



Safe, Reliable, and Accessible Public Transportation

**Board Meeting Minutes
Wednesday, June 28, 2017
2380 Bellbrook Avenue, Xenia, OH**

- 1. Welcome and Introduction** – Chair Woody Stroud called the meeting to order and welcomed those present.
 - A. Roll call of Board members** – Present: Ms. Blanche Casey, Ms. Anne Gerard, Mr. Todd Hiney, Mr. David Middleton, Mr. David Reid, Mr. Woody Stroud. Excused: Mr. Charles Rowland
 - B. Staff Members:** Mr. Ken Collier, Ms. Marilyn Ratcliff, Ms. Shannon Webster, Ms. Debby Bullock, Mr. Dennis Green (First Transit).
 - C. Guests:** None
- 2. Approval of Meeting Minutes**
 - A. May 24, 2017** – Ms. Casey moved to approve the minutes as written. Mr. Reid seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Reid-yes, Mr. Stroud-yes. The minutes were approved.
- 3. Public comment on Action Items – None**
- 4. Action Items**
 - A. Finance Committee – David Middleton**
 - 1) Resolution 2017-06-28-01 – JFS Contract Amendment** – Mr. Middleton moved to amend the maximum contract amount with Greene County Department of Job and Family Services for service provided from July 1, 2016 to June 30, 2017 to \$520,000. Ms. Casey seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Reid-yes, Mr. Stroud-yes. The motion was approved.
 - 2) Resolution 2017-06-28-02 – JFS 2017-2018 Contract** – Mr. Middleton moved the Greene County Transit Board agrees to enter into a one year agreement to extend the 2016-2017 contract from July 1, 2017 – June 30, 2018 with Greene County Department of Job and Family Services to provide NET Medicaid transportation. Mr. Reid seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Reid-yes, Mr. Stroud-yes. The motion was approved.
 - 3) Resolution 2017-06-28-03 – Program of Projects** – Mr. Middleton moved the Greene County Transit Board amend the Program of Projects to include the FY 2016 FTA Formula Grant funds for Operations in 2107 at \$950,00, Vehicle replacement in 2017 at \$441,200, FY 2015 FTA Congestion Mitigation Air Quality Grant funds for Flex Route Operations Evening and Weekend Service in 2017-2019 at \$ 567,282 and that it shall be adopted along with previous amendments as the final Program of Projects unless amended due to public input. Ms. Casey seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Reid-yes, Mr. Stroud-yes. The motion was approved.
- 5. Other Business – None**
- 6. Reports**
 - A. Board Chairperson Report**
 - Mr. Stroud reviewed the Miami Valley Regional Planning Commission’s (MVRPC) Executive Director’s Update. He reported that Bob Steinbach was retiring and that biking was promoted in May including Miami Valley Cycling Summit held at Wright State University.
 - Mr. Stroud discussed the MVRPC memorandum to the Technical Advisory Committee and Board of Directors for the Summary of Transit Asset Management Targets, and the Resolution adopting the MAP-21/FAST Act Transit Management Targets. He noted the comparison of the Greater Dayton RTA, Miami County Transit and Greene County Transit Board data. Mr. Collier explained the Summary chart which included the Greene County Transit Board (Greene CATS) targets for capital assets including vehicles.
 - Mr. Stroud and Mr. Collier will attend the Greene County Commissioners meeting on June 29, 2017 to request the Commissions approve a supplemental agreement for the Plan of Projects funding approved at today’s Transit Board

meeting.

B. Chief Financial Officer Report

- Ms. Ratcliff reviewed the May Financial Report and May Productivity Report.
- State Auditors are tentatively scheduled to conduct their field work sometime in July
- The Greene CATS 2016 FTA National Transit Data report has been submitted, all issues have been resolved and a closeout letter accepting the data has been issued.

C. Mobility Manager Report

- Ms. Webster presented her May, 2017 Report conveying her appreciation of the Xenia Police Department for providing an officer escort for the Street Smarts Crosswalk Safety Field trips.
- Ms. Webster is planning a ride along with the Mayors of Beavercreek, Fairborn, Xenia due to interest expressed in learning more about our service.
- Mr. Stroud thanked Ms. Webster for getting out into the community and coordinating with the numerous agencies.

D. Executive Director Report

- Mr. Collier reported on the status of current grants. There are 4 active Federal Transit Administration grants, one of which, the 5310 grant is now being drawn down to reimburse expenses for the Mobility Manager position.
- Mr. Collier informed the Board that production and delivery of eight 22ft. – 12-2 light Transit Vehicles is expected in July.
- Mr. Collier reported that two part time Assistant Scheduler positions were filled making schedulers available the entire work day, 8 a.m. to 4:00 p.m. for scheduling rides. The Administrative Assistant or Scheduling Supervisor will fill in to back up as needed.
- Provided updated tablet training for First Transit drivers, dispatchers, and supervisors in order to fully implement the use of electronic instead of paper manifests. Some charging issues on some tablets need to be resolved prior to full tablet launch.
- Mobility Manager and Fiscal Specialist began attending the Ohio Department of Transportation Transit 101 training.
- Mr. Collier reviewed 2 comments and 5 complaints.

E. First Transit Report

- Dennis Green, General Manager of First Transit (FT), updated Board members on the expansion of their building. Exterior walls, roof, and concrete floor are complete. Gutters are being installed today.
- Mr. Green updated Board members on the recruiting process. First Transit now employs 47 drivers and 18 monitors, along with 22 maintenance, safety and administrative personnel. The current fleet consists of 48 vehicles, 37 LTV's and 11 minivans.

Upcoming meetings and events: Program of Projects Public Hearing at 2380 Bellbrook Ave. Xenia, Ohio (7/3-2:30-3:30 pm), Programs and Services Committee (7/18-10:30 am), Finance Committee (7/18-12 pm), Transit Board (7/26-8:00 am).

Adjournment – There being no further business, Mr. Stroud adjourned the meeting.


Mr. Woodrow Stroud
Chair, Greene County Transit Board


Date