



GTA BOARD OF DIRECTORS MEETING  
Virtual Meeting

MINUTES  
March 26, 2020

- Members Present:** Mr. George Campbell, Ms. Addy Matney (Treasurer), Mr. David Mitchell, Mr. Dick O'Neill (Board Chair), Mr. Darren Scott, Ms. Amanda Warren (Vice Chair)
- Absent Board Members:** Ms. Inez Morris
- Greenlink Staff:** Jasmin Curtis (Safety & Training Officer), Nicole McAden (Marketing and Public Affairs Manager), Kayleigh Sullivan (Transit Planning Manager)
- Other City Staff:** Karen Crawford (Comptroller), Dorothy Dowe (City Council), Matt Efird (Deputy OMB Director, Budgets)
- Others in Attendance:** Dr. Sid Cates (City Council), Michael Day (Public), Asangwua Ikein (County)

Mr. Dick O'Neill, GTA Chairman, called the meeting to order at approximately 12:30 p.m.

Quorum established.

**ACTION ITEMS**

Ms. Addy Matney made a motion to approve the February 21, 2020 GTA Committee of the Whole Meeting Minutes. Mr. Darren Scott seconded the motion. There is no opposition. The motion carries.

Mr. Darren Scott made a motion to approve the February 27, 2020 GTA Board of Directors Meeting Minutes. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.

There are no public comments related to items on the agenda.

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<b>CONSENT AGENDA ITEMS</b>	29
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**Reports:**

- Quality of Service** – (Presented by Safety & Operations Manager Jasmin Curtis)
- Reliability of Service** – (Presented by Fleet Manager Jason Sanders)
- Quantity of Service** – (Presented by Transit Planning Manager Kayleigh Sullivan)
- Marketing Report** – (Presented by Marketing & Public Affairs Manager Nicole McAden)
- City's Monthly Financial Reports** – (Presented by Assistant Treasurer Karen Crawford)

Ms. Addy Matney made a motion to approve items on consent agenda. Mr. Darren Scott seconded the motion. There is no opposition. The motion carries.

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<b>REGULAR AGENDA ITEMS</b>	41
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**PRESENTATIONS**

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

- Later hours implementation has been delayed due to COVID-19. Tentative plan in place when pandemic is over.
- Network design progressing for trolley. April 1 launch date pushed off. We will cancel trolley service week by week in April.
- "Low-No" grant submitted for funding of 6 Proterra buses. We are submitting 5339 grant for farebox replacements.
- We are waiting on second reading by County Council for the land transfer for the new Operations and Maintenance facility. County Council meetings have been postponed.
- Staff has not started looking at holiday routes.
- We are currently operating normally during COVID-19 pandemic with two exceptions. Trolley service has been cancelled and Circulator on Woodruff Rd. (# 602) headway increased to 60 minutes. Ridership is 20% to 30% lower. Service is fare free, but we are not advertising this with hopes of riders using service for essentials. We are disinfecting the driver section of buses every hour. Buses are being sprayed with disinfectants and cleaned with disinfectant products twice each day. We have installed hand sanitizer dispensers on buses. Gloves were given to



59 drivers. Plan in place to reduce service if crisis breaks out. The FTA will help with expenses related to COVID-19.  
 60 This includes purchase of supplies and salaries for employees sent home who continue to be paid. We are committed  
 61 to our employees.  
 62

63 **UNFINISHED BUSINESS**

64 **Action Item: Fare Equality Analysis Title VI Report –** (Presented by Marketing & Public Affairs Manager Nicole McAden).  
 65 Analysis to examine effects of eliminating the 20-ride paper punch passes for low-income and minority customers.  
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67 **Mr. Darren Scott made a motion to accept the Fare Equality Analysis Title VI Report. Ms. Addy Matney seconded the**  
 68 **motion. There is no opposition. The motion carries.**  
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70 **Action Item: Request for Public Comment Period for Routes 501, 504 and 507 –** (Presented by Director James Keel); Staff  
 71 has requested to go to public comment for potential changes to 501 (Pleasantburg), 504 (Anderson) and 507 (Augusta). We  
 72 had public comment on 504 and had proposed an option in the fall of 2019. The option was not accepted and staff worked  
 73 to come up with a new option. Most people who have seen this are supportive due to providing more service to the hospital  
 74 and more bi-directional service on Augusta Road. Routes 501 and 507 currently meet near Pleasant Valley and have a  
 75 connection at Home Depot. Initially 501 was changed to tie in to BI-LO, which has since closed. Staff proposes a change that  
 76 would potentially have more service to the Phoenix Center and go past the TD Convention Center. Since Route 501 currently  
 77 serves Pleasant Valley we would reroute Rt. 507 to pick up stops 501 was dropping off. We would lose a small amount of  
 78 bidirectional service. Staff requests permission to go to Public comment to get feedback to bring back to the Board. No  
 79 additional cost associated with changes. We want to make changes in July, but this remains uncertain.  
 80

81 **Ms. Addy Matney made a motion to approve staff's request for Public Comment for Routes 501, 504 and 507.**  
 82 **Mr. Darren Scott seconded the motion. There is no opposition. The motion carries.**  
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84 **Action Item: Conflict of Interest Statement -** (Presented by Director James Keel):  
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86 Conflict of Interest Ethical Conduct Statement/policy presented. The Board Attorney put together document and returned for  
 87 board approval. Staff had no changes. Board members would be required to view policy and check appropriate boxes, list  
 88 conflicts, and return form. Attorney will review potential conflicts and decide how to proceed. This provides protection for  
 89 board members since it was reviewed by attorney.  
 90

91 **Ms. Addy Matney made a motion to accept conflict of interest statement. Mr. Darren Scott seconded the motion. There**  
 92 **is no opposition. The motion carries.**  
 93

94 **NEW BUSINESS**

95 **Action Item: Certifications & Assurances –** (Presented by Transit Planning Manager Kayleigh Sullivan)  
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97 Certifications & Assurances are required by the FTA to continue receiving federal funding. One change states that we certify  
 98 that we will not purchase telecommunication's equipment from certain Chinese manufacturers. Another change states we will  
 99 complete with the safety plan requirement, which is due in July. There is a section which states that the Board agrees to  
 100 comply with specified certifications. With the Board's approval, Kayleigh Sullivan will submit the document.  
 101

102 **Ms. Amanda Warren made a motion to accept Certificate and Assurance document and give approval for Kayleigh**  
 103 **Sullivan to submit document. Mr. David Mitchell seconded the motion. There is no opposition. The motion carries.**  
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105 **Action Item: GTA Invoices –** (Presented by Assistant Treasurer Karen Crawford)  
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Date	Vendor	Description	Invoice #	Amount	
3/10/20	City of Greenville	February 2020 expenses	85924	407,920.26	4
2/28/20	Coach Crafters	Bus #401 midlife overhaul	FL22000	6,158.99	1
2/28/20	Coach Crafters	Bus #401 midlife overhaul	FL22001	50,000.77	1
2/28/20	Coach Crafters	Bus #403 midlife overhaul	FL22005	35,641.53	1
2/28/20	Coach Crafters	Bus #402 midlife overhaul	FL22006	92,115.17	1
2/1/20	Delerrok	TP readers, installation, extended warranty	19-GTA-18	13,742.50	1
2/29/20	Greene Finney, LLP	February audit progress billing	17054	3,900.00	1
2/14/20	Proforma	Advertisements	OK76022073	136.50	4
2/21/20	Proterra	Bus parts	1014779	456.96	9



2/25/20	Protterra	Bus parts	1014899	446.82	9
2/29/20	Protterra	Bus parts	1015095	5,438.27	9
2/29/20	Protterra	Bus parts	1015189	172.58	9
2/29/20	Protterra	Bus parts	1015214	67.83	9
2/29/20	Protterra	Bus parts	1015286	966.37	9
2/29/20	Protterra	Bus parts	1015294	-4,840.12	9
2/29/20	Protterra	Bus parts	1015345	2,263.12	9
2/29/20	Protterra	Bus parts	1015355	-436.92	9
3/10/20	TD Card Services	Board meeting lunches	3102020JK-BOARD	66.54	4
2/27/20	Valbridge	Appraisal fee for property	SC03-20-039	1,000	4
2/21/20	ViriCiti	Electricity monitoring software	1344	4,192.00	1
3/1/20	Willis Towers Watson SE	April 2020 insurance installment	2485679	82,094.00	1
3/1/20	Willis Towers Watson SE	Reduced business auto	2548926	-1,950.00	
3/1/20	Willis Towers Watson SE	Reduced business auto	2623750	-2,412.00	1
2/29/20	Young Office Furniture	Furniture for transit center	201757	435.00	1
2/29/20	Young Office Furniture	Furniture for transit center	201760	736.50	1
2/29/20	Young Office Furniture	Furniture for transit center	201761	689.00	1
<b>Total</b>				<b>\$699,001.67</b>	

107 1 This invoice relates to various items, applicable portion grant funded, GTA responsible for 20%

108 4 This invoice relates to Board Operating expense

109 9 This invoice relates to parts funded by Protterra grant until funds expended

110  
 111 **Mr. Darren Scott made a motion to pay invoices for \$699,001.67 subject to the availability of funds. Ms. Addy Matney**  
 112 **seconded the motion. Mr. David Mitchell abstained from voting citing conflict of interest as the reason. The vote is 1**  
 113 **abstaining and 5 voting in favor of motion. The motion carries.**

114  
 115 **Action item: Gillig Contract – (Presented by Director James Keel)**

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 117 Contract presented for two 30-foot heavy duty transit vehicles with option to purchase two additional vehicles. Contract is a  
 118 result of a competitive bid process. Pricing not finalized in contract but price elements are finalized. The next step is a  
 119 meeting with Gillig to decide options to include on vehicles. Purchase order will be issued to Gillig to begin production.  
 120 Funding source is 85% by FTA grants using part of the \$1 million matching funds providing by the City of Greenville.

121  
 122 **Ms. Amanda Warren made a motion to approve Gillig contract as presented by staff. Ms. Addy Matney seconded the**  
 123 **motion. There is no opposition. The motion carries.**

124  
 125 **There are no public comments related to items not on the agenda.**

126  
 127 **Mr. Darren Scott made a motion to adjourn. Mr. David Mitchell seconded the motion. There is no opposition. The**  
 128 **motion carries.**

129  
 Prepared by: Lorrie Brown Date: 4/23/2020  
 Lorrie Brown, Board Secretary  
 Approved by: Dick O'Neill Date: 4/23/2020  
 Dick O'Neill, GTA Board Chair

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