



MINUTES

Greenville Transit Authority
Committee of the Whole Meeting
August 21, 2020
Virtual Webex Meeting

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Attending

- Board Members:** Mr. Stephen Astemborski, Scott Craig, Ms. Addy Matney (Treasurer), Mr. David Mitchell, Ms. Inez Morris, Mr. Dick O’Neill (Chairman), Ms. Amanda Warren (Vice Chair)
- City Staff in Attendance:** Karen Crawford (Comptroller), Jasmin Curtis (Safety and Operations Manager), Dorothy Dowe (City Council), James Keel (Transit Director), Kristina Junker (Budget Administrator), Nicole McAden Marketing and Public Affairs Mgr), Jason Sanders (Fleet Manager), Micah Snead (Financial Analyst), Kayleigh Sullivan (Transit Planning Manager)
- Others in Attendance:** Asangwua Ikein (County Transit Planner)

Mr. Dick O’Neill, Board Chair, called the meeting to order at approximately 9:30 a.m.

A quorum established via roll call.

Action Item: Approval of June 19, 2020 Committee of the Whole Minutes

Ms. Inez Morris made a motion to approve the June 19, 2020 Committee of the Whole Minutes.

Mr. Stephen Astemborski seconded the motion. There is no opposition. The motion carries.

Presentations:

Quality of Service – (Safety & Operations Manager Jasmin Curtis):

- On-time performance for July was 82%. GAP on-time performance was 100%. GAP had one long trip due to ride sharing. GAP’s average trip length was 15 minutes.
- Operator vacancies for the current service hours have been filled. Still 5 vacancies for extended service hours. Currently there are 32 employees with 5 in training. Two are in the new CDL training program and 3 trainees with CDLs are close to being able to start driving routes. Eight applicants were interviewed in July with 4 moving forward in the hiring process. Two were fully hired in July and 2 drivers resigned.
- One unfounded complaint and three founded complaints.
- One preventable accident for July.
- There were 185 missed passengers on fixed routes due to passenger capacity limit.

Reliability of Service – (Fleet Manager Jason Sanders):

- Air system and electrical/lights/switch had the most failures in July - with five each.
- Seven major road calls in July. Twenty minor road calls. More miles ran in July versus June.
- PM on-time performance 88.2%. 11.8% of the maintenance tasks were performed early, and none were performed late.
- Diesel vehicles were reliable 85% of the time; electric vehicles were reliable 83% of the time; cutaways were reliable 83% of the time; and trolleys were reliable 83% of the time in July.

Quantity of Service – (Transit Planning Manager Kayleigh Sullivan):

- TouchPass usage is up 2% from June.
- Total ridership down by 34% from July 2019. Revenue miles and hours down slightly due to decreases in Route 602 frequency.
- Twelve month fixed route ridership trends show slight increase from June 2020. Trolley ridership increased.
- Added trolley ridership by route to the report. Route 901 (North Main) has highest ridership followed by Route 902 (South Main).
- Clemson ID usage increased for routes 602, 601 and 510.
- GAP no shows down from 10 in June to 4 in July. Total GAP trips down from prior month.

Marketing Report – (Marketing and Public Affairs Manager Nicole McAden):

- Started new fiscal year in July. Received \$10,188.00 in ad revenue since July 1.

- 52 • Most media coverage dealt with “Low-No” grant award. Opinion piece submitted to Greenville News regarding
- 53 how Greenville should rebound from COVID-19. One priority listed was investing in public transit.
- 54 • GTA Board Member, Inez Morris, serving on United Way RFP Committee relative to grants along with Ms. McAden.
- 55 • Staff met with Rep. Mike Burns bringing him up to date on later hours, new maintenance facility and CDL Training
- 56 Program. Upstate Mobility Alliance had Public Transit Task Force meeting July 1 to hear from rural counties on their
- 57 transportation needs to get a better understanding for their strategic efforts.
- 58 • New passenger orientation for Nurse Family Partnership staff who visit pregnant patients at their home. There were
- 59 approximately 24 nurses on this call. USC Upstate had sociology class focused on urban and city living and social
- 60 structure. Ms. McAden sat on a panel discussion about transportation’s impacts on city living.
- 61 • Upstate Transit Coalition has officially rolled in the Upstate Mobility Alliance.
- 62 **City’s Monthly Financial Reports for June – (Micah Snead, Financial Analyst):**
- 63 • This is the end of the fiscal year with preliminary set of numbers which are unaudited and subject to change. Audit
- 64 will occur in January with numbers presented to the Board in February.
- 65 • Passenger revenue year-to-date down by 30%. Passenger ridership down 20%. Demand Response ridership
- 66 down by 15%. An entire month of operations was ran fare free due to COVID-19. Currently limiting number of
- 67 passengers also due to COVID-19. Advertising revenues decreased by 43% due to COVID-19 and buses being
- 68 down for midlife overhauls.
- 69 • Salaries, wages and fringe benefits higher than previous year. Decrease in overtime. Materials and supplies
- 70 decreased by around \$250,000 due to less purchases reaching \$5,000 threshold. Fuel costs lower than prior year
- 71 by around \$120,000. Services expenses lower by around \$30,000 mostly due to midlife overhauls. Temporary
- 72 personnel maintenance expense lower by \$22,000. Insurance increased by around \$67,000 due to adding
- 73 Proterra buses. Utilities higher by around \$40,000 due to charging buses. Depreciation expense higher by around
- 74 \$20,000. Miscellaneous expense up by around \$12,000.
- 75 • Federal grants came in \$47,000 lower. Federal capital grants around \$2,260,000 lower due to bus purchases
- 76 occurring in fiscal year 2019.
- 77 • State capital revenue \$36,000 higher mostly due to midlife overhauls.
- 78 • Accounts Payable total as of June 30 was \$864,305.90. Everything has been paid except what is owed to FTA.
- 79 • Accounts Receivable total as of June 30 was \$769,458.60. Through July we have received everything except
- 80 \$17,831.10.

Unfinished Business

83 **Discussion: Maintenance Facility Updates (James Keel, Transit Director):** Staff reviewed a lot of proposals and short

84 listed three potential firms to do architecture and engineering work for the new facility. The Procurement office is in the

85 process of setting up interviews. The link to view the virtual presentations will be given to Board for members who want

86 to view interviews as they are taking place. LiveWell Greenville, with the help of another firm, has offered to assist

87 GTA with having a conversation with the new Washington Heights neighborhood by hiring a mediator. GTA has closed

88 on the property and has a deed on the Arcadia Drive property as of August 17, 2020.

New Business

92 **Action Items: GTA Invoices (Presented by Financial Analyst, Micah Snead)**

Date	Vendor	Description	Invoice #	Amount
7/1/20	AccuFund	Support agreement renewal	20201108	5,263.75
7/31/20	City of Greenville	July 2020 expenses	86644	272,643.90
7/31/20	Coach Crafters	Bus #812 midlife overhaul	FL22817	27,423.80
7/20/20	Northern Tool & Equip	Pressure washer	45587311	2,599.99
7/10/20	Proterra	Bus parts	1017862	441.10
7/15/20	Proterra	Bus parts	1018256	1,142.70
7/17/20	Proterra	Bus parts	1018280	140.64
7/17/20	Proterra	Bus parts	1018285	34.42
7/17/20	Proterra	Bus parts	1018307	1,229.80
7/21/20	Proterra	Bus parts	1018361	84.82
7/23/20	Proterra	Bus parts	1018431	70.14



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7/27/20	Proterra	Bus parts	1018523	248.41
7/30/20	Proterra	Bus parts	1018662	3,397.20
7/31/20	Proterra	Bus parts	1018704	94.78
7/31/20	Proterra	Bus parts	1018724	58.67
8/3/20	Proterra	Bus parts	1018746	146.76
8/5/20	Proterra	Bus parts	1018810	4,641.00
8/18/20	Proterra	Bus parts	1019063	211.70
8/18/20	Proterra	Bus parts	1019064	2,264.80
7/29/20	Remix	Enterprise license year 1	IN-1119	11,000.00
6/30/20	Roe Cassidy Coates	Legal Services	1031594	920.00
8/13/20	Roe Cassidy Coates	Property borrower's settlement	BS81320	37,166.50
8/13/20	SCDMV	License tag	SCDMV081320-1	17.00
8/13/20	SCDMV	License tag	SCDMV081320	17.00
7/28/20	Valbridge	Appraisal fee	SC03-20-254	1,500.00
				\$372,758.88

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 95 **Ms. Addy Matney made a motion to recommend payment of invoices totaling \$372,758.88. This is subject to the**
 96 **availability of funds. Mr. Stephen Astemborski seconded the motion. There is no opposition. The motion carries.**

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 98 **Ms. Addy Matney made a motion to enter into executive session pursuant to SC code of laws Chapter 4 section**
 99 **70(a)(2) subject to the proposed sell of property. Ms. Inez Morris seconded the motion. There is no opposition.**
 100 **The motion carries.**

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 102 NOTE: GTA left the GTA Board Webex virtual meeting to conduct an Executive Session (by electronic means) which is
 103 not open to the public. The GTA Board meeting will adjourn following the completion of the Executive Session.

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 105 **Regular session of the GTA Board Meeting resumed. No action was be taken prior to adjourning this meeting.**

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 107 **Mr. David Mitchell made a motion to adjourn. Mr. Scott Craig seconded the motion to adjourn. There is no**
 108 **opposition. The motion carries.**

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 110 Minutes were transcribed by Lorrie Brown and distributed via email on Tuesday, August 25, 2020.