



MINUTES

**Greenville Transit Authority
Committee of the Whole Meeting
County Square - Conference Room D
301 University Ridge, Greenville, SC 29601
August 20, 2021 at 9:30 a.m.**

Attending

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

Absent Board Members: Mr. David Mitchell

City Staff in Attendance: Karen Crawford (Deputy OMB Director), 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 is established by roll call.

Ms. Amanda Warren made a motion to approve the June 18, 2021 Committee of the Whole Minutes.

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 64% of the trips in the month of July. Adjustments made to time points for August 1, 2021. Trolleys were on time 70% of the trips in July. GAP was on time 99% of the trips in July. Average trip length for GAP was 18 minutes.
- No accidents per 100,000 miles for July. There are 7 Fixed Route Operator vacancies. There are 2 Trolley Operator vacancies. There are 34 active Bus operators. There are 3 operators in training. Thirty (30) drivers are active and driving. Staffing level at 73%. There were 5 unfounded complaints.
- Reviewed Quality of Service public KPI dashboard. The public will have access to this information. The route with the biggest delays is 510 due to going in and out of CU-ICAR twice each hour. One of these segments will be eliminated in order to improve on-time performance. Efficiency changes made to Route 601 went into effect July 1. Routes 507 and 508 are also having issues. Routes will be re-evaluated now that school is back in service. Staff will have supplemental KPI document for the Board which will look at changes. Staff is focusing on getting time points where they need to be. There are headway issues on Saturday for trolleys.

Quantity of Service – (Transit Planning Manager, Kayleigh Sullivan): Ridership by mode for Fixed Route is on par. Trolley ridership is increasing due to game days. TouchPass usage is up to 27 % of all boardings. Ridership is up over last year. Since this is a new fiscal year, YTD numbers are the same. Fixed Route ridership trend shows slight decrease in July compared to June. The public KPI website for quantity of service looks at ridership.

Reliability of Service - (Fleet Manager, Jason Sanders): Major service interruptions in July about the same as July. Three major road calls. Preventative maintenance done on-time for everything except trolleys due to waiting on parts for a trolley. Reliability goals met for everything except for the trolleys. Transmission needs to be replaced in one of the Proterra buses. Transmission is out of warranty. Covered information found on public KPI website. Available space at the maintenance facility determines how much parts we can keep on hand.

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

- Two new contracts totaling \$18,637. Received \$5,864.12 in ad revenue since July 1.
- Maintenance Facility Public Meeting covered by Greenville Journal. Safe Place Program interview covered by WYFF 4. City Council "Ride Alongs" covered by Greenville Journal.

- 50 • Staff met with Mental Health America to brainstorm ideas to raise awareness about mental health services for
- 51 Mental Health Month. Hosted Umo in Greenville for promotional videos to be presented nationally.
- 52 • Maintenance Facility Public Meeting held at Kroc Center on July 1. Met with Washington High School Alumni
- 53 Association to discuss process for commissioning art for the Washington High School memorial. Nicole McAden
- 54 participated as a panelist for Upstate Mobility Alliance event. UMA taskforce met with the West Greenville
- 55 Neighborhood Association to discuss how to prioritize and pick potential projects for its priority list. WTS South
- 56 Carolina chapter coordinated a tour of the Transit Center and a bus ride.

57 **City's Monthly Financial Reports for June 2021** (*Kristina Junker, Budget Administrator*):

58 Operation passenger revenue 4% less than prior YTD. Demand Response decreased by 5%. Advertising revenue

59 higher by \$45,351. New line item added for revenue sharing with the City for park and ride lot. Expect to see

60 \$36,000 in revenue generated yearly. Salary and wages higher by \$730,000 due to later staffing hours.

61 Material and supplies higher by \$281,000 due to more non-capitalizable purchases. Fuel costs lower. Federal

62 grant receipts higher by \$391,000 due in part to CARES funding. Federal capital revenue higher by \$1.2 million

63 due in part to CARES funding. State capital lower. Greenville County increased revenue by \$137,000 for bus

64 related capital match. Capital Investment lower by \$40,000 due to lower interest rate. AP Aging Summary at end

65 of June had \$929,781.85 outstanding. Everything paid thru 8/17/21 except what is owed to the FTA. AR at end

66 of June showed over \$1 million in receivables. Everything received thru 8/17/21 except \$37,604.46.

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68 **GTA Invoices:**

Date	Vendor	Description	Invoice #	Amount
7/31/21	Brasco International	SolStops for bus Stops	49039	3,375.00
7/31/21	Brasco International	SolStops for bus Stops	49057	37,350.00
7/31/21	Brasco International	SolStops for bus Stops	49060	2,075.00
7/31/21	City of Greenville	Second June invoice	87939	7,205.22
7/31/21	City of Greenville	July expenses	87942	332,422.48
8/6/21	Gimme-A-Sign	Bus stop signage	21443	657.00
7/27/21	SCDMV	License fee for trailer plate	SCDMV07272021	17.00
7/31/21	Skanska	Program Management Services	2121803-5	16,600.00
7/31/21	Wendel	Professional services for maintenance facility	700059	64,289.02
Total				\$463,990.72

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70 **Mr. Scott Craig made a motion to approve payment of invoices totaling \$463,990.72. This is subject to the**

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

72 **carries.**

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74 New KPI Dashboard discussed. Staff added definitions to this reporting. Staff is seeking feedback from the Board.

75 The consensus of the Board was that this new reporting was a major improvement.

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77 **Capital Projects (Presented by Staff)**

78 Generator should be delivered soon for the bus terminal. Wrapping up 30% of design for new facility in October.

79 Meeting this afternoon to short list construction firms. A budget request will be submitted to the state to solve our

80 budget overage of \$14.3 million. Inflation accounts for cost increase. Staff will send full request to the Board.

81
82 Mr. Scott Craig asked staff to see if there is any way to take advantage of the \$39 billion dollars for broadband

83 and to reach out to other entities to leverage infrastructure and tap into some additional revenue from grants.

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85 **Ms. Addy Matney made a motion to adjourn. Ms. Amanda Warren seconded the motion to adjourn. There is**

86 **no opposition. The motion carries. The meeting adjourned at approximately 10:36 am.**

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88 Minutes were transcribed by Lorrie Brown and distributed via email on Monday, August 30, 2021.