



**GTA BOARD OF DIRECTORS VIRTUAL MEETING
October 22, 2020 at 12:30pm
MINUTES**

- Members Present:** Mr. Stephen Astemborski, Mr. Scott Craig, Ms. Addy Matney (Treasurer), Mr. David Mitchell, 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), Matthew Loomis Rehnborg (Transit Planner), Jason Sanders (Fleet Manager), Kayleigh Sullivan (Transit Planning Manager)
- Other City Staff:** Karen Crawford (Comptroller), Dorothy Dowe (City Council), Kristina Junker (Budget Administrator), Micah Snead (Financial Analyst)
- Other Attendees:** Asangwua lkein (County Planner), Sam Jones (AmeriCorps), Sean Loewe (Brasco)

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

Quorum established by roll call.

Approval of September 24, 2020 GTA Board of Directors Meeting Minutes:

Mr. Scott Craig made a motion to approve the September 24, 2020 GTA Board Minutes. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.

No Public Comments related to items on the agenda.

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

- Two openings remain to be filled in order to implement later hours if all candidates currently in the hiring process don't drop out.
- A scope of work to update the Transit Development Plan has been developed.
- Awarding architecture and engineering contract today for new Operations and Maintenance facility. OMB finishing up program updates for maintenance facility.
- Funding budget request for FY 22/23 County budget due in November.
- Mr. Keel seeking input from Board members on organizations to contact relative to sustainability discussions.
- Plans for Greenlink holiday bus to run with lights in December. Trolleys will also be decorated as well as transit center.
- January work session agenda being prepared.
- May start later hours for 4 or 5 routes in December.

Action Item: GTA Invoices (Kristina Junker, City Budget Administrator)

Date	Vendor	Description	Invoice #	Amount
10-8-20	City of Greenville	Sept 2020 expenses	86879	434,732.60
9-30-20	GMV Synchronatics	ITS install for Buses 2020 & 2021	123506	3,425.00
9-28-20	Kimball Communications	Two-way radio speaker mics (2)	39086	205.94
9-18-20	Proterra	Bus parts – air filters	1019913	96.34
10-5-20	Truck Pro Holding Corp	Shop equipment	022-0749169	10,033.56
9-21-20	Wausau Tile	Safety barriers	606648	2,335.86
9-30-20	Willis Towers Watson	Charter Oak Fire Insurance Co. Credit	2789088	-973.00
9-30-20	Willis Towers Watson	Charter Oak Fire Insurance Co. Credit	2789076	-1,599.00
9-30-20	Willis Towers Watson	Charter Oak Fire Insurance Co. Credit	2788505	-2,178.00
6-28-19	Willis Towers Watson	Reversing duplicate credit	2418040	1,950.00
Total				\$448,029.30

Mr. Scott Craig made a motion to pay invoices totaling \$448,029.30. This is subject to the availability of funds. Ms. Amanda Warren seconded the motion. There is no opposition. The motion carries.

Samsara Network Contract for Driver Modification System (Resolution 2020-13):

Mr. Scott Craig made a motion that the Board Chair be authorized and directed to execute and deliver a contract for vehicle-based driver modification system with Samsara Networks, Inc. for the amount of \$41,328 for year one. Contract is for three (3) years, with two (2) one-year extensions. Mr. David Mitchell seconded the motion. There is no opposition. The motion carries.



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Action Item: Coach Crafters Contract for Driver Barriers on Gillig buses to be funded through Cares Act (Resolution 2020-14)
Mr. David Mitchell made a motion that the Board Chair be authorized and directed to execute and deliver a contract for driver safety barrier delivery and installation with Coach Crafters, Inc. for \$87,100. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.

Action Item: Queen City Engineering Contract for Driver Barriers on Proterra Buses (Resolution 2020-15)
Ms. Amanda Warren made a motion that the Board Chair be authorized and directed to execute and deliver a contract for driver safety barrier delivery and installation with Queen City Engineering & Design PLLC for \$11,000. Mr. Scott Craig seconded the motion. There is no opposition. The motion carries.

Action Item: Wendel Contract for Architecture, Engineering and Design Services to be funded through 5339B. Terms until work completed (Resolution 2020-16)
Ms. Addy Matney made a motion that the Board Chair be authorized and directed to execute and deliver a contract for architecture, engineering, and other services related to the design of an Operations and Maintenance facility with Wendel Companies, Inc. for the amount of \$2,817,266.00. Ms. Amanda Warren seconded the motion. There is no opposition. The motion carries.

Action Item: Brasco Contract for Bus Stop Amenities 3 year contract which includes benches, two shelters, trash cans and schedule holders (Resolution 2020-17)
Mr. Scott Craig made motion that the Board Chair be authorized and directed to execute and deliver a contract for bus shelter and bus stop amenities with Brasco International for the amount of \$61,025 for the initial order. Mr. David Mitchell seconded the motion. There is no opposition. The motion carries.

Action Item: Budget Amendment #2 (Resolution 2020-18)
Ms. Amanda Warren made a motion to approve and adopt the fiscal year 2020 - 2021 Capital budget amendment number 2 which amends the capital budget by \$2,915,326 to include cost for Driver Safety Barriers and the Architecture and Engineering expenses for the design of the new Greenlink Operations and Maintenance facility. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.

Action Item: 2021 GTA Meeting Dates
Ms. Addy Matney made a motion to approve 2021 GTA Meeting calendar adding January 12 work session from 8:30 a.m. – 12 p.m. Mr. David Mitchell second the motion. There is no opposition. The motion carries.

Staff Assignee Updates (GTA Board Members)

- No meetings held. Ms. Matney spoke with Mr. Keel regarding sustainability. Mr. Mitchell and Mr. Craig also spoke with Mr. Keel. Mr. Craig had a conversation with Mr. Rehnberg.

Other Important Updates (GTA Board)

- Mr. Mitchell agreed to chair the Officers Nominating Committee. Ms. Matney volunteered to help.
- Ms. Warren connected staff with Susan McLarty and Nick Bush to brainstorm possible programs or initiatives to address complaints received about homelessness around the transit center. They came up with two action items. Signage to be developed for the fountain area relative to belongings being left unattended. Homelessness awareness and conflict training with drivers and dispatch team.
- Sam Jones will join United Ministries at their staff meeting in November relative to assistance with TouchPass and FindGreenlink.
- Dorothy Dowe, City Council, requested bullet points on sustainability efforts. City set goals for benches to be installed at every bus stop in the City. Some bus stops cannot accommodate benches; a new solar product being considered.

Mr. Scott Craig made a motion to adjourn. Mr. David Mitchell seconded the motion. There is no opposition. The motion carries. Meeting adjourned at approximately 1:10 p.m.

Prepared by: Lorrie Brown
Lorrie Brown, Board Secretary
Approved by: Richard O'Neill
Richard O'Neill, GTA Board Chair

Date: 11/19/20
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