



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

**Board Meeting Minutes**  
**Wednesday, August 27, 2014**  
**Media Room 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: Ms. Anne Gerard (arrived shortly after the Board went into executive session), 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. Shannon Webster, Ms. Debby Bullock, Mr. Dennis Greene (First Transit)
  - C. **Guests:** Mike Bismeyer (Seon), Sharahn Boykin (Dayton Daily News), Christopher Brickwood (Seon), Jason Brun (First Transit), Joe Dang (United Technologies), James Geary (Apollo), Tony Jackson (United Technologies), Steve Tomcisin (Greene County Auditor), Kathleen Zimmerman (Apollo)
2. **Approval of Meeting Minutes**
  - A. **June 25, 2014** – Mr. Middleton moved to accept the minutes as written. Mr. Hiney seconded the motion. The vote was Ms. Gerrard – (Not yet present), Mr. Hiney-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The minutes were approved.
3. **Executive Session**

Mr. Middleton moved that the Transit Board go into Executive Session to consider the purchase of security cameras and to allow presentations by proposers of which portions will contain proprietary information pursuant to ORC 149.43 and ORC 307.862(C). Mr. Reid seconded the motion. The vote was Ms. Gerrard – (Not yet present), Mr. Hiney-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. 30 minute presentations were provided by Apollo Video, Seon, and United Technologies. Mr. Reid moved to adjourn the Executive Session and return to Regular Session. Mr. Hiney seconded the motion. The vote was Ms. Gerrard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes.
4. **Ranking of proposals**
  - A. Mr. Stroud instructed each board member to finalize their scores for the proposals. Ms. Ratliff recorded each Board members scores and calculated the average score of each proposal with the following results: APOLLO – 82.3, GATEKEEPER – 49.2, SEON – 88.8, UTCFS – 76.7.
5. **Public comment on Action Items**
  - Mr. Tony Jackson of United Technologies asked if the score sheets would be available for viewing.
  - Mr. Stroud assured Mr. Jackson that score sheets would be available upon request.
6. **Action Items**
  - A. **Other Action Items**
    - 1) **Security Camera Contract – Resolution 2014-08-01**, Mr. Reid moved the adoption of resolution 2014-08-01 to award the security camera contract to Seon and authorize negotiation and signing of the contractual agreement. Mr. Hiney seconded the motion. The vote was Ms. Gerard - excused, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The resolution was adopted.
  - B. **Finance, Contracts and Audit Committee action Items**
    - 1) **Lease Agreement – Resolution 2014-08-02**, Mr. Collier presented the lease agreement highlighting the new language for the Indemnification Clause. Mr. Middleton brought attention to Section 25.3 referring to the Landlord's right to substitute premises and also to number 12 in Exhibit "C" stating that lettering on doors, windows, or show windows may not exceed 2 inches in height. Mr. Reid expressed concerns about the size and location of the space and offered some suggestions for Mr. Collier to investigate. Resolution 2014-08-02 was tabled until the next Board meeting to allow Mr. Collier time to respond to the issues raised.
  - C. **Programs and Services Committee Action Items – None**

**D. Personnel Committee Action Items – None**

**7. Reports**

**A. Board Chairperson Report**

- 1) Mr. Stroud presented the MVRPC Report and discussed the Federal Funding update, Administrative Office Move, and the Gubernatorial Event to be held on August 22 in Columbus which Mr. Stroud attended.
- 2) Mr. Stroud recognized Ms. Ratcliff for her 10 years of dedicated service to the Greene County Transit Board presenting her with a plaque of appreciation.

**B. Chief Financial Officer Report**

- 1) Due to the implementation of MDT's, Ms. Ratcliff was unable to present the Financial and Productivity and Service reports for July 2014.

**B. Mobility Manager Report**

- 1) Ms. Webster presented her monthly report for July 2014. She referred to her report attached in the packet and requested the board members read it on their own for the sake of time.

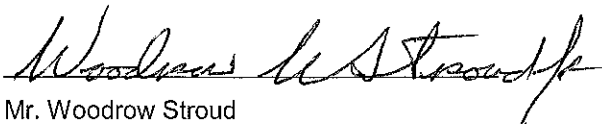
**C. Executive Director Report**

- 1) Mr. Collier presented his monthly report for July 2014. All four grant applications for the projects outlined in the 2014 Program of Projects were approved and executed in July:
  - FY 2012 FTA Job Access/Reverse Commute (JARC) grant #OH-37-X090, continuing the Mobility Management for another 2 years beginning in early 2015 at \$48,000.
  - FY 2012 FTA NEW FREEDOM grant #OH-57-X051, continuing the mobility manager for another 2 years beginning in early 2015 at \$21,099.
  - FY 2012 FTA Formula Grant #OH-90-X0790, add capital cost of contracting in 2014 at \$787,082, add replacement of light transit vehicles in 2014 at \$322,363, add planning at \$151,998.
  - FY 2014 FTA CMAQ Grant OH-95-X155, replace light transit vehicles in 2014 at \$286,793
- 2) Mr. Collier discussed procurement items. The tablets became fully operational for demand routes on July 1<sup>st</sup>. Staff is still working with RouteMatch to resolve time point issues on flex routes. Training for Farebox is ongoing and all training will continue as needed. An August 1<sup>st</sup> date has been set to resolve all issues. The Technical Review Committee reviewed and ranked the Security Camera Proposals and as requested by the board, arranged to have three proposers make presentations. The purchase order approved for 10 LTV vehicles was placed with Whitworth Bus Company. A timeline for implementation is being developed for the Cloud Services RouteMatch agreement.
- 3) Mr. Collier reviewed the revised lease proposal, floor plan, and build out requirements for the potential lease space in the West Park Shopping Center. He obtained additional cost estimates of other potential lease spaces. He met with Greene County IT and private providers to discuss options for internet and phone service.
- 4) Mr. Collier mentioned staff assistant scheduler Pam Klontz was recognized for her one year of service in the monthly staff meeting.

**6. First Transit Report** – Operations Manager, Mr. Dennis Green, reported that drivers were improving at using Mobile Data Terminals, with a few still forgetting to enter “run end” after completing their route or run. He concurred with the Transit Board’s choice to award Seon the Security Camera contract.

**7. Meeting Dates** – The Programs Committee will meet Tuesday, September 16 at 10:30 am. The Finance Committee will meet on Tuesday, September 16 at noon. The Transit Board will meet on Wednesday, September 24 at 8 am. The Personnel Committee will not meet in September.

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

  
Mr. Woodrow Stroud

Chairperson, Greene County Transit Board

  
Date