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GTA BOARD OF DIRECTORS MEETING
Greenlink Conference Room, 100 W. McBee Avenue, Greenville, SC

MINUTES
March 28, 2019

Members Present: Mr. George Campbell (Board Chair), Ms. Addy Matney (Treasurer),
Mr. David Mitchell, Ms. Inez Morris (Vice Chair), Mr. Dick O'Neill, Mr. Darren Scott
Greenlink Staff: James Keel, Nicole McAden (Marketing and Public Affairs Manager), Jason Sanders
(Fleet Manager I) Gary Shepard (Transportation Director), Kayleigh Sullivan (Transit
Planner and Grants Coordinator)
Other City Staff: Karen Crawford (City Comptroller), Micah Snead (Sr. Accountant)
Others in Attendance: Asangwua Ikein (County Transit Planner), Amanda Warren (United Ministries)

Quorum established.

Ms. Addy Matney, Treasurer, called the meeting to order at approximately 12:30 p.m.

Mr. Darren Scott made a motion to approve the February 28, 2019 GTA Board Meeting Minutes.

Mr. David Mitchell seconded the motion. There is no opposition. The motion carries.

Welcome and introductions made by Board Chair.

No Public Comments.

Director's Report (Gary Shepard):

- Ribbon cutting for unveiling of new Proterra buses scheduled for April 5 at 10 am.
- "Low No," the program that funded our first 2 Proterra vehicles, sent out a notice on availability with submission of May 14. Staff will submit an application for purchase of 35-foot vehicles.
- State announced first round of Volkswagen funding applications due on May 17.
- We are invited to attend County Council Finance Committee Meeting April 2 to discuss our request of \$147,000 for this year's budget.
- Summer intern applications due March 31. Interviews will be conducted in April.

Development Committee (Mr. David Mitchell)

- KPI report: Ridership was low last month. Trolley ridership is normal. Mauldin/Simpsonville ridership is down. Circulator ridership is consistent. Accidents look good. No major complaints. We had a higher than normal amount of GAP cancellations. We had 14 major road calls and 65 minor. PMs look good.
- On Time Performance Report: Wade Hampton route is our biggest cause of delays.
- Marketing Report: We brought in \$6,129 in new contracts for February. Contracted revenue since July is \$74,606.09.
- Meeting with City of Mauldin and City of Fountain Inn to discuss circulator routes in their area. Both municipalities are open to discussions. It is a matter of where the money will come from. Greenville County Transit Oriented Development Planning grant received from the FTA. They will present to the GTA Board in the near future. Ridership for Fare Free Day March 1 increased by 77% compared to previous Friday.
- Two remaining milestones are COA Route Changes and implementation of monthly fare pass product.

48 **The Development Committee recommends adoption of Free Voucher Policy. Since this is a recommendation from**
 49 **the Development Committee, a second is not required. There is no opposition. The motion carries.**

50 **Financials for January 2019 (Karen Crawford)**

51 **Statement of activities.**

- 52 • Passenger revenue is 7% lower than the prior YTD. Number of passenger rides decreased by 5%. Demand
- 53 Reponses ridership YTD decreased by 10%. Advertising revenue decreased by 23%.
- 54 • Salaries are tracking up by \$200,000. Overtime, fulltime, and retirement expenses are up.
- 55 • Fuel cost increased by \$14,000. Average cost per gallon in FY18 was \$2.00; in 2019 it is \$2.34.
- 56 • Local contribution other decreased by \$61,402 from prior year due to COA and TDP being paid the prior year.
- 57 • AP Aging Summary: January 31 we owed \$561,962.05; we paid everything except what is owed to the FTA.
- 58 • AR Aging: We were due to receive \$597,338.46. Of this amount, we have received \$348,434.45.

60 **Ms. Inez Morris made a motion to pay invoices in the amount of \$2,671,246.05 subject to the availability of funds.**
 61 **Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.**

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63 **Board Invoice**

Date	Vendor	Description	Invoice #	Amount
3/12/19	City of Greenville	February expenses	84308	455,841.98
2/1/19	Coach Crafters	Collision repair bus 304	FL18628	38,284.80
2/1/19	Coach Crafters	Collision repair bus 312	FL18630	8,921.41
2/1/19	Coach Crafters	Midlife overhaul parts for bus 304	FL18648	42,091.55
2/1/19	Coach Crafters	Midlife overhaul parts for bus 312	FL18649	46,300.94
2/28/19	Coach Crafters	Fire repair on bus 304	FL19153	11,560.00
2/28/19	Coach Crafters	Midlife overhaul pars for bus 304	FL19156	116,217.65
2/28/19	Coach Crafters	Midlife overhaul parts for bus 312	FL19157	80,009.49
2/28/19	Cowart Awards	Award for Matt Carter	68981	78.00
2/28/19	Greene Finney	February progress billing for FY18 audit	16520	2,900.00
2/8/19	Love Chevy	Replacement van	95153	28,092.00
3/7/19	Proforma	Duck Derby bus panel design	OK76019441	146.85
3/14/19	Proterra	First electric bus	1005233	851,807.00
3/14/19	Proterra	Second electric bus	1005241	851,807.00
2/28/19	Synchromatics	Year 2 annual services	106760	39,065.00
2/28/19	Synchromatics	Year 1 annual services	106762	36,155.00
3/11/19	TD Card Services	Board lunches	3112019GS-BOARD	59.38
3/14/19	TD Card Services	New camera system hardware	2142019RB-BOARD	2,469.00
2/1/19	Roe Cassidy	Legal services rendered	1027440	100.00
3/31/19	Willis of Tennessee	"Estimated" Quarterly insurance installment		58,989.00
3/1/19	SCDOT	Invoice for bus shelter renewal	312019	350.00
total				\$2,671,246.05

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65 **New Business:**

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67 **Ms. Addy Matney made a motion to approve the Certifications and Assurance document as presented by staff.**
 68 **The motion was seconded by Mr. Dick O'Neill. There is no opposition. The motion carries.**

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70 **Contract for Tires (Bridgestone):**

71 In the past we purchased tires by obtaining three (3) quotes from vendors. Our current vendors can only sell us tires
 72 between 17 and 21/32 seconds of treads. Transit tires have 34/32 seconds of treads. In order to purchase transit tire
 73 we must have a contract with the manufacturer. Quotes were obtained, and Bridgestone was the successful bidder.

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Mr. Dick O'Neill made a motion to approve the tire contract with Bridgestone as presented by staff provided there are no material changes. Mr. Darren Scott seconded the motion. There is no opposition. The motion carries.

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At prior meeting there was discussion relative to having contingency plan to prepare for the financial shortfalls which may occur without additional funding.

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Mr. George Campbell made a motion to appoint Mr. Dick O'Neill to head an Adhoc Committee to look at contingency plan and options. The committee will report back to the Board. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.

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Additional Discussion/Comments:

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- Mr. Darren Scott passed out copies of survey responses taken by SCTAC employers and employees. This is the third part of survey which previously covered downtown Greenville and Mauldin. 3M on Perimeter Rd. is in the process of putting in a \$68 million addition to their area. Thirty-eight percent of the companies are willing to give stipends to employees for transportation to work. Mr. Scott works at Pharmaceutical Associates Inc. located on Perimeter Rd. The bus does not cover this area. Most employees live outside of our bus route. Mr. Shepard stated we need zip codes for persons wanting transit. Councilman Cates felt that doing a scatter gram of where workers are coming from would be beneficial.

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- Mr. Keel stated that charging installation for the new Proterra buses are halfway complete. Two dispensers should be wired in by next week. Buses three and four are built. For the upcoming "Low-No" Grant we will apply for 35-foot buses. We need 15% match for upcoming grants to purchase buses. We will be seeking commitment letter from the County and other entities to apply for the grants.

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- We have a draft MOU for a site for the new maintenance facility. The value of the current land will go towards the match.

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- We will look at combining the April Finance and Development Committee meetings since the Finance committee meeting is scheduled for Good Friday.

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Ms. Addy Matney made a motion to adjourn. Mr. Darren Scott seconded the motion. There is no opposition. The motion carries.

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Prepared by:

Lorrie Brown
Lorrie Brown, Greenlink Administrative Asst.

Date:

4/25/19

Approved by:

Geo Campbell
Mr. George Campbell, GTA Board Chairman

Date:

4/25/19

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