GTA BOARD OF DIRECTORS MEETING
Virtual Meeting

MINUTES
March 26, 2020

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

Absent Board Members: Ms. Inez Morris

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

Other City Staff: Karen Crawford (Comptroller), Dorothy Dowe (City Council), Matt Efird (Deputy OMB
Director, Budgets)

Others in Attendance: Dr. Sid Cates (City Council), Michael Day (Public), Asangwua Iken (County)

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

ACTION ITEMS
Ms. Addy Matney made a motion to approve the February 21, 2020 GTA Committee of the Whole Meeting Minutes.
Mr. Darren Scott seconded the motion. There is no opposition. The motion carries.

Mr. Darren Scott made a motion to approve the February 27, 2020 GTA Board of Directors Meeting Minutes.
Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.

There are no public comments related to items on the agenda.

CONSENT AGENDA ITEMS

Reports:
Quality of Service — (Presented by Safety & Operations Manager Jasmin Curtis)
Reliability of Service — (Presented by Fleet Manager Jason Sanders)
Quantity of Service — (Presented by Transit Planning Manager Kayleigh Sullivan)
Marketing Report — (Presented by Marketing & Public Affairs Manager Nicole McAden)
City’s Monthly Financial Reports — (Presented by Assistant Treasurer Karen Crawford)

Ms. Addy Matney made a motion to approve items on consent agenda. Mr. Darren Scott seconded the motion. There is
no opposition. The motion carries.

REGULAR AGENDA ITEMS

PRESENTATIONS

Director’s Report (James Keel):
• Later hours implementation has been delayed due to COVID-19. Tentative plan in place when pandemic is over.
• Network design progressing for trolley. April 1 launch date pushed off. We will cancel trolley service week by
  week in April.
• “Low-No” grant submitted for funding of 6 Proterra buses. We are submitting 5339 grant for farebox
  replacements.
• We are waiting on second reading by County Council for the land transfer for the new Operations and Maintenance
  facility. County Council meetings have been postponed.
• Staff has not started looking at holiday routes.
• We are currently operating normally during COVID-19 pandemic with two exceptions. Trolley service has been
  cancelled and Circulator on Woodruff Rd. (# 602) headway increased to 60 minutes. Ridership is 20% to 30%
  lower. Service is fare free, but we are not advertising this with hopes of riders using service for essentials. We are
  disinfecting the driver section of buses every hour. Buses are being sprayed with disinfectants and cleaned with
  disinfectant products twice each day. We have installed hand sanitizer dispensers on buses. Gloves were given to
drivers. Plan in place to reduce service if crisis breaks out. The FTA will help with expenses related to COVID-19. This includes purchase of supplies and salaries for employees sent home who continue to be paid. We are committed to our employees.

**UNFINISHED BUSINESS**

Action Item: Fare Equality Analysis Title VI Report — (Presented by Marketing & Public Affairs Manager Nicole McAden). Analysis to examine effects of eliminating the 20-ride paper punch passes for low-income and minority customers.

Mr. Darren Scott made a motion to accept the Fare Equality Analysis Title VI Report. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.

Action Item: Request for Public Comment Period for Routes 501, 504 and 507 — (Presented by Director James Keel): Staff has requested to go to public comment for potential changes to 501 (Pleasantburg), 504 (Anderson) and 507 (Augusta). We had public comment on 504 and had proposed an option in the fall of 2019. The option was not accepted and staff worked to come up with a new option. Most people who have seen this are supportive due to providing more service to the hospital and more bi-directional service on Augusta Road. Routes 501 and 507 currently meet near Pleasant Valley and have a connection at Home Depot. Initially 501 was changed to tie in to Bi-Lo, which has since closed. Staff proposes a change that would potentially have more service to the Phoenix Center and go past the TD Convention Center. Since Route 501 currently serves Pleasant Valley we would reroute Rt. 507 to pick up stops 501 was dropping off. We would lose a small amount of bi-directional service. Staff requests permission to go to Public comment to get feedback to bring back to the Board. No additional cost associated with changes. We want to make changes in July, but this remains uncertain.

Ms. Addy Matney made a motion to approve staff's request for Public Comment for Routes 501, 504 and 507. Mr. Darren Scott seconded the motion. There is no opposition. The motion carries.

Action Item: Conflict of Interest Statement - (Presented by Director James Keel):

Conflict of Interest Ethical Conduct Statement/policy presented. The Board Attorney put together document and returned for board approval. Staff had no changes. Board members would be required to view policy and check appropriate boxes, list conflicts, and return form. Attorney will review potential conflicts and decide how to proceed. This provides protection for board members since it was reviewed by attorney.

Ms. Addy Matney made a motion to accept conflict of interest statement. Mr. Darren Scott seconded the motion. There is no opposition. The motion carries.

**NEW BUSINESS**

Action Item: Certifications & Assurances — (Presented by Transit Planning Manager Kayleigh Sullivan)

Certifications & Assurances are required by the FTA to continue receiving federal funding. One change states that we certify that we will not purchase telecommunication's equipment from certain Chinese manufacturers. Another change states we will complete with the safety plan requirement, which is due in July. There is a section which states that the Board agrees to comply with specified certifications. With the Board’s approval, Kayleigh Sullivan will submit the document.

Ms. Amanda Warren made a motion to accept Certificate and Assurance document and give and approval for Kayleigh Sullivan to submit document. Mr. David Mitchell seconded the motion. There is no opposition. The motion carries.

Action Item: GTA Invoices — (Presented by Assistant Treasurer Karen Crawford)

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<tr>
<th>Date</th>
<th>Vendor</th>
<th>Description</th>
<th>Invoice #</th>
<th>Amount</th>
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<td>February 2020 expenses</td>
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3-26-20 GTA Board Annual Meeting Minutes
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107 1 This invoice relates to various items, applicable portion grant funded, GTA responsible for 20%
108 4 This invoice relates to Board Operating expense
109 9 This invoice relates to parts funded by Proterra grant until funds expended
110
111 Mr. Darren Scott made a motion to pay invoices for $699,001.67 subject to the availability of funds. Ms. Addy Matney seconded the motion. Mr. David Mitchell abstained from voting citing conflict of interest as the reason. The vote is 1 abstaining and 5 voting in favor of motion. The motion carries.
112
113 Action Item: Gillig Contract – (Presented by Director James Keel)
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115 Contract presented for two 30-foot heavy duty transit vehicles with option to purchase two additional vehicles. Contract is a result of a competitive bid process. Pricing not finalized in contract but price elements are finalized. The next step is a meeting with Gillig to decide options to include on vehicles. Purchase order will be issued to Gillig to begin production.
116 Funding source is 85% by GTA grants using part of the $1 million matching funds providing by the City of Greenville.
117
118 Ms. Amanda Warren made a motion to approve Gillig contract as presented by staff. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.
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120 There are no public comments related to items not on the agenda.
121
122 Mr. Darren Scott made a motion to adjourn. Mr. David Mitchell seconded the motion. There is no opposition. The motion carries.
123
124
125 Prepared by: Lorrie Brown, Board Secretary Date: 4/23/2020
126 Approved by: Dick O'Neill, GTA Board Chair Date: 4/23/2020