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Ms. Kathy Wyenandt

Executive Director

Mr. Matthew M. Dutkevics

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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, April 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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3045 Moser Court
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									
Fehr, David	X	X	X									
Foster, Jim	X	X	X									
Gordon, Perry	X	X	X									
Lawson, Chris	X	X	X _(8:12)									
Shepard, Dannel	X	X	X									
Watt, Corey	X	X _(8:04)	X									
Wyenandt, Kathy	E	X	X									

X = Present

E = Excused

E* = Online not Official

A = Absent

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

April 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
 - a. Trustee David Fehr has requested to be excused.
- III. Consent Agenda (*Motion Requested*)
 - a. Approval of the Agenda
 - b. Approval of the March 20, 2024 Meeting Minutes
- IV. Comments from Citizens
- V. Secretary/Treasurer's Report – January 2024 (*Motion Requested*)
- VI. Governance
 - a. Executive Committee Report - Trustee Vacancy
- VII. Action Items
 - a. **Resolution 24-04-01:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Purchase Replacement Computers.
 - b. **Resolution 24-04-02:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Software-as-a-Service Contract for Fare Collection.
 - c. **Resolution 24-04-03:** Amending BCRTA Resolution 23-11-07 to Authorize Additional Funds for the Inspections and Testing for the Chestnut Street Multimodal Facility Construction Project.
- VIII. Committee & Staff Reports
 - a. OKI

**Next Meeting Date:
May 15, 2024 @ 8:00 AM
Butler County RTA • Board Room
3045 Moser Court • Hamilton • Ohio • 45011**

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

April 17, 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

Danielle Kettman, HR Generalist

e. Procurement

Meagan Varney, Procurement & Compliance Specialist

f. Director's Report

IX. Adjourn (*Motion Requested*)

Next Meeting Date:

May 15, 2024 @ 8:00 AM

Butler County RTA • Board Room

3045 Moser Court • Hamilton • Ohio • 45011

V. Secretary/Treasurer's Report

Ms. Weidner presented the financials as of the end of January 2024, compared to the Annual Budget. Total Revenues of \$856K were close to budget at 7.7%. Ms. Weidner discussed the rate adjustment for the City of Middletown contract and how this variance will be monitored through the coming months to see if it remains over budgeted amounts. She also reminded the board that the City of Middletown covers BCRTA's expenses dollar for dollar, so as revenue from the city increases, BCRTA will draw fewer federal funds to cover expenses. The high variance in Agency Funding is due to revenue from the Community Development Block Grant being expected in the first part of the year.

Expenses at the end of January of \$618K are under budgeted amounts at only 6.1%. Fringes are under budgeted amounts due to claims being low for January. Ms. Weidner explained that the Health Pool projects BCRTA to pay out approximately \$60K per month with the new self-insurance program. Other variances to budget are primarily due to timing with the start of the new year.

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 the transfer of funds to the STAR Ohio account made on January 17th.

The balance sheet for December 2023 was presented with normal balances for assets, as well as liabilities and equity. No accounts receivable balances were of concern. Ms. Weidner updated the board on the City of Middletown's receivable account and that they have caught up with payments through December 2023 as of March.

At the end of December, Available Funds were approximately \$9.8M. With Total Board Reserves at \$6.7M, Non-Restricted Funds at the end of December are \$3.2M. Match funds have been updated to reflect new state funding awarded and the amount needed for Chestnut Street Station has also been updated. Non-Restricted funds will be needed for future operational needs.

Ms. Weidner also gave an update on BCRTA's credit cards. One new card was added for Mary Jane Leveline making six cards issued. The balance for all cards was not increased and remains at \$17,400.

Year-end 2023 was presented with all adjustments made. Sub-accounts were presented with their percentage of total amounts. Ms. Weidner talked about how large percentages should be line items discussed regularly throughout the year. She further explained that the breakdown of expenses between Administration, Operations, and Maintenance has not seen any large percentage changes over the past 5 years.

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

VI. Governance

Trustee Vacancy

Mr. Dutkevicz reminded the Board that there is still one vacancy on the BCRTA Board of Trustees. Mr. Dutkevicz introduced Yasmin Brown-Jones, candidate for Trustee. There is another candidate that has applied, Mr. James Barge. There will be an Executive Committee

meeting following this regular BCRTA Board of Trustees meeting to interview Ms. Brown-Jones.

VII. Action Items

a. Resolution 24-03-01: Appointing Directors to the Transit Alliance of Butler County (TABC) Board of Directors.

Ms. Cowan explained that Butler County Regional Transit Authority is the sole member of the TABC , and as such, has the authority to appoint to the TABC Board of Directors. This Resolution is to appoint Ms. Ashley Combs, City of Middletown’s Assistant City Manager to the TABC Board of Directors.

Trustee Watt moved to adopt Resolution 24-03-01. Trustee Wyenandt seconded.

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

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

*Trustee Foster momentarily stepped away from the meeting when voting took place.

The resolution was adopted.

b. Resolution 24-03-02: Ratifying the Butler County Regional Transit Authority Title VI Program.

Mr. Dutkevicz explained that as part of BCRTAs agreement with the FTA, a Title VI policy must be maintained. Title VI entails equity in the BCRTA system and how assets are spread throughout. Title VI also speaks to how BCRTA interacts with Limited English Proficient (LEP) populations. There were small administrative edits to the current policy. This is brought before the Board every year for approval. Mr. Auwae gave a presentation based on the completed customer survey, specifically on the LEP persons experience.

Mr. Auwae began his presentation by educating the group that the point of the survey is to ensure that all persons have access to the benefits of federally funded programs and services. There needs to be an understanding of the needs of LEP persons and to consult local resources, that encounter LEP persons, and have a plan of action available. Two surveys were designed, “Improving Access for Limited English Proficiency (LEP) Persons” and “Customer Satisfaction Survey”. Throughout all of our routes, the Customer Satisfaction Survey was available. The Customer Service Satisfaction had 354 responses, while the Improving Access

Survey had 18 responses from local resources, such as 17 Strong, Hamilton City Schools, City of Hamilton and Miami Regionals. The Customer Satisfaction Survey responses came from users on the U, MTS, and R routes. 68% of users strongly agreed that a language barrier did not keep them from using BCRTA services. There were three responses that did state the BGo and Transit Apps were difficult to read and not working properly. The LEP population is greatly increasing in the City of Hamilton. The survey comments showed that more public transportation is needed in the North End, Jefferson, Riverview and Lindenwald neighborhoods. In addition, the surveys showed that LEP and low-income populations lacked awareness to BCRTA services. Frequent comments included more BGo availability, Cincylink Express to travel directly downtown and more regional routes on the weekend.

Mr. Dutkevicz added that the results of this survey, along with a few typo corrections and updated route maps were the entirety of the changes to the Title VI plan.

Trustee Watt inquired that Lindenwald has the R3, is there not an awareness of service or is there a real need? Mr. Auwae answered that the responses were very generic, so it is unclear. Mr. Dutkevicz clarified that education is a goal in the strategic plan, and Ms. Cowan and her team will be addressing these issues.

Trustee Foster moved to adopt Resolution 24-03-02. Trustee Wyenandt 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.

- 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.

Ms. Varney explained that this resolution is to excavate and relocate utility poles and the underground work that is needed to support the footprint for Chestnut Street Multimodal Station. Duke informed BCRTA that in order to satisfy this footprint, a move of utility poles

is required.

Ms. Varney explained that Duke provided blueprints of what needed to be done. Most of the expense is labor.

Trustee Watt inquired if BCRTA can dictate the material used in the poles. Mr. Dutkevicz assured the Board that these required changes are regulated and strict in the guidelines Duke must adhere by.

Trustee Shepard moved to adopt Resolution 24-03-03. Trustee Foster 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	No
Trustee Wyenandt	Yes

The resolution was adopted.

VIII. Committee & Staff Reports

a) OKI

Mr. Dutkevicz explained that the important topic this month was the very large EPA grant titled the Carbon Reduction Program. OKI is applying for this grant on behalf of the entire MSA. It is much larger than the area that OKI represents, however that is the requirement of the EPA, is to consolidate. One of the proposals is Fare Incentive Zones, where fares would be subsidized. This will not affect most of BCRTA, however Uptown Cincinnati is one of the targeted areas and that could positively impact CincyLink. Electric charging stations for Chestnut Street would require updates to the electrical infrastructure, so this was requested, along with solar infrastructure. It is unclear what may get placed in the grant. OKI must submit the request for the EPA by April 1, 2024 and the funds will be awarded by year end.

b) Service & Metrics

Mr. Morgan provided the Service & Metrics report.

Leveraging Competitive Funding & Partnerships

- Average Fleet Age
 - 6.24 years – This is an increase of 16.06 percent from January 2023.
- Subsidy per Passenger
 - The subsidy per passenger increased in January of 2024 in comparison to last January by \$2.21 or 9.7 percent.
- Admin Cost Per Revenue Hour
 - Administrative Overhead cost per hour has decreased by \$0.41 or 1.4 percent comparing January of 2023 to January of 2024.

Enhancing Connectivity

- BCRTA Transit App Users
 - BCRTA had 3,318 users during the month of January for the Transit App. This is a 24.77 percent decrease from the previous year.
- BCRTA Transit App Downloads
 - BCRTA tracked 1,016 new downloads for the Transit App in January of 2024. This is a 53.05 percent increase from the previous year.
- BGO App Rides/Total BGO Rides
 - 28.22 percent of all trips were booked utilizing the mobile application. This is a 81.75 percent increase from January of 2023.
- BGO App Downloads
 - BCRTA had 71 new users download the mobile application. This is a 47.89 percent increase from January of 2023.
- BGO Mobile Payment & Total Trips
 - BCRTA completed 3,650 non - contracted trips in January of 2024. This is a 19.7 percent increase in completed, non - contracted trips from January of last year.
 - No trips were paid for using the BCRTA mobile application (BrainTree).
 - 40.68 percent of all trips were paid for using EZFARE.

Improving Mobility & Eliminating Barriers

- Passengers Per Revenue Hour
 - Fixed routes had 7.43 passengers per revenue hour in January of 2024, this is a 16 percent increase from January of 2023.
 - Demand Response service had 1.58 passengers per revenue hour in January of 2024, this is a 6.8 percent increase from January of 2023.
- Accidents and Injuries
 - Fault Total – BCRTA experienced four (4) fault accidents in January of 2024.
 - No Fault Total – BCRTA also had two (2) no fault accidents.

- Target Operator Staffing
 - 72%
 - This number has decreased by 3.45 percent from the previous year.
 - The yearly average was 73.2 percent.
- Denials and Refusals/ Total BGO Trips
 - 37.18 percent of all requested BGO trips were refused or denied in January of 2024 due to time and capacity limitations. This is a 27.96 percent increase from January of 2023.

Supporting Employers

- 42x Park and Ride Total Trips
 - The 42x had 3,016 riders. This is a 51 percent increase from January of the previous year.
- BGO Employment Trips
 - BCRTA completed 1,804 BGO trips for the purpose of employment in January of 2024, this is a 3 percent increase from the same month the previous year.

Developing Multimodal Infrastructure

- Goal
 - This field is to show the progress of our upcoming Chestnut Fields 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 486 days or 1.3 years.

c) Talent, Benefits, & Recruitment

Ms. Leveline began by discussing the Employee Satisfaction Survey of 2023. The responses were from 55 employees. The results were very much the same as last year. Communication was a tough issue. This could be because we have three locations. One suggestion on how to change this is to make it very well known the level of communication that is expected and where communications can be found. Employees can access whatever they need either through email or UKG. Company provided and personal email is acceptable. Right now, communications are made through flyers (in all locations), phone calls, conversations with managers and even digital signage. The breakdown in communication is being investigated. It is possible one of the reasons why so few employees responded to the survey is due to so many tasks been asked of employees lately and UKG has been difficult to navigate. This challenge could have some employees frustrated with using UKG.

In Employee growth, most employees do feel as though they are encouraged to grow. Employees are interested in internal movement when they feel they are supported and can take on more responsibility. Retainment is still an issue. Ms Leveline stated that BCRTA loses wonderful people due to competition. BCRTA is easily 20% under our competitors in terms of

compensation.

Mr. Dutkevicz added that BCRTA would need to do a 20% wage increase to simply bring the wage barely to market, not just be competitive. This is part of the strategic plan the Board laid out in November. Step one is to advertise, which Ms. Cowan has discussed. This is to ensure that first, before we invest funds in wages, that the way BCRTA markets open employment positions is not the problem to attracting employees. In this, we are ruling out marketing before increasing compensation. Human Resources is working on a Wage Study that will include private market positions as well. This will show that BCRTA's competition is not just similar markets, but all job markets. In the coming weeks Ms. Cowan will have more data from the recruitment campaign to add to the discussion. Ms. Weidner is also updating financial projections. All of this data will help establish recommendations.

Continuing the Employee Satisfaction Survey, Ms. Leveline added that employees are taking benefits, but the new self-insured plan needs some improvements. As of now, BCRTA only offers high deductible plans. Offering a PPO would be more beneficial for some employees. This is an option to look into for 2025.

Trustee Bauer did ask if there are incentives for people outside of the area to move to Hamilton and work here. As of now, BCRTA is not a part of any incentive plans such as this.

d) Marketing

Ms. Cowan spoke about the new recruitment campaign that launched Friday March 15, 2024. These campaigns will be in "flights". This flight of the campaign is intense, with media coverage to gain applicants. This flight goes from March 15 through Memorial Day. Since this campaign has just begun, there are no metrics to share just yet, however, human resources is tracking the back end, such as click rates on social media and how applications are received, if an interview is scheduled, and if a hire is obtained. This campaign is running through Google Search, radio ads, and organic means such as social media. The BCRTA website Career page has been updated. Emphasis will be placed on the entire benefits package, not just hourly income. The marketing piece of Twyla Norman has been impactful. The video of Twyla, sharing her career with BCRTA was shared the Board.

Ms. Cowan discussed the BCRTA's 30th Anniversary that is coming up on August 25, 2024. The planning is underway but will include a "Summer of Celebration". This celebration will launch on the first day of summer, June 21 and run through the end of August. The celebration will include a new logo and bus wrap.

Ms. Cowan added that there is a new collaboration with Street Spark and with the Hamilton Fire Department. The HFD is hosting the OAPFF 54th Biennial Conference in May. BCRTA will be doing a bus wrap that is the StreetSpark Firefighter Memorial mural located on 3rd and Market Streets. The bus will be debuted at RiversEdge Amphitheatre during a concert dedicated to OAPFF.

The CincyLink logo and bus wrap received an award titled "The Addy". This advertisement award was submitted through Affirm marketing.

Ms. Cowan added that CincyLink will begin collecting fares April 1, 2024.

Mr. Dutkevicz added, in the planning for BCRTA's 30th anniversary, one of the ideas to bring awareness to BCRTA as well as foster collaboration with local businesses is to offer a limited time summer Hamilton circulator service. This service would only run Friday and Saturday. Service would run 10 weekends and have a total operating cost of at or around \$20,000.00.

Lastly, Ms. Cowan mentioned the eclipse on April 8, 2024. Mr. Morgan spoke about BCRTA's plan for the day of the eclipse. Fixed Routes that will be running during the eclipse were identified. A protocol will be followed. Routes beginning at or near the time of the eclipse will not begin but wait until it is over. The R routes will pull over. Ms. Cowan is working on a campaign to educate the public about possible delays. There is tremendous traffic predicted in Oxford, as there are ticketed events planned within Oxford. Solar eclipse glasses will be available on all vehicles for passengers who wish to exit and watch the eclipse.

e) Procurement

Mr. Dutkevicz informed the Board of a large change order that is coming related to the Chestnut Street project. The reason for this change order is that the entire basement of the old Talawanda school building is still present and must be excavated. While BCRTA was aware that there was "debris" left behind, BCRTA was unaware that the lower 1/3 of the walls and the basement slab are still intact. In this, there is a loading dock and a ramp leading into the basement with walls that is effectively acting as a waterfall. This ramp is draining the water from the west side of the parking lot into the project site. Storm sewer plans will need to be altered to deal with the water as well as excavation of the cement and remaining building debris. The change order, to accommodate this issue will be at least \$200,000-\$250,000.

Trustee Gordon asked if the site surveyors did not catch this. Mr. Dutkevicz confirmed that the geo-technical report stated "debris". However, the probe that was done was not deep enough to find walls or a basement slab.

f) Director's Report

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 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 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.

b. 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.

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

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

At this time Mr. Dutkevicz cleared the room of all persons sans Board of Trustee members, himself and Ms. Leveline.

X. Adjourn

Trustee Foster moved to adjourn; Trustee Shepard seconded. The motion carried. The meeting was adjourned at 9:47 AM.

Respectfully submitted,



Matthew M. Dutkevicz, Executive Director



Perry Gordon (Apr 17, 2024 11:35 EDT)

Perry Gordon, Board Vice President

Appendix A
Comments From Citizens

Whitney Wilson-Harris

EzFare Payment Terminals

On the newest bus we have for Paratransit and Microtransit, the payment terminal for EzFare is all the way at the top, it's almost on the ceiling. I've had more on-demand, Microtransit trips than ADA trips lately as they just work better schedule wise with all I have to do this semester. I usually use EzFare because it's hard to make sure I always have \$5 bills or 5 \$1 bills to pay the fare, and you can no longer integrate a credit card into the system for purposes of payment. Because of my disability, my arms don't raise all the way up, (and even more so right now since I'm trying to recover from a medical emergency that caused one of my conditions that had been under control to relapse), so if something is too high up, or too far away, I can't reach it. On 2280, the payment terminal is almost all the way on the ceiling. I can't reach it, and with the way my phone has to be set up so that I'm able to use it, I can't hand it to the driver and have them scan it. I've been on 2280 lots of times, but for ADA trips, not for microtransit trips. About 10 days, I ordered an on-demand trip, and it was on 2280. I got on, and then realized I couldn't reach the payment terminal (I do have a gripper/reacher, but for things like this it's not the best thing to use). Knowing the rules, I asked the driver if I could go inside the BigLots to get change for a \$20 so I would then have the fare in cash. He said that was fine, and called into dispatch to let them know what was going on. Luckily, I'm able to walk a few steps and stand just long enough to do things like going into a store to get change for a \$20 so that my chair doesn't have to be offloaded from the bus. Even though I use a wheelchair to get around, I don't ride in it on the cutaways for longer journeys because the securement area is in the back of the bus, and I get carsick riding back that far. I know most people won't face this issue, but some of us who are ADA also face the possibility of having to ride as the general public every so often for one reason or another. I don't mean this as any type of offense, but not being able to reach the payment terminal is a violation of the ADA, at least in my mind. 2280 is the **only** bus in our fleet that has the EzFare terminal

up that high, all the other buses have it down lower, and that's where it should be. I would be good to have one in the back of the bus too so that those in wheelchairs and that don't have the option/freedom of walking to the front and sitting in a seat are able to pay with EzFare without having to hand their phone to the driver (which some people are unable to do as I previously stated). I know that we have new buses on order, and it's important to make sure that these payment terminals are accessible to all on our buses, new old, and future.

There were a couple days last week where I couldn't schedule as ADA ahead of time, and I couldn't order an on-demand microtransit trip because of the fact I couldn't get to the bank to get \$5s, wasn't able to get change any other way, and knew I might get 2280 when I put the trip on the app, and rather than facing the fact of having to cancel out the trip and paying the no show fee, I just didn't even try because I knew that I very might possibly not might have bus fare. I had to make do by waiting an extra hour after I got off the R3 because I missed the connection to the R6 (which I knew was probably going to be the case). That's an embarrassing feeling that I shouldn't have to have.



EzFare payment terminal on bus 2280.

My mom takes the CincyLink, and noted the situation on there is similar. I might obtain an internship downtown this summer, and will need to use the CincyLink to get back and forth. The problem is that the only payment terminal for EzFare is in the **front** of the bus. (I keep asking her to take a picture and she keeps forgetting, sorry...) Unlike our other big buses, the wheelchair securement area is through the back door. This means me and any others who use a wheelchair or other mobility device and take the CincyLink have no good way to pay our bus fare. There isn't an option to pay cash like there is on BGo. I would be completely stuck, because handing my phone to the driver and having them scan the pass for me isn't an option. There needs to be a way for either paper passes to be obtained, or a payment terminal to be put near the back door of the bus or near the securement area so that disabled riders like me are able to pay the fare. While I can get up out of my chair and walk (and I can't always), it doesn't mean I should **have** to.

Thank you for your time!

BCRTA
Income Statement
February 2024

	Year to Date Last Year	Year to Date This Year	Annual Budget	YTD % of Budget
Passenger Fares	4,967	10,807	72,000	15.0%
Contract Fares	18,783	45,424	303,000	15.0%
Partnership Transit Rev (COM)	162,789	520,095	2,654,868	19.6%
Transit Development Rev (MU)	389,834	490,600	2,944,679	16.7%
Mgt./Cons. Services	22,893	49,448	296,688	16.7%
Interest & Other	37,600	52,542	335,420	15.7%
Agency Funding	2,469	16,819	47,598	35.3%
Park-n-Ride Program	75,000	-	-	0.0%
State Funding	-	-	-	0.0%
Federal Funding	964,797	566,155	4,462,472	12.7%
Total Revenues	1,679,131	1,751,890	11,116,725	15.8%
Expenses				
Wages	615,343	684,023	4,632,394	14.8%
Fringes	321,542	267,893	2,880,435	9.3%
Services	122,606	102,879	774,398	13.3%
Materials & Supplies	152,710	145,381	1,155,956	12.6%
Utilities	15,300	15,736	115,000	13.7%
Insurance	48,140	41,030	350,850	11.7%
Purchased Transportation	75,000	-	-	0.0%
Misc. Items	11,572	29,141	124,200	23.5%
Contingency	-	-	50,000	0.0%
Total Expenses	1,362,213	1,286,084	10,083,233	12.8%
Gain/Loss before Depr, NP & OPEB Exp	316,919	465,806	1,033,492	45.1%
Est. Local Share of Depreciation Exp	56,974	56,974	341,843	16.7%
Est. Net Pension & OPEB Exp (Inc)	54,593	54,593	327,558	16.7%
Total Gain/(Loss)	205,352	354,239	364,090	97.3%

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
2/1/24			Beginning Balance			1,011,889.30
2/1/24	PRWE 01/26/2024	GENJ	ODC - Roth Check #10068		190.00	
2/1/24	PRWE 01/26/2024	GENJ	ODC Check #10069		1,745.00	
2/1/24	PRWE 01/26/2024	GENJ	Vendor Payments SPA - Cash Requirements		4,964.97	
2/1/24	PRWE 01/26/2024	GENJ	Garnishment Check #10066		449.16	
2/1/24	PRWE 01/26/2024	GENJ	Empl. Dir. Dep. SPA - Cash Requirements		122,602.26	
2/1/24	PRWE 01/26/2024	GENJ	Tax Payment- Cash Requirements		21,308.85	
2/1/24	PRWE 01/26/2024	GENJ	Garnishment Check #10067		331.86	
2/1/24	02/01/24	GENJ	Service Charge		38.00	
2/5/24	D Dubose HSA	GENJ	D Dubose HSA RETURN PR 0113 - 012624	57.69		
2/6/24	D Dubose HSA	GENJ	D Dubose HSA CORRECTION 0113 - 012624		57.69	
2/6/24	J Fryer HSA	GENJ	J Fryer HSA CORRECTION 1230 - 011224		57.69	
2/6/24	J Fryer HSA2	GENJ	J Fryer HSA CORRECTION 1216 - 122923		57.69	
2/8/24	FARES01312024	CRJ	Farebox Receipts	3,111.44		
2/8/24	835089718	CRJ	Farebox Receipts	79.87		
2/8/24	ACH02082024	CDJ	SuperFleet Mastercard Program		53,815.11	
2/9/24	12017	CDJ	Amazon Capital Services		1,533.49	
2/9/24	12018	CDJ	American Red Cross		114.00	
2/9/24	12019	CDJ	BCRTA Petty Cash		650.86	
2/9/24	12020	CDJ	Bethesda Healthcare, Inc.		1,210.00	
2/9/24	12021	CDJ	Bryce's Lawn care & Landscaping		375.00	
2/9/24	12022	CDJ	Cincinnati Bell Technology Sol		525.79	
2/9/24	12023	CDJ	Cummins Bridgeway LLC		550.15	
2/9/24	12024	CDJ	Cornett's Pressure Cleaning		1,825.00	
2/9/24	12025	CDJ	Elements IV Interiors		483.00	
2/9/24	12026	CDJ	Finn All Seasons		316.05	
2/9/24	12027	CDJ	Fuller Ford		817.04	
2/9/24	12028	CDJ	Fastsigns		63.00	
2/9/24	12029	CDJ	Fox Towing Inc.		300.00	
2/9/24	12030	CDJ	Gillig LLC		1,517.58	
2/9/24	12031	CDJ	Health Transit Pool of Ohio		75,000.00	
2/9/24	12032	CDJ	Hunter Marketing		20,740.23	
2/9/24	12033	CDJ	Kronos SaaShr, Inc.		211.56	
2/9/24	12034	CDJ	Minuteman Press - Fairfield		373.00	
2/9/24	12035	CDJ	ODACS, LLC		160.00	
2/9/24	12036	CDJ	Ohio Dept of Job & Family Serv		2,018.86	
2/9/24	12037	CDJ	Ohio Newspapers, Inc.		52.33	
2/9/24	12038	CDJ	Ports Petroleum Co., Inc.		1,621.75	
2/9/24	12039	CDJ	Receptions, Inc.		800.00	
2/9/24	12040	CDJ	Ricoh USA, Inc		31.50	
2/9/24	12041	CDJ	United Parcel Service		28.10	
2/9/24	12042	CDJ	Verizon Wireless		2,344.26	
2/9/24	AT-02/09/2024	CDJ	BCRTA PNC Card Purchases		12,761.74	
2/12/24	12043	CDJ	Performance Wraps LLC		7,567.00	
2/12/24	12044	CDJ	United Parcel Service		43.45	
2/13/24	242DI28526RW2L8Z	CDJ	Graybach, LLC		55,379.18	

2/15/24	PRWE 02/09/2024	GENJ	Tax Payment- Cash Requirements		23,411.62
2/15/24	PRWE 02/09/2024	GENJ	ODC - Roth Check #10071		190.00
2/15/24	PRWE 02/09/2024	GENJ	Garnishment Check #10070		483.76
2/15/24	PRWE 02/09/2024	GENJ	Empl. Dir. Dep. SPA - Cash Requirements		131,726.71
2/15/24	PRWE 02/09/2024	GENJ	Vendor Payments SPA - Cash Requirements		5,467.10
2/15/24	PRWE 02/09/2024	GENJ	ODC Check #10072		1,845.00
2/16/24	!0440551	CRJ	Miami University - Accounts Pa	34,266.97	
2/16/24	12045	CDJ	Cintas Uniforms		460.16
2/16/24	12046	CDJ	American Red Cross		76.00
2/16/24	12047	CDJ	Affordable Pest Control Inc.		56.00
2/16/24	12048	CDJ	Alpine Valley Water Co., Inc.		110.00
2/16/24	12049	CDJ	Bethesda Healthcare, Inc.		1,975.00
2/16/24	12050	CDJ	Cummins Bridgeway LLC		1,226.33
2/16/24	12051	CDJ	Cintas Corporation		710.44
2/16/24	12052	CDJ	Cornett's Pressure Cleaning		3,390.00
2/16/24	12053	CDJ	Clarke Power Services, Inc.		1,330.74
2/16/24	12054	CDJ	Cintas Uniforms		3,790.88
2/16/24	12055	CDJ	Gillig LLC		3,699.64
2/16/24	12056	CDJ	Gem City Tire		286.95
2/16/24	12057	CDJ	Interstate Billing Service, In		1,477.92
2/16/24	12058	CDJ	Jani-King of Cincinnati LLC		550.00
2/16/24	12059	CDJ	KOI Auto Parts		4,978.62
2/16/24	12060	CDJ	Myers Equipment Corporation		748.32
2/16/24	12061	CDJ	Mobilcomm		301.99
2/16/24	12062	CDJ	Mr. Tire Auto Service Centers		1,090.00
2/16/24	12063	CDJ	PERS		76,752.93
2/16/24	12064	CDJ	Prosource		534.89
2/16/24	12065	CDJ	Port Technology LLC		3,532.60
2/16/24	12066	CDJ	Rumpke Of Ohio Inc.		316.10
2/16/24	12067	CDJ	Tri State Cleaning		400.00
2/20/24	AT-02/20/2024	CRJ	BCRTA Items	460,000.00	
2/20/24	12068	CDJ	Graybach, LLC		636,860.62
2/20/24	12069	CDJ	Ohio Environmental Protection		200.00
2/20/24	0050682442	CRJ	Ohio Department of Taxation	7,440.50	
2/20/24	0050682441	CRJ	Ohio Department of Taxation	11,129.25	
2/20/24	4047132743	CRJ	Federal Transit Administration	45,052.00	
2/21/24	12056V	CDJ	Gem City Tire		286.95
2/22/24	!0440970	CRJ	Miami University	233,145.99	
2/23/24	12070	CDJ	American Red Cross		152.00
2/23/24	12071	CDJ	Richard L. Bowen & Associates,		35,880.20
2/23/24	12072	CDJ	Bayer & Becker, Inc.		1,800.00
2/23/24	12073	CDJ	City of Hamilton - Utilities		4,906.14
2/23/24	12074	CDJ	Cornett's Pressure Cleaning		1,885.00
2/23/24	12075	CDJ	Kronos SaaShr, Inc.		185.21
2/23/24	12076	CDJ	Mighty Auto Parts		213.17
2/23/24	12077	CDJ	S&ME, Inc.		5,220.25
2/23/24	0000297425	CRJ	City of Middletown	158,649.44	
2/26/24	12078	CDJ	Altafiber		144.19

2/26/24	12079	CDJ	Verizon Wireless		66.06		
2/26/24	12080	CDJ	United Parcel Service		56.50		
2/29/24	01124087	CRJ	Butler County CDBG	25,000.00			
2/29/24	837036711	CRJ	Ohio Transit Risk Pool	3,512.00			
2/29/24	837036709	CRJ	Ohio Transit Risk Pool	2,504.40			
2/29/24	PRWE 02/23/24	GENJ	Garnishment Check #10073		374.03		
2/29/24	PRWE 02/23/24	GENJ	ODC Check #10075		1,865.00		
2/29/24	PRWE 02/23/24	GENJ	Empl. Dir. Dep. SPA - Cash Requirements		132,591.98		
2/29/24	PRWE 02/23/24	GENJ	Vendor Payments SPA - Cash Requirements		5,582.48		
2/29/24	PRWE 02/23/24	GENJ	Tax Payment- Cash Requirements		23,648.97		
2/29/24	PRWE 02/23/24	GENJ	ODC - Roth Check #10074		190.00		
			Current Period Change	984,236.50	1,517,773.70	-533,537.20	
2/29/24			Ending Balance				478,352.10

Savings - PNC (National City)

2/1/24			Beginning Balance				68,920.45
2/1/24	02/01/24	GENJ	Service Charge		3.22		
2/15/24	MAS021524	CRJ	Farebox Receipts	2,190.49			
2/29/24	02/29/24	GENJ	Interest Income	0.55			
			Current Period Change	2,191.04	3.22	2,187.82	
2/29/24			Ending Balance				71,108.27

Savings - PNC Bank \$\$

2/1/24			Beginning Balance				1,605,868.07
2/1/24	02/01/24	GENJ	Service Charge		3.00		
2/20/24	AT-02/20/2024	CRJ	BCRTA Items - Xfer from savings to checking	460,000.00			
2/29/24	02/29/24	GENJ	Interest Income	11.47			
			Current Period Change	11.47	460,003.00	-459,991.53	
2/29/24			Ending Balance				1,145,876.54

Investment - STAR Ohio

2/1/24			Beginning Balance				6,055,358.64
2/29/24	02/29/24	GENJ	Interest Income	26,388.02			
			Current Period Change	26,388.02		26,388.02	
2/29/24			Ending Balance				6,081,746.66

**BCRTA
Balance Sheet
February 2024**

Assets

Current Assets

Checking - PNC	478,352.10
Savings - PNC	71,108.27
Savings - PNC	1,145,876.54
STAR Ohio	6,081,746.66
Bid Deposit	53,023.76
M&S Inventory	85,437.43
Diesel Fuel Inventory	-
Petty Cash	1,050.00
Accounts Receivable	2,972,306.46
Prepays	316,323.87
	<hr/>
	11,205,225.09

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	70,483.04
WIP-Chestnut Fields	2,928,138.58
WIP-Equipment	88,995.00
WIP-Technology	7,500.00
Accum. Depr./Amort.	(11,591,493.19)
	<hr/>
	12,288,827.52

Total Assets
23,494,052.61

Liabilities & Equity

Current Liabilities

Accounts Payable	819,491.91
Payroll Payables	84,482.36
Other Payables	-
Accrued PTO	193,720.15
FTA Vehicle Funds	68,131.00
Future Match Funds	8,333.34
Unearned Tickets	34,534.37
	<hr/>
	1,208,693.13

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	16,374,394.00
State Capital	1,467,356.25
Local Capital	89,410.00
Retained Earnings	(6,024,333.40)
Net Income	465,805.73
	<hr/>
	22,285,359.48

Total Liabilities
and Capital
23,494,052.61

**BCRTA
Cash Reserves**

February 2024

Current Assets	11,205,225.09
Current Liabilities	<u>(1,208,693.13)</u>
Available Funds	9,996,531.96

Board Reserves

Local Share Grant Obligations		
OH-2018-21-00 Super Grant	291,182.25	
OH-2021-56-00 Super Grant	1,564,205.00	
OH-2023-22-00 Mobility Management	50,320.00	
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)	254,847.25	
FTA Grants	254,847.25	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	6,589,584.15	
Non-Restricted Funds	3,406,947.81	



TO: BCRTA Board of Trustees
FROM: Meagan Varney, Procurement & Compliance Specialist
RE: *Action Item – Replacement PCs, Laptops and Monitors*

April 17, 2024

RECOMMENDATION

Adoption of a resolution authorizing the Executive Director on behalf of BCRTA to purchase nineteen (19) standard laptops, four (4) ruggedized laptops, eighteen (18) desktops, and sixty-eight (68) monitors under a cooperative purchasing agreement with MRA International for an amount not to exceed \$73,474.74.

FINANCIAL CONSIDERATIONS

This is a one-time purchase with a total expenditure not to exceed \$73,474.74.

BUSINESS PURPOSE

To replace outdated and non-functioning PCs, laptops, and monitors across all three branches of BCRTA.

PROCUREMENT CONSIDERATIONS

Based on BCRTA's responsiveness 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.
- FTA Circular 4220.1f, Chapter V, Section 7 permits recipients to purchase off existing contracts.

BCRTA Resolution No. 24-04-01

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Purchase Replacement Computers

Whereas staff and BCRTA's IT services provider examined all computers currently used by BCRTA staff to determine functionality and longevity; and

Whereas during this review, it was determined that nineteen (19) laptops, eighteen (18) desktops and sixty-eight (68) monitors are outdated and require replacement; and

Whereas Operations requested an additional four (4) ruggedized laptops to be provided for street supervisors' use; and

Whereas FTA Circular 4220.1f, Chapter V, Section 7 permits recipients to purchase off existing contracts; and

Whereas OMNIA Partners is an online cooperative agreements provider and database, and has a robust government contracts portfolio that includes computers and related equipment; and

Whereas BCRTA reviewed OMNIA's current cooperative agreements for computers and spoke with several awarded vendors, including Hewlett Packard (HP) and Staples, about the availability of the computers and monitors specified by BCRTA for replacement; and

Whereas BCRTA determined that a certified HP dealer, MRA International, is the vendor able to provide all requested replacement computers and monitors as specified by BCRTA and should be awarded the contract.

Now therefore be it resolved:

SECTION 1: The BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute a Contract for replacement laptops, desktops, and monitors in the amount of \$66,795.22 plus a 10% contingency at a not to exceed amount of \$73,474.74 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: April 17, 2024



Perry Gordon (Apr 17, 2024 11:35 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 – Mobile Ticketing and Fare Collection Solution*

April 17, 2024

RECOMMENDATION

Adoption of a resolution authorizing the Executive Director on behalf of BCRTA to execute a software-as-a-service contract with Masabi LLC, through NEORide Regional Council of Governments, for an amount not to exceed \$26,987.25 to be paid directly by BCRTA.

FINANCIAL CONSIDERATIONS

- This is a software-as-a-service (SaaS) contract for an initial term of two (2) years plus two (2) additional option years, with a total expenditure not to exceed \$26,987.25 to be paid directly by BCRTA.
- The software annual service fees will be covered for the duration of 2024 by NEORide's grant funds and beginning in January 2025, will be funded by BCRTA operating funds.
- Masabi does receive an additional revenue share of fare media sold at the point of transaction which is deducted before NEORide passes final fare revenue collected to BCRTA.

BUSINESS PURPOSE

As a joint endeavor with the NEORide Regional Council of Governments, BCRTA seeks to utilize Masabi's ticketing platform and fare collection software to facilitate easier fare collection for relevant BCRTA routes and services.

PROCUREMENT CONSIDERATIONS

Based on BCRTA's and other participating agency's experiences 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.

BCRTA Resolution No. 24-04-02

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Software-as-a-Service Contract for Fare Collection

Whereas, NEORide Regional Council of Governments solicited for mobile ticketing platform services and validation hardware as a joint procurement with several of its member agencies; and

Whereas NEORide's selection committee determined that Masabi LLC's proposal was the most advantageous for NEORide's participating agencies; and

Whereas the final executed Master Services Agreement (MSA) was negotiated and signed by NEORide and Masabi LLC on March 13, 2024; and

Whereas the MSA requires that each participating agency sign an additional agreement accepting the terms of the MSA, and based on the agency's level of participation and pricing; and

Whereas BCRTA has determined that the price is fair and reasonable and agrees to comply with all terms of the MSA.

Now therefore be it resolved:

SECTION 1: The BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute a Software-as-a-Service Contract for fare collection and mobile ticketing in the amount of \$24,533.86 plus a 10% contingency at a not to exceed amount of \$26,987.25, paid directly by BCRTA, 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 April 17, 2024:


Perry Gordon (Apr 17, 2024 11:35 EDT)

Perry Gordon, Board Vice President



Matthew Dutkevich, Executive Director



TO: BCRTA Board of Trustees

FROM: Meagan Varney, Procurement & Compliance Specialist

RE: *Action Item – 2023-053, Chestnut Fields On-Call Inspections and Testing Agency*

April 16th, 2024

RECOMMENDATION

Adoption of a resolution amending BCRTA Resolution 23-11-07 authorizing the Executive Director on behalf of BCRTA to adjust the Contract with S&ME, Inc. Cincinnati an additional \$20,212.50 for a total amount not to exceed \$65,722.50.

FINANCIAL CONSIDERATION

- The contract subject to adjustment is the current agreement for on-call inspection and testing services for the duration of the Chestnut Street Multimodal Station and Shared Services Facility construction project, with the original total expenditure not to exceed \$45,510.00, which included a 20% contingency.
- BCRTA requires the previously approved total be increased to an amount not to exceed \$65,722.50, to account for unforeseen soil testing and labor hours required by the testing agency that resulted when the foundation from the previous building was discovered by the prime contractor during excavation and water was flowing throughout the project.
- The amount requested for the increase includes additional labor hours required by S&ME's experts as well as several rounds of soil testing that were unanticipated when the contract was originally agreed.

BUSINESS PURPOSE

To ensure we can proceed with testing on the project without requiring additional board approval in future. While BCRTA considered the likely variability in costs associated with these types of contracts and projects when it requested the original 20% contingency, the severity of the issue caused by the water and additional excavation required a complete shutdown of contract work on the project and could not have been predicted by BCRTA or S&ME at the time of the original contract.

PROCUREMENT CONSIDERATIONS

Based on BCRTA's personal experience with this vendor and their agreed upon contract pricing, S&ME, Inc. Cincinnati have the capacity to continue performance under this contract without necessitating further additional funds, absent additional unforeseen circumstances.

BCRTA Resolution No. 24-04-03

Amending BCRTA Resolution 23-11-07 to Authorize Additional Funds for the Inspections and Testing for the Chestnut Street Multimodal Facility Construction Project.

Whereas on November 15th, 2023, the BCRTA Board of Trustees adopted Resolution 23-11-07 authorizing the Executive Director to execute a contract with S&ME, Inc. to act as on-call inspection and testing agency for the duration of the Chestnut Street Multimodal Station Construction Project; and

Whereas the prime contractor discovered, after excavation was underway, that there was a foundation from a previous building existing underneath the construction site, the extent of which was unknown to all parties prior to the beginning of the project; and

Whereas the existing foundation caused water to flow unimpeded throughout the area to be graded, which caused a construction delay of approximately one month and required S&ME to remain on-site almost daily for additional testing and assistance in resolving the water issue and ensuring soil compliance; and

Whereas the contingency originally authorized in Resolution 23-11-07 was not adequate to cover the unforeseen nature of the testing required for the existing conditions; and

Whereas the testing agency provided a breakdown of additional tests and labor hours incurred by their staff for this event at twenty thousand two hundred and twelve dollars and fifty cents (\$20,212.50).

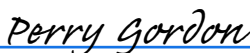
Now therefore be it resolved:


SECTION 1: That the BCRTA Board of Trustees hereby amends Resolution 23-11-07 to authorize the BCRTA Executive Director to adjust the total not to exceed amount due to **S&ME Inc., Cincinnati** for the provision of on-call inspection and testing services for the Chestnut Street Multimodal Facility Construction Project for the duration of the Project to sixty-five thousand seven hundred and twenty-two dollars and fifty cents (\$65,722.50).

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 April 17, 2024:


Perry Gordon (Apr 17, 2024 11:35 EDT)
Perry Gordon, Board Vice President


Matthew Dutkevich, Executive Director

METRIC DASHBOARD

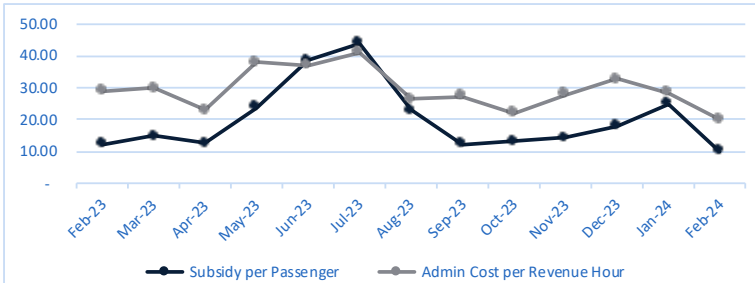
February 2024

Leveraging Competitive Funding & Partnerships

Average Fleet Age

6.32

Since Last Month 0.08 1.27%
 Since Last Year 0.99 15.66%



Enhancing Connectivity

BCRTA Transit App Users

6,686

Since Last Month 3,368 50.37%
 Since Last Year 1,592 23.81%

BGO App Rides/Total BGO Rides

33.22%

Since Last Month 5.00% 15.06%
 Since Last Year 9.33% 28.09%

BCRTA Transit App Downloads

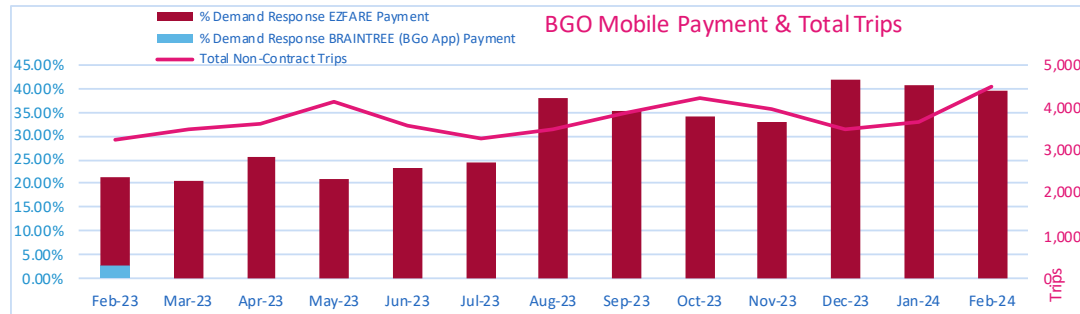
932

Since Last Month (84) -9.01%
 Since Last Year 514 55.15%

BGO App Downloads

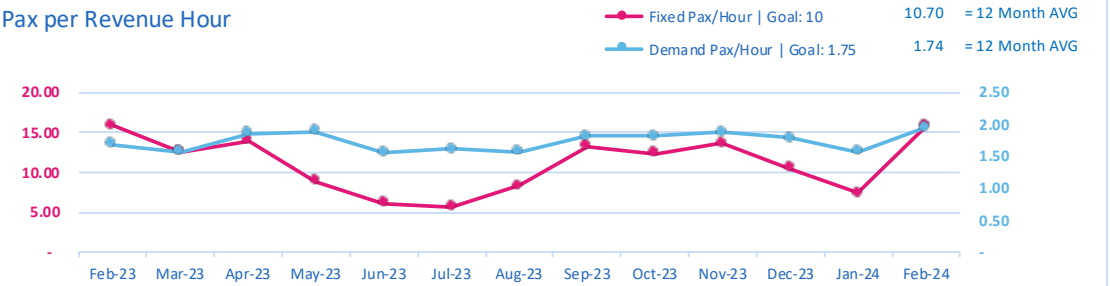
97

Since Last Month 26 26.80%
 Since Last Year (52) -53.61%

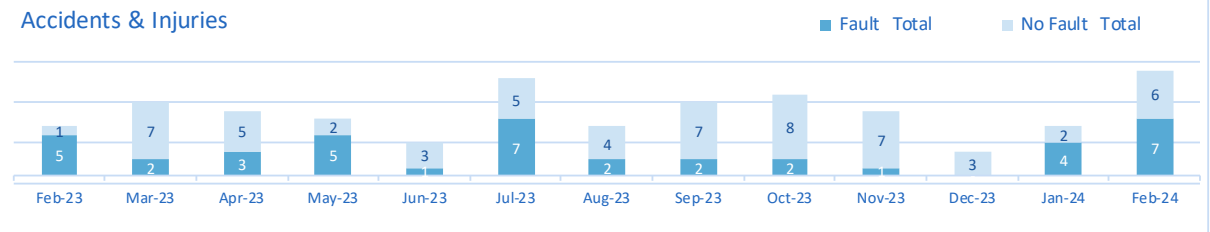


Improving Mobility & Eliminating Barriers

Pax per Revenue Hour



Accidents & Injuries



Target Operator Staffing

62%

Since Last Month -16.54%
 Since Last Year -20.08%
 12 Month Average 72.06%
 GOAL 100.00%

Denials & Refusals/Total BGO

32.47%

Since Last Month -4.71%
 Since Last Year 17.16%
 12 Month Average 28.71%
 GOAL 0.00%

Supporting Employers

CincyLink Total Trips

2,838

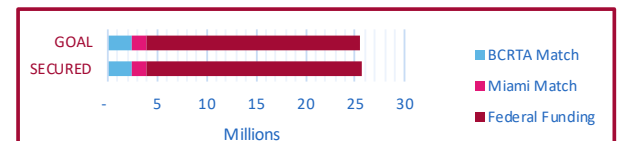
Since Last Month (178) -6%
 Since Last Year 1,322 47%

BGO Employment Trips

1,776

Since Last Month (28) -1.58%
 Since Last Year 205 11.54%

Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

543



Strategic Plan Updates & Director's Notes

1 Increase Education & Advocacy

Demographics for Messaging

Staff are beginning the process of implementing a demographic survey 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. Look for the survey to be live early this summer. 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 are working to begin the funding education campaign in the next few weeks. Unfortunately, this process has been delayed by new year financial processes and FTA required processes associated with NTD reporting and Triennial Review. Updates to the 10-year financial forecast are necessary to move forward on this piece. These updates are underway now and should be ready for presentation in May.

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.

Strategic Plan Updates & Director's Notes

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

Middletown

BCRTA staff continue to work closely with City of Middletown staff to streamline the transit relationship and leverage small urban funding.

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.

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.

Strategic Plan Updates & Director's Notes

5 Lead Workforce Development

Barriers to Progress

As staff have started work on addressing driver hiring, several issues or barriers have come to light including 1) wages and compensation and 2) training bandwidth. More information on wage benchmarking will be presented at the May Board meeting with recommendations from staff. However, availability of qualified trainers and space for training and other functions is also an issue. Staff are investigating cost-effective options to solve the space issues.

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.

New Core Values

At the beginning of April, staff established a new set of core values to provide better team cohesion and employee guidance across work functions. BCRTA has adopted **E.L.E.V.A.T.E.:** **E**xceptional Customer Service, **L**eading Inclusion, **E**ffective Communication, **V**isionary Change, **A**mbitious Achievement, **T**ransparent Accountability, and **E**xemplary Safety.

6 Adapt to Market Demand

Commuter Service

CincyLink began collecting fares on April 1.

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 than was anticipated and took significantly longer to remove. BCRTA is working with its representative and the contractor to dial in the exact cost of the resulting change order which is estimated to be at least \$341K in addition to a delay claim of 4 weeks. This is within the BCRTA Board's originally authorized contingency but is a significant unforeseen expense. In the interest of avoiding additional delay claims, the contractor has continued to work at their own risk.

Strategic Plan Updates & Director's Notes

On a brighter note, City of Oxford agreed to waive a portion of utility capacity benefit charges at their March 19 meeting, significantly reducing BCRTA's out of pocket expense. Thank you letters were sent to council members and staff at BCRTA is exceptionally grateful for the support.

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. The project should begin in early 2024. BCRTA has also requested to add transit signal priority study to the scope of the project.

Strategic Plan Updates & Director's Notes

Work Plan

Task Name	Bucket Name	Progress	Priority	Assigned To	Created By	Created Date	Start Date	Due Date
Anniversary Logo	1 - 30th Anniversary	In progress	Urgent	Shawn Cowan	Sarah Schwartz	12/15/2023	01/01/2024	02/29/2024
Anniversary Event	1 - 30th Anniversary	In progress	Urgent	Sarah Schwartz,Shawn Cowan	Sarah Schwartz	12/15/2023	01/01/2024	03/31/2024
Bus Wrap (Not full) Anniversary Bus	1 - 30th Anniversary	In progress	Medium	Shawn Cowan	Sarah Schwartz	12/15/2023	01/01/2024	03/31/2024
Advertising Promotion of Business	1 - 30th Anniversary	In progress	Medium	Sarah Schwartz,Shawn Cowan	Sarah Schwartz	12/15/2023	01/01/2024	03/31/2024
Once a Month Anniversary Event	1 - 30th Anniversary	In progress	Urgent	Sarah Schwartz,Shawn Cowan	Sarah Schwartz	12/15/2023	01/01/2024	03/31/2024
Identity and Secure Sponsors (Engage Business Community)	1 - 30th Anniversary	In progress	Low	Sarah Schwartz,Shawn Cowan	Sarah Schwartz	12/15/2023	01/01/2024	03/31/2024
Oxford Engagement (for General Public)	1 - Community Engag	Not started	Low	Sarah Schwartz,Shawn Cowan	Sarah Schwartz	12/15/2023	01/01/2025	03/31/2025
State of the Authority	1 - Community Engag	Not started	Low	Sarah Schwartz,Matthew Dutkewicz	Sarah Schwartz	12/15/2023	01/01/2025	03/31/2025
Coffee & Conversations Events	1 - Community Engag	Not started	Medium	Shawn Cowan	Sarah Schwartz	12/15/2023	04/01/2024	07/01/2024
Canned Speaker Bureau (Rotary Meetings Etc.)	1 - Community Engag	Not started	Important	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	04/01/2024	07/01/2024
Community Advocates/ Advisory Committee	1 - Community Engag	Not started	Important	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	04/03/2023	07/01/2024
Chamber Presentations	1 - Community Engag	Not started	Medium	Shawn Cowan	Sarah Schwartz	12/15/2023	07/01/2024	08/30/2024
Determine the communications for each area/ride/demographic	1 - Develop Education	In progress	Important	Shawn Cowan	Sarah Schwartz	12/15/2023	01/01/2024	03/30/2024
Define ride/demographic vs. non-ride/demographic	1 - Develop Education	In progress	Urgent	Russell,Alwace,Shawn Cowan	Sarah Schwartz	12/15/2023	01/01/2024	03/30/2024
Create Advocacy Materials for Public Consumption	1 - Develop Education	Not started	Medium	Shawn Cowan	Sarah Schwartz	12/15/2023	07/01/2024	09/30/2024
Create talking Points & Content for Public Sharing	1 - Develop the BCRT	In progress	Important	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	01/01/2024	03/31/2024
Meeting with Elected Officials	1 - Develop the BCRT	Not started	Important	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	04/01/2024	07/01/2024
Fiscal Impact	1 - Develop the BCRT	Not started	Medium	Dee Weidner	Sarah Schwartz	12/15/2023	04/01/2024	07/01/2024
Environmental Impact	1 - Develop the BCRT	Not started	Low	Russell, Alwace	Sarah Schwartz	12/15/2023	06/30/2024	08/31/2024
Collaborating Strategically (Voice at the Bigger Table)	1 - Develop the BCRT	Not started	Low	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	10/01/2024	11/30/2024
Create and Sell BCRTA Merchandise	1 - Merchandise	In progress	Low	Sarah Schwartz,Dee Weidner	Sarah Schwartz	12/15/2023	01/01/2024	03/31/2024
Establish Loyalty Program/Free Merch Relationship	1 - Merchandise	Not started	Low	Sarah Schwartz,Dee Weidner	Sarah Schwartz	12/15/2023	01/01/2025	03/31/2025
Leverage Resell Partners for Merch	1 - Merchandise	Not started	Low	Sarah Schwartz,Dee Weidner	Sarah Schwartz	12/15/2023	04/01/2025	06/30/2025
Create Online Store	1 - Merchandise	Not started	Low	Sarah Schwartz,Dee Weidner	Sarah Schwartz	12/15/2023	07/01/2024	08/31/2024
Engaging the Parking & Transportation Advisory Council	1 - Miami University	In progress	Urgent	Luke Morgan,Russell	Sarah Schwartz	12/15/2023	01/01/2024	03/31/2024
Explore Additional MU Contacts (Employee Engagements/Education)	1 - Miami University	Not started	Important	MaryJane Leveline	Sarah Schwartz	12/15/2023	01/01/2025	03/31/2025
Annual bus wrap with MU-Competition?	1 - Miami University	Not started	Low	Shawn Cowan	Sarah Schwartz	12/15/2023	01/01/2025	03/31/2025
Social Media Marketing-Build Ridership-New Developments	1 - Miami University	Not started	Medium	Shawn Cowan	Sarah Schwartz	12/15/2023	01/01/2025	03/31/2025
Mobility Options Awareness & Connections	1 - Miami University	Not started	Low	Shawn Cowan	Sarah Schwartz	12/15/2023	01/01/2025	03/31/2025
Raising Student Orientation Profile	1 - Miami University	In progress	Low	Sarah Schwartz	Sarah Schwartz	12/15/2023	04/01/2025	07/31/2025
Investigate Funding Model and other communities Success Stories	2 - Enhance Revenue	Not started	Medium	Sarah Schwartz,Matthew Dutkewicz	Sarah Schwartz	12/15/2023	01/01/2024	03/31/2024
Leverage Unused/Untapped/Lapsing Local Transit Funds	2 - Enhance Revenue	Not started	Medium	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	01/01/2024	03/31/2024
Funding Education Campaign Tour	2 - Enhance Revenue	Not started	Important	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	01/01/2024	03/31/2024
Community Partnerships	2 - Enhance Revenue	Not started	Low	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	01/01/2025	03/31/2025
Business Partnerships	2 - Enhance Revenue	Not started	Low	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	01/01/2025	03/31/2025
1st Attempt at Long Term Dedicated Funding	2 - Enhance Revenue	Not started	Important	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	01/01/2025	03/31/2025
Stage 2-Community Education	2 - Enhance Revenue	Not started	Important	Sarah Schwartz,Matthew Dutkewicz	Sarah Schwartz	12/15/2023	01/01/2025	04/04/2025
Develop Unfunded Service Scenarios	2 - Enhance Revenue	In progress	Important	Dee Weidner,Luke H	Sarah Schwartz	12/15/2023	04/01/2024	06/30/2024
Community Campaign (Support Transit Window Stickers/Pledge)	2 - Enhance Revenue	Not started	Medium	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	04/01/2025	06/30/2025
2nd Attempt for Long-Term Dedicated Funding	2 - Enhance Revenue	Not started	Important	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	07/01/2025	09/30/2025
Stage 1-Elected Official Support	2 - Enhance Revenue	Not started	Important	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	07/01/2024	10/04/2024
IT Partners	3 - Engage Disruptive	Not started	Medium	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	01/01/2025	03/31/2025
Testing Partners	3 - Engage Disruptive	Not started	Medium	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	01/01/2025	03/31/2025
Engagement	3 - Engage Disruptive	Not started	Medium	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	01/01/2025	03/31/2025
Innovation/Reputation (recruitment)	3 - Engage Disruptive	Not started	Medium	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	01/01/2025	03/31/2025
Work with Small Businesses and Entrepreneurs to Advance economic dev	3 - Engage Disruptive	Not started	Medium	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	01/01/2025	03/31/2025
Work with Entrepreneurial Centers, Incubators, Colleges/Universities	3 - Engage Disruptive	Not started	Medium	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	01/01/2025	03/31/2025
Advanced Mobility Hubs	3 - Engage Disruptive	Not started	Medium	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	01/01/2026	03/31/2026
Get BCRTA on the map-Develop a Regional/ National Reputation	3 - Engage Disruptive	Not started	Medium	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	01/01/2026	03/31/2026
Funding (Ex. CVG Application for NASA Grant)	3 - Engage Disruptive	Not started	Medium	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	01/01/2025	06/30/2025
Partners and Other Revenue Generation Opportunities	3 - Engage Disruptive	Not started	Low	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	04/01/2026	06/30/2026
Warren County	4 - Public Partner Eng	Not started	Low	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	01/01/2025	03/31/2025
Clemont County	4 - Public Partner Eng	Not started	Low	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	01/01/2025	03/31/2025
NCORide	4 - Public Partner Eng	In progress	Medium	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	04/01/2024	06/30/2024
Workforce Investment Board	4 - Public Partner Eng	Not started	Medium	MaryJane Leveline	Sarah Schwartz	12/15/2023	07/01/2024	09/30/2024
Butler County (ODJFS)	4 - Public Partner Eng	Not started	Low	Luke Morgan,Shawn Cowan	Sarah Schwartz	12/15/2023	07/01/2024	09/30/2024
Expand Oversight Responsibility and capabilities for Middletown Small U	4 - Leverage Regional	In progress	Important	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	01/01/2024	03/31/2024
Utilize Other Transit Agencies to Identify "Win-Win" Scenarios	4 - Leverage Regional	Not started	Low	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	03/31/2025	03/31/2025
Engage in EZ Connect Paratransit Technology Coordination	4 - Leverage Regional	In progress	Low	Luke Morgan,Shawn Cowan	Sarah Schwartz	12/15/2023	01/01/2025	03/31/2025
Engage in Regional Paratransit Coordination	4 - Leverage Regional	In progress	Low	Luke Morgan,Shawn Cowan	Matthew Dutkewicz	03/12/2024		12/31/2025
Emotional Pull-1 Video/Quarter	5 - Lead Workforce D	Not started	Medium	MaryJane Leveline	Sarah Schwartz	12/15/2023	01/01/2024	03/31/2024
Salary Study	5 - Lead Workforce D	In progress	Urgent	MaryJane Leveline	Sarah Schwartz	12/15/2023		03/31/2024
Update Program for Prior Operator (create options: PT, Experienced, etc.)	5 - Lead Workforce D	Not started	Important	MaryJane Leveline	Sarah Schwartz	12/15/2023	01/01/2024	03/31/2024
Expand Training Capacity	5 - Lead Workforce D	In progress	Urgent	MaryJane Leveline	Sarah Schwartz	12/15/2023	01/01/2024	03/31/2024
Create Onboarding Schedules So All Leaders Can Participate	5 - Lead Workforce D	Not started	Important	Luke Morgan,MaryJane	Sarah Schwartz	12/15/2023	01/01/2024	03/31/2024
Structure Organization for Consistent Supervisors/Relationship	5 - Lead Workforce D	In progress	Important	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	01/01/2024	03/31/2024
Investing in Recruitment/ Employment/Advertising	5 - Lead Workforce D	In progress	Important	Shawn Cowan	Sarah Schwartz	12/15/2023	01/01/2024	03/31/2024
Better Understand the 4th Generation in the Workforce and Identify Need	5 - Lead Workforce D	Not started	Medium	MaryJane Leveline	Sarah Schwartz	12/15/2023	01/01/2024	03/31/2024
BCRTA Value	5 - Lead Workforce D	Completed	Medium	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	01/01/2024	03/31/2024
Workforce Investment Act Recruiting	5 - Lead Workforce D	Not started	Medium	Dee Weidner,MaryJane	Sarah Schwartz	12/15/2023	04/01/2024	06/30/2024
Differentiate Recruiting	5 - Lead Workforce D	Not started	Medium	Sarah Schwartz,MaryJane	Sarah Schwartz	12/15/2023	04/01/2024	06/30/2024
Implement Lessons Learned from the 4th Generation Research	5 - Lead Workforce D	Not started	Important	MaryJane Leveline	Sarah Schwartz	12/15/2023	04/01/2024	06/30/2024
Internal Promotion Pathways	5 - Lead Workforce D	In progress	Medium	MaryJane Leveline	Sarah Schwartz	12/15/2023	04/01/2024	06/30/2024
Vocational Schools as Targets	5 - Lead Workforce D	Not started	Low	Sarah Schwartz,MaryJane	Sarah Schwartz	12/15/2023	04/01/2025	06/30/2025
Staff Training for Internal Customer Service (mentor/Ambassador Trainin	5 - Lead Workforce D	Not started	Medium	Luke Morgan,MaryJane	Sarah Schwartz	12/15/2023	04/01/2025	06/30/2025
Engage in DEI Commitment and Activities	5 - Lead Workforce D	Not started	Medium	Dee Weidner,MaryJane	Sarah Schwartz	12/15/2023	04/01/2024	06/30/2024
Onboarding Within the Department and with a Mentor (Post-Training)	5 - Lead Workforce D	Not started	Low	MaryJane Leveline	Sarah Schwartz	12/15/2023	07/01/2024	09/30/2024
Infrastructure	6 - Adapt To Market D	Not started	Medium	Luke Morgan,Russell	Sarah Schwartz	12/15/2023	04/01/2024	06/30/2024
Differentiate Our Service Delivery Strategy by Mode and Geography	6 - Adapt To Market D	Not started	Important	Matthew Dutkewicz	Sarah Schwartz	12/15/2023	04/01/2024	06/30/2024
Connecting with Other Modes of Transportation	6 - Adapt To Market D	Not started	Low	Luke Morgan,Russell	Sarah Schwartz	12/15/2023	04/01/2024	06/30/2024
Connecting with Other Transit Systems	6 - Adapt To Market D	In progress	Medium	Luke Morgan,Russell	Sarah Schwartz	12/15/2023	04/01/2024	06/30/2024
Create and Complete Community Service on Needs & Desires	6 - Adapt To Market D	Not started	Important	Russell,Alwace,Shawn Cowan	Sarah Schwartz	12/15/2023	04/01/2024	06/30/2024
Develop Good, Better, Best Scenarios	6 - Adapt To Market D	In progress	Important	Luke Morgan,Russell	Sarah Schwartz	12/15/2023	04/01/2024	06/30/2024
Partner Business Input	6 - Adapt To Market D	Not started	Important	Sarah Schwartz,Shawn Cowan	Sarah Schwartz	12/15/2023	07/01/2024	09/30/2024
2022 Annual Report	To do	In progress	Urgent	Shawn Cowan	Sarah Schwartz	12/15/2023	01/01/2024	01/29/2024
2023 Annual Report	To do	In progress	Important	Shawn Cowan	Sarah Schwartz	12/15/2023	05/31/2024	05/31/2024

Strategic Plan Updates & Director's Notes

State of Good Repair

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.

Ohio Workforce Mobility Grant

ODOT made grant announcements on 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 pc's, replacement onboard tablets, and GRF operating match.

State Capital Budget

BCRTA submitted a request for \$3M to State Rep. Carruther's 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 is awaiting any news from additional rounds of State capital funding.

Coming Up

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.

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 on-site in late June.

Strategic Plan Updates & Director's Notes

Upcoming Procurements >\$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
Procurement , Maintenance, and Finance Software Integrated Solution – Phase II	BCRTA	275K	5	New
MTS TDP Study	MTS	45K	Task	New
Mobile Ticketing	BCRTA	Rev Share	5 years	Renewal
Moser Court 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

CORE VALUES



Exceptional Customer Service

We strive to exceed expectations and deliver unexpectedly superior customer service to internal and external customers.



Leading Inclusion

We are inclusive and respectful, fostering a welcoming environment for all.



Effective Communication

We exemplify strong organizational communication skills, fostering seamless information flow internally and externally.



Visionary Change

We adapt positively to change, embracing new opportunities for growth and innovation.



Ambitious Achievement

We consistently demonstrate exceptional achievement through strategic goal setting and surpassing SMART objectives.



Transparent Accountability

We consistently hold ourselves and others accountable for our actions and outcomes.



Exemplary Safety

With every action and decision, we reduce risk and prioritize the safety and well-being of our employees, passengers, community, and assets.









BCRTA Meeting Packet 4-17-2024 V2

Final Audit Report

2024-04-18

Created:	2024-04-17
By:	Sarah Schwartz (schwartzs@butlercountyrta.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAADuX2fpT3ibwownn1j1w33oNNCvuVR7fp

"BCRTA Meeting Packet 4-17-2024 V2" History

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