



Safe, Reliable, and Accessible Public Transportation

**Board Meeting Minutes
Wednesday, March 28, 2018
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. David Middleton, Mr. Charles Rowland, Mr. Woody Stroud. Excused: Ms. Anne Gerard, Mr. Todd Hiney, and Mr. David Reid.
Staff Members: Mr. Ken Collier, Ms. Marilyn Ratcliff, Ms. Shannon Webster, Ms. Lucinda Flinn, Mr. Dennis Green (First Transit).
Guests: Julie Vann (Council member, City of Beavercreek)

2. **Approval of Meeting Minutes**
 - A. **February 28, 2018** – Mr. Middleton moved to approve the minutes as written. Mr. Rowland seconded the motion. The vote was Ms. Casey-yes, Mr. Middleton-yes, Mr. Rowland-yes, and Mr. Stroud-yes. The minutes were approved.

3. **Public Comment-** None

4. **Action Items**
 - A. **Finance Committee-David Middleton**
 1. **Resolution 2018-03-28-01 – TCN Contract-** Mr. Middleton moved that the Greene County Transit Board authorize the signing of the contract agreement with the TCN Behavioral Health Services, Inc. at the revised 2018 rates effective April 1, 2018. Ms. Casey seconded the motion. The vote was Ms. Casey-yes, Mr. Middleton-yes, Mr. Rowland-yes, and Mr. Stroud-yes. The motion was approved.
 2. **Resolution 2018-03-28-02 – Program of Projects Revision-** Ms. Casey moved that the proposed amendment to the Program of Projects be adopted as the final Program of Projects unless amended due to public input. Mr. Rowland seconded the motion. The vote was Ms. Casey-yes, Mr. Middleton-yes, Mr. Rowland-yes, and Mr. Stroud-yes. The motion was approved.
 3. **Resolution 2018-03-28-03 – Human Services Transportation Plan-** Mr. Rowland moved that the Greene County Transit Board authorize the Executive Director to prepare a letter of intent stating that the Transit Board will provide up to \$20,000 for consultant costs associated with completing an updated Regional Human Service Coordinated Transportation Plan being conducted by the Miami Valley Regional Planning Commission. Ms. Casey seconded the motion. The vote was Ms. Casey-yes, Mr. Middleton-yes, Mr. Rowland-yes, and Mr. Stroud-yes. The motion was approved.
 - B. **Other- Ken Collier**
 1. **Resolution 2018-03-28-04 – IT Service Contract-** Mr. Middleton moved that the Greene County Transit Board authorize the Executive Director to enter into a contract with SureTec to provide IT service at its office location, 2380 Bellbrook Ave., Xenia, Ohio for a period of three years. Mr. Rowland seconded the motion. The vote was Ms. Casey-yes, Mr. Middleton-yes, Mr. Rowland-yes, and Mr. Stroud-yes. The motion was approved.

5. **Reports**
 - A. **Board Chairperson-Woody Stroud**
 - 1) Miami Valley Regional Planning Commission (MVRPC)
 - a. Mr. Stroud reviewed the Executive Director's Update highlighting the Regional Profile Series and the hiring of Alexandra Growel as Transit Coordination Planner overseeing the development of the Human

Services Transportation Coordination Plan.

- b. Mr. Stroud informed the Board that MVRPC Mr. Stroud handed out a memo and acknowledged the newly appointed MVRPC Executive Board Members. They are Chair: John O'Brien - Commissioner, Miami County; First Vice-Chair: John Beals, Council Member, City of Centerville - Montgomery County; Second Vice-Chair: Chris Mucher, Trustee, Miami Township - Greene County.
 - c. Mr. Stroud provided a handout and discussed MVRPC's Going Places Implementation Tools and their website.
- 2) Mr. Stroud handed out and discussed a copy of the article published in Dayton Daily News about the removal of the bus shelter at Xenia Towne Square. Mr. Collier reviewed the impact and modifications made flex route service and allowing passengers to continue using as the Xenia Towne Square transfer point.

B. Chief Financial Officer Report

- 1) Ms. Ratcliff presented the February 2018 financials and productivity reports.

C. Mobility Manager Report

- 1) Ms. Webster presented the February 2018 Mobility Manager report.

D. Executive Director Report

- 1) Mr. Collier stated that all Operation funds in the 2016 Formula Grant have been expended. The remaining Vehicle Replacement funds will be used to purchase vehicles in 2018. The 2013 Congestion Management Air Quality (CMAQ) grant is being spent down as planned. Applications are being processed for the following two grants: 1) the 2017 Formula grant for Operations and Vehicle replacement in 2018 and 2) the 2016 CMAQ grant for Flex Route expanded evening and weekend service. We continue to be reimbursed through a 5310 grant for Mobility Management expenses.
- 2) Mr. Collier reported all of the maintenance equipment for the Operations facility, except the compressor, has been ordered and/or installed. Plans were finalized to order 3 Light Transit Vehicle to replace the remaining 2011 vehicles. The purchase order will be submitted in March.
- 3) Mr. Collier stated the 2018 Development Disabilities contract has been secured. A contract proposal with new 2018 rates to begin April 1st has been submitted to TCN. The Greene County Job and Family Services (JFS) contract ends June 30, 2018. JFS will be issuing a Request for Proposals in March or April. At this time it is anticipated that the contract period would be for one year, July 1, 2018 – June 30, 2019.
- 4) Mr. Collier advised the Board of a few locations that are being explored as possible Xenia transfer point and permanent home for the bus shelter that had to be removed from Xenia Towne Square.
- 5) Mr. Collier reviewed complaints regarding Greene CATS services and discussed responses and solutions.

E. First Transit Report

- 1) Mr. Green, General Manager of First Transit (FT) reported that FT passed another round of inspections and their construction project to renovate the operations center is almost complete.
- 2) Mr. Green hired 2 new Commercial Driver License (CDL) drivers. Total Numbers ?

Upcoming meetings and events: Program and Services Committee (4/17-10:30am) Finance Committee (4/17-12pm) Transit Board (4/25-8:00am)

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


Mr. Woodrow Stroud, Chair

4/25/2018
Date