



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

**Board Meeting Minutes**  
**Wednesday, July 23, 2014**  
**Room 99 in 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: Mr. Todd Hiney, Mr. Bud McCormick, Mr. David Middleton, Mr. David Reid, Mr. Woody Stroud. Excused: Ms. Anne Gerard, Mr. Bill Perrill
  - B. **Staff Members:** Mr. Ken Collier, Ms. Marilyn Ratcliff, Ms. Shannon Webster, Ms. Debby Bullock, Mr. Dennis Greene (First Transit)
  - C. **Guests:** Jason Brun (First Transit), Josiah Gerhardt (First Transit)
2. **Approval of Meeting Minutes**
  - A. **June 25, 2014** - Mr. Middleton moved to accept the minutes. Mr. Reid seconded the motion. The vote was Mr. Hiney-yes, Mr. McCormick-yes, Mr. Middleton-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) **Bus Purchase Order – Resolution 2014-07-01**, Mr. McCormick moved the adoption of resolution 2014-07-01 to authorize the Purchase Order for 10 Light Transit Vehicles. Mr. Middleton seconded the motion. Mr. Collier reviewed the specifications and cost the vehicles and identified the funding sources to pay for the buses. The vote was Mr. Hiney-yes, Mr. McCormick-yes, Mr. Middleton-yes, Mr. Reid-yes, Mr. Stroud-yes. The resolution was adopted.
    - 2) **Cloud Service Contract – 2014-07-02**, Mr. McCormick moved the adoption of resolution 2014-07-01 to accept the Price Proposal Agreement for RouteMatch Demand Cloud Services. Mr. Hiney seconded the motion. Mr. Collier outlined the service enhancements created by storing the scheduling database offsite with direct connection by both our service provider and scheduling office. The vote was Mr. Hiney-yes, Mr. McCormick-yes, Mr. Middleton-yes, Mr. Reid-yes, Mr. Stroud-yes. The resolution was adopted.
  - B. **Programs and Services Committee Action Items** – None
  - C. **Personnel Committee Action Items** – None
  - D. **Other Action Items** - None
5. **Reports**
  - A. **Board Chairperson Report**
    - 1) Mr. Stroud recommended board members read an article in the Dayton Daily News published on Saturday, July 19<sup>th</sup>. It referenced issues about awarding contracts to vendors, including the scoring of a request for proposals.
    - 2) Mr. Stroud requested that Mr. Collier arrange an opportunity for Board members and others to view the site proposed for the Greene CATS offices before the next meeting. Mr. reported that he had already viewed the site with Mr. Collier and Ms. Ratcliff.
    - 3) Mr. Stroud recognized Mr. Collier for his 2 years of dedicated service to Greene County Transit Board presenting him with a Certificate of Appreciation.
  - B. **Chief Financial Officer Report**

- 1) Ms. Ratcliff reported that the Greene County Transit Board was named one of the "Auditor of the State Award Recipients" for having a clean audit with no findings for Fiscal Year 2013. The Board complimented Ms. Ratcliff on her outstanding performance.
- 2) Due to the implementation of MDT's, Ms. Ratcliff was unable to present the Financial and Productivity and Service reports for June 2014.

#### **B. Mobility Manager Report**

- 1) Ms. Webster presented her monthly report for May 2014. She discussed the Agency Coordination Efforts, including the startup of the first Bike/Transit committee and staff meetings with MORPC, Ohio Means Jobs, and the Fayette County Mobility Manger.
- 2) Ms. Webster reported on the Car and Life Programs and highlighted some of the consumers using the Travel Training Program. Ms. Webster shared the meetings, conferences, and trainings she attended.
- 3) Ms. Webster shared a Downtown Xenia Directory Map posted at various locations throughout the city calling attention to some of Greene CATS time points now being indexed on the map.

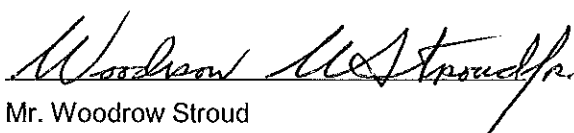
#### **C. Executive Director Report**

- 1) Mr. Collier presented his monthly report for June 2014. Additional information requested for the Triennial Review was submitted completing all requirements. He published a legal notice of Disadvantage Business Enterprise Plan in a minority focused and trade publication. No public comment was received. He conducted the Program of Projects public input meeting on June 23, 2014. Chair, Woody Stroud, represented the Transit Board. No public comment received. He made presentation and received approval from Greene County Commissioners for supplemental agreements for pending FTA grant applications. He submitted four grant applications for the projects outlined in 2014 Program of Projects.
- 2) Mr. Collier discussed MDT installation and training. Tablets are operational. Issues related to time points, mileage data, and passenger counts are still to be resolved. August 1<sup>st</sup> is the goal to resolve all outstanding issues.
- 3) Mr. Collier discussed the pre-proposal meeting for the Security Camera Request for Proposal that occurred on June 4<sup>th</sup> with 5 providers submitting proposals by the June 27<sup>th</sup> deadline. The Technical Review Committee has reviewed ranked the proposals. Mr. Collier is checking references. Notes from the review committee and reference check will be forwarded to the Board. Final scoring of the proposals will happen at the August Board meeting after presentations from providers.
- 4) Mr. Collier discussed the lease proposal for space in the West Park Shopping Center, explaining negotiations were ongoing. Additional cost estimates of other potential lease spaces were obtained and Mr. Collier who also met with Greene County IT and private providers to discuss options. Some board members expressed interest in seeing the space and Mr. Collier will make arrangements to view the location.

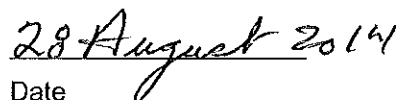
**6. First Transit Report** – Operations Manager, Mr. Dennis Green, reported that ongoing training with the Mobile Data Terminals, overall, was going well. Concentration has primarily been on the MDT training, reducing complaints, and preventing accidents. Mr. Green expressed enthusiasm over the decision to use Cloud services remarking on how much it would improve their overall operation efficiency.

**7. Meeting Dates** – The Programs Committee will meet Tuesday, August 19 at 10:30 am. The Finance Committee will meet on Tuesday, August 19 at noon. The Transit Board will meet on Wednesday, August 27 at 8 am. The Personnel Committee will not meet in August.

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

  
Mr. Woodrow Stroud

Chairperson, Greene County Transit Board

  
Date