



1 **GREENVILLE TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING**

2 Greenville County Administrative Building (Committee Room)
3 301 University Ridge
4 Greenville, SC 29601

5
6 **MINUTES**

7 **September 28, 2023**

8
9 **Members Present:** Mr. Stephen Astemborski, Ms. Santora Bowling, Ms. Addy Matney (Vice Chair),
10 Mr. David Mitchell, Mr. Sean Rusnak, Ms. Walker Smith (Chair), Ms. Amanda Warren
11 (Treasurer)

12 **Greenlink Staff:** James Keel (Director), Nicole McAden (Public Affairs Mgr.)

13 **Other City Staff:** Kristina Junker (Budget Administrator)

14
15 **Ms. Walker Smith, Chair, called the meeting to order at 12:30 p.m.**

16
17 **Ms. Addy Matney made a motion to approve the August 24, 2023 GTA Board Meeting Minutes.**

18 **Ms. Santora Bowling seconded the motion. There is no opposition. The motion carries.**

19
20 **No Public Comments related to items on the agenda.**

21
22 **Director's Report (Presented by Director James Keel):**

- 23 • FTA has approved sale of 106/154 Augusta Street property. OMB and general counsel have been working
24 on minor details for an Invitation for Bid (IFB). Appraisal is at \$10.4 million dollars.
- 25 • Saturday's later hours are still delayed. Fixed Route has 11 openings with 8 in the hiring process. Three
26 mechanic positions need to be filled.
- 27 • A lot of progress with procurements. Electronic ticketing system is out for proposals with responses due
28 October 12. Received Gillig contract for Compressed Natural Gas (CNG) buses. Staff working on bus stop
29 procurements resulting from RAISE grant.
- 30 • Relative to Transit Planner vacancy, candidate did not make it through the hiring process and the job posting
31 is back up for candidates to apply.
- 32 • Pictures presented showing progress of new Operations and Maintenance (O&M) facility. Slabs being
33 poured. Roof has been installed on maintenance facility. Remaining dirt being hauled off with much of site
34 work being wrapped up. Preparing to pave lower part of parking lot. Block walls in center part of
35 maintenance area are starting to go up. Pike Energy, a Duke contractor, is trying to get power upgraded to
36 accommodate the amount of power the facility will require.
- 37 • Charger being purchased from Proterra can be used on any brand of electric buses.

38
39 **Public KPI Dashboard – <https://info.greenville.org/pages/greenlink-performance>**

40
41 **Note:** Resolution 2023-20 was moved up due to Mr. Keel having to exit the meeting early.

42
43 **Resolution 2023-20 – Authorize a Change Order with Wendel to accommodate the CNG Facility (James**
44 **Keel):** Mr. Keel stated that the reason for a redesign is due to gas pressure changes from Piedmont Natural
45 Gas. Equipment originally scoped is no longer being manufactured. Cost is around \$30,000. This change order
46 must occur to get the final change order from Reeves + Young for final design for the CNG station.

47
48 **Mr. Sean Rusnak made a motion to authorize and direct the Board Chair to execute and deliver a change**
49 **order with Wendel Companies to accommodate the CNG Facility by way of Resolution 2023-20.**

50 **Ms. Santora Bowling seconded the motion. There is no opposition. The motion carries.**

51
52 **City's Monthly Financial Report for July 2023 (Presented by Budget Administrator Kristina Junker):**

- 53 • Passenger fares up 8% over prior year. Advertising revenue down around \$6,000. Salaries and wages up
- 54 10%. Fuel costs 19% lower than prior year. Contributed services are lower in the current year due to
- 55 indirect cost not being drawn on the Fixed Route due to a lower amount of projected federal grant revenue
- 56 available.
- 57 • Local contributions for the City of Greenville are 33% higher than last year, and Greenville County
- 58 contribution is 86% higher based on budget contribution amount. Federal capital grants are around \$2.4
- 59 million over July 2022 due to construction costs for new O&M facility. Life-to-date construction cost as of July
- 60 2023 was just over \$20 million, of which \$17.6 million was grant funded.
- 61 • Accounts Payable at end of July was \$2,881,850.76. Everything has been paid, and the placeholder has
- 62 been removed for the FTA due to pending land sale.
- 63 • Accounts Receivable at end of July was \$3,315,644.52. Received all but \$83,638.00.
- 64
- 65

Action Item: GTA Invoices:

Date	Vendor	Description	Invoice #	Amount
8-25-23	Alesig Consulting	Software Renewal 7-1-23 – 6-30-24	2023-41120	4,843.00
9-20-23	AT&T CWO	Utility work at new facility	CR#228534	11,647.29
8-31-23	Burr & Forman, LLP	Protterra Bankruptcy thru 8-31-23	1413705	1,200.00
8-31-23	Burr & Forman, LLP	General counsel thru 8-31-23	1414561	1,009.00
8-31-23	Burr & Forman, LLP	Facility relocation thru 8-31-23	1414562	330.00
8-31-23	Burr & Forman, LLP	Disposition of RP	1414563	300.00
8-31-23	City of Greenville	August Expenses	90517	664,373.91
8-30-23	DISYS Solutions, Inc	Maintenance facility – software licensing	IN35940	14,212.04
8-30-23	DISYS Solutions, Inc	Maintenance facility – phones and accessories	IN35944	21,050.51
9-8-23	DISYS Solutions, Inc	Maintenance facility – IT switches Smartnet 5 yr.	IN36108	71,495.08
8-24-23	Grainger	Maintenance Facility Repairs	9815369583	94.49
8-25-23	Grainger	Return for inv 9812693720	9817661557	-94.49
9-8-23	INEO Systrans USA, Inc. (Equans)	Progress towards new ITS system	9532700237	21,190.00
9-1-23	JF Petroleum	Above ground fuel tank	PSINV-411337	38,227.41
9-20-23	Masters Car stereo	7" 4-wasy vehicle mirror monitor	A193048	742.20
TBD	McGriff	Quarterly insurance premiums	Placeholder	135,000.00
8-25-23	Palmetto State Appraisal	Appraisal review for 106/154 Augusta	INV#2023-029	350.00
8-31-23	Reeves Young	O&M construction services thru 8-31-23	App013	2,056,868.43
9-7-23	Samsara	Dash cam license & support services	310519552430404	170.02
8-31-23	Skanska	O&M professional services thru 8-31-23	2121803-31	27,800.00
8-18-23	Snap-on	Shop Tools: Diagnostic Tool	ARV/58426014	1,726.40
9-11-23	TD Card Services/J. Keel	Greenville County Land Dev Division fee	9112023JK-2	509.50
8-31-23	Travelers Insurance	Deductible	2S964335-810	1,877.19
8-31-23	Wendel	Architectural services thru 8-31-23	608201-31	31,208.67
				\$3,106,130.65

66
 67 **Ms. Addy Matney made a motion to pay invoices totaling \$3,106,130.65 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 2023-18 – Authorize Prisma Employee Benefits Transportation Program Contract (Nicole**
 71 **McAden):** Contract with Prisma Health has been in place for 3 years. It allows their employees to ride at no cost
 72 to the employee. Prisma is invoiced for their employees' rides at the end of every month. Nearing the end of
 73 this contract which did not have renewal terms. Therefore, a new contract must occur. An auto renewal clause
 74 has been added whereby contract will automatically renew unless either party wants to cancel agreement.
 75

76 **Ms. Addy Matney made a motion to authorize and direct the Board Chair to execute and deliver a contract to**
77 **continue the Employee Benefits Transportation Program with Prisma Health by way of Resolution 2023-18.**
78 **Mr. Stephen Astemborski seconded the motion. There is no opposition. The motion carries.**
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80 **Resolution 2023-19 – Accept the 2023 Customer Demographic Survey Report (Nicole McAden):**
81

82 Part of the Federal government requirements for the Title VI Program requires collection of demographic data at
83 a minimum of every 5 years. A Customer Demographic Survey was completed for 2023. Survey was done with
84 help from Zane Newell, a Furman University intern. Ridership continues to grow. Goal was to collect 331
85 surveys. Actual number collected was 592, which affords a 99% confidence level. Forty percent of surveys
86 completed online and 60% completed on buses. Full 60-page document is available online. Results are
87 attributed to rides, not to people. Participants were asked routes they rode. Results of the 2023 survey can be
88 compared to the 2021 Demographic Survey and to the 2021 American Community Survey.
89

90 **Key findings:**

- 91 • Greenlink’s ridership skews older than Greenville County (55 and older). One percent of rides are taken by
92 individuals 18 and younger.
- 93 • 68.3% of Greenlink rides taken by minorities (larger portion than Greenville County).
- 94 • Approximately 51% of Greenlink rides are taken by individuals earning a household income below the
95 federal poverty threshold.
- 96 • 54% of Greenlink rides are taken by currently employed persons. 21% are seeking work or pursuing
97 education and training. 24% are retired or disabled.
- 98 • Asked how trip would be completed without Greenlink, and 1 in 5 could not complete trip without Greenlink.
- 99 • 76% have no access to a car.

100
101 **Mr. Stephen Astemborski made a motion to accept the 2023 Customer Demographic Survey Report by way**
102 **of Resolution 2023-19. Mr. Sean Rusnak seconded the motion. There is no opposition. The motion carries.**
103

104 **GTA/Staff Member Reports:**

- 105 • Ms. Warren called attention to the Video on the City’s social media page of Nicole McAden doing an intro
106 on how to ride the bus.
- 107 • Ms. Warren and Ms. Matney along with philanthropic leaders met Greenlink staff and toured new O&M
108 facility.
- 109 • Chairman Smith commented on the Poetry about Greenlink riders posted on the City’s social media pages.
110 She stated this brought a face and voice to riders.

111
112 **No public comments related to items not on the agenda.**
113

114 **Mr. David Mitchell made a motion to adjourn. Mr. Stephen Astemborski seconded the motion. There is no**
115 **opposition. The motion carries. Meeting adjourned.**
116

Prepared by: Lorrie Brown Date: 10/26/2023
Lorrie Brown, Board Secretary

Approved by: Walker Smith Date: 10/26/2023
Walker Smith, Chair

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