



MINUTES

Greenville Transit Authority
Committee of the Whole Meeting
 June 18, 2021
 County Square - Conference Room D
 301 University Ridge, Greenville

Attending

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

Absent Board Members: Ms. Walker Smith

City Staff in Attendance: Jasmin Curtis (Operations and Safety Mgr.), Kristina Junker (Budget Administrator), James Keel (Transit Director), Nicole McAden (Marketing and Public Affairs Mgr.), Jason Sanders (Fleet Manager), Micah Snead (Financial Analyst), Kayleigh Sullivan (Transit Planning Manager)

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

A quorum established via roll call.

Mr. Scott Craig made a motion to approve the May 21, 2021 Committee of the Whole Minutes.

Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.

Ms. Addy Matney made a motion to remove agenda item 5D from the agenda. Mr. Scott Craig seconded the motion. There is no opposition. The motion carries.

Staff Reports

Quality of Service – (Safety & Operations Manager, Jasmin Curtis):

- Fixed Routes were on-time 66% of the trips for the month of May. Fixed routes were late 22% of the trips. Staff will look at making time point adjustments and route changes to improve FR performance. Trolley routes were on time 74% of the trips. GAP was on-time 96% of the time. GAP average trip length 21 minutes. No accidents to report. There were 2 founded complaints and 11 unfounded complaints.

- Ten Operator vacancies and 3 Trolley Operator vacancies. There are 5 candidates in hiring process for bus operator. Two persons interviewed for Trolley Operator.

Reliability of Service - (Fleet Manager, Jason Sanders): Farebox failures down considerably from previous months. Major road calls increased by 1 and minor road calls decreased by 11. All preventative maintenance procedures completed on time. Electric reliability down considerably with one bus down entire month of May waiting on electronic control module.

Quantity of Service – (Transit Planning Manager, Kayleigh Sullivan): Fixed Route and GAP ridership down in May due to holiday and not having two buses on Rt. 602. Trolley up considerably due to game days.

Marketing Report – (Marketing and Public Affairs Manager Nicole McAden):

- Signed 2 new advertising contracts in May totaling \$4,906.85. Collected \$91,565.63 in ad revenue between July 1, 2020 – May 31, 2021.

- Media coverage received for employment opportunities. Press conference and reception for art contest held May 25.

- Partnership with Chamber/Goodwill/Greenville County Schools for mechanic internship through Launch GVL program. Student accepted the position. Partnered with West Greenville Neighborhood Association for infrastructure assessment that took place June 9. Relocated bike lockers from County Square to the Kroc Center. Continue conversations with Furman University regarding grant opportunity which requires temperature sensors being placed at bus stops.

- Maintenance Facility Stakeholder Meeting on May 6. Presented TDP Plan update to SCTAC. Meeting with Furman University regarding replacing Downtown Trolley Service with Rt. 503 extension. Furman does not appear to be interested in a partnership at this time. New passenger orientation took place May 13. Presentation given to LiveWell Greenville May 18. Employment virtual open house May 20. Suicide prevention and awareness training for bus drivers held May 20.

City’s Monthly Financial Reports for April 2021 – (Kristina Junker)

- 52 • Passenger revenue YTD 8% lower than prior year. Demand Response ridership YTD is 13% lower. Advertising
- 53 revenue is higher by \$31,214 due to availability of buses after midlife overhauls and rebounding from COVID-19.
- 54 • Salaries, wages and fringe benefits higher by \$686,716 due to later staffing hours. Materials and supplies are higher
- 55 mostly due to more non-capitalizable purchases made on federal grants. Fuel cost lower than prior year.
- 56 • Federal grant receipts are \$663,450 above the prior year due to CARES funding. Federal Capital revenue is
- 57 \$573,219 higher than prior year due to additional purchases and CARES funding passed through the County. Local
- 58 contributions for City and County are up.
- 59 • Accounts Receivable at 4/30/21 was \$394,191.69. Of this amount, \$360,974.00 was received as of 6/14/21.
- 60 • Accounts Payable at 4/30/21 was \$970,444.42. Everything paid thru 6/14/21 except what is owed to the FTA.

61
62 **Action Items: GTA Invoices** (Presented by Kristina Junker)

Date	Vendor	Description	Invoice #	Amount
6/1/21	APTA	Membership dues for FY22	392644	10,000.00
5/1/21	Brasco International	Bus stop equipment	48953	4,750.00
5/1/21	Brasco International	Bus stop shelters and equipment	48954	88,050.00
5/1/21	Brasco International	Nine bus stop shelters	48955	112,050.00
5/20/21	CDW-G	iPad cases	D469291	782.40
5/31/21	City of Greenville	May 2021 expenses	87745	491,192.60
5/1/21	CTG	TDP update	2 GSP-TDP Update	10,898.72
5/31/21	CTG	TDP update	4 GSP-TDP Update	210.88
6/2/21	Genfare	Farebox project	90174599	46,038.53
5/28/21	Genfare	Farebox project	90174351	72,875.00
6/15/21	Gillig	Bus purchase		474,103.00
6/3/21	Kimball Communications	Radio for dispatch booth	40090	2,670.89
6/1/21	Lingualinx Language	Translation service	283000760-1	40.00
6/14/21	Mobile Communications	Lights for new support vehicle	283000760-1	3,553.00
5/10/21	Proforma	Advertisements made	B76002821A	185.25
5/24/21	Proforma	Advertisements made	B76002900A	569.00
6/1/21	SC DHEC	Underground storage tank fees	UJ11889-3	200.00
6/15/21	SCDMV	License fees	SCDMV06152021	17.00
6/15/21	SCDMV	License fees	SCDMV06152021A	17.00
5/31/21	Skanska	Phase 2 program management services	2121803-3	14,360.00
5/27/21	ViriCiti	Smart charge station monitoring	1824	3,360.00
6/11/21	Wendel	Maintenance facility professional services	501645	174,472.46
6/1/21	Willis Towers Watson SE	July insurance installment	2790937	90,121.00
5/28/21	Young Office	Office chair	206190	435.50
Total				\$1,600,952.23

63
64 **Ms. Addy Matney made a motion to recommend payment of invoices totaling \$1,600,952.23. This is subject to the**

65 **availability of funds. Mr. Stephen Astemborski seconded the motion. There is no opposition. The motion carries**

66 **and will go to the full board for final approval.**

67
68 **Authorize contract with Greene Finney, LLP for Audit Services**

69 **Ms. Amanda Warren made a motion to authorize contract with Greene Finney, LLP for Audit Services under**

70 **resolution # 2021-14. Mr. David Mitchell seconded the motion. There is no opposition. The motion carries and will**

71 **go to the full board for final approval.**

72
73 **Approve fiscal year 2021-2022 Budget** - Greenville County FY 2021/2022 budget is scheduled to be approved in two

74 weeks.

75
76 **Ms. Amanda Warren made a motion to approve Fiscal Year 2021-2022 Budget operating budget of \$8,278,245 and**

77 **capital budget of \$835,000 for a total of \$9,113,245 under resolution 2021-15. Ms. Addy Matney seconded the**

78 **motion. There is no opposition. The motion carries and will go to the full board for final approval.**

80 **Update Transit Agency Safety Plan** - FTA requires annual review of plan. Changes made based on feedback from FTA
81 which suggested making language consistent with the regulations.

82
83 **Mr. David Mitchell made a motion to update Transit Agency Safety Plan under resolution 2021-19.**

84 **Ms. Amanda Warren seconded the motion. There is no opposition. The motion carries and will go to the full board**
85 **for final approval.**

86
87 **Update Good Neighbor Initiative for the Maintenance Facility Project:** The GTA Board of Directors of the Greenville
88 Transit Authority worked with the New Washington Heights Neighborhood Association and the Washington High School
89 Alumni Association to understand the concerns and opportunities of the proposed new facility located at 205 Arcadia
90 Drive, Greenville, SC. Based on communications with these stakeholder groups regarding commitments being sought, GTA
91 committed to items outlined in Resolution # 2021-20. Mr. Mitchell questioned section “disallowing construction traffic
92 through the New Washington Heights Neighborhood”. He felt this should be tweaked to state we will make attempts to
93 avoid. There may be some cases where some unforeseen event occurs where construction traffic may need to go through
94 the neighborhood. Mr. Astemborski agreed with Mr. Mitchell. GTA/Greenlink will keep grass cut. GTA will not take on
95 responsibility for maintaining field. GTA site will be fenced in and gated with a significant lighting requirement and
96 cameras. In section relative to playing field, Ms. Matney suggested stating GTA will provide an open lawn and add
97 bullet stating GTA would be willing to assist with helping to raise funds for a playing field. Mr. Keel stated insurance
98 would be included in our general liability insurance. Ms. Addy Matney wants document tweaked and put on the Board
99 Agenda next week. This resolution will be updated and voted on at the June 24, 2021 Board Meeting.

100
101 **Mr. Stephen Astemborski made a motion to send Update Good Neighbor Initiative for the Maintenance Facility**
102 **Project to the full board for approval with suggested changes in resolution # 2021-20. Mr. David Mitchell seconded**
103 **the motion. There is no opposition. The motion carries and will go to the full board for approval.**

104
105 **Authorize Addendum for Umo Advertising App** - TouchPass has been acquired by Cubic. Umo app must be
106 downloaded by December, at which point the TouchPass app will no longer work. Advertising can be turned on before
107 app starts. Addendum must go through legal process. Cubic will pay GTA 20% of all net revenues. Contract can be
108 terminated with 30 days written notice. Revenue is based on number of users.

109
110 **Ms. Addy Matney made a motion to authorize and direct the Board Chair to execute and deliver a contract**
111 **addendum with Cubic for Umo Rewards under resolution # 2021-21. Mr. Scott Craig seconded the motion. There is**
112 **no opposition. The motion carries and will go to the full board for final approval.**

113
114 **Discuss Advertising Sales Proposal** - An RFP was issued for firm to sell advertising on behalf of GTA. The RFP closed
115 May 20. Three proposals received. Evaluation committee evaluated proposals. Selected firm has several contracts in
116 NC. Proposed expected revenue is \$140,000. They guarantee \$70,000 to GTA and then pay 56 % of any revenue
117 generated above \$70,000. They estimate GTA will bring in \$109,000 in year one. Guaranteed minimum is less than
118 what we are currently making annually for ads. It is a one-year contract with four one-year renewals. Ms. McAden has
119 less time to devote to government affairs aspect of her job due to time spent managing advertising. Community
120 advocacy could grow if Ms. McAden had more time to devote to it. This discussion is for the Board to decide whether to
121 move this to the contract phase.

122
123 **Discuss Government Relations Strategies (Nicole McAden, Marketing and Public Affairs Mgr.)** - Brainstorming sessions
124 occurred on how to increase board relationships with elected officials. Reached out to Greenville County Legislative
125 Delegation on opportunities for Board Members to network with Delegation members before one of their quarterly
126 meetings. The delegation preferred that the Board pick a day and time to invite GPATS representatives from the
127 legislative delegation consisting of 5 members that serve on GPATS. Dates will be sent for consideration. The Delegation
128 Clerk will then be contacted. Dates were sent out for informal networking meetings. Three board members stated they
129 could attend Tuesday, July 20 and Thursday, July 22. Reached out to all the municipalities in Greenville County that GTA
130 hopes to build relationships with, and Travelers Rest County Council is interested in hosting board members before their
131 July 15 Council Meeting. Simpsonville City Council is interested in having GTA Board Members network before their
132 October 12 Council meeting. Stephen Astemborski committed to Chamber networking event July 12. July 15 is “Get to
133 Know Your Customer Day”. Three Greenville City Council members will ride morning routes at 9:30, 10:30 and 11:30,



MINUTES

134 and staff hopes to pair them with a Board Member. Chairman O'Neill stated the Mayor of Greer would like to have
135 lunch with the Board.

136
137 **Capital Projects (Presented by Staff)** - Mr. Keel will be in Livermore, California Monday thru Wednesday of next week
138 inspecting the 3rd Gillig bus expected to be delivered the week after next. Thirty percent drawings of new maintenance
139 facility are due to be delivered next Thursday, June 24 which will be shared at Stakeholder meeting June 29. The next
140 Public meeting will be held July 1 at the Kroc Center at 5:30.

141
142 The Woodruff Connector route will be changed in the fall as County offices open on Halton Road. Bon Secours has
143 informed GTA that this will be the last year they will partner with GTA with 602 Woodruff Connector Route.

144 **Ms. Addy Matney made a motion to adjourn. Mr. Scott Craig seconded the motion to adjourn. There is no**
145 **opposition. The motion carries. The meeting adjourned at approximately 10:41 am.**

146
147 Minutes were transcribed by Lorrie Brown and distributed via email on Friday, July 2, 2021.