



BCRTA Board of Trustees

Butler County Regional Transit Authority

BCRTA Board Room: 3045 Moser Court, Hamilton, OH 45011

2025-01-15 08:00 - 09:30 EST

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Authorizing the filing of (an) SFY 2026 application(s) with the Ohio Department of Transportation by the Butler County Regional Transit Authority (BCRTA) for grants through the US DOT Federal Transit Administration (FTA) and the State of Ohio, as authorized under Federal Transit Laws and State of Ohio laws and executing a contract with the Ohio Department of Transportation upon project approval.	
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VIII. Executive Session

Pursuant to Ohio Revised Code §121.22 G(1) to consider the employment and compensation of a public employee and Pursuant to Ohio Revised Code §121.22 G(3) to conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action

IX. Adjourn



Board of Trustees

Mr. Christopher Lawson,
President

Mr. Perry Gordon,
Vice President
City of Oxford
Police Department

Mr. Nick Bauer

Ms. Yasmen Brown-Jones

Mr. David Fehr
Butler County Department
of Development

Mr. James A. Foster

Mr. Dannel R. Shepard

Mr. Corey Watt

Ms. Kathy Wyenandt

Executive Director

Mr. Matthew M. Dutkevics

Legal Counsel

Mr. Brain Zets
Isaac Wiles
Burkholder & Teetor, LLC

***** PUBLIC MEETING NOTICE *****

**Butler County Regional Transit Authority Board of
Trustees**

**The BCRTA Board of Trustees is scheduled to meet on
Wednesday, January 15, 2025 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

2025 Butler County RTA Board of Trustees Attendance

	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec
Bauer, Nick												
Brown-Jones, Yasmien												
Fehr, David												
Foster, Jim												
Gordon, Perry												
Lawson, Chris												
Shepard, Dannel												
Watt, Corey												
Wyenandt, Kathy												

X = Present

E = Excused

E* = Online not Official

A = Absent

IV. Comments from Citizens

Ms. Harris presented comments. Those can be found in Appendix A.

V. Secretary/Treasurer's Report

Financials as of September 2024, compared to the Annual Budget were included in the board packet. Revenues at 80.9% of budgeted amounts are still on trend from previous months. Fares continue to do well as the increase in drivers has allowed BCRTA to put more service on the road. The STAR account continues to do well earning 4.8% interest or a 5.4% annual yield. We are still waiting for our 2024 City of Hamilton Community Development Block Grant award, so only Agency Funding remains under budget. Total Revenues were just under \$9M.

Expenses of \$6.8M remained under budget as expected at 67.8% and are continuing their trends as well. Wages have finally caught up with the budget and are now at 75.6%, yet fringes continued to lag.

The Transaction logs for the months of September were included in the packet presenting all cash transactions for the period. No unusual transactions occurred during this timeframe.

The balance sheet for September 2024 was presented with normal balances for assets, as well as liabilities and equity. Ms. Weidner pointed out the high balances in both Accounts Receivable and Accounts Payable were due to the timing of a payment to our construction contractor and the Federal draw against the same amount.

At the end of September, Available Funds were approximately \$10.8M. Total Board Reserves were at \$5.9M, and Non-Restricted Funds were \$4.9M. Non-restricted funds will be used for the completion of Chestnut Street Station if needed and future operational needs.

Trustee Gordon did ask what the \$900 Kelly's Bakery charge was. Mr. Dutkevicz explained that this charge was for a large order of custom cookies that were used in Marketing at Hamilpalooza in celebration of BCRTA's Summer of Celebration 30th Anniversary.

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

VI. Governance

a. Appointment of 2025 Nominating Committee (Action of President)

President Lawson spoke of interest in the positions available on the Nominating Committee. Trustee Foster stated he would continue to serve. President Lawson asked Trustee Bauer if he would be willing to serve again on the committee. Trustee Bauer agreed. Trustee Lawson offered positions on the committee for anyone else who may wish to serve. Trustee Gordon agreed to serve on the committee.

b. Appointment of 2025 OKI Representative & Alternate (Action of President)

President Lawson stated that the OKI representatives have been himself and Mr. Dutkevicz. President Lawson inquired if this was acceptable to the Board they both would continue to serve.

c. Appointment of 2025 Audit Procurement & Finance Chair (Action of President)

President Lawson stated that himself and Trustee Foster have served on the Audit, Procurement, and Finance Committee. President Lawson asked for any other volunteers. Mr. Dutkevicz added that the Chair of the Finance Committee will also serve on the Executive Committee. Trustee Foster agreed to continue to serve as the chair.

d. Appointment of 2025 Records Commission Chair (Action of President)

President Lawson appointed himself to the Chair of the Records Commission.

e. Ratify 2025 Meeting Calendar (Motion Requested)

Mr. Dutkevicz stated that the meeting dates for 2025 have been included in the Board packet in the last few months. It is included again in this month's packet. The dates are able to be changed if there is a conflict. Trustee Fehr asked about the July meeting that is scheduled. There normally is not a July meeting. However, it is on the calendar just in case it is needed. It can be cancelled if a meeting is not needed.

Trustee Foster moved to ratify the calendar. Trustee Wyenandt seconded. All others voted in favor of approval.

f. Endorse 2025 Reappointments (Motion Requested)

Mr. Dutkevicz reminded the Board that the process of appointing and reappointing trustees is the Butler County Board of Commissioners' choice. They look for the BCRTA's Board of Trustees recommendation.

Trustee Watt moved to recommend reappointment of Trustees Bauer, Fehr, and Brown-Jones. Trustee Foster seconded. All others voted in favor of approval.

VII. Action Items

a. Resolution 24-11-01: Adoption of the FY2025 Accrual Operating Budget for the Butler County Regional Transit Authority (BCRTA).

The final draft of the 2025 Operating Budget was presented by Ms. Weidner. Revenues and Expenses were updated slightly and estimates for BCRTA's share of Depreciation and the Net Pension/OPEB amounts were updated. State Funding was updated with 2025's Urban Transit Program awards and eliminated the need for BCRTA to contribute cash to balance the budget. Gain/Loss before Depreciation, Net Pension & OPEB Expenses is expected to be approximately \$304K.

Trustee Shepard asked about the decrease in the proposed budget for services and supplies. Trustee Shepard asked if BCRTA is eliminating anything to explain this decrease. Ms. Weidner stated that when the budget was built in 2023, additional funds were put in place as a cushion. However, for the update, that cushion was removed.

Trustee Fehr asked about utilities. The Chestnut facility will be opening; yet the utility budget has remained the same. Trustee Fehr asked if this would cause BCRTA to go over budget once Chestnut is operational. Ms. Weidner answered no. The money that has been budgeted for wi-fi on the buses will be allocated for additional utility costs.

Trustee Watt moved to adopt Resolution 24-11-01. Trustee Wyenandt seconded.

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

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

The resolution was adopted.

b. Resolution 24-11-02: Authorization of FY2025 Appropriations and Acceptance of the Butler County Regional Transit Authority (BCRTA) Fiscal Officer’s Certification of Funds and Estimation of Revenues.

Ms. Weidner reviewed the projected cash balance, estimated revenues and authorized appropriations resulting in the projected year end funds for 2025.

Trustee Shepard moved to adopt Resolution 24-11-02. Trustee Foster seconded.

Upon a call of the roll, resulted as follows:

Trustee Bauer	Yes
Trustee Brown-Jones	Absent
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 24-11-03: Confirmation of Board Policy 6-02 Investments.

Ms. Weider explained that this is the same policy that is presented every year. BCRTA still only invests in secured assets such as the STAR account. Mr. Dutkevicz stated there are no changes to the policy, but it does go before the Board every year for approval.

Trustee Wyenandt moved to adopt Resolution 24-11-03. Trustee Gordon seconded.

Upon a call of the roll, resulted as follows:

Trustee Bauer	Yes
Trustee Brown-Jones	Absent
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.

d. Resolution 24-11-04: Confirmation of Board Policy 6-08 Reserves.

Mr. Dutkevicz explained that this policy is unaltered. Although there are no changes, it is brought before the Board for approval every year.

Trustee Fehr moved to adopt Resolution 24-11-04. Trustee Foster seconded.

Upon a call of the roll, resulted as follows:

Trustee Bauer	Yes
Trustee Brown-Jones	Absent
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.

e. Resolution 24-11-05: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Enter into a Memorandum of Understanding with the Ohio-Kentucky-Indiana Regional Council of Governments (OKI) Concerning the Metropolitan Transportation Planning Process.

Mr. Dutkevicz discussed that this Resolution is to enter an MOU with OKI. This is an agreement that BCRTA enters into every few years with OKI. It outlines the responsibilities that are held when working with municipalities and townships. BCRTA has invested no funds to participate. This is an FTA requirement to show coordinated transit planning.

Trustee Watt moved to adopt Resolution 24-11-05. Trustee Foster seconded.

Upon a call of the roll, resulted as follows:

Trustee Bauer	Yes
Trustee Brown-Jones	Absent
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.

f. Resolution 24-11-06: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Contract for Consultation Services.

Ms. Varney explained this resolution is about hiring consulting services for the City of Oxford. BCRTA entered into a grant agreement with the City of Oxford to be the recipient of funds that

will be used for Oxford's Implementation Plan which include bike and pedestrian paths. In order to facilitate this, studies have to be done on the corridors for those paths. BCRTA agreed to assist Oxford. BCRTA handled the solicitation process and will draw the funds. Oxford, however, will be running the project. There was one proposal from KZF Design. It was a great bid with solid references. KZF was recommended for the award.

Mr. Dutkevicz added that this is in an Area of Persistent Poverty grant. The arrangement of BCRTA to be the recipient for funds going to Oxford is due to this program coming from the US DOT. BCRTA is the entity that is entitled to move those funds within Butler County.

Jessica Greene, Oxford Assistant City Manager, further explained that the purpose of the grant, under persistent poverty, is access to transportation hubs. The point of the project is to improve bicycle and pedestrian mobility within Oxford. The first phase is a route study. This is to determine all of the transit stops within Oxford, as well as all of the bicycle and pedestrian mobility options to those stops, and how they can be improved. Phase Two, Oxford's Parking and Transportation Board will narrow it down to the top priority areas. Depending on how far the grant dollars will stretch, the third phase will be 30% schematic design for the priority areas, which will put Oxford in a position to apply for additional grant funds to implement improvements. The Chestnut facility as well as other BCRTA major bus stops will be large factors in the design to improve both bicycle and pedestrian mobility.

Trustee Fehr stated that this plan was more of a macro plan. Ms. Green confirmed. At this stage it is route planning, and once specifics are identified, then additional grants can be sought for implementation.

Trustee Gordon asked if the three corridor areas have been identified. Ms. Green answered that the goal is to narrow down to three areas for the 30% schematic design.

Trustee Gordon moved to adopt Resolution 24-11-06. Trustee Foster seconded.

Upon a call of the roll, resulted as follows:

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

The resolution was adopted.

g. Resolution 24-11-07: Amending Resolutions 22-09-02 and 23-09-01 Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Task Order for Parking Lot Expansion Designs.

Mr. Dutkevicz stated that this is a project that has been two years in the making. The original design for the parking lot was conceived without knowledge of the Lo-No Grant. With these funds it is now possible and there is a need to include a propane fueling island. In order to accomplish this, a change of service agreement with the architects and engineers to design the propane fuel island is needed. Mr. Dutkevicz added that he expects one more change order to be brought before the Board, most likely in January, as the architect needs to discuss more with the subs to collect additional numbers. This project has been broken into several small pieces to keep it moving. This propane aspect can be the focus for the next few months and ready this spring when the larger parking lot portion goes out to bid.

Trustee Watt moved to adopt Resolution 24-11-07. Trustee Wyenandt seconded.

Upon a call of the roll, resulted as follows:

Trustee Bauer	Yes
Trustee Brown-Jones	Absent
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.

h. MOTION: Authorize the Executive Director to Distribute a Year-End Staff Bonus for All Employees Within Budget and Not to Exceed \$18,750 in Total.

Mr. Dutkevicz explained this motion is for the auditor. This is the year-end bonus for staff. It is not a large sum of money, but a nice gift included in the last pay of the year. The total for each member of staff is \$125.00. Mr. Dutkevicz adds that although not a large amount of money, it does go a long way toward appreciation and morale.

Trustee Shepard moved to approve the motion. Trustee Bauer seconded. All other voted in favor. The motion was approved.

VIII. Committee & Staff Reports

a) **OKI**

There is no OKI report this month.

b) **Service & Metrics**

Mr. Morgan provided the Service & Metrics report.

Leveraging Competitive Funding & Partnerships

- Average Fleet Age
 - 5.98 years – This is an increase of 6.86 percent from September 2023.
- Subsidy per Passenger
 - The subsidy per passenger increased in September of 2024 in comparison to last September by \$2.90 or 23.9 percent.
- Admin Cost Per Revenue Hour
 - Administrative Overhead cost per hour has decreased by \$1.97 or 7.2 percent comparing September of 2023 to September of 2024.

Enhancing Connectivity

- BCRTA Transit App Users
 - BCRTA had 8,180 users during the month of September for the Transit App. This is a 23.75 percent increase from the previous year.
- BCRTA Transit App Downloads
 - BCRTA tracked 1,423 new downloads for the Transit App in September of 2024. This is a 40.62 percent increase from the previous year.
- BGO App Rides/Total BGO Rides
 - 42.89 percent of all trips were booked utilizing the mobile application. This is a 21.34 percent increase from September of 2023.
- BGO App Downloads
 - BCRTA had 678 new users downloading the mobile application. This is a 40.12 percent increase from September of 2023.
- BGO Mobile Payment & Total Trips
 - BCRTA completed 6,796 non-contracted trips in September of 2024. This is a 75.7 percent increase in completed, non-contracted trips from September of last year.
 - No trips were paid for using the BCRTA mobile application (BrainTree).
 - 38.38 percent of all trips were paid for using EZFARE.

Improving Mobility & Eliminating Barriers

- Passengers Per Revenue Hour
 - Fixed routes had 14.74 passengers per revenue hour in September of 2024, this is a 1511 percent increase from September of 2023.
 - Demand Response service had 2.01 passengers per revenue hour in

September of 2024, this is a 1.310.4 percent decrease from September of 2023.

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

- Target Operator Staffing
 - 72%
 - This number has increased by 17.61 percent from the previous year.
 - The yearly average was 75.2 percent.

- Denials and Refusals/ Total BGO Trips
 - 24.69 percent of all requested BGO trips were refused or denied in September of 2024 due to time and capacity limitations. This is a 10.13 percent decrease from September of 2023.

Supporting Employers

- Cincylink (formerly 42X) Total Trips
 - CincyLink had 2,522 riders. This is a 7 percent decrease from September of the previous year.

- BGO Employment Trips
 - BCRTA completed 2,388 BGO trips for the purpose of employment in September of 2024, this is a 34.55 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 330 days or 0.9 years.

c) Marketing & Outreach

Ms. Cowan announced the Annual Report has been finalized and each Board member has been given a copy. Annual Report booklets have been ordered and will be given to stakeholders and elected officials. BLINK was a huge success. In the Thursday-Sunday event CincyBlink had 5,000 riders. The marketing campaign for this event was very successful. There was also a large amount of organic publicity that resulted as well.

Ms. Cowan continued that in January, BCRTA will be launching a new rewards app called BRewardred run by Velosia. The regional One Call OneClick call center will open in January as well.

Talent, Benefits, & Recruitment

Ms. Leveline stated that BCRTA is in the middle of open enrollment for the new benefits package. Employees have until noon this Friday to get all of their paperwork into Human Resources to enroll. BCRTA has always been a high deductible plan with an HSA. This package is a traditional PPO plan. The Board was given a copy of the plan to review. Ms. Leveline stated that as the plan shows, BCRTA employees now can enjoy very low deductibles and very low premiums. The medical plan has changed, as well as the prescription plan. The prescription plans work to find the best and lowest provider,. The vision and dental have remained the same. Orthodontia benefits have also been added.

Ms. Leveline continued that in looking at employee turnover rate from 08/01.2024-11/015/2024. BCRTA has experienced only an 18% turnover rate. This low rate is directly related to the wage increase and the benefits that are offered. The hiring trend has slowed, as there are only CDL positions now available. This slowdown has allowed the training department to hold refresher and CPR training classes.

Ms. Leveline added that since the last Board meeting, administrative and office staff have completed Stop the Bleed training. All drivers will receive that training in 2025. The next CDL training class will begin December 2. There are two (2) trainees that will attend and two (2) in the pipeline. BCRTA now employs 141 employees.

Trustee Watt expressed that he felt the new benefits package are very good benefits. Trustee Watt questioned the premium amount for the vision and dental benefits. The individual and family premiums are the same. Ms. Leveline confirmed that this is true. There are so many changes in the benefits package that this was something that for 2025 will remain. Ms. Leveline stated that going forward next year, those premiums as well as the premiums for tobacco users will be reviewed. Trustee Watt did inquire if Ms. Leveline had looked at different plans that have slightly high deductibles to save money for BCRTA. Ms. Leveline assured Trustee Watt that when BCRTA became self-insured the financial savings were large. Securing the PPO plan is still a very good deal for the employee and for the BCRTA budget.

Mr. Dutkevicz added that BCRTA models best practices. BCRTA can not only say there is a benefits package offered to employees, but the cost is in line with what frontline workers earn. The employees will be able to afford these benefits and pay rent.

d) Procurement

Ms. Varney discussed the upcoming procurements. The FF&E furniture as well as the bus wash items will be presented to the Board next year. Equipment for the wi-fi will also be upcoming. This may or may not come before the Board depending on cost. Mr. Williams, Mr. Wogenstahl and Ms. Varney have worked on a tire procurement and have a plan in place. There is a cooperative with Michelin that can be used for cut-away tires, which are the tires BCRTA purchase the largest amount of. The larger tire purchase will go out to bid. Ms. Varney added the on-board cameras will also be coming before the Board, as all of them in the fleet need to be replaced. Uniforms will also be upcoming. Currently BCRTA uses Cintas. Cintas will still be used, but it will be a different base contract. Trustee Watt asked if BCRTA is under

contract with Cintas, as there are other vendors that could be used. Ms. Varney stated that yes, BCRTA is still under contract through July 2025. In addition, there are not many vendors who can fulfill the unique needs that BCRTA requires.

e) Director's Report

Increase Education & Advocacy

A. CincyLink to Blink

CincyLink to Blink was very successful! Operations deployed more vehicles than expected and provided more than 5000 rides to and from Blink for the weekend.

B. Merchandising

BCRTA experienced some limited success with partner sales of 30th anniversary merch over the summer. Now that Summer of Celebration has ended, staff are testing an online portal for merch sales that will integrate with the future customer loyalty program.

C. Commissioner Work Session

Due to scheduling demands in the Commissioners' offices, BCRTA's appearance at a work session has been postponed until early 2025. Fortunately, staff expect to have some one-on-one meetings in early December.

Enhance Revenues

D. Funding Education

Although funding education was slated to begin this fall, staff have placed the item on hold until meetings with elected officials can be conducted later this year. Funding education will commence following these meetings.

Engage Entrepreneurial Disruptive Tech

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.

Matthew Dutkevicz and Luke Morgan attended an Autonomous Vehicle launch event at Western Reserve Transit Authority in Youngstown, OH on August 22 to view the proposed grant technology and learn more about autonomous vehicles. The grant partners also held a meeting to discuss project timeline and needs.

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.

F. Attain Grant

USDOT announced that we were successful in seeking the ATTAIN grant! BCRTA has agreed to partner with NEORide and other transit agencies to leverage 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.

G. Accelerating Advanced Digital Construction Management Systems Program
BCRTA also received news that the University of Cincinnati has been successful in receiving an AADCMS grant. BCRTA will support UC's grant by providing input and feedback regarding the agency's experience with technology used during the Chestnut Street Station construction project. BCRTA may also be eligible to receive additional software for use during the Moser Court FASST parking project.

Leverage Regional Partners

H. Middletown

Middletown City Council again discussed transition of their FTA grantee responsibilities to BCRTA at the October 1st council meeting. There were concerns but no objections. Staff is working with City to finalize an MOU. Authority to execute the MOU on behalf of BCRTA was authorized by the BCRTA Board at the October BCRTA Board meeting. Staff will meet with the City again on November 22nd.

I. Space Planning

As part of BCRTA's ongoing search for a solution to space constraints, BCRTA has engaged with Miami University Regionals staff to discuss opportunities to partner at the new advanced manufacturing education, training, research, and workforce hub at the former Vora Technology Park. Miami staff have offered very

competitive lease rates in addition to credits to offset any capital improvement needs. Unfortunately, the capital cost of construction/buildout has been determined by staff to be a barrier after conducting a feasibility study with one of BCRTA's A&E partners. Due to the current configuration of the building, required changes are estimated to exceed \$692K.

Staff are continuing to investigate alternatives that are a better fit for BCRTA's needs and budget.

J. 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. The pilot is expected to launch in Q1 2025. SORTA received a grant award to help fund operations as part of the Ohio Workforce Mobility Grant.

Lead Workforce Development

K. 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. The project would be completely reliant on discretionary grant funds.

Adapt to Market Demand

L. Chestnut Street Multimodal Station

Chestnut Street Station continues to move forward. The building is nearly "dried in" for the winter while doors and roofs are nearing completion. All concrete has been poured and drywall work will begin soon. Staff are working with Graybach and Bowen to identify an opening date in Fall of 2025.

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

M.

communities Success Stories	2 - Enhance Revenues	In progress	Medium	01/01/2024	03/31/2024			
Develop Unfunded Service Scenarios	2 - Enhance Revenues	Completed	Important	04/01/2024	08/09/2024	09/26/2024	Rescheduled	
Stage 1-Elected Official Support	2 - Enhance Revenues	Not started	Important	07/01/2024	10/04/2024			
Funding Education Campaign Tour	2 - Enhance Revenues	Not started	Important	01/01/2024	03/01/2025		DELAYED;Reschedule	
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			
Leverage Unused/Untapped/Lapsing Local Transit Funds	2 - Enhance Revenues	In progress	Medium	01/01/2024			Evergreen Target	
Engagement	3 - Engage Disruptive Technology	In progress	Medium	01/01/2025	03/31/2025			
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			
Innovation Reputation (recruitment)	3 - Engage Disruptive Technology	Not started	Medium	01/01/2025	03/31/2025			
Work with Small Businesses and Entrepreneurs to Advance economic development for the future	3 - Engage Disruptive Technology	Not started	Medium	01/01/2025	03/31/2025			
Work with Entrepreneurial 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			
Get BCRTA on the map-Develop a Regional/National Reputation	3 - Engage Disruptive Technology	In progress	Medium	01/01/2026	03/31/2026			
Advanced Mobility Hubs	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			
Butler County (ODJFS)	4 - Public Partner Engagements	In progress	Low	07/01/2024	09/30/2024			
Workforce Investment Board	4 - Public Partner Engagements	Not started	Medium	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			
NEORide	4 - Public Partner Engagements	In progress	Medium	04/01/2024			Evergreen Target	
Expand Oversight Responsibility and capabilities for Middletown Small Urban Area	4 - Leverage Regional Partners	In progress	Important	01/01/2024	12/31/2024		BLOCKED by PreReq	
Engage in EZConnect Paratransit Technology Coordination	4 - Leverage Regional Partners	In progress	Low	01/01/2025	03/31/2025			
Utilize Other Transit Agencies to Identify "Win-Win" Scenarios	4 - Leverage Regional Partners	Not started	Low	03/31/2025	03/31/2025			
Engage in Regional Paratransit Coordination	4 - Leverage Regional Partners	In progress	Low		12/31/2025			
Investing in Recruitment/Employment Advertising	5 - Lead Workforce Development	Completed	Important	01/01/2024	03/31/2024	10/07/2024	Evergreen Target;Completion Pending	
Create Onboarding Schedules So All leaders Can Participate	5 - Lead Workforce Development	Completed	Important	01/01/2024	03/31/2024	09/03/2024		
Salary Study	5 - Lead Workforce Development	Completed	Urgent	01/01/2024	03/31/2024	08/05/2024	Completion Pending	
BCRTA Value	5 - Lead Workforce Development	Completed	Medium	01/01/2024	03/31/2024	03/28/2024		
Update Program for Prior Operator (create options: PT, Experienced, etc.)	5 - Lead Workforce Development	In progress	Important	01/01/2024	03/31/2024		DELAYED	
Expand Training Capacity	5 - Lead Workforce Development	In progress	Urgent	01/01/2024	03/31/2024		BLOCKED by PreReq;DELAYED	
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		DELAYED;Completion Pending	
Workforce Investment Act Recruiting	5 - Lead Workforce Development	Completed	Medium	04/01/2024	06/30/2024	08/05/2024		
Implement Lessons Learned from the 4th Generation Research	5 - Lead Workforce Development	Completed	Important	04/01/2024	06/30/2024	08/05/2024		
Differentiate Recruiting	5 - Lead Workforce Development	Completed	Medium	04/01/2024	06/30/2024	05/07/2024		
Internal Promotion Pathways	5 - Lead Workforce Development	Completed	Medium	04/01/2024	09/15/2024	08/05/2024	DELAYED	
Onboarding Within the Department and with a Mentor (Post Training)	5 - Lead Workforce Development	Not started	Low	07/01/2024	09/30/2024			
Structure Organization for Consistent Supervisor Relationship	5 - Lead Workforce Development	Not started	Important	01/01/2024	12/31/2024		BLOCKED by PreReq;Rescheduled	
Engage in DEI Commitment and Activities	5 - Lead Workforce Development	In progress	Medium	01/01/2024	01/01/2025		Rescheduled	
Emotional Pull-1 Video/Quarter	5 - Lead Workforce Development	Not started	Medium	11/04/2024	02/01/2025		Rescheduled	
Vocational Schools as Targets	5 - Lead Workforce Development	Completed	Low	04/01/2025	06/30/2025	08/05/2024		
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	In progress	Medium	04/01/2024	06/30/2024			
Differentiate Our Service Delivery Strategy by Mode and Geography	6 - Adapt To Market Demands	In progress	Important	04/01/2024	06/30/2024			
Connecting with Other Modes of Transportation	6 - Adapt To Market Demands	In progress	Low	04/01/2024	06/30/2024			
Connecting with Other Transit Systems	6 - Adapt To Market Demands	In progress	Medium	04/01/2024	06/30/2024			
Develop Good, Better, Best Scenarios	6 - Adapt To Market Demands	Completed	Important	04/01/2024	08/06/2024	09/26/2024	DELAYED	
Gather Business Input	6 - Adapt To Market Demands	Not started	Important	07/01/2024	09/30/2024		BLOCKED by PreReq;Rescheduled	
Create and Complete Community Service on Needs & Desires	6 - Adapt To Market Demands	In progress	Important	04/01/2024	06/02/2025		Rescheduled	
2022 Annual Report	To do	Completed	Urgent	01/01/2024	01/29/2024	07/09/2024	Completion Pending	
Rearrange Web Site to Support Strategic Plan Materials	To do	Completed	Urgent		05/24/2024	10/07/2024	Completion Pending	
2023 Annual Report	To do	In progress	Important	05/31/2024	09/30/2024		Follow-Up Item;DELAYED;Rescheduled;Completion Pending	

BCRTA Board of Trustees
November 20, 2024

State of Good Repair

N. Ohio Workforce Mobility Grant

BCRTA was successful in obtaining \$2.5M to realize the Fuel Alternative, Security, Storage, Training (FASST) project to finish the Moser Court parking expansion plan. Staff will be working to finalize A&E plans to let a bid for construction in Q1 2025.

O. One Time Strategic Investment (House Bill 2)

BCRTA has been appropriated \$1M as part of House Bill 2 for the purpose of improving BCRTA’s outdoor training and parking area at the Moser Court facility. Funds were received in early October and staff are proceeding with completing design, construction, and NEPA documents in order to be prepared to bid the construction out if an award is received from ODOT in Q1 2025.

Coming Up

P. Annual Report

BCRTA’s 2023 Audit has recently been published which will allow us to finish publication of our 2023 annual report. Copies are available on the BCRTA website and from Shawn Cowan.

Upcoming Procurements >\$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
Moser Court Parking Lot Construction	BCRTA	3.5M	Task	New
Chestnut Station FF&E	BCRTA	350K	Task	New
Chestnut Station Bus Wash	BCRTA	1.3M	Task	New
Non-Revenue Vehicles (4)	BCRTA	200K	Task	Replacement

i. MOTION: To Grant the Butler County Regional Transit Authority (BCRTA) Executive Director the Authority to Execute a Letter of Intent.

Mr. Dutkevicz explained to the Board the issues in finding affordable lease space. A preliminary finding in downtown Hamilton does have the space needed, is just one block

from the Market Street Hub and does not require any capital investment from BCRTA. Mr. Dutkevicz asked the Board for the authority to draft a letter of intent. te. This will be used to move lease agreements along as the Executive Director negotiates lease terms.

Trustee Gordon moved to accept the motion. Trustee Shepard seconded. All others voted in favor of approval.

IX. Executive Session-Pursuant to ORC 121.22 G(1) to Consider the Employment and Compensation of a Public Employee.

Trustee Watt moved to enter executive session for the purpose of consideration of the employment and compensation of a public employee pursuant to ORC 121.22 G (1). Trustee Foster second.

Upon a call of the roll, resulted as follows:

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

Executive session commenced at 9:23AM. Legal counsel was retained in executive session.

Executive Session concluded at 9:57 and a quorum of the Board was present.

Adjourn

Trustee Watt moved to adjourn; Trustee Wyenandt seconded. The motion carried. The meeting was adjourned at 10:03 AM.

Respectfully submitted,

Matthew M. Dutkevicz, Executive Director

Perry Gordon, Board Vice President

Appendix A Comments from Citizens

Use of Back Door when a Disabled Passenger is Boarding or Deboarding the Bus

I know that was a long introduction, but I had trouble coming up with a subject line. I think it would be beneficial to do a PSA, or even a commercial, about the common courtesy and importance of complying with the driver's request to use the back door when a disabled passenger (specifically with a mobility device) is boarding through the front door. Several times, I have found myself in the situation of not being to get on or get off the bus, because despite the bus driver asking (or sometimes rather yelling) at people to use the back door...they all storm the front door...where the ramp is. It isn't so bad if I'm trying to get OFF the bus as it is when I'm trying to get on it. It's been more than once that this has happened, and it's been freezing cold, steaming hot, and yes, pouring rain. I can't always hold or use an umbrella. More than once, I've ended up totally soaked (and when my clothes get soaked, my chair does too) and had to sacrifice taking that bus for getting a pair of dry clothes (sometimes having to buy them) and catching the next one. While I can change clothes, my chair cannot, and it often takes at least 24 hours to dry out. This means that even though I'm in dry clothes, I have to sit on the wet upholstery in my chair until I get home (thankfully I have the luxury of being able to transfer into a regular chair or bus seat to save me some of this grief, but should I have to? NO.) It's also been more than once that there it has been me and about 20 other people waiting for the bus, and when it came, they all stormed the front door, and while it is required (as long as the bus isn't at capacity) for the driver to ask people to move so a mobility device can get on and be strapped down, there's some situations that make me feel "boxed in", making me too uncomfortable to maneuver my chair into small spaces (too much of this feeling and in a certain way can actually trigger a seizure.) That's another situation where I just say, "I'll get the next one" or "I'll walk" (and depending on what route it is, the next one may be an hour, and in other cases, it ends up just being faster to "walk" at that point). Some drivers are now going as far as standing in front of the front door so everyone else is forced to use the back door. I

could go on and on about the problems I've had, but I would because it would probably take up the entire meeting. However, if I'm getting on the bus, that still causes a delay (besides the ramp having to deploy) that I shouldn't have to have. Long story short, I think some people don't realize the importance of WHY they need to use the back door when they're asked (or just to automatically use it when they see the ramp deploying or a passenger with a mobility device getting on or off.) But then again, some people are just...people.

Besides the issue above, another one I have is people get on, and automatically take the ADA seats. Not only can I not get past the door until they get up and move (sometimes with several explanations from the driver despite it being obvious), but my wheelchair cannot be secured.

Sadly, 90% of the time, when I experience this, it's up in Oxford, either with the R3 or the U routes. I have experienced it with the Middletown routes and the other routes too, but it has happened the most up in Oxford.

Whatever the reason is for my experiences above, I think it's always good to spread awareness, even though it may or may not make a difference.

IF TIME REMAINS (IF NOT PLEASE JUST READ)

New R3 Route Mistake

When the R3 switched over from the Hamilton-Oxford connector to the Oxford-Forest Park connector, for whatever reason, the announcements on the buses now say it stops at Porter Hall. It doesn't. The U4 stops there, but the R3 doesn't. It does, however, stop at Oak and Harris, Richard Hall, and Oak and Spring, which are the other stops of the U4 services. Porter Hall isn't reflected on the R3 schedule, Transit, or BuzTrakr, and the drivers (one of them may or may not have asked me to mention this at the next

board meeting) have no clue why all of a sudden, the GMV tablet thinks it has a stop there even though it's not reflected on the route.

Thank you for your time, and have a happy, safe, and prosperous holiday season!

BCRTA
Income Statement
October 2024

	Year to Date Last Year	Year to Date This Year	Annual Budget	YTD % of Budget
Passenger Fares	45,991	83,197	72,000	115.6%
Contract Fares	199,004	274,341	303,000	90.5%
Partnership Transit Rev (COM)	888,030	2,592,477	2,654,868	97.6%
Transit Development Rev (MU)	2,164,444	2,436,198	2,944,679	82.7%
Mgt./Cons. Services	114,464	247,242	296,688	83.3%
Interest & Other	215,861	358,497	335,420	106.9%
Agency Funding	98,667	50,152	47,598	105.4%
Park-n-Ride Program	427,308	-	-	0.0%
State Funding	270,960	-	-	0.0%
Federal Funding	4,716,802	4,352,236	4,462,472	97.5%
Total Revenues	9,141,531	10,394,341	11,116,725	93.5%
Expenses				
Wages	3,231,511	4,103,202	4,632,394	88.6%
Fringes	1,689,528	2,035,714	2,880,435	70.7%
Services	580,661	511,953	774,398	66.1%
Materials & Supplies	744,315	886,741	1,165,956	76.1%
Utilities	66,820	70,550	115,000	61.3%
Insurance	253,291	244,452	350,850	69.7%
Purchased Transportation	427,308	5,192	-	0.0%
Misc. Items	131,778	85,761	114,200	75.1%
Contingency	14,807	13,344	50,000	26.7%
Total Expenses	7,140,019	7,956,909	10,083,233	78.9%
Gain/Loss before Depr, NP & OPEB Exp	2,001,512	2,437,432	1,033,492	235.8%
Est. Local Share of Depreciation Exp	284,869	284,869	341,843	83.3%
Est. Net Pension & OPEB Exp (Inc)	272,965	272,965	327,558	83.3%
Total Gain/(Loss)	1,443,677	1,879,597	364,090	516.2%

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
10/1/24			Beginning Balance			388,251.77
10/1/24	Sept HSA Adj	GENJ	T Campbell, K Leveline HSA adjustment		730.74	
10/1/24	24271911822269	CRJ	Office of Budget & Management	1,000,000.00		
10/2/24	12561	CDJ	Richard L. Bowen & Associates,		28,704.16	
10/2/24	12562	CDJ	Bethesda Healthcare, Inc.		727.91	
10/2/24	12563	CDJ	Bryce's Lawncare & Landscaping		1,450.00	
10/2/24	12564	CDJ	Brighton Spring Service Co., I		150.00	
10/2/24	12565	CDJ	Cincinnati Bell Technology Sol		521.11	
10/2/24	12566	CDJ	Cornett's Pressure Cleaning		1,220.00	
10/2/24	12567	CDJ	Greater Dayton RTA		1,014.84	
10/2/24	12568	CDJ	Isaac Wiles & Burkholder, LLC		777.00	
10/2/24	12569	CDJ	Jani-King of Cincinnati LLC		550.00	
10/2/24	12570	CDJ	NEORide		19,963.30	
10/2/24	12571	CDJ	Oracle America, Inc.		821.08	
10/2/24	12572	CDJ	OpenGov, Inc.		13,773.38	
10/2/24	12573	CDJ	Ohio Newspapers, Inc.		55.23	
10/2/24	12574	CDJ	Ports Petroleum Co., Inc.		1,561.75	
10/2/24	12575	CDJ	Port Technology LLC		12,352.40	
10/2/24	12576	CDJ	United Parcel Service		35.79	
10/2/24	12577	CDJ	Woodhull LLC		1,516.19	
10/2/24	12578	CDJ	Ricoh USA, Inc		33.06	
10/2/24	12570V	CDJ	NEORide	19,963.30		
10/2/24	FARES09302024	CRJ	Farebox Receipts	6,165.82		
10/2/24	XFER100224	CRJ	BCRTA Items	1,500,000.00		
10/2/24	861140	CRJ	BCRTA Items - Xfer from checking to STAR		2,500,000.00	
10/3/24	861089773	CRJ	Farebox Receipts	1,665.00		
10/3/24	10032024	CRJ	BCRTA Items	80.00		
10/8/24	ACH10082024	CDJ	SuperFleet Mastercard Program		69,452.48	
10/8/24	AT-10/08/2024	CDJ	BCRTA PNC Card Purchases		2,022.00	
10/8/24	302396	CRJ	City of Middletown	361,128.14		
10/8/24	127475	CRJ	GovDeals.com	12,850.00		
10/8/24	10082024	CRJ	BCRTA Items	40.00		
10/10/24	PRWE 10/04/24	GENJ	Empl. Dir. Dep. SPA - Cash Requirements		207,246.54	
10/10/24	PRWE 10/04/24	GENJ	Garnishment Check #10144		590.85	
10/10/24	PRWE 10/04/24	GENJ	Vendor Payments SPA - Cash Requirements		6,616.52	
10/10/24	PRWE 10/04/24	GENJ	Empl. Check # 10140 J WISE		1,052.13	
10/10/24	PRWE 10/04/24	GENJ	Tax Payment- Cash Requirements		37,209.18	
10/10/24	PRWE 10/04/24	GENJ	ODC - Roth Check #10141		725.00	
10/10/24	PRWE 10/04/24	GENJ	Garnishment Check #10143		609.60	
10/10/24	PRWE 10/04/24	GENJ	ODC Check #10142		1,925.00	
10/10/24	10102024	CRJ	BCRTA Items	25.00		
10/11/24	12579	CDJ	Amazon Capital Services		2,260.84	
10/11/24	12580	CDJ	American Red Cross		190.00	
10/11/24	12581	CDJ	Auditor of State		1,496.50	
10/11/24	12582	CDJ	Affordable Pest Control Inc.		60.00	
10/11/24	12583	CDJ	BCRTA Petty Cash		432.75	

10/11/24	12584	CDJ	Benesch		14,393.91
10/11/24	12585	CDJ	Bethesda Healthcare, Inc.		4,590.00
10/11/24	12586	CDJ	Cornett's Pressure Cleaning		4,030.00
10/11/24	12587	CDJ	Fox Towing Inc.		400.00
10/11/24	12588	CDJ	Gem City Tire		816.95
10/11/24	12589	CDJ	Jake Sweeney Chrysler-Jeep Dod		288.75
10/11/24	12590	CDJ	Keycafe (US) Inc		8,805.89
10/11/24	12591	CDJ	KOI Auto Parts		2,958.39
10/11/24	12592	CDJ	Minuteman Press - Fairfield		139.33
10/11/24	12593	CDJ	NEORide		19,963.00
10/11/24	12594	CDJ	ODACS, LLC		424.00
10/11/24	12595	CDJ	Ohio Transit Risk Pool		38,362.00
10/11/24	12596	CDJ	PERS		119,506.29
10/11/24	12597	CDJ	Port Technology LLC		7,353.10
10/11/24	12598	CDJ	Verizon Wireless		2,772.22
10/15/24	01133621	CRJ	Butler County Veterans Service	15,989.02	
10/15/24	862488400	CRJ	Ohio Transit Risk Pool	472.88	
10/16/24	12599	CDJ	Isaac Wiles & Burkholder, LLC		1,175.50
10/16/24	12600	CDJ	Rumpke Of Ohio Inc.		347.80
10/16/24	12601	CDJ	Transportation Equipment Sales		711,450.00
10/16/24	12602	CDJ	United Parcel Service		71.58
10/17/24	XFER 10/17/2024	CRJ	BCRTA Items	600,000.00	
10/18/24	4291143754	CRJ	Federal Transit Administration	311,306.00	
10/18/24	4291143883	CRJ	Federal Transit Administration	68,894.00	
10/18/24	MAS101824	CRJ	Farebox Receipts	10,202.51	
10/21/24	12603	CDJ	Cintas Uniforms		574.44
10/21/24	12604	CDJ	Alpine Valley Water Co., Inc.		45.80
10/21/24	12605	CDJ	Beckman Services, Inc.		1,447.17
10/21/24	12606	CDJ	Cummins Bridgeway LLC		329.20
10/21/24	12607	CDJ	Cintas Corporation		750.17
10/21/24	12608	CDJ	Cornett's Pressure Cleaning		710.00
10/21/24	12609	CDJ	Clarke Power Services, Inc.		1,560.75
10/21/24	12610	CDJ	Cintas Uniforms		4,189.41
10/21/24	12611	CDJ	Fuller Ford		9.18
10/21/24	12612	CDJ	Franks Glass, Inc.		675.94
10/21/24	12613	CDJ	Fastsigns		21.00
10/21/24	12614	CDJ	Gillig LLC		1,165.42
10/21/24	12615	CDJ	City of Hamilton - Hamilton Fi		180.00
10/21/24	12616	CDJ	Hunter Rush		75.00
10/21/24	12617	CDJ	Health Transit Pool of Ohio		75,000.00
10/21/24	12618	CDJ	Kronos SaaShr, Inc.		847.96
10/21/24	12619	CDJ	MerchyMe		97.64
10/21/24	12620	CDJ	Minuteman Press - Fairfield		700.04
10/21/24	12621	CDJ	ODACS, LLC		160.00
10/21/24	12622	CDJ	Transport Specialists, Inc.		899.50
10/21/24	12623	CDJ	Treasurer State of Ohio		992.25
10/23/24	028972	CRJ	Corporate One Federal Credit U	800.00	
10/23/24	10232024	CRJ	BCRTA Items	100.00	

10/24/24	12624	CDJ	Best-One Tire of Mid America,	6,693.88
10/24/24	12625	CDJ	Capital Electric Line Builders	414.00
10/24/24	12626	CDJ	City of Hamilton - Utilities	2,629.23
10/24/24	12627	CDJ	GMV Syncromatics	8,200.00
10/24/24	12628	CDJ	Hunter Marketing	8,833.13
10/24/24	12629	CDJ	Kleem Inc.	588.00
10/24/24	12630	CDJ	Security Lock Company, LLP	129.00
10/24/24	PRWE 10/18/24	GENJ	Tax Payment- Cash Requirements	40,349.16
10/24/24	PRWE 10/18/24	GENJ	ODC - Roth Check #10145	725.00
10/24/24	PRWE 10/18/24	GENJ	Empl. Dir. Dep. SPA - Cash Requirements	218,119.49
10/24/24	PRWE 10/18/24	GENJ	Garnishment Check #10148	451.17
10/24/24	PRWE 10/18/24	GENJ	ODC Check #10146	1,925.00
10/24/24	PRWE 10/18/24	GENJ	Vendor Payments SPA - Cash Requirements	6,527.86
10/24/24	PRWE 10/18/24	GENJ	Garnishment Check #10147	661.26
10/25/24	10252024	CRJ	BCRTA Items	25.00
10/25/24	4298139354	CRJ	Federal Transit Administration	2,669.00
10/25/24	4298139527	CRJ	Federal Transit Administration	679,767.00
10/25/24	4298139658	CRJ	Federal Transit Administration	19,186.00
10/25/24	4298139749	CRJ	Federal Transit Administration	4,721.00
10/25/24	4298139829	CRJ	Federal Transit Administration	6,630.00
10/29/24	243020015796	CRJ	Miami University	245,389.95
10/29/24	01134395	CRJ	Butler County Veterans Service	15,560.72
10/29/24	00060-2	CRJ	BCRTA Items	20.00
10/29/24	591	CRJ	BCRTA Items	211.96
10/29/24	202410063251	CDJ	Graybach, LLC	118,688.13
10/29/24	00130	CRJ	BCRTA Items	25.00
10/29/24	10/29/24	CRJ	BCRTA Items - Xfer checking to \$\$ saving	500,000.00
10/30/24	12631	CDJ	Altafiber	144.26
10/30/24	12632	CDJ	Aftermarket Parts Company, LLC	151.35
10/30/24	12633	CDJ	Cincinnati Bell Technology Sol	528.53
10/30/24	12634	CDJ	Cummins Bridgeway LLC	5,633.12
10/30/24	12635	CDJ	CDW Government, Inc.	198.47
10/30/24	12636	CDJ	Cornett's Pressure Cleaning	4,435.00
10/30/24	12637	CDJ	Evans Mechanical	1,242.00
10/30/24	12638	CDJ	Fuller Ford	192.38
10/30/24	12639	CDJ	Frank's Heavy Truck Collision	7,300.54
10/30/24	12640	CDJ	Fastsigns	21.00
10/30/24	12641	CDJ	GMV Syncromatics	35.00
10/30/24	12642	CDJ	Minuteman Press - Fairfield	84.00
10/30/24	12643	CDJ	ODACS, LLC	193.00
10/30/24	12644	CDJ	Oxi Fresh Carpet Cleaning	520.92
10/30/24	12645	CDJ	Tom Rehtin Heating and Air	328.00
10/30/24	12646	CDJ	United Parcel Service	35.95
10/30/24	12647	CDJ	Verizon Wireless	66.06
10/31/24	4304146844	CRJ	Federal Transit Administration	2,422.00
10/31/24	4304146805	CRJ	Federal Transit Administration	1,353,476.00
10/31/24	12648	CDJ	Graybach, LLC	1,364,913.52
10/31/24	12649	CDJ	Jani-King of Cincinnati LLC	550.00

10/31/24	12650	CDJ	Oracle America, Inc.		1,294.78		
10/31/24	10/31/24	GENJ	Service Charge		14.85		
			Current Period Change		<u>6,239,785.30</u>	<u>6,248,943.95</u>	<u>-9,158.65</u>
10/31/24			Ending Balance				379,093.12

Checking - Brex

10/1/24			Beginning Balance				39,722.05
10/1/24	AT-10/01/2024	CDJ	Brex		<u>3,772.18</u>		
			Current Period Change		<u>3,772.18</u>		<u>-3,772.18</u>
10/31/24			Ending Balance				35,949.87

Savings - PNC Bank \$

10/1/24			Beginning Balance				23,185.42
10/1/24	10/01/24	GENJ	Service Charge			0.22	
10/31/24	10/31/24	GENJ	Interest Income		<u>0.20</u>		
			Current Period Change		<u>0.20</u>	<u>0.22</u>	<u>-0.02</u>
10/31/24			Ending Balance				23,185.40

Savings - PNC Bank \$\$

10/1/24			Beginning Balance				2,403,024.39
10/2/24	XFER100224	CRJ	BCRTA Items - Xfer from savings to checking		1,500,000.00		
10/17/24	XFER 10/17/2024	CRJ	BCRTA Items - From Money Market \$\$		600,000.00		
10/29/24	10/29/24	CRJ	BCRTA Items	500,000.00			
10/31/24	10/31/24	GENJ	Interest Income	<u>2,360.42</u>			
			Current Period Change	<u>502,360.42</u>	<u>2,100,000.00</u>		<u>-1,597,639.58</u>
10/31/24			Ending Balance				805,384.81

Investment - STAR Ohio

10/1/24			Beginning Balance				7,301,432.57
10/2/24	861140	CRJ	BCRTA Items	2,500,000.00			
10/31/24	10/31/24	GENJ	Interest Income	<u>40,884.91</u>			
			Current Period Change	<u>2,540,884.91</u>			<u>2,540,884.91</u>
10/31/24			Ending Balance				<u>9,842,317.48</u>

**BCRTA
Balance Sheet
October 2024**

Assets

Current Assets

Checking - PNC	379,093.12
Checking - Brex	35,949.87
Savings - PNC	23,185.40
Savings - PNC	805,384.81
STAR Ohio	9,842,317.48
Bid Deposit	53,023.76
M&S Inventory	79,668.84
Diesel Fuel Inventory	-
Petty Cash	1,050.00
Accounts Receivable	3,945,066.63
Prepays	239,875.87
	<hr/>
	15,404,615.78

Other Assets

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

Property & Equipment

Vehicles	12,120,108.09
Buildings & Land	2,734,604.53
Furniture & Equipment	1,954,745.50
Amenities & Misc.	149,576.89
Software Subscriptions	558,004.24
WIP-<35' Buses	1,557,842.15
WIP-Building	77,643.84
WIP-Chestnut Fields	14,326,255.55
WIP-Technology	88,393.07
Accum. Depr./Amort.	(11,591,493.19)
	<hr/>
	25,391,982.67

Total Assets
40,796,598.45

Liabilities & Equity

Current Liabilities

Accounts Payable	2,873,995.74
Payroll Payables	320,428.00
Other Payables	-
Accrued PTO	193,720.15
FTA Vehicle Funds	23,124.61
Future Match Funds	-
Unearned Tickets	33,206.87
	<hr/>
	3,444,475.37

Long-term Liabilities

Subscription Liability	292,355.42
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
Deferred Inflows-OBM	1,000,000.00

Equity

Balance Equity	2,861,645.23
Federal Capital	27,774,345.00
State Capital	2,182,016.00
Local Capital	89,410.00
Retained Earnings	(6,024,333.40)
Net Income	2,437,431.83
	<hr/>
	37,352,123.08

Total Liabilities
and Capital
40,796,598.45

**BCRTA
Cash Reserves**

October 2024

Current Assets	15,404,615.78
Current Liabilities	<u>(3,444,475.37)</u>
Available Funds	11,960,140.41

Board Reserves

Local Share Grant Obligations		
OH-2018-21-00 Super Grant	9,031.75	
OH-2021-56-00 Super Grant	1,546,981.00	
OH-2023-22-00 Mobility Management	96,143.50	
OH-2021-60-00 Chestnut Fields	2,088,679.00	
Less Miami University Chestnut Fields Match	(1,600,000.00)	
Less Projected Local Match	<u>(2,050,423.00)</u>	MU, R6, VA, UTP, OTPP
Match Required or (Overmatch)	90,412.25	
FTA Grants	90,412.25	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.	<u>1,344,038.25</u>	
Total Board Reserves	5,915,580.00	
Non-Restricted Funds	6,044,560.41	

BCRTA
Income Statement
November 2024

	Year to Date Last Year	Year to Date This Year	Annual Budget	YTD % of Budget
Passenger Fares	51,395	97,362	72,000	135.2%
Contract Fares	222,366	300,695	303,000	99.2%
Partnership Transit Rev (COM)	979,561	2,816,102	2,654,868	106.1%
Transit Development Rev (MU)	2,409,834	2,681,588	2,944,679	91.1%
Mgt./Cons. Services	125,910	271,966	296,688	91.7%
Interest & Other	238,797	397,902	335,420	118.6%
Agency Funding	107,363	50,152	47,598	105.4%
Park-n-Ride Program	473,526	-	-	0.0%
State Funding	270,960	-	-	0.0%
Federal Funding	5,309,556	4,753,675	4,462,472	106.5%
Total Revenues	10,189,269	11,369,443	11,116,725	102.3%
Expenses				
Wages	3,543,050	4,619,274	4,632,394	99.7%
Fringes	1,990,403	2,402,179	2,880,435	83.4%
Services	620,872	542,950	774,398	70.1%
Materials & Supplies	831,190	959,630	1,165,956	82.3%
Utilities	73,543	77,692	115,000	67.6%
Insurance	263,124	280,540	350,850	80.0%
Purchased Transportation	473,526	5,239	-	0.0%
Misc. Items	137,301	89,695	114,200	78.5%
Contingency	14,807	13,344	50,000	26.7%
Total Expenses	7,947,816	8,990,543	10,083,233	89.2%
Gain/Loss before Depr, NP & OPEB Exp	2,241,453	2,378,900	1,033,492	230.2%
Est. Local Share of Depreciation Exp	313,356	313,356	341,843	91.7%
Est. Net Pension & OPEB Exp (Inc)	300,262	300,262	327,558	91.7%
Total Gain/(Loss)	1,627,835	1,765,282	364,090	484.8%

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
11/1/24			Beginning Balance			379,093.12
11/4/24	FARES10312024	CRJ	Farebox Receipts	9,840.20		
11/5/24	ACH11052024	CDJ	SuperFleet Mastercard Program		79,400.81	
11/7/24	PRWE 11/01/24	GENJ	Empl. Dir. Dep. SPA - Cash Requirements		1,175.42	
11/7/24	PRWE 11/01/24	GENJ	Empl. Check #?		210,114.22	
11/7/24	PRWE 11/01/24	GENJ	Garnishment Check #10152		600.36	
11/7/24	PRWE 11/01/24	GENJ	Tax Payment- Cash Requirements		38,711.40	
11/7/24	PRWE 11/01/24	GENJ	ODC - Roth Check #10150		725.00	
11/7/24	PRWE 11/01/24	GENJ	ODC Check #10151		1,925.00	
11/7/24	PRWE 11/01/24	GENJ	Garnishment Check #10153		378.40	
11/7/24	PRWE 11/01/24	GENJ	Vendor Payments SPA - Cash Requirements		7,745.45	
11/7/24	243110025082	CRJ	Miami University - Accounts Pa	320.00		
11/8/24	XFER from STAR	CRJ	BCRTA Items	1,000,000.00		
11/8/24	12651	CDJ	Evans Mechanical		5,302.00	
11/8/24	1044	CRJ	BCRTA Items	5,985.00		
11/8/24	1047	CRJ	BCRTA Items	1,043.13		
11/8/24	129620	CRJ	GovDeals.com	720.00		
11/8/24	110824	CRJ	BCRTA Items	40.00		
11/11/24	12652	CDJ	Amazon Capital Services		8,273.07	
11/11/24	12653	CDJ	Auditor of State		118.90	
11/11/24	12654	CDJ	Richard L. Bowen & Associates,		32,903.81	
11/11/24	12655	CDJ	BCRTA Petty Cash		66.16	
11/11/24	12656	CDJ	Bethesda Healthcare, Inc.		430.20	
11/11/24	12657	CDJ	Eptura, Inc.		13,188.00	
11/11/24	12658	CDJ	Franks Glass, Inc.		230.00	
11/11/24	12659	CDJ	Gillig LLC		802.79	
11/11/24	12660	CDJ	Greater Hamilton Chamber of Co		425.00	
11/11/24	12661	CDJ	Heritage-Crystal Clean, LLC		455.83	
11/11/24	12662	CDJ	KOI Auto Parts		4,038.86	
11/11/24	12663	CDJ	Minuteman Press - Fairfield		258.40	
11/11/24	12664	CDJ	ODACS, LLC		193.00	
11/11/24	12665	CDJ	Ohio Dept of Job & Family Serv		6,402.06	
11/11/24	12666	CDJ	Ohio Newspapers, Inc.		49.42	
11/11/24	12667	CDJ	PERS		131,130.01	
11/11/24	12668	CDJ	Ricoh USA, Inc		29.34	
11/11/24	12669	CDJ	Refitt's Garage & Towing Servi		400.00	
11/11/24	12670	CDJ	RLL LLC		400.00	
11/11/24	12671	CDJ	Step CG, LLC		43,802.28	
11/11/24	12672	CDJ	United Parcel Service		74.06	
11/11/24	12673	CDJ	Verizon Wireless		216.75	
11/12/24	4313143633	CRJ	Federal Transit Administration	1,987,969.00		
11/12/24	12674	CDJ	Verizon Wireless		4,327.04	
11/12/24	12674V	CDJ	Verizon Wireless	4,327.04		
11/12/24	12675	CDJ	Verizon Wireless		4,327.04	
11/12/24	864703729	CRJ	Farebox Receipts	1,770.00		
11/12/24	00224-2	CRJ	BCRTA Items	20.00		

11/12/24	11122024	CRJ	BCRTA Items	25.00	
11/13/24	202411282169	CDJ	Graybach, LLC		198,796.99
11/13/24	12676	CDJ	Graybach, LLC		2,286,165.37
11/13/24	MAS111324	CRJ	Farebox Receipts	12,237.55	
11/13/24	HSA ADJ	GENJ	PRWE 1101.2024 J Meldrim Missed HSA		115.38
11/15/24	111524	CRJ	BCRTA Items	30.00	
11/16/24	MAS111624	CRJ	Farebox Receipts	10,053.38	
11/19/24	111924	CRJ	City of Middletown	520,609.85	
11/19/24	111924	CRJ	BCRTA Items	40.00	
11/20/24	01135136	CRJ	Butler County Veterans Service	17,242.32	
11/21/24	HSA Adj	GENJ	PRWE 1115.2024 K Leveline Missed HSA		192.30
11/21/24	PRWE 11/15/24	GENJ	Garnishment Check #10159		250.60
11/21/24	PRWE 11/15/24	GENJ	ODC Check #10156		1,995.00
11/21/24	PRWE 11/15/24	GENJ	Garnishment Check #10158		473.70
11/21/24	PRWE 11/15/24	GENJ	Garnishment Check #10157		1,192.97
11/21/24	PRWE 11/15/24	GENJ	Vendor Payments SPA - Cash Requirements		7,661.07
11/21/24	PRWE 11/15/24	GENJ	Empl. Check #10154 A Hampton		1,199.67
11/21/24	PRWE 11/15/24	GENJ	Empl. Dir. Dep. SPA - Cash Requirements		263,310.33
11/21/24	PRWE 11/15/24	GENJ	Tax Payment- Cash Requirements		61,168.53
11/21/24	PRWE 11/15/24	GENJ	ODC - Roth Check #10155		725.00
11/22/24	12677	CDJ	Cintas Uniforms		2,492.29
11/22/24	12678	CDJ	ABC Muncie Transit Supply		5,428.58
11/22/24	12679	CDJ	Treasurer State of Ohio		330.75
11/22/24	12680	CDJ	Aftermarket Parts Company, LLC		77.58
11/22/24	12681	CDJ	Affordable Pest Control Inc.		60.00
11/22/24	12683	CDJ	Alpine Valley Water Co., Inc.		55.20
11/22/24	12684	CDJ	BCRTA PNC Card Purchases		21.29
11/22/24	12685	CDJ	Cummins Bridgeway LLC		290.84
11/22/24	12686	CDJ	Cintas Corporation		2,330.71
11/22/24	12687	CDJ	CDW Government, Inc.		198.47
11/22/24	12688	CDJ	City of Hamilton - Utilities		2,780.22
11/22/24	12689	CDJ	Cornett's Pressure Cleaning		4,080.00
11/22/24	12690	CDJ	Cintas Uniforms		4,433.11
11/22/24	12691	CDJ	Frank's Heavy Truck Collision		4,663.82
11/22/24	12692	CDJ	Health Transit Pool of Ohio		75,000.00
11/22/24	12693	CDJ	Jani-King of Cincinnati LLC		550.00
11/22/24	12694	CDJ	Kronos SaaShr, Inc.		835.26
11/22/24	12695	CDJ	MerchyMe		1,172.86
11/22/24	12696	CDJ	Ports Petroleum Co., Inc.		1,561.75
11/22/24	12697	CDJ	Prosource		524.99
11/22/24	12698	CDJ	Refitt's Garage & Towing Servi		350.00
11/22/24	12699	CDJ	Rumpke Of Ohio Inc.		348.94
11/22/24	12700	CDJ	Silco Fire & Security		1,729.05
11/22/24	12701	CDJ	Security Lock Company, LLP		25.00
11/22/24	12702	CDJ	S&ME, Inc.		4,730.37
11/22/24	12703	CDJ	TEC Engineering, Inc.		955.00
11/22/24	12704	CDJ	Tom Rehtin Heating and Air		1,444.00
11/22/24	12681V	CDJ	Affordable Pest Control Inc.	60.00	

11/22/24	12684V	CDJ	BCRTA PNC Card Purchases	21.29		
11/22/24	1187	CRJ	Neoride / EZFare SVA	137.29		
11/22/24	12705	CDJ	Aftermarket Parts Company, LLC		96.65	
11/22/24	12706	CDJ	Affordable Pest Control Inc.		60.00	
11/22/24	12707	CDJ	Bethesda Healthcare, Inc.		3,963.00	
11/22/24	11222024	CRJ	BCRTA Items		43,768.34	
11/25/24	12708	CDJ	United Parcel Service		74.06	
11/25/24	112524	CRJ	BCRTA Items	50.00		
11/26/24	01135640	CRJ	Butler County Veterans Service	15,414.86		
11/26/24	0053003239	CRJ	Cincinnati BOVR	150.00		
11/26/24	112624	CRJ	BCRTA Items	20.00		
11/27/24	12709	CDJ	Altafiber		150.08	
11/27/24	12710	CDJ	Verizon Wireless		66.15	
11/27/24	1051	CRJ	Ohio Transit Risk Pool	206.87		
11/27/24	1127224	CRJ	Miami University	239,092.86		
11/30/24	11/30/24	GENJ	Service Charge		13.53	
			Current Period Change	3,827,425.64	3,586,528.88	240,896.76
11/30/24			Ending Balance			619,989.88

Checking - Brex

11/1/24			Beginning Balance			35,949.87
11/1/24	AT-11/1/2024-1	CDJ	Brex		11,118.72	
			Current Period Change		11,118.72	-11,118.72
11/30/24			Ending Balance			24,831.15

Savings - PNC Bank \$

11/1/24			Beginning Balance			23,185.40
11/30/24	11/30/24	GENJ	Interest Income	0.18		
			Current Period Change	0.18		0.18
11/30/24			Ending Balance			23,185.58

Savings - PNC Bank \$\$

11/1/24			Beginning Balance			805,384.81
11/30/24	11/30/24	GENJ	Interest Income	2,416.49		
			Current Period Change	2,416.49		2,416.49
11/30/24			Ending Balance			807,801.30

Investment - STAR Ohio

11/1/24			Beginning Balance			9,842,317.48
11/8/24	XFER from STAR	CRJ	BCRTA Items - Transfer from STAR	1,000,000.00		
11/30/24	11/30/24	GENJ	Interest Income	36,226.20		
			Current Period Change	36,226.20	1,000,000.00	-963,773.80
11/30/24			Ending Balance			8,878,543.68

**BCRTA
Balance Sheet
November 2024**

Assets

Current Assets

Checking - PNC	619,989.88
Checking - Brex	24,831.15
Savings - PNC	23,185.58
Savings - PNC	807,801.30
STAR Ohio	8,878,543.68
Bid Deposit	96,792.10
M&S Inventory	90,069.89
Diesel Fuel Inventory	-
Petty Cash	1,050.00
Accounts Receivable	2,933,105.38
Prepays	197,850.03

13,673,218.99

Other Assets

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

Property & Equipment

Vehicles	12,120,108.09
Buildings & Land	2,734,604.53
Furniture & Equipment	1,954,745.50
Amenities & Misc.	149,576.89
Software Subscriptions	558,004.24
WIP-<35' Buses	1,563,330.15
WIP-Building	94,977.34
WIP-Chestnut Fields	15,360,350.72
WIP-Technology	93,824.83
Accum. Depr./Amort.	(11,591,493.19)

26,454,331.10

Total Assets
40,127,550.09

Liabilities & Equity

Current Liabilities

Accounts Payable	1,343,018.43
Payroll Payables	381,494.72
Other Payables	-
Accrued PTO	193,720.15
FTA Vehicle Funds	23,124.61
Future Match Funds	-
Unearned Tickets	33,751.87

1,975,109.78

Long-term Liabilities

Subscription Liability	292,355.42
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
Deferred Inflows-OBM	1,000,000.00

Equity

Balance Equity	2,861,645.23
Federal Capital	28,633,194.00
State Capital	2,182,016.00
Local Capital	89,410.00
Retained Earnings	(6,024,333.40)
Net Income	2,378,900.06

38,152,440.31

Total Liabilities
and Capital
40,127,550.09

**BCRTA
Cash Reserves**

November 2024

Current Assets	13,673,218.99
Current Liabilities	<u>(1,975,109.78)</u>
Available Funds	11,698,109.21

Board Reserves

Local Share Grant Obligations		
OH-2018-21-00 Super Grant	5,565.25	
OH-2021-56-00 Super Grant	1,228,090.00	
OH-2023-22-00 Mobility Management	91,500.50	
OH-2021-60-00 Chestnut Fields	1,885,665.00	
Less Miami University Chestnut Fields Match	(1,600,000.00)	
Less Projected Local Match	<u>(2,050,423.00)</u>	MU, R6, VA, UTP, OTPP
Match Required or (Overmatch)	(439,602.25)	
FTA Grants	-	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.	<u>1,344,038.25</u>	
Total Board Reserves	5,825,167.75	
Non-Restricted Funds	5,872,941.46	

BCRTA Resolution No. 25-01-01

Authorizing the filing of (an) SFY 2026 application(s) with the Ohio Department of Transportation by the Butler County Regional Transit Authority (BCRTA) for grants through the US DOT Federal Transit Administration (FTA) and the State of Ohio, as authorized under Federal Transit Laws and State of Ohio laws and executing a contract with the Ohio Department of Transportation upon project approval.

Whereas the Director of the Ohio Department of Transportation is authorized to make grants for the US DOT Federal Transit Administration (FTA) funds and the State of Ohio;

Whereas the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs in the program if applicable;

Whereas it is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees for the Butler County Regional Transit Authority:

SECTION 1: That the Executive Director is authorized on behalf of the BCRTA to execute and file:

- a) Proposals to aid in the financing of capital, operating, and planning assistance projects;
- b) Grant agreements with the Ohio Department of Transportation for aid in the financing of capital, operating, and planning assistance projects;
- c) An assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964; and
- d) Set forth affirmative disadvantage business policies in connection to any procurement made as part of the project.

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

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

Adopted: January 15, 2025

Perry Gordon, Vice President

Matthew Dutkevicz, Executive Director



TO: BCRTA Board of Trustees

FROM: Paul Williams, Director of Maintenance and Capital Infrastructure and Meagan Varney, Procurement & Compliance Specialist

RE: *Action Item – Parts Purchasing, 2024-094*

January 3, 2025

RECOMMENDATION

Adoption of a resolution authorizing the Executive Director on behalf of BCRTA to issue a Purchase Order to KOI Federated Auto Parts for an amount not to exceed \$59,400.00.

FINANCIAL CONSIDERATIONS

This is a blanket Purchase Order for a term of one (1) year with a total expenditure not to exceed \$59,400.00.

BUSINESS PURPOSE

The Maintenance department at BCRTA requires various parts for our fleet of vehicles to support overall fleet maintenance. The required parts are purchased weekly as needed and to maintain the inventory in the garage.

PROCUREMENT CONSIDERATIONS

Based on BCRTA's personal experience purchasing from this vendor and their reliability of service, they have the capacity to perform these functions and are recommended to be issued the Purchase Order.

LEGAL CONSIDERATIONS

- FTA Circular 4220.1F authorizes BCRTA to directly acquire supplies under the small purchase threshold of \$100,000.00.

BCRTA Resolution No. 25-01-02

Authorizing the Purchase of Maintenance Parts

Whereas the Butler County Regional Transit Authority (BCRTA) is an RTA created by resolution of the Commissioners of Butler County, Ohio pursuant to Chapter 306 et seq. of the Ohio Revised Code, and provides general public transportation services in and around Butler County, Ohio; and

Whereas BCRTA intends to continue the provision of high quality, local public transportation services in Butler County for the foreseeable future; and

Whereas the BCRTA Board of Trustees continues to support sound maintenance practices that protect the taxpayer investment including purchase of reasonably and competitively priced parts required to maintain BCRTA's fleet of vehicles; and

Whereas the FTA Circular 4220.1F allows federal grantees to directly acquire supplies valued at more than \$10,000 but less than \$100,000 if the grantee obtains price quotations from an adequate number of qualified sources; and

Whereas BCRTA has collected pricing over a period of two years from invoices of fourteen (14) auto parts' vendors; and

Whereas BCRTA determined that **KOI Federated Auto Parts** provides the most reasonable prices and quickest and most reliable delivery of parts.

Now, therefore, be it resolved:

SECTION 1: The BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to issue a Purchase Order in the amount of \$54,000.00 plus a 10% contingency at a not to exceed amount of \$59,400.00 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.

Approved: January 15, 2025

Perry Gordon, Board Vice President

Matthew Dutkevicz, Executive Director

BCRTA Resolution No. 25-01-03

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

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

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

Whereas the TABC Code of Regulations requires that only the Member can appoint and remove the Directors of the Corporation; and

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

Now, therefore, be it resolved:

SECTION 1: The BCRTA Board of Trustees hereby accepts the resignations and removes from the Board of Directors of the TABC:

- Ms. Brein Everhart

SECTION 2: The BCRTA Board of Trustees appoints the following individual to the remainder of one (1), three-year term as a member of the Board of Directors of the TABC:

- Ms. Trina Flowers, Butler County General Health District, New Appointment
 - Term to expire June 1, 2026

SECTION 3: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent part thereof.

SECTION 4: 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 January 15, 2025

Perry Gordon, Board Vice President

Matthew Dutkevicz, Executive Director



TO: BCRTA Board of Trustees
FROM: Matthew Dutkevicz, Executive Director

RE: *Action Item – Lease Agreement: 6 S. Second Street*

January 8, 2024

STRATEGIC PLAN GOAL / OBJECTIVE

- Increase Education & Advocacy
- Lead Workforce Development
- Adapt to Market Demands

RECOMMENDATION

Approve a resolution authorizing the Executive Director to negotiate and execute a lease agreement with Alea Properties for office space on the 6th floor of 6 S. Second Street, Hamilton, Ohio “The Rentschler Building,” subject to final review by BCRTA legal counsel.

FINANCIAL CONSIDERATIONS

The cost of lease and associated needs/equipment was contemplated in the 2025 budget and appropriations adopted by the BCRTA Board of Trustees on November 20, 2024. The lease cost is expected to be less than \$65,000 in year one (\$54,000 in FY2025) and no more than \$67,680 in any successive term. The base term will be 2 years with BCRTA exclusive options to renew for years 3, 4, and 5. The rent is gross, meaning the landlord handles all utilities and building expenses. The rate for year one is \$10.00/RSF. Additional expenses contemplated in the 2025 budget include furniture and technology needed to properly equip the space for BCRTA’s use. Other properties in the area of similar size rent for \$9 - \$15/RSF, although tenants in most of those properties are responsible for operating expenses (net/net/net) in addition to rent.

The total rent for the base period shall not exceed \$132,151. Staff has evaluated and determined that it is not more advantageous to purchase property than lease for this purpose at this time given the business needs of the space.

BUSINESS PURPOSE

The additional space is required to provide adequate accommodations for the operations training department and operations staff at the Moser Court facility which has grown. The addition of this leased space will also allow BCRTA to move the customer service call center to Hamilton for better centralization, closer access to the Market Street Station, and allow the Middletown

Transit Station to be properly renovated. Severely condensed spaces at the Moser Court facility can be returned to proper utilization and also make room for ITS systems workspace which has grown significantly in the last 6 years. The leased space will also provide for additional meeting space for staff and the Board.

LEGAL CONSIDERATIONS

The initial lease has been reviewed by legal counsel and will receive a final review before execution.

BCRTA Resolution No. 25-01-04

Authorizing the BCRTA Executive Director to Negotiate and Execute a Lease for Office Space.

Whereas on November 15, 2023 the BCRTA Board of Trustees adopted Resolution 23-11-06 adopting the Butler County Regional Transit Authority 2023-2026 Strategic Plan; and

Whereas the BCRTA 2023-2026 Strategic Plan identifies six (6) Goal areas including Increasing Education & Advocacy, Leading Workforce Development, and Adapting to Market Demands; and

Whereas BCRTA's Moser Court facility is operating above capacity and staff has identified training, meeting, and office space constraints as barriers to achieving these goals; and

Whereas staff have carefully reviewed the local real estate market, options for creative sharing and space planning, and identified available space for lease that meets BCRTA's business needs and budget criteria; and

Whereas on November 20, 2024 the BCRTA Board of Trustees adopted a budget and appropriations including contingency funds for additional leased space.

Now therefore be it resolved that:

SECTION 1: The BCRTA Board of Trustees hereby authorizes the Executive Director to negotiate and execute a lease for the space at 6. S. Second Street Suite 600, Hamilton, OH, 45011 with Alea Properties for a two (2) year base contract with three (3), one-year options at a total price not to exceed \$335,500, subject to final review by BCRTA legal counsel.

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: January 15, 2025

Perry Gordon, Board Vice President

Matthew Dutkevicz, Executive Director



TO: BCRTA Board of Trustees

FROM: Meagan Varney, Procurement & Compliance Specialist
Paul Williams, Director of Maintenance & Capital Infrastructure

RE: *Action Item – Moser Court Parking Project CSA for Construction Documents and Bid Support*

January 8, 2025

STRATEGIC PLAN GOAL / OBJECTIVE

- Adapt to Market Demands
- Leverage Regional Partnerships
- Lead Workforce Development

RECOMMENDATION

Approve a resolution amending resolutions 22-09-02, 23-09-01, and 24-11-07 Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Task Order for Parking Lot Expansion Designs. This amendment will authorize a change in service agreement that shall expand the scope of Bowen’s current task order for preliminary engineering of the Moser Court Parking project to include final construction documents and bid support for an additional \$85,918.33.

FINANCIAL CONSIDERATIONS

This increase is an expected cost and change in scope. It will be funded with existing project dollars from the LONO or parking project grants.

BUSINESS PURPOSE

To perform all tasks necessary to provide the Final Design and construction documents in addition to bidding and support service for the complete project of the Moser Court Parking project. This is for additional services beyond the original authorization, which was only for the amount required to complete conceptual design and engineering, including propane fueling components.

LEGAL CONSIDERATIONS

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

BCRTA Resolution No. 25-01-05

Amending Resolutions 22-09-02, 23-09-01, and 24-11-07 Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Execute a Task Order for Parking Lot Expansion Designs.

Whereas on September 21, 2022, BCRTA's Board of Trustees approved Resolution 22-09-02 which authorized the BCRTA Executive Director to execute a Task Order between BCRTA and Richard L. Bowen & Associates for the provision of survey and design for a parking lot expansion; and

Whereas on September 20, 2023, BCRTA's Board of Trustees approved Resolution 23-09-01 which amended Resolution 22-09-02 to authorize the BCRTA Executive Director to execute a change of service agreement between BCRTA and Richard L. Bowen & Associates for the provision of survey and design for a parking lot expansion; and

Whereas on November 20, 2024, BCRTA's Board of Trustees approved Resolution 24-11-07 which amended Resolutions 22-09-02 and 23-09-01 to authorize the BCRTA Executive Director to execute a change of service agreement between BCRTA and Richard L. Bowen & Associates for the provision of survey, design, and inclusion of propane fueling infrastructure; and

Whereas since completing these designs BCRTA has received grant funds for the construction of the project and now requires the A&E consult to complete the Construction Document (CD) Phase and include the fees required to assist in the Bidding and Construction of the Project through completion; and

Whereas Richard L. Bowen & Associates requested a Change in Services Agreement, of \$85,918.33 which accounts for the necessary technical expertise and engineering required to complete construction documents and provide support through bidding and construction.

Now therefore be it resolved that:

SECTION 1: The BCRTA Board of Trustees hereby amends Resolution 22-09-02, 23-09-01, and 24-11-07 to authorize the BCRTA Executive Director to execute a Change of Service Agreement and Task Order between **BCRTA** and **Richard L. Bowen & Associates** at a revised cost of \$306,895 plus a 10% contingency fee for a total not to exceed cost of \$337,584 without additional board approval.

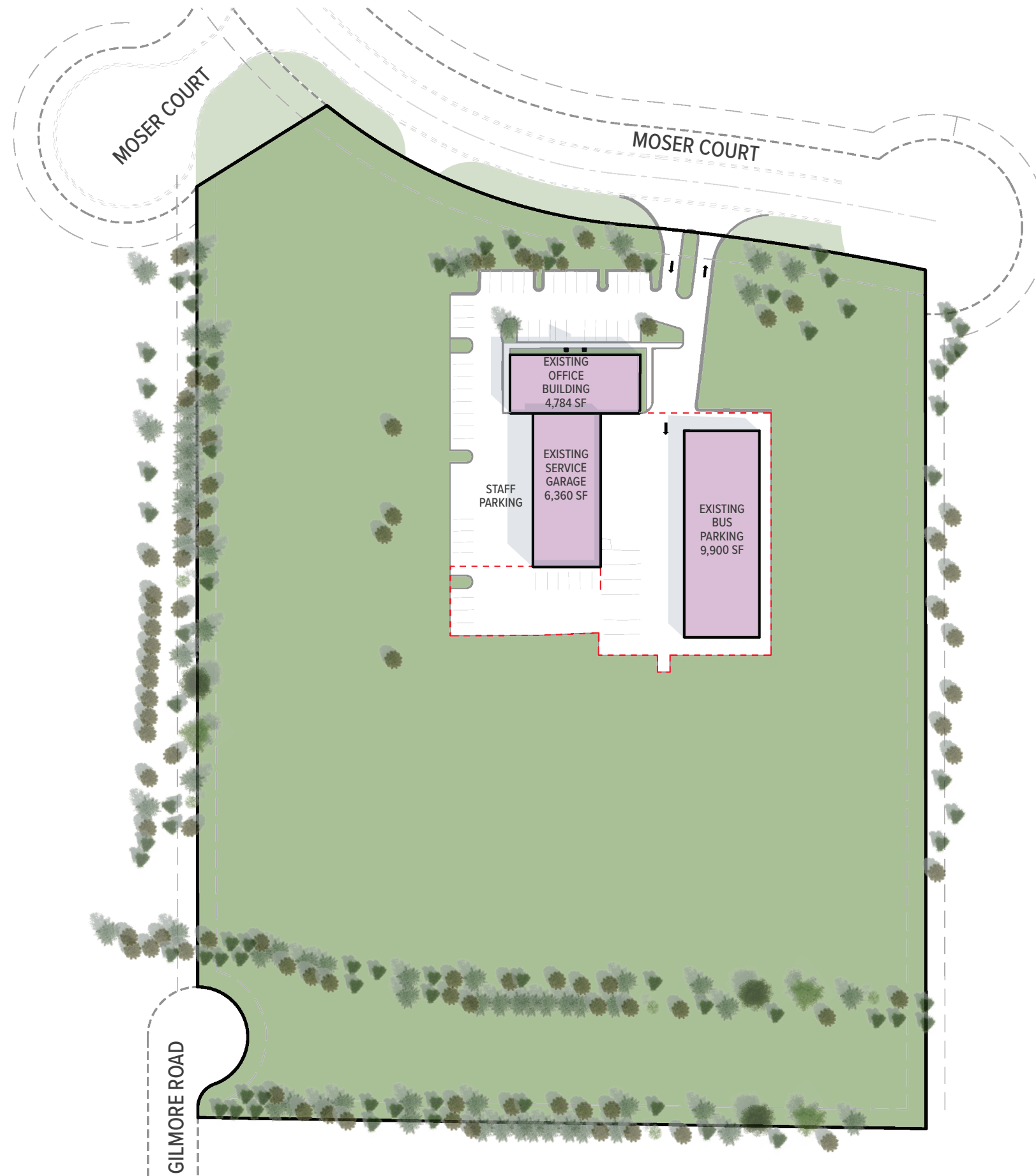
SECTION 2: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby replaced as to the inconsistent part thereof.

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: January 15, 2025

Perry Gordon, Board Vice President

Matthew Dutkevicz, Executive Director

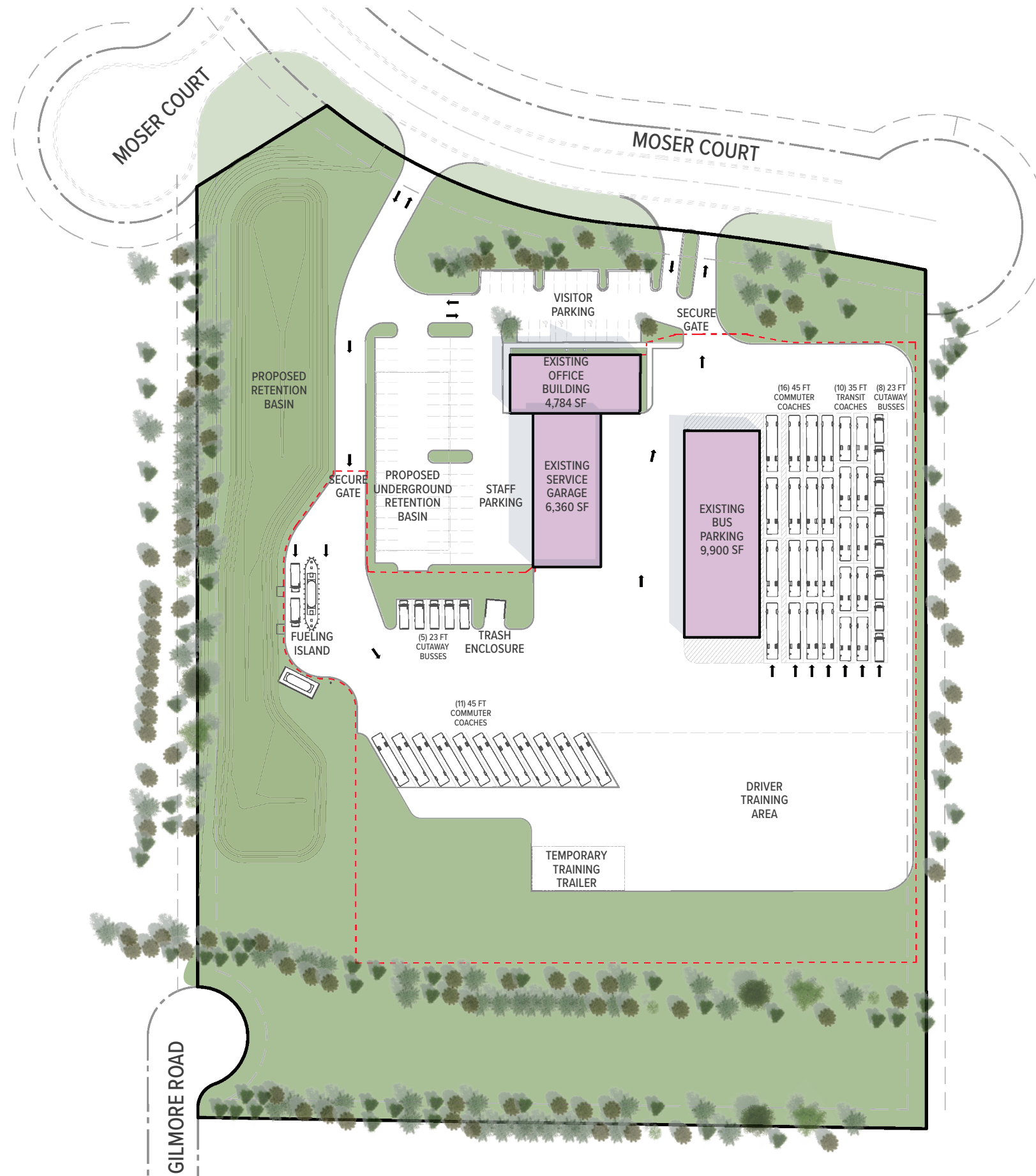


SITE LEGEND

- EXISTING BUILDING
- VEHICLE TRAVEL DIRECTION
- PERIMETER FENCE / GATE

BCRTA - 3045 MOSER COURT EXPANSION

ARCHITECTURAL SITE PLAN
EXISTING

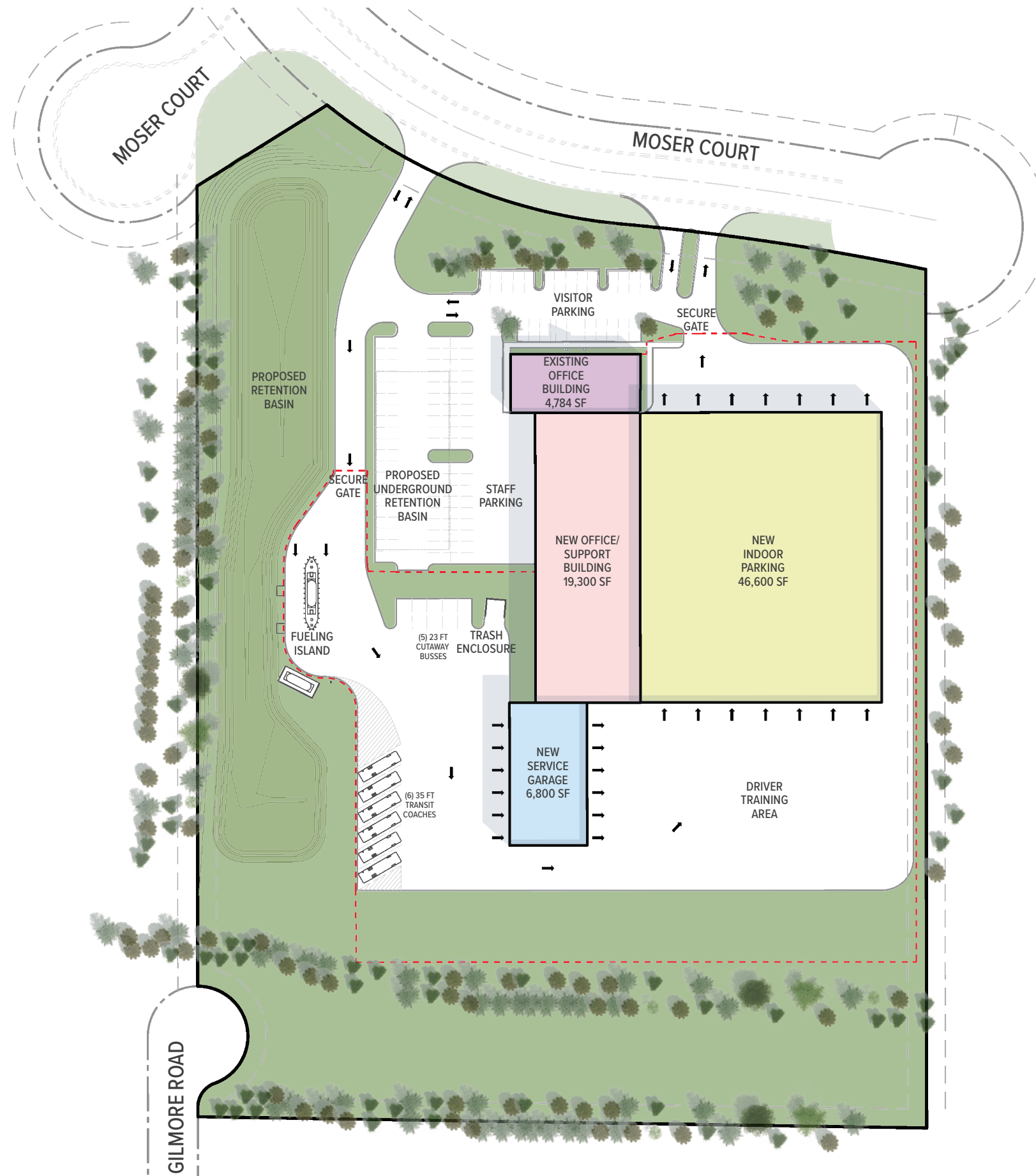


SITE LEGEND

- EXISTING BUILDING
- VEHICLE TRAVEL DIRECTION
- PERIMETER FENCE / GATE

BCRTA - 3045 MOSER COURT EXPANSION

ARCHITECTURAL SITE PLAN
PROPOSED PHASE 1



SITE LEGEND

- EXISTING BUILDING
- NEW OFFICE / SUPPORT
- NEW SERVICE GARAGE
- NEW INDOOR BUS PARKING
- VEHICLE TRAVEL DIRECTION
- PERIMETER FENCE / GATE

BCRTA - 3045 MOSER COURT EXPANSION

ARCHITECTURAL SITE PLAN
FUTURE PHASE 2

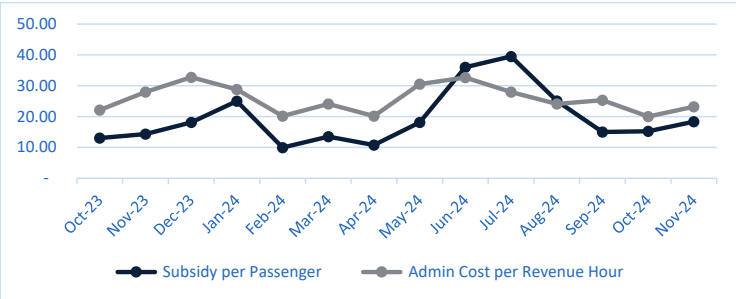
METRIC DASHBOARD

November 2024

Leveraging Competitive Funding & Partnerships

Average Fleet Age
6.02

Since Last Month	0.06	1.00%
Since Last Year	0.39	6.48%



Enhancing Connectivity

BCRTA Transit App Users
7,100

Since Last Month	(374)	-5.27%
Since Last Year	1,583	22.30%

BGO App Rides/Total BGO Rides
53.25%

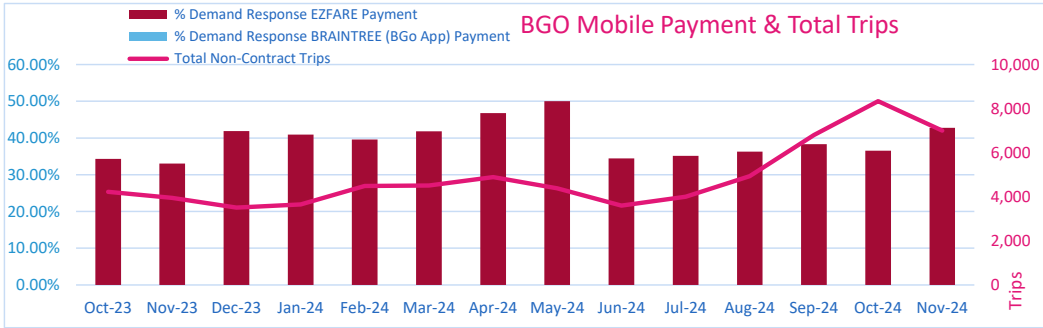
Since Last Month	9.20%	17.28%
Since Last Year	21.02%	39.47%

BCRTA Transit App Downloads
1,320

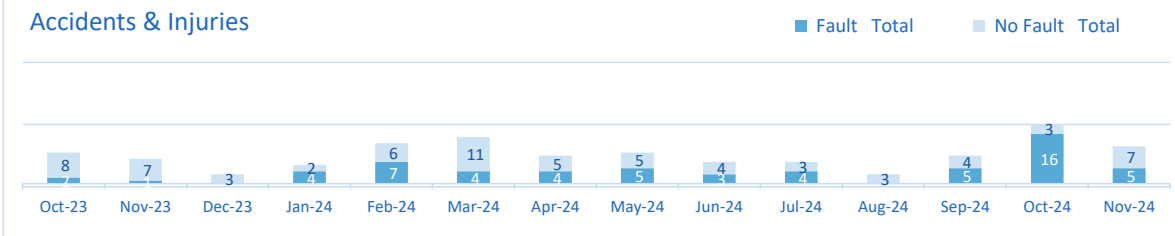
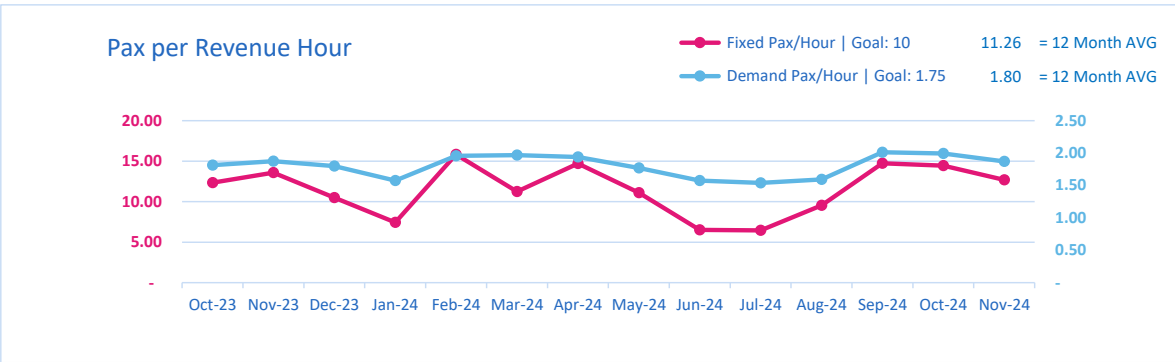
Since Last Month	(127)	-9.62%
Since Last Year	858	65.00%

BGO App Downloads
602

Since Last Month	(41)	-6.81%
Since Last Year	511	84.88%



Improving Mobility & Eliminating Barriers



Target Operator Staffing
80%

Since Last Month	0.42%
Since Last Year	21.43%
12 Month Average	79.15%
GOAL	100.00%

Denials & Refusals/Total BGO
32.95%

Since Last Month	5.92%
Since Last Year	-4.54%
12 Month Average	33.04%
GOAL	0.00%

Supporting Employers

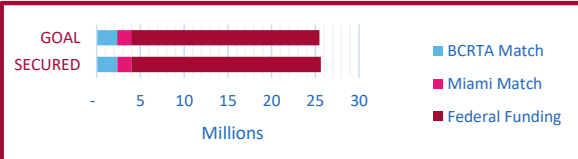
CincyLink Total Trips
2,008

Since Last Month	(1,028)	-51%
Since Last Year	(850)	-42%

BGO Employment Trips
2,494

Since Last Month	(570)	-22.85%
Since Last Year	837	33.56%

Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed
269



Marketing Report

2024 IMPACT & 2025 PLANNING





Overarching Social Performance

From January to November 2024, BCRTA's social media performance reached new heights, showcasing remarkable growth and engagement on Facebook and Instagram.

Across 273 published posts (+30%), we delivered consistent, engaging content that continues to drive awareness of BCRTA's services and mission. These milestones highlight the power of strategic social media in fostering meaningful connections and supporting Butler County's mobility needs.

Impressions: 2.2M+ (+202.8%)

Audience: 2,038 (+15.4%)

Video Views: 321,823 (+11,443.1%)

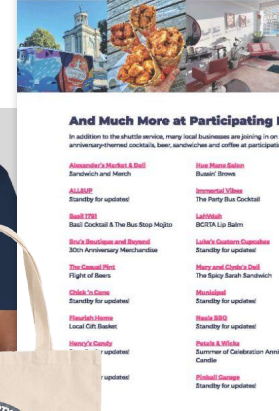
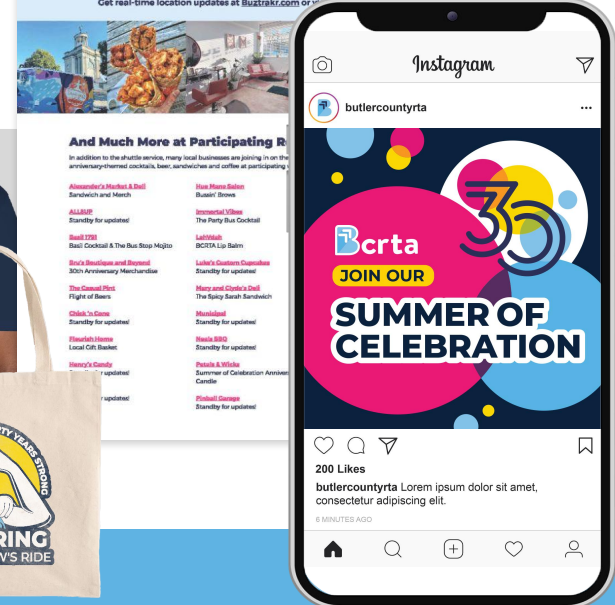
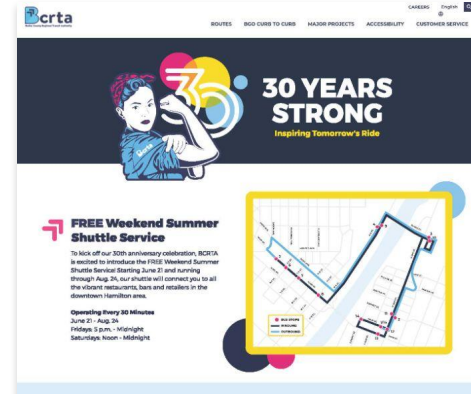
Published Posts: 273 (+30%)



30th Anniversary

For BCRTA's 30th anniversary, we crafted a celebratory campaign that honored three decades of connecting communities. The campaign featured a custom anniversary logo and an array of creative assets, including homepage and social headers, t-shirts, merchandise, bus wrap art and window clings for area businesses.

A dedicated landing page and rack cards provided key information, while engaging social content drove community awareness and excitement. By combining bold design with strategic messaging, the campaign not only celebrated BCRTA's milestone but also reinforced its role as a vital link to opportunity, work and recreation in Butler County.





CincyLink to BLINK

Animated social content, targeted ads, a dedicated landing page, and local radio spots worked together to bring the CincyLink to BLINK campaign to life.

The results were outstanding: Meta ads alone achieved over 415,000 impressions, **37,000 engagements and 19,500 video ThruPlays at just \$0.038 per view.** Combined with Google Performance Max's 118,000+ impressions and radio's extended reach of 55,200 listeners, the campaign generated **over 533,000 impressions**, ensuring widespread visibility. **Thousands relied on CincyLink to attend BLINK**, proving the value, convenience and accessibility of the service.

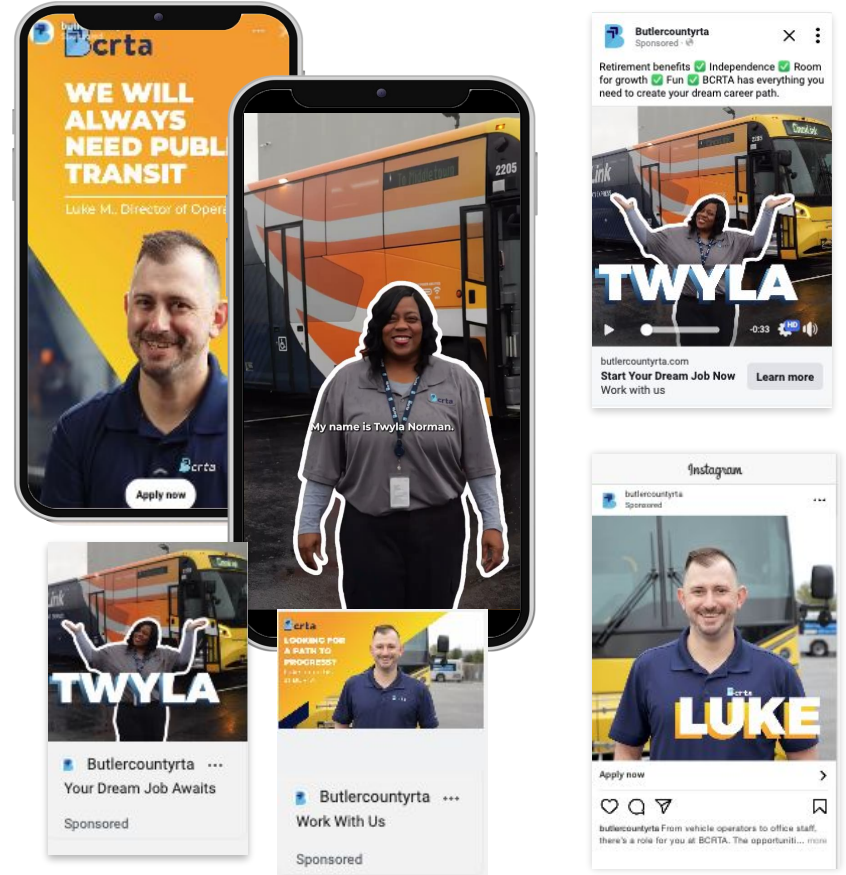
The image shows a screenshot of the CincyLink to BLINK 2024 landing page and a promotional flyer. The landing page features a header with the CincyLink logo and navigation links (ROUTES, BIG CURB TO CURB, MAJOR PROJECTS, ACCESSIBILITY, CUSTOMER SERVICE). The main headline reads "Your Free Ride to the Biggest Art Event of the Year" and includes a sub-headline: "Leave the hassle of parking behind and enjoy Cincinnati's famous BLINK Art Festival with FREE, luxury shuttle service from Butler County." Below this, the "How it Works" section explains that CincyLink offers a free, upscale shuttle to and from BLINK, Cincinnati's epic lights and art festival, running from October 17-20. It lists three key benefits: Free Shuttle (available starting at 5:30 p.m. from Meijer Park & Rides in Middletown and West Chester townships), Guaranteed Ride Home (your round-trip is covered), and Convenient & Comfortable (high-back seats, Wi-Fi, USB charging, and overhead baggage space). A "Why Ride CincyLink?" section highlights Hassle-Free Travel, Family-Friendly service, and Eco-Friendly options. The "Plan Your Trip" section states that the shuttle service runs from October 17-20, with departures every 30 minutes from both Meijer Park & Rides and Riverfront Transit Station in Cincinnati at 11:30 p.m. A QR code and "LEARN MORE" link are provided. The promotional flyer on the right mirrors the landing page content, featuring a CincyLink bus and the text "Your Free Ride to Cincinnati's BIGGEST ART FESTIVAL".



Recruitment

Our recruitment campaign leveraged storytelling to highlight the positive experiences of employees Twyla Norman and Luke Morgan. Additionally highlighting the hourly wage increase, starting at \$20 an hour. Running from March 15 to May 24, the campaign combined dynamic social ads, engaging streaming audio spots and targeted website traffic strategies.

The campaign achieved nearly **1 million impressions** and 767,000 video views across social media, with over **15,800 total clicks** driving significant traffic to BCRTA's website. Notably, the **careers page saw a 92% increase in users** and helped generate **198 applications**, including a record-breaking week of 35 applications. These results underscore the campaign's success in elevating awareness and driving action.





Annual Report

BCRTA's 2023 Annual Report combines compelling storytelling with clean, accessible design. The report highlighted key milestones, including infrastructure advancements, innovative app launches and record-breaking ridership growth.

Moreover, we collaboratively evolved the data visualization components of the report, resulting in a more dynamic reader experience.





2024 Media Recap

Table Data from 1/1 - 12/18/24

Media Channel / Tactic	Spend	Impressions	Clicks	CTR	CPC
Google Paid Search Careers	\$17,127.54	65,024	11,677	17.96%	\$1.47
Google - PMax <i>"CincyLink to Blink"</i>	\$2,058.84	118,081	1,827	1.55%	\$1.13
Paid Social - Careers	\$14,000	1,434,019	24,241	1.70%	\$0.57
Paid Social - Ridership	\$5,250	579,121	18,932	3.26%	\$0.28
iHeart Streaming Audio - Recruitment	\$12,266	1,207,932	n/a	n/a	n/a
Terrestrial Radio WKRQ <i>"CincyLink to Blink"</i>	\$2,040	99,360	n/a	n/a	n/a
TOTALS	\$52,742.38	3,503,537	56,677	2.58%	\$0.68

Quarterly Break-Out

	Q1	Q2	Q3	Q4
Testimonial Videos (Rides that Inspire) Emphasis on Jobs, Elderly, Students/Kids, Disabled Community & Veterans	<ul style="list-style-type: none"> One Car Household -CincyLink - BCare user (March is Developmental Disabilities Awareness Month) - 	<ul style="list-style-type: none"> Miami Student Everyday Fixed route rider 	<ul style="list-style-type: none"> BGo Elder, (September is Healthy Aging Month) 	<ul style="list-style-type: none"> NPO Partner/Rider (Good for the Community)
	<ul style="list-style-type: none"> CincyLink, Rewards App Ohio Loves Transit (Feb) Miami University public survey (Feb/March) Route Changes R3 Outreach - New Route Destinations. 	<ul style="list-style-type: none"> Miami University Fixed Route & SafeRide, including new Oxford Routes New R1 Route Parking lot groundbreaking 	<ul style="list-style-type: none"> CincyLink - Before School Starts Chestnut Street Station Ribbon Cutting (August) Miami University Fixed Route & SafeRide 2024 Annual report 	<ul style="list-style-type: none"> Holiday Card

Ongoing:

- Hiring, as needed
- Bus wraps - new vehicles/Middletown buses
- Web & social banners
- CodeTwo signature lines



Media Tactics Discussion

In order of most popular from 2024 Demographic Survey

1. Google PPC

2. Facebook (Meta)

3. OTT/Streaming

4. YouTube

5. Streaming Music

6. Local TV/Cable

7. Local Radio

8. Instagram (Meta)

9. Newspaper Online

10. X

11. TikTok

12. Newspaper Print

OOH?

Director's Notes

January 2025

1 Increase Education & Advocacy

Merchandising

BCRTA experienced some limited success with partner sales of 30th anniversary merch over the summer. Now that Summer of Celebration has ended, staff are testing an [online portal for merch sales](#) that will integrate with the future customer loyalty program.

County Commission

Mr. Dutkevicz was able to hold initial one-on-one meetings with Commissioners Dixon and Rogers in December. Mr. Dutkevicz will follow-up with Commissioner Carpenter in January.

2 Enhance Revenues

Funding Education

Although funding education was slated to begin in fall 2024, staff have placed the item on hold until meetings with elected officials can be conducted. Funding education will commence following these meetings.

3 Engage Entrepreneurial Disruptive Tech

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.

Matthew Dutkevicz and Luke Morgan attended an Autonomous Vehicle launch event at Western Reserve Transit Authority in Youngstown, OH on August 22 to view the proposed grant technology and learn more about autonomous vehicles. The grant partners also held a meeting to discuss project timeline and needs.

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.

Director's Notes

January 2025

Attain Grant

USDOT announced that we were successful in seeking the ATTAIN grant! BCRTA has agreed to partner with NEORide and other transit agencies to leverage 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.

Accelerating Advanced Digital Construction Management Systems Program

BCRTA also received news that the University of Cincinnati has been successful in receiving an AADCMS grant. BCRTA will support UC's grant by providing input and feedback regarding the agency's experience with technology used during the Chestnut Street Station construction project. BCRTA may also be eligible to receive additional software for use during the Moser Court FASST parking project.

4 Leverage Regional Partners

EZConnect Call Center

Staff are excited to announce that the EZConnect Regional Call Center pilot will launch in mid-January. The ERCC will take calls for BCRTA customer service during the early evening after BCRTA's in-house call center closes to help address customer inquiries.

Middletown

BCRTA staff continue to work with the city to transition grantee responsibilities to the BCRTA. Conversations have been ongoing with City staff and the mayor, but have not advanced back to Council for action. BCRTA staff have plans to connect with the new Interim City Manager this month.

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. The pilot is expected to launch in Q2 2025. SORTA received a grant award to help fund operations as part of the Ohio Workforce Mobility Grant, although staffing has been an issue for METRO.

Director's Notes

January 2025

5 Lead Workforce Development

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.

The project would be completely reliant on discretionary grant funds. Staff applied to ODOT to fund this project as part of the 2026 Ohio Transit Preservation Partnership program. Announcements are expected in March 2025.

Director's Notes

January 2025

6 Adapt to Market Demand

Chestnut Street Multimodal Station

Chestnut Street Station continues to move forward. The building is “dried in” for the winter. Drywall is well underway, masonry walls are being completed, and overhead doors are all installed. Staff are working with Graybach and Bowen to identify an opening date in Fall of 2025.

Information, updates and pictures are available at

<https://www.butlercountyrta.com/projects/oxford-multimodal-facility/>

R3 Revisions

The R3 received a major revision on October 28 extending the connection between Oxford and Fairfield further south to connect with Cincinnati Metro in Forest Park and serve major destinations on OH-4. This change is consistent with the Kimley-Horn Short Range plan service recommendations. Reception and ridership have been very positive.

GDRTA Bus Lease

Given the continued increased demand for BGo services and the surge in hiring, operations staff has found themselves in the unfamiliar position of having more drivers available than vehicles. As part of a short-term solution to meet service needs, Greater Dayton RTA has agreed to lease contingency vehicles to the BCRTA for a very low cost. Staff are working to finalize a lease agreement for five (5) vehicles.

State of Good Repair

Ohio Workforce Mobility Grant

BCRTA was successful in obtaining \$2.5M to realize the Fuel Alternative, Security, Storage, Training (FASST) project to finish the Moser Court parking expansion plan. Staff will be working to finalize A&E plans to let a bid for construction in Q1 2025.

Coming Up

Board Portal

Staff are working to complete the implementation of the new BCRTA Board portal using software from OnBoard. Invitations to the system for trustees will be forthcoming. Please make sure we have your correct email! Training will be provided upon request for trustees. Staff find the system exceptionally easy and intuitive to use and have needed very little training. Trustees that would prefer may still receive a PDF packet via download.

Director's Notes

January 2025

Annual Report

Copies are available on the BCRTA website and from Shawn Cowan.

Employee Appreciation Event

The annual employee appreciation event is scheduled for Sunday, February 23 at 12:00pm. The event will be held again at Receptions Event Center in Fairfield. Trustees are welcome and encouraged to attend this exciting full staff event. Please RSVP to schwartzs@butlercountyrta.com.

Upcoming Procurements >\$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
Misc Maintenance Parts	BCRTA	54K	1	Replacement
Moser Court Parking Lot Construction	BCRTA	3.5M	Task	New
Chestnut Station FF&E	BCRTA	475K	Task	New
Chestnut Station Bus Wash	BCRTA	1.3M	Task	New
Small Bus Tires	BCRTA	180K	5	Replacement
Large Bus Tires	BCRTA	180K	5	Replacement
HRIS Software	BCRTA	175K	5	Replacement
Uniforms & Supplies	BCRTA	250K	5 years	Replacement
Non-Revenue Vehicles (4)	BCRTA	200K	Task	Replacement

Task Name	Bucket Name	Progress	Priority	Start date	Due date	Completed Date	Labels
Advertising Promotion of Busir 1 - 30th Anniversary Program (August 25th)	1 - 30th Anniversary Program (August 25th)	Completed	Medium	01/01/2024	03/31/2024	10/07/2024	Completion Pending
Anniversary Event	1 - 30th Anniversary Program (August 25th)	Completed	Urgent	01/01/2024	03/31/2024	08/05/2024	Completion Pending
Anniversary Logo	1 - 30th Anniversary Program (August 25th)	Completed	Urgent	01/01/2024	02/29/2024	06/12/2024	
Bus Wrap (Not full) Anniversar	1 - 30th Anniversary Program (August 25th)	Completed	Medium	01/01/2024	03/31/2024	06/12/2024	
Identify and Secure Sponsors (I	1 - 30th Anniversary Program (August 25th)	Completed	Low	01/01/2024	03/31/2024	10/07/2024	
Once a Month Anniversary Eve	1 - 30th Anniversary Program (August 25th)	Completed	Urgent	01/01/2024	03/31/2024	08/05/2024	Completion Pending
Canned Speaker Bureau (Rotar	1 - Community Engagement	Not started	Important	04/01/2024	12/31/2024		DELAYED;Rescheduled
Chamber Presentations	1 - Community Engagement	Not started	Medium	12/02/2024	03/31/2025		DELAYED
Coffee & Conversations Events	1 - Community Engagement	Not started	Medium	12/02/2024	06/06/2025		DELAYED
Community Advocates/Advisoi	1 - Community Engagement	Not started	Important	04/03/2023	07/01/2024		DELAYED
Oxford Engagement (for Gener	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		
Create Informational/Educatio	1 - Develop Education/Advocacy-Services & Ridership	Not started	Medium	07/01/2024	03/01/2025		BLOCKED by PreReq;Rescheduled
Define rider demographic vs. n	1 - Develop Education/Advocacy-Services & Ridership	Completed	Urgent	01/01/2024	07/31/2024	10/07/2024	DELAYED;Rescheduled
Determine the communication	1 - Develop Education/Advocacy-Services & Ridership	In progress	Important	01/01/2024	08/31/2024		DELAYED;Completion Pending
Social Media Marketing-Build f	1 - Develop Education/Advocacy-Services & Ridership	In progress	Medium	01/01/2025	03/31/2025		
Collaborating Strategically (Voi	1 - Develop the BCRTA Story- Structure & Vision, Community Value	Not started	Low	10/01/2024	11/30/2024		
Create talking Points & Conten	1 - Develop the BCRTA Story- Structure & Vision, Community Value	In progress	Important	01/01/2024	11/22/2024		BLOCKED by PreReq;DELAYED;Rescheduled
Enviromental Impact	1 - Develop the BCRTA Story- Structure & Vision, Community Value	Not started	Low	06/03/2024	08/31/2024		
Fiscal Impact	1 - Develop the BCRTA Story- Structure & Vision, Community Value	In progress	Medium	04/01/2024			Evergreen Target
Meeting with Elected Officials	1 - Develop the BCRTA Story- Structure & Vision, Community Value	In progress	Important	04/01/2024	11/25/2024		DELAYED;Rescheduled
Create and Sell BCRTA Mercha	1 - Merchandise	Completed	Low	01/01/2024	12/01/2024	12/09/2024	DELAYED;Rescheduled
Create Online Store	1 - Merchandise	Completed	Low	07/01/2024	08/30/2024	06/14/2024	
Establish Loyalty Program/Free	1 - Merchandise	In progress	Low	01/01/2025	03/31/2025		Ahead of Schedule!
Leverage Resell Partners for M	1 - Merchandise	Completed	Low	04/01/2025	06/30/2025	11/04/2024	
Annual bus wrap with MU-Con	1 - Miami University Program	Not started	Low	01/01/2025	03/31/2025		ON HOLD
Engage the Parking & Transpor	1 - Miami University Program	In progress	Urgent	01/01/2024			Evergreen Target
Explore Additional MU Contact	1 - Miami University Program	Not started	Important	01/01/2025	03/31/2025		
Mobility Options Awareness &	1 - Miami University Program	In progress	Low	01/01/2025	03/31/2025		
Raising Student Orientation Pr	1 - Miami University Program	In progress	Low	04/01/2025	07/31/2025		
1st Attempt at Long-Term Ded	2 - Enhance Revenues	Not started	Important	01/01/2025	03/31/2025		
2nd Attempt for Long-term De	2 - Enhance Revenues	Not started	Important	07/01/2025	09/30/2025		
Business Partnerships	2 - Enhance Revenues	Not started	Low	01/01/2025	03/31/2025		
Community Campaign (Suppor	2 - Enhance Revenues	Not started	Medium	04/01/2025	06/30/2025		
Community Partnerships	2 - Enhance Revenues	Not started	Low	01/01/2025	03/31/2025		
Develop Unfunded Service Sce	2 - Enhance Revenues	Completed	Important	04/01/2024	08/09/2024	09/26/2024	Rescheduled
Funding Education Campaign T	2 - Enhance Revenues	Not started	Important	01/01/2024	03/01/2025		DELAYED;Rescheduled
Investigate Funding Model and	2 - Enhance Revenues	In progress	Medium	01/01/2024	03/31/2024		
Leverage Unused/Untapped/Li	2 - Enhance Revenues	In progress	Medium	01/01/2024			Evergreen Target
Stage 1-Elected Official Suppor	2 - Enhance Revenues	Not started	Important	07/01/2024	10/04/2024		
Stage 2-Community Education	2 - Enhance Revenues	Not started	Important	01/01/2025	04/04/2025		
Advanced Mobility Hubs	3 - Engage Disruptive Technology	Not started	Medium	01/01/2026	03/31/2026		
Engagement	3 - Engage Disruptive Technology	In progress	Medium	01/01/2025	03/31/2025		
Funding (Ex. CVG Application fi	3 - Engage Disruptive Technology	In progress	Medium	01/01/2025	06/30/2025		
Get BCRTA on the map-Develo	3 - Engage Disruptive Technology	In progress	Medium	01/01/2026	03/31/2026		
Innovation Reputation (recruit	3 - Engage Disruptive Technology	Not started	Medium	01/01/2025	03/31/2025		
IT Partners	3 - Engage Disruptive Technology	Not started	Medium	01/01/2025	03/31/2025		
Patents and Other Revenue Ge	3 - Engage Disruptive Technology	Not started	Low	04/01/2026	06/30/2026		
Testing Partners	3 - Engage Disruptive Technology	Not started	Medium	01/01/2025	03/31/2025		
Work with Entrepreneurial Cent	3 - Engage Disruptive Technology	Not started	Medium	01/01/2025	03/31/2025		
Work with Small Businesses an	3 - Engage Disruptive Technology	Not started	Medium	01/01/2025	03/31/2025		
Butler County (ODJFS)	4 - Public Partner Engagements	In progress	Low	07/01/2024	09/30/2024		
Clermont County	4 - Public Partner Engagements	Not started	Low	01/01/2025	03/31/2025		
NEORide	4 - Public Partner Engagements	In progress	Medium	04/01/2024			Evergreen Target
Warren County	4 - Public Partner Engagements	Completed	Low	01/01/2025	03/31/2025	01/06/2025	
Workforce Investment Board	4 - Public Partner Engagements	In progress	Medium	07/01/2024	09/30/2024		Follow-Up Item
Engage in EZConnect Paratran	4 -Leverage Regional Partners	In progress	Low	01/01/2025	03/31/2025		

Engage in Regional Paratransit 4 -Leverage Regional Partners	In progress	Low				12/31/2025	
Expand Oversight Responsibility 4 -Leverage Regional Partners	In progress	Important	01/01/2024	12/31/2024			BLOCKED by PreReq
Utilize Other Transit Agencies 14 -Leverage Regional Partners	Not started	Low	03/31/2025	03/31/2025			
BCRTA Value 5 - Lead Workforce Development	Completed	Medium	01/01/2024	03/31/2024	03/28/2024		
Better Understand the 4th Gen 5 - Lead Workforce Development	In progress	Medium	01/01/2024	03/31/2024			DELAYED;Completion Pending
Create Onboarding Schedules 5 - Lead Workforce Development	Completed	Important	01/01/2024	03/31/2024	09/03/2024		
Differentiate Recruiting 5 - Lead Workforce Development	Completed	Medium	04/01/2024	06/30/2024	05/07/2024		
Emotional Pull-1 Video/Quarte 5 - Lead Workforce Development	Not started	Medium	11/04/2024	02/01/2025			Rescheduled
Engage in DEI Commitment an 5 - Lead Workforce Development	In progress	Medium	01/01/2024	01/01/2025			Rescheduled
Expand Training Capacity 5 - Lead Workforce Development	In progress	Urgent	01/01/2024	03/31/2024			BLOCKED by PreReq;DELAYED
Implement Lessons Learned fr 5 - Lead Workforce Development	Completed	Important	04/01/2024	06/30/2024	08/05/2024		
Internal Promotion Pathways 5 - Lead Workforce Development	Completed	Medium	04/01/2024	09/15/2024	08/05/2024		DELAYED
Investing in Recruitment/Empl 5 - Lead Workforce Development	Completed	Important	01/01/2024	03/31/2024	10/07/2024		Evergreen Target;Completion Pending
Onboarding Within the Depart 5 - Lead Workforce Development	Not started	Low	07/01/2024	06/02/2025			DELAYED;Rescheduled
Salary Study 5 - Lead Workforce Development	Completed	Urgent		03/31/2024	08/05/2024		Completion Pending
Staff Training for Internal Cust 5 - Lead Workforce Development	In progress	Medium	04/01/2025	06/30/2025			Ahead of Schedule!
Structure Organization for Con 5 - Lead Workforce Development	Not started	Important	01/01/2024	12/31/2024			BLOCKED by PreReq;Rescheduled;Completion Pending
Update Program for Prior Oper 5 - Lead Workforce Development	In progress	Important	01/01/2024	03/31/2024			DELAYED
Vocational Schools as Targets 5 - Lead Workforce Development	Completed	Low	04/01/2025	06/30/2025	08/05/2024		
Workforce Investment Act Rec 5 - Lead Workforce Development	Completed	Medium	04/01/2024	06/30/2024	08/05/2024		
Connecting with Other Modes 6 - Adapt To Market Demands	In progress	Low	04/01/2024	06/30/2024			
Connecting with Other Transit 6 - Adapt To Market Demands	In progress	Medium	04/01/2024	06/30/2024			
Create and Complete Commu 6 - Adapt To Market Demands	In progress	Important	04/01/2024	06/02/2025			Rescheduled
Develop Good, Better, Best Sct 6 - Adapt To Market Demands	Completed	Important	04/01/2024	08/06/2024	09/26/2024		DELAYED
Differentiate Our Service Deliv 6 - Adapt To Market Demands	In progress	Important	04/01/2024	06/30/2024			
Gather Business Input 6 - Adapt To Market Demands	Not started	Important	07/01/2024	03/01/2025			BLOCKED by PreReq;Rescheduled
Infrastructure 6 - Adapt To Market Demands	In progress	Medium	04/01/2024	06/30/2024			
2022 Annual Report To do	Completed	Urgent	01/01/2024	01/29/2024	07/09/2024		Completion Pending
2023 Annual Report To do	Completed	Important	05/31/2024	09/30/2024	01/06/2025		Follow-Up Item;DELAYED;Rescheduled;Completion Pending
Rearrange Web Site to Support To do	Completed	Urgent		05/24/2024	10/07/2024		Completion Pending