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GREENVILLE TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

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

MINUTES

September 23, 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 and Public Affairs Manager), Liston Mehserle (Transit Planner), 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. Stephen Astemborski made a motion to approve the August 26, 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)

- Later Saturday hours implementation: there are 8 driver openings with 3 in hiring process.
- New operations and maintenance facility: 60% design drawings are underway, targeting delivery in late October.
- Procurements: wrapping up procurement for bus wash, fuel tanks and vehicle lifts for the new facility. Beginning Proterra procurement for 6 new buses using grant award.
- Staffing announcements: Transit Operations & Safety Manager position is being split into Transit Safety Manager and Transit Operations Manager. To accomplish this, one of the vacant mechanic authorizations is being used. Liston Mehserle has been hired as Transit Planner.

Staff Reports for August:

Public KPI Dashboard - <https://info.greenville.org/pages/greenlink-performance>

Dashboard is up and can be reviewed. Several pieces will be added to this site in the coming months from the traditional KPI reporting. The supplemental KPI is not on the website.

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

- Fixed Routes were on time 67% of the trips in August. Trolleys were on time 68% of the trips and GAP was on time 99% of the trips. GAP average trip length 19 minutes.
- There were 7 complaints in August with 3 founded and 4 unfounded.
- There were no accidents in August.
- There are 31 active bus operators. Need 41 bus operators to extend Saturday hours. Trolley staffing is at 50%.

Reliability of Service (Presented by Fleet Manager Jason Sanders)

Three major road calls in August. All preventative maintenance done on time. Goals met for Diesel, Cutaway and Trolley reliability. Electric reliability was down.

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

Fixed Route ridership in August is holding steady compared to July. Trolley ridership went down. TouchPass usage is up from previous month. GAP ridership in August about the same as July. Liston Mehserle went over supplemental key performance indicators.

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



- 56 • Ad revenue received between July 1-August 31, is \$24,550.47. Total new contracts signed \$4,934.60. Advertising
57 taken over by Streetlevel Media in September.
- 58 • Book Drive and Route 602 changes were covered by media.
- 59 • Video with Reedy Rip't aired at Drive game. Filmed video with LaunchGVL partners featuring maintenance intern.
60 Fare free Day sponsored by Greenville Heritage Federal Credit Union taking place on October 8.
- 61 • GTA Chair met with Greer City Manager and Greer Mayor. GTA Board Members networked with TR City Council
62 members before TR City Council meeting. Ten students registered for OLLI Citizens Transit Academy class.

63
64 **City Financial Reports (Presented by Budget Administrator Kristina Junker)**

65 July financials covered. This is first month of fiscal year. Revenue YTD is 27% higher than the prior YTD. Fuel cost
66 higher than prior year by \$21,931. Federal capital revenue is \$596,250 higher than prior year.
67 Accounts Receivable at 7/31/21 was \$694,300.96. Received \$621,521.96 thru 9/16/21.
68 Accounts Payable at 7/31/21 was \$604,498.52. Received \$463,333.72 thru 9/16/21.

69
70 **New Business:**

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72 GTA Invoices (Presented by Budget Administrator Kristina Junker)

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Date	Vendor	Description	Invoice #	Amount
8/31/21	City of Greenville	August expenses	88042	518,831.09
8/30/21	Harry Pettigrew	Bike locker refund	HP083021	90.00
9/10/21	Ivey Communications	Data drops at the terminal	23519	780.00
9/8/21	Mobile Comm. America	Service truck lights	283000868-1	2,610.00
9/14/21	Mobile Comm. America	Vehicle lights	283000891-1	1,450.00
8/31/21	National Power	Power generator	PSI-0021751	31,695.00
8/10/21	Proforma	Ads printed	BK76003353A	39.70
8/27/21	Proforma		BK76003385A	397.00
8/25/21	Proforma	Ads printed	BK76003402A	952.00
8/1/21	Remix	Planning and scheduling software licenses	INV031-132	29,000.00
9/7/21	Samsara	Dual facing dash cam	31051583949	563.05
9/1/21	Skanska	Program management for maintenance facility	2121803-6	21,400.00
9/14/21	TD Card Services	Coolant extractor for maintenance	9142021JS-2	2,752.15
8/31/21	Travelers	Damages due	000601385	4,021.21
9/13/21	Travelers	Invoice for Crime insurance policy	8338FA176-1	638.00
8/30/21	Tyler Technologies	Timeclocks	045-352529	5,681.00
9/15/21	Wendel	Professional services for maintenance facility	700154	157,297.82
9/30/21	Willis Towers Watson SE	Quarterly insurance estimate	*Estimate*	110,000.00
8/20/21	Young Office	Furniture	2942	6,152.35
Total				\$894,350.37

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76 **Mr. Scott Craig made a motion to pay invoices subject to availability of funds totaling \$894,350.37. Ms. Addy**
77 **Matney seconded the motion. There is no opposition. The motion carries.**

78
79 **Resolution 2021-27: Bind Insurance Coverage with Willis Towers Watson (Presented by Risk Manager Mike Jank)**
80 Premium quoted for Travelers was \$436,698. This was 21% increase from last year's insurance cost, and was \$4,000
81 more than in this FY budget. There is a binding statement for the Board to sign. Travelers is the only insurance company
82 to agree to quarterly payments.

83
84 **Ms. Addy Matney made a motion to authorize and direct the Board Chair to execute and bind insurance coverage**
85 **with Willis Towers Watson beginning October 1, 2021 through resolution # 2021-27. Mr. David Mitchell seconded**
86 **the motion. There is no opposition. The motion carries.**

87
88 **Resolution 2021-28: SCDHEC Superb Fund (Presented by Risk Manager Mike Jank)**



89 Mr. Jank stated that GTA qualifies for SCDHEC Superb Fund Program to cover the underground fuel tanks. This
90 program offers a lower deductible than traditional insurance. This program has a \$25,000 deductible and
91 \$1,000,000 limit. Mr. Jank recommends that the board enroll with this plan.
92

93 **Mr. David Mitchell made a motion to authorize and direct the Board Chair to execute and deliver a letter to**
94 **guarantee or dedicate a fund to meet financial responsibility requirements to qualify for the South Carolina Superb**
95 **Fund in case of underground fuel tank remediation. Mr. Stephen Astemborski seconded motion. There is no**
96 **opposition. The motion carries.**
97

98 **No staff updates.**
99

100 **No Staff Assignee & Other Important Updates (GTA Board Members).**
101

102 **No Public Comments related to items not on the agenda.**
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104 **Ms. David Mitchell made a motion to adjourn. Ms. Addy Matney seconded the motion. There is no opposition.**
105 **The motion carries. The meeting adjourned at 1:04 p.m.**
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Prepared by: Lorrie Brown Date: 10/28/21
Lorrie Brown, Board Secretary

Approved by: Richard O'Neill Date: 10/28/21
Richard O'Neill, Board Chair

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