



# MINUTES

Greenville Transit Authority  
**Committee of the Whole Meeting**  
April 16, 2021  
*Virtual WebEx Meeting*

Attending

**Board Members:** Mr. Stephen Astemborski, Ms. Addy Matney, Mr. David Mitchell, Mr. Dick O’Neill (Chairman), Ms. Amanda Warren (Vice Chair)

**Absent Board Members:** Mr. Scott Craig (Treasurer)

**City Staff in Attendance:** Jasmin Curtis (Operations and Safety Mgr.), Kristina Junker (Budget Administrator), James Keel (Transit Director), Nicole McAden (Marketing and Public Affairs Mgr.), Jason Sanders (Fleet Manager), Micah Snead (Financial Analyst), Kayleigh Sullivan (Transit Planning Manager)

**Mr. Dick O’Neill, Board Chair, called the meeting to order at approximately 9:30 a.m.**

**A quorum established via roll call.**

**Mr. David Mitchell made a motion to approve the March 19, 2021 Committee of the Whole Minutes.**

**Mr. Stephen Astemborski seconded the motion. There is no opposition. The motion carries.**

**Draft Fiscal Year 2021-2022 Budget Overview (Presented by James Keel, Director):**

- Proposed Capital budget presented includes updating passenger counters/annunciators, furniture and replacement of Board iPads, maintenance shop equipment and a service truck for total cost of \$337,000.
- Under operating requests, asking that the County fully fund TDP pilot in FY22 for cost of \$212,383 to offer 30 minute bus service on two routes for 8 hours per day. Additional Service Enhancements to hire another Facilities Maintenance Servicer to aid in keeping bus stops clean and adding a Greenlink Procurement and DBE Specialist. Lastly, service enhancement to add shift differential of \$0.50 for anyone working after 7:30 pm on the weekday and all day on Saturday and Sunday.
- County Capital Request is \$1.4 million for County bus stop infrastructure, \$250,000 ITS Technology, \$250,000 Stop technology and \$500,000 for Bus & Grant Match.
- Total budget for City and County is at the same level (City \$1.1 million and County \$1.1 million). City funds trolley at 100%. City funding 40 benches for \$200,000.
- The Fiscal Cliff is expected to hit at the end of FY 21 with a negative balance of \$41,000 and in FY 22 with a negative balance of \$1.5 million.

**Staff Reports**

**Quality of Service – (Safety & Operations Manager, Jasmin Curtis):**

- Fixed Routes were on time 66% of the trips. Staff will be looking at adjusting time points. Trolleys were on time 82% of the time. GAP was on time 95% of the time. GAP had 3 excessively long trips.
- There were 7 unfounded complaints. No accidents for the month.
- Currently have 34 employees with 8 TDP extended hours operator vacancies. One operator in CDL program and 1 in training. There was 1 resignation, 2 internal promotions, 2 new hires, 2 out of training and driving routes, 6 interviews took place and 4 in hiring process. There is a part time trolley operator who wants to move to Fixed Route. There are 3 trolley operator openings with 2 in hiring process.

**Reliability of Service (Fleet Manager, Jason Sanders):** Fareboxes continue to have highest number of failures. New fareboxes expected April 26. Road call same as last month. PMs were all done on time. Electric, Cutaway and Trolley reliability above 90%. Diesel is down slightly. Maintenance is now doing PMs in the morning.

**Quantity of Service – (Transit Planner Kayleigh Sullivan):** Fixed route ridership is up from February. Ridership by mode shows increased ridership. TouchPass usage the same as February. Fixed Route total ridership for month is up by 4.6% in part due to later hours. North and South Main continue to have the highest trolley ridership. Clemson ID ridership up overall but down for 510. GAP ridership increased. GAP cancellations up.

**Marketing Report – (Marketing and Public Affairs Manager Nicole McAden):**



## MINUTES

- 53 • Signed 3 new contracts totaling \$10,541.50 (Molina Healthcare, Inspiria Outdoor and Upstate SC Alliance).
- 54 Received \$89,000 in total ad revenue since July 1.
- 55 • Greenville Journal covered “Food for Fare” event on March 3. Transit Driver Appreciation covered by GVLtoday on
- 56 March 18.
- 57 • Partnerships with Art in Public Places & Youth Commission for high school art contest. Once finalized will notify high
- 58 school students and order installations for winning artwork.
- 59 • MOU completed for mechanic internship. Will work to recruit intern.
- 60 • Staff met with Kroc Center regarding relocating bike lockers onto campus.
- 61 • TASC conference presentations took place March 4 & 5. James Keel, Kayleigh Sullivan and Nicole McAden
- 62 presented.
- 63 • Maintenance Facility stakeholders meeting was held March 18. Public Meeting was held March 30

### City’s Monthly Financial Reports for February 2021 – (Kristina Junker)

- 66 • Passenger revenue 24% lower than prior year. Advertising revenue increased.
- 67 • Salaries and wages up \$359,019 due to staffing later hours. Materials and supplies up \$253,715 mostly due to
- 68 more non-capitalizable purchases made on federal grants. Fuel costs down. Temporary services up by \$37,043 due
- 69 to later hours.
- 70 • Federal grants up by \$323,189 due to CARES funding. Federal capital revenue is \$741,212 higher and reflects
- 71 grant funding for 2 cutaways and 2 buses. State revenue is \$208,715 lower.
- 72 • Accounts Receivable Summary at the end of February \$570,739.72. At 4/13/21 we received \$520,223.29.
- 73 • Accounts Payable Summary at the end of February \$628,898.63. At 4/13/21 everything paid except amount owed
- 74 to FTA.

### **Action Items: GTA Invoices (Presented by Kristina Junker)**

Date	Vendor	Description	Invoice #	Amount
4/1/21	Aaron Barr	Refund of bike locker deposit	4121AB	40.00
3/22/22	Alfred Williams	Office chair	382878	820.00
3/31/21	City of Greenville	March expenses	87538	534,288.40
3/31/21	Dolan Consulting Group	Verbal de-escalation training	0508-0512	695.00
3/31/21	Dolan Consulting Group	Verbal de-escalation training	0509-0513	50.00
3/23/21	Emedia Group	Window decals on new Gap vans	507648	1,119.58
3/17/21	Genfare	Farebox project equipment	901172476	900.00
3/25/21	Genfare	Farebox project equipment	901172812	327,000.00
3/25/21	Genfare	Farebox project equipment	901172813	16,850.00
3/25/21	Genfare	Farebox project equipment	901172814	16,850.00
3/25/21	Genfare	Farebox project equipment	901172815	32,900.00
3/25/21	Genfare	Farebox project equipment	901172816	7,500.00
3/25/21	Genfare	Farebox project equipment	901172818	3,911.32
3/25/21	Genfare	Farebox project equipment	901172819	17,140.16
3/25/21	Genfare	Farebox project equipment	901172820	21,157.42
3/25/21	Genfare	Farebox project equipment	901172821	1,584.78
3/25/21	Genfare	Farebox project equipment	901172822	10,391.33
3/25/21	Genfare	Farebox project equipment	901172823	8,053.60
3/29/21	Genfare	Farebox project equipment	901172906	200.00
3/31/21	Genfare	Farebox project equipment	901173191	3,060.00
3/31/21	Greene Finney	March audit costs	17524	3,300.00
3/18/21	Industrial Fans Direct	Fan for maintenance shop	43549	3,949.00
4/9/21	Ivey Communications	Gallagher access control for center door	23279	2,716.82
4/7/21	Kimball Communications	Radios on new buses	39860	2,308.80
3/31/21	Palmetto Bus Sales	Driver shields	21-020019P	2,025.00
3/26/21	Proforma	Advertisements produced	BK76002559A	312.75
3/31/21	Skanska	Phase 1: Kick off, Programming, NEPA	2121803-1	30,960.00
3/29/21	ViriCiti	Renewal Licenses for 4 vehicles	1782	3,888.00
<b>Total</b>				<b>\$1,053,971.96</b>

78 **Ms. Addy Matney made a motion to recommend payment of invoices totaling \$1,053,971.96. This is subject to the**  
79 **availability of funds. Mr. Stephen Astemborski seconded the motion. There is no opposition. The motion carries**  
80 **and will go to the full board for final approval.**

81  
82 **Discussion of Government and Media Relations Strategy (Presented by Nicole McAden)**

83 GTA Survey Results:

- 84 • Are monthly emails beneficial? – 60% of GTA members answered yes and 40% answered no. Chairman O'Neill  
85 stated emails are a start and he has received some feedback. Mr. Astemborski stated he has gotten back little input.  
86 He does like the content. He thinks face to face meetings followed with an email would be beneficial. Ms. Warren  
87 stated face to face is good but feels elected officials do read what is being sent. One official responded that content  
88 being sent was helpful. She wants to keep the monthly communications. Ms. Matney was thanked for information by  
89 one of her contacts. She wants to proceed with monthly updates.
- 90 • How to build better relationships with elected officials? Relative to this, GTA Board members questioned how officials  
91 want to receive communications and how to have conversations. Mr. Astemborski suggested having an elected official  
92 open house to meet board members and employees. Also suggested that Board Members attend different council  
93 meetings across the municipalities. Board could partner with the DRIVE and have a GTA night and invite elected  
94 officials. The Annual Meeting has been a way to reach out to elected officials face to face in the past. This did not  
95 occur this year due to COVID-19. A meeting could be held once we have a design for the new maintenance facility.
- 96 • How do we increase media coverage? Two ideas rose from GTA survey responses 1) Establish PR calendar; and 2)  
97 Social media. Ideas sought on establishing matrix for success. The City has its own Facebook page. It is most  
98 effective for them to post for departments. GTA has a twitter account which has 212 followers. Mr. Astemborski  
99 would like to use LinkedIn.

100  
101 **Discussion of Returning to In-Person Meetings (Presented by James Keel, Director):** The City will resume in-person  
102 meetings May 10. The County has already resumed in-person meetings. Greenlink staff is checking options for places to  
103 hold meetings due to size constraints and to offer greater proximity for riders. Do not want to exclude online participants.  
104

105 **Procurement Policy Update (Presented by James Keel, Director):** Policy overhauled 2015/2016 due to triennial review.  
106 Staff reviewed Rutgers program on FTA compliance, and the current policy has holes. The 168 pages Procurement Policy  
107 has been updated with clear policies on how to do procurements, and the City has reviewed. The City will manage the  
108 procurement process. GTA is required to do a procurement policy.  
109

110 **Contract for Bus Stop Installation Services (Kayleigh Sullivan):** Bus Stop construction and installations sent out for bids.  
111 Six responses received. Foothills Contracting Service was awarded the contract. The resolution # is 2021-12.  
112

113 **Ms. Addy Matney made a motion to authorize and direct the Board Chair to execute and deliver a contract for bus**  
114 **stop construction and installations (phase 1) for the amount of \$99,300. Mr. David Mitchell seconded the motion.**  
115 **There is no opposition. A final vote will be taken at the GTA Board Meeting April 22, 2021.**  
116

117 **Other Updates**

118 **Capital Projects (Presented by GTA Board Members Stephen Astemborski & Addy Matney):** Maintenance  
119 facility/stakeholder meeting took place with 40 attendees. There was some resistance on moving forward. Received  
120 some feedback on different features important to stakeholders such as ways to use green space to separate from facility.  
121 Need to state what we can and cannot do. Ideas brought up on where to put community room and when it can be used  
122 by the public. Concern is we do not over promise. Suggested looking at Furman study which has rich information.  
123 Ms. Warren suggested doing parks early on in project so the neighborhood can see they were heard.  
124

125 **Mr. David Mitchell made a motion to adjourn. Mr. Stephen Astemborski seconded the motion to adjourn. There is no**  
126 **opposition. The motion carries. The meeting adjourned at approximately 10:39 am.**  
127

128 Minutes were transcribed by Lorrie Brown and distributed via email on Thursday, April 22.