



*** * * 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, March 21, 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

March 21, 2018, 8:00 AM

BCRTA Board Room

3045 Moser Court, Hamilton, Ohio 45011

PRELIMINARY AGENDA

- I. Call to Order & Roll
- II. Consideration of Absences
- III. Approval of the Agenda (Motion Requested)
- IV. Approval of the February 21, 2018 Meeting Minutes (Motion Requested)
- V. Comments from Citizens
- VI. Secretary/Treasurer's Report – January 2018 (Motion Requested)
- VII. Director's Report
- VIII. Committee & Staff Reports
 - a. OKI
 - b. Metrics
- IX. Governance
 - a. Trustee Vacancy
- X. Action Items
 - a. **None**
- XI. Adjourn (Motion Requested)

Next Meeting Date:

April 18, 2018 @ 8:00 AM

Special Strategic Planning Session

2018 Butler County RTA Board of Trustees Attendance

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

X = Present

E = Excused

A = Absent

gain for the year of \$237,000 which is slightly more than the local share of depreciation of \$204,000. Mr. Ruzinsky discussed how covering the annual local share of depreciation will help ensure BCRTA has the funds available to match future capital grants and Mr. Ruzinsky indicated that going forward this would be a new budget goal. Several Board members asked questions and Mr. Ruzinsky answered them. Mr. Ruzinsky then discussed the Balance Sheet, Transactions Report, and Reserve Statements, which the Board had received in advance of the meeting.

Please see attached Financial Report statistics.

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

VII. DIRECTOR'S REPORT

A. CONFLICT OF INTEREST DISCLOSURES

Trustees and key employees must complete and submit a conflict of interest disclosure consistent with BCRTA policy each year. The COI policy and forms are included with this month's packet for your convenience. Please return to Vonda Partin (partinv@butlercountyrta.com) before the February Board meeting. Thank you!

B. Metrics & Service

Liberty Township P&R & 42X

BCRTA has been unable to reach a satisfactory agreement with SORTA to extend service at this time and BCTID has informed BCRTA that the P&R location is rented to contractors through the summer. Staff will continue to pursue an agreement concurrently with a plan to address service in the area. City of Middletown's Dayton connector plans may become a factor as Liberty Township is now participating in that discussion again.

Middletown Partnership

The Middletown City Manager executed the new BCRTA agreement with an increased management fee and provisions for bus leasing, shared insurance coverage, and BCRTA provided maintenance services in January. Staff on both sides will begin implementing changes over the next few months. MTS will be officially moved over to OTRP coverage by March 1.

Demand Response Service Rebuild – BGo

BCRTA launched its redesigned demand response service on January 2nd. The service has been branded "BGo." Discounts are available for off peak travel, elderly and disabled passengers, and group rides. Demand is still low due to the loss of BCDD local waiver clients at the beginning of the year, but staff is making a strong effort to market and share information about the new service widely. \$5.00 trips are available in dense population areas. Staff expect this to be very popular once the word spreads.

C. 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.

D. Planning

Middletown, Monroe & Dayton Connection

Discussions continue to move forward regarding the possible Dayton and Warren County connections. Partners are currently discussing financial contributions before BCRTA moves forward with more detailed plans.

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.

Brand Update

After a lot of trial and experiment, staff will be updating the BCRTA brand image in 2018 and 2019. Rollout will be slow and methodically to retain existing brand awareness and to avoid extraneous costs from rebranding old equipment or other assets at end of life. Slight changes will likely continue as needs and looks are refined for varying purposes or BCRTA products.



E. Discretionary Grant Availability

5310

OKI released requests for projects to be funded by the 5310 grant program to benefit elderly and disabled individuals in December. BCRTA has identified this program as a strong match for a few strategic priorities including enhancements to the new BGo service and mobility management expansion. BCRTA applied jointly with the TABC for this program. News on award is expected in March.

5339

NO UPDATES - BCRTA submitted its application for 5339 funds in late August for the Chestnut Fields portion of the TIGER project. Announcements for award should be made later this fall. Sources

report FTA received about 400 applications for this program totaling more than \$2B. \$226.5M is available for projects.

Low & No Emission (LoNo)

Staff has begun discussions with the City of Hamilton regarding the acquisition of electric, rubber tire trolleys for new service in the City of Hamilton. BCRTA and the City plan to prepare materials for a possible notice of funding availability this spring.

Surface Transportation Block Grant Program (STP)

OKI will be soliciting for STP projects this March with requests due in June. BCRTA may consider this program for potential facility needs.

F. On the Horizon...

Ohio Public Transit Association Conference

Select BCRTA staff will be attending the annual Ohio Public Transit Association Conference April 9 – 11, 2018 in Columbus. The program is available at <https://www.ohioneedstransit.org/2018-conference>. Trustees are welcome to attend, please contact Matt or Vonda ASAP for registration. Mr. Foster expressed interest for one day.

Workplace Strength Survey

Results from the 2016 Workplace Strength Survey was compared to the 2017 Workplace Strength Survey.

Strategic Plan

Mr. Dutkevicz took the 2015 Strategic Plan to start the 2018 Updated Strategic Plan. The Strategic Plan was revealed in draft form at the BCRTA Employee Recognition Breakfast and Annual Meeting on Saturday, February 17, 2018 where staff could give feedback on the four posters/pages (one for each of the four sections) of the Strategic Plan via red or green dots. The four sections of the 2018 Strategic Plan were: 1) Develop Organizational Structure & Policies that Support Innovation, 2) Develop Unique Transit Product, 3) Stay Responsive to Community Needs and 4) Improve Visibility of BCRTA and Promote BCRTA. Employees could place a green dot (connotation of agreement) or a red dot (connotation of concern or question about it) on each particular statement as desired on each of the posters.

Mr. Dutkevicz had the four posters with the green and red dots on them in the Board meeting and requested feedback on the 2018 Strategic Plan from the Board members present. Board member comments were as follows: Mr. Fehr was not in favor of requesting a sales tax for local funding and most Board members were in agreement. Ms. Summers suggested to say BCRTA will “explore” not “pursue” a sales tax for local funding and have a one-time consent meeting/agenda time to prepare. It was suggested within the next couple of Board meetings that time be taken to approve a final 2018 Strategic Plan which would include discussion on history, methods, service plan and consent agenda. Ms. Chandler suggested we start the April 18 meeting at 7:30 a.m. (extra time) to include this topic as a special strategic planning meeting and regular meeting combined; starting with the regular

business. Additionally, Mr. Dutkevicz suggested we have a quarterly Board meeting at Oxford or Middletown. Or possibly have two Board meetings in Middletown, one in Oxford and the rest at Hamilton office to afford better accessibility to the BCRTA Board of Trustees meetings for the entire community.

VIII. Committee & Staff Reports

- a. **OKI:** Mr. Dutkevicz reported that he attended the OKI meeting on February 8. Tank and Metro announced a partnership with Uber. Interesting information discussed at OKI included changing the scoring criteria for the Surface Transportation Program Grant. It wasn't a big change but technology criteria were added that will not dramatically affect BCRTA.
- b. **Executive Committee:** No Executive Committee meeting was held.
- c. **Metrics:** Mr. Griffin shared that passengers per revenue hour in December is good but a little down with Fixed Routes at 18.3, Commuter Buses (passengers per hour) is a little lower at 2.6. BCRTA had 1.7 trips per hour in December which was a little drop in efficiency. BCRTA goal is at least 2 trips per hour. Passenger Cost Blended was \$10.03 in December which is a little up from last year. Admin/Overhead Cost Per Hour was \$16.19 which was increased from last December at \$10.51 but the technology costs are included in that amount accounting for the increase.

There were zero at-fault accidents in December but three not-at-fault accidents with one being where a BCRTA bus was parked and someone drove by and broke the mirror off the parked BCRTA bus. The second was where a car crossed the line while driving and hit a BCRTA bus. The third was when a client fell out of his wheel chair after he had refused his seat belt. The common procedure is that the driver will radio the dispatcher to let them know the rider has refused to wear a seat belt.

Average Fleet Age is 4.71. There's been three new 14 passenger buses in service for a little while now but maintenance staff is working to install all the cameras in them so that brings down the overall average fleet age. Five more new 14 passenger buses are coming.

Three Roads Calls (two for Demand Response/ADA and one for Fixed Routes) were performed in December.

Total Ridership was almost 7,000 for the month of December which is a little less than last year.

IX. Governance

- a. **Applicants for the vacancy on the BCRTA Board of Trustees:** There were two applicants and one was in attendance: Mr. Travis Bautz, of Middletown, OH, who is the Director of a public library (MidPointe Library System with locations in Middletown, Monroe Trenton and West Chester). The second applicant, Christine Rose of Middletown, OH – a person living with disabilities, was not in attendance but her CV was shared with the Board members. Moving BCRTA Board meetings to various locations for overall public accessibility was discussed. Discussion of various location ensued with Ms. Summers Cincinnati State campus mentioned, Dee Russell Lee Bldg. on Route 4 in Hamilton mentioned, Butler Tech Bldg. mentioned and the Oxford – Miami University Campus

suggested. Mr. Dutkevich advised he would schedule some board meetings at more accessible locations.

- b. **March Regular Meeting:** A couple of Board members mentioned that they will miss the March BCRTA Board of Trustees meeting. Mr. Dutkevich inquired if a quorum would be available.

X. Action Items

- a. **Resolution No. 18-02-01: Authorizing the Purchase of Replacement Non-Revenue Vehicles from the Ohio Department of Administrative Services (ODAS) Cooperative Purchasing Program.**

Mr. Lawson requested a motion to accept Resolution 18-02-01. Mr. Watt made a motion to approve and Mr. Gordon seconded the motion.

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

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

The resolution was adopted.

XI. Executive Session

Mr. Lawson requested a motion to enter executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee.

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

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

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

The Executive Session started at 9:25 AM.

Ms. Summers made a motion to exit the Executive Session. Ms. Chandler seconded the motion.

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

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

Executive Session concluded at 9:35 AM.

Mr. Foster made a motion to amend the Executive Director's Employment Agreement to include a 2.5% salary increase effective January 1, 2018 and 5 PTO days each year in addition to what he is already entitled per BCRTA policy. Ms. Chandler seconded the motion.

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

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

The motion carried.

XII. Adjourn

Ms. Summers moved to adjourn and Mr. Watt seconded. The motion carried. The meeting was adjourned at 9:39 AM.

Respectfully submitted,

Matthew M. Dutkevicz, Executive Director

Approved – Chris Lawson, President, Board of Trustees

**BCRTA
Income Statement
January 2018**

	Current Month Budget	Current Month Actual	Change	Last Year Current Month
Revenues				
Passenger Fares	10,955.67	7,346.84	(3,608.83)	9,131.28
Contract Service	26,300.00	16,624.70	(9,675.30)	17,550.00
Other Transit Rev.	80,000.00	79,928.50	(71.50)	58,457.25
Mgt./Cons. Services	12,000.00	10,000.00	(2,000.00)	7,500.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	1,085.00	9,158.84	8,073.84	2,480.34
Local Funding	203,296.67	182,437.28	(20,859.39)	187,239.23
State Funding	-	-	-	10,113.00
Federal Funding	133,750.00	123,037.00	(10,713.00)	114,244.00
In-Kind Items	-	-	-	-
Total Revenues	467,387.34	428,533.16	(38,854.18)	406,715.10
Expenses				
Wages	223,000.00	197,466.06	(25,533.94)	178,496.67
Fringes	73,377.00	71,478.39	(1,898.61)	60,401.10
Services	36,850.00	20,021.42	(16,828.58)	22,870.49
Materials & Supplies	48,950.00	56,797.65	7,847.65	34,019.62
Utilities	8,025.00	8,468.80	443.80	11,389.76
Insurance	18,050.00	14,177.82	(3,872.18)	12,556.34
Taxes	-	-	-	-
Purchased Transportation	41,666.67	39,920.42	(1,746.25)	39,920.42
Misc. Items	9,135.33	7,159.92	(1,975.41)	3,111.35
Leases & Rentals	-	-	-	-
Total Expenses	459,054.00	415,490.48	(43,563.52)	362,765.75
Gain / (Loss)	8,333.34	13,042.68	4,709.34	43,949.35

**BCRTA
Income Statement
January 2018**

	Year to Date Budget	Year to Date Actual	Change	Year to Date Last Year
Revenues				
Passenger Fares	10,955.67	7,346.84	(3,608.83)	9,131.28
Contract Service	26,300.00	16,624.70	(9,675.30)	17,550.00
Other Transit Rev.	80,000.00	79,928.50	(71.50)	58,457.25
Mgt./Cons. Services	12,000.00	10,000.00	(2,000.00)	7,500.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	1,085.00	9,158.84	8,073.84	2,480.34
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Total Expenses	459,054.00	415,490.48	(43,563.52)	362,765.75
Gain / (Loss)	8,333.34	13,042.68	4,709.34	43,949.35

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
1/1/18			Beginning Balance			61,014.37
1/2/18	A0737979	CRJ	Farebox Receipts	9,063.00		
1/2/18	12/20-12/31/17	CRJ	Farebox Receipts	1,065.49		
1/3/18	118923	CRJ	GovDeals.com	72.00		
1/3/18	0036388286	CRJ	Ohio Dept of Medicaid	11,575.00		
1/3/18	7424	CDJ	ABC Muncie Transit Supply		2,559.60	
1/3/18	7425	CDJ	Petty Cash		360.40	
1/3/18	7426	CDJ	Brighton Spring Service		100.00	
1/3/18	7427	CDJ	Cincinnati Bell		141.63	
1/3/18	7428	CDJ	Cummins Bridgeway LLC		881.70	
1/3/18	7429	CDJ	Middletown Treasury Divison		5.00	
1/3/18	7430	CDJ	Cornett's Pressure Cleaning		977.00	
1/3/18	7431	CDJ	Daves Lawn Care & Snow Removal		354.00	
1/3/18	7432	CDJ	Fastenal Company		4.95	
1/3/18	7433	CDJ	Gillig		179.34	
1/3/18	7434	CDJ	Heritage-Crystal Clean LLC		260.70	
1/3/18	7435	CDJ	Johnny G's Professional Servie		1,000.00	
1/3/18	7436	CDJ	Luxurious Wraps, LLC		160.00	
1/3/18	7437	CDJ	Minuteman Press - Fairfield		301.41	
1/3/18	7438	CDJ	Ohio Deferred Compensation		100.00	
1/3/18	7439	CDJ	Office Depot Inc.		383.85	
1/3/18	7440	CDJ	Sue Kadel		552.36	
1/3/18	7441	CDJ	Trebor Electrical Contractors		755.00	
1/3/18	7442	CDJ	Verizon Wireless		1,999.22	
1/9/18	7443	CDJ	ABC Muncie Transit Supply		1,123.52	
1/9/18	7444	CDJ	Cincinnati Bell Any Distance		1,543.79	
1/9/18	7445	CDJ	Cummins Bridgeway LLC		952.84	
1/9/18	7446	CDJ	Fuller Ford		1,299.72	
1/9/18	7447	CDJ	Mobilcomm		180.00	
1/9/18	7448	CDJ	Port Technology LLC		3,487.51	
1/9/18	7449	CDJ	Staples Credit Plan		251.35	
1/9/18	7450	CDJ	Talawanda School District		7,953.28	
1/9/18	7451	CDJ	ALLDATA		1,500.00	
1/9/18	7452	CDJ	Affordable Pest Control Inc.		47.00	
1/9/18	7453	CDJ	Cummins Bridgeway LLC		215.31	
1/9/18	7454	CDJ	Middletown Treasury Divison		5.00	
1/9/18	7455	CDJ	Cornett's Pressure Cleaning		900.00	
1/9/18	7456	CDJ	CenterGrid, LLC		346.61	
1/9/18	7457	CDJ	Fastenal Company		65.10	
1/9/18	7458	CDJ	Ohio Public Transit Associatio		2,700.00	
1/9/18	7459	CDJ	Pixels and Dots		65.00	
1/9/18	7460	CDJ	Pohlman Tire Inc.		314.70	
1/9/18	7461	CDJ	Rumpke Of Ohio Inc.		200.36	
1/10/18	Cash 12/31/17	CRJ	BCRTA Items	843.70		
1/10/18	713245	CRJ	BCRTA Items	150,000.00		

1/10/18	24850-51	CRJ	Ohio Transit Risk Pool	2,800.34	
1/10/18	011018	CRJ	BCRTA Items	45.00	
1/10/18	01/01-01/09/18	CRJ	Farebox Receipts	1,740.98	
1/11/18	034602	CRJ	SELF	350.00	
1/11/18	PRWE 01/05/18	GENJ	Garn Ck#1065		269.52
1/11/18	PRWE 01/05/18	GENJ			13,863.25
1/11/18	PRWE 01/05/18	GENJ			65,906.58
1/11/18	PRWE 01/05/18	GENJ	CSPC Ck#1066		164.33
1/11/18	AT 01/11/18	CDJ	Paycom		614.36
1/12/18	24860	CRJ	Ohio Transit Risk Pool	232.26	
1/12/18	7462	CDJ	KOI Enterprises, Inc.		3,943.92
1/12/18	7463	CDJ	LaborLawCenter, Inc		59.85
1/12/18	7464	CDJ	Ohio Deferred Compensation		100.00
1/12/18	7465	CDJ	PERS		54,798.78
1/12/18	7466	CDJ	Richard Welsh		727.40
1/12/18	7467	CDJ	SuperFleet Mastercard Program		25,405.21
1/16/18	AT 01/16/18	CDJ	Paycor Payroll Services		192.70
1/17/18	01/10-01/16/18	CRJ	Farebox Receipts	1,428.71	
1/19/18	7468	CDJ	Bethesda Healthcare Inc.		1,019.65
1/19/18	7469	CDJ	Cintas Corporation		913.47
1/19/18	7470	CDJ	City of Hamilton - Utilities		3,963.33
1/19/18	7471	CDJ	Cornett's Pressure Cleaning		258.00
1/19/18	7472	CDJ	Hamilton Enterprise Park POA		456.11
1/19/18	7473	CDJ	Millennium Business Systems		558.14
1/19/18	7474	CDJ	Matt Dutkevicz		115.56
1/19/18	7475	CDJ	Mobilcomm		180.00
1/19/18	7476	CDJ	My Parts Express		992.20
1/19/18	7477	CDJ	Overhead Door of Greater Cincinnati		264.50
1/19/18	7478	CDJ	Rob Griffin		3,017.64
1/19/18	7479	CDJ	RICOH USA, INC		225.06
1/19/18	7480	CDJ	Silco Fire Protection Co.		466.75
1/22/18	AT 01/22/18	CRJ	BCRTA Items	130,000.00	
1/23/18	7481	CDJ	Blashock Plumbing Inc.		144.00
1/23/18	7482	CDJ	Cox Media Group		171.52
1/23/18	7483	CDJ	Cornett's Pressure Cleaning		514.00
1/23/18	7484	CDJ	CenterGrid, LLC		346.61
1/23/18	7485	CDJ	Fastenal Company		100.18
1/23/18	7486	CDJ	Gillig		1,126.53
1/23/18	7487	CDJ	Geiler Company		917.64
1/23/18	7488	CDJ	Office Depot Inc.		270.78
1/23/18	7489	CDJ	RICOH USA, INC		202.94
1/23/18	7490	CDJ	Treasurer State of Ohio		44.00
1/24/18	01023497	CRJ	BCDD Master Billing	3,045.00	
1/24/18	120011	CRJ	GovDeals.com	610.00	
1/24/18	ACH 01/24/18	CRJ	Federal Transit Administration	6,551.00	
1/24/18	01/17-01/23/18	CRJ	Farebox Receipts	1,635.30	
1/25/18	PRWE 01/19/18	GENJ	Garn Ck#1072		233.40

1/25/18	PRWE 01/19/18	GENJ	Garn Ck#1074		119.89		
1/25/18	PRWE 01/19/18	GENJ	Garn Ck#1071		133.19		
1/25/18	PRWE 01/19/18	GENJ	CSPC Ck#1073		224.23		
1/25/18	PRWE 01/19/18	GENJ			79,477.16		
1/25/18	PRWE 01/19/18	GENJ			16,032.92		
1/28/18	AT 1/25/18	CDJ	Paycom		1,705.51		
1/31/18	1026	CDJ	Charlene Byrum		394.95		
1/31/18	01/31/18	GENJ	Service Charge		15.00		
1/31/18	AT 1/31/18	CDJ	PNC Card Purchases		14,638.19		
			Current Period Change	321,057.78	329,516.20		-8,458.42
1/31/18			Ending Balance				52,555.95

Savings - PNC (National City)

1/1/18			Beginning Balance				14,768.57
1/9/18	CC 12/31/17	CRJ	BCRTA Items	487.71			
1/31/18	01/31/18	GENJ	Interest Income	2.04			
1/31/18	01/31/18	GENJ	Service Charge			0.14	
			Current Period Change	489.75	0.14		489.61
1/31/18			Ending Balance				15,258.18

Savings - PNC Bank

1/1/18			Beginning Balance				937,512.68
1/10/18	713245	CRJ	BCRTA Items - From Savings		150,000.00		
1/22/18	AT 01/22/18	CRJ	BCRTA Items - From Savings		130,000.00		
1/31/18	01/31/18	GENJ	Interest Income	144.31			
			Current Period Change	144.31	280,000.00		-279,855.69
1/31/18			Ending Balance				657,656.99

BCRTA
Balance Sheet (Net Pension Liability)
January 2018

Assets

Current Assets		*Other Assets		
Checking - PNC	52,555.95	Net Pension Asset	9,964.64	
Savings - PNC	15,258.18	Deferred Outflows-Pensions	1,638,793.15	
Savings - PNC	657,656.99			
Bid Deposit	50,000.00	Property & Equipment		
Petty Cash	1,000.00	Vehicles	8,728,407.72	
Accounts Receivable	781,167.97	Buildings & Land	2,521,829.31	
Prepays	138,165.53	Furniture & Equipment	667,562.20	
		Amenities & Misc.	63,767.63	
		WIP-Facility Renovation	141,695.13	
		Accum. Depr.	(4,220,876.65)	
				Total Assets
	<u>1,695,804.62</u>		<u>9,551,143.13</u>	<u>11,246,947.75</u>

Liabilities & Equity

Current Liabilities		*Long-term Liabilities		
Accounts Payable	109,735.51	Net Pension Liability	4,104,439.49	
Payroll Payables	93,250.38	Deferred Inflows-Pensions	97,059.48	
Other Payables	-			
Accrued PTO	96,330.99	Equity		
Reserve ACA Fines	-	Balance Equity	2,861,645.23	
FTA Vehicle Funds	52,870.00	Federal Capital	9,471,770.00	
Future Match Funds	6,250.03	Local Capital	89,410.00	
Unearned Tickets	22,595.00	Retained Earnings	(5,771,451.04)	
		Net Income	13,042.68	Total Liabilities
				and Capital
	<u>381,031.91</u>		<u>10,865,915.84</u>	<u>11,246,947.75</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
January 2018**

Current Assets	1,695,804.62
Current Liabilities	<u>(381,031.91)</u>
Available Funds	1,314,772.71

Board Reserves

Local Share Grant Obligations		
OH-2016-056-01	532,676.30	
OH-2018-0xx-00 (pending grants)	1,257,558.50	
Less 2018 Projected Local Match	(1,864,930.00)	MU, MED, R6, VA
	<u>-</u>	
Match Required or (Overmatch)	(74,695.20)	
FTA Grants	-	Match Required
Working Capital Funds (2 Mths.)	834,774.67	
Capital Replacement Funds	733,640.00	2018-2019 Local Share of Projects Not Yet on Grants
Contingency Funds	<u>-</u>	
Total Board Reserves	1,568,414.67	
Non-Restricted Funds	(253,641.96)	
<i>Addback 2019 Capital Match</i>	<i>323,740.00</i>	
<i>"Current" Non-Restricted Funds</i>	<u><i>70,098.04</i></u>	

Director's Notes – March 2017

Metrics & Service

- **Liberty Township P&R & 42X**

BCRTA has been unable to reach a satisfactory agreement with SORTA to extend service at this time and BCTID has informed BCRTA that the P&R location is rented to contractors through the summer. Staff will continue to pursue an agreement concurrently with a plan to address service in the area. City of Middletown's Dayton connector plans may become a factor as Liberty Township is now participating in that discussion again.
- **Middletown Partnership**

The Middletown City Manager executed the new BCRTA agreement with an increased management fee and provisions for bus leasing, shared insurance coverage, and BCRTA provided maintenance services in January. Staff on both sides will begin implementing changes over the next few months. MTS officially moved over to OTRP coverage March 1.
- **Demand Response Service Rebuild - BGo**

BCRTA launched its redesigned demand response service on January 2nd. The service has been branded "BGo." Discounts are available for off peak travel, elderly and disabled passengers, and group rides. \$5.00 trips are available in dense population areas. Staff expect this to be very popular once the word spreads. Staff have been market the new service via social media.
- **Free Rides for New BGo Riders in April**

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 April. Please share as we market via social media!

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. BCRTA completed installation of a new facility camera surveillance system in Hamilton during March to replace an outdated system with limited function and maintainability.
- **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.

Planning

- **Middletown, Monroe & Dayton Connection**

Discussions continue to move forward regarding the possible Dayton and Warren County connections. Partners are currently discussing financial contributions before BCRTA moves forward with more detailed plans. BCRTA will also be discussing concurrent plans with the City of Middletown, alone, if the larger partnership is not viable.

Director's Notes – March 2017

- **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.
- **Brand Update**
After a lot of trial and experiment, staff will be updating the BCRTA brand image in 2018 and 2019. Rollout will be slow and methodically to retain existing brand awareness and to avoid extraneous costs from rebranding old equipment or other assets at end of life. Slight changes will likely continue as needs and looks are refined for varying purposes or Bcrta products.



Discretionary Grant Availability

- **5310**
OKI awarded 5310 projects in March. The evaluation subcommittee had questions regarding TABC & BCRTA's application and deferred any award until after the next update to the State Transportation Improvement Plan (TIP). BCRTA operating assistance grant from 2017 was renewed. We still expect to see a new award after questions are answered, but it may not be for the whole project. Unfortunately, because OKI did not have enough projects, lapsing funds were left on the table.
- **5339**
NO UPDATES - BCRTA submitted its application for 5339 funds in late August for the Chestnut Fields portion of the TIGER project. Announcements for award should be made later this fall. Sources report FTA received about 400 applications for this program totaling more than \$2B. \$226.5M is available for projects.
- **TIGER**
TIGER award announcements were made in early March. BCRTA was not successful and likely will not apply to this program again for this project. Competition in this program is too intense for the proposed local match and reach of the project.
- **Low & No Emission (LoNo)**
Staff has begun discussions with the City of Hamilton regarding the acquisition of electric, rubber tire trolleys for new service in the City of Hamilton. BCRTA and the City plan to prepare materials for a possible notice of funding availability this spring.
- **Surface Transportation Block Grant Program (STP)**

Director's Notes – March 2017

OKI will be soliciting for STP projects this March with requests due in June. BCRTA may consider this program for potential facility needs.

On the Horizon ...

- **New SORTA Representative**

Matthew Dutkevicz, David Fehr and Jim Foster met with Ms. Kathy Wyenandt on March 12. Ms. Wyenandt is the new Butler County representative to the Southwest Ohio Regional Transit Authority Board (SORTA). Ms. Wyenandt shared her experience with the group and was also able to learn about BCRTA and its relationship with SORTA. Please watch for Ms. Wyenandt at future BCRTA Board meetings.

- **Ohio Public Transit Association Conference**

Select BCRTA staff will be attending the annual Ohio Public Transit Association Conference April 9 – 11, 2018 in Columbus. The program is available at <https://www.ohioneedstransit.org/2018-conference>. Trustees are welcome to attend, please contact Matt or Vonda ASAP for registration.

- **Strategic Planning Meeting**

We will have a brief regular meeting with consent agenda for the month of April followed by a strategic planning session. Please mark your calendar for a longer meeting on April 18. Regular meeting will begin at 8 AM. We will plan to be done by 10 AM, if possible.

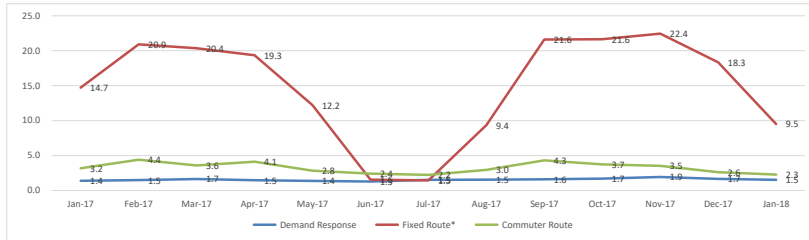
- **Geoff Daniels – Senator Brown's Office**

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.

BCRTA Metric Scorecard

Passengers per Revenue Hour

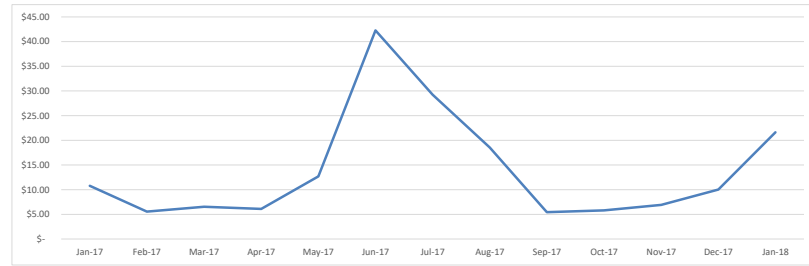
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
Demand Response	1.4	1.5	1.7	1.5	1.4	1.3	1.5	1.5	1.6	1.7	1.9	1.7	1.5
Fixed Route*	14.7	20.9	20.4	19.3	12.2	1.6	1.5	9.4	21.6	21.6	22.4	18.3	9.5
Commuter Route	3.2	4.4	3.6	4.1	2.8	2.4	2.2	3.0	4.3	3.7	3.5	2.6	2.3



*does not include shuttle trips

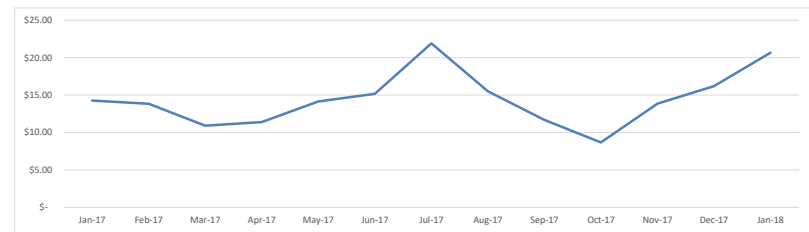
Cost per Passenger (Blended)

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
	\$ 10.78	\$ 5.55	\$ 6.54	\$ 6.09	\$ 12.70	\$ 42.27	\$ 29.26	\$ 18.56	\$ 5.44	\$ 5.80	\$ 6.91	\$ 10.03	\$ 21.64



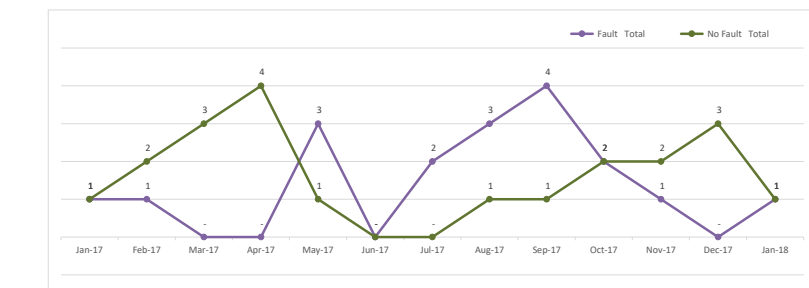
Admin/Overhead Cost per Revenue Hour

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
	\$ 14.27	\$ 13.85	\$ 10.91	\$ 11.40	\$ 14.14	\$ 15.17	\$ 21.91	\$ 15.51	\$ 11.69	\$ 8.68	\$ 13.85	\$ 16.19	\$ 20.67



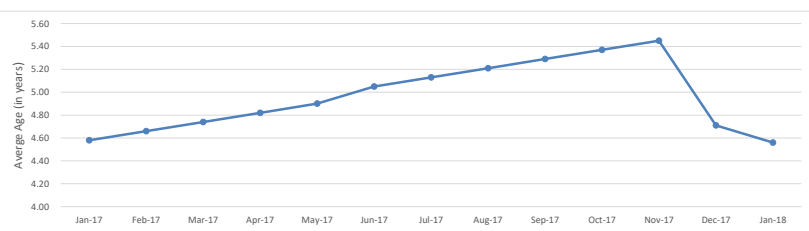
Butler County RTA Accidents/Injuries

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



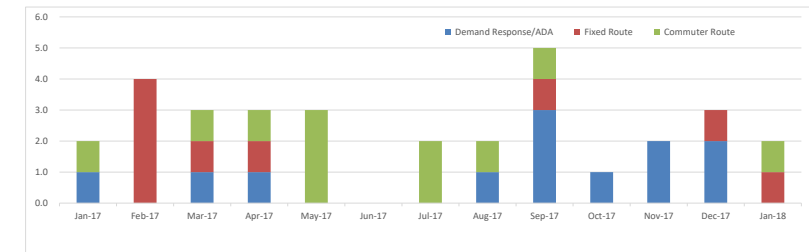
Average Fleet Age (in years)

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
	4.58	4.66	4.74	4.82	4.90	5.05	5.13	5.21	5.29	5.37	5.45	4.71	4.66



Road Calls

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
Demand Response/ADA	1.0	0.0	1.0	1.0	0.0	0.0	0.0	1.0	3.0	1.0	2.0	2.0	0.0
Fixed Route	0.0	4.0	1.0	1.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	1.0	1.0
Commuter Route	1.0	0.0	1.0	1.0	3.0	0.0	2.0	1.0	1.0	0.0	0.0	0.0	1.0



Park & Ride

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
42X Ridership	9,621	8,730	10,179	8,520	8,933	9,555	8,247	10,214	8,376	9,434	8,556	6,998	0

