



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

**Board Meeting Minutes**  
**Wednesday, September 23, 2015**  
**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. Anne Gerard (arrived 8:07am), Mr. Todd Hiney, Mr. David Middleton, Mr. Bill Perrill, Mr. David Reid, Mr. Woody Stroud.
    - B. **Staff Members:** Mr. Ken Collier, Ms. Marilyn Ratcliff, Ms. Shannon Webster, Ms. Debby Bullock, Mr. Dennis Green (First Transit), Mr. Jason Brun (First Transit), Lucy Sherman (WSU Intern)
    - C. **Guests:** Pat Smith (First Transit)
  2. **Approval of Meeting Minutes**
    - A. **August 26, 2015** – Mr. Perrill moved to approve the minutes. Mr. Middleton seconded the motion. The vote was Ms. Gerard (had not 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**
    - B. **Programs and Services Committee Action Items - None**
    - C. **Personnel Committee Action Items – None**
    - D. **Other – Mr. Ken Collier**
      - At 8:05 a.m., Mr. Perrill moved Resolution 2015-09-23-01 to enter into Executive Session for the purpose of reviewing the RFP Selection Committee's evaluation and recommendation to award contract for the operation and maintenance of the Greene CATS Public Transit service for the period of January 1, 2016 – December 31, 2020 in accordance with ORC 121.22 (G) (5). Mr. Middleton seconded the motion. The vote was Ms. Gerard (had not arrived), Mr. Hiney-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The motion was approved.
      - At 9:03 a.m., Mr. Middleton moved the Board end the Executive Session. 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 motion was approved.
  - 1) **Resolution: 2015-09-23-01 – Operations and Maintenance Contract** – Mr. Reid moved the adoption of the Resolution to award First Transit the Operation and Maintenance service contract for the period of January 1, 2016 – December 31, 2020 in the amount not to exceed \$13,485,665. Mr. Hiney 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.
  - 2) **Resolution: 2015-09-23-02 – Light Transit Vehicle Transfer** – Mr. Perrill moved the adoption of the resolution authorizing the transfer of five light transit vehicles to Greater Dayton Regional Transit Authority as allowed by Circular C 5010.1D of the Federal Transit Administration. Ms. Gerard 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.
5. **Reports**
  - A. **Board Chairperson Report**
    - Mr. Stroud stated the RFP Selection Committee did a good job of investigating, reviewing, and scoring the proposals. He thanked them for their service, especially thanking Mr. John LaRock for serving as a community representative.

- Mr. Stroud shared the MVRPC Report including handouts about "2040 Long Range Transportation Plan Update Overview", "Open Space and Unsewered Communities", and an Appendix of MVRPC's List of Acronyms.
- Mr. Stroud distributed to each Board member a new copy of the Policy and Procedure Manual and an updated Organizational Chart. He thanked Ms. Ratcliff and Ms. Bullock for their reorganization and codification of the manual.

#### **B. Chief Financial Officer Report**

- Ms. Ratcliff presented the July Financial Report and the July Productivity Report.
- Ms. Ratcliff reported that the annual equipment inventory had been completed.

#### **C. Mobility Manager Report**

- Ms. Webster presented her monthly report for August 2015. She discussed the agency coordination efforts and reviewed the Life Program.
- Ms. Webster reviewed meetings, events, and trainings; highlighting all her travel training efforts.

#### **D. Executive Director August Report**

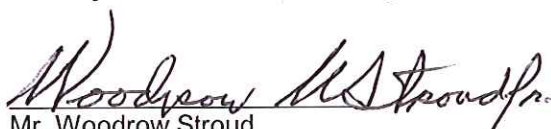
- 1) Grants – Grant #OH-90-X832 for the FY2013 FTA formula funds has been approved. Requested County Prosecutor to execute the supplemental agreement. Once signed we can begin to draw down funds.
- 2) Procurement
  - Revisions for the Procurement Manual were finalized. Sample documents for selection committee reports were obtained from Federal Transit Administration.
  - Four proposals for the Operations and Maintenance Request for Proposal were received by the deadline. Pre-proposal meeting conducted on August 14<sup>th</sup> and all requests for additional information completed August 21<sup>st</sup>. The Selection Committee will meet September 8<sup>th</sup>.
- 3) Contracts – Met with Board of Development Disabilities (DD) staff to process Medicaid Provider application and discuss procedures regarding documentation and billing for waiver clients. Continued review on draft contract for non-Medicaid transport clients. John LaRock, superintendent of the Board of DD, indicated his organization is willing to pay for attendants through 2016 and the need for one on each bus will be reviewed. (Medicaid application is now complete. Waiting for ID number.)
- 4) Operations – Additional service, 4 buses week days, for DD and Integrated Youth Services summer programs ended middle August. Scheduling Office experienced a significant increase in requests for service from college students returning to school.
- 5) Reported on three comments and four complaints in August.

#### **E. First Transit (FT) Report**

- Pat Smith, Dennis Green, and Jason Brun expressed their appreciation on behalf of First Transit for the opportunity to continue working with the Greene County Transit Board.
- Dennis Green, General Manager First Transit, reviewed accidents relaying his corrective actions and future preventive measures.

6. **Upcoming meetings and events:** Program and Services Committee (10/20, 10:30am), Finance Committee (10/20, 12pm), Transit Board (10/28, 8am).

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

  
 Mr. Woodrow Stroud  
 Chairperson, Greene County Transit Board

28 October 2015  
 Date