



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

Board Meeting Minutes
Wednesday, October 28, 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. Blanche Casey, Ms. Anne Gerard, Mr. Todd Hiney, Mr. David Middleton, Mr. Bill Perrill, Mr. David Reid, Mr. Woody Stroud. Ms. Blanche Casey-excused.
 - 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. **October 28, 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**
 - 1) **Resolution 2015-10-28-01 – ODOT Grant** – Mr. Perrill moved the adoption of the Resolution to submit an application with the Ohio Department of Transportation for FY2016 Urban Transit Program Grant Funding. 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.
 - 2) **Resolution 2015-10-28-02 – Disadvantaged Business Enterprise (DBE) Goal** – Mr. Hiney moved the adoption of the resolution to adopt proposed FY2016 DBE Goal. 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.
 - B. **Programs and Services Committee Action Items - None**
 - C. **Personnel Committee Action Items – None**
 - D. **Other – Woody Stroud**
 - 1) **Resolution 2015-10-28-03 – Perrill Recognition** – Mr. Reid moved the adoption of a resolution to honor Mr. Bill Perrill for his service to the Transit Board. Mr. Middleton seconded the motion. The vote was Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Perrill-abstain, Mr. Reid- yes, Mr. Stroud-yes. The motion was approved.
5. **Reports**
 - A. **Board Chairperson Report**
 - Mr. Stroud thanked Mr. Bill Perrill for his service on the Transit Board and for his finance expertise. Mr. Perrill expressed that he was most appreciative and enjoyed serving the community. Other Board members expressed their gratitude as well adding that he will be hard to replace.
 - Mr. Stroud welcomed Blanche Casey as the new appointee to the Transit Board filling the term of Bud McCormick which expires October 2016.
 - Mr. Stroud Reported that First Transit's approach and response to the recent accident was most impressive.

- Mr. Stroud shared with the board a Memorandum from the MVRPC Staff to the Technical Advisory Committee and Board of Directors recommending approval of MVRPC TRAC Ranking for CY2015. Corresponding Exhibits were attached to the memorandum.

B. Chief Financial Officer Report

- Ms. Ratcliff reviewed the August Cash Flow and Check Register.
- Ms. Ratcliff reviewed September Financial Report and September Productivity Report.
- Ms. Ratcliff reported that the deadline for the A-133 portion of the Audi was moved back to December 31st due to recent security breaches.

C. Mobility Manager Report

- Ms. Webster presented her September Report, reviewing the Life Program, Travel Training, Meetings, and Events.
- She reported that there were several intakes and referrals this month. Travel Training was very busy. Referral process working very well.

D. Executive Director September Report

1) The following grants were spent down in September and closed out.

- OH-90-X571 (FY 2006 Formula funds) - \$36,902 for Capital Cost of Contracting.
- OH-90-X546 (FY 2006 CMAQ funds) - \$49,385 for the mobile data terminals.
- OH-96-0003 (FY 2009 ARRA funds) - \$409,722 for office furniture, alignment system, and five light transit vehicles.

2) Procurement

- The Selection Committee for the Operations and Maintenance Request for Proposal met September 8 to score and determine competitive range and develop clarifying questions for proposers.
- The Selection Committee met again on September 16 to review proposer responses and finalize scoring.
- The Committee's recommendation to award the Operations and Maintenance contract to First Transit was reviewed and approved at the September 23 meeting.

3) Contracts

- Placed order for ten minivans. Production timeline is 6-8 weeks. Ten 2008 diesel buses will be retired. The fleet will then consist of 42 total vehicles, 31 LTV's and 11 Minivans.
- Met with First Transit to negotiate contract terms to begin January 1, 2016.

4) Operations

- Began developing a plan to accommodate growing Job and Family Services trip demand beginning December 2015.
- Testing configurations and usage of minivans, particularly accommodating wheelchairs.

E. First Transit Report

- General Manager, Dennis Green, reviewed the recent non-preventable and preventable accidents.
- Ms. Webster, as a passenger on one of the buses experiencing an accident, stated that she was impressed with First Transit's timely and professional response to the incident.

6. **Upcoming meetings and events:** Program and Services Committee (11/17, 10:30 am), Finance Committee (11/17, 12pm), Transit Board (11/18, 8am).

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


Mr. Woodrow Stroud
Chairperson, Greene County Transit Board

18 November 2015
Date