



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

**Board Meeting Minutes**  
**Wednesday, April 29, 2015**  
**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. Todd Hiney, Mr. David Middleton, Mr. Bill Perrill, Mr. David Reid, Mr. Woody Stroud. Excused: Mr. Bud McCormick.
  - B. **Staff Members:** Mr. Ken Collier, Ms. Marilyn Ratcliff, Ms. Debby Bullock, Mr. Dennis Green (First Transit), Mr. Jason Brun (First Transit).
  - C. **Guests:** None
2. **Approval of Meeting Minutes**
  - A. **March 25, 2015** – Mr. Middleton moved to approve the minutes as written. Mr. Hiney seconded the motion. The vote was Ms. Gerard-(not yet arrived), Mr. Hiney-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The minutes were approved.
3. **Public comment on Action Items - None**
4. **Action Items**
  - A. **Finance, Contracts and Audit Committee Action Items**
    - 1) **Board Resolution 2015-04-29-01 – Revise ARRA Grant** - Due to cost savings it is anticipated that there will be unspent funds available after all originally planned ARRA projects are complete. ARRA funds must be expended by September 30, 2015. The Board desires unexpended funds be used to enhance Public Transit in the Miami Valley Region. Mr. Perrill moved the adoption of the resolution to authorize the Executive Director to revise the ARRA grant to allow purchase of LT Vehicles on behalf of the Greater Dayton RTA with any unspent funds. Mr. Reid seconded the motion. The vote was Ms. Gerard (not yet arrived), Mr. Hiney-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The resolution was adopted.
    - 2) **Board Resolution 2015-04-29-02 – Building Sign** – The Greene County Transit Board needs to purchase an outdoor building sign to clearly identify the new administrative offices. The Finance Committee reviewed the cost estimate and deems it reasonable and appropriate. Mr. Middleton moved the adoption of the resolution authorizing the Executive Director to enter into a contract to purchase an outdoor sign at a cost not to exceed \$3000. Mr. Perrill seconded the motion. The vote was Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The resolution was adopted.
  - B. **Programs and Services Committee Action Items**
    - 1) **Board Resolution 2015-04-29-03 – Service Area** – The Board desires to more clearly define its service area in Montgomery County. The Programs and Services Committee has reviewed and revised the policies related to the Greene CATS service area as proposed by the staff. Mr. Reid moved the adoption of the resolution to revise policies 5, 11, and 14 in Section 1 of the Greene County Transit Board Policy and Procedures manual. Mr. Perrill seconded the motion. The vote was Ms. Gerard-yes, Mr. Hiney-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 – Ken Collier**
    - 1) **Board Resolution 2015-04-29-04 – Amend the Greene County Department of Job and Family Services Contract** – The Greene County Department of Job and Family Services (JFS) is projected to exhaust the contract value with Greene County Transit Board before the end of the contract period. JFS proposes to amend the service contract with additional funding of \$21,365 for a total revised amount of \$246,780. Mr. Stroud moved the adoption of the resolution authorizing the Board Chair to sign the amendment to increase the service contract with GCJFS to provide NET Medicaid transportation. Mr. Reid seconded the motion. The vote was Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The resolution was adopted.
5. **Reports**

#### A. Board Chairperson Report

- Mr. Stroud distributed the Miami Valley Regional Planning Commission (MVRPC) Executive Director's Report highlighting the GROW America Funding Proposal Act reflecting President Obama's vision for a six-year, \$478 billion transportation reauthorization bill that invests in modernizing America's infrastructure.
- Mr. Stroud asked Mr. Collier to review Section 5310 Recommended Program of Projects as it related to Greene CATS including continuing funding for the Mobility Manager Position. Greene County has the only mobility manager in the region.
- Mr. Stroud distributed the 2011 to 2013 Crash Data Report for the Miami Valley Region.
- Mr. Stroud announced that Mr. Bud McCormick has submitted his resignation as a member of the Greene County Transit Board. Due to Mr. McCormick's newly acquired employment status, the demands of his new position will not allow ample time to honor his commitment as a board member. He regretfully resigns his position. Mr. Stroud made a motion to formally thank Mr. McCormick with a plaque of appreciation to commemorate his service on the Board. Mr. Middleton seconded the motion. The vote was Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The motion was approved.
- Mr. Stroud presented Executive Director, Ken Collier, with a Certificate of Appreciation along with a pin for his three years of service to the Transit Board. He also tasked the Personnel Committee to conduct Mr. Collier's annual review.

#### B. Chief Financial Officer Report

- Ms. Ratcliff was not able to present the Financial and Productivity and Service reports for February 2015 because of the ongoing issues with the RouteMatch Software.
- Ms. Ratcliff briefed the Board on the pre-audit meeting held with the State Auditor's Office.
- There was one comment and three complaints for the month of March.

#### C. Mobility Manager Report

- Ms. Webster was in Columbus, Ohio for DRIVE: Transporting Older and Disabled Passengers training. Her report was submitted in the packet for everyone's reference.

#### D. Executive Director March Report

1) Worked with FTA to revise plan for closing out grants with unspent funds

2) Procurement

- The installation of the cameras in 8 remaining buses was completed in March.
- Contracted with Linked Technologies to provide IT installation, support, and maintenance of computer systems.
- Cabling in the new facility for both phone and data system was installed in March and Time Warner finalized installation and activated service on March 26<sup>th</sup>.
- Lewis and Michael Inc. contracted to move the offices.
- Design work on building sign initiated.

3) Operations

- No service limitations due to inclement weather in March.

4) Upcoming Meetings

- Ohio Public Transit Association Annual Conference – Columbus, Ohio June 9 – 11, 2015.

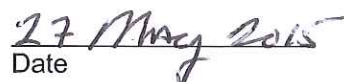
#### 7. First Transit Report

- First Transit General Manager, Dennis Green, reported on topics covered at Safety meetings with his staff.
- Jason Brun presented handouts on the MV1 and Ford Transit Vehicles discussing warranty issues and the pros and cons of using each vehicle. Neither vehicle would require a CDL to operate.

8. **Upcoming meetings and events:** Ribbon Cutting (5/6, 11:30 am), Personnel Committee – As needed to process Executive Director' review, Program Committee (5/19, 10:30 a.m.), Finance Committee (5/19, 12:00 pm), Transit Board (5/27, 8 a.m.).

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

  
Mr. Woodrow Stroud  
Chairperson, Greene County Transit Board

  
Date