



*Safe, Reliable, and Accessible Public Transportation*

**Board Meeting Minutes  
Wednesday, December 20, 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: Mr. Todd Hiney, Mr. David Middleton, Mr. David Reid, Mr. Woody Stroud. Excused: Ms. Blanche Casey, Ms. Anne Gerard, Mr. Charles Rowland
  - B. Staff Members:** Mr. Ken Collier, Ms. Marilyn Ratcliff, Ms. Shannon Webster, Ms. Lucinda Flinn, Mr. Dennis Green (First Transit), Mr. Jason Brun (First Transit).
  - C. Guests:** None
  
- 2. Approval of Meeting Minutes**
  - A. November 22, 2017** – Mr. Middleton moved to approve the minutes as written. Mr. Reid seconded the motion. The vote was Mr. Hiney-yes, Mr. Middleton-yes, Mr. Reid-yes, and Mr. Stroud-yes. The minutes were approved.
  - B. November 29, 2017-** Mr. Hiney moved to approve the minutes as written. Mr. Reid seconded the motion. The vote was Mr. Hiney-yes, Mr. Middleton-yes, Mr. Reid-yes, and Mr. Stroud-yes. The minutes were approved.
  
- 3. Public Comment-** None
  
- 4. Action Items**
  - A. Other-Ken Collier**

**Resolution 2017-12-20-01 Revision FY2016-FY2018 Disadvantaged Business Enterprises (DBE) Program & Goal** Mr. Middleton moved that the Greene County Transit Board adopt the revised FY2016-2018 DBE Program and Goal and authorizes the Executive Director to submit the Program and Goal to the Federal Transit Administration. Mr. Hiney seconded the motion. The Vote was Mr. Hiney-yes, Mr. Middleton-yes, Mr. Reid-yes, and Mr. Stroud-yes. The motion was approved.
  
- 5. Other Business-** None
  
- 6. Reports**
  - A. Board Chairperson-Woody Stroud**
    - 1) Miami Valley Regional Planning Commission (MVRPC)
      - a. Mr. Stroud reviewed the MVRPC Executive Director’s Update. He noted that the Annual Spring Dinner will be held on Thursday April 12, 2018, at the Marriot in Dayton and encouraged Board members to plan to attend. Mr. Stroud also pointed out MVRPC’s use of the Grantfinder software, a resource for new funding opportunities which are available to member organizations like the Greene County Transit Board.
      - b. Mr. Stroud acknowledged that the MVRPC received a “SAFETYS” Award from the Ohio Department of Transportation for its “Street Smart” pedestrian safety campaign.
      - c. Mr. Stroud distributed MVRPC’s Regional Bikeway Count Total handout and noted the reported usage on Greene County Bike bikeways with the exception of the Little Miami Trail between Xenia and the Warren County Line for which there are no counters.
      - d. Mr. Stroud reported attended a Dayton Development Coalition Economic Development meeting at Central State University which president Ms. Cynthia Jackson-Hammond acknowledged the importance

of Greene CATS Public Transit service to both students and faculty. Also at that meeting Ms. Sarah Mays, Mayor Elect of Xenia, expressed appreciation to Mr. Stroud for the Mobility Management services provided by Ms. Webster.

- e. Mr. Stroud report that he attended and auction conducted by Ansel Dodge at which five Greene CATS buses were auctioned off and complimented Mr. Brun on the assistance he provided by describing the vehicles to potential bidders.

**B. Chief Financial Officer Report - None**

**C. Mobility Manager Report**

- 1) Ms. Webster presented her November report and shared her agency coordination efforts, travel training, meetings, events, and trainings she attended.
- 2) Ms. Webster distributed the Beginner's Guide that will be used during travel training and displayed everywhere Greene CATS brochures are displayed. The new brochure is designed to be brief introduction to Greene CATS services and easy to read.
- 3) Ms. Webster also handed out a flier from MVRPC called Miami Valley RIDESHARE. She explained the services offered and noted it is a free service to anyone who lives, works, or attends college in Montgomery, Greene, Miami, Preble, Darke and Clinton counties.

**D. Executive Director Report**

- 1) Mr. Collier reported that the three current FTA grants to fund the Capital Cost of Contracting, Operations, Planning, Vehicle purchases and Flex Route expanded peak service are being spent down as planned. We are also being reimbursed through a 5310 grant administered by MVRPC & Greater Dayton RTA for Mobility expenses. The Congestion Management Air Quality (CMAQ) grant request for expanded flex route service will be submitted in December. Corrective Actions for the Disadvantaged Business Enterprise section of the 2016 Triennial have been submitted for review.
- 2) Mr. Collier advised that all video equipment and tablets have been installed in the recently purchased light Transit Vehicles and are operational. These vehicles have been assigned to some of the smaller Developmental Disabilities (DD) Adult Day Service routes as well as DD Placement, Farebox, and Job and Family Services community routes.
- 3) Mr. Collier informed the Board that Dawn Enoch accepted the full-time Assistant Scheduler position. Training is ongoing for all 5 employees in their new positions.
- 4) Mr. Collier reviewed complaints regarding Greene CATS services and discusses responses and solutions.

**E. First Transit Report**

- 1) Mr. Green, General Manager of First Transit (FT) reported on the results of an FT internal audit. The Xenia operation received a clean audit with only a few management recommendations for improvements.
- 2) Mr. Brun reported 5 buses were auctioned off on December 2<sup>nd</sup> at prices ranging from \$1,800 to \$2,500.

**Upcoming meetings and events:** Programs and Services Committee (1/16-10:30) Finance Committee (1/16-12pm)  
Transit Board (1/24-8:00am)

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

  
Mr. Woodrow Stroud  
Chair, Greene County Transit Board

1/24/2018

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Date