



MINUTES

**Greenville Transit Authority
Committee of the Whole Meeting
Virtual Meeting
January 21, 2022**

Attending

Board Members: Mr. Stephen Astemborski, Ms. Addy Matney, Mr. David Mitchell, Mr. Dick O’Neill (Chairman), Ms. Walker Smith, Ms. Amanda Warren (Vice Chair)

Absent Board Member: Mr. Scott Craig (Treasurer)

City Staff in Attendance: Karen Crawford (Deputy OMB Director), Kristina Junker (Budget Administrator), James Keel (Transit Director), Liston Mehserle (Transit Planner), Jason Sanders (Fleet Manager)

Mr. Dick O’Neill, Board Chair, called the meeting to order at approximately 9:30 a.m.

Quorum established by roll call.

Ms. Amanda Warren made a motion to approve the November 12, 2021, Committee of the Whole Minutes. Mr. David Mitchell seconded the motion. There is no opposition. The motion carries.

Staff Reports

- **Public KPI Dashboard displayed on screen:** <https://info.greenvillesc.gov/pages/greenlink-performance>
- **Supplemental KPI Reports for September (Liston Mehserle, Transit Planner):** Greenlink did not run Christmas Day. Contingency Plan was enacted throughout December due to staffing shortfall. Service reductions outlined in the Contingency Plan include: A) decreased frequency of Rt. 602 to one hour headway; B) alternating trips to serve a different route each trip, decreasing route frequencies to 120 minute headways; and C) combined routes to consolidate two routes into one new route. GAP ridership continues to be high for current and prior month without much change. Fewer complaints per 50,000 miles for December than November.
- **Marketing Report (James Keel, Transit Director):** Total new advertising contracts signed in December will bring in \$17,484 in revenue – which is split with Streetlevel Media. Received \$50,634.34 in ad revenue since July 1, 2021. Able SC, State Farm-Buckingham and New Morning Foundation are the new contracts. Proterra Battery Plant Expansion story which mentions Greenlink buses was covered by GVLtoday. Piece on staffing shortage covered by Greenville Journal. Suspicious package at terminal covered by WSPA. Transit is Essential Campaign ongoing. Sponsored rider gifts and cards will be given out on Valentine’s Day in conjunction with a fare free day. Fare Free Holiday Bus ran December 11 – 24. Arts in Public Places Commission approved application to pay for production and installation of six (6) new murals in City bus shelters. Human Trafficking Campaign tabling recap sessions held in December. Staff went to BZA Public Hearing regarding Lighting Height Variance for new facility.

City’s Monthly Financial Reports for November 2021 (Kristina Junker, Budget Administrator):

- Operating Passenger revenue year-to-date is 15% higher than the prior YTD. Total number of rides increased by approximately 21% from the prior year. Demand Response ridership YTD has incased by 51%. Park and Ride West End parking lot revenue is higher due to revenue being recorded on a quarterly basis. Salaries and wages are higher by 13% due to later staffing hours, merit increases and overtime expenses. Fuel costs are higher than the prior year by \$125,379. Insurance is higher by \$48,932. Federal grant receipts are \$415,572 above the prior year due to higher overall operating expenses requiring federal reimbursement. State grant receipts are higher by \$77,912 due to increase in funding for FY22. Federal capital revenue is higher by over \$1 million due to reimbursements for two buses, one support vehicle and maintenance facility related expenses.
- Accounts Receivable at 11/30/21 was \$763,859.83. As of 1/20/22, \$608,399.33 has been received.
- Accounts Payable at 11/30/21 was \$1,080,860.21. As of 1/20/22, \$949,136.21 has been paid.

52 **New Business**
 53 **Action Item: GTA Invoices**
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Date	Vendor	Description	Invoice #	Amount
12/16/21	B&H Photo	Videography equipment	197075493	726.06
12/17/21	B&H Photo	Videography equipment	197095783	475.11
12/19/21	B&H Photo	Videography equipment	197136119	3,898.00
12/31/21	City of Greenville	December expenses	88428	577,433.79
12/21/21	Dell Marketing	Invoice for monitors	10546489113	552.77
1/7/22	Dolan Consulting	De-escalation training	R0122012201530154	50.00
12/29/21	Emedco	Speed bump kits	9348762925	4,486.80
12/1/21	Greenville County Tax	2020 tax on 205 Arcadia	5823477A	213.95
12/1/21	Greenville County Tax	2021 tax on 205 Arcadia	10367077A	199.00
12/16/21	Samsara	Camera license fees	31051734324	19,679.80
12/1/21	Skanska	O&M professional services	2121803-9	24,200.00
1/11/22	TD Card Services	Furniture on card	1112022JK-2	1,089.13
12/31/21	Wendel Architecture	O&M professional services	700390	71,923.11
12/17/21	Young Office	Office furniture	208548	4,908.35
1/10/22	Young Office	Office furniture	208793	567.19
Total				\$710,403.06

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 56 **Ms. Amanda Warren made a motion to pay invoices totaling \$710,403.06 subject to the availability of funds.**
 57 **Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.**
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59 **Discussion of Committee of the Whole Meetings (Presented by James Keel, Transit Director):** There have been
 60 conversations on whether the COW needs to continue to meet monthly. Resolution for COW was passed in 2019.
 61 COW was established due to dissolving Finance and Development committees. Resolution states Vice Chair should
 62 chair the committee and COW would meet on an as needed basis at least six (6) times per year prior to the Board
 63 meeting to review finance matters, contracts, planning performance indicators, route changes and other matters. The
 64 question for the Board is whether to continue to meet monthly or change to quarterly or every other month, etc.
 65 Mr. Mitchell likes having COW meeting monthly to have discussions prior to the Board meeting. Ms. Matney would
 66 prefer to meet every other month. Ms. Warren preferred leaving monthly meetings on calendar and canceling as
 67 needed. Mr. Astemborski prefers meeting every other month which would not require a change to resolution.
 68 Ms. Warren stated that putting meetings on calendar allows the flexibility of cancelling when a meeting is not
 69 necessary. Ms. Matney suggested changing meeting name to work session. She suggested calling it a workshop.
 70 Board agreed to allow Mr. Keel to change wording based on feedback and bring document back to the Board.
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72 **Other Updates**

73 **Capital Projects (Presented by James Keel, Transit Director):** Between 60 and 90 percent design for the new
 74 facility completed. Currently funding short fall is approximately \$15 million. Waiting on new cost estimates. By
 75 using brick on exterior of building instead of metal panels there is savings of \$18 per square feet. Money can also
 76 be saved by sourcing some materials locally. Expect to break ground in the summer. Staff looking at various
 77 funding options to address the shortfall.
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79 **Mr. David Mitchell made a motion to adjourn. Mr. Stephen Astemborski seconded the motion to adjourn. There**
 80 **is no opposition. The motion carries. The meeting adjourned at approximately 1:46 pm.**
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82 Minutes were transcribed by Lorrie Brown and distributed via email on Thursday, January 27.