



Greene County Transit Board
Providing Safe, Reliable, and Accessible Public Transportation

Board Meeting Minutes
Wednesday, September 24, 2014
Room 99 at 571 Ledbetter Road, 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. Anne Gerard, Mr. David Middleton, Mr. Bill Perrill, Mr. David Reid, Mr. Woody Stroud. Excused: Mr. Bud McCormick. Absent: Mr. Todd Hiney
 - B. **Staff Members:** Mr. Ken Collier, Ms. Marilyn Ratcliff, Ms. Shannon Webster, Ms. Debby Bullock, Mr. Jason Brun (First Transit)
 - C. **Guests:** Sharahn Boykin (Dayton Daily News), Josh LeValley (First Transit)
2. **Approval of Meeting Minutes**
 - A. **August 27, 2014** – Mr. Middleton moved to approved the minutes as written. Mr. Perrill seconded the motion. The vote was Ms. Gerrard-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr.Stroud-yes. The minutes were approved.
3. **Financial Audit Presentation**
 - Mr. Christopher Flaig, Assurance Principal, and Mr. Jonas Russell, Assurance Senior of Decosimo Certified Public Accountants shared their slide presentation highlighting The Greene County Transit Board 2014 Audited Financial Statements. No audit findings or issues were noted.
 - He reported an unmodified opinion on the financial statements, no material weaknesses or instances identified in internal control of compliance with Government Auditing Standards. His firm also issued an unmodified opinion for compliance with OMB Circular A-133 for major federal programs.
 - He reviewed the Statements of Net Position, Summary of Revenues, Expenses, and Changes in Net Position and presented other charts and graphs analyzing the financial position of the Greene County Transit Board as of December 31, 2013.
 - It was also noted that the Transit Board received the Auditor of State Award given to those entities that file timely financial report in accordance with GAAP, as well as receive a "clean" audit report.
 - Ms. Ratcliff noted that the State of Ohio notified her that next year's audit would be done by state auditors.
 - Mr. Stroud thanked Mr. Flaig and Mr. Russell for providing excellent service to the Greene County Transit Board during their entire five year contract term.
4. **Public comment on Action Item - None**
5. **Action Items**
 - A. **Finance, Contracts and Audit Committee action Items - None**
 - B. **Programs and Services Committee Action Items**
 - 1) **Transit Access Fund (TAF) – Resolution 2014-09-01**, Mr. Reid moved the adoption of Resolution 2014-09-014 to establish a Transit Access Fund. Ms. Gerard seconded the motion. The vote was Ms. Gerard-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The resolution was adopted.
 - C. **Personnel Committee Action Items – None**
 - D. **Other**
 - 1) **Lease Agreement – Resolution 2014-08-02:**
 - Mr. Collier responded to all issues raised August 27 in the previous Transit Board meeting.
 - Mr. Collier provided a memorandum detailing his inspection and analysis of three separate locations at Xenia Crossings.

- Section 25.3, with language changed to require a “ninety (90) days written notice” to substitute premises; and additional dialect stating, “Landlord agrees to pay all relocation expenses”, was viewed deficient by the Board. They unanimously agreed that Section 25.3 should be struck.
 - Section 7(A) listing Landlord’s response to analyze repairs as “48 hours “ was not acceptable and the board agreed it should be a minimum of 24 hours.
 - Some Board members suggested investigating a 3 year, 1 year option lease verses a 5 year term.
 - Mr. Collier agreed to investigate other lease options while he continued to negotiate the present lease agreement.
 - Mr. Reid moved to table The Resolution 2014-08-02. Mr. Middleton seconded the motion. The vote was Ms. Gerard-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The motion to table was approved. Mr. Collier will consider other locations while he continues to negotiate terms.
- 2) **Motion to change Board Meeting to October 29, 2014** – Due to the close proximity of the Finance Committee meeting on 10/21/2014, Mr. Middleton moved to change the Board Meeting to October 29th. Mr. Perrill seconded the motion. The vote was Ms. Gerard-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The Board Meeting was changed from October 22nd to the following week, October 29th.

6. Reports

A. Board Chairperson Report

- 1) Mr. Stroud shared the MVRPC Report highlighting the Ohio Association of Regional Councils (OARC) Gubernatorial Event held August 22, 2014 in Columbus, the MVRPC Funded projects expected to be completed by 12-31-14, and the Administrative Office Move to Suite 700, 10 N. Ludlow Street.
- 2) Mr. Stroud advised the Board that the terms were expiring for Ms. Anne Gerard and Mr. David Reid. He provided each of them with a “Questionnaire for Prospective Greene County Board Members”. If Ms. Gerard and Mr. Reid are interested in continuing their service on the board, their names will be submitted for consideration to appointment by the Greene County Commissioners.

B. Chief Financial Officer Report

- 1) Ms. Ratcliff presented the Financial and Productivity and Service reports for August 2014.
 - The reports included the Cash Flow Statement, Bank Recap, Net Position, Change in Net Position, Capital Grants, Income Statement, Federal Grants Statement, Productivity, Safety, Service Quality, Productivity Variance, and Ridership.
- 2) Comments and Complaints were reviewed.
 - There was one favorable comment and two complaints for the month of August.

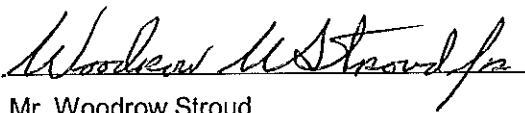
B. Mobility Manager Report

- 1) Ms. Webster presented her monthly report for August 2014. She discussed the Agency Coordination Efforts, including meetings with:
 - New Co-Director Cheryl Carter of Jeremiah Tree
 - Holly Brown, Manager of Disability & Tutorial Office at Sinclair
 - Pete Williams, newly appointed Director of Greene County Department of Development
- 2) Ms. Webster reported on the Car and Life Programs and highlighted some of the consumers using the Travel Training Program. Ms. Webster shared additional meetings she attended.
- 3) Events attended:
 - Xenia Area Chamber of Commerce – Safety Council: Business Spotlight
 - Fairborn Sweet Corn Festival

C. Executive Director Report

- 1) Mr. Collier presented his monthly report for August 2014. He opened with Procurement items:
 - Tablets fully operational and working well on demand service. Issues related to time points and passenger counts on the flex routes are still to be resolved. Project has been transitioned from installation to a support team at RouteMatch.
 - Transit Board awarded Security Camera contract to SEON. Negotiations were conducted early September for service requirements.
 - Purchase order for 10 LTV vehicles scheduled to be manufactured late November, early December with delivery in late December.

- Cloud Services agreement was signed and submitted. Timeline for implementation has been established. Test database on the hosting site is established and working. Our current database will be migrated and First Transit will abandon the two VPN connections to the County connecting directly through the cloud service. First transit will have four user accounts and our admin/scheduling office will have six.
 - 2) Mr. Collier addressed questions raised about the potential lease space in the West Park Shipping Center and obtained quotes for the work needed. He will continue to meet with private providers to discuss options and get cost estimates for internet and phone service.
 - 3) Mr. Stroud presented Marilyn Ratcliff with a plaque of appreciation at the transit Board meeting for her 10 years of service to Greene CATS. She also received a certificate of appreciation and her 10 year pin at the staff meeting earlier in the month.
7. **First Transit Report** – First Transit Maintenance Manager, Jason Brun, shared with the board how a driver and monitor assisted with an RTA bus accident helping their DD consumers and driver to safety. Greene CATS Dispatch called 911 to get emergency personnel on the way. The Board commended their actions. Josh LeValley, Utility, expressed that some of the mileage variance affecting productivity may be contributed to the GPS system in the tablets. At times the GPS will take a vehicle operator out of the way to meet a destination point. Mr. Stroud thanked each of them for their information and input.
8. **Meeting Dates** – Personnel Committee – no October meeting, Program Committee – no October meeting, Finance Committee (10/21, 12:00 pm), Transit Board (10/29, 8:00 am).
9. **Adjournment** – There being no further business, Mr. Stroud adjourned the meeting.



Mr. Woodrow Stroud

Chairperson, Greene County Transit Board



Date