



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

**Board Meeting Minutes**  
**Wednesday, October 29, 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. Todd Hiney, Mr. Bud McCormick.
  - 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. **September 24, 2014** – Mr. Middleton moved to approve the minutes as written. Mr. Reid seconded the motion. The vote was Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes, Ms. Gerard-arrived late. The minutes were approved.
3. **Public comment on Action Item - None**
4. **Action Items**
  - A. **Finance, Contracts and Audit Committee action Items**
    - 1) **Lease Agreement – Resolution 2014-10-1**, Mr. Perrill moved to adopt the resolution. Mr. Middleton seconded the motion. The terms of the lease were reviewed. Mr. Middleton moved to amend the lease with the following revisions:
      - a. Add at the same monthly rate for the two one year options both in the lease and the resolution
      - b. Add per month to the number of days (10) regarding use of the conference room
      - c. Add Snow removal by 8 a.m. on business days
      - d. Add pay proportional share of trash removalMr. Perrill seconded the motion. The vote was Ms. Gerard-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The amendments were approved. The vote to adopt the resolution as amended was Gerard-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The resolution was adopted.
  - B. **Programs and Serviced committee Action Items - None**
  - C. **Personnel Committee Action Items – None**
  - D. **Other – Woody Stroud**
    - 1) **Financial Audit – Resolution 2014-10-02**, Mr. Perrill moved the adoption of Resolution 2014-10-02 to accept the CY2013 financial audit. Mr. Middleton 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.
    - 2) **ODOT Grant – Resolution 2014-10-03**, Mr. Perrill moved the adoption of Resolution 2014-10-03 to authorize the Executive Director to file and administer the application for \$83,430 in FY2013 ODOT funding. Mr. Reid 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.
5. **Reports**
  - A. **Board Chairperson Report**
    - 1) Mr. Stroud shared the MVRPC Report noting the award winning mapping feature on the website. He discussed the SW Ohio Transportation Review Advisory Council (TRAC) Presentations, the Administrative Office Move to 10 N. Ludlow St., Suite 700, and the Regional Planning Update.

- 2) Mr. Stroud informed the Board that Anne Gerard and David Reid were re-appointed by the Greene County Commissioners for another 3 year term to the Transit Board beginning November 1, 2014 and that he was re-appointed again to a 3 year term as Chairperson beginning November 1, 2014.

**B. Chief Financial Officer Report**

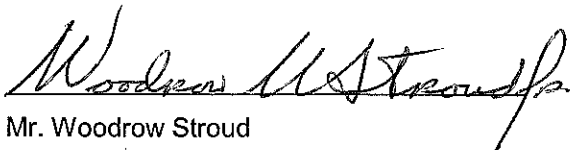
- Ms. Ratcliff presented the Financial and Productivity and Service reports for September 2014.
- Ms. Ratcliff indicated that she developing a 2015 Budget Draft to be presented at the next Board meeting in November.
- There was one favorable comment and seven complaints for the month of October.

**B. Mobility Manager Report**

- Ms. Webster presented her monthly report for August 2014. She discussed the Agency Coordination Efforts, reported on the Car and Life Programs and highlighted some of the consumers using the Travel Training Program. She also shared additional meetings, events, conferences, and trainings she attended.

**C. Executive Director Report**

- 1) Mr. Collier presented his monthly report for September 2014. He explained the grants being spent down according to the close out schedule submitted to FTA in May.
  - 2) Mr. Collier discussed procurement items including tablets update, the contract with SEON for installing cameras, the purchase order for vehicles, and the transition of the scheduling database to Cloud Services.
  - 3) Questions raised about the potential lease space were addressed. He has obtained quotes from private providers for internet and phone service.
  - 4) A custom report was created by our software vendor to allow the Board of Developmental Disabilities (DD) to electronically file for reimbursement to the State for Medicaid eligible trips. DD is paying for the report.
  - 5) Mr. Collier reported on Scheduler Caryn Manning's 12 years of service and Mobility Manager Shannon Webster for 1 year service to the Transit Board. Both received a certificate and service pin at the monthly staff meeting.
  - 6) Mr. Collier attended the National Transit Institute Small System Procurement training and expressed that the training was very beneficial and productive.
7. **First Transit Report** – First Transit General Manager, Dennis Green, conveyed some of the good deeds that First Transit employees perform without being coached or required. He expressed that he had a good group working for him. Mr. Green is looking for a way to showcase some of these events to allow the public to see the outstanding desire to be community servants above and beyond their employment requirements. Mr. Stroud complimented First Transit for its positive contribution to the image and reputation of the service provided by the Greene County Transit Board. He also commented on how constructive and insightful the input from First Transit employee, Josh LeValley was during the September board meeting.
8. **Meeting Dates** – Personnel Committee – no November meeting, Program Committee – (11/18, 10:30 a.m.), Finance Committee (1/18, 12:00 pm), Transit Board (12/19, 8:00 am).
9. **Adjournment** – There being no further business, Mr. Stroud adjourned the meeting.



Mr. Woodrow Stroud

Chairperson, Greene County Transit Board

26 November 2014

Date