



GTA BOARD OF DIRECTORS VIRTUAL MEETING
July 23, 2020 at 12:30pm
MINUTES

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5 **Members Present:** Mr. Stephen Astemborski, Mr. Scott Craig, Ms. Addy Matney (Treasurer),
6 Mr. David Mitchell, Ms. Inez Morris, Mr. Dick O'Neill (Board Chair), Ms. Amanda Warren (Vice Chair)
7 **Greenlink Staff:** Jasmin Curtis (Operations & Safety Manager), James Keel (Transit Director),
8 Nicole McAden (Marketing and Public Affairs Manager), Jason Sanders (Fleet Manager), Kayleigh
9 Sullivan (Transit Planning Manager)
10 **Other City Staff:** Matt Efird (OMB Director), Karen Crawford (Comptroller)

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

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14 **Quorum established by Roll Call.**

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16 **Approval of June 25, 2020 GTA Board of Directors Meeting Minutes:**

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18 **Ms. Addy Matney made a motion to approve the June 25, 2020 GTA Board Minutes. Mr. Stephen Astemborski**
19 **seconded the motion. There is no opposition. The motion carries.**

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21 **No Public Comments Related to items on the agenda.**

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23 **Introduction of Scott Craig, new GTA Board Member.**

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25 **Director's Report (James Keel, Transit Director):**

- 26 • In process of training first CDL trainee to fill vacancies for later hours implementation.
27 • The re-designed Routes 501, 504 and 507 were implemented on July 1. On-time performance was 10% late and 10%
28 early. Tweaks to be made to schedule.
29 • Trolley network redesign has been successful. Trolleys will transition to a schedule-based network. This will help with
30 customer reliability and allow us to determine driver's on-time performance. Should go live in the next month.
31 • Waiting to hear decision on 5339B grant application for fare collection system replacement.
32 • Drafted deed sent to Greenville County on July 21. The County has what they need to transfer property to GTA.
33 Architecture and Engineering proposal due July 30. Next step is solicit proposals for a program manager.
34 • Automatic Passenger Counter and updates to automatic vehicle announcement system have been ordered. The video-
35 based driver modification scope is out and proposals are due August 12. The next procurement will involve shelter
36 relocation installations and bus stop amenities.
37 • An FAQ webpage for the new maintenance facility project has been added to the RideGreenlink.com website and will
38 be updated as the project progresses.

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40 **Quantity of Service Report (Jasmin Curtis)**

- 41 • June on-time performance at 82%, which was increase from May 2020. GAP on-time performance was 100% with one
42 long trip.
43 • There were two complaints with one being founded. There were no accidents.
44 • Operator vacancies for June was 0 for our existing service hours. We have 9 TDP vacancies. Last month 10 interviews
45 were conducted and five candidates moved into the hiring process.
46 • On-time performance for Route 601 is not good. There are possible time point issues or heavy traffic in Mauldin.
47 Window for on-time adherence is narrow. We have route modifications to make.

48 **Reliability of Service Report (Jason Sanders)**

- 49 • The fleet experienced 39 failures in June. Of this number, 6 were major failures with the bus being pulled from service.
50 • PM performance was 100%. Diesel, electric and cutaway all had preventative maintenance goals met. Trolley
51 reliability is low due to AC issues.

52 **Quantity of Service Report (Kayleigh Sullivan)**

- 53 • All ridership up slightly over May. TouchPass usage is up 1% from May. The North Main Trolley Route received the
54 highest ridership. Total trolley ridership around 2,000. Twelve month Fixed Route trend up.
55 • Sector analysis ridership is down from last year. Next month will have comparative data since implementation of COA
56 route changes. We will also be able to see changes for new trolley network.



- 57 • 95 GAP cancellations in June, which is up from 45 in May. No shows down by two. Trips slightly up.
- 58 Marketing Report (Nicole McAden)
- 59 • Total revenue \$62,911.08. Reduced fleet size while overhauling buses and COVID-19 was a factor in this amount.
- 60 • Exploring submitting an RFP for advertising firms to outsource advertising sales. The last time this was explored was in
- 61 2017.
- 62 • Media coverage included:
 - 63 ○ Masks donated by Upstate Forever
 - 64 ○ Trolley launch
 - 65 ○ New maintenance facility and New Washington Heights neighborhood
 - 66 ○ Low-No Grant award
 - 67 ○ City budget – which increased funding to Greenlink
 - 68 ○ Job posting of Transit Planner
- 69 • Not a lot of events. Greenlink hosted Chattanooga, Tennessee staff from Traffic Engineering and a member of their
- 70 planning commission for discussion of transportation issues looking at innovations like personal rapid transit and monorails.
- 71 Staff member, Nicole McAden sat on virtual panel for Michelin Young professionals along with the United Way to discuss
- 72 economic mobility and transportation barriers. Mechanic Appreciation Day held June 12. Staff sat in on conference call
- 73 with consultants hired by Greenville County as follow-up to their comprehensive plan to look at combining their zoning
- 74 ordinances with their land development regulations into a Unified Development Ordinance (UDO).

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76 City Financial Reports for May (Matt Efird, Director of OMB)

- 77 • Accounts Payable balance was \$728,000. All paid except outstanding balance to the FTA.
- 78 • Accounts Receivable for May was \$873,000. Only \$21,000 remains.
- 79 • Budget to actual compares performance from last fiscal year in May to current fiscal year in May. Revenue down
- 80 significantly in part to fare free period with COVID and downturn in ridership due to COVID. Advertising revenue down
- 81 due to fleet overhaul. Operating expenses are flat with most movement in salaries and wages due to increased
- 82 overtime, increased driver salaries and retirement expenses. Fuel is down by 15% per gallon. Non-operating revenue
- 83 up due to increased local funding from the City and County. Net position at the end of May was \$15 million due to
- 84 increased funding.

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Invoices for May

Date	Vendor	Description	Invoice #	Amount
6/30/20	City of Greenville	June 2020 expenses	86515	569,039.61
6/30/20	Coach Crafters	Bus # 812 midlife overhaul	FL22651	106,607.84
6/1/20	Coach Crafters	Bus # 812 midlife overhaul	FL22474	28,972.70
6/30/20	Dell Marketing	PC monitors of transit center	10404944819	784.36
7/16/20	Elizabeth Geil	Bike locker deposit refund	EG071720	40.00
7/10/20	Freeland & Associates	Boundary survey of property	7301101	5,000.00
6/1/20	Hall Signs	Bus route signs	352182	3,834.19
6/15/20	Hall Signs	Bus route signs	352657	834.60
6/25/20	Ivey Communications	Transit Center cameras	22873	10,773.31
6/30/20	Proterra	Bus parts	1017863	9,838.40
6/30/20	Proterra	Bus parts	1017550	283.92
6/30/20	Proterra	Bus parts	1017658	66.81
6/26/20	Proterra	Bus parts	1017480	690.43
6/1/20	Roe Cassidy Coates & Price	Legal services	1031396	940.00
6/1/20	Roe Cassidy Coates & Price	Legal services	1031397	244.50
6/30/20	Synchromatics	CAD/AVL equipment for new buses	123047	6,460.00
7/16/20	Vishnu Maya	Bike locker deposit refund	VM071720	40.00
7/15/20	Wilkins Norwood	Appraisal of property	7701	1,500.00
				\$745,950.67

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- 88 **Ms. Inez Morris made a motion to pay invoices totaling \$745,950.67. This is subject to the availability of funds.**
- 89 **Mr. Stephen Astemborski seconded the motion. There is no opposition. The motion carries.**
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- 91 **Ms. Addy Matney made a motion to adjourn. Ms. Inez Morris seconded the motion. There is no opposition. The motion**
- 92 **carries.**
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Prepared by:

Lorrie Brown
Lorrie Brown, Board Secretary

Date:

8/27/20

Approved by:

Richard O'Neill
Richard O'Neill, GTA Board Chair

Date:

8/27/20