GTA BOARD OF DIRECTORS VIRTUAL MEETING
April 23, 2020
MINUTES

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

Absent Board Members: Mr. George Campbell

Greenlink Staff: Jasmin Curtis (Safety & Training Officer), 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), Dorothy Dowe (City Council), Matt Efird (Deputy OMB
Director, Budgets), Micah Snead (Senior Accountant)

Others in Attendance: Asangwu Ikein (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 11, 2020 GTA Work Session Minutes.
Ms. Amanda Warren seconded the motion. There is no opposition. The motion carries.

Ms. Addy Matney made a motion to approve the March 26, 2020 GTA Board of Directors Meeting Minutes.
Ms. Amanda Warren seconded the motion. There is no opposition. The motion carries.

No Public Comment related to items on the agenda.

Director’s Report (James Keel):
• Later hours implementation delayed due to COVID-19. Hiring slowed down in response to pandemic.
• Route changes public engagement process began. Staff feels changes to Routes 501 and 507 will be viewed positively.
• We expect some push back on Rt. 504. Staff is sending out notices to medical facilities on this route for public comment.
• “Low-No” and 5339B grants have been submitted. FTA had granted 30-day due date extension.
• The third and final reading for land donation by Greenville County is scheduled for May 5. There is a public hearing before they vote on it.
• We are making traction on procurements.
• No progress on holiday routes, staff should have sometime in the next couple of meetings.
• With COVID-19 recovery, we are contemplating fare collection resuming on May 1. With our cleaning efforts, drivers
• wearing masks, and asking riders to wear mask, we feel we are in a good place. This coincides with retail reopening.
• Staff is considering offering CU-ICAR and Clemson credit on the Route 602 contract with Greenlink. CU-ICAR is
• essentially closed. Clemson University will only have online classes this summer. We are now only running one bus with
• 60-minute frequency and our operating costs have been cut in half. We are contemplating resuming 30-minute service
• May 1. Staff will reach out to CU-ICAR regarding the credit and contract. CU-ICAR, Clemson University and Bon Secours
• fund this route.
• We are not opening the lobby to public. Staff remains healthy. City put Mandatory temperature reading into place.
• Sneze guards will be used when cold weather returns. We also provided masks to ADA passengers.
• Trolley network redesign is moving forward. Signs have been ordered which give instructions for riders on how to use the
• app and show the hours of operation. We are adding route numbers and Stop IDs. Signs should be up by mid-May.

Action Item: Sale of Paper Punch Passes Transferred to other Fare Products – (Presented by Marketing & Public Affairs
Manager Nicole McAden) - This was discussed last Friday at COW meeting. Staff recommends either transitioning from
paper punch passes to TouchPass electronic ticketing or 20 ticket booklets with tear off passes. Ms. McAden gave pros and
cons of each option.

Mr. David Mitchell made a motion to eliminate paper punch passes. Ms. Inez Morris seconded the motion. There is no
opposition. The motion carries.
Ms. Addy Matney made a motion to transition to TouchPass and offer the card, which costs $2.00, at no charge and through January 2021. Mr. Darren Scott seconded the motion. There is no opposition. The motion carries.

Action Item: GTA Invoices – (Presented by GTA Deputy Director of OMB Matt Efford)

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<thead>
<tr>
<th>Date</th>
<th>Vendor</th>
<th>Description</th>
<th>Invoice #</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>3-13-20</td>
<td>Alfred Williams</td>
<td>Office Furniture</td>
<td>365059</td>
<td>767.50</td>
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<tr>
<td>3-19-20</td>
<td>Bunnell Lammons Eng.</td>
<td>Phase 1 ESA</td>
<td>67973</td>
<td>2,000.00</td>
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<td>3-31-20</td>
<td>City of Greenville</td>
<td>March 2020 Expenses</td>
<td>861127</td>
<td>429,492.02</td>
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<td>3-31-20</td>
<td>Coach Crafters</td>
<td>Bus 402 Midlife overhaul</td>
<td>FL22158</td>
<td>45,947.32</td>
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<td>3-31-20</td>
<td>Coach Crafters</td>
<td>Bus 403 Midlife overhaul</td>
<td>FL22159</td>
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<td>Coach Crafters</td>
<td>2008 Gillig bus purchase</td>
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<td>3-31-20</td>
<td>Factory Supply</td>
<td>Maintenance platform</td>
<td>238</td>
<td>44,338.80</td>
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<td>3-31-20</td>
<td>Factory Supply</td>
<td>Maintenance platform credit memo</td>
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<td>3-12-20</td>
<td>Henry Schein</td>
<td>Clorox sprayers</td>
<td>75024251</td>
<td>3,700.00</td>
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<td>3-31-20</td>
<td>Kimball Communications</td>
<td>Radios</td>
<td>38385</td>
<td>3,183.93</td>
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<td>3-4-20</td>
<td>Proterra</td>
<td>Bus parts</td>
<td>1015161</td>
<td>65.68</td>
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<td>3-31-20</td>
<td>Roe Cassidy Coates &amp; Price</td>
<td>Legal services rendered</td>
<td>1031001</td>
<td>1,202.30</td>
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<td>3-30-20</td>
<td>Sharp</td>
<td>Conference room mic system</td>
<td>12246992</td>
<td>14,374.00</td>
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<td>3-30-20</td>
<td>Sharp</td>
<td>Labor for mic system installation</td>
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<td>3,495.00</td>
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<td>3-30-20</td>
<td>Traffic Logix</td>
<td>Electrical sign for transit center</td>
<td>SIN7379</td>
<td>2,499.00</td>
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<td>3-1-20</td>
<td>Travelers</td>
<td>Damages and deductibles</td>
<td>574498</td>
<td>6,579.24</td>
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<td>3-26-20</td>
<td>VirciCi</td>
<td>Electric bus licenses for charging software</td>
<td>1385</td>
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<td>3-24-20</td>
<td>Wilkins Norwood Appraisal</td>
<td>Property appraisal fees</td>
<td>7623</td>
<td>500.00</td>
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<td>3-17-20</td>
<td>Young Office</td>
<td>Delivery charges</td>
<td>201820</td>
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Total: $641,926.43

Mr. Darren Scott made a motion to pay invoices in the amount of $641,926.43 subject to the availability of funds. Ms. Inez Morris seconded the motion. There is no opposition. The motion carries.

Action Item: Safety Kleen Contract – (Presented by Director James Keel): This is an agreement for Safety Kleen to provide cleaning of old water separator and parts washer in Maintenance facility. Contract up for renewal. They dispose of oil waste and provide most chemicals.

Ms. Amanda Warren made a motion to renew the contract with Safety Kleen. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.

Action Item: BLE Invoice – (Presented by Director James Keel): This request is to pay Bunnell Lammons Engineering invoice for environmental testing of Arcadia Drive property in the amount of $6,350. Work has been completed.

Mr. Darren Scott made a motion to approve the invoice to pay Bunnell Lammons Engineering invoice for $6,350. Ms. Inez Morris seconded the motion. There is no opposition. The motion carries.

There are no public comments related to items not on the agenda.

Chairman O'Neill Reviewed skills for assignment to staff liaisons. He assigned himself and Ms. Addy Matney to Director, Amanda Warren assigned to grants. Darren Scott assigned to maintenance. David Mitchell assigned to operations. George Campbell assigned to planning. Inez Morris assigned to public affairs. Board asked to get with liaisons once a month. He is still reviewing available training.

Mr. Darren Scott made a motion to adjourn. Ms. Amanda Warren seconded the motion. There is no opposition. The motion carries.

Prepared by: Lorraine Brown, Board Secretary

Approved by: Dick O'Neill, GTA Board Chair