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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, April 17, 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.

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

April 17, 2019, 8:00 AM

Butler County Regional Transit Authority – Board Room

3045 Moser Court, Hamilton, Ohio 45011

PRELIMINARY AGENDA

- I. Call to Order & Roll
- II. Consideration of Absences
- III. Approval of the Agenda (Motion Requested)
- IV. Approval of the March 20, 2019 Meeting Minutes (Motion Requested)
- V. Comments from Citizens
- VI. Secretary/Treasurer's Report – February 2019 (Motion Requested)
- VII. Director's Report
- VIII. Committee & Staff Reports
 - a. OKI
 - b. Metrics
 - c. Title VI Plan & Survey Review
 - i. Ratify Review of Survey Results and Existing Plan without Changes (Motion Requested)
- IX. Action Items
 - a. Resolution No. 19-04-01: Authorizing the Executive Director to Execute a Contract for the Purchase, Service, Support, and Installation of CAD/AVL Mobile Data Tablets.
 - b. Resolution No. 19-04-02: Partnering with the City of Hamilton and Supporting a 2019 BUILD Grant to Improve Transportation Infrastructure.
- X. Adjourn (Motion Requested)

Next Meeting Date:

May 15, 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	X								
Chandler, Jessica	X		X	X								
Fehr, David	A		X	X								
Foster, Jim	X		X	X								
Gordon, Perry	X		X	X								
Lawson, Chris	E		X	X								
Scott Jones, Anita	X		E	X								
Sylva, Mimi	X		X	X								
Watt, Corey	X		X	X								

X = Present

E = Excused

A = Absent

*2/20/2019 Canceled for Snow Day

Date: 4/17/2019

V. Comments from Citizens

No citizens were present.

VI. Secretary/Treasurer's Report

Ms. Weidner presented the treasurer's report for the months of December and January. For the month of December, Ms. Weidner provided a year-end 2018 summary report and explained that most of the year-end entries were included in the year ended December 2018 financials, except for depreciation expense/accumulated depreciation and the new Net OPEB Liability information. She explained the new GASB 75, OPEB Liability and showed a breakdown of all expenses and revenues by type and percentage for 2018. Overall for FY2018, BCRTA brought in \$5.60 million dollars in revenues and expended \$5.43 million. BCRTA's share of depreciation expense was \$244 thousand dollars which we were unable to cover this year due to paying the 2016 ACA assessment and accruing for 2017 and 2018's potential ACA assessment. BCRTA finished 2018, showing a loss of \$80 thousand dollars when including the local share of depreciation.

Also presented was January 2019. Ms. Weidner explained the updated presentation of the budget - the Monthly Budget will no longer be distributed equally across all months of the year. This presentation will better reflect the actual anticipated revenues and expense that are incurred as our service fluctuates with University service. January 2019 had a loss of \$32 thousand dollars when including the local share of depreciation. BCRTA's Balance Sheet for January reflected all appropriate balances and shows the new GASB 75 OPEB Liability and associated Inflows and Outflows. Total Available Funds of \$1.45 million dollars and Board Reserves of \$1.53 million dollars leave Non-Restricted Funds at (\$85) thousand. Funds are available for the local share of all grant obligations, to cover working capital for 2 months, to cover all of 2019's planned capital replacement, and to cover over half of 2020 planned capital replacements.

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

VII. DIRECTOR'S REPORT

A. 2018 Workplace Strength Results

The 2018 Workplace Strength Results are included in this report.

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:

All Trips

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

B. 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!

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.

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.

D. 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.

E. 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.

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 award 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.

F. 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 16th at OMJ accessible via the R3. The second will take place on April 30th at Cincinnati State Middletown, within walking distance of all Middletown routes, the R1 and R2. BCRTA will run some additional tripper service on April 30th to connect R7 riders with the job fair.

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.

VIII. Committee & Staff Reports – December 2018 and January 2019

A. OKI

Mr. Lawson shared that the OKI January meeting was largely board introductions and a big presentation was given regarding rehabilitation along the Ohio River on the Kentucky side.

Mr. Dutkevicz attended the February OKI board meeting and OKI approved BCRTA's 5310 that gives \$653,330 towards BCRTA's Mobility Management and Elderly/Disabled BGo subsidies.

B. Metrics & Service

Ms. Oden provided the Metrics Report.

Passengers per Revenue Hour: BCRTA's graph will show that Demand Response services have remained at 1.5 passengers per hour in both January of 2018 and 2019. Commuter Routes show a significant difference in January 2018 compared to January of 2019 due to the R1, R3, R4 and R6 formerly being classified as Commuter Bus routes and now classified as Motor Bus routes. Fixed Route service also reflects 2.9 passenger per hour drop in ridership due to these new classifications.

Cost per Passenger (Blended): BCRTA has experienced a \$2.46 decrease compared to January 2018.

Admin/Overhead Cost Per Revenue Hour: Overhead costs have a slight increase of 0.31 per hour compared to January 2018. This change is nominal, only a 1.5% increase.

Butler County RTA Accidents/Injuries: At fault accidents consisted of 3 mirror clips and hitting 2 fixed objects. BCRTA will continue to emphasize the importance of why proper mirror placement is necessary in order to help prevent these accidents. We will also continue to assign Behind-The-Wheel refresher driver training, safety audits and random mirror checks as needed.

Average Fleet Age (in years): BCRTA currently has 59 vehicles and the average fleet age is 4.22 years. This reflects new purchases and the disposal of older vehicles.

Road Calls: BCRTA had four road calls in the month of January. The first vehicle quit while in operation, this required the vehicle to be returned to the dealer for an ECM replacement. The second vehicle lost air pressure which required the air valve to be replaced. The third vehicle had a fuel leak which required the o rings to be replaced and the fourth vehicle had a broken window.

Park & Ride: The 42X decreased by 3.15% compared to January 2018. BCRTA is working with SORTA to evaluate the service and ridership.

IX. Governance

a. Appointments

i. OKI Executive Committee & Alternate

Mr. Lawson appointed himself to serve in his role with OKI on the Executive Committee. Mr. Lawson appointed Mr. Dutkevicz to serve as an alternate. Mr. Foster moved to approve the appointment and Ms. Sylva seconded the appointment.

ii. Chairperson – Audit, Finance & Procurement

Mr. Lawson accepted the nominations from the floor to serve as Chairperson. Mr. Foster volunteered to continue. Mr. Watt moved to approve the appointment and Mr. Fehr seconded the appointment.

X. Action Items

None

XI. Special Presentation – Ben Capelle, NEORide

Mr. Capelle's presentation regarding NEORide and mobile ticketing is included with these minutes.

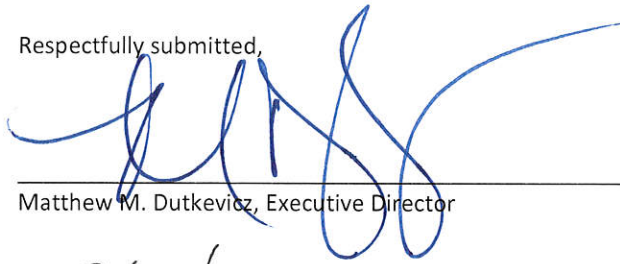
XII. Executive Session

Mr. Lawson requested a motion to table the Executive Session. Mr. Gordon made a motion to table the Executive Session. Mr. Fehr seconded the motion. The Executive Session was tabled.

XIII. Adjourn

Mr. Watt moved to adjourn, and Mr. Foster seconded. The motion carried. The meeting was adjourned at 9:50 AM.

Respectfully submitted,



Matthew M. Dutkevich, Executive Director



Approved - Chris Lawson, President

BCRTA
Income Statement
February 2019

	Current Month Budget	Current Month Actual	Change	Last Year Current Month
Revenues				
Passenger Fares	8,850.00	8,726.05	(123.95)	8,145.88
Contract Service	15,306.00	14,128.84	(1,177.16)	14,881.70
Other Transit Rev.	97,666.67	92,533.26	(5,133.41)	80,579.50
Mgt./Cons. Services	10,220.00	10,220.00	-	10,000.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	3,175.00	3,920.45	745.45	2,001.38
Local Funding	195,412.34	195,715.38	303.04	182,985.00
State Funding	-	-	-	-
Federal Funding	161,168.08	125,023.00	(36,145.08)	121,055.00
In-Kind Items	-	-	-	-
Total Revenues	491,798.09	450,266.98	(41,531.11)	419,648.46
Expenses				
Wages	234,333.67	230,645.83	(3,687.84)	210,978.61
Fringes	62,348.55	60,144.58	(2,203.97)	51,991.32
Services	41,005.34	23,849.15	(17,356.19)	28,852.67
Materials & Supplies	64,826.00	45,566.29	(19,259.71)	58,334.85
Utilities	7,159.00	6,996.12	(162.88)	7,736.06
Insurance	18,552.83	19,119.99	567.16	7,004.40
Taxes	-	-	-	-
Purchased Transportation	41,666.67	42,052.38	385.71	41,044.50
Misc. Items	4,873.50	12,726.43	7,852.93	10,398.35
Leases & Rentals	-	-	-	-
Total Expenses	474,765.56	440,900.77	(33,864.79)	416,340.76
Gain / (Loss)	17,032.53	9,366.21	(7,666.32)	3,307.70
Local Share Depreciation		<u>20,380.79</u>		
Gain / (Loss) with Local Depr.		(11,014.58)		

BCRTA
Income Statement
February 2019

	Year to Date Budget	Year to Date Actual	Change	Year to Date Last Year
Revenues				
Passenger Fares	16,772.00	18,817.17	2,045.17	15,492.72
Contract Service	32,406.00	28,662.53	(3,743.47)	31,506.40
Other Transit Rev.	195,333.34	192,761.94	(2,571.40)	160,508.00
Mgt./Cons. Services	20,440.00	20,440.00	-	20,000.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	6,350.00	7,033.28	683.28	11,160.22
Local Funding	366,907.68	366,679.76	(227.92)	366,546.36
State Funding	-	-	-	-
Federal Funding	289,686.16	242,151.00	(47,535.16)	244,092.00
In-Kind Items	-	-	-	-
Total Revenues	927,895.18	876,545.68	(51,349.50)	849,305.70
Expenses				
Wages	441,608.34	436,959.39	(4,648.95)	408,444.67
Fringes	140,097.10	125,869.32	(14,227.78)	123,469.71
Services	80,755.68	50,523.11	(30,232.57)	47,923.28
Materials & Supplies	109,211.86	100,699.06	(8,512.80)	115,447.20
Utilities	15,221.00	19,538.81	4,317.81	16,384.86
Insurance	37,105.66	36,080.53	(1,025.13)	21,182.22
Taxes	-	-	-	-
Purchased Transportation	83,333.34	84,104.76	771.42	82,089.00
Misc. Items	9,747.00	23,438.98	13,691.98	18,014.38
Leases & Rentals	-	-	-	-
Total Expenses	917,079.98	877,213.96	(39,866.02)	832,955.32
Gain / (Loss)	10,815.20	(668.28)	(11,483.48)	16,350.38
Local Share Depreciation		20,380.79		
Gain / (Loss) with Local Depr.		(21,049.07)		

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
2/1/19			Beginning Balance			119,523.94
2/1/19	01/24-1/31/19	CRJ	Farebox Receipts	2,322.25		
2/4/19	0038986847	CRJ	Ohio Dept of Medicaid	3,315.00		
2/4/19	259726	CRJ	City of Middletown	105,930.38		
2/4/19	0038986848	CRJ	BCRTA Items	40.00		
2/4/19	065043	CRJ	New Miami Local School Distric	30.00		
2/4/19	CASH 1/31/19	CRJ	BCRTA Items	1,156.75		
2/6/19	2/1-2/5/19	CRJ	Farebox Receipts	1,225.28		
2/6/19	2158 & CASH	CRJ	BCRTA Items	17.00		
2/6/19	3154	CRJ	Transit Alliance of Butler Cou	20,000.00		
2/7/19	PRWE 02/01/19	GENJ	Garn Ck#1142		245.99	
2/7/19	PRWE 02/01/19	GENJ			80,448.02	
2/7/19	PRWE 02/01/19	GENJ	Garn Ck#1141		245.21	
2/7/19	PRWE 02/01/19	GENJ	CSPC Ck#1129		233.71	
2/7/19	PRWE 02/01/19	GENJ	CSPC Ck#1143		183.05	
2/7/19	PRWE 02/01/19	GENJ			15,042.42	
2/7/19	AT 2/7/19	CDJ	Paycom		1,391.50	
2/7/19	8178	CDJ	ALLDATA		1,500.00	
2/7/19	8179	CDJ	Petty Cash		301.86	
2/7/19	8180	CDJ	Butler County Sheriff Dept.		6,235.00	
2/7/19	8181	CDJ	Brighton Spring Service		24.95	
2/7/19	8182	CDJ	Cummins Bridgeway LLC		2,605.19	
2/7/19	8183	CDJ	Certified Language Int.		37.70	
2/7/19	8184	CDJ	Cornett's Pressure Cleaning		974.00	
2/7/19	8185	CDJ	Fuller Ford		1,203.75	
2/7/19	8186	CDJ	Gillig		6,812.52	
2/7/19	8187	CDJ	Greater Hamilton Chamber		270.00	
2/7/19	8188	CDJ	Jako Sweeney Chrysler Jeep		794.15	
2/7/19	8189	CDJ	KOI Enterprises, Inc.		4,995.02	
2/7/19	8190	CDJ	Minuteman Press - Fairfield		961.21	
2/7/19	8191	CDJ	Ohio Deferred Compensation		415.00	
2/7/19	8192	CDJ	Office Depot Inc.		319.16	
2/7/19	8193	CDJ	RICOH USA, INC		46.20	
2/7/19	8194	CDJ	Verizon Wireless		1,152.28	
2/8/19	8195	CDJ	Cummins Bridgeway LLC		750.00	
2/8/19	A0751850	CRJ	Miami University	142,349.82		
2/13/19	2/6-2/12/19	CRJ	Farebox Receipts	1,655.44		
2/14/19	8196	CDJ	Affordable Pest Control Inc.		48.00	
2/14/19	8197	CDJ	Cintas Corporation		1,646.08	
2/14/19	8198	CDJ	Cornett's Pressure Cleaning		574.00	
2/14/19	8199	CDJ	CenterGrid, LLC		1,039.83	
2/14/19	8200	CDJ	Finn All Seasons		245.00	
2/14/19	8201	CDJ	Fastenal Company		17.83	
2/14/19	8202	CDJ	Geller Company		2,072.02	
2/14/19	8203	CDJ	Luxurious Wraps, LLC		6,020.00	
2/14/19	8204	CDJ	Millennium Business Systems		449.80	
2/14/19	8205	CDJ	Mobilcomm		180.00	
2/14/19	8206	CDJ	Office Depot Inc.		153.45	
2/14/19	8207	CDJ	Ports Petroleum Co Inc		1,064.00	
2/14/19	8208	CDJ	Port Technology LLC		3,154.36	
2/14/19	8209	CDJ	Rumpke Of Ohio Inc.		211.90	
2/14/19	8210	CDJ	SuperFleet Mastercard Program		20,181.02	
2/14/19	8211	CDJ	Talawanda School District		6,540.21	
2/14/19	8212	CDJ	Whitworth Bus Sales Inc.		432.40	
2/14/19	A0751995	CRJ	Farebox Receipts	1,279.00		
2/15/19	0039011390	CRJ	Ohio Department of Taxation	11,870.55		
2/15/19	ACH 2/15/19	CRJ	Federal Transit Administration	125,758.00		
2/20/19	2/13-2/19/19	CRJ	Farebox Receipts	1,609.39		
2/20/19	148867	CRJ	GovDeals.com	2,550.00		
2/20/19	01045371	CRJ	Butler County Veterans Service	4,943.60		

2/20/19	01045370	CRJ	Butler County Veterans Service	56,319.99		
2/21/19	PRWE 2/15/19	GENJ	CSPC Ck# 1147		106.56	
2/21/19	PRWE 2/15/19	GENJ	IN CSPC Ck# 1148		300.00	
2/21/19	PRWE 2/15/19	GENJ			91,440.39	
2/21/19	PRWE 2/15/19	GENJ	Garn Ck#1146		360.42	
2/21/19	PRWE 2/15/19	GENJ	Garn Ck#1145		272.99	
2/21/19	PRWE 2/15/19	GENJ			17,815.49	
2/21/19	AT 2/21/19	CDJ	Paycom		829.94	
2/21/19	8213	CDJ	Cincinnati Bell Any Distance		1,551.11	
2/21/19	8214	CDJ	Cummins Bridgeway LLC		138.44	
2/21/19	8215	CDJ	Cintas Corporation		138.88	
2/21/19	8216	CDJ	City of Hamilton - Utilities		4,462.68	
2/21/19	8217	CDJ	Cornett's Pressure Cleaning		1,103.00	
2/21/19	8218	CDJ	Gillig		576.66	
2/21/19	8219	CDJ	Minuteman Press - Fairfield		46.29	
2/21/19	8220	CDJ	Ohio Deferred Compensation		415.00	
2/21/19	8221	CDJ	Office Depot Inc.		677.68	
2/21/19	8222	CDJ	PERS		45,257.38	
2/22/19	8223	CDJ	Butler County Sheriff Dept.		3,150.00	
2/22/19	8224	CDJ	Bethesda Healthcare Inc.		960.05	
2/22/19	8225	CDJ	ODACS, Inc		375.00	
2/22/19	8226	CDJ	Double Map		1,222.34	
2/26/19	260206	CRJ	City of Middletown	112,418.52		
2/28/19	02/28/19	GENJ	Service Charge		9.25	
2/28/19	AT 2/28/19	CDJ	PNC Card Purchases		7,472.86	
			Current Period Change	594,792.97	349,900.20	244,892.77
2/28/19			Ending Balance			364,416.71
Savings - PNC (National City)						
2/1/19			Beginning Balance			24,865.39
2/4/19	CC 1/31/19	CRJ	BCRTA Items	1,442.10		
2/28/19	02/28/19	GENJ	Interest Income	21.82		
2/28/19	02/28/19	GENJ	Service Charge		0.14	
			Current Period Change	1,463.92	0.14	1,463.78
2/28/19			Ending Balance			26,329.17
Savings - PNC Bank						
2/1/19			Beginning Balance			963,529.44
2/28/19	02/28/19	GENJ	Interest Income	808.63		
			Current Period Change	808.63		808.63
2/28/19			Ending Balance			964,338.07

**BCRTA
Balance Sheet
February 2019**

Assets

Current Assets		*Other Assets		
Checking - PNC	364,416.71	Net Pension Asset	12,519.00	
Savings - PNC	26,329.17	Deferred Outflows-Pensions	750,453.00	
Savings - PNC	964,338.07	Deferred Outflows-OPEB	162,117.00	
Bid Deposit	50,000.00			
Petty Cash	1,000.00	Property & Equipment		
Accounts Receivable	528,555.33	Vehicles	8,914,007.27	
Prepays	121,662.33	Buildings & Land	2,703,070.92	
		Furniture & Equipment	766,003.46	
		Amenities & Misc.	67,877.96	
		WIP-35' Buses	13,263.74	
		WIP-Facility Renovation	34,685.89	
		Accum. Depr.	(5,065,057.65)	
	<u>2,056,301.61</u>		<u>8,358,940.59</u>	Total Assets
				<u>10,415,242.20</u>

Liabilities & Equity

Current Liabilities		*Long-term Liabilities		
Accounts Payable	131,969.79	Net Pension Liability	2,778,356.00	
Payroll Payables	135,979.18	Net OPEB Liability	2,079,549.00	
Other Payables	-	Deferred Inflows-Pensions	657,241.00	
Accrued PTO	101,650.37	Deferred Inflows-OPEB	154,913.00	
Reserve ACA Fines	105,901.66			
FTA Vehicle Funds	68,131.00	Equity		
Future Match Funds	12,500.00	Balance Equity	2,861,645.23	
Unearned Tickets	32,807.00	Federal Capital	10,069,331.00	
Unearned MU Funds	11,958.64	Local Capital	89,410.00	
		Retained Earnings	(8,875,432.39)	
		Net Income	(668.28)	
	<u>600,897.64</u>		<u>9,814,344.56</u>	Total Liabilities and Capital
				<u>10,415,242.20</u>

*For fiscal year 2018, Borta 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
February 2019**

Current Assets	2,056,301.61
Current Liabilities	<u>(600,897.64)</u>
Available Funds	1,455,403.97

Board Reserves

Local Share Grant Obligations		
OH-2016-056-01	-	
OH-2018-021-00	987,312.25	
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	<u>(1,711,300.00)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	(185,314.50)	
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	<u>-</u>	
Total Board Reserves	1,535,856.50	
Non-Restricted Funds	(80,452.53)	
<i>Addback 2020 Capital Match</i>	<u>237,027.80</u>	
<i>"Current" Non-Restricted Funds</i>	<u>156,575.27</u>	

Director's Notes – April 2019

Metrics & Service

- 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:

All Trips	
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

March 2019:

All Trips	
Total denials	66
Denials for same day trips	21
Denials for future trips	45
Denials with less than +/- 1 hour window	66
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	14

Staffing & Facility

- Staffing
BCRTA is currently seeking CDL and non-CDL drivers, maintenance technicians, and an operations supervisor.

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.
- Regional Cooperation
BCRTA is currently waiting for SORTA to make a decision regarding a new mobile ticketing platform. An announcement and recommendations are expected this month. John Gardocki is serving on a regional committee to address fare simplification throughout the region.

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. The WorkLink stakeholders will be meeting this month with the Hamilton Mill to discuss a potential project manager relationship.

Director's Notes – April 2019

Discretionary Grant Availability

- **\$70M for Transit (HB 62)**
Very early this month the Ohio General Assembly approved the biennial transportation budget. Transit received a significant increase of \$70M in general revenue funds for each year. Details are still being determined about how the funds will be dispersed. No funds will be available until after the GRF budget is completed in by June for the next state fiscal year.
- **BUILD**
BCRTA will be partnering with the City of Hamilton for a larger scope 2019 BUILD application to support infrastructure around the new Spooky Nook Sports Complex.
- **5339 Bus and Bus Facilities**
Staff is watching for a NOFO release later this year to reapply.
- **CMAQ/STP**
OKI will be seeking applications for CMAQ/STP funds in the current round of funding now open. BCRTA will pursue funding for a phase of the Chestnut Street Multimodal Station and Shared Services 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.

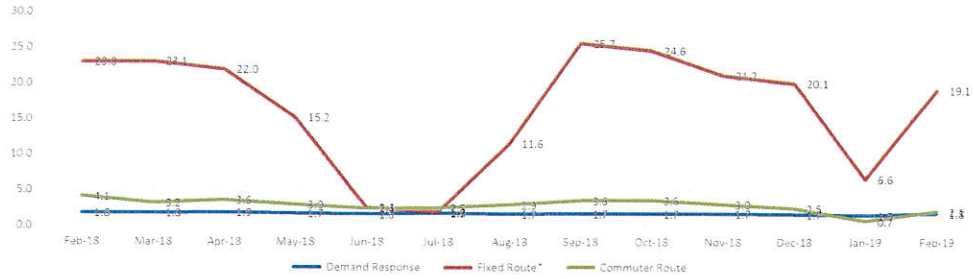
On the Horizon ...

- **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 16th 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.
- **Strategic Plan Update**
In order to move forward an updated long-term strategic plan for the BCRTA, Mr. Dutkevich 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.

BCRTA Metric Scorecard

Passengers per Revenue Hour

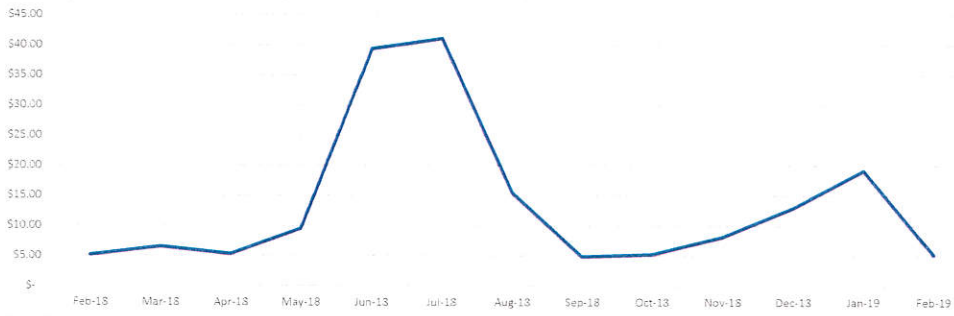
	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
Demand Response	1.8	1.8	1.9	1.7	1.6	1.8	1.7	1.7	1.7	1.7	1.7	1.5	1.8
Fixed Route*	23.0	23.1	22.0	15.2	2.6	1.9	11.6	25.7	24.6	21.2	20.1	6.6	19.1
Commuter Route	4.1	3.2	3.6	3.0	2.4	2.5	2.9	3.6	3.6	3.0	2.5	0.7	2.1



*does not include shuttle trips

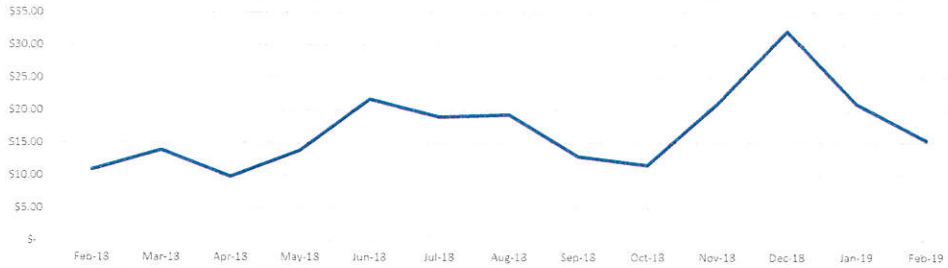
Cost per Passenger (Blended)

Month	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
Cost	\$ 5.12	\$ 6.53	\$ 5.29	\$ 9.52	\$ 39.34	\$ 41.11	\$ 15.48	\$ 4.89	\$ 5.27	\$ 8.15	\$ 12.95	\$ 19.18	\$ 5.20



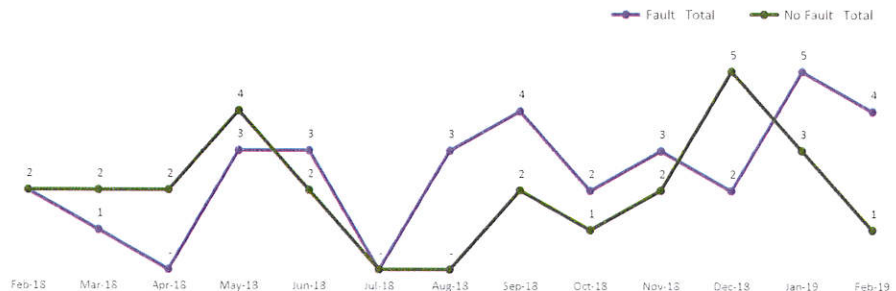
Admin/Overhead Cost per Revenue Hour

Month	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
Cost	\$ 10.89	\$ 13.87	\$ 9.77	\$ 13.79	\$ 21.65	\$ 18.93	\$ 19.30	\$ 12.91	\$ 11.56	\$ 20.96	\$ 32.16	\$ 20.98	\$ 15.39

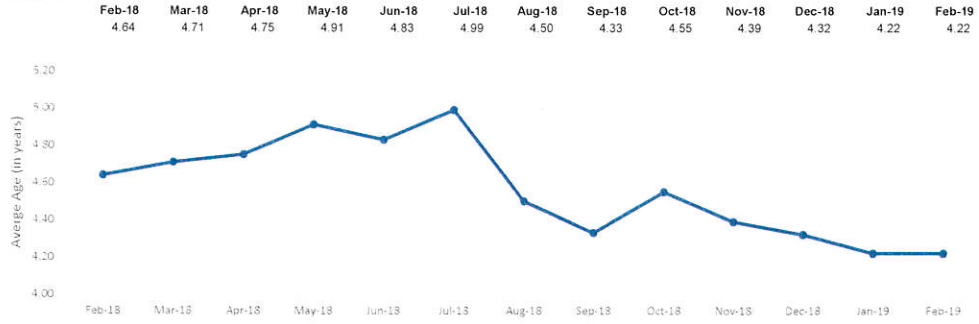


Butler County RTA Accidents/Injuries

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

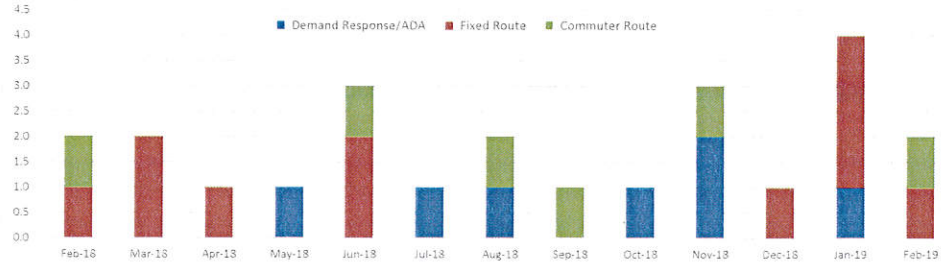


Average Fleet Age (in years)



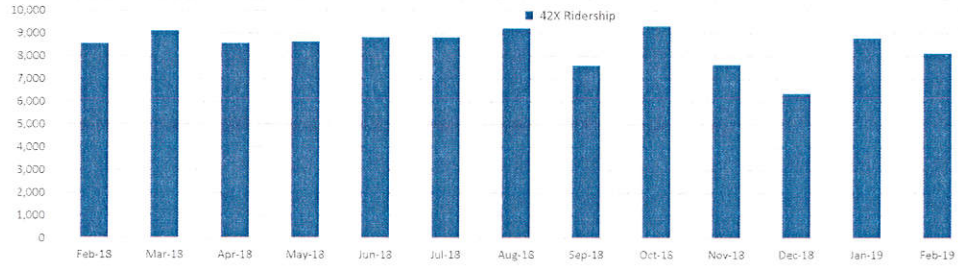
Road Calls

	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
Demand Response/ADA	0.0	0.0	0.0	1.0	0.0	1.0	1.0	0.0	1.0	2.0	0.0	1.0	0.0
Fixed Route	1.0	2.0	1.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	1.0	3.0	1.0
Commuter Route	1.0	0.0	0.0	0.0	1.0	0.0	1.0	1.0	0.0	1.0	0.0	0.0	1.0



Park & Ride

	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
42X Ridership	8,553	9,106	8,569	8,634	8,835	8,828	9,223	7,589	9,326	7,639	6,365	8,799	8,135



BCRTA Resolution No. 19-04-01

Authorizing the Executive Director to Execute a Contract for the Purchase, Service, Support, and Installation of CAD/AVL Mobile Data Tablets.

Whereas on November 14, 2018, the BCRTA Board of Trustees authorized 2019 capital item expenditures including technology; and

Whereas BCRTA desires to maintain exceptional collection of service data and provide accurate real-time data to passengers; and

Whereas it is imperative that current tablets be replaced due to their useful life expectancy being reached and no longer being supported by the manufacturer; and


Whereas BCRTA has determined the use of a Sole Source Procurement Justification for the purchase of new replacement equipment as part of a follow-on contract with DoubleMap Inc. resulting in substantial savings and no loss of down time for personnel training and implementation which would not be recovered through competitive bids; and

Whereas as part of the Sole Source Procurement, BCRTA obtained a comparative quote from Kitsap Transit Authority who recently purchased similar equipment and the price of the new equipment and supporting integration does not exceed the last price paid for the same items by more than 3%; and

Whereas DoubleMap Inc. of Indianapolis, IN has met our requirements, and BCRTA has determined responsibility of the proposer.

Now, therefore be it resolved that the BCRTA Board of Trustees hereby authorizes the Executive Director to execute a contract for the purchase, service, support and installation of CAD/AVL Mobile Data Tablets and GTFS Real-Time Integration and interface module at a cost of \$103,152.00 plus a 10% contingency for a total contract expense not to exceed \$113,467.00. Furthermore, the BCRTA Board of Trustees authorizes the Executive Director to take all actions necessary to enact the terms of the agreement and this resolution.

Approved: April 17, 2019


BCRTA, Board President


BCRTA, Executive Director

BCRTA Resolution No. 19-04-02

Partnering with the City of Hamilton and Supporting a 2019 BUILD Grant to Improve Transportation Infrastructure.

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

Whereas BCRTA intends to support, provide, and expand high quality, local public transportation services in Butler County and the City of Hamilton; and

Whereas the Champion Paper Mill was once a cornerstone of Hamilton's economy for more than a hundred years and after sitting abandoned for nearly a decade, the site is being transformed into a sport and event center that stands to become the new driver of economic growth, not only in Hamilton, but in the Greater Cincinnati region as a whole; and

Whereas the City of Hamilton is planning a project to incorporate a variety of measures including smart traffic control, security cameras, a pedestrian tunnel, railroad quiet zones, recreational trails and streetscapes, aimed to increase safety and connection to the new facility while also amplifying the regional and economic benefits of the redevelopment; and

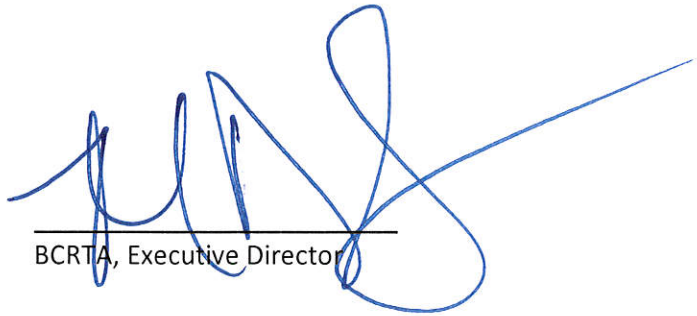
Whereas electric transit bus vehicles and infrastructure to be operated and maintained by BCRTA are a key component of the project.

Now therefore be it resolved that the Butler County Regional Transit Authority hereby supports the City of Hamilton's 2019 Build Application and proposed infrastructure project.

Approved: April 17, 2019



BCRTA, Board President



BCRTA, Executive Director

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

ATTENDANCE SHEET

April 17, 2019

NAME OF GUEST

ORGANIZATION

TELEPHONE /FAX / E-MAIL ADDRESS

None