misc. Items is under budget mostly due to low amounts in Travel and Training expenses. The Gain before Est. Depreciation, Net Pension & OPEB Expense was \$330K.

The Transaction logs for the month of February were included in the packet presenting all cash transactions for the period. No unusual transactions occurred during this timeframe. The balance sheet for February 2023, was presented with normal balances for assets, as well as liabilities and equity. Ms. Weidner explained that the high balance in Accounts Receivable was of no concern. At the end of February, Available Funds were approximately \$7.88M. Before amending the Chestnut Fields grant, Total Board Reserves were at \$5.37M, and Non-Restricted Funds were \$2.5M. Non-Restricted funds will be used for future operational needs and for the Chestnut Fields facility. A second Board Reserve slide was presented to show the effect of adding \$6.7M in awarded grant funding for Chestnut Fields. As Capital Replacement funds decrease, Local Share on Grant Obligations increase. Funds of \$1.2M were also added as needed funds for the completion of the Facility at current costs. With all new and needed funding added, Total Board Reserves will increase approximately \$1.0M and Non-restricted Funds would see a decrease of approximately \$1.0M to complete this project.

Ms. Weidner also presented an update to the 10-year Planning Spreadsheet. Projections still show the need for sustainable funding beginning in 2027, to keep a balanced budget, and to avoid a negative cash balance in 2031.

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

## **V. Governance**

### ***a. Trustee Vacancy***

Mr. Dutkevicz noted that BCRTA has received an applicant for the vacant trustee position and will be scheduling interviews in the next few months to consider the applicant.

### ***b. Strategic Planning Retreat***

Mr. Dutkevicz noted that the strategic planning retreat has been set for Tuesday June 20, 2023. He added that the location is yet to be determined and that the consultant would likely be reaching out in advance to gather information from individual trustees.

## **VI. Action Items**

- a. Resolution 23-04-01: *Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for Dispatch Console Software Support.***

Mr. Watt moved to adopt resolution 23-04-01. Mr. Fehr seconded.

Ms. Varney explained that the proposed purchase would provide support and ensure good maintenance of the dispatch console system. She did add that the support is proprietary to the installed system and software and as such is a sole source procurement. Mr. Bautz asked about the price difference in the cover memo and resolution. Mr. Dutkevicz clarified the difference was between the base price and the contingency. Mr. Watt asked what the current cost is for the same support. Ms. Varney noted it is very similar to the proposed cost, but staff are requesting a multi-year award to hold pricing steady for the next several years.

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

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

The resolution was adopted.

## **VII. Committee & Staff Reports**

### **a. OKI**

Mr. Dutkevicz gave the OKI report. He noted that the Freight Conference was announced in Cincinnati this September. He also added that Tom Arnold from ODOT gave a detailed presentation about the Brent Spence Bridge Project in addition to approving the 2024-2027 TIP.

### **b. Service & Metrics**

Mr. Morgan provided the Service & Metrics report.

#### Leveraging Competitive Funding & Partnerships

- Average Fleet Age
  - 5.33 years – This is an increase of 13.51 percent from February 2022.
- Subsidy per Passenger
  - The subsidy per passenger decreased in February of 2023 in comparison to last February by \$0.27 or 2.2 percent.
- Admin Cost Per Revenue Hour
  - Administrative Overhead cost per hour has increased by \$4.22 or 16.2 percent comparing February of 2022 to February of 2023. This is mainly due to higher operating expenses, primarily to wage and fringe increases.

### Enhancing Connectivity

- BCRTA Transit App Users
  - BCRTA had 5,094 users during the month of February for the Transit App. This is a 30.66 percent increase from the previous year.
- BCRTA Transit App Downloads
  - BCRTA tracked 418 new downloads for the Transit App in February of 2023. This is a 62.2 percent decrease from the previous year.
- BGO App Rides/Total BGO Rides
  - 23.89 percent of all trips were booked utilizing the mobile application. This is a 59.47 percent decrease from February of 2023.
- BGO App Downloads
  - BCRTA had 42 new users download the mobile application. This is a 323.81 percent decrease from February of 2023.
- BGO Mobile Payment & Total Trips
  - BCRTA completed 3,248 non - contracted trips in February of 2023. This is a 55.9 percent increase in completed, non - contracted trips from February of last year.
  - 2.67 percent of all trips were paid for using the BCRTA mobile application (BrainTree).
  - 18.71 percent of all trips were paid for using EZFARE.

### Improving Mobility & Eliminating Barriers

- Passengers Per Revenue Hour
  - Fixed routes had 12.04 passengers per revenue hour in February of 2023, this is a 2.8 percent decrease from February of 2022.
  - Demand Response service had 1.69 passengers per revenue hour in February of 2023, this is a 6 percent decrease from February of 2022.
- Accidents and Injuries
  - Fault Total – BCRTA experienced 5 at fault accidents in February of 2023.
  - No Fault Total – BCRTA also had 1 no fault accidents.
- Target Operator Staffing
  - 62%
  - This number has decreased by 16.55 percent from the previous year.
  - The yearly average was 79.12 percent.
- Denials and Refusals/ Total BGO Trips
  - 15.3 percent of all requested BGO trips were refused or denied in February of 2023 due to time and capacity limitations.



#### Supporting Employers

- 42x Park and Ride Total Trips
  - The 42x had 1,516 riders. This is a 53 percent increase from February of the previous year.
- BGO Employment Trips
  - BCRTA completed 1,571 BGO trips for the purpose of employment in February of 2023, this is a 45.64 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 \$24,723,588 of our \$25,471,690 goal.
- Days Until Chestnut Fields Completed
  - BCRTA expects this project to be completed within the next 669 days or 1.83 years.

#### c. **Marketing & Outreach**

Ms. Cowan updated the board on the marketing campaign for the “Behind the Wheel” hiring event. Ms. Cowan shared that the media buy would include print, radio, paid search ads, a facebook event, and a new landing page on the website.

Ms. Cowan added that BCRTA had participated in a video shoot with the Butler County Veterans Commission. It is a PSA on transportation services provided by the veteran’s commission. Once approved it will air on various cable channels.

Ms. Cowan told the board that the Kimley Horn final report should be completed for review by the May board meeting.

Ms. Cowan also spoke about the launch meeting with Affirm who will be handling the marketing for the new commuter service.

#### d. **Talent, Benefits, & Recruitment**

Ms. Leveline explained that the HR team had attended Akron Metro’s “Drive the Bus” job fair in preparation to present BCRTA’s event on April 29. Staff have prepared extensively and coordinated marketing efforts to host the event on April 29 at Butler Tech’s Bioscience campus.

Mr. Fehr noted that medical benefits have been online for some time now and inquired if benefits were doing anything to attract new applicants for driving positions. Mr. Dutkevicz noted that although benefits have not increased the net number of bus operators, it has likely helped BCRTA retain employees and “stop the bleeding.” Mr. Dutkevicz noted that other nearby employers are now hiring driving positions for several more dollars per hour and examining the BCRTA wage schedule may be in order before yearend.

Ms. Leveline mentioned that the HR team is getting good reactions from applicants and new hires who have the opportunity to get the full benefits and total rewards explanation.

Mr. Bautz asked about the Parental Leave policy instituted earlier in the year and questioned whether it had improved retention. Mr. Dutkevicz answered that the policy had not appeared successful and was likely to be recommended for repeal by staff later this year.

**e. Procurement**

Ms. Varney mentioned that construction inspection services was presently out to bid. Ms. Varney also mentioned that bids for Chestnut Fields construction came in yesterday and were significantly over the estimate. Staff will not be recommending an award for either bid and are working closely with the architects and engineers to identify opportunities for savings.

**f. Director's Report**

Mr. Dutkevicz summarized the notes provided in the packet:

**A. Staffing & Facility**

**1. Staffing**

BCRTA is currently seeking to fill the following positions:

Administrative & Communication Specialist	Location: Hamilton, OH Department: Administration Type: Full Time
Transit Planner	Location: Hamilton, OH Department: Administration Type: Full Time
Operations Dispatcher - Full Time	Location: Hamilton, OH Department: BCRTA Type: Full Time
Trustee	Location: Hamilton, OH Department: Board of Trustees Type: Volunteer
Miami U SafeRide - Night Shift Van Drivers	Location: Oxford, OH Department: Operations Type: Part Time
Operations Dispatcher - Part time	Location: Hamilton, OH Department: Operations Type: Part Time
Operations Street Supervisor	Location: Hamilton, OH Department: Operations Type: Full Time
Operations Trainer	Location: Hamilton, OH Department: Operations Type: Full Time
Vehicle Operator - Fixed Route/CDL	Location: Hamilton, OH Department: Operations Type: Full Time
Vehicle Operator - No CDL	Location: Hamilton, OH Department: Operations Type: Full Time
TABC Board of Directors	Location: Hamilton, OH Department: Transit Alliance of Butler County Type: Volunteer

Luis Rodriguez, Planning & Special Projects Manager has left BCRTA to pursue a new opportunity.

BCRTA will host a "Drive the Bus" career fair at Butler Tech's Westchester Biotech Campus on April 29.

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

## **B. Planning**

### **1. Commuter Service**

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

### **2. Transit Studies**

Kimley Horn is wrapping up the Short-Range Planning Study. A final report should be available in April.

### **3. Regional Gap Study**

Staff have received the draft report of the study. Once survey data is analyzed and compiled the final report will be made available.

### **4. Regional Alternative Fuel Study**

The WSP Alternative Fuel Study has been completed and is available for review at <https://www.butlercountyrta.com/bcrta-receives-alternative-fuel-strategy-report/>

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

Ms. Weidner presented on the financial status of the Chestnut Street Multimodal Station project at the March meeting. The invitation to bid (IFB) for construction was released on March 2. The bid deadline was extended to April 18<sup>th</sup> to allow for more bidders to participate.

City easements for the project were approved March 21 and are in the process of being recorded. Staff expect to bring the land lease, service contract renewal, and construction award to the BCRTA Board for authority at the May Board meeting due to the extension of the bid timeline.

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

### **1. Miami Service Contract**

Staff have met with Miami officials and prepared documents to exercise the first 2-year contract option with a price increase. An addendum approved for execution is expected before the May BCRTA Board meeting.

### **2. SMART Grants**

BCRTA and NEOride were not successful on the SMART grant for autonomous tech. The agencies will consider an ODOT grant in the future for this project.

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

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

**4. 2023 LoNo**

Staff have 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 will specifically focus on LOW emission technology that can support the range of BCRTA small buses (200+ mi per day). Staff have identified this as an opportunity as the program set-aside for LOW emission technology was undersubscribed in the 2022 funding round while no emission tech was oversubscribed 7X.

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

**1. Strategic Planning Retreat**

Mark your calendars for TUESDAY, JUNE 20.

**2. Light Transit Vehicle Purchase**

In November 2022, the BCRTA Board authorized the purchase of several LTV's as options off the WRTA (Youngstown) contract. Unfortunately, staff became aware after this that the manufacturer raised the unit price without contractual authority from WRTA. Since WRTA is unwilling to accept the new price, the contract is now void and BCRTA cannot use it to purchase vehicles. Staff are investigating new methods and opportunities to procure LTV's with definitive delivery dates and agreeable pricing. An amended resolution will come to the Board as soon as staff identify a reasonable solution.

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

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
<del>Procurement,</del> Maintenance, and Finance Software Integrated Solution – Phase II	BCRTA	150k	5	New
Collision Avoidance System	MTS	240K	5	New
Light Transit Vehicles	BCRTA	1.66M	TBD	Replacement
Parking Lot Construction	BCRTA	TBD	Task	New
Tires (large bus)	BCRTA	TBD	1	New
Chestnut Fields Construction	BCRTA	23.2M	Task	New

**VIII.Executive Session**

To consider the employment and compensation of a public employee pursuant to Ohio Revised Code Section 121.22 (G)1. Mr. Foster moved to enter executive session for the stated purpose. Mr. Gordon seconded.

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

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

Executive session commenced at 9:00 AM with Mr. Schneider invited by the Board.  
Executive Session concluded at 9:18 AM.

- a. **Resolution 23-04-02: A Resolution Authoring an Addendum to the Executive Director Employment Agreement to Provide an Annual Salary Increase to the Executive Director.**

Mr. Foster moved to adopt resolution 23-04-02. Mr. Bautz seconded.

The Board expressed satisfaction with the Executive Director's performance and a desire to continue to retain him.

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

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

The resolution was adopted.

**IX. Adjourn**

Mr. Watt moved to adjourn, and Ms. Wyenandt seconded. The motion carried. The meeting was adjourned at 9:20 AM.

Respectfully submitted,



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Matthew M. Dutkevich, Executive Director



Perry M. Gordon (May 19, 2023 08:14 EDT)

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Approved

Appendix A  
Comments From Citizens

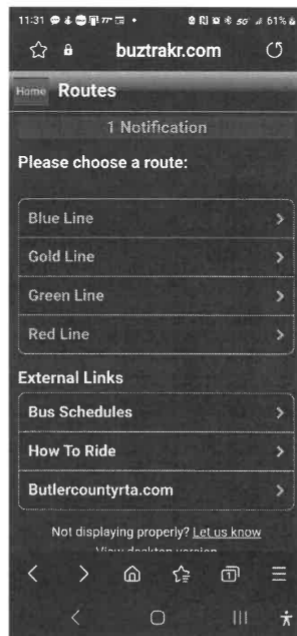
Whitney Harris

**Transit App/Buztrakr Discrepancies**

I know I have brought this up previously in the past, but I have noticed new issues that have prompted me to bring up the topic again. The Transit App as well as the Buztrakr website have not been tracking one of the routes correctly since the end of last month. There have also been some instances where notifications are delayed (come to Buztrakr first and then the Transit App, or vice versa). I have attached pictures below.

**GREEN LINE-** Has only been tracking northbound route since the middle of March.

**BUZTRAKR:** Only shows the routes, when you select “Green Line”, it jumps right to the northbound stops, instead of showing options for selecting northbound or southbound. Where it shows the map, it only shows the NORTHBOUND map.



Buztrakr: All possible route options for Middletown are shown.

**BCRTA**  
**Income Statement**  
**March 2023**

	<b>Year to Date Last Year</b>	<b>Year to Date This Year</b>	<b>Annual Budget</b>	<b>YTD % of Budget</b>
Passenger Fares	2,573	8,264	121,125	6.8%
Contract Fares	78,031	26,261	310,000	8.5%
Partnership Transit Rev (COM)	442,323	248,961	1,236,000	20.1%
Transit Development Rev (MU)	573,494	547,196	2,447,312	22.4%
Mgt./Cons. Services	61,320	34,339	274,714	12.5%
Interest & Other	9,858	58,604	134,390	43.6%
Agency Funding	10,417	8,969	90,000	10.0%
Park-n-Ride Program	129,968	112,500	300,000	37.5%
State Funding	16,636	-	284,000	0.0%
Federal Funding	1,004,711	1,512,978	5,874,868	25.8%
<b>Total Revenues</b>	<b>2,329,330</b>	<b>2,558,072</b>	<b>11,072,409</b>	<b>23.1%</b>
<b>Expenses</b>				
Wages	740,085	970,522	3,872,323	25.1%
Fringes	345,345	474,854	1,821,597	26.1%
Services	155,471	195,542	697,788	28.0%
Materials & Supplies	203,761	232,960	964,250	24.2%
Utilities	22,501	22,635	90,320	25.1%
Insurance	71,468	70,103	304,175	23.0%
Purchased Transportation	129,968	112,500	300,000	37.5%
Misc. Items	15,219	20,389	130,254	15.7%
Contingency	-	-	50,000	0.0%
<b>Total Expenses</b>	<b>1,683,818</b>	<b>2,099,506</b>	<b>8,230,707</b>	<b>25.5%</b>
<b>Gain/Loss before Depr, NP &amp; OPEB Exp</b>	<b>645,512</b>	<b>458,566</b>	<b>2,841,702</b>	<b>16.1%</b>
Est. Local Share of Depreciation Exp	74,133	74,133	296,530	25.0%
Est. Net Pension & OPEB Exp (Inc)	(302,073)	(302,073)	(1,208,292)	25.0%
<b>Total Gain/(Loss)</b>	<b>873,452</b>	<b>686,507</b>	<b>3,753,464</b>	<b>18.3%</b>



Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
<b>Checking - PNC (National City)</b>						
3/1/23			Beginning Balance			836,288.61
3/1/23	11301	CDJ	Kentucky State Treasurer		20.00	
3/1/23	11302	CDJ	Altafiber		142.10	
3/1/23	11303	CDJ	Cincinnati Bell Any Distance		535.11	
3/1/23	11304	CDJ	Hunter Marketing		6,737.50	
3/1/23	11305	CDJ	Jani-King of Cincinnati LLC		550.00	
3/1/23	11306	CDJ	Jan-Pro of Greater Cincinnati		950.00	
3/1/23	11307	CDJ	ODACS, LLC		155.00	
3/1/23	FARES030123	CRJ	Farebox Receipts	1,384.01		
3/1/23	3058176414	CRJ	Federal Transit Administration	7,591.00		
3/2/23	PRWE 02/24/23	GENJ	1534		69.23	
3/2/23	PRWE 02/24/23	GENJ	1535		93.15	
3/2/23	PRWE 02/24/23	GENJ			3,027.32	
3/2/23	PRWE 02/24/23	GENJ			127,636.20	
3/2/23	PRWE 02/24/23	GENJ			22,968.78	
3/2/23	PRWE 02/24/23	GENJ	1533		13.92	
3/3/23	AT 3/3/2023	CDJ	Paycom		1,946.88	
3/3/23	3058176634	CRJ	Federal Transit Administration	472.00		
3/3/23	3058176517	CRJ	Federal Transit Administration	40,243.00		
3/3/23	3058176695	CRJ	Federal Transit Administration	470,174.00		
3/6/23	10420204	CRJ	Miami University - Accounts Pa	230.00		
3/7/23	11288V	CDJ	GemCity Tires, Inc	390.65		
3/7/23	ACH03072023	CDJ	SuperFleet Mastercard Program		33,125.14	
3/7/23	AT-03/07/2023	CDJ	BCRTA PNC Card Purchases		14,271.47	
3/7/23	11308	CDJ	BCRTA Petty Cash		277.75	
3/7/23	11309	CDJ	Amazon Capital Services		1,309.82	
3/7/23	11310	CDJ	Affordable Pest Control Inc.		53.00	
3/7/23	11311	CDJ	Richard L. Bowen & Associates,		77,075.90	
3/7/23	11312	CDJ	Cornett's Pressure Cleaning		3,435.00	
3/7/23	11313	CDJ	Fuller Ford		918.93	
3/7/23	11314	CDJ	Fleet Pride		15.49	
3/7/23	11315	CDJ	Gillig		487.26	
3/7/23	11316	CDJ	Health Transit Pool of Ohio		83,984.00	
3/7/23	11317	CDJ	Kleem Inc.		247.00	
3/7/23	11318	CDJ	Ohio Deferred Compensation		1,325.00	
3/7/23	11319	CDJ	Ports Petroleum Co Inc		1,621.75	
3/7/23	11320	CDJ	RICOH USA, INC		38.16	
3/7/23	11321	CDJ	Refitt's LLC		400.00	
3/7/23	11322	CDJ	Signery2		240.00	
3/7/23	11323	CDJ	Security Lock Company		233.00	
3/7/23	11324	CDJ	Treasurer State of Ohio		141.75	
3/7/23	11325	CDJ	Verizon Wireless		2,642.02	
3/7/23	11326	CDJ	Cintas Corporation		1,677.82	
3/10/23	00023068905175399	CRJ	BCRTA Items	64.51		
3/15/23	03/15/2023	CRJ	BCRTA Items - Xfer checking to \$\$ saving		200,000.00	
3/15/23	01109414	CRJ	Butler County Veterans Service	5,710.30		

3/16/23	PRWE 03/10/23	GENJ		24,074.55
3/16/23	PRWE 03/10/23	GENJ	1538	93.15
3/16/23	PRWE 03/10/23	GENJ	1537	69.23
3/16/23	PRWE 03/10/23	GENJ		2,952.72
3/16/23	PRWE 03/10/23	GENJ		127,546.80
3/16/23	PRWE 03/10/23	GENJ	1536	13.92
3/16/23	PRWE 03/10/23	GENJ	1060	103.13
3/17/23	AT 3/17/2023	CDJ	Paycom	1,189.81
3/17/23	11327	CDJ	Luxurious Wraps, LLC	1,683.00
3/17/23	11328	CDJ	American Red Cross	216.00
3/17/23	11329	CDJ	Alpine Valley Water	74.15
3/17/23	11330	CDJ	Cummins Bridgeway LLC	722.72
3/17/23	11331	CDJ	City of Hamilton - Utilities	3,743.18
3/17/23	11332	CDJ	Cornett's Pressure Cleaning	1,850.00
3/17/23	11333	CDJ	Fuller Ford	384.33
3/17/23	11334	CDJ	Fastsigns 220901	85.50
3/17/23	11335	CDJ	Gillig	222.51
3/17/23	11336	CDJ	COH- Hamilton Fiber	105.00
3/17/23	11337	CDJ	KOI Enterprises, Inc.	4,494.50
3/17/23	11338	CDJ	Millennium Business Systems,LL	324.85
3/17/23	11339	CDJ	Minuteman Press - Fairfield	161.00
3/17/23	11340	CDJ	Mr. Tire Auto Service Centers	3,140.56
3/17/23	11341	CDJ	ODACS, LLC	503.00
3/17/23	11342	CDJ	Ohio Deferred Compensation	1,375.00
3/17/23	11343	CDJ	Ohio Newspapers, Inc.	203.49
3/17/23	11344	CDJ	Prefered Fire Protection	246.75
3/17/23	11345	CDJ	Port Technology LLC	5,147.33
3/17/23	11346	CDJ	Rumpke Of Ohio Inc.	299.71
3/17/23	11347	CDJ	Sunbelt Rentals, Inc.	531.42
3/17/23	11348	CDJ	Tristate Cleaning	300.00
3/17/23	11349	CDJ	Kimley-Horn And Associates, In	24,816.00
3/19/23	03/29/2023	CRJ	BCRTA Items - Xfer checking to \$\$ saving	159,184.00
3/21/23	290658	CRJ	City of Middletown	95,809.47
3/21/23	26388	CRJ	Ohio Transit Risk Pool	4,087.79
3/21/23	3133	CRJ	BCRTA Items	54.72
3/22/23	11350	CDJ	Cintas Uniforms	350.20
3/22/23	11351	CDJ	Cornett's Pressure Cleaning	525.00
3/22/23	11352	CDJ	Cintas Uniforms	3,653.70
3/22/23	11353	CDJ	Fuller Ford	1,847.86
3/22/23	11354	CDJ	Gillig	1,361.30
3/22/23	11355	CDJ	Jordan Phillips	400.00
3/22/23	11356	CDJ	Major Supply Corp	16.29
3/22/23	11357	CDJ	Ohio Newspapers, Inc.	151.17
3/22/23	11358	CDJ	PERS	79,187.62
3/22/23	11359	CDJ	Talawanda School District	25,971.53
3/27/23	01110187	CRJ	Butler County Veterans Service	3,065.46
3/27/23	1092	CRJ	Transit Alliance of Butler Cou	211.81
3/27/23	29831	CRJ	Talawanda High School	185.00

3/27/23	10421418	CRJ	Miami University - Accounts Pa	90.00		
3/28/23	11360	CDJ	Altafiber		142.11	
3/28/23	11361	CDJ	Bethesda Healthcare Inc.		1,555.61	
3/28/23	11362	CDJ	Bryce's Lawncare & Landscaping		4,050.00	
3/28/23	11363	CDJ	Cincinnati Bell Any Distance		531.93	
3/28/23	11364	CDJ	Cornett's Pressure Cleaning		2,220.00	
3/28/23	11365	CDJ	Cintas Uniforms		69.94	
3/28/23	11366	CDJ	Fuller Ford		1.44	
3/28/23	11367	CDJ	Fleet Pride		967.35	
3/28/23	11368	CDJ	Gillig		200.00	
3/28/23	11369	CDJ	Myers Equipment Corporation		923.87	
3/28/23	11370	CDJ	Woodhull		171.36	
3/30/23	PRWE 03/24/23	GENJ	1541		93.15	
3/30/23	PRWE 03/24/23	GENJ			151,072.18	
3/30/23	PRWE 03/24/23	GENJ	1539		13.92	
3/30/23	PRWE 03/24/23	GENJ			32,063.32	
3/30/23	PRWE 03/24/23	GENJ	1540		69.23	
3/30/23	PRWE 03/24/23	GENJ			3,010.41	
3/31/23	AT 3/31/2023	CDJ	Paycom		1,143.74	
3/31/23	03/31/23	GENJ	Service Charge		5.00	
3/31/23	03/31/23	GENJ	Interest Income	0.03		
			Current Period Change	629,763.75	1,265,991.99	-636,228.24
3/31/23			Ending Balance			200,060.37

**Savings - PNC (National City)**

3/1/23			Beginning Balance			54,215.50
3/1/23	03/01/23	GENJ	Service Charge		4.76	
3/13/23	AT PP 03/13/23	CRJ	BCRTA Items	1.92		
3/14/23	MAS 03142023	CRJ	Farebox Receipts	411.22		
3/31/23	03/31/23	GENJ	Interest Income	0.46		
			Current Period Change	413.60	4.76	408.84
3/31/23			Ending Balance			54,624.34

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

3/1/23			Beginning Balance			1,006,710.22
3/15/23	03/15/2023	CRJ	BCRTA Items	200,000.00		
3/19/23	03/29/2023	CRJ	BCRTA Items	159,184.00		
3/31/23	03/31/23	GENJ	Interest Income	9.62		
3/31/23	03/31/23	GENJ	Service Charge		3.00	
			Current Period Change	359,193.62	3.00	359,190.62
3/31/23			Ending Balance			1,365,900.84

**Investment - STAR Ohio**

3/1/23			Beginning Balance			4,809,843.09
3/31/23	03/31/23	GENJ	Interest Income	19,872.36		
			Current Period Change	19,872.36		19,872.36
3/31/23			Ending Balance			4,829,715.45

**BCRTA  
Balance Sheet  
March 2023**

**Assets**

Current Assets

Checking - PNC	200,060.37
Savings - PNC	54,624.34
Savings - PNC	1,365,900.84
STAR Ohio	4,829,715.45
Bid Deposit	53,023.76
M&S Inventory	68,402.14
Petty Cash	1,000.00
Accounts Receivable	1,977,364.11
Prepays	130,583.14

8,680,674.15

\*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	12,087,369.05
Buildings & Land	2,734,604.53
Furniture & Equipment	2,240,511.45
Amenities & Misc.	149,576.89
WIP-Building	34,989.99
WIP-Chestnut Fields	1,528,877.02
Accum. Depr.	(10,165,316.09)

10,274,160.84

Total Assets

18,954,834.99

**Liabilities & Equity**

Current Liabilities

Accounts Payable	265,402.16
Payroll Payables	108,164.13
Other Payables	-
Accrued PTO	181,581.77
FTA Vehicle Funds	68,131.00
Future Match Funds	33,500.00
Unearned Tickets	29,295.50

686,074.56

\*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	15,111,125.00
State Capital	1,467,356.25
Local Capital	89,410.00
Retained Earnings	(6,378,283.45)
Net Income	458,566.40

18,268,760.43

Total Liabilities  
and Capital

18,954,834.99

**BCRTA  
Cash Reserves**

**March 2023**

Current Assets	8,680,674.15
Current Liabilities	<u>(686,074.56)</u>
<b>Available Funds</b>	<b>7,994,599.59</b>

**Board Reserves**

Local Share Grant Obligations		
OH-2018-21-00	298,126.00	
OH-2021-56-00	1,566,322.00	
OH-2021-60-00 Chestnut Fields	2,430,648.00	
Less Miami University Chestnut Fields Match	(1,600,000.00)	
Less Projected Local Match	<u>(1,870,402.50)</u>	MU, R6, VA
Match Required or (Overmatch)	824,693.50	
FTA Grants	824,693.50	Match Required
Working Capital Funds (2 Mths.)	1,313,451.17	
Capital Replacement Funds	3,225,125.40	2023 - 2028 Local Share of Projects Not Yet on Grants
Contingency Funds	<u>-</u>	
<b>Total Board Reserves</b>	<b>5,363,270.07</b>	
<b>Non-Restricted Funds</b>	<b>2,631,329.52</b>	

**BCRTA  
Cash Reserves**

**March 2023**

Current Assets	8,680,674.15
Current Liabilities	<u>(686,074.56)</u>
<b>Available Funds</b>	<b>7,994,599.59</b>

**Board Reserves**

Local Share Grant Obligations		
OH-2018-21-00	298,126.00	
OH-2021-56-00	1,566,322.00	
OH-2021-60-00 Chestnut Fields	3,279,700.12	
Less Miami University Chestnut Fields Match	(1,600,000.00)	
Less Projected Local Match	<u>(1,870,402.50)</u>	MU, R6, VA
Match Required or (Overmatch)	1,673,745.62	
FTA Grants	1,673,745.62	Match Required
Working Capital Funds (2 Mths.)	1,313,451.17	
Capital Replacement Funds	2,165,125.40	2023 - 2028 Local Share of Projects Not Yet on Grants
Needed for Chestnut Fields @ Current Cost	<u>1,185,997.45</u>	
<b>Total Board Reserves</b>	<b>6,338,319.63</b>	
<b>Non-Restricted Funds</b>	<b>1,656,279.96</b>	

# BCRTA BOARD OF TRUSTEES CANDIDATES

MAY 2023

Candidate Name	Interviewed by Executive Committee	Highlights
<b>Tim Werdmann</b> Applied 3/29/2023	Scheduled May 17, 2023	County Resident: NO College – Juris Doctor Recommended by Hamilton City Manager Employer: City of Hamilton, Exec Dir Internal Services



**TO:** BCRTA Board of Trustees  
**FROM:** Meagan Varney, Procurement & Compliance Specialist  
**RE:** *Action Item – Manager Subscription Renewal, 2023-014*

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May 17, 2023

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

- Enhancing Connectivity
- Improving Mobility & Eliminating Barriers

#### **RECOMMENDATION**

Approval of a resolution authorizing the Executive Director on behalf of BCRTA to implement a contract with StepCG, LLC for cloud-based technology management services for an amount not to exceed \$43,144.60.

#### **FINANCIAL CONSIDERATIONS**

This is a contract for services for a term of three (3) years with a total expenditure not to exceed \$43,144.60.

#### **BUSINESS PURPOSE**

- To provide continuous, real-time cloud and device operating software updates and support to the endpoint hardware installed in BCRTA's fleet of vehicles.
- These software services will allow for easier remote management of this technology and ensure smooth operation of routes.

#### **PROCUREMENT CONSIDERATIONS**

- Procurement Summary factors considered; they have the capacity to perform these contracts and are recommended for award.
- This is a "sole source" purchase. NetCloud is proprietary to the type of router that is currently installed in the vehicles and the expense and time required to replace each vehicle's router and obtain new software support would be substantial, making solicitation and award of the contract otherwise infeasible.

#### **LEGAL CONSIDERATIONS**

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



## BCRTA Resolution No. 23-05-01

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### **Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Implement a Contract for Remote Technology Management Services**

**Whereas**, in 2020 BCRTA solicited for Endpoint routers to provide internet connectivity in all fleet vehicles; and

**Whereas**, BCRTA selected Cradlepoint as the lowest responsive responsible bidder; and

**Whereas**, in order to effectively management the Cradlepoint routers, BCRTA contracted with StepCG LLC to obtain NetCloud software, used to remotely manage the Cradlepoint Routers on all vehicles, including all required upgrades and support for technical issues; and

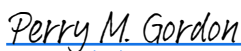
**Whereas** BCRTA's contract for management services with StepCG, LLC is set to expire on July 31, 2023, and the software support will not be available after that date for these crucial routers; and

**Whereas** NetCloud software support is proprietary to the Cradlepoint routers currently installed on each vehicle and the expense and time required to replace the routers and obtain new software support would be substantial, making solicitation and award of the contract otherwise infeasible.

#### **Now therefore be it resolved:**

That the BCRTA Board of Trustees hereby authorizes the Executive Director to enter a three (3) year contract with Step CG, LLC to acquire a NetCloud license for each vehicle at a total cost of \$39,222.36 plus a 10% contingency for a total amount not to exceed \$43,144.60. Be it further resolved that the BCRTA Board of Trustees authorizes the Executive Director to take all actions necessary to enact this resolution.

Approved:

  
Perry M. Gordon (May 19, 2023 08:14 EDT)

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Perry Gordon  
Board Vice President



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Matthew Dutkevicz  
Executive Director

## BCRTA Resolution No. 23-05-02

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### Accepting the Resignation of Mrs. Tracy Bishop from 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** Mrs. Tracy Bishop submitted her resignation February 24, 2023; and

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

**Now, therefore be it resolved** that the BCRTA Board of Trustees hereby accepts her resignation and removes Mrs. Tracy Bishop from the Board of Directors of the TABC.

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.

Adopted May 17, 2023

*Perry M. Gordon*

Perry M. Gordon (May 19, 2023 08:14 EDT)

\_\_\_\_\_  
Perry Gordon  
Board Vice President

*William H. Patton*

\_\_\_\_\_  
Executive Director

## BCRTA Resolution No. 23-05-03

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**Authorizing the filing of (an) SFY 2024 application(s) with the Ohio Department of Transportation by the Butler County Regional Transit Authority (BCRTA) for grants through the US DOT Federal Transit Administration (FTA) and the State of Ohio, as authorized under Federal Transit Laws and State of Ohio laws and executing a contract with the Ohio Department of Transportation upon project approval.**

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

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

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

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

1. BCRTA is authorized on behalf of the Executive Director to execute and file:
  - a. Proposals to aid in the financing of capital, operating, and planning assistance projects;
  - b. Grant agreements with the Ohio Department of Transportation for aid in the financing of capital, operating, and planning assistance projects;
  - c. An assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964; and
  - d. Set forth affirmative disadvantage business policies in connection to any procurement made as part of the project.
2. BCRTA is authorized to furnish such additional information as the Ohio Department of Transportation may require in connection with the proposal for the program of projects submitted to the Federal Transit Administration and the State of Ohio.
3. The undersigned duly qualified and acting Executive Director of the BCRTA certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the BCRTA held on May 17, 2023.

Approved: May 17, 2023

Perry M. Gordon

Perry M. Gordon (May 19, 2023 08:14 EDT)

Perry Gordon, Board Vice President



Matthew Dutkevich, Executive Director

## BCRTA Resolution No. 23-05-04

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### **Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract to Extend the Transit Services Agreement between BCRTA and Miami University.**

**Whereas**, on February 7, 2013, Miami University and BCRTA executed a Transit Services Agreement to provide regional transportation, campus transit, demand response, night-time, and supplemental transit services for the Fall and Spring semesters; and

**Whereas**, the terms of the Transit Services Agreement set amounts and adjustment procedures for the Fuel Base Price, Hourly Charge for Supplemental Services and the Annual Transit Development Payment; and

**Whereas**, the Transit Development Payment as originally agreed did not include amounts for the Summer or Winter terms at Miami University; and


**Whereas**, the initial term of the Transit Services Agreement was from July 1, 2013 through June 30, 2023, with the option to extend for up to five two-year renewal periods (each a "Renewal Period"); and

**Whereas**, Miami University and BCRTA wish to extend the Transit Services Agreement for the first two-year Renewal Period and to update the amounts for the Fuel Base Price, Hourly Charge for Supplemental Services and the Annual Transit Development Payment and to include amounts for Summer and Winter terms in this Payment.

#### **NOW THEREFORE BE IT RESOLVED:**

That the BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute a contract, subject to legal review, to extend the Transit Services Agreement between BCRTA and Miami University for a period of two (2) additional years and to incorporate all modifications proposed above as detailed in the Addendum.

Approved: May 17, 2023

  
Perry M. Gordon (May 19, 2023 08:14 EDT)

Perry Gordon  
Board Vice President



Matthew Dutkevich  
Executive Director



**TO:** BCRTA Board of Trustees

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

**RE:** *Action Item – Service Truck, 2023-022*

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May 17, 2023

**STRATEGIC PLAN GOAL / OBJECTIVE**

Leverage Competitive Funding.

**RECOMMENDATION**

Approval of a resolution authorizing the Executive Director on behalf of BCRTA to implement a contract to purchase an upgraded maintenance service vehicle for an amount not to exceed \$97,894.50.

**FINANCIAL CONSIDERATIONS**

- This is a one-time agreement to purchase an upgraded service vehicle for the Maintenance department with a total expenditure not to exceed \$97,894.50.
- These expenditures will be funded with SFY2021 Ohio Transit Partnership Program (OTPP) funds.

**BUSINESS PURPOSE**

To allow the Maintenance staff to perform on-site repairs of revenue vehicles at different locations, including on the road, which will increase productivity and reduce down time for these vehicles.

**PROCUREMENT CONSIDERATIONS**

Procurement Summary factors considered; they have the capacity to perform these contracts and are recommended for award.

**LEGAL CONSIDERATIONS**

Section 306.43 (H)(2) of the Ohio Revised Code authorizes BCRTA to contract for the provision of goods and services.

## BCRTA Resolution No. 23-05-05

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### **Authorizing the Executive Director to Purchase an Upgraded Maintenance Service Vehicle.**

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

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

**Whereas** the BCRTA Board of Trustees continues to support sound maintenance practices that protect the taxpayer investment including the adoption of vehicle replacement schedules that assure consistency in the annual average age of vehicle inventories, and the replacement of vehicles once assets reach the end of their useful life; and

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

**Whereas** BCRTA was awarded \$110,000 in SFY2021 funds by ODOT to purchase at least one upgraded service maintenance vehicle; and

**Whereas** in 2021 BCRTA obtained two bids through an Invitation for Bid (IFB) and awarded to Sherry Chrysler; and

**Whereas**, after repeated attempts to determine a timeline for manufacture and delivery, BCRTA was advised that the manufacture of the truck would be delayed indefinitely due to various supply chain issues attributed to the Coronavirus pandemic and subsequent market scarcity; and

**Whereas**, BCRTA attempted to purchase a service vehicle from State Bid RSI0010203, but could not move forward with the vendor as the price was prohibitively expensive and delivery was not guaranteed in an acceptable timeframe; and

**Whereas**, after unsuccessfully purchasing through the state bid, BCRTA released an additional IFB, but was unable to award as the sole bidder's Bid was non-responsive; and

**Whereas**, the Ohio Revised Code section 306.43 (H)(2) allows transit authorities to purchase goods, services or rolling stock non-competitively for all purchases under \$100,000 if "the purchase consists of goods or services...and after reasonable inquiry the board or any officer or employee the board designates finds that only one source of supply is reasonably available"; and

**Whereas**, BCRTA, as described above, has exhausted all other avenues to purchase an upgraded maintenance service vehicle and seeks to purchase non-competitively under the terms of ORC 306.43 (H)(2), supplanting the need for BCRTA to solicit bids for vehicle purchase.

**Now, therefore, be it resolved** that the BCRTA Board of Trustees hereby authorizes the Executive Director to execute a purchase of one (1) upgraded maintenance service vehicle from **New Work Trucks** at \$88,995.00 plus a 10% contingency at a not to exceed amount of \$97,894.50. Be it further resolved that the BCRTA Board of Trustees authorizes the Executive Director to take all actions necessary to enact this resolution.

Adopted this 17th day of May 2023.

Perry M. Gordon

Perry M. Gordon (May 19, 2023 08:14 EDT)

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Perry Gordon, Board Vice President



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Matthew Dutkevich, Executive Director

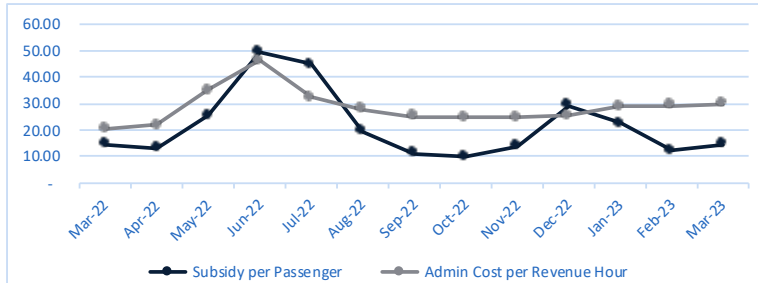
# METRIC DASHBOARD

## March 2023

### Leveraging Competitive Funding & Partnerships

Average Fleet Age  
**5.37**

Since Last Month 0.04 0.74%  
Since Last Year 0.73 13.59%



### Enhancing Connectivity

BCRTA Transit App Users

**4,945**

Since Last Month (149) -3.01%  
Since Last Year 1,361 27.52%

BGO App Rides/Total BGO Rides

**14.13%**

Since Last Month -9.76% -69.09%  
Since Last Year -13.86% -98.07%

BCRTA Transit App Downloads

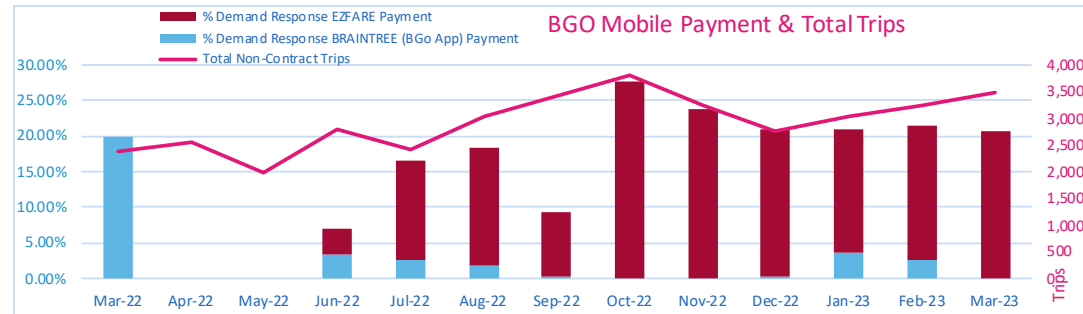
**404**

Since Last Month (14) -3.47%  
Since Last Year (14) -3.47%

BGO App Downloads

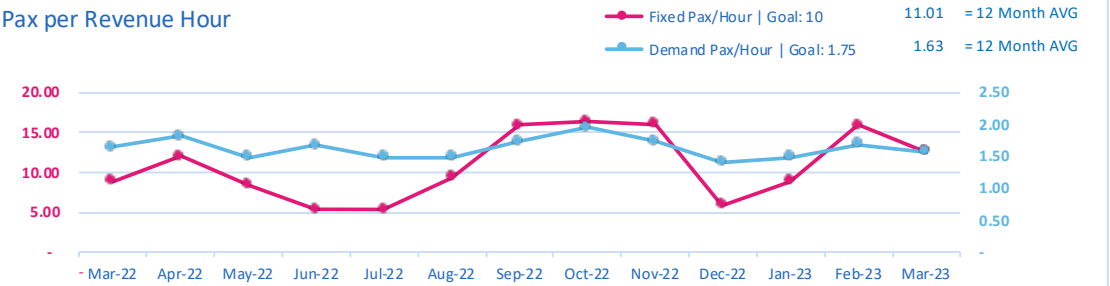
**390**

Since Last Month 241 61.79%  
Since Last Year 241 61.79%

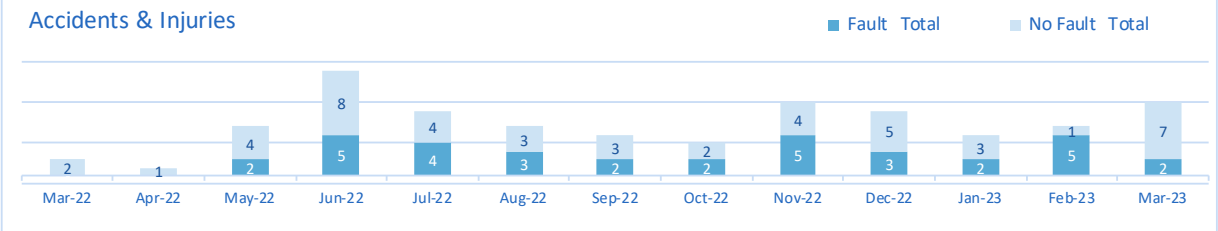


### Improving Mobility & Eliminating Barriers

Pax per Revenue Hour



### Accidents & Injuries



Target Operator Staffing

**61%**

Since Last Month -22.29%  
Since Last Year 4.21%  
12 Month Average 80.69%  
GOAL 100.00%

Denials & Refusals/Total BGO

**10.31%**

Since Last Month -4.99%  
Since Last Year -138.78%  
12 Month Average 8.10%  
GOAL 0.00%

### Supporting Employers

42X Park & Ride Total Trips

**2,073**

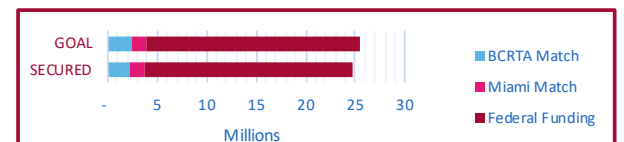
Since Last Month 557 27%  
Since Last Year 750 36%

BGO Employment Trips

**1,876**

Since Last Month 305 16.26%  
Since Last Year 712 37.95%

### Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

**641**



# Director's Notes – May 2023

## A. Staffing & Facility

### 1. Staffing

BCRTA is currently seeking to fill the following positions:

Operations Dispatcher - Full Time	Location: Hamilton, OH Department: BCRTA Type: Full Time
Trustee	Location: Hamilton, OH Department: Board of Trustees Type: Volunteer
Miami U SafeRide - Night Shift Van Drivers	Location: Oxford, OH Department: Operations Type: Part Time
Operations Dispatcher - Part time	Location: Hamilton, OH Department: Operations Type: Part Time
Operations Street Supervisor	Location: Hamilton, OH Department: Operations Type: Full Time
Operations Trainer	Location: Hamilton, OH Department: Operations Type: Full Time
Public Transit Driver - Test Drive a New Career!	Location: Hamilton, OH Department: Operations Type: Full Time
Vehicle Operator - Fixed Route/CDL	Location: Hamilton, OH Department: Operations Type: Full Time
Vehicle Operator - No CDL	Location: Hamilton, OH Department: Operations Type: Full Time
TABC Board of Directors	Location: Hamilton, OH Department: Transit Alliance of Butler County Type: Volunteer

BCRTA is pleased to welcome Russell Auwae as Transit Planner and Sarah Schwartz as Administrative and Communications Specialist this month.

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

## B. Planning

### 1. Commuter Service

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

### 2. Regional Gap Study

Staff have received the draft report of the study. The consultant is still finalizing details, but staff will make a copy of the draft available to the trustees in advance of the June retreat.

### 3. Regional Alternative Fuel Study

The WSP Alternative Fuel Study has been completed and is available for review at <https://www.butlercountyrta.com/bcrtareceivesalternativefuelstrategyreport/>

## Director's Notes – May 2023

### 4. Chestnut Street Multimodal Station

Ms. Weidner presented on the financial status of the Chestnut Street Multimodal Station project at the March meeting. The invitation to bid (IFB) for construction closed on April 18. Unfortunately, only two bids were received and came in 30%-40% over the estimate. Staff will not be recommending any award at this time, but will be working closely with the A&E team to do some value engineering and understand why estimators and bidders were so far apart. The project is likely to be rebid early in the fall.

In addition, Miami and BCRTA are struggling to come to terms on the ground lease for the facility. Items still at issue include limitations and controls of federal investment in the facility during the term and title clearance.

## C. Funding & Discretionary Grant Availability

### 1. Miami Service Contract

Staff have met with Miami officials and prepared documents to exercise the first 2-year contract option with a price increase. BCRTA and Miami have agreed on addendum language that staff expected approval on this month. However, Miami has indicated they may not consider the service extension until terms are identified for Chestnut Fields property the lease.

### 2. SMART Grants

BCRTA and NEORide were not successful on the SMART grant for autonomous tech. The agencies will consider an ODOT grant in the future for this project.

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

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

### 4. 2023 LoNo

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

## Director's Notes – May 2023

technology was undersubscribed in the 2022 funding round while no emission tech was oversubscribed 7X. Awards are expected before fall.

### D. On the Horizon ...

#### 1. Strategic Planning Retreat

Mark your calendars for TUESDAY, JUNE 20. Staff will prepare of book of printed studies for easy reading in advance of the retreat. Books will be available at the May Board meeting.

#### 2. Light Transit Vehicle Purchase

In November 2022, the BCRTA Board authorized the purchase of several LTV's as options off the WRTA (Youngstown) contract. Unfortunately, staff became aware after this that the manufacturer raised the unit price without contractual authority from WRTA. Since WRTA is unwilling to accept the new price, the contract is now void and BCRTA cannot use it to purchase vehicles. Staff are investigating new methods and opportunities to procure LTV's with definitive delivery dates and agreeable pricing. An amended resolution will come to the Board as soon as staff identify a reasonable solution.

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

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
<del>Procurement</del> , Maintenance, and Finance Software Integrated Solution – Phase II	BCRTA	150k	5	New
Collision Avoidance System	MTS	240K	5	New
Light Transit Vehicles	BCRTA	1.66M	TBD	Replacement
Parking Lot Construction	BCRTA	3M	Task	New
Tires (large bus)	BCRTA	TBD	1	New
Chestnut Fields Construction	BCRTA	23.2M	Task	New

# Director's Notes – May 2023

## Strategic Vision 2025

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

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

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

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

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

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

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

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

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

Develop multimodal infrastructure and wayfinding to create seamless user experiences.

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










# BCRTA Board of Trustees Meeting Packet 05-17-23 V2

Final Audit Report

2023-05-19

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