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Butler County Department
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Mr. Dannel R. Shepard

Mr. Corey Watt

Ms. Kathy Wyenandt

Executive Director

Mr. Matthew M. Dutkevics

Legal Counsel

Mr. Brain Zets
Isaac Wiles
Burkholder & Teetor, LLC

*** PUBLIC MEETING NOTICE ***

Butler County Regional Transit Authority Board of Trustees

The BCRTA Board of Trustees is scheduled to meet on Wednesday, March 20, 2024 at 8:00 a.m. This meeting will be held at 3045 Moser Court, Hamilton, OH 45011.

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. Sarah Schwartz at 513.785.4345 or 800.750.0750 (Ohio Relay Service).

2024 Butler County RTA Board of Trustees Attendance

	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec
Bauer, Nick	X	X										
Fehr, David	X	X										
Foster, Jim	X	X										
Gordon, Perry	X	X										
Lawson, Chris	X	X										
Shepard, Dannel	X	X										
Watt, Corey	X	X _(8:04)										
Wyenandt, Kathy	E	X										

X = Present

E = Excused

E* = Online not Official

A = Absent

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

March 20, 2024 8:00 AM

Butler County RTA Board Room

3045 Moser Court, Hamilton, OH 45011

PRELIMINARY AGENDA

- I. Call to Order & Roll
- II. Consideration of Absences
- III. Consent Agenda (*Motion Requested*)
 - a. Approval of the Agenda
 - b. Approval of the February 21, 2024 Meeting Minutes
- IV. Comments from Citizens
- V. Secretary/Treasurer's Report – January 2024 (*Motion Requested*)
 - a. 2023 Year End Summary Report
- VI. Governance
 - a. Trustee Vacancy
- VII. Action Items
 - a. **Resolution 24-03-01:** Appointing Directors to the Transit Alliance of Butler County (TABC) Board of Directors.
 - b. **Resolution 24-03-02:** Ratifying the Butler County Regional Transit Authority Title VI Program.
 - c. **Resolution 24-03-03:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Provide BCRTA's Monetary Contribution for Electrical Service Establishment and Infrastructure Relocation at the Chestnut Street Multimodal Station.
- VIII. Committee & Staff Reports
 - a. OKI

Next Meeting Date:

April 17, 2024 @ 8:00 AM

Butler County RTA • Board Room

3045 Moser Court • Hamilton • Ohio • 45011

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

March 20, 2024 8:00 AM

Butler County RTA Board Room

3045 Moser Court, Hamilton, OH 45011

b. Service & Metrics

Luke Morgan, Director of Operations

c. Marketing & Outreach

Shawn Cowan, Communications & Outreach Manager

d. Talent, Benefits, & Recruitment

Mary Jane Leveline, Talent & Benefits Manager

REPORT: 2023 Workplace Strength Survey Results

e. Procurement

Meagan Varney, Procurement & Compliance Specialist

f. Director's Report

- IX. Executive Session - Pursuant to ORC 121.22 G(1) to consider the employment and the investigation of complaints against a public employee.
- X. Adjourn (*Motion Requested*)

Next Meeting Date:

April 17, 2024 @ 8:00 AM

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V. Secretary/Treasurer's Report

Ms. Weidner presented the financials as of the end of December 2023, compared to the Annual Budget and reminded all that no year-end adjustments had been entered on the presented statements. Total Revenues of \$11.1M were on budget as trends from previous months continued. Ms. Weidner discussed many of the variances to budget including the result of changing the start date of the CincyLink and its effect on the Partnership Transit Revenue (COM), the Park-n-Ride Program, and the Purchase Transportation Expense, and the over-budget in Agency funding being due to including some 2022 funding from CDBG being allocated to 2023.

Expenses remain on trend with previous months as well with Total Expenses at the end of December being over budget at 104.7%. Wages ended the year on budget. Fringes are over budget and will end the year over budget primarily due to higher-than-expected medical insurance plus higher than anticipated PTO usage. Ms. Weidner explained that the overbudget in Misc. Items was primarily due to outsourcing the most recent CDL training because of a staff shortage and interest expense incurred with the implementation of GASB 96. The Gain before Est. Depreciation, Net Pension & OPEB Expense was \$2.5M.

The Transaction logs for the month of December were included in the packet presenting all cash transactions for the period. Ms. Weidner called attention to a transaction on December 27th which was the redemption of BCRTA's credit card rewards of \$1,666.16.

The balance sheet for December 2023 was presented with normal balances for assets, as well as liabilities and equity. Ms. Weidner again explained that no year-end entries had been made. No accounts receivable balances were of concern, but the higher-than-normal balance was due the City of Middletown having issues while updating their financial system.

New accounts were presented on the balance sheet with the implementation of GASB 96 to account for Subscription Based Information Technology Arrangements (SBITAs). The implementation created a Software Subscriptions asset and a Subscription Liability account, and had an effect on Prepaids and Retained Earnings. New WIP (work in process) accounts were included for the new maintenance truck that was not yet in service as of yearend and the ongoing implementation of UKG.

At the end of December, Available Funds were approximately \$9.7M. With Total Board Reserves at \$5.8M, Non-Restricted Funds at the end of December are \$3.9M. Non-Restricted funds will be needed for future operational needs.

Trustee Watt moved to approve the treasurer's report. Trustee Fehr seconded. All voted in favor of approval.

VI. Governance

Trustee and Staff Photos

Trustee Lawson announced that a photographer will be on site after the March Board of Trustees meeting to take updated Trustee and staff photos.

VII. Action Items

- a. **Resolution 24-02-01:** Authorizing the Executive Director to Execute a Purchase of Five Propane Vehicles for Revenue Service.

Ms. Varney explained that through BCRTA’s membership with NeoRide, BCRTA received over \$1M in funding to purchase low emission vehicles. Through research, it was determined that propane vehicles would best suit the needs of BCRTA, as battery powered vehicles could not handle the milage demand of BCRTA routes. The Operations and Maintenance teams traveled to Laketrans to learn about propane vehicles, and train on repairing these types of vehicles. BCRTA decided to exercise the option to purchase from the LakeTran contract. Five propane vehicles are proposed for purchase at \$174,00.00 each.

Trustee Fehr inquired if the propane buses had limitations such as time on the road. Ms. Varney stated the vehicles did not. Mr. Morgan added that these vehicles have the same requirements as current cut-a-way vehicles do.

Trustee Wyenandt moved to adopt Resolution 24-02-01. Trustee Foster seconded.

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

Trustee Bauer	Yes
Trustee Fehr	Yes
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Yes
Trustee Shepard	Yes
Trustee Watt	Yes
Trustee Wyenandt	Yes

The resolution was adopted.

- b. **Resolution 24-02-02:** Authorizing the Butler County Regional Transit Authority (BCRTA) to Apply for State Capital Funds in Support of the Moser Court Parking Expansion.

Ms. Weidner explained this resolution is to authorize the BCRTA Executive Director to apply for State Capital Grant funds to support the parking lot expansion. BCRTA had previously applied for \$3.5M from Workforce Mobility funds, but it was not awarded.

Trustee Shepard moved to adopt Resolution 24-02-02. Trustee Watt seconded.

Upon a call of the roll, resulted as follows:

Trustee Bauer	Yes
Trustee Fehr	Yes
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Yes
Trustee Shepard	Yes
Trustee Watt	Yes
Trustee Wyenandt	Yes

The resolution was adopted.

VIII. Committee & Staff Reports

a) OKI

Trustee Lawson spoke about attending OKI. OKI did a joint presentation with SORTA. These reflections are detailed in the Directors Notes, as public transit was highlighted, not just single vehicle transportation.

Trustee Lawson spoke of the community wide survey that OKI is now conducting.

b) Service & Metrics

Mr. Morgan provided the Service & Metrics report.

Leveraging Competitive Funding & Partnerships

- Average Fleet Age
 - 5.66 years – This is an increase of 16.61 percent from December 2022.
- Subsidy per Passenger
 - The subsidy per passenger increased in December of 2023 in comparison to last December by \$11.29 or 38.4 percent.
- Admin Cost Per Revenue Hour
 - Administrative Overhead cost per hour has increased by \$7.44 or 29.4 percent comparing December of 2022 to December of 2023.

Enhancing Connectivity

- BCRTA Transit App Users
 - BCRTA had 4,447 users during the month of December for the Transit App. This is a 30.72 percent increase from the previous year.
- BCRTA Transit App Downloads
 - BCRTA tracked 485 new downloads for the Transit App in December of 2023. This is a 30.72 percent decrease from the previous year.

- BGO App Rides/Total BGO Rides
 - 30.85 percent of all trips were booked utilizing the mobile application. This is a 66.8 percent increase from December of 2022.
- BGO App Downloads
 - BCRTA had 68 new users download the mobile application. This is a 19.12 percent increase from December of 2022.
- BGO Mobile Payment & Total Trips
 - BCRTA completed 3,510 non - contracted trips in December of 2023. This is a 27.04 percent increase in completed, non - contracted trips from December of last year.
 - No trips were paid for using the BCRTA mobile application (BrainTree).
 - 41.86 percent of all trips were paid for using EZFARE.

Improving Mobility & Eliminating Barriers

- Passengers Per Revenue Hour
 - Fixed routes had 10.51 passengers per revenue hour in December of 2023, this is an 80.1 percent increase from December of 2022.
 - Demand Response service had 1.8 passengers per revenue hour in December of 2023, this is a 27.7 percent increase from December of 2022.
- Accidents and Injuries
 - Fault Total – BCRTA experienced zero fault accidents in December of 2023.
 - No Fault Total – BCRTA also had 3 no fault accidents.
- Target Operator Staffing
 - 74%
 - This number has increased by 8.95 percent from the previous year.
 - The yearly average was 73.43 percent.
- Denials and Refusals/ Total BGO Trips
 - 35.75 percent of all requested BGO trips were refused or denied in December of 2023 due to time and capacity limitations. This is a 29.35 percent increase from December of 2022.

Supporting Employers

- 42x Park and Ride Total Trips
 - The 42x had 2,058 riders. This is a 46 percent increase from December of the previous year.
- BGO Employment Trips

- BCRTA completed 1,551 BGO trips for the purpose of employment in December of 2023, this is an 8.06 percent decrease from the same month the previous year.

Developing Multimodal Infrastructure

- Goal

- This field is to show the progress of our upcoming Chestnut Fields Multi-Modal Transit Station. BCRTA has secured funding for \$25,649,471 of our \$25,471,690 goal.
- BCRTA expects this project to be completed within the next 517 days or 1.4 years.

c) Talent, Benefits, & Recruitment

Ms. Leveline began by giving a wellness update. BCRTA became self-insured this year. This move allowed BCRTA a large amount of Wellness Dollars that need to be spent on wellness initiatives. Presently about half of all employees do take the medical health benefits option. Implementing health insurance has become a great asset to BCRTA. Over half of all employees take vision and dental insurance. In June, BCRTA will hold its second Health Fair. All trustees are invited. Due to the large number of Wellness Dollars available, the health fair will be more robust than last year. Based on feedback from last year's event, it was very successful. Ms. Leveline added that she is working on wellness incentives for drivers as well as office staff and maintenance. These incentives could include walking pads, or other items to keep employees thinking about wellness. A Workplace Satisfaction Survey is currently active. A report on those findings will be presented next month.

Ms. Leveline spoke on the budget. BCRTA used Butler Tech for CDL Training. BCRTA now employs two (2) CDL trainers that can teach on site. Implementation of in-house training requires a location to complete CDL training. Interdepartmental communication has been a focus and removing any barriers and working closely with Operations. Trustees may notice when viewing the website, that the "Careers" listings look different. Each posting is very specific in that the days, shift times and location are included in the job posting, as well as in the body of the job application. This will help eliminate any confusion for applicants as to what hours they would work once training is complete.

d) Marketing

Ms. Cowan reported that the number one focus right now is employee recruitment. Ms. Cowan stated that tomorrow, February 22, 2024 a video shoot will be taking place at the Moser Ct. location. The videographers will be interviewing staff, as well as footage of the building. The content created from this one day of shooting will be used to create multiple advertising and employee attraction pieces that will be used through the entire year.

The next large event coming up is BCRTA's 30th Anniversary. The anniversary is in August 2024. The event planning is in the early stages, however, there will be a new 30th Anniversary logo.

Fare charging for CincyLink is a current project. Mr. Auwae has been working on this as well,

as CincyLink will be cashless. Integration of the software platforms to accomplish this is underway. The goal is to have the platforms ready to go by mid-March.

Ohio Loves Transit week was successful. Mr. Dutkevicz and Trustee Foster attended meetings at the State House. Trustee Foster stated that he met with staff member from Representative Carruthers office, Representative Jeniffer Gross' office, and Representative Hall. Trustee Foster explained all three meetings were positive in nature. The discussion held with representatives and their office staff centered around what BCRTA is doing within the communities, the services BCRTA provides for the constituents and the services BCRTA intends to provide. The topic of funding was not breached. Trustee Foster added that participation in Ohio Loves Transit and the discussion that were had, were worthwhile.

Ms. Cowan added that there are now only two buses remaining that need to have updated wrapping. These last two buses still have the old branding.

Ms. Cowan concluded that the Chestnut Street groundbreaking was a very successful event. Trustee Foster and Trustee Watt attended. Given the extreme weather, the attendance was great. There was a tremendous amount of media present. Contacts with each of these media outlets were made for relationship building.

Trustee Shepard inquired if BCRTA is seeing ridership patterns of CincyLink riders once they reach Government square. Are riders exiting at Government Square and getting back on at Government Square or are they moving around downtown and possibly needing a pickup somewhere else? Mr. Morgan answered that as of now, BCRTA is seeing a 1:1 ration of ridership. That riders are taking CincyLink to and from their stops. However, Mr. Morgan added that the directive his team, as well as Mr. Auwae, is working on is that changes will be evaluated on a quarterly basis. Feedback will be analyzed on any proposed changes. Trustee Watt asked about adding more times, especially as the summer months approach and riders may want to stay downtown after work. Mr. Morgan stated that there are MCI buses that could accommodate added times or routes, however that would be dependent on funding and staffing. Ms. Cowan added that there will be a public comment request in April/May for feedback on CincyLink.

Mr. Morgan spoke about UC requesting group trips daily to take employees and students from the Tylersville Meijer stop to UC West Chester. This is a possibility that is being considered to determine feasibility.

e) Procurement

Ms. Varney stated that there are no large updates. Chestnut Street Multimodal Station is moving along. The PC replacement is in the process, Ms. Schwartz and Mr. Auwae are working on the technical aspects.

Ms. Varney added that Ms. Weidner and herself are working on new DBE goals. The procurement approach will be modified to attract more DBEs. Awards may be split. The hope is to meet the DBE goal and avoid having to file a shortfall analysis.

Ms. Weider added that there was not a DBE goal set for the construction of Chestnut Street Multimodal project. The hope was that the construction would bring DBEs in since there is a

high concentration of DBEs in the process of such a project. However, that has not been the case. Moving forward, BCRTA will be looking at other avenues to reach the DBE goal. If the goal is not met, a shortfall analysis must be completed. Currently, BCRTA's DBE goal is 2.29% and the highest that has been achieved is 0.29%, so it is a substantial amount that needs to be met. Trustee Watt asked what is the exact trigger that would require BCRTA to file the shortfall analysis. Ms. Weidner explained that she reports every six (6) months, any amount under the set goal is considered a shortfall. The goal is established by BCRTA. Ms. Varney included that there is still furniture to purchase for the Chestnut Street Multimodal facility, and that is often an area that is largely DBE. Ms. Weidner did state that normal processes in procurement are race neutral. However, with DBE goal setting, it becomes race conscious. In looking at other avenues to reach goals, that allows the process to remain race neutral.

f) Director's Report

Mr. Dutkevich was not present, but Ms. Weidner provided a summary of the Director's Notes.

a. News & Updates

1. Attain Grant

BCRTA has agreed to partner with NEORide and other transit agencies to seek an USDOT/FHWA Advanced Transportation Technology and Innovation (ATTAIN) grant. The partners seek to create a multimodal data exchange to address the gaps data collection; Facilitate NTD reporting.; Generate operational reports per key service indicators (to be defined); Develop capability for multimodal information tools (e.g., multi-agency electronic information signs at transfer centers); and Enhance TDS Middleware to support human service transportation (HST)/ non-emergency medical trips. BCRTA is providing data and in kind match, no cash match is required.

2. Demonstrations of Advanced Digital Construction Management Systems (ADCMS)

The University of Cincinnati recently reached out to BCRTA to request our participation in a research study they are conducting for the FTA. The study involves evaluating the use and outcomes of implementing ADCMS in FTA-funded transit projects. US was particularly interested in BCRTA participating as the Chestnut Street Facility is presently under construction and BCRTA is already using an ADCMS provided by our general contractor. BCRTA will provide feedback and observation opportunities for the team. By participating in the grant, BCRTA may also procure ADCMS at no cost for its own future projects during the multiyear study period.

3. Cybersecurity Review

Consistent with the Board's request from the January meeting, staff have made cybersecurity a recent focus. Some sensitive materials will be provided at the meeting for trustee review and staff are also working to complete a vulnerability study over the next few weeks.

4. Strategic Plan

Staff have concluded work on the strategic plan document creation. The final plan was

adopted at the November Meeting. Staff have been continuing work to update the BCRTA website with new information on the plan and also begin work on first items. In addition, staff will work to update the metric dashboard to align with the new strategic plan in advance of the March meeting (January 2024 data).

5. Commuter Service

CincyLink successfully went live on January 2, 2024. Fare is still free until EZfare is prepared to begin ticketing in March. Public Information will be available well in advance of fare collection beginning after the EZfare vendor confirms all tests and the system is ready to deploy Account-Based Ticketing or "ABT" which will permit farecapping.

6. Chestnut Street Multimodal Station

The groundbreaking for Chestnut Street Station was met with the ugliest weather of the year but did not stop a crowd from gathering and some very positive press. The project site is now well underway with most demolition being completed, materials arriving, and grading of the site well underway. Foundation work should begin in the next two weeks pending weather. Information, updates and pictures are available at <https://www.butlercountyrta.com/projects/oxford-multimodal-facility/>

7. Ohio Workforce Mobility Grant

ODOT made grant announcements on January 2/13/2024. BCRTA was not successful in obtaining OWM funds, but did receive funds for several other items including access control for the new Chestnut Street Station, replacement pcs, replacement onboard tablets, and GRF operating match.

8. State Capital Budget

In light of the delayed announcements on OWM funds, staff has engaged Ohio Representative Carruthers to request a one-time capital grant from the State Capital Budget in the amount of \$3M for the needed parking lot expansion at the Moser Court facility.

9. 2023 Areas of Persistent Poverty (AOPP/HDC)

BCRTA and City of Oxford were successful in obtaining \$150K to study bike/trail/pedestrian infrastructure related to transit within the City of Oxford. Oxford will provide the match and act as a subrecipient to BCRTA. The project should begin in early 2024.

10. 2023 LoNo/Propane Implementation

BCRTA staff visited Laketran, another RTA in northern Ohio that has operated propane buses since 2017. Staff gathered significant knowledge on the vehicles and fueling structure in anticipation of BCRTA's propane pilot set for early to mid 2025. The propane vehicle purchase is expected to come to the Board of Trustees next month. The vehicles will be purchased from Laketran's existing propane LTV contract.

b. On the Horizon
11. Employee Breakfast

The employee recognition breakfast is scheduled for March 17, 2024 at Receptions Event Center in Fairfield from 11AM to 1 PM. Trustees are encouraged to attend. Please RSVP to schwartzs@butlercountyrta.com.

12. 30th Anniversary

BCRTA will celebrate its 30th anniversary in 2024. Staff are beginning to create plans for a year-long recognition and celebration with scattered events and promotions.

13. Triennial Review

BCRTA will receive a regular Triennial Review from the Federal Transit Administration in 2024. A desk review and document request were received in January. Staff will be working on this through early spring.

Upcoming Procurements >\$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
Propane LTV (5)	BCRTA	900K	Task	New
Procurement , Maintenance, and Finance Software Integrated Solution – Phase II	BCRTA	150k	5	New
MTS TDP Study	MTS	45K	Task	New
Unified Security	BCRTA & MTS	1M	5	New & Replacement
Parking Lot Construction	BCRTA	3.5M	Task	New
Tires (large bus)	BCRTA	TBD	1	New
Chestnut Fields FF&E	BCRTA	250K	Task	New
Onboard Tablets (81)	BCRTA	110K	Task	Scheduled Replacement
PC Workstations & Peripherals (37)	BCRTA	75K	Task	Scheduled Replacement
BCRTA & MTS Integrated Access Control & Security (Moser, MTS, Chestnut)	BCRTA & MTS	1M	5	New and Replacement

X. Adjourn

Trustee Watt moved to adjourn; Trustee Foster seconded. The motion carried. The meeting was adjourned at 8:49 AM.

Respectfully submitted,



Matthew M. Dutkevicz, Executive Director



Chris Lawson, Board President

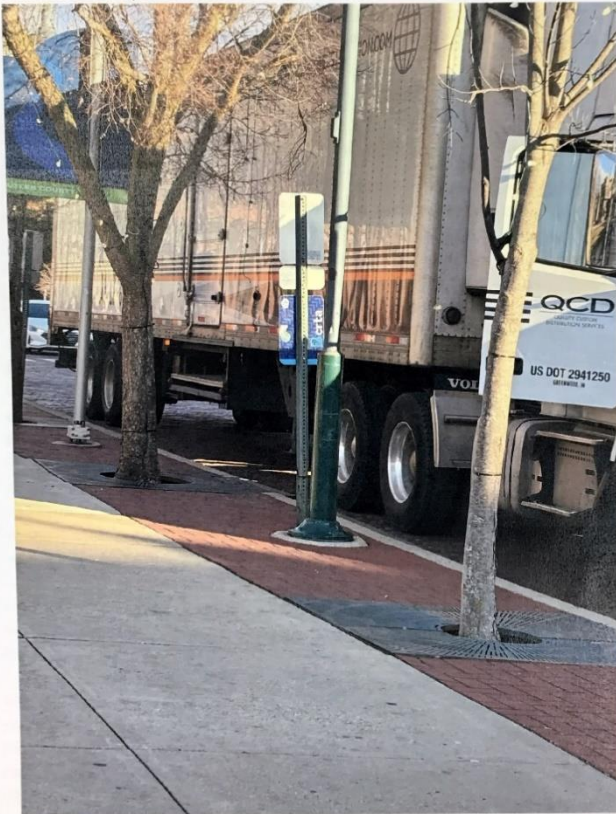
Appendix A
Comments From Citizens

Parking/Loading Zones at Bus Stops

You may or may not be aware of this, but some bus stops, such as the one in Uptown Park in Oxford, where this incident took place at, are also “loading zones”, where delivery trucks come and deliver the goods and services that the restaurants and stores need to sustain themselves. Don’t get me wrong, I’m very appreciative of the delivery trucks, and all that they do for the economy, but I get really frustrated when they park in the bus stop for an extended period of time-even if it IS a specified loading zone. On this particular day, I came up to the Uptown Park bus stop to find a delivery truck (at least I’m assuming that’s what it was) parked right smack dab in front of the bus stop. It is a specified loading zone, but I’m not sure what the definition is by that, and the 30 minute limit is often exceeded, like it was on this day. The U4, U1, and the U1W all use this bus stop. My wheelchair didn’t have enough power to walk from Uptown Park to Miami Station to get to the R3, so I had to ride another bus to connect to it. Well, my plan was foiled by this delivery truck. I understand it was an oversized truck, but it could’ve left some room for the bus to passengers (in hindsight, it did, but it wasn’t enough if they have to get close to the curb because you have a mobility device). I couldn’t get on the bus, and I didn’t have enough power to walk down to the next closest bus stop(s). So, my only option was to sit and wait until the truck moved so the bus could once again get close enough to the curb. By the time it finally did, I was out of time to connect from either the U1 or the U4 in time to catch the R3, so once I finally did succeed at getting on the U1, I had to wait another hour for the next R3... Yes, I could’ve called dispatch or the call center and explained the situation, but I know what I would’ve been told “go down to the next closest bus stop.” My chair was literally at 40% charge, so that wasn’t an option, as I knew I had to save what charge I had left until I could get to my destination on the R3 and to an outlet to give it a boost (I carry a charger with me). I know that everyone in the call center and dispatch knows me, and we most likely could’ve found a solution, but I was cold, tired, and I just didn’t want to explain (we all have days like that). However, that isn’t really the point here. The point is that the loading zone **shouldn’t also be where a bus stop as it can create a headache, and be of a disadvantage to someone with a disability.** If possible, I’m suggesting the city be contacted and asked about if

anything can be about moving this loading zone, and if not, if something can be done about enforcing the time limit (it took me two more rounds for both routes before I could finally get on, so the time limit was definitely exceeded).

have attached a picture below for clarification.



This same thing has happened at other bus stops (whether there's a sign that says loading zone or not), but those times, there has been room for the bus to pull over enough so as I can still get on (both for big buses and cutaways).

Stop Request Cords and Handicap Strips on Route Buses

Since I have an 8:20am class this semester (and it's only ever offered at that time...), I'm getting up at 5am, every single day, and I've lost my patience (no offense) with BGo to get back and forth to Oxford. I get up early day, and I haven't done this since high school, so it's easier for me to just know what time I'll be somewhere, and what time I'll get home. This being said, I've been using the R3 to get to and from Oxford. One day a couple of weeks ago, the route was run on a cutaway. I know about the stop cords, and I know that there are handicap buttons (on the big buses), or handicap strips (on the cutaways) for those like me who may not be able to reach the stop request cord. Well, my arms do not extend like other peoples' arms do, especially during these winter months. Even though I was relatively close to the cord and the handicap strip, I still could not reach it to request my stop. This meant that I had to yell at the driver-from the back of the bus (since that's where the ADA seats are on the cutaways), that I needed off the bus. Except, one issue. It was a full bus (because of the fact it shrunk), and I can't always say what I'm trying to say in time. I was about to miss my stop. Thankfully, someone knew that I was trying to tell the driver that I needed to get off up ahead, and alerted her, but if it hadn't been for them, I would've been walking a good distance from the next nearest stop, or going halfway back around-all because I couldn't signal for the stop. I've now purchased a foldable item gripper, and I keep that in my purse, so that when a similar situation like this arises again, I have peace of mind in knowing that I'll still be able to signal for my stop. I like the way the big buses are set up where underneath the seat there's a little button you can press so you don't have to reach up and pull the cord. That's a lifesaver for me. Being able to ride public transportation is supposed to be a representation of freedom, and that you can be independent even if you're disabled. A similar set up for the cutaways as there is on the big buses would

optimize and enhance that independence even further (because I can't tell you how embarrassing this was. When it was time to go back the other direction I purposely waited an extra hour so that I'd be on the big bus and wouldn't run into the same problem again.) Again, this same thing has happened on other routes where it's being run on/with a cutaway, but those times the driver has asked me as I get on, where I'm getting off (but I still like to activate the stop request in case something comes up and it slips their mind). Yes, I could just tell the driver where I'm getting off at as I get on the bus, but like I just stated, something could come up and that fact could slip their mind (which has happened before), and there's also the fact that sometimes I just can't say what I want to say when I want to say it, so having the option of being able to activate the stop request like everyone else is convenient.

Thank you for your time!

BCRTA
Income Statement
January 2024

	Year to Date Last Year	Year to Date This Year	Annual Budget	YTD % of Budget
Passenger Fares	3,096	5,765	72,000	8.0%
Contract Fares	10,007	24,697	303,000	8.2%
Partnership Transit Rev (COM)	83,455	257,888	2,654,868	9.7%
Transit Development Rev (MU)	232,472	245,390	2,944,679	8.3%
Mgt./Cons. Services	11,446	24,724	296,688	8.3%
Interest & Other	19,938	26,041	335,420	7.8%
Agency Funding	2,295	8,405	47,598	17.7%
Park-n-Ride Program	37,500	-	-	0.0%
State Funding	-	-	-	0.0%
Federal Funding	470,174	262,708	4,462,472	5.9%
Total Revenues	870,383	855,618	11,116,725	7.7%
Expenses				
Wages	302,475	336,456	4,632,394	7.3%
Fringes	174,730	131,970	2,880,435	4.6%
Services	46,738	33,228	774,398	4.3%
Materials & Supplies	78,252	67,919	1,155,956	5.9%
Utilities	8,052	8,711	115,000	7.6%
Insurance	26,051	23,523	350,850	6.7%
Purchased Transportation	37,500	-	-	0.0%
Misc. Items	1,327	16,143	124,200	13.0%
Contingency	-	-	50,000	0.0%
Total Expenses	675,124	617,951	10,083,233	6.1%
Gain/Loss before Depr, NP & OPEB Exp	195,259	237,667	1,033,492	23.0%
Est. Local Share of Depreciation Exp	28,487	28,487	341,843	8.3%
Est. Net Pension & OPEB Exp (Inc)	27,297	27,297	327,558	8.3%
Total Gain/(Loss)	139,476	181,884	364,090	50.0%

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
1/1/24			Beginning Balance			375,732.78
1/2/24	01/02/24	GENJ	Service Charge		5.00	
1/3/24	11943V	CDJ	City of Hamilton - Hamilton Fi	105.00		
1/3/24	11710V	CDJ	Trebor Electrical Contractors,	848.00		
1/3/24	11948	CDJ	AFFIRM Agency		7,920.00	
1/3/24	11949	CDJ	Altafiber		144.17	
1/3/24	11950	CDJ	Amazon Capital Services		4,064.07	
1/3/24	11951	CDJ	Richard L. Bowen & Associates,		35,880.20	
1/3/24	11952	CDJ	BCRTA Petty Cash		352.25	
1/3/24	11953	CDJ	Cincinnati Bell Technology Sol		511.22	
1/3/24	11954	CDJ	Cummins Bridgeway LLC		468.61	
1/3/24	11955	CDJ	Commonwealth Land Title Insura		68,533.93	
1/3/24	11956	CDJ	Cornett's Pressure Cleaning		1,840.00	
1/3/24	11957	CDJ	Freeland Chrysler Dodge Jeep R		88,995.00	
1/3/24	11958	CDJ	Fuller Ford		1,096.47	
1/3/24	11959	CDJ	Gillig LLC		6,442.22	
1/3/24	11960	CDJ	Gem City Tire		331.95	
1/3/24	11961	CDJ	Heritage-Crystal Clean, LLC		385.32	
1/3/24	11962	CDJ	City of Hamilton - Hamilton Fi		105.00	
1/3/24	11963	CDJ	Isaac Wiles & Burkholder, LLC		4,513.00	
1/3/24	11964	CDJ	Jani-King of Cincinnati LLC		550.00	
1/3/24	11965	CDJ	Minuteman Press - Fairfield		70.68	
1/3/24	11966	CDJ	My Parts Express		1,934.70	
1/3/24	11967	CDJ	Miami University Payment Cente		3,142.96	
1/3/24	11968	CDJ	Ohio Transit Risk Pool		125,792.82	
1/3/24	11969	CDJ	Performance Wraps LLC		13,523.00	
1/3/24	11970	CDJ	Ricoh USA, Inc		37.80	
1/3/24	11971	CDJ	Refitt's Garage & Towing Servi		350.00	
1/3/24	11972	CDJ	Rosco Collision Avoidance		2,950.00	
1/3/24	11973	CDJ	Security Lock Company, LLP		326.00	
1/3/24	11974	CDJ	Trebor Electrical Contractors,		848.00	
1/3/24	11975	CDJ	Tri State Cleaning		700.00	
1/3/24	11976	CDJ	United Parcel Service		52.72	
1/3/24	11977	CDJ	Verizon Wireless		3,435.34	
1/3/24	11978	CDJ	Woodhull LLC		225.18	
1/3/24	0000296710	CRJ	City of Middletown	329,728.02		
1/3/24	1034	CRJ	BCRTA Items	39.88		
1/3/24	FARES12312023	CRJ	Farebox Receipts	2,127.02		
1/3/24	449390	CRJ	Farebox Receipts	50.00		
1/4/24	PRWE 12/29/23	GENJ	Empl. Dir. Dep. SPA - Cash Requirements		117,476.69	
1/4/24	PRWE 12/29/23	GENJ	Tax Payment- Cash Requirements		20,404.58	
1/4/24	PRWE 12/29/23	GENJ	Garnishment Check 10055		317.09	
1/4/24	PRWE 12/29/23	GENJ	Garnishment Check 10056		172.14	
1/4/24	PRWE 12/29/23	GENJ	ODC - Roth Check 10057		190.00	
1/4/24	PRWE 12/29/23	GENJ	Vendor Payments SPA - Cash Requirements		4,893.38	
1/4/24	PRWE 12/29/23	GENJ	ODC Check 10058		1,740.00	

1/4/24	PRWE 12/29/23	GENJ	Empl. Check 10052		865.77
1/4/24	PRWE 12/29/23	GENJ	Empl. Check 10053		685.93
1/4/24	PRWE 12/29/23	GENJ	Empl. Check 10054		891.18
1/5/24	ACH01052024	CDJ	SuperFleet Mastercard Program		29,530.91
1/5/24	4002159803	CRJ	Federal Transit Administration	125,774.00	
1/5/24	4002159875	CRJ	Federal Transit Administration	465,026.00	
1/5/24	4002159978	CRJ	Federal Transit Administration	1,954.00	
1/5/24	4002160492	CRJ	Federal Transit Administration	6,252.00	
1/5/24	AT-01/05/2024	CDJ	BCRTA PNC Card Purchases		5,180.30
1/9/24	01121955	CRJ	Butler County Veterans Service	12,163.04	
1/9/24	11162023	CRJ	BCRTA Items	10.00	
1/10/24	11979	CDJ	Cornett's Pressure Cleaning		1,050.00
1/10/24	11980	CDJ	Kleem Inc.		368.40
1/10/24	11981	CDJ	KOI Auto Parts		2,958.30
1/10/24	11982	CDJ	ODACS, LLC		193.00
1/10/24	11983	CDJ	PERS		114,285.96
1/10/24	11984	CDJ	United Parcel Service		55.48
1/11/24	ACH 1/11/2023	CDJ	Ohio Bureau of Workers' Compen		21,804.00
1/16/24	793567 1/16/24	CRJ	BCRTA Items	1,000,000.00	
1/17/24	ACH 793567	CDJ	STAR Ohio		1,000,000.00
1/18/24	PRWE 01/12/2024	GENJ	Garnishment Check #10063		73.42
1/18/24	PRWE 01/12/2024	GENJ	Empl. Check #10061		495.35
1/18/24	PRWE 01/12/2024	GENJ	Empl. Check #?10059		475.36
1/18/24	PRWE 01/12/2024	GENJ	Tax Payment- Cash Requirements		20,930.97
1/18/24	PRWE 01/12/2024	GENJ	ODC - Roth Check #10064		190.00
1/18/24	PRWE 01/12/2024	GENJ	Vendor Payments SPA - Cash Requirements		4,835.69
1/18/24	PRWE 01/12/2024	GENJ	Garnishment Check #10062		416.75
1/18/24	PRWE 01/12/2024	GENJ	Empl. Check #10060		26.94
1/18/24	PRWE 01/12/2024	GENJ	Empl. Dir. Dep. SPA - Cash Requirements		120,089.27
1/18/24	PRWE 01/12/2024	GENJ	ODC Check #10065		1,640.00
1/22/24	PR Adj AH	GENJ	ACH Return - A Hollyfield (12/30-1/12 P 1/19/24)	20.00	
1/23/24	11985	CDJ	Cintas Uniforms		419.52
1/23/24	11986	CDJ	Affordable Pest Control Inc.		56.00
1/23/24	11987	CDJ	Alpine Valley Water Co., Inc.		55.75
1/23/24	11988	CDJ	Bethesda Healthcare, Inc.		198.09
1/23/24	11989	CDJ	Brighton Spring Service Co., I		480.00
1/23/24	11990	CDJ	Cintas Corporation		1,912.73
1/23/24	11991	CDJ	City of Hamilton - Utilities		3,759.25
1/23/24	11992	CDJ	Cintas Uniforms		2,529.29
1/23/24	11993	CDJ	Fuller Ford		1,674.11
1/23/24	11994	CDJ	Franks Glass, Inc.		260.64
1/23/24	11995	CDJ	Gillig LLC		833.77
1/23/24	11996	CDJ	Hamilton Enterprise Park POA		912.23
1/23/24	11997	CDJ	Hightowers Petroleum Company		14,020.30
1/23/24	11998	CDJ	Health Transit Pool of Ohio		75,000.00
1/23/24	11999	CDJ	Isaac Wiles & Burkholder, LLC		3,380.00
1/23/24	12000	CDJ	Jake Sweeney Chrysler-Jeep Dod		766.10
1/23/24	12001	CDJ	Minuteman Press - Fairfield		683.62

1/23/24	12002	CDJ	NEORide			1,750.00	
1/23/24	12003	CDJ	Port Technology LLC			3,545.20	
1/23/24	12004	CDJ	Performance Wraps LLC			2,535.50	
1/23/24	12005	CDJ	Rumpke Of Ohio Inc.			317.80	
1/23/24	12006	CDJ	Security Lock Company, LLP			24.00	
1/23/24	12007	CDJ	The Pin Center			366.00	
1/23/24	12008	CDJ	United Parcel Service			116.10	
1/29/24	01122658	CRJ	Butler County Veterans Service		10,402.53		
1/29/24	00123001	CRJ	Butler County Veterans Service		10,736.21		
1/29/24	1102	CRJ	Transit Alliance of Butler Cou		7,311.88		
1/29/24	6969934	CRJ	BCRTA Items		2,062.76		
1/29/24	10439551	CRJ	Miami University		245,389.95		
1/30/24	4026157165	CRJ	Federal Transit Administration		3,970.00		
1/30/24	4026157065	CRJ	Federal Transit Administration		28,704.00		
1/30/24	4026157266	CRJ	Federal Transit Administration		361,736.00		
1/31/24	12009	CDJ	Altafiber			144.19	
1/31/24	12010	CDJ	Cornett's Pressure Cleaning			4,140.00	
1/31/24	12011	CDJ	City of Hamilton - Hamilton Fi			105.00	
1/31/24	12012	CDJ	Jordan Phillips			400.00	
1/31/24	12013	CDJ	Mr. Tire Auto Service Centers			2,124.00	
1/31/24	12014	CDJ	Performance Wraps LLC			7,567.00	
1/31/24	12015	CDJ	Travelin' Tom's Coffee of Warr			347.00	
1/31/24	12016	CDJ	Verizon Wireless			66.11	
			Current Period Change		<u>2,614,410.29</u>	<u>1,978,253.77</u>	<u>636,156.52</u>
1/31/24			Ending Balance				1,011,889.30

Savings - PNC (National City)

1/1/24			Beginning Balance				67,081.79
1/2/24	01/02/24	GENJ	Service Charge			3.22	
1/16/24	MAS 011624	CRJ	Farebox Receipts		1,841.26		
1/31/24	01/31/24	GENJ	Interest Income		<u>0.62</u>		
			Current Period Change		<u>1,841.88</u>	<u>3.22</u>	<u>1,838.66</u>
1/31/24			Ending Balance				68,920.45

Savings - PNC Bank \$\$

1/1/24			Beginning Balance				2,605,851.95
1/2/24	01/02/24	GENJ	Service Charge			3.00	
1/16/24	793567 1/16/24	CRJ	BCRTA Items - Tranfer from Savings to move to STAR		1,000,000.00		
1/31/24	01/31/24	GENJ	Interest Income		<u>19.12</u>		
			Current Period Change		<u>19.12</u>	<u>1,000,003.00</u>	<u>-999,983.88</u>
1/31/24			Ending Balance				1,605,868.07

Investment - STAR Ohio

1/1/24			Beginning Balance				5,029,436.89
1/17/24	ACH 793567	CDJ	STAR Ohio - STAR Transfer 1/16/24		1,000,000.00		
1/31/24	01/31/24	GENJ	Interest Income		<u>25,921.75</u>		
			Current Period Change		<u>1,025,921.75</u>		<u>1,025,921.75</u>
1/31/24			Ending Balance				6,055,358.64

**BCRTA
Balance Sheet
January 2024**

Assets

Current Assets

Checking - PNC	1,011,889.30
Savings - PNC	68,920.45
Savings - PNC	1,605,868.07
STAR Ohio	6,055,358.64
Bid Deposit	53,023.76
M&S Inventory	84,668.92
Diesel Fuel Inventory	967.34
Petty Cash	1,050.00
Accounts Receivable	2,056,091.47
Prepays	312,873.28
	<hr/>
	11,250,711.23

Other Assets

Net Pension Asset	23,736.00
Deferred Outflows-Pensions	2,958,556.00
Deferred Outflows-OPEB	434,010.00

Property & Equipment

Vehicles	12,001,251.09
Buildings & Land	2,734,604.53
Furniture & Equipment	1,932,965.34
Amenities & Misc.	149,576.89
Software Subscriptions	550,504.24
WIP-Building	66,022.89
WIP-Chestnut Fields	2,389,989.26
WIP-Equipment	88,995.00
WIP-Technology	3,750.00
Accum. Depr./Amort.	(11,591,493.19)
	<hr/>
	11,742,468.05

Total Assets
22,993,179.28

Liabilities & Equity

Current Liabilities

Accounts Payable	951,784.43
Payroll Payables	213,060.59
Other Payables	-
Accrued PTO	193,720.15
FTA Vehicle Funds	68,131.00
Future Match Funds	16,666.67
Unearned Tickets	34,402.50
	<hr/>
	1,477,765.34

Long-term Liabilities

Subscription Liability	311,828.67
Net Pension Liability	6,546,369.00
Net OPEB Liability	140,871.00
Deferred Inflows-Pensions	5,553.00
Deferred Inflows-OPEB	46,460.00

Equity

Balance Equity	2,861,645.23
Federal Capital	15,832,677.00
State Capital	1,467,356.25
Local Capital	89,410.00
Retained Earnings	(6,024,423.27)
Net Income	237,667.06
	<hr/>
	21,515,413.94

Total Liabilities
and Capital
22,993,179.28

**BCRTA
Cash Reserves**

January 2024

Current Assets	11,250,711.23
Current Liabilities	<u>(1,477,765.34)</u>
Available Funds	9,772,945.89

Board Reserves

Local Share Grant Obligations		
OH-2018-21-00 Super Grant	292,074.25	
OH-2021-56-00 Super Grant	1,564,205.00	
OH-2023-22-00 Mobility Management	50,903.00	
OH-2021-60-00 Chestnut Fields	3,361,817.00	
Less Miami University Chestnut Fields Match	(1,600,000.00)	
Less Projected Local Match	<u>(3,412,677.00)</u>	MU, R6, VA, UTP, OTPP
Match Required or (Overmatch)	256,322.25	
FTA Grants	256,322.25	Match Required
Working Capital Funds (2 Mths.)	1,672,205.50	
Capital Replacement Funds	2,145,625.40	2024 - 2028 Local Share of Projects Not Yet on Grants
Needed for Chestnut Fields @ Current Bid + 10% cont.	<u>2,516,906.00</u>	
Total Board Reserves	6,591,059.15	
Non-Restricted Funds	3,181,886.74	

Fiscal Year 2023

Category	Account Description	Amount	% of Category	Amount	Category's % of Total	Account's % of Total	Budget
Revenues							
Passenger Fares	Cash Fares - Demand Response	56,595.50	99.2%			0.5%	
	Farebox Over/Short & NS Fees	<u>445.17</u>	0.8%	\$ 57,040.67	0.5%	0.0%	\$ 121,125.00
Contract Services	Contract Fares - BCVS	244,931.84	100.0%			2.2%	
	Contract Fares - Medicaid	<u>-</u>	0.0%	\$ 244,931.84	2.2%	0.0%	\$ 310,000.00
Other Transit Revenue	Other Transit Revenue - COM	<u>1,100,094.25</u>	100.0%	\$ 1,100,094.25	9.9%	9.9%	\$ 1,236,000.00
Mgt./Cons. Services	Maintenance Svcs-Labor	2,332.77	1.7%			0.0%	
	Management & Consulting	137,356.80	98.3%			1.2%	
	Other	<u>-</u>	0.0%	\$ 139,689.57	1.3%	0.0%	\$ 274,714.00
Interest & Other	Interest Income	255,817.04	97.7%			2.3%	
	Gain on Sale of Assets	2,015.49	0.8%			0.0%	
	OPEB/Pension Income	-	0.0%			0.0%	
	Other Non-Transit Revenue	<u>4,117.50</u>	1.6%	\$ 261,950.03	2.4%	0.0%	\$ 134,390.00
Local Funding	Community Contributions-MU	2,642,980.30	80.7%			23.9%	
	Agency Contributions	114,363.35	3.5%			1.0%	
	SORTA Funding Trade	<u>519,744.00</u>	15.9%	\$ 3,277,087.65	29.6%	4.7%	\$ 2,837,312.00
State Funding	State Operating Assistance	270,960.33	100.0%			2.4%	
	State RCI Funds	-	0.0%			0.0%	
	State E&D Assistance	<u>-</u>	0.0%	\$ 270,960.33	2.4%	0.0%	\$ 284,000.00
Federal Funding	Federal Operating Assistance - 50%	-	0.0%			0.0%	
	Federal Operating Assistance-100%	5,685,206.00	99.4%			51.3%	
	Federal Prev. Maint. Asst.	-	0.0%			0.0%	
	Federal Mobility Mgt Asst.-80%	35,108.00	0.6%			0.3%	
	Federal ADA Assistance	-	0.0%			0.0%	
	Other Federal Assistance (5310)	<u>-</u>	0.0%	\$ 5,720,314.00	51.7%	0.0%	\$ 5,874,868.00
				<u>\$ 11,072,068.34</u>			<u>\$ 11,072,409.00</u>

Category	Account Description	Amount	% of Category	Amount	Category's % of Total	Account's % of Total	Budget
Expenses							
	Administration			\$ 1,872,484.33	20.9%		
	Operations			\$ 6,145,252.88	68.6%		
	Maintenance			\$ 940,667.24	10.5%		
				<u>\$ 8,958,404.45</u>			
	Income			\$ 11,072,068.34			
	Operating Expenses			\$ 8,958,404.45			
	Gain (Loss)			\$ 2,113,663.89			
	Depr. Exp. Veh. & Equip.	1,057,816.51	61.9%				
	Depr. Exp. Buildings	134,880.84	7.9%				
	Depr. Exp. Furn. & Equip.	381,137.31	22.3%				
	Depr. Exp. Amenities & Misc.	22,214.84	1.3%				
	Amort. Exp. SBITAs	113,167.23	6.6%	\$ 1,709,216.73			
				<u>20%</u>			
	Assumed Local Share			\$ 341,843.35			
	Gain (Loss) with Local Share of Depr.			\$ 1,771,820.54			
	Gain (Loss) with %100 Depr.			\$ 404,447.16			

Fiscal Year 2023

Category	Account Description	Amount	% of Category	Amount	Category's % of Total	Account's % of Total	Budget
Expenses							
Wages	Operator Wages	2,261,586.06	58.8%			25.2%	
	Dispatch Wages	162,893.04	4.2%			1.8%	
	Scheduling Wages	93,636.00	2.4%			1.0%	
	Customer Service Wages	140,525.43	3.7%			1.6%	
	Supervisor Wages	81,932.15	2.1%			0.9%	
	Admin. Wages	593,984.66	15.4%			6.6%	
	Mobility Management Wages	46,800.44	1.2%			0.5%	
	Ops Management Wages	181,544.74	4.7%			2.0%	
	Vehicle Maint. Wages	248,652.80	6.5%			2.8%	
	Facility Maint. Wages	32,826.28	0.9%			0.4%	
	Vehicle Cleaning	<u>2,255.29</u>	0.1%	\$ 3,846,636.89	42.9%	0.0%	\$ 3,872,323.00
Fringes	Paid Time Off	539,176.18	21.8%			6.0%	
	PERS	584,503.88	23.6%			6.5%	
	OPEB/Pension Expense	<u>327,558.00</u>	13.2%			3.7%	
	Medicare	63,597.83	2.6%			0.7%	
	Benefits-Medical/STD/Life/HSA	806,116.55	32.6%			9.0%	
	Medical Ins. Opt Out Incentive	62,016.81	2.5%			0.7%	
	Unemployment	3,562.03	0.1%			0.0%	
	Workers Comp.	86,679.70	3.5%			1.0%	
	Other Paid Absences	<u>-</u>	0.0%	\$ 2,473,210.98	27.6%	1.0%	\$ 1,821,597.00
	Services	Ad./Mkt. Services	124,807.17	18.4%			1.4%
	Professional Consulting Svc	177,933.14	26.2%			2.0%	
	Legal / Attorney Services	41,453.75	6.1%			0.5%	
	Financial / Audit Services	11,521.00	1.7%			0.1%	
	Physicals, Medical & Testing	25,815.86	3.8%			0.3%	
	CM - Revenue Veh.	181,225.35	26.7%			2.0%	
	CM - Facilities	44,437.82	6.5%			0.5%	
	CM - Equipment	20,778.75	3.1%			0.2%	
	CM - Other	-	0.0%			0.0%	
	Facility Cleaning	14,405.56	2.1%			0.2%	
	Uniform Cleaning	<u>36,262.72</u>	5.3%	\$ 678,641.12	7.6%	0.4%	\$ 697,788.00
Materials & Supplies	Fuel	527,616.40	60.8%			5.9%	
	Oil/Lube/Coolant	14,549.13	1.7%			0.2%	
	Tires	43,442.97	5.0%			0.5%	
	Veh. Parts	148,007.30	17.1%			1.7%	
	Custodial Tools, Supplies & Eq	3,724.54	0.4%			0.0%	
	General Office Supplies	2,922.94	0.3%			0.0%	
	Other Materials & Supplies	29,110.63	3.4%			0.3%	
	Information Technology/Softwar	90,356.09	10.4%			1.0%	
	Freight & Allowances	1,154.14	0.1%			0.0%	
	Passenger Info. Materials	<u>6,555.49</u>	0.8%	\$ 867,439.63	9.7%	0.1%	\$ 964,250.00
Utilities	Electricity	23,717.32	29.4%			0.3%	
	Natural Gas	8,741.83	10.8%			0.1%	
	Water & Sewer	5,637.79	7.0%			0.1%	
	Waste Collection	3,583.11	4.4%			0.0%	
	Communications	<u>39,036.31</u>	48.4%	\$ 80,716.36	0.9%	0.4%	\$ 90,320.00
Insurance	Premiums - Pub. Liab. & Prop.	198,418.67	71.3%			2.2%	
	Recovery - Pub. Liab. & Prop.	(38,443.10)	-13.8%			-0.4%	
	Premiums - Other Corp. Ins.	<u>118,296.02</u>	42.5%	\$ 278,271.59	3.1%	1.3%	\$ 304,175.00
Purchased Trans.	BCRTA Purchased Trans.	577,744.00	111.2%			6.4%	
	CS-SORTA - NTD Credit	<u>(58,000.00)</u>	-11.2%	\$ 519,744.00	5.8%	-0.6%	\$ 300,000.00
Misc. Items	Dues & Subscriptions	29,921.35	14.0%			0.3%	
	Travel	23,292.14	10.9%			0.3%	
	Training	49,296.17	23.1%			0.6%	
	Meetings	4,236.87	2.0%			0.0%	
	Special Events/Appreciation	17,461.30	8.2%			0.2%	

Fiscal Year 2023

Classified Advertising	2,253.16	1.1%			0.0%	
Promotional Advertising	14,888.12	7.0%			0.2%	
Finance Charges	1,423.28	0.7%			0.0%	
Interest Expense	55,612.74	26.0%			0.6%	
Donatns/Contrib-Non FTA Eligib	15,000.00	7.0%			0.2%	
Fines/Assesments (ACA,Other)	-	0.0%			0.0%	
Other Misc. Items	<u>358.75</u>	0.2%	\$ 213,743.88	2.4%	0.0%	\$ 130,254.00
Contingency	<u>-</u>	-	<u>\$ -</u>	0.0%	0.0%	<u>\$ 50,000.00</u>
			<u>\$ 8,958,404.45</u>			<u>\$ 8,230,707.00</u>

BCRTA Resolution No. 24-03-01

Appointing Directors to the Transit Alliance of Butler County (TABC) Board of Directors.

Whereas the Transit Alliance Board of Directors amended its Code of Regulations as of August 18, 2008, to make BCRTA its sole member; and

Whereas the TABC Code of Regulations requires that the corporation have at least nine (9) directors, and collectively, they shall be known as the Board of Directors; and

Whereas the TABC Code of Regulations requires that the Member elect the Directors of the Corporation.

Now therefore be it resolved that:

SECTION 1: The BCRTA Board of Trustees now appoints the following individual to one three (3) year term as a member of the Board of Directors of the TABC.

- Ms. Ashley Combs, New Appointment
 - term to expire June 30, 2027

Furthermore, the BCRTA Board of Trustees authorizes the Executive Director to work with the TABC Board of Directors to take all actions necessary to enact this resolution.

SECTION 2: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby replaced as to the inconsistent part thereof.

SECTION 3: It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were in meeting open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Adopted: March 20, 2024



Chris Lawson,
BCRTA Board President



Matthew Dutkevich,
BCRTA Executive Director

BCRTA Resolution No. 24-03-02

Ratifying the Butler County Regional Transit Authority Title VI Program.

Whereas BCRTA is a Regional Transit Authority created by resolution of the Butler County Board of Commissioners; and

Whereas as a designated recipient of Federal Transit Administration (FTA) funds, BCRTA is required to comply with the Title VI regulations issued by the United States Department of Transportation (USDOT) as a condition of receiving federal funds; and

Whereas every three years BCRTA is required to submit a new Title VI program in accordance with USDOT's 49 CFR Part 21.7; and

Whereas in 2012 Federal Title VI requirements were updated by FTA and require that the Title VI program be approved by BCRTA's governing body; and

Whereas BCRTA's current Title VI Program was approved by the Board of Trustees on March 15, 2023 and need only be ratified due to minor changes until the plan expires in 2026.

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

Section 1: The BCRTA Board of Trustees hereby ratifies the March 2023 Title VI Program as attached herein and authorizes the BCRTA Executive Director to complete submission of the program to FTA. Be it further resolved that the BCRTA Board of Trustees authorizes the BCRTA Executive Director to take any actions necessary to assure organizational compliance with the terms of this policy and regulation.

SECTION 2: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent part thereof.

SECTION 3: It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were in meeting open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Adopted: March 20, 2024



Chris Lawson, BCRTA Board President



Matthew Dutkevich, BCRTA Executive Director



Title VI Program

May 2020

Revised March 2023

Administrative Modification November 2023

Submitted to:

Marjorie Hughes

Regional Civil Rights Officer

Federal Transit Administration

200 West Adams Street, Suite 320

Chicago, Illinois 60606

**Butler County Regional Transit Authority (BCRTA)
 Title VI Program, January 2020
 Revised March 2023**

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Butler County Regional Transit Authority (BCRTA)
Title VI Program, May 2020
Revised March 2023

INTRODUCTION

Brief Description of BCRTA as Transit Provider Operating Fewer than 50 Fixed Route Vehicles and with No Subrecipients

Butler County RTA is an FTA designated recipient in Butler County, Ohio with no subrecipients. BCRTA operates 13 motor bus vehicles in peak service and is a part of the Cincinnati Urbanized Area.

From 1999-2002, BCRTA operated countywide fixed route and demand response services (In 2002, BCRTA shut down its directly-provided countywide public transit services due to the defeat of a countywide sales tax levy). Since 2003, BCRTA has funded park-n-ride commuter bus services between Butler County and downtown Cincinnati through a contract with the Southwest Ohio Regional Transit Authority (SORTA). Since 2005, BCRTA has been reintroducing public transit services in Butler County with no major service reductions or fare changes since that time. Until 2009, BCRTA primarily offered public, on demand, door-to door services.

In 2009, BCRTA began commuter bus services between Middletown and Hamilton. One (1) transit bus was used for this service during peak hours. In 2010, BCRTA introduced a Middletown-Oxford commuter bus service, using an additional peak bus. In 2012, BCRTA introduced a third commuter route between Oxford and Hamilton using two (2) peak buses. In August 2013, BCRTA began fixed route bus service in Oxford, Ohio using 10 peak buses. In April 2014, BCRTA began fixed route bus service from Hamilton to Tri-County Mall adding connections to the Cincinnati Metro system via the new R4 route. In 2016, BCRTA began fixed route bus service the R6 Job Connector to facilitate employment growth along a heavily distribution/manufacturing corridor in Butler County.

In 2018, BCRTA started operating a new commuter route (R2) connecting Dayton and Butler County in a test trial with the City of Middletown, City of Monroe, and Premier Health. The trial ended March 21, 2020 and will now be offered as a curb-to-curb program under BCRTA's BGo service. Also, the R4 and R2 Routes were removed from service. Both the R4 and the R2 saw decreases in ridership during the pandemic and never returned to a level close to that of pre pandemic. In 2019, the National Transit Database worked with BCRTA to reclassify its routes based on current statistics.

In 2019 BCRTA provided 589,470 trips. In 2020 BCRTA provided 188,788 trips. In 2021 BCRTA provided 257,920 trips and finally in 2022 BCRTA provided 414,713 trips. BCRTA projects almost 525,000 directly provided trips in 2023 and has an annual operating budget of approximately \$8.2 million. Currently, BCRTA has a fleet of fifty-five (55) buses, employs seven (11) full time administrative employees, sixty-nine (69) full-time and eight (8) part-time bus operators, three (3) dispatchers, two (2) supervisors, one (1) full-time and one (1) part-time driver trainer, four (4) full-time mechanics, one (1) maintenance manager, and uses one (1) central facility for administration, scheduling and dispatching, vehicle storage and maintenance, and other miscellaneous transit purposes.

As of March 2023, BCRTA operates: (7) motor bus or fixed routes. BCRTA is in the process of

taking in one commuter route that is currently subcontracted and operated by SORTA (42X) and rebranding it in partnership with the City of Middletown.

Current services are summarized in Appendix A: Exhibit 1.

BCRTA Title VI Plan Policy Statement

The BCRTA assures that no person shall on the grounds of race, color, sex, age, disability or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

The BCRTA further assures every effort will be made to ensure nondiscrimination in all of its program's activities, whether those programs and activities are federally funded or not.

In the event that the BCRTA distributes federal aid funds to another entity, the BCRTA will include Title VI language in all written agreements and will monitor for compliance. The Manager of Administration serves as the Title VI Coordinator of the BCRTA and is responsible for initiating and monitoring Title VI activities, preparing required reports and other BCRTA responsibilities as required by 23 Code of Federal Regulation (CFR) 200 and 49 Code of Federal Regulation 21.

GENERAL REPORTING REQUIREMENTS

Title VI Notice to Public.

The following notice is posted on the BCRTA website at www.butlercountyrta.com, within BCRTA vehicles, in the BCRTA facility, and included in all public information materials such as service brochures, notices, etc.

**Title VI Notice of Public Rights
The Butler County Regional Transit Authority**

The Butler County Regional Transit Authority (BCRTA) operates all services, routes and accommodations without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under title VI may file a complaint with the BCRTA of Hamilton, Ohio and/or the Federal Transit Administration (FTA).

For more information on the BCRTA civil rights program, and the procedures to file a complaint, contact 513-785-4346 , visit the BCRTA administrative office at 3045 Moser Court, Hamilton, Ohio 45011, or visit www.butlercountyrta.com.

A complainant may file a complaint directly with the FTA by completing a Title VI Complaint Form and mailing it to the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590.

For information in another language, contact BCRTA at 513-785-5022.
Para obtener mas informacion llame a BCRTA at 513-785-5022.

Title VI Complaint Procedures.

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all related statutes, relating to any program or activity administered by BCRTA or its subrecipients, consultants, and/or contractors. Intimidation or retaliation of any kind is prohibited by law.

These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the BCRTA may be utilized for resolution, at any stage of the process. The Title VI Coordinator will make every effort to pursue a resolution to the complaint. Any individual, group of individuals or entity that believes they have been subjected to discrimination prohibited under Title VI and related statutes may file a written complaint to the following address:

Title VI Coordinator
Butler County Regional Transit Authority
3045 Moser Court
Hamilton, OH 45011

The following measures will be taken to resolve Title VI complaints:

- 1) A formal complaint must be filed within 180 days of the alleged occurrence (See Appendix A, Exhibit 2 for BCRTA Title VI complaint form). Complaints shall be in writing and signed by the individual or his/her representative, and will include the complainant's name, address and telephone number; name of alleged discriminating official, basis of complaint (race, color, national origin, sex, disability, age), and the date of alleged act(s). A statement detailing the facts and circumstances of the alleged discrimination must accompany all complaints.
- 2) In the case where a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the BCRTA Title VI Coordinator. Under these circumstances, the complainant will be ~~interviewed~~ and the BCRTA Title VI Coordinator will assist the complainant in converting the verbal allegations to writing.
- 3) When a complaint is received, the Title VI Coordinator will provide written acknowledgment to the complainant, within ten (10) days by registered mail.
- 4) If a complaint is deemed incomplete, additional information will be requested, and the complainant will be provided 60 business days to submit the required information. Failure to do so may be considered good cause for a determination of no investigative merit.
- 5) Within 15 business days from receipt of a complete complaint, the BCRTA will

determine its jurisdiction in pursuing the matter and whether the complaint has sufficient merit to warrant investigation. Within five (5) days of this decision, the Executive Director or his/her authorized designee will notify the complainant and respondent, by registered mail, informing them of the disposition.

- a. If the decision is not to investigate the complaint, the notification shall specifically state the reason for the decision.
 - b. If the complaint is to be investigated, the notification shall state the grounds of the BCRTA's jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
- 6) When the BCRTA does not have sufficient jurisdiction, the Executive Director or his/her authorized designee will refer the complaint to the appropriate State or Federal agency holding such jurisdiction.
 - 7) If the complaint has investigative merit, the Executive Director or his/her authorized designee will assign an investigator. A complete investigation will be conducted, and an investigative report will be submitted to the Executive Director within 60 days from receipt of the complaint. The report will include a narrative description of the incident, summaries of all persons interviewed, and a finding with recommendations and conciliatory measures where appropriate. If the investigation is delayed for any reason, the investigator will notify the appropriate authorities, and an extension will be requested.
 - 8) The Executive Director or his/her authorized designee will issue letters of finding to the Complainant and Respondent within 90 days from receipt of the complaint.
 - 9) If the Complainant is dissatisfied with the BCRTA resolution of the complaint, he/she has the right to file a complaint with the:

Regional Civil Rights Officer
Federal Transit Administration
200 West Adams Street, Suite 320
Chicago, Illinois 60606
Phone: (312) 353-3770
Fax: (312) 886-0351

Title VI Complaint Form.

See Appendix A: Exhibit 2 for a copy of BCRTA Title VI Complaint Form. The complaint form can also be found on BCRTA website: www.butlercountyrta.com

Record of Title VI Investigations, Complaints, or Lawsuits.

None.

Public Participation Plan.

BCRTA operates according to the BCRTA Board of Trustee Policy shown in Section 2.6 to 1) notify the public to changes in services and/or fares; 2) solicit public input when changes are made to transit service and/or fares; and 3) consider public's input when decisions regarding changes to transit service and/or fares are made.

When soliciting public input BCRTA engages the practices outlined in FTA Circular 4703.1 "Environmental Justice Policy Guidance for Federal Transit Administration Recipients." In particular, when conducting traditional public meetings BCRTA carefully considers the following elements to ensure full community participation, including EJ populations:

- Convenient and accessible locations
- Visual description techniques
- Inclusion of electronically accessible formats
- Time limits for public speakers
- Time limits for BCRTA personnel
- Room arrangements adaptable to crowd size.
- Dedicated personnel and resources for disabled or LEP participants
- Reading levels/literacy
- Description of acronyms
- Reducing content into manageable blocks

BCRTA will also make meaningful efforts to engage the public in non-traditional outreach methods such as partnerships with local community actions agencies, municipalities, informal group meetings and digital media. BCRTA currently maintains supportive engagement relationships with the City of Hamilton, the City of Middletown, and Supports to Encourage Low Income Families (SELF) for the purposes of obtaining public feedback to plans and service changes including those that do not meet the threshold for official comment. BCRTA provides information and communication via Facebook, Twitter, and Instagram:

- www.facebook.com/butlercountyrta
- www.twitter.com/BCRTA
- www.instagram.com/butlercountyrta

Additionally, BCRTA participates in the local Metropolitan Planning Organization's (Ohio-Kentucky-Indiana Regional Council of Governments (OKI)) planning and public participation processes, including the development and updates of the Locally Developed Coordinated Public Transit-Human Services Transportation Plan for the OKI region, a process that includes representatives of public, private and nonprofit transportation and human services providers and participation by the public.

Participation is formalized through an annual Memorandum of Agreement (MOA) between OKI and BCRTA.

See Appendix C for a copy of the MOA and current OKI Public Participation Plan.

BCRTA POLICY AND PROCEDURE MANUAL

Public Comment on Fare and Service Changes

Effective Date: 06-15-2011

Reviewed Date: 05-17-2017

BCRTA will specifically seek public comment on fare and service changes under any of the following circumstances:

1. Any increase to the full adult fare,
2. Any decrease in service in which 25% or more of the total non-contracted system services (based on revenue service hours) are considered for elimination.

When circumstances dictate the solicitation of public comment, then open public meetings and public hearings will be held. The open public meetings may take the form of monthly regular or monthly special BCRTA Board of Trustee meetings. Citizens attending these public meetings where fare or service is considered will be afforded an opportunity to speak to the Board of Trustees. Letters written or referred to the BCRTA with respect to fare or service changes will also be considered at the public meetings.

Additionally, when the BCRTA proposes to increase the fares or decrease service per any of the above circumstances, at least one (1) public hearing will be held prior to the BCRTA Board of Trustee meeting that adopts the budget incorporating the subject fare or service changes.

The Public Hearing will meet the following criteria:

1. Published public notice will be given as to the date, time, location and purpose of the public hearing.
2. The notice will allow for mailed written public comment in lieu of attendance at the hearing;
3. The public notice will be printed at least 10 calendar days prior to the hearing;
4. The public hearing will be held in a location accessible to persons with mobility disabilities;
5. A record of the proceedings will be made. Transcripts of the proceedings may be obtained at the expense of those requesting such a transcript.
6. Comments from the public will be taken up to the closing time of the public hearing. The hearing shall have a duration of no less than one (1) hour for the collection of public comment, and no individual will take more than five (5) minutes to present a view point, and/or the moderator of the public hearing reserves the right to limit comments to five (5) minutes or less;
7. For the sake of the record, persons submitting comments at the hearing will be asked to provide their name and address.
8. BCRTA officials may make a presentation concerning a fare increase or service reduction;
9. The BCRTA Executive Director, the BCRTA Operations Manager, or the President of the BCRTA Board of Trustees will hold, chair, and moderate the public hearing proceedings.

After the Public Hearing, the BCRTA Executive Director will present a summary of the proceedings to the Board of Trustees. The summary will be communicated prior to the BCRTA Board of Trustee meeting that adopts the budget incorporating the subject fare or service changes.

Limited English Proficiency (LEP) Four Factor Analysis & Language Assistance Plan.

See Appendix B.

Membership of Non-Elected Committees and Councils

The BCRTA was created by the Butler County Commissioners in 1994 consistent with Ohio Revised Code 306.32. The originating resolution calls for a nine (9) member Board that serves three (3) year terms. Appointments are the responsibility of the Butler County Commissioners.

21.7% of Butler County’s 2021 population is considered minority (9.8% black or African American alone; 5.4% Hispanic or Latino alone; 4.3% Asian alone; and 2.7% two or more races).

The current makeup of the BCRTA Board of Trustees is as follows:

	Total	Minority
Male	6	1
Female	1	0
Vacant	1	

BCRTA Monitoring of Subrecipients

BCRTA has no subrecipients.

Equity Analysis of Construction Projects.

During the reporting period, BCRTA has not undertaken any construction project that requires an environmental justice analysis.

Evidence of Board Review and Approval of Title VI Program and Policies.

Appendix A, exhibit 3 contains the Board resolution indicating review and approval of BCRTA 2020 Title VI Program. The BCRTA Board of Trustees will approve updates to the 2023 plan on March 15, 2023

Service Standards & Policies

BCRTA Board of Trustees continues its leadership commitment in exploring transportation options for Butler County citizens and visitors through a strategy of targeting identified needs through partnerships and coordination with other regional transportation providers. The BCRTA Board of Trustees adopted the following service standards and policies in March 2010 to guide service development:

Operating Mandates/Board Policy

1. BCRTA will operate with a balanced budget.
2. BCRTA will grow its ridership through increased use of existing programs and implementation of new services.
3. BCRTA will leverage its capital resources (facilities and equipment) through community partnerships with qualified organizations.

Service Design Guidelines

As a result of community input, the BCRTA Board of Trustees has made a leadership commitment to adopting a new mobility paradigm tailored to the unique needs of Butler County. A mobility mission calls for creative transportation strategies that leverage local resources and services to move people efficiently and effectively. The focus is on mobility versus mode.

The BCRTA has committed to explore and build upon the following service categories:

- Community requests wherein the sponsoring agency/jurisdiction is willing to contribute at least 45% of the operating costs.
- Fixed-route park-and-ride services to move workers to/from neighboring counties.
- Customized employer-driven solutions to accessing a larger skilled labor pool.
- Collaborative mobility solutions for improving quality of life for target populations.
- County connections to Miami University educational opportunities.

Service Evaluation Factors

Annually the Board of Trustees will monitor and evaluate the following performance metrics:

BCRTA Service Standards by Mode as of January 1, 2023

Vehicle Load

Peak and Off-Peak

Motor Bus	Less than or equal to 1.47 passengers per seat.
Commuter bus	Less than or equal to 1.2 passengers per seat.
Demand Response	Less than or equal to 1.0 passengers per seat.

Vehicle Headway

	Peak	Off-Peak
Motor Bus	Less than or equal to 30 minutes.	Less than or equal to 60 minutes.
Commuter bus	Less than or equal to 120 minutes.	Less than or equal to 120 minutes.

Increased vehicle headways shall first be applied to routes with a history of sustainable high load factor.

On-Time Performance (OTP)

Peak and Off-Peak

	Acceptable Early	Acceptable Late	Minimum Standard On-Time
Motor Bus	0-1 minutes	0-5 minutes	85%
Commuter bus	0-1 minutes	0-5 minutes	85%
Demand Response	0-15 minutes	0-15 minutes	90%

On-time performance is measured by calculating arrivals at designated time points only.

Service Availability

BCRTA regularly evaluates the county-wide trips provided per capita based upon the most recent census data available. BCRTA's current goal is 25%. BCRTA expects to provide more than 80% trips per capita in 2013 due to a significant expansion of service in 2013. BCRTA will re-evaluate this goal in 2024.

	Minimum Distance between Designated Stops
Motor Bus	1 miles
Commuter bus	10 miles

Vehicle Assignment

Currently, BCRTA has 48 revenue vehicles (see Appendix A: Exhibit 4 for BCRTA vehicle roster) to assign to meet service needs. Each morning, the BCRTA Vehicle and Facility Manager provides the BCRTA Transportation Coordinator with a list of vehicles available for service (identifying fleet scheduled for preventive maintenance and/or repair). The BCRTA Transportation Coordinator assigns available vehicles to meet passenger load and wheelchair requirements. Vehicle assignments vary daily. Coordinators are fully trained to cycle all vehicles through all routes and locations to ensure equitable distribution of assets based on age and condition regardless of community or passenger groups.

Transit Amenities

BCRTA operates seven (7) motor bus fixed routes in Butler County, Ohio. The following amenities practice relates to these services. Other than rider guides and other customer information pieces, passenger amenities are not provided for demand response services. BCRTA has shelters located at the Kroger in the City of Oxford, and at the Miami University City of Hamilton campus. A property owner has installed a bus shelter at the Meijer park-and-ride along the Oxford-Hamilton commuter route.

Miami University owns, places, and maintains most passenger amenities for fixed route bus service in Oxford, Ohio.

BCRTA recognizes the importance of passenger amenities in providing comfortable and convenient service to system users as well as attracting new ridership. Amenity, as defined for BCRTA purposes is "any physical improvement made to a bus stop or transit facility that contributes to a rider's comfort, access, and/or safety while either waiting to board, boarding or alighting any BCRTA bus." Amenities will be considered for any BCRTA fixed route and commuter bus service.

There are seven specific amenities that BCRTA will consider: bus signage, concrete boarding pads, benches, shelters, trash receptacles, concrete bus pads, and schedule holders/real-time displays. Determining factors that will be used to evaluate whether or not a particular bus stop will be eligible for placement of a specific amenity include but are not limited to: ridership levels, operating characteristics, traffic patterns, terrain, local ordinances or regulations governing the placement of transit amenities, and levels of elderly and disabled boardings.

Bus Stop Signage

Bus stop signs are placed to notify passengers where the bus will stop, to provide reference for bus operators, and to assist in marketing the system. To mark the location of all fixed route and commuter bus stops, BCRTA will provide signs and install them free of charge. The bus stop sign:

- Identifies the location as a bus stop.
- Includes the number/letter identifier for the bus route(s) using the stop and, when possible, the destination of the route(s).
- Displays the transit information telephone number.

There are multiple criteria involved in placing a bus stop sign. Concerns for passenger and public safety, convenience, bus stop visibility and passenger comfort must all be addressed. Signage designating stops will be placed at all BCRTA bus stops.

The following are general guidelines for bus stop sign locations and clearances:

- Every effort will be made to place bus stop signs on an existing utility pole or an existing standard.
- If an existing securement point is unavailable, the sign should be installed on an exclusive standard. In no case should the sign be located closer than 24 inches from the curb back.
- The minimum distance between bus stops is 528 feet (i.e., 1/10 of a mile).
- The bottom of the sign should be seven (7) feet above ground level, and the top should be no higher than ten feet.

Concrete Board Pad Location

Boarding pads should be included at all bus stops that have 25 or more passenger boardings per day.

Benches

Bus stops with 25 or more boardings per day can be provided with a concrete boarding pad and a bench.

Shelters

Shelters should be provided for bus stops with more than 50 boardings per day. The placement of shelters is preferred to the cap and bench due to its superior protection from the elements. Through local regulations, however, some jurisdictions restrict their use. Each local jurisdiction should be contacted for the placement of a shelter.

Caps and Benches

A concrete boarding pad with a cap and bench can be provided for bus stops that have boardings of 50 or more passengers per day where shelters are not permissible due to local ordinance.

Trash Receptacles

Bus stops that have either a cap and bench or a shelter should be provided with a trash receptacle. At bus stops without a cap and bench or a shelter, a trash receptacle can be installed if a request has been made, the bus stop has boarding of 25 or more passengers per day and, the jurisdiction, business, or property owner agrees to empty the receptacle as needed, but at least weekly.

Schedule Holders and Real-time Displays

All BCRTA fixed route and commuter buses will contain schedule holders and/or real-time displays that show bus arrival times and route information at a specific stop. BCRTA will actively seek opportunities to place schedule holders and BCRTA customer information at key locations along its fixed route and commuter bus alignment and at key destinations such as the Butler County Government Services Center. Major Transfer Centers and areas with more than 100 boardings per day should be provided schedule holders and/or real-time displays.

Maintenance of Amenities

Well maintained bus stops and amenities are crucial to the image of BCRTA as well as the jurisdictions in which they are located. Maintenance of each amenity that meets BCRTA requirements and guidelines will be provided by BCRTA. Any damaged or dirty bus stop site or amenity will be immediately corrected to create a positive impression for transit patrons and the general public.

In those cases where a local jurisdiction or private property owner requests installation of a BCRTA amenity even though the minimum requirement cannot be met, it will be the responsibility of the party requesting the amenity to either maintain it or make arrangements with BCRTA to provide maintenance.

Appendix A: Exhibits

Exhibit 1: Summary of BCRTA General Public Transit Services

ROUTE NAME	TYPE	SERVICE DAYS	FREQUENCY	VEHICLE TYPE
<i>R1 HAMILTON-MIDDLETOWN</i>	MOTOR BUS	M, TU,W,TH,FR	60 MINS	CUTAWAY
<i>R3 HAMILTON-OXFORD</i>	MOTOR BUS	M, TU,W,TH,FR	60 MINS	GILLIG 30' AND/OR CUTAWAY
<i>R6 JOB CONNECTION</i>	MOTOR BUS	M, TU,W,TH,FR	120 MINS	CUTAWAY
<i>U1/U1W CAMPUS CORE</i>	MOTOR BUS	U1 and U1W: M, TU,W,TH,FR, U1W: SA, SUN	U1: 15 MINS U1W: 35 MINS	GILLIG 30' AND/OR CUTAWAY
<i>U3/U3X AM and PM TOLLGATE LOOP</i>	MOTOR BUS	U3, U3X AM/PM: M, TU, W,TH,FR U3: SA, SUN	U3 and U3X AM: 10 MINS U3 and U3X PM 15 MINS U3 (SA-SUN): 30 MINS	GILLIG 30' AND/OR CUTAWAY
<i>U4/U4D WESTERN CAMPUS</i>	MOTOR BUS	U4 and U4D: M, TU,,W,TH,FR, U4D: SA, SU	U4: 20-35 MINS U4D: 30-45 MINS	GILLIG 30' AND/OR CUTAWAY
<i>Park and Ride(P&R)</i>	MOTOR BUS	M, TU,W,TH,FR	30 MINS	GILLIG 30' AND/OR CUTAWAY

Regional Routes:
R1

R1 Northbound		R1 Southbound	
6:30	MARKET STREET STATION: AREA A	7:30	MTS TRANSIT STATION
7:30	HIGH & EAST EASTBOUND	8:30	9TH & YANKEE EB & 9TH & MAIN WB
8:30	HIGH & HANCOCK EASTBOUND	9:30	9TH & MAIN WESTBOUND
9:30	HIGH & FAIR EASTBOUND	10:30	MAIN & MCGUIRE SOUTHBOUND
10:30	PRINCETON SQUARE APARTMENTS NORTHBOUND	11:30	OXFORD STATE RD. & MAIN STREET SOUTHBOUND
11:30	WALMART FAIRFIELD TOWNSHIP EASTBOUND	12:30	KOHL'S DISTRIBUTION CENTER SOUTHBOUND
12:30	BRIDGEWATER FALLS NORTHBOUND	1:30	SR-4 AT LESOURDSVILLE LAKE SOUTHBOUND
13:30	BUTLER TECH NORTHBOUND	2:30	COUNTRYSIDE VILLAGE & SR 747 SOUTHBOUND
14:30	SR-4 AT LIBERTY-FAIRFIELD NORTHBOUND	3:30	KYLE'S STATION KROGER
15:30	KYLE'S STATION KROGER	4:30	LIBERTY SQUARE
16:30	COUNTRYSIDE VILLAGE & SR 747 NORTHBOUND	5:30	BUTLER METROPOLITAN HOUSING AUTHORITY
17:30	SR-4 AT MONROE CROSSINGS NORTHBOUND	6:30	BUTLER TECH SOUTHBOUND
18:30	KOHL'S DISTRIBUTION CENTER NORTHBOUND	7:30	BRIDGEWATER FALLS WESTBOUND
19:30	MAIN & OXFORD STATE (DAD'S RESTAURANT) NORTHBOUND	8:30	WALMART FAIRFIELD TWP. WESTBOUND
20:30	9TH & MAIN NORTHBOUND	9:30	PRINCETON SQUARE APTS. SOUTHBOUND
21:30	MTS TRANSIT STATION	10:30	HIGH & FAIR WESTBOUND
		11:30	HIGH & ERIE WESTBOUND
		12:30	HIGH & 7TH WESTBOUND
		13:30	MARKET STREET STATION: AREA A

MON-FRI ONLY

Northbound

1. Market Street Station: Area A
2. High & East Eastbound
3. High & Hancock Eastbound
4. High & Fair Eastbound
5. Princeton Square Apartments NB
6. Walmart Fairfield Township EB
7. Bridgewater Falls Northbound
8. Butler Tech northbound
9. SR-4 at Liberty-Fairfield Northbound
10. Kyle's Station Kroger
11. Countryside Village & SR-747 NB
12. SR-4 at Monroe Crossings NB
13. Kohl's Distribution Center NB
14. Main & Oxford State Northbound
15. 9th & Main Northbound
16. MTS Transit Station

Southbound

1. MTS Transit Station
2. 9th & Yankee EB & 9th & Main WB
3. Oxford State Rd. & Main Street SB
4. Kohl's Distribution Center Southbound
5. SR-4 at Lesourdsville Lake Southbound
6. Countryside Village & SR 747 SB
7. Kyle's Station Kroger
8. Liberty Square & Butler Metropolitan Housing Authority
9. Butler Tech Southbound
10. Bridgewater Falls Westbound
11. Walmart Fairfield Township WB
12. Princeton Square Apartments SB
13. High & Fair Westbound
14. High & Erie Westbound
15. High & 7th Westbound
16. Market Street Station: Area A

PM TIMES IN BOLD



HAMILTON

MIDDLETOWN

SHUTTLE



ROUTE SCHEDULE

Updated August 2023

BUTLERCOUNTYRTA.COM | 513-785-5237

Ride Free Every Day

All BCRTA fixed routes, paratransit services and SafeRide operate **free for everyone.**

Plan your trip and track your ride using the transit app.



Route Hours

Hours of operation vary by routes. BCRTA suspends or operates limited service on holidays and academic breaks.

Visit butlercountyta.com for service alerts and schedule changes.

USE OUR TRIP PLANNER



Customer Service

MON. THRU FRI. | 7 a.m. to 6 p.m.
513-785-5237



TITLE VI NOTICE OF PUBLIC RIGHTS

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For more information on the BCRTA civil rights program and the procedures to file a complaint, call 513-785-4346, or visit our administrative office at 3045 Moser Court, Hamilton, Ohio 45011. A complainant may file a complaint directly with the Federal Transit Administration by completing a Title VI Complaint form and mailing it to the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor, TCR, 1200 New Jersey Ave., SE, Washington, DC 20590. If information is needed in another language, contact the BCRTA at 513-785-4346. For more information, visit butlercountyta.com.

This document is available in alternative formats or languages upon request.

R1 Hamilton Middletown Shuttle Map



bcрта
HAMILTON
OXFORD
CONNECTOR

R3

ROUTE SCHEDULE

[BUTLERCOUNTYRTA.COM](https://www.butlercountyrta.com) | 513-785-5237

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transit DOWNLOAD NOW

USE OUR TRIP PLANNER

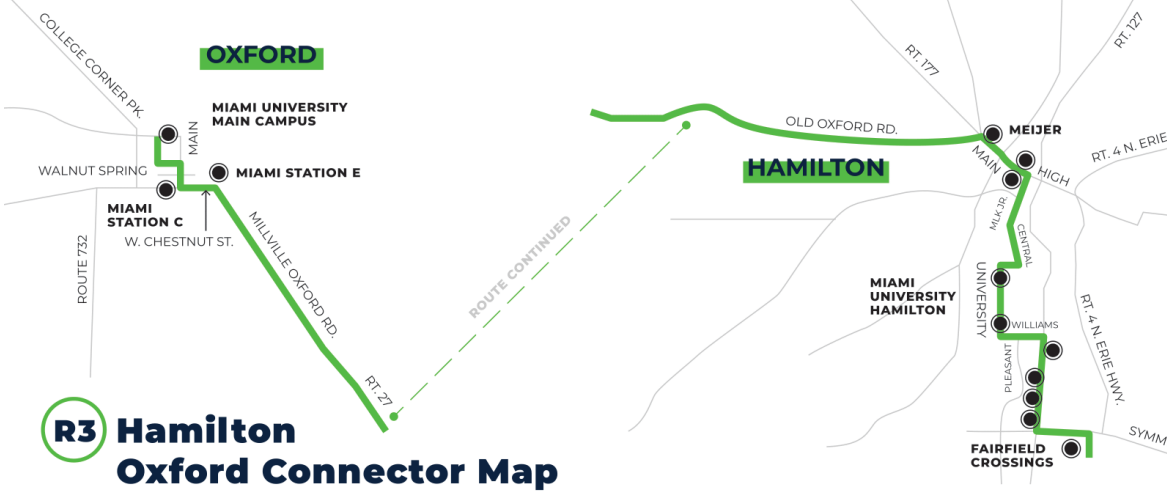
Route Hours
Hours of operation vary by routes. BCRTA suspends or operates limited service on holidays and academic breaks.
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Customer Service
MON. THRU FRI. | 7 a.m. to 6 p.m.
513-785-5237

bcрта

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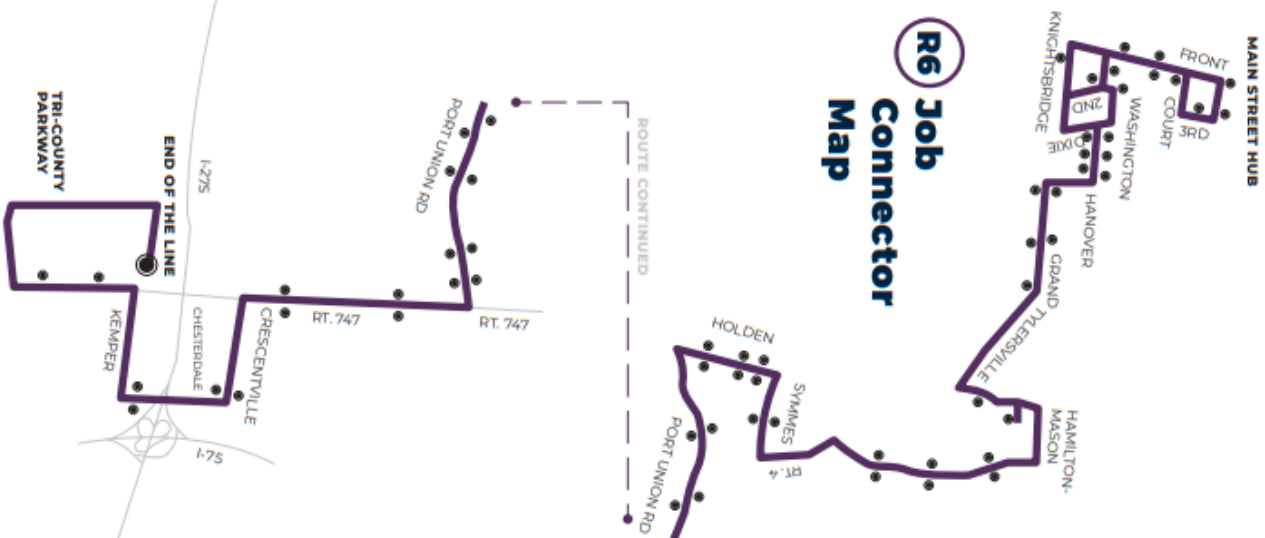


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R6 Inbound

8:30	8:31	8:32	8:33	8:34	8:37	8:38	8:39	8:42	8:43	8:44	8:48	8:49	8:54	8:59	9:01	9:04	9:05	9:07	9:09	9:10	9:12	9:15	9:19	9:20	9:22	9:28	9:29	9:30
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R6 Outbound



Ride Free Every Day

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Plan your trip and track your ride using the transit app.

transit™ DOWNLOAD NOW



Route Hours

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Visit butlercountyrta.com for service alerts and schedule changes.



Customer Service

MON. THRU FRI. | 7 a.m. to 6 p.m.
513-785-5237



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JOB

CONNECTOR

This route is subsidized by the Hamilton Community Block Grant



ROUTE SCHEDULE
Updated October 2023

BUTLERCOUNTYRTA.COM | 513-785-5237

BCRTA Rider Guide:



Rider Guide

2023



BUTLERCOUNTYRTA.COM

General Info

BCRTA

OFFICE HOURS
9 a.m. to 5 p.m. Monday–Friday

OPERATION HOURS
6 a.m. to 11 p.m. Monday–Friday

MTS (Middletown Transit System)

OFFICE HOURS
9 a.m. to 5 p.m. Monday–Friday

OPERATION HOURS
6:30 a.m. to 6:30 p.m. Monday–Friday
8:30 a.m. to 4:30 p.m. Saturday

Reservations

- Trip reservations are accepted from 7 a.m. to 5 p.m. Monday–Friday. Call 513-785-5237.
- All next-day BCare trip requests made by 6:00 p.m. will be accommodated. BCare trips can now be scheduled up to 14 days in advance using the BCRTA BCare app.

BCare riders must have an ADA-approved application on file.

- Reservations and cancellation requests may also be emailed to request@butlercountyrta.com.

HOLIDAY CLOSURES

- New Year's Day • July 4th
- Memorial Day • Labor Day
- Thanksgiving • Christmas Day
- Day After Thanksgiving • Christmas Eve

Hours of operation vary by route. BCRTA supports or operates limited services on certain holidays. BCRTA operates whenever safety is possible. Visit butlercountyrta.com or check the Transit app for service alerts, schedule changes and service availability during treatment centers.

IMPORTANT INFO

- All passengers must have exact change.
- BCo and BCare buses may arrive up to fifteen (15) minutes before or after the scheduled pickup time under normal circumstances.
- BCo and BCare buses will wait five (5) minutes after arrival within the pickup window for a passenger to board.
- Cancellations must be received one (1) hour before the schedule pickup to avoid a charge.
- Passengers are permitted to carry-on four (4) normal size shopping bags. Bags must be secured in either your lap or on the floor below you.
- BCRTA recommends that all passengers wear a safety belt when available. Mobility devices must be secured in accordance with BCRTA policy.
- In accordance with Ohio State Law, certain children must be secured in an approved safety seat.
- No smoking or electronic cigarettes.
- No eating or drinking.
- Children under the age of twelve (12) ride for free and must be accompanied by an adult.
- BCRTA can accommodate all standard mobility devices.
- BCRTA accommodates all service animals.

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For more information, visit butlercountyrta.com. A complaint may file a complaint directly with the Federal Transit Administration by completing a Title VI Complaint form and mailing it to the Office of Civil Rights, Attention: Title VI, Washington, DC 20590. If information is needed, please call the toll-free language, contact BCRTA at 513-785-5237. Please observe this information item # BCRTA 1131-785-5237.

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CUSTOMER SERVICE | MONDAY THRU FRIDAY 7 A.M. TO 4 P.M.
513-785-5237 OR 800-790-0790 TTY
3045 MOORE COURT HAMILTON, OHIO 45011

GO Ride-share Services

TAP • BOOK • RIDE

BCRTA BCo is a ride-share service that uses public transit vehicles and costs \$5 per one-way trip. Call 513-785-5237 to reserve a trip today!

The bus will pick you up in front of your home or pickup location and take you anywhere in Butler County. Rides can be booked up to seven days in advance. Trips are first come, first served based on availability.

HOURS
MON. THRU FRI.
6 a.m. to 11 p.m.

Download the BCo app, powered by Via, to book on-demand trips! The BCo app operates like Uber or Lyft, allowing riders to request, track and pay for trips in real time.

TRAC YOUR RIDE IN THE BCo APP



*Rides in call 513-785-5237 to book advanced trips. On-demand trips can be requested with the BCRTA BCo app.

Ride with Confidence



Plan your trip and track your ride using the Transit app.

FIXED ROUTES

A Fixed route has designated streets and stops that it operates on. Passengers can only be picked up or dropped off at specific BCRTA or MTS Stops.

Regional Routes

- R1: Hamilton/Middletown
- R3: Hamilton/Oxford
- R6: Job Connector
- 42X West Chester Express (Cincinnati Metro)

Oxford/Miami University Routes (USP)

- U1: Campus Core
- UTW: Campus Core with Walmart-Flyer
- U3: Tollgate Loop
- U3X: Tollgate Loop Express
- U4: Western Campus/North Loop
- U4D: Western Campus/North Loop with Dittmer Park & Ride
- PR: Park and Ride

Middletown Routes

- Blue Line
- Gold Line
- Green Line
- Red Line



TRACK YOUR BIKE RIDE WITH TRAKR

Fares

BCo & BCare

- BCo General Public.....\$5 each way
- ADA Hamilton/Oxford.....**FREE**
- ADA Middletown.....**FREE**

Fixed-Routes

- Regional Routes.....**FREE**
- University Routes (USP).....**FREE**
- Middletown Color Routes.....**FREE**

MOBILITY MANAGEMENT

BCRTA's mobility management services include: individual and group travel training sessions, community outreach, transit education presentations and connecting individuals with transportation resources.

LEARN HOW TO RIDE THE BUS



For more information, contact Shannon Naegele at 513-785-4340 or naegeles@butlercountyrta.com



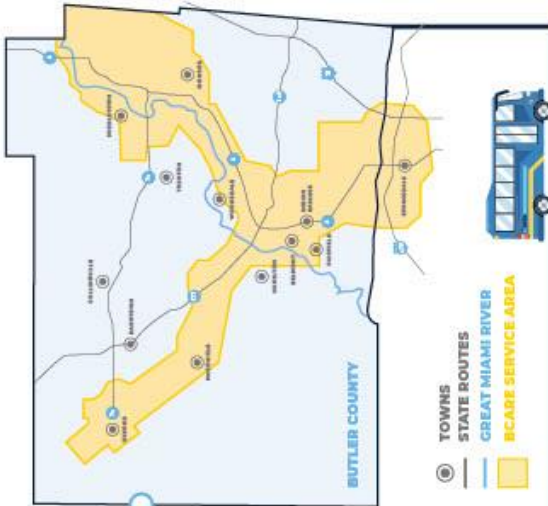
Bikes Ride Free

You can't bring your bike on the bus, but you can put it on the rack in front. If the rack is full, please wait for the next bus.

- ### LOCATING YOUR BIKE
- Lower the rack
 - Place bike on the rack
 - Secure rack
 - Notify driver upon exiting

BCare Paratransit

BCRTA and MTS provide accessible origin-to-destination bus service for persons with disabilities that may be unable to ride fixed route buses. BCare transportation is available within three quarters of one mile from any fixed route during regular operating hours of the closest route. Persons requesting BCare services must fill out an ADA application and be approved for services. BCRTA also accepts ADA cards from other transit agencies. For more information or to obtain an application, please call 513-785-5237 or visit butlercountyrta.com.



- TOWNS
- STATE ROUTES
- GREAT MIAMI RIVER
- BCARE SERVICE AREA



BUTLER COUNTY RTA is going places



and **SO CAN YOU.**

Join the BCRTA team, enjoy these benefits!

- Paid training
- Consistent hours
- Health insurance
- Retirement fund
- 29 PTO days/year



APPLY TODAY

**U Routes:
U1/U1W**

U1 Campus Core MONDAY THRU FRIDAY, ONLY

PM TIMES IN BOLD

7:00	7:02	7:03	7:04	7:09	7:13	7:20	7:21	7:23	7:25	MIAMI STATION D
7:30	7:32	7:33	7:34	7:39	7:43	7:50	7:51	7:53	7:55	COLE SERVICES BUILDING
8:00	8:02	8:03	8:04	8:09	8:13	8:20	8:21	8:23	8:25	EAST QUAD
8:30	8:32	8:33	8:34	8:39	8:43	8:50	8:51	8:53	8:55	FARMER SCHOOL BENTON HALL HIGH & UNIVERSITY
9:00	9:02	9:03	9:04	9:09	9:13	9:20	9:21	9:23	9:25	UPTOWN PARK HIGH & LOCUST TACO BELL
9:15	9:17	9:18	9:19	9:24	9:28	9:35	9:36	9:38	9:40	KROGER STEWART SQUARE S. MAIN & E. SPRING HANNA HOUSE
9:30	9:32	9:33	9:34	9:39	9:43	9:50	9:51	9:53	9:55	GOOGIN CENTER
9:45	9:47	9:48	9:49	9:54	9:58	10:05	10:06	10:08	10:10	REC CENTER
10:00	10:02	10:03	10:04	10:09	10:13	10:20	10:21	10:23	10:25	MORRIS HALL
10:15	10:17	10:18	10:19	10:24	10:28	10:35	10:36	10:38	10:40	MIAMI STATION D
10:30	10:32	10:33	10:34	10:39	10:43	10:50	10:51	10:53	10:55	
10:45	10:47	10:48	10:49	10:54	10:58	11:05	11:06	11:08	11:10	
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PM TIMES IN BOLD

11:54	11:55	11:57	11:58	12:03	12:06	12:10	12:13	12:15	12:17	12:18	12:20	12:21	12:24	12:24	11:52	11:53	FARMER SCHOOL
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9:32	9:33	9:35	9:36	9:41	9:44	9:48	9:51	9:53	9:55	9:56	9:58	9:59	10:00	10:02	10:03	10:03	FARMER SCHOOL



Campus Core Walmart Flyer MONDAY THRU FRIDAY

DEPARTS FROM CHESTNUT FIELDS AT 11:46 and MIAMI STATION D AT 11:50

5:02	5:03	5:05	5:06	5:18	5:25	5:30	5:32	5:33	5:33	FARMER SCHOOL
5:36	5:37	5:39	5:40	5:52	5:59	6:04	6:06	6:07	6:07	BENTON HALL
6:10	6:11	6:13	6:14	6:26	6:33	6:38	6:40	6:41	6:41	HIGH & UNIVERSITY WB
6:44	6:45	6:47	6:48	7:00	7:07	7:12	7:14	7:15	7:15	UPTOWN PARK COLLEGE CORNER PIKE & MELANEE LN.
7:18	7:19	7:21	7:22	7:34	7:41	7:46	7:48	7:49	7:49	WALMART CCP & MELANEE LN. TACO BELL
7:52	7:53	7:55	7:56	8:08	8:15	8:20	8:22	8:23	8:23	KROGER STEWART SQUARE S. MAIN & E. SPRING HANNA HOUSE
8:26	8:27	8:29	8:30	8:42	8:49	8:54	8:56	8:57	8:57	MIAMI STATION B
9:00	9:01	9:03	9:04	9:16	9:23	9:28	9:30	9:31	9:31	COLE SERVICES EAST QUAD
9:34	9:35	9:37	9:38	9:50	9:57	10:02	10:04	10:05	10:05	FARMER SCHOOL



BUTLERCOUNTYRTA.COM | 513-785-5237

Ride Free Every Day

All BCRTA fixed routes, paratransit services and SafeRide operate **free for everyone**.

Plan your trip and track your ride using the transit app.



Route Hours

Hours of operation vary by routes. BCRTA suspends or operates limited service on holidays and academic breaks.

Visit butlercountyrta.com for service alerts and schedule changes.

USE OUR TRIP PLANNER



Customer Service

MON. THRU FRI. | 7 a.m. to 6 p.m.
513-785-5237

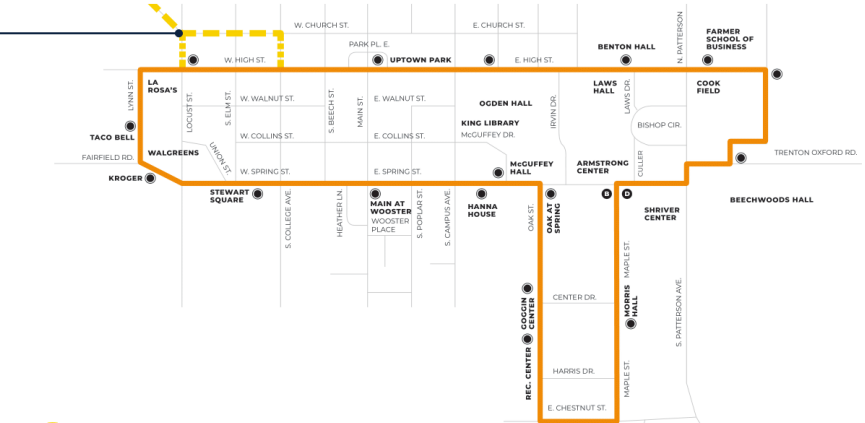
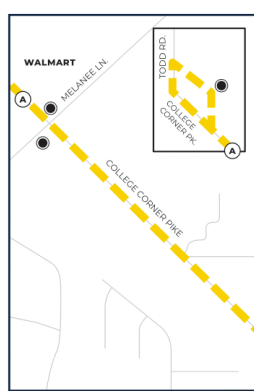


TITLE VI NOTICE OF PUBLIC RIGHTS

The Butler County Regional Transit Authority (BCRTA) operates all services, routes and accommodations without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes or feels they have been aggrieved by any unlawful discriminatory practice under Title VI should file a complaint with the BCRTA of Hamilton, Ohio and/or the Federal Transit Administration.

For more information on the BCRTA civil rights program and the procedures to file a complaint, call 513-785-5237, or visit our administrative office at 3045 Moser Court, Hamilton, Ohio 45031. A complainant may file a complaint directly with the Federal Transit Administration by completing a Title VI Complaint form and mailing it to the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590. If information is needed in another language, contact the BCRTA at 513-785-5237. For more information, visit butlercountyrta.com.

This document is available in alternative formats or languages upon request.



Miami University Map

U3, U3X AM and U3X PM

CHESTNUT FIELD	COLLEGE & CENTRAL	FOURSE DR & COLLEGE	FOURSE DR & LOCUST	WELLS HILL	HODGER	STEWART SQUARE	SPRING & MAIN EB	HANNA HOUSE	MIAMI STATION B	COLE SERVICES BUILDING	EAST QUAD	FARMER SCHOOL	BENTON HALL	HICK & UNIVERSITY WB	CAMPUS & WALNUT SB	S. CAMPUS GARAGE	CAMPUS & CHESTNUT SB	CHESTNUT FIELD
6:30	6:32	6:33	6:34	6:35	6:37	6:38	6:40	6:41	6:42	6:44	6:44	6:45	6:46	6:47	6:48	6:50	6:51	6:53
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3:00	3:02	3:03	3:04	3:05	3:07	3:08	3:10	3:11	3:12	3:14	3:14	3:15	3:16	3:17	3:18	3:20	3:21	3:23
3:15	3:17	3:18	3:19	3:20	3:22	3:23	3:25	3:26	3:27	3:29	3:29	3:30	3:31	3:32	3:33	3:35	3:36	3:38
3:30	3:32	3:33	3:34	3:35	3:37	3:38	3:40	3:41	3:42	3:44	3:44	3:45	3:46	3:47	3:48	3:50	3:51	3:53
3:45	3:47	3:48	3:49	3:50	3:52	3:53	3:55	3:56	3:57	3:59	3:59	4:00	4:01	4:02	4:03	4:05	4:06	4:08
4:00	4:02	4:03	4:04	4:05	4:07	4:08	4:10	4:11	4:12	4:14	4:14	4:15	4:16	4:17	4:18	4:20	4:21	4:23
4:15	4:17	4:18	4:19	4:20	4:22	4:23	4:25	4:26	4:27	4:29	4:29	4:30	4:31	4:32	4:33	4:35	4:36	4:38
4:30	4:32	4:33	4:34	4:35	4:37	4:38	4:40	4:41	4:42									

U3 Tollgate Loop **SATURDAY AND SUNDAY**

PM TIMES IN BOLD>

CHESTNUT FIELD	COLLEGE & CENTRAL	FOXRISE DR & COLLEGE	FOXRISE DR & LOCUST	WELLS MILL	KROGER	STEWART SQUARE	SPRING & MAIN EB	HANNA HOUSE	MIAMI STATION B	COLE SERVICES BUILDING	EAST QUAD	FARMER SCHOOL	BENTON HALL	HIGH & UNIVERSITY WB	CAMPUS & WALNUT SB	E. CAMPUS GARAGE	CAMPUS & CHESTNUT SB	CHESTNUT FIELD
11:30	11:32	11:33	11:34	11:35	11:37	11:38	11:40	11:41	11:42	11:44	11:44	11:45	11:46	11:47	11:48	11:50	11:51	11:53
12:00	12:02	12:03	12:04	12:05	12:07	12:08	12:10	12:11	12:12	12:14	12:14	12:15	12:16	12:17	12:18	12:20	12:21	12:23
12:30	12:32	12:33	12:34	12:35	12:37	12:38	12:40	12:41	12:42	12:44	12:44	12:45	12:46	12:47	12:48	12:50	12:51	12:53
1:00	1:02	1:03	1:04	1:05	1:07	1:08	1:10	1:11	1:12	1:14	1:14	1:15	1:16	1:17	1:18	1:20	1:21	1:23
1:30	1:32	1:33	1:34	1:35	1:37	1:38	1:40	1:41	1:42	1:44	1:44	1:45	1:46	1:47	1:48	1:50	1:51	1:53
2:00	2:02	2:03	2:04	2:05	2:07	2:08	2:10	2:11	2:12	2:14	2:14	2:15	2:16	2:17	2:18	2:20	2:21	2:23
2:30	2:32	2:33	2:34	2:35	2:37	2:38	2:40	2:41	2:42	2:44	2:44	2:45	2:46	2:47	2:48	2:50	2:51	2:53
3:00	3:02	3:03	3:04	3:05	3:07	3:08	3:10	3:11	3:12	3:14	3:14	3:15	3:16	3:17	3:18	3:20	3:21	3:23
3:30	3:32	3:33	3:34	3:35	3:37	3:38	3:40	3:41	3:42	3:44	3:44	3:45	3:46	3:47	3:48	3:50	3:51	3:53
4:00	4:02	4:03	4:04	4:05	4:07	4:08	4:10	4:11	4:12	4:14	4:14	4:15	4:16	4:17	4:18	4:20	4:21	4:23
4:30	4:32	4:33	4:34	4:35	4:37	4:38	4:40	4:41	4:42	4:44	4:44	4:45	4:46	4:47	4:48	4:50	4:51	4:53
5:00	5:02	5:03	5:04	5:05	5:07	5:08	5:10	5:11	5:12	5:14	5:14	5:15	5:16	5:17	5:18	5:20	5:21	5:23
5:30	5:32	5:33	5:34	5:35	5:37	5:38	5:40	5:41	5:42	5:44	5:44	5:45	5:46	5:47	5:48	5:50	5:51	5:53
6:00	6:02	6:03	6:04	6:05	6:07	6:08	6:10	6:11	6:12	6:14	6:14	6:15	6:16	6:17	6:18	6:20	6:21	6:23
6:30	6:32	6:33	6:34	6:35	6:37	6:38	6:40	6:41	6:42	6:44	6:44	6:45	6:46	6:47	6:48	6:50	6:51	6:53
7:00	7:02	7:03	7:04	7:05	7:07	7:08	7:10	7:11	7:12	7:14	7:14	7:15	7:16	7:17	7:18	7:20	7:21	7:23
7:30	7:32	7:33	7:34	7:35	7:37	7:38	7:40	7:41	7:42	7:44	7:44	7:45	7:46	7:47	7:48	7:50	7:51	7:53
8:00	8:02	8:03	8:04	8:05	8:07	8:08	8:10	8:11	8:12	8:14	8:14	8:15	8:16	8:17	8:18	8:20	8:21	8:23
8:30	8:32	8:33	8:34	8:35	8:37	8:38	8:40	8:41	8:42	8:44	8:44	8:45	8:46	8:47	8:48	8:50	8:51	8:53
9:00	9:02	9:03	9:04	9:05	9:07	9:08	9:10	9:11	9:12	9:14	9:14	9:15	9:16	9:17	9:18	9:20	9:21	9:23
9:30	9:32	9:33	9:34	9:35	9:37	9:38	9:40	9:41	9:42	9:44	9:44	9:45	9:46	9:47	9:48	9:50	9:51	9:53



**Saferride
Late-night
Services**

TAP • BOOK • RIDE

BCRTA provides after-hours, door-to-door BCo Saferride services to safely transport individuals and small groups within the Oxford area. Advance notice is not required, service is provided on a first-come, first-served basis.

HOURS

MONDAY THRU SATURDAY
10 p.m. to 3 a.m.

SUNDAY
10 p.m. to 1 a.m.

Reserve trips by calling **513-785-5237** or through the BCRTA BCo app.





West Campus/North Loop/Ditmer Park & Ride

SATURDAY AND SUNDAY

MIAMI STATION C	STANTON HALL	CHESTNUT & MAPLE	OAK & HAINES	PORTER HALL	RICHARD HALL	OAK & SPRING	MCCURRY HALL	MENS LIBRARY	UPDOWN PARK	MAIN & WITHROW NB	WITHROW & COLLEGE	STYACMORE & COLLEGE	STYACMORE & POPLAR	WEST MILLET PARKING LOT	MILLET	STYACMORE & TALLAWANDA	TALLAWANDA & CHURCH	LAWS HALL	DITMER	ART MUSEUM	WESTERN LODGE	BOYD HALL	CHILD DEVELOPMENT CENTER	BESCHWOODS HALL	CHESTNUT FIELD	MIAMI STATION C
11:30	11:31	11:32	11:33	11:33	11:33	11:34	11:34	11:35	11:36	11:37	11:37	11:38	11:39	11:40	11:42	11:43	11:44	11:46	11:48	11:50	11:54	11:56	11:58	11:59	12:00	12:00
12:08	12:09	12:07	12:08	12:08	12:08	12:09	12:09	12:10	12:11	12:12	12:12	12:13	12:14	12:16	12:17	12:18	12:19	12:20	12:25	12:28	12:30	12:30	12:32	12:35	12:35	12:35
12:40	12:41	12:42	12:43	12:43	12:44	12:44	12:44	12:45	12:46	12:47	12:47	12:48	12:49	12:51	12:52	12:53	12:54	12:55	1:00	1:04	1:06	1:08	1:09	1:10	1:10	1:10
1:18	1:19	1:17	1:18	1:18	1:18	1:19	1:19	1:20	1:21	1:22	1:22	1:23	1:24	1:26	1:27	1:28	1:29	1:30	1:35	1:39	1:40	1:42	1:45	1:45	1:45	1:45
1:40	1:41	1:42	1:43	1:43	1:43	1:44	1:44	1:45	1:46	1:47	1:47	1:48	1:49	1:51	1:52	1:53	1:54	1:55	2:00	2:04	2:06	2:08	2:09	2:10	2:10	2:10
2:25	2:26	2:27	2:28	2:28	2:28	2:29	2:29	2:30	2:31	2:32	2:32	2:33	2:34	2:36	2:37	2:38	2:39	2:40	2:45	2:49	2:50	2:52	2:55	2:55	2:55	2:55
3:00	3:01	3:02	3:03	3:03	3:03	3:04	3:04	3:05	3:06	3:07	3:07	3:08	3:09	3:11	3:12	3:13	3:14	3:15	3:20	3:24	3:26	3:28	3:29	3:30	3:30	3:30
3:38	3:39	3:37	3:38	3:38	3:38	3:39	3:39	3:40	3:41	3:42	3:42	3:43	3:44	3:46	3:47	3:48	3:49	3:50	3:55	3:59	4:00	4:02	4:05	4:05	4:05	4:05
4:10	4:11	4:12	4:12	4:12	4:12	4:13	4:13	4:14	4:15	4:16	4:17	4:18	4:19	4:21	4:22	4:23	4:24	4:25	4:30	4:34	4:36	4:38	4:39	4:40	4:40	4:40
4:45	4:46	4:47	4:48	4:48	4:48	4:49	4:49	4:50	4:51	4:52	4:52	4:53	4:54	4:56	4:57	4:58	4:59	5:00	5:05	5:09	5:10	5:12	5:15	5:15	5:15	5:15
5:20	5:21	5:22	5:23	5:23	5:23	5:24	5:24	5:25	5:26	5:27	5:27	5:28	5:29	5:31	5:32	5:33	5:34	5:35	5:40	5:44	5:46	5:48	5:49	5:50	5:50	5:50
5:55	5:56	5:57	5:58	5:58	5:58	5:59	5:59	6:00	6:01	6:02	6:02	6:03	6:04	6:06	6:07	6:08	6:09	6:10	6:15	6:19	6:20	6:22	6:25	6:25	6:25	6:25
6:30	6:31	6:32	6:33	6:33	6:33	6:34	6:34	6:35	6:36	6:37	6:37	6:38	6:39	6:41	6:42	6:43	6:44	6:45	6:50	6:54	6:56	6:58	6:59	7:00	7:00	7:00
7:05	7:06	7:07	7:08	7:08	7:08	7:09	7:09	7:10	7:11	7:12	7:12	7:13	7:14	7:16	7:17	7:18	7:19	7:20	7:25	7:29	7:30	7:32	7:35	7:35	7:35	7:35
7:40	7:41	7:42	7:43	7:43	7:43	7:44	7:44	7:45	7:46	7:47	7:47	7:48	7:49	7:51	7:52	7:53	7:54	7:55	8:00	8:04	8:06	8:08	8:09	8:10	8:10	8:10
8:15	8:16	8:17	8:18	8:18	8:18	8:19	8:19	8:20	8:21	8:22	8:22	8:23	8:24	8:26	8:27	8:28	8:29	8:30	8:35	8:39	8:40	8:42	8:45	8:45	8:45	8:45
8:50	8:51	8:52	8:53	8:53	8:53	8:54	8:54	8:55	8:56	8:57	8:57	8:58	8:59	9:01	9:02	9:03	9:04	9:05	9:10	9:14	9:16	9:18	9:19	9:20	9:20	9:20
9:25	9:26	9:27	9:28	9:28	9:28	9:29	9:29	9:30	9:31	9:32	9:32	9:33	9:34	9:36	9:37	9:38	9:39	9:40	9:45	9:49	9:50	9:52	9:55	9:55	9:55	9:55

PM TIMES IN BOLD



Saferide Late-night Services

TAP • BOOK • RIDE

BCRTA provides after-hours, door-to-door BGo Saferide services to safely transport individuals and small groups within the Oxford area. Advance notice is not required, service is provided on a first-come, first-served basis.

MON. THRU SAT. 10 p.m. – 3 a.m.
SUNDAY 10 p.m. – 1 a.m.

Reserve trips by calling **513-785-5237** or through the BCRTA BGo app.

DOWNLOAD THE BGO APP





BUTLERCOUNTYRTA.COM | 513-785-5237

Ride Free Every Day

All BCRTA fixed routes, paratransit services and SafeRide operate **free for everyone**.

Plan your trip and track your ride using the transit app.



Route Hours

Hours of operation vary by route. BCRTA suspends or operates limited service on holidays and academic breaks.

Visit butlercountrta.com for service alerts and schedule changes.

USE OUR TRIP PLANNER



Customer Service

MON. THRU FRI. | 7 a.m. to 6 p.m.
513-785-5237



TITLE VI NOTICE OF PUBLIC RIGHTS

The Butler County Regional Transit Authority (BCRTA) operates all services, routes and accommodations without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the BCRTA of Hamilton, Ohio and/or the Federal Transit Administration.

For more information on the BCRTA civil rights program and the procedures to file a complaint, call 513-785-5237, or visit our administrative office at 3042 Moser Court, Hamilton, Ohio 45011. A complainant may file a complaint directly with the Federal Transit Administration by completing a Title VI Complaint form and mailing it to the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-1CR, 200 New Jersey Ave., SE, Washington, DC 20590. If information is needed in another language, contact the BCRTA at 513-785-5237. For more information, visit butlercountrta.com.

This document is available in alternative formats or languages upon request.

Miami University Map

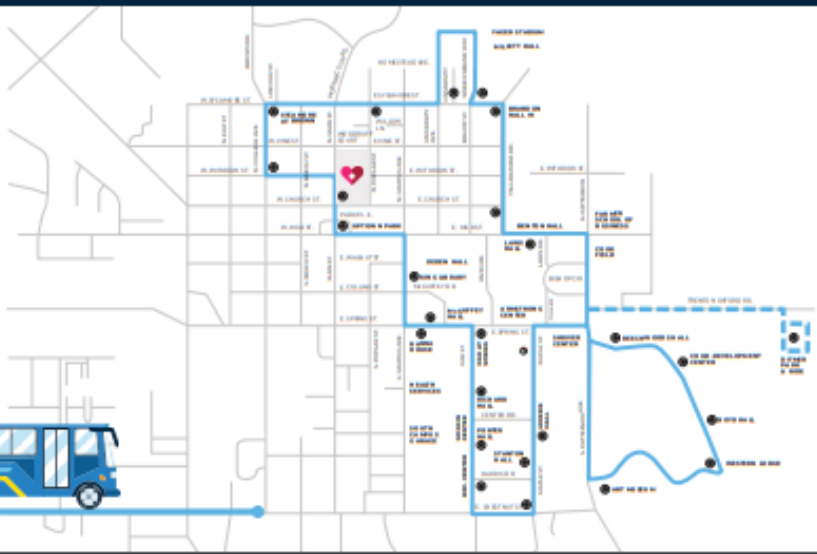


Exhibit 2: Title VI Complaint Form



Title VI Complaint Form

Butler County Regional Transit Authority (BCRTA)

BCRTA is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color or national origin, as provided by Title VI of the Civil Rights Action of 1964, as amended. Title VI complaints must be filed within 180 days from the date of the alleged discrimination.

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact the Title VI Coordinator by calling (513) 785-4346. The completed form must be returned to BCRTA Title VI Coordinator, 3045 Moser Court, Hamilton, Ohio 45011.

Your Name:	Phone:
Street Address:	Alt Phone:
	City, State & Zip Code:
Person(s) discriminated against (if someone other than complaint):	
Name(s):	
Street Address, City, State & Zip Code:	

Date of Incident: _____

Which of the following best describes the reason for the alleged discrimination took place (Circle one):

- Race
- Color
- National Origin (Limited English Proficiency)
- Sex
- Disability
- Age

Please describe the alleged discrimination incident. Provide the names and title of all BCRTA employees involved if available. Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.

Complete reverse side of form

Exhibit 3: BCRTA Board Resolution Approving 2023 Title VI Plan

BCRTA Resolution No. 23-03-02

Approval of the Butler County Regional Transit Authority 2023 Title VI Program

Whereas BCRTA is a Regional Transit Authority created by resolution of the Butler County Board of Commissioners; and

Whereas as a designated recipient of Federal Transit Administration (FTA) funds, BCRTA is required to comply with the Title VI regulations issued by the United States Department of Transportation (USDOT) as a condition of receiving federal funds; and

Whereas every three years BCRTA is required to submit a new Title VI program in accordance with USDOT's 49 CFR Part 21.7; and

Whereas in 2012 Federal Title VI requirements were updated by FTA and require that the Title VI program be approved by BCRTA's governing body; and

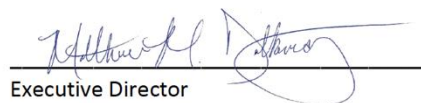
Whereas BCRTA's current Title VI Program will expire on March 31, 2023.

Now, therefore, be it resolved that the BCRTA Board of Trustees hereby approves the March 2023 Title VI Program and authorizes the BCRTA Executive Director to complete submission of the final program to FTA. Be it further resolved that the BCRTA Board of Trustees authorizes the BCRTA Executive Director to take any actions necessary to assure organizational compliance with the terms of this policy and regulation.

Approved: March 15, 2023



Board President



Executive Director

Exhibit 4: BCRTA Vehicle Roster

Type	Vehicle #	Year
GILLIG	1501	2014
GILLIG	1502	2015
GILLIG	1503	2015
GILLIG	1504	2015
GILLIG	1505	2015
GILLIG	1506	2015
GILLIG	1507	2015
GILLIG	1508	2015
GILLIG	1509	2015
GILLIG	1510	2015
GILLIG	1511	2015
GILLIG	1512	2015
CARAVAN	1513	2015
CARAVAN	1514	2015
CARAVAN	1515	2015
CARAVAN	1516	2015
CARAVAN	1517	2015
F550	1520	2015
F550	1521	2015
E450	1601	2016
E450	1602	2016
E450	1603	2016
E450	1606	2016
GILLIG	1607	2016
GILLIG	1608	2016
GILLIG	1609	2016
E450	1797	2017
E450	1798	2017
E450	1799	2017
E450	1895	2018
E450	1896	2018
E450	1897	2018
E450	1898	2018
E450	1899	2018
GILLIG	1901	2019
GILLIG	1902	2019
GILLIG	1903	2019
GILLIG	1904	2019
CARAVAN	1995	2019
CARAVAN	1996	2019
CARAVAN	1997	2019
CARAVAN	1999	2019
E450	2080	2020
E450	2081	2016
E450	2082	2020
E450	2083	2020
E450	2084	2020
E450	2085	2020
E450	2086	2020
E450	2087	2020
E450	2088	2020
E450	2089	2020
E450	2090	2020
E450	2091	2020
TESCO GRAVEL	2280	2022

Exhibit 5: Safe Harbor Analysis 2023

Butler County, Ohio				
Total			Percent	
Label	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	368,204	±584	(X)	(X)
Speak only English	335,522	±3,943	91.1%	±1.1
Speak a language other than English	32,682	±3,986	8.9%	±1.1
SPEAK A LANGUAGE OTHER THAN ENGLISH				
Spanish	11,640	±2,597	3.2%	±0.7
5 to 17 years old	3,461	±1,679	0.9%	±0.5
18 to 64 years old	7,363	±1,433	2.0%	±0.4
65 years old and over	816	±461	0.2%	±0.1
Other Indo-European languages	9,936	±3,182	2.7%	±0.9
5 to 17 years old	2,654	±1,331	0.7%	±0.4
18 to 64 years old	6,370	±2,057	1.7%	±0.6
65 years old and over	912	±396	0.2%	±0.1
Asian and Pacific Island languages	7,269	±1,849	2.0%	±0.5
5 to 17 years old	687	±651	0.2%	±0.2
18 to 64 years old	5,779	±1,481	1.6%	±0.4
65 years old and over	803	±357	0.2%	±0.1
Other languages	3,837	±1,901	1.0%	±0.5
5 to 17 years old	511	±829	0.1%	±0.2
18 to 64 years old	3,189	±1,308	0.9%	±0.4
65 years old and over	137	±165	0.0%	±0.1

According to the US Census Bureau (2021), Butler County, OH has significant LEP groups that trigger Safe Harbor Provisions. FTA C 4702.1B (2012) states that federal funding recipients need to provide translated material for each LEP language group that is “five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered.”

Appendix B: Language Assistance Plan

Improving Access for People with Limited English Proficiency (LEP) Four Factor Analysis

Butler County Regional Transit Authority (BCRTA) has conducted this analysis to meet requirements under Title VI of the Civil Rights Act of 1964, which seeks to improve access to services for persons with Limited English Proficiency (LEP). The purpose is to ensure that no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Federal Transit Administration (FTA).

Analysis Using Four Factor Framework

BCRTA has conducted the following analysis using the four factors identified in the DOT LEP Guidance:

Factor 1: The number and proportion of LEP persons served or encountered in the eligible service population.

Task 1. Step 1: Examine prior experience with LEP individuals.

Since reintroducing local general public transit in 2005, BCRTA has experienced limited requests for LEP services. To request information in another language other than English, BCRTA provides a Google Translate widget on its website (www.butlercountyrta.com) and provides an over-the-phone interpreter service for riders. This gives LEP persons the opportunity to communicate directly with or to receive a call back from an interpreter. LEP service is tracked by the number of encounters and minutes our third-party interpreter is used to provide a request for services. From 2020-2023, BCRTA provided fifteen encounters with an interpreter. A braille translation of the BCRTA Rider Guide was requested. In addition, BCRTA works with local universities/social service agencies to provide interpreters and/or interpreted service information upon request. BCRTA also holds public meetings on a monthly basis. All notices for public meetings include notice that an interpreter will be provided upon request. BCRTA vehicles also have signage on board about the translation services offered to all customers.

[Title VI Information](#) | [File A Complaint & Learn More](#) | [BCRTA \(butlercountyrta.com\)](http://BCRTA (butlercountyrta.com))
[BCRTA Board Meetings](#) | [Schedule, Bylaws & More Information \(butlercountyrta.com\)](#)



Task 1: Step 2: Become familiar with data from U.S. Census

As of 2021, the U.S. Census Bureau quick facts population estimate of Butler County, Ohio was 368,204. According to the U.S. Census Bureau 2017-2021 American Community Survey, 8.9% of the county's population (age five and over) lived in a home where a language other than English is spoken, 3.2% persons identified as Spanish; 2.7% as other Indo-European, 2% as Asian and Pacific Islander language, and 1% as "other" language.

Task 1. Step 2A: Identify the geographic boundaries of the area that your agency serves.

Butler County, Ohio is located in southwest Ohio. The City of Hamilton, Ohio is the county seat. Butler County is home to Miami University, an Ohio public university. BCRTA is also a part of the Cincinnati, Ohio Urbanized Area which principally consists of the southeastern portion of Butler County. BCRTA does serve all of Butler County, Ohio and, as capacity allows, within three (3) miles of the county border. The Middletown Urban Area of Butler County is principally served by Middletown Transit, a small urban transit system.

Task 1. Steps 2B & C: Obtain and analyze census data on the LEP population in your service area.

U.S. Census Bureau 2017-2021 American Community Survey Five Year Estimate data for Butler County, Ohio reflects that 3.0 % of the Butler County, Ohio population is LEP (defined as speaking English less than "very well").

- LEP: Speak Other than English at Home and Do not Speak English Very Well:
14,101 persons (3.8% of the population). The LEP breakout by language:
 - Spanish: 11,640 persons (3.2% of the population)
 - Indo-European: 9,936 persons (2.7% of the population)
 - Asian & Pacific Island: 7,269 persons (2% of the population)
 - Other: 3,837 persons (1% of the population)

Task 1. Step 2D: Identify concentrations of LEP persons within your service area.



Figure 1 reflects the LEP persons in the areas of Butler County, all within the Cincinnati Urbanized Area of Butler County, Ohio. The areas of highest concentration include West Chester, Fairfield, downtown Hamilton, and Oxford.

Task 1. Step 3: Consult state and local sources of data.

BCRTA identified the following organizations and uses them to obtain information and best practices for LEP participation and involvement. The list of state and local partners that focus on improving access to LEP persons consist of:

- Ohio Department of Job and Family Services
- Ohio Means Jobs
- Education:
 - Butler County School Districts: Edgewood City, Fairfield City, Hamilton City, Lakota Local, Madison Local, Middletown City, Monroe Local, New Miami Local, Ross Local and Talawanda City
 - Butler County Educational Service Center English as a Second Language (ESL) Consortium
 - Butler Tech
 - Hamilton City Schools

- OKI Regional Council of Governments

Task 1. Step 4: Community organizations that serve LEP persons.

BCRTA identified the following community organizations and uses them to obtain information and best practices for LEP participation and involvement. The list of community partners that focus on improving access to LEP persons consist of:

- Transit Alliance of Butler County
- Butler County Job and Family Services
- Interact for Health
- Faith Based:
 - Living Water Ministries
 - Hispanic Ministry of Hamilton
- Miami University (Oxford, Hamilton, Middletown Campuses)
- Ohio Department of Higher Education (ASPIRE)
- Butler County Educational Service Center (ESL)
- Collecting Warehouse

Factor 2: The frequency with which LEP individuals come into contact with your programs, activities, and services.

Task 2. Step 1. Review the relevant programs, activities and services you provide.

Appendix A, Exhibit 1 of the BCRTA Title VI plan summarizes BCRTA services. Other than commuter park-and-rides services provided under contract by Cincinnati Metro, Butler County public transit services have been incrementally introduced since 2005. BCRTA provides Regional Commuter routes and Middletown night service in cooperation with the City of Middletown. BCRTA also provides public demand response services throughout the county, fixed route services for the City of Oxford, contract services for Butler County Board of Developmental Disabilities and the Butler County Veterans Service Commission.

Task 2. Step 2: Review information obtained from community organizations.

The Transit Alliance of Butler County, a nonprofit organization with a mission to create an effective, efficient and coordinated approach to meet the current and future local and regional transportation needs for Butler County citizens, agencies, and businesses, held a community forum on May 17, 2011, to discuss public transportation issues and unmet need. The common themes were additional evening and weekend trips for jobs, affordable fares, and increasing public awareness of current services. LEP access was not identified as an unmet need. In addition, LEP access issues were not identified in the region's locally developed Coordinated Public Transit-Human Services Transportation Plan, revised in 2016. BCRTA also identified organizations that improve access for LEP persons and sent surveys to request information, Figure 2.



Improving Access for Limited English Persons (LEP)

BCRTA is seeking your assistance to assure all persons have equal access to the benefits of our federally funded programs and services. Please take a few minutes to answer these brief questions. This will help us to determine additional needs for transportation and interpretation services that ensure the best possible service to all clients, regardless of their language of origin.

Date:	Organization:
Contact Person:	Telephone:
	Email Address:

Geographic Service Area: _____

of LEP Persons Served: _____

Has the size of LEP population you serve increased, stayed the same, or decreased over the past five years?

Increased Greatly ___ Increased Somewhat ___ Stayed the Same ___ Decreased ___

Do you use outside sources (volunteers, refugee service, etc. other than family to assist with the translations/interpreting? Frequently ___ Sometimes ___ Never ___

What source(s) _____

IN order of frequency, which language groups do you encounter when working with limited English proficient clients: (1 being the most frequent and 7 being the least frequent):

Spanish ___ Bosnian ___ Russian ___ Arabic ___ African ___ Asian ___ Other _____

What needs or expectations for public transit services has this population expressed?

Has the population inquired about how to access public transit or expressed a need for public transit service? No ___ Yes ___ (Please explain)

Are there locations that the population has expressed difficulty in accessing via the BCRTA public transit service? No ___ Yes ___ (Please explain)

What is the best way to obtain input from the LEP population?

What additional agencies, organizations, and/or persons should BCRTA reach to analyze how to assure access to LEP populations in and around Butler County?

Would you like to be contacted by BCRTA to discuss BCRTA Service, LEP Assistance, or other public transit issues?

Yes ___ No ___

Figure 2

After reviewing records and contacting community organizations BCRTA has made telephone and website translation available in all requested languages. BCRTA will also make written materials available in all languages upon request. However, after speaking with community organizations BCRTA has assessed that lack of LEP resources is not the problem but rather the communication of their availability.

Task 2. Step 3: Consult directly with LEP persons.

To request information in a language other than English, BCRTA provides and tracks a Google Translate widget on its website and provides an over-the-phone interpreter service for callers. This gives LEP persons the opportunity to communicate their request and receive information at their literacy level and convenience.

To help ensure our interaction with LEP persons is consistent and positive, BCRTA operators carry language identification cards (Figure 3) to help identify interpreter needs for uncommon languages. Our new employee orientation process requires operators be trained and acknowledge BCRTA goals in regard to LEP policies and procedures.

The BCRTA goals are as follows:

- BCRTA will produce and distribute rider guides and other materials in commonly requested languages.
- BCRTA will provide, and office staff will be trained in the use of interpreter services that may be made available over the phone in a wide variety of other languages for the purposes of providing service information and scheduling services.
- BCRTA will provide, and driving staff will be trained in the use of interpreter services that may be made available over the phone in a wide variety of languages for the purpose of providing service information and clarifying operational passenger needs.
- BCRTA vehicle operator will carry, on their person, an emergency procedures pocket handbook that will include directions for assisting LEP individuals. The pocket guide will also include a “language map” to assist LEP individuals and BCRTA staff in determining the language of choice for any LEP individual.
- All BCRTA personnel who engage in regular client contact will be required to review this procedure and acknowledge their understanding and compliance in writing to ensure even application of the procedures mentioned herein.

NEED AN INTERPRETER?

1. Dial **1.800.CALL.CLI (1.800.225.5254)**
2. When the operator answers, tell them:
 - a. Your customer code is **132860**
 - b. You are calling from Butler County RTA
 - c. The language that you need
 - d. Your Name, client's name
 - e. Please let the operator know if you would like to connect to multiple parties (call a patient/client at home for example).
3. The operator will connect you with an interpreter promptly.



CERTIFIED LANGUAGES
INTERNATIONAL

24 hours a day, 7 days a week
Direct Dial: 503-484-2425

Recommendations for Effectively Using the Services of an Over-the-Phone Interpreter

For Outbound Calls:

- If you need to call a Limited English Proficient (LEP) party at home or need a third-party dial-out to include an additional party, please *first* inform the CLI Customer Service Representative (CSR) *before* the interpreter is connected.
- Once the interpreter is connected, you may tell the interpreter who to ask for (the LEP's name).
- At this time, you may also tell the interpreter how to proceed if the call goes to an answering machine and what message to leave if desired.

For Inbound Calls:

- Explain to the LEP that all information is confidential, and encourage questions.
- Speak clearly.
- Smile and be kind; this helps the LEP feel more comfortable.
- If face-to-face and multiple people are in the room, speak one at a time.
- Short sentences are easiest to interpret.
- Speak freely; all CLI interpreters are sworn to confidentiality and the Interpreter's Code of Ethics.
- Encourage the interpreter to clarify terms with you if necessary.

Phone and Video Remote Interpreting | Certified Languages International

Figure 3

To help identify service needs of an LEP person, the BCRTA sends customer surveys (figure 4) to riders annually. The survey asks the rider to respond with a check mark in one of the following boxes; strongly agree, agree, or neutral.. The question to identify the LEP needs was, "A language barrier does not prevent me or someone I know from being able to use BCRTA services."



Annual Customer Satisfaction Survey 2023



Scan Me!

The following reflects the answers reported in the BCRTA Customer Survey

- 67.7% Strongly agreed that a language barrier does not prevent them or someone they know from utilizing BCRTA services.
- 21.5% Agreed that a language barrier does not prevent them or someone they know from utilizing BCRTA services.
- 10.8% Neither agreed or disagreed that a language barrier does not prevent them or someone they know from utilizing BCRTA services.
- 0% Disagreed that a language barrier does not prevent them or someone they know from utilizing BCRTA services.
- 0% Strongly disagreed that a language barrier does not prevent them or someone they know from utilizing BCRTA services.

Factor 3: The importance to LEP persons of your program, activities, and services.

Task 3. Step 1: Identify your agency's most critical services.

- Curb-to-Curb On-Demand (BGo)
- ADA Paratransit (BCare)
- Fixed Route Services

Critical information from BCRTA which can affect access includes service and schedule information, fare and payment information, system rules, and information about how to ride. However, public transit services continue to be limited in Butler County and are relatively expensive (demand-response fares). If limited English is a barrier to using these services, then the consequences for the individual are serious, including limited access to obtain health care, education, or employment.

However, the bigger issue is availability of public transit services in Butler County.

Task 3. Step 2: Review input from community organization and LEP persons.

After reviewing records and contacting community organizations BCRTA has made telephone and website translation available in all requested languages. BCRTA will also make written materials available in all languages upon request. However, after speaking with community organizations BCRTA has assessed that lack of LEP resources is not the problem but rather the communication of their availability.

Factor 4: The resources available to the recipient and costs.

Task 4. Step 1: Inventory language assistance measures currently being provided along with associated costs.

From 2020-2023, BCRTA has experienced limited requests for LEP services. The experience has been almost exclusively requests for Spanish alternatives. To request information in another language other than English, BCRTA provides a Google Translate widget on its website and provides an over-the-phone interpreter service for riders. This gives LEP persons the opportunity to communicate directly with or to receive a call back from an interpreter. LEP passenger use is tracked by the number of encounters and minutes our third-party interpreter is used to provide

a request for services. BCRTA provided fifteen encounters with an interpreter.

BCRTA estimated costs over the last 3 years are between \$2,000 to \$5,000 to improve accessibility and provide additional LEP resources. This estimate includes upgrades to the website to facilitate more accessibility for LEP persons and \$1,907.86 spent on interpreter services.

Task 4: Step 2: Determine what, if any additional services are needed to provide meaningful access.

Due to the small size of our agency, limited resources, public reviews and expected population growth, BCRTA should focus its language measures on extending access for persons by local awareness and advertising. In addition, BCRTA should include LEP related issues in all personnel training, including administrative, dispatch, and bus operator training.

Task 4. Step 3: Analyze your budget.

Due to its limited size and services, BCRTA does not have a line-item marketing budget. However, BCRTA could allocate \$3,000 per year for LEP services.

Task 4. Step 4: Consider cost effective practices for providing language services.

BCRTA should collaborate with identified community organizations to provide cost effective practices such as 1) help with translations of printed and online information; 2) distribution channels for printed information; 3) translation assistance for LEP persons; and 4) educational and outreach opportunities to help improve access for LEP person. In addition, BCRTA should research and pursue language assistance products and translation services developed and paid for by local, regional, or state government agencies.

BCRTA has adopted the following implementation plan to meet requirements under Title VI of the Civil Rights Act of 1964, which seeks to improve access to services for persons with Limited English Proficiency (LEP). The purpose is to ensure that no persons shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the FTA.

Plan for Implementation

1. Identifying LEP individuals who need language assistance.

The four factor analysis indicates that the largest group of LEP persons speaks Spanish. In addition, the largest concentrations of LEP persons are in the Hamilton, Fairfield and West Chester township portions of Butler County which are within the portion of Butler County within the Cincinnati Urbanized Area.

Discussions with the bus operators and dispatch personnel indicate that the current frequency of contact with LEP persons has been extremely limited. However, there are demographic changes which could lead to a growing number of LEP persons in need of local public transit.

BCRTA is proactively engaging with agencies serving LEP populations to stay informed about the needs of the community. This hands-on approach involves distributing information and monitoring interactions to gain insights into the language assistance needs of LEP individuals.

2. Language assistance measures

BCRTA will continue to track the Google Translate widget on its website and will provide printed materials in requested languages as well as identify distribution outlets to share such information. In addition, BCRTA will continue to maintain its over-the-phone translation service to allow LEP persons to receive service information in their native language.

BCRTA updates its implementation plan based on survey results and subsequently targets outreach to address new information.

3. Training staff

BCRTA bus operators, dispatch and scheduling personnel, and administrative staff may come into contact with LEP persons. Training on BCRTA's responsibility to serve LEP persons will be addressed as follows:

- BCRTA will post updated information on employee boards concerning BCRTA's responsibility on serving LEP persons.
- Orientation and initial training for new bus operators, and ongoing training and retraining sessions will include information on serving LEP persons.
- BCRTA will include information on serving LEP persons and BCRTA responsibilities in the BCRTA Employee Handbook which will be reviewed and verified (employee sign off) by each BCRTA employee.

4. Providing notice to LEP persons.

BCRTA will conduct outreach efforts to the target organizations and other organizations identified through the current survey. The Manager of Administration will lead these efforts.

5. Monitoring and Updating the LEP Plan.

BCRTA Board of Trustees reviewed and approved the 2017 LEP plan on February 15, 2017. The BCRTA Board of Trustees reviewed and approved the 2020 LEP plan May 20, 2020. The BCRTA Board of Trustees will review and approve the 2023 LEP plan on March 15, 2023.

The BCRTA Executive Director will review the LEP Plan and survey results annually with the BCRTA Board of Trustees. BCRTA will include an LEP question on its annual customer satisfaction survey. BCRTA will work with the Transit Alliance of Butler County to seek LEP representation on its Board of Directors.

The Executive Director and Operations Director will be responsible for monitoring the

plan, and reporting changes and updates to the BCRTA Board of Trustees.

Appendix C: Public Participation Plan and Hearings/Engagements

OKI 2023 Strategic Regional Policy Plan: <https://www.oki.org/plans-and-programs/strategic-regional-policy-plan-how-do-we-grow-from-here/>

OKI Transportation Improvement Program: <https://tip.oki.org/>

Short Range Planning Study (SRPS):

[BCRTA Short Range Planning Study \(SRPS\) Public Engagement Round 1](#)

Public Comments/Hearings, Service Changes/Removal of Routes R2 and R4:

[Public-Comment-on-Proposed-Service-Suspension-9-21-21.pdf \(butlercountyrta.com\)](#)

[Public-Comment-on-Proposed-Service-Suspension-1-11-2022.pdf \(butlercountyrta.com\)](#)

References

FTA C 4702.1B. (2012, October 1). FTA C 4702.1B Federal Transit Administration.
[https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA Title VI FINAL.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA_Title_VI_FINAL.pdf)

US Census Bureau. (2021). *Explore census data*. Explore Census Data. <https://data.census.gov>



TO: BCRTA Board of Trustees
FROM: Meagan Varney, Procurement & Compliance Specialist
RE: *Action Item – Chestnut Station Duke Utilities*

March 20, 2024

RECOMMENDATION

Adoption of a resolution authorizing the Executive Director on behalf of BCRTA to provide BCRTA's utility customer contribution to Duke Energy so they can relocate electrical service infrastructure and set up new service at the Chestnut Street Multimodal Station site for an amount not to exceed \$27,570.46.

FINANCIAL CONSIDERATIONS

This is a one-time purchase with a total expenditure not to exceed \$27,570.46.

BUSINESS PURPOSE

To proceed on schedule, the Chestnut Street Multimodal Station site requires that Duke Energy relocate the electrical infrastructure to establish the new service for BCRTA and accommodate the new building's footprint. This service is required to ensure the in-progress Chestnut Street Multimodal Station will have power when it is open for use.

PROCUREMENT CONSIDERATIONS

Based on a price and cost analysis conducted of the proposed amounts provided and discussion with BCRTA's Owner's Representative, Duke Energy and their selected subcontractor have the capacity to perform these contracts and are recommended for award.

LEGAL CONSIDERATIONS

Section 306.43 of the Ohio Revised Code authorizes BCRTA to contract for the provision of goods and services.

BCRTA Resolution No. 24-03-03

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Provide BCRTA's Monetary Contribution for Electrical Service Establishment and Infrastructure Relocation at the Chestnut Street Multimodal Station

Whereas, in December 2023, BCRTA entered into an Agreement with Graybach LLC to act as Prime Contractor for the construction of the Chestnut Street Multimodal Station ("Station"); and

Whereas in the initial stages of construction Graybach had several conversations with Duke Energy ("Duke") to discuss the utilities needed for the Station to be operational; and

Whereas Duke informed Graybach that this site required BCRTA to be established as the new utility customer and that some relocation of the existing electrical utility infrastructure was needed to accommodate the new Station's design and footprint; and

Whereas Duke submitted an invoice and cost breakdown to BCRTA for review for the proposed relocation work; and

Whereas BCRTA's Procurement and Compliance Specialist reviewed the submitted pricing independently and discussed the amount with BCRTA's Owner's Representative for the project; and

Whereas BCRTA's Procurement and Compliance Specialist determined that the submitted price was fair and reasonable for the work proposed.

Now therefore be it resolved:

SECTION 1: The BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to provide BCRTA's utility customer contribution to Duke Energy in the amount of \$25,064.05 plus a 10% contingency at a not to exceed amount of \$27,570.46 without additional board approval.

SECTION 2: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby replaced as to the inconsistent part thereof.

SECTION 3: It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were in meeting open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Adopted:



Chris Lawson
BCRTA Board President



Matthew Dutkevich
BCRTA Executive Director

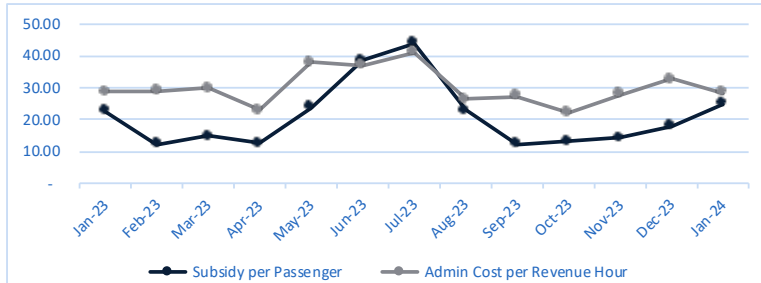
METRIC DASHBOARD

January 2024

Leveraging Competitive Funding & Partnerships

Average Fleet Age
6.24

Since Last Month 0.58 9.29%
Since Last Year 0.94 15.06%



Enhancing Connectivity

BCRTA Transit App Users
3,318

Since Last Month (1,129) -34.03%
Since Last Year (822) -24.77%

BGO App Rides/Total BGO Rides
28.22%

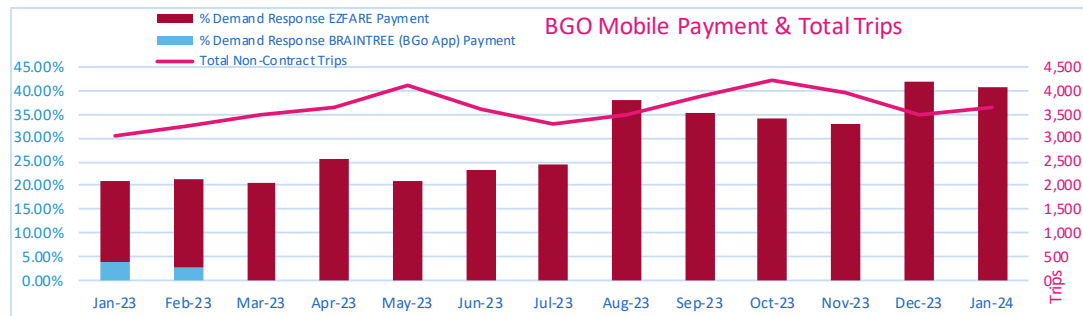
Since Last Month -2.64%
Since Last Year 23.07% 81.75%

BCRTA Transit App Downloads
1,016

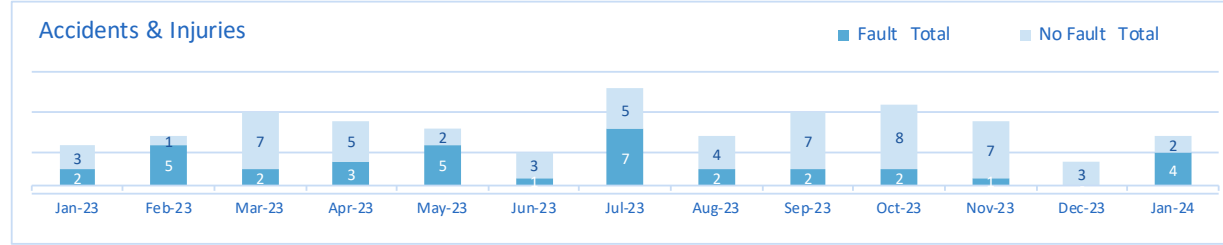
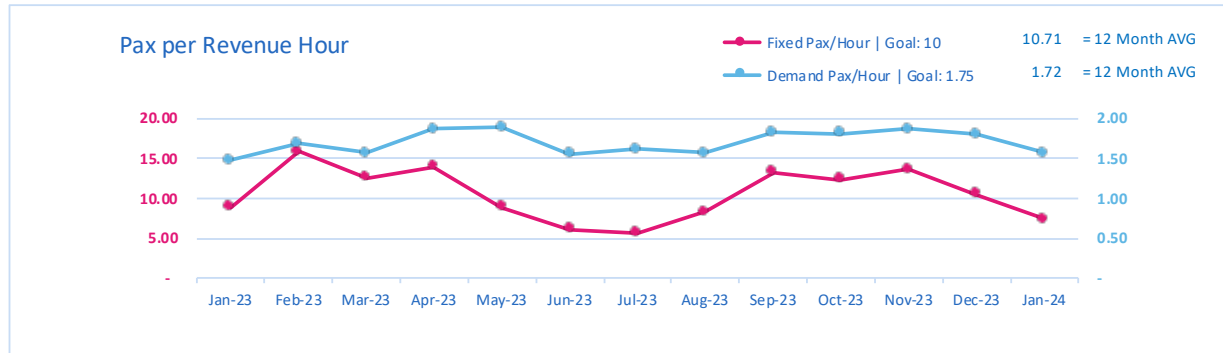
Since Last Month 531 52.26%
Since Last Year 539 53.05%

BGO App Downloads
71

Since Last Month 3 4.23%
Since Last Year 34 47.89%



Improving Mobility & Eliminating Barriers



Target Operator Staffing
72%

Since Last Month -3.01%
Since Last Year -3.45%
12 Month Average 73.20%
GOAL 100.00%

Denials & Refusals/Total BGO
37.18%

Since Last Month 1.42%
Since Last Year 27.96%
12 Month Average 27.28%
GOAL 0.00%

Supporting Employers

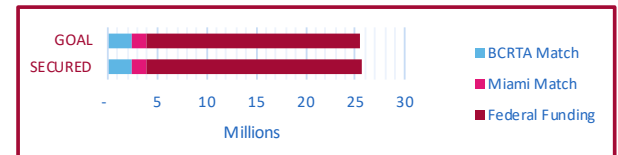
42X Park & Ride Total Trips
3,016

Since Last Month 958 32%
Since Last Year 1,540 51%

BGO Employment Trips
1,804

Since Last Month 253 14.02%
Since Last Year 54 2.99%

Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed
486



Director's Notes – March 2024

News & Updates

- 1. Attain Grant**
BCRTA has agreed to partner with NEORide and other transit agencies to seek an USDOT/FHWA Advanced Transportation Technology and Innovation (ATTAIN) grant. The partners seek to create a multimodal data exchange to address the gaps data collection; Facilitate NTD reporting.; Generate operational reports per key service indicators (to be defined); Develop capability for multimodal information tools (e.g., multi-agency electronic information signs at transfer centers); and Enhance TDS Middleware to support human service transportation (HST)/ non-emergency medical trips. BCRTA is providing data and in kind match, no cash match is required.
- 2. Demonstrations of Advanced Digital Construction Management Systems (ADCMS)**
The University of Cincinnati recently reached out to BCRTA to request our participation in a research study they are conducting for the FTA. The study involves evaluating the use and outcomes of implementing ADCMS in FTA-funded transit projects. US was particularly interested in BCRTA participating as the Chestnut Street Facility is presently under construction and BCRTA is already using an ADCMS provided by our general contractor. BCRTA will provide feedback and observation opportunities for the team. By participating in the grant, BCRTA may also procure ADCMS at no cost for its own future projects during the multiyear study period.
- 3. Cybersecurity Review**
Consistent with the Board's request from the January meeting, staff have made cybersecurity a recent focus. Some sensitive materials will be provided at the meeting for trustee review and staff are also working to complete a vulnerability study over the next few weeks.
- 4. Strategic Plan**
Staff have concluded work on the strategic plan document creation. The final plan was adopted at the November Meeting. Staff have been continuing work to update the BCRTA website with new information on the plan and also begin work on first items. In addition, staff will work to update the metric dashboard to align with the new strategic plan in advance of the March meeting (January 2024 data).
- 5. Commuter Service**
CincyLink successfully went live on January 2, 2024. Fare is still free until EZfare is prepared to begin ticketing in April after some issue with the adoption of "Account-Based Ticketing" on the side of the vendor. Public Information will be available well in advance of fare collection beginning after the EZfare vendor confirms all tests and the system is ready to deploy Account-Based Ticketing or "ABT" which will permit farecapping.
- 6. Chestnut Street Multimodal Station**
Demolition of structure is complete, footers have started, and supplies are arriving. However, excavators have run into significant debris and remnants from the old Talawanda High School. Although this was known to exist, more and larger debris exists

Director's Notes – March 2024

that was anticipated and will take longer to remove. The schedule is currently at least a week behind and staff expect a significant change order from the contractor to address the additional excavation. Although the change will be within the Board's previously authorized threshold, it is anticipated that it may consume 50%-70% of the Board's currently authorized contingency. Information, updates and pictures are available at <https://www.butlercountyrta.com/projects/oxford-multimodal-facility/>

7. **Ohio Workforce Mobility Grant**
ODOT made grant announcements on January 2/13/2024. BCRTA was not successful in obtaining OWM funds, but did receive funds for several other items including access control for the new Chestnut Street Station, replacement pcs, replacement onboard tablets, and GRF operating match.
8. **State Capital Budget**
In light of the delayed announcements on OWM funds, staff has engaged Ohio Representative Carruthers to request a one-time capital grant from the State Capital Budget in the amount of \$3M for the needed parking lot expansion at the Moser Court facility.
9. **2023 Areas of Persistent Poverty (AOPP/HDC)**
BCRTA and City of Oxford were successful in obtaining \$150K to study bike/trail/pedestrian infrastructure related to transit within the City of Oxford. Oxford will provide the match and act as a subrecipient to BCRTA. The project should begin in early 2024.
10. **2023 LoNo/Propane Implementation**
BCRTA staff visited Laketran, another RTA in northern Ohio that has operated propane buses since 2017. Staff gathered significant knowledge on the vehicles and fueling structure in anticipation of BCRTA's propane pilot set for early to mid 2025. The propane vehicle purchase is expected to come to the Board of Trustees next month. The vehicles will be purchased from Laketran's existing propane LTV contract.
11. **Public Response to Shuttle Proposal**
[Journal News recently reported that City of Hamilton officials asserted that a "BCRTA solution didn't make sense."](#) Staff were somewhat perplexed as no proposal has been given to the City. The assessment seems premature and portrays BCRTA in a potentially poor light. Staff are contemplating a public response via a Letter to the Editor.

On the Horizon

12. **Employee Breakfast**
The employee recognition breakfast is scheduled for March 17, 2024 at Receptions Event Center in Fairfield from 11AM to 1 PM. Trustees are encouraged to attend. Please RSVP to schwartzs@butlercountyrta.com.
13. **30th Anniversary**
BCRTA will celebrate its 30th anniversary in 2024. Staff are beginning to create plans for a year-long recognition and celebration with scattered events and promotions.

Director's Notes – March 2024

14. Triennial Review

BCRTA will receive a regular Triennial Review from the Federal Transit Administration in 2024. A desk review and document request were received in January. Staff will be working on this through early spring.

Upcoming Procurements >\$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
Procurement , Maintenance, and Finance Software Integrated Solution – Phase II	BCRTA	150k	5	New
MTS TDP Study	MTS	45K	Task	New
Parking Lot Construction	BCRTA	3.5M	Task	New
Tires (large bus)	BCRTA	TBD	1	New
Chestnut Fields FF&E	BCRTA	250K	Task	New
Onboard Tablets (81)	BCRTA	110K	Task	Scheduled Replacement
PC Workstations & Peripherals (37)	BCRTA	75K	Task	Scheduled Replacement
BCRTA & MTS Integrated Access Control & Security (Moser, MTS, Chestnut)	BCRTA & MTS	1M	5	New and Replacement









1- BCRTA Board Packet 3-20-2024-V 3

Final Audit Report

2024-03-20

Created:	2024-03-20
By:	Sarah Schwartz (schwartzs@butlercountyrta.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAURwNh9A0V0qNTgLzo4H0hr8HNbteY0e9

"1- BCRTA Board Packet 3-20-2024-V 3" History

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-  Document emailed to Matthew Dutkevicz (dutkeviczmm@butlercountyrta.com) for signature
2024-03-20 - 2:08:19 PM GMT
-  Document emailed to Christopher Lawson (lawsoncr@miamioh.edu) for signature
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-  Document e-signed by Christopher Lawson (lawsoncr@miamioh.edu)
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2024-03-20 - 6:37:40 PM GMT
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