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GREENVILLE TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

County Square – Conference Room D
301 University Ridge
Greenville, SC 29601

MINUTES
April 28, 2022

Members Present: Mr. Stephen Astemborski, Ms. Addy Matney (Vice Chair), Mr. David Mitchell, Ms. Amanda Warren (Treasurer), Ms. Walker Smith (Chair)

Greenlink Staff: Terry Dedmon (Transit Operations Manager), James Keel (Director), Liston Mehserle (Transit Planner), Kayleigh Sullivan (Transit Planning Manager)

Other City Staff: Kristina Junker (Budget Administrator)

(Ms. Walker Smith was present virtually, Ms. Matney chaired the meeting).

Ms. Addy Matney, Vice Chair, called the meeting to order at approximately 12:30 p.m.

Quorum established.

Mr. David Mitchell made a motion to approve the January 21, 2022 GTA Committee of the Whole Meeting Minutes. Mr. Stephen Astemborski seconded the motion. There is no opposition. The motion carries.

Mr. David Mitchell made a motion to approve the March 24, 2022 GTA Board Meeting Minutes. Mr. Stephen Astemborski seconded the motion. There is no opposition. The motion carries.

No Public Comments related to items on the agenda.

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

- Mask mandate struck down by U. S. District Judge in Tampa, Florida. For now, masks are not required.
- For new facility, 90% of drawings received. Greenville County working on Land Disturbance Permit. GTA was not awarded 2022 recreational trails funding. Staff applied for RAISE grant.
- On-time performance continues to improve because of "Slow Your Roll" campaign.
- Scope of Work for Phase 2 of bus stop replacements is wrapping up.
- Two minor findings from triennial review. Both items have been sent to reviewer to close out. Prior reviews had several findings.

Public KPI Dashboard available for review – <https://info.greenvillesc.gov/pages/greenlink-performance>

Hiring Report (Presented by Transit Operations Manager Terry Dedmon): Eleven (11) openings with nine (9) in hiring process. Four (4) hires had CDLs and five (5) are Bus Operators.

Marketing Report (Director James Keel):

- Ad Revenue since July 1, 2021 is \$68,134.33.
- County Council ride-a-longs, trolley changes, alternative options for fuel, fare free days, electrifying bus fleet received media coverage.
- Partnered with iMAGINE Upstate for Bike vs Bus vs Car Race.
- Fare Free Day sponsored March 17.
- For events and tours, CTA Alumni Networking events held March 1 – 3, Bon Secours Project SEARCH Passenger Orientation March 2, Driver appreciation week observed March 14 – 18 and two public meetings for trolley changes.

City's Monthly Financial Report for February 2022 (Budget Administrator Kristina Junker):

- Operating revenue year-to-date 13% higher than prior year. Ridership increased by 15%. Advertising revenue lower by \$7,224. Salaries, wages, and fringe benefits higher by \$320,245 due to staffing later hours, general merit increases and overtime expenses to cover employee vacancies. Fuel costs up \$162,217. Parts are higher by \$36,881. Insurance higher by \$177,073.



- 58 • Federal grants \$686,697 above prior year. State grants receipts higher by \$80,262. Federal capital revenue
59 \$673,057 lower. Last year received CARES grant revenue. For local contributions, City of Greenville revenue is
60 \$177,646 lower due to previous year funding covering the City's portion of capital match needs for FY22.
- 61 • Accounts Receivable Aging at end of February was \$637,020.75. Received \$615,781.25 thru 4/20/22.
- 62 • Accounts Payable Aging at end of February was \$979,883.28 with everything thru 4/20/22 being paid except what is
63 owed to the FTA.
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Action Item: GTA Invoices:

Date	Vendor	Description	Invoice #	Amount
4/20/22	Alfred Williams	Office work chair	403104	838.00
4/7/22	Burr Forman	Legal services	1303569	900.00
3/31/22	City of Greenville	March expenses	88829	535,779.31
3/31/22	Greene Finney Cauley	Audit services	17974	5,500.00
3/31/22	Rock Line Products	Support trailer	0009706-IN	21,293.00
4/11/22	SCDMV	License plate for new trailer	SCDMV4112022	17.00
4/11/22	TD Card Services	Check stock	411202JK-2	93.94
4/19/22	TD Card Services	Land disturbance fee, 2-year permit plan	4192022JK	4,882.60
3/31/22	Travelers	Deductibles due	000609918	6,739.58
4/19/22	Young Office	Office furniture	2099926	1,837.17
Total				\$577,880.60

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67 **Ms. Amanda Warren made a motion to pay invoices totaling \$577,880.60 subject to the availability of funds.**
68 **Mr. Stephen Astemborski seconded the motion. There is no opposition. The motion carries.**
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70 **Resolution 2022-07 – Dissolve Committee of the Whole (Presented by Director James Keel):** This resolution would repeal
71 resolution 2021-24 and resolution 2019-04 which established the Committee of the Whole when Finance and Development
72 Committees were dissolved. COW would be replaced with option for GTA work sessions. Day and time set for sessions
73 would be third Fridays of the month at 9:30 am. No calendar would be established with the work sessions and Board would
74 have these sessions whenever needed. Ms. Warren suggested having January work session to prepare for the annual
75 meeting.
76

77 **Mr. David Mitchell made a motion to establish work sessions and dissolve the Committee of the Whole and Repeal GTA**
78 **Resolution number 2021-24 under resolution number 2022-07. Mr. Stephen Astemborski seconded the motion. There is**
79 **no opposition. The motion carries.**
80

81 **Resolution 2022-08 – Approve the 2022 Proposed Trolley Route Changes Service Equity Analysis (Presented by Transit**
82 **Planning Manager Kayleigh Sullivan):** The Service Equity Analysis evaluates if a proposed change will result in a disparate
83 impact on minorities or a disproportionate burden on individuals living in poverty. Reason for analysis is that GTA's major
84 service change policy indicates an Analysis will be conducted when new routes are established, when routes are eliminated, or
85 when there is a 20% reduction in miles, bus stops, or service hours. Proposed changes change the total number of trolley
86 stops by almost 30%. Three public meetings held. Received 125 online responses. Forty-one percent of respondents
87 indicated they ride 903 and 58% rode 904. Sixty-four percent of respondents stated that changes would meet their needs.
88 Comments incorporated into the document. Only 2% used the bus to get to work. Only 33% are under 18 or over 65.
89 Lower incomes use transit countywide. Final determination is that proposed changes do not result in a disparate impact or
90 disproportionate burden on minority/LEP/Poverty in accordance with GTA's Service Equity Analysis policies.
91

92 **Ms. Amanda Warren made a motion to approve the Service Equity Analysis for the 2022 Proposed Trolley Route**
93 **Changes under resolution # 2022-08. Mr. David Mitchell seconded the motion. There is no opposition. The motion**
94 **carries.**
95

96 **Resolution 2022-09 – Approve the 2022 Proposed Trolley Route Changes for Implementation (Presented by Transit**
97 **Planner Liston Mehserle):** Route overview given for Current System 903 (West End), 904 (Attractions) and proposed system
98 903 (West Greenville). Only 3 stops will have service removed. Trolley service funded by City Hospitality Tax money. The
99 Zoo does not currently need trolley service. The City wants service at Unity Park. Stops Reviewed for new service. Only 2
100 new stops added. Majority of stops still being served by North Main and South Main routes. There is minimal impact. Most
101 Survey respondents are on board with new changes which supports Unity Park. Under new proposal, North Main and South
102 Main would begin at 10:00 on Sunday, adding 3 hours. If approved by the Board today, staff would advertise route
103 changes April 29, install new signage/print new flyers in May and launch route changes June 1.

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**Ms. Amanda Warren made a motion to authorize updates to the Trolley Network under resolution # 2022-09.
Mr. David Mitchell seconded the motion. There is no opposition. The motion carries.**

**Resolution 2022-10 – Approve the 2023- Title VI Program Update (Presented by Transit Planning Manager
Kayleigh Sullivan):** Document presented goes through the Title VI program and how it has changed. No major changes. For complaint procedures and forms, no difference. For internal related to this, there was one complaint received which was added to the document. For public participation, included thresholds for when public hearing would be triggered, included time frame for collecting public feedback, included updates of language assistance services available to the public and included summary of public participation outreach efforts since the last title VI program submission. For Four Factor analysis, the main difference is that Spanish is the only language GTA needs to accommodate. For location of facilities, included analysis conducted for the new maintenance facility. For service standards, included KPI on-time performance goal set in March. For service policies, included bus stop amenities inventory with a description of how the bus stop upgrades are prioritized. For demographic data, included the Customer Demographic Survey results. For fare and service changes, included changes in Equity Analysis. For approval of program, included copy of signed resolution to approve plan.

Mr. David Mitchell made a motion to approve the Fiscal Year 2023 – 2025 Title VI Program Update under resolution # 2022-10. Mr. Stephen Astemborski seconded the motion. There is no opposition. The motion carries.

No Public Comments related to items not on the agenda.

Mr. David Mitchell made a motion to adjourn. Mr. Stephen Astemborski seconded the motion. There is no opposition. The motion carries.

Prepared by: Lois Brown Date: 5/25/2022
Lois Brown, Board Secretary

Approved by: Ady Matney Date: 5/25/2022
Ady Matney, Vice Chair

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