



**GTA BOARD OF DIRECTORS VIRTUAL MEETING  
MINUTES**

**July 22, 2021**

- Members Present:** Mr. Stephen Astemborski, Mr. Scott Craig (Treasurer), Ms. Addy Matney, Mr. David Mitchell, Mr. Dick O'Neill (Board Chair), Ms. Walker Smith, Ms. Amanda Warren (Vice Chair)
- Greenlink Staff:** Jasmin Curtis ((Operations and Safety Mgr.), James Keel (Director), Nicole McAden (Marketing & Public Affairs Manager), Kayleigh Sullivan (Transit Planning Manager)
- Other City Staff:** Karen Crawford (Deputy Director of OMB), Kristina Junker (Budget Administrator)

**Mr. Dick O'Neill, Board Chair, called the meeting to order at approximately 12:30 p.m.**

**Quorum established by roll call.**

**Mr. David Mitchell made a motion to approve the June 24, 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 hours on Saturdays, Greenlink still has driver vacancies. There are 9 openings with 9 in hiring process. Due to staffing shortage, unable to start extended service for Saturdays on 8-1-21. Vehicle Maintenance Foreman retired. One Mechanic hired.
- Third 29-foot Gillig bus was delivered. All new vehicles planned for procurement are in Greenlink's possession.
- All NEPA and DCE reports approved by FTA for new O&M facility. Waiting on SHPO concurrence. Thirty percent of design under review. Budget reconciliation meeting is today. Purchase order for next phase will be issued shortly.
- Budget amendment to be submitted next month to add in a bus wash to be purchased through a purchasing cooperative with 25% savings. Construction proposals are due August 4.
- FY 22/23 County budget approved \$2.5 million for Greenlink. This was \$1.6 million less than requested.

**Staff Reports:**

**Quality of Service (Presented by Safety & Operations Manager, Jasmin Curtis):**

- Fixed Routes were on time 64% of the trips in June 2021. Trolley on-time performance increased by 4% from May to June. Reduction in missed trips from May to June. GAP was on time 99% of the trips. No reportable accidents for June. Two unfounded complaints. Open positions are filled for current Fixed Route schedule, but not to implement later Saturday hours. Three Trolley vacancies. There are 28 active drivers working on Fixed Route side. Staffing for Fixed Route is 68% of need. Trolley staffing level is holding at 50%. Time point changes occurred July 1. More changes planned to begin in August and September. Anticipate problems with congestion when school resumes.

**Reliability of Service (Presented by Director, James Keel):**

- Highest failure by type is 5 for check engine lights. Three major service calls. Diesel reliability 86%, Electric bus reliability was 65%, Trolley reliability was at 96% and Cutaway reliability was at 99% for the month of June 2021. One diesel bus was down for 20 days waiting on parts due to parts shortage.

**Quantity of Service (Presented by Transit Planning Manager, Kayleigh Sullivan):**

- Fixed route ridership by route remains the same when comparing June to May 2021. Trolley ridership is increasing. Year to date the gap is closing in ridership when compared to pre-Covid ridership levels. Ridership for trolley has increased due to Drive game days.

**Marketing Report (Presented by Marketing & Public Affairs Manager, Nicole McAden):**

- Closed out fiscal year advertising revenue at \$112,147.95. Media mentioned Bike vs. Car vs. Car race. Greenlink's need for drivers, and the Safe Place Pendleton Place partnership. Filled mechanic internship through partnership with the Chamber and Greenville County Schools. Partnered with West Greenville Neighborhood



55 Association for infrastructure assessment that took place June 9. Priority Plan Workshop for ranking process for  
 56 new programs held July 22. There was a simulation of what human trafficking victims go through to establish an  
 57 understanding of vulnerabilities. Maintenance facility stakeholder group met June 29.

58 **City's Monthly Financial Reports for May (Presented by Budget Administrator, Kristina Junker)**

- 59 • Operating passenger revenue 5% lower than prior year. Advertising revenue higher by 40%. Salaries and wages  
 60 higher due to later hours implementation. Materials and supplies higher. Fuel cost lower due to lower price per  
 61 gallon for diesel. Federal grants receipts up. Federal capital funding is higher due to CARES funding. Local  
 62 contribution up for the County and City. Accounts Receivable at end of May \$483,662.44. Received all but \$8,000  
 63 as of 7/9/21. Accounts Payable at end of May \$940,698.90. All paid thru 7/9/21 except what is owed to FTA.

64  
 65 **New Business:**

66  
 67 **GTA Invoices (Presented by Kristina Junker, Budget Administrator):**

Date	Vendor	Description	Invoice #	Amount
7/1/21	Account	Annual software fees and support	20211093	5,263.75
7/12/21	Apple Inc	iPads for board members	AF21502646	1,495.00
7/13/21	Apple Inc	iPad for board members	AF21952375	897.00
6/30/21	City of Greenville	June expenses	87833	735,075.08
6/28/21	Langford Electric	Electrical work in the transit center	20544	31,882.00
7/1/21	Love Chevrolet	Service truck	103141	39,941.00
6/7/21	Proforma	Advertisements made	BK76002976A	104.60
6/24/21	Proforma	Advertisements made	BK76003082A	104.60
7/15/21	Reese Trailer Sales	Trailer for maintenance	54657	7,650.00
6/29/21	Skanska	Phase 2 program management services	2121803-4	21,400.00
7/19/21	TD Card Sales	Partial prepayment for Reese trailer		1,000.00
7/9/21	Wendel	Professional services for maintenance facility	700032	331,195.27
<b>Total</b>				<b>\$1,176,008.30</b>

68  
 69 **Ms. Addy Matney made a motion to pay invoices totaling \$1,176,008.30. Mr. David Mitchell seconded the**  
 70 **motion. This is subject to the availability of funds. There is no opposition. The motion carries.**

71  
 72 **Resolution 2021-22 to Update Purchasing Thresholds** (Presented by Director James Keel): This relieves the burden on  
 73 staff who must do extra work to meet government guidelines. An independent cost estimate is completed before  
 74 contracts are awarded. Cost/Price analysis is also done to determine if the cost is fair and reasonable.

75  
 76 **Ms. Addy Matney made a motion to update GTA Procurement Policy Thresholds for Independent Cost Estimate and**  
 77 **Cost/Price Analysis under Resolution # 2021-22 which changes threshold to \$50,000. Ms. Amanda Warren**  
 78 **seconded the motion. There is no opposition. The motion carries.**

79  
 80 **Resolution 2021-23 to Adopt FY22-FY24 Disadvantaged Business Enterprise (DBE) Program** (Presented by Transit  
 81 Planning Manager Kayleigh Sullivan): Previous goal of .9% was updated to 4.8%. The FTA found the Methodology to  
 82 be sound. This is reflective of the current market.

83  
 84 **Mr. David Mitchell made a motion to adopt the FY22 – 24 Disadvantaged Business Enterprise (DBE) Program**  
 85 **updates and goal as presented by staff under Resolution # 2021-23. Ms. Addy Matney seconded the motion.**  
 86 **There is no opposition. The motion carries.**

87  
 88 **Resolution 2021-24 to Update Committee of the Whole Scope** (Presented by Director James Keel):  
 89 GTA previously had two committees (Finance and Development) which were combined to become the Committee of the  
 90 Whole. Since the COW has a board quorum, staff seeks to have invoices approved at the COW meeting which allows  
 91 checks to go out before the Board Meeting.

92  
 93 **Mr. Stephen Astemborski made a motion to update the Committee of the Whole Scope as presented by staff under**  
 94 **Resolution # 2021-24. Mr. David Mitchell seconded the motion. There is no opposition. The motion carries.**

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96 **Action Item: Resolution 2021-25 to Authorize AmeriCorps Upstate Agreement** (Presented by Marketing & Public  
 97 Affairs Manager Nicole McAden): This resolution is to execute a formal agreement with the United Way. Through this  
 98 agreement Greenlink pays \$2,688 to the United Way to cover a portion of the living stipend of \$15,100 and to  
 99 provide a workspace and training. This site is audited by AmeriCorps.

100  
 101 **Ms. Amanda Warren made a motion to authorize and direct the Board Chair to execute and deliver an agreement**  
 102 **with the United Way of Greenville County to participate with the AmeriCorps Upstate Program under Resolution #**  
 103 **2021-25. Mr. Stephen Astemborski seconded the motion. There is no opposition. The motion carries.**

104  
 105 **Action Item: Resolution 2021-26 to Authorize Advertising Sales Contract with Street Level Media** (Presented by  
 106 Marketing & Public Affairs Manager Nicole McAden): The contract is currently with the City Legal Department. The  
 107 draft presented outlines the payment terms. The Board designated buses to be used for ads. Old models may  
 108 accommodate a full wrap. Three proposals were received. Street Level Media gave a minimum annual guarantee of  
 109 \$70,000 for year one which would increase for subsequent years. Street Level Media will split additional gross  
 110 revenues above the minimum annual revenue guarantee with the Board in the percentage split of fifty-six percent (56%)  
 111 in contract year one. The amounts will increase for subsequent years of the contract period.

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 113 **Ms. Addy Matney made a motion to authorize and direct the Board Chair to execute and deliver a contract for**  
 114 **transit advertising sales with Street Level Media under Resolution # 2021-26. Mr. Stephen Astemborski seconded**  
 115 **the motion. There is no opposition. The motion carries.**

- 116  
 117 **Staff Assignee & Other Important Updates** (GTA Board Members):  
 118 • Mr. Astemborski asked for an update on the parts shortage for buses which was discussed last month. Mr. Keel  
 119 stated we currently need parts for one bus.  
 120 • Mr. Mitchell asked for DBE update relative to the new maintenance facility. He was informed that the construction  
 121 manager will be responsible for DBE for the new facility. A DBE must be registered with the City to be considered.  
 122 • Chairman O'Neill stated that August 12 is the proposed date to meet with Greer Mayor Rick Danner and the City  
 123 Administrator. Ms. Walker Smith did ride along with City Council member(s). County Council Member, Mr. Butch  
 124 Kirven, reached out and would like to do a ride along as well.

125  
 126 **Capital Projects Updates (Staff):** Mr. Keel stated that after 30% reconciliation is finished for new maintenance facility,  
 127 staff will share the budget numbers. Without reconciliation, project is over budget. He is confident numbers will change.  
 128 Construction slated to occur late spring or early summer.

129  
 130 Karen Crawford, Deputy Director of OMB, stated that one GTA checking account and one investment account was  
 131 added. Funds from electronic fare payments were hitting daily which muddled the bank statement. Therefore, one  
 132 separate merchant account was set up to specifically capture fare transactions. These funds will be transferred  
 133 regularly into the main GTA board account.

134  
 135 **No public comments related to items not on the agenda.**

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 137 **Mr. Stephen Astemborski made a motion to adjourn. Mr. David Mitchell seconded the motion. There is no**  
 138 **opposition. The motion carries. The meeting adjourned at 1:07 p.m.**

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 Prepared by: Lorrie Brown Date: 8/26/21  
 Lorrie Brown, Board Secretary  
 Approved by: Richard O'Neill Date: 8/26/21  
 Richard O'Neill, GTA Board Chair