



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

Board of Trustees

Christopher Lawson, *President*
City of Hamilton
Perry Gordon, *Vice President*
City of Oxford Police Department
Jessica Chandler
Butler County ESC
David Fehr
Butler County Department
of Development
James A. Foster
City of Trenton
Anita Scott Jones
Atrium Medical Center
Mimi Summers, J.D.
Cincinnati State Middletown
Corey Watt
Resident

Executive Director

Matthew M. Dutkevicz

Legal Counsel

Gary Becker
Dinsmore & Shohl, LLP

**General Public
Transportation Services**

BGo on Demand

Regional Services

R1 - Middletown-Hamilton
R2 - Middletown-Oxford
R3 - Hamilton-Oxford
R4 - Hamilton & Springdale
R6 - Job Connector

Oxford & Miami University Services

U1 - Campus Core
U1W - Walmart Flyer
U2 - Park & Ride
U3 - Tollgate Loop
U4 - Health Loop

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

**The BCRTA Board of Trustees is scheduled to meet on
Wednesday, June 20, 2018 in the Board Room of the
Butler County Regional Transit Authority Main Offices
at 3045 Moser Court, Hamilton, Ohio 45011 at 8:00 a.m.**

In accordance with the American Disabilities Act, if anyone has a disability and requires assistance or, in accordance with the Limited English Proficiency Executive Order, requires translation services, please call Ms. Vonda Partin at 513.785.5226 or 800.750.0750 (Ohio Relay Service).

For questions or more information regarding this meeting please call 513.785.5226 or email partinv@butlercountyrta.com.

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

June 20, 2018, 8:00 AM

BCRTA Board Room

3045 Moser Court, Hamilton, Ohio 45011

PRELIMINARY AGENDA

- I. Call to Order & Roll
- II. Consideration of Absences (Motion Requested)
- III. Approval of the Agenda (Motion Requested)
- IV. Approval of the May 16, 2018 Meeting Minutes (Motion Requested)
- V. Secretary/Treasurer's Report – April 2018 (Motion Requested)
- VI. Comments from Citizens
- VII. Director's Report
- VIII. Committee & Staff Reports
 - a. OKI
 - b. Metrics
- IX. Action Items
 - a. **Resolution No. 18-06-001:** Adopting the FY2019 Planning Budget for the Butler County Regional Transit Authority (BCRTA) and Acceptance of the BCRTA Fiscal Officer's Certification of Funds and Estimation of Revenues.
 - b. **Resolution No. 18-06-02:** Authorizing the Butler County Regional Transit Authority (BCRTA) to Submit a 2018 Better Utilizing Investments to Leverage Development (BUILD) Grant Application in Partnership with Miami University (Ohio), the City of Oxford and the Talawanda School District, Authorizing BCRTA to Serve as the Designated Recipient for the Grant, and Recertifying the Availability of \$200,000 in local match for the project.
 - c. **Resolution No. 18-06-03:** Amending Butler County Regional Transit Authority (BCRTA) Board Policy 6-07: Drug and Alcohol Testing.
 - d. **Resolution No. 18-06-04:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for the Purchase of Commercial Heavy-Duty Tires.

**Next Meeting Date:
August 15, 2018 @ 8:00 AM**

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

June 20, 2018, 8:00 AM

BCRTA Board Room

3045 Moser Court, Hamilton, Ohio 45011

X. Adjourn (Motion Requested)

Immediately Following: Meet with Ohio State Rep. Candice Keller – 9:30-11 AM.

**Next Meeting Date:
August 15, 2018 @ 8:00 AM**

2018 Butler County RTA Board of Trustees Attendance

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

X = Present

E = Excused

A = Absent

*3/21/2018 Canceled for Snow Day

Please see attached Financial Report statistics.

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

Free Rides for New BGo Riders in May

In order to increase ridership and reach more users, staff will be introducing free trial rides for new users travelling in the \$10 zone during the month of May. Please share as we market via social media!

B. Staffing & Facility

Building Refurbishment

Still on the agenda are energy efficient lighting upgrades, garage workstations for maintenance staff, additional storage and organization for maintenance and exterior building painting.

Staffing

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

Sherry Hawley, Lead Operations Supervisor, will be retiring from BCRTA effective May 18, 2018. Sherry came to BCRTA from Miami University First Transit Operation in 2013 and had previously worked for other private transit contractors including Paul's Bus Service. We will miss Sherry greatly! Appreciation or thanks can be mailed to BCRTA in her name or e-mailed to hawleys@butlercountyrta.com.

Mr. Rob Griffin, Director of Operations in Hamilton, has resigned his position effective May 17, 2018.

C. Planning

Middletown, Monroe & Dayton Connection

Discussions continue to move forward and with a potential implementation in July, 2018.

42X Commuter Services

BCRTA will begin surveying Cincinnati commuters in the next several months to determine the best solution for making meaningful improvements to Cincinnati commuter service from Butler County.

New Trolleys

Staff visit the Manufacturer's production facility and the trolley package upfitter in May. Final selections have been made and the first trolleys should be delivered in early 2019.



Around Town

BCRTA attended the Smart Cincy Summit and ThinkRegional event in April. The ThinkRegional event received some press for the keynote speaker who discussed hydrogen fuel cell buses: <https://www.journal-news.com/business/new-clean-technology-could-fuel-local-transportation/yLHZwwMa1pHbkjliwLY72L/>

Matt also learned to navigate to the bus stop as a visually impaired person with Hamilton Mayor Pat Moeller. Thanks for the guidance provided by Trustee Chandler!



D. Discretionary Grant Availability

5310

OKI has awarded BCRTA with two years of funding for the paratransit mobile application (scheduling and payment) and also two years for a staff travel trainer/mobility manager.

5339

BCRTA was awarded \$2.6M this April to be put toward the Oxford multimodal facility. The project is still \$4.6M short of being fully funded.

TIGER

TIGER, or BUILD has been released with a due date in July. Contrary to BCRTA's expectations, funding for this program was substantially increased. BCRTA plans to submit an application with the project partners to fund the remaining portion of the Chestnut Street Multimodal Station.

Low & No Emission (LoNo)

The City of Hamilton has deferred for another year on this opportunity.

Surface Transportation Block Grant Program (STP)

BCRTA is planning to submit an application for the remaining portion of the Chestnut Street Multimodal Station. Applications are due June 1.

5311 Rural Transit

BCRTA is speaking with ODOT regarding opportunities for rural funding of the Chestnut Street Multimodal Station. Although BCRTA's main office is in the urban area, Oxford may qualify for rural transit funding.

E. On the Horizon ...

Geoff Daniels – Senator Brown's Office

Geoff Daniels, local aide to US Senator Sherrod Brown is scheduled to visit after the May BCRTA board meeting. Please mark your calendars if you would like to stay: May 16, 2018 - 9:30 AM. We may make this a traveling meeting as Senator Brown's office is familiar with the Oxford facility project and may like to see the site.

State Representative Candice Keller

We have rescheduled Representative Keller to visit BCRTA following the June 20 regular board meeting.

September Meeting Relocated

In order to offer more accessible meeting spaces, we will hold the September BCRTA Board Meeting at Cincinnati State Middletown on 9/19/2018 at 8:00 AM. Thank you, Trustee Summers, for hosting!

VIII. Committee & Staff Reports

- a. **Executive Committee:** No Executive Committee meeting was held.
- b. **OKI:** Ohio's roads can now be tested for autonomous vehicles. Funding was approved for the BCRTA's 5310 application.
- c. **Metrics:** Mr. Dutkevicz provided an overview of the metrics included with this packet for the month of March, 2017.

IX. Action Items

- a. **Resolution No. 18-05-01: Authorizing the Butler County Regional Transit Authority (BCRTA) to Apply to OKI for a Surface Transportation Funds (STP) in Support of the Butler County Connect Chestnut Street Multimodal Station.**

Mr. Lawson requested a motion to accept Resolution 18-05-01. Mr. Foster made a motion to approve and Mr. Watt seconded the motion.

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

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

The resolution was adopted.

- b. **Resolution 18-05-02: Authorizing the BCRTA Executive Director to File Applications and Execute Contracts with the Ohio Department of Transportation (ODOT) for Fiscal Year (FY) 2019 Ohio Public Transportation Assistance Grants Including, but not limited to, the Ohio Transit Preservation Partnership Program (OTPPP), The Ohio Elderly and Disabled Transit Fare Assistance Program (E&D), and the Urban Transit Program (UTP).**

Mr. Lawson requested a motion to accept Resolution 18-05-02. Ms. Scott Jones made a motion to approve and Mr. Gordon seconded the motion.

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

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

The resolution was adopted.

- c. **Resolution 18-05-03: Reappointing Ms. Christy Morris and Mr. Jeff Diver to the Transit Alliance of Butler County (TABC) Board of Directors.**

Mr. Lawson requested a motion to accept Resolution 18-05-03. Mr. Watt made a motion to approve and Ms. Summers seconded the motion.

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

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

The resolution was adopted.

d. Resolution 18-05-04: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into a Contract for Uniform Apparel Solutions.

Mr. Lawson requested a motion to accept Resolution 18-05-04. Mr. Foster made a motion to approve and Mr. Gordon seconded the motion.

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

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

The resolution was adopted.

X. Discussion

Resolution 18-06-XX: Authorizing the Butler County Regional Transit Authority (BCRTA) to Submit a 2018 Better Utilizing Investments to Leverage Development (BUILD) Grant Application in Partnership with Miami University (Ohio), the City of Oxford and the Talawanda School District, Authorizing BCRTA to Serve as the Designated Recipient for the Grant, and Recertifying the Availability of \$200,000 in local match for the project.

Discussion: Mr. Dutkevicz asked the Board to review Resolution 18-06-XX for approval in June.

XI. Building Painting

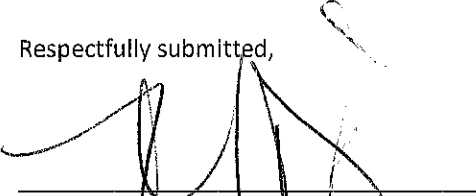
Mr. Ruzinsky requested authorization to paint the outside of the Bcrta building in Hamilton. Mr. Ruzinsky collected estimates as Bcrta policies requires. All estimates were less than \$40,000. Mr. Ruzinsky recommended authorizing \$40,000.

Mr. Lawson requested a motion to approve \$40,000 for painting/repairs to the outside of the building. Ms. Scott-Jones made a motion to approve and Ms. Chandler seconded the motion.

XII. Adjourn

Ms. Scott Jones moved to adjourn and Ms. Chandler seconded. The motion carried. The meeting was adjourned at 9:09 AM.

Respectfully submitted,



Matthew M. Dutkevich, Executive Director



Approved – Chris Lawson, President, Board of Trustees

**BCRTA
Income Statement
April 2018**

	Current Month Budget	Current Month Actual	Change	Last Year Current Month
Revenues				
Passenger Fares	10,955.67	9,774.85	(1,180.82)	7,575.87
Contract Service	26,300.00	15,583.50	(10,716.50)	29,662.70
Other Transit Rev.	80,000.00	84,352.00	4,352.00	61,199.50
Mgt./Cons. Services	12,000.00	10,000.00	(2,000.00)	7,500.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	1,085.00	82.98	(1,002.02)	559.64
Local Funding	203,296.67	182,508.40	(20,788.27)	186,067.19
State Funding	-	-	-	10,113.00
Federal Funding	133,750.00	127,486.00	(6,264.00)	115,000.00
In-Kind Items	-	-	-	-
Total Revenues	467,387.34	429,787.73	(37,599.61)	417,677.90
Expenses				
Wages	223,000.00	220,863.18	(2,136.82)	223,274.33
Fringes	73,377.00	56,622.51	(16,754.49)	61,794.98
Services	36,850.00	31,291.44	(5,558.56)	24,695.45
Materials & Supplies	48,950.00	53,383.26	4,433.26	43,109.11
Utilities	8,025.00	6,658.03	(1,366.97)	6,540.53
Insurance	18,050.00	16,978.16	(1,071.84)	12,556.34
Taxes	-	-	-	-
Purchased Transportation	41,666.67	41,044.50	(622.17)	39,920.42
Misc. Items	9,135.33	3,656.41	(5,478.92)	12,099.30
Leases & Rentals	-	-	-	-
Total Expenses	459,054.00	430,497.49	(28,556.51)	423,990.46
Gain / (Loss)	8,333.34	(709.76)	(9,043.10)	(6,312.56)

**BCRTA
Income Statement
April 2018**

	Year to Date Budget	Year to Date Actual	Change	Year to Date Last Year
Revenues				
Passenger Fares	43,822.68	37,774.94	(6,047.74)	38,347.09
Contract Service	105,200.00	63,495.30	(41,704.70)	85,805.90
Other Transit Rev.	320,000.00	333,181.50	13,181.50	251,649.25
Mgt./Cons. Services	48,000.00	40,000.00	(8,000.00)	30,000.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	4,340.00	20,934.31	16,594.31	5,000.48
Local Funding	813,186.68	712,593.36	(100,593.32)	719,520.53
State Funding	-	-	-	40,452.00
Federal Funding	535,000.00	508,023.00	(26,977.00)	460,000.00
In-Kind Items	-	-	-	-
Total Revenues	1,869,549.36	1,716,002.41	(153,546.95)	1,630,775.25
Expenses				
Wages	892,000.00	847,818.03	(44,181.97)	844,196.29
Fringes	293,508.00	243,538.49	(49,969.51)	231,028.48
Services	147,400.00	103,567.30	(43,832.70)	107,868.83
Materials & Supplies	195,800.00	228,281.31	32,481.31	162,503.59
Utilities	32,100.00	29,257.32	(2,842.68)	32,669.89
Insurance	72,200.00	46,161.67	(26,038.33)	50,225.36
Taxes	-	-	-	-
Purchased Transportation	166,666.68	164,178.00	(2,488.68)	159,681.68
Misc. Items	36,541.32	23,562.85	(12,978.47)	25,342.27
Leases & Rentals	-	-	-	-
Total Expenses	1,836,216.00	1,686,364.97	(149,851.03)	1,613,516.39
Gain / (Loss)	33,333.36	29,637.44	(3,695.92)	17,258.86

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
4/1/18			Beginning Balance			111,739.16
4/2/18	03/28/18-03/31/18	CRJ	Farebox Receipts	1,382.55		
4/2/18	124178	CRJ	GovDeals.com	8,020.00		
4/3/18	7609	CDJ	Cincinnati Bell		141.80	
4/3/18	7610	CDJ	CFR Inc - Camera Security Now		14,159.00	
4/3/18	7611	CDJ	Cox Media Group		95.94	
4/3/18	7612	CDJ	Cornett's Pressure Cleaning		1,014.00	
4/3/18	7613	CDJ	Fleet Pride		1,102.80	
4/3/18	7614	CDJ	Fastsigns 220901		19.50	
4/3/18	7615	CDJ	Gillig		2,458.09	
4/3/18	7616	CDJ	Heritage-Crystal Clean LLC		311.93	
4/3/18	7617	CDJ	Johnny G's Professional Servic		1,419.00	
4/3/18	7618	CDJ	ODACS, Inc		125.00	
4/3/18	7619	CDJ	Ohio Hydraulics Inc.		34.11	
4/3/18	7620	CDJ	Pohlman Tire Inc.		5,762.20	
4/3/18	7621	CDJ	RICOH USA, INC		23.56	
4/3/18	7622	CDJ	Richard Welsh		136.39	
4/3/18	7623	CDJ	Verizon Wireless		1,023.30	
4/4/18	7624	CDJ	Ohio Deferred Compensation		100.00	
4/4/18	04/02 - 04/3/18	CRJ	Farebox Receipts	796.70		
4/5/18	PRWE 3/30/18	GENJ	CSPC Ck#1090		223.89	
4/5/18	PRWE 3/30/18	GENJ			77,186.23	
4/5/18	PRWE 3/30/18	GENJ	Garn Ck#1088		93.38	
4/5/18	PRWE 3/30/18	GENJ	Garn Ck#1089		258.13	
4/5/18	PRWE 3/30/18	GENJ			14,741.70	
4/5/18	PRWE 3/30/18	GENJ			725.00	
4/5/18	AT 4/5/18	CDJ	Paycom		603.76	
4/12/18	252737	CRJ	City of Middletown	89,422.01		
4/13/18	7625	CDJ	ABC Muncie Transit Supply		1,081.50	
4/13/18	7626	CDJ	Affordable Pest Control Inc.		47.00	
4/13/18	7627	CDJ	Petty Cash		429.27	
4/13/18	7628	CDJ	Brighton Spring Service		1,256.13	
4/13/18	7629	CDJ	City of Hamilton		45.00	
4/13/18	7630	CDJ	Cornett's Pressure Cleaning		836.00	
4/13/18	7631	CDJ	Dinsmore & Shohl LLP		2,361.00	
4/13/18	7632	CDJ	Fuller Ford		1,221.44	
4/13/18	7633	CDJ	Gillig		3,655.50	
4/13/18	7634	CDJ	Jake Sweeney Chrysler Jeep		286.62	
4/13/18	7635	CDJ	Kristin Fryer		149.63	
4/13/18	7636	CDJ	Luxurious Wraps, LLC		1,172.00	
4/13/18	7637	CDJ	Mobilcomm		180.00	
4/13/18	7638	CDJ	My Parts Express		1,020.80	
4/13/18	7639	CDJ	ODACS, Inc		250.00	
4/13/18	7640	CDJ	Overhead Door of Greater Cinci		302.00	
4/13/18	7641	CDJ	Office Depot Inc.		106.98	
4/13/18	7642	CDJ	Pixels and Dots		65.00	
4/13/18	7643	CDJ	Prefered Fire Protection		716.27	
4/13/18	7644	CDJ	Ports Petroleum Co Inc		752.40	
4/13/18	7645	CDJ	Port Technology LLC		3,972.35	
4/13/18	7646	CDJ	Refitt's LLC		350.00	
4/13/18	7647	CDJ	Rumpke Of Ohio Inc.		156.10	
4/13/18	7648	CDJ	Staples Credit Plan		348.39	
4/13/18	7649	CDJ	Talawanda School District		12,834.96	
4/13/18	7650	CDJ	Verizon Wireless		803.34	
4/13/18	7651	CDJ	Whitworth Bus Sales Inc.		1,123.46	
4/13/18	7629V	CDJ	City of Hamilton	45.00		
4/16/18	A0741222	CRJ	Farebox Receipts	4,056.00		
4/16/18	0037296944	CRJ	Ohio Dept of Medicaid	4,430.00		
4/16/18	01027948	CRJ	Bufler County CDBG	25,000.00		
4/16/18	0007661	CRJ	BCRTA Items	580.00		

4/16/18	120252	CRJ	BCRTA Items	100,000.00		
4/17/18	7652	CDJ	Auditor of State		5,289.00	
4/17/18	7653	CDJ	Cintas Corporation		1,112.09	
4/17/18	7654	CDJ	City of Hamilton - UO		45.00	
4/17/18	7655	CDJ	City of Hamilton - Utilities		3,313.31	
4/17/18	7656	CDJ	Delene Weidner		495.46	
4/17/18	7657	CDJ	Ka-Comm Inc		104.27	
4/17/18	7658	CDJ	KOI Enterprises, Inc.		4,828.68	
4/17/18	7659	CDJ	Millennium Business Systems		287.48	
4/17/18	7660	CDJ	Minuteman Press - Fairfield		186.52	
4/17/18	7661	CDJ	Ohio Deferred Compensation		100.00	
4/17/18	7662	CDJ	Rumpke Of Ohio Inc.		45.18	
4/18/18	7663	CDJ	Ron Wogenstahl		495.66	
4/18/18	7664	CDJ	SuperFleet Mastercard Program		21,428.09	
4/18/18	04/11 - 4/17/18	CRJ	Farebox Receipts	1,967.57		
4/19/18	PRWE 4/13/18	GENJ	CSPC Ck#1093		59.46	
4/19/18	PRWE 4/13/18	GENJ			85,921.99	
4/19/18	PRWE 4/13/18	GENJ	Garn Ck#1091		92.77	
4/19/18	PRWE 4/13/18	GENJ			725.00	
4/19/18	PRWE 4/13/18	GENJ	Garn Ck#1092		320.99	
4/19/18	PRWE 4/13/18	GENJ	Ck#1027		80.00	
4/19/18	PRWE 4/13/18	GENJ	Ck#1031		100.00	
4/19/18	PRWE 4/13/18	GENJ	CK#1028		150.00	
4/19/18	PRWE 4/13/18	GENJ	Ck#1030		100.00	
4/19/18	PRWE 4/13/18	GENJ			17,250.78	
4/19/18	PRWE 4/13/18	GENJ	Ck#1029		150.00	
4/19/18	AT 4/19/18	CDJ	Paycom		622.71	
4/20/18	CASH 4/20/18	CRJ	BCRTA Items	859.75		
4/25/18	ACH 04/25/18	CRJ	Federal Transit Administration	126,223.00		
4/25/18	7665	CDJ	Butler County Sheriff Dept.		2,750.00	
4/25/18	7666	CDJ	Bethesda Healthcare Inc.		211.15	
4/25/18	7667	CDJ	Cincinnati Bell		141.52	
4/25/18	7668	CDJ	Cincinnati Bell Any Distance		1,547.93	
4/25/18	7669	CDJ	Cox Media Group		66.86	
4/25/18	7670	CDJ	Cornett's Pressure Cleaning		605.00	
4/25/18	7671	CDJ	CenterGrid, LLC		346.61	
4/25/18	7672	CDJ	Fastenal Company		166.13	
4/25/18	7673	CDJ	Gillig		864.81	
4/25/18	7674	CDJ	Genfare		174.39	
4/25/18	7675	CDJ	Jarrett Siler - Expenses		491.38	
4/25/18	7676	CDJ	Jim's Tire & Auto		1,434.00	
4/25/18	7677	CDJ	Kleem Inc.		98.88	
4/25/18	7678	CDJ	Minuteman Press - Fairfield		397.50	
4/25/18	7679	CDJ	ODACS, Inc		125.00	
4/25/18	7680	CDJ	Ohio Deferred Compensation		100.00	
4/25/18	7681	CDJ	PERS		77,931.04	
4/25/18	7682	CDJ	Sue Kadel		440.00	
4/25/18	7683	CDJ	Verizon Wireless		948.61	
4/27/18	7654V	CDJ	City of Hamilton - UO	45.00		
4/27/18	4/18 - 4/24/18	CRJ	Farebox Receipts	1,822.01		
4/27/18	7684	CDJ	Ohio Dept. of Jobs & Family Se		850.68	
4/30/18	04/30/18	GENJ	Service Charge		17.25	
4/30/18	AT 4/30/18	CDJ	PNC Card Purchases		3,057.81	
			Current Period Change	364,649.59	393,352.84	-28,703.25
4/30/18			Ending Balance			83,035.91

Savings - PNC (National City)

4/1/18			Beginning Balance			16,623.22
4/20/18	CC 04/20/18	CRJ	BCRTA Items	562.07		
4/30/18	04/30/18	GENJ	Interest Income	3.56		
4/30/18	04/30/18	GENJ	Service Charge		0.14	
			Current Period Change	565.63	0.14	565.49
4/30/18			Ending Balance			17,188.71

Savings - PNC Bank

4/1/18			Beginning Balance			757,902.92
4/16/18	120252	CRJ	BCRTA Items - Transfer from Savings	100,000.00		
4/30/18	04/30/18	GENJ	Interest Income	180.78		
			Current Period Change	180.78	100,000.00	-99,819.22
4/30/18			Ending Balance			658,083.70

BCRTA
Balance Sheet (Net Pension Liability)
April 2018

Assets

Current Assets		
Checking - PNC	83,035.91	
Savings - PNC	17,188.71	
Savings - PNC	658,083.70	
Bid Deposit	50,000.00	
Petty Cash	1,000.00	
Accounts Receivable	926,150.17	
Prepays	95,512.72	
	<hr/>	
	1,830,971.21	
*Other Assets		
Net Pension Asset		9,964.64
Deferred Outflows-Pensions		1,638,793.15
Property & Equipment		
Vehicles		9,097,623.36
Buildings & Land		2,521,829.31
Furniture & Equipment		681,721.20
Amenities & Misc.		116,873.78
WIP-Facility Renovation		141,831.52
Accum. Depr.		(4,220,876.65)
		<hr/>
		9,987,760.31
		<hr/>
		Total Assets
		<u>11,818,731.52</u>

Liabilities & Equity

Current Liabilities		
Accounts Payable	179,002.18	
Payroll Payables	114,723.75	
Other Payables	-	
Accrued PTO	96,330.99	
Reserve ACA Fines	-	
FTA Vehicle Funds	52,870.00	
Future Match Funds	50,000.00	
Unearned Tickets	23,578.00	
	<hr/>	
	516,504.92	
*Long-term Liabilities		
Net Pension Liability		4,104,439.49
Deferred Inflows-Pensions		97,059.48
Equity		
Balance Equity		2,861,645.23
Federal Capital		9,891,486.00
Local Capital		89,410.00
Retained Earnings		(5,771,451.04)
Net Income		29,637.44
		<hr/>
		11,302,226.60
		<hr/>
		Total Liabilities and Capital
		<u>11,818,731.52</u>

*During 2015, BCRTA adopted GASB Statement 68, "Accounting and Financial Reporting for Pensions—an Amendment of GASB Statement 27," which significantly revises accounting for pension costs and liabilities. Many end users of this financial statement will gain a clearer understanding BCRTA's actual financial condition by adding deferred inflows related to pension and the net pension liability to the reported liabilities and equity section of the balance sheet and subtracting deferred outflows related to pension.

**BCRTA
Cash Reserves
April 2018**

Current Assets	1,830,971.21	
Current Liabilities	<u>(516,504.92)</u>	
Available Funds	1,314,466.29	
Board Reserves		
Local Share Grant Obligations		
OH-2016-056-01	234,803.50	
OH-2018-0xx-00 (pending grants)	1,690,989.00	
Oxford Facility Match Pledge	200,000.00	
Less 2018 Projected Local Match	(1,354,040.00)	MU, MED, R6, VA
Less 2019 Projected Local Match	(1,009,780.00)	MU, MED, R6, VA
Match Required or (Overmatch)	<u>(238,027.50)</u>	
FTA Grants	-	Match Required
Working Capital Funds (2 Mths.)	834,774.67	
Capital Replacement Funds	483,740.00	2018-2019 Local Share of Projects Not Yet on Grants
Contingency Funds	<u>-</u>	
Total Board Reserves	1,318,514.67	
Non-Restricted Funds	(4,048.38)	
<i>Addback 2019 Capital Match</i>	<i>323,740.00</i>	
<i>"Current" Non-Restricted Funds</i>	<u><i>319,691.62</i></u>	

Director's Notes – June 2018

Metrics & Service

- **Free Rides for New BGo Riders**

Bcrta offered free rides for first time BGo riders in May. The program was successful but staff plan to increase exposure by continuing to offer the program for a few more months.

Staffing & Facility

- **Building Refurbishment**

Still on the agenda are energy efficient lighting upgrades, garage workstations for maintenance staff, and additional storage and organization for maintenance. Painting of the building began in early June.

- **Staffing**

Bcrta is currently seeking CDL and non-CDL drivers as well as a maintenance technician. Administrative positions have been filled at this time.

Since last month Bcrta has welcomed Mark Franklin and Michael Scott as Operations Supervisors, Ryan McGuff as Planning Intern and Steven Jones as Maintenance Technician.

Planning

- **Middletown, Monroe & Dayton Connection**

Discussions with the City of Middletown are moving forward with a potential implementation in July or August 2018. The Cincinnati Regional Chamber has also coordinated discussion with the partners and added Uber and Drive Ohio to the discussion to help identify and plan other options. Bcrta is assisting in supporting this process.

- **Hamilton Service**

Staff are meeting with Hamilton elected officials in June to discuss opportunities for additional or modified service on the West side of the City.

Discretionary Grant Availability

- **5339**

Bcrta was awarded \$2.6M this April to be put toward the Oxford multimodal facility. The project is still \$4.6M short of being fully funded.

- **TIGER**

TIGER, or BUILD has been released with a due date in July. Contrary to Bcrta's expectations, funding for this program was substantially increased. Bcrta plans to submit an application with the project partners to fund the remaining portion of the Chestnut Street Multimodal Station.

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

Director's Notes – June 2018

Bcrta applied for the remaining portion of the Chestnut Street Multimodal Station. Applications were due June 1. The program has \$20M available and received applications for nearly \$60M. No scoring is available yet.

- **5311 Rural Transit**
Bcrta had been approved and invited to apply for ODOT 5311 program dollars aimed at rural transit in Oxford. Staff plan to request funds for the Chestnut Fields Multimodal Station.
- **CDBG**
Bcrta's R6 Job Connector has been recommended again for \$25,000 in Butler County CDBG money.

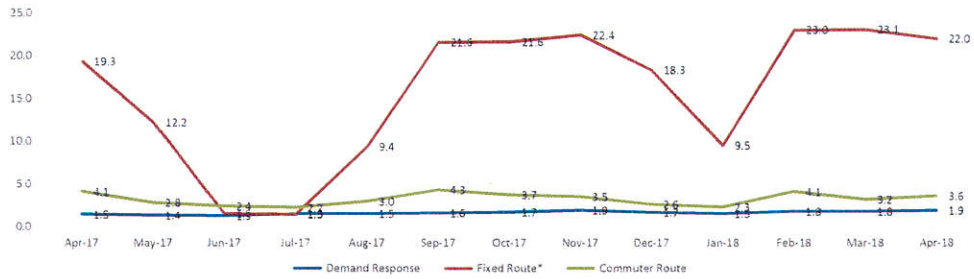
On the Horizon ...

- **State Representative Candice Keller**
We have rescheduled Representative Keller to visit Bcrta following the June 20 regular board meeting.
- **Trustee Candidate, Roshawn Jenkins**
We have scheduled Mr. Jenkins Wednesday, August 15, 9-10 AM an interview with the Board during the Board meeting.
- **September Meeting Relocated**
In order to offer more accessible meeting spaces, we will hold the September Bcrta Board Meeting at Cincinnati State Middletown on 9/19/2018 at 8:00 AM. Thank you, Trustee Summers, for hosting!
- **US Congressman Warren Davidson**
We have scheduled Congressman Davidson to visit Bcrta following the October 17 regular board meeting.

BCRTA Metric Scorecard

Passengers per Revenue Hour

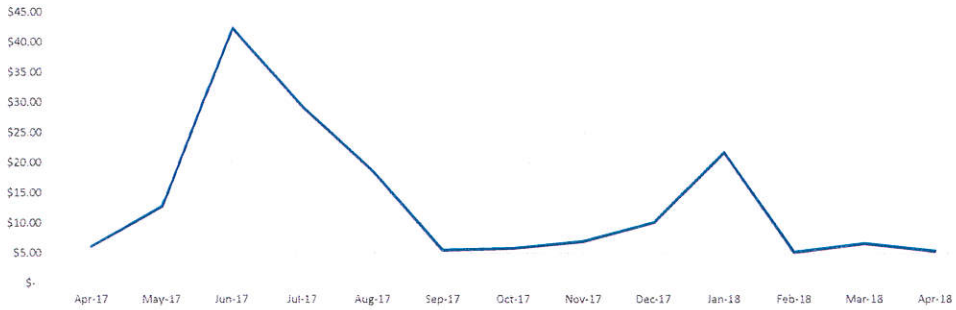
	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18
Demand Response	1.5	1.4	1.3	1.5	1.5	1.6	1.7	1.9	1.7	1.5	1.8	1.8	1.9
Fixed Route*	19.3	12.2	1.6	1.5	9.4	21.6	21.6	22.4	18.3	9.5	23.0	23.1	22.0
Commuter Route	4.1	2.8	2.4	2.2	3.0	4.3	3.7	3.5	2.6	2.3	4.1	3.2	3.6



*does not include shuttle trips

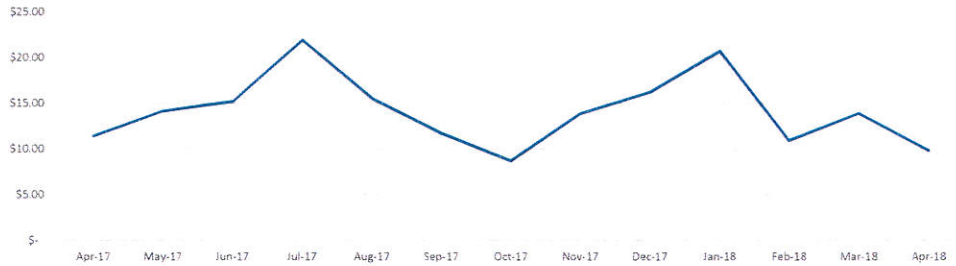
Cost per Passenger (Blended)

Month	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18
Cost	\$ 6.09	\$ 12.70	\$ 42.27	\$ 29.26	\$ 18.56	\$ 5.44	\$ 5.80	\$ 6.91	\$ 10.03	\$ 21.64	\$ 5.12	\$ 6.53	\$ 5.29



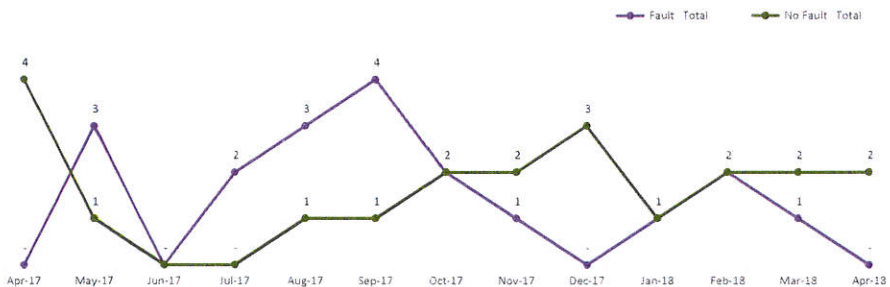
Admin/Overhead Cost per Revenue Hour

Month	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18
Cost	\$ 11.40	\$ 14.14	\$ 15.17	\$ 21.91	\$ 15.51	\$ 11.59	\$ 8.68	\$ 13.85	\$ 16.19	\$ 20.67	\$ 10.89	\$ 13.87	\$ 9.77

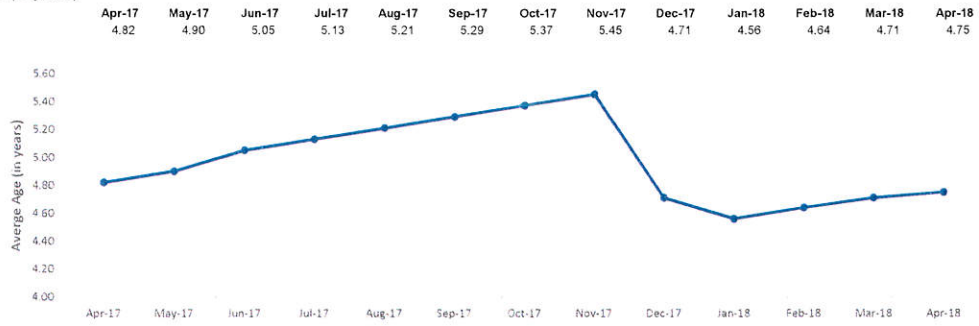


Butler County RTA Accidents/Injuries

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

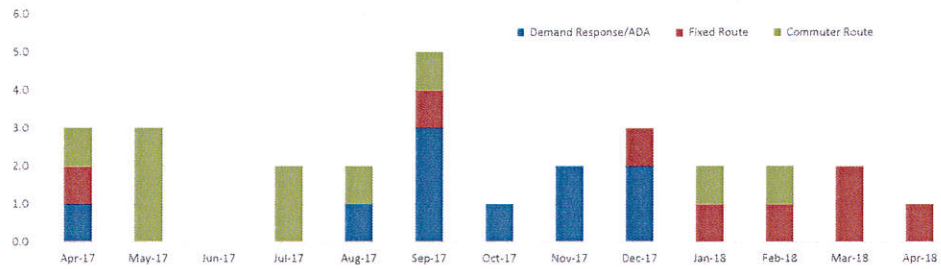


Average Fleet Age (in years)



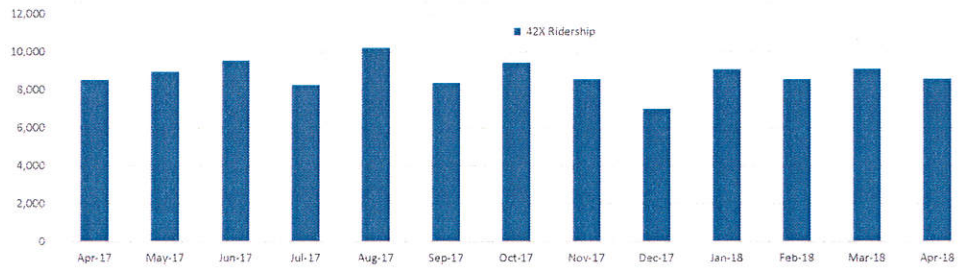
Road Calls

	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18
Demand Response/ADA	1.0	0.0	0.0	0.0	1.0	3.0	1.0	2.0	2.0	0.0	0.0	0.0	0.0
Fixed Route	1.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	1.0	1.0	1.0	2.0	1.0
Commuter Route	1.0	3.0	0.0	2.0	1.0	1.0	0.0	0.0	0.0	1.0	1.0	0.0	0.0



Park & Ride

	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18
42X Ridership	8,520	8,933	9,555	8,247	10,214	8,376	9,434	8,556	6,998	9,085	8,553	9,106	8,569



BCRTA Resolution No. 18-06-01

Adopting the FY2019 Planning Budget for the Butler County Regional Transit Authority (BCRTA) and Acceptance of the BCRTA Fiscal Officer's Certification of Funds and Estimation of Revenues.

Whereas the Ohio Revised Code (ORC) requires a budget to be completed annually and approved by the Board of Trustees by July 15 of the preceding year; and

Whereas the FY2019 Planning Budget is an ORC requirement but does not appropriate funds; and

Whereas in FY2019 BCRTA anticipates continuing current directly operated services and including the Miami University campus services; and

Whereas in the last quarter 2018, the BCRTA Board of Trustees will be asked to adopt a FY2019 Operating Budget and 2019 appropriations; and

Whereas on July 16, 2008, the BCRTA Board designated and appointed its Secretary/Treasurer as the BCRTA fiscal officer; and

Whereas the BCRTA Board of Trustees adopts the following FY2019 Planning Budget and accepts the fiscal officer certification of funds and estimation of revenues as follows:

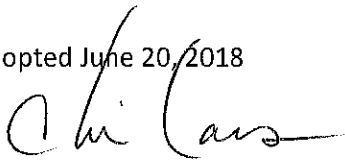
Estimated FY2019 Revenues & Expenses

Estimated Cash Balance 1-1-2019	\$ 744,783
Estimated Revenues	\$ 9,807,189
<u>Estimated Expenses</u>	<u>\$ 10,031,576</u>
Projected Year-End Cash	\$ 520,396

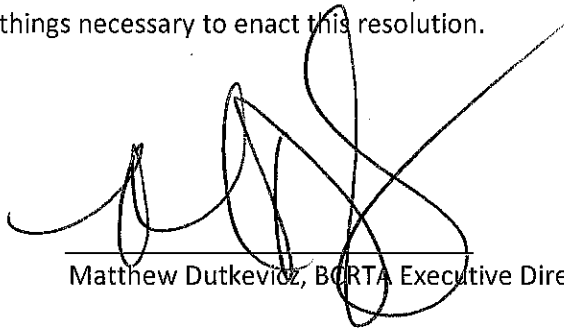
Now therefore, be it resolved:

That the BCRTA Board of Trustees hereby adopts the above FY2019 Planning Budget and accepts the fiscal officer's certification of funds and estimation of revenues. Furthermore, that the BCRTA Secretary/Treasurer is authorized to do all things necessary to enact this resolution.

Adopted June 20, 2018



Chris Lawson, BCRTA Board President



Matthew Dutkevich, BCRTA Executive Director

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

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

On Deposit - Checking	39,783.00
On Deposit - Savings I	700,000.00
On Deposit - Savings II	4,000.00
BCRTA Petty Cash Fund	1,000.00
	<u>744,783.00</u>

Estimated Revenues for FY2019 (General Transit Fund)

BCRTA - FY18 Receivables	150,000.00
	<u>150,000.00</u>
FY2019 Operations	
Passenger Fares	134,097.00
Contract Revenues	321,912.00
Partnership Transit Revenues	979,200.00
Sale of Services	146,880.00
Transit Development Program	1,901,851.00
Park-n-Ride Program	500,000.00
Federal Operating Funds	1,718,864.00
State Operating Funds	-
Agency Operating Funds	76,500.00
Other Revenues	13,280.00
	<u>5,792,584.00</u>
Federal Capital Grant Funds	3,414,605.00
State/Other Capital Grant Funds	450,000.00
	<u>3,864,605.00</u>

Total Funds Available 10,551,972.00

Anticipated Appropriations for FY2019 (General Transit Fund)

BCRTA - FY18 Payables	150,000.00
	<u>150,000.00</u>
FY2019 Operations	
Wages	2,729,520.00
Fringes	898,134.00
Services	451,044.00
Materials & Supplies	599,148.00
Utilities	98,226.00
Insurance	220,932.00
Taxes & Fees	-
Purchased Transportation	500,000.00
Misc. Items	65,916.00
Leases & Rentals	-
Contingency	45,900.00
	<u>5,608,820.00</u>
FY2019 Capital Items	
Revenue Vehicles & Related Items	1,564,006.00
Transit Centers & Facility Improvements	2,331,250.00
Equipment, Technology, Amenities & Other	377,500.00
	<u>4,272,756.00</u>

Total Appropriations 10,031,576.00

Projected Funds Available 12-31-19 520,396.00

BUTLER COUNTY RTA
2019 Final Budget
Cash Flow

	Projected 2018	Budget 2019	2020	2021	2022	2023	2019-2023 Totals
Beginning Cash and Investments Balance	\$ 1,013,296	\$ 744,783	\$ 520,395	\$ 176,215	\$ (468,980)	\$ (781,004)	\$ 744,783
Operating Revenues							
Passenger Fares & Contracts	447,068	456,009	465,130	474,432	483,921	493,599	2,373,091
Partnership Agreements	1,452,534	1,479,200	1,498,784	1,518,760	1,539,135	1,559,918	7,595,796
Transit Dev. Fund & Other Local	1,939,560	1,978,351	2,017,918	2,058,277	2,099,442	2,141,431	10,295,419
Sale of Services & Misc.	157,020	160,160	163,364	166,631	169,963	173,363	833,481
Tax Revenues	-	-	-	-	-	-	-
Federal & State Assistance	1,626,818	1,718,864	1,448,769	1,410,982	1,439,202	1,467,986	7,485,803
Capital Grants Funds							
Federal - FTA	1,543,322	3,414,605	4,486,589	2,818,237	476,662	405,162	11,601,254
State - ODOT	-	-	-	-	-	-	-
Other Local (Non-BCRTA)	-	450,000	900,000	250,000	-	-	1,600,000
Other Funds Received	-	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-	-
Total Funds Received	\$ 7,166,322	\$ 9,657,189	\$ 10,980,554	\$ 8,697,318	\$ 6,208,325	\$ 6,241,459	\$ 41,784,845
Total Funds Available	\$ 8,179,618	\$ 10,401,972	\$ 11,500,949	\$ 8,873,534	\$ 5,739,345	\$ 5,460,455	\$ 42,529,627
Operating Expenses							
Wages & Fringes	(3,556,524)	(3,627,654)	(3,700,208)	(3,774,212)	(3,849,696)	(3,926,690)	(18,878,460)
Material & Supplies	(442,200)	(451,044)	(460,065)	(469,266)	(478,652)	(488,225)	(2,347,251)
Contract Services	(587,400)	(599,148)	(611,131)	(623,354)	(635,821)	(648,537)	(3,117,990)
Purchased Transportation	(492,534)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(2,500,000)
Other Expenses	(422,524)	(430,974)	(439,594)	(448,386)	(457,354)	(466,501)	(2,242,809)
Capital Improvements							
Revenue Vehicles & Equipment	(1,533,428)	(1,564,006)	(789,986)	(953,546)	(598,827)	(508,953)	(4,415,318)
Transit Hubs & Facility Improvements	(142,369)	(2,331,250)	(4,581,250)	(2,331,250)	-	-	(9,243,750)
Equipment & Amenities	(257,856)	(377,500)	(242,500)	(242,500)	-	-	(862,500)
Total Funds Disbursed	\$ (7,434,835)	\$ (9,881,577)	\$ (11,324,733)	\$ (9,342,513)	\$ (6,520,349)	\$ (6,538,905)	\$ (43,608,077)
Ending Cash and Investments Balance	\$ 744,783	\$ 520,395	\$ 176,215	\$ (468,980)	\$ (781,004)	\$ (1,078,450)	\$ (1,078,450)

BUTLER COUNTY RTA
2019 Final Budget
Revenues & Expenses

	Projected 2018	Budget 2019	2020	2021	2022	2023	2019-2023 Totals
Passenger Fares	\$ 131,468	\$ 134,097	\$ 136,779	\$ 139,515	\$ 142,305	\$ 145,151	\$ 697,848
Contract Revenues	315,600	321,912	328,350	334,917	341,616	348,448	1,675,243
Partnership Transit Revenues	960,000	979,200	998,784	1,018,760	1,039,135	1,059,918	5,095,796
Sale of Services	144,000	146,880	149,818	152,814	155,870	158,988	764,369
Transit Development Program	1,864,560	1,901,851	1,939,888	1,978,686	2,018,260	2,058,625	9,897,310
Park-n-Ride Program	492,534	500,000	500,000	500,000	500,000	500,000	2,500,000
State Operating Funds	-	-	-	-	-	-	-
Agency Operating Funds	75,000	76,500	78,030	79,591	81,182	82,806	398,109
Local Tax/Other Receipts	-	-	-	-	-	-	-
Investment Earnings	-	-	-	-	-	-	-
Other Revenues	13,020	13,280	13,546	13,817	14,093	14,375	69,112
Federal Funds	-	-	-	-	-	-	-
5307 Operating	799,600	815,592	831,904	848,542	865,513	882,823	4,244,374
5307 Preventive Maintenance	300,169	306,172	312,296	318,542	324,913	331,411	1,593,333
5339 Preventive Maintenance	-	-	-	-	-	-	-
Transferred Preventive Maintenance	133,831	136,508	139,238	142,023	144,863	147,760	710,391
5307 ADA	96,000	97,920	99,878	101,876	103,913	105,992	509,580
5310 Operating & MM	297,218	362,672	65,454	-	-	-	428,125
Other Federal	-	-	-	-	-	-	-
Total Revenues	\$ 5,623,000	\$ 5,792,584	\$ 5,593,965	\$ 5,629,081	\$ 5,731,663	\$ 5,836,296	\$ 28,583,590
Wages	\$ 2,676,000	\$ 2,729,520	\$ 2,784,110	\$ 2,839,793	\$ 2,896,588	\$ 2,954,520	\$ 14,204,532
Fringes	880,524	898,134	916,097	934,419	953,107	972,170	4,673,928
Services	442,200	451,044	460,065	469,266	478,652	488,225	2,347,251
Materials & Supplies	587,400	599,148	611,131	623,354	635,821	648,537	3,117,990
Utilities	96,300	98,226	100,191	102,194	104,238	106,323	511,172
Insurance (Liability)	216,600	220,932	225,351	229,858	234,455	239,144	1,149,739
Taxes & Fees	-	-	-	-	-	-	-
Purchased Transportation	492,534	500,000	500,000	500,000	500,000	500,000	2,500,000
Misc. Items	64,624	65,916	67,235	68,580	69,951	71,350	343,032
Leases & Rentals	-	-	-	-	-	-	-
Contingency	45,000	45,900	46,818	47,754	48,709	49,684	238,865
Total Expenses	\$ 5,501,182	\$ 5,608,821	\$ 5,710,997	\$ 5,815,217	\$ 5,921,522	\$ 6,029,952	\$ 29,086,509
Total Revenues	\$ 5,623,000	\$ 5,792,584	\$ 5,593,965	\$ 5,629,081	\$ 5,731,663	\$ 5,836,296	\$ 28,583,590
Total Expenses	5,501,182	5,608,821	5,710,997	5,815,217	5,921,522	6,029,952	29,086,509
Gain / Loss Before Local Capital Charge	\$ 121,818	\$ 183,763	\$ (117,033)	\$ (186,136)	\$ (189,859)	\$ (193,656)	\$ (502,919)
Local Capital Charge (Depr.)	(203,985)	(208,065)	(212,226)	(216,471)	(220,900)	(225,216)	(1,082,777)
Gain / Loss After Local Capital Charge	\$ (82,167)	\$ (24,301)	\$ (329,259)	\$ (402,606)	\$ (410,659)	\$ (418,872)	\$ (1,585,696)

BUTLER COUNTY RTA

2019 Final Budget

Federal & State Grant Funding

	Projected 2018	Budget 2019	2020	2021	2022	2023	2019-2023 Totals
Beginning Federal Grant Funds	1,078,190	1,233,749	1,940,496	(1,450,894)	(2,904,526)	(2,935,526)	1,233,749
5307 Formula Funds							
Beginning Balance of Funds	566,227	567,360	649,828	(1,958,758)	(3,563,790)	(3,844,790)	557,360
Annual Allocation to BCRTA	1,986,195	1,990,000	1,990,000	1,990,000	1,990,000	1,990,000	9,950,000
Transferred Out	(492,534)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(2,500,000)
Used for Operations	(1,195,769)	(1,219,684)	(1,244,078)	(1,268,960)	(1,294,339)	(1,320,226)	(6,347,286)
Used for Capital Projects	(306,759)	(177,847)	(2,854,509)	(1,826,072)	(476,662)	(405,162)	(5,740,251)
Balance of 5307 Funds	557,360	649,828	(1,958,758)	(3,563,790)	(3,844,790)	(4,080,178)	(4,080,178)
5339 Formula Funds							
Beginning Balance of Funds	179,265	248,264	356,464	507,864	659,264	909,264	248,264
Annual Allocation to BCRTA	248,264	250,000	250,000	250,000	250,000	250,000	1,250,000
Used for Operations	-	-	-	-	-	-	-
Used for Capital Projects	(179,265)	(141,800)	(98,600)	(98,600)	-	-	(339,000)
Balance of 5309 Funds	248,264	356,464	507,864	659,264	909,264	1,159,264	1,159,264
Other Federal/State Funds							
Beginning Balance of Funds	332,698	428,125	934,204	-	-	-	428,125
Federal Funds Via. ODOT	133,831	136,508	139,238	142,023	144,863	147,760	710,391
CMAQ / STP	1,000,000	1,294,958	664,730	893,565	-	-	2,853,253
5310 (OKI)	449,943	-	-	-	-	-	-
Other FTA Programs	-	2,668,750	-	-	-	-	2,668,750
Used for Operations	(431,049)	(499,179)	(204,691)	(142,023)	(144,863)	(147,760)	(1,138,516)
Used for Capital Projects	(1,057,298)	(3,094,968)	(1,533,480)	(893,565)	-	-	(5,522,003)
Balance of Other Federal Funds	428,125	934,204	-	-	-	-	-
Ending Balance Federal Grant Funds	1,233,749	1,940,496	(1,450,894)	(2,904,526)	(2,935,526)	(2,920,914)	(2,920,914)

Approved Funding Requests:

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

Pending Funding Requests:

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

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

Summary Listing Of Capital Projects

	Projected 2018	Budget 2019	2020	2021	2022	2023	2019-2023 Totals
Revenue Vehicles & Related Items	1,533,428	1,564,006	789,986	953,546	598,827	508,953	4,415,318
Transit Centers & Facility Improvements	142,369	2,331,250	4,581,250	2,331,250	-	-	9,243,750
Equipment, Technology, Amenities & Other	257,856	377,500	242,500	242,500	-	-	862,500
Total Capital Projects	1,933,653	4,272,756	5,613,736	3,527,296	598,827	508,953	14,521,568
Capital Project Funding By Source							
Federal Grant Funding	1,543,322	3,414,605	4,486,589	2,818,237	476,662	405,162	11,601,254
State Grant Funding	-	-	-	-	-	-	-
Other - Non RTA Funding	-	450,000	900,000	250,000	-	-	1,600,000
Local - RTA Share	390,331	408,151	227,147	459,059	122,165	103,791	1,320,314
Total Capital Expenditures	1,933,653	4,272,756	5,613,736	3,527,296	598,827	508,953	14,521,568

Notes: Original historical cost of our current investment in assets:
(based on 2017 Audit TB)

Revenue Vehicles & Related Items	8,728,412
Transit Centers & Facility Improvements	2,521,829
Equipment, Planning, Amenities & Other	731,329
Total	11,981,570

Future Projects Not Yet Budgeted - But Being Planned

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

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

Revenue Vehicles & Related Items

	Projected 2018	Budget 2019	2020	2021	2022	2023	2019-2023 Totals
30-35' Diesel Buses							
80% / 20% Funding							
Simulated Streetcars	(2)	(2)					
80% / 20% Funding	1,070,218	1,091,622					1,091,622
Extended Small Buses - DR Services				(2)			
80% / 20% Funding				267,545			267,545
Small Buses - DR Services	(5)	(5)	(6)	(7)	(6)	(5)	
80% / 20% Funding	458,710	467,884	572,690	681,501	595,827	506,453	2,824,355
85% / 15% Funding (ADA)							-
Vans - DR Services			(5)				
80% / 20% Funding			211,796				211,796
85% / 15% Funding (ADA)							-
Project Management @ \$500 per Small Bus and \$1,000 Per Large Bus - Inspections, Certs, Etc.	4,500	4,500	5,500	4,500	3,000	2,500	20,000
Total Revenue Vehicles & Equipment	1,533,428	1,564,006	789,986	953,546	598,827	508,953	4,415,318
Funding Sources							
Federal - 5307 Funds	69,853	(47,353)	(37,141)	(134,328)	476,662	405,162	663,001
Federal - 5339 Funds	137,950	-	-	-	-	-	-
Other Federal Funds	1,015,339	1,294,958	664,730	893,565	-	-	2,853,253
State - ODOT/OPTA	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-
Local - BCRTA	310,286	316,401	162,397	194,309	122,165	103,791	899,064
Total Funding Sources	1,533,428	1,564,006	789,986	953,546	598,827	508,953	4,415,318

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

BUTLER COUNTY RTA
2019 Final Budget
Capital Project - Detail

Transit Centers & Facility Improvements

Hamilton Facility

Admin. Office - - - -
 Maintenance Garage - - - -
 Vehicle Storage - - - -
 Parking Lot & Land - - - -
 Other 62,500 62,500 62,500 62,500 187,500

Oxford Facility

Transfer Station & Garage - - - -
 Parking Lot & Land 2,250,000 2,250,000 9,000,000
 Train Station - - - -
 Other - - - -

Middletown Facility

Transfer Station - - - -
 Parking Lot & Land - - - -
 Other - - - -

Other Projects

Park-n-Rides - - - -
 Misc. Facility Items - - - -
 Security Improvements (FTA 1% Requirement) 28,225 18,750 18,750 18,750 56,250

Total Transit Hubs & Facility Improvements

142,369 2,331,250 4,581,250 2,331,250 9,243,750

Funding Sources

Federal - 5307 Funds 72,580 65,000 2,796,250 1,865,000 4,726,250
 Federal - 5339 Funds 41,315 - - - -
 Other Federal Funds 1,800,000 868,750 - - 2,668,750
 State - ODOT/OPTA - - - -
 Other Sources - 450,000 900,000 250,000 1,600,000
 Local - BCRTA 28,474 16,250 16,250 216,250 248,750

Total Funding Sources

142,369 2,331,250 4,581,250 2,331,250 9,243,750

	Projected 2018	Budget 2019	2020	2021	2022	2023	2019-2023 Totals
Admin. Office	-	-	-	-	-	-	-
Maintenance Garage	51,644	-	-	-	-	-	-
Vehicle Storage	-	-	-	-	-	-	-
Parking Lot & Land	-	-	-	-	-	-	-
Other	62,500	62,500	62,500	62,500	-	-	187,500
Hamilton Facility	114,144	62,500	62,500	62,500	-	-	187,500
Oxford Facility	-	2,250,000	4,500,000	2,250,000	-	-	9,000,000
Transfer Station & Garage	-	-	-	-	-	-	-
Parking Lot & Land	-	-	-	-	-	-	-
Train Station	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Middletown Facility	-	2,250,000	4,500,000	2,250,000	-	-	9,000,000
Transfer Station	-	-	-	-	-	-	-
Parking Lot & Land	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Other Projects	-	-	-	-	-	-	-
Park-n-Rides	-	-	-	-	-	-	-
Misc. Facility Items	-	-	-	-	-	-	-
Security Improvements (FTA 1% Requirement)	28,225	18,750	18,750	18,750	-	-	56,250
Total Transit Hubs & Facility Improvements	142,369	2,331,250	4,581,250	2,331,250	-	-	9,243,750
Funding Sources							
Federal - 5307 Funds	72,580	65,000	2,796,250	1,865,000	-	-	4,726,250
Federal - 5339 Funds	41,315	-	-	-	-	-	-
Other Federal Funds	-	1,800,000	868,750	-	-	-	2,668,750
State - ODOT/OPTA	-	-	-	-	-	-	-
Other Sources	-	450,000	900,000	250,000	-	-	1,600,000
Local - BCRTA	28,474	16,250	16,250	216,250	-	-	248,750
Total Funding Sources	142,369	2,331,250	4,581,250	2,331,250	-	-	9,243,750

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

Equipment, Technology, Amenities & Other

Maintenance (Shop) Equipment

	Projected 2018	Budget 2019	2020	2021	2022	2023	2019-2023 Totals
On Grant	64,737						-
On STIP		43,750	43,750	43,750			131,250

Office Equipment & Furnishings

On Grant							-
On STIP							-

Computer Equipment & Software

On Grant	81,656						-
On STIP		180,000	180,000	180,000			540,000

Vehicles - Non Revenue

On Grant							-
On STIP							-
3 Support SUV's	85,686						-
Maint. Truck		75,000					75,000
2 Supervisor Vehicles		60,000					60,000

Passenger Amenities

On Grant	25,777						-
On STIP		18,750	18,750	18,750			56,250

Other Projects

On Grant	-						-
On STIP							-

Total Equipment, Technology, Amenities & Other

	257,856	377,500	242,500	242,500	-	-	862,500
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Funding Sources (Anticipated)

Federal - 5307 Funds	164,326	160,200	95,400	95,400	-	-	351,000
Federal - 5339 Funds	-	141,800	98,600	98,600	-	-	339,000
Other Federal Funds	41,959	-	-	-	-	-	-
State - ODOT/OPTA	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-
Local - BCRTA	51,571	75,500	48,500	48,500	-	-	172,500

Total Funding Sources

	257,856	377,500	242,500	242,500	-	-	862,500
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BCRTA Resolution No. 18-06-02

Authorizing the Butler County Regional Transit Authority (BCRTA) to Submit a 2018 Better Utilizing Investments to Leverage Development (BUILD) Grant Application in Partnership with Miami University (Ohio), the City of Oxford and the Talawanda School District, Authorizing BCRTA to Serve as the Designated Recipient for the Grant, and Recertifying the Availability of \$200,000 in local match for the project.

Whereas the mission of the BCRTA is to support quality of life and economic development through public transportation; and

Whereas since 2012 BCRTA, Miami University, the City of Oxford and the Talawanda School District have partnered to create and improve connections among employment, education, shared resources and other quality of life services for citizens, students and visitors of the City of Oxford, Miami University, Butler County and the region; and

Whereas the availability of a 2018 Better Utilizing Investments to Leverage Development (BUILD) grant offers an opportunity to build upon that partnership and leverage public and academic assets to increase economic competitiveness, livability, sustainability and safety by enhancing multimodal connections among users and centers of employment, education and services; and

Whereas the partners have identified and prioritized an eligible project that aligns with program priorities and selection criteria, will serve as a catalyst to revitalize the City of Oxford and Miami University Campus, and will redesign the physical infrastructure for enhanced intermodal connections, including regional and local public transportation; and

Whereas the United States Department of Transportation Federal Transit Administration has awarded BCRTA \$2,668,750 federal share toward the completion of the \$9,000,000 project; and

Whereas a portion of the planned Butler County Connect Multimodal facility project remains unfunded and BCRTA wishes to identify and obtain multiple additional sources to complete the funding of the project as proposed; and

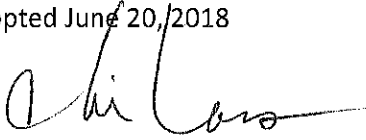
Whereas BCRTA has pledged, and BCRTA reaffirms, local match dollars of \$200,000 toward the project and Miami University has pledged local match dollars of \$1,600,000 less the match required for the existing award toward the project that may still be leveraged; and

Whereas BCRTA is the designated recipient for federal transportation funds; and

Whereas the application deadline is July 19, 2018.

Now, therefore be it resolved that the BCRTA Board of Trustees hereby authorizes BCRTA to submit a 2018 Better Utilizing Investments to Leverage Development (BUILD) grant application on behalf of the project partners and authorizes BCRTA to serve as the designated recipient for the project. Be it further resolved that the BCRTA Board of Trustees shall certify the availability of \$200,000 toward the local match requirement of the project, less the existing award requirements, and authorizes the Executive Director and the Chief Financial Officer to take all actions necessary to enact this resolution and subsequent agreements subject to the review of BCRTA legal counsel.

Adopted June 20, 2018



BCRTA Board President



BCRTA Executive Director

BCRTA Resolution No. 18-06-03

Amending Butler County Regional Transit Authority (BCRTA) Board Policy 6-07: Drug and Alcohol Testing.

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

Whereas the BCRTA is a recipient of federal and state funds and must comply with all applicable federal and state requirements as set forth in Federal Transit Administration (FTA) circulars and regulations and state regulations as set forth in the Ohio Revised Code; and

Whereas on June 16, 2010, the BCRTA Board of Trustees adopted Board Policy 6-07: Drug and Alcohol Testing; and

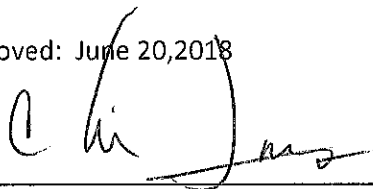
Whereas Policy 6-07: Drug and Alcohol Testing has been subsequently amended on April 20, 2011, September 21, 2011, September 17, 2014, May 17, 2017 and August 16, 2017; and

Whereas the Board wishes to address policy issues consistent with the Federal Transit Administration's most recent Drug and Alcohol Audit Program recommendations; and

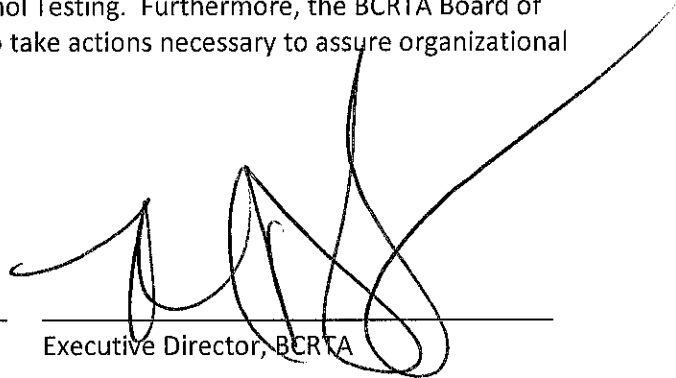
Whereas the Board wishes to amend the policy with the language recommended by the Federal Transit Administration policy building tool available at <https://transit-safety.fta.dot.gov/DrugAndAlcohol/Tools/PolicyBuilder/CreatePolicy.aspx>.

Now therefore be it resolved that the BCRTA Board of Trustees hereby adopts the attached amended Board Policy: 6-07: Drug and Alcohol Testing. Furthermore, the BCRTA Board of Trustees authorizes the Executive Director to take actions necessary to assure organizational compliance with the terms of this policy.

Approved: June 20, 2018



Board President, BCRTA



Executive Director, BCRTA

BCRTA POLICY AND PROCEDURE MANUAL

6-07: BCRTA Drug and Alcohol Testing Policy

Effective: April 20, 2011

Revised: September 21, 2011

Revised: September 17, 2014

Revised: May 17, 2017

Revised: August 16, 2017

Administrative Modification: October 4, 2017

Revised: June 20, 2018

Table of Contents

Introduction	1
Covered Employees	1
Contact Person	2
Prohibited Substances	2
Testing Procedure	2
Pre-employment Testing	2
Reasonable Suspicion Testing	2
Post-accident Testing	3
Random Testing	4
Test Refusal	5
Prohibited Conduct	5
Dilute Specimen	6
Split Sample	6
Treatment / Discipline	6
Return to Duty Testing	6
Follow-up Testing	6
Prescription Drug Use	7
Drug Free Work Place Act of 1988	7

Introduction

This policy complies with the U.S. Department of Transportation's (DOT) 49 CFR Part 655, as amended, and 49 CFR Part 40, as amended, and all drug and alcohol testing is conducted in accordance with these regulations.

All covered employees are required to submit to drug and alcohol tests as a condition of employment.

Copies of Parts 655 and 40 are available upon request and can be found on the internet at the Office of Drug & Alcohol Policy & Compliance's website <http://www.dot.gov/ost/dapc/index.html>.

Covered Employees

This policy applies to every employee performing a "safety-sensitive function" as defined herein, and any person applying for such positions.

You are a safety-sensitive employee if you perform any of the following:

- Operation of a transit service vehicle, in or out of transit service.
- Operation of a non-transit vehicle requiring a CDL.
- Controlling movement or dispatch of a transit service vehicle (this is optional and determined by employer).
- Security personnel who carry firearms.
- Maintenance (including repairs, overhaul and rebuilding) of a transit service vehicle or equipment used on transit service.
- Contractor employees that stand in the shoes of BCRTA covered employees also have to comply.

Covered employee means a person, including an applicant or transferee, who performs or will perform a safety-sensitive function and has a preceding negative test result from a DOT drug screen obtained by BCRTA. A volunteer is a covered employee if: (1) The volunteer is required to hold a commercial driver's license to operate the vehicle; or (2) The volunteer performs a safety-sensitive function for an entity subject to this part and receives remuneration in excess of his or her actual expenses incurred while engaged in the volunteer activity.

See Attachment A for a list of covered positions by job title.

Contact Person

Human Resource Coordinator
3045 Meser Court
Hamilton, OH 45011
513-785-5237

Prohibited Substances

- Marijuana
- Cocaine
- Amphetamines
 - (1) Amphetamine
 - (2) Methamphetamine
 - (3) MDMA
 - (4) MDA
 - (5) MDEA
- Opiates
 - (1) Codeine
 - (2) Morphine
 - (3) 6-AM (heroin)
- Phencyclidine
- Alcohol

Testing Procedure

All testing will be conducted as required in 49 C.F.R. Part 40, as amended.

Pre-employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive duties.

A pre-employment test is required for covered employees who are away from work for more than 90 consecutive calendar days and plan to return to a safety-sensitive function.

When a covered employee or applicant has previously failed or refused a DOT pre-employment drug and/or alcohol test, the employee must provide proof of having successfully completed a referral, evaluation and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing

~~BCRTA shall conduct a drug and/or alcohol test when BCRTA has reasonable suspicion to believe that a covered employee has used a prohibited drug and/or engaged in alcohol misuse.~~

~~The determination that reasonable suspicion exists shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee. A supervisor or other company official who is trained in detecting the signs and symptoms of drug use and alcohol misuse must make the required observations.~~

~~BCRTA may direct a covered employee to undergo reasonable suspicion testing for alcohol only while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions.~~

~~If an alcohol test is not administered within two hours following the determination to conduct a reasonable suspicion test, the supervisor shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test is not administered within eight hours following the determination to test, the supervisor should cease attempts to administer an alcohol test and update the record with the reasons for not administering the test.~~

Post-accident Testing

~~Safety-sensitive employees shall be subject to post-accident alcohol and controlled substances testing under the following circumstances:~~

~~Fatal Accidents.— As soon as possible following an accident involving the loss of human life, DOT drug and alcohol tests are conducted on all surviving covered employees. In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, is tested.~~

~~Non-Fatal Accidents. Post-accident testing is required if one of the following conditions is met:~~

~~— An accident results in injuries requiring immediate medical treatment away from the scene, and the covered employee contributed to the accident,~~

~~or~~

~~— One or more vehicles receive disabling damage and have to be towed from the scene, and the covered employee contributed to the accident.~~

~~In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, is tested.~~

~~Disabling damage means damage which prevented the departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, tail lights, turn signals, horn, or windshield wipers that makes them inoperative.~~

~~If an alcohol test is not administered within two hours following the time of the accident, the supervisor will prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test is not administered within eight hours following the determination to test, the supervisor should cease attempts to administer an alcohol test and update the record with the reasons for not administering the test. The drug test should be taken as soon as possible. Supervisors should cease attempts to collect a drug test after 32 hours.~~

~~The decision not to administer a drug and/or alcohol test under this section shall be based on the employer's determination, using the best available information at the time of the determination that the employee's performance could not have contributed to the accident. Such a decision must be documented in detail, including the decision-making process used to reach the decision not to test.~~

~~Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.~~

Random Testing

~~Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of day when safety-sensitive functions are performed.~~

~~Random testing rates will meet or exceed the minimal annual percentage rates set each year by the DOT Administrator, which are currently set at 25% of employees for drug testing and 10% of employees for alcohol testing.~~

~~The selection of employees for random drug and alcohol testing shall be made by a scientifically valid method, and each covered employee shall have an equal chance of being tested each time selections are made.~~

~~Each employee selected for testing shall be tested during the selection period. A covered employee shall only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.~~

~~Each covered employee who is notified of selection for random drug or random alcohol testing shall proceed to the test site immediately.~~

Test Refusal

~~You have refused to take a test if you:~~

- ~~—— Fail to provide a breath or urine sample~~
- ~~—— Provide an insufficient volume without valid medical explanation~~
- ~~—— Adulterate or substitute a specimen~~
- ~~—— Fail to appear within a reasonable time~~
- ~~—— Leave the scene of an accident without just cause prior to submitting to a test~~
- ~~—— Leave the collection facility prior to test completion~~
- ~~—— Fail to permit an observed or monitored collection when required~~
- ~~—— Fail to follow the observer's instructions to raise clothing above waist, lower clothing and underpants, and to turn around (observed)~~
- ~~—— Possess or wear a prosthetic or other device that could be used to interfere with the collection process~~
- ~~—— Fail to take a second test when required~~
- ~~—— Fail to undergo a medical examination when required~~
- ~~—— Fail to cooperate with any part of the testing process~~
- ~~—— Fail to sign Step 2 of alcohol test form, certifying submission and identity~~
- ~~—— Once test is underway, fail to remain at site and provide a specimen~~

Prohibited Conduct

- ~~(1) All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 DFR Part 40, as amended.~~
- ~~(2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they~~

~~must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee must take an alcohol test, if the covered employee claims ability to perform his or her safety-sensitive function.~~

- ~~(3) — BCRTA will not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol.~~
- ~~(4) — Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater regardless of when the alcohol was consumed.~~
- ~~(5) — No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.~~
- ~~(6) — No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.~~

Dilute Specimen

~~If the MRO informs BCRTA that a positive drug test was dilute, BCRTA shall treat the test as a verified positive test. BCRTA will not direct the employee to take another test based on the fact that the specimen was dilute.~~

~~(b) If the MRO informs BCRTA that a negative test was dilute, BCRTA shall take the following action:~~

- ~~(1) If the MRO directs BCRTA to conduct a recollection under direct observation (i.e., because the creatinine concentration of the specimen was equal to or greater than 2mg/dL, but less than or equal to 5 mg/dL (see §40.155(c)), BCRTA shall do so immediately.~~
- ~~(2) Otherwise (i.e., if the creatinine concentration of the dilute specimen is greater than 5 mg/dL), BCRTA may, but is not required to, direct the employee to take another test immediately. (i) Such recollections will not be collected under direct observation, unless there is another basis for use of direct observation (see §40.67 (b) and (c)). (ii) BCRTA will treat all employees the same for this purpose. For example, BCRTA shall not retest some employees and not others. BCRTA may, however, establish different policies for different types of tests (e.g., conduct retests in pre-employment situations, but not in random test situations). BCRTA shall inform employees in advance of its decisions on these matters~~

~~(c) The following provisions apply to all tests BCRTA directs an employee to take under paragraph (b) of this section:~~

~~(1) BCRTA shall ensure that the employee is given the minimum possible advance notice that he or she must go to the collection site;~~

~~(2) BCRTA shall treat the result of the test its directed the employee to take under paragraph (b) of this section—and not a prior test—as the test result of record, on which BCRTA will rely for purposes of this part;~~

~~(3) If the result of the test BCRTA directed the employee to take under paragraph (b)(1) of this section is also negative and dilute, BCRTA is not permitted to make the employee take an additional test because the result was dilute.~~

~~(4) If the result of the test BCRTA directed the employee to take under paragraph (b)(2) of this section is also negative and dilute, BCRTA is not permitted to make the employee take an additional test because the result was dilute. Provided, however, that if the MRO directs BCRTA to conduct a recollection under direct observation under paragraph (b)(1) of this section, BCRTA must immediately do so~~

~~(5) If the employee declines to take a test BCRTA directed him or her to take under paragraph (b) of this section, the employee has refused the test for purposes of this part and DOT agency regulations. [68 FR 31626, May 28, 2003; 69 FR 64867, Nov. 9, 2004; 73 FR 35974, June 25, 2008]~~

Split Sample

~~In the event of a test where an employee requests the opportunity to have a specimen retested at a different certified laboratory, BCRTA will guarantee that the cost for the split specimen test is covered in order for a timely analysis of the sample, however; the employee is required to pay for the split sample test.~~

Treatment / Discipline

~~Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee is immediately removed from safety sensitive duties, referred to a substance abuse professional (SAP), and subject to discipline, up to and including termination.~~

~~Following a BAC of 0.02 or greater, but less than 0.04—the employee is immediately removed from safety sensitive duties for at least eight hours unless a retest results in the employee's alcohol concentration of less than 0.02, and the employee will be subject to discipline, up to and including termination.~~

Return to Duty Testing

~~Any employee who is allowed to return to duty after a refusal to submit to a test or failing an alcohol and/or drug test, must first be evaluated by a substance abuse professional (SAP), and provide a negative drug, alcohol (or both) test result.~~

~~Follow-up Testing~~

~~Employees returning to duty following leave for substance abuse rehabilitation will be required to undergo unannounced follow-up alcohol and/or drug testing as directed by the SAP. The number and frequency of such follow-up testing shall be directed by the SAP. The employee will be subject to follow-up testing for a period of 1 to 5 years as determined by the SAP. All testing will be conducted in accordance with Part 40, subpart O.~~

~~Prescription Drug Use~~

~~The appropriate use of legally prescribed drugs and non-prescription medication is not prohibited. It is, however, the employee's responsibility to inform the physician of the employee's job duties and determine from the physician, or other health care professional, whether or not the prescribed drug may impair their job performance or mental or motor function. It is the responsibility of the employees to remove themselves from service if they are unfit for duty.~~

~~Pursuant to company policy, employees are required to report the use of medically authorized drugs or other substances that may create a direct threat by impairing job performance of safety-sensitive functions to his/her supervisor and provide proper written medical authorization to work from a physician. Pursuant to company policy, failure to report the use of such drugs or failure to provide proper evidence of medical authorization may result in disciplinary action up to and including termination.~~

~~Drug Free Work Place Act of 1988~~

~~In accordance with the Drug Free Work Place Act of 1988, an employee who is convicted of any criminal drug statute for a violation occurring in the work place shall notify BCRTA no later than five days after such conviction.~~

Table of Contents

- 1. Purpose of Policy13
- 2. Covered Employees13
- 3. Prohibited Behavior.....13
- 4. Consequences for Violations14
- 5. Circumstances for Testing14
- 6. Testing Procedures17
- 7. Test Refusals.....17
- 8. Voluntary Self-Referral18
- 9. Prescription Drug Use.....19
- 10. Contact Person19
- Attachment A: Covered Positions20

1. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated, but reflect Butler County Regional Transit Authority's policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

All Butler County Regional Transit Authority employees are subject to the provisions of the Drug-Free Workplace Act of 1988.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify **Human Resource Coordinator** no later than five days after such conviction.

2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

See Attachment A for a list of covered positions by job title.

3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in Part 40. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

4. Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee's alcohol concentration being less than 0.02.

Treatment/Discipline

Per Butler County Regional Transit Authority policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be referred to a Substance Abuse Professional (SAP) and will be subject to discipline, up to and including termination.

Employees are responsible for the cost of rehabilitation services outside of the initial referral. An employee that is receiving rehabilitation services may use their accrued PTO during their period of rehabilitation.

Circumstances for Testing

Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo

another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Butler County Regional Transit Authority has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Butler County Regional Transit Authority using the best information available at the time of the decision, will be tested.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (3) The vehicle is a rail car, trolley car or bus, or vessel, and is removed from operation, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Butler County Regional Transit Authority using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

Random Testing – End of Shift

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or child care

commitments will be random drug tested no later than three hours before the end of their shift and random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or child care commitment, for the period immediately following an employee's shift, must be provided at least one (1) hour before the end of the shift.

Return to Duty Testing

Any employee who is allowed to return to safety-sensitive duty after failing or refusing to submit to a DOT drug and/or alcohol test must first be evaluated by a substance abuse professional (SAP), complete a SAP-required program of education and/or treatment, and provide a negative return-to-duty drug and/or alcohol test result. All tests will be conducted in accordance with 49 CFR Part 40, Subpart O.

Follow-up Testing

Employees returning to safety-sensitive duty following leave for substance abuse rehabilitation will be required to undergo unannounced follow-up alcohol and/or drug testing for a period of one (1) to five (5) years, as directed by the SAP. The duration of testing will be extended to account for any subsequent leaves of absence, as necessary. The type (drug and/or alcohol), number, and frequency of such follow-up testing shall be directed by the SAP. All testing will be conducted in accordance with 49 CFR Part 40, Subpart O.

5. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Dilute Urine Specimen

If there is a negative dilute test result, Butler County Regional Transit Authority will conduct one additional retest. The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. **Butler County Regional Transit Authority guarantees that the cost of the split specimen test is covered in order for a timely analysis of the sample, however; the employee is required to pay for the split sample test.**

6. Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Butler County Regional Transit Authority.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Butler County Regional Transit Authority for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or Butler County Regional Transit Authority's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

7. Voluntary Self-Referral

Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the Human Resource Coordinator, who will refer the individual to a substance abuse counselor for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

8. Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to Human Resource Coordinator. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

9. Contact Person

For questions about Butler County Regional Transit Authority's anti-drug and alcohol misuse program, contact the Human Resource Coordinator or Executive Director.

Attachment A: Covered Positions

Attachment A -- Covered positions by job title

- Assistant Manager, Operations
- Assistant Manager, Vehicle & Facilities Maintenance
- Customer Service Representatives
- Director of Demand Services
- Director of Fixed Services
- Dispatch Supervisor
- Dispatcher
- Maintenance Foreman
- Maintenance Manager
- Operations Manager
- Operations Supervisor
- Service Supervisor
- Shop Foreman
- Trainer
- Transportation Coordinator
- Utility Worker/Hostler
- Vehicle Mechanic
- Vehicle Operator
- Vehicle Technician

Employee Receipt of Policy

Print Name : _____
Signature : _____
Date : _____

Attached is a copy of BCRTA's Drug and Alcohol Policy revised by the Board of Trustees on ~~May 17, 2017~~ June 20, 2017. Your signature below certifies that you have received a copy of this policy and understand its contents. Please sign and return this form to your supervisor. Please contact the Human Resource Coordinator at 513-785-5022 if you have any questions.

BCRTA Resolution No. 18-06-04

**Authorizing the Butler County Regional Transit Authority (BCRTA)
Executive Director to Execute a Contract for the Purchase of
Commercial Heavy-Duty Tires.**

Whereas, on November 15, 2017, the BCRTA Board of Trustees authorized 2018 operating expenditures including the purchase of commercial heavy-duty tires; and

Whereas, BCRTA anticipates the need for ninety (90) commercial heavy-duty tires per year; and

Whereas, commercial heavy-duty tires were determined to meet the five (5) requirements for sealed bidding to be appropriate; and

Whereas, BCRTA released an Invitation for Bids on May 11, 2018, for the purchase of commercial heavy-duty tires at an annual per tire rate that could be exercised over a five (5) year period; and

Whereas, two (2) vendors submitted proposals; and

Whereas, Jeff Pohlman Tire & Auto of Hamilton, Ohio was determined to be the lowest responsive, responsible bidder; and

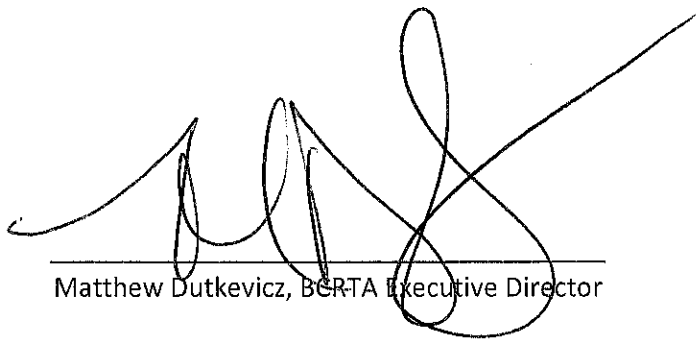
Whereas, Jeff Pohlman Tire & Auto has met all bid requirements, including Buy America and other FTA regulations.

Now, therefore be it resolved that the BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute a five (5) year contract between BCRTA and Jeff Pohlman Tire & Auto, subject to legal review, for the purchase of commercial heavy-duty tires, including a 10% contingency, at an amount not to exceed \$345,894.32. Furthermore, the BCRTA Board of Trustees authorizes the Executive Director to take all actions necessary to comply with the terms of the contract and to enact this resolution.

Adopted June 20, 2018



Chris Lawson, BCRTA Board President



Matthew Dutkevich, BCRTA Executive Director