



Board of Trustees

Mr. Christopher Lawson,
President
City of Hamilton

Mr. Perry Gordon,
Vice President
City of Oxford
Police Department

Mr. Travis C. Bautz
MidPointe Library System

Ms. Jessica Chandler
Butler County ESC

Mr. David Fehr
Butler County Department
of Development

Mr. James A. Foster
City of Trenton

Ms. Anita Scott Jones
Resident

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, July 24, 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 e-mail partinv@butlercountyrta.com.

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

July 24, 2019, 8:00 AM

*Butler County Regional Transit Authority
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 June 19, 2019 Meeting Minutes (Motion Requested)
- V. Comments from Citizens
- VI. Secretary/Treasurer's Report – May 2019 (Motion Requested)
- VII. Action Items
 - a. **Resolution No. 19-07-01:** Authorizing Amendment to the NeoRide Regional Council of Governments Bylaws.
 - b. **Resolution No. 19-07-02:** Amending Policy 6-18: Tuition Reimbursement.
 - c. **Resolution No. 19-07-03:** Authorizing the Executive Director to Execute a Purchase Agreement for the Sale, Installation, and Warranty of a Replacement Rooftop Condenser Unit and Temperature Control System.
- VIII. Governance
 - a. Retreat Follow-up with Kathy DeLaura
- IX. Adjourn (Motion Requested)

Next Meeting Date:

August 21, 2019 @ 8:00 AM

**Butler County Regional Transit Authority Board Room
3045 Moser Court, Hamilton, OH 45011**

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	X	X	X					
Chandler, Jessica	X		X	X	E	X	X					
Fehr, David	A		X	X	X	X	X					
Foster, Jim	X		X	X	X	X	X					
Gordon, Perry	X		X	X	X	X	X					
Lawson, Chris	E		X	X	X	X	X					
Scott Jones, Anita	X		E	X	E	E	X					
VACANT	X		X	X	E	N/A	N/A					
Watt, Corey	X		X	X	X	X	E					

X = Present

E = Excused

A = Absent

*2/20/2019 Canceled for Snow Day

Date: 6/19/2019-Will be held at MetroParks of Butler County Ohio, River Center, Great Miami Room, 120 South Carmody Blvd., Middletown, OH 45044

revenue vehicles and the website update are the major contributors to the under-budget variance in services. Materials and supplies are under budget primarily due to purchasing less revenue vehicle parts. Wages are over budget due to the influx of vehicle operator trainees. For April, the net loss was approximately \$19K.

Year-end April showed similar variances to budget as month-end April with miscellaneous items continuing to be over budget due to the ACA fine accrual and Local funding under budget due to the quarterly fuel credit to Miami University. Year-end April showed a loss of \$22.5K. The Transaction log was included in the packet presenting all cash transactions for the month. The balance sheet was presented with normal balances for assets, as well as liabilities and equity. A new account for Materials and Supplies Inventory has been added to account for the revenue vehicle parts purchased and not immediately used.

Available funds were approximately \$1.2M. Board reserves were approximately \$1.5M with an overmatch on the local grant obligations leaving non-restricted funds at (\$78K). We are currently able to fund the local share of all 2019 projects not on grants and are making progress towards those for 2020.

Mr. Lawson requested a motion to approve the Secretary/Treasurer's Report. Mr. Watt made a motion to approve the report. Mrs. Chandler seconded the motion. The report was approved.

VI. Committee & Staff Reports – March 2019

A. OKI

Mr. Dutkevicz attended last month's OKI meeting and shared that Mr. Gardocki was elected as Chairman of the Intermodal Coordinating Committee (ICC), representing BCRTA and replacing Mr. Foster.

The date for OKI's electric vehicle day is July 16, 2019 from 9:30-11:30 a.m.

OKI is updating the long-range plan to a 2050 outlook. Proposals are due November 1st to Mr. Bob Koehler, Deputy Executive/Transportation Manager at OKI.

B. Metrics & Service

Mrs. Oden provided the Metrics Report for April 2019.

Passengers per Revenue Hour

Demand Response services has a 21% decrease in productivity compared to April 2018 due to BCRTA expanding the coverage areas of our fixed routes. Commuter Routes show a 58% decrease in service due to the recent classification changes of Commuter and Motor Bus routes. Fixed Routes services also reflects a 19.5% decrease due to these new classifications.

Cost per Passenger (Blended) - Total Cost/Passengers

BCRTA is showing a minimal increase of \$0.54 costs per passenger hour. We are expecting to see slight increases due to revising services hours updating our data collection process.

Admin/Overhead Cost Per Revenue Hour

Compared to April 2018, BCRTA's overhead costs have primarily increased due to ACA fine accruals.

Butler County RTA Accidents/Injuries

BCRTA had three at fault accidents in the month of April 2019 and zero accidents in April 2018. One passenger fall, one mirror clip and hitting a fixed object. Although these accidents appear to be common in the transit industry, BCRTA is still striving to keep accidents to a minimum and will continue to implement our Safety Best Practices along with Post Accident Training. Two no fault passenger falls occurred and without injuries.

Average Fleet Age (in years)

BCRTA currently has 57 vehicles and the average fleet age is 4.25 years. This reflects new purchases, the disposal of older vehicles and a decrease of 10.53%.

Road Calls

BCRTA experienced one road call in the month of April 2019.

1501, which is used for BCRTA fixed route services would not start. The power module was replaced and returned to service.

Park & Ride

The 42X increased by 7.56% compared to April 2018. This indicates the use of express route services are still valuable to our passengers.

Brief Middletown Update

Middletown Transit is pleased to participate in the promotion of upcoming events for the City of Middletown (past and upcoming). RiverCon, the celebration of Star Wars, kicked off a series of events to help promote the revitalization process in Middletown. The Smith Park Independence Day Celebration and the Ohio Balloon Challenge are just a few events to spark a little excitement around the City.

The Middletown location also has multiple New Hire and CDL Training Classes in session to help maintain BCRTA's service needs.

VII. Action Items

- a. **Resolution No. 19-06-01: Authorizing the Purchase of Replacement Vehicles from the State of Ohio Term Contracts through Participation in the Ohio Department of Transportation (ODOT) Cooperative Purchasing Program.**

Mr. Lawson requested a motion to accept Resolution 19-06-01. Mr. Foster made a motion to approve and Mr. Gordon seconded the motion.

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

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

The resolution was adopted.

b. Resolution 19-06-02: Authorizing the Executive Director to Execute a Contract for the Development, Design, Build, Implementation, Hosting and Maintenance of a New BCRTA Website.

Mr. Lawson requested a motion to accept Resolution 19-06-02. Mr. Watt made a motion to approve and Mr. Bautz seconded the motion.

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

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

The resolution was adopted.

VIII. Strategic Visioning Session

Ms. DeLaura, Partners in Change, lead a visioning session for the remainder of the day.

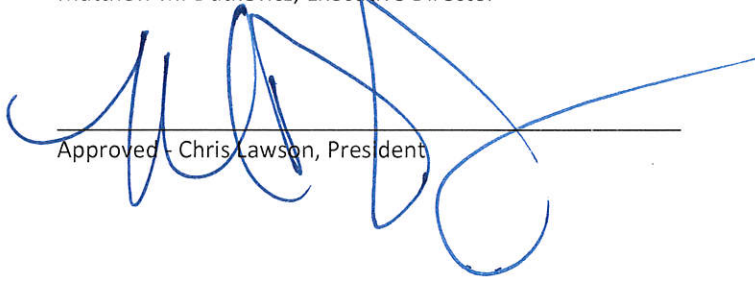
IX. Adjourn

Mr. Foster moved to adjourn, and Mr. Watt seconded. The motion carried. The meeting was adjourned at 3:36 PM.

Respectfully submitted,



Matthew M. Dutkevich, Executive Director



Approved - Chris Lawson, President

**BCRTA
Income Statement
May 2019**

	Current Month Budget	Current Month Actual	Change	Last Year Current Month
Revenues				
Passenger Fares	14,332.00	8,792.47	(5,539.53)	13,358.36
Contract Service	17,787.00	19,555.60	1,768.60	17,286.44
Other Transit Rev.	97,666.67	95,539.08	(2,127.59)	84,932.00
Mgt./Cons. Services	10,220.00	10,220.00	-	10,000.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	3,175.00	4,932.07	1,757.07	9,031.06
Local Funding	189,433.34	235,751.60	46,318.26	224,865.81
State Funding	-	-	-	-
Federal Funding	168,632.08	141,403.00	(27,229.08)	143,346.00
In-Kind Items	-	-	-	-
Total Revenues	501,246.09	516,193.82	14,947.73	502,819.67
Expenses				
Wages	235,836.67	252,646.87	16,810.20	224,742.55
Fringes	76,534.55	83,128.88	6,594.33	67,592.16
Services	56,936.34	26,731.28	(30,205.06)	36,447.53
Materials & Supplies	55,539.43	42,997.31	(12,542.12)	51,290.22
Utilities	6,273.00	6,515.65	242.65	7,607.04
Insurance	18,552.83	19,119.99	567.16	19,198.78
Taxes	-	-	-	-
Purchased Transportation	41,666.67	42,052.38	385.71	41,044.50
Misc. Items	4,873.50	11,422.30	6,548.80	11,472.22
Leases & Rentals	-	-	-	-
Total Expenses	496,212.99	484,614.66	(11,598.33)	459,395.00
Gain / (Loss)	5,033.10	31,579.16	26,546.06	43,424.67
Local Share Depreciation		20,380.79		
Gain / (Loss) with Local Depr.		11,198.37		

**BCRTA
Income Statement
May 2019**

	Year to Date Budget	Year to Date Actual	Change	Year to Date Last Year
Revenues				
Passenger Fares	56,500.00	46,344.28	(10,155.72)	52,273.30
Contract Service	83,109.00	80,545.33	(2,563.67)	80,806.84
Other Transit Rev.	488,333.35	483,531.64	(4,801.71)	418,113.50
Mgt./Cons. Services	51,100.00	51,100.00	-	50,000.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	15,875.00	18,439.34	2,564.34	21,945.37
Local Funding	947,165.70	979,225.60	32,059.90	937,459.17
State Funding	-	95,854.00	95,854.00	-
Federal Funding	779,219.40	649,231.00	(129,988.40)	651,369.00
In-Kind Items	-	-	-	-
Total Revenues	2,421,302.45	2,404,271.19	(17,031.26)	2,211,967.18
Expenses				
Wages	1,153,921.35	1,194,563.23	40,641.88	1,072,560.58
Fringes	355,546.75	344,694.80	(10,851.95)	311,130.65
Services	225,572.70	125,485.70	(100,087.00)	139,624.42
Materials & Supplies	287,131.15	230,142.70	(56,988.45)	280,147.13
Utilities	34,786.00	38,853.60	4,067.60	37,584.36
Insurance	92,764.15	93,440.50	676.35	65,360.45
Taxes	-	-	-	-
Purchased Transportation	208,333.35	210,261.90	1,928.55	205,222.50
Misc. Items	24,367.50	61,897.67	37,530.17	35,491.18
Leases & Rentals	-	-	-	-
Total Expenses	2,382,422.95	2,299,340.10	(83,082.85)	2,147,121.27
Gain / (Loss)	38,879.50	104,931.09	66,051.59	64,845.91
Local Share Depreciation		20,380.79		
Gain / (Loss) with Local Depr.		84,550.30		

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
5/1/19			Beginning Balance			261,663.73
5/1/19	4/26-4/30/19	CRJ	Farebox Receipts	1,614.75		
5/1/19	511725	CRJ	BCRTA Items	207.00		
5/1/19	11655	CRJ	BCRTA Items	250.00		
5/1/19	1472	CRJ	BCRTA Items	250.00		
5/1/19	CASH 5/1/19	CRJ	BCRTA Items	1,175.00		
5/2/19	PRWE 04/26/19	GENJ			1,927.20	
5/2/19	PRWE 04/26/19	GENJ			19,131.01	
5/2/19	PRWE 04/26/19	GENJ			97,710.59	
5/2/19	PRWE 04/26/19	GENJ	CSPC Ck#1166		165.40	
5/2/19	PRWE 04/26/19	GENJ	Garn Ck#1165		406.14	
5/2/19	PRWE 04/26/19	GENJ	IN CSPC Ck#1167		300.00	
5/2/19	AT 5/2/19	CDJ	Paycom		969.33	
5/3/19	8338	CDJ	Auditor of State		1,209.50	
5/3/19	8339	CDJ	Affordable Pest Control Inc.		48.00	
5/3/19	8340	CDJ	Butler County Bar Association		110.00	
5/3/19	8341	CDJ	Bryce's Lawncare & Landscaping		1,400.00	
5/3/19	8342	CDJ	Cummins Bridgeway LLC		2,683.36	
5/3/19	8343	CDJ	Certified Language Int.		79.75	
5/3/19	8344	CDJ	Middletown Treasury Divison		356.15	
5/3/19	8345	CDJ	Cornett's Pressure Cleaning		629.00	
5/3/19	8346	CDJ	CenterGrid, LLC		346.61	
5/3/19	8347	CDJ	ArtSpirits, LLC		741.00	
5/3/19	8348	CDJ	Fleet Pride		127.52	
5/3/19	8349	CDJ	M&M Cleaning		595.00	
5/3/19	8350	CDJ	Ohio Deferred Compensation		425.00	
5/3/19	8351	CDJ	Office Depot Inc.		232.99	
5/3/19	8352	CDJ	Port Technology LLC		2,871.20	
5/3/19	8353	CDJ	RICOH USA, INC		20.28	
5/3/19	8354	CDJ	Tristate Cleaning		500.00	
5/3/19	8355	CDJ	Verizon Wireless		1,312.08	
5/3/19	5047123	CRJ	BCRTA Items	946.25		
5/6/19	A0754770	CRJ	Miami University	142,349.82		
5/6/19	0040199662	CRJ	BCRTA Items	40.00		
5/7/19	8356	CDJ	Petty Cash		216.33	
5/7/19	8357	CDJ	SuperFleet Mastercard Program		21,676.24	
5/8/19	05/01-05/07/19	CRJ	Farebox Receipts	1,746.94		
5/9/19	616915438	CRJ	Ohio Transit Risk Pool	200.70		
5/9/19	0040236358	CRJ	Ohio Dept of Medicaid	4,275.00		
5/9/19	261999	CRJ	City of Middletown	108,491.02		
5/9/19	1425	CRJ	Boys & Girls Club WC	1,584.00		
5/9/19	8358	CDJ	Cincinnati Bell Any Distance		1,543.79	
5/9/19	8359	CDJ	Dinsmore & Shohl LLP		1,638.70	
5/15/19	197968	CRJ	Easter Seals TriState	75.00		
5/15/19	156124	CRJ	GovDeals.com	3,025.00		
5/15/19	01050336	CRJ	Butler County CDBG	25,000.00		
5/15/19	05/08-05/14/19	CRJ	Farebox Receipts	1,694.98		
5/16/19	PRWE 05/10/19	GENJ	CSPC Ck#1172		71.07	
5/16/19	PRWE 05/10/19	GENJ			101,488.28	
5/16/19	PRWE 05/10/19	GENJ	INCSPC Ck#1173		300.00	
5/16/19	PRWE 05/10/19	GENJ			19,983.20	
5/16/19	PRWE 05/10/19	GENJ	Garn Ck#1171		380.34	
5/16/19	PRWE 05/10/19	GENJ	Paper Employee payroll checks		2,076.25	
5/16/19	AT 5/16/19	CDJ	Paycom		974.33	
5/20/19	8360	CDJ	Bethesda Healthcare Inc.		4,331.80	
5/20/19	8361	CDJ	Cummins Bridgeway LLC		552.98	
5/20/19	8362	CDJ	Cintas Corporation		1,023.65	
5/20/19	8363	CDJ	City of Hamilton - Utilities		2,906.58	
5/20/19	8364	CDJ	Cox Media Group		61.05	
5/20/19	8365	CDJ	Cornett's Pressure Cleaning		1,120.00	

5/20/19	8366	CDJ	Fuller Ford		447.63	
5/20/19	8367	CDJ	Heritage-Crystal Clean LLC		612.53	
5/20/19	8368	CDJ	Jim's Tire & Auto		1,562.04	
5/20/19	8369	CDJ	Kleem Inc.		173.96	
5/20/19	8370	CDJ	KOI Enterprises, Inc.		1,774.96	
5/20/19	8371	CDJ	Millennium Business Systems		357.99	
5/20/19	8372	CDJ	Mobilcomm		180.00	
5/20/19	8373	CDJ	Minuteman Press - Fairfield		63.50	
5/20/19	8374	CDJ	MetroParks of Butler County		270.00	
5/20/19	8375	CDJ	Ohio Deferred Compensation		425.00	
5/20/19	8376	CDJ	Office Depot Inc.		602.86	
5/20/19	8377	CDJ	Ohio Secretary of State		30.00	
5/20/19	8378	CDJ	PERS		60,903.33	
5/20/19	8379	CDJ	Port Technology LLC		2,201.38	
5/20/19	8380	CDJ	Rumpke Of Ohio Inc.		214.90	
5/20/19	8381	CDJ	Talawanda School District		16,168.31	
5/20/19	8382	CDJ	Whitworth Bus Sales Inc.		449.34	
5/22/19	01050631	CRJ	Butler County Veterans Service,	5,882.08		
5/22/19	01050632	CRJ	Butler County Veterans Service	7,155.20		
5/22/19	0040304699	CRJ	BCRTA Items	40.00		
5/22/19	AT 5/22/19	CRJ	BCRTA Items		100,000.00	
5/22/19	8283V	CDJ	Englewood Towing & Recovery, I	475.00		
5/22/19	5/15-5/21/19	CRJ	Farebox Receipts	1,573.35		
5/23/19	8383	CDJ	Middletown Treasury Divison		495.75	
5/23/19	8384	CDJ	Englewood Towing & Recovery, I		475.00	
5/23/19	8385	CDJ	Fastenal Company		5.02	
5/23/19	AT 052319	CRJ	Federal Transit Administration	97,717.00		
5/28/19	0040360217	CRJ	Ohio EPA	216,366.00		
5/29/19	05/22-05/28/19	CRJ	Farebox Receipts	1,222.18		
5/30/19	PRWE 05/24/19	GENJ	INCSPC Ck#1178		300.00	
5/30/19	PRWE 05/24/19	GENJ	Garn Ck#1177		344.17	
5/30/19	PRWE 05/24/19	GENJ			1,542.96	
5/30/19	PRWE 05/24/19	GENJ			17,992.93	
5/30/19	PRWE 05/24/19	GENJ			92,879.15	
5/30/19	PRWE 05/24/19	GENJ	CK #1181		547.21	
5/30/19	AT 053019	CRJ	BCRTA Items		100,000.00	
5/30/19	AT 5/30/19	CDJ	Paycom		921.95	
5/31/19	AT 05/31/19	CDJ	PNC Card Purchases		6,934.53	
5/31/19	05/31/19	GENJ	Service Charge		8.75	
			Current Period Change	623,356.27	703,526.85	-80,170.58
5/31/19			Ending Balance			181,493.15

Savings - PNC (National City)

5/1/19			Beginning Balance			28,223.16
5/6/19	CC 05/06/19	CRJ	BCRTA Items	660.57		
5/31/19	05/31/19	GENJ	Interest Income	26.74		
5/31/19	05/31/19	GENJ	Service Charge		0.14	
			Current Period Change	687.31	0.14	687.17
5/31/19			Ending Balance			28,910.33

Savings - PNC Bank

5/1/19			Beginning Balance			715,830.71
5/22/19	AT 5/22/19	CRJ	BCRTA Items - TRANSFER TO SAVINGS	100,000.00		
5/30/19	AT 053019	CRJ	BCRTA Items - Transfer to Savings	100,000.00		
5/31/19	05/31/19	GENJ	Interest Income	701.08		
			Current Period Change	200,701.08		200,701.08
5/31/19			Ending Balance			916,531.79

**BCRTA
Balance Sheet
May 2019**

Assets

Current Assets		*Other Assets		
Checking - PNC	181,493.15	Net Pension Asset	12,519.00	
Savings - PNC	28,910.33	Deferred Outflows-Pensions	750,453.00	
Savings - PNC	916,531.79	Deferred Outflows-OPEB	162,117.00	
Bid Deposit	50,000.00			
M&S Inventory	9,149.70			
Petty Cash	1,000.00	Property & Equipment		
Accounts Receivable	849,579.78	Vehicles	8,914,007.27	
Prepaids	110,792.99	Buildings & Land	2,703,070.92	
		Furniture & Equipment	764,781.12	
		Amenities & Misc.	67,877.96	
		WIP-35' Buses	1,099,293.74	
		WIP-Facility Renovation	36,617.89	
		Accum. Depr.	(5,065,057.65)	
	<u>2,147,457.74</u>		<u>9,445,680.25</u>	Total Assets
				<u><u>11,593,137.99</u></u>

Liabilities & Equity

Current Liabilities		*Long-term Liabilities		
Accounts Payable	173,249.13	Net Pension Liability	2,778,356.00	
Payroll Payables	61,281.57	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	119,891.99			
FTA Vehicle Funds	68,131.00	Equity		
Future Match Funds	26,250.00	Balance Equity	2,861,645.23	
Unearned Tickets	32,789.00	Federal & State Capital	11,159,282.00	
Unearned MU Funds	-	Local Capital	89,410.00	
		Retained Earnings	(8,875,432.39)	
		Net Income	104,931.09	
	<u>583,243.06</u>		<u>11,009,894.93</u>	Total Liabilities and Capital
				<u><u>11,593,137.99</u></u>

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

BCRTA
Cash Reserves
May 2019

Current Assets	2,147,457.74
Current Liabilities	<u>(583,243.06)</u>
Available Funds	1,564,214.68

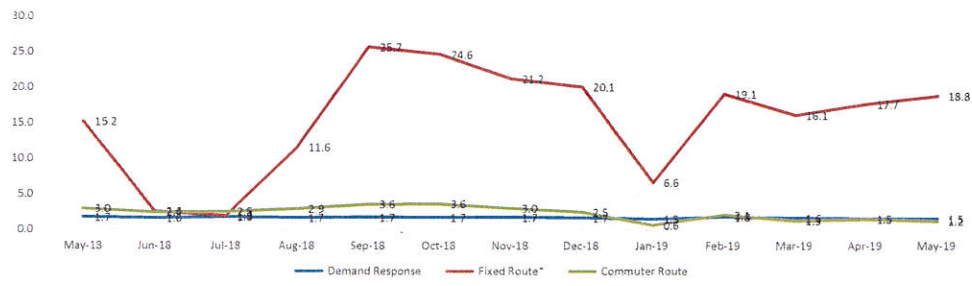
Board Reserves

Local Share Grant Obligations		
OH-2016-056-01	-	
OH-2018-021-00	462,211.50	
FFY Pending Federal	763,029.25	
Oxford Facility Match Pledge	200,000.00	
Less VW Match Funds	(207,990.00)	
Less 2019 Projected Local Match	<u>(1,194,910.00)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	22,340.75	
FTA Grants	22,340.75	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	1,558,197.25	
Non-Restricted Funds	6,017.43	
<i>Addback 2020 Capital Match</i>	<u>237,027.80</u>	
<i>"Current" Non-Restricted Funds</i>	<u>243,045.23</u>	

BCRTA Metric Scorecard

Passengers per Revenue Hour

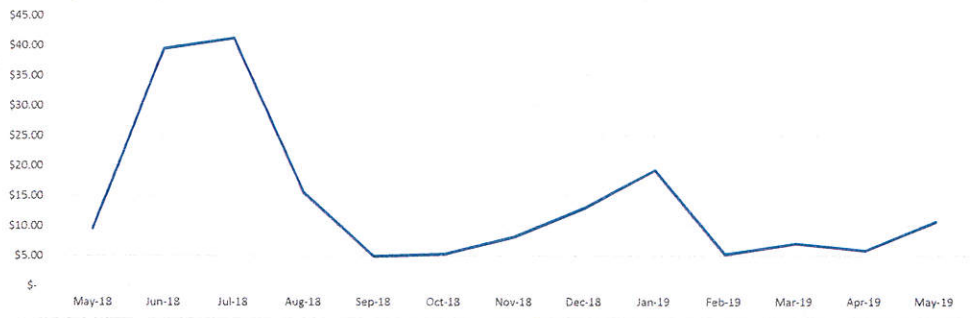
	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19
Demand Response	1.7	1.6	1.8	1.7	1.7	1.7	1.7	1.7	1.5	1.8	1.6	1.5	1.5
Fixed Route*	15.2	2.6	1.9	11.6	25.7	24.6	21.2	20.1	6.6	19.1	16.1	17.7	18.8
Commuter Route	3.0	2.4	2.5	2.9	3.6	3.6	3.0	2.5	0.6	2.1	1.3	1.5	1.2



*does not include shuttle trips

Cost per Passenger (Blended)

Month	Cost
May-18	\$ 9.52
Jun-18	\$ 39.34
Jul-18	\$ 41.11
Aug-18	\$ 15.48
Sep-18	\$ 4.89
Oct-18	\$ 5.27
Nov-18	\$ 8.15
Dec-18	\$ 12.95
Jan-19	\$ 19.18
Feb-19	\$ 5.20
Mar-19	\$ 7.04
Apr-19	\$ 5.83
May-19	\$ 10.64



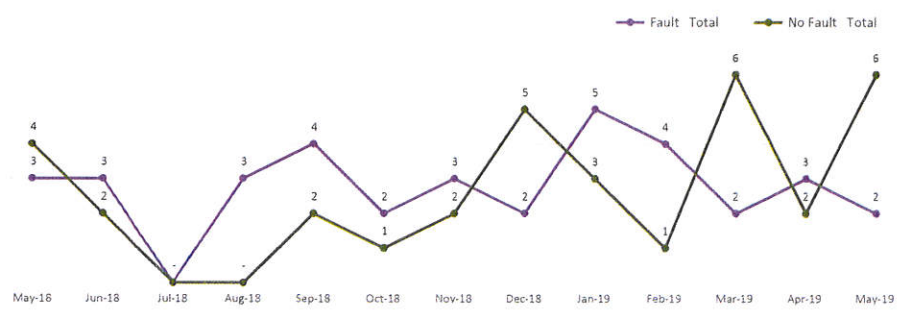
Admin/Overhead Cost per Revenue Hour

Month	Cost
May-18	\$ 13.79
Jun-18	\$ 21.65
Jul-18	\$ 18.93
Aug-18	\$ 19.30
Sep-18	\$ 12.91
Oct-18	\$ 11.56
Nov-18	\$ 20.96
Dec-18	\$ 32.16
Jan-19	\$ 20.98
Feb-19	\$ 15.39
Mar-19	\$ 15.30
Apr-19	\$ 15.63
May-19	\$ 22.93

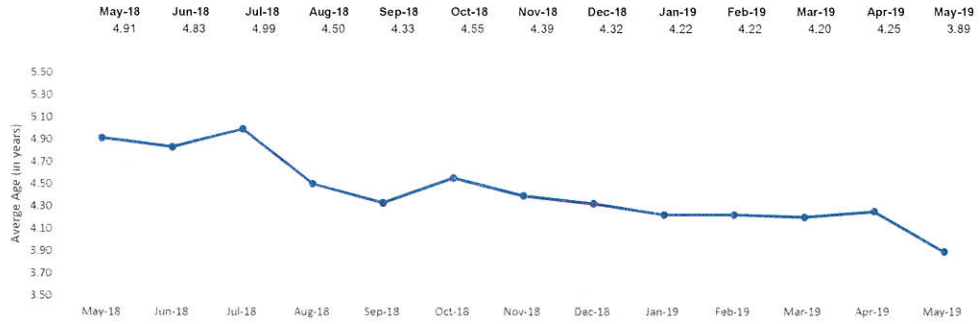


Butler County RTA Accidents/Injuries

	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19
Fault													
Major (S&S 40)	-	-	-	-	-	-	-	-	-	-	1	-	-
Non Major (S&S 50)	-	-	-	-	-	-	-	-	-	-	-	-	1
Non Reportable	3	3	-	3	4	2	3	2	5	4	1	3	1
Total	3	3	-	3	4	2	3	2	5	4	2	3	2
No Fault													
Major (S&S 40)	-	-	-	-	-	-	-	1	-	-	-	-	-
Non Major (S&S 50)	-	-	-	-	-	1	1	-	-	-	-	-	-
Non Reportable	4	2	-	-	2	-	1	4	3	1	6	2	6
Total	4	2	-	-	2	1	2	5	3	1	6	2	6

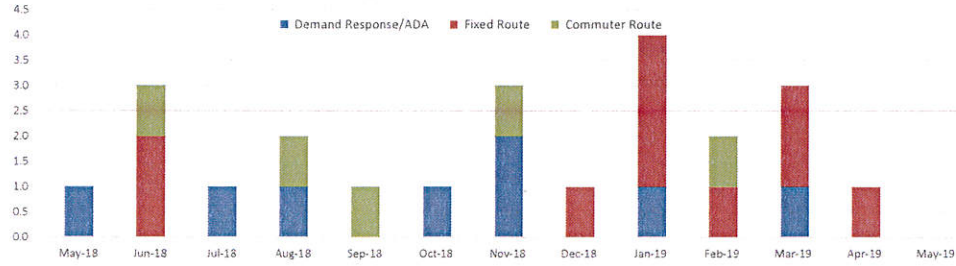


Average Fleet Age (in years)



Road Calls

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



Park & Ride

42X Ridership	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19
42X Ridership	8,634	8,835	8,828	9,223	7,589	9,326	7,639	6,365	8,799	8,135	8,163	9,217	9,048



BCRTA Resolution No. 19-07-01

AUTHORIZING AMENDMENT TO THE NEORIDE REGIONAL COUNCIL OF GOVERNMENTS BYLAWS.

Whereas this Board has previously authorized the Authority to join the NEORIDE Regional Council of Governments ("NEORIDE") to coordinate transit among transit authorities and to eliminate barriers to coordination of transit in accordance with Chapter 167 of the Revised Code; and

Whereas the Governing Board of NEORide has Recommended to amend the Bylaws of NEORIDE (the "Bylaws") in the form attached hereto as Exhibit A to provide for the ability for entities outside of the State of Ohio to join NEORIDE, as permitted by Section 167.01 of the Revised Code; and

Whereas Article VIII of the Bylaws requires that the legislative authority of each member of NEORIDE is required to amend the Bylaws and this resolution of this Board provides such approval of the amendment.

Now, therefore, be it resolved by the BCRTA Board of Trustees:

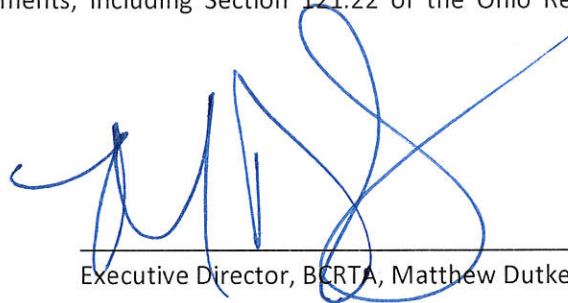
SECTION 1: This Board hereby approves the amendment to the Bylaws of NEORIDE, which amendment shall be in the form attached hereto as Exhibit A, to permit transit authorities outside of the State of Ohio to join NEORIDE, as permitted by Section 167.01 of the Revised Code;

SECTION 2: This Board hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board and its committees, if any, which resulted in formal actions, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted: July 24, 2019



Board President, BCRTA, Chris Lawson



Executive Director, BCRTA, Matthew Dutkevicz

**BYLAWS
OF
NEORIDE REGIONAL COUNCIL OF GOVERNMENTS**

Adopted ~~November 19, 2014~~ _____, 2019

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**BYLAWS
OF
NEORIDE REGIONAL COUNCIL OF GOVERNMENTS**

ARTICLE I GENERAL

SECTION 1. AUTHORITY: The NEORide Regional Council of Governments (“NEORide”) has been established by the legislative action of the Portage Area Regional Transportation Authority (“PARTA”), Metro Regional Transit Authority (“METRO”) and Stark Area Regional Transit Authority (“SARTA,” and together with PARTA and METRO, collectively, the “Cooperative Parties”) as a regional council of governments pursuant to the authority of Chapter 167 of the Ohio Revised Code.

SECTION 2. ORGANIZATION: PARTA, METRO and SARTA entered into the Agreement Establishing the NEORide Regional Council of Governments dated as of November 19, 2014 (the “Establishing Agreement”).

SECTION 3. PURPOSE: In accordance with the Establishing Agreement, the purpose of NEORide is to plan, promote, further and enhance transportation options within the jurisdictions of the Members and in the State of Ohio by encouraging cooperative arrangements and coordinating action among the Members, and between the Members and other governmental agencies, private persons, corporations, or agencies.

SECTION 4. POWERS: NEORide shall have such powers as are now, or hereafter may be, granted to regional council of governments by Chapter 167 of the Ohio Revised Code, as amended from time to time, and the Establishing Agreement.

SECTION 5. APPOINTMENT OF FISCAL OFFICER: In accordance with Section 167.04 of the Ohio Revised Code, the Ohio Transit Risk Pool is hereby appointed as the Fiscal Officer of NEORide. The Fiscal Officer shall receive, deposit, invest, and disburse the funds of NEORide in the manner authorized by action of the Governing Board. The Fiscal Officer shall make an annual report of the activities of NEORide to the Members in compliance with Section 167.06(C) of the Ohio Revised Code. The Fiscal Officer shall develop and follow procedures for the receipt, expenditure and accounting of funds in a manner that is capable of being audited and in accordance with the public accounting practices required for data information sites by the law of Ohio and the regulations of the Auditor of State. The Fiscal Officer shall prepare an annual budget for consideration and adoption by the Governing Board. The Fiscal Officer shall prepare and file an annual report on behalf of NEORide in the manner set forth in Section 117.38 of the Ohio Revised Code and shall participate in all audits of NEORide as required by Section 117.11 of the Ohio Revised Code.

SECTION 6. LEGAL ADDRESS: The legal address for the NEORide and the Governing Board shall be: NEORide, 1 Park Center Drive #300, Wadsworth, OH 44281. All notices permitted or required by law, these by-laws or establishing agreement shall be written and delivered, by first class mail postage prepaid, to the Legal Address; provided, however, notices of

the withdrawal of a Member, a hearing on the removal of a Member, or a hearing on any request to amend these by-laws, shall be sent by certified mail.

ARTICLE II MEMBERSHIP IN NEORIDE

SECTION 1. MEMBERS: Members of NEORide shall include the Cooperative Parties and any other political subdivision admitted as a Member pursuant to the terms of the Establishing Agreement.

SECTION 2. ADDITIONAL MEMBERS: Any political subdivision located in the State of Ohio, or any other state to the extent that laws of such other state permit membership, may apply for membership in NEORide in accordance with the Establishing Agreement and mutually agreed upon initial fiscal contribution under Section 7.2 of said agreement. The Governing Board of NEORide shall meet and shall take action to admit or decline to admit the applicant as a Member of NEORide.

SECTION 3. ACTION BY MEMBERS: Any action to be taken by NEORide that requires the authorization, approval or ratification of the Members shall be taken only with the affirmative vote of a majority of the Members. Each Member shall as to such matter have one vote, which vote shall be exercised by such Member's legislative authority. The Governing Board may make recommendations to the NEORide Members as to matters to be considered for approval by the Members.

SECTION 4. REMOVAL OF MEMBERS If a Members fails to pay its financial commitments to NEORide when due, then such Member may be removed by a majority vote of the remaining members of the Governing Board.

ARTICLE III GOVERNING BOARD

SECTION 1. GOVERNING BOARD: There shall exist a Governing Board whose purpose it shall be to consider matters relating to the membership and operation of NEORide. The powers of NEORide shall be exercised by and under the direction of the Governing Board.

SECTION 2. MEMBERS OF THE GOVERNING BOARD: Each Member shall designate, by appropriate action of its legislative authority, from time to time, a Representative, who shall act as a member of the Governing Board. Any Member may designate one or more alternative Representatives to represent such Member on the Governing Board from time to time through an appropriate action of its legislative authority.

SECTION 3. RESIGNATION AND REMOVAL: Any member of the Governing Board may resign at any time by giving written notice thereof to the secretary of the Governing Board. A Representative of the Governing Board may be removed at any time by action of the legislative authority of the Member designating such Representative.

SECTION 4. VACANCIES: Any vacancy occurring in the Governing Board shall be filled from time to time by the Member whose Representative has resigned or been removed.

SECTION 5. LIMITATION CLAUSE: The Governing Board shall have no authority to do or perform any act and thing which is reserved to the Members in the Establishing Agreement or under Ohio law.

ARTICLE IV MEETINGS OF THE GOVERNING BOARD

SECTION 1. REGULAR MEETINGS: Regular meetings of the Governing Board shall be held not less than three times each year at a time and place designated by the Chairman of the Governing Board.

SECTION 2. SPECIAL MEETINGS: Special meetings of the Governing Board may be called by the Chairman of the Governing Board or by a majority of the members of the Governing Board in a writing delivered to the secretary of the Governing Board. The person or persons calling the meeting shall specify the place, time and purpose for such meeting.

SECTION 3. LOCATION OF MEETING: Meetings of the Governing Board shall be held at any place located within the territory of the Members.

SECTION 4. NOTICE OF MEETING: Written notice of the time and place of each regular and special meeting of the Governing Board shall be given to each Representative of the Governing Board by personal delivery, facsimile or e-mail transmission or by regular mail at least five days before the meeting, which notice, in the case of a regular meeting, need not specify the purpose of the meeting. If the notice is mailed, it shall be deemed to be delivered when deposited in the United States mail so addressed with postage thereon prepaid. The attendance of a Representative at a Governing Board meeting shall constitute a waiver of notice of such meeting, except where the member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

SECTION 5. QUORUM: A majority of the members of the Governing Board is necessary to constitute a quorum for a meeting of the Governing Board. The act of a majority of the members of the Governing Board present at a meeting at which a quorum is present is the act of the Governing Board.

SECTION 6. VOTING: Each Representative on the Governing Board shall be entitled to one vote on any matter coming before the Governing Board for vote or action.

SECTION 7. COMPENSATION AND EXPENSES: Representatives on the Governing Board shall not receive any compensation for their service.

SECTION 8. PUBLIC MEETINGS: The Governing Board of NEORide hereby adopts the public meetings policy set forth in Exhibit A attached hereto as required by Section 121.22 of the Ohio Revised Code.

ARTICLE V COMMITTEES OF GOVERNING BOARD

SECTION 1. COMMITTEES: The Governing Board by action may designate such committees which shall have and may exercise such powers as shall be conferred or authorized

from time to time by the Governing Board. The Governing Board, by affirmative vote, shall have power at any time to change the powers and members of any such committees, to fill vacancies, and to dispose of any such committee.

SECTION 2. ACTION BY COMMITTEES: A majority of the members of any committee may determine its actions and fix the time and place of its meetings unless the Governing Board shall otherwise provide.

ARTICLE VI OFFICERS OF GOVERNING BOARD

SECTION 1. OFFICERS: The officers of the Governing Board shall consist of a Chairman, a Vice Chairman and a Secretary-Treasurer and such other officers and assistant officers as the Governing Board may deem necessary, each of whom may be designated by such other titles as may be provided in an action of the Governing Board. The officers of the Governing Board shall each be elected from among the members of the Governing Board.

SECTION 2. ELECTION AND TERM OF OFFICE: The officers of the Governing Board shall be elected annually by the Governing Board at the first regular meeting after the beginning of a new fiscal year. Each officer shall hold office for a term of one year, or until his successor shall have been duly elected and accepted office, or until his death, resignation or removal in the manner hereinafter provided.

SECTION 3. REMOVAL: Any officer may be removed at any time by the Governing Board by a vote of a majority of the members of the Governing Board.

SECTION 4. VACANCIES: A vacancy in office because of death, resignation, removal, disqualification or otherwise may be filled by the Governing Board.

SECTION 5. CHAIRMAN: The Chairman of the Governing Board shall preside at all meetings of the Governing Board. The Chairman shall have general overall supervision of all of the business and affairs of the Governing Board.

SECTION 6. VICE CHAIRMAN: In the absence of the Chairman or the inability or refusal of the Chairman to act, the Vice Chairman shall perform the duties of the Chairman, and otherwise the Vice Chairman shall perform duties as may be prescribed by the Governing Board from time to time.

SECTION 7. SECRETARY-TREASURER: The Secretary-Treasurer shall, subject to the direction of the Governing Board, keep or cause to be kept the minutes of the meetings of the Governing Board; assure that minutes of all meetings of committees of the Governing Board are prepared and filed with the records of the Governing Board; assure that minutes of all notices are given in accordance with the provisions of these Bylaws or as required by the Cooperative Agreement; be custodian of the records of the Governing Board; and in general perform all duties as may be assigned to the Secretary-Treasurer by Governing Board from time to time.

ARTICLE VII ANNUAL BUDGET

SECTION 1. ANNUAL BUDGET: Annually the Governing Board shall consider and adopt an annual budget as prepared by the Fiscal Officer which maintains operations and expenditures within the budget.

SECTION 2. BUDGET PROCESS: The Governing Board shall provide, or cause to be provided, budget procedures and shall maintain supervision over budget controls. The Governing Board shall adopt the annual budget for the upcoming year, prior to the last day of NEORide's fiscal year.

SECTION 3. PAYMENTS: The Governing Board shall determine the time and the amount of all payments from Members and Former Members.

ARTICLE VIII AMENDMENTS

SECTION 1. AMENDMENTS: These Bylaws may be amended or they may be repealed and new Bylaws adopted by a majority vote of the legislative authorities of the Members upon the recommendation of the Governing Board.

ARTICLE IX TERMINATION

SECTION 1. TERMINATION: If and when determined by a majority vote of the Governing Board that the purposes of NEORide are not being fulfilled, that the continuation of NEORide is impractical, unnecessary, or contrary to law, NEORide shall be terminated. In the event of termination, all assets of NEORide must first be used to pay all debts and legal obligations of NEORide. All assets remaining after the satisfaction of all legal obligations shall be distributed to the then current Members on a pro-rata basis as determined by their membership dues or contributions to NEORide. No Member shall be liable for any debt or obligation of NEORide.

EXHIBIT A

Section 1: Deliberations

Ohio Revised Code Section 121.22(A) states that “This section shall be liberally construed to require public officials to take official action and to conduct all deliberations upon official business only in open meetings unless the subject matter is specifically excepted by law.” This provision, which includes all deliberations rather than just final decisions is difficult to fully specify in law but should be considered a major guiding principle concerning public meetings. It clearly requires that deliberations upon official business not occur at private meetings, even if a quorum of the Council or of a particular committee is not present. However, there is also a proper place in government for research, consultation, identification of alternatives, personal reflection, and informal discussion outside of public meetings.

Section 2: Definitions

“**Deliberations**” are defined as the process of choosing among alternatives for official action by the Governing Board.

“**Executive Session**” means a meeting of the Governing Board or any committee that is not open to the public.

“**Public meeting**” means any prearranged discussion of official business relating to NEORide which is open to the public and for which the public notice and other requirements of this ordinance and Section 121.22 of the Ohio Revised Code have been met.

Section 3. State Law to Control

All provisions of Ohio Revised Code Section 121.22 and all other provision of general law related to open, public meetings shall apply to the conduct of NEORide. All provisions of this ordinance shall be construed only in ways that are consistent with general law.

Section 4: Open Meetings

(a) Open Meetings Required. All meetings conducted by any public body at which official action is considered or deliberations upon official business takes place shall be open to the public.

(b) Executive Session. Notwithstanding the foregoing, any public body may conduct an Executive Session, provided that all of the requirements of Ohio Revised Code Section 121.22, as amended, are met. An Executive Session may be conducted solely to discuss but not act upon any of the matters set forth in Ohio Revised Code Section 121.22 (G), as amended, and no other matters may be discussed or acted upon.

Prior to conducting an Executive Session, the public body shall, at a public meeting of that body, adopt a motion to go into Executive Session, stating the specific matter(s) to be discussed and stating that no other matters shall be discussed. The motion shall be approved by a majority of members present, by roll call vote, with a quorum being present. The agenda

for the meeting at which an executive session is to be conducted shall state the intent to conduct an executive session and name the matter(s) to be discussed.

Section 5: Notice Requirements

(a) Schedule of Governing Board and Committee Meetings. The Fiscal Officer shall post on NEORide's website and make available to the public a list of the dates, times, and locations of the meetings of the Governing Board and any committees thereof.

(b) Publication of Notice and Agenda for Meetings. Not later than the close of business on the second business day prior to each Governing Board or committee meeting, the Fiscal Officer shall post the meeting notice and agenda for the meeting and supporting information from the packets of information prepared on NEORide's website.

(c) Emergency Meetings. The Governing Board, its committees, and other public bodies may conduct emergency or special meetings with less notice than that specified in Section 5(b) of this policy. Such meetings shall be publicized in the same way as other meetings of the same public body and the meeting notice and agenda shall also be sent to news media organizations who have requested this information. A meeting may be held with less than twenty-four (24) hours' notice only when (A) there is an emergency that requires immediate official action, (B) the notice and agenda for the meeting state the nature of the emergency, and (C) matters related to the emergency are the only matters discussed at the meeting.

(d) Minutes. Minutes shall be kept at all public meetings and maintained as public records. Minutes of all meetings shall be available to the public and posted on the appropriate page of NEORide website when approved by the Governing Board. The minutes of all public meetings shall include the following:

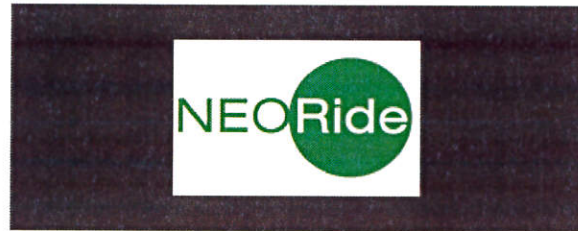
the name of the organization conducting the meeting;

that location, date, and time that the meeting started and the time that the meeting adjourned;

a presentation of the events of the meeting that included all matters discussed and all actions taken, including amendments and procedural actions;

a summary of all votes taken, including a description of the question that was considered, the results of the vote, and the vote of each member.

(e) Advance Notice Available to News Media. The Fiscal Officer shall provide to any news organization, upon request, information including the date, time, location, and agenda of any special or emergency meeting of that public body. The Fiscal Officer shall establish a procedure, consistent with Section 121.22 of the Ohio Revised Code, for news media to apply to receive this information on an ongoing basis.



Memo

To: NEORide Governing Board
From: Barbara Rhoades, Fiscal Agent, NEORide
Date: June 11, 2019
Re: 2019 By-Law Amendment

Public Transit outside of the State of Ohio has expressed an interest in joining NEORide to take advantage of opportunities to coordinate with other public transit partners. TANK in Kentucky is specifically interested in taking advantage of mobile ticketing with their regional partner SORTA.

As this is in the best interest of NEORide and aligns with our goals of public transit regional transit coordination there must be a small by-law amendment to allow TANK and others the possibility to join.

Our corporate counsel, Roetzel and Andress has advised that under Ohio Statute ORC 167.01 the ability for entities outside of the State of Ohio to join NEORIDE is permitted as long as their home state allows for such membership.

Roetzel has provided us with the appropriate amendment. This language must be "Recommended" by the NEORide Governing Board and then accepted by the current members governing boards of NEORide.

We will ratify the accepted motions into our record once they are received and at that point the NEORide By-laws will officially be updated.

Please feel free to contact me directly with any questions or concerns you may have.

BCRTA Resolution No. 19-07-02

Amending Policy 6-18: Tuition Reimbursement.

Whereas in March of 2016 BCRTA staff and the Board of Trustees identified developing organizational structure & policies that support innovation as a strategic priority; and

Whereas BCRTA encourages team members in all disciplines to enhance their education and development through in-house training and courses offered by outside educational institutions; and

Whereas BCRTA seeks to find new and creative means to attract and retain qualified and valuable employees; and

Whereas the BCRTA Board of Trustees adopted Policy 6-18 addressing Tuition Reimbursement on April 26, 2017; and

Whereas BCRTA has identified an opportunity to partner with Miami University in the Work+ Program to assist students with debt free education and attract and retain committed and skilled workers; and

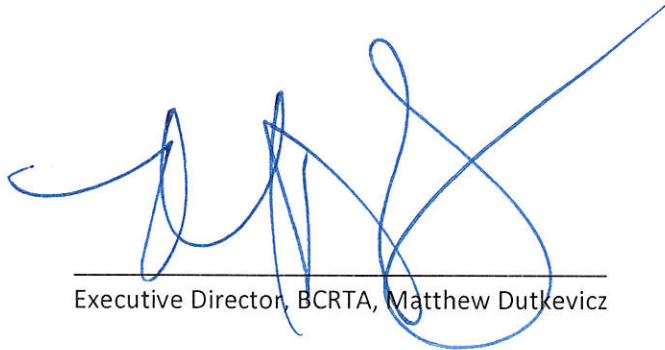
Whereas Policy 6-18 does not currently allow for the participation of students enrolled in the Miami University Work+ Program.

Now, therefore, be it resolved that the BCRTA Board of Trustees hereby amends the Tuition Reimbursement policy as detailed herein. Be it further resolved that the BCRTA Board of Trustees shall authorize the Executive Director to take all actions necessary to enact this resolution, and carryout and enforce this policy.

Approved: July 24, 2019



Board President, BCRTA, Chris Lawson



Executive Director, BCRTA, Matthew Dutkevicz

BCRTA POLICY AND PROCEDURE MANUAL

6-18 Tuition Reimbursement

Effective Date: 04-26-2017

Reviewed Date: 5-17-2017

Revised Date: 7-XX-2019

Overview

The BCRTA encourages team members in all disciplines to enhance their education and development through in-house training and courses offered by outside educational institutions. The cost of attending BCRTA approved training courses must follow an approved curriculum and accreditation process. Team members must satisfactorily complete a course with a grade of at least a "C-" to be reimbursed for allowable expenses. Individuals failing to complete the course or failing to achieve a "C-" or better will not be reimbursed. The following expenses will be eligible for reimbursement:

- Tuition & Books
- Registration fees
- Lab fees for courses in the approved curriculum

Approval

The Executive Director will review and approve curriculum plans from accredited educational institutions. Tuition costs must be approved in advance to be eligible for reimbursement. Budgetary constraints are also a factor in approving tuition assistance. Educational courses must be job-related, and either maintain or improve job skills, ~~or~~ be expressly required by BCRTA or by law, or completed as a function of the Miami University Work+ Program or similar program approved by the Executive Director. Courses must also be delivered by an accredited educational institution.

The team member must be actively employed with the BCRTA for at least one year before being eligible for this benefit and must also be employed at the end of the term to be eligible for reimbursement. It is the BCRTA's discretion to determine whether a course relates to current or potential future job duties. Team members are expected to attend classes outside of their normal work hours. The Human Resources department will provide the tuition reimbursement application, which must be completed and approved by the team member's supervisor/manager and the Executive Director prior to the first class.

Notwithstanding the above, team members employed by BCRTA for less than one year may, at the Executive Director's discretion, be eligible for the Miami University ~~workWork+~~ and program or a similar program.

REIMBURSEMENT

Maximum reimbursement for any calendar year is ~~\$6,200.00~~ ~~\$5,000.00~~ for Director level employees (grade 19) ~~and, \$2,000.00~~ \$6,200.00 for Professional and Manager level employees (grades 15-18), and \$6,200 for participants of the Miami University Work+ Program or similar program approved by the Executive Director. A copy of the tuition bill, fees paid and book receipts along with the formal grade report must accompany the request for reimbursement. Reimbursement will not be available where the team member is eligible for other financial assistance. A reduced benefit will be provided where other financial assistance is available but does not cover the entire amount of expenses. A combined annual maximum benefit from all financial assistance will not exceed ~~\$5,000.00 for Director level employees and \$2,000.00~~ \$6,200.00 for any employee for Professional or Manager level employees.

COMMITMENT

In the interest of preserving the value of employees' enhanced education to the BCRTA, employees that receive any reimbursement shall be required to remain employed with BCRTA for a period of 24 months following reimbursement. The value of any reimbursement shall be "depreciated" to zero in a straight-line manner monthly during this term. Employees in receipt of reimbursement that tender a resignation during this term shall be responsible to repay the "undepreciated" portion of all reimbursements upon resignation. Acceptance of any reimbursement under this policy shall serve as the employee's agreement to repay these funds via deduction from payroll. The employee understands and agrees that his or her final paycheck can be deducted to repay these funds so long as he or she is still paid an amount equivalent to the minimum wage for the number of hours worked by the employee. Employees Notwithstanding the above, team members participating in the Miami University Work+ Program or similar program shall be exempt from the Commitment requirement.

Employee Print Name

Employee Acknowledgement

Tuition Reimbursement Request Form

Section I – To Be Completed in Advance

Employee Name (Last, First MI)				Supervisor Name & Extension			
Employee #		Ext		Department/Division			
Job Grade and Title				Start Date			
Term (check appropriate boxes and fill in blanks) <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer				<input type="checkbox"/> Quarter <input type="checkbox"/> Semester <input type="checkbox"/> Year		Term Dates	
School				Via TV <input type="checkbox"/> Yes <input type="checkbox"/> No Via Web <input type="checkbox"/> Yes <input type="checkbox"/> No			
Course #	Course Title	Units	Days (e.g., MWF)	Times (e.g. 2-4)	Fees \$		
<input type="checkbox"/> I am <input type="checkbox"/> I am not receiving other financial aid. (If yes, provide documentation of amount and how it will be applied)							
Check the appropriate box below <input type="checkbox"/> Tier 1 College Degree or Specialty Certificate. <input type="checkbox"/> Tier 2 Coursework only.							
Class Time (Check one box below) <input type="checkbox"/> Course times can be accommodated outside my normal working hours, and I do not request time off with pay <input type="checkbox"/> Course times will be accommodated by an adjusted work schedule				Time off with pay is requested: Hours for Class Time (per week) _____ Hours for Travel (per week) _____ Total Hours (not to exceed 6 hours per week) _____ Total number of weeks in term _____			
The following information is to be completed by the Employee and the Department Manager. This information is utilized to determine if Tuition Assistance is subject to taxation when it exceeds \$5,250/calendar year. BCRTA relies upon your true and accurate responses to the questions below in order to comply with the applicable legal requirements under federal tax laws.							
Provide a brief description of the employee's current job assignment:							
1. Is the education required in order for the employee to meet the minimum educational requirements of his/her present position? <input type="checkbox"/> Yes <input type="checkbox"/> No							
2. Is the education part of a program that will qualify the employee for a new trade or business? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If the answer to 1 or 2 is "Yes", the employee's tuition assistance is subject to withholding of taxes.							
3. Is the education required by LBNL or by law to keep the employee's current salary or job? <input type="checkbox"/> Yes <input type="checkbox"/> No							
4. And/or does the education maintain or improve skills needed in the current job? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If the answer to 3 or 4 is "Yes", the employee's tuition assistance is not subject to withholding of taxes.							
NOTE: Even if the answer to 3 and/or 4 is "Yes", if either of the answers to 1 or 2 is "Yes", then tuition is taxable.							

I understand that I am solely responsible for payment of taxes as a result of any reimbursement for education that may be found to be taxable. I understand also that BCRTA's tax withholding policy and any decision to withhold or not withhold taxes from educational reimbursements to me do not constitute tax advice and I agree to hold BCRTA harmless from any claim associated with BCRTA's withholding of payroll taxes. I will submit grades and receipts within 10 days of the end of the term to the Tuition Assistance Program Coordinator.

Employee Signature		Date	Supervisor Signature		Date
Executive Director Approval		Date	CFO Approval		Date
Estimated Reimbursement			Maximum Annual Reimbursement		

Tuition Reimbursement Request Form

Section II – To Be Submitted Upon Course Completion

I hereby request reimbursement for the following completed classes as described in Section I. Attached are the relevant grades and receipt(s).

Course Final Grade(s): 1. _____ 2. _____ 3. _____ 4. _____

Employee Signature _____ Date _____

Executive Director Approval _____ Date _____

TUITION ASSISTANCE PROGRAM COORDINATOR ONLY

_____ is authorized for \$ _____ full/partial reimbursement of fees.

BCRTA Resolution No. 19-07-03

Authorizing the Executive Director to Execute a Purchase Agreement for the Sale, Installation, and Warranty of a Replacement Rooftop Condenser Unit and Temperature Control System.

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

Whereas, BCRTA is in need of a replacement rooftop A/C condenser unit and temperature control system; and

Whereas, BCRTA was awarded section 5339 funds to assist with capital facility improvements; and

Whereas, BCRTA has determined a fair and reasonable cost of the specified equipment; and

Whereas, BCRTA has solicited bids from multiple vendors for the specified equipment; and

Whereas, BCRTA will evaluate vendor quotations based on price and responsiveness; and

Whereas, the winning bidder will be selected based on its ability to provide the best value, and to meet all bid requirements; and

Whereas, the winning bidder will be evaluated for responsibility.

Now, therefore be it resolved:

The BCRTA Board of Trustees hereby authorizes the Executive Director to execute a purchase agreement for the sale, installation and warranty of a replacement rooftop condenser unit and temperature control system at a cost of \$58,000.00 plus a 20% contingency for a total contract expense not to exceed \$69,600.00. 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: July 24, 2019



BCRTA, Board President, Chris Lawson



BCRTA, Executive Director, Matthew Dutkevicz

