



*Safe, Reliable, and Accessible Public Transportation*

**Board Meeting Minutes  
Wednesday, July 26, 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, Mr. Todd Hiney, Mr. David Middleton, Mr. David Reid, Mr. Woody Stroud. Excused: Ms. Anne Gerard, Mr. Charles Rowland
  - B. **Staff Members:** Mr. Ken Collier, Ms. Marilyn Ratcliff, Ms. Shannon Webster, Ms. Debby Bullock, Mr. Dennis Green (First Transit), Jason Brun (First Transit).
  - C. **Guests:** None
2. **Approval of Meeting Minutes**
  - A. **June 28, 2017** – Mr. Middleton moved to approve the minutes as written. Ms. Casey seconded the motion. The vote was Ms. Casey-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. **Program and Services Committee – Woody Stroud, Pro tem**
    - 1) **Resolution 2017-07-26-01 – Reduced Fare Policy Revision** – Mr. Collier reviewed the policy revision recommended by the Program and Services Committee. Mr. Stroud moved the Transit Board adopt the Reduced Fare Policy Revision. Ms. Casey seconded the motion. Further discussion ensued amongst Board members resulting in Mr. Stroud and Ms. Casey withdrawing their motions. The policy along with proposal revisions from the Board was reassigned to staff and Program and Services for consideration.
    - 2) **Resolution 2017-07-26-02 – No Show Policy Revision** – Mr. Reid moved the Board amend the No Show policy eliminating a call from the Dispatcher at time of pickup if rider is a no show. Mr. Middleton seconded the motion. The vote was Ms. Casey-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 noting that MVRPC hosted an Introduction to ArcGIS Desktop training and Local Update of Census Workshop for 2020.
    - Mr. Stroud also shared that MVRPC recently released two new regional profiles: Transportation Profile and Business and Industry Profile. He cited in the Executive Director's report the website where the profiles could be located. The reports will assist communities in making decisions relative to populations, for example minorities and disadvantaged populations.
    - Mr. Stroud announced that Mr. Bob Steinbach retired as MVRPC Director of Sustainable Solutions and Transportation Alternatives and has been replaced by Ms. Kim Lahman.
    - Mr. Stroud distributed the MVRPC 2016 Annual Report
    - Mr. Stroud complemented Ms. Shannon Webster (Mobility Manager) for conceiving of and facilitating mayoral rides on the Flex Routes and shared his experiences with Mayor Marsha Bayless of Xenia on the Green Flex Line and Mayor Dan Kirkpatrick of Fairborn on the Blue Flex Line as they personally experienced Greene CATS service. He noted the cordial relationship drivers have established with riders and the appreciation riders had for the service.
  - B. **Chief Financial Officer Report**
    - Financial Reports were unavailable due to computer issues and the State Auditors being on site. When completed the June Financial and Productivity Reports will be e-mailed to Board members.

**C. Mobility Manager Report**

- Ms. Webster presented her June 2017 Report highlighting the ride along trips with area government officials. Ms. Webster hosted City of Beavercreek Municipal Mayor Bob Stone and his wife, Margaret Stone, along with owner of Beavercreek Financial Services Michael Zwick, Beavercreek's City Manager Pete E. Landrum, and President/CEO of Beavercreek Chamber of Commerce Ann Upthegrove-Vore (Ann A Belle) riding the Orange Flex Line. Xenia Mayor Marsha Bayless rode the East to West Green Flex Line and Fairborn Mayor Dan Kirkpatrick rode the Blue Flex Line. Both mayors accompanied by GCTB Chair Woody Stroud and hosted by Shannon Webster.
- Ms. Webster shared her agency coordination efforts, travel training, meetings, events, and trainings she attended.

**D. Executive Director Report**

- Mr. Collier reported on the status of current grants. The three current FTA grants to fund Capital Cost of Contracting, Planning, Vehicle purchases, and Flex Route expanded peak service are being spent down as planned. The Board is being reimbursed through a 5310 grant administered by MVRPC and Greater Dayton RTA for Mobility Management expenses.
- Mr. Collier reported that the supplemental agreement with the Greene County Commissioners for this year's applications for 2016 Formula and 2015 CMAQ funds was approved. Mr. Stroud who attended the meeting with Mr. Collier complimented Mr. Collier on the information he provided the Commissioners.
- Mr. Collier informed the Board that the eight 22 ft. – 12-2 Light Transit Vehicles have been delivered and will be in operation in a few weeks.
- Mr. Collier informed Board members that all the tablet training was complete for First Transit drivers and dispatchers.
- Mr. Collier met with Zakiya Brown, Interim Dean of Students & DeBora Duckett, from the Student Affairs & Enrollment Management office at Central State University to discuss partnering with the University to transport students.
- Mr. Collier reviewed 5 complaints.

**E. First Transit Report**

- Dennis Green, General Manager of First Transit (FT), distributed a worldwide First Transit Newsletter containing a thank you from Justin S. Uihlein, an E-learning Specialist with First Group the parent company of FT, expressing his gratitude for a recent visit. The letter was very complimentary of their operations and staff.
- Mr. Jason Brun, Maintenance Manager, shared that four of the new 22 ft. buses are in with four on the lot that have been completely examined for order specifications and found in compliance with order specifications.
- Mr. Brun also informed the Board that two Chrysler van engines had the top end completely rebuilt so the warranty purchase was a very wise decision.
- Mr. Brun stated that the recall for the Ford crankshaft pulley bolt has been addressed. All vehicles have been repaired and new vehicles have been corrected before delivery.

**Upcoming meetings and events:** Finance Committee (8/15 - 12 pm), Transit Board (8/23 - 8:00 am).

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

  
Mr. Woodrow Stroud  
Chair, Greene County Transit Board

  
Date