



**Butler County Regional Transit Authority**  
3045 Moser Court • Hamilton, OH 45011 • 513.785.5237

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

**Board of Trustees**

Christopher Lawson, *President*  
City of Hamilton  
Perry Gordon, *Vice President*  
City of Oxford Police Department  
Jessica Chandler  
Butler County ESC  
David Fehr  
Butler County Department  
of Development  
James A. Foster  
City of Trenton  
Anita Scott Jones  
Atrium Medical Center  
Mimi Summers, J.D.  
Cincinnati State Middletown  
Corey Watt  
Resident

**Executive Director**

Matthew M. Dutkevicz

**Legal Counsel**

Gary Becker  
Dinsmore & Shohl, LLP

**General Public  
Transportation Services**

BGo on Demand

**Regional Services**

R1 - Middletown-Hamilton  
R2 - Middletown-Oxford  
R3 - Hamilton-Oxford  
R4 - Hamilton & Springdale  
R6 - Job Connector

**Oxford & Miami University Services**

U1 - Campus Core  
U1W - Walmart Flyer  
U2 - Park & Ride  
U3 - Tollgate Loop  
U4 - Health Loop

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

**The BCRTA Board of Trustees is scheduled to meet on  
Wednesday, October 17, 2018 in the Board Room of the  
Butler County Regional Transit Authority Main Offices  
at 3045 Moser Court, Hamilton, Ohio 45011 at 8:00 a.m.**

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. Vonda Partin at 513.785.5226 or 800.750.0750 (Ohio Relay Service).

For questions or more information regarding this meeting please call 513.785.5226 or email [partinv@butlercountyrta.com](mailto:partinv@butlercountyrta.com).

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

**October 17, 2018, 8:00 AM**

*Butler County Regional Transit Authority – Board Room*

*3045 Moser Court, Hamilton, Ohio 45011*

PRELIMINARY AGENDA

- I. Call to Order & Roll
- II. Consideration of Absences (Motion Requested)
- III. Approval of the Agenda (Motion Requested)
- IV. Approval of the September 19, 2018 Meeting Minutes (Motion Requested)
- V. Secretary/Treasurer's Report – August 2018 (Motion Requested)
- VI. Comments from Citizens
- VII. Governance
  - a. Ratify change to November 2018 Meeting Date
  - b. Review 2019 Meeting Dates for Ratification in November
- VIII. Director's Report
- IX. Committee & Staff Reports
  - a. OKI
  - b. Regional Coordination/Reinventing Metro
  - c. Metrics: Luke Morgan, Operations Manager - Hamilton
- X. Action Items
  - a. **Resolution No. 18-10-01:** Removing Mr. Kyle Fuchs and Appointing Ms. Susan Cohen to the Transit Alliance of Butler County (TABC) Board of Directors.
  - b. **Resolution No. 18-10-02:** Authorizing the Butler County Regional Transit Authority (BCRTA) to Apply for a 2019 Butler County Community Development Block Grant (CBDG) 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

**Next Meeting Date:**

**SCHEDULED: November 21, 2018 @ 8:00 AM**

**PROPOSED: November 14, 2018 @ 8:00 AM**

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

**October 17, 2018, 8:00 AM**

*Butler County Regional Transit Authority – Board Room  
3045 Moser Court, Hamilton, Ohio 45011*

Basic Quality of Life, and Certifying the Availability of up to \$50,000 as the Required Local Match for the Requested Project.

XI. Upcoming Items for Review Only

- a. **Resolution 18-11-01:** Adoption of the FY 2019 Accrual Operating Budget for the Butler County Regional Transit Authority (BCRTA).
- b. **Resolution 18-11-02:** Authorization of FY 2019 Appropriations and Acceptance of the BCRTA Fiscal Officer's Certification of Funds and Estimation of Revenues.
- c. **Resolution 18-11-03:** Confirmation of Board Policy 6-02 Investments.
- d. **Resolution 18-11-04:** Confirmation of Board Policy 6-08 Reserves.
- e. **Resolution 18-11-05:** Authorizing the BCRTA Executive Director to Execute an Agreement with the Southwest Ohio Regional Transit Authority (SORTA) for the Provision of 2019 Park-And-Ride Services in Butler County.

XII. Adjourn (Motion Requested)

**Next Meeting Date:**

**SCHEDULED: November 21, 2018 @ 8:00 AM**

**PROPOSED: November 14, 2018 @ 8:00 AM**

## 2018 Butler County RTA Board of Trustees Attendance

	Jan	Feb	*Mar	Apr	May	June	July	*August	Sept	Oct	Nov	Dec
Chandler, Jessica	E	X		X	X	X			X	X		
Fehr, David	X	X		X	E	X			X	X		
Foster, Jim	X	X		X	X	X			X	E		
Gordon, Perry	X	X		X	X	X			X	X		
Vacant												
Lawson, Chris	X	X		X	X	X			X	X		
Scott Jones, Anita	E	E		E	X	X			X	X		
Summers, Mimi	X	X		X	X	X			X	X		
Watt, Corey	X	X		X	X	E			E	X		

X = Present

E = Excused

A = Absent

\*3/21/2018 Canceled for Snow Day

\*8/15/2018 Canceled

Date: 10/17/2018



MTS and the BWC rebate. Expenses are under budget by 7.9%. Lower wages through the summer months, insurance recoveries, and the ACA accrual contribute to this variance.

The Balance Sheet for July 2018 shows an adjustment to Accrued PTO and an Unearned MU Funds account. The Unearned MU Funds was added so that revenues could be better matched to expenses incurred with fluctuating service.

Cash Reserves shows we have more than enough available funds to match our current FTA Grant obligations and are moving steadily towards fully funding our 2020 capital requirements.

Please see attached Financial Report statistics.

Mr. Lawson requested a motion to approve the Secretary/Treasurer's Report. Ms. Chandler made a motion to approve the report. Mr. Foster seconded the motion. The report was approved.

## **VI. Comments from Citizens**

No citizens were present.

## **VII. DIRECTOR'S REPORT**

### **A. Metrics & Service**

#### **Free Rides for New BGo Riders**

Bcrta offered free rides for first time BGo riders in May. The program was successful, but staff plan to increase exposure by continuing to offer the program for a few more months while measuring trial and repeat metrics.

#### **Middletown, Monroe & Dayton Connection**

The R7 – WorkLink began on September 11, 2018. The route connects Dayton, Middletown, Monroe and the Cincinnati Metro, Park & Ride at the Meijer on Tylersville Road. Connections are limited, but Bcrta will be working closely with Middletown and Monroe to connect with employers and monitor trip times for best efficiency. Middletown is funding 50% of the route with federal grants while Middletown, Monroe and Premier Health fund the remaining 50%. The Atrium Shuttle was eliminated as part of this agreement due to very low ridership.

#### **ADA Service Areas**

As a result of a recommendation from the National Transit Database analyst in Bcrta's 2017 report closeout letter, Bcrta will be converting the R1, R3, R4 and R6 to "motorbus" routes from "commuter routes. Since the stop frequency no longer meets the regulatory criteria for commuter (longer distances), the service must be reported as "motorbus." Additionally, Bcrta is required to provide complimentary paratransit (ADA) services within ¼ of a mile of all motorbus routes. This represents a significant change for Bcrta, but staff believes this is in the best interest of Bcrta riders and the disabled community. Bcrta is planning for a changeover in January 2019.

## **B. Staffing & Facility**

### **Staffing**

Bcrta is currently seeking CDL and non-CDL drivers as well as a Maintenance Technician. Administrative positions have been filled at this time.

In August, Bcrta welcomed John Gardocki as Planning and Special Projects Manager and Shawn Cowan as Mobility Manager. Bryant French also left the Maintenance Department for a job at ODOT and Dillon Gipson joined Bcrta as a Maintenance Technician.

Matthew Dutkevicz applied and was selected to participate in the West Chester Liberty Chamber Alliance 2019 Leadership 21 Program. Mr. Dutkevicz also completed a Master of Business Administration at Miami University in August. Many thanks to the Bcrta Board of Trustees for your support in this effort.

### **Building Refurbishment**

Still on the agenda are energy efficient lighting upgrades, garage workstations for maintenance staff, and additional storage and organization for maintenance. Upgraded wifi will also be addressed in the garage for technician mobility. Painting of the building was completed in June. Outdoor signage will be replaced soon.

## **C. Planning**

### **Chestnut Street Multimodal Station**

Bcrta was awarded \$2.6M in 5339 funds this April to be put toward the facility. The project is still \$4.6M short of being fully funded. Bcrta is holding a monthly status update call for interested parties and project partners.

### **Regional Cooperation**

Following SORTA's decision not to place a ballot initiative in the fall 2018 election, leadership at SORTA has renewed an interest in improving regional coordination. Bcrta has been meeting with leaders from all the tristate transit agencies to identify opportunities and establish goals for better regional cooperation and integration. John Gardocki is working with a committee to discuss fare rates and payment capabilities and methods. Metro Leadership has also expressed interest in inviting a member of the Bcrta Board of Trustees to join an oversight committee with a group of their trustees. Please let Matt know if you would be interested in this opportunity.

## **D. Discretionary Grant Availability**

### **BUILD**

TIGER, or BUILD was released with a due date in July 2018. Contrary to Bcrta's expectations, funding for this program was substantially increased. Bcrta submitted an application with the project partners to fund the remaining portion of the Chestnut Street Multimodal Station. Awards are not expected until Spring 2019.

### 5339

Although Bcrta received funding for the Chestnut Street Multimodal Station from the 5339 program last year, we also applied for the remaining unfunded portion again in August 2018. Awards are not expected until Spring 2019.

### Surface Transportation Block Grant Program (STP)

Bcrta applied for the remaining portion of the Chestnut Street Multimodal Station. Applications were due June 1. The program has \$20M available and received applications for nearly \$60M. Bcrta was not successful in this round of funding. Another round will be available in March 2019. Bcrta missed significant points for "Existing Asset Physical Condition." Mr. Dutkevicz will discuss with OKI leadership.

### 5311 Rural Transit

Bcrta had been approved and invited to apply for ODOT 5311 program dollars aimed at rural transit in Oxford. Staff plan to request funds for the Chestnut Street Multimodal Station.

## E. On the Horizon ...

### US Congressman Warren Davidson

We have scheduled Congressman Davidson to visit Bcrta following the October 17 regular board meeting.

## VIII. Committee & Staff Reports

- a. **OKI:** Mr. Dutkevicz reminded that the OKI Annual Luncheon is coming up October 16. Please let Mr. Dutkevicz know if you would like to attend and Bcrta will pay for your registration fee.

Mr. Lawson shared that OKI had their meeting last week to approve the upcoming fiscal year budget. They discussed the Transit Management Performance Measurement System and how it is implemented. They continue to discuss autonomous vehicles infrastructure and needs pertaining to that.

- b. **Metrics:** Ms. Oden provided the Metrics Report. Bcrta experienced a slight increase in passengers per hour during the month of July compared to the previous year, 2017. This increase verifies that our Ecolane software and BGo services along with advertising is heading in the right direction.

Cost Per Passenger has decreased by \$10.87 over July 2017, graphs will indicate that this decrease is due to reduction in staff positions. Overhead costs have dropped due to recent staffing changes. Although the employment market is competitive, Bcrta remains focused on rebuilding staff, finding ways to retain and improve capacity of the management team.

Bcrta experienced a short spike in incidents/accidents during the month of May. At fault accidents were 2 mirror clips and one side swipe while pulling into a stop. We are pleased to see that with refresher Behind-the-Wheel driver training immediately following these accidents with random safety audits, accidents have decreased. No fault incidents consisted of passengers



failing to pay attention due to rushing and multi-tasking. Continuously sharing safety tips with passengers has proven to be beneficial.

Average Fleet Age: In June, Bcrta dropped to 4.48 years in average fleet age due to 4 obsolete vehicles being sold on Govdeals.com. Bcrta has replaced these vehicles and is still in the process of releasing new vehicles into service. Graphs will show in July, average fleet age increased to 4.99.

Demand Response experienced one road call in the month of July due to engine failure, in which this repair was still covered under warranty and no extra costs were needed.

Park & Ride: This graph reflects ridership on the 42X, which shows a 7% increase compared to July 2017.

## IX. Governance

Mr. Dutkevicz reminded that the Commissioner's Office appoints members to our Board. Over the past year, there were two candidates interviewed and a third that was a no response for the Trustee position. Mr. Travis Bautz, Director of Library in Middletown, is still interested in the position and fits the position need best overall. Barring any objections, Mr. Dutkevicz will submit Mr. Bautz name to the Commissioner's Office for a recommendation to appoint him to our Board. There were no objections.

Mr. Dutkevicz thanked Ms. Summers for hosting the meeting at her location today.

## X. Action Items

**Certifying the Availability of up to \$35,000 as the required 50% local match in Support of the Transit Alliance of Butler County's (Transit Alliance) Application for a City of Hamilton Community Development Block Grant (CBDG) in Support of a Job Connection Shuttle Targeted for Low and Very-Low Income Residents of the City of Hamilton to Maintain a Basic Quality of Life.**

Mr. Lawson requested a motion to accept Resolution 18-09-01. Mr. Foster made a motion to approve and Mr. Fehr seconded the motion.

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

Ms. Chandler	YES
Mr. Fehr	YES
Mr. Foster	YES
Mr. Gordon	YES
Mr. Lawson	YES
Ms. Scott Jones	YES
Ms. Summers	YES
Mr. Watt	ABSENT

The resolution was adopted.

**XI. Adjourn**

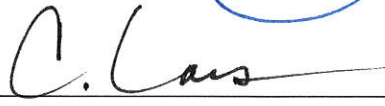
Mr. Gordon moved to adjourn, and Ms. Summers seconded. The motion carried. The meeting was adjourned at 9:00 AM.

Respectfully submitted,



---

Matthew M. Dutkevich, Executive Director



---

Approved – Chris Lawson, President, Board of Trustees

**BCRTA  
Income Statement  
August 2018**

	<b>Current Month Budget</b>	<b>Current Month Actual</b>	<b>Change</b>	<b>Last Year Current Month</b>
<b>Revenues</b>				
Passenger Fares	10,955.67	10,286.45	(669.22)	8,499.02
Contract Service	26,300.00	19,832.56	(6,467.44)	30,425.50
Other Transit Rev.	80,000.00	91,038.75	11,038.75	63,960.00
Mgt./Cons. Services	12,000.00	10,000.00	(2,000.00)	7,500.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	1,085.00	6,327.22	5,242.22	8,858.07
Local Funding	203,296.67	203,986.39	689.72	221,218.96
State Funding	-	-	-	10,113.00
Federal Funding	133,750.00	150,375.00	16,625.00	100,500.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>467,387.34</b>	<b>491,846.37</b>	<b>24,459.03</b>	<b>451,074.55</b>
<b>Expenses</b>				
Wages	223,000.00	207,825.88	(15,174.12)	199,156.85
Fringes	73,377.00	74,894.33	1,517.33	69,444.73
Services	36,850.00	35,066.09	(1,783.91)	32,944.05
Materials & Supplies	48,950.00	54,773.83	5,823.83	57,635.45
Utilities	8,025.00	6,117.67	(1,907.33)	6,886.92
Insurance	18,050.00	16,978.16	(1,071.84)	12,556.34
Taxes	-	-	-	-
Purchased Transportation	41,666.67	41,044.50	(622.17)	39,920.42
Misc. Items	9,135.33	4,358.99	(4,776.34)	3,973.41
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>459,054.00</b>	<b>441,059.45</b>	<b>(17,994.55)</b>	<b>422,518.17</b>
<b>Gain / (Loss)</b>	<b>8,333.34</b>	<b>50,786.92</b>	<b>42,453.58</b>	<b>28,556.38</b>
Local Share Depreciation		22,614.00		
<b>Gain / (Loss) with Local Depr.</b>		<b>28,172.92</b>		

**BCRTA  
Income Statement  
August 2018**

	<b>Year to Date Budget</b>	<b>Year to Date Actual</b>	<b>Change</b>	<b>Year to Date Last Year</b>
<b>Revenues</b>				
Passenger Fares	87,645.36	85,903.47	(1,741.89)	67,724.75
Contract Service	210,400.00	133,605.92	(76,794.08)	201,732.30
Other Transit Rev.	640,000.00	672,052.60	32,052.60	492,511.75
Mgt./Cons. Services	96,000.00	80,000.00	(16,000.00)	60,000.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	8,680.00	95,484.82	86,804.82	70,733.81
Local Funding	1,626,373.36	1,614,818.68	(11,554.68)	1,742,262.76
State Funding	-	-	-	80,904.00
Federal Funding	1,070,000.00	1,018,599.00	(51,401.00)	859,306.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>3,739,098.72</b>	<b>3,700,464.49</b>	<b>(38,634.23)</b>	<b>3,575,175.37</b>
<b>Expenses</b>				
Wages	1,784,000.00	1,618,690.83	(165,309.17)	1,606,815.18
Fringes	587,016.00	571,902.36	(15,113.64)	520,938.79
Services	294,800.00	229,290.95	(65,509.05)	249,914.45
Materials & Supplies	391,600.00	436,085.70	44,485.70	335,580.31
Utilities	64,200.00	55,190.24	(9,009.76)	61,009.92
Insurance	144,400.00	116,294.93	(28,105.07)	95,268.02
Taxes	-	-	-	-
Purchased Transportation	333,333.36	328,356.00	(4,977.36)	319,363.36
Misc. Items	73,082.64	43,147.13	(29,935.51)	33,619.10
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>3,672,432.00</b>	<b>3,398,958.14</b>	<b>(273,473.86)</b>	<b>3,222,509.13</b>
Gain / (Loss)	66,666.72	301,506.35	234,839.63	352,666.24
Local Share Depreciation		180,912.00		
<b>Gain / (Loss) with Local Depr.</b>		<b>120,594.35</b>		

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
8/1/18			Beginning Balance			119,960.43
8/1/18	7/25-7/31/18	CRJ	Farebox Receipts	2,971.87		
8/2/18	255642	CRJ	City of Middletown	85,597.44		
8/2/18	AT 8/2/18	CDJ	Paycom		679.26	
8/3/18	A0745851	CRJ	Miami University	139,380.53		
8/8/18	2018-036	CRJ	Federal Transit Administration	282,420.00		
8/9/18	Transfer	CRJ	BCRTA Items		400,000.00	
8/9/18	8/1-8/7/18	CRJ	Farebox Receipts	1,991.35		
8/9/18	PRWE 8/3/18	GENJ	Garn Ck#1111		71.06	
8/9/18	PRWE 8/3/18	GENJ	CSPC Ck#1110		241.48	
8/9/18	PRWE 8/3/18	GENJ			13,869.71	
8/9/18	PRWE 8/3/18	GENJ			73,603.95	
8/9/18	PRWE 8/3/18	GENJ			1,025.00	
8/10/18	0038351975	CRJ	Ohio Dept of Medicaid	4,380.00		
8/10/18	7853	CDJ	Auditor of State		492.00	
8/10/18	7854	CDJ	Affordable Pest Control Inc.		47.00	
8/10/18	7855	CDJ	Petty Cash		190.26	
8/10/18	7856	CDJ	Cincinnati Bell Any Distance		1,539.50	
8/10/18	7857	CDJ	Cummins Bridgeway LLC		342.51	
8/10/18	7858	CDJ	Middletown Treasury Divison		1,149.11	
8/10/18	7859	CDJ	Cornett's Pressure Cleaning		1,375.00	
8/10/18	7860	CDJ	Dinsmore & Shohi LLP		1,855.65	
8/10/18	7861	CDJ	Fuller Ford		493.79	
8/10/18	7862	CDJ	Fox Towing Inc.		135.00	
8/10/18	7863	CDJ	Gillig		179.00	
8/10/18	7864	CDJ	Geiler Company		931.36	
8/10/18	7865	CDJ	Heritage-Crystal Clean LLC		64.68	
8/10/18	7866	CDJ	Johnny G's Professional Servic		1,000.00	
8/10/18	7867	CDJ	Jim's Tire & Auto		1,085.50	
8/10/18	7868	CDJ	KOI Enterprises, Inc.		4,597.10	
8/10/18	7869	CDJ	National Bus Trader		30.00	
8/10/18	7870	CDJ	Office Depot Inc.		760.73	
8/10/18	7871	CDJ	PERS		43,905.53	
8/10/18	7872	CDJ	Pohlman Tire Inc.		4,192.44	
8/10/18	7873	CDJ	Port Technology LLC		2,990.64	
8/10/18	7874	CDJ	Verizon Wireless		776.12	
8/10/18	7875	CDJ	Whitworth Bus Sales Inc.		165.11	
8/10/18	7876	CDJ	Heritage-Crystal Clean LLC		50.00	
8/10/18	7877	CDJ	Cintas Corporation		1,318.31	
8/10/18	7878	CDJ	SuperFleet Mastercard Program		24,876.77	
8/10/18	CASH 8/10/18	CRJ	BCRTA Items	814.00		
8/10/18	A0745798	CRJ	Miami University - Accounts Pa	1,140.00		
8/10/18	0038351976	CRJ	BCRTA Items	420.00		
8/15/18	7879	CDJ	Talawanda School District		5,438.11	
8/15/18	8/8-8/14/18	CRJ	Farebox Receipts	1,865.21		
8/15/18	24991240364	CRJ	BCRTA Items	22.00		
8/16/18	7880	CDJ	City of Hamilton - Utilities		2,669.62	
8/20/18	501427	CRJ	BCRTA Items	100,000.00		
8/21/18	A0746422	CRJ	Miami University - Accounts Pa	11,320.20		
8/22/18	8/15 - 8/21/18	CRJ	Farebox Receipts	1,789.92		
8/22/18	7890	CDJ	Cummins Bridgeway LLC		1,402.98	
8/22/18	7881	CDJ	Cornett's Pressure Cleaning		1,227.00	
8/22/18	7882	CDJ	Frank's Heavy Truck Collision		122.00	
8/22/18	7883	CDJ	Fastsigns 220901		39.00	
8/22/18	7884	CDJ	IdentiSys Inc		275.00	
8/22/18	7885	CDJ	Millennium Business Systems		287.48	
8/22/18	7886	CDJ	Mobilcomm		180.00	
8/22/18	7887	CDJ	My Parts Express		1,020.80	
8/22/18	7888	CDJ	Rumpke Of Ohio Inc.		207.28	
8/22/18	7889	CDJ	Security Lock Company		6.00	

8/23/18	PRWE 8/17/18	GENJ	CSPC Ck#1113		112.42		
8/23/18	PRWE 8/17/18	GENJ			14,552.80		
8/23/18	PRWE 8/17/18	GENJ			825.00		
8/23/18	PRWE 8/17/18	GENJ			76,478.10		
8/23/18	PRWE 8/17/18	GENJ	Garu Ck#1112		302.10		
8/23/18	AT 8/23/18	CDJ	Paycom		568.91		
8/28/18	01036355	CRJ	Butler County Veterans Service	23,807.68			
8/28/18	135623	CRJ	GovDeals.com	1,131.00			
8/28/18	2018-37/38/39	CRJ	Federal Transit Administration	101,104.00			
8/29/18	7909	CDJ	Miami University Office of the		3,614.32		
8/29/18	7891	CDJ	Cincinnati Bell		141.00		
8/29/18	7892	CDJ	Cummins Bridgeway LLC		50.68		
8/29/18	7893	CDJ	Cornett's Pressure Cleaning		598.00		
8/29/18	7894	CDJ	Gillig		1,135.30		
8/29/18	7895	CDJ	Heritage-Crystal Clean LLC		263.98		
8/29/18	7896	CDJ	Jim's Tire & Auto		1,085.50		
8/29/18	7897	CDJ	Lemongrenade Creative, LLC		125.00		
8/29/18	7898	CDJ	Manager Plus		5,100.00		
8/29/18	7899	CDJ	Minuteman Press - Fairfield		494.11		
8/29/18	7901	CDJ	Orkin Commercial Services		750.00		
8/29/18	7902	CDJ	ODACS, Inc		275.00		
8/29/18	7903	CDJ	Overhead Door of Greater Cinci		349.00		
8/29/18	7904	CDJ	Office Depot Inc.		53.42		
8/29/18	7905	CDJ	Ohio Dept. of Jobs & Family Se		56.50		
8/29/18	7906	CDJ	Pohlman Tire Inc.		2,624.48		
8/29/18	7907	CDJ	Regional Income Tax Agency		484.89		
8/29/18	7908	CDJ	Verizon Wireless		1,544.82		
8/31/18	196803	CRJ	Easter Seals TriState	2,290.00			
8/31/18	08/31/18	GENJ	Service Charge		11.50		
8/31/18	AT 8/31/18	CDJ	PNC Card Purchases		1,452.59		
			Current Period Change	762,445.20	709,958.26	52,486.94	
8/31/18			Ending Balance			172,447.37	
<b>Savings - PNC (National City)</b>							
8/1/18			Beginning Balance			20,322.95	
8/10/18	CC 8/10/18	CRJ	BCRTA Items	421.88			
8/31/18	08/31/18	GENJ	Interest Income	6.21			
8/31/18	08/31/18	GENJ	Service Charge		0.14		
			Current Period Change	428.09	0.14	427.95	
8/31/18			Ending Balance			20,750.90	
<b>Savings - PNC Bank</b>							
8/1/18			Beginning Balance			858,510.74	
8/9/18	Transfer	CRJ	BCRTA Items - Transfer of Funds	400,000.00			
8/20/18	501427	CRJ	BCRTA Items - From Savings		100,000.00		
8/31/18	08/31/18	GENJ	Interest Income	379.08			
			Current Period Change	400,379.08	100,000.00	300,379.08	
8/31/18			Ending Balance			1,158,889.82	

**BCRTA  
Balance Sheet (Net Pension Liability)  
August 2018**

**Assets**

**Current Assets**

Checking - PNC	172,447.37
Savings - PNC	20,750.90
Savings - PNC	1,158,889.82
Bid Deposit	50,000.00
Petty Cash	1,000.00
Accounts Receivable	692,298.23
Prepays	84,189.12

**\*Other Assets**

Net Pension Asset	9,964.64
Deferred Outflows-Pensions	1,638,793.15

**Property & Equipment**

Vehicles	9,272,803.27
Buildings & Land	2,521,829.31
Furniture & Equipment	734,827.35
Amenities & Misc.	63,767.63
WIP-35' Buses	13,263.74
WIP-Facility Renovation	181,241.61
Accum. Depr.	(4,220,876.65)

2,179,575.44

10,215,614.05

**Total Assets**

12,395,189.49

**Liabilities & Equity**

**Current Liabilities**

Accounts Payable	160,251.42
Payroll Payables	102,631.78
Other Payables	-
Accrued PTO	146,330.99
Reserve ACA Fines	-
FTA Vehicle Funds	52,870.00
Future Match Funds	45,000.00
Unearned Tickets	32,255.00
Unearned MU Funds	171,584.79

710,923.98

**\*Long-term Liabilities**

Net Pension Liability	4,104,439.49
Deferred Inflows-Pensions	97,059.48

**Equity**

Balance Equity	2,861,645.23
Federal Capital	10,001,656.00
Local Capital	89,410.00
Retained Earnings	(5,771,451.04)
Net Income	301,506.35

11,684,265.51

**Total Liabilities  
and Capital**

12,395,189.49

\*During 2015, BCRTA adopted GASB Statement 68, "Accounting and Financial Reporting for Pensions—an Amendment of GASB Statement 27," which significantly revises accounting for pension costs and liabilities. Many end users of this financial statement will gain a clearer understanding BCRTA's actual financial condition by adding deferred inflows related to pension and the net pension liability to the reported liabilities and equity section of the balance sheet and subtracting deferred outflows related to pension.

**BCRTA  
Cash Reserves  
August 2018**

Current Assets	2,179,575.44
Current Liabilities	<u>(710,923.98)</u>
<b>Available Funds</b>	<b>1,468,651.46</b>

**Board Reserves**

Local Share Grant Obligations		
OH-2016-056-01	110,699.75	
OH-2018-021-00	1,411,235.75	
Oxford Facility Match Pledge	200,000.00	
Less 2018 Projected Local Match	(755,984.00)	MU, MED, R6, VA
Less 2019 Projected Local Match	<u>(1,009,780.00)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	(43,828.50)	

FTA Grants - Match Required

Working Capital Funds (2 Mths.) 834,774.67

Capital Replacement Funds 842,813.60 2019-2020 Local Share of Projects Not Yet on Grants

Contingency Funds -

**Total Board Reserves 1,677,588.27**

**Non-Restricted Funds (208,936.81)**

Addback 2020 Capital Match 454,323.60  
 "Current" Non-Restricted Funds 245,386.79



## 2019 Meeting Dates

### BCRTA Board of Trustees and Transit Alliance (TABC) Board of Directors

Month	BCRTA Executive Committee (if needed)	Transit Alliance of Butler County	BCRTA Public Board Meeting
	2nd Wednesday of Month	2nd Wednesday of Month	3rd Wednesday of Month
	8:00 AM	11:30 AM	8:00 AM
January	9	9	16
February	13	NONE	20
March	13	NONE	20
April	10	10	17
May	8	NONE	15
June	12	NONE	19
July	NONE	10	NONE
August	14	NONE	21
September	11	NONE	18
October	9	9	16
November	13	NONE	20
December	NONE	NONE	NONE

## Director's Notes – October 2018

### Metrics & Service

- **Free Rides for New BGo Riders**

Bcrta offered free rides for first time BGo riders in May. The program was successful, but staff plan to increase exposure by continuing to offer the program for a few more months while measuring trial and repeat metrics.
- **Middletown, Monroe & Dayton Connection**

The R7 – WorkLink began on September 11, 2018. The route connects Dayton, Middletown, Monroe and the Cincinnati Metro, Park & Ride at the Meijer on Tylersville Road. Connections are limited, but Bcrta will be working closely with Middletown and Monroe to connect with employers and monitor trip times for best efficiency. Middletown is funding 50% of the route with federal grants while Middletown, Monroe and Premier Health fund the remaining 50%. The Atrium Shuttle was eliminated as part of this agreement due to very low ridership.
- **ADA Service Areas**

As a result of a recommendation from the National Transit Database analyst in Bcrta's 2017 report closeout letter, Bcrta will be converting the R1, R3, R4 and R6 to "motorbus" routes from "commuter routes. Since the stop frequency no longer meets the regulatory criteria for commuter (longer distances), the service must be reported as "motorbus." Additionally, Bcrta is required to provide complimentary paratransit (ADA) services within ¼ of a mile of all motorbus routes. This represents a significant change for Bcrta, but staff believes this is in the best interest of Bcrta riders and the disabled community. Bcrta is planning for a changeover in Jan 2019.

### Staffing & Facility

- **Staffing**

Bcrta is currently seeking CDL and non-CDL drivers as well as a maintenance technician. Administrative positions have been filled at this time.
- **Building Refurbishment**

Still on the agenda are energy efficient lighting upgrades, garage workstations for maintenance staff, and additional storage and organization for maintenance. Upgraded wifi will also be addressed in the garage for technician mobility. Outdoor signage will be replaced soon.

### Planning

- **Chestnut Street Multimodal Station**

Bcrta was awarded \$2.6M in 5339 funds this April to be put toward the facility. The project is still \$4.6M short of being fully funded. Bcrta is holding a monthly status update call for interested parties and project partners.
- **Regional Cooperation**

Following SORTA's decision not to place a ballot initiative in the fall 2018 election, leadership at SORTA has renewed an interest in improving regional coordination. BCRTA has been meeting with

## Director's Notes – October 2018

leaders from all the tristate transit agencies to identify opportunities and establish goals for better regional cooperation and integration. John Gardocki is working with a committee to discuss fare rates and payment capabilities and methods.

At the request of SORTA, I have asked, and Mr. Fehr has volunteered to join the Metro Futures/Reinventing Metro Committee to lend regional support from BCRTA. Mr. Foster and Ms. Summers have also volunteered as alternates.

## Outreach & Communications

### o September 20 Transportation Roundtable

I had the pleasure of attending a regional transportation roundtable with other local transportation officials sponsored by the Cincinnati Regional Chamber. Secretary of Transportation Elaine Chao and Congressman Steve Chabot were present. The Secretary expressed a strong interest in involving private funding and financing in public projects.

### o Fairfield Chamber Expo

Staff presented a booth and attended the Fairfield Chamber of Commerce Business Expo on October 3rd. BCRTA's new mobility management program was featured.

### o Winton Smith

Staff were shocked and saddened to learn that Winton "Smitty" Smith passed away suddenly October 6th. Mr. Smith was a vehicle operator at BCRTA since January 4, 2010 and submitted his resignation only the week before his death due to scheduling conflicts with cardiac rehabilitation. Services are October 11, 2018 at Rose Hill in Hamilton.

### o Chaos: A Design Thinking Event

Staff has agreed to participate in a "Chaos," a "design thinking" event with Butler Tech and other local school districts. The topic is centered around improving mobility in the future.

## Discretionary Grant Availability

### o BUILD

TIGER, or BUILD was been released with a due date in July 2018. Contrary to Bcrta's expectations, funding for this program was substantially increased. Bcrta submitted an application with the project partners to fund the remaining portion of the Chestnut Street Multimodal Station. Awards are not expected until Spring 2019.

### o 5339

Announcements for award were made in September 2018. BCRTA was not successful in this round of funding for 5339.

## Director's Notes – October 2018

- **Surface Transportation Block Grant Program (STP)**  
Bcrta was not successful in the latest round of funding. Another round will be available in March 2019. Bcrta missed significant points for "Existing Asset Physical Condition." Matt has discussed with OKI leadership.
- **5311 Rural Transit**  
Staff completed an application for \$4.6M in ODOT 5311 funds in October. Awards may be made on a rolling basis.
- **Diesel Mitigation Trust Fund (VW Settlement)**  
Staff made an application for the local share (20% or \$424,356) of the upcoming bus delivery from the most recent VW Settlement grant through OEPA. This would allow BCRTA to flex local funds to the Chestnut Fields facility project. Awards are expected this fall.

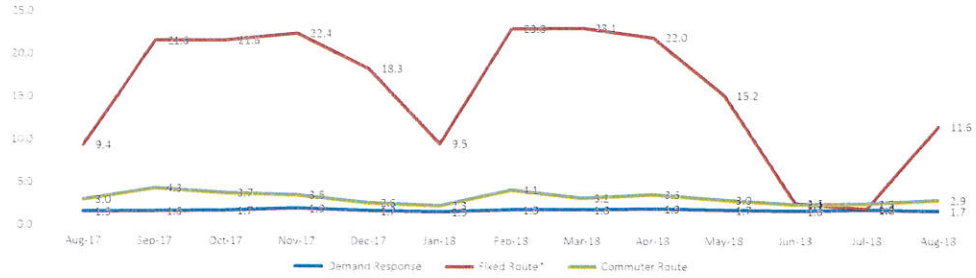
## On the Horizon ...

- **Warren Davidson**  
Representative Davidson has cancelled his visit to BCRTA following the October BCRTA Board Meeting.
- **OKI Luncheon**  
BCRTA has sponsored a table and several staff will be representing the organization as the annual luncheon will not return to Butler County for a few years.
- **Pooling 101**  
Barbara Rhoades, CEO at Ohio Transit Risk Pool, will be traveling to BCRTA on October 25, 2018 to conduct a longer form "Pooling 101" class for staff and any interested trustees. Please let Matt or Vonda know if you are interested in attending.
- **Reinventing Metro**  
Reinventing Metro will meet next on Wednesday, November 7, 2018 at 10:00 in the SORTA offices, downtown Cincinnati.

### BCRTA Metric Scorecard

#### Passengers per Revenue Hour

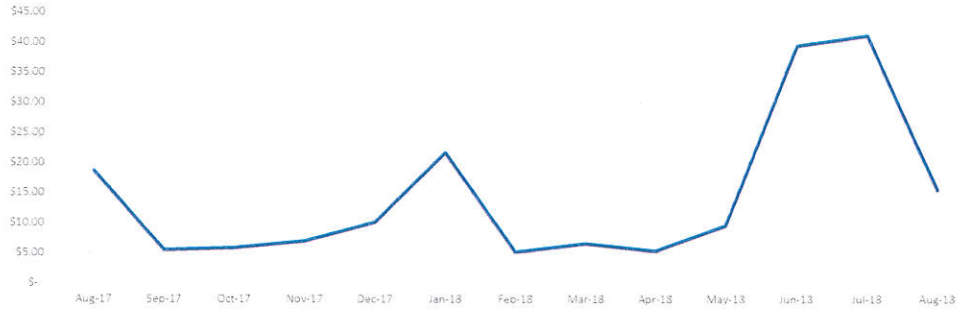
	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
Demand Response	1.5	1.6	1.7	1.9	1.7	1.5	1.8	1.8	1.9	1.7	1.6	1.8	1.7
Fixed Route*	9.4	21.6	21.6	22.4	18.3	9.5	23.0	23.1	22.0	15.2	2.6	1.9	11.6
Commuter Route	3.0	4.3	3.7	3.5	2.8	1.3	1.1	3.1	3.0	3.0	1.1	1.3	2.9



\*does not include shuttle trips

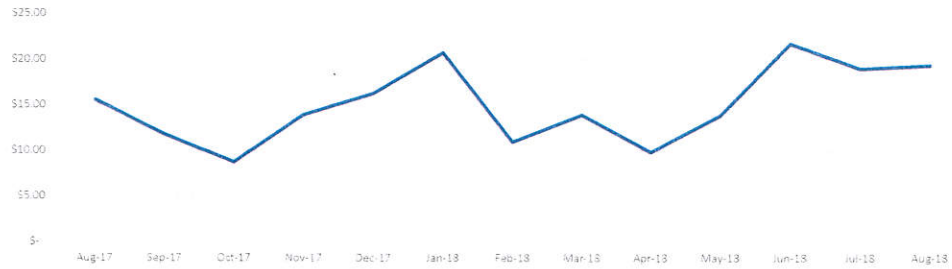
#### Cost per Passenger (Blended)

	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
\$	18.56	5.44	5.80	6.91	10.03	21.64	5.12	6.53	5.29	9.52	39.34	41.11	15.48



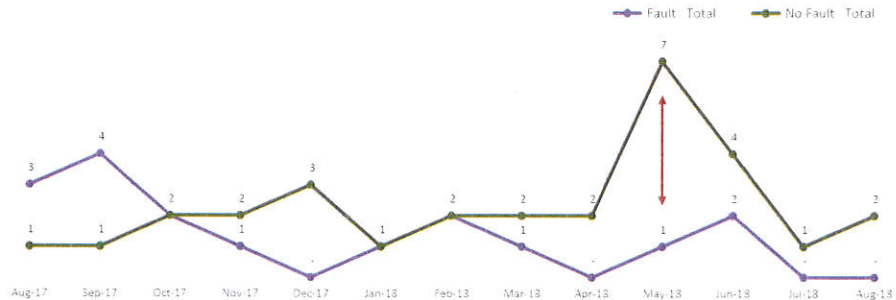
#### Admin/Overhead Cost per Revenue Hour

	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
\$	15.51	11.69	8.68	13.85	16.19	20.87	10.89	13.87	9.77	13.79	21.65	18.93	19.30

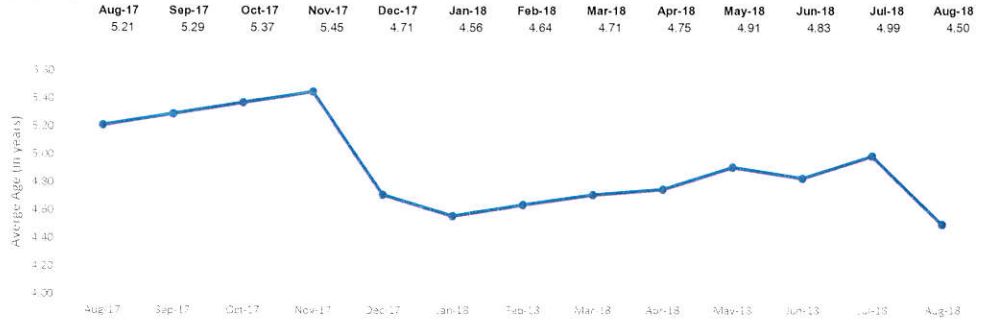


#### Butler County RTA Accidents/Injuries

	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
<b>Fault</b>													
Major (S&S 40)	-	-	-	-	-	-	1	-	-	-	-	-	-
Non Major (S&S 50)	-	-	-	1	-	-	-	-	-	-	-	-	-
Non Reportable	3	4	2	-	-	1	1	1	-	1	2	-	-
<b>Total</b>	<b>3</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>2</b>	<b>-</b>	<b>-</b>
<b>No Fault</b>													
Major (S&S 40)	-	-	-	-	-	-	-	-	-	-	-	-	-
Non Major (S&S 50)	-	-	-	-	1	-	-	2	-	-	-	-	-
Non Reportable	1	1	2	2	2	1	2	-	2	7	4	1	2
<b>Total</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>7</b>	<b>4</b>	<b>1</b>	<b>2</b>

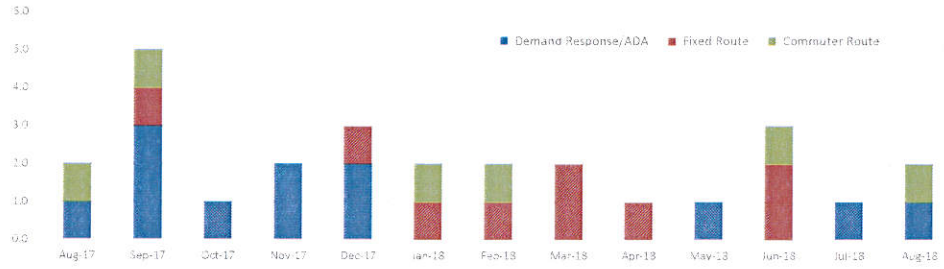


**Average Fleet Age (in years)**



**Road Calls**

	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
Demand Response/ADA	1.0	3.0	1.0	2.0	2.0	0.0	0.0	0.0	0.0	1.0	0.0	1.0	1.0
Fixed Route	0.0	1.0	0.0	0.0	1.0	1.0	1.0	2.0	1.0	0.0	2.0	0.0	0.0
Commuter Route	1.0	1.0	0.0	0.0	0.0	1.0	1.0	0.0	0.0	0.0	1.0	0.0	1.0



**Park & Ride**

	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
42X Ridership	10,214	8,376	9,434	8,556	6,998	9,085	8,553	9,106	8,569	8,634	8,835	8,828	9,223



## BCRTA Resolution No. 18-10-01

---

### Removing Mr. Kyle Fuchs and Appointing Ms. Susan Cohen 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.

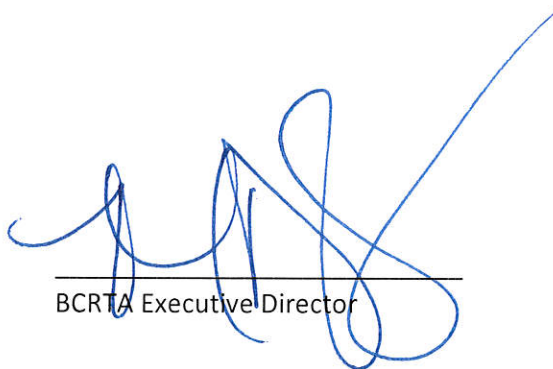
**Now, therefore be it resolved** that the BCRTA Board of Trustees hereby removes Mr. Kyle Fuchs from the Board of Directors of the TABC and appoints Ms. Susan Cohen to the remainder of a three (3) year term to expire June 30, 2019.

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 October 17, 2018



BCRTA Board President



BCRTA Executive Director

**Resolution No. 18-10-02**

---

**Authorizing the Butler County Regional Transit Authority (BCRTA) to Apply for a 2019 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 \$50,000 as the Required Local Match for the Requested Project.**

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

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

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

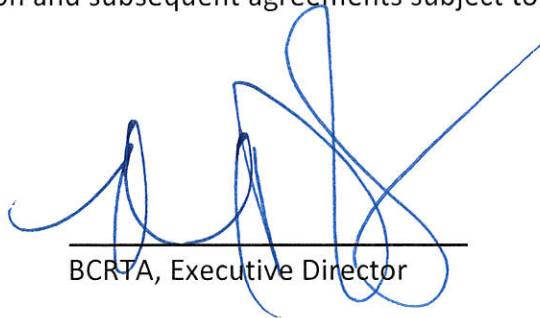
**Whereas** BCRTA has identified an opportunity to offer affordable access to interviews, training, major local employers and other quality of life opportunities throughout the City of Fairfield and Butler County; and

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

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

Approved: October 17, 2018

  
\_\_\_\_\_  
BCRTA, Board President

  
\_\_\_\_\_  
BCRTA, Executive Director



**BCRTA Resolution No: 18-11-01**

---

**Adoption of the FY2019 Accrual Operating Budget for the Butler  
County Regional Transit Authority (BCRTA).**

**Whereas**, the FY2018 appropriations for the Butler County Regional Transit Authority (BCRTA) will expire on December 31, 2018; and

**Whereas**, it is the desire of the BCRTA to appropriate the following funds to provide for the operating expenses of the agency during FY2019:

FY2019 Accrual Budget Summary (details contained in attached Exhibit):

Revenues: \$5,792,584

Expenses: \$5,608,820

**Now therefore be it resolved that the BCRTA Board of Trustees hereby authorizes the adoption of the attached FY2019 Accrual Operating Budget.**

Approved: November 14, 2018

---

BCRTA, Board President  
Chris Lawson

---

BCRTA, Executive Director  
Matthew M. Dutkevicz

**BCRTA Resolution No. 18-11-02**

---

**Authorization of FY2019 Appropriations and Acceptance of the Butler County Regional Transit Authority (BCRTA) Fiscal Officer's Certification of Funds and Estimation of Revenues.**

**Whereas**, the FY2018 appropriations for the Butler County Regional Transit Authority (BCRTA) will expire on December 31, 2018, and

**Whereas**, on November 15, 2017 the BCRTA Board of Trustees adopted a FY 2018 Accrual Operating Budget; and

**Whereas**, additional appropriations to include FY2018 carryforward items and FY2019 capital expenditures must likewise be adopted by the BCRTA Board of Trustees; and

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

FY2019 Funds & Appropriations

Projected Cash Balance 1-1-2019	\$ 744,783
Estimated Revenues	\$ 9,807,189
Authorized Appropriations	\$ 10,031,576
	-----
Projected Year-End Funds	\$ 520,396

**Now therefore, be it resolved:**

That the BCRTA Board of Trustees hereby authorizes the above FY2019 appropriations and accepts the fiscal officer's certification of funds and estimation of revenues. Furthermore, that the BCRTA Secretary/Treasurer is authorized to do all things necessary to enact this resolution.

Approved: November 14, 2018

---

BCRTA, Board President  
Chris Lawson

---

BCRTA, Executive Director  
Matthew Dutkevicz

## BCRTA Resolution No. 18-11-03

---

### Confirmation of Board Policy 6-02 Investments

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

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

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

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

**Now therefore be it resolved that the BCRTA Board of Trustees hereby confirms Board Policy 6-02 Investments.**

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

Approved: November 14, 2018

---

BCRTA, Board President  
Chris Lawson

---

BCRTA, Executive Director  
Matthew M. Dutkevicz

# **BCRTA POLICY AND PROCEDURE MANUAL**

## **6-02 Investments**

*Effective Date: 03-18-09*

*Review Dates: 10-20-10; 11-16-11; 11-14-12; 11-20-13; 11-19-14; 11-18-15; 11-16-2016;  
05-17-2017; 11-15-2017.*

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

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

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

## **BCRTA Resolution No. 18-11-04**

---

### **Confirmation of Board Policy 6-08 Reserves**

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

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

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

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

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

**Now therefore be it resolved that the BCRTA Board of Trustees hereby confirms Board Policy 6-08 Reserves.**

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

Approved: November 14, 2017

---

BCRTA, Board President  
Chris Lawson

---

BCRTA, Executive Director  
Matthew M. Dutkevicz

# BCRTA POLICY AND PROCEDURE MANUAL

## 6-08 Reserves

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

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

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

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

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

## BCRTA Resolution No. 18-11-05

---

### **Authorizing the BCRTA Executive Director to Execute an Agreement with SORTA for the Provision of 2019 Park-and-Ride Services in Butler County.**

**Whereas**, SORTA/Metro has been providing park-and-ride services connecting Butler County and downtown Cincinnati since 1998 and BCRTA has provided funding assistance in support of the park-and-ride service since September 2000; and

**Whereas**, BCRTA entered into a contract with SORTA/Metro to continue the park-and-ride service for calendar year 2003, and the BCRTA Board authorized contracts and contract renewals for calendar years 2004 through 2018; and

**Whereas**, the parties wish to enter into a one (1) year agreement through December 31, 2019.

#### **Now therefore be it resolved by the Board of Trustees of the BCRTA:**

That the Board of Trustees hereby authorizes the BCRTA Executive Director to execute a one (1)-year service agreement subject to legal review between BCRTA and SORTA for the provision of park-and-ride transit services to BCRTA by SORTA for the calendar year 2019 under the following guidelines:

1. BCRTA will be credited with all passenger revenue generated from the park-and-ride services and will continue to receive its share of Section 5307 funds attributable to the National Transit Database (NTD) data for the Butler County Park and Ride services;
2. BCRTA agrees to transfer FFY2019 Federal Section 5307 funds to SORTA, the amount of which will be sufficient to cover the cost of 2019 service; and
3. SORTA provides monthly Butler County park-and-ride ridership data to BCRTA within 30 days of the end of each calendar month.

Furthermore, the BCRTA Board of Trustees authorizes the Executive Director to take actions necessary to comply with the terms of the agreement and to enact this resolution.

Approved: November 14, 2018

---

BCRTA, Board President  
Chris Lawson

---

BCRTA, Executive Director  
Matthew Dutkevicz