



MINUTES

Greenville Transit Authority
Committee of the Whole Meeting
June 19, 2020
Virtual Webex Meeting

Attending

Board Members: Mr. Stephen Astemborski, 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), Matt Efird (Director OMB), James Keel (Transit Director), Jason Sanders (Fleet Manager), Micah Snead (Senior Accountant), Kayleigh Sullivan (Transit Planning Manager)

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 April 17, 2020 Committee of the Whole Minutes

Ms. Addy Matney made a motion to approve the April 17, 2020 Committee of the Whole Minutes.

Ms. Inez Morris seconded the motion. There is no opposition. The motion carries.

Action Item: Approval of May 15, 2020 GTA Committee of the Whole Minutes

Ms. Amanda Warren made a motion to approve the May 15, 2020 Committee of the Whole Minutes.

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

Presentations:

Fiscal Year 2020-2021 Budget (Presented by Director of OMB, Matt Efird and Senior Accountant, Micah Snead)

The City approved its 2020-2021 budget and allocated \$1,254,430 to GTA. Greenville County approved its budget and allocated \$2.5 million to GTA. These amounts are shown in GTA budget as local contributions. A 16% decrease in passenger revenue was budgeted based on current trends without consideration of COVID-19. GTA budgeted 9% increase in advertising since its expected to have overhauled buses back in service. 6% decrease in state funding budgeted. Partner percentage changed from 45%/55% to 40%/60% for City/County. Salaries and wages increased 25% which includes TDP positions and wage increases. Budgeted for PEBO retirement increase which did not happen this past year. Budgeted fuel increase of 13%. Overall increases due to TDP implementation of later hours. Parts increase of 26% due to TDP later hours. Capital costs decreasing due to completed midlife bus overhauls. The overall budget for FY 2021 is \$9,993,730, which is \$1.3 million less than last year. The decrease is mostly due to decrease of capital budget by \$1.6 million. The proposed FY21 capital budget is \$2.15 million. Bus replacement is the largest item. "Low-No" vehicles are not included in the budget. Since FY2015 there has been a significant increase in local funds from the City and County.

When looking at federal contributions, at some point Greenlink will run current with federal grants and there will be a shortfall between what the federal grants will cover and the current years' operating costs. The shortfall is predicted to occur in 2022 if the forecast for federal revenue and local expenses continue on trend. The negative balance would be around \$660,000 in 2022. The census will change the apportionment of our UZA. With the unknowns, the federal deposits were conservatively estimated for next year. In summary, the budget is just under \$10 million and the split is 80/20 between operating and capital. City and County contributions for operations is around \$1.4 million each. The excess City funding is going towards trolleys and benches. The County's excess funding of around \$1 million will go towards capital reserves. None of the maintenance facility revenue is



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50 documented in this year's budget, but it will be amended to include the project budget at a later date. Staff will
51 present a resolution next week at board meeting requesting that the Board approve the budget.

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53 **Holiday Service (Presented by Transit Planning Manager, Kayleigh Sullivan)**

54 Staff compared Greenlink's service schedule with other transit agencies. MLK, Labor Day and Memorial Day had
55 the highest number of agencies providing some sort of service on the holidays. Ms. Sullivan's recommendation is to
56 offer reduced service on certain holidays from 6:30 a.m. to 6:30 p.m. This timeframe would cover peak hours of
57 service. She provided costs to operate on Labor Day and Memorial Day. There is a question of whether the City
58 would provide regular pay or holiday pay for drivers working these holidays. Mr. Mitchell had concerns about
59 providing reduced hours on MLK day.

60 Ms. Matney suggested conducting a rider survey for feedback from our customers. Mr. Keel stated Greenlink
61 doesn't have staff capacity to do this at the present time. Ms. Matney does not feel staff should present options to
62 ridership before GTA has money in the budget to accommodate changes. The Board agrees.

63

64 **Quality of Service** – (Safety & Operations Manager Jasmin Curtis): On-time performance is around 81%. Routes
65 run late 14% of the time and arrive early 5% of the time. Routes 604 and 504 continue to be lowest performing
66 routes in terms of on-time performance. GAP OTP is 100%. Accidents per 100 miles is down from the previous
67 month. No NTD reportable accidents. Greenlink is down one driver. Greenlink has 9 TDP Operator vacancies
68 and had two potential drivers in hiring process but both dropped off. Right now, Greenlink had two in the hiring
69 que. Greenlink had two unfounded complaints. Greenlink was restricting ridership to 10 passengers per bus, but
70 increased it to 15 in May.

71 **Reliability of Service** – (Fleet Manager Jason Sanders): Greenlink had two major road calls and 16 minor road
72 calls. One preventative maintenance task was completed late. Cutaway reliability down due to having one
73 vehicle down for engine replacement.

74 **Quantity of Service** – (Transit Planning Manager Kayleigh Sullivan): Ridership still trending lower than last year.
75 TouchPass usage is up to 13% of all fare payment boardings. GAP ridership 388. Trolley ridership returning next
76 month but service will not be the same as it was previously since there are no baseball games.

77 **Marketing Report** – Report in package.

78

79 **City's Monthly Financial Reports for April** – (Matt Efird, OMB Deputy Director, Budgets):

80 A/R balance was \$544,000 from state and federal reimbursements. Greenlink received \$280,000 of the
81 balance. Receivable balance down \$263,000. Greenlink has some advertising money due. A/P balance was
82 \$630,000. Everything paid except \$141,000 owed to the FTA. On revenue side, operating revenue down 28%.
83 Ridership down 15%. GTA is now starting to see impact of zero fare due to COVID-19. Advertising revenue
84 down 39% due to buses pulled from service for midlife overhaul. Salaries and wages are up over last year due
85 to merit increases and increase in overtime. Materials and supplies up considerably due to non-capital purchases
86 occurring. Insurance up due to adding electric buses. Local contributions down this year because last year
87 Greenlink received \$300,000 for electric buses.

88

89 **Unfinished Business**

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91 New GTA Mission, Vision, Values and Goals was given to Board last month. No additional feedback received.

92 **Ms. Addy Matney made a motion to approve the new GTA Mission, Vision and Goals. Mr. David Mitchell**
93 **seconded the motion. There is no opposition. The motion carries.**

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95 **New Business**

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97 **Action Items: GTA Invoices** (Presented by Director of OMB, Matt Efird)

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Date	Vendor	Description	Invoice #	Amount
6/1/20	APTA	Annual membership dues	385974	8,000
5/31/20	City of Greenville	May 2020 expenses	86387	572,041.95

5/31/20	Dell Marketing	Monitors for transit center	10399976906	407.87
6/1/20	SC DHEC	Annual underground storage tank fees	UJ07748-7	200.00
5/1/20	DSI Solutions	Transit center microphone array and speakers	IN16551	4,604.06
5/11/20	Park Warehouse	Bus stop sign bases	220423	925.35
6/15/20	Patrick Carter	Bike locker deposit return	CR061520	40.00
6/8/20	Proforma	Advertising costs	BK76001148A	257.20
6/8/20	Proforma	Advertising costs	BK760011678	136.50
5/22/20	Protterra	Bus parts	1016679	254.91
5/27/20	Protterra	Bus parts	1016738	61.72
5/31/20	Protterra	Bus parts	1017161	215.41
6/1/20	Remix	Year 3 of 3 scheduling license	IN-1041	18,000.00
5/29/20	Travelers	Deductible due	000579427	3,428.93
6/1/20	Willis Towers Watson	July 2020 insurance installment	2485680	82,094.00
5/31/20	Young Office	Furniture for Kayleigh's office	202469	4,958.00
				\$695,625.90

99

100 **Ms. Inez Morris made a motion to recommend payment of invoices totaling \$695,625.90. This is subject to the**
 101 **availability of funds. Ms. Amanda Warren seconded the motion. There is no opposition. The motion carries.**

102 **Action: Item: Route 602 Agreement Renewal (Presented by Director, James Keel)**

103 This is the multi-party agreement Greenlink entered into with Clemson University and Bon Secours several years
 104 ago. The renewal letter is to continue service for the Woodruff Connector.

105

106 **Mr. David Mitchell made a motion to approve renewal of Route 602 agreement. Ms. Inez Morris seconded the**
 107 **motion. There is no opposition. The motion carries.**

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109 **Action Item: Remix Renewal (Presented by Director, James Keel)**

110 **Ms. Addy Matney made a motion to approve renewal of one-year contract for transit scheduling software**
 111 **with Remix in the amount of \$11,000. Mr. David Mitchell seconded the motion. There is no opposition. The**
 112 **motion carries.**

113

114 Introduction of new Board Member, Mr. Stephen Astemborski.

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116 **Mr. David Mitchell made a motion to adjourn. Ms. Amanda Warren seconded the motion to adjourn. There is**
 117 **no opposition. The motion carries.**

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119 Minutes were transcribed by Lorrie Brown and distributed via email on Monday, June 22, 2020.