



MINUTES

Greenville Transit Authority
Committee of the Whole Meeting
January 15, 2021
Virtual Webex Meeting

Attending

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

Absent Board Members: Mr. Scott Craig

City Staff in Attendance: Karen Crawford (Deputy Director of the Office of Management and Budgets), Jasmin Curtis (Safety and Operations Manager),
Kristina Junker (Budget Administrator), James Keel (Transit Director), Nicole McAden (Marketing and Public Affairs Mgr.), Matthew Loomis Rehnberg (Transit Planner), Jason Sanders (Fleet Manager), Micah Snead (Financial Analyst), Kayleigh Sullivan (Transit Planning Manager)

Others in Attendance: Asangwua Ikein (County Transit Planner)

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

A quorum established via roll call.

Action Item: Approval of December 11, 2020 Committee of the Whole Minutes

Mr. David Mitchell made a motion to approve the December 11, 2020 Committee of the Whole Minutes.

Ms. Amanda Warren 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 76% of the trips in December 2020. Fixed Routes were late 19% of the trips and early for 6% of the trips. Trolley On-time Performance 83%. GAP On-time performance 98% with average trip time of 19 minutes.
- No preventable accidents. Two complaints; one was founded.
- There is one Paratransit and one Information Specialist opening. Moving forward with 2 internal hires coming from Fixed Route. This reduces bus operators from 37 to 35. In order to extend Saturday and maintain current service, need 41 Operators total. Six bus operators needed to be filled before Greenlink can extend Saturday service. Three applicants in the hiring process. Two interviews scheduled. Four applications referred. Of 3 applicants in hiring process, only 1 has a CDL. Process takes 10-12 weeks to get an applicant through the CDL program and trained on the routes. April 1 is now the expected date to implement Saturday service.

Reliability of Service (Fleet Manager, Jason Sanders): Six farebox failures. Three major road calls and 21 minor road calls. Preventative maintenance on-time performance goals met for all vehicles; which means 90% goal was met or exceeded for all vehicles.

Quantity of Service – (Transit Planner Kayleigh Sullivan): Fixed Route ridership numbers for December 2020 are up from November 2020. TouchPass Usage up 1%. Trolley ridership is down. GAP is up by 15 rides.

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

- Signed two new contracts totaling \$6,952.50 (T-Mobile and Riggs Partners which is annual renewal for New Morning Foundation). Total ad revenue received July 1 – December 31 is \$54,455.45.
- GVLtoday and Patch.com covered December 1 later hours launch for 4 routes. Greenville Journal covered public meeting on new pass structure. The Santa Brigade, which took place instead of Christmas Parade, was covered by WSPA. Community outreach where blankets donated to Homeless covered by WYFF.
- Meetings with the Moving People Task Force, City's Mobility Coordinator, and TATT Professional Planners group to discuss Upstate Mobility Alliance project. Working with Arts in public places to move forward with High School Art Contest. The Commission approved \$3,500 for the youth art contest. Timeline and rules live on website. Submission deadline February 28. Need 2 GTA judges for the contest.

- 52 • Two Human Trafficking training sessions for drivers held December 3 and 10 with 51 employees trained. SWITCH,
 53 Bon Secours and Sheriff's Department were presenters. Human Trafficking Training for Public took place online
 54 December 11 with 8 registrations.
 55

56 **City's Monthly Financial Reports for November – (Kristina Junker, Budget Administrator)**

- 57 • Operating revenue year-to-date 26% lower than prior YTD. Reduction in passenger fares by 32%. Demand
 58 Response fares decreased by 29%.
 59 • Salaries, wages, and fringe benefits are higher by \$232,135. Fuel costs lower by \$63,536. Parts costs down
 60 around \$59,808. Temporary personnel is higher this year by \$19,415 due to personnel working later hours due to
 61 later hours implemented. More temporary personnel also needed for COVID-19 increased cleaning efforts.
 62 • Federal grants receipts \$184,685 above the prior year due to CARES funding provided at a 100% match. State
 63 grant receipts \$46,603 lower. Federal capitals revenue is \$732,261 lower than prior year reflecting grant funding
 64 for two cutaway vehicles and more costs related to midlife overhauls. State capital revenue is \$168,684 lower.
 65 • Local capital contributions by the City is higher by \$105,509 due to increased local match. Greenville County
 66 contributions up by \$140,680.
 67 • Capital investment Interest rate is lower by \$23,473 due to reduction of interest rate. The current rate is \$0.30%
 68 compared to last year at 1.87% at November 2020.
 69

70 AR Aging at the end of November was \$892,041.34. As of January 8 \$515,527.66 has been received leaving a
 71 balance of \$376,513.68.

72 AP Aging at the end of November was \$682,856.30. As of January 8 everything paid except what is owed to the FTA.
 73

74 **Unfinished Business**

75 **Sustainability Goals** (Presented by Director, James Keel):

- 76 • Short Term Goal: GTA anticipates implementing 30-minute frequencies by 2024, as outlined in the 2020-2024
 77 Transportation Development Plan. Once this increase in frequency is fully implemented, the GTA is committed to
 78 placing a moratorium on the purchase of additional heavy-duty diesel vehicles, unless sustainable alternatives are
 79 not available.
 80 • Long Term Goal: GTA anticipates the construction of the new maintenance facility to be completed n 2023. After
 81 the new facility is built, all replacement revenue vehicles will be sustainably fueled (electric or Compressed Natural
 82 Gas (CNG), unless sustainable alternatives are not available.
 83

84 Goals do not apply to cutaway or trolleys. Goals do not allow for preference of brand. Staff will, at their discretion,
 85 examine electric or CNG vehicles to replace support vehicles. Goals do not impact which grants GTA can apply for.
 86 Electric and CNG vehicles are eligible for "Low No" 5339c & Bus & Facility Funding 5339 a & b. Long term goals will
 87 start when the maintenance facility is relocated. Must decide how to adopt goals. Board prefers to put this into official
 88 document.
 89

90 **New Business**

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

Date	Vendor	Description	Invoice #	Amount
12/15/20	Brasco International	Bus stop bench armrests	48803	2,250.00
1/12/21	City of Greenville	December monthly expenses	87231	488,257.55
12/1/20	Samsara	Driver behavior system	3002824	41,751.80
1/13/21	SCDMV	Plates for new Gillig bus	SCDMV11321A	17.00
1/13/21	SCDMV	Plates for new Gillig bus	SCDMV11321B	17.00
Total				\$532,293.35

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 93 **Mr. Stephen Astemborski made a motion to recommend payment of invoices totaling \$532,293.35. This is subject**
 94 **to the availability of funds. Ms. Amanda Warren seconded the motion. There is no opposition. The motion carries.**
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96 Action Item: Resolution 2021-01: Update Purchasing Thresholds (Presented by James Keel)
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98 Note: This will not affect parts.
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100 **Ms. Addy Matney made a motion to recommend updating GTA Procurement Policy Thresholds. Micro purchases**
101 **threshold changes from \$2,500 to \$5,000. Threshold requirement for three quotes changes from \$2,500 - \$24,000**
102 **to \$5,000 - \$49,999. Threshold to release an RFP or IFB or State Contract changes from \$25,000 to \$50,000. Mr.**
103 **David Mitchell seconded the motion. There is no opposition. The motion carries.**
104

105 Additional Information/Comments:

- 106 • Ms. Amanda Warren congratulated Sam Jones on creation of Free Little Library at transit center. Three stations
107 covered this. Sam did an outstanding job being interviewed by the media. Several agencies donated books.
- 108 • James Keel named one of the 50 Most Influential people in Greenville by the Greenville Journal.
- 109 • The 29-foot Gilligs to arrive Monday. Should soon be in service.
- 110 • TDP contract should be on the next board agenda. Architecture & Engineering contract going into DocuSign.
111 Interviewed project management firms.
- 112 • Karen Crawford stated that the formal invoice for the two new Gilligs have not been received. James Keel stated
113 invoices will be on vehicles.

114
115 **Mr. David Mitchell made a motion to adjourn. Ms. Amanda Warren seconded the motion to adjourn. There is no**
116 **opposition. The motion carries.**
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118 Minutes were transcribed by Lorrie Brown and distributed via email on Wednesday, January 20, 2021.