



**GTA BOARD OF DIRECTORS VIRTUAL MEETING
MINUTES**

May 27, 2021

- Members Present:** Mr. Stephen Astemborski, Mr. Scott Craig (Treasurer), Ms. Addy Matney, Mr. Dick O’Neill (Board Chair), Ms. Walker Smith, Ms. Amanda Warren (Vice Chair)
- Absent Board Members:** Mr. David Mitchell
- Greenlink Staff:** James Keel (Director), Kayleigh Sullivan (Transit Planning Manager)
- Other City Staff:** Micah Snead (Financial Analyst)

Mr. Dick O’Neill, GTA Board Chairman, called the meeting to order at approximately 12:30 p.m.

Quorum established by roll call.

Mr. Scott Craig made a motion to approve the April 22, 2021 GTA Board Meeting Minutes. Ms. Amanda Warren seconded the motion. There is no opposition. The motion carries.

No Public Comments related to items on the agenda.

Director’s Report (Presented by James Keel, Transit Director):

- In order to implement later service hours on Saturday, there are 8 openings. In the process of filling 7 of these openings. Currently have 5 Bus Operators on FMLA. This leaves 32% staff vacancy. Plans are to launch Saturday later hours for all routes at the end of July or early part of August. Trolleys have 32% staff vacancy. Plan to launch seasonal trolley route service July 1.
- Inspection of the last Gillig bus should occur around June 20 or 21.
- Revised Transit Development Plan was presented at the Committee of the Whole Meeting.
- Regarding new Operations and Maintenance Facility, waiting on Air Quality Report. Traffic Impact Analysis is being sent to the County and SCDOT today or tomorrow for their initial review. Copy of Cultural Resources Report was sent to the FTA yesterday. Their feedback has been sent to New South, the firm who conducted the report, who have 9 comments to address. Document of Categorical Exclusion should be ready for FTA initial draft review next week. Then stakeholder and public comment meetings will be scheduled once all drafts are ready for public review. GTA should have 30% of design documents for the new facilities by June 24.
- Advertising Sale RFP closed May 20.
- Relative to funding, waiting on County budget for FY2022/2023. Greenlink received funding from the City for the majority of requests. Another Facilities Servicer position is being added. Budget has been presented and staff does not anticipate major changes. Expect to have pay equity discussions. Masks are still being required on-board buses.
- For Fixed Route bus stop infrastructure improvements, will begin installation of stop amenities for 15 stops inside the City in June. Expect some slowdowns since Transit Planner, Matthew Rehnberg, has resigned. His last day is June 10.

Resolution 2021-17: Adopt the TDP Update (Presented by Transit Planning Manager, Kayleigh Sullivan):

Mr. Stephen Astemborski made a motion to approve Board Resolution number 2021-17 for the adoption of the 2021 Transit Development Plan Update for the TDP completed by Connetics Transportation Group in April 2018 that outlined a five year plan for improvements to the transit system. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.

GTA Invoices (Presented by Micah Snead, Financial Analyst):

Date	Vendor	Description	Invoice #	Amount
5/10/21	City of Greenville	April expenses	87637	720,092.71
4/30/21	CTG	TDP update	3 GSP-TDP UPDATE	7,596.12
4/7/21	Emedia Group	Bus stop signs	507682	681.48
4/30/21	Genfare	Farebox project	90173758	81,375.00



5/12/21	Love Chevy	Support vehicle	1033560	43,773.00
4/12/21	Proforma	Advertisements made	BK76002662A	144.69
4/19/21	Proforma	Advertisements made	BK76002705A	397.00
4/26/21	Proforma	Advertisements made	BK76002741A	143.25
4/30/21	Roe Cassidy Coates	Legal services	1033560	360.00
5/13/21	SCDMV	Title and registration fees	SCDMV05132021	17.00
4/30/21	Skanska	Phase 1 services provided	2121803-2	14,360.00
5/5/21	TranSafe	Bus stop sign equipment	51883	4,292.00
4/30/21	Travelers	Deductible due	000596172	4,129.37
5/14/21	Wendel	Phase 1-3 services for maintenance facility	501579	131,914.06
Total				\$1,009,275.68

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Mr. Scott Craig made a motion to pay invoices totaling \$1,009,275.68. Mr. Stephen Astemborski seconded the motion. This is subject to the availability of funds. There is no opposition. The motion carries.

Authorize Contract with Remix for Transit Planning and Scheduling Software (Presented by Transit Planning Manager Kayleigh Sullivan):

Mr. Stephen Astemborski made a motion to adopt Resolution number 2021-16 to authorize and direct the Board Chair to execute and deliver a contract for transit planning and scheduling software with Remix. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.

Staff Assignee & Other Important Updates (GTA Board Members):

Chairman O'Neill stated that the photos for the Art Contest for artwork to be installed in bus shelters looked fabulous. Ms. Warren wanted it put on the record that Nicole McAden did a fantastic job with this project.

Capital Projects Updates (Staff):

- New Genfare fare collection system has been installed. Mr. Keel asked Board to consider what should be done with the old fare collection equipment which is over 19 years old. Other transit agencies in the state are still using this technology. Decision needs to be made on whether to destroy old equipment or offer to other agencies.
- Audit Contract for the next five years will be on the June agenda.
- Board asked to consider whether to have some combined meetings or to resume in person meetings completely. Also, asked to consider whether to have Board lunches and whether to use other sites such as the Convention Center for meetings.

No public comments related to items not on the agenda.

Ms. Addy Matney made a motion to adjourn. Mr. Stephen Astemborski seconded the motion. There is no opposition. The motion carries. The meeting adjourned at 1:07 p.m.

Prepared by: Lorrie Brown Date: 6/24/21
 Lorrie Brown, Board Secretary

Approved by: Amanda Warren Date: 6/24/21
 Amanda Warren, Vice Chair

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