



**Butler County Regional  
Transit Authority**

[www.butlercountyrta.com](http://www.butlercountyrta.com)

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

**Board of Trustees**

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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. Dutkevich

**Legal Counsel**

Gary Becker

Dinsmore & Shohi, LLP

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

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

In accordance with the American Disabilities Act, if anyone has a disability and requires assistance or, in accordance with the Limited English Proficiency Executive Order, requires translation services, please call Ms. Vonda Partin at 513.785.5237 or 800.750.0750 (Ohio Relay Service).

For questions or more information regarding this meeting please call 513.785.5237 or email [request@butlercountyrta.com](mailto:request@butlercountyrta.com).

**General Public  
Transportation Services**

Americans with Disabilities Paratransit  
General Public Dial-A-Ride  
Group Shuttles

**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

U4D - Ditmer Flyer

**Butler County Regional  
Transit Authority Mission:**

"To support Butler County's  
quality of life and economic  
development through public  
transportation solutions."



## 2017 Butler County RTA Board of Trustees Attendance

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

X = Present

E = Excused

A = Absent

# **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 12/31/2018**

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, 2018.)

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

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

**BCRTA 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 15, 2017 Meeting Minutes (Motion Requested)
- V. Comments from Citizens
- VI. Secretary/Treasurer's Report – October/November 2017 (Motion Requested)
- VII. Director's Report
  - a. Ratify PTO policy update
- VIII. Committee & Staff Reports
  - a. OKI
  - b. Executive Committee
  - c. Metrics
- IX. Governance
  - a. Elections
  - b. Appointments
    - i. OKI Executive Committee & Alternate
    - ii. Chairperson – Audit, Finance & Procurement
- X. Action Items
  - a. **Resolution 18-01-01:** Authorizing the Butler County Regional Transit Authority to Apply for a USDOT Federal Transit Administration Section 5310 Grant in Cooperation with the Transit Alliance of Butler County for the Acquisition of a Demand/Response Mobile Passenger Application and Support of a Mobility Management Program, and certifying the availability of local match.
  - b. **Resolution 18-01-02:** Authorizing an Increase to the Total Not to Exceed Contract Amount of Port Technology LLC Establish by Resolution 16-03-02.
- XI. Adjourn (Motion Requested)

**Next Meeting Date:  
February 21, 2018 @ 8:00 AM**





**VI. Secretary/Treasurer's Report**

Ms. Weidner gave an update for the month of September which showed a loss of just under \$25,000.00. BCRTA is back to full service at Miami, so fuel was up a little putting Materials and Supplies over budget by \$6,083.05. Year to Date showed a gain of \$318,560.50. Miami had the biggest impact on the revenues. Materials and Supplies remain over budget due primarily to the miscellaneous accounts, with the new server and survey putting the Services account over budget. The balance sheet through September still shows a high balance in Accounts Receivable at just under a million; but as of today, all billing is current. Furniture and Equipment has also gone up due to Demand/Response software and new computers. Available funds are just under 1.4 million and Board Reserves are just over 1.4 million. BCRTA's able to meet all estimated grants but is still short \$63,079.83 to meet current Board Reserves; however, the adjustment of \$450,000.00 for 2019 match does show BCRTA Non-Restricted Funds at \$386,920.17. Overall, BCRTA budget is looking pretty good, Ms. Weidner reported.

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.

**Resolution 17-11-01 Adoption of the FY2018 Accrual Operating Budget for the Butler County Regional Transit Authority (BCRTA):**

Mr. Ruzinsky shared that BCRTA is proposing for 2018 a \$5.6 million dollar revenue budget and a \$5.5 million dollar expense budget. Mr. Ruzinsky also reported that is about a 10% change on expenses which includes all BCRTA is doing now (current levels of service). More than likely BCRTA will end this year \$5.1 million in revenues and \$4.9 million in expenses with a gain of about \$208,000.00. BCRTA budgeted for \$100,000 gains in 2017 but summer service revenues and big refunds for the Bureau of Workers Compensation bumped up the gains amount. Two trolleys have already been ordered and two more will be ordered after July 1, 2018 and should be here by 2019. BCRTA is including them in the 2018 capital budget just in case even though they will more than likely come in 2019. Mr. Ruzinsky advised that BCRTA is planning for \$100,000.00 gain per year to support future capital replacements.

Mr. Lawson requested a motion to approve Resolution 17-11-01. Ms. Scott Jones made a motion to approve and Mr. Watt seconded the motion.

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

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

The resolution was adopted.

**Resolution 17-11-02** Authorization of FY2018 Appropriations and Acceptance of the BCRTA Fiscal Officer's Certification of Funds and Estimation of Revenues.

Mr. Lawson requested a motion to accept Resolution 17-11-02. Mr. Foster made a motion to approve and Ms. Summers seconded the motion.

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

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

The resolution was adopted.

**Resolution 17-11-03:** Confirmation of Board Policy 6-02 Investments.

Mr. Ruzinsky explained there are no proposed changes on this policy (Investments and Reserves) at this time but that this is an annual exercise to go through the review and have the Board reaffirm.

Mr. Lawson requested a motion to accept Resolution 17-11-03. Ms. Summers 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	ABSENT
Mr. Foster	YES
Mr. Gordon	YES
Mr. Lawson	YES
Ms. Scott Jones	YES
Ms. Summers	YES
Mr. Watt	YES

The resolution was adopted.

**Resolution 17-11-04:** Confirmation of Board Policy 6-08 Reserves.

Mr. Ruzinsky explained there are no proposed changes on these two policies (Investments and Reserves) at this time but an annual exercise to go through the review to have the Board reaffirm.

Mr. Lawson requested a motion to accept Resolution 17-11-04. Mr. Watt made a motion to approve and Mr. Gordon seconded the motion.

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

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

The resolution was adopted.

## VII. Director's Report

### A. Metrics & Service

#### **Liberty Township P&R**

BCRTA staff held an open house event at the Liberty Township Park & Ride to address concerns about bringing service to the location. Liberty Township and BCTID administration seem open to the idea. BCRTA will continue to discuss with Metro bringing the 42X to the location in 2018 if a 12 to 18 month agreement can be reached with stakeholders and BCTID.

#### **R1 Expansion**

In cooperation with the City of Middletown, BCRTA added a second bus to the R1 at the beginning of October. Service is now available in both directions every hour all day. Staff expect to see a steady increase in ridership after a few months of advertising.

#### **R6 Re-Evaluation**

BCRTA staff will be re-examining data and stops for the current R6 route to optimize and drive ridership. Public comments are still being accepted. Due to the vacancy of the Director of Transit changes may be delayed until early 2018.

#### **Middletown & Monroe Connection**

BCRTA is continuing to work with City of Middletown and City of Monroe officials regarding the addition of a Dayton commuter express route to transit in Butler County. Middletown is still reviewing the updated management agreement with provisions for the service and Monroe and Middletown are waiting on local funding news from the Warren County Port Authority. The Dayton connector was featured on WCPO in early November. Find the story here:

<http://www.wcpo.com/news/insider/proposed-butler-county-transit-extension-would-connect-region-from-nky-to-dayton>

#### **Middletown Partnership**

Staff met with the Middletown City Manager and Director of Community Revitalization in July to discuss ongoing partnership. Middletown is still in the planning phase for a transit rework in 2019 that BCRTA will be assisting. Middletown also expressed value in its continued partnership with BCRTA and the expansion of additional services and flexibility as part of the partnership including BCRTA provided maintenance services, electing insurance coverage with BCRTA at the Ohio Transit Risk Pool, increased flexibility of MTS federal funds for regional benefit, fuel facility sharing/access/purchase, etc. Middletown leadership was also agreeable to a small increase in management fees as the structure has not changed since 2014. BCRTA is working with MTS, OTRP and legal counsel to amend the contract agreement as necessary for approval by Middletown City Council. BCRTA is waiting for the City's review of the proposed agreement.

#### **Demand Response Service Rebuild**

Rob Griffin presented the results of his team's analysis of DR zones and the proposed new zones and starting rates at the October board meeting. BCRTA is meeting with stakeholders through the end of the year and is planning to implement new rates and services in January under a new marketing plan.

#### **42X Service**

BCRTA is expecting few changes to the park and ride agreement for 2018. BCRTA has asked that Metro propose costing for an extension of the 42X to the Yankee Road Park and Ride and elimination of the Union Center reverse commute.

#### **Genfare**

BCRTA is still in the process of implementing the GFI Genfare/SPX Fast-fare card reader and fare management system. The system has been in implementation since 2015 and has not operated at a satisfactory level to date. BCRTA has provided notice to GFI and Cincinnati Metro that we intend to abandon the system in late November if issues are not resolved. GFI has visited BCRTA and the system is drastically improved, although BCRTA is still in the process of resolving hardware failures.

### **B. Discretionary Grant Availability**

#### **5339**

BCRTA submitted its application for 5339 funds in late August for the Chestnut Fields portion of the TIGER project. Announcements for award should be made later this fall. Sources report FTA received about 400 applications for this program totaling more than \$2B. \$226.5M is available for projects.

#### **TIGER**

TIGER was released on September 7. BCRTA submitted a grant proposal identical to the 5339 project for the TIGER program before the October 16 deadline. FTA has been unable to provide guidance on award dates for TIGER or 5339.

## **C. Staffing & Facility**

### **Building Refurbishment**

Building refurbishment has continued this month with the refinishing of the break room floors. Still on the agenda are energy efficient lighting upgrades, garage workstations for maintenance staff, additional storage and organization for maintenance and exterior building painting.

### **Staffing**

BCRTA is currently seeking CDL and non-CDL drivers as well as an operations supervisor and maintenance technician. Administrative positions have been filled at this time.

### **Year End Incentives**

Similar to last year, BCRTA will be offering year-end incentives to all employees within budget and board-approved appropriations.

### **Payroll Processing**

BCRTA will be moving from Paycor to a new payroll provider at the end of the year. Staff has selected Paycom as the new provider. The new product will feature expanded utilities including android and iOS apps for employees, integrated onboarding for HR and learning and training management.

### **PTO Policy Review**

After some initial discussion with the BCRTA Executive Committee and senior staff, BCRTA has evaluated the current PTO policy and determined an update may be in order. Staff will continue to review the policy, check peer comparisons and work toward a revision in early 2018.

## **D. Planning**

### **Dedicated Funding**

As staff move forward addressing the strategic objective to identify sustainable and dedicated local funding, decisions and pathways will need to be narrowed and final strategies chosen to pursue. Staff will be working on supporting data, like the opinion survey, and other materials such as detailed service plans. If there are items or ideas that you would like to be vetted or investigated as the staff recommends strategies to pursue, please speak with or email Matt at your convenience.

## **E. On the Horizon...**

### **Ohio Loves Transit Day**

BCRTA will join transit agencies statewide on February 14, 2018 to support "Ohio Loves Transit Day." The event is sponsored by the Ohio Public Transit Association as a rider appreciation event and statewide awareness of the value public transit brings to Ohio. BCRTA will provide free fares on U and R routes February 14th to celebrate in addition to participating in the statewide shared social media campaign.

### **Legislator Visits**

BCRTA Staff will continue to schedule legislator and stakeholder visits through early 2018. For the sake of convenience, BCRTA will aim to have visitors following regular board meetings and try to keep agendas light when possible.

### **Employee Recognition Event**

Please mark your calendar for BCRTA Employee Recognition Breakfast and Annual Meeting scheduled for Saturday, February 17, 2018.

### **Not in the packet**

Mr. Dutkevicz also reported the following items not in the packet:

1) The Board of Developmental Disability has awarded their local waiver transportation contract to Universal Transportation Services (UTS). BCRTA will continue to accommodate current riders and have waivers through Ohio Department of Medicaid. BCRTA will start advertising the new zones starting in January, 2018.

2) American Planning Association (APA) is having their (all day) 31<sup>st</sup> Annual Miami Valley Planning and Zoning Workshop, Friday, December 1, 2017, in Dayton, OH. Applications are on the table and BCRTA will pay for registration if anyone on the Board would like to attend. Mark Donaghy is the key note speaker. Mr. Foster (is the Emcee) and Mr. Fehr plan to attend and several from BCRTA plan to attend also (Mr. Dutkevicz, Mr. Griffin, Ms. Fryer/HR). Ms. Scott Jones plans to attend also.

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

- a. **OKI:** OKI is working collaboratively with WAMO (subsidiary of Google) on the autonomous vehicles. They also have an app called Fiscal Impact Analysis.
- b. **Executive Committee:** No Executive Committee meeting was held.
- c. **Metrics:** Mr. Griffin shared that we are back up to the 21 trips per hour mark for fixed routes. Mr. Griffin also reported BCRTA was at 1.2 in 2016 for Demand/Response (DR) Service with 1.6 now and 1.7 in October, 2017 for Demand/Response Service. Our goal is 2.5 DR with the new zones and with 95% on time. BCRTA is currently at 92-95% on time. The new Ecolane software is working.

There were four at fault, minor accidents for in October. Two were fixed objects (a mirror clip while driving), one backing where someone hit a BCRTA bus, one where a driver was cleaning bus windows on a stool, lost footing and fell off.

Mr. Griffin also shared that the cost per passenger (blended costs) are back down at \$5.50. BCRTA average fleet age is 5.29 years. BCRTA DR had three road calls in September.

42X ridership compared to 2016 is a little less which is more than likely affected by fuel prices. Mr. Griffin reported that the 42X reverse commute portion of the route is performing poorly.

**IX. Governance**

Mr. Dutkevitz thanked Mr. Lawson, Mr. Foster and Mr. Gordon for signing on again for next year.

a. Appointments 2018-2020

b. Nominating Committee

Mr. Lawson appointed Ms. Scott Jones and Mr. Foster to the nominating committee.

**X. Action Items**

- a. **Resolution No. 17-11-05:** Authorizing the BCRTA Executive Director to Execute an Agreement with Southwest Ohio Regional Transit Authority (SORTA) for the Provision of 2018 Park-And-Ride Services in Butler County.

Mr. Lawson requested a motion to accept Resolution 17-11-05. Mr. Foster made a motion to approve and Ms. Summers seconded the motion.

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

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

The resolution was adopted.

**XI. Executive Session**

Mr. Lawson requested a motion to enter Executive Session for the purpose of conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court actions.

Mr. Watt made the motion and Ms. Chandler seconded the motion.

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

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



The Executive Session started at 8:52 AM.

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

Mr. Foster made a motion to exit the Executive Session. Mr. Watt seconded the motion.

Upon a roll call, the vote resulted as follows:

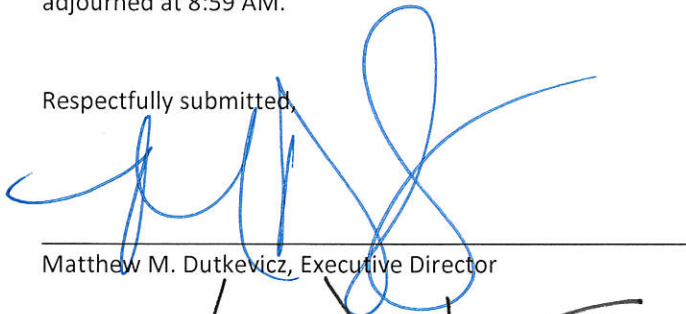
Ms. Chandler	YES
Mr. Fehr	ABSENT
Mr. Foster	YES
Mr. Gordon	YES
Mr. Lawson	YES
Ms. Scott Jones	YES
Ms. Summers	YES
Mr. Watt	YES

Executive Session concluded at 8:58 AM.

## XII. Adjourn

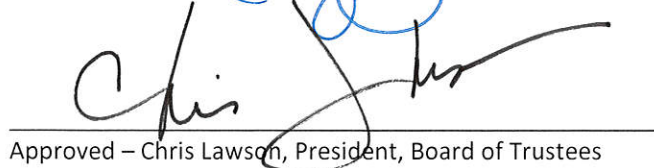
Ms. Summers moved to adjourn and Mr. Gordon seconded. The motion carried. The meeting was adjourned at 8:59 AM.

Respectfully submitted,



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Matthew M. Dutkevich, Executive Director



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Approved – Chris Lawson, President, Board of Trustees

**BCRTA  
Income Statement  
October 2017**

	<b>Current Month Budget</b>	<b>Current Month Actual</b>	<b>Change</b>	<b>Last Year Current Month</b>
<b>Revenues</b>				
Passenger Fares	10,000.00	11,720.88	1,720.88	9,063.82
Contract Service	23,000.00	29,039.70	6,039.70	19,035.00
Other Transit Rev.	66,866.67	76,740.00	10,073.33	64,284.21
Mgt./Cons. Services	7,875.00	7,500.00	(375.00)	7,500.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	1,000.00	2,176.90	1,176.90	4,626.74
Local Funding	185,416.67	183,843.25	(1,573.42)	186,621.41
State Funding	10,083.33	10,113.00	29.67	9,061.00
Federal Funding	125,833.33	100,500.00	(25,333.33)	100,750.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>429,875.00</b>	<b>421,633.73</b>	<b>(8,241.27)</b>	<b>400,942.18</b>
<b>Expenses</b>				
Wages	214,375.00	238,108.56	23,733.56	215,100.34
Fringes	70,743.75	69,674.08	(1,069.67)	59,907.18
Services	27,083.33	43,514.73	16,431.40	21,082.18
Materials & Supplies	37,916.67	51,558.07	13,641.40	43,520.92
Utilities	7,916.67	5,938.52	(1,978.15)	5,347.07
Insurance	14,166.67	1,925.11	(12,241.56)	15,702.08
Taxes	-	-	-	-
Purchased Transportation	41,666.67	39,920.42	(1,746.25)	39,920.42
Misc. Items	7,672.92	982.86	(6,690.06)	10,439.13
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>421,541.68</b>	<b>451,622.35</b>	<b>30,080.67</b>	<b>411,019.32</b>
<b>Gain / (Loss)</b>	<b>8,333.32</b>	<b>(29,988.62)</b>	<b>(38,321.94)</b>	<b>(10,077.14)</b>

**BCRTA  
Income Statement  
October 2017**

	<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	100,000.00	87,967.31	(12,032.69)	83,919.10
Contract Service	230,000.00	257,437.30	27,437.30	317,640.00
Other Transit Rev.	666,666.70	630,474.25	(36,192.45)	621,370.09
Mgt./Cons. Services	78,750.00	75,000.00	(3,750.00)	75,000.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	10,000.00	73,053.85	63,053.85	20,317.29
Local Funding	1,854,166.70	2,088,531.15	234,364.45	2,049,745.90
State Funding	100,833.30	101,130.00	296.70	90,610.00
Federal Funding	1,258,333.30	1,060,306.00	(198,027.30)	1,007,500.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>4,298,750.00</b>	<b>4,373,899.86</b>	<b>75,149.86</b>	<b>4,276,102.38</b>
<b>Expenses</b>				
Wages	2,143,750.00	2,053,519.09	(90,230.91)	2,008,192.04
Fringes	707,437.50	652,019.92	(55,417.58)	610,122.79
Services	270,833.30	319,839.87	49,006.57	259,473.58
Materials & Supplies	379,166.70	431,138.17	51,971.47	379,239.87
Utilities	79,166.70	73,537.33	(5,629.37)	65,430.31
Insurance	141,666.70	109,749.47	(31,917.23)	180,546.58
Taxes	-	-	-	-
Purchased Transportation	416,666.70	399,204.20	(17,462.50)	399,204.20
Misc. Items	76,729.20	38,028.35	(38,700.85)	97,116.16
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>4,215,416.80</b>	<b>4,077,036.40</b>	<b>(138,380.40)</b>	<b>3,999,325.53</b>
<b>Gain / (Loss)</b>	<b>83,333.20</b>	<b>296,863.46</b>	<b>213,530.26</b>	<b>276,776.85</b>

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
<b>Checking - PNC (National City)</b>						
10/1/17			Beginning Balance			48,687.07
10/2/17	7210	CDJ	Richard Welsh		541.12	
10/2/17	7211	CDJ	Vonda Partin		12.08	
10/2/17	9/27-9/30/17	CRJ	Farebox Receipts	1,747.83		
10/3/17	100317	CRJ	BCRTA Items	27.25		
10/3/17	AT 10/03/17	CRJ	BCRTA Items	200,000.00		
10/4/17	Cash 9/17	CRJ	BCRTA Items	388.00		
10/4/17	7214	CDJ	Butler County Clerk of Courts		261.74	
10/4/17	7215	CDJ	Petty Cash		118.26	
10/4/17	7216	CDJ	Channing Bete Company		470.45	
10/4/17	7217	CDJ	Cummins Bridgeway LLC		1,957.39	
10/4/17	7218	CDJ	Capital Varsity Retail		392.35	
10/4/17	7219	CDJ	Double Map		65,110.64	
10/4/17	7220	CDJ	Daves Lawn Care & Snow Removal		1,280.00	
10/4/17	7221	CDJ	Jani-King of Cincinnati		380.00	
10/4/17	7222	CDJ	Jeffrey M Kellner, Chapter 13		369.23	
10/4/17	7223	CDJ	Jake Sweeney Chrysler Jeep		1,373.65	
10/4/17	7224	CDJ	Licking County Municipal Court		39.46	
10/4/17	7225	CDJ	Ohio Deferred Compensation		100.00	
10/4/17	7226	CDJ	Office Depot Inc.		557.78	
10/4/17	7227	CDJ	Pennsylvania Higher Education		98.82	
10/4/17	7228	CDJ	Verizon Wireless		5,526.47	
10/4/17	A0734329	CRJ	Miami University	463.04		
10/5/17	PRWE 09/29/17	GENJ			100,762.61	
10/5/17	AT 10/05/17	CDJ	Paycor Payroll Services		607.39	
10/10/17	10/10/17	CRJ	Farebox Receipts	360.00		
10/10/17	0036063408	CRJ	Ohio Dept of Medicaid	14,255.00		
10/10/17	01017721	CRJ	Butler County Veterans Service	6,012.00		
10/11/17	10/1-10/10/17	CRJ	Farebox Receipts	2,779.72		
10/16/17	7229	CDJ	Affordable Pest Control Inc.		47.00	
10/16/17	7230	CDJ	Cincinnati Bell Any Distance		1,526.30	
10/16/17	7231	CDJ	Cox Media Group		2.91	
10/16/17	7232	CDJ	Cornett's Pressure Cleaning		1,520.00	
10/16/17	7233	CDJ	Dinsmore & Shohl LLP		7,432.60	
10/16/17	7234	CDJ	Fuller Ford		4,564.89	
10/16/17	7235	CDJ	Geiler Company		614.38	
10/16/17	7236	CDJ	KOI Enterprises, Inc.		3,831.94	
10/16/17	7237	CDJ	Millennium Business Systems		296.70	
10/16/17	7238	CDJ	Mobilcomm		180.00	
10/16/17	7239	CDJ	Ohio Dept. of Jobs & Family Se		227.53	
10/16/17	7240	CDJ	Pixels and Dots		107.50	
10/16/17	7241	CDJ	Pohlman Tire Inc.		505.69	
10/16/17	7242	CDJ	RICOH USA, INC		291.35	
10/16/17	7243	CDJ	Refitt's LLC		350.00	
10/16/17	7244	CDJ	Rumpke Of Ohio Inc.		193.78	
10/16/17	7245	CDJ	SuperFleet Mastercard Program		20,863.67	
10/16/17	7246	CDJ	Talawanda School District		15,748.20	
10/16/17	7247	CDJ	Verizon Wireless		803.34	
10/16/17	A0734662	CRJ	Miami University	286,903.84		
10/16/17	24726	CRJ	BCRTA Items	10,631.23		
10/18/17	10/11-10/17/17	CRJ	Farebox Receipts	1,977.53		
10/19/17	PRWE 10/13/17	GENJ			105,227.01	
10/19/17	AT 10/19/17	CDJ	Paycor Payroll Services		333.07	
10/19/17	7249	CDJ	Butler County Clerk of Courts		230.94	
10/19/17	7250	CDJ	Cintas Corporation		625.39	
10/19/17	7251	CDJ	City of Hamilton - Utilities		2,417.74	
10/19/17	7252	CDJ	Cornett's Pressure Cleaning		649.00	
10/19/17	7253	CDJ	CenterGrid, LLC		346.61	

10/19/17	7254	CDJ	Frank's Heavy Truck Collision			10,631.23
10/19/17	7255	CDJ	Fleet Pride			1,621.74
10/19/17	7256	CDJ	Jeffrey M Kellner, Chapter 13			369.23
10/19/17	7257	CDJ	Mighty Auto Parts			150.77
10/19/17	7258	CDJ	My Parts Express			1,250.15
10/19/17	7259	CDJ	Ohio Deferred Compensation			100.00
10/19/17	7260	CDJ	Pennsylvania Higher Education			119.84
10/19/17	7261	CDJ	Pohlman Tire Inc.			3,448.26
10/19/17	7262	CDJ	Port Technology LLC			7,707.55
10/19/17	7263	CDJ	Vonda Partin			41.60
10/19/17	7264	CDJ	W.W. Williams			371.37
10/24/17	249086	CRJ	City of Middletown	70,406.06		
10/24/17	0053214	CRJ	BCRTA Items	1,506.83		
10/24/17	7265	CDJ	Bethesda Healthcare Inc.			1,098.00
10/24/17	7266	CDJ	Gillig			13,323.70
10/24/17	7267	CDJ	PERS			76,818.18
10/24/17	7256V	CDJ	Jeffrey M Kellner, Chapter 13	369.23		
10/24/17	7268	CDJ	Pennsylvania Higher Education			146.70
10/24/17	7269	CDJ	Regina Angel			369.23
10/25/17	10/18-10/24/17	CRJ	Farebox Receipts	1,719.22		
10/25/17	AT 10/25/17	CDJ	Peachtree by Sage			393.43
10/26/17	7270	CDJ	Butler County Sheriff Dept.			1,200.00
10/26/17	7271	CDJ	Cincinnati Bell			141.64
10/26/17	7272	CDJ	Cox Media Group			72.67
10/26/17	7273	CDJ	Cornett's Pressure Cleaning			626.00
10/26/17	7274	CDJ	Ecolane			56,610.00
10/26/17	7275	CDJ	Heritage-Crystal Clean LLC			284.98
10/26/17	7276	CDJ	Journal News			395.88
10/26/17	7277	CDJ	JEFTEC LLC			144.00
10/26/17	7278	CDJ	Luxurious Wraps, LLC			5,700.00
10/26/17	7279	CDJ	Minuteman Press - Fairfield			135.45
10/26/17	7280	CDJ	National Pen			394.94
10/26/17	7281	CDJ	Office Depot Inc.			295.62
10/26/17	7282	CDJ	Reffit's LLC			125.00
10/26/17	7283	CDJ	Red Wing Shoe Store			369.99
10/26/17	7284	CDJ	Verizon Wireless			1,034.39
10/27/17	A0735161	CRJ	Miami University	116,487.82		
10/27/17	102717	CRJ	BCRTA Items	2,795.93		
10/27/17	ACH 10/27/17	CRJ	Federal Transit Administration	225,590.00		
10/30/17	AT 10/30/17	CRJ	BCRTA Items			400,000.00
10/30/17	AT 10/30/17a	CRJ	BCRTA Items	125,000.00		
10/31/17	01018947	CRJ	BCDD Master Billing	3,255.00		
10/31/17	113840	CRJ	GovDeals.com	11.00		
10/31/17	10/31/17	GENJ	Service Charge			17.16
10/31/17	AT 10/31/17	CDJ	PNC Card Purchases			5,115.80
			Current Period Change	1,072,686.53	939,521.48	133,165.05
10/31/17			Ending Balance			181,852.12

**Savings - PNC (National City)**

10/1/17			Beginning Balance			13,366.98
10/5/17	CC 9/17	CRJ	BCRTA Items	422.44		
10/31/17	10/31/17	GENJ	Interest Income	1.81		
10/31/17	10/31/17	GENJ	Service Charge			0.14
			Current Period Change	424.25	0.14	424.11
10/31/17			Ending Balance			13,791.09

**Savings - PNC Bank**

10/1/17			Beginning Balance			837,119.59
10/3/17	AT 10/03/17	CRJ	BCRTA Items - Transfer to Checking		200,000.00	
10/30/17	AT 10/30/17	CRJ	BCRTA Items - Transfer to Savings	400,000.00		
10/30/17	AT 10/30/17a	CRJ	BCRTA Items - From Savings		125,000.00	
10/31/17	10/31/17	GENJ	Interest Income	118.01		
			Current Period Change	<u>400,118.01</u>	<u>325,000.00</u>	<u>75,118.01</u>
10/31/17			Ending Balance			<u>912,237.60</u>

**BCRTA**  
**Balance Sheet (Net Pension Liability)**  
**October 2017**

**Assets**

<b>Current Assets</b>		<b>*Other Assets</b>		
Checking - PNC	181,852.12	Net Pension Asset	6,514.10	
Savings - PNC	13,791.09	Deferred Outflows-Pensions	1,234,301.84	
Savings - PNC	912,237.60			
Bld Deposit	50,000.00	<b>Property &amp; Equipment</b>		
Petty Cash	1,000.00	Vehicles	8,728,407.72	
Accounts Receivable	614,771.45	Buildings & Land	2,521,829.31	
Prepaids	35,828.68	Furniture & Equipment	661,502.20	
		Amenities & Misc.	63,767.63	
		WIP-Facility Renovation	99,522.13	
		Accum. Depr.	(3,200,951.70)	
				<b>Total Assets</b>
	<u>1,809,480.94</u>		<u>10,114,893.23</u>	<u>11,924,374.17</u>

**Liabilities & Equity**

<b>Current Liabilities</b>		<b>*Long-term Liabilities</b>		
Accounts Payable	120,599.09	Net Pension Liability	2,922,737.20	
Payroll Payables	140,763.30	Deferred Inflows-Pensions	58,001.48	
Other Payables	-			
Accrued PTO	88,675.64	<b>Equity</b>		
Reserve ACA Fines	-	Balance Equity	2,861,645.23	
FTA Vehicle Funds	52,870.00	Federal Capital	9,433,947.00	
Future Match Funds	12,500.02	Local Capital	89,410.00	
Unearned Tickets	22,514.00	Retained Earnings	(4,176,152.46)	
		Net Income	296,863.46	<b>Total Liabilities and Capital</b>
	<u>437,922.25</u>		<u>11,486,451.92</u>	<u>11,924,374.17</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  
October 2017**

Current Assets	1,809,480.94
Current Liabilities	<u>(437,922.25)</u>
<b>Available Funds</b>	<b>1,371,558.69</b>

**Board Reserves**

Local Share Grant Obligations		
OH-34-0025 (Facility/Bus Grant)	7,281.25	
OH-2016-056-01	699,694.45	
Less 2017 Projected Local Match	(828,376.00)	2017 - MU, ODOT, BCDD, R6, VA (Nov-Mar '18)
	<u>-</u>	
Match Required or (Overmatch)	(121,400.30)	
FTA Grants	-	Match Required
Working Capital Funds (2 Mths.)	759,750.00	
Capital Replacement Funds	697,739.40	2017-2019 Local Share of Projects (includes \$450k in 2018/19 for large buses)
Contingency Funds	<u>-</u>	
<b>Total Board Reserves</b>	<b>1,457,489.40</b>	
Non-Restricted Funds (for new opportunities)	(85,930.71)	
	<u>(85,930.71)</u>	
		364,069.29    Adjusted for \$450k 2019 Match



**BCRTA  
Income Statement  
November 2017**

	<b>Current Month Budget</b>	<b>Current Month Actual</b>	<b>Change</b>	<b>Last Year Current Month</b>
<b>Revenues</b>				
Passenger Fares	10,000.00	18,286.88	8,286.88	15,804.63
Contract Service	23,000.00	25,267.90	2,267.90	18,175.00
Other Transit Rev.	66,666.67	70,071.05	3,404.38	63,432.00
Mgt./Cons. Services	7,875.00	7,500.00	(375.00)	7,500.00
Maintenance Services	-	3,016.13	3,016.13	-
Rentals	-	-	-	-
Interest & Other	1,000.00	1,788.53	788.53	1,340.75
Local Funding	185,416.67	183,529.16	(1,887.51)	186,268.37
State Funding	10,083.33	14,060.00	3,976.67	9,061.00
Federal Funding	125,833.33	100,500.00	(25,333.33)	100,750.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>429,875.00</b>	<b>424,019.65</b>	<b>(5,855.35)</b>	<b>402,331.75</b>
<b>Expenses</b>				
Wages	214,375.00	201,419.33	(12,955.67)	208,510.22
Fringes	70,743.75	114,330.39	43,586.64	121,707.03
Services	27,083.33	28,340.67	1,257.34	14,584.50
Materials & Supplies	37,916.67	52,247.54	14,330.87	37,530.84
Utilities	7,916.67	8,872.64	955.97	6,419.63
Insurance	14,166.67	18,738.18	4,571.51	16,952.12
Taxes	-	-	-	-
Purchased Transportation	41,666.67	39,920.42	(1,746.25)	39,920.42
Misc. Items	7,672.92	2,231.04	(5,441.88)	9,870.53
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>421,541.68</b>	<b>466,100.21</b>	<b>44,558.53</b>	<b>455,495.29</b>
<b>Gain / (Loss)</b>	<b>8,333.32</b>	<b>(42,080.56)</b>	<b>(50,413.88)</b>	<b>(53,163.54)</b>

**BCRTA  
Income Statement  
November 2017**

	<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	110,000.00	106,254.19	(3,745.81)	109,723.73
Contract Service	253,000.00	282,705.20	29,705.20	335,815.00
Other Transit Rev.	733,333.37	700,545.30	(32,788.07)	684,802.09
Mgt./Cons. Services	86,625.00	82,500.00	(4,125.00)	82,500.00
Maintenance Services	-	3,016.13	3,016.13	-
Rentals	-	-	-	-
Interest & Other	11,000.00	74,842.38	63,842.38	21,658.04
Local Funding	2,039,583.37	2,272,060.31	232,476.94	2,236,014.27
State Funding	110,916.63	115,190.00	4,273.37	99,671.00
Federal Funding	1,384,166.63	1,160,806.00	(223,360.63)	1,108,250.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>4,728,625.00</b>	<b>4,797,919.51</b>	<b>69,294.51</b>	<b>4,678,434.13</b>
<b>Expenses</b>				
Wages	2,358,125.00	2,254,938.42	(103,186.58)	2,216,702.26
Fringes	778,181.25	766,350.31	(11,830.94)	731,829.82
Services	297,916.63	348,180.54	50,263.91	274,058.08
Materials & Supplies	417,083.37	483,385.71	66,302.34	416,770.71
Utilities	87,083.37	82,409.97	(4,673.40)	71,849.94
Insurance	155,833.37	128,487.65	(27,345.72)	197,498.70
Taxes	-	-	-	-
Purchased Transportation	458,333.37	439,124.62	(19,208.75)	439,124.62
Misc. Items	84,402.12	40,259.39	(44,142.73)	106,986.69
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>4,636,958.48</b>	<b>4,543,136.61</b>	<b>(93,821.87)</b>	<b>4,454,820.82</b>
<b>Gain / (Loss)</b>	<b>91,666.52</b>	<b>254,782.90</b>	<b>163,116.38</b>	<b>223,613.31</b>

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
<b>Checking - PNC (National City)</b>						
11/1/17			Beginning Balance			181,852.12
11/1/17	10/17 Cash	CRJ	BCRTA Items	860.40		
11/1/17	10/25-10/31/17	CRJ	Farebox Receipts	2,306.46		
11/1/17	11/30/17 AT	CDJ	PNC Card Purchases		3,325.77	
11/1/17	0036388286	CRJ	Ohio Dept of Medicaid	11,575.00		
11/2/17	PRWE 10/27/17	GENJ			103,139.33	
11/2/17	AT 11/2/17	CDJ	Paycor Payroll Services		316.21	
11/6/17	A0735472	CRJ	Miami University	2,144.88		
11/6/17	60508	CRJ	BCRTA Items	375.00		
11/6/17	0036210151	CRJ	Ohio Dept of Medicaid	11,895.00		
11/6/17	01019493	CRJ	Butler County Veterans Service	22,432.30		
11/6/17	A0735583	CRJ	Miami University	139,380.53		
11/7/17	7285	CDJ	ABC Muncie Transit Supply		780.00	
11/7/17	7286	CDJ	Affordable Pest Control Inc.		47.00	
11/7/17	7287	CDJ	Butler County Clerk of Courts		321.89	
11/7/17	7288	CDJ	Petty Cash		657.46	
11/7/17	7289	CDJ	Cummins Bridgeway LLC		594.89	
11/7/17	7290	CDJ	Cornett's Pressure Cleaning		1,470.00	
11/7/17	7291	CDJ	Dinsmore & Shohl LLP		2,125.00	
11/7/17	7292	CDJ	Daves Lawn Care & Snow Removal		1,260.00	
11/7/17	7293	CDJ	Fastenal Company		106.29	
11/7/17	7294	CDJ	Fleet Pride		498.22	
11/7/17	7295	CDJ	Fox Towing Inc.		160.00	
11/7/17	7296	CDJ	Gillig		5,819.99	
11/7/17	7297	CDJ	George J. Hurst Company		299.45	
11/7/17	7298	CDJ	Jake Sweeney Chrysler Jeep		21.38	
11/7/17	7299	CDJ	KOI Enterprises, Inc.		4,523.83	
11/7/17	7300	CDJ	Millennium Business Systems		287.48	
11/7/17	7301	CDJ	Minuteman Press - Fairfield		396.28	
11/7/17	7302	CDJ	Ohio Deferred Compensation		100.00	
11/7/17	7303	CDJ	Office Depot Inc.		321.59	
11/7/17	7304	CDJ	PERS		53,985.40	
11/7/17	7305	CDJ	Robert "Sonny" Hill Community		60.00	
11/7/17	7306	CDJ	Red Wing Shoe Store		568.98	
11/7/17	249396	CRJ	City of Middletown	68,100.36		
11/8/17	0036208985	CRJ	Ohio Department of Transportati	3,947.00		
11/8/17	7307	CDJ	M&S Flooring, Inc		334.00	
11/8/17	11/1-11/7/17	CRJ	Farebox Receipts	2,358.85		
11/10/17	0036219395	CRJ	Ohio Department of Taxation	10,850.22		
11/13/17	114605	CRJ	BC Educational Service Center	5,750.00		
11/14/17	7308	CDJ	APA-Ohio		110.00	
11/14/17	7309	CDJ	Butler County Clerk of Courts		316.67	
11/14/17	7310	CDJ	Bethesda Healthcare Inc.		205.00	
11/14/17	7311	CDJ	Cincinnati Bell Any Distance		1,536.59	
11/14/17	7312	CDJ	Channing Bete Company		108.95	
11/14/17	7313	CDJ	Cintas Corporation		1,034.02	
11/14/17	7314	CDJ	Cincinnati Concrete Polishing		2,928.00	
11/14/17	7315	CDJ	Certified Language Int.		2,869.26	
11/14/17	7316	CDJ	Cornett's Pressure Cleaning		665.00	
11/14/17	7317	CDJ	Fastenal Company		61.42	
11/14/17	7318	CDJ	Licking County Municipal Court		167.85	
11/14/17	7319	CDJ	Mobilcomm		180.00	
11/14/17	7320	CDJ	Ohio Deferred Compensation		100.00	
11/14/17	7321	CDJ	Port Technology LLC		4,117.73	
11/14/17	7322	CDJ	SuperFleet Mastercard Program		23,774.01	
11/14/17	7323	CDJ	Trebor Electrical Contractors		150.00	
11/14/17	7324	CDJ	West Chester Liberty Chamber A		1,150.00	
11/15/17	11/8-11/14/17	CRJ	Farebox Receipts	2,020.40		

11/16/17	PRWE 11/10/17	GENJ			159,484.77	
11/16/17	AT 11/16/17	CDJ	Paycor Payroll Services		673.40	
11/17/17	7325	CDJ	APA-Ohio		110.00	
11/17/17	7326	CDJ	Butler County Sheriff Dept.		2,786.25	
11/17/17	7327	CDJ	Bethesda Healthcare Inc.		1,749.00	
11/17/17	7328	CDJ	City of Hamilton - Utilities		2,505.51	
11/17/17	7329	CDJ	Matt Dutkevicz		115.56	
11/17/17	7330	CDJ	Pohlman Tire Inc.		1,208.66	
11/17/17	7331	CDJ	Refitt's LLC		275.00	
11/17/17	7332	CDJ	Rumpke Of Ohio Inc.		194.54	
11/17/17	7333	CDJ	Talawanda School District		15,779.02	
11/22/17	11/15-11/21/17	CRJ	Farebox Receipts	2,149.01		
11/27/17	228036	CRJ	BCRTA Items	100,000.00		
11/28/17	ACH 11/28/17	CRJ	Federal Transit Administration	107,296.00		
11/30/17	7337	CDJ	Cornet's Pressure Cleaning		1,254.00	
11/30/17	7338	CDJ	Fastenal Company		3.00	
11/30/17	7339	CDJ	Gillig		1,031.50	
11/30/17	7340	CDJ	Geiler Company		2,016.13	
11/30/17	7341	CDJ	George J. Hurst Company		239.45	
11/30/17	7342	CDJ	Heritage-Crystal Clean LLC		75.00	
11/30/17	7343	CDJ	IdentiSys Inc		79.74	
11/30/17	7344	CDJ	M&S Flooring, Inc		37.26	
11/30/17	7345	CDJ	Overhead Door of Greater Cincinnati		292.00	
11/30/17	7346	CDJ	Pohlman Tire Inc.		1,433.81	
11/30/17	7347	CDJ	Refitt's LLC		350.00	
11/30/17	7348	CDJ	Security Lock Company		79.50	
11/30/17	7349	CDJ	Verizon Wireless		803.34	
11/30/17	ACH 11/30/17	CRJ	Federal Transit Administration	230,169.00		
11/30/17	PRWE 11/24/17	GENJ			102,666.88	
11/30/17	PRWE 11/24/17	GENJ			1,066.81	
11/30/17	PRWE 11/24/17	GENJ			99.93	
11/30/17	AT 11/30/17	CDJ	Paycom		7,187.80	
11/30/17	11/30/17	GENJ	Service Charge		44.75	
11/30/17			Current Period Change	723,610.41	524,637.55	198,972.86
11/30/17			Ending Balance			380,824.98

**Savings - PNC (National City)**

11/1/17			Beginning Balance			13,791.09
11/1/17	10/17 CC	CRJ	BCRTA Items	539.36		
11/30/17	11/30/17	GENJ	Interest Income	1.76		
11/30/17	11/30/17	GENJ	Service Charge		0.14	
11/30/17			Current Period Change	541.12	0.14	540.98
11/30/17			Ending Balance			14,332.07

**Savings - PNC Bank**

11/1/17			Beginning Balance			912,237.60
11/27/17	228036	CRJ	BCRTA Items - From Savings		100,000.00	
11/30/17	11/30/17	GENJ	Interest Income	147.77		
11/30/17			Current Period Change	147.77	100,000.00	-99,852.23
11/30/17			Ending Balance			812,385.37

**BCRTA**  
**Balance Sheet (Net Pension Liability)**  
**November 2017**

**Assets**

Current Assets		*Other Assets		
Checking - PNC	369,249.98	Net Pension Asset	6,514.10	
Savings - PNC	14,332.07	Deferred Outflows-Pensions	1,234,301.84	
Savings - PNC	812,385.37			
Bid Deposit	50,000.00	Property & Equipment		
Petty Cash	1,000.00	Vehicles	8,728,407.72	
Accounts Receivable	417,942.79	Buildings & Land	2,521,829.31	
Prepays	81,199.32	Furniture & Equipment	661,502.20	
		Amenities & Misc.	69,827.63	
		WIP-Facility Renovation	136,347.21	
		Accum. Depr.	(3,200,951.70)	
	<u>1,746,109.53</u>			Total Assets
			<u>10,157,778.31</u>	<u>11,903,887.84</u>

**Liabilities & Equity**

Current Liabilities		*Long-term Liabilities		
Accounts Payable	197,922.16	Net Pension Liability	2,922,737.20	
Payroll Payables	58,238.29	Deferred Inflows-Pensions	58,001.48	
Other Payables	-			
Accrued PTO	88,675.84	Equity		
Reserve ACA Fines	-	Balance Equity	2,861,645.23	
FTA Vehicle Funds	52,870.00	Federal Capital	9,463,116.00	
Future Match Funds	10,416.69	Local Capital	89,410.00	
Unearned Tickets	22,250.00	Retained Earnings	(4,176,152.45)	
		Net Income	254,757.40	Total Liabilities
	<u>430,372.98</u>			and Capital
			<u>11,473,514.86</u>	<u>11,903,887.84</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  
November 2017**

Current Assets	1,746,109.53
Current Liabilities	<u>(430,372.98)</u>
<b>Available Funds</b>	<b>1,315,736.55</b>

**Board Reserves**

Local Share Grant Obligations		
OH-2016-056-01	623,945.00	
OH-2018-0xx-00	-	
Less 2017 Projected Local Match	<u>(643,633.00)</u>	2017 - MU, ODOT, BCDD, R6, VA (Dec-Mar '18)
Match Required or (Overmatch)	(19,688.00)	
FTA Grants	-	Match Required
Working Capital Funds (2 Mths.)	834,774.87	Based on 2018 Approved Budget
Capital Replacement Funds	733,640.00	2018-2020 Local Share of Authorized/Budgeted Projects Not Yet On A Grant
Contingency Funds	<u>-</u>	
<b>Total Board Reserves</b>	<b>1,568,414.67</b>	
Non-Restricted Funds (for New Opportunites)	<u>(252,678.12)</u>	
	(252,678.12)	323,740.00 2019-2020 Match Amount 71,061.88 Adjusted "Current" Non- Restricted

## Director's Notes – January 2017

### 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 are included with this month's packet for your convenience. Please return to Vonda Partin ([partinv@butlercountyrta.com](mailto:partinv@butlercountyrta.com)) before the February Board meeting. Thank you!

### Metrics & Service

- **Liberty Township P&R & 42X**  
BCRTA staff are still negotiating with SORTA and BCTID to make service at this location a reality. BCRTA has extended the current agreement with SORTA for two additional months and framework for a use agreement with BCTID for the property is moving forward.
- **R6 Re-Evaluation**  
BCRTA staff will be re-examining data and stops for the current R6 route in order to optimize and drive ridership. A public meeting will be held Jan 24 at Miami Hamilton from 10 AM to 6 PM. Comments are also being accepted online at <https://platform.remix.com/map/63c2a86?latlng=39.34087,-84.46976,z13>.
- **Middletown, Monroe & Dayton Connection**  
Staff met with officials from both municipalities and the Deputy Warren County Administrator regarding the local funding gap for the proposed service in early January. Warren County will be examining funding opportunities with the goal to reconvene within the next 30 days.
- **Middletown Partnership**  
The Middletown City Manager executed the new BCRTA agreement with an increased management fee and provisions for bus leasing, shared insurance coverage, and BCRTA provided maintenance services in January. Staff on both sides will begin implementing changes over the next few months.
- **Demand Response Service Rebuild - BGo**  
BCRTA launched its redesigned demand response service on January 2nd. The service has been branded "BGo." Discounts are available for off peak travel, elderly and disabled passengers, and group rides. Demand is still low due to the loss of BCDD local waiver clients at the beginning of the year, but staff is making a strong effort to market and share information about the new service widely. \$5.00 trips are available in dense population areas. Staff expect this to be very popular once the word spreads. Productivity continues to increase.

### Discretionary Grant Availability

- **5310**  
OKI released requests for projects to be funded by the 5310 grant program to benefit elderly and disabled individuals in December. BCRTA has identified this program as a strong match for a few strategic priorities including enhancements to the new BGo service and mobility management expansion. BCRTA will apply jointly with the TABC to fund these projects.

## Director's Notes – January 2017

- **5339**  
NO UPDATES - BCRTA submitted its application for 5339 funds in late August for the Chestnut Fields portion of the TIGER project. Announcements for award should be made later this fall. Sources report FTA received about 400 applications for this program totaling more than \$2B. \$226.5M is available for projects.
- **TIGER**  
NO UPDATES - TIGER was released on September 7. BCRTA submitted a grant proposal identical to the 5339 project for the TIGER program before the October 16 deadline. FTA has been unable to provide guidance on award dates for TIGER or 5339.
- **Low & No Emission (LoNo)**  
Staff will be reconvening with City of Hamilton officials in February to discuss potential opportunities for an electric trolley acquisition and new circulator services within the City. The notice of funding availability (NOFA) for LoNo may be available this spring.

## Staffing & Facility

- **Building Refurbishment**  
Still on the agenda are energy efficient lighting upgrades, garage workstations for maintenance staff, additional storage and organization for maintenance and exterior building painting.
- **Staffing**  
BCRTA is currently seeking CDL and non-CDL drivers as well as an operations supervisor and maintenance technician. Administrative positions have been filled at this time.
- **Payroll Processing**  
BCRTA will be moving from Paycor to a new payroll provider at the end of the year. Staff has selected Paycom as the new provider. The new product will feature expanded utilities including android and iOS apps for employees, integrated onboarding for HR and learning & training management.
- **PTO Policy Review**  
After some initial discussion with the BCRTA Executive Committee and senior staff, BCRTA has evaluated the current PTO policy and determined an update may be in order. Bob Ruzinsky has submitted recommendations for implementation.

## Planning

- **Dedicated Funding**  
As staff move forward addressing the strategic objective to identify sustainable and dedicated local funding, decisions and pathways will need to be narrowed and final strategies chosen to pursue. Staff will be working on supporting data, like the opinion survey, and other materials such as detailed service plans. If there are items or ideas that you would like to be vetted or investigated as the staff recommends strategies to pursue, please speak with or email Matt at your convenience.



## Director's Notes – January 2017

### On the Horizon ...

- **Ohio Loves Transit Day**  
BCRTA will join transit agencies statewide on February 14, 2018 to support “Ohio Loves Transit Day.” The event is sponsored by the Ohio Public Transit Association as a rider appreciation event and statewide awareness of the value public transit brings to Ohio. BCRTA will provide free fares on U and R routes February 14th to celebrate in addition to participating in the statewide shared social media campaign.
  
- **Employee Recognition Event**  
Please mark your calendar for BCRTA Employee Recognition Breakfast and Annual Meeting scheduled for Saturday, **February 17, 2018. The event begins at 9:30 AM at the Fitton Center for the Creative Arts.**
  
- **Strategic Plan**  
Staff will be examining the BCRTA strategic plan for needed updates in 2018. A board retreat in 2018 may also be appropriate for such an update.

TO: Mathew Dutkevicz – Executive Director  
CC: Board of Trustees  
FROM: Bob Ruzinsky – CFO  
DATE: 1-4-18  
SUBJECT: Policy 1-14 Benefits Update

Matt,

BCRTA's current Benefits Policy #1-14 addresses Paid Time Off (PTO) benefits available to all BCRTA employees. The PTO benefit was put in place many years ago when we were first restarting service and was modeled after a similar plan I implemented for the Dayton RTA. PTO takes many different types of traditional paid leave and lumps them all into one bank of time that employees may use as the best see fit. This offers greater flexibility for the employees and is easier to manage for both employees and admin staff.

The base accrual for a new hire was 26 days a year which at the time was comprised of the following type of traditional leave time:

- 6 Holidays (New Years, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, & Christmas)
- 10 Vacation Days
- 3 Personal Days
- 1 Birthday
- 5 Sick Days
- 1 Bereavement Day

At the time, this was based on what we felt was fair for an agency of our size and in our financial position. Other similar agencies and governments offered more, some much more.

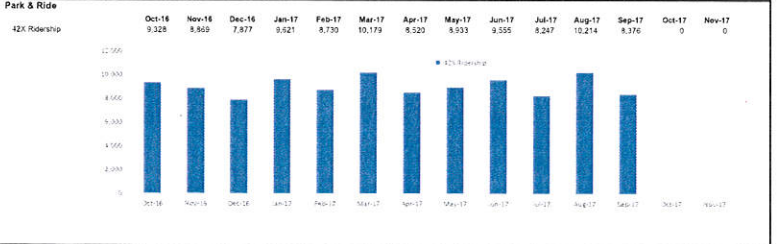
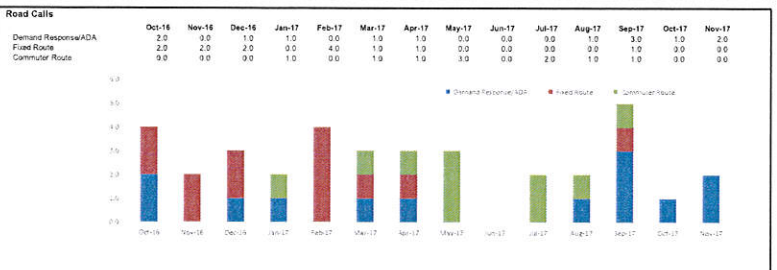
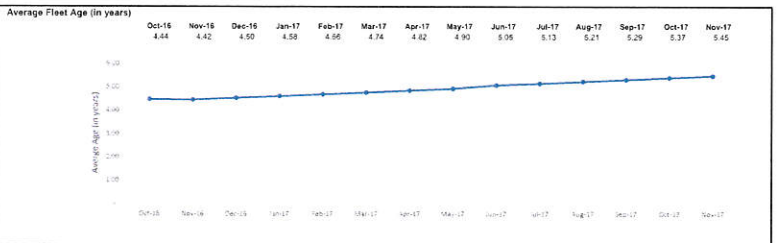
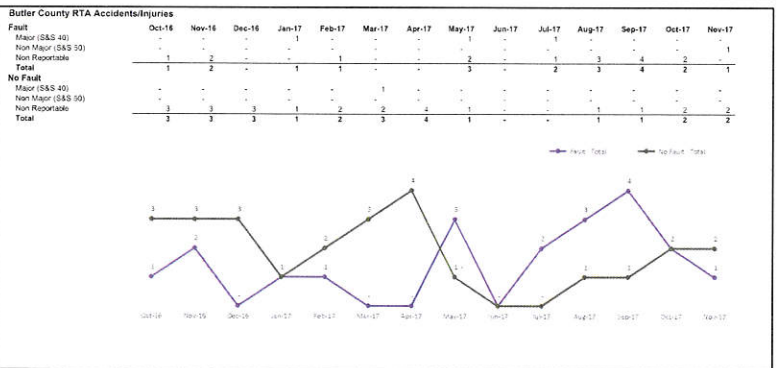
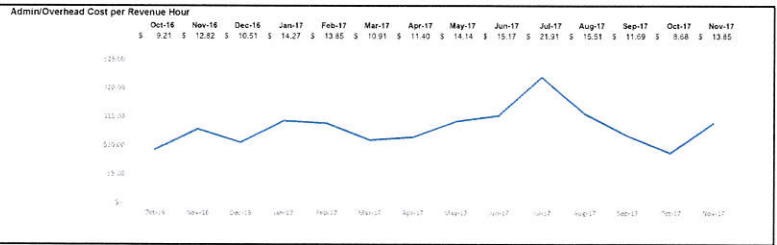
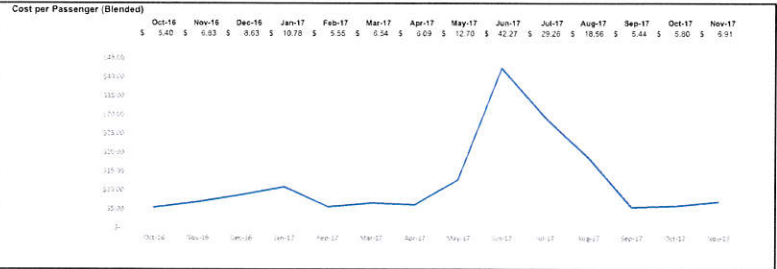
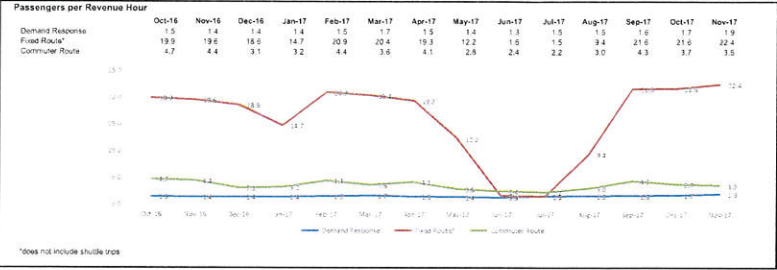
During 2017 you tasked me with looking at PTO enhancements, to help bring us closer to what others offer and enhance this benefit to help in recruiting and retention efforts. I looked at various plans including; SORTA, GDRTA, TANK, Butler County, Hamilton County, City of Hamilton, Miami University, BCESC, and others. What I found is that our plan ranks near the bottom on total days off with the most disparity in Holiday and Bereavement days.

After looking at various plans my recommendation is a stepped approach. We add 3 PTO days to the base - 2 additional Holidays (Martin Luther King Day & Veterans Day) and 1 additional Bereavement Day. I also recommend that we revisit this for 2019 or 2020 when we might consider adding some additional days to bring us closer to what others offer.

The projected budget impact of the proposed change for 2018 is \$37,000 and would be offset by the \$45,000 we budgeted for ACA fines, which we are highly unlikely to ever be assessed based on recent actions in DC.

I recommend we update the accrual tables effective with the payroll for week ending 1-19-18 which is the same payroll we plan to process the annual performance increases for staff.

**BCRTA Metric Scorecard**



## BCRTA Resolution No. 18-01-01

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### **Authorizing the Butler County Regional Transit Authority to Apply for a USDOT Federal Transit Administration Section 5310 Grant in Cooperation with the Transit Alliance of Butler County for the Acquisition of a Demand/Response Mobile Passenger Application and Support of a Mobility Management Program, and certifying the availability of local match.**

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

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

**Whereas** the USDOT Federal Transit Administration makes funds available to 501(c)3 organizations and transit agencies through the Enhanced Mobility of Seniors & Individuals with Disabilities - Section 5310 Grant program; and

**Whereas** the Butler County Regional Transit Authority (BCRTA) partners with the Transit Alliance, a 501(c)3 not for profit corporation, to identify opportunities to offer improved transportation to seniors and individuals with disabilities; and

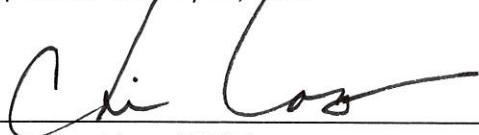
**Whereas** the Transit Alliance and BCRTA have identified a mobile passenger application for ride requests, tracking and payment as an enhancement for seniors, individuals with disabilities and others; and

**Whereas** the Transit Alliance and BCRTA have identified mobility management as a strategic priority; and

**Whereas** the Transit Alliance and BCRTA have identified available local funds as a source of a local match for Section 5310 funding consideration.

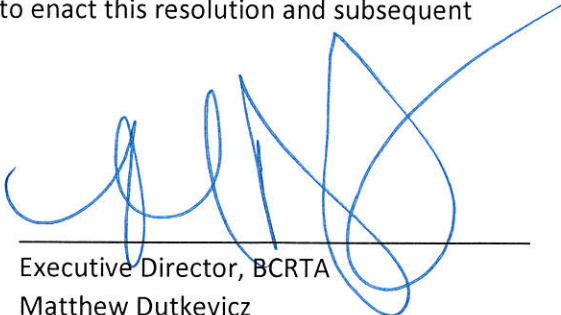
**Now therefore be it resolved** that the Butler County Regional Transit Authority hereby authorizes the BCRTA Executive Director to apply for Enhanced Mobility of Seniors & Individuals with Disabilities - Section 5310 Grant program funds in cooperation with the Transit Alliance of Butler County and certifies the availability of local share of the project. Furthermore, the BCRTA is authorized to serve as the designated recipient for the project. Lastly, the Board of Trustees authorizes its fiscal officer and the BCRTA Executive Director to take all actions necessary to enact this resolution and subsequent agreements subject to the review of legal counsel.

Approved: January 17, 2018



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Board President, BCRTA  
Chris Lawson



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Executive Director, BCRTA  
Matthew Dutkevich

## BCRTA Resolution No. 18-01-02

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### Authorizing an Increase to the Total Not to Exceed Contract Amount of Port Technology LLC Establish by Resolution 16-03-02.

**Whereas** BCRTA solicited proposals for Information Technology Services; and

**Whereas** BCRTA has developed a need for expanded technology support services to maintain and advise BCRTA regarding network infrastructure, cyber security, software, hardware, helpdesk and other technology issues that BCRTA may not retain in-house skill to address; and

**Whereas** BCRTA received four (4) proposals from CenterGrid LLC., JC Data Consulting LLC., Orchestrate LLC. and Port Technology LLC. covering all work requirements included in the BCRTA request for proposals and rates were proposed by each vendor for a three (3) year period plus two (2) optional one (1) year extensions that were deemed reasonable based on past rates paid for said services; and

**Whereas** a selection committee evaluated all proposals for qualifications, experience, comprehensiveness, reasonability of cost, references, and proposal presentation and also requested a best and final offer from all proposers; and

**Whereas** the selection committee determined the services proposed by Port Technology LLC. to provide the most value to BCRTA; and


**Whereas** the Butler County Regional Transit Authority Board of Trustees enacted Resolution 16-03-02 on March 16, 2016 authorizing the BCRTA Executive Director to execute a contract between BCRTA and Port Technology, LLC. for the provision of Information Technology Services for the period of April 1, 2016 to March 31, 2019 at the proposed hourly rates at a cost not to exceed \$150,000 without additional board approval, including the ability to extend the contract for two (2) additional one (1) year periods based on future needs at the rates proposed; and

**Whereas** Port Technology LLC has demonstrated excellent performance and has executed additional requests of the BCRTA and unforeseen projects within the scope of the original request for proposal; and

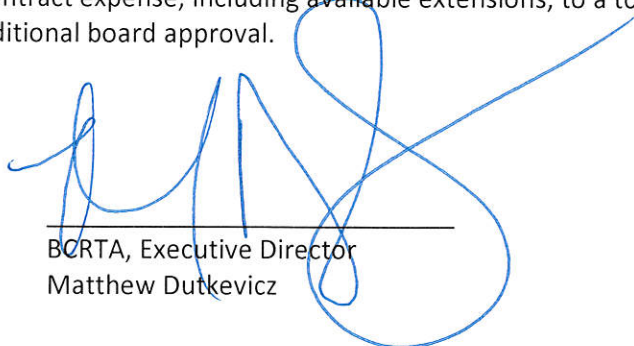
**Whereas** Port Technology LLC has completed services for the BCRTA in excess of \$140,000 to date and BCRTA staff recommends retaining the services of Port Technology LLC for the duration of the contract period.

**Now, therefore be it resolved** that the Butler County Regional Transit Authority Board of Trustees hereby authorizes an increase in the total contract expense, including available extensions, to a total amount not to exceed \$350,000 without additional board approval.

Approved: January 17, 2018



BCRTA, Board President  
Chris Lawson



BCRTA, Executive Director  
Matthew Dutkevich

BCRTA  
Vendor Transaction History  
For the Period From Apr 1, 2016 to Jan 9, 2018

Filter Criteria includes: 1) Vendor ID: PTLLC. Report order is by Vendor ID / Invoice Date. R

Vendor ID	Vendor Name	Invoice No.	Date	Amount
PTLLC	Port Technology LLC	4326	4/11/16	2,636.96
PTLLC	Port Technology LLC	4341	5/5/16	2,993.22
PTLLC	Port Technology LLC	4362	6/6/16	5,020.51
PTLLC	Port Technology LLC	4372	7/18/16	4,642.56
PTLLC	Port Technology LLC	4401	8/17/16	2,831.87
PTLLC	Port Technology LLC	4415	9/24/16	7,124.46
PTLLC	Port Technology LLC	4430	10/18/16	2,876.58
PTLLC	Port Technology LLC	4448	10/31/16	4,114.59
PTLLC	Port Technology LLC	4449	10/31/16	2,364.36
PTLLC	Port Technology LLC	4450	11/30/16	2,528.66
PTLLC	Port Technology LLC	4451	11/30/16	2,045.38
PTLLC	Port Technology LLC	4478	12/29/16	2,495.89
PTLLC	Port Technology LLC	4479	1/31/17	2,995.00
PTLLC	Port Technology LLC	4504	2/28/17	2,733.14
PTLLC	Port Technology LLC	4497	2/28/17	8,703.12
PTLLC	Port Technology LLC	4503	2/28/17	3,671.36
PTLLC	Port Technology LLC	4517	3/31/17	3,117.91
PTLLC	Port Technology LLC	4519	3/31/17	2,153.16
PTLLC	Port Technology LLC	4520	3/31/17	7,639.84
PTLLC	Port Technology LLC	4518	4/30/17	5,181.39
PTLLC	Port Technology LLC	4521	4/30/17	4,245.94
PTLLC	Port Technology LLC	4532	5/31/17	1,724.94
PTLLC	Port Technology LLC	4530	5/31/17	203.59
PTLLC	Port Technology LLC	4529	5/31/17	3,967.68
PTLLC	Port Technology LLC	4531	5/31/17	3,432.69
PTLLC	Port Technology LLC	4547	6/30/17	2,914.83
PTLLC	Port Technology LLC	4548	6/30/17	5,713.58
PTLLC	Port Technology LLC	4580	6/30/17	210.00
PTLLC	Port Technology LLC	4565	7/31/17	1,414.39
PTLLC	Port Technology LLC	4564	7/31/17	4,716.69
PTLLC	Port Technology LLC	4566	7/31/17	7,121.20
PTLLC	Port Technology LLC	4578	8/31/17	2,927.66
PTLLC	Port Technology LLC	4579	8/31/17	53.58
PTLLC	Port Technology LLC	4591	10/11/17	2,003.71
PTLLC	Port Technology LLC	4590	10/11/17	2,755.23
PTLLC	Port Technology LLC	4589	10/11/17	257.16
PTLLC	Port Technology LLC	4588	10/11/17	2,691.45
PTLLC	Port Technology LLC	4612	10/31/17	256.97
PTLLC	Port Technology LLC	4613	11/7/17	1,810.84
PTLLC	Port Technology LLC	4611	11/7/17	2,049.92
PTLLC	Port Technology LLC	4623	12/15/17	2,234.01
PTLLC	Port Technology LLC	4624	12/15/17	6,239.70
PTLLC	Port Technology LLC	4645	12/31/17	651.83
PTLLC	Port Technology LLC	4644	12/31/17	552.88
PTLLC	Port Technology LLC	4643	12/31/17	2,282.80
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