



GTA BOARD OF DIRECTORS MEETING

Greenlink Conference Room, 100 W. McBee Avenue, Greenville, SC

MINUTES

July 25, 2019

- Members Present:** Ms. Addy Matney (Treasurer), Mr. David Mitchell, Ms. Inez Morris (Vice Chair), Mr. Dick O’Neill, Mr. Darren Scott, Ms. Amanda Warren
- Absent Members:** Mr. George Campbell (Board Chair)
- Greenlink Staff:** Jasmin Curtis (Safety & Training Officer), James Keel (Interim Director), Nicole McAden (Programs and Public Affairs Specialist), Jason Sanders (Fleet Manager I) Kayleigh Sullivan (Transit Planner and Grants Coordinator)
- Other City Staff:** Lillian Flemming (City Council), Micah Snead (Sr. Accountant)
- Others in Attendance:** Dr. Sid Cates (County Council)

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

Quorum established.

Mr. Darren Scott made a motion to approve the June 27, 2019 GTA Board of Directors Meeting Minutes. Mr. Dick O’Neill seconded the motion. There is no opposition. The motion carries.

Director’s Report (James Keel):

Proterra launch has been completed, running primarily on Rt. 502 (Whitehorse Road). One of the Proterra buses is down due to broken door glass.

The 30 foot bus procurement has gone through Procurement and we are waiting on final approval by Legal.

Relative to GTA Bylaws, Mr. Keel expects to have a draft by October. He has reached out to other transit agencies in the state of similar size. They too plan to look at their current bylaws.

COA Route Launch took place July 1. We have made tweaks and changes along the way. Our on time performance for the first two weeks was not good. Part of this was the due to drivers learning the new routes. Rt. 510 (Laurens Road) posed some problems. This route went from Greenville to Mauldin and connected with the route in Mauldin that goes into Simpsonville. The routes initially connected for transfers in Mauldin beside the Publix and Kmart. It has taken between 65 and 70 minutes to make a round trip. Changes made last Friday which improved this significantly. We will continue to work on this route. We are concerned about two more routes once school resumes. We will determine if other changes are necessary.

No changes regarding the maintenance facility. However, we have prospects.

We were **not** awarded “Low No” in this round of funding. We were seeking to purchase more Proterra vehicles. The City had committed \$300,000 from Prisma Funds, and Hollingsworth Funds had committed \$300,000. We have applied for another grant for Diesel or CNG buses. The match for this came from Greenville County.

Committee Reports (Joint Development and Finance Committee Meeting)

Development Committee (Inez Morris):

Ridership for the month of June is down 9.3% from previous month. No service related complaints. Route 510 is now the biggest cause of delays.

Contracted ad revenue since July 1 is \$122, 917, 84. Nicole McAden attended Michelin’s Moving on Conference in June. The Upstate Transit Coalition is riding route 502 to highlight bi-directional changes (hopefully Proterra bus on route).

Reviewed milestones. We started monthly fare product and route changes implemented on July 1. Next milestone is implementing later service hours in October.

Finance Committee Report (Ms. Addy Matney):



59 The Finance Committee recommends paying invoices in the amount of \$1,099,417.15 subject to the availability of
 60 funds. Since this is a recommendation from the Finance Committee, a second is not required. There is no opposition.
 61 The motion carries.

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 63 **Board Invoices**

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

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 65 It was noted that budget amendment will be done to break out items to show in correct line.
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67 **New Business**

68 **Disadvantaged Business (DBE) Goal (Kayleigh Sullivan)**

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 70 The FTA requires that we submit new goals every three years. This goal is for fiscal years 2022 thru 2024. Our updated
 71 goal is 17.13% of race and gender neutral participation. It is high because we hope to have the maintenance facility
 72 contracted out. Our current goal is 0.93%. Staff is asking the Board to approve this new goal.
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74 **Mr. Dick O'Neill made a motion to accept the updated DBE goal of 17.13% as presented by staff to be sent to the FTA.**
 75 **Ms. Inez Morris seconded the motion. There is no opposition. The motion carries.**
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77 **Mr. Darren Scott made a motion to adjourn. Mr. Dick O'Neill seconded the motion. There is no opposition. The motion**
 78 **carries.**
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Prepared by: Lorrie Brown Date: 8/22/19
 Lorrie Brown, Greenlink Administrative Asst.

Approved by: Geo Campbell Date: 8/22/19
 Mr. George Campbell, GTA Board Chairman

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