

Greenville Transit Authority
COMBINED DEVELOPMENT AND FINANCE COMMITTEE MEETING
Greenlink Administration Office • 100 W. McBee Avenue. • Greenville, SC 29601
April 16, 2019 – 9:00 a.m.

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- Committee Members in Attendance:** Ms. Addy Matney (Finance Chair), Ms. Inez Morris (Development Chair) Mr. Dick O’Neill (Development), Ms. Amanda Warren (Finance)
- Absentee Committee Members:** Mr. David Mitchell (Development), Mr. Darren Scott (Finance)
- City of Greenville Employees in Attendance:** Karen Crawford (Comptroller), James Keel (Asst. Transit Director), Nicole McAden (Marketing and Public Affairs Specialist), Jason Sanders (Fleet Manager I), Micah Snead (Sr. Accountant), Kayleigh Sullivan (Transit Planner and Grants Coordinator)
- Others in Attendance:** Asangwua Ikein (County Transit Planner)

Ms. Inez Morris called the meeting to order at approximately 9:00 a.m.

Quorum established.

Mr. Dick O’Neill made a motion to approve the March 19, 2019 Development Committee Minutes. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.

Mr. Dick O’Neill made a motion to approve the February 15, 2019 Finance Committee Minutes. Ms. Inez Morris seconded the motion. There is no opposition. The motion carries.

Welcome and Introductions:

New Board member, Amanda Warren, introduction made. She is one of the managers at United Ministries. She was part of Leadership Greenville, which sparked her interest in public transit. She has been part of advocacy efforts seeking increased funding for public transit.

Public Comments:

Development Committee Reports:

KPI Report (James Keel): Ridership is up 8% from prior month. Ridership is down 6% from last year. Trolley ridership is consistent. Mauldin/Simpsonville is about the same. Circulator ridership is the same. Accidents are good. Complaints are average. GAP ridership is lower. We had 256 rides cancelled. We had 3% no shows. Maintenance failures are consistent. We only had 14 major failures for the month. Fareboxes are validating normally.

On Time Performance Reports (James Keel): We had 51% on time. We had 38% late. We had 11% early. Rt. 11 causes most of the delays.

Marketing Report (Nicole McAden):

Advertisements:

- We signed one new contract for \$7,668 with the Magdalene Clinic. For April we have contracts pending with Grainger in Fountain Inn and the American Heart Foundation. We received \$95,019.89 in advertising revenue July 1 – March 31.

PR/Media Relations:

- Fare Free Day on Friday, March 1 sponsored by the Jolley Foundation and the Piedmont Health Foundation. Press release issued for bus stop removed on Laurens Road. Story on the Trolley deviation to the arena for SEC Tournament. Road closure deviations being picked up more frequently. Stories on Touchpass after newsletter went out.

Partnerships:

- Met with GPATS and Greenville County regarding Transit Oriented Development Planning grant where they were awarded \$300,000 to hire a consultant to discuss zoning ordinance along potential high capacity corridors. A new TOD Zoning ordinance could require that they include bus space in design.

Events/Tours:

- Furman students not going home for spring break given a tour.
- Presented to Olli Senior Leadership for “Transportation Day”. Nicole presented on Greenlink's past & present. James presented on the budget and financial challenges. Amanda presented on advocacy efforts. Gary, Addy, and Dick participated with a panel discussion regarding experiences riding the bus of senior leaders.
- Gary presented at the City's quarterly real estate breakfast on March 20 to discuss 2018 accomplishments and what to expect in 2019.
- Gary and Nicole met Citizens Transit Academy graduates and Budget Teach-In attendees for coffee to discuss transit and answer any questions.
- Nicole did session on TDP at TASC conference held March 21 – 22. Ms. Addy Matney was honored with the Transit Board Member of the Year award for an Urban Transit System.
- Gary and Nicole were invited to meet with the Greenville Democratic Party District 25 precinct to discuss transit. This is Councilman Fant's district.

Upstate Transit Coalition:

- Plans for future meetings include Ride a Greenlink Proterra bus (June), learn about Greenlink's route changes (July), ride Anderson's expanded Honea Path route (August) and learn about Spartanburg County's new traffic accident data app (October).

Strategic Milestone Report: Monthly fare pass product and implementing route changes remain. July 1 the goal date for route changes.

Kayleigh Sullivan stated we have eight bus stops for Greenville and eight for Simpsonville remaining. There is one DOT stop left for Mauldin. There are 42 stops remaining for the County.

Finance Committee Reports Review City Monthly Reporting for February (Karen Crawford)

- Ridership is still tracking down. Operating revenue is 8% lower than prior year. Passenger rides decreased 6%. Demand Response is down 11% as of January.
- Advertisings is down. We will see reduction in revenue for advertising due to buses being down for refurbishment.
- Salaries and Wages are up. We had increase in overtime of \$62,196. We had increase in full time wages of \$97,379. We had increase in retirement contributions of \$60,228.
- Materials and supplies increased by \$76,222 due to non-capital purchases during 2019.
- Fuel costs are up by \$40,759. Average cost per gallon for this period in FY2018 was \$2.03. This year at 2/28/19, the average cost per gallon is \$2.32.
- Federal grants are up by around \$100,000 due to capital purchases. For local contributions, the City of Greenville and the County are at different levels. The City's contribution is higher. We still have not received the additional funds from the County thus far.
- For upcoming budget, took Proterra and utility cost into consideration. City funds paying part of local match for refurbishment of buses. We received \$300,000 from the state as local match for Proterra buses.
- Accounts payable – At February 28, 2019 we owed \$1,046,782.62. Everything has been paid except what is owed to the FTA.
- Accounts receivable – At February 28, 2019 we were owed \$1,002,143.84. We have received \$816,125.94.

Mr. Dick O'Neill made a motion to recommend approval of total invoices for \$2,593,874.70. This is subject to the availability of funds. Ms. Inez Morris seconded the motion. There is no opposition. The motion carries.

Board Invoices

Date	Vendor	Description	Invoice #	Amount	
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4/8/2019	City of Greenville	March 2019 expenses	8449	430,499.97	4
3/31/19	Coach Crafters	Bus 312 parts and labor for midlife overhaul	FL19386	48,185.34	
3/31/19	Coach Crafters	Bus 304 parts and labor for midlife overhaul	FL19387	26,644.67	1
3/1/19	Deleerok	Readers, installation for back office	18-GTA-02	71,120.00	1
3/21/19	Ivey Communications	Camera and installation for back office	22126	1,043.16	1
3/21/19	Ivey Communications	HDMI cables, monitors and other upgrades	22128	690.80	1
3/25/19	Mohawk Resources	Tire dolly	47443	3,859.73	1
4/12/19	Proterra	Chargers and installation of chargers	1006075	261,600.00	1
4/12/19	Proterra	Bus 3 of 4	1006076	871,757.00	1
4/12/19	Proterra	Bus 4 of 4	1006078	871,757.00	1
4/4/19	SCDMV	Sales taxes on buses	442019-BOARD	2,000.00	4
4/4/19	SCDMV	Registration fees	442019-BOARD2	54.00	4
4/9/19	TD Card Services	Board lunches	442019JC-BOARD	65.67	4
4/9/19	TD Card Services	Terminal upgrades and furniture	442019JK-BOARD	1,480.36	1
3/28/19	Willis of Tennessee	Added temporary bus to business auto	2340181	3,117.00	1
Total				\$2,593,874.70	

- 106 1 The invoice relates to various items, applicable portion grant funded, GTA responsible for 20%.
- 107 4 The invoice relates to Board Operating expenses
- 108 8 This invoice relates to expenses covered by insurance proceeds
- 109
- 110 James Keel provided an update from the City Council Meeting. Relative to GHA, there is money to be divided in
- 111 Greenville. Beginning in 2020, FY21 funds being passed to the City from GHA will be directed to Greenlink. Money
- 112 from 2018 to be used in FY20 amounts to a little over \$400,000. To ensure that Prisma kept their headquarters in
- 113 Greenville, the City made a verbal commitment to improve connectivity and mobility around GHS downtown campus.
- 114 They asked for improvements to bus shelters and sidewalks connectivity.
- 115
- 116 FTA announced \$85 million on table for "Low-No" for FY20. Opportunity to apply for electric buses. We have asked
- 117 for additional match from another government entity. Need letters of commitments. Kayleigh has grant to submit by
- 118 May 10. We will apply for minimum of two electric 35-foot busses.
- 119
- 120 City Council meeting on May 13. City Council wants update on how million dollars is being spent.
- 121
- 122 **Ms. Addy Matney made a motion to adjourn. Mr. Dick O'Neill seconded the motion. There is no opposition. The**
- 123 **motion carries.**
- 124
- 125 The Combined Development and Finance Committee minutes distributed by Lorrie Brown via email on Monday, April 22.