



**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, January 16, 2019 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**

**January 16, 2019, 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
- III. Approval of the Agenda (Motion Requested)
- IV. Approval of the November 14, 2018 Meeting Minutes (Motion Requested)
- V. Comments from Citizens
- VI. Secretary/Treasurer's Report – October/November 2018 (Motion Requested)
- VII. Director's Report
- VIII. Committee & Staff Reports
  - a. OKI
  - b. Metrics
  - c. Nominating Committee
- IX. Governance
  - a. Elections
  - b. Appointments
    - i. OKI Executive Committee & Alternate
    - ii. Chairperson – Audit, Finance & Procurement
- X. Executive Session  
To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.
- XI. Action Items
  - a. 19-01-01: Authorizing Change of the Butler County Regional Transit Authority Fiscal Officer
  - b. 19-01-02: Assignment of BCRTA Check Signatories
- XII. Adjourn (Motion Requested)

**Next Meeting Date:  
February 20, 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	X	
Fehr, David	X	X		X	E	X			X	X	E	
Foster, Jim	X	X		X	X	X			X	E	X	
Gordon, Perry	X	X		X	X	X			X	X	X	
Bautz, Travis											X	
Lawson, Chris	X	X		X	X	X			X	X	X	
Scott Jones, Anita	E	E		E	X	X			X	X	E	
Sylva, Mimi	X	X		X	X	X			X	X	E	
Watt, Corey	X	X		X	X	E			E	X	X	

X = Present

E = Excused

A = Absent

\*3/21/2018 Canceled for Snow Day

\*8/15/2018 Canceled

Date: 11/14/2018



operations from FTA and our expenses usually exceed these available funds meaning some costs are not supported by FTA. This year with expenses down YTD we are able to maximize the federal funds to match all of our expenses. Mr. Ruzinsky expects this trend to hold for the balance of 2018 but did indicate that the bottom line would be impacted by the recent ACA fine demand just received by Bcrta. Finally, he discussed the importance of budgeting for and covering local share of depreciation so that Bcrta would have the local funds needed to replace assets in the future.

Mr. Lawson requested a motion to approve the Secretary/Treasurer's Report. Mr. Watt 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**

#### **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  $\frac{3}{4}$  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.

#### **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.

### **B. 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 garage for technician mobility. Outdoor signage will be replaced before year-end. Upgraded security for the north gate entrance is also being investigated.

## **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**

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 fixed route Bcrta fleet tablets are around \$100K.

## **D. Outreach & Communications**

### **I-75 WorkLink Corridor**

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

## **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. Dutkevich 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% 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.

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

### **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. Dutkevich 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.

### **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.

## **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:** Ms. Oden provided the Metrics Report.

**Passengers per Revenue Hour:** Bcrta's Fixed Routes and Demand Response services are showing positive and steady increases. We are pleased to see that by adding additional routes, service areas and continuous advertising, Bcrta is heading in the right direction. We have noticed a slight decrease on our Commuter Routes which appeared to be caused by our Genfare system not working properly. We are closely monitoring the Genfare system to ensure that all data collected is being recorded accurately.

**Cost per Passenger (Blended):** No significant changes in this area. Compared to September 2017, graphs show a slight decrease of \$0.55.

**Admin/Overhead Cost Per Revenue Hour:** Overhead costs have a slight increase of \$1.22 compared to September 2017.

**Butler County RTA Accidents/Injuries:** All at fault accidents were mirror clips and although these accidents are common, they are not excused. Bcrta will continue to assign Behind-the-Wheel refresher driver training, safety audits and random mirror checks as needed to keep these types of accidents to a minimum.

**Average Fleet Age (in years):** Bcrta has dropped to 4.33 in average fleet age due to vehicles being sold on Govdeals.com. We are continuously replacing and releasing new vehicles into service.

**Road Calls:** Bcrta had one road call on a Commuter Route in the month of September.

#### **Park & Ride:**

The 42X, decreased by about 9.39% compared to September 2017. Metro has recognized very similar decreases on all their Park & Ride service routes. All the contributing factors have yet to be determined.

## **IX. Governance**

Mr. Travis Bautz name was accepted by the Commissioner's Office as a recommendation for appointment as requested prior by Mr. Dutkevicz. Mr. Bautz was duly sworn into the vacant spot on the Bcrta Board of Trustees in this November Board meeting by Mr. Becker, Bcrta legal counsel.



Mr. Lawson appointed, and Mr. Foster and Mrs. Scott Jones agreed to continue serving on the Nominating Committee.

**X. Action Items**

**a. Resolution No. 18-11-01: Adoption of the FY2019 Accrual Operating Budget for the Butler County Regional Transit Authority (BCRTA).**

Mr. Ruzinsky presented the FY2019 Operating and Capital Budget. Bcrta is now showing a 5 year budget window for planning purposes but Mr. Ruzinsky told the Board that the only year they were formally approving is 2019. The Operating Budget for 2019 projects \$5,989,637 in revenues and the same amount in expenses (including local share of depreciation) for a balanced budget. He indicated that future years are showing losses as the current 5310 funding we are receiving for expanding services to the elderly and disabled runs out in 2020. Staff will be working to obtain additional funding to continue these services. The 2019 Capital Budget shows \$4,431,043 in projects with the bulk of it being two large transit buses with the streetcar look, five smaller buses, and the start of the Oxford Facility project. Bcrta's share of these projects is \$227,631. Federal and other local funds are covering the balance. Bcrta's award of \$424,356 in EPA funds will cover the local share of the four large transit buses in the 2018 and 2019 budget. These are replacing the four streetcar looking buses we currently operate in Oxford. Bcrta will be working to find the additional funding needed for the Oxford facility during the first part of 2019. The five year planning budget also contains a sheet that tracks grant funds and a projected five year cash flow. These tools will help ensure Bcrta remains fiscally healthy. Bcrta Resolution 18-11-01 was presented which authorizes the adoption of the FY2019 Accrual Operating Budget.

Mr. Lawson requested a motion to accept Resolution 18-11-01. Mr. Foster made a motion to approve and Mr. Gordon seconded the motion.

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

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

The resolution was adopted.

**b. Resolution 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.**

Mr. Ruzinsky discussed Bcrta Resolution 18-11-02 which shows the estimated cash balances rolling forward into 2019, the estimated revenues and authorized appropriations based on the FY2019 Operating and Capital Budget, and the estimated ending cash balances at year end 2019.

Mr. Lawson requested a motion to accept Resolution 18-11-02. Mr. Watt made a motion to approve and Mr. Foster seconded the motion.

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

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

The resolution was adopted.

**c. Resolution 18-11-03: Confirmation of Board policy 6-02 Investments.**

Mr. Lawson requested a motion to accept Resolution 18-11-03. Mr. Watt made a motion to approve and Ms. Chandler seconded the motion.

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

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

The resolution was adopted.

**d. Resolution 18-11-04: Confirmation of Board Policy 6-08 Reserves**

Mr. Lawson requested a motion to accept Resolution 18-11-04. Mr. Foster made a motion to approve and Mr. Gordon seconded the motion.

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

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

The resolution was adopted.

**e. Resolution 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.**

Mr. Lawson requested a motion to accept Resolution 18-11-05. Mr. Foster made a motion to approve and Ms. Chandler seconded the motion.

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

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

The resolution was adopted.

## XI. Executive Session

Mr. Watt made a motion to enter executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. Ms. Chandler made a second.

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

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

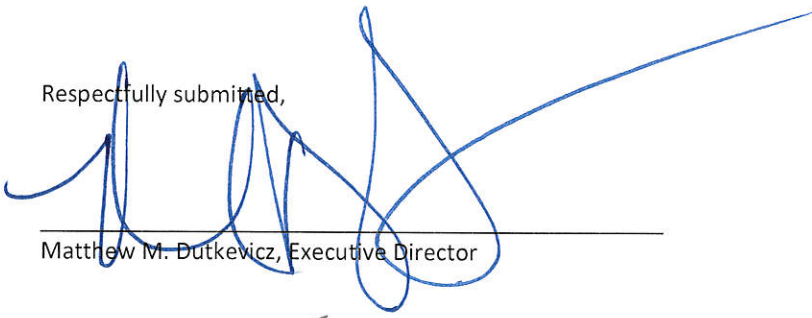
Executive session commenced at 9:14 AM.

Executive session concluded at 9:28 AM.

## XII. Adjourn

Mr. Watt moved to adjourn, and Ms. Chandler seconded. The motion carried. The meeting was adjourned at 9:13 AM.

Respectfully submitted,



Matthew M. Dutkevich, Executive Director

  
Approved – President, Board of Trustees

BCRTA  
Income Statement  
October 2018

	Current Month Budget	Current Month Actual	Change	Last Year Current Month
<b>Revenues</b>				
Passenger Fares	10,955.67	11,095.16	139.49	11,720.88
Contract Service	26,300.00	17,881.75	(8,418.25)	29,039.70
Other Transit Rev.	80,000.00	102,831.52	22,831.52	76,740.00
Mgt./Cons. Services	12,000.00	10,000.00	(2,000.00)	7,500.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	1,085.00	5,960.98	4,875.98	2,176.90
Local Funding	203,296.67	228,790.52	25,493.85	183,843.25
State Funding	-	-	-	10,113.00
Federal Funding	133,750.00	127,688.00	(6,062.00)	100,500.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>467,387.34</b>	<b>504,247.93</b>	<b>36,860.59</b>	<b>421,633.73</b>
<b>Expenses</b>				
Wages	223,000.00	246,724.61	23,724.61	238,108.56
Fringes	73,377.00	64,012.76	(9,364.24)	69,674.08
Services	36,850.00	20,808.66	(16,041.34)	43,514.73
Materials & Supplies	48,950.00	61,986.26	13,036.26	51,558.07
Utilities	8,025.00	7,261.73	(763.27)	5,938.52
Insurance	18,050.00	16,978.16	(1,071.84)	1,925.11
Taxes	-	-	-	-
Purchased Transportation	41,666.67	41,044.50	(622.17)	39,920.42
Misc. Items	9,135.33	3,117.86	(6,017.47)	910.19
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>459,054.00</b>	<b>461,934.54</b>	<b>2,880.54</b>	<b>451,549.68</b>
<b>Gain / (Loss)</b>	<b>8,333.34</b>	<b>42,313.39</b>	<b>33,980.05</b>	<b>(29,915.95)</b>
Local Share Depreciation		22,614.00		
<b>Gain / (Loss) with Local Depr.</b>		<b>19,699.39</b>		

BCRTA  
Income Statement  
October 2018

	Year to Date Budget	Year to Date Actual	Change	Year to Date Last Year
<b>Revenues</b>				
Passenger Fares	109,556.70	106,099.70	(3,457.00)	87,967.31
Contract Service	263,000.00	167,251.87	(95,748.13)	257,437.30
Other Transit Rev.	800,000.00	856,857.98	56,857.98	630,474.25
Mgt./Cons. Services	120,000.00	100,000.00	(20,000.00)	75,000.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	10,850.00	103,710.88	92,860.88	73,053.85
Local Funding	2,032,966.70	2,056,257.94	23,291.24	2,088,531.15
State Funding	-	-	-	101,130.00
Federal Funding	1,337,500.00	1,258,552.00	(78,948.00)	1,060,306.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>4,673,873.40</b>	<b>4,648,730.37</b>	<b>(25,143.03)</b>	<b>4,373,899.86</b>
<b>Expenses</b>				
Wages	2,230,000.00	2,063,621.88	(166,378.12)	2,053,519.09
Fringes	733,770.00	697,050.82	(36,719.18)	652,019.92
Services	368,500.00	270,071.39	(98,428.61)	319,839.87
Materials & Supplies	489,500.00	564,323.15	74,823.15	431,138.17
Utilities	80,250.00	68,418.90	(11,831.10)	73,537.33
Insurance	180,500.00	148,694.55	(31,805.45)	109,749.47
Taxes	-	-	-	-
Purchased Transportation	416,666.70	410,445.00	(6,221.70)	399,204.20
Misc. Items	91,353.30	49,063.72	(42,289.58)	37,955.68
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>4,590,540.00</b>	<b>4,271,689.41</b>	<b>(318,850.59)</b>	<b>4,076,963.73</b>
<b>Gain / (Loss)</b>	<b>83,333.40</b>	<b>377,040.96</b>	<b>293,707.56</b>	<b>296,936.13</b>
Local Share Depreciation		226,140.00		
<b>Gain / (Loss) with Local Depr.</b>		<b>150,900.96</b>		

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
10/1/18			Beginning Balance			167,492.62
10/1/18	9/26-9/30/18	CRJ	Farebox Receipts	1,619.95		
10/3/18	137742	CRJ	GovDeals.com	876.00		
10/3/18	A0747648	CRJ	Miami University - Accounts Pa	486.80		
10/3/18	7959	CDJ	Petty Cash		149.27	
10/3/18	7960	CDJ	Butler County Sheriff Dept.		276.38	
10/3/18	7961	CDJ	Bethesda Healthcare Inc.		1,196.00	
10/3/18	7962	CDJ	Cincinnati Bell		146.16	
10/3/18	7963	CDJ	Certified Language Int.		27.55	
10/3/18	7964	CDJ	Middletown Treasury Divison		683.55	
10/3/18	7965	CDJ	Cornett's Pressure Cleaning		1,165.00	
10/3/18	7966	CDJ	Fleet Pride		52.31	
10/3/18	7967	CDJ	GPS City		430.77	
10/3/18	7968	CDJ	Lemongrenade Creative, LLC		62.50	
10/3/18	7969	CDJ	Minuteman Press - Fairfield		590.00	
10/3/18	7970	CDJ	ODACS, Inc		125.00	
10/3/18	7971	CDJ	Office Depot Inc.		280.30	
10/3/18	7972	CDJ	Ports Petroleum Co Inc		1,064.00	
10/3/18	7973	CDJ	Pohlman Tire Inc.		3,841.32	
10/3/18	7974	CDJ	Seon System Sales, INC		10,710.00	
10/3/18	7975	CDJ	Trebor Electrical Contractors		336.00	
10/3/18	7976	CDJ	Verizon Wireless		863.07	
10/4/18	PRWE 9/28/18	GENJ	Gam Ck#		270.47	
10/4/18	PRWE 9/28/18	GENJ	Ck#1121		18.82	
10/4/18	PRWE 9/28/18	GENJ			84,613.46	
10/4/18	PRWE 9/28/18	GENJ			16,386.64	
10/4/18	PRWE 9/28/18	GENJ	CSPC Ck#		71.06	
10/4/18	AT 10/4/18	CDJ	Paycom		588.36	
10/4/18	1155084	CRJ	TriHealth Norwood - Wall Stree	200.00		
10/4/18	196958	CRJ	Easter Seals TriState	370.00		
10/4/18	7977	CDJ	ODACS, Inc		275.00	
10/5/18	CASH 10/5/18	CRJ	BCRTA Items	748.25		
10/9/18	583966493	CRJ	Ohio Transit Risk Pool	15,838.02		
10/9/18	7978	CDJ	Affordable Pest Control Inc.		47.00	
10/9/18	7979	CDJ	Bryce's Lawncare & Landscaping		2,200.00	
10/9/18	7980	CDJ	Dinsmore & Shoh LLP		950.00	
10/9/18	7981	CDJ	Fuller Ford		809.34	
10/9/18	7982	CDJ	Johnny G's Professional Servic		1,000.00	
10/9/18	7983	CDJ	Kleem Inc.		62.30	
10/9/18	7984	CDJ	KOI Enterprises, Inc.		2,560.18	
10/9/18	7985	CDJ	Pixels and Dots		65.00	
10/9/18	7986	CDJ	Port Technology LLC		3,206.26	
10/9/18	7987	CDJ	Staples Credit Plan		91.52	
10/9/18	257122	CRJ	City of Middletown	100,200.54		
10/9/18	0038588725	CRJ	BCRTA Items	40.00		
10/10/18	7988	CDJ	SuperFleet Mastercard Program		29,243.90	
10/10/18	7989	CDJ	Cintas Corporation		865.76	
10/10/18	CKS 10/10/18	CRJ	BCRTA Items	52.00		
10/10/18	10/1 - 10/9/18	CRJ	Farebox Receipts	3,140.92		
10/12/18	9004730937	CRJ	Maternal Child Health Center	60.00		
10/15/18	7990	CDJ	Cincinnati Bell Any Distance		1,538.66	
10/15/18	7991	CDJ	City of Hamilton - Utilities		2,495.61	
10/15/18	7992	CDJ	Cornett's Pressure Cleaning		798.00	
10/15/18	7993	CDJ	Millennium Business Systems		410.21	
10/15/18	7994	CDJ	Mobitcomm		180.00	
10/15/18	7995	CDJ	Office Depot Inc.		202.80	
10/15/18	7996	CDJ	Rumpke Of Ohio Inc.		207.97	
10/15/18	7997	CDJ	Talawanda School District		18,940.45	
10/15/18	7998	CDJ	Transport Specialists, Inc.		1,506.56	

10/15/18	7999	CDJ	Verizon Wireless		815.63	
10/16/18	0038604425	CRJ	BCRTA Items	40.00		
10/16/18	0038608645	CRJ	Ohio Dept of Medicaid	6,320.00		
10/16/18	437023	CRJ	BCRTA Items	50,000.00		
10/17/18	10/10 - 10/16/18	CRJ	Farebox Receipts	2,064.94		
10/18/18	PRWE 10/12/18	GENJ			85,382.78	
10/18/18	PRWE 10/12/18	GENJ			16,929.96	
10/18/18	PRWE 10/12/18	GENJ	CSPC Ck#1123		71.06	
10/18/18	PRWE 10/12/18	GENJ	Gam Ck#1122		279.98	
10/18/18	AT 10/18/18	CDJ	Paycom		568.41	
10/18/18	1650	CRJ	BCRTA Items	120.00		
10/18/18	1649	CRJ	BCRTA Items	120.00		
10/18/18	9004751526	CRJ	Maternal Child Health Center	120.00		
10/18/18	A0748173	CRJ	Miami University	107,556.83		
10/18/18	1156896	CRJ	BCRTA Items	125.00		
10/23/18	ACH 10/23/18	CRJ	Federal Transit Administration	126,595.00		
10/23/18	8000	CDJ	4 Imprint		2,162.33	
10/23/18	8001	CDJ	Bethesda Healthcare Inc.		930.95	
10/23/18	8002	CDJ	Cox Media Group		58.14	
10/23/18	8003	CDJ	Cornett's Pressure Cleaning		1,127.00	
10/23/18	8004	CDJ	Gillig		3,814.21	
10/23/18	8005	CDJ	Journal News		503.79	
10/23/18	8006	CDJ	Mighty Auto Parts		212.43	
10/23/18	8007	CDJ	PERS		52,277.29	
10/24/18	10/17-10/23/18	CRJ	Farebox Receipts	1,979.86		
10/24/18	140653	CRJ	GovDeals.com	4,825.00		
10/29/18	8008	CDJ	Cincinnati Bell		141.56	
10/29/18	8009	CDJ	epiuno LLC		8,795.11	
10/29/18	8010	CDJ	Minuteman Press - Fairfield		336.05	
10/29/18	8011	CDJ	Office Depot Inc.		246.42	
10/29/18	8012	CDJ	Verizon Wireless		852.59	
10/31/18	10/31/18	GENJ	Service Charge		17.75	
10/31/18	AT10/31/18	CDJ	PNC Card Purchases		2,185.52	
			Current Period Change	423,499.11	369,313.47	54,185.64
10/31/18			Ending Balance			221,678.26

**Savings - PNC (National City)**

10/1/18			Beginning Balance			21,452.98
10/5/18	CC 10/05/18	CRJ	BCRTA Items	754.47		
10/31/18	10/31/18	GENJ	Interest Income	18.99		
10/31/18	10/31/18	GENJ	Service Charge		0.14	
			Current Period Change	773.46	0.14	773.32
10/31/18			Ending Balance			22,226.30

**Savings - PNC Bank**

10/1/18			Beginning Balance			1,159,686.38
10/16/18	437023	CRJ	BCRTA Items - From Savings		50,000.00	
10/31/18	10/31/18	GENJ	Interest Income	979.99		
			Current Period Change	979.99	50,000.00	-49,020.01
10/31/18			Ending Balance			1,110,666.37



BCRTA  
Balance Sheet (Net Pension Liability)  
October 2018

Assets

Current Assets	
Checking - PNC	221,678.26
Savings - PNC	22,226.30
Savings - PNC	1,110,666.37
Btd Deposit	50,000.00
Petty Cash	1,000.00
Accounts Receivable	696,249.52
Prepays	64,153.91
	<hr/>
	2,165,974.36

*Other Assets	
Net Pension Asset	9,964.64
Deferred Outflows-Pensions	1,638,793.15
Property & Equipment	
Vehicles	9,283,513.27
Buildings & Land	2,521,829.31
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)

Total Assets  
12,399,501.41

Liabilities & Equity

Current Liabilities	
Accounts Payable	120,648.21
Payroll Payables	147,111.70
Other Payables	-
Accrued PTO	146,330.99
Reserve ACA Fines	-
FTA Vehicle Funds	52,870.00
Future Match Funds	32,500.00
Unearned Tickets	32,618.00
Unearned MU Funds	93,292.39
	<hr/>
	625,371.29

*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	10,015,986.00
Local Capital	89,410.00
Retained Earnings	(5,771,451.04)
Net Income	377,040.96

Total Liabilities  
and Capital  
12,399,501.41

\*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  
October 2018

Current Assets	2,165,974.36	
Current Liabilities	<u>(625,371.29)</u>	
<b>Available Funds</b>	<b>1,540,603.07</b>	
<b>Board Reserves</b>		
Local Share Grant Obligations		
OH-2016-056-01	64,324.25	
OH-2018-021-00	1,275,059.75	
Oxford Facility Match Pledge	200,000.00	
Less 2018 Projected Local Match	(409,492.00)	MU, MED, R6, VA
Less 2019 Projected Local Match	<u>(1,023,780.00)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	106,112.00	
FTA Grants	106,112.00	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>1,783,700.27</b>	
<b>Non-Restricted Funds</b>	<b>(243,097.20)</b>	
Addback 2020 Capital Match	454,323.60	
"Current" Non-Restricted Funds	<u>211,226.40</u>	

BCRTA  
Income Statement  
November 2018

	Current Month Budget	Current Month Actual	Change	Last Year Current Month
<b>Revenues</b>				
Passenger Fares	10,955.67	9,211.27	(1,744.40)	18,286.88
Contract Service	26,300.00	15,513.20	(10,786.80)	25,262.90
Other Transit Rev.	80,000.00	91,649.30	11,649.30	70,071.05
Mgt./Cons. Services	12,000.00	10,000.00	(2,000.00)	7,500.00
Maintenance Services	-	-	-	3,016.13
Rentals	-	-	-	-
Interest & Other	1,085.00	2,683.11	1,598.11	1,788.53
Local Funding	203,296.67	235,861.52	32,564.85	183,529.16
State Funding	-	4,095.00	4,095.00	14,060.00
Federal Funding	133,750.00	161,048.00	27,298.00	100,500.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>467,387.34</b>	<b>530,061.40</b>	<b>62,674.06</b>	<b>424,014.65</b>
<b>Expenses</b>				
Wages	223,000.00	222,845.10	(154.90)	201,419.33
Fringes	73,377.00	152,402.57	79,025.57	114,330.39
Services	36,850.00	18,761.37	(18,088.63)	29,014.93
Materials & Supplies	48,950.00	46,257.05	(2,692.95)	53,200.38
Utilities	8,025.00	7,112.00	(913.00)	8,872.64
Insurance	18,050.00	16,978.24	(1,071.76)	18,738.18
Taxes	-	-	-	-
Purchased Transportation	41,666.67	41,044.50	(622.17)	39,920.42
Misc. Items	9,135.33	45,925.83	36,790.50	2,231.04
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>459,054.00</b>	<b>551,326.66</b>	<b>92,272.66</b>	<b>467,727.31</b>
<b>Gain / (Loss)</b>	<b>8,333.34</b>	<b>(21,265.26)</b>	<b>(29,598.60)</b>	<b>(43,712.66)</b>
Local Share Depreciation		22,614.00		
<b>Gain / (Loss) with Local Depr.</b>		<b>(43,879.26)</b>		

BCRTA  
Income Statement  
November 2018

	Year to Date Budget	Year to Date Actual	Change	Year to Date Last Year
<b>Revenues</b>				
Passenger Fares	120,512.37	115,310.97	(5,201.40)	87,967.31
Contract Service	289,300.00	182,765.07	(106,534.93)	257,437.30
Other Transit Rev.	880,000.00	948,507.28	68,507.28	630,474.25
Mgt./Cons. Services	132,000.00	110,000.00	(22,000.00)	75,000.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	11,935.00	106,393.99	94,458.99	73,053.85
Local Funding	2,236,263.37	2,292,119.46	55,856.09	2,088,531.15
State Funding	-	4,095.00	4,095.00	101,130.00
Federal Funding	1,471,250.00	1,419,600.00	(51,650.00)	1,060,306.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>5,141,260.74</b>	<b>5,178,791.77</b>	<b>37,531.03</b>	<b>4,373,899.86</b>
<b>Expenses</b>				
Wages	2,453,000.00	2,286,466.98	(166,533.02)	2,053,519.09
Fringes	807,147.00	849,453.39	42,306.39	652,019.92
Services	405,350.00	288,832.76	(116,517.24)	319,839.87
Materials & Supplies	538,450.00	610,580.20	72,130.20	431,138.17
Utilities	88,275.00	75,530.90	(12,744.10)	73,537.33
Insurance	198,550.00	165,672.79	(32,877.21)	109,749.47
Taxes	-	-	-	-
Purchased Transportation	458,333.37	451,489.50	(6,843.87)	399,204.20
Misc. Items	100,488.63	94,989.55	(5,499.08)	37,955.68
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>5,049,594.00</b>	<b>4,823,016.07</b>	<b>(226,577.93)</b>	<b>4,076,963.73</b>
<b>Gain / (Loss)</b>	<b>91,666.74</b>	<b>355,775.70</b>	<b>264,108.96</b>	<b>296,936.13</b>
Local Share Depreciation	-	248,754.00	-	-
<b>Gain / (Loss) with Local Depr.</b>		<b>107,021.70</b>		

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
<b>Checking - PNC (National City)</b>						
11/1/18			Beginning Balance			221,678.26
11/1/18	PRWE 10/26/18	GENJ			87,922.99	
11/1/18	PRWE 10/26/18	GENJ	Garn Ck#1124		288.57	
11/1/18	PRWE 10/26/18	GENJ	CSPC Ck#1125		130.07	
11/1/18	PRWE 10/26/18	GENJ			17,903.52	
11/1/18	PRWE 10/26/18	GENJ			825.00	
11/1/18	10/24-10/31/18	CRJ	Farebox Receipts	2,594.67		
11/1/18	AT 11/1/18	CDJ	Paycom		578.51	
11/5/18	8013	CDJ	Globe Ticket		840.00	
11/5/18	MO 10/31/18	CRJ	BCRTA Items	62.00		
11/5/18	CASH 10/31/18	CRJ	BCRTA Items	982.75		
11/7/18	0038687966	CRJ	BCRTA Items	40.00		
11/7/18	11/1-11/6/18	CRJ	Farebox Receipts	1,653.49		
11/8/18	257679	CRJ	City of Middletown	91,084.22		
11/8/18	8014	CDJ	Petty Cash		596.56	
11/8/18	8015	CDJ	Cornett's Pressure Cleaning		1,235.00	
11/8/18	8016	CDJ	CenterGrid, LLC		1,039.83	
11/8/18	8017	CDJ	Dinsmore & Shohl LLP		637.50	
11/8/18	8018	CDJ	Fuller Ford		897.93	
11/8/18	8019	CDJ	Fleet Pride		61.84	
11/8/18	8020	CDJ	Fox Towing Inc.		85.00	
11/8/18	8021	CDJ	Gillig		478.91	
11/8/18	8022	CDJ	Johnny G's Professional Servio		1,419.00	
11/8/18	8023	CDJ	Jim's Tire & Auto		1,302.60	
11/8/18	8024	CDJ	JEFTEC LLC		99.00	
11/8/18	8025	CDJ	Lemongrenade Creative, LLC		125.00	
11/8/18	8026	CDJ	Mobilcomm		180.00	
11/8/18	8027	CDJ	ODACS, Inc		250.00	
11/8/18	8028	CDJ	Office Depot Inc.		196.86	
11/8/18	8029	CDJ	Oxi Fresh of Fairfield		100.00	
11/8/18	8030	CDJ	Ohio Hydraulics Inc.		93.03	
11/8/18	A0748937	CRJ	Miami University	142,349.82		
11/13/18	121411	CRJ	SELF	120.00		
11/13/18	0038727283	CRJ	BCRTA Items	40.00		
11/13/18	8031	CDJ	Affordable Pest Control Inc.		47.00	
11/13/18	8032	CDJ	Bryce's Lawncare & Landscaping		2,550.00	
11/13/18	8033	CDJ	Cincinnati Bell Any Distance		1,551.64	
11/13/18	8034	CDJ	Cintas Corporation		1,003.31	
11/13/18	8035	CDJ	CenterGrid, LLC		346.61	
11/13/18	8036	CDJ	KOI Enterprises, Inc.		4,674.50	
11/13/18	8037	CDJ	Millennium Business Systems		287.48	
11/13/18	8038	CDJ	PERS		54,390.35	
11/13/18	8039	CDJ	Port Technology LLC		1,888.13	
11/13/18	8040	CDJ	RICOH USA, INC		25.85	
11/13/18	8041	CDJ	SuperFleet Mastercard Program		23,229.99	
11/13/18	8042	CDJ	Security Lock Company		253.00	
11/13/18	8043	CDJ	Talawanda School District		19,961.50	
11/13/18	01040208	CRJ	Butler County Veterans Service	62.50		
11/13/18	0038727295	CRJ	Ohio Department of Taxation	10,911.24		
11/14/18	11/7-11/13/18	CRJ	Farebox Receipts	1,929.80		
11/15/18	PRWE 11/09/18	GENJ	Garn Ck#1126		242.35	
11/15/18	PRWE 11/09/18	GENJ			17,254.54	
11/15/18	PRWE 11/09/18	GENJ			88,029.13	
11/15/18	AT 10/15/18	CDJ	Paycom		579.01	
11/16/18	0038733839	CRJ	Ohio Dept of Medicaid	4,160.00		
11/16/18	0038723742	CRJ	Ohio Department of Transportati	4,095.00		
11/20/18	8044	CDJ	Bethesda Healthcare Inc.		1,081.00	
11/20/18	8045	CDJ	City of Hamilton - Utilities		2,652.51	
11/20/18	8046	CDJ	Fuller Ford		1,736.79	
11/20/18	8047	CDJ	Jake Sweeney Chrysler Jeep		27.12	

11/20/18	8048	CDJ	ODACS, Inc		125.00	
11/20/18	8049	CDJ	Ohio Deferred Compensation		225.00	
11/20/18	8050	CDJ	Office Depot Inc.		191.59	
11/20/18	8051	CDJ	Reffitt's LLC		250.00	
11/20/18	8052	CDJ	Rumpke Of Ohio Inc.		209.01	
11/20/18	8053	CDJ	Red Wing Shoe Store		849.97	
11/20/18	8054	CDJ	Security Lock Company		18.00	
11/20/18	8055	CDJ	Verizon Wireless		698.61	
11/21/18	11/14-11/20/18	CRJ	Farebox Receipts	1,726.45		
11/26/18	ACH 11/26/18	CRJ	Federal Transit Administration	127,688.00		
11/26/18	258248	CRJ	City of Middletown	95,745.82		
11/26/18	0038773228	CRJ	BCRTA Items	40.00		
11/27/18	8056	CDJ	Cincinnati Bell		146.71	
11/27/18	8057	CDJ	Cornett's Pressure Cleaning		582.00	
11/27/18	8058	CDJ	Dinsmore & Shohl LLP		449.50	
11/27/18	8059	CDJ	Fox Towing Inc.		95.00	
11/27/18	8060	CDJ	Ohio Deferred Compensation		225.00	
11/27/18	8061	CDJ	Verizon Wireless		915.75	
11/27/18	8062	CDJ	Whitworth Bus Sales Inc.		44.95	
11/28/18	11/21-11/27/18	CRJ	Farebox Receipts	1,196.47		
11/29/18	PRWE 11/23/18	GENJ			31,164.29	
11/29/18	PRWE 11/23/18	GENJ			147,635.81	
11/29/18	PRWE 11/23/18	GENJ	Garn Ck#1127		254.70	
11/29/18	AT 11/29/18	CDJ	Paycom		766.36	
11/30/18	11/30/18	GENJ	Service Charge		14.25	
11/30/18	AT 11/30/18	CDJ	PNC Card Purchases		2,382.15	
			Current Period Change	486,482.23	526,342.18	-39,859.95
11/30/18			Ending Balance			181,818.31
<b>Savings - PNC (National City)</b>						
11/1/18			Beginning Balance			22,226.30
11/5/18	CC 10/31/18	CRJ	BCRTA Items	1,133.44		
11/30/18	11/30/18	GENJ	Interest Income	20.83		
11/30/18	11/30/18	GENJ	Service Charge		0.14	
			Current Period Change	1,154.27	0.14	1,154.13
11/30/18			Ending Balance			23,380.43
<b>Savings - PNC Bank</b>						
11/1/18			Beginning Balance			1,110,666.37
11/30/18	11/30/18	GENJ	Interest Income	998.69		
			Current Period Change	998.69		998.69
11/30/18			Ending Balance			1,111,665.06

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

**Assets**

Current Assets	
Checking - PNC	181,818.31
Savings - PNC	23,380.43
Savings - PNC	1,111,665.06
Bid Deposit	50,000.00
Petty Cash	1,000.00
Accounts Receivable	655,181.20
Prepays	104,324.14
	<hr/>
	2,127,369.14

*Other Assets	
Net Pension Asset	9,964.64
Deferred Outflows-Pensions	1,638,793.15
Property & Equipment	
Vehicles	9,283,513.27
Buildings & Land	2,521,829.31
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)
	<hr/>
	10,233,527.05

Total Assets  
12,360,896.19

**Liabilities & Equity**

Current Liabilities	
Accounts Payable	227,026.18
Payroll Payables	69,040.97
Other Payables	-
Accrued PTO	146,330.99
Reserve ACA Fines	-
FTA Vehicle Funds	52,870.00
Future Match Funds	26,250.00
Unearned Tickets	32,367.00
Unearned MU Funds	54,146.19
	<hr/>
	608,031.33

*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	10,015,986.00
Local Capital	89,410.00
Retained Earnings	(5,771,451.04)
Net Income	355,775.70
	<hr/>
	11,752,864.86

Total Liabilities  
and Capital  
12,360,896.19

\*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  
November 2018**

Current Assets	2,127,369.14
Current Liabilities	<u>(608,031.33)</u>
<b>Available Funds</b>	<b>1,519,337.81</b>

**Board Reserves**

Local Share Grant Obligations		
OH-2016-056-01	43,849.25	
OH-2018-021-00	1,173,381.00	
Oxford Facility Match Pledge	200,000.00	
Less 2018 Projected Local Match	(204,746.00)	MU, MED, R6, VA
Less 2019 Projected Local Match	<u>(1,047,780.00)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	164,704.25	

FTA Grants 164,704.25 Match Required

Working Capital Funds (2 Mths.) 834,774.67

Capital Replacement Funds 842,813.60

Contingency Funds -

**Total Board Reserves 1,842,292.52**

**Non-Restricted Funds (322,954.71)**

*Addback 2020 Capital Match*  
*"Current" Non-Restricted Funds*

	<u>454,323.60</u>
	<u>131,368.89</u>

2019-2020 Local Share of Projects Not Yet on Grants



## Director's Notes – January 2019

### CONFLICT OF INTEREST DISCLOSURES

Trustees and key employees must complete and submit a conflict of interest disclosure consistent with BCRTA policy each year. The COI policy and forms will be available at the January meeting. Please return to Vonda Partin ([partinv@butlercountyrta.com](mailto:partinv@butlercountyrta.com)) before the February Board meeting. Thank you!

### 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 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, maintenance technicians, and an operations supervisor.

During year-end reviews the following staffing promotions and changes were made:

- Delene Weidner was promoted from Finance Manager to Director of Finance and Administration.
- Bob Ruzinsky transferred from CFO to Capital Projects Advisor.
- Kristin Fryer was promoted from Human Resource Coordinator to Human Resource Manager.

#### ○ ACA Fine

BCRTA received notice in November 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 are also 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.

#### ○ Building Refurbishment

## Director's Notes – January 2019

Outdoor signage was replaced in January and all outdoor lighting was replaced with energy efficient LED lighting. Upgraded security for the north gate entrance is also being investigated. Still on the agenda are energy efficient interior lighting upgrades, garage workstations for maintenance staff, and additional storage and organization for maintenance which is currently in process. Upgraded wifi has also be addressed in the garage for technician mobility.

### Planning

- **Chestnut Street Multimodal Station**

BCRTA was awarded \$2.6M in 5339 funds in April 2018 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**

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 responses have been received from multiple vendors. Scoring and selections are underway.

- **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

- **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.

- **BUILD**

Build announcement were made in late 2018. BCRTA was not successful during this round. May transit awards went to bus replacements at larger agencies.

## Director's Notes – January 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. BCRTA did not receive an award in this round because ODOT made no capital grants. However, ODOT has expressed interest in funding capital grants in the next round.

### On the Horizon ...

- 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. The theme is "Mission: Possible"
- Ohio Public Transit Association (OPTA) Annual Conference  
Trustees from transit system around the state are encouraged to attend the annual OPTA conference. Several BCRTA staff will also be attending. The conference takes place April 1 -3, 2019 at the Columbus Convention Center and features classes, info sessions, a products and services expo and visits from ODOT and FTA officials. Please contact Matt or Vonda for more information or to reserve a space.

**\*\* Reminder: Inclement Weather Procedure\*\***

*In the event that Hamilton City Schools is CLOSED or DELAYED at 7:00 AM on the day of the BCRTA meeting, we will CANCEL our meeting.*



TO: BCRTA & MTS Staff  
FROM: Matthew Dutkevicz, Executive Director  
RE: *Staffing & Structure Change*




December 21, 2018

As we move into 2019 here at BCRTA I am pleased to announce some notable changes to our administrative staffing structure.

Effective this month, Bob Ruzinsky will leave the Chief Financial Officer position and become BCRTA's new Capital Projects Advisor. Bob will transition out of financial oversight and focus on capital projects and strategic grants management.

Delene Weidner has been promoted to the role of Director of Finance and Administration. Dee will accept new responsibility for complete oversight of BCRTA's finances, grants and technical administration including Information Technology.

Kris Fryer has been promoted to the role of Human Resource Manager. Kris will take on an expanded strategic leadership role within HR and assume primary responsibility for all HR related functions.

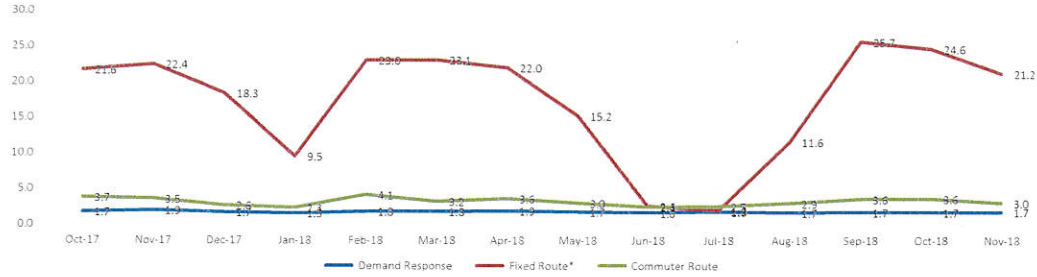
	<p>Bob Ruzinsky has been with BCRTA since 2002 serving in various positions including Finance and Personnel Manager and most recently as Chief Financial Officer. Bob also shares his talents with Greater Dayton RTA as their Chief Capital Officer.</p>
	<p>Delene Weidner came to BCRTA in 2014 from Miami University. Dee maintains her status as a Certified Public Accountant and has been receiving increased responsibility at BCRTA since arriving. Dee most recently served BCRTA as Finance Manager.</p>
	<p>Kris Fryer joined BCRTA in 2011 as a Vehicle Operator. Kris has served in several other roles including Data Service Coordinator and Human Resource Coordinator.</p>

Please join me in congratulating these accomplished members of our staff!

### BCRTA Metric Scorecard

#### Passengers per Revenue Hour

	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18
Demand Response	1.7	1.9	1.7	1.5	1.8	1.8	1.9	1.7	1.6	1.8	1.7	1.7	1.7	1.7
Fixed Route*	21.6	22.4	18.3	9.5	23.0	23.1	22.0	15.2	2.6	1.9	11.6	25.7	24.6	21.2
Commuter Route	3.7	3.5	2.9	2.3	4.1	3.2	3.6	3.0	2.4	2.5	2.9	3.6	3.6	3.0



\*does not include shuttle trips

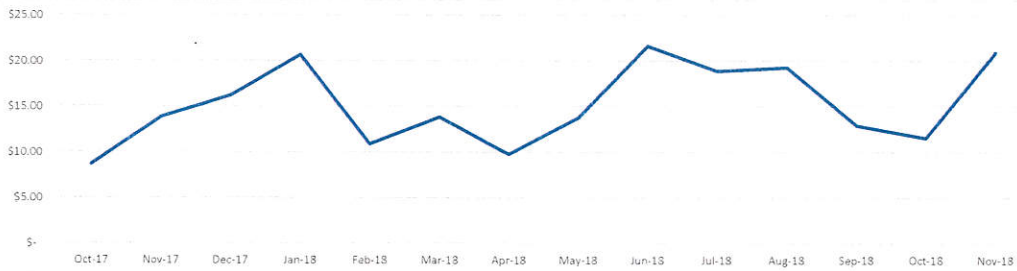
#### Cost per Passenger (Blended)

Month	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18
Cost	\$ 5.80	\$ 6.91	\$ 10.03	\$ 21.64	\$ 5.12	\$ 6.53	\$ 5.29	\$ 9.52	\$ 39.34	\$ 41.11	\$ 15.48	\$ 4.89	\$ 5.27	\$ 8.15



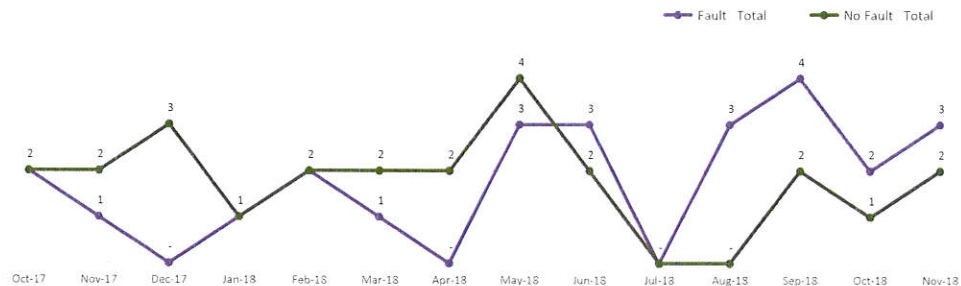
#### Admin/Overhead Cost per Revenue Hour

Month	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18
Cost	\$ 8.68	\$ 13.85	\$ 16.19	\$ 20.67	\$ 10.89	\$ 13.87	\$ 9.77	\$ 13.79	\$ 21.65	\$ 18.93	\$ 19.30	\$ 12.91	\$ 11.56	\$ 20.96

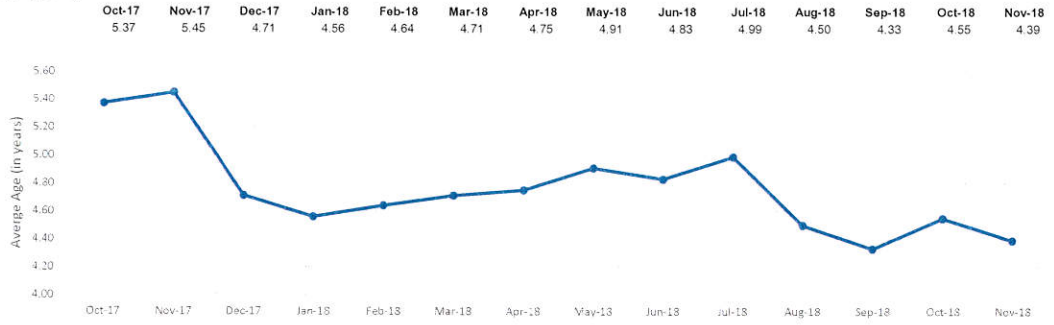


#### Butler County RTA Accidents/Injuries

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

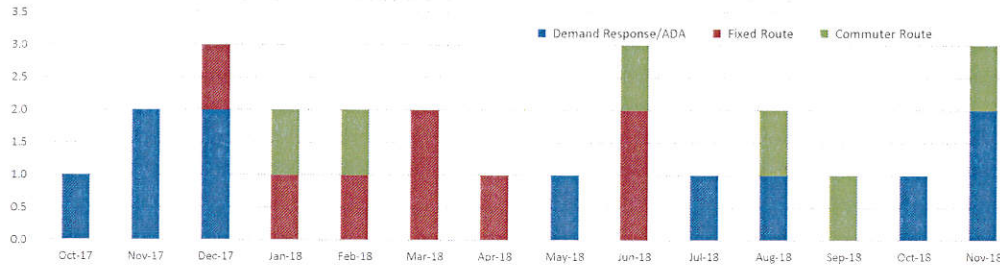


**Average Fleet Age (in years)**



**Road Calls**

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



**Park & Ride**

	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18
42X Ridership	9,434	8,556	6,998	9,085	8,553	9,106	8,569	8,634	8,835	8,828	9,223	7,589	9,326	7,639



**BCRTA Resolution No: 19-01-01**

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**Authorizing Change of the Butler County Regional Transit Authority Fiscal Officer.**

**Whereas** Ohio Revised Code §306.42 provides that the BCRTA's secretary/treasurer "shall be the fiscal officer" for the transit authority, and the custodian of its funds and records; and

**Whereas** Mr. Robert Ruzinsky is currently the secretary/treasurer of the BCRTA; and


**Whereas** Mr. Ruzinsky expects to retire from the BCRTA before the end of 2019 and wishes to help create a smooth and sound transition of responsibilities; and

**Whereas** Ms. Delene Weidner is a certified public account, has worked for BCRTA since August of 2014, and is familiar with the responsibilities and requirements of the position; and

**Whereas** the BCRTA Board of Trustees has determined that Ms. Weidner has the education, experience, background and familiarity with BCRTA to best serve BCRTA's needs as its secretary/treasurer.

**Now therefore be it resolved that the BCRTA Board of Trustees hereby designates and appoints Delene Weidner as the secretary/treasurer and fiscal officer of the Butler County Regional Transit Authority, and the custodian if its funds and records, which shall take effect no later than March 1, 2019, and may take place at such an earlier time as in the best interest of BCRTA, as determined by the Executive Director.**

Approved: January 16, 2019

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

  
\_\_\_\_\_  
BCRTA, Executive Director  
Matthew M. Dutkevich

**BCRTA Resolution No: 19-01-02**

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**Assignment of Butler County Regional Transit Authority Check Signatories.**

**Whereas** Article V of the BCRTA Bylaws require that BCRTA checks “shall be signed in the manner and by such persons as the Board shall direct from time to time.”

**Now therefore be it resolved that the BCRTA Board of Trustees hereby removes all current signatories and appoints the following persons to be signatories for BCRTA checks:**

1. Ms. Delene Weidner  
BCRTA Fiscal Officer and Secretary/Treasurer to the Board of Trustees
2. Mr. Matthew Dutkevicz  
Executive Director
3. \_\_\_\_\_  
Board President

Furthermore, the Board of Trustees shall authorize the Secretary/Treasurer and Executive Director to take all actions necessary to enact this resolution.

Approved: January 16, 2019

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

(FOR C. LAWSON)

  
\_\_\_\_\_  
BCRTA, Executive Director  
Matthew M. Dutkevicz



# **BCRTA POLICY AND PROCEDURE MANUAL**

## **6-10 Conflict of Interest**

**Adopted: November 19, 2003**

**Reviewed: November 17, 2010**

**Reviewed Date: May 17, 2017**

### **Policy Statement**

The Trustees and employees of BCRTA owe a duty of loyalty to the BCRTA that requires that in serving BCRTA they act, not in their personal interests or in the interests of others, but rather solely in the interests of BCRTA. Trustees and employees must have undivided allegiance to BCRTA's mission and may not use their positions as Trustees and employees, information they have about BCRTA, or BCRTA's property, in a manner that allows them to secure a pecuniary benefit for themselves or their relatives. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

### **General Standards**

The conduct of personal business between any Trustee/employee and BCRTA is prohibited. Business transactions of BCRTA in which a Trustee/employee has an interest shall not be prohibited, but they shall be subject to close scrutiny. Such proposed transactions shall be reviewed carefully to determine that they are in the best interests of BCRTA and that they will not lead to conflict of interest. For the purposes of this policy, a Trustee/employee has an interest in a proposed transaction if he/she has a substantial financial interest in it, or has a substantial financial interest in any organization involved in the proposed transaction, or holds a position as trustee, director, general manager, or principal officer in any such organization. Prior to the start of any negotiations, or consideration of a financial transaction by the BCRTA, Trustees and employees are expected to make full disclosure to the best of their knowledge of any dual interest in a proposed transaction by submitting a report to the President or other officer designated by the Board to handle such matters, supplying any reasons why the transaction might not be in the best interest of BCRTA. In matters requiring prior approval of the Board of Trustees, the President or other officer shall forward copies of this disclosure report to the Board before its approval.

## BCRTA Board Conflict of Interest Policy

A Trustee with a dual interest in a proposed transaction shall not vote on the matter. Depending upon the circumstances, the Trustee/employee with a dual interest in a proposed transaction may be excluded from any discussion of the matter.

A Trustee/employee shall not use inside information of BCRTA for his/her personal benefit, or use such inside information or his/her position as Trustee/employee to the detriment of BCRTA. Inside information is information obtained through the Trustee/employee's position that has not become public information.

Each Trustee/employee has a duty to place the interests of BCRTA foremost in any dealings involving the BCRTA and has a continuing responsibility to comply with the requirements of this Policy. On an annual basis, each Trustee/employee is required to complete a Trustee/employee Disclosure Statement (example attached).

### **Annual Disclosure Statement**

This Trustee/employee Disclosure Statement is designed to help Trustees/employees meet their continuing responsibility to disclose potential conflicts of interest.

Part A of the Trustee/employee Disclosure Statement provides instructions that should be retained by each Trustee/employee and used as necessary during the coming fiscal year to report potential conflicts of interest as they may arise. In Part B, you are requested to list all organizations in which you are involved that do business with BCRTA. Part C is a year-end report in which you are requested to describe any business transactions of BCRTA during the past year in which you have had an interest. Parts B and C of this form should be filled in, signed at the bottom, and returned to the Board President of BCRTA.

## **Part A. Instructions for Disclosure of Potential Conflicts of Interest**

If you have reason to believe that you may have an interest in a proposed business transaction of BCRTA, you are requested to prepare a brief letter to the Board President or other designated officer describing the proposed transaction, your interest in it, and your views, if any, as to why the transaction is, or is not, in the best interests of BCRTA. This information should be provided to the Board President prior to the opening of any negotiations or discussions concerning the transaction.

A Trustee/employee is considered to have an "interest" in a business transaction if he or she: (1) has a substantial financial interest in it; or (2) has a substantial financial interest in any organization involved in the proposed transaction; or (3) holds a position as trustee, director, general manager, or principal officer in any such organization.

A proposed transaction in which a Trustee/employee has an interest will be reviewed carefully to ensure that it is in the best interests of BCRTA. The Board President or other designated officer may recommend measures to ensure that the transaction will not present a conflict of interest or the appearance of a conflict of interest.

If there is any question in your mind, whether your interest in a transaction warrants disclosure, you should disclose the interest. If you have any questions about the application of the Board's policy on transactions between BCRTA and Trustee/employees, please contact BCRTA's Board President or other designated officer.

**Part B. Organizations Doing Business with BCRTA in Which You Have an Interest**

In the space below, please list all organizations: (1) in which you have a substantial financial interest, or (2) in which you hold a position as trustee, director, general manager, or principal officer, if those organizations engage in business transactions with BCRTA (including contracts, grants, loans, or other transactions), or if you anticipate that they will do business with BCRTA in the coming fiscal year. Enter "N/A" if you have no organizations to report.

Name of Organization	Nature of Your Interest in the Organization
_____	_____
_____	_____
_____	_____

(Attach additional sheets if necessary)

I certify that the above information is correct to the best of my knowledge.

Name of Trustee/employee: \_\_\_\_\_

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

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

**Part C. Transactions During the Fiscal Year Ending 12/31/2019**

In the space below, please provide a description of any and all business transactions of BCRTA during the past fiscal year (1) in which you have had a substantial financial interest, or (2) that involve an organization in which you have a substantial financial interest, or (3) that involve an organization in which you hold a position as trustee, director, general manager, or principal officer. Include a brief description of each transaction, and a description of your interest in the transaction. Enter "N/A" if you have no transactions to report.

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(Attach additional sheets if necessary.)

I certify that the above information is correct to the best of my knowledge.

Name of Trustee/employee: \_\_\_\_\_

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

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

(Please return Part C to the Board President or other designated officer no later than February 21, 2019.)

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

ATTENDANCE SHEET

January 16, 2019

NAME OF GUEST

ORGANIZATION

TELEPHONE /FAX / E-MAIL ADDRESS

*None*