



GTA BOARD OF DIRECTORS VIRTUAL MEETING
June 25, 2020 at 12:30pm
MINUTES

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- Members Present:** Mr. Stephen Astemborski, Ms. Addy Matney (Treasurer), Mr. David Mitchell, Ms. Inez Morris, Mr. Dick O'Neill (Board Chair), Ms. Amanda Warren (Vice Chair)
- Greenlink Staff:** Jasmin Curtis (Operations & Safety Manager), James Keel (Transit Director), Nicole McAden (Marketing and Public Affairs Manager), Jason Sanders (Fleet Manager), Kayleigh Sullivan (Transit Planning Manager)
- Other City Staff:** Karen Crawford (Comptroller), Lillian Fleming (City Council), Matt Efird (OMB Director)
- Others in Attendance:** Sid Cates (County Council), Asangwua Ikein (County Planning), Mr. Jones (Public), Katy Smith (Piedmont Health Foundation)

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

Quorum established by Roll Call.

Action Item: Approval of May 28, 2020 GTA Board of Directors Meeting Minutes

Ms. Addy Matney made a motion to approve the May 28, 2020 GTA Board Minutes. Ms. Inez Morris seconded the motion. There is no opposition. The motion carries.

No Public Comments Related to items on the agenda.

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

- Relative to later hour implementation, there are 41 employee authorizations for Bus Operators. Thirty are actively working and there are 6 in the hiring process. Some of the new hires will be training for CDLs.
- Route changes on schedule to go live on Wednesday, July 1. Signage addressed, new maps designed and ordered. New Trolley network design launched on June 4. Some ridership.
- Waiting to hear from FTA if Greenlink's application for 5339(B) grant for fare collection equipment will be awarded.
- FTA approved in-kind donation of land for new maintenance facility.
- No funding updates.
- Holiday route changes put on hold pending direction from the Board.
- Relative to COVID-19 recovery, still limiting passengers to 15 per bus. Cleaning has been enhanced. Public being provided with masks, but are not required to wear masks.
- Relative to procurement, Greenlink will issue purchase order for APC and AVAS for a tentative fall implementation. Procurement working on Driver Behavior Modification System which is an element of the safety plan. There is a shelter amenity RFP in the works. Architecture and engineering procurement for the new facility going out now and will be out for approximately 5 weeks. Traditionally, proposals are reviewed by staff since staff are subject matter experts. There is an option to include outside input on scoring of qualifications. If the Board chooses, they can have someone from the County serve on the proposal review committee since the County has invested in the facility; or consider adding other stakeholders to the review committee. It is not standard practice for board members to take part in procurement scoring, since they would have to recuse themselves from taking board action on procurement. There is the option of having an advisory committee of stakeholders. Ms. Matney questioned whether the Board could have subject matter experts conduct the process to narrow down the firms, and stakeholders come in with questions at the end. Ms. Matney feels community members would ask questions that would be helpful with the procurement process. GTA would need to decide how to appoint a stakeholder committee. Chairman O'Neill stated a concern that involving more people could delay the process.

New Business

Action Items: GTA Invoices (Matt Efird, Director of OMB). Majority of operating expenses will reimburse the City of Greenville. Correction to board invoices due to insurance credit received in the amount of \$1,711.00. The revised amount is \$693,914.90.

Ms. Amanda Warren made a motion to recommend payment of invoices totaling \$693,914.90. This is subject to the availability of funds. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.



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	Proterra	Bus parts	1016679	254.91
5/27/20	Proterra	Bus parts	1016738	61.72
5/31/20	Proterra	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	80,383.00
5/31/20	Young Office	Furniture for Kayleigh's office	202469	4,958.00
				\$693,914.90

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Action Item: FY2021 Budget (Matt Efird, Director of OMB) - Resolution to consider FY21 budget of \$9,993,730.

Ms. Inez Morris made a motion to approve FY2021 Budget in the amount of \$9,993,730.00. Mr. Stephen Astemborski seconded the motion. There is no opposition. The motion carries.

Action Item: Route 602 Agreement Renewal (James Keel, Transit Director) - Revenue agreement with Bon Secours, Clemson University and CU-ICAR for 30 minute service on Route 602. Renews every year.

Ms. Addy Matney made a motion to approve renewal of Route 602 agreement. Mr. David Mitchell seconded the motion. There is no opposition. The motion carries.

Action Item: Remix Contract Renewal (James Keel, Transit Director) - Resolution presented. Renewal of agreement entered into 2017 with a 3 year term. Scheduling Software purchased from Remix in 2018 is also a 3 year term. Staff seeks to put both Remix items on same schedule.

Ms. Amanda Warren made a motion to approve Remix contract renewal for one-year combining transit scheduling and planning software in the amount of \$11,000. Ms. Inez Morris seconded the motion. There is no opposition. The motion carries.

Action Item: GTA Mission Vision, Values and Goals (Mr. Dick O'Neill, GTA Board Chair) - Current document is online in ShareFile. Resolution presented.

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

No Public Comments related to items not on the agenda.

Ms. Inez Morris made a motion to adjourn. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.

Prepared by: Lorrie Brown Date: 7/23/20
 Lorrie Brown, Board Secretary

Approved by: Richard O'Neill Date: 7/23/20
 Richard O'Neill, GTA Board Chair

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