

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

March 15, 2016, 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 15, 2017 Meeting Minutes (Motion Requested)
- V. Comments from Citizens
- VI. Secretary/Treasurer's Report – January 2017 (Motion Requested)
- VII. Director's Report
- VIII. Committee & Staff Reports
 - a. OKI
 - b. Metrics
 - c. Executive Committee
- IX. Governance
 - a. Introduction of New Trustees
 - b. Oaths of Office
- X. Action Items
 - a. **17-03-01:** Authorizing the Butler County Regional Transit Authority Executive Director to Execute a Contract to Provide Transportation Services to the Butler County Veterans Service Commission.
- XI. Executive Session
 - a. For the Purpose of Discussing and Considering the Appointment, Employment, Dismissal, Discipline, Promotion, Demotion, or Compensation of a Public Employee.
- XII. Personnel
 - a. Authorize the President of the Board of Trustees to negotiate an amendment to the Executive Director's Employment Contract to be effective January 7th, 2017. (Motion Requested)
- XIII. Adjourn (Motion Requested)

Next Meeting Date:

***April 26, 2017 @ 8:00 AM**

**Please note meeting is one week later due to OPTA Conference April 17-19.*

2017 Butler County RTA Board of Trustees Attendance

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

X = Present

E = Excused

A = Absent

VII. Director's Report

Mr. Dutkevicz provided updates on the following topics:

• Metrics & Service

- **New Opportunities**

BCRTA is engaging in discussions with the local healthcare providers regarding supplemental transportation for programs aimed at reducing infant mortality in addition to providing services in conjunction with the Ohio Healthier Buckeye Grant.
- **Middletown & Monroe Connection**

BCRTA will present to Monroe City Council on February 14 and Middletown City Council on February 21. Staff still expect a start date in late spring if funding is provided by Middletown and Monroe. The proposal was featured in the January 22 Journal news also.
- **30 Day Passes**

30 Day Passes are officially on sale for \$40. Half fare passes are available for \$20 with a qualified ID. This pass allows unlimited rides on the BCRTA U and R routes and Middletown routes for thirty days following the first use. We are excited to announce that passes can be purchased online at www.butlercountyrta.com/buy.
- **Demand Response Service Rebuild**

In concert with the launch of new demand response scheduling software, BCRTA will be reinventing its DR Service. Staff plan to spend the next few weeks analyzing current trends and metrics to evaluate needed changes and roll out a "new" service and more affordable rates in early 2017.
- **New Software**

BCRTA has finally executed contracts for new technology and software as authorized by the Board of Trustees last year, including new DR scheduling and real-time location for fixed routes. Kick-off meetings have taken place in addition to first steps and calendars have been set. Staff expect to have both projects up and running no later than July 2017.

• Discretionary Grant Availability

- **5310**

BCRTA has submitted an application to subsidize medically-related trips. Original plans to submit a second application to fund a mobile "uber-like" app were postponed due to an inability to receive accurate and guaranteed quotes from vendors. Staff still intend to pursue this objective in 2017 and obtain the information needed to make this vision a reality. Ongoing conversations with prospective vendors are moving forward.
- **TIGER**

BCRTA will be debriefing with Miami University and USDOT in the next few weeks to determine viability of a future TIGER application. Miami and BCRTA have tentatively agreed to explore a project that does not involve a parking facility at the Shriver site and more aggressively pursue a shared services facility in conjunction with rail station amenities at the Chestnut site. Although TIGER dollars are already appropriated for 2017, selection criteria may change under the new administration. Viability of the project will be assessed according to this new criteria as information becomes available.

- **LoNo**
BCRTA has had preliminary discussions with the City of Hamilton regarding rubber-tire trolley service in the City of Hamilton beginning in 2018. The City has a strong desire to showcase trolleys in an alternative fuel format. BCRTA has recommended applying for Low and No Emission grant funds from USDOT in the spring to purchase new or repower existing trolleys for the proposed service. BCRTA is preparing budgets for the City who has made an informal commitment to local match.
- **Surface Transportation Funds Awarded!**
On October 31, BCRTA received an award for \$664,730 (80%) of STP funds for FFY 2020 from OKI. These funds will be used to replace five modified minivans (MMV) and six light transit vehicles (LTV) as part of BCRTA's regular replacement schedule. Total project cost is estimated to be \$830,913 (100%) in FFY 2020.

● Staffing & Facility

- **Building Refurbishment**
BCRTA is continuing building renovations. Carpet, paint and furniture have been completed on the administrative side of the building. Operational management offices and conference space were recently carpeted and will be complete before the end of February. Staff intend to take a break from the chaos for a few months while finalizing plans for dispatch, kitchen and break room areas to be completed this spring and summer.
- **Staffing**
BCRTA currently is soliciting for vehicle operators (CDL and non), an operations supervisor, vehicle technician, administrative assistant and an operations manager (paratransit).

● Governance

- **Board Vacancies**
BCRTA is in need of two new trustees. The Butler County Commissioners have expressed they would still appreciate a slate of volunteers with supporting information and varied means of solicitation to consider appointments to our board. Suggestions from current members are most welcome.

● Planning

- **BCVSC**
BCRTA submitted a proposal to provide demand response service to the Butler County Veterans Service Commission. BCRTA included options for Cincinnati and Dayton VAMC trips in addition to local transportation. No award has been made at this time, but BCRTA is optimistic about receiving a portion of the in-county work that will fit well with BCRTA's existing DR service. Approval to enter into a contract will come to the Board before service begins. BCVSC estimated giving notice to proceed in time for an April 1 contract start.
- **Weapons and Firearms Policy**
An advocacy group has been canvassing Ohio agencies requesting public records and policies regarding passengers' rights to carry firearms onboard public transit buses. Staff have responded to the request with assistance from BCRTA corporate counsel and OTRP legal, counsel who has been working on this issue for some time. Staff plan to bring updates or recommended changes in March.
- **Liberty Shopping Center Bus Service**

BCRTA has begun discussions with management (Steiner) at Liberty Center regarding the implementation of transit service to the area. BCRTA has proposed extending the 42X to the property initially and adding BCRTA local service in the future as part of a strategic plan when funding becomes available. BCRTA expects to receive a determination from Steiner on a potential agreement for the 42X extension before year end. Proposed service would begin in March if approved.

- **Opinion Survey**

Staff is investigating vendors to perform an opinion survey to gauge the interest and appetite for expanded public transit services in the Butler County area. Activities for this should begin in February and run through spring.

- **On the Horizon ...**

- **Trolley Replacement**

Given the 18 month expected build timeline for new trolleys, BCRTA staff will be bringing the authorization to purchase new trolleys to the Board in the next few months. The contract selection and award processes were already completed in conjunction with Akron Metro. BCRTA Board authorization will be required to write a PO and have the order placed on the manufacturer's calendar. Expected price is about \$500K per vehicle. Grant funds have already been awarded to BCRTA for these trolley replacements but do not become available until FFY 2018 and 2019. Authorization will be requested when grant funds are available to be drawn.

- **Federal Transit Administration Triennial Review**

BCRTA is scheduled to receive a triennial review from the FTA this year. BCRTA has already received initial requests for documents to be submitted to the reviewer by December 16, 2016. Reviewers will be at BCRTA for the onsite portion of the review June 27 – 30, 2017. Middletown will also undergo their review at the same time. Some limited board interaction may be required to substantiate proper oversight procedures.

- **Ohio Public Transit Conference**

Mark your calendars for the Ohio Public Transit Conference, April 17 – 19, 2017. Board members are welcome to attend the full conference or a portion. The conference will be in Columbus for 2017 and Cincinnati in 2018.

- **Inclement Weather Meeting Policy**

Reminder: It is our practice that the Board of Trustees Meeting will be cancelled if Hamilton City Schools are cancelled at or before 7:00 AM on our scheduled meeting day.

VIII. Committee & Staff Reports

- a. **OKI**

No report.

- b. **Metrics**

Mr. Griffin provided a brief overview of metrics.

- c. **Executive Committee**

Mr. Gordon provided a brief summary to the attendees regarding interviews of potential trustee candidates. Mr. Foster added that he viewed both candidates as qualified and engaged, and recommended Mr. Watt and Ms. Summers be forwarded to the commissioners for official

appointment. Ms. Chandler echoed the same sentiments regarding Mr. Watt, with whom she had previous work experience.

IX. Action Items

a. 17-02-01: Authorizing the Butler County Regional Transit Authority to Apply to the Ohio-Kentucky-Indiana Regional Council of Governments for FTA Section 5310 Program Funds in Support of Subsidy for Medically-Related General Public Transit Service.

Mr. Dutkevicz described the availability of 5310 funds at OKI and explained the ability of BCRTA to subsidize trips for elderly and disabled clients with the proposed funds similar to the Medical Shuttle that BCRTA had previously operated with New Freedom funding.

Mr. Foster made a motion to approve resolution 17-02-01 and Ms. Chandler made a second. Upon a call of the roll the vote resulted as follows:

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

The resolution as approved.

b. 17-02-02: Approval of the Butler County Regional Transit Authority 2017 Title VI Program

Mr. Dutkevicz described the Federal Transit Administration Title VI policy and noted that the previous policy has been sent to the board previously for review. Mr. Dutkevicz noted that most changed to the program were minor and/or consistent with new regulation or requests of the Regional Civil Rights Officer.

Ms. Chandler made a motion to approve resolution 17-02-02 and Mr. Helms made a second. Upon a call of the roll the vote resulted as follows:

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

The resolution as approved.

c. Ratify submission of BCRTA's proposal to provide transportation services to the Butler County Veterans Service Commission.

Mr. Dutkevicz explained that he was seeking the Board to ratify the BCRTA's submission due to the required submission of a \$75,000 cashier's check that was a requirement of the bid in lieu of a bid bond. Mr. Ruzinsky noted that BCRTA followed the same procedure when BCRTA's 2011 bid was submitted to BCVSC and that the previous check has been returned promptly in accordance with the RFP and contract provisions.

Mr. Foster made a motion to ratify BCRTA's proposal submission and Ms. Chandler made a second. The submission was ratified.

X. Executive Session

In light of Mr. Lawson's absence, Mr. Foster made a motion to table the Executive Session and Personnel discussion for the March meeting. Ms. Chandler made a second. The proposed items were tabled.

XI. Adjourn

Ms. Chandler moved to adjourn and Mr. Helms seconded. The motion carried. The meeting was adjourned at 8:46 AM.

Respectfully submitted,

Matthew M. Dutkevicz, Executive Director

Approved - President, Board of Trustees

**BCRTA
Income Statement
January 2017**

	Current Month Budget	Current Month Actual	Change	Last Year Current Month
Revenues				
Passenger Fares	10,000.00	9,131.28	(868.72)	10,808.63
Contract Service	23,000.00	17,590.00	(5,410.00)	42,255.00
Other Transit Rev.	66,666.67	58,457.25	(8,209.42)	55,843.50
Mgt./Cons. Services	7,875.00	7,500.00	(375.00)	7,500.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	1,000.00	2,480.34	1,480.34	485.63
Local Funding	185,416.67	187,239.23	1,822.56	177,401.36
State Funding	10,083.33	10,083.00	(0.33)	9,061.00
Federal Funding	125,833.33	114,244.00	(11,589.33)	62,359.00
In-Kind Items	-	-	-	-
Total Revenues	429,875.00	406,725.10	(23,149.90)	365,714.12
Expenses				
Wages	214,375.00	178,496.67	(35,878.33)	177,791.65
Fringes	70,743.75	60,401.10	(10,342.65)	51,593.05
Services	27,083.33	16,675.69	(10,407.64)	18,701.34
Materials & Supplies	37,916.67	28,671.93	(9,244.74)	26,955.82
Utilities	7,916.67	11,389.76	3,473.09	11,166.09
Insurance	14,166.67	12,556.34	(1,610.33)	15,564.12
Taxes	-	-	-	-
Purchased Transportation	41,666.67	39,920.42	(1,746.25)	39,920.42
Misc. Items	7,672.92	3,111.35	(4,561.57)	11,384.80
Leases & Rentals	-	-	-	-
Total Expenses	421,541.68	351,223.26	(70,318.42)	353,077.29
Gain / (Loss)	8,333.32	55,501.84	47,168.52	12,636.83

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Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
1/1/17			Beginning Balance			106,421.01
1/1/17	02/08-02/14/17	CRJ	Farebox Receipts	1,781.65		
1/4/17	0033680680	CRJ	Ohio Dept of Medicaid	14,215.00		
1/4/17	6563	CDJ	AT&T Mobility		529.46	
1/4/17	6564	CDJ	Butler County Clerk of Courts		340.10	
1/4/17	6565	CDJ	Bethesda Healthcare Inc.		743.00	
1/4/17	6566	CDJ	Butler Lighting Systems		554.40	
1/4/17	6567	CDJ	Brighton Spring Service		45.60	
1/4/17	6568	CDJ	Cincinnati Bell		139.45	
1/4/17	6569	CDJ	Cummins Bridgeway LLC		492.00	
1/4/17	6570	CDJ	Cornett's Pressure Cleaning		393.00	
1/4/17	6571	CDJ	Dinsmore & Shohl LLP		4,113.40	
1/4/17	6572	CDJ	Daves Lawn Care & Snow Removal		60.00	
1/4/17	6573	CDJ	Elements IV Interiors		6,524.08	
1/4/17	6574	CDJ	Fuller Ford		1,517.65	
1/4/17	6575	CDJ	Hamilton County Municipal Cour		256.99	
1/4/17	6576	CDJ	Jeffrey M Kellner, Chapter 13		369.23	
1/4/17	6577	CDJ	My Parts Express		975.70	
1/4/17	6578	CDJ	Office Depot Inc.		377.77	
1/4/17	6579	CDJ	Ohio Public Transit Associatio		2,850.00	
1/4/17	6580	CDJ	Trebor Electrical Contractors		2,729.00	
1/4/17	6581	CDJ	Verizon Wireless		636.42	
1/4/17	12/21-12/31/16	CRJ	Farebox Receipts	1,933.52		
1/6/17	A0723299	CRJ	BCRTA Items	2,383.02		
1/11/17	69085144	CRJ	Federal Transit Administration	100,750.00		
1/11/17	01/01-01/10/17	CRJ	Farebox Receipts	2,061.24		
1/12/17	AT 1/12/17	CDJ	Paycor Payroll Services		560.51	
1/13/17	PRWE 01/16/17	GENJ			76,265.58	
1/13/17	6584	CDJ	ALLDATA		1,500.00	
1/13/17	6585	CDJ	Affordable Pest Control Inc.		47.00	
1/13/17	6586	CDJ	Butler County Clerk of Courts		221.15	
1/13/17	6587	CDJ	Petty Cash		228.13	
1/13/17	6588	CDJ	Cincinnati Bell Any Distance		1,588.53	
1/13/17	6589	CDJ	Cintas Corporation		805.27	
1/13/17	6590	CDJ	Fuller Ford		6,022.07	
1/13/17	6591	CDJ	Heritage-Crystal Clean LLC		150.00	
1/13/17	6592	CDJ	Hamilton County Municipal Cour		196.77	
1/13/17	6593	CDJ	Hamilton Enterprise Park POA		456.11	
1/13/17	6594	CDJ	KOI Enterprises, Inc.		15,473.54	
1/13/17	6595	CDJ	Office Depot Inc.		103.58	
1/13/17	6596	CDJ	Ohio Dept. of Jobs & Family Se		158.67	
1/13/17	6597	CDJ	PERS		47,976.20	
1/13/17	6598	CDJ	Service Graphics		232.00	
1/13/17	6599	CDJ	Speedway SuperAmerica LLC		18,308.46	
1/13/17	6600	CDJ	Verizon Wireless		120.76	
1/17/17	Cash 1/1-1/10/17	CRJ	BCRTA Items	783.00		
1/18/17	01/11-01/17/17	CRJ	Farebox Receipts	1,459.88		
1/19/17	Cash 1/11-1/17/17	CRJ	BCRTA Items	231.25		
1/20/17	AT 1/20/17	CDJ	Paycor Payroll Services		1,220.50	
1/23/17	981586	CRJ	BCRTA Items	120,000.00		
1/24/17	6620	CDJ	Butler County Clerk of Courts		221.14	
1/24/17	6621	CDJ	City of Hamilton - Utilities		4,235.72	
1/24/17	6622	CDJ	Cox Media Group		72.68	
1/24/17	6623	CDJ	Cornett's Pressure Cleaning		2,000.00	
1/24/17	6624	CDJ	Heritage-Crystal Clean LLC		345.97	
1/24/17	6625	CDJ	Hamilton County Municipal Cour		214.84	
1/24/17	6626	CDJ	Jani-King of Cincinnati		380.00	
1/24/17	6627	CDJ	Jeffrey M Kellner, Chapter 13		738.46	

1/24/17	6628	CDJ	Millennium Business Systems		2,012.36	
1/24/17	6629	CDJ	Mobilcomm		180.00	
1/24/17	6630	CDJ	Minuteman Press - Fairfield		56.00	
1/24/17	6631	CDJ	Office Depot Inc.		21.99	
1/24/17	6632	CDJ	Pixels and Dots		65.00	
1/24/17	6633	CDJ	Pennsylvania Higher Education		84.38	
1/24/17	6634	CDJ	Ross Occupational Health		75.00	
1/24/17	6635	CDJ	Rumpke Of Ohio Inc.		140.93	
1/24/17	6636	CDJ	Service Graphics		2,845.00	
1/24/17	6637	CDJ	Sue Kadel		560.00	
1/24/17	6638	CDJ	Talawanda School District		7,189.82	
1/25/17	CC 1/25/17	CDJ	Bureau of Workers Compensation		4,125.71	
1/25/17	01/18-01/24/17	CRJ	Farebox Receipts	1,494.43		
1/26/17	A0723788	CRJ	Farebox Receipts	2,692.00		
1/26/17	9085950	CRJ	BCRTA Items	1,124.54		
1/26/17	PRWE 1/20/17	GENJ				80,121.64
1/26/17	AT 1/26/17	CDJ	Paycor Payroll Services			489.77
1/26/17	Cash 1/18-1/24/17	CRJ	BCRTA Items	440.00		
1/26/17	ACH 01/26/17	CRJ	Federal Transit Administration	138,805.00		
1/30/17	6639	CDJ	Vaughn Interior Concepts			4,375.00
1/31/17	A0723853	CRJ	BCRTA Items	450.00		
1/31/17	6640	CDJ	AT&T Mobility			528.66
1/31/17	6641	CDJ	Butler County Sheriff Dept.			2,750.00
1/31/17	6642	CDJ	Cincinnati Bell			139.39
1/31/17	6643	CDJ	Cummins Bridgeway LLC			433.94
1/31/17	6644	CDJ	Cornett's Pressure Cleaning			529.00
1/31/17	6645	CDJ	Dinsmore & Shohl LLP			1,710.00
1/31/17	6646	CDJ	Fox Towing Inc.			525.00
1/31/17	6647	CDJ	Ohio Transit Risk Pool			68,734.00
1/31/17	6648	CDJ	Pohlman Tire Inc.			38.00
1/31/17	6649	CDJ	Rose Chevrolet			94.52
1/31/17	6650	CDJ	Service Graphics			2,115.00
1/31/17	6651	CDJ	Vaughn Interior Concepts			1,345.00
1/31/17	6652	CDJ	Verizon Wireless			666.47
1/31/17	A0724142	CRJ	Miami University	137,644.13		
1/31/17	Cash 01/25-01/31	CRJ	BCRTA Items	65.00		
1/31/17	01/31/17	GENJ	Service Charge			10.00
1/31/17	AT 01/31/17	CDJ	PNC Card Purchases			3,645.32
			Current Period Change	528,313.66	389,097.79	139,215.87
1/31/17			Ending Balance			245,636.88
Savings - PNC (National City)						
1/1/17			Beginning Balance			8,989.07
1/12/17	CC 01/1-01/12/17	CRJ	BCRTA Items	98.90		
1/31/17	CC 01/13-01/31/17	CRJ	BCRTA Items	460.91		
1/31/17	01/31/17	GENJ	Interest Income	0.08		
1/31/17	01/31/17	GENJ	Service Charge			0.42
			Current Period Change	559.89	0.42	559.47
1/31/17			Ending Balance			9,548.54
Savings - PNC Bank						
1/1/17			Beginning Balance			781,736.17
1/23/17	981586	CRJ	BCRTA Items - Transfer from Savings		120,000.00	
1/30/17	01/30/17 00355	CRJ	BCRTA Items		75,000.00	
1/31/17	01/31/17	GENJ	Interest Income	45.61		
			Current Period Change	45.61	195,000.00	-194,954.39
1/31/17			Ending Balance			586,781.78

BCRTA
Balance Sheet (Net Pension Liability)
January 2017

Assets

Current Assets		*Other Assets		
Checking - PNC	245,636.88	Net Pension Asset	6,514.10	
Savings - PNC	9,548.54	Deferred Outflows-Pensions	1,283,664.71	
Savings - PNC	586,781.78			
Bid Deposit	75,000.00	Property & Equipment		
Petty Cash	1,000.00	Vehicles	8,600,420.41	
Accounts Receivable	559,865.24	Buildings & Land	2,521,829.31	
Prepays	94,769.51	Furniture & Equipment	495,987.33	
		Amenities & Misc.	62,042.74	
		WIP-Facility Renovation	40,158.51	
		Accum. Depr.	(3,559,912.55)	
				Total Assets
	<u>1,572,601.95</u>		<u>9,450,704.56</u>	<u>11,023,306.51</u>

Liabilities & Equity

Current Liabilities		*Long-term Liabilities		
Accounts Payable	82,462.81	Net Pension Liability	2,922,737.20	
Payroll Payables	84,163.29	Deferred Inflows-Pensions	58,001.48	
Other Payables	-			
Accrued PTO	88,675.84	Equity		
Reserve ACA Fines	-	Balance Equity	2,861,645.23	
FTA Vehicle Funds	43,795.00	Federal Capital	8,830,728.00	
Future Match Funds	14,583.40	Local Capital	89,410.00	
Unearned Tickets	18,392.00	Retained Earnings	(4,126,789.58)	
		Net Income	55,501.84	Total Liabilities and Capital
	<u>332,072.34</u>		<u>10,691,234.17</u>	<u>11,023,306.51</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 2017**

Current Assets	1,572,601.95
Current Liabilities	<u>(332,072.34)</u>
Available Funds	1,240,529.61

Board Reserves

Local Share Grant Obligations	
OH-34-0025 (Facility/Bus Grant)	26,973.75
OH-2016-056-00	290,807.53
OH-2017-0xx-00	922,500.00
5310 Pending Grant	575,800.00

Less 2017 Projected Local Match (1,788,997.00) 2017 - MU, ODOT, BCDD, R6 (Feb-Dec)

-

Match Required or (Overmatch) 27,084.28

FTA Grants 27,084.28 Match Required

Working Capital Funds (2 Mths.) 759,750.00

Capital Replacement Funds 697,739.40 2017-2019 Local Share of Projects
(includes \$450k in 2018/19 for large buses)

Contingency Funds -

Total Board Reserves 1,484,573.68

Non-Restricted Funds (216,959.79)

(for new opportunities) -

(216,959.79) 233,040.21 Adjusted for \$450k 2019 Match

Director's Notes – March 2016

Metrics & Service

- **New Opportunities**

BCRTA is engaging in discussions with the local healthcare providers regarding supplemental transportation for programs aimed at reducing infant mortality in addition to providing services in conjunction with the Ohio Healthier Buckeye Grant.
- **Middletown & Monroe Connection**

BCRTA presented to Monroe City Council on February 14 and Middletown City Council on February 21. No funding has committed yet. Staff still expect a start date in late spring if funding is provided by Middletown and Monroe. The proposal was featured in the January 22 Journal news also.
- **Demand Response Service Rebuild**

In concert with the launch of new demand response scheduling software, BCRTA will be reinventing its DR Service. Staff plan to spend the next few weeks analyzing current trends and metrics to evaluate needed changes and roll out a “new” service and more affordable rates in early 2017.
- **SOAR Award**

BCRTA received the SOAR award from the Ohio Transit Risk Pool for lowest claims cost per mile in 2015 for midsize pool members. The award was presented at the Employee Recognition event on February 11.

Discretionary Grant Availability

- **5310**

BCRTA received an award for one year of the three year ask that was submitted in our February application for 5310 funds to subsidize trips for elderly and disabled individuals. Total grants funds awarded were \$275,400 for the subsidy program and another \$100,000 to support the software upgrades in progress as they relate to ADA improvements like stop announcements and mobile apps that assist visually impaired riders.
- **TIGER**

BCRTA has had preliminary discussions regarding the future of the TIGER/Butler County Connect project. Community attention has moved to the multimodal area at Chestnut fields that may incorporate a future Amtrak Station, in lieu if funding a project at the Shriver site. BCRTA will continue to meet with Miami and City officials as the process moves forward. BCRTA may consider applying for 5339 – Bus and Bus Facility money for the purposes of this project rather than the competitive TIGER program.
- **LoNo**

BCRTA has had preliminary discussions with the City of Hamilton regarding rubber-tire trolley service in the City of Hamilton beginning in 2018. The City has a strong desire to showcase trolleys in an alternative fuel format. BCRTA has recommended applying for Low and No Emission grant funds from USDOT in the spring to purchase new or repower existing trolleys for the proposed service. BCRTA is preparing budgets for the City who has made an informal commitment to local match.

Staffing & Facility

- **Building Refurbishment**

Building refurbishment continues with the next phase moving into the operational area of the building, break room and kitchen.
- **Staffing**

BCRTA currently is soliciting for vehicle operators (CDL and non), an operations supervisor, vehicle technician, administrative assistant and an operations manager (paratransit).
- **Employee Recognition Event**

BCRTA presented a successful Employee Recognition Breakfast on Saturday, February 11. A large portion of staff attended the event and BCRTA recognized individual employees for exemplary safety, attendance and length of service with small paid time off awards. The event was very well received by employees and will be scheduled for 2018 as well.

Director's Notes – March 2016

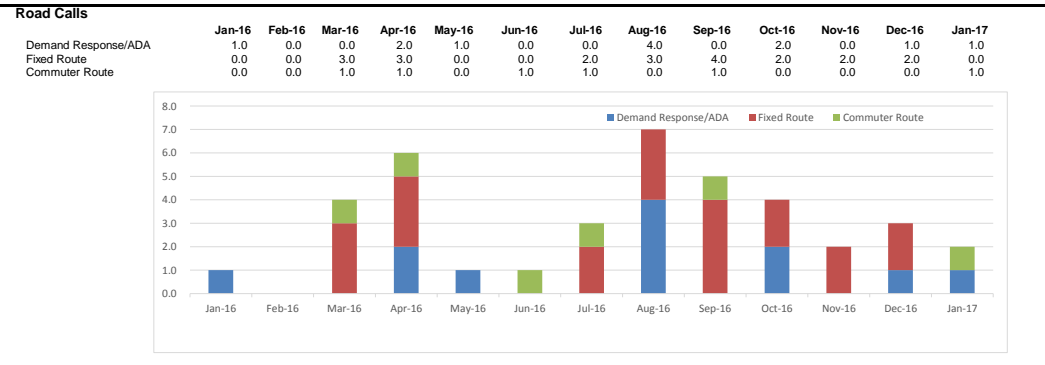
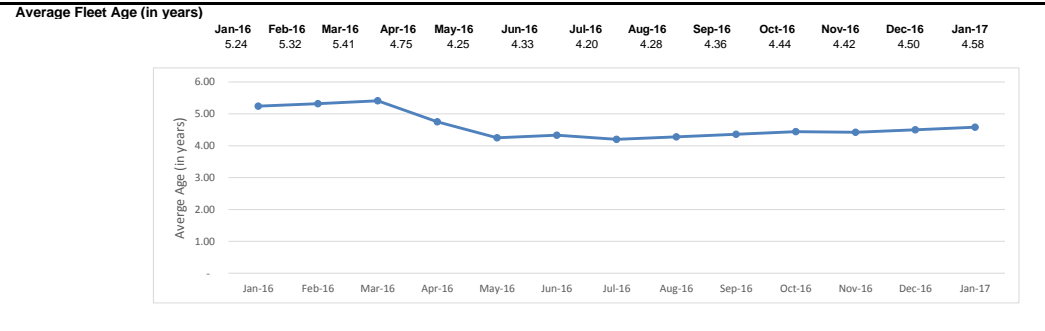
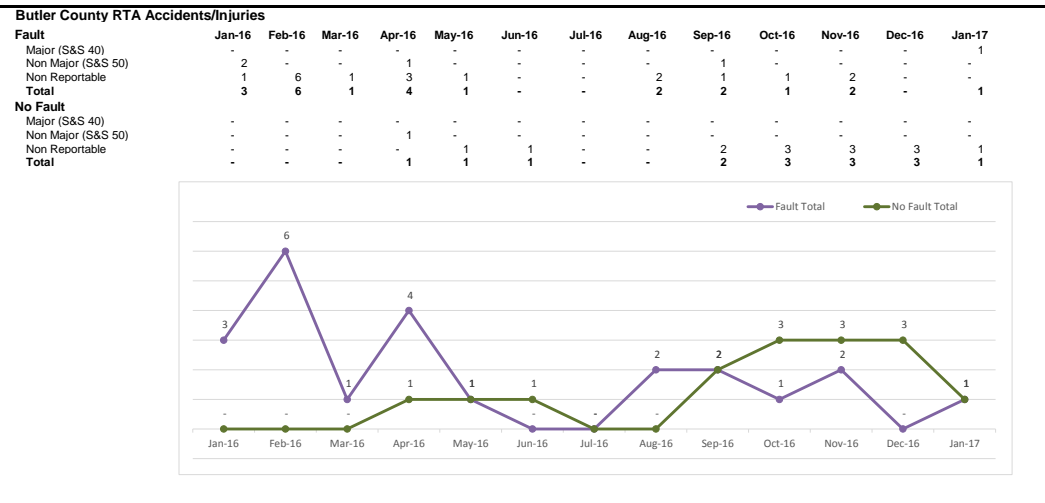
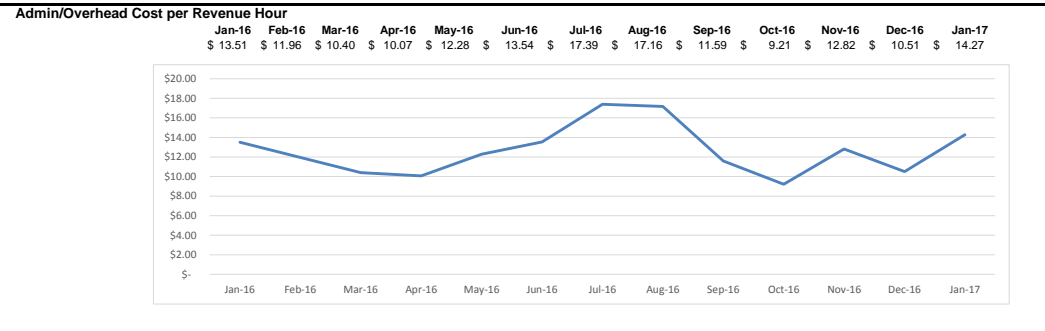
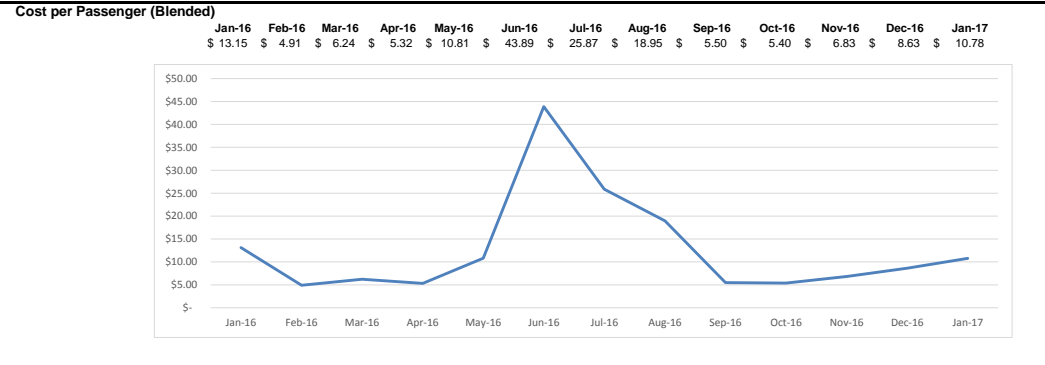
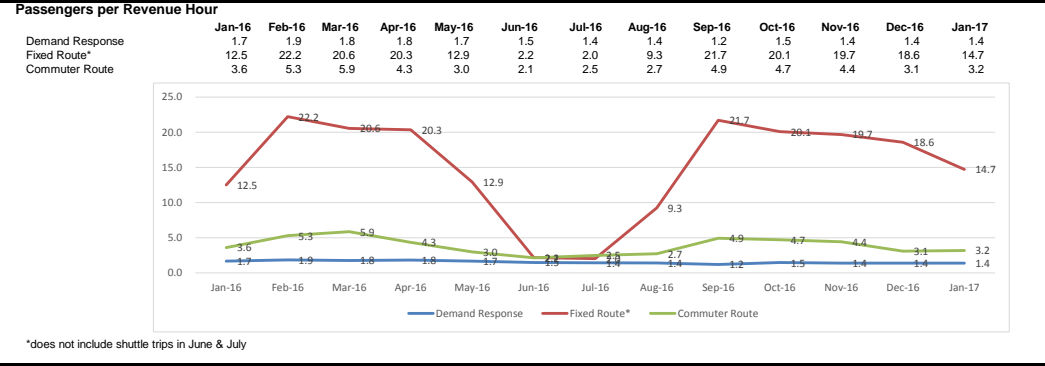
Planning

- **BCVSC**
BCRTA was awarded a portion of the Butler County Veterans Service Commission transportation contract. Upon approval, BCRTA will engage with BCVSC to transport veterans to medical appointments within Butler County and the Dayton VA Medical Center. BCVSC estimated giving notice to proceed in time for an April 1 contract start.
- **Weapons and Firearms Policy**
An advocacy group has been canvassing Ohio agencies requesting public records and policies regarding passengers' rights to carry firearms onboard public transit buses. Staff have responded to the request with assistance from BCRTA corporate counsel and OTRP legal counsel, who has been working on this issue for some time. In coordination with legal counsel, staff have been advised of Ohio law and warning stickers have been removed from BCRTA vehicles.
- **Opinion Survey**
Staff is investigating vendors to perform an opinion survey to gauge the interest and appetite for expanded public transit services in the Butler County area. BCRTA staff have completed the scope of work and identified potential vendors. Bids should go out before the end of March and responses received before the April Board meeting for more information.

On the Horizon ...

- **Trolley Replacement**
Given the 18 month expected build timeline for new trolleys, BCRTA staff will be bringing the authorization to purchase new trolleys to the Board in the next few months. The contract selection and award processes were already completed in conjunction with Akron Metro. BCRTA Board authorization will be required to write a PO and have the order placed on the manufacturer's calendar. Expected price is about \$500K per vehicle. Grant funds have already been awarded to BCRTA for these trolley replacements but do not become available until FFY 2018 and 2019. Authorization will be requested when grant funds are available to be drawn.
- **Federal Transit Administration Triennial Review**
BCRTA is scheduled to receive a triennial review from the FTA this year. BCRTA has already received initial requests for documents to be submitted to the reviewer by December 16, 2016. Reviewers will be at BCRTA for the onsite portion of the review June 27 – 30, 2017. Middletown will also undergo their review at the same time. Some limited board interaction may be required to substantiate proper oversight procedures.
- **Ohio Public Transit Conference**
Mark your calendars for the Ohio Public Transit Conference, April 17 – 19, 2017. Board members are welcome to attend the full conference or a portion. The conference will be in Columbus for 2017 and Cincinnati in 2018.
- **Inclement Weather Meeting Policy**
Reminder: It is our practice that the Board of Trustees Meeting will be cancelled if Hamilton City Schools are cancelled at or before 7:00 AM on our scheduled meeting day.

BCRTA Metric Scorecard



BCRTA Resolution No. 17-03-01

Authorizing the Butler County Regional Transit Authority Executive Director to Execute a Contract to Provide Transportation Services to the Butler County Veterans Service Commission.

Whereas on February 3, 2017 BCRTA submitted a proposal to provide door to door transportation services for ambulatory and non-ambulatory veterans in response to a Request for Proposal issued on January 3, 2017 by the Butler County Veterans Service Commission; and

Whereas BCRTA has been selected as a successful proposer subject to satisfactory negotiation of a service contract that describes responsibilities, conditions, and services to be provided as well as reimbursement rates, policies and procedures.

Now, therefore, be it resolved that the BCRTA Board of Trustees hereby authorizes the Executive Director to execute a contract with the Butler County Veterans Service Commission upon review and approval by BCRTA legal counsel to provide transportation services on or before April 1, 2017 through March 31, 2020. Be it further resolved that the BCRTA Board of Trustees shall authorize the Executive Director to take all actions necessary to comply with the terms of this agreement and enact this resolution.

Approved: March 15, 2017

Board President, BCRTA

Executive Director, BCRTA