



MINUTES

Greenville Transit Authority
Finance Committee Meeting
 January 18, 2019 - 9:30 a.m.

Greenlink Administrative Office, 100 W. McBee Avenue, Greenville SC 29601

Attending

- Finance Committee Members:** Mr. George Campbell, Mr. Matt Carter (Finance Chair), Mr. Darren Scott
Other Board Members: Ms. Addy Matney (Board Chair)
Others Present: Asanguwa Ikein (County Planning)
City Staff in Attendance: Karen Crawford (City Comptroller), Matt Efird (Budget Administrator), James Keel (Asst. Transit Director) Nicole McAden (Program and Public Affairs Specialist), Micah Snead (Sr. Accountant), Gary Shepard (Transit Director), Kayleigh Sullivan (Transit Planner and Grants Coordinator)

Mr. Matt Carter, Finance Chair, called the meeting to order at approximately 9:33 a.m.

A quorum is established.

Review of November Financials by Karen Crawford, City Comptroller

Statement of Activities:

- Operating passenger revenue is 6% lower than prior year to date. Total Passenger rides is 4% lower. Demand Response decreased by 3%.
- Advertising revenue decreased by 18% due to starting many contracts last year in July.
- Salaries and wages up by approximately \$300,000.
- Overtime increased. Retirement increased. A salary increase occurred in October.
- Materials and supplies decreased by almost \$160,000 due to the bulk of AVL purchased the prior year.
- Fuel cost higher by almost \$30,000. Average cost per gallon is \$2.40. We should receive fuel refund in January.
- Federal grants are up by around \$330,000 partly due to the non-operating section. Capital money not included. We are trying to use old grants. Local contributions down due to the TDP local match money received last year.

Accounts Payable: Total amount due was \$800,902.99. We have paid everything except what is owed to the FTA.

Accounts Receivable: As of November 30, we were due to receive \$736,477.75. Most of this amount is from the federal government. We are owed \$413,841.00. We received \$322,636.75. We drew money down before closing in December. Quarterly money from the City and County was received in January.

Kayleigh Sullivan, newly hired Transit Planner and Grants Coordinator, was introduced.

Board Invoices

Date	Vendor	Description	Invoice #	Amount	
1/15/19	City of Greenville	December expenses	84038	418,816.46	4
12/26/18	Coach Crafters	Beginning of mid-life overhauls	FL18234	5,080.00	1
12/26/18	Coach Crafters	Collison repair for bus 312	FL18364	26,047.63	8
1/3/19	Ivey Communications	Cameras and installation in terminal	21991	13,954.46	1
12/19/18	Proforma	Free Wax shelter signs	OK76018812	79.40	4
12/19/18	Proforma	AA interior ads for buses	OK76018813	70.70	4
12/5/18	Stertil-Koni	Transmission jack	151595	7,539.00	1
1/9/19	Synchromatics	Mobitat Easy rides hardware	106434	1,200.00	1
1/10/19	TD Card Services	Board lunches	1102019GS-Board	53.46	4
12/31/18	Travelers	Deductible due for damages	000551121	2,500.00	4
12/31/18	TD Card Services	Underpaid TD bill from previous month	12102018JK-BOARD1	32.67	4
Total				\$475,373.78	

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

4 The invoice relates to Board Operating expenses

40 8 This invoice relates to expenses covered by insurance proceeds

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42 **Mr. Darren Scott made a motion to recommend to the full board payment of total invoices in the amount of**
43 **\$475,373.78. This is subject to the availability of funds. Mr. George Campbell seconded the motion. There is no**
44 **opposition. The motion carries and will go to the full board for approval.**

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46 Ms. Crawford stated the audit has concluded. It went well. The draft was sent back to the auditors with our
47 corrections and changes. Auditors were on the premises 5 days. Report will be given at Finance Committee Meeting
48 next month. Larry Finney will present the report next month.

49

50 Gary Shepard reported on the impact of the government shutdown. If we don't have the \$1.8 million we cannot pay
51 Proterra. Staff spoke with Proterra, so they are aware of our situation. The first two buses were through the "No
52 Low" grant. Ms. Crawford stated that we have the DHEC money in the amount of \$300,000 which GTA was
53 awarded towards the purchase of Proterra buses.

54

55 Mr. Shepard stated we have not received the \$150,000 from the County we requested for this year's budget. A
56 letter was sent in June. A meeting occurred with our County liaison, Dr. Sid Cates, to discuss this in December.
57 Mr. George Campbell suggested sending another letter. Matt Efird stated that he spoke with Joe Kernell relative to
58 this issue. GTA also had a meeting with County Council in October to discuss this issue.

59

60 Mr. Scott stated that Focus 25 plans to attend the County Council Meeting Tuesday night. Senator Karl Allen and
61 Peggy Baxter are a part of this initiative. This group will be sending out flyers encouraging everyone too wear green
62 in support of more money being given to Greenlink.

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64 **Mr. George Campbell made a motion to adjourn. Mr. Darren Scott seconded the motion to adjourn. There is no**
65 **opposition. The motion carries.**

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67 Minutes were transcribed by Lorrie Brown and distributed via email on Tuesday, January 22, 2019.