BCrta

Butler County Regional Transit Authority

*** PUBLIC MEETING NOTICE ***

Butler County Regional Transit Authority Board of Trustees

The BCRTA Board of Trustees is scheduled to meet on Wednesday, July 17, 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).

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www.butlercountyrta.com   Hamilton, Ohio 45011

2024 Butler County RTA Board of Trustees Attendance

	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec
Bauer, Nick	X	X	X	X	X	X						
Brown-Jones, Yasmen						X						
Fehr, David	X	X	X	E	X	X						
Foster, Jim	X	X	X	X	X	X(8:07)						
Gordon, Perry	X	X	X	X	X	X						
Lawson, Chris	X	X	X(8:12)	E	X	X						
Shepard, Dannel	X	X	X	X	X	E						
Watt, Corey	X	X(8:04)	X	X	X	X						
Wyenandt, Kathy	E	X	X	X	X	X						

X = Present   E = Excused   E* = Online not Official   A = Absent

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES
July 17, 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 June 19, 2024 Meeting Minutes

IV. Comments from Citizens

V. Secretary/Treasurer's Report – May 2024 *(Motion Requested)*

VI. Action Items

    a. **Resolution 24-07-01:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for TDP Consultant Services.

    b. Resolution 24-07-02: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for Physical Security and Access Control System Implementation.

    c. Resolution 24-07-03: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Participating Addendum to Purchase Finance Software.

VII. Committee & Staff Reports

    a. OKI

    b. Service & Metrics
    Luke Morgan, Director of Operations

    c. Marketing & Outreach
    Shawn Cowan, Director of Customer Care and Public Engagement

    d. Talent, Benefits, & Recruitment
    Mary Jane Leveline, Director of People, Culture & Employee Development

       e. Procurement
           Meagan Varney, Procurement & Compliance Specialist

       f. Director's Report

VIII. Adjourn *(Motion Requested)*

Butler County Regional Transit Authority
Board of Trustees Meeting
Wednesday, June 19, 2024
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The BCRTA Board of Trustees met on Wednesday, June 19, 2024 at 8:00 AM at the Butler County Regional Transit Authority, 3045 Moser Court, Hamilton, Ohio 45011. Proper public notice was given in advance of the meeting.

PRESENT:	Chris Lawson, President Perry Gordon, Vice President Nick Bauer Yasmen Brown-Jones David Fehr Jim Foster (8:07) Corey Watt Kathy Wyenandt	STAFF:	Matthew Dutkevicz, Executive Director Delene Weidner, Dir of Finance & Administration Luke Morgan, Dir of Operations Shawn Cowan, Dir. Customer Care and Public Engagement Mary Jane Leveline, Dir of People. Culture & Employee Development Meagan Varney, Procurement & Comp Specialist Sarah Schwartz, Admin & Comm Specialist
ABSENT:	Dannel Shepard	OTHERS PRESENT:	None
CITIZENS:	Whitney Harris Unknown	LEGAL COUNSEL:	Brian Zets, Isaac Wiles*

*Attended via video conference.

I. Call to Order & Roll Call
President Lawson called the meeting to order at 8:00 AM. Mr. Dutkevicz took a call of the roll. A quorum of the Board was present.

II. Consideration of Absences
Mr. Dutkevicz announced that Trustee Shepard requested to be excused. Trustee Watt made a motion to excuse the absence. Trustee Gordon seconded. The absence was excused.

III. Approval of the Consent Agenda
Trustee Wyenandt moved to approve the consent agenda. Trustee Fehr seconded. All others voted in favor of approval.

IV. Recognition of Juneteenth
Mr. Dutkevicz explained that BCRTA generally does not close offices or services on Federal holidays. As public transit is an essential service, BCRTA is only closed on six (6) national holidays and typically service on some level still runs by dedicated employees on those days. As this month's meeting fell

on a federal holiday, Mr. Dutkevicz wanted to recognize Juneteenth. Mr. Dutkevicz read a statement from the White House. Mr. Dutkevicz thanked the Board for coming together on a holiday.

Trustee Brown-Jones thanked Mr. Dutkevicz and stated that it will be a memorable day to be sworn in as the newest Trustee to the BCRTA Board.

V. Secretary/Treasurer's Report
Ms. Weidner presented the financials as of the end of April 2024, compared to the Annual Budget. Total Revenues of $3.5M were just under budget at 31.6%. Ms. Weidner discussed the high percentage showing for Agency Funding – this has plateaued and most likely will not move much until the next round of CDBG money is available to request. She also mentioned that with expenses being under budget and the City of Middletown being over budget, the Federal Funding being under budget at 26.5% is expected.

Expenses at the end of April of $2.6M are under budgeted amounts at only 26.1%. Ms. Weidner explained that Wages are under budget so far this year, but with the admin staff annual increases being processed in May, a big swing will be seen with next month's report. Software expenses were moved from the Materials & Supplies account due to the implementation of GASB 96 resulting in this account being under budget. Interest expenses due to GASB 96 and some early travel and annual breakfast expenses have the Misc. Items currently over budget.

The Transaction logs for the month of April were included in the packet presenting all cash transactions for the period. The transfer of $1.0M from the checking account to the STAR Ohio account was brought to the Board's attention.

The balance sheet for April 2024 was presented with normal balances for assets, as well as liabilities and equity. No accounts receivable balances were of concern. A new account for the accumulation of expenses on the new small buses was added as a WIP (work-in-process) account.

At the end of April, Available Funds were approximately $11.0M. With Total Board Reserves at $6.4M, Non-Restricted Funds at the end of April are $4.5M. Non-Restricted funds will be needed for future operational needs.

Ms. Weidner also reminded the board that the audit was to begin very soon and to expect the fraud form emailed to them from the auditors. The form is required to be completed and returned.

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

VI. Governance
Oath of Office-Trustee Brown-Jones
Mr. Dutkevicz stated that although this is Trustee Brown-Jones first meeting, she has already been appointed by the Butler County Commissioners. Mr. Zets administered the Oath of Office to Trustee Brown-Jones.

VII. Action Items

a. Resolution 24-06-01: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into a Memorandum of Understanding Between Southwest Ohio Regional Transit Authority, BCRTA, and NEORide for the Specific Purpose of the One-Seat Workforce Development Project.

Mr. Dutkevicz explained that as part of the strategic plan, BCRTA is continuing to leverage partners, particularly NEORide. NEORide is a Council of Governments made up of transit agencies.

Mr. Dutkevicz continued that this Resolution allows for BCRTA to enter a Memorandum of Understanding with NEORide and SORTA to work on the One-Seat Paratransit Program. It is in SORTA's strategic plan, as well as BCRTA's strategic plan to make transit boarder agnostic. The objective is to eliminate barriers when someone needs to cross county borders. Passengers can call one place and ride only one bus while crossing county lines. This is a pilot project. BCRTA is not funding this, but will provide staff and in-kind support, providing information and cooperation. SORTA is funding the program. The planning includes arranging to provide access through NEORide into BCRTA databases and share information with SORTA. SORTA is working on hiring a regional call center.

Mr. Dutkevicz stated that this pilot program is for ADA Paratransit. It is not a new service; it will help people who are eligible for that service right now. The regional call center will take the calls and schedule the ride. If the pilot goes well, BCRTA may be expected to reciprocate and eventually share cost allocation and take riders into Hamilton County. SORTA would bring those riders back to Butler County. In this, BCRTA has been asked to enter a Memorandum of Understanding. This is a limited duration project to obtain data and determine if service is really needed.

Trustee Foster asked if other agencies are doing this type of program. Mr. Dutkevicz answered that BCRTA is modeling after Kansas City which is doing bistate transit. Trustee Watt asked if the MOU needed to have provisions included in case another transit agency such as TANK was later added to the list of agencies working together. Mr. Dutkevicz assured that since SORTA is running the call center and the service, it would be for SORTA to add those agencies. In addition, Mr. Dutkevicz stated that BCRTA was very upfront that BCRTA does not have any funding to put into this program. SORTA is fully aware and accepts that BCRTA will only be providing in-kind support and cooperation.

Trustee Brown-Jones asked which agency will be marketing this program? Mr. Dutkevicz answered that SORTA will be marketing, however there will not be a ton of marketing for this type of service just yet. SORTA already has a good idea of who needs this type of service and will target those individuals to see if the program really is helpful. Trustee Watt asked if the SORTA call center will be taking all the paratransit calls. Ms. Cowan explained no, SORTA is working to identify those riders who would benefit from this pilot program. These riders would then call EZConnect. Ms. Cowan added that the call center was slated to open at the end of July and the pilot program beginning sometime this fall.

Trustee Wyenandt moved to adopt Resolution 24-06-01. Trustee Foster seconded.

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

Trustee Bauer	Yes
Trustee Brown-Jones	Yes
Trustee Fehr	Yes
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Yes
Trustee Shepard	Absent
Trustee Watt	Yes
Trustee Wyenandt	Yes

The resolution was adopted.

b. **Resolution 24-06-02: Adopting the FY2025 Planning Budget for the Butler County Regional Transit Authority (BCRTA) and Acceptance of the BCRTA Fiscal Officer's Certification of Funds and Estimation of Revenues.**

Ms. Weidner explained this Resolution is a State requirement and shared the proposed budget with the Board. Included in this estimation is the purchasing of the propane buses and the parking lot expansion, if funds are awarded for that. The wash bay rack for Chestnut Street was included as well. Ms. Weidner announced that BCRTA was awarded $1M for the Moser Court parking lot expansion through the State budget, however it has yet to be passed.

Trustee Gordon moved to adopt Resolution 24-06-02. Trustee Watt seconded.

Upon a call of the roll, resulted as follows:

Trustee Bauer	Yes
Trustee Brown-Jones	Yes
Trustee Fehr	Yes
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Yes
Trustee Shepard	Absent
Trustee Watt	Yes
Trustee Wyenandt	Yes

The resolution was adopted.

VIII.   *Committee & Staff Reports*

a)   *OKI*

Trustee Lawson shared that the important subject at OKI was the ongoing campaign to get an issue on the ballot to remove Cincinnati from OKI. The organizers are well funded. Even if Cincinnati votes to remove itself from OKI, all three governors would have to approve the removal, as well as the Feds. It would be nearly impossible to do.

Trustee Foster inquired what the reasoning behind the desired split between OKI and Cincinnati. Trustee Lawson answered that the reasoning behind Cincinnati attempting a split from OKI lies in funding. Cincinnati feels as though they do not get a fair share of funds. It is felt that the City of Cincinnati receives a smaller portion of funding based on population size, when compared to the geographical area. However, the City gets almost one-third of the funds. The City of Cincinnati would receive less funding if they left the Council.

Trustee Lawson continued that OKI passed their 2025 operating budget. The adoption of the 2050 Metropolitan Plan was also completed. Mr. Dutkevicz stated that 5310 funds were allocated.

b)   *Service & Metrics*
Mr. Morgan provided the Service & Metrics report.
Leveraging Competitive Funding & Partnerships
- Average Fleet Age
  - 6.47years – This is an increase of 16.54 percent from April 2023.

- Subsidy per Passenger
  - The subsidy per passenger decreased in April of 2024 in comparison to last April by $2.35 or 18.8 percent.

- Admin Cost Per Revenue Hour
  - Administrative Overhead cost per hour has decreased by $11.73 or 51.2 percent comparing April of 2023 to April of 2024.

Enhancing Connectivity
- BCRTA Transit App Users
  - BCRTA had 6,093 users during the month of April for the Transit App. This is a 18.33 percent increase from the previous year.

- BCRTA Transit App Downloads
  - BCRTA tracked 974 new downloads for the Transit App in April of 2024. This is a 63.24 percent increase from the previous year.

- BGO App Rides/Total BGO Rides
  - 38.58 percent of all trips were booked utilizing the mobile application. This is a 30.37 percent increase from April of 2023.

- BGO App Downloads
  - BCRTA had 95 new users download the mobile application. This is a 203.16 percent increase from April of 2023.

- BGO Mobile Payment & Total Trips
  - BCRTA completed 4,894 non - contracted trips in April of 2024. This is a 34.6 percent increase in completed, non - contracted trips from April of last year.
  - No trips were paid for using the BCRTA mobile application (BrainTree).
  - 46.69 percent of all trips were paid for using EZFARE.

Improving Mobility & Eliminating Barriers
- Passengers Per Revenue Hour
  - Fixed routes had 14.7 passengers per revenue hour in April of 2024, this is a 5.5 percent increase from April of 2023.
  - Demand Response service had 1.94 passengers per revenue hour in April of 2024, this is a 3.7 percent increase from April of 2023.

- Accidents and Injuries
  - Fault Total – BCRTA experienced four (4) at fault accidents in April of 2024.
  - No Fault Total – BCRTA also had five (5) no fault accidents.

- Target Operator Staffing
  - 58%
  - This number has decreased by 9.92 percent from the previous year.
  - The yearly average was 71.56 percent.

- Denials and Refusals/ Total BGO Trips
  - 35.76 percent of all requested BGO trips were refused or denied in April of 2024 due to time and capacity limitations. This is a 21.46 percent increase from April of 2023.

Supporting Employers
- Cincylink (formerly 42X) Total Trips
  - CincyLinkhad 2,692 riders. This is a 24 percent increase from April of the previous year.

- BGO Employment Trips
  - BCRTA completed 1,821 BGO trips for the purpose of employment in April of 2024, this is an 8.4 percent increase from the same month the previous year.

- Days Until Chestnut Street Completed
  - This field is to show the progress of our upcoming Chestnut Street Multimodal 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 483 days or 1.3 years.

c) *Talent, Benefits, & Recruitment*

Ms. Leveline stated there has been a wonderful response to the drivers' increased wages. She thanked the Board. Ms. Leveline said she believes that when the increase rolls out It will make a huge difference. The change is already apparent on the Careers page. There have already been people coming into the Training and Operations Offices in tears because the wage increase is life changing.

With the increase in wages Human Resources expects more applicants so they are working with Steve Stenger, BCRTAs Training Manager, on the Training Center and what that will look like. As of today, BCRTA has completed its first in-house CDL training class. It was very successful. It was important for the Training Manager to be involved in that from start to completion so improvements and adjustments can be made to the program to make it as successful as possible. There are currently 9 drivers interested in the CDL program. Mr. Stenger's goal is to get 12 drivers through the program by the end of 2024. It is a very ambitious goal. By the end of 2025 the goal is to have every driver who is interested in CDL training complete the program. In addition, CDL training will be offered to the public once BCRTA has a training facility that can accommodate. Ms. Leveline continued to say that the CPR and First Aid training can be offered to the public too, as much of it is done on-line, with individuals coming in for the hands-on portion that must be observed by the trainers. Just as the CDL can eventually be offered to the public, so can CPR and First Aid once the Training Center is in place. Ms. Leveline stressed that as she has been out in the community, at job fairs and conferences, she has discussed with multiple local businesses and the interest is there if BCRTA were to offer this training to outside interests.

Ms. Leveline stated that BCRTA is currently at one and one-half (1 ½) driver trainers. Hiring additional trainers is currently underway. Now that BCRTA is market competitive, that will aid in attracting applicants for both drivers and trainers.

Ms. Leveline announced that Human Resources has just held their second annual Wellness Fair. The 2024 Wellness Fair was more robust than the previous year. The participation rate was much higher this year, a little over 50% of the staff attended. The BCRTA Call Center called every employee to invite them to the Wellness Fair, in conjunction with many other forms of marketing the event. Fifteen (15) prizes were raffled off ranging from a Pit Boss Smoker, an electric bike, down to gift cards. Mr. Dutkevicz reiterated that this event and the prizes are funded by a Wellness grant provided by HTPO and United Healthcare. Ms. Leveline supported this by adding that the Wellness dollars granted each year must be used or they are lost. Last year, BCRTA was granted $15,000 of Wellness dollars and used $3,200. So far this year, it looks like BCRTA has used $5,800. This year's Wellness Fair included a food truck, an Italian ice truck, as well as 18 vendors. Next year the Wellness Fair will be in October at our new location featuring just as many vendors and a mammogram truck.

d) Marketing

Ms. Cowan began by showcasing some of the 30th Anniversary marketing material that was displayed on the boardroom table. Ms. Cowan continued that the Summer of Celebration weekend shuttle service kicks off this Friday night. The businesses along High and Main Streets have window clings, table tents and rack cards displaying the anniversary information as well as a QR Code to the bus route. Spooky Nook will also have all the information available for guests and visitors. The Courtyard is also joining and will have all the information available. The BCRTA 30th Anniversary landing page was displayed for the Board members to see. The Casual Pint will be hosting a kickoff party this Friday night June 21, 2024, with drink and food specials from 5-7pm and live music starts at 7pm. BCRTA staff will also be there for giveaways. Multiple businesses have named food and drink products after BCRTA. Videos of these businesses and what they are offering will be highlighted on all BCRTA's social media platforms throughout the 10-week period. The celebration will wrap up at Hamilpalooza on August 24, 2024.

Ms. Cowan added that as of today, there are no more buses with the former BCRTA logo. "Ms. Cowan continued that one of the advantages of being part of NEORide is that BCRTA has the opportunity to buy into a loyalty app program called Velocia. On our own, the purchase of the program would be upwards of $75,00.00. Through NEORide and in consideration of the size of BCRTA, the purchase price for the program is $2,000.00. This will allow BCRTA to reward customers. There are many options available on how to do this. BCRTA will pilot the new service to drive awareness of CincyLink in the uptown area.

Trustee Watt asked if there is a way on this app to add other perks. Such as adding businesses near bus waiting areas like coffee shops. Riders can enjoy more perks with added businesses. Mr. Dutkevicz added that it is still early in the development of the app and there are many options. CincyLink is a learning opportunity for the capabilities of this app.

Ms. Cowan ended by adding the next recruitment campaign will be going out in July. Ms. Cowan added that she does have metrics to share from the last campaign but will share those at the next meeting. This will give time to make some comparison on the data.

e) Procurement

Ms. Varney reported that the access control RFP has been open for a while. This is due to the technical specifications that need to be met. There have been a few vendors that have come to view the facility in Middletown. This is one solicitation that vendors want to view the building.   All proposals are due tomorrow June 20, 2024. The evaluation process will be long due to the complexity. The Resolution for this item will be brought before the Board as the price point is large.

Mr. Dutkevicz added that the in-house estimate is a little over $1M. This is for all three facilities. These will be done in phases. The Oxford facility needs to be done first because there is no access control. Middletown or Hamilton will be second. However, Mr. Dutkevicz said some additional funding will need to be identified either from State or Federal funding. It must be understood that the current access control in both Middletown and Hamilton

locations are no longer supported. The system is living on borrowed time. There are already a few components that no longer work. The estimate given is a blended estimate, part capital purchase and part software-as-a-service.

Mr. Dutkevicz added that the software-as-a-service type of expense is having a significant impact on budgets. In the past, BCRTA could purchase something one time and make it last for an extended amount of time. Now, everything has moved into monthly payments. It is brutal on the budget. Hopefully since this is a proposal, BCRTA will have some flexibility and can choose pricing and functionality.

Ms. Varney continued that if BCRTA can arrange a different awarded ODOT vendor within the Middletown Transit Development Plan that can move forward. There was a small delay due to a price increase from what was projected. These discrepancies were based on how different consultants approached the project, how they purchased items, offering different services etc. The timeline was shortened as well, raising costs. The project was tweaked, the scope narrowed and that should improve the results.

Mr. Dutkevicz reminded the Board that they gave the Executive Director 2 ½% authority over the bid for the Chestnut Street project. The project is currently at thirty-seven (37) change orders, which is not unusual for a project of this size. Mr. Dutkevicz remarked that staff have benchmarked this project against peer projects and, probably before the end of this project, he noted there will likely be a need for additional spending authority. It was budgeted for more, Mr. Dutkevicz emphasized his desire to be sure that the Board is always in the loop and has access to what is going on with the project. This request for more authority may come in September or the first quarter of 2025. This would not be because anything unusual is happening, but because the benchmark was set so low, and that the Board has insight and control over what is going on.

Mr. Dutkevicz continued that the project is now above ground. There have been some utility struggles. These have been from inaccurate drawings of underground systems, giving unreliable information.

f) Director's Report

a. News & Updates

1. **Increase Education & Advocacy**
   a. **Demographics for Messaging**
   Staff are continuing the process of collecting demographic survey data to learn more about who is riding BCRTA services and how they like to communicate. This survey data will also help establish which profiles are not using public transit. Over 300 responses have been collected so far. Data will inform messaging and medium choices going forward.

   b. **Merchandising**
   Staff are working with 3rd party vendors and our designers to begin selecting merch

and products for sale associated with summer events and BCRTA's 30th anniversary.

2. **Enhance Revenues**
    c.   Funding Education
    Staff are working to begin the funding education campaign in the next few weeks. Staff and some trustees will meet with the County Administrator on June 17.

3. **Engage Entrepreneurial Disruptive Tech**
    d.   **Attain Grant**
    BCRTA has agreed to partner with NEORide and other transit agencies to seek a 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 provides data and in-kind match, no cash match is required.

    e.   **SMART Grant**
    BCRTA, in cooperation with the Stark County Regional Transit Authority (SARTA), Western Reserve Transit Authority (WRTA), and NEORide has been awarded a SMART grant provided by USDOT.

    The primary goal of this proposed demonstration project is to evaluate the effectiveness of and enhanced transit fleet safety from integrating advanced vehicle safety technologies on to vehicles in transit fleets; preventing death and injuries by reducing the number of accidents and the serious nature of those that cannot be avoided. This project utilizes two SMART grant technology areas - Connected Vehicles and Systems Integration - and addresses the need for collision avoidance on transit vehicles by retrofitting up to 3 vehicles (Ford e450 and Gillig 35' platforms) within each transit partner's current operating fleet vehicles with the TONY/MAX advanced vehicle safety system package. This system will enable collision avoidance that can also support bus yard management and includes data logging and telematics features that will allow the project team to collect data that will be shared following a Data Management Plan developed in accordance with the Public Access Plan and as provided in the FY23 SMART Grant NOFO.

4. **Leverage Regional Partners**
    f.   **Middletown**
    BCRTA staff continue to work closely with City of Middletown staff to streamline the transit relationship and leverage small urban funding. Staff are beginning to undertake discussions with City officials regarding the transfer of Middletown urbanized area grantee status to BCRTA.

g. NEORide

BCRTA continues to partner with NEORide to pursue joint grants, projects, and procurements that may be valuable to partners, including EZConnect and mobile ticketing. The SW Ohio EZ Connect group is asking participating agencies to commit to implementation fees for software costs associated with the project. This would represent about $20K for BCRTA. Staff plans to support the project as this coordination is included in the strategic plan.

h. Paratransit Coordination

BCRTA is working closely with NEORide, SORTA, and TANK to pilot a regional one-seat ride program for eligible ADA riders. SORTA has agreed to fund the pilot to help riders cross borders in the tri-state area without changing buses or booking multiple rides. Authority to execute an MOU with the partners for grant-seeking is on the June agenda.

5. **Lead Workforce Development**
   i. Barriers to Progress

Subsequent to the May Board meeting, staff have initiated a process to increase driver wages 20% to bring starting wages to be more competitive in the local market. Staff are also adjusting positions closely related to driving and normalizing the organization salary schedule to reflect these changes.

j. Autonomous Shuttle

Staff are investigating the possibility of bringing an autonomous shuttle to the area in Fall 2025. The first pilot would focus on work with persistent staffing shortages, such as late-night SafeRide services within the City of Oxford and on the Miami University Campus. Obtaining an autonomous vehicle may also lead to workforce opportunities for training on autonomous tech and vehicle systems.

6. **Adapt to Market Demand**
   k. Chestnut Street Multimodal Station

Following several months of dealing with poor soil conditions and change orders, staff are pleased to report that all change orders are still within the Board's originally authorized 2.5% contingency. That said, staff do expect that additional authorization will be needed before the project is completed to deal with the normal flow of unforeseen change orders due to coordination and other uncontrollable circumstances.

Precast walls have been set and in-slab MEP is also underway. Roofing and slabs will follow with "dry-in" of the main building expected by late fall.

Information, updates and pictures are available at
https://www.butlercountyrta.com/projects/oxford-multimodal-facility/

    l.   **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. BCRTA has also requested to add transit signal priority study to the scope of the project. An RFP for a consultant should be on the street in late spring/early summer.

7.   **State of Good Repair**

    m.   **Ohio Workforce Mobility Grant**

ODOT has re-let new SFY requests for this program and staff plan to reapply for the unfunded portion of the proposed Moser Court Parking area project that includes outdoor training space. Applications are due in early July.

    n.   **State Capital Budget**

BCRTA submitted a request for 3M to State Rep. Carruthers office earlier this year, but it was not included in any capital appropriations. BCRTA also submitted the request to Senator Lang's office in early April and was recommended to receive $1M as part of the Ohio Senate Bill 288.

Coming Up

    o.   **Fraud**

The Ohio Auditor of State will be getting BCRTA's annual audit underway in June and July. As a reminder, all those tasked with governance of the organization, including trustees, are REQUIRED to complete the auditor's Fraud questionnaire and return it. Please watch for this questionnaire via email and be sure to complete and return to the BCRTA's auditor promptly.

    p.   **30th Anniversary**

BCRTA is celebrating its 30th anniversary in 2024. Staff have created plans for a year-long recognition and celebration with scattered events and promotions. Please see the anniversary webpage for more information: https://www.butlercountyrta.com/30

    q.   **Triennial Review**

BCRTA will receive a regular Triennial Review from the Federal Transit Administration in 2024. A desk review was submitted in February. FTA will be onsite in late June.

Upcoming Procurements >$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
~~Procurement,~~ Maintenance, Finance Software Integrated Solution – Phase II	BCRTA	380K	5	New
MTS TDP Study	MTS	45K	Task	New
Moser Court Parking Lot Construction	BCRTA	3.5M	Task	New
Chestnut Station FF&E	BCRTA	250K	Task	New
Chestnut Station Bus Wash	BCRTA	TBD	Task	New
Onboard Tablets (81)	BCRTA	110K	Task	Scheduled Replacement
BCRTA & MTS Integrated Access Control & Security (Moser, MTS, Chestnut)	BCRTA & MTS	1M	5	New and Replacement

IX. Executive Session-Pursuant to ORC 121.22 G(1) to consider the employment and compensation of a public employee.

At this time Mr. Dutkevicz cleared the room of all persons sans Board of Trustee members and himself. Mr. Dutkevicz took a call of the roll. A quorum of the Board was present.

Mr. Foster moved to enter executive session to consider the employment and compensation of a public employee pursuant to ORC Section 121.11 G(1). Ms. Wyenandt seconded.

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

Trustee Bauer	Yes
Trustee Brown-Jones	Yes
Trustee Fehr	Yes
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Yes
Trustee Shepard	Absent
Trustee Watt	Yes
Trustee Wyenandt	Yes

This Executive session commenced at 9:10 am and concluded at 9:42am.

X.   Adjourn

Trustee Foster moved to adjourn; Trustee Wyenandt seconded. The motion carried. The meeting was adjourned at 9:43 AM.

Respectfully submitted,

_____
Matthew M. Dutkevicz, Executive Director

Perry Gordon
_____
Perry Gordon, Board Vice President

BCRTA
Income Statement
May 2024

	Year to Date Last Year	Year to Date This Year	Annual Budget	YTD % of Budget
Passenger Fares	16,820	26,545	72,000	36.9%
Contract Fares	78,179	121,557	303,000	40.1%
Partnership Transit Rev (COM)	433,253	1,259,395	2,654,868	47.4%
Transit Development Rev (MU)	855,911	1,219,848	2,944,679	41.4%
Mgt./Cons. Services	57,232	123,621	296,688	41.7%
Interest & Other	101,974	143,419	335,420	42.8%
Agency Funding	30,196	25,152	47,598	52.8%
Park-n-Ride Program	196,218	-	-	0.0%
State Funding	270,960	-	-	0.0%
Federal Funding	2,263,926	1,582,599	4,462,472	35.5%
Total Revenues	**4,304,668**	**4,502,136**	**11,116,725**	**40.5%**
Expenses				
Wages	1,639,455	1,754,115	4,632,394	37.9%
Fringes	817,210	784,008	2,880,435	27.2%
Services	341,713	230,007	774,398	29.7%
Materials & Supplies	386,017	401,268	1,155,956	34.7%
Utilities	35,133	35,166	115,000	30.6%
Insurance	122,205	114,080	350,850	32.5%
Purchased Transportation	196,218	3,085	-	0.0%
Misc. Items	38,589	70,706	124,200	56.9%
Contingency	-	-	50,000	0.0%
Total Expenses	**3,576,539**	**3,392,435**	**10,083,233**	**33.6%**
Gain/Loss before Depr, NP & OPEB Exp	**728,129**	**1,109,701**	**1,033,492**	**107.4%**
Est. Local Share of Depreciation Exp	142,435	142,435	341,843	41.7%
Est. Net Pension & OPEB Exp (Inc)	136,483	136,483	327,558	41.7%
Total Gain/(Loss)	**449,212**	**830,784**	**364,090**	**228.2%**

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
5/1/24			Beginning Balance			594,911.54
5/1/24	05/01/24	GENJ	Service Charge		68.75	
5/3/24	298938	CRJ	City of Middletown	312,408.02		
5/3/24	7017790	CRJ	BCRTA Items	4,655.00		
5/3/24	FARES04302024	CRJ	Farebox Receipts	2,508.97		
5/7/24	ACH05072024	CDJ	SuperFleet Mastercard Program		70,041.02	
5/8/24	12230	CDJ	Amazon Capital Services		3,203.17	
5/8/24	12231	CDJ	Affordable Pest Control Inc.		56.00	
5/8/24	12232	CDJ	Alpine Valley Water Co., Inc.		86.10	
5/8/24	12233	CDJ	Richard L. Bowen & Associates,		28,704.16	
5/8/24	12234	CDJ	Bethesda Healthcare, Inc.		2,908.09	
5/8/24	12235	CDJ	Cummins Bridgeway LLC		928.82	
5/8/24	12236	CDJ	Cornett's Pressure Cleaning		800.00	
5/8/24	12237	CDJ	Fastsigns		63.00	
5/8/24	12238	CDJ	Heritage-Crystal Clean, LLC		1,919.15	
5/8/24	12239	CDJ	Health Transit Pool of Ohio		75,000.00	
5/8/24	12240	CDJ	Interstate Billing Service, In		61.20	
5/8/24	12241	CDJ	Jordan Phillips		400.00	
5/8/24	12242	CDJ	Kronos SaaShr, Inc.		59.94	
5/8/24	12243	CDJ	Minuteman Press - Fairfield		63.91	
5/8/24	12244	CDJ	Ohio Dept of Job & Family Serv		896.38	
5/8/24	12245	CDJ	Ohio Newspapers, Inc.		49.42	
5/8/24	12246	CDJ	Ricoh USA, Inc		50.38	
5/8/24	12247	CDJ	Refitt's Garage & Towing Servi		400.00	
5/8/24	12248	CDJ	Transit Alliance of Butler Cou		2.50	
5/8/24	12249	CDJ	Verizon Wireless		2,417.38	
5/9/24	PRWE 05/03/24	GENJ	ODC Check #10092		1,415.00	
5/9/24	PRWE 05/03/24	GENJ	Garnishment Check #10093		599.36	
5/9/24	PRWE 05/03/24	GENJ	Garnishment Check #10094		358.78	
5/9/24	PRWE 05/03/24	GENJ	Tax Payment- Cash Requirements		22,509.37	
5/9/24	PRWE 05/03/24	GENJ	Empl. Dir. Dep. SPA - Cash Requirements		134,303.96	
5/9/24	PRWE 05/03/24	GENJ	Vendor Payments SPA - Cash Requirements		5,504.79	
5/9/24	PRWE 05/03/24	GENJ	ODC - Roth Check #10091		700.00	
5/14/24	AT-05/14/2024	CDJ	BCRTA PNC Card Purchases		4,623.00	
5/14/24	12250	CDJ	American Red Cross		76.00	
5/14/24	12251	CDJ	Aftermarket Parts Company, LLC		317.23	
5/14/24	12252	CDJ	Cornett's Pressure Cleaning		1,285.00	
5/14/24	12253	CDJ	Endeavor Business Media, LLC		450.00	
5/14/24	12254	CDJ	Glenwood Energy		1,350.00	
5/14/24	12255	CDJ	KOI Auto Parts		5,609.54	
5/14/24	12256	CDJ	Kronos SaaShr, Inc.		19,044.00	
5/14/24	12257	CDJ	Refitt's Garage & Towing Servi		350.00	
5/14/24	12258	CDJ	RLL LLC		787.50	
5/14/24	12259	CDJ	Rumpke Of Ohio Inc.		319.18	
5/14/24	12260	CDJ	Treasurer State of Ohio		283.50	
5/14/24	12261	CDJ	United Parcel Service		28.16	

Date	Ref	Type	Description	Debit	Credit	Balance
5/15/24	299290	CRJ	City of Middletown	236,417.81		
5/15/24	0051842140	CRJ	Ohio Department of Transportat	110,000.00		
5/15/24	2054	CRJ	BCRTA Items	124.32		
5/20/24	12262	CDJ	Cintas Uniforms		462.88	
5/20/24	12263	CDJ	Bethesda Healthcare, Inc.		1,738.09	
5/20/24	12264	CDJ	Bryce's Lawncare & Landscaping		1,400.00	
5/20/24	12265	CDJ	Brighton Spring Service Co., I		300.00	
5/20/24	12266	CDJ	Cintas Corporation		772.80	
5/20/24	12267	CDJ	Certified Languages Internatio		278.03	
5/20/24	12268	CDJ	City of Hamilton - Utilities		2,831.03	
5/20/24	12269	CDJ	Cornett's Pressure Cleaning		1,965.00	
5/20/24	12270	CDJ	Cintas Uniforms		4,377.27	
5/20/24	12271	CDJ	Fairfield Chamber of Commerce		620.00	
5/20/24	12272	CDJ	Fuller Ford		969.96	
5/20/24	12273	CDJ	Franks Glass, Inc.		595.80	
5/20/24	12274	CDJ	Gillig LLC		825.20	
5/20/24	12275	CDJ	Graybach, LLC		591,608.62	
5/20/24	12276	CDJ	City of Hamilton - Hamilton Fi		105.00	
5/20/24	12277	CDJ	Hunter Marketing		9,515.09	
5/20/24	12278	CDJ	Kronos SaaShr, Inc.		88.17	
5/20/24	12279	CDJ	PERS		82,580.67	
5/20/24	12280	CDJ	Prosource		561.68	
5/20/24	12281	CDJ	Port Technology LLC		2,877.30	
5/20/24	12282	CDJ	Performance Wraps LLC		39,331.00	
5/20/24	12283	CDJ	Refitt's Garage & Towing Servi		400.00	
5/20/24	12284	CDJ	Transit Alliance of Butler Cou		1,012.86	
5/21/24	XFER052124	CRJ	BCRTA Items	200,000.00		
5/21/24	0051877324	CRJ	Ohio Department of Transportat	139,560.00		
5/21/24	01127924	CRJ	Butler County Veterans Service	16,309.66		
5/22/24	XFER052224	CRJ	BCRTA Items	45,000.00		
5/23/24	PRWE 5/17/24	GENJ	Tax Payment- Cash Requirements		24,219.26	
5/23/24	PRWE 5/17/24	GENJ	Vendor Payments SPA - Cash Requirements		5,504.79	
5/23/24	PRWE 5/17/24	GENJ	ODC Check #X10096 | 1099		1,415.00	
5/23/24	PRWE 5/17/24	GENJ	Garnishment Check #X10097 | 1097		628.99	
5/23/24	PRWE 5/17/24	GENJ	Empl. Dir. Dep. SPA - Cash Requirements		131,806.82	
5/23/24	PRWE 5/17/24	GENJ	ODC - Roth Check #X10095 | 1100		700.00	
5/23/24	PRWE 5/17/24	GENJ	Garnishment Check #X10098 | 1098		344.83	
5/28/24	01128198	CRJ	Butler County Veterans Service	12,755.18		
5/30/24	JBrandt-HSA	GENJ	J Brandt HSA - PRWE 051724 (cash adj)	165.38		
5/31/24	!0447019	CRJ	Miami University	238,288.62		
			Current Period Change	1,318,192.96	1,297,929.88	20,263.08
5/31/24			Ending Balance			615,174.62

Savings - PNC (National City)

Date	Ref	Type	Description	Debit	Credit	Balance
5/1/24			Beginning Balance			75,763.60
5/1/24	05/01/24	GENJ	Service Charge		0.22	
5/24/24	MAS052424	CRJ	Farebox Receipts	6,056.25		
5/31/24	05/31/24	GENJ	Interest Income	0.66		
			Current Period Change	6,056.91	0.22	6,056.69

5/31/24			Ending Balance			81,820.29

Savings - PNC Bank $$

5/1/24			Beginning Balance			1,145,895.64
5/21/24	XFER052124	CRJ	BCRTA Items - Transfer from $$ to checking		200,000.00	
5/22/24	XFER052224	CRJ	BCRTA Items - Transfer from $$ to checking		45,000.00	
5/31/24	05/31/24	GENJ	Interest Income	8.98		
			Current Period Change	8.98	245,000.00	-244,991.02
5/31/24			Ending Balance			900,904.62

Investment - STAR Ohio

5/1/24			Beginning Balance			7,138,249.39
5/31/24	05/31/24	GENJ	Interest Income	32,994.98		
			Current Period Change	32,994.98		32,994.98
5/31/24			Ending Balance			7,171,244.37

BCRTA
Balance Sheet
     May 2024

Assets

Current Assets		Other Assets	
Checking - PNC	615,174.62	Net Pension Asset	23,736.00
Savings - PNC	81,820.29	Deferred Outflows-Pensions	2,958,556.00
Savings - PNC	900,904.62	Deferred Outflows-OPEB	434,010.00
STAR Ohio	7,171,244.37		
Bid Deposit	53,023.76	Property & Equipment	
M&S Inventory	78,707.05	Vehicles	12,001,251.09
Diesel Fuel Inventory	-	Buildings & Land	2,734,604.53
Petty Cash	1,050.00	Furniture & Equipment	1,945,795.50
Accounts Receivable	6,221,849.31	Amenities & Misc.	149,576.89
Prepaids	337,851.93	Software Subscriptions	550,504.24
		WIP-<35' Buses	1,077,722.15
		WIP-Building	73,444.19
		WIP-Chestnut Fields	7,090,716.59
		WIP-Equipment	118,857.00
		WIP-Technology	7,500.00
		Accum. Depr./Amort.	(11,591,493.19)
	15,461,625.95		17,574,780.99

Total Assets
33,036,406.94

Liabilities & Equity

Current Liabilities		Long-term Liabilities	
Accounts Payable	4,588,086.79	Subscription Liability	299,110.89
Payroll Payables	179,938.02	Net Pension Liability	6,546,369.00
Other Payables	-	Net OPEB Liablility	140,871.00
Accrued PTO	193,720.15	Deferred Inflows-Pensions	5,553.00
FTA Vehicle Funds	83,895.61	Deferred Inflows-OPEB	46,460.00
Future Match Funds	-		
Unearned Tickets	34,117.87	Equity	
		Balance Equity	2,861,645.23
		Federal Capital	21,146,001.00
		State Capital	1,735,861.00
		Local Capital	89,410.00
		Retained Earnings	(6,024,333.40)
		Net Income	1,109,700.78
	5,079,758.44		27,956,648.50

Total Liabilities
and Capital
33,036,406.94

BCRTA
Cash Reserves

May 2024

Current Assets	15,461,625.95	
Current Liabilities	(5,079,758.44)	
Available Funds	**10,381,867.51**	

Board Reserves

Local Share Grant Obligations		
OH-2018-21-00 Super Grant	88,672.00	
OH-2021-56-00 Super Grant	1,564,205.00	
OH-2023-22-00 Mobility Management	50,226.50	
OH-2021-60-00 Chestnut Fields	3,160,814.00	
Less Miami University Chestnut Fields Match	(1,600,000.00)	
Less Projected Local Match	(3,148,966.00)	MU, R6, VA, UTP, OTPP
Match Required or (Overmatch)	114,951.50	
FTA Grants	114,951.50	Match Required
Working Capital Funds (2 Mths.)	1,672,205.50	
Capital Replacement Funds	2,808,924.00	2024 - 2028 Local Share of Projects Not Yet on Grants
Needed for Chestnut Fields @ Current Bid + 10% cont.	1,705,029.25	
Total Board Reserves	**6,301,110.25**	
Non-Restricted Funds	**4,080,757.26**	

TO: BCRTA Board of Trustees

FROM: Russell Auwae, Transit Planner, and Meagan Varney, Procurement & Compliance Specialist

RE: *Action Item – City of Middletown TDP, 2024-045*

July 10, 2024

RECOMMENDATION

Adoption of a resolution authorizing the Executive Director on behalf of BCRTA to implement a TDP Consultant Services contract with Alfred Benesch for an amount not to exceed $64,002.33.

FINANCIAL CONSIDERATIONS

This is a one-time contract for services, with a total expenditure not to exceed $64,002.33. The payment for these services will be reimbursed by the City of Middletown.

BUSINESS PURPOSE

To develop the City of Middletown's Transit Development Plan as required by the Ohio Department of Transportation (ODOT).

PROCUREMENT CONSIDERATIONS

Based on due diligence performed by ODOT, discussion with the vendor and references, they 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, including purchases made from the State of Ohio.

BCRTA Resolution No. 24-07-01

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for TDP Consultant Services

Whereas, BCRTA operates the Middletown Transit Service on behalf of the City of Middletown and is required by the Ohio Department of Transportation (ODOT) to develop the City's ten (10) year Transit Development Plan (TDP); and

Whereas, BCRTA determined that ODOT awarded five (5) cooperative contracts for TDP consultants to Alfred Benesch, HDR, Nelson Nygaard, RLS and Toole Design Group under ODOT Contract #572-24; and

Whereas, BCRTA contacted all awarded consultants for pricing and availability and determined that Alfred Benesch was within budget range and able to perform all requested functions within the required timeframe, and is therefore the most advantageous to BCRTA.

Now therefore be it resolved:

SECTION 1: The BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute a Contract for TDP Consultant Services in the amount of $58,183.94 plus a 10% contingency at a not to exceed amount of $64,002.33 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: July 17, 2024

Perry Gordon
Perry Gordon (Jul 17, 2024 13:01 EDT)
Perry Gordon, Board Vice President   Matthew Dutkevicz, Executive Director

TO: BCRTA Board of Trustees

FROM: Matthew Dutkevicz, Executive Director and Meagan Varney, Procurement & Compliance Specialist

RE: *Action Item – 2024-003, Acquisition, Installation, and Service of Multi-Facility Unified Physical Security & Access Control Systems*

July 10, 2024

RECOMMENDATION

Adoption of a resolution authorizing the Executive Director on behalf of BCRTA to implement a contract with Security 101 to install a unified physical security and access control system in all three BCRTA locations for an amount not to exceed $726,152.16.

FINANCIAL CONSIDERATIONS

- This contract shall commence with implementation of the new system into the multimodal facility currently being constructed in Oxford. If satisfied with the implementation in Oxford, options in the contract will be exercised for upgrading the systems in Hamilton and then Middletown.
- If the system is implemented in all three locations, the contract's total expenditure will not exceed $726,152.16.

BUSINESS PURPOSE

BCRTA is presently engaged in the construction of one new multimodal facility in Oxford, OH with a need for unified physical security and access control, and the upgrade of outdated and unsupported security and access control systems in two other facilities located in Middletown and Hamilton, OH. The purchase of one unified platform to manage all three facilities will decrease both the amount of infrastructure and time required to manage the security requirements of BCRTA, its locations, and all employees.

PROCUREMENT CONSIDERATIONS

Some references for Security 101 expressed concern over the level of technical support after implementation and issues with implementation itself. Despite this, they received the highest evaluation score and have more experience in transit specifically. Concerns regarding performance are easily remedied utilizing detailed contract language. Therefore, based on their high evaluation score and BCRTA's oversight, it is concluded that they have the capacity to perform these contracts, and are recommended for award.

D/M/S/WBE CONSIDERATIONS

The subcontractor used by Security 101 under this contract is certified as a DBE and was awarded five percent of the contract amount.

LEGAL CONSIDERATIONS

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

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for Physical Security and Access Control System Implementation

Whereas, BCRTA solicited for a unified physical security and access control system to manage all three of BCRTA's facilities' security and surveillance needs; and

Whereas BCRTA requested that interested proposers provide technical proposals detailing their proposed systems' compliance with BCRTA's required specifications and pricing for installation in the new facility in Oxford and upgrading the Hamilton and Middletown locations; and

Whereas BCRTA received two (2) proposals from Security 101 and Structured Tech; and

Whereas a selection committee evaluated all proposals for the Functionality of the Proposed Solution, Price, Experience and References, Support Capability and Subcontractor Diversity; and

Whereas, the selection committee conducted post-submission interviews with each proposer to discuss their proposed solutions in depth and ask any clarifying questions; and

Whereas after the evaluations and interviews, the selection committee and the Procurement and Compliance Specialist determined that Security 101 was the most advantageous to BCRTA.

Now therefore be it resolved:

SECTION 1: The BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute a Contract, subject to legal review, for a unified physical security and access control system in the amount of $660,138.33 plus a 10% contingency at a not to exceed amount of $726,152.16 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: July 17, 2024

Perry Gordon
Perry Gordon, Board Vice President   Matthew Dutkevicz, Executive Director

TO: BCRTA Board of Trustees

FROM: Christine Yannitty, Staff Accountant, Dee Weidner, Director of Finance and Administration and Meagan Varney, Procurement & Compliance Specialist

RE: *Action Item – 2023-026, Finance Software*

July 10, 2024

RECOMMENDATION

Adoption of a resolution authorizing the Executive Director on behalf of BCRTA to execute a participating addendum with Oracle America, Inc. for an amount not to exceed $181,441.39.

FINANCIAL CONSIDERATIONS

- This is a contract for services for a term of two (2) years with a total expenditure not to exceed $181,441.39:
  - $20,973.36 - Year 1
  - $20,973.36 - Year 2
  - $123,000 – Implementation Costs
- The term will be extended, with Board approval, if the underlying master agreement is re-awarded and extended as anticipated by both NASPO and Oracle America, Inc.
- The implementation will be funded by a grant award of $126,944.00.

BUSINESS PURPOSE

To increase the current visibility, transparency, intelligence, and innovation of financial and inventory processes. This will enable the organization to be more effective, resilient, and efficient. New financial software will provide an up-to-date view of the state of the business.

PROCUREMENT CONSIDERATIONS

Based on BCRTA's due diligence review and information provided by references, they 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.
- An authorization letter dated December 26, 2018 from NASPO and the Chief Procurement Officer of Ohio Department of Administrative Services permits BCRTA to enter participating addendums to utilize NASPO master agreements.

BCRTA Resolution No. 24-07-03

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Participating Addendum to Purchase Finance Software

Whereas in September 2016, NASPO ValuePoint, a national cooperative purchasing program, awarded ten (10) year master agreement contracts to several cloud solutions providers including Oracle America, Inc. (Oracle); and

Whereas Oracle included NetSuite for Government software-as-a-service (SAAS) as one of the offered solutions in their master agreement; and

Whereas NetSuite for Government SAAS is comprised of several modules including a Finance solution; and

Whereas BCRTA has been seeking an updated finance software solution and requested a demonstration and price quote from Oracle for NetSuite for Government under the NASPO agreement; and

Whereas the Ohio Department of Administrative Services has stated that BCRTA, as a political subdivision of Ohio, may enter a participating addendum to utilize NASPO ValuePoint master agreements; and

Whereas after review of proposed pricing and demonstrations of NetSuite's software specifications, BCRTA determined that NetSuite for Government complies with the scope required for an updated finance software solution, and the pricing is within budget; and

Whereas BCRTA's Procurement and Compliance Specialist confirmed that Oracle is sufficiently responsible and recommends that BCRTA enter a participating addendum with Oracle for Finance Software-as-a-Service.
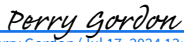
Now therefore be it resolved:

SECTION 1: The BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute a Contract for Finance Software-as-a-Service with Oracle America, Inc. in the amount of $164,946.72 plus a 10% contingency at a not to exceed amount of $181,441.39 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: July 17, 2024

Perry Gordon
Perry Gordon, Board Vice President   Matthew Dutkevicz, Executive Director
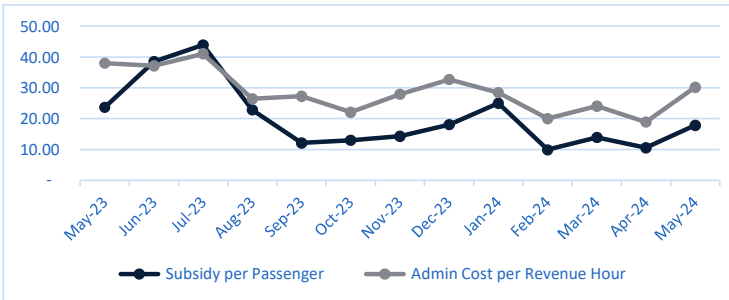
METRIC DASHBOARD
May 2024

Leveraging Competetive Funding & Partnerships

Average Fleet Age
6.55

Since Last Month	0.08	1.22%
Since Last Year	1.12	17.10%

Subsidy per Passenger — Admin Cost per Revenue Hour

Enhancing Connectivity

BCRTA Transit App Users
4,309

Since Last Month	(1,784)	-41.40%
Since Last Year	329	7.64%

BGO App Rides/Total BGO Rides
34.12%

Since Last Month	-4.46%	-13.08%
Since Last Year	19.98%	58.55%

BCRTA Transit App Downloads
1,059

Since Last Month	85	8.03%
Since Last Year	671	63.36%

BGO App Downloads
406

Since Last Month	311	76.60%
Since Last Year	208	51.23%

BGO Mobile Payment & Total Trips

% Demand Response EZFARE Payment
% Demand Response BRAINTREE (BGo App) Payment
Total Non-Contract Trips
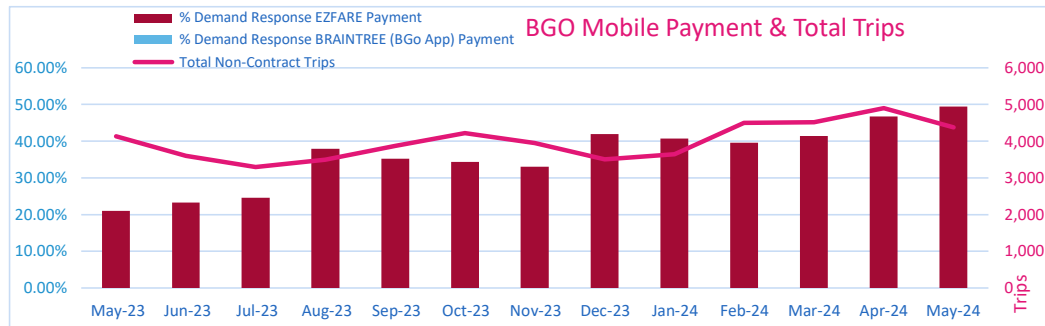
Improving Mobility & Eliminating Barriers

Pax per Revenue Hour

Fixed Pax/Hour | Goal: 10	10.84	= 12 Month AVG
Demand Pax/Hour | Goal: 1.75	1.77	= 12 Month AVG

Accidents & Injuries

Fault Total — No Fault Total
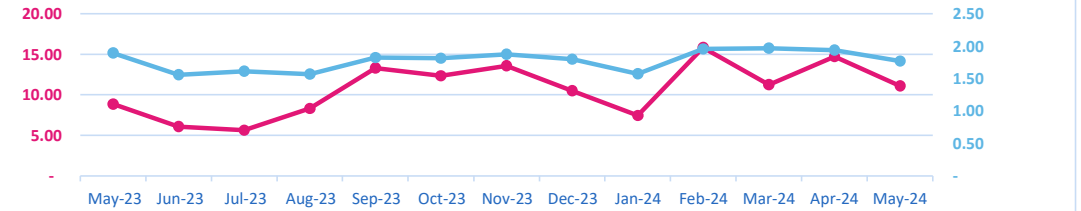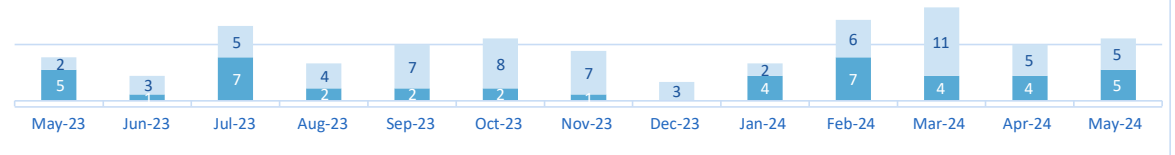
Target Operator Staffing
63%

Since Last Month	8.51%
Since Last Year	-2.80%
12 Month Average	71.40%
GOAL	100.00%

Denials & Refusals/Total BGO
39.09%

Since Last Month	3.33%
Since Last Year	21.83%
12 Month Average	34.49%
GOAL	0.00%

Supporting Employers

CincyLink Total Trips
2,425

Since Last Month	(267)	-11%
Since Last Year	116	5%

BGO Employment Trips
1,946

Since Last Month	125	6.42%
Since Last Year	86	4.42%

Developing Multimodal Infrastructure

GOAL
SECURED
Millions

BCRTA Match — Miami Match — Federal Funding
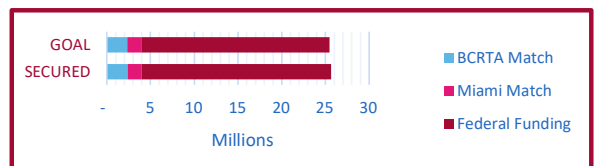
Days Until Chestnut Fields Completed
453

bcrta
Butler County Regional Transit Authority

Strategic Plan Updates & Director's Notes

July 2024

1 Increase Education & Advocacy

Demographics for Messaging

Staff are continuing the process of collecting demographic survey data to learn more about who is riding BCRTA services and how they like to communicate. This survey data will also help establish which profiles are not using public transit. Over 300 responses have been collected so far. Data will inform messaging and medium choices going forward.

Merchandising

Staff are working with 3rd party vendors and our designers to begin selecting merch and products for sale associated with summer events and BCRTA's 30th anniversary.

2 Enhance Revenues

Funding Education

Staff expect to be able to organize a meeting with County Commission in late summer/early fall. A county-wide education campaign will likely follow.

3 Engage Entrepreneurial Disruptive Tech

Attain Grant

BCRTA has agreed to partner with NEORide and other transit agencies to seek a 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.

SMART Grant

BCRTA, in cooperation with the Stark County Regional Transit Authority (SARTA), Western Reserve Transit Authority (WRTA), and NEORide has been **awarded** a SMART grant provided by USDOT.

Strategic Plan Updates & Director's Notes

July 2024

The primary goal of this proposed demonstration project is to evaluate the effectiveness of and enhanced transit fleet safety from integrating advanced vehicle safety technologies on to vehicles in transit fleets; preventing death and injuries by reducing the number of accidents and the serious nature of those that cannot be avoided. This project utilizes two SMART grant technology areas - Connected Vehicles and Systems Integration - and addresses the need for collision avoidance on transit vehicles by retrofitting up to 3 vehicles (Ford e450 and Gillig 35' platforms) within each transit partner's current operating fleet vehicles with the TONY/MAX advanced vehicle safety system package. This system will enable collision avoidance that can also support bus yard management and includes data logging and telematics features that will allow the project team to collect data that will be shared following a Data Management Plan developed in accordance with the Public Access Plan and as provided in the FY23 SMART Grant NOFO.

4 Leverage Regional Partners

Middletown

BCRTA staff continue to work closely with City of Middletown staff to streamline the transit relationship and leverage small urban funding. Staff are beginning to undertake discussions with City officials regarding the transfer of Middletown urbanized area grantee status to BCRTA.

Paratransit Coordination

BCRTA is working closely with NEORide, SORTA, and TANK to pilot a regional one-seat ride program for eligible ADA riders. SORTA has agreed to fund the pilot to help riders cross borders in the tri-state area without changing buses or booking multiple rides. Authority to execute an MOU with the partners for grant-seeking is on the June agenda.

5 Lead Workforce Development

Barriers to Progress

Subsequent to the May Board meeting, staff have initiated a process to increase driver wages 20% to bring starting wages to be more competitive in the local market. Hiring queues have increased dramatically! Staff also adjusted positions closely related to driving and normalized the organization salary schedule to reflect these changes in mid June.

Autonomous Shuttle

Staff are investigating the possibility of bringing an autonomous shuttle to the area in Fall 2025. The first pilot would focus on work with persistent staffing shortages, such

as late-night SafeRide services within the City of Oxford and on the Miami University Campus. Obtaining an autonomous vehicle may also lead to workforce opportunities for training on autonomous tech and vehicle systems.

6 Adapt to Market Demand

Chestnut Street Multimodal Station

Following several months of dealing with poor soil conditions and change orders, staff are pleased to report that all change orders are still within the Board's originally authorized 2.5% contingency. That said, staff do expect that additional authorization will be needed before the project is completed to deal with the normal flow of unforeseen change orders due to coordination and other uncontrollable circumstances.

Precast walls are completed, and roofing structure is beginning to be installed. Slab pours are also starting in July. All easements with Duke Energy for final power have also been completed. "Dry-in" of the main building is expected by late fall.

Information, updates and pictures are available at
https://www.butlercountyrta.com/projects/oxford-multimodal-facility/

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. BCRTA has also requested to add transit signal priority study to the scope of the project. An RFP for a consultant should be on the street in late spring/early summer.

Strategic Plan Updates & Director's Notes

July 2024

Work Plan

Task Name	Bucket Name	Progress	Priority	Start date	Due date	Completed	Labels
Anniversary Logo	1 - 30th Anniversary Program (August 25th)	Completed	Urgent	01/01/2024	02/29/2024		
Anniversary Event	1 - 30th Anniversary Program (August 25th)	In progress	Urgent	01/01/2024	03/31/2024		Completion Pending
Advertising Promotion of Business	1 - 30th Anniversary Program (August 25th)	In progress	Medium	01/01/2024	03/31/2024		Completion Pending
Once a Month Anniversary Event	1 - 30th Anniversary Program (August 25th)	In progress	Urgent	01/01/2024	03/31/2024		Completion Pending
Bus Wrap (Not full) Anniversary Bus	1 - 30th Anniversary Program (August 25th)	Completed	Medium	01/01/2024	03/31/2024		
Identify and Secure Sponsors (Engage Business Community)	1 - 30th Anniversary Program (August 25th)	Completed	Low	01/01/2024	03/31/2024		
Coffee & Conversations Events	1 - Community Engagement	Not started	Medium	04/01/2024	07/01/2024		
Canned Speaker Bureau (Rotary Meetings Etc.)	1 - Community Engagement	Not started	Important	04/01/2024	07/01/2024		
Community Advocates/Advisory Committee	1 - Community Engagement	Not started	Important	04/03/2023	07/01/2024		
Chamber Presentations	1 - Community Engagement	Not started	Medium	07/01/2024	08/30/2024		
Oxford Engagement (for General Public)	1 - Community Engagement	Not started	Low	01/01/2025	03/31/2025		
State of The Authority	1 - Community Engagement	Not started	Low	01/01/2026	03/31/2026		
Define rider demographic vs. non-rider demographic	1 - Develop Education/Advocacy-Services & Ridership	In progress	Urgent	01/01/2024	07/31/2024		d
Determine the communications for each area/rider demographic	1 - Develop Education/Advocacy-Services & Ridership	In progress	Important	01/01/2024	08/31/2024		BLOCKED by PreReq
Create Advocacy Materials for Public Consumption	1 - Develop Education/Advocacy-Services & Ridership	Not started	Medium	07/01/2024	09/30/2024		
Create talking Points & Content for Public Sharing	1 - Develop the BCRTA Story- Structure & Vision, Community Val	In progress	Important	01/01/2024	06/01/2024	0/2	Rescheduled
Meeting with Elected Officials	1 - Develop the BCRTA Story- Structure & Vision, Community Val	Not started	Important	04/01/2024	07/01/2024		
Fiscal Impact	1 - Develop the BCRTA Story- Structure & Vision, Community Val	In progress	Medium	04/01/2024	07/01/2024		
Enviromental Impact	1 - Develop the BCRTA Story- Structure & Vision, Community Val	Not started	Low	06/03/2024	08/31/2024		
Collaborating Strategically (Voice at the Bigger Table)	1 - Develop the BCRTA Story- Structure & Vision, Community Val	Not started	Low	10/01/2024	11/30/2024		
Create and Sell BCRTA Merchandise	1 - Merchandise	In progress	Low	01/01/2024	06/01/2024	0/2	Rescheduled
Create Online Store	1 - Merchandise	Completed	Low	07/01/2024	08/30/2024		
Establish Loyalty Program/Free Merch Relationship	1 - Merchandise	In progress	Low	01/01/2025	03/31/2025	0/2	
Leverage Resell Partners for Merch	1 - Merchandise	In progress	Low	04/01/2025	06/30/2025		
Engage the Parking & Transportation Advisory Council	1 - Miami University Program	In progress	Urgent	01/01/2024	03/31/2024	0/1	Evergreen Target
Explore Additional MU Contacts (Employee Engagements/Education)	1 - Miami University Program	Not started	Important	01/01/2025	03/31/2025		
Annual bus wrap with MU-Competition?	1 - Miami University Program	Not started	Low	01/01/2025	03/31/2025		
Social Media Marketing-Build Ridership-New Developments	1 - Miami University Program	Not started	Medium	01/01/2025	03/31/2025		
Mobility Options Awareness & Connections	1 - Miami University Program	Not started	Low	01/01/2025	03/31/2025		
Raising Student Orientation Profile	1 - Miami University Program	In progress	Low	04/01/2025	07/31/2025		
Investigate Funding Model and other communities Success Stories	2 -Enhance Revenues	In progress	Medium	01/01/2024	03/31/2024		
Leverage Unused/Untapped/Lapsing Local Transit Funds	2 -Enhance Revenues	In progress	Medium	01/01/2024	03/31/2024		Evergreen Target
Funding Education Campaign Tour	2 -Enhance Revenues	Not started	Important	01/01/2024	06/01/2024		Rescheduled
Develop Unfunded Service Scenarios	2 -Enhance Revenues	In progress	Important	04/01/2024	08/09/2024		Rescheduled
Stage 1-Elected Official Support	2 -Enhance Revenues	Not started	Important	07/01/2024	10/04/2024		
Community Partnerships	2 -Enhance Revenues	Not started	Low	01/01/2025	03/31/2025		
Business Partnerships	2 -Enhance Revenues	Not started	Low	01/01/2025	03/31/2025		
1st Attempt at Long-Term Dedicated Funding	2 -Enhance Revenues	Not started	Important	01/01/2025	03/31/2025		
Stage 2-Community Education	2 -Enhance Revenues	Not started	Important	01/01/2025	04/04/2025		
Community Campaign (Support Transit Window Stickers/Pledge)	2 -Enhance Revenues	Not started	Medium	04/01/2025	06/30/2025		
2nd Attempt for Long-term Dedicated Funding	2 -Enhance Revenues	Not started	Important	07/01/2025	09/30/2025		
IT Partners	3 -Engage Disruptive Technology	Not started	Medium	01/01/2025	03/31/2025		
Testing Partners	3 -Engage Disruptive Technology	Not started	Medium	01/01/2025	03/31/2025		
Engagement	3 -Engage Disruptive Technology	In progress	Medium	01/01/2025	03/31/2025		
Innovation Reputation (recruitment)	3 -Engage Disruptive Technology	Not started	Medium	01/01/2025	03/31/2025		
Work with Small Businesses and Entrpenuers to Advance economic development for the future	3 -Engage Disruptive Technology	Not started	Medium	01/01/2025	03/31/2025		
Work with Entreprenurial Centers, Incubators, Colleges/Universities	3 -Engage Disruptive Technology	Not started	Medium	01/01/2025	03/31/2025		
Funding (Ex. CVG Application for NASA Grant)	3 -Engage Disruptive Technology	In progress	Medium	01/01/2025	06/30/2025		
Advanced Mobility Hubs	3 -Engage Disruptive Technology	Not started	Medium	01/01/2026	03/31/2026		
Get BCRTA on the map-Develope a Regional/National Reputation	3 -Engage Disruptive Technology	Not started	Medium	01/01/2026	03/31/2026		
Patents and Other Revenue Generation Opportunities	3 -Engage Disruptive Technology	Not started	Low	04/01/2026	06/30/2026		
NEORide	4 - Public Partner Engagements	In progress	Medium	04/01/2024	06/30/2024		
Workforce Investment Board	4 - Public Partner Engagements	Not started	Medium	07/01/2024	09/30/2024		
Butler County (ODJFS)	4 - Public Partner Engagements	Not started	Low	07/01/2024	09/30/2024		
Warren County	4 - Public Partner Engagements	Not started	Low	01/01/2025	03/31/2025		
Clermont County	4 - Public Partner Engagements	Not started	Low	01/01/2025	03/31/2025		
Expand Oversight Resonsibility and capabilities for Middletown Small Urban Area	4 -Leverage Regional Partners	In progress	Important	01/01/2024	03/31/2024		BLOCKED by PreReq
Utilize Other Transit Agencies to Identify "Win-Win" Scenarios	4 -Leverage Regional Partners	Not started	Low	03/31/2025	03/31/2025		
Engage in EZConnect Paratransit Technology Coordination	4 -Leverage Regional Partners	In progress	Low	01/01/2025	03/31/2025	0/1	
Engage in Regional Paratransit Coordination	4 -Leverage Regional Partners	In progress	Low		12/31/2025		
Salary Study	5 - Lead Workforce Development	In progress	Urgent		03/31/2024	0/4	Completion Pending
Update Program for Prior Operator (create options: PT, Experienced, etc.)	5 - Lead Workforce Development	In progress	Important	01/01/2024	03/31/2024	1/1	BLOCKED by PreReq
Expand Training Capacity	5 - Lead Workforce Development	In progress	Urgent	01/01/2024	03/31/2024		PreReq;DELAYED
Create Onboarding Schedules So All leaders Can Participate	5 - Lead Workforce Development	In progress	Important	01/01/2024	03/31/2024		
Investing in Recruitment/Employment Advertising	5 - Lead Workforce Development	In progress	Important	01/01/2024	03/31/2024		Target;Completion
Better Understand the 4th Generation in the Workforce and Identify Needs for Employee Attraction	5 - Lead Workforce Development	In progress	Medium	01/01/2024	03/31/2024		Completion Pending
BCRTA Value	5 - Lead Workforce Development	Completed	Medium	01/01/2024	03/31/2024		
Workforce Investment Act Recruiting	5 - Lead Workforce Development	Not started	Medium	04/01/2024	06/30/2024		
Implement Lessons Learned from the 4th Generation Research	5 - Lead Workforce Development	In progress	Important	04/01/2024	06/30/2024		
Differentiate Recruiting	5 - Lead Workforce Development	Completed	Medium	04/01/2024	06/30/2024	0/4	
Emotional Pull-1 Video/Quarter	5 - Lead Workforce Development	Not started	Medium	01/01/2024	09/01/2024		Rescheduled
Internal Promotion Pathways	5 - Lead Workforce Development	In progress	Medium	04/01/2024	09/15/2024		DELAYED
Engage in DEI Commitment and Activities	5 - Lead Workforce Development	Not started	Medium	04/01/2024	09/30/2024		
Structure Organization for Consistent Supervisor Relationship	5 - Lead Workforce Development	In progress	Important	01/01/2024	09/30/2024		Rescheduled
Onboarding Within the Department and with a Mentor (Post Training)	5 - Lead Workforce Development	Not started	Low	07/01/2024	09/30/2024		
Vocational Schools as Targets	5 - Lead Workforce Development	In progress	Low	04/01/2024	06/30/2025	0/3	
Staff Training for Internal Customer Service (mentor/Ambassador Training)	5 - Lead Workforce Development	Not started	Medium	04/01/2025	06/30/2025		
Infrastructure	6 - Adapt To Market Demands	Not started	Medium	04/01/2024	06/30/2024		
Differentiate Our Service Delivery Startegy by Mode and Geography	6 - Adapt To Market Demands	Not started	Important	04/01/2024	06/30/2024	0/8	
Connecting with Other Modes of Transportation	6 - Adapt To Market Demands	Not started	Low	04/01/2024	06/30/2024	0/3	
Connecting with Other Transit Systems	6 - Adapt To Market Demands	In progress	Medium	04/01/2024	06/30/2024		
Create and Complete Community Service on Needs & Desires	6 - Adapt To Market Demands	Not started	Important	04/01/2024	06/30/2024		PreReq;DELAYED
Develop Good, Better, Best Scenarios	6 - Adapt To Market Demands	In progress	Important	04/01/2024	06/30/2024		DELAYED
Gather Business Input	6 - Adapt To Market Demands	Not started	Important	07/01/2024	09/30/2024		PreReq;DELAYED
2022 Annual Report	To do	Completed	Urgent	01/01/2024	01/29/2024		Completion Pending
Rearrange Web Site to Support Strategic Plan Materials	To do	In progress	Urgent		05/24/2024		Completion Pending
2023 Annual Report	To do	In progress	Important	05/31/2024	09/30/2024	0/1	d;Completion Pending

Strategic Plan Updates & Director's Notes

July 2024

State of Good Repair

Ohio Workforce Mobility Grant

ODOT has re-let new SFY requests for this program and staff have reapplied for the unfunded portion of the proposed Moser Court Parking area project that includes outdoor training space.

State Capital Budget

BCRTA submitted a request for 3M to State Rep. Carruthers office earlier this year, but it was not included in any capital appropriations. BCRTA also submitted the request to Senator Lang's office in early April and was recommended to receive $1M as part of the Ohio Senate Bill 288. BCRTA is still listed for 1M in the current version of the bill which was referred to committee on June 11, 2024.

Coming Up

Fraud

The Ohio Auditor of State has BCRTA's annual audit underway. Trustees should have received an engagement letter. As a reminder, all those tasked with governance of the organization, including trustees, are *REQUIRED* to complete the auditor's Fraud questionnaire and return it. Please watch for this questionnaire via email and be sure to complete and return to the BCRTA's auditor promptly.

30th Anniversary

BCRTA is celebrating its 30th anniversary in 2024. Staff have created plans for a year-long recognition and celebration with scattered events and promotions. Please see the anniversary webpage for more information: https://www.butlercountyrta.com/30

Triennial Review

Staff completed BCRTA's Triennial Review with FTA in late June.   No findings or corrective action were identified for the agency.   Please congratulate staff on a spotless review!

Strategic Plan Updates & Director's Notes

July 2024

Upcoming Procurements >$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
~~Procurement,~~ Maintenance, **Finance** Software Integrated Solution – Phase II	BCRTA	223K	5	New
MTS TDP Study	MTS	45K	Task	New
BCRTA & MTS Integrated Access Control & Security (Moser, MTS, Chestnut)	BCRTA & MTS	670K	5	New and Replacement
Moser Court Parking Lot Construction	BCRTA	3.5M	Task	New
Chestnut Station FF&E	BCRTA	250K	Task	New
Chestnut Station Bus Wash	BCRTA	TBD	Task	New
Onboard Tablets (81)	BCRTA	110K	Task	Scheduled Replacement

BCRTA Board Packet 07-17-24 V3

Final Audit Report   2024-07-18

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By:	Sarah Schwartz (schwartzs@butlercountyrta.com)
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