

Greenville Transit Authority  
**COMBINED DEVELOPMENT AND FINANCE COMMITTEE MEETING**  
Greenlink Administration Office • 100 W. McBee Avenue. • Greenville, SC 29601  
July 16, 2019 – 9:00 a.m.

**Committee Members in Attendance:** Ms. Addy Matney (Finance Chair), Mr. David Mitchell (Development), Ms. Inez Morris (Development Chair), Ms. Amanda Warren (Finance)

**Other Members in Attendance:** Mr. George Campbell (Board Chair)

**Absentee Committee Members:** Mr. Darren Scott (Finance), Mr. Dick O'Neill (Development)

**City of Greenville Employees in Attendance:** Karen Crawford (Comptroller), James Keel (Asst. Transit Director), Nicole McAden (Marketing and Public Affairs Manager), Jason Sanders (Fleet Manager I), Micah Snead (Sr. Accountant), Kayleigh Sullivan (Transit Planner and Grants Coordinator)

**Others in Attendance:** Asangwua Ikein (County Transit Planner)

**Ms. Inez Morris called the meeting to order at approximately 9:00 a.m.**

**Quorum established.**

**Mr. George Campbell (Board Chair) made a motion to approve the June 18, 2019 Development Committee Minutes. Inez Morris seconded the motion. There is no opposition. The motion carries.**

**Mr. George Campbell made a motion to approve the June 21, 2019 Finance Committee Minutes. Ms. Inez Morris seconded the motion. There is no opposition. The motion carries.**

**Welcome and Introductions:**

**Public Comments:**

**Development Committee Reports:**

**KPI Report (James Keel):** Ridership for the month of June is down 9.3% from previous month and 11.2% from June 2018. We are still trending downward. Trolley ridership remains steady. Ridership in June was up for trolley. Mauldin/Simpsonville is trending the same. The Circulator has been consistent for the past three years.

No service related complaints. We received ten total complaints; one was not founded. Ridership down for the month was down more than 5% for all routes. GAP ridership is lower. Of maintenance failures, we had 57 major and 16 minor. PMs are on time. This is the last report with historical data due to new route profiles; therefore, we will only have month-to-month comparisons.

**On time performance:** Route 510 is the biggest cause of delays. We changed everything July 1. Two areas not going well was 508 (Wade Hampton which goes into Taylors) and route 510 (which goes into Mauldin and turns around). Changes on 508 eliminated the problems with this route. On Friday, we are changing route 510. We are taking part of the Mauldin piece and adding it to the Simpsonville Connector: Route 601.

**Marketing Report (Nicole McAden):**

Contracted ad revenue since July 1 is \$122,917,84. We signed three new contracts in June. We have pending contract with the Dept of Public Safety.

**PR/Media Relations:** Story on trolley return to seasonal service. GVL Today featured us in their poll where question was asked what you would change about Greenville. City Council elections mentioned transit. Furman DLI selecting Greenlink shelters as a project, and we were featured in their news release. Greenlink mentioned in County Council budget recognition. Various stories on Proterra buses. There was also a story on the route changes.

**Partnerships:** Attended Michelin's Moving on Conference in June.

**Events/Tours:** Furman Fellows presentation. Did a Beer & Napkins event. Greenlink was asked to talk with a consultant hired by GCRA to look at barriers for access to fair housing. Staff attended the Steering Committee session for the City of

58 Greenville Comprehensive Plan. Route changes open house for non-profits held. Mill Village Farms presentation. Nicole  
 59 McAden interviewed by Furman Fellow for a podcast project to highlight Greenlink.

60 **Upstate Transit Coalition:** Doing ride on 502 to highlight bi-directional changes (hopefully Proterra bus on route).

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 62 **Strategic Milestone Report:** Started monthly fare product and route changes implemented on July 1. Next milestone is  
 63 implementing later service hours in October.

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 65 **Finance Committee Reports Review City Monthly Reporting for June (Karen Crawford)**

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 67 Passenger revenue is down by 9% over prior year. Number of rides down by 5%. Demand Response YTD has decreased by  
 68 13%. Advertising decreased by 12% due to reduction of available buses.

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 70 Salary and wages increase of \$436,680. Full-time is over by \$190,342. Retirement increased by around \$90,000.  
 71 Materials and supply are higher by around \$150,000.

72  
 73 Fuel cost is higher over prior year by \$141,194. Fuel cost this time last year was \$2.09 per gallon. This year it is \$2.30.  
 74 We have not received the third quarter fuel tax money thus far.

75  
 76 Federal grants is \$2.9 million vs 2.3 million. Local contributions other went from \$211,000 to \$438,000 from the prior year.  
 77 This is related to \$300,000 for the "Low No" bus purchases. Capital State grants increased due in part to bus refurbishment  
 78 money. The net position increase of \$3.4 million was due to impact of purchasing buses.

79  
 80 Accounts payable at May 31 was \$810,369.29. Accounts Receivable at May 31 was \$748,848.33. We have received  
 81 \$293,256.63 to date.

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 83 **Ms. Amanda Warren made a motion to recommend approval of total invoices for \$1,099,417.15. This is subject to the**  
 84 **availability of funds. Mr. David Mitchell seconded the motion. There is no opposition. The motion carries.**

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### Board Invoices

Date	Vendor	Description	Invoice #	Amount	4
6/10/19	AccuFund	Renewal of support agreement	20191243	5,263.75	4
7/12/19	City of Greenville	June 2019 expenses	84866	560,800.64	1
6/21/19	Coach Crafters	Bus #301 engine	FL20139	36,000.00	1
6/21/19	Coach Crafters	Bus # 302 engine	FL20140	36,000.00	1
6/21/19	Coach Crafters	Bus #303 engine	FL20141	36,000.00	1
6/21/19	Coach Crafters	Bus # 306	FL20142	36,000.00	1
6/30/19	Coach Crafters	Bus # 311 parts for midlife overhaul	FL20299	49,223.18	1
6/30/19	Coach Crafters	Bus # 310 parts for midlife overhaul	FL20300	60,769.60	1
7/2/19	Forms & Supply	Nameplates and holders for transit center	5084059-0	167.86	1
6/20/19	Palmetto Bus Sales	2019 Ford Allstar cutaway	BN3379	80,032.00	1
6/20/19	Palmetto Bus Sales	2019 Ford Allstar cutaway	BN3380	80,032.00	1
6/20/19	Palmetto Bus Sales	2019 Ford Allstar cutaway	BN3381	96,172.00	1
6/28/19	Remix	Year 3 for enterprise license	IN-0718	10,000.00	1
6/24/19	Simpsonville Public Works	Reimbursement for bus stop pad installation	0001	1,471.64	1
7/10/19	TD Card Services	Board Member training	7102019JK-BOARD	130.00	4
7/10/19	TD Card Services	Board lunches	7102019JC-BOARD	64.48	4
6/28/19	Willis of Tennessee	Added business auto for Chevy van	2417911	1,562.00	1
6/28/19	Willis of Tennessee	Removed business auto for Optimum bus	2418040	-1,950.00	1
6/28/19	Willis of Tennessee	Added business auto for Proterra buses	241869	11,678.00	1
				\$1,099,417.15	

88 1 The invoice relates to various items, applicable portion grant funded, GTA responsible for 20%.

89 4 The invoice relates to Board Operating expenses

90 8 This invoice relates to expenses covered by insurance proceeds

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92 Bank account opened and the new account has been set up and GTA made \$900 in interest in 4 or 5 days. Budget  
 93 amendment will be done due to breaking out items in TDP. County will have public hearing on budget tonight.

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95 **Ms. Addy Matney made a motion to adjourn. Mr. David Mitchell seconded the motion. There is no opposition. The**  
96 **motion carries.**

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98 The Combined Development and Finance Committee minutes distributed by Lorrie Brown via email on Wednesday, July 24,  
99 2019.