



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56

## GREENVILLE TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

County Square – Conference Room D  
301 University Ridge  
Greenville, SC 29601

### MINUTES July 28, 2022

**Members Present:** Ms. Santora Bowling, Ms. Addy Matney (Vice Chair), Mr. David Mitchell, Mr. Sean Rusnak, Ms. Amanda Warren (Treasurer), Ms. Walker Smith (Chair)

**Absent Member(s):** Mr. Stephen Astemborski

**Greenlink Staff:** Jasmin Curtis (Transit Safety Manager), James Keel (Director), Nicole McAden (Marketing & Public Affairs Manager)

**Other City Staff:** Karen Crawford (Deputy OMB Director), Kristina Junker (Budget Administrator)

**Ms. Walker Smith, Board Chair, called the meeting to order at approximately 12:40 p.m.**

**Quorum established.**

**Ms. Addy Matney made a motion to approve the June 23, 2022 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.**

**Vanpools Presentation (Presented by SHARE Special Projects Manager Bruce Forbes, C.J. Asmus with Enterprise, and G.P. Mcleer and Keith Scott with Upstate Mobility Alliance):**

Mr. Forbes stated that SHARE is a nonprofit that works with low-income residents in Greenville and Oconee counties through a variety of programs. One of their programs is the Circles Program that works with community volunteers to provide mentorship to individuals exit poverty. Attending with him is G.P. Mcleer (Upstate Mobility Alliance), C.J. Asmus (Commute with Enterprise) and Keith Scott (representing the transportation industry in the upstate). They are seeking a formal authorization for a collaboration with GTA/Greenlink for vanpools in Greenville County. Greenlink's existing bus routes only go so far, and a new bus route is not always a feasible solution. A vanpools partnership with Enterprise would be turnkey. A vanpool helps employers retain employees and reduces carbon emissions. SWFT vanpool service launched in Spartanburg. The SWFT program costs \$1,200 per van per month. Of this cost the United Way pays \$500 and the SPARTA subsidy pays \$500. This leaves \$200, which the employer subsidizes at 50% (\$100). This leaves a balance of \$100 for five employees to pay, which equates to \$20 monthly.

In 2021, the COMET (transit agency in Columbia, SC) averaged around 13 vanpools, and they were able to turn in 1,871,117 passenger miles to NTD. The estimated funding return was around \$296,225. The funding return, after covering the \$500 vanpool monthly subsidy, provided \$219,914 in funds to reinvest in vanpool expansion. The forecast for FY22 is about 20 vanpools by year end. Transit staff time spent on the vanpool program is .005%.

The group is interested in a 2-year partnership with GTA/Greenlink. They are not asking for a financial commitment – and are actively seeking private funding to be able to offer a subsidy like the Spartanburg or Columbia examples. The expectation is that after 2 years, the additional passengers and passenger miles data will result in an increase in federal funding for GTA and that the additional funding would be spent on the vanpool program.

Mr. Keel stated that after 2 years GTA/Greenlink will need to make sure federal subsidy is used correctly, administer it and ensure all requirements are fulfilled. The next step is seeing whether the Board wants to proceed with partnership which would require setting up an MOU.

The Board agreed to move forward and draft an MOU for review at a future meeting.

**Director's Report (Presented by Director James Keel):**

- Budget amendment being presented today.



- 57 • Bus Operator pay increased to \$17.50. Greenville County Schools pay is at \$19.00 per hour. Currently have five
- 58 driver openings. A mechanic has been hired.
- 59 • Phase I of the guaranteed maximum price for the new maintenance facility is part of the budget amendment
- 60 discussion today. Staff will go back to the GC BZA to discuss the pavilion size.
- 61 • On time performance up 5% for June compared to May.
- 62 • Working on numbers for Proterra contract.
- 63 • Bus stop bids due August 11. Proposals received for ITS System Upgrades. Will start evaluating them next week.
- 64 • Should receive funding news in August for federal grants that were submitted for bus stops and for the new
- 65 maintenance facility.
- 66

67 **Public KPI Dashboard available for review – <https://info.greenvillesc.gov/pages/greenlink-performance>**

68

69 **City’s Monthly Financial Report for May 2022 (Presented by Budget Administrator Kristina Junker):** Passenger

70 fares slightly up from prior year. Salaries, Wages, and fringe benefits are higher by \$372,529 due to increased

71 staffing hours and overtime. Fuel costs are higher by \$258,491. Federal grant receipts are \$713,653 above the prior

72 year due to higher overall operating expenses requiring federal reimbursements. State grant receipts are higher by

73 \$82,587 due to increase funding available for FY22. City of Greenville local contributions is 15% higher than the prior

74 year due to an increased amount budgeted. Federal capital grants revenue is lower than prior year.

75 Accounts Receivable at 5/31/22 was \$352,936.33. As of 7/21/22 \$28,304.00 has been received.

76 Accounts Payable at 5/31/22 was \$762,129.65. As of 6/30/22 \$630,405.65 has been paid.

77

78 **Action Item: GTA Invoices:**

Date	Vendor	Description	Invoice #	Amount
6/30/22	City of Greenville	June Expenses	89133	813,535.11
6/22/22	Reeves Young, LLC	Preconstruction Architectural services	002	20,000.00
6/30/22	Wendel	O&M Facility Design Services	700769	78,196.53
6/10/22	TD Card Services/IKEA	Table for driver breakroom	782022KS-2	85.83
<b>Total</b>				<b>\$911,817.47</b>

79

80 **Ms. Addy Matney made a motion to pay invoices totaling \$911,817.47 subject to the availability of funds.**

81 **Mr. Sean Rusnak seconded the motion. There is no opposition. The motion carries.**

82

83 **Resolution 2022-13 – Approval of Field Street Easement for Duke Power (Presented by Edward Kinney):** The

84 easement is due to changes at Field Street by the baseball stadium. Field street is blocked off during ballgames and is

85 for pedestrians only. A large sign was approved to promote events. The sign requires power.

86 The sign is on railroad property. The only place to put power is under Field Street and put electrical hookup on GTA

87 property. Outlined where electrical stub out would go. Mr. Keel questioned whether it would cause problems with

88 disposition of GTA property and was informed it should not be an issue. Staff has no objections.

89

90 **Ms. Amanda Warren made a motion to enter into an easement in favor of Duke Energy Carolinas, LLC for the**

91 **purpose of undergrounding utilities on property located on Field Street (Map No. 008000101301) by way of**

92 **Resolution # 2022-13. Mr. David Mitchell seconded the motion. There is no opposition. The motion carries.**

93

94 **Resolution to Approve a Project Management & Construction Change Order and to amend the FY-23 Budget**

95 **(Presented by Director James Keel):** There are 3 different components to this resolution. First is to authorize Skanska

96 to move forward with special inspection and materials testing for the facility where an outside vendor comes in and tests

97 materials as they are being installed to ensure being built properly. Total price of this contract is \$113,586 with

98 \$10,000 contingency requested by Skanska for a total of \$123,586. The second piece of the amendment is phase I of

99 the guaranteed maximum price for Reeves and Young which is \$13,657,961. \$376,854 was previously appropriated

100 in Resolution 2021-30 (Reeves and Young fee part of the GNP). The third part is communication equipment that the

101 City and Greenlink is buying separately off state contract to add network connectivity. These materials have a one

102 year lead time. Funding being made available through the FY18 5339B competitive grant and CARES grant with local

103 funding being provided by the City of Greenville and Greenville County that includes in-kind property match. The

104 proposed funding needed to complete the project is \$49,597,597. There are a few small components missing mostly

105 related to the 4 Proterra chargers that must be relocated. Currently, cash in hand is \$25,574,140. This does not



106 include the property GTA owns at 154 Augusta Street to be sold with the funds added to this project. There are almost  
107 \$11 million in 5339B, almost \$11 million in CARES and local cash of almost \$2.75 million. All in right now, not  
108 considering sale of property, around \$18 million is needed. There are some value engineering activities that have not  
109 taken place that will have savings as well. Staff is still waiting to hear from RAISE and second 5339 funding that could  
110 potentially fund the whole project. Depending on how much value engineering puts in place, the short fall could be as  
111 little as \$7.5 million which does not include the CNG station. GTA has cash on hand to move forward with this part of  
112 project. The total guaranteed maximum price for this project for construction and construction-associated fees including  
113 insurance, permitting bonds, and contingency is \$39,872,419.  
114

115 **Mr. David Mitchell made a motion to approve and adopt the fiscal year 2022-2023 Capital Budget Amendment**  
116 **No. 1 and authorize a change order with Skanska USA, a phase I guaranteed maximum price with Reeves Young,**  
117 **and to purchase communication equipment by way of Resolution 2022-14. Ms. Addy Matney seconded the**  
118 **motion. There is no opposition. The motion carries.**  
119

120 **Resolution to Update Agency Safety Plan (Presented by Safety & Training Manager Jasmin Curtis):** The plan  
121 presented today is revised safety plan. The bipartisan infrastructure bill went into effect which authorizes \$108 billion  
122 over the next five years for public transportation. Part of the funding requires certain changes to Public Transportation  
123 Agency Safety Plan (PTASP). As part of the new requirements in the National Public Transportation Agency Safety  
124 Plan, staff updated the GTA PTASP to include how GTA intends to 1) Address strategies to minimize exposure to  
125 infectious diseases, consistent with Centers for Disease Control and State agencies. 2) Identify mitigations or strategies  
126 related to exposure to infectious diseases consistent with CDC and State agencies and 3) add information of GTA plans  
127 to incorporate feedback from frontline employees in the development and revision of safety plan. Thirteen (13)  
128 changes covered.  
129

130 **Ms. Addy Matney made a motion to revise the GTA Agency Safety Plan as presented by staff by way of**  
131 **Resolution Number 2022-15. Mr. David Mitchell seconded the motion. There is no opposition. The motion carries.**  
132

133 **Diversity, Equality, and Inclusion Webpage (Presented by Marketing & Public Affairs Manager Nicole McAden):**  
134 Staff proposes to add a webpage to the Greenlink site as a follow-up to the Triennial Review. This new site will house  
135 a lot of the policies and procedures required during the triennial audit. The FTA audits GTA therefore GTA listed on  
136 document. The material on the webpage is not new, just listed in a new format. No formal resolution is needed.  
137

138 New Board Member, Santora Bowling welcomed to the Board. Ms. Bowling is employed with Michelin as Community  
139 Relations Manager. She also serves on the Vanpool Subcommittee and serves on the Board of Directors with Public  
140 Education Partners.  
141

142 **No Public Comments related to items not on the agenda.**  
143

144 **Mr. David Mitchell made a motion to adjourn. Ms. Addy Matney seconded the motion. There is no opposition.**  
145 **The motion carries.**  
146

Prepared by:     *Lorrie Brown*     Date:     8/25/2022      
Lorrie Brown, Board Secretary

Approved by:     *Walker Smith*     Date:     8/25/2022      
Walker Smith, Chair

147