



**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, November 14, 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**  
**November 14, 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 October 17, 2018 Meeting Minutes (Motion Requested)
- V. Secretary/Treasurer's Report – September 2018 (Motion Requested)
- VI. Comments from Citizens
- VII. Governance
  - a. Oath of Office – T. Bautz
  - b. Appointment of Nominating Committee to select 2019 officers
- VIII. Director's Report
- IX. Committee & Staff Reports
  - a. OKI
  - b. Regional Coordination
  - c. Metrics – Carla Oden, Operations Manager - MTS
- X. Action Items
  - 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.

**Next Meeting Date:**  
**January 16, 2019 @ 8:00 AM**

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

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

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

- 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.

XI. Executive Session

- a. To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

XII. Adjourn (Motion Requested)

**Next Meeting Date:  
January 16, 2019 @ 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: 11/14/2018



month were over budget mostly due to an increase in service provided in Middletown with August having more service days. Expenses were under budget due primarily to wages.

Year-to-date August, the gain including local depreciation is \$120,594. Revenues are under budget by approximately 1%, resulting primarily from less Medicaid service offset by an increase in services for MTS and the BWC rebate. Expenses are under budget by 7.4%. Lower wages through the summer months, insurance recoveries, and the ACA accrual contribute to this variance.

The Balance Sheet for August 2018 shows that Bcrta is in a very good position moving into the latter part of the year. Cash Reserves show we are over-matched for our current FTA Grant obligations, able to meet our working capital requirements, and are moving towards fully funding our 2020 capital replacements requirements.

Please see attached Financial Report statistics.

Mr. Lawson requested a motion to approve the Secretary/Treasurer's Report. Ms. Summers made a motion to approve the report. Ms. Chandler 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.

### **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.

## **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 tri-state 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, Mr. Dutkevicz has 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.

## **D. Outreach & Communications**

### **September 20 Transportation Roundtable**

Mr. Dutkevicz 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.

### **Fairfield Chamber Expo**

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

### **Winton Smith**

Staff were shocked and saddened to learn that Winton "Smitty" Smith passed away suddenly October 6<sup>th</sup>. 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 October 11, 2018 at Rose Hill in Hamilton.

### **Chaos: A Deisgn Thinking Event**

Staff have 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.

## **E. 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**

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

### **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". Mr. Dutkevicz 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% OF \$424,356) of the upcoming bus delivery from the most recent VW Settlement grant through OPEA. This would allow Bcrta to flex local funds to the Chestnut Fields facility project. Awards are expected this fall.

## **F. On the Horizon ...**

### **Warren Davidson**

Representative Davidson has cancelled his visit to Bcrta following the October 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 Rhoads, 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 trustee. That date has now been changed to November 12. Please let Mr. Dutkevicz or Ms. Partin know if you are interest in attending.

### **Reinventing Metro**

Reinventing Metro will meet next on Tuesday, December 11, 2018 at 10:00 a.m. in the SORTA offices, downtown Cincinnati.

## **VIII. Committee & Staff Reports**

- a. **OKI:** Mr. Dutkevicz explained that the OKI Annual Luncheon was held October 16 and Bcrta sponsored a table.
- b. **Metrics:** Mr. Morgan provided the Metrics Report. Passengers per Revenue Hour BCRTA experienced a slight jump in passengers per revenue hour for the fixed route system in August. This was due to added service (P1, P2, P3) and Miami University beginning the academic school year. As many of you are aware the P routes replaced what was formerly known as the U2. This increased the frequency of trips Bcrta made to major parking lots on Miami's campus. With the feedback of students and our statistical data we can accommodate the needs of the always changing Miami campus.

Commuter route service continued to remain steady at around 2.9 passengers per revenue hour. Look for this metric to change as we have recently added service! On 9/11/2018 the R7 began. This route now connects BCRTA not only to the 42x, but also Dayton RTA.

DR productivity increased slightly this past August. I believe that our recent changes in our service area, along with decreasing fares and paid advertising has BGo on the rise. BCRTA has achieved 95% OTP for the year at 1.72 trips per hour.

#### **Cost per Passenger (Blended) total cost/ passengers.**

The cost per passenger has dropped by \$3.08 or 16.59% comparing last August to this August. This is due to an increase in ridership. We had 9,608 more passengers in August of 2018. Admin/ Overhead Cost per Revenue Hour.

Overhead cost has increased by an average of \$3.79 or 24%. BCRTA operated 382 more service hours in August of 18 than that of 2017. We are now paying the maintenance fees for Ecolane and Doublemap. This is the demand response and fixed route software.

#### **Butler County RTA Accidents/ Injuries**

BCRTA experienced a decrease in incidents and accidents during the month of August. In August 2018 BCRTA has a total of 2 OTR non-reportable/ no fault accidents. Within the last 12 months the management team has launched an effort to check in more frequently with the vehicle operators. We have conducted safety audits outside of the yearly evaluations to keep safety and

customer service fresh in the minds of the folks that are the face of BCRTA. Safety audits allow for a time for teachable moments and to correct potential issues before they occur. In August 2018 Bcrta did not have any at fault accidents or incidents.

#### **Average Fleet Age (in years)**

In August you will notice a decrease in the average fleet age as compared to the prior year. BCRTA has disposed of vehicles that have met their useful life. The average age has dropped to 4.5 years, this is a decrease of 13.63%.

#### **Road Calls**

In August Bcrta experienced one road call for DR and one for the commuter routes. This was identical to the number of road calls 12 months prior.

1514 DR vehicle- was in an accident and had to go to the body shop.

1604 Commuter bus - the AC compressor locked up due to the drive belt breaking.

#### **Park & Ride**

This service reflects the ridership on the 42x. The 42x has experienced a 9.7% decrease in ridership as compared to last August. The cost of fuel typically affects the ridership of the park and ride routes. The average retail price for gasoline in August of 2018 was \$2.84. The average retail price for gasoline in 2017 was \$2.41. In the past it has been our observation that when fuel cost increase, that ridership also increases. With the provided statistics it seems that we have stumbled across another issue and the reasoning is still under investigation.

## **IX. Governance**

Mr. Dutkevicz advised that he submitted Mr. Travis Bautz name to the Commissioner's Office as a recommendation for appointment to the vacant spot on the Bcrta Board of Trustees. However, the Commissioner's Office was not able to get Mr. Bautz on their calendar this week to appoint him to the Bcrta Board in time for swearing Mr. Bautz into the position at this meeting. The Commissioner's office will have Mr. Bautz appointment on their calendar next week. Mr. Bautz was not able to attend the Board meeting today but has the upcoming date for November on his calendar and plans to attend.

Mr. Dutkevicz requested that the next Bcrta Board of Trustees meeting on November 21 (the day before Thanksgiving) be changed to November 14 (a week earlier) to avoid potential holiday conflicts/absences with the next board meeting. There were no objections. Mr. Lawson requested a motion to ratify moving date as requested. Ms. Scott Jones made a motion to approve the change. Mr. Gordon seconded the motion. The change was approved.

Mr. Dutkevicz also advised that the proposed 2019 Board of Trustees Meeting Dates schedule is ready and in the packet. Mr. Lawson requested a motion to ratify the 2019 Board Meeting schedule. Ms. Summers made a motion to approve the 2019 Board of Trustees Meeting Dates schedule. Ms. Scott Jones seconded the motion. The 2019 Board of Trustees Meeting schedule was approved as written.

**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.**

Mr. Lawson requested a motion to accept Resolution 18-10-01. Mr. Watt made a motion to approve and Ms. Chandler seconded the motion.

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

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

The resolution was adopted.

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

Mr. Lawson requested a motion to accept Resolution 18-10-02. Ms. Chandler made a motion to approve and Ms. Scott Jones seconded the motion.

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

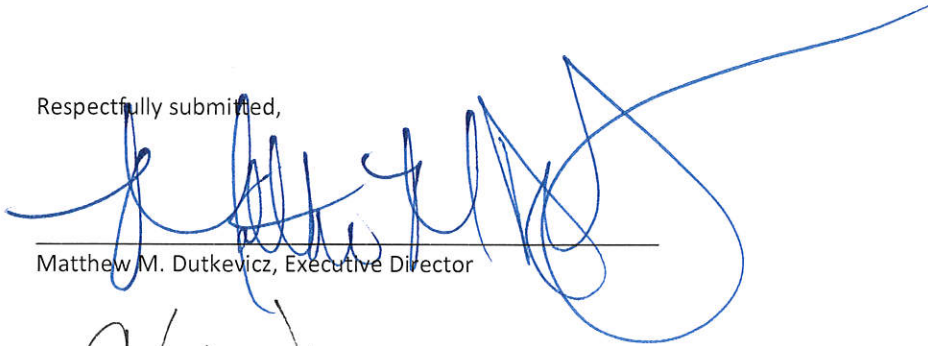
Ms. Chandler	YES
Mr. Fehr	YES
Mr. Foster	ABSENT
Mr. Gordon	YES
Mr. Lawson	YES
Ms. Scott Jones	YES
Ms. Summers	YES
Mr. Watt	YES

The resolution was adopted.

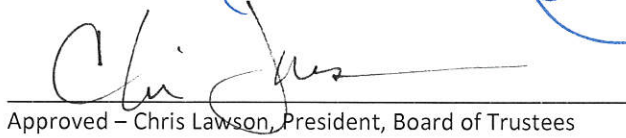
## XI. Adjourn

Ms. Summers moved to adjourn, and Ms. Chandler seconded. The motion carried. The meeting was adjourned at 8:57 AM.

Respectfully submitted,



Matthew M. Dutkevich, Executive Director



Approved – Chris Lawson, President, Board of Trustees

**BCRTA  
Income Statement  
September 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	9,101.07	(1,854.60)	8,521.68
Contract Service	26,300.00	15,907.88	(10,392.12)	26,665.30
Other Transit Rev.	80,000.00	81,973.86	1,973.86	61,222.50
Mgt./Cons. Services	12,000.00	10,000.00	(2,000.00)	7,500.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	1,085.00	2,265.08	1,180.08	143.14
Local Funding	203,296.67	212,648.74	9,352.07	162,425.14
State Funding	-	-	-	10,113.00
Federal Funding	133,750.00	112,265.00	(21,485.00)	100,500.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>467,387.34</b>	<b>444,161.63</b>	<b>(23,225.71)</b>	<b>377,090.76</b>
<b>Expenses</b>				
Wages	223,000.00	198,206.44	(24,793.56)	208,595.35
Fringes	73,377.00	61,135.70	(12,241.30)	61,407.05
Services	36,850.00	18,415.08	(18,434.92)	26,410.69
Materials & Supplies	48,950.00	66,251.23	17,301.23	43,999.79
Utilities	8,025.00	5,966.93	(2,058.07)	6,588.89
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	2,798.73	(6,336.60)	3,426.39
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>459,054.00</b>	<b>410,796.77</b>	<b>(48,257.23)</b>	<b>402,904.92</b>
<b>Gain / (Loss)</b>	<b>8,333.34</b>	<b>33,364.86</b>	<b>25,031.52</b>	<b>(25,814.16)</b>
Local Share Depreciation		22,614.00		
<b>Gain / (Loss) with Local Depr.</b>		<b>10,750.86</b>		

**BCRTA  
Income Statement  
September 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	98,601.03	95,004.54	(3,596.49)	76,246.43
Contract Service	236,700.00	149,513.80	(87,186.20)	228,397.60
Other Transit Rev.	720,000.00	754,026.46	34,026.46	553,734.25
Mgt./Cons. Services	108,000.00	90,000.00	(18,000.00)	67,500.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	9,765.00	97,749.90	87,984.90	70,876.95
Local Funding	1,829,670.03	1,827,467.42	(2,202.61)	1,904,687.90
State Funding	-	-	-	91,017.00
Federal Funding	1,203,750.00	1,130,864.00	(72,886.00)	959,806.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>4,206,486.06</b>	<b>4,144,626.12</b>	<b>(61,859.94)</b>	<b>3,952,266.13</b>
<b>Expenses</b>				
Wages	2,007,000.00	1,816,897.27	(190,102.73)	1,815,410.53
Fringes	660,393.00	633,038.06	(27,354.94)	582,345.84
Services	331,650.00	247,706.03	(83,943.97)	276,325.14
Materials & Supplies	440,550.00	502,336.93	61,786.93	379,580.10
Utilities	72,225.00	61,157.17	(11,067.83)	67,598.81
Insurance	162,450.00	133,273.09	(29,176.91)	107,824.36
Taxes	-	-	-	-
Purchased Transportation	375,000.03	369,400.50	(5,599.53)	359,283.78
Misc. Items	82,217.97	45,945.86	(36,272.11)	37,045.49
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>4,131,486.00</b>	<b>3,809,754.91</b>	<b>(321,731.09)</b>	<b>3,625,414.05</b>
<b>Gain / (Loss)</b>	<b>75,000.06</b>	<b>334,871.21</b>	<b>259,871.15</b>	<b>326,852.08</b>
Local Share Depreciation		203,526.00		
<b>Gain / (Loss) with Local Depr.</b>		<b>131,345.21</b>		

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
<b>Checking - PNC (National City)</b>						
9/1/18			Beginning Balance			172,447.37
9/1/18	check 7139	GENJ	Adjust for voided check	75.00		
9/5/18	136147	CRJ	GovDeals.com	4,325.00		
9/5/18	0038424209	CRJ	Ohio Dept of Medicaid	3,200.00		
9/5/18	113	CRJ	Ability to Thrive	1,200.00		
9/5/18	0038429224	CRJ	BCRTA Items	40.00		
9/5/18	256310	CRJ	City of Middletown	94,438.80		
9/5/18	8/22 - 8/31/18	CRJ	Farebox Receipts	3,227.46		
9/5/18	9/1 - 9/4/18	CRJ	Farebox Receipts	449.78		
9/5/18	7910	CDJ	Petty Cash		288.62	
9/5/18	7911	CDJ	Butler County Sheriff Dept.		69.00	
9/5/18	7912	CDJ	Bryce's Lawncare & Landscaping		1,800.00	
9/5/18	7913	CDJ	Cornett's Pressure Cleaning		715.00	
9/5/18	7914	CDJ	Dinsmore & Shohl LLP		125.00	
9/5/18	7915	CDJ	Ecolane		19,437.00	
9/5/18	7916	CDJ	Johnny G's Professional Servic		1,000.00	
9/6/18	PRWE 08/31/18	GENJ			16,518.89	
9/6/18	PRWE 08/31/18	GENJ	Garn Ck#1114		242.03	
9/6/18	PRWE 08/31/18	GENJ			85,043.98	
9/6/18	PRWE 08/31/18	GENJ			825.00	
9/6/18	AT 9/6/18	CDJ	Paycom		615.96	
9/7/18	7917	CDJ	Cummins Bridgeway LLC		4,451.03	
9/7/18	7918	CDJ	Frank's Heavy Truck Collision		1,556.70	
9/7/18	7919	CDJ	Jake Sweeney Chrysler Jeep		16.44	
9/7/18	7920	CDJ	Ohio Transit Risk Pool		36,259.00	
9/7/18	7921	CDJ	Port Technology LLC		6,145.31	
9/10/18	8/22-8/31/18	CRJ	Farebox Receipts	212.32		
9/10/18	A0747001	CRJ	Miami University	142,349.82		
9/10/18	0038460797	CRJ	Ohio Department of Taxation	10,771.65		
9/10/18	0038460769	CRJ	BCRTA Items	40.00		
9/10/18	CASH 9/10/18	CRJ	BCRTA Items	947.00		
9/12/18	9/5 - 9/11/18	CRJ	Farebox Receipts	2,049.36		
9/13/18	7922	CDJ	Affordable Pest Control Inc.		47.00	
9/13/18	7923	CDJ	Cincinnati Bell Any Distance		1,538.57	
9/13/18	7924	CDJ	Cintas Corporation		1,481.12	
9/13/18	7925	CDJ	Cornett's Pressure Cleaning		604.00	
9/13/18	7926	CDJ	Fuller Ford		552.55	
9/13/18	7927	CDJ	Gillig		288.00	
9/13/18	7928	CDJ	Greater Hamilton Chamber		410.00	
9/13/18	7929	CDJ	Jim's Tire & Auto		1,085.50	
9/13/18	7930	CDJ	Kleem Inc.		94.56	
9/13/18	7931	CDJ	KOI Enterprises, Inc.		4,275.18	
9/13/18	7932	CDJ	Luxurious Wraps, LLC		600.00	
9/13/18	7933	CDJ	Minuteman Press - Fairfield		768.46	
9/13/18	7934	CDJ	Office Depot Inc.		505.44	
9/13/18	7935	CDJ	PERS		70,855.33	
9/13/18	7936	CDJ	Pohlman Tire Inc.		57.00	
9/13/18	7937	CDJ	Rumpke Of Ohio Inc.		207.17	
9/13/18	7938	CDJ	Staples Credit Plan		16.54	
9/13/18	7939	CDJ	SuperFleet Mastercard Program		26,578.12	
9/13/18	7940	CDJ	Sue Kadel		1,060.00	
9/13/18	7941	CDJ	Verizon Wireless		716.26	
9/13/18	7942	CDJ	West Chester Liberty Chamber A		1,500.00	
9/13/18	25170	CRJ	Ohio Transit Risk Pool	1,556.70		
9/18/18	7943	CDJ	Fairfield Chamber of Commerce		595.00	
9/19/18	900474249	CRJ	Maternal Child Health Center	60.00		
9/19/18	9/12 - 9/18/18	CRJ	Farebox Receipts	1,983.21		
9/20/18	PRWE 9/14/18	GENJ			825.00	
9/20/18	PRWE 9/14/18	GENJ	CSPC Ck#1116		47.40	



9/20/18	PRWE 9/14/18	GENJ			16,263.23	
9/20/18	PRWE 9/14/18	GENJ			82,607.27	
9/20/18	PRWE 9/14/18	GENJ	Garn Ck#1115		267.10	
9/20/18	PRWE 9/14/18	GENJ	Ck#1118		149.76	
9/20/18	PRWE 9/14/18	GENJ	Ck#1117		62.17	
9/20/18	AT 9/20/18	CDJ	Paycom		593.16	
9/21/18	7944	CDJ	City of Hamilton - Utilities		2,686.00	
9/21/18	7945	CDJ	Middletown Treasury Divison		503.64	
9/21/18	7946	CDJ	Cornett's Pressure Cleaning		560.00	
9/21/18	7947	CDJ	ephuno LLC		7,129.30	
9/21/18	7948	CDJ	Gillig		307.20	
9/21/18	7949	CDJ	Geiler Company		441.50	
9/21/18	7950	CDJ	Kleem Inc.		7,203.00	
9/21/18	7951	CDJ	Millennium Business Systems		426.91	
9/21/18	7952	CDJ	Mobilcommun		180.00	
9/21/18	7953	CDJ	Minuteman Press - Fairfield		61.96	
9/21/18	7954	CDJ	Pohlman Tire Inc.		141.00	
9/21/18	7955	CDJ	RICOH USA, INC		198.06	
9/21/18	0038488300	CRJ	BCRTA Items	40.00		
9/21/18	7956	CDJ	Bethesda Healthcare Inc.		2,390.55	
9/21/18	7957	CDJ	Cox Media Group		61.05	
9/21/18	7958	CDJ	Talawanda School District		10,127.84	
9/25/18	2018-40/41	CRJ	Federal Transit Admistration	150,375.00		
9/28/18	9/19-09/25/18	CRJ	Farebox Receipts	2,166.96		
9/30/18	09/30/18	GENJ	Service Charge		25.11	
9/30/18	AT 9/30/18	CDJ	PNC Card Purchases		2,259.84	
			Current Period Change	419,508.06	424,462.81	-4,954.75
9/30/18			Ending Balance			167,492.62

**Savings - PNC (National City)**

9/1/18			Beginning Balance			20,750.90
9/10/18	CC	CRJ	BCRTA Items	687.65		
9/30/18	09/30/18	GENJ	Interest Income	14.57		
9/30/18	09/30/18	GENJ	Service Charge		0.14	
			Current Period Change	702.22	0.14	702.08
9/30/18			Ending Balance			21,452.98

**Savings - PNC Bank**

9/1/18			Beginning Balance			1,158,889.82
9/30/18	09/30/18	GENJ	Interest Income	796.56		
			Current Period Change	796.56		796.56
9/30/18			Ending Balance			1,159,686.38

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

**Assets**

<b>Current Assets</b>		<b>*Other Assets</b>		
Checking - PNC	167,492.62	Net Pension Asset	9,964.64	
Savings - PNC	21,452.98	Deferred Outflows-Pensions	1,638,793.15	
Savings - PNC	1,159,686.38			
Bid Deposit	50,000.00	<b>Property &amp; Equipment</b>		
Petty Cash	1,000.00	Vehicles	9,283,513.27	
Accounts Receivable	648,908.82	Buildings & Land	2,521,829.31	
Prepays	92,845.81	Furniture & Equipment	734,827.35	
		Amenities & Misc.	70,970.63	
		WIP-35' Buses	13,263.74	
		WIP-Facility Renovation	181,241.61	
		Accum. Depr.	(4,220,876.65)	
				<b>Total Assets</b>
	<u>2,141,386.61</u>		<u>10,233,527.05</u>	<u>12,374,913.66</u>

**Liabilities & Equity**

<b>Current Liabilities</b>		<b>*Long-term Liabilities</b>		
Accounts Payable	138,845.43	Net Pension Liability	4,104,439.49	
Payroll Payables	101,362.28	Deferred Inflows-Pensions	97,059.48	
Other Payables	-			
Accrued PTO	146,330.99	<b>Equity</b>		
Reserve ACA Fines	-	Balance Equity	2,861,645.23	
FTA Vehicle Funds	52,870.00	Federal Capital	10,015,986.00	
Future Match Funds	38,750.00	Local Capital	89,410.00	
Unearned Tickets	32,356.00	Retained Earnings	(5,771,451.04)	
Unearned MU Funds	132,438.59	Net Income	334,871.21	
				<b>Total Liabilities</b>
	<u>642,953.29</u>		<u>11,731,960.37</u>	<b>and Capital</b>
				<u>12,374,913.66</u>

\*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  
September 2018**

Current Assets	2,141,386.61
Current Liabilities	<u>(642,953.29)</u>
<b>Available Funds</b>	<b>1,498,433.32</b>

**Board Reserves**

Local Share Grant Obligations		
OH-2016-056-01	87,762.25	
OH-2018-021-00	1,341,770.00	
Oxford Facility Match Pledge	200,000.00	
Less 2018 Projected Local Match	(589,488.00)	MU, MED, R6, VA
Less 2019 Projected Local Match	<u>(1,023,780.00)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	16,264.25	
FTA Grants	16,264.25	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	<u>-</u>	
<b>Total Board Reserves</b>	<b>1,693,852.52</b>	
<b>Non-Restricted Funds</b>	<b>(195,419.20)</b>	
<i>Addback 2020 Capital Match</i>	<u>454,323.60</u>	
<i>"Current" Non-Restricted Funds</i>	<u>258,904.40</u>	

## Director's Notes – November 2018

### Metrics & Service

- **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 ¾ 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.

- **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.

### Staffing & Facility

- **Staffing**

BCRTA is currently seeking CDL and non-CDL drivers, maintenance technicians, operations supervisors and an operations manager.

- **ACA Fines**

BCRTA received notice this month that we will be required to pay a TY2016 ACA fine in the amount of about \$45,000. This fine is a result of BCRTA not offering group health insurance to employees working over 30 average hours per week.

- **Staff Reviews and Year-End Adjustments**

Year-end wage adjustments will be in line with the approved budget. Staff also expect to implement an increase to the driver wage schedule (budgeted) in February 2019. This adjustment was originally planned and anticipated during the last schedule adjustment in 2017.

Staff will also be working to change BCRTA's traditional annual review structure to a monthly or weekly "1:1" structure that will allow more frequent and open communication as well as more flexibility in pay and reward structure. All staff will receive a small 2018 year-end appreciation bonus consistent with past practice and budget.

- **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

## Director's Notes – November 2018

garage for technician mobility. Outdoor signage will be replaced before yearend. Upgraded security for the north gate entrance is also being investigated.

### 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**

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.

Staff from all regional transit systems are continuing to meet and discuss regional fares and other areas for coordination. BCRTA, CTC, SORTA and TANK are discussing implementation of a consolidated mobile ticketing, trip planning and real-time location app to be launched by October 2019. SORTA has released an RFP for the proposed platform and selection will take place in early 2019.

- **Onboard Hardware**

After conferring with the vendor, staff has learned that a portion of onboard consumer grade tablets that are used to operate BCRTA's real-time location system (BuzTrakr) will be unsupported by the manufacturer and software vendor beginning in the first quarter of 2019. This equipment is also exhibiting other failures related to its age. Staff will likely recommend an upgrade to a military-grade tablet in early 2019. Preliminary estimates to replace the fixed route BCRTA fleet tablets are around \$100K.

### Outreach & Communications

- **I-75 WorkLink Corridor**

BCRTA is continuing to engage with the group of stakeholders along the WorkLink Corridor. Staff met at the Cincinnati Regional Chamber in October with members of the group including Drive Ohio and ODOT strategy consultants to frame next steps and goals moving forward.

### 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

## Director's Notes – November 2018

project partners to fund the remaining portion of the Chestnut Street Multimodal Station. Awards are not expected until Spring 2019.

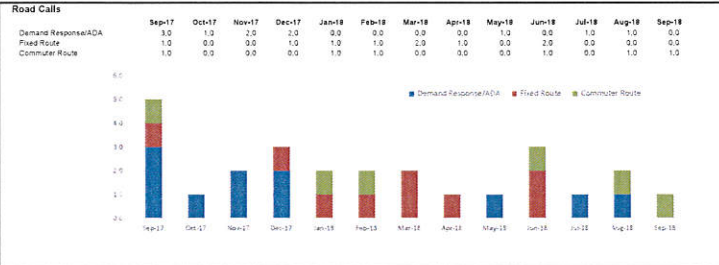
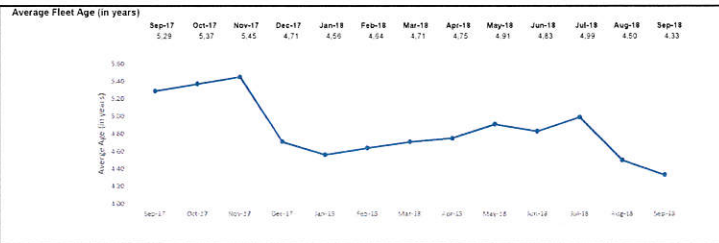
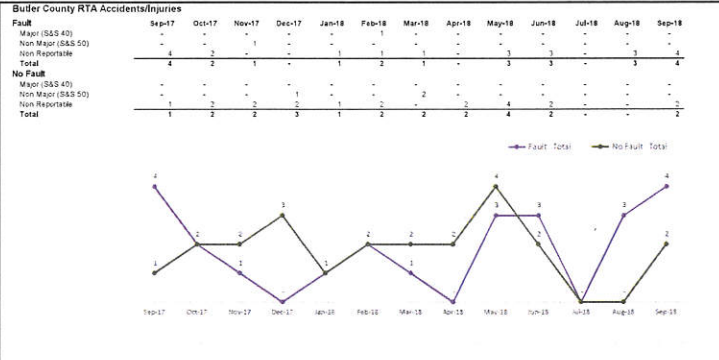
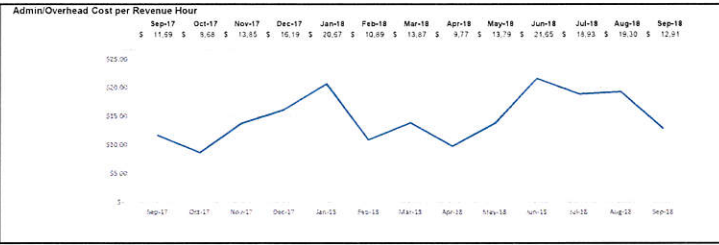
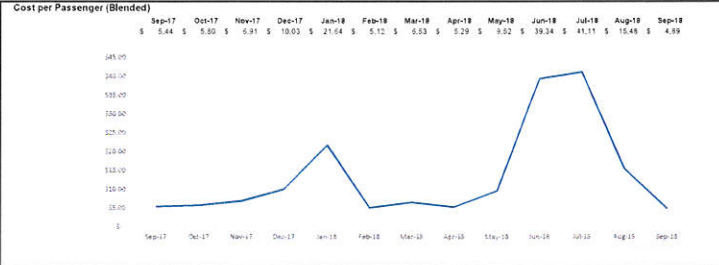
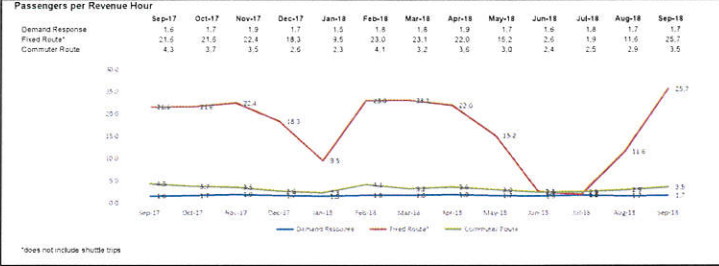
- **5339**  
Announcements for awards were made in September 2018. BCRTA was not successful in this round of funding for 5339.
- **Surface Transportation Block Grant Program (STP)**  
BCRTA was not successful in the latest round of funding. Another round will be available in March 2019. BCRTA missed 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 although some announcements are expected in early 2019.
- **Diesel Mitigation Trust Fund (VW Settlement)**  
BCRTA received notice in mid-October that we will receive an award from the VW diesel mitigation trust fund grants. Staff made an application for the local share (20% or \$424,356) of the upcoming bus delivery through OEPA. This will allow BCRTA to flex local funds to the Chestnut Fields facility project.

### On the Horizon ...

- **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 Tuesday, December 11 2018 at 10:00 in the SORTA offices, downtown Cincinnati.
- **BCRTA Employee Appreciation Breakfast and Annual Meeting**  
Please mark your calendars for this exciting event schedule to take place Saturday, February 23, 2019. 9:30 AM to 11:30 AM at the Fitton Center for Creative and Performing Arts.



**BCRTA Metric Scorecard**





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

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**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

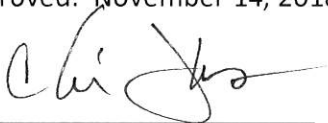
**Whereas**, it is the desire of the BCRTA to appropriate the following funds to provide for the operating expenses of the agency during FY2019:

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

Revenues:	\$5,989,637
Expenses:	\$5,718,269

**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



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BCRTA, Board President  
Chris Lawson



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BCRTA, Executive Director  
Matthew M. Dutkevicz

**BUTLER COUNTY RTA**

**2019 Final Budget**

**Revenues & Expenses**

	<b>Projected 2018</b>	<b>Budget 2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2019-2023 Totals</b>
Passenger Fares	\$ 127,500	\$ 132,900	\$ 135,558	\$ 138,269	\$ 141,035	\$ 143,855	\$ 691,617
Contract Revenues	200,000	205,200	209,304	213,490	217,760	222,115	1,067,869
Partnership Transit Revenues	1,005,000	1,172,000	1,195,440	1,219,349	1,243,736	1,268,610	6,099,135
Sale of Services	120,000	122,640	125,093	127,595	130,147	132,749	638,223
Transit Development Program	1,900,000	1,920,000	1,958,400	1,997,568	2,037,519	2,078,270	9,991,757
Park-n-Ride Program	492,534	500,000	500,000	500,000	500,000	500,000	2,500,000
State Operating Funds	-	-	-	-	-	-	-
Agency Operating Funds	75,000	65,000	66,300	67,626	68,979	70,358	338,263
Local Tax/Other Receipts	-	-	-	-	-	-	-
Investment Earnings	-	-	-	-	-	-	-
Other Revenues	15,000	38,100	38,862	39,639	40,432	41,241	198,274
<b>Federal Funds</b>							
5307 Operating	800,000	850,000	875,500	901,765	928,818	956,682	4,512,765
5307 Preventive Maintenance	300,000	245,246	257,508	270,384	283,903	298,098	1,355,139
5339 Preventive Maintenance	-	200,000	200,000	200,000	200,000	200,000	1,000,000
Transferred Preventive Maintenance	133,831	95,854	97,771	99,727	101,721	103,755	498,828
5307 ADA	96,000	100,000	102,000	104,040	106,121	108,243	520,404
5310 Operating & MM	297,218	342,697	85,428	-	-	-	428,125
Other Federal	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 5,562,083</b>	<b>\$ 5,989,637</b>	<b>\$ 5,847,164</b>	<b>\$ 5,879,451</b>	<b>\$ 6,000,169</b>	<b>\$ 6,123,978</b>	<b>\$ 29,840,400</b>
<b>Wages</b>	<b>\$ 2,450,000</b>	<b>\$ 2,724,200</b>	<b>\$ 2,778,684</b>	<b>\$ 2,834,258</b>	<b>\$ 2,890,943</b>	<b>\$ 2,948,762</b>	<b>\$ 14,176,846</b>
Fringes	850,000	945,188	964,092	983,374	1,003,041	1,023,102	4,918,796
Services	350,000	521,600	532,032	542,673	553,526	564,597	2,714,427
Materials & Supplies	675,000	665,165	678,468	692,038	705,878	719,996	3,461,545
Utilities	80,000	81,000	82,620	84,272	85,958	87,677	421,527
Insurance (Liability)	200,000	222,634	227,087	231,628	236,261	240,986	1,158,596
Taxes & Fees	-	-	-	-	-	-	-
Purchased Transportation	492,534	500,000	500,000	500,000	500,000	500,000	2,500,000
Misc. Items	65,564	58,482	59,652	60,845	62,062	63,303	304,343
Leases & Rentals	-	-	-	-	-	-	-
Contingency	45,000	-	-	-	-	-	-
<b>Total Expenses</b>	<b>\$ 5,208,098</b>	<b>\$ 5,718,269</b>	<b>\$ 5,822,634</b>	<b>\$ 5,929,087</b>	<b>\$ 6,037,669</b>	<b>\$ 6,148,422</b>	<b>\$ 29,656,081</b>
<b>Total Revenues</b>	<b>\$ 5,562,083</b>	<b>\$ 5,989,637</b>	<b>\$ 5,847,164</b>	<b>\$ 5,879,451</b>	<b>\$ 6,000,169</b>	<b>\$ 6,123,978</b>	<b>\$ 29,840,400</b>
<b>Total Expenses</b>	<b>5,208,098</b>	<b>5,718,269</b>	<b>5,822,634</b>	<b>5,929,087</b>	<b>6,037,669</b>	<b>6,148,422</b>	<b>29,656,081</b>
<b>Gain / Loss Before Local Capital Charge</b>	<b>\$ 353,985</b>	<b>\$ 271,368</b>	<b>\$ 24,530</b>	<b>\$ (49,636)</b>	<b>\$ (37,499)</b>	<b>\$ (24,444)</b>	<b>\$ 184,318</b>
<b>Local Capital Charge (Depr.)</b>	<b>(203,985)</b>	<b>(271,368)</b>	<b>(276,795)</b>	<b>(282,331)</b>	<b>(287,978)</b>	<b>(293,737)</b>	<b>(1,412,210)</b>
<b>Gain / Loss After Local Capital Charge</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ (252,265)</b>	<b>\$ (331,967)</b>	<b>\$ (325,477)</b>	<b>\$ (318,182)</b>	<b>\$ (1,227,892)</b>

**BUTLER COUNTY RTA**  
**2019 Final Budget**  
**Capital Projects - Summary**

	Projected 2018	Budget 2019	2020	2021	2022	2023	2019-2023 Totals
<b>Summary Listing Of Capital Projects</b>							
Revenue Vehicles & Related Items	1,533,428	1,564,006	861,389	880,716	598,827	508,953	4,413,891
Transit Centers & Facility Improvements	61,123	2,454,080	4,581,250	2,331,250	81,250	81,250	9,529,080
Equipment, Technology, Amenities & Other	201,713	412,957	242,500	242,500	242,500	242,500	1,382,957
<b>Total Capital Projects</b>	<b>1,796,264</b>	<b>4,431,043</b>	<b>5,685,139</b>	<b>3,454,466</b>	<b>922,577</b>	<b>832,703</b>	<b>15,325,928</b>
<b>Capital Project Funding By Source</b>							
Federal Grant Funding	1,433,411	3,541,234	4,543,711	2,759,973	735,862	664,162	12,244,742
State Grant Funding	-	-	-	-	-	-	-
Other - Non RTA Funding	212,178	662,178	900,000	250,000	-	-	1,812,178
Local - RTA Share	150,675	227,631	241,428	444,493	186,915	168,541	1,269,008
<b>Total Capital Expenditures</b>	<b>1,796,264</b>	<b>4,431,043</b>	<b>5,685,139</b>	<b>3,454,466</b>	<b>922,577</b>	<b>832,703</b>	<b>15,325,928</b>

<b>Notes:</b>	<i>Original historical cost of our current investment in assets: (based on 2017 Audit TB)</i>	<i>Revenue Vehicles &amp; Related Items</i>	8,728,412
		<i>Transit Centers &amp; Facility Improvements</i>	2,521,829
		<i>Equipment, Planning, Amenities &amp; Other</i>	731,329
			<u>11,981,570</u>

**Future Projects Not Yet Budgeted - But Being Planned**

*While not yet part of the budget plan, we are starting to think about these and others and will be seeking out funding for them. As we complete projects and refine budgets we will move them into the budget in upcoming years. Listing them here will demonstrate to FTA that we are planning for them should they have funding opportunities arise.*

**BUTLER COUNTY RTA**

**2019 Final Budget**

**Capital Project - Detail**

	Projected 2018	Budget 2019	2020	2021	2022	2023	2019-2023 Totals
<b>Revenue Vehicles &amp; Related Items</b>							
30-35' Diesel Buses 80% / 20% Funding							-
Simulated Streetcars 80% / 20% Funding	(2) 1,070,218	(2) 1,091,622					1,091,622
Extended Small Buses - DR Services 80% / 20% Funding			(2) 262,299				262,299
Small Buses - DR Services 80% / 20% Funding 85% / 15% Funding (ADA)	(5) 458,710	(5) 467,884	(4) 381,794	(9) 876,216	(6) 595,827	(5) 506,453	2,828,174 -
Vans - DR Services 80% / 20% Funding 85% / 15% Funding (ADA)			(5) 211,796				211,796 -
Project Management @ \$500 per Small Bus and \$1,000 Per Large Bus - Inspections, Certs, Etc.	4,500	4,500	5,500	4,500	3,000	2,500	20,000
<b>Total Revenue Vehicles &amp; Equipment</b>	<b>1,533,428</b>	<b>1,564,006</b>	<b>861,389</b>	<b>880,716</b>	<b>598,827</b>	<b>508,953</b>	<b>4,413,891</b> <b>4,413,891</b>
<b>Funding Sources</b>							
Federal - 5307 Funds	0	(0)	19,981	(0)	156,570	405,162	581,713
Federal - 5339 Funds	287,950	-	-	-	-	-	-
Other Federal Funds	935,192	1,247,605	664,730	700,973	320,092	-	2,933,400
State - ODOT/OPTA	-	-	-	-	-	-	-
Other Sources	212,178	212,178	-	-	-	-	212,178
Local - BCRTA	98,108	104,223	176,678	179,743	122,165	103,791	686,600
<b>Total Funding Sources</b>	<b>1,533,428</b>	<b>1,564,006</b>	<b>861,389</b>	<b>880,716</b>	<b>598,827</b>	<b>508,953</b>	<b>4,413,891</b>

Notes: Revenue vehicle replacements are based on the included Revenue Fleet Information sheet.

**BUTLER COUNTY RTA**  
**2019 Final Budget**  
**Capital Project - Detail**

	Projected 2018	Budget 2019	2020	2021	2022	2023	2019-2023 Totals
<b>Transit Centers &amp; Facility Improvements</b>							
<b>Hamilton Facility</b>							
Admin. Office	-	-	-	-	-	-	-
Maintenace Garage	51,644	122,830	-	-	-	-	122,830
Vehicle Storage	-	-	-	-	-	-	-
Parking Lot & Land	-	-	-	-	-	-	-
Other	-	-	62,500	62,500	62,500	62,500	250,000
	<u>51,644</u>	<u>122,830</u>	<u>62,500</u>	<u>62,500</u>	<u>62,500</u>	<u>62,500</u>	<u>372,830</u>
<b>Oxford Facility</b>							
Transfer Station & Garage	-	2,250,000	4,500,000	2,250,000	-	-	9,000,000
Parking Lot & Land	-	-	-	-	-	-	-
Train Station	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
	<u>-</u>	<u>2,250,000</u>	<u>4,500,000</u>	<u>2,250,000</u>	<u>-</u>	<u>-</u>	<u>9,000,000</u>
<b>Middletown Facility</b>							
Transfer Station	-	-	-	-	-	-	-
Parking Lot & Land	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Projects</b>							
Park-n-Rides	-	-	-	-	-	-	-
Misc. Facility Items	-	62,500	-	-	-	-	-
Security Improvements (FTA 1% Requirement)	9,479	18,750	18,750	18,750	18,750	18,750	93,750
	<u>9,479</u>	<u>81,250</u>	<u>18,750</u>	<u>18,750</u>	<u>18,750</u>	<u>18,750</u>	<u>93,750</u>
<b>Total Transit Hubs &amp; Facility Improvements</b>	<b>61,123</b>	<b>2,454,080</b>	<b>4,581,250</b>	<b>2,331,250</b>	<b>81,250</b>	<b>81,250</b>	<b>9,466,580</b>
							<b>9,529,080</b>
<b>Funding Sources</b>							
Federal - 5307 Funds	7,583	15,000	2,746,250	1,815,000	15,000	15,000	4,608,250
Federal - 5339 Funds	41,315	148,264	50,000	50,000	50,000	50,000	348,264
Other Federal Funds	-	1,800,000	868,750	-	-	-	2,668,750
State - ODOT/OPTA	-	-	-	-	-	-	-
Other Sources	-	450,000	900,000	250,000	-	-	1,600,000
Local - BCRTA	12,225	40,816	16,250	216,250	16,250	16,250	305,816
<b>Total Funding Sources</b>	<b>61,123</b>	<b>2,454,080</b>	<b>4,581,250</b>	<b>2,331,250</b>	<b>81,250</b>	<b>81,250</b>	<b>9,529,080</b>

BUTLER COUNTY RTA  
 2019 Final Budget  
 Capital Project - Detail

	Projected 2018	Budget 2019	2020	2021	2022	2023	2019-2023 Totals
<b>Equipment, Technology, Amenities &amp; Other</b>							
<b>Maintenance (Shop) Equipment</b>							
On Grant	20,987	43,750					43,750
On STIP			43,750	43,750	43,750	43,750	175,000
<b>Office Equipment &amp; Furnishings</b>							
On Grant							-
On STIP							-
<b>Computer Equipment &amp; Software</b>							
On Grant	52,449	29,207					29,207
On STIP		180,000	180,000	180,000	180,000	180,000	900,000
<b>Vehicles - Non Revenue</b>							
On Grant	34,314						-
On STIP							-
3 Support SUV's	85,686						-
Maint. Truck		75,000					75,000
2 Supervisor Vehicles		60,000					60,000
<b>Passenger Amenities</b>							
On Grant	8,277	6,250					6,250
On STIP		18,750	18,750	18,750	18,750	18,750	93,750
<b>Other Projects</b>							
On Grant							-
On STIP							-
<b>Total Equipment, Technology, Amenities &amp; Other</b>	<b>201,713</b>	<b>412,957</b>	<b>242,500</b>	<b>242,500</b>	<b>242,500</b>	<b>242,500</b>	<b>1,382,957</b>
							<b>1,382,957</b>
<b>Funding Sources (Anticipated)</b>							
Federal - 5307 Funds	119,411	330,366	194,000	194,000	194,000	194,000	1,106,366
Federal - 5339 Funds	-	-	-	-	-	-	-
Other Federal Funds	41,959	-	-	-	-	-	-
State - ODOT/OPTA	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-
Local - BCRTA	40,343	82,591	48,500	48,500	48,500	48,500	276,591
<b>Total Funding Sources</b>	<b>201,713</b>	<b>412,957</b>	<b>242,500</b>	<b>242,500</b>	<b>242,500</b>	<b>242,500</b>	<b>1,382,957</b>

**BUTLER COUNTY RTA**

**2019 Final Budget**

**Federal & State Grant Funding**

	<b>Projected 2018</b>	<b>Budget 2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2019-2023 Totals</b>
Beginning Federal Grant Funds	1,078,190	1,343,429	1,767,960	(1,891,458)	(3,494,055)	(4,008,558)	1,343,429
5307 Formula Funds							
Beginning Balance of Funds	566,227	736,893	686,281	(2,018,958)	(3,814,147)	(4,008,558)	736,893
Annual Allocation to BCRTA	1,986,195	1,990,000	1,990,000	1,990,000	1,990,000	1,990,000	9,950,000
Transferred Out	(492,534)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(2,500,000)
Used for Operations	(1,196,000)	(1,195,246)	(1,235,008)	(1,276,189)	(1,318,842)	(1,363,024)	(6,388,308)
Used for Capital Projects	(126,995)	(345,365)	(2,960,231)	(2,009,000)	(365,570)	(614,162)	(6,294,328)
Balance of 5307 Funds	736,893	686,281	(2,018,958)	(3,814,147)	(4,008,558)	(4,495,744)	(4,495,744)
5339 Formula Funds							
Beginning Balance of Funds	179,265	98,264	-	-	-	-	98,264
Annual Allocation to BCRTA	248,264	250,000	250,000	250,000	250,000	250,000	1,250,000
Used for Operations	-	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(1,000,000)
Used for Capital Projects	(329,265)	(148,264)	(50,000)	(50,000)	(50,000)	(50,000)	(348,264)
Balance of 5339 Funds	98,264	-	-	-	-	-	-
Other Federal/State Funds							
Beginning Balance of Funds	332,698	508,272	1,081,678	127,500	320,092	-	508,272
Federal Funds Via. ODOT	133,831	95,854	97,771	99,727	101,721	103,755	498,828
CMAQ / STP	1,000,000	1,294,958	664,730	893,565	-	-	2,853,253
5310 (OKI)	449,943	-	-	-	-	-	-
Other FTA Programs	-	2,668,750	-	-	-	-	2,668,750
Used for Operations	(431,049)	(438,551)	(183,199)	(99,727)	(101,721)	(103,755)	(926,953)
Used for Capital Projects	(977,151)	(3,047,605)	(1,533,480)	(700,973)	(320,092)	-	(5,602,150)
Balance of Other Federal Funds	508,272	1,081,678	127,500	320,092	-	-	-
Ending Balance Federal Grant Funds	1,343,429	1,767,960	(1,891,458)	(3,494,055)	(4,008,558)	(4,495,744)	(4,495,744)

**Approved Funding Requests:**

CMAQ (2 Large Buses, 1 Small Bus)	1,000,000					
CMAQ (2 Large Buses, 5 Small Buses)		1,294,958				
CMAQ (9 Small Buses inc. 2 Extended)				893,565		
STP (6 Small Buses, 5 Vans)			664,730			
Bus & Bus Facilities (Oxford Facility)		2,668,750				
5310 (Operating, MM)	449,943					

**Pending Funding Requests:**

**BCRTA currently receives \$2.2 million a year in Federal Formula Funding.**



**BUTLER COUNTY RTA**

**2019 Final Budget**

**Cash Flow**

	Projected 2018	Budget 2019	2020	2021	2022	2023	2019-2023 Totals
Beginning Cash and Investments Balance	\$ 1,013,296	\$ 1,216,606	\$ 1,260,343	\$ 1,043,445	\$ 549,316	\$ 324,901	\$ 1,216,606
Operating Revenues							
Passenger Fares & Contracts	327,500	338,100	344,862	351,759	358,794	365,970	1,759,486
Partnership Agreements	1,497,534	1,672,000	1,695,440	1,719,349	1,743,736	1,768,610	8,599,135
Transit Dev. Fund & Other Local	1,975,000	1,985,000	2,024,700	2,065,194	2,106,498	2,148,628	10,330,020
Sale of Services & Misc.	135,000	160,740	163,955	167,234	170,579	173,990	836,497
Tax Reveunes	-	-	-	-	-	-	-
Federal & State Assistance	1,627,049	1,833,797	1,618,208	1,575,915	1,620,563	1,666,779	8,315,262
Capital Grants Funds							
Federal - FTA	1,433,411	3,541,234	4,543,711	2,759,973	735,662	664,162	12,244,742
State - ODOT	-	-	-	-	-	-	-
Other Local (Non-BCRTA)	212,178	662,178	900,000	250,000	-	-	1,812,178
Other Funds Received							
Interest Income	-	-	-	-	-	-	-
Total Funds Received	\$ 7,207,672	\$ 10,193,049	\$ 11,290,876	\$ 8,889,424	\$ 6,735,831	\$ 6,788,140	\$ 43,897,320
Total Funds Available	\$ 8,220,968	\$ 11,409,655	\$ 12,551,219	\$ 9,932,869	\$ 7,285,147	\$ 7,113,042	\$ 45,113,926
Operating Expenses							
Wages & Fringes	\$ (3,300,000)	\$ (3,669,388)	\$ (3,742,776)	\$ (3,817,631)	\$ (3,893,984)	\$ (3,971,864)	\$ (19,095,643)
Material & Supplies	(350,000)	(521,600)	(532,032)	(542,673)	(553,526)	(564,597)	(2,714,427)
Contract Services	(675,000)	(665,165)	(678,468)	(692,038)	(705,878)	(719,996)	(3,461,545)
Purchased Transportation	(492,534)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(2,500,000)
Other Expenses	(390,564)	(362,116)	(369,358)	(376,745)	(384,280)	(391,966)	(1,884,466)
Capital Improvements							
Revenue Vehicles & Equipment	(1,533,428)	(1,564,006)	(861,389)	(880,716)	(598,827)	(508,953)	(4,413,891)
Transit Hubs & Facility Improvements	(61,123)	(2,454,080)	(4,581,250)	(2,331,250)	(81,250)	(81,250)	(9,529,080)
Equipment & Amenities	(201,713)	(412,957)	(242,500)	(242,500)	(242,500)	(242,500)	(1,382,957)
Total Funds Disbursed	\$ (7,004,362)	\$ (10,149,312)	\$ (11,507,773)	\$ (9,383,553)	\$ (6,960,246)	\$ (6,981,125)	\$ (44,982,009)
Ending Cash and Investments Balance	\$ 1,216,606	\$ 1,260,343	\$ 1,043,445	\$ 549,316	\$ 324,901	\$ 131,916	\$ 131,916

## BCRTA Resolution No. 18-11-02

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### 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 14, 2018 the BCRTA Board of Trustees adopted a FY 2019 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	\$ 1,216,606
Estimated Revenues	\$ 10,343,049
Authorized Appropriations	\$ 10,299,312
	-----
Projected Year-End Funds	\$ 1,260,343

**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



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BCRTA, Board President  
Chris Lawson



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BCRTA, Executive Director  
Matthew Dutkevich

I, Robert E. Ruzinsky, Fiscal Officer of the BCRTA, herby certify the following:

**Estimated Cash Balances as of 1-1-19 (General Transit Fund)**

On Deposit - Checking	290,606.00
On Deposit - Savings I	900,000.00
On Deposit - Savings II	25,000.00
BCRTA Petty Cash Fund	1,000.00
	<u>1,216,606.00</u>

**Estimated Revenues for FY2019 (General Transit Fund)**

BCRTA - FY18 Receivables	150,000.00
	<u>150,000.00</u>
FY2019 Operations	
Passenger Fares	132,900.00
Contract Revenues	205,200.00
Partnership Transit Revenues	1,172,000.00
Sale of Services	122,640.00
Transit Development Program	1,920,000.00
Park-n-Ride Program	500,000.00
Federal Operating Funds	1,833,797.00
State Operating Funds	-
Agency Operating Funds	65,000.00
Other Revenues	38,100.00
	<u>5,989,637.00</u>
Federal Capital Grant Funds	3,541,234.00
State/Other Capital Grant Funds	662,178.00
	<u>4,203,412.00</u>
<b>Total Funds Available</b>	<b>11,559,655.00</b>

**Anticipated Appropriations for FY2019 (General Transit Fund)**

BCRTA - FY18 Payables	150,000.00
	<u>150,000.00</u>
FY2019 Operations	
Wages	2,724,200.00
Fringes	945,188.00
Services	521,600.00
Materials & Supplies	665,165.00
Utilities	81,000.00
Insurance	222,634.00
Taxes & Fees	-
Purchased Transportation	500,000.00
Misc. Items	58,482.00
Leases & Rentals	-
Contingency	-
	<u>5,718,269.00</u>
FY2019 Capital Items	
Revenue Vehicles & Related Items	1,564,006.00
Transit Centers & Facility Improvements	2,454,080.00
Equipment, Technology, Amenities & Other	412,957.00
	<u>4,431,043.00</u>
Total Appropriations	10,299,312.00
<b>Projected Funds Available 12-31-19</b>	<b>1,260,343.00</b>

## BCRTA Resolution No. 18-11-03

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### Confirmation of Board Policy 6-02 Investments

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

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

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

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

**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. Dutkevich

# 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

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### Confirmation of Board Policy 6-08 Reserves

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

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

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

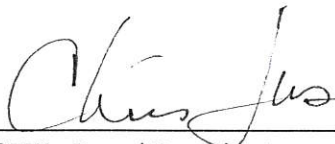
**Whereas**, on November 14, 2012 and June 18, 2014 the Board amended Board Policy 6-08 Reserves; and

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

**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, 2018



BCRTA, Board President  
Chris Lawson



BCRTA, Executive Director  
Matthew M. Dutkevich

# 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

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### **Authorizing the BCRTA Executive Director to Execute an Agreement with SORTA for the Provision of 2018 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.

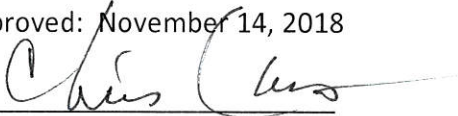
#### **Now therefore be it resolved by the Board of Trustees of the BCRTA:**

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 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 Dutkevich

**AGREEMENT BETWEEN  
BUTLER COUNTY REGIONAL TRANSIT AUTHORITY and  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY**

This Agreement, dated \_\_\_\_\_, 2018, is by and between the Butler County Regional Transit Authority (BCRTA) and the Southwest Ohio Regional Transit Authority (SORTA) for the provision of transit services to BCRTA by SORTA.

**1. SERVICE:**

For the term of this Agreement, SORTA agrees to operate Route 42 from January 1, 2019 through December 31, 2019. The express service route is designed to bring commuters from West Chester to downtown Cincinnati. SORTA agrees to operate eight (8) A.M. trips and eight (8) P.M. trips on Route 42. Included in these routes are two (2) A.M. "reverse commute" trips and two (2) P.M. "reverse commute" trips on the Route 42 designed to bring commuters from downtown to West Chester. Levels of service/routings may be modified at the discretion of BCRTA after consultation with the service provider (SORTA) to ensure ability to meet public notice requirements and operator pick schedules. BCRTA agrees that SORTA will be the exclusive provider of BCRTA funded commuter express services between Butler County and downtown Cincinnati for the term of this Agreement.

The vehicles used to operate this service will include an automated announcement which informs the passengers that the service is sponsored by BCRTA. This announcement will be played as the vehicle approaches the end of the line of the route in each direction.

This service will operate on weekdays only. It does not operate on weekends or major holidays (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day).

**2. OPERATING COSTS:**

SORTA shall work with the funding limits of BCRTA as discussed in Section 5 and shall use its own direct and related cost basis to determine the overall base cost of this service for BCRTA. For the period of January 1, 2019 through December 31, 2019, costs are established at **\$2.1595** per mile, **\$54.82** per hour and **\$10.29** per peak vehicle day of service. In addition, an 18% (of operating cost) overhead charge shall be applied, which shall be deemed to cover a portion of SORTA's indirect fixed and variable costs of operating this service.

BCRTA shall be credited with all passenger revenue generated from the route, as well as the **\$88,000** "NTD Credit" described in Section 6. Contracted net cost of service for the period of January 1, 2019 through December 31, 2019 (operating cost, plus overhead less revenue and "NTD Credits"), is equal to **\$544,386**, as detailed in Exhibit I. This assumes a **\$3.50** one-way fare.

3. **CAPITAL EXPENSES:**

SORTA accepted a transfer of a \$3.0 million CMAQ grant from BCRTA to purchase buses for this service in 2006. SORTA accepted this grant in full satisfaction of the cost of capital component of this service over the 12-year life of these buses. For calendar year 2019, this cost of capital component is approximately **\$81,888**.

If at some time this service is terminated, BCRTA will have the "right of first refusal" to purchase the buses bought specifically by the \$3.0 million CMAQ grant for the residual local share.

4. **FARES:**

The current one-way fare for Route 42 is **\$3.50**. Fares may be increased by BCRTA upon consultation with SORTA to ensure public notice requirements are met, as well as explore any alternatives to fare increases (e.g., service adjustments, increased marketing to boost ridership, etc.). All passenger revenue shall remain with SORTA and offset operating costs for transit service.

5. **PAYMENT:**

For the period of January 1, 2019 through December 31, 2019, BCRTA shall pay SORTA **\$544,386** for the provision of specified transit services described in Section 1. Payment for this service shall be with BCRTA Federal 5307 Funds. BCRTA shall direct the Federal Transit Administration to transfer FFY2018 Federal 5307 Funds to SORTA, the amount of which will be sufficient to cover the cost of 2019 service, as soon as possible but no later than June 30, 2019, unless prevented by the FTA from meeting this deadline.

6. **NATIONAL TRANSIT DATABASE:**

SORTA, as the provider of the service, shall continue to report all service statistics, ridership, etc., in fulfillment of the National Transit Database (NTD) reporting requirements. In exchange, SORTA will provide BCRTA with an annual credit of **\$88,000** to be applied against the net operating cost of the service.

7. **TERM:**

The term of this Agreement shall be from January 1, 2019, through December 31, 2019, but may be extended by mutual agreement.

8. **TERMINATION**

This Agreement may be terminated by either party by giving notice in writing to the other party of the intent to cancel service at the next scheduled SORTA operator pick or by mutual consent of both parties.

9. **REPORTING:**

SORTA agrees to provide BCRTA with monthly ridership reports no later than 30 days after the end of each month. The parties also agree to meet (or hold a conference call) on a quarterly basis to review and discuss the prior quarter's

service. These meetings (or conference calls) will take place no later than 30 days after the end of each quarter.

10. **PREVENTION OF ALCOHOL MISUSE AND PROHIBITED DRUG USE IN TRANSIT OPERATIONS:**

SORTA (the contractor) agrees to establish and implement a drug and alcohol testing program that complies with 49 CFR Part 655, produce any documentation necessary to establish its compliance with Part 655, and permit any authorized representative of the United States Department of Transportation or its operating administration, the State Oversight Agency of Ohio, or the BCRTA, to inspect the facilities and records associated with the implementation of the drug and alcohol testing program, as required under 49 CFR Part 655 and review the testing process. The contractor further agrees to certify annually its compliance with Parts 655 as required and to submit the FTA Management Information System (MIS) reports on or before March 15<sup>th</sup>, with a copy to Ms. Kristin Fryer, BCRTA Human Resources Coordinator, at 3045 Moser Court, Hamilton, Ohio, 45011. To certify compliance, the contractor shall use the "Substance Abuse Certifications" in the "Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements," which is published annually in the Federal Register.

The contractor will likewise provide BCRTA a copy of any FTA Office of Safety and Security Audit of the contractor's drug and alcohol testing program that may be conducted during the term of this Agreement.

11. **AMERICANS WITH DISABILITIES (ADA) MAINTENANCE OF BUS ACCESSIBILITY FEATURES:**

For all vehicles used in this Agreement, SORTA (the contractor) agrees to maintain in operative condition vehicle accessibility features such as lifts, ramps, annunciators, and securement devices, and to produce any documentation necessary to establish its compliance with ADA maintenance requirements. Furthermore, the contractor agrees to permit BCRTA to inspect its maintenance and operations policies, procedures, and records to assure compliance with the ADA maintenance requirements.

12. **NOTICE:**

All correspondence in connection with this Agreement shall be in writing and sent to the following:

For BCRTA:

Matthew M. Dutkevicz, Executive Director  
BCRTA  
3045 Moser Court  
Hamilton, OH 45011

For SORTA:

Darryl Haley, Executive Vice President, COO  
SORTA/Metro  
602 Main Street, Suite 1100  
Cincinnati, OH 45202

**Butler County Regional Transit Authority:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Southwest Ohio Regional Transit Authority:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_