



**Board of Trustees**

Mr. Christopher Lawson,  
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Mr. David Fehr  
Butler County Department  
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Mr. James A. Foster  
City of Trenton

Ms. Anita Scott Jones  
Atrium Medical Center

Ms. Mimi Sylva, J.D.  
Cincinnati State  
Middletown

Mr. Corey Watt  
Resident

**Executive Director**

Mr. Matthew M. Dutkevicz

**Legal Counsel**

Mr. Gary Becker  
Dinsmore & Shohl, LLP

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

## Butler County Regional Transit Authority

### Board of Trustees

The BCRTA Board of Trustees is scheduled to meet on Wednesday, March 20, 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**

**March 20, 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. Consent Agenda (Motion Requested)
  - a. Approval of the January 16, 2019 Meeting Minutes
  - b. Ratify Correction to the November 14, 2018 Meeting Minutes
- V. Comments from Citizens
- VI. Secretary/Treasurer's Report – December 2018 and January 2019 (Motion Requested)
- VII. Director's Report
  - a. 2018 Workplace Strength Results
- VIII. Committee & Staff Reports – December 2018 and January 2019
  - a. OKI
  - b. Metrics
- IX. Governance
  - a. Appointments (Tabled from January 16, 2019)
    - i. OKI Executive Committee & Alternate
    - ii. Chairperson – Audit, Finance & Procurement
- X. Action Items
  - a. None
- XI. Special Presentation - Ben Capelle, NEORide
- XII. Executive Session  
To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.
- XIII. Adjourn (Motion Requested)

**Next Meeting Date:  
April 17, 2019 @ 8:00 AM**

## 2019 Butler County RTA Board of Trustees Attendance

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

X = Present

E = Excused

A = Absent

\*2/20/2019 Canceled for Snow Day

Date: 3/20/2019



For the month of November, we show a loss of \$43,879. Total revenues for the month were over budget by 13%; however, with the payment of the 2016 ACA Fine and sale of PTO for employees, expenses were over budget by 20%, causing the deficit.

Year-to-date November, the gain including local depreciation was \$107,021. Revenues were over budget primarily due to an increase in services for MTS and the BWC rebate, offset by the decrease in Medicaid service. Expenses were under budget by 4.5%. Lower wages, insurance recoveries, and budgeted funds for website updates and marketing that have not yet been utilized contribute to this variance.

The Balance Sheet for November 2018 shows typical balances for the month and adequate available funds.

Cash Reserves shows available funds of \$1,519,337. Board Reserves in November are \$1,842,292, leaving Non-Restricted Funds of -\$322,954. When taking the 2020 Capital match of \$454,323 into consideration, our "Current" Non-Restricted Funds are \$131,368. BCRTA is able to meet all local share grant obligations and current capital needs, are maintaining working capital funds for the 2 months required by the Board and are making progress towards the capital match for 2020.

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

## **VI. Comments from Citizens**

No citizens were present.

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

### **A. 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) before the February Board meeting. Thank you!

### **B. 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 January 2019.

## **B. 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 Weldner was promoted from Finance Manager to Director of Finance & Administration.
- Bob Ruzinsky transferred from CFO to Capital Projects Advisor.
- Kristin Fryer was promoted from Human Resource Coordinator to Human Resource Manager.
- Curt McNew was hired as Operations Manager for Oxford and scheduled to start at the end of January.

### **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 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.

BCRTA had a vehicle stolen from the Hamilton location within this last month. Police was called and found the vehicle within 4 hours and returned it undamaged to BCRTA Hamilton within 6 hours. Mr. Morgan is scheduled to go to court regarding the theft January 17, 2019.

### **Building Refurbishment**

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 is also being addressed in the garage for technician mobility.

## **C. 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 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**

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

### **5339**

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

### **Surface Transportation Block Grant Program (STP)**

BCRTA was not successful in the latest round of funding. Another round will be available in March 2019. BCRTA missed significant points for "Existing Asset Physical Condition". Mr. Dutkevicz has discussed with OKI leadership.

### **5311 Rural Transit**

Staff completed an application for \$4.6M in ODOT 5311 funds in October. 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.

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

### **BCRTA Employee Appreciation Breakfast and Annual Meeting**

Please mark your calendars for this exciting event scheduled 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.

### **Transit Job Fair**

Ms. Cowan is working in conjunction with the TABC. Ms. Cowan explained BCRTA will hold two job fair dates with the first one being April 16 at OMJ in Hamilton, and the second one on April 30, 2019 in Middletown at Cincinnati State Campus.

**Ohio Loves Transit** will be February 14, 2019 again this year (Valentine's Day). Ms. Cowan will be leading the effort for BCRTA. Mr. Gardocki and Ms. Partin will be working social media outreach for ways to engage people that day. BCRTA will sponsor free rides on the fixed routes and several other ideas.

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

### **a. OKI**

Mr. Dutkevicz attended OKI in December and January and provided the report. In December, Mr. Dutkevicz presented to the OKI Board on the I-75 WorkLink and the R7 with Doug Adkins and Jennifer Ekey from the City of Middletown and Jennifer Patterson with the City of Monroe.

In January, officials announced that Ohio EPA will be visiting OKI on Feb 13, 2019 at 2:00 PM to obtain input. OEPA is taking VW Funds and putting in electrical vehicle charging stations throughout the state. The February 13<sup>th</sup> meeting will have a listening session to give people a chance for input for locations of the electrical vehicle charging stations.



Also in January, OKI announced that Governor DeWine has appointed Jack Marchbanks as the new ODOT Director. Mr. Dutkevich finally shared a video shown at OKI in January about Smart Intersections currently being implemented and tested in Marysville, Ohio with Honda.

b. **Metrics:** Mr. Morgan provided the Metrics Report.

**Passengers per Revenue Hour:** BCRTA experienced a slight decrease in passengers per revenue hour for the fixed route system in November. Passengers per revenue hour decreased by 5.36 percent.

Commuter route service also decreased. Commuter route service passengers per revenue hour dropped by 14.29 percent during the month of November.

DR productivity also decreased in passengers per revenue hour. DR passengers per revenue hour dropped by 10.5 percent. Look for this metric to change as we have added ADA service along the R1, R3, R4, and R6.

BGo up to date statistics 1/1/2018 to 12/31/2018: BCRTA achieved 95% OTP for the year at 1.71 trips per hour.

**Cost per Passenger (Blended):** The cost per passenger has increased by \$1.24 or 17.95 percent comparing last November to this November. This is due to a decrease in service hours. BCRTA operated 480 less service hours in November of 2018.

**Admin/Overhead Cost Per Revenue Hour:** Overhead cost has increased by an average of \$7.11 or 51.34 percent. BCRTA operated 480 less service hours in November of 18 than that of 2017. We are now paying the maintenance fees for Ecolane and Doublemap. This is the demand response and fixed route software. BCRTA also paid the ACA fine for not offering health insurance. This cost alone was 45k.

**Butler County RTA Accidents/Injuries:** BCRTA accidents/injuries increased this November. In November 2018 BCRTA had a total of 3 at fault, non-reportable accidents. We also had 2 no fault/non-reportable accidents. Within the last 12 months the management team has launched an effort to check in more frequently with the vehicle operators. We have conducted safety audits outside of the yearly evaluations to keep safety and customer service fresh in the minds of the folks that are the face of BCRTA. Safety audits allow for a time for teachable moments and to correct potential issues before they occur.

**Average Fleet Age (in years):** In November you will notice a decrease in the average fleet age as compared to the prior year. BCRTA has disposed of vehicles that have met their useful life. The average age has dropped to 4.39 years, this is a decrease of 19.45%.

**Road Calls:** In November BCRTA experienced two roads calls for DR and one for the commuter routes. The fixed route system did not experience any road calls during the month of November.

**Demand Response:**

1058 – Transmission Issue

1078 – Transmission Issue

**Commuter Route:**  
1604 – Broken drive belt

**Park & Ride:** This service reflects the ridership on the 42x. The 42x has experienced a 10.7% decrease in ridership as compared to last November. The cost of fuel typically affects the ridership of the park and ride routes. The average retail price for gasoline in November of 2018 was \$2.73. The average retail price for gasoline in November of 2017 was \$2.56. In the past it has been our observation that when fuel cost increase, that ridership also increases. With the provided statistics it seems that we have stumbled across another issue and the reasoning is still under investigation.

**c. Nominating Committee**

Mr. Foster presented the recommendation of the committee to nominate the existing officers, Mr. Lawson as President and Mr. Gordon as Vice-President. Mr. Foster signaled his willingness to serve should the nominations be rejected by any nominees.

Mr. Gordon indicated his willingness to continue serving and Mr. Dutkevicz reported Mr. Lawson had communicated his willingness to continue to serve in advance of the meeting.

**IX. Governance**

**a. Elections**

Mr. Gordon accepted the slate of the committee and asked for nominations from the floor. Seeing none, Mr. Foster moved to approve the recommended slate and Ms. Scott Jones 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	ABSTAIN
Mr. Lawson	ABSENT
Ms. Scott Jones	YES
Ms. Sylva	YES
Mr. Watt	YES

The motion was carried.

**b. Appointments**

Mr. Dutkevicz advised that appointments are the responsibility of the President of the Board according to the bylaws. The Board elected to table appointments considering Mr. Lawson's absence.

**X. Executive Session**

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

Mr. Foster made a motion to enter Executive Session. Ms. Chandler seconded the motion.

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	ABSENT
Ms. Scott Jones	YES
Ms. Summers	YES
Mr. Watt	YES

Executive session commenced at 8:48 AM.

Mr. Bautz made a motion to end the Executive session and Ms. Sylva 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	ABSENT
Ms. Scott Jones	YES
Ms. Summers	YES
Mr. Watt	YES

Executive session concluded at 9:01 AM.

**XI. Action Items**

- a. **Resolution No. 19-01-01: Authorizing Change of the Butler county Regional Transit Authority Fiscal Officer.**

Mr. Gordon requested a motion to accept Resolution 19-01-01. Mr. Watt made a motion to approve and Ms. Scott Jones 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	ABSENT
Ms. Scott Jones	YES
Ms. Sylva	YES
Mr. Watt	YES

The resolution was adopted.

**b. Resolution 19-01-02: Assignment of Butler County Regional Transit Authority Check Signatories.**

Mr. Gordon requested a motion to accept Resolution 19-01-02. Mr. Watt made a motion to approve and Ms. Scott Jones seconded the motion.

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

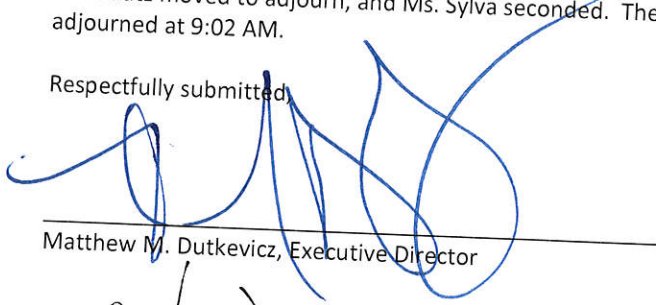
Mr. Bautz	YES
Ms. Chandler	YES
Mr. Fehr	ABSENT
Mr. Foster	YES
Mr. Gordon	YES
Mr. Lawson	ABSENT
Ms. Scott Jones	YES
Ms. Sylva	YES
Mr. Watt	YES

The resolution was adopted.

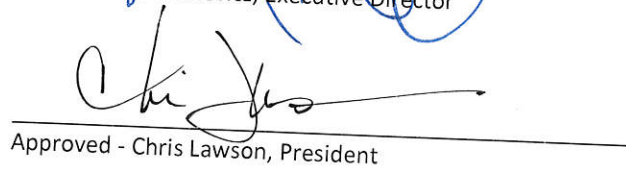
## XII. Adjourn

Mr. Bautz moved to adjourn, and Ms. Sylva seconded. The motion carried. The meeting was adjourned at 9:02 AM.

Respectfully submitted,



Matthew M. Dutkevich, Executive Director



Approved - Chris Lawson, President



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

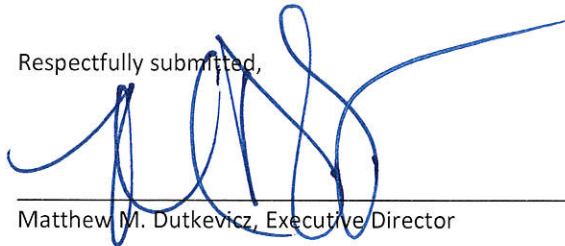
Executive session commenced at 9:14 AM.

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 ~~9:139:30~~ AM.

Respectfully submitted,



Matthew M. Dutkevich, Executive Director

  
Approved – President, Board of Trustees

**BCRTA  
Income Statement  
December 2018**

	Current Month Budget	Current Month Actual	Change	Current Month	Last Year Current Month
<b>Revenues</b>					
Passenger Fares	10,955.67	8,339.41	(2,616.26)	10,039.87	10,039.87
Contract Service	26,300.00	13,572.52	(12,727.48)	24,895.10	24,895.10
Other Transit Rev.	80,000.00	96,760.95	16,760.95	71,884.50	71,884.50
Mgt./Cons. Services	12,000.00	10,000.00	(2,000.00)	7,500.00	7,500.00
Maintenance Services	-	-	-	5,222.67	5,222.67
Rentals	-	-	-	-	-
Interest & Other	1,085.00	5,501.16	4,416.16	1,438.07	1,438.07
Local Funding	203,296.67	226,067.14	22,770.47	160,355.39	160,355.39
State Funding	-	-	-	10,113.00	10,113.00
Federal Funding	133,750.00	73,580.00	(60,170.00)	100,500.00	100,500.00
In-Kind Items	-	-	-	-	-
<b>Total Revenues</b>	<b>467,387.34</b>	<b>433,821.18</b>	<b>(33,566.16)</b>	<b>391,948.60</b>	<b>391,948.60</b>
<b>Expenses</b>					
Wages	223,000.00	191,298.96	(31,701.04)	197,113.50	197,113.50
Fringes	73,377.00	179,081.31	105,704.31	878,925.58	878,925.58
Services	36,850.00	20,216.15	(16,633.85)	30,210.29	30,210.29
Materials & Supplies	48,950.00	48,839.91	(110.09)	48,362.01	48,362.01
Utilities	8,025.00	9,110.14	1,085.14	8,369.90	8,369.90
Insurance	18,050.00	21,237.11	3,187.11	16,978.16	16,978.16
Taxes	-	-	-	-	-
Purchased Transportation	41,666.67	41,044.50	(622.17)	39,920.38	39,920.38
Misc. Items	9,135.33	98,813.54	89,678.21	665.89	665.89
Leases & Rentals	-	-	-	-	-
<b>Total Expenses</b>	<b>459,054.00</b>	<b>609,641.62</b>	<b>150,587.62</b>	<b>1,220,545.71</b>	<b>1,220,545.71</b>
<b>Gain / (Loss)</b>	<b>8,333.34</b>	<b>(175,820.44)</b>	<b>(184,153.78)</b>	<b>(828,597.11)</b>	<b>(828,597.11)</b>
Local Share Depreciation		20,380.79			
<b>Gain / (Loss) with Local Depr.</b>		<b>(196,201.23)</b>			

**BCRTA  
Income Statement  
December 2018**

	Year to Date Budget	Year to Date Actual	Change	Year to Date Last Year
<b>Revenues</b>				
Passenger Fares	131,468.00	123,650.38	(7,817.62)	87,967.31
Contract Service	315,600.00	196,337.59	(119,262.41)	257,437.30
Other Transit Rev.	960,000.00	1,045,268.23	85,268.23	630,474.25
Mgt./Cons. Services	144,000.00	120,000.00	(24,000.00)	75,000.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	13,020.00	96,634.15	83,614.15	73,053.85
Local Funding	2,439,560.00	2,518,186.60	78,626.60	2,088,531.15
State Funding	-	4,095.00	4,095.00	101,130.00
Federal Funding	1,605,000.00	1,493,180.00	(111,820.00)	1,060,306.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>5,608,648.00</b>	<b>5,597,351.95</b>	<b>(11,296.05)</b>	<b>4,373,899.86</b>
<b>Expenses</b>				
Wages	2,676,000.00	2,477,765.94	(198,234.06)	2,053,519.09
Fringes	880,524.00	1,028,534.70	148,010.70	652,019.92
Services	442,200.00	307,018.91	(135,181.09)	319,839.87
Materials & Supplies	587,400.00	659,420.11	72,020.11	431,138.17
Utilities	96,300.00	86,671.04	(9,628.96)	73,537.33
Insurance	216,600.00	186,909.90	(29,690.10)	109,749.47
Taxes	-	-	-	-
Purchased Transportation	500,000.00	492,534.00	(7,466.00)	399,204.20
Misc. Items	109,624.00	193,803.09	84,179.09	37,955.68
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>5,508,648.00</b>	<b>5,432,657.69</b>	<b>(75,990.31)</b>	<b>4,076,963.73</b>
<b>Gain / (Loss)</b>	<b>100,000.00</b>	<b>164,694.26</b>	<b>64,694.26</b>	<b>296,936.13</b>
Local Share Depreciation		244,569.53		
<b>Gain / (Loss) with Local Depr.</b>		<b>(79,875.27)</b>		



Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
<b>Checking - PNC (National City)</b>						
12/1/18			Beginning Balance			181,818.31
12/3/18	8063	CDJ	Internal Revenue Service		44,460.00	
12/3/18	11/28-12/1/18	CRJ	Farebox Receipts	1,534.72		
12/5/18	A0749735	CRJ	Miami University - Accounts Pa	893.70		
12/5/18	0038794288	CRJ	Ohio Dept of Medicaid	3,740.00		
12/6/18	8064	CDJ	Petty Cash		104.26	
12/6/18	8065	CDJ	Bureau of Workers Compensation		70,466.00	
12/6/18	8066	CDJ	Cornett's Pressure Cleaning		1,222.00	
12/6/18	8067	CDJ	epluno LLC		5,177.18	
12/6/18	8068	CDJ	Fox Towing Inc.		250.00	
12/6/18	8069	CDJ	Luxurious Wraps, LLC		150.00	
12/6/18	8070	CDJ	Overhead Door of Greater Cincinnati		205.00	
12/6/18	8071	CDJ	Ports Petroleum Co Inc		1,064.00	
12/6/18	8072	CDJ	RICOH USA, INC		26.86	
12/6/18	8073	CDJ	Super Shine Janitorial Services		700.00	
12/6/18	8074	CDJ	Whitworth Bus Sales Inc.		80.62	
12/6/18	8075	CDJ	West Chester Liberty Chamber A		1,210.00	
12/10/18	01041798	CRJ	Butler County Veterans Service	29,677.62		
12/10/18	CASH 12/10/18	CRJ	BCRTA Items	1,221.75		
12/11/18	AT 12/11/18	CRJ	BCRTA Items	100,000.00		
12/12/18	12/3-12/11/18	CRJ	Farebox Receipts	2,643.25		
12/13/18	AT 12/13/18	CDJ	Paycom		657.41	
12/13/18	PRWE 12/7/18	GENJ			17,697.27	
12/13/18	PRWE 12/7/18	GENJ	Garn Ck#1128		235.78	
12/13/18	PRWE 12/7/18	GENJ	CSPC Ck#1129		148.61	
12/13/18	PRWE 12/7/18	GENJ			93,789.19	
12/14/18	8076	CDJ	Affordable Pest Control Inc.		47.00	
12/14/18	8077	CDJ	Bethesda Healthcare Inc.		664.00	
12/14/18	8078	CDJ	C & J Roofing Company, Inc		766.50	
12/14/18	8079	CDJ	Cincinnati Bell Any Distance		1,551.73	
12/14/18	8080	CDJ	Cintas Corporation		1,108.29	
12/14/18	8081	CDJ	Cox Media Group		61.05	
12/14/18	8082	CDJ	Cornett's Pressure Cleaning		1,247.00	
12/14/18	8083	CDJ	Fuller Ford		254.16	
12/14/18	8084	CDJ	Gillig		422.22	
12/14/18	8085	CDJ	Geiler Company		958.10	
12/14/18	8086	CDJ	Johnny G's Professional Servis		1,000.00	
12/14/18	8087	CDJ	KOI Enterprises, Inc.		3,879.64	
12/14/18	8088	CDJ	ODACS, Inc		375.00	
12/14/18	8089	CDJ	Ohio Deferred Compensation		225.00	
12/14/18	8090	CDJ	Pohlman Tire Inc.		84.00	
12/14/18	8091	CDJ	Refit's LLC		300.00	
12/14/18	8092	CDJ	Rumpke Of Ohio Inc.		207.63	
12/14/18	8093	CDJ	SuperFleet Mastercard Program		21,064.66	
12/14/18	8094	CDJ	Silco Fire Protection Co.		1,373.80	
12/14/18	8095	CDJ	Talawanda School District		15,932.26	
12/14/18	8096	CDJ	Verizon Wireless		710.45	
12/14/18	595140992	CRJ	Ohio Transit Risk Pool	696.16		
12/14/18	595140992	CRJ	City of Middletown	375.00		
12/19/18	A0750220	CRJ	Farebox Receipts	7,951.00		
12/19/18	AT 121918	CRJ	BCRTA Items	200,000.00		
12/19/18	12/12-12/18/18	CRJ	Farebox Receipts	1,922.06		
12/20/18	258897	CRJ	City of Middletown	101,086.89		
12/20/18	144518	CRJ	GovDeals.com	1,975.00		
12/20/18	8097	CDJ	Bethesda Healthcare Inc.		1,342.30	
12/20/18	8098	CDJ	Cintas Corporation		34.72	
12/20/18	8099	CDJ	City of Hamilton - Utilities		3,243.58	
12/20/18	8100	CDJ	Middletown Treasury Divison		849.00	
12/20/18	8101	CDJ	Cornett's Pressure Cleaning		567.00	
12/20/18	8102	CDJ	Frank's Heavy Truck Collision		615.50	

12/20/18	8103	CDJ	Heritage-Crystal Clean LLC		263.98	
12/20/18	8104	CDJ	Millennium Business Systems		287.48	
12/20/18	8105	CDJ	Mobilcomm		4,907.00	
12/20/18	8106	CDJ	ODACS, Inc		125.00	
12/20/18	8107	CDJ	Ohio Deferred Compensation		225.00	
12/20/18	8108	CDJ	Office Depot Inc.		477.36	
12/20/18	8109	CDJ	Ohio Transit Risk Pool		104,955.00	
12/20/18	8110	CDJ	PERS		53,020.27	
12/20/18	8111	CDJ	Port Technology LLC		2,310.37	
12/20/18	8112	CDJ	Wayne's Garage & towing		125.00	
12/20/18	A0750470	CRJ	Miami University - Accounts Pa	300.00		
12/20/18	A0750367	CRJ	Miami University	142,349.82		
12/21/18	ACH 12/21/18	CRJ	Federal Transit Administration	161,048.00		
12/24/18	AT 12/24/18	CRJ	BCRTA Items		250,000.00	
12/26/18	12/19-12/25/18	CRJ	Farebox Receipts	1,193.87		
12/27/18	PRWE 12/21/18	GENJ	Garn Ck#1130		332.68	
12/27/18	PRWE 12/21/18	GENJ			89,741.50	
12/27/18	PRWE 12/21/18	GENJ			17,692.67	
12/27/18	PRWE 12/21/18	GENJ	CSPC Ck#1131		197.41	
12/27/18	PRWE 12/21/18	GENJ			925.00	
12/27/18	PRWE 12/21/18	GENJ	CSPC CK#1132		300.00	
12/27/18	AT 12/27/18	CDJ	Paycom		634.93	
12/31/18	12/31/18	GENJ	Service Charge		15.50	
12/31/18	AT 12/31/18	CDJ	PNC Card Purchases		14,581.51	
			Current Period Change	758,608.84	837,646.43	-79,037.59
12/31/18			Ending Balance			102,780.72

**Savings - PNC (National City)**

12/1/18			Beginning Balance			23,380.43
12/11/18	CC 12/11/18	CRJ	BCRTA Items	763.76		
12/31/18	12/31/18	GENJ	Interest Income	22.18		
12/31/18	12/31/18	GENJ	Service Charge		0.14	
			Current Period Change	785.94	0.14	785.80
12/31/18			Ending Balance			24,166.23

**Savings - PNC Bank**

12/1/18			Beginning Balance			1,111,665.06
12/11/18	AT 12/11/18	CRJ	BCRTA Items - From Savings		100,000.00	
12/19/18	AT 12/19/18	CRJ	BCRTA Items - From Savings		200,000.00	
12/24/18	AT 12/24/18	CRJ	BCRTA Items - To Savings	250,000.00		
12/31/18	12/31/18	GENJ	Interest Income	951.98		
			Current Period Change	250,951.98	300,000.00	-49,048.02
12/31/18			Ending Balance			1,062,617.04

BCRTA  
Balance Sheet (Net Pension Liability)  
December 2018

Assets

Current Assets	
Checking - PNC	102,780.72
Savings - PNC	24,166.23
Savings - PNC	1,062,617.04
Bid Deposit	50,000.00
Petty Cash	1,000.00
Accounts Receivable	561,384.29
Prepays	182,300.32
	<hr/>
	1,984,248.60

*Other Assets	
Net Pension Asset	12,519.00
Deferred Outflows-Pensions	723,936.00
Property & Equipment	
Vehicles	8,907,987.27
Buildings & Land	2,703,070.92
Furniture & Equipment	755,003.43
Amenities & Misc.	67,877.96
WIP-35' Buses	13,263.74
WIP-Facility Renovation	17,841.05
Accum. Depr.	(3,842,209.98)
	<hr/>
	9,359,289.39

Total Assets  
11,343,537.99

Liabilities & Equity

Current Liabilities	
Accounts Payable	137,384.99
Payroll Payables	62,126.85
Other Payables	-
Accrued PTO	101,650.37
Reserve ACA Fines	95,868.33
FTA Vehicle Funds	68,131.00
Future Match Funds	20,000.00
Unearned Tickets	32,045.00
Unearned MU Funds	-
	<hr/>
	517,206.54

*Long-term Liabilities	
Net Pension Liability	2,778,356.00
Deferred Inflows-Pensions	657,241.00
Equity	
Balance Equity	2,861,645.23
Federal Capital	10,046,436.00
Local Capital	89,410.00
Retained Earnings	(5,771,451.04)
Net Income	164,694.26
	<hr/>
	10,826,331.45

Total Liabilities  
and Capital  
11,343,537.99

\*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  
December 2018**

Current Assets	1,984,248.60
Current Liabilities	(517,206.54)
<b>Available Funds</b>	<b>1,467,042.06</b>

**Board Reserves**

Local Share Grant Obligations	
OH-2016-056-01	16,313.00
OH-2018-021-00	1,138,012.75
Oxford Facility Match Pledge	200,000.00
Less 2019 Projected Local Match	(1,209,910.00)
Match Required or (Overmatch)	144,415.75

FTA Grants 144,415.75 Match Required

Working Capital Funds (2 Mths.) 834,774.67

Capital Replacement Funds 842,813.60

Contingency Funds -

**Total Board Reserves 1,822,004.02**

**Non-Restricted Funds (354,961.96)**

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

2019-2020 Local Share of Projects Not Yet on Grants

454,323.60  
99,361.64

Fiscal Year 2018

Account ID	Account Description	Amount	% Cat.	Amount	% Tot.	% Tot.
<b>Revenues</b>						
Customer Fares	Cash Fares - Commuter Route	61,980.91	50.1%			1.1%
	Cash Fares - Demand Response	55,411.50	44.8%			1.0%
	Cash Fares - Fixed Route	3,641.00	2.9%			0.1%
	Farebox Over/Short	<u>2,616.97</u>	2.1%	123,650.38	2.2%	0.0%
Contracts	Contract Fares - BCDD	-	0.0%			0.0%
	Contract Fares - BCVS	143,277.59	73.0%			2.6%
	Contract Fares - Medicaid	<u>53,060.00</u>	27.0%	196,337.59	3.5%	0.9%
Community Routes	Other Transit Revenue	<u>1,045,268.23</u>	100.0%	1,045,268.23	18.7%	18.7%
Services	Maintenance	-	0.0%			0.0%
	Management & Consulting	120,000.00	100.0%			2.1%
	Other	<u>-</u>	0.0%	120,000.00	2.1%	0.0%
Misc. Income	Interest Income	5,210.52	5.4%			0.1%
	Discounts Earned	4,748.31	4.9%			0.1%
	Gain on Sale of Assets	18,503.68	19.1%			0.3%
	Other Non-Transit Revenue	<u>68,171.64</u>	70.5%	96,634.15	1.7%	1.2%
Local Funds	Community Contributions	1,967,319.24	78.1%			35.1%
	Agency Contributions	58,333.36	2.3%			1.0%
	Business Contributions	-	0.0%			0.0%
	Other Contributions	-	0.0%			0.0%
	SORTA Funding Trade	492,534.00	19.6%			8.8%
	SORTA True-up Credit PY	<u>-</u>	0.0%	2,518,186.60	45.0%	0.0%
State Funds	State Operating Assistance	-	0.0%			0.0%
	State E&D Assistance	<u>4,095.00</u>	100.0%	4,095.00	0.1%	0.1%
Federal Funds	Federal Operating Assistance	641,150.00	42.9%			11.5%
	Federal Prev. Maint. Asst.	458,276.00	30.7%			8.2%
	Federal Mobility Mgt Asst.	19,813.00	1.3%			0.4%
	Federal ADA Assistance	111,206.00	7.4%			2.0%
	Other Federal Assistance (5310)	<u>262,735.00</u>	17.6%	1,493,180.00	26.7%	4.7%
				<u>5,597,351.95</u>		

Account ID	Account Description	Amount	% Cat.	Amount	% Tot.	% Tot.
<b>Expenses</b>						
	Administration			1,000,070.21	18.4%	
	Operations			3,796,535.17	69.9%	
	Maintenance			<u>636,052.31</u>	11.7%	
				<u>5,432,657.69</u>		
	Income			5,597,351.95		
	Operating Expenses			<u>5,432,657.69</u>		
	Gain (Loss)			164,694.26		
	Depr. Exp. Veh. & Equip.	917,586.68	75.0%			
	Depr. Exp. Buildings	114,599.94	9.4%			
	Depr. Exp. Furn. & Equip.	182,520.95	14.9%			
	Depr. Exp. Amenities & Misc.	<u>8,140.10</u>	0.7%	1,222,847.67		
				<u>20%</u>		
	Assumed Local Share			244,569.53		

Fiscal Year 2018

Account ID	Account Description	Amount	% Cat.	Amount	% Tot.	% Tot.
<b>Expenses</b>						
Wages	Operator Wages	1,459,425.96	58.9%			26.9%
	Dispatch Wages	192,981.60	7.8%			3.6%
	Scheduling Wages	66,795.36	2.7%			1.2%
	Supervisor Wages	92,725.17	3.7%			1.7%
	Admin. Wages	337,724.72	13.6%			6.2%
	Operations. Wages	135,054.05	5.5%			2.5%
	Vehicle Maint. Wages	174,144.54	7.0%			3.2%
	Facility Maint. Wages	15,566.68	0.6%			0.3%
	Vehicle Cleaning	3,347.86	0.1%	2,477,765.94	45.6%	0.1%
Fringes	Paid Time Off	356,017.54	34.6%			6.6%
	PERS	529,083.13	51.4%			9.7%
	Medicare	38,679.14	3.8%			0.7%
	Medical Ins. Allowance	30,690.00	3.0%			0.6%
	Unemployment	1,646.94	0.2%			0.0%
	Workers Comp.	72,417.95	7.0%	1,028,534.70	18.9%	1.3%
Services	Management Services	-	0.0%			0.0%
	Ad./Mkt. Services	1,760.00	0.6%			0.0%
	Professional Consulting Svc	2,124.15	0.7%			0.0%
	Legal / Attorney Services	10,917.10	3.6%			0.2%
	Financial / Audit Services	29,542.98	9.6%			0.5%
	Physicals, Medical & Testing	24,451.10	8.0%			0.5%
	CM - Revenue Veh.	66,145.54	21.5%			1.2%
	CM - Facilities	56,046.46	18.3%			1.0%
	CM - Equipment	116,031.58	37.8%			2.1%
	CM - Other	-	0.0%	307,018.91	5.7%	0.0%
Supplies	Fuel	390,159.59	59.2%			7.2%
	Oil/Lube/Coolant	6,978.20	1.1%			0.1%
	Tires	40,418.45	6.1%			0.7%
	Veh. Parts	131,026.04	19.9%			2.4%
	Custodial Tools, Supplies & Eq	1,194.18	0.2%			0.0%
	General Office Supplies	6,966.79	1.1%			0.1%
	Other Materials & Supplies	70,482.00	10.7%			1.3%
	Freight & Allowances	-	0.0%			
	Passenger Info. Materials	12,194.86	1.8%	659,420.11	12.1%	0.2%
Utilities	Electricity	25,666.58	29.6%			0.5%
	Natural Gas	9,308.59	10.7%			0.2%
	Water & Sewer	1,605.35	1.9%			0.0%
	Waste Collection	2,458.94	2.8%			0.0%
	Communications	47,631.58	55.0%	86,671.04	1.6%	0.9%
Insurance	Premiums - Pub. Liab. & Prop.	146,781.33	78.5%			2.7%
	Recovery - Pub. Liab. & Prop.	(24,704.85)	-13.2%			-0.5%
	Premiums - Other Corp. Ins.	64,833.42	34.7%	186,909.90	3.4%	1.2%
Purchased Trans.	BCRTA Purchased Trans.	-	0.0%			0.0%
	CS-SORTA - West Chester	580,534.00	117.9%			10.7%
	CS-SORTA - NTD Credit	(88,000.00)	-17.9%			-1.6%
	CS-SORTA - True Up Credit	-	0.0%	492,534.00	9.1%	0.0%
Misc. Items	Dues & Subscriptions	4,806.11	2.5%			0.1%
	Travel	11,947.71	6.2%			0.2%
	Training	20,961.69	10.8%			0.4%
	Meetings	7,221.41	3.7%			0.1%
	Classified Advertising	2,601.65	1.3%			0.0%
	Promotional Advertising	4,118.33	2.1%			0.1%
	Finance Charges	174.79	0.1%			0.0%
	ACA Fines/Assesments	140,328.33	72.4%			2.6%
	Other Misc. Items	1,643.07	0.8%	193,803.09	3.6%	0.0%
				5,432,657.69		

**BCRTA  
Income Statement  
January 2019**

	Current Month Budget	Current Month Actual	Change	Last Year Current Month
<b>Revenues</b>				
Passenger Fares	7,922.00	10,091.12	2,169.12	7,346.84
Contract Service	17,100.00	14,533.69	(2,566.31)	16,624.70
Other Transit Rev.	97,666.67	100,228.68	2,562.01	79,928.50
Mgt./Cons. Services	10,220.00	10,220.00	-	10,000.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	3,175.00	3,112.83	(62.17)	9,158.84
Local Funding	171,495.34	168,881.04	(2,614.30)	183,561.36
State Funding	-	-	-	-
Federal Funding	128,518.08	117,128.00	(11,390.08)	123,037.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>436,097.09</b>	<b>424,195.36</b>	<b>(11,901.73)</b>	<b>429,657.24</b>
<b>Expenses</b>				
Wages	207,274.67	206,313.56	(961.11)	197,466.06
Fringes	77,748.55	65,724.74	(12,023.81)	71,478.39
Services	39,750.34	26,340.91	(13,409.43)	19,070.61
Materials & Supplies	44,385.43	55,132.77	10,747.34	57,112.35
Utilities	8,062.00	12,542.69	4,480.69	8,648.80
Insurance	18,552.83	16,960.54	(1,592.29)	14,177.82
Taxes	-	-	-	-
Purchased Transportation	41,666.67	42,052.38	385.71	41,044.50
Misc. items	4,873.50	10,712.55	5,839.05	7,616.03
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>442,313.99</b>	<b>435,780.14</b>	<b>(6,533.85)</b>	<b>416,614.56</b>
<b>Gain / (Loss)</b>	<b>(6,216.90)</b>	<b>(11,584.78)</b>	<b>(5,367.88)</b>	<b>13,042.68</b>
Local Share Depreciation		20,380.79		
<b>Gain / (Loss) with Local Depr.</b>		<b>(31,965.57)</b>		

**BCRTA**  
**Income Statement**  
**January 2019**

	Year to Date Budget	Year to Date Actual	Change	Year to Date Last Year
<b>Revenues</b>				
Passenger Fares	7,922.00	10,091.12	2,169.12	7,346.84
Contract Service	17,100.00	14,533.69	(2,566.31)	16,624.70
Other Transit Rev.	97,666.67	100,228.68	2,562.01	79,928.50
Mgt./Cons. Services	10,220.00	10,220.00	-	10,000.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	3,175.00	3,112.83	(62.17)	9,158.84
Local Funding	171,495.34	168,881.04	(2,614.30)	183,561.36
State Funding	-	-	-	-
Federal Funding	128,518.08	117,128.00	(11,390.08)	123,037.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>436,097.09</b>	<b>424,195.36</b>	<b>(11,901.73)</b>	<b>429,657.24</b>
<b>Expenses</b>				
Wages	207,274.67	206,313.56	(961.11)	197,466.06
Fringes	77,748.55	65,724.74	(12,023.81)	71,478.39
Services	39,750.34	26,340.91	(13,409.43)	19,070.61
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Insurance	18,552.83	16,960.54	(1,592.29)	14,177.82
Taxes	-	-	-	-
Purchased Transportation	41,666.67	42,052.38	385.71	41,044.50
Misc. Items	4,873.50	10,712.55	5,839.05	7,616.03
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>442,313.99</b>	<b>435,780.14</b>	<b>(6,533.85)</b>	<b>416,614.56</b>
<b>Gain / (Loss)</b>	<b>(6,216.90)</b>	<b>(11,584.78)</b>	<b>(5,367.88)</b>	<b>13,042.68</b>
Local Share Depreciation		20,380.79		
<b>Gain / (Loss) with Local Depr.</b>		<b>(31,965.57)</b>		



Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
1/1/19			Beginning Balance			102,780.72
1/2/19	8113	CDJ	Allegra & Imnge 360		6,031.00	
1/2/19	8114	CDJ	ABC Muncie Transit Supply		1,108.35	
1/2/19	8115	CDJ	Best One Tire of Mid America		5,886.76	
1/2/19	8116	CDJ	Cincinnati Bell		141.57	
1/2/19	8117	CDJ	Cummins Bridgeway LLC		1,121.58	
1/2/19	8118	CDJ	Cornett's Pressure Cleaning		438.00	
1/2/19	8119	CDJ	Dinsmore & Shohl LLP		1,244.85	
1/2/19	8120	CDJ	Gillig		3,566.88	
1/2/19	8121	CDJ	Geiler Company		183.50	
1/2/19	8122	CDJ	GPS City		459.92	
1/2/19	8123	CDJ	LaborLawCenter, Inc		74.85	
1/2/19	8124	CDJ	Ohio Public Transit Associatio		2,700.00	
1/2/19	8125	CDJ	Ohio Transit Risk Pool		2,117.12	
1/2/19	8126	CDJ	RICOH USA, INC		27.42	
1/2/19	8127	CDJ	Verizon Wireless		921.30	
1/2/19	12/26-12/31/18	CRJ	Farebox Receipts	1,278.27		
1/7/19	298699	CRJ	BCRTA Items	100,000.00		
1/9/19	CASH	CRJ	BCRTA Items	10.00		
1/9/19	0038878517	CRJ	BCRTA Items	40.00		
1/9/19	1950	CRJ	BCRTA Items	304.00		
1/9/19	0038910605	CRJ	Ohio Dept of Medicaid	3,435.00		
1/9/19	01/19-01/8/19	CRJ	Farebox Receipts	1,959.90		
1/9/19	CASH 01/9/19	CRJ	BCRTA Items	989.25		
1/10/19	PRWE 01/04/19	GENJ			68,873.30	
1/10/19	PRWE 01/04/19	GENJ	ISCCU Ck# 1135		272.56	
1/10/19	PRWE 01/04/19	GENJ			12,453.12	
1/10/19	PRWE 01/04/19	GENJ	Garn Ck#1133		137.17	
1/10/19	PRWE 01/04/19	GENJ	CSPC Ck#1134		224.23	
1/10/19	1/10/19	CDJ	Paycom		619.24	
1/11/19	9004772703	CRJ	Maternal Child Health Center	60.00		
1/11/19	A0751063	CRJ	Miami University	142,349.82		
1/11/19	1648	CRJ	BCRTA Items	150.00		
1/16/19	01/9-1/15/19	CRJ	Farebox Receipts	1,710.18		
1/16/19	9945956	CRJ	BCRTA Items	1,409.32		
1/17/19	8128	CDJ	16 Points Solutions		3,030.00	
1/17/19	8129	CDJ	All Drains Drain Cleaning & Pl		1,125.00	
1/17/19	8130	CDJ	Petty Cash		220.71	
1/17/19	8131	CDJ	Bryce's Lawncare & Landscaping		785.00	
1/17/19	8132	CDJ	Cincinnati Bell Any Distance		1,551.64	
1/17/19	8133	CDJ	Cintas Corporation		1,073.08	
1/17/19	8134	CDJ	Middletown Treasury Divison		307.90	
1/17/19	8135	CDJ	Heritage-Crystal Clean LLC		114.68	
1/17/19	8136	CDJ	Johnny G's Professional Servic		950.00	
1/17/19	8137	CDJ	KOI Enterprises, Inc.		7,963.13	
1/17/19	8138	CDJ	Ohio Deferred Compensation		225.00	
1/17/19	8139	CDJ	Staples Credit Plan		183.22	
1/17/19	8140	CDJ	SuperFleet Mastercard Program		18,847.60	
1/17/19	8141	CDJ	Verizon Wireless		1,326.02	
1/17/19	8142	CDJ	Woodhull		23.16	
1/18/19	A0751207	CRJ	Farebox Receipts	2,521.00		
1/18/19	146323	CRJ	GovDeals.com	1,975.00		
1/18/19	CASH 1/18/19	CRJ	BCRTA Items	6.00		
1/23/19	AT 1/23/19	CDJ	Bureau of Workers Compensation		3,516.00	
1/23/19	01/16-01/22/19	CRJ	Farebox Receipts	1,687.29		
1/23/19	01/23/19	CRJ	BCRTA Items	10.00		
1/24/19	AT 1/24/19	CDJ	Paycom		3,220.91	
1/24/19	PRWE 01/18/19	GENJ	Garn Ck #1136		280.36	
1/24/19	PRWE 01/18/19	GENJ			80,526.87	
1/24/19	PRWE 01/18/19	GENJ	Garn Ck #1139		5.36	

1/24/19	PRWE 01/18/19	GENJ			14,898.65	
1/24/19	PRWE 01/18/19	GENJ	IN CSPC #1140		300.00	
1/24/19	PRWB 01/18/19	GENJ	Garn Ck #1137		230.12	
1/24/19	PRWE 01/18/19	GENJ	CSPC #1138		224.23	
1/24/19	8143	CDJ	Affordable Pest Control Inc.		47.00	
1/24/19	8144	CDJ	Butler County Sheriff Dept.		165.00	
1/24/19	8145	CDJ	City of Hamilton - Utilities		3,724.92	
1/24/19	8146	CDJ	Cornett's Pressure Cleaning		681.00	
1/24/19	8147	CDJ	Fuller Ford		158.52	
1/24/19	8148	CDJ	Gillig		251.68	
1/24/19	8149	CDJ	Millennium Business Systems		287.48	
1/24/19	8150	CDJ	Mobilcomm		180.00	
1/24/19	8151	CDJ	Ohio Deferred Compensation		415.00	
1/24/19	8152	CDJ	Pixels and Dots		65.00	
1/24/19	8153	CDJ	PERS		56,502.98	
1/24/19	8154	CDJ	Rumpke Of Ohio Inc.		213.46	
1/24/19	8155	CDJ	Talawanda School District		6,967.52	
1/24/19	8156	CDJ	Walt Fouch Photography		350.00	
1/24/19	8157	CDJ	Woodhull		90.00	
1/28/19	4338	CRJ	Enjoy Oxford	750.00		
1/28/19	2041	CRJ	BCRTA Items	120.00		
1/28/19	601820018	CRJ	Ohio Transit Risk Pool	2,159.45		
1/30/19	ACH 01/30/19	CRJ	Federal Transit Administration	106,415.00		
1/30/19	8158	CDJ	Bethesda Healthcare Inc.		882.20	
1/30/19	8159	CDJ	Cincinnati Bell		141.55	
1/30/19	8160	CDJ	Cummins Bridgeway LLC		770.00	
1/30/19	8161	CDJ	Middletown Treasury Divison		452.20	
1/30/19	8162	CDJ	Cox Media Group		63.95	
1/30/19	8163	CDJ	Dinsmore & Shohl LLP		250.00	
1/30/19	8164	CDJ	Double Map		674.00	
1/30/19	8165	CDJ	epluno LLC		1,188.98	
1/30/19	8166	CDJ	Finn All Seasons		524.30	
1/30/19	8167	CDJ	Frank's Heavy Truck Collision		2,159.45	
1/30/19	8168	CDJ	Fastsigns 220901		90.00	
1/30/19	8169	CDJ	Gillig		233.76	
1/30/19	8170	CDJ	Geller Company		1,295.12	
1/30/19	8171	CDJ	Hamilton Enterprise Park POA		456.11	
1/30/19	8172	CDJ	Lemongrenade Creative, LLC		250.00	
1/30/19	8173	CDJ	My Parts Express		1,020.80	
1/30/19	8174	CDJ	Office Depot Inc.		300.95	
1/30/19	8175	CDJ	Port Technology LLC		2,520.14	
1/30/19	8176	CDJ	Refitt's LLC		250.00	
1/30/19	8177	CDJ	Trebor Electrical Contractors		6,379.00	
1/31/19	AT 01/31/19	CDJ	PNC Card Purchases		13,051.08	
1/31/19	01/31/19	GENJ	Service Charge		11.75	
			Current Period Change	369,339.48	352,596.26	16,743.22
1/31/19			Ending Balance			119,523.94

**Savings - PNC (National City)**

1/1/19			Beginning Balance			24,166.23
1/11/19	CC 1/11/19	CRJ	BCRTA Items	676.42		
1/31/19	01/31/19	GENJ	Interest Income	22.88		
1/31/19	01/31/19	GENJ	Service Charge		0.14	
			Current Period Change	699.30	0.14	699.16
1/31/19			Ending Balance			24,865.39

**Savings - PNC Bank**

1/1/19			Beginning Balance			1,062,617.04
1/7/19	298699	CRJ	BCRTA Items - from Savings		100,000.00	
1/31/19	01/31/19	GENJ	Interest Income	912.40		
			Current Period Change	912.40	100,000.00	-99,087.60
1/31/19			Ending Balance			963,529.44

BCRTA  
Balance Sheet  
January 2019

Assets

Current Assets	
Checking - PNC	119,523.94
Savings - PNC	24,865.39
Savings - PNC	963,529.44
Bid Deposit	50,000.00
Peity Cash	1,000.00
Accounts Receivable	714,404.04
Prepays	152,160.32
	<u>2,025,483.13</u>

*Other Assets	
Net Pension Asset	12,519.00
Deferred Outflows-Pensions	750,453.00
Deferred Outflows-OPEB	162,117.00
Property & Equipment	
Vehicles	8,914,007.27
Buildings & Land	2,703,070.92
Furniture & Equipment	759,722.18
Amenities & Misc.	67,877.96
WIP-35' Buses	13,283.74
WIP-Facility Renovation	28,556.87
Accum. Depr.	(5,065,057.65)
	<u>8,346,530.29</u>

Total Assets  
10,372,013.42

Liabilities & Equity

Current Liabilities	
Accounts Payable	125,172.08
Payroll Payables	109,852.09
Other Payables	-
Accrued PTO	101,650.37
Reserve ACA Fines	101,085.66
FTA Vehicle Funds	68,131.00
Future Match Funds	18,333.34
Unearned Tickets	33,134.00
Unearned MU Funds	17,937.82
	<u>575,296.36</u>

*Long-term Liabilities	
Net Pension Liability	2,778,356.00
Net OPEB Liability	2,079,549.00
Deferred Inflows-Pensions	657,241.00
Deferred Inflows-OPEB	154,913.00
Equity	
Balance Equity	2,861,645.23
Federal Capital	10,062,620.00
Local Capital	89,410.00
Retained Earnings	(6,875,432.39)
Net Income	(11,584.78)
	<u>9,796,717.06</u>

Total Liabilities  
and Capital  
10,372,013.42

\*For fiscal year 2018, Bcrta adopted GASB Statement 75, "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions," which significantly revises accounting for costs and liabilities related to other postemployment benefits (OPEB).

BCRTA  
Cash Reserves  
January 2019

Current Assets	2,025,483.13
Current Liabilities	(575,296.36)
<b>Available Funds</b>	<b>1,450,186.77</b>

**Board Reserves**

Local Share Grant Obligations		
OH-2016-056-01	806.00	
OH-2018-021-00	1,070,672.50	
FFY Pending Federal	763,029.25	
Oxford Facility Match Pledge	200,000.00	
Less VW Match Funds	(424,356.00)	
Less 2019 Projected Local Match	(1,888,430.00)	MU, MED, R6, VA
Match Required or (Overmatch)	(278,278.25)	

FTA Grants

- Match Required

Working Capital Funds (2 Mths.)

869,711.50

Capital Replacement Funds

666,145.00

2019-2020 Local Share of Projects Not Yet on Grants

Contingency Funds

**Total Board Reserves**

**1,535,856.50**

**Non-Restricted Funds**

**(85,669.73)**

Addback 2020 Capital Match

237,027.80

"Current" Non-Restricted Funds

151,358.07

## Director's Notes – March 2019

### Metrics & Service

- **Lakota Connector**  
Boy & Girls Club of West Chester/Liberty contacted BCRTA in January this year to discuss operating a short afternoon route to the BGCWCL Club location on Cincinnati-Dayton Road. The route is fully funded by BGCWCL and open to the public. The regular fare is \$0.00 for all riders as BGCWCL has fully funded the route. Service began February 10, 2019.
- **New Trolley Delivery!**  
BCRTA took delivery of its first Gillig "look alike" trolley last month. The second arrived this week. Both vehicles should be in service later this spring. A build for the last two will go online in September 2019.
- **BGo Denials**  
Due primarily to staffing shortage, BCRTA has been denying an increasing number of requests for BGo trips. Customer Service staff have begun recording this for reference.

February 2019:

<b>All Trips</b>	
Total denials	120
Denials for same day trips	22
Denials for future trips	98
Denials with less than +/- 1 hour window	120
Denials for future trips with at least +/- 1 hour window	0
Denials for future trips with at least +/- 1 hour window and no completed trip for customer within 1 hour (promised time) of denied trips requested time	0
Denied but Provided	0
Total refusals	5

### Staffing & Facility

- **Staffing**  
BCRTA is currently seeking CDL and non-CDL drivers, maintenance technicians, and an operations supervisor. Curt McNew joined BCRTA as Oxford Operations Manager in January.
- **Building Refurbishment**  
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, and additional storage and organization for maintenance which is currently in process. Upgraded wifi has also be addressed in the garage for technician mobility and will be expanded inside the office building with a new, secure guest network for visitors and business partners.
- **Annual Breakfast**  
BCRTA hosted its Employee Recognition Breakfast and Annual Meeting on February 23rd. The event was well-attended, and feedback was positive. Thanks to those that were able to be there!

### 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.

## Director's Notes – March 2019

- **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. BCRTA has also reached out to NEORide for information on their regional mobile ticketing solution in Northeast Ohio.
- **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. DriveOhio has hired HNTB Consultants to lead a more detailed process and outline a scope of work for future collaboration.
- **#OhioLovesTransit**  
BCRTA participated in #OhioLovesTransit day with several transit systems across the state to bring awareness to the need and value of public transit in Ohio. Activities throughout the week included a press call on Tuesday and free rides and rider appreciation on Thursday, February 14, along with lots of social media activity. Special Thanks to City of Middletown and Greater Hamilton Chamber of Commerce for their support, in addition to those BCRTA staff and trustees that were also able to attend.
- **State Rep. Keller**  
BCRTA staff and trustees had a productive meeting with Ohio State Representative Candice Keller following the regular January board meeting. Rep. Keller expressed interest and support in BCRTA pursuing a state capital fund grant to contribute to the Chestnut Shared Services Facility and Multimodal Station.

## Discretionary Grant Availability

- **\$100M for Transit (HB 62)**  
Legislation is currently pending in the Ohio Senate that includes the biennial transportation budget with a \$100M allocation in federal flex dollars for public transit. This is a *significant* increase over past budgets and would represent transformational opportunities for public transit around the State of Ohio. The bill passed the Ohio House in early March and is currently pending in committee with the Senate.
- **Diesel Mitigation Trust Fund (VW Settlement)**  
BCRTA received an award from the VW diesel mitigation trust fund grants. Staff made an application for the local share (20% or \$424,356) of the trolley bus delivery through OEPA. This will allow BCRTA to flex local funds to the Chestnut Fields facility project. Trolleys being replaced must be destroyed as part of the grant agreement.

## Director's Notes – March 2019

- **BUILD**  
Build announcements were made in late 2018. BCRTA was not successful during this round. Many transit awards went to bus replacements at larger agencies. BCRTA is talking to City of Hamilton officials about being included in the City's 2019 BUILD application to purchase electric buses and infrastructure to provide service that will serve the new Spooky Nook Sport Complex at Champion Mill and the developing Hamilton entertainment district. BCRTA may not apply to the BUILD program for the Chestnut Fields project considering this proposal.
- **5339 Bus and Bus Facilities**  
Announcements for awards were made in September 2018. BCRTA was not successful in this round of funding for 5339. Staff is watching for a NOFO release later this year to reapply.
- **CMAQ/STP**  
OKI will be seeking applications for CMAQ/STP funding later this spring. BCRTA will pursue funding for a phase of the Chestnut Street Multimodal Station and Shared Services Facility. BCRTA may consider a joint application with the City of Oxford/Oxford Visitors Bureau to include trail and other multimodal amenities at the facility.
- **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 grant awards. However, ODOT has expressed interest in funding capital grants in the next round.
- **Small Urban Lapsing Funds**  
ODOT put out a call this month for applications seeking federal grant dollars that are in danger of lapsing and leaving the State. These funds are dedicated to small urban transit systems. BCRTA applied for \$2.5M including TDC's to fund the Chestnut Facility. This call for projects was rescinded in late February for unknown reasons. BCRTA expects another call late in 2019.

### On the Horizon ...

- **Ohio Public Transit Association (OPTA) Annual Conference**  
Trustees from transit systems 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.
- **Title VI Review**  
In accordance with BCRTA's Title VI Plan, the Board will take up a resolution to review the plan this spring. The full plan (300+) pages has been included for your review. This is tentatively scheduled for the regular April meeting after customer satisfaction surveys with LEP data are returned.
- **Workplace Strength Survey**  
Workplace Strength Survey results will be available for review at the March Board meeting.
- **Transit Job Fairs**  
The Transit Alliance of Butler County and Butler County Ohio Means Jobs are hosting two transit-oriented job fairs this spring. The first will be held on April 16<sup>th</sup> at OMJ accessible via the R3. The second will take place on April 30 at Cincinnati State Middletown, within walking distance of all MTS routes, the R1 and R2. BCRTA will run some additional tripper service on April 30 to connect R7 riders with the job fair.

## Director's Notes – March 2019

- Strategic Plan Update

In order to move forward an updated long-term strategic plan for the BCRTA, Mr. Dutkevicz will be meeting individually with trustees and stakeholders over the next few weeks to gather information and present a summary and process to the Board of Trustees.

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

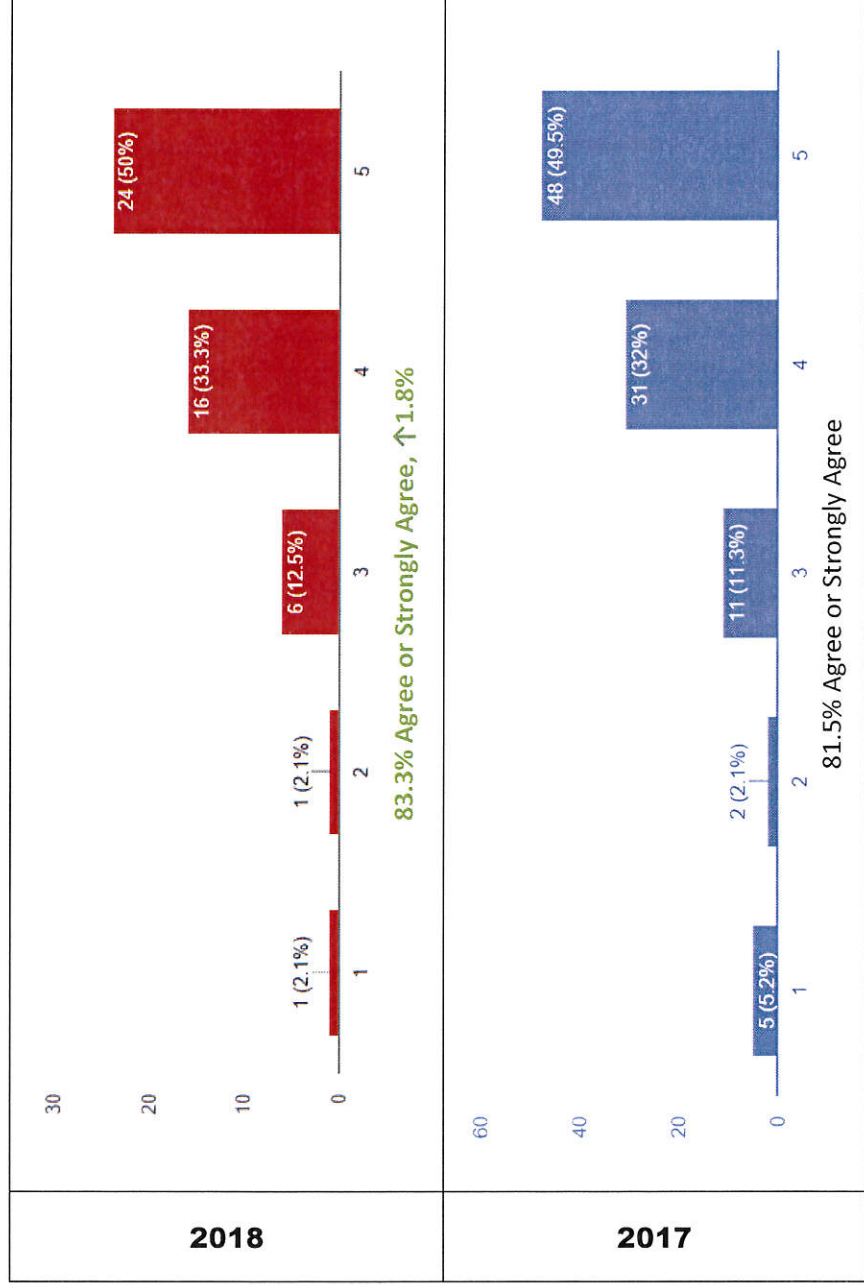
*In the event that Hamilton City Schools is CLOSED or DELAYED at 7:00 AM on the day of the BCRTA meeting, we will CANCEL our meeting.*



## 2018 Workplace Strength Survey Results

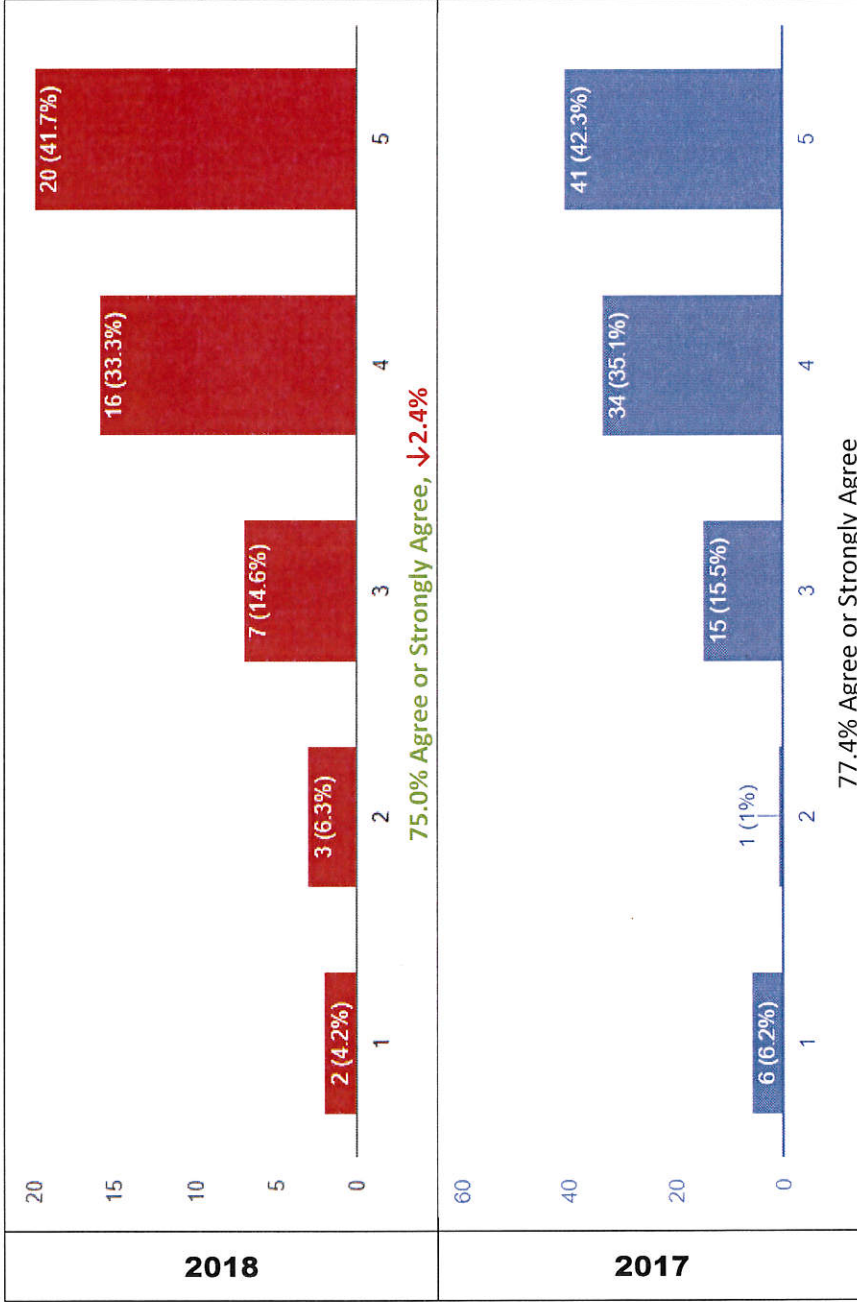
BCRTA conducts the same Workplace Strength survey with all staff once annually. 2018 Survey results were solicited in February 2019 and are compared here with results from the 2017 survey. Surveys were solicited via paper and electronically to all BCRTA and MTS employees. Forty-nine (49) responses were received for 2018 and ninety-seven (97) for 2017. The scale was labeled as follows: 1 = Strongly Disagree, 5 = Strongly Agree

### Question 1: I know what is expected of me at BCRTA.

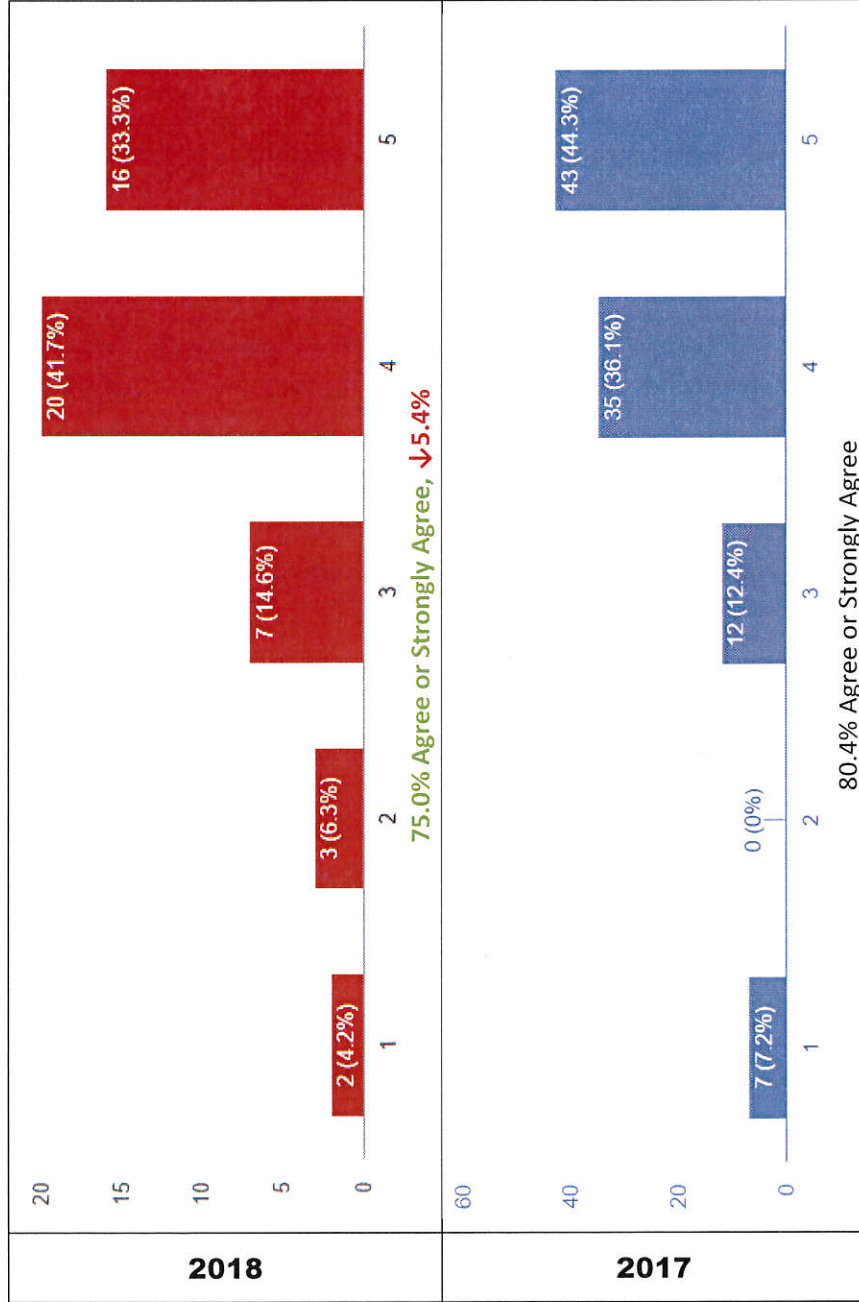


## 2018 Workplace Strength Survey Results

**Question 2: I have the training, materials and equipment I need to do.**

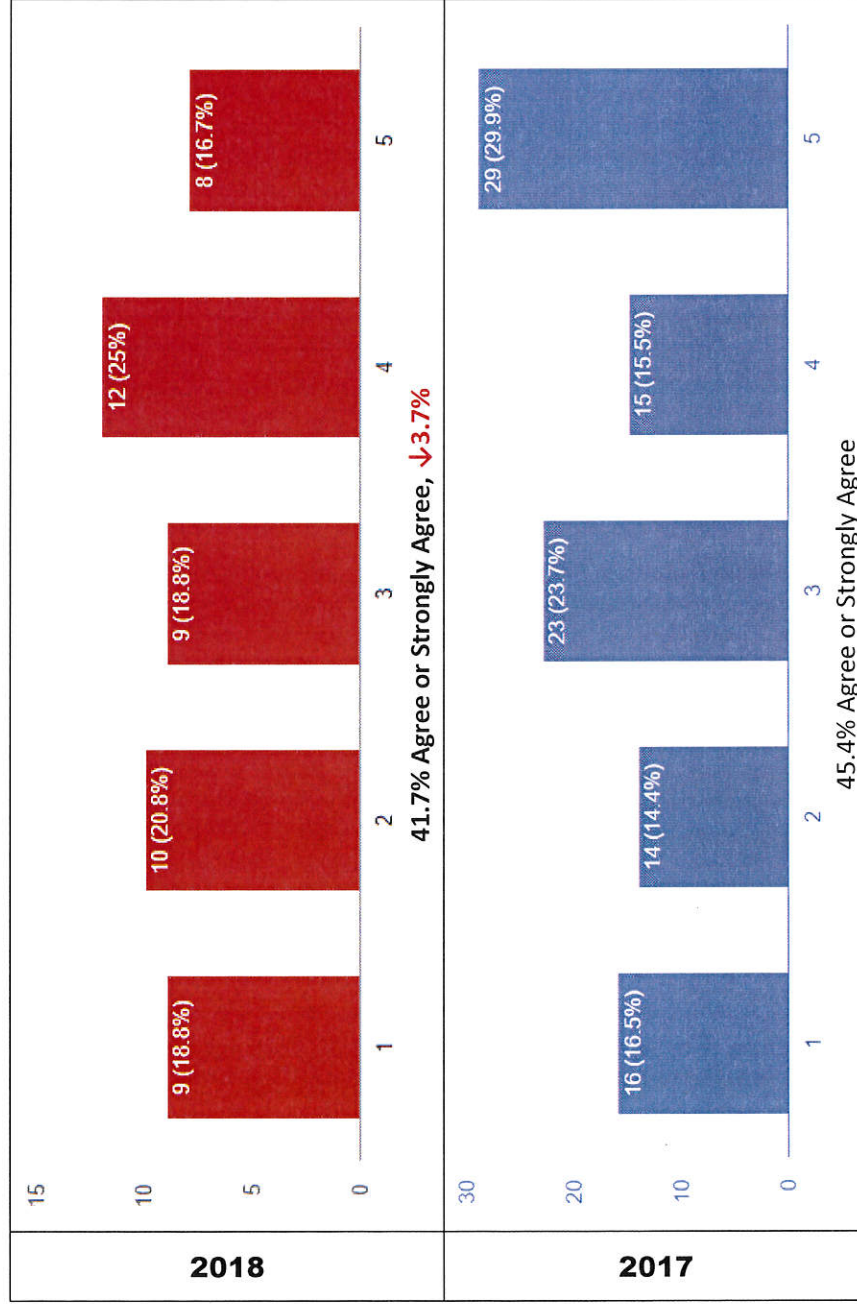


**Question 3: At BCRTA, I have the opportunity to do what I do best every day.**



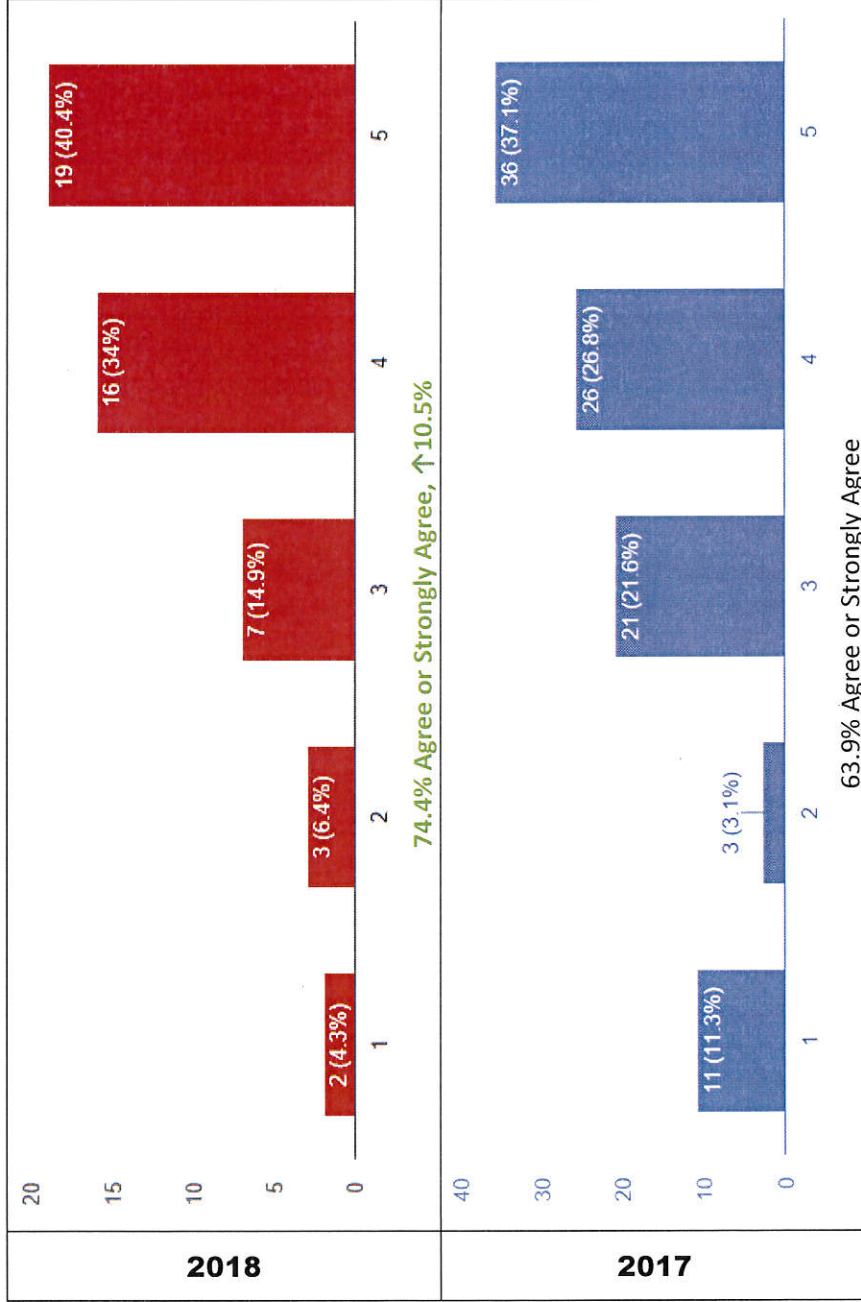
## 2018 Workplace Strength Survey Results

**Question 4: In the last seven (7) days, I have received recognition for doing a job well done.**

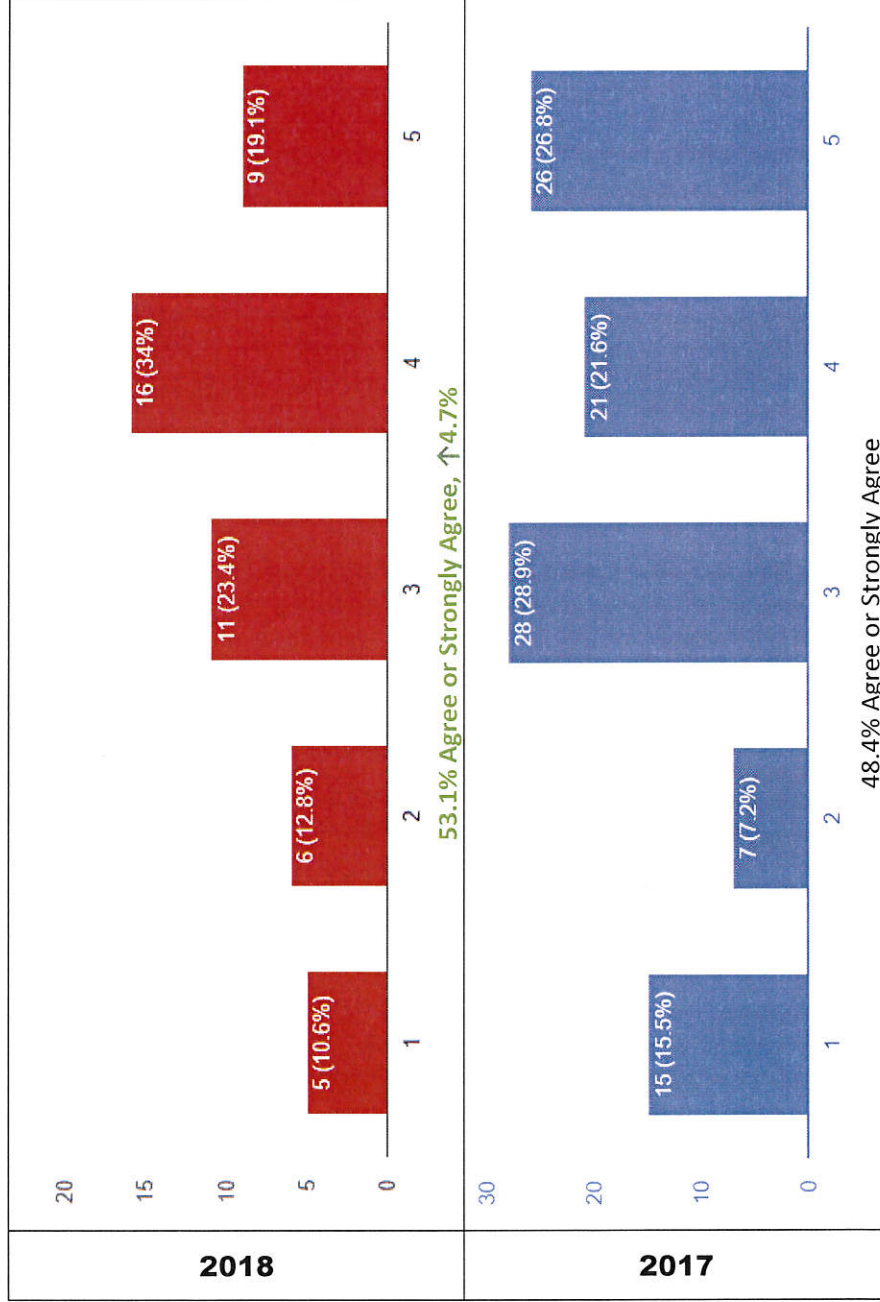


## 2018 Workplace Strength Survey Results

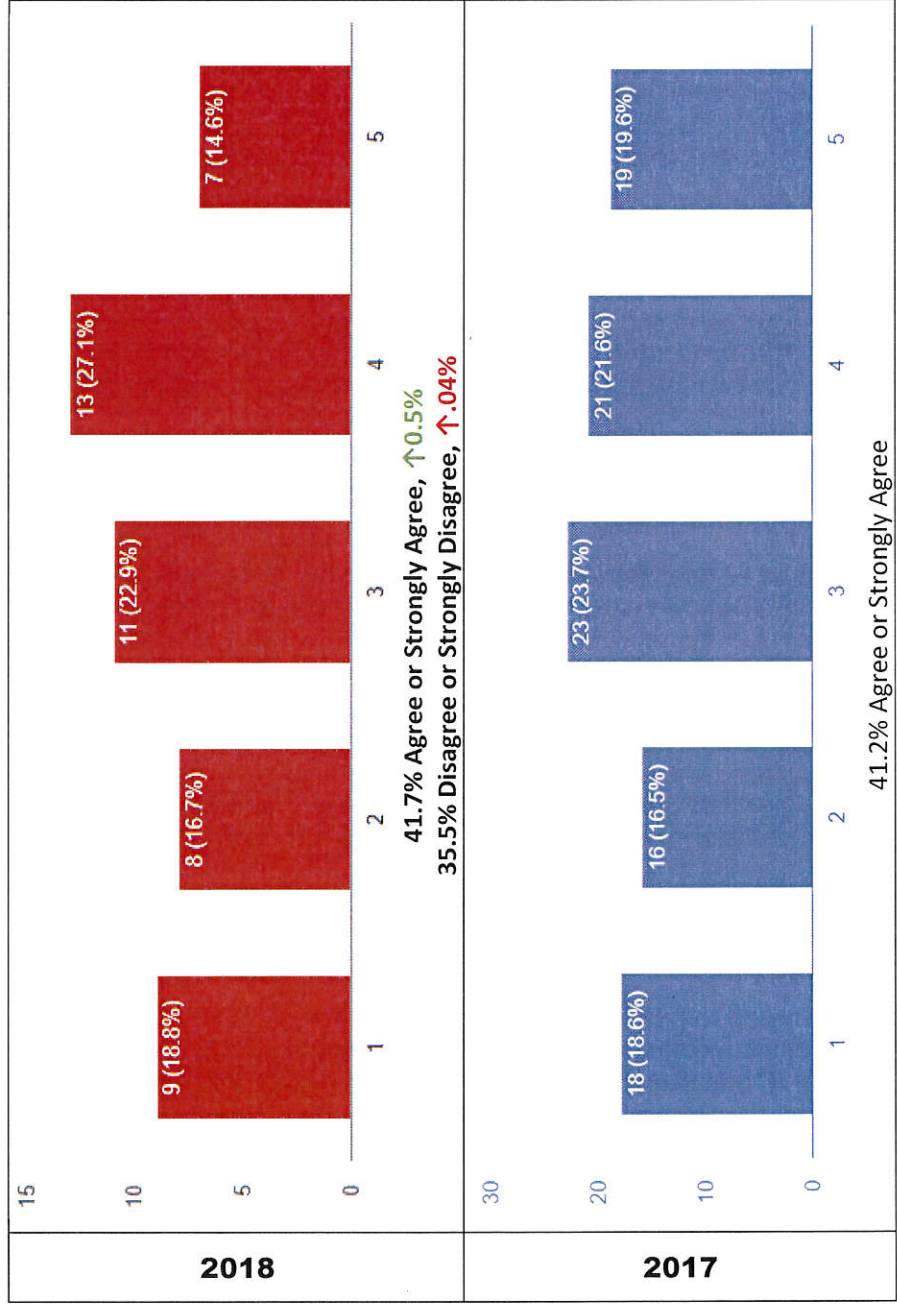
**Question 5: My supervisor seems to care about me as a person.**



**Question 6: Someone at BCRTA encourages my professional development.**

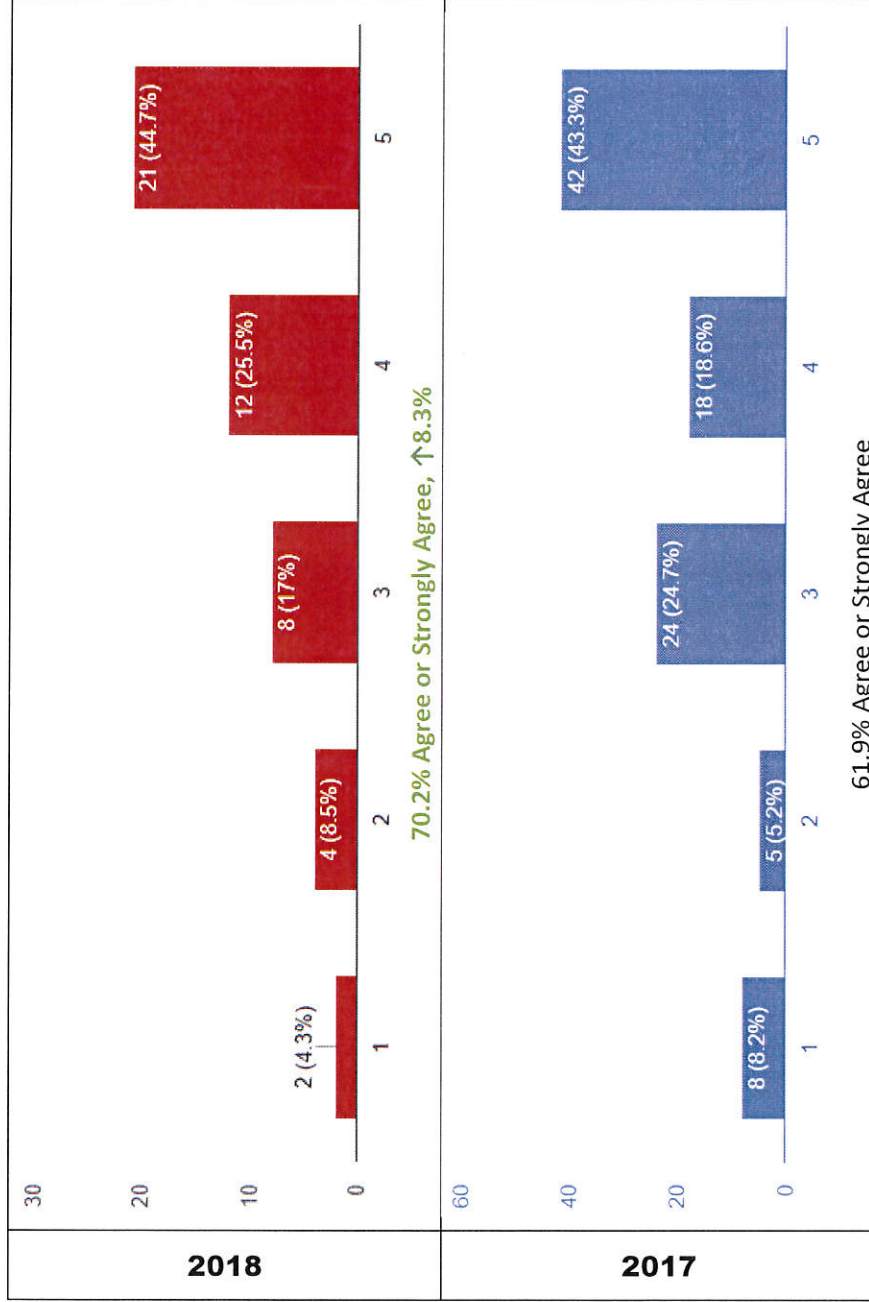


## Question 7: My opinions count at BCRTA.



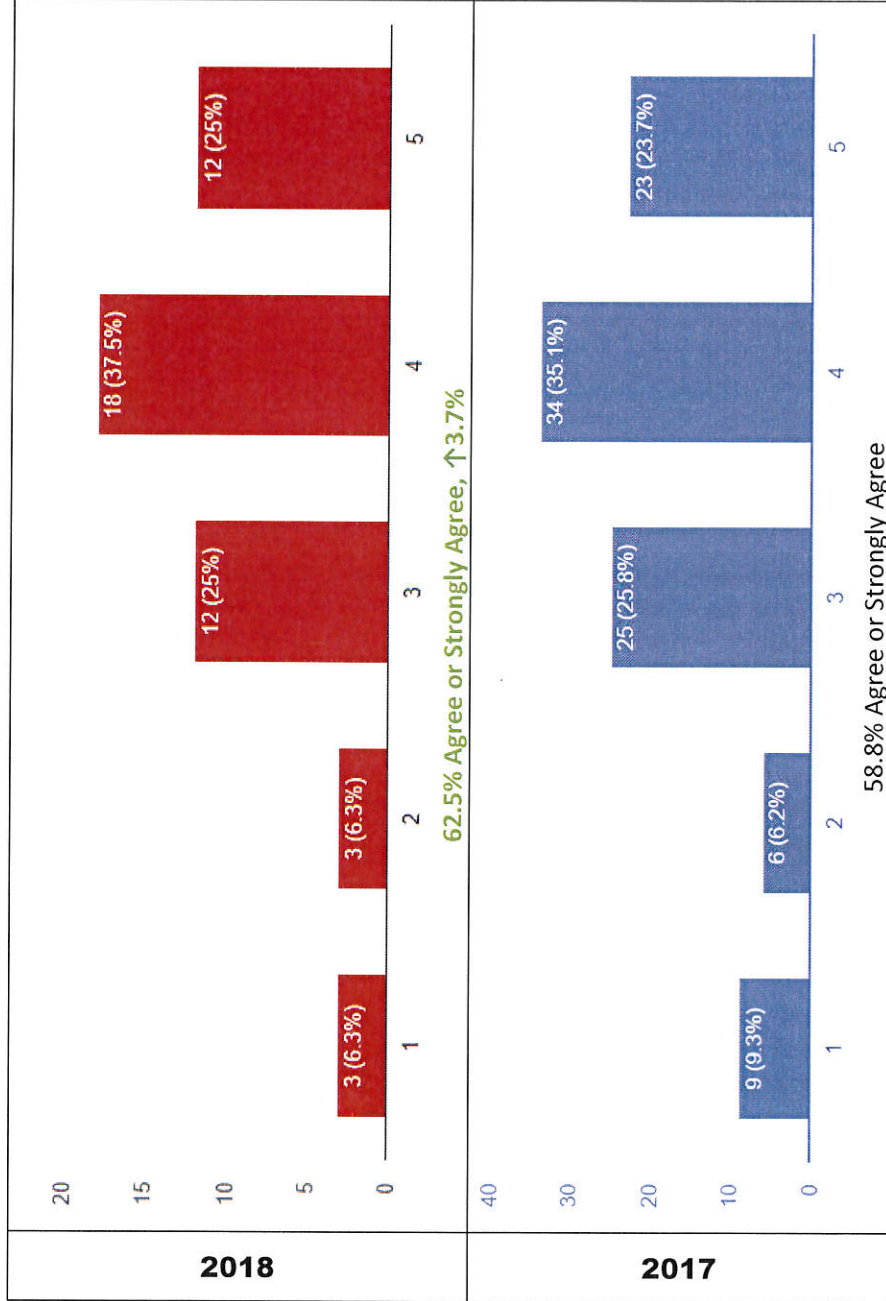
## 2018 Workplace Strength Survey Results

**Question 8: The mission/purpose of BCRTA makes me feel that my job is important.**



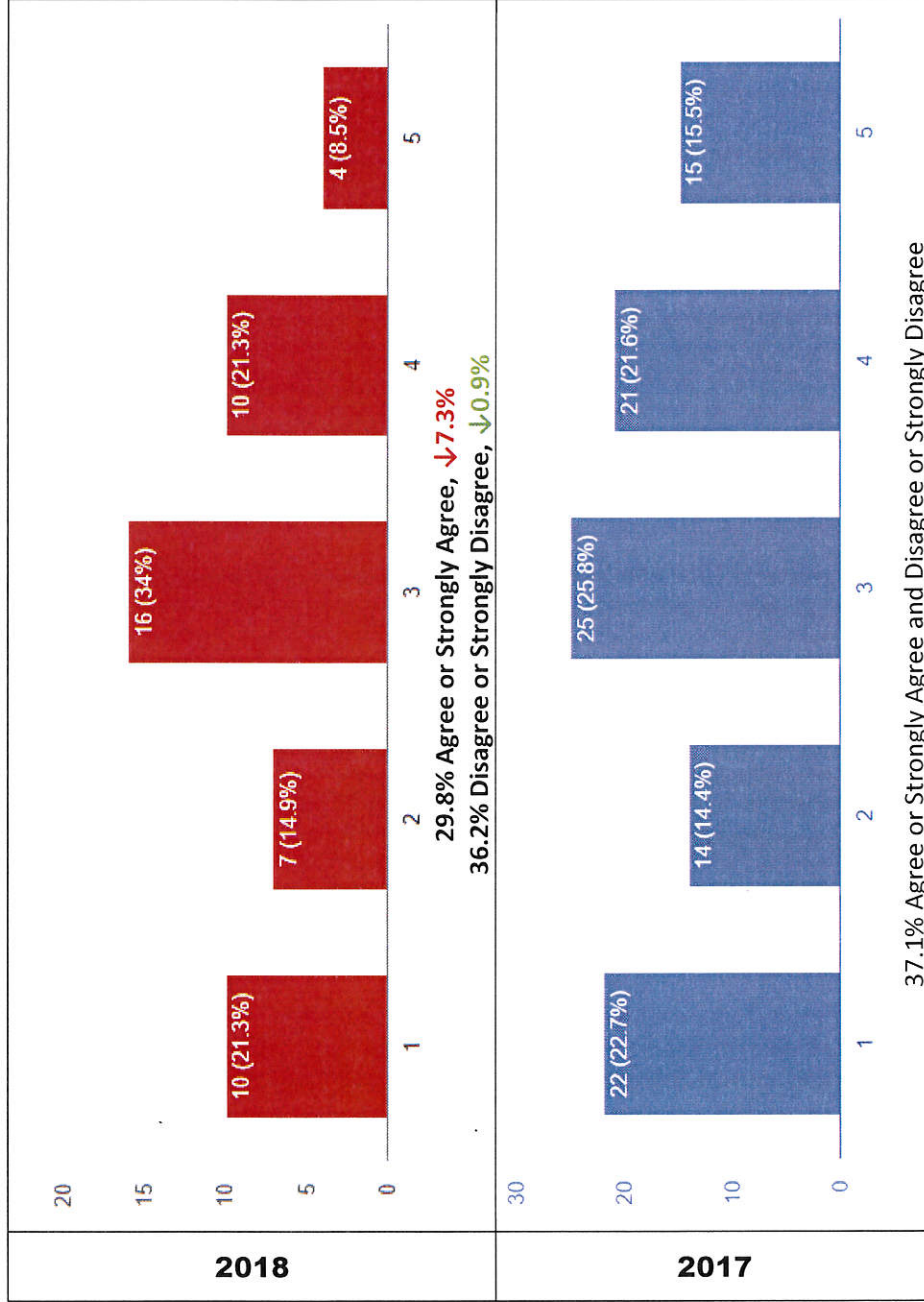


**Question 9: My co-workers are committed to doing quality work.**



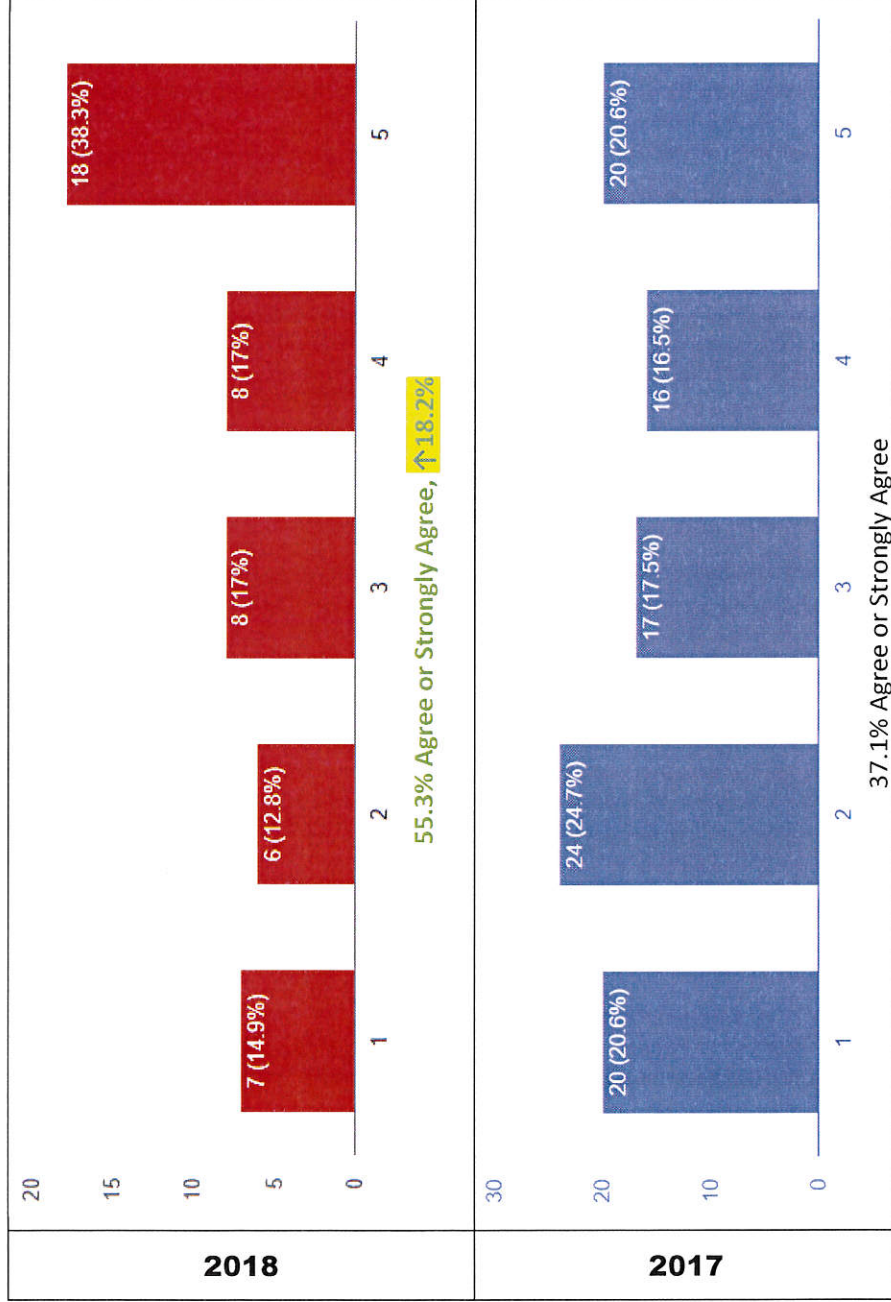
## 2018 Workplace Strength Survey Results

### Question 10: I have a best friend at BCRTA.

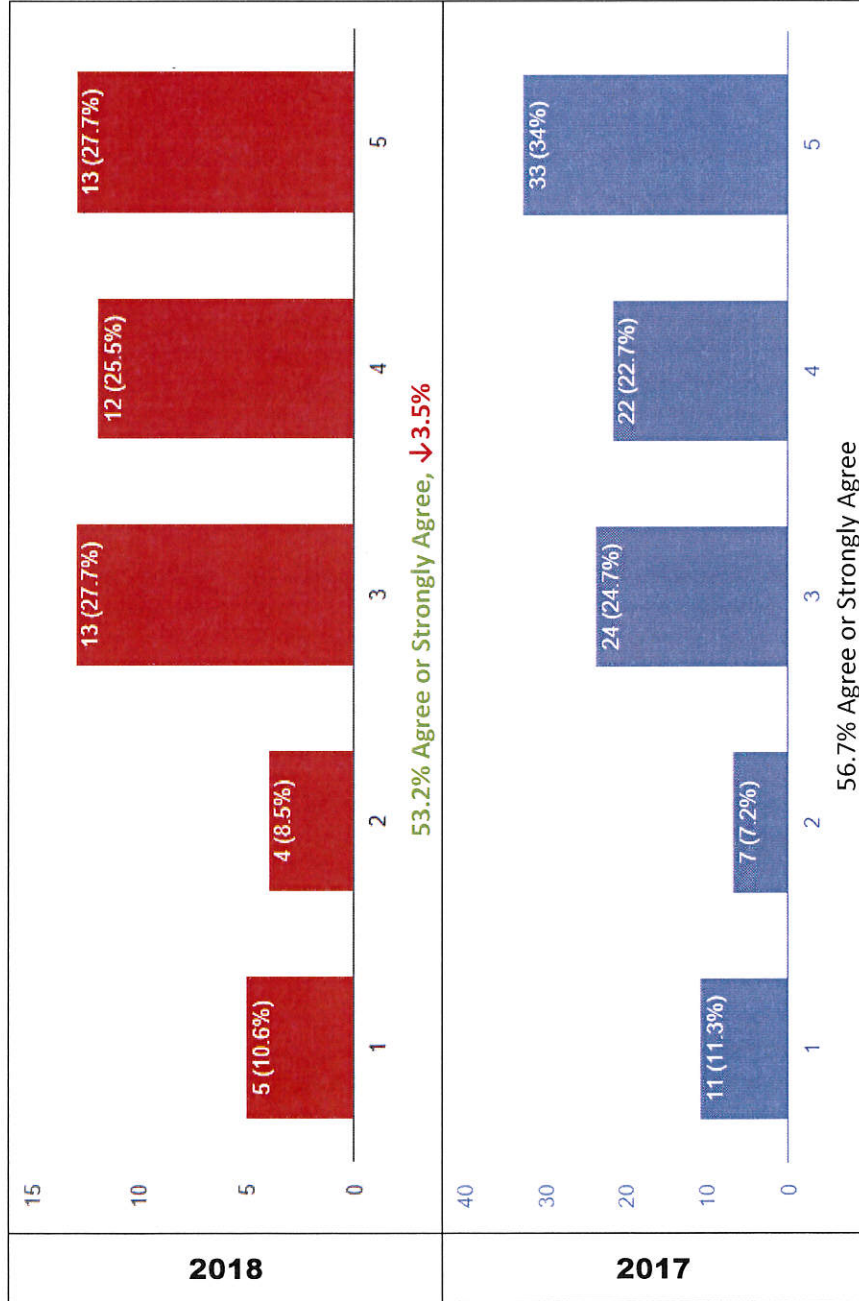


## 2018 Workplace Strength Survey Results

**Question 11: In the last six months, someone from BCRTA has talked with me about my progress.**



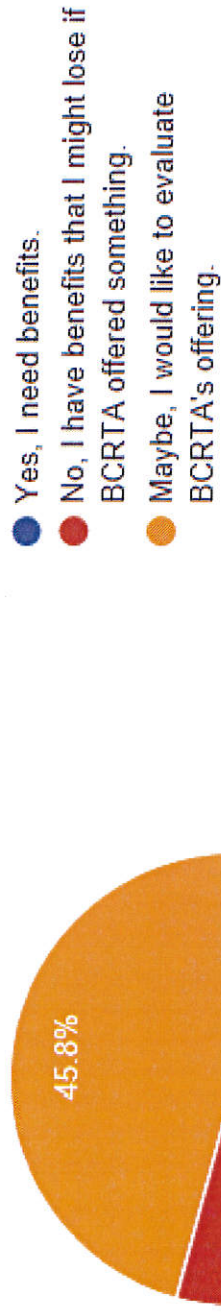
**Question 12: This last year, I have had the opportunity to learn and grow at BCRTA**



## Medical Benefits Questionnaire

If BCRTA offered medical benefits, would you be interested in enrolling?

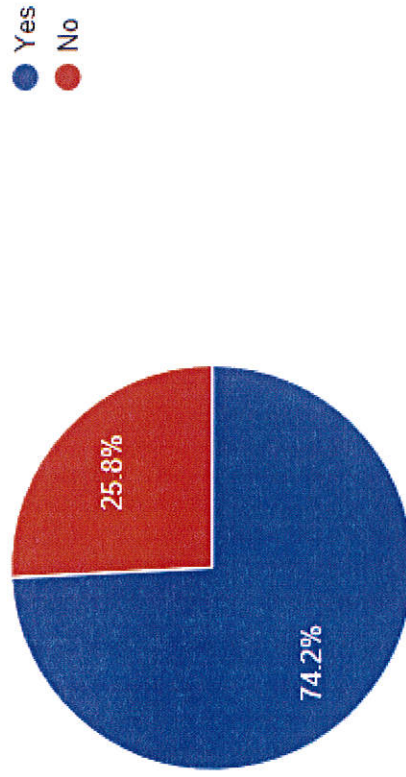
48 responses



## I'm Interested in Medical Benefits

If you said "yes" or "maybe," would you be willing to pay 9.5% of your paycheck for those medical benefits?

31 responses



### Free Form Comments as Submitted

- Provide job shadowing for current employees as well as co-op opportunities with Miami University and University of Cincinnati students.
- still need better communication
- Give out Green Slips for good and bad procedures.
- Improve Benefits: Health insurance, life insurance, disability insurance, increase pay for drivers and mechanics. More driver recruiting efforts. We need drivers to improve service, improve safety, improve driver quality of life.
- I signed on as a "part time" employee only to learn that my route was 42 hours per week. I was not trained to operate the bus: HVAC, Doublemap, Genfair. I only learned through criticism the timed stops that I was expected to meet. The routes I've driven make little sense since they overlap with other routes or don't meet up with connections during peak hours. Expecting drivers to work in excess of 60 hours in seven days and/or six days per week may be illegal but most certainly too much to ask of employees. There seems to be little consideration for the fact that most drivers are retired persons who either don't need the job or by trying to help customers who depend on BCRTA ignores negative comments from managers and supervisors.
- Health insurance would be the best thing this company could offer
- Team work could be better at BCRTA.
- I understand some people need insurance and they should but a lot of us are retirees and don't need the insurance.
- COMMUNICATION! Even about employees illness. Where is Clyde?
- Workplace is great, no room for improvement at this time.
- May be interested in 4-10 hour day if it involved no weekend. Need floor cleaning equip. in busses to keep floors clean.
- My bus is older than dirt and there are 3-4 new buses collecting dust. Resource Usage - not so good!

## 2018 Workplace Strength Survey Results

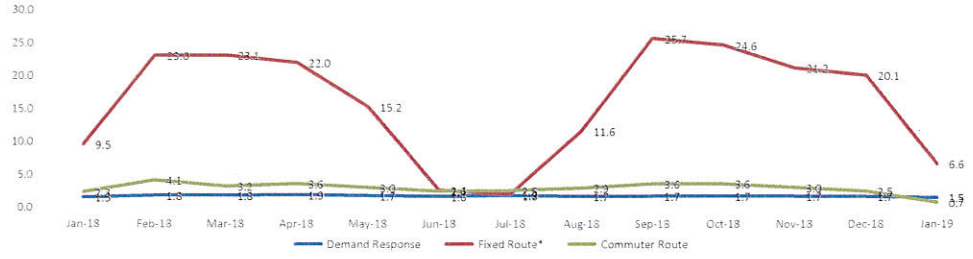
- It's the people here who make the job enjoyable, both mgmt. and operators are friendly and willing to help each other. This is rare. My only suggestion would be to make the hours more flexible.
- My biggest problem is how (1) co-worker gets by with everything and is being protected. Makes me not want to come to work. Everything else is "fine". Get rid of "that" problem and all is "GREAT". I am ready to quit because of this employee!!
- We need a supervisor in Oxford like Hamilton, Middletown. We are a team!! Want them to stay up here. :)
- Please make sure dispatch is making note of GenFare & Tablet malfunctions and is putting all routes in Out of Service & drivers are logged out at the end of the night.
- Hold employees accountable. Set rules, no large gray areas.
- I may be interested in medical benefits depending on the cost.
- Be on the same page on rules & regulations. Honesty - Incentives
- Communication between offices could be improved. Cross training could be beneficial in the event if dispatcher call offs. A driver could maybe "fill-in" for late nights when that happens. Drivers don't have room to "grow" if they don't want to take on more responsibility such as supervisors. Would entertain working less hours during certain times of the year when "demand" isn't as high to have more time to spend with family. Would also work more hours when "demand" is high and needed.
- So tired of clients being late to work, V.A apps. Drivers get all the complaints when we are over booked with trips we cannot possibly make.
- Maybe interested in 4 day workweek if no weekend
- Better communication
- Give regular breaks to regroup and focus, not just only when working a double. I strongly feel that cdl drivers shouldn't have equal pay to non cdl drivers, because we when through the training to obtain the license. While I'm thankful for the raise, i feel you should keep the pay competitive with other transit companies, so we want lose our employees. They would be more willing to stay, especially those that have BCRTA as there main form of income. A lot of my coworkers are retired and working here to keep busy or for extra vacation, so there not to concerned about there pay.



### BCRTA Metric Scorecard

#### Passengers per Revenue Hour

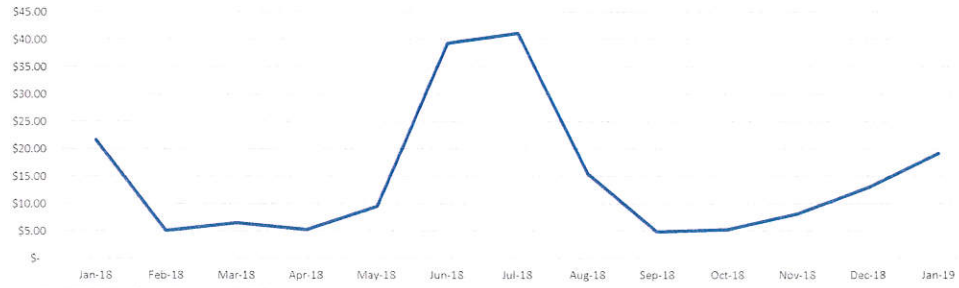
	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19
Demand Response	1.5	1.8	1.8	1.9	1.7	1.6	1.8	1.7	1.7	1.7	1.7	1.7	1.5
Fixed Route*	9.5	23.0	23.1	22.0	15.2	2.6	1.9	11.6	25.7	24.6	21.2	20.1	6.6
Commuter Route	2.3	4.1	3.2	3.6	3.0	2.4	2.5	2.9	3.6	3.6	3.0	2.5	0.7



\*does not include shuttle trips

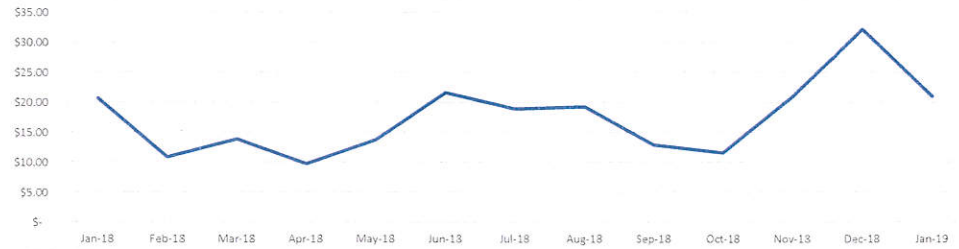
#### Cost per Passenger (Blended)

Month	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19
Cost	\$ 21.64	\$ 5.12	\$ 6.53	\$ 5.29	\$ 9.52	\$ 39.34	\$ 41.11	\$ 15.48	\$ 4.89	\$ 5.27	\$ 8.15	\$ 12.95	\$ 19.18



#### Admin/Overhead Cost per Revenue Hour

Month	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19
Cost	\$ 20.67	\$ 10.89	\$ 13.87	\$ 9.77	\$ 13.79	\$ 21.65	\$ 18.93	\$ 19.30	\$ 12.91	\$ 11.56	\$ 20.96	\$ 32.16	\$ 20.98



#### Butler County RTA Accidents/Injuries

	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19
<b>Fault</b>													
Major (S&S 40)	-	1	-	-	-	-	-	-	-	-	-	-	-
Non Major (S&S 50)	-	-	-	-	-	-	-	-	-	-	-	-	-
Non Reportable	1	1	1	-	3	3	-	3	4	2	3	2	5
<b>Total</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>2</b>	<b>5</b>
<b>No Fault</b>													
Major (S&S 40)	-	-	-	-	-	-	-	-	-	-	-	1	-
Non Major (S&S 50)	-	-	2	-	-	-	-	-	-	1	1	-	-
Non Reportable	1	2	-	2	4	2	-	-	2	-	1	4	3
<b>Total</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>	<b>5</b>	<b>3</b>

