GTA BOARD OF DIRECTORS MEETING
Greenlink Conference Room, 100 W. McBee Avenue, Greenville, SC

MINUTES
February 27, 2020

Members Present: Mr. George Campbell, Ms. Addy Matney (Treasurer), Mr. David Mitchell, Ms. Inez Morris, Mr. Dick O'Neill (Board Chair), Ms. Amanda Warren (Vice Chair)

Absent Board Members: Mr. Darren Scott

Greenlink Staff: Jasmin Curtis (Safety & Training Officer), Nicole McAden (Marketing and Public Affairs Manager), Jason Sanders (Fleet Manager), Kayleigh Sullivan (Transit Planning Manager)

Other City Staff: Karen Crawford (Comptroller), Dorothy Dow (City Council), Matt Efford (Deputy Director of OMB), Micah Snead (Sr. Accountant)

Others in Attendance: Curtis Askew (Public), Brenda Brown (Public), Dorothy Dow (City Council), Larry Finney (Greene Finney, LLP), Tammy Foster (Public), Ty Houck (Public), Wanda Hunt (Public), Asangwua Ikein (County Transit Planner)

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

Quorum established.

ACTION ITEMS
Mr. George Campbell made a motion to approve the January 17, 2020 GTA Committee of the Whole Meeting Minutes. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.

Mr. George Campbell made a motion to approve the January 23, 2020 GTA Board of Directors Annual Meeting Minutes. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.

PUBLIC COMMENTS
No Public Comments related to proposal to transfer paper 20-ride punch passes to TouchPass.

No Public Comments related to items on the agenda.

PRESENTATIONS
Annual Audit (Larry Finney, Greene Finney, LLP):

Larry Finney stated that amounts and balances found in the financial statement is GTA’s responsibility. For the statement to be complete and accurate you have internal controls, processes and procedures. From a risk standpoint, the Board should think about fiduciary responsibilities. The Board is encouraged to think about how things are working when it comes to internal controls and is encouraged to do a risk assessment. The Board should ask staff about any concerns they have. Before an employee thinks about committing fraud there must be a need, such as health & medical, gambling and addiction, etc. The Board can help prevent fraud by ensuring that good processes, procedures and controls are in place.

The audit looks at reasonable assurance opposed to absolute assurance. The focus is on high dollar items where a lot of sampling is done. The audit does not address fraud and does not really address financial conditions. GTA received an unmodified opinion.

GTA’s Net Position increased significantly to around $12.5 million; this was mostly due to grants and capital contributions received. Out of the $12.5 million, a little over $9 million of it represents capital assets. Another $2.7 million is set aside to be used for capital purposes. This leaves GTA with an unrestricted net asset of $670,000; this is an increase of around $84,000 from the previous year. This amount equals one month of the cost to operate. The Government Finance Officers Association is a national organization that oversees governments across the country. They recommend having 2 months of around $84,000 from the operating revenue side, operating revenue continues to decrease due to decreases in passenger fares collected. On operating expense side, there was an increase of around $1 million due to salaries & wages, fuel and supplies. On non-operating side, there was an increase of around $900,000 for the year due to grants and contributions. There was a significant increase in grants and contributions of around $7 million in capital. The Federal government asks that the auditor perform a single audit due to GTA receiving a significant amount of federal revenue. With the single audit they look at the FTA program and make sure GTA is meeting requirements of the program. There were no findings. The management letter to the Board from the auditor has required communications. There were no issues found and no written recommendations.

The overall Net Position looks good compared to where it was in the past due to the capital increases. GTA needs improvement in non-capital. With the state retirement and health system, both are significantly underfunded and they will continue to raise rates.

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When dealing with budgets each year, these costs will continue to rise. On the funding side, the 2020 Census is coming up. GTA was negatively impacted with the 2010 census.

Directors Report (James Keel):
- Presented tentative schedule to start implementing later hours. We are adopting a five step process to phase this in. Implementation will occur at the first of each month due to NTD reporting complexity.
- Route changes will be presented in Committee of the Whole meeting in the next month or two as it relates to 501 and 507 connection. Also have a minor change for 503 due to Furman asking for bidirectional service in front of Publix.
- Rt. 504 is also back on the table for on-time performance concerns.
- Trolley redesign is complete. We will look at stop locations. Signs will be ordered with the new design.
- We have $1 million in local match for “Low-No”. We will put in a grant for six Proterra buses and related charging infrastructure.
- We are also putting in a grant for a new fare collection system which should have been replaced in 2012. It will cost $250,000.
- Relative to the Maintenance facility, the County land transfer to GTA is on the Tuesday County Council Committee of the Whole agenda.
- Staff has a list of upcoming procurements for calendar year 2020. No updates on funding.
- Staff has prepared a capital replacement plan 12 years out.
- Staff will analyze potential holiday routes. Will review with GTA before July 1.

UNFINISHED BUSINESS
Action Item: GTA Invoices
Mr. George Campbell made a motion to pay invoices in the amount of $637,885.39 subject to the availability of funds. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.

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<thead>
<tr>
<th>Date</th>
<th>Vendor</th>
<th>Description</th>
<th>Invoice #</th>
<th>Amount</th>
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Total $637,885.39

NEW BUSINESS
Action Item: Resolution to Establish a Consent Agenda which would allow GTA to agree to review routine reports ahead of time.
Ms. Addy Matney made a motion for resolution to establish a Consent Agenda. Ms. Inez Morris seconded the motion.
Mr. David Mitchell would like to have this amended so that if a board member wanted to have items removed from the consent agenda and added to the active agenda they could do so.
Ms. Addy Matney made a motion to amend the motion to approve the resolution to establish a consent agenda.
Ms. Inez Morris seconded the motion. There is no opposition. The amended motion carries.

Public Comments related to items not on the agenda (Limit 3 minutes per speaker, for a total of 15 minutes):
Tammy Foster asked if Route 508 is being considered for changes. She was informed that changes to 508 are not currently being considered following adjustments made to the on-time departure policy where downtown routes no longer wait for 508 to come in before going out in order to stay on time. She asked whether we had been in contact with Greer again since a lot of people in Greenville travel to Greer. She was informed that a meeting will occur with Greer in the next couple of weeks. In response to Ms. Foster’s suggestion to have an additional person ride the hospital route to strap in wheelchairs to save time, she was informed having an additional person was too costly. She was also reminded that GAP (Greenville Area Paratransit) operated by Greenlink was available for persons who qualify.

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Wanda Hunt questioned whether there would be a hospital shuttle bus. She was informed that PRISMA is not willing to fund a circulator on their campus.

Mr. Dick O’Neill, GTA Board Chair, stated that he received Vision and Mission input from Amanda Warren and Katy Smith. The Vision and Mission will be addressed at the next Committee of the Whole meeting.

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

Prepared by: Lorrie Brown

Approved by: Dick O’Neill, GTA Board Chair