



GTA BOARD OF DIRECTORS MEETING
Greenlink Conference Room, 100 W. McBee Avenue, Greenville, SC

MINUTES
May 23, 2019

- Members Present:** Mr. George Campbell (Board Chair), Ms. Addy Matney (Treasurer), Mr. David Mitchell, Ms. Inez Morris (Vice Chair), Mr. Dick O'Neill, Mr. Darren Scott, Amanda Warren
- Greenlink Staff:** Jasmin Curtis (Safety & Training Officer), James Keel (Interim Director), Nicole McAden (Marketing and Public Affairs Manager), Jason Sanders (Fleet Manager I) Kayleigh Sullivan (Transit Planner and Grants Coordinator)
- Other City Staff:** Karen Crawford (Comptroller), Lillian Flemming (City Council), Kristine Junker (Budget Analyst/Auditor), Micah Snead (Sr. Accountant)
- Others in Attendance:** Natalie Anderson (Furman Fellows), Nate Bilodeau (Furman Fellows), Dr. Sid Cates (County Council), Asangwua Ikein (County Transit Planner), Mary Leggett (Citizen), Carolyn Smith (Citizen), Katy Smith (Piedmont Health Foundation)

Mr. George Campbell, Board Chair, called the meeting to order at approximately 12:30 p.m.

Quorum established.

Ms. Addy Matney made a motion to approve the April 25, 2019 GTA Board of Directors Meeting Minutes.

Ms. Inez Morris seconded the motion. There is no opposition. The motion carries.

Welcome and Introductions given

Public Comments:

- Ms. Leggett is interested in how route change affect GHS. She was given an explanation of some of the route changes effective July 1.
- Carolyn Smith stated that she attended the County Council meeting Tuesday night where Council said they would up funding to Greenlink, and she was hopeful that this would prevent loss of service for Anderson Road. She was informed that the additional funds helped us avoid a fiscal cliff and continue operations without having to make route cuts. The Board's immediate goal is to stabilize operations and extend hours. Ms. Smith stated that Greenville is growing and that people need to get to work. She was informed that the Board would like to hear from employers, citizens and elected officials on where service is needed, which will aid us in planning out routes.

FY2019/2020 Proposed Budget (Karen Crawford, City Comptroller)

We are reviewing the proposed budget for this year. This discussion includes the capital budget, partner contributions, the TDP implementation piece and the upcoming federal funding shortfall.

- Revenue consideration for 2019/2020 budget: Passenger revenue is increasing by 21% due to a 5% decrease in current service revenue. When we implement the TDP we show a 26% increase in riders. Advertising revenue has decreased due to buses being pulled out of service to do midlife overhaul. We are booking in a 17% decrease in this revenue source. State funding decreased by 10%. The federal apportionment is higher than expected. Partner percentage is changing shifting to 45% for the City and 55% for the County.
- Expenses: Three items have a different bullet point. These are the changes before TDP implementation showing salaries and benefits increasing 4% overall. We are adding three new positions (GAP Operator, Bus Servicer and Transit Shift Supervisor for the Trolley) before implementing the TDP. Fuel budgeted to decrease due to the fuel rebate. We will also reduce the number of gallons for gas due to adding electric buses to our fleet. However, this will increase utility cost. We budgeted a net decrease of 4% for the fuel budget. We are anticipating a parts increase of 8% related to

- 51 midlife overhauls. The amount for the TDP is budgeted to begin October 1. This total budget cost is \$1.3 million. When
52 we received the TDP there was an amount given in beginning of 2018. We are projecting costs for 2020 so we have
53 added value factor and took 75% of it. Expenses will also reflect capital costs which are decreasing yearly.
- 54 • For the proposed budget in total revenue services, passenger revenue for federal funds was split for GTA UZA vs. the
55 Mauldin/Simpsonville route. Advertising numbers went down. City and County revenue has gone up significantly. The
56 CUICAR/St. Francis contract is the same. Capital revenue changed slightly. The total revenue budget is \$11,311,419.
 - 57 • For the expenditure budget, the main areas are expense centers and fixed route. The large item cost at \$1.3 is the TDP.
58 Capital amount is \$3.8 million.
 - 59 • We are breaking out capital revenue and expenses to explain the sources for the capital funding and the expenditures
60 related to this. A large portion of this relates to bus replacements and the refurbishments. We have normal capital
61 operating expenses which are for items such as audit fees, insurance and legal fees which we pay every year but comes
62 from the capital revenue source from the feds. The \$3.3 million in the capital budget is for overhaul for ten existing
63 buses. We are purchasing four new 30 foot buses, three cutaways and one mini.
 - 64 • Pattern of funding: The City column does not include any of the contributed services provided by the City. They are not
65 cash contributions. We had money on hand at the beginning of 2019 not reflected this year. The FY2020 budget
66 reflects the new 45/55 split. The amount for the County does not include the additional proposed capital funding.
 - 67 • TDP submitted in April 2018. The TDP recommend extending hours which is being addressed in this budget. This puts
68 Saturday service in line with weekday service. The maintenance facility has to be built before we can make a frequency
69 change from 60 minutes to 30 minutes. This is for ADA service as well. With the additional funds from the County, we
70 believe we can implement later hours in October of this year. We applied for a grant for a new maintenance facility
71 and we received \$11 million. We are working with people with the County to look at property. Property needs to be
72 close to the transit center.
 - 73 • Fiscal cliff conversation: There are two scenarios. One does not have the expenses associated with the TDP. We are
74 overspending each year's amount of apportionment. The beginning balance was high, but the number came down after
75 purchases made. At the end of 2019, we will have a surplus of \$1.8 million. When we draw money and get the federal
76 deposit we will be positive at June 30, 2020. However, at June of 2021 we will be negative in operating of \$300,000
77 in accordance with the schedule before adding the TDP. With TDP added, at end of 2021 we will be almost \$800,000
78 in the hole. The FY18/19 FTA federal deposit at \$2.4 million was higher than expected which helped us. The next year
79 the number is \$2.3 million. We are guessing on \$1.8 million the next year. This is a projection.
 - 80 • In summary, we are looking at a proposed budget for 2020 of \$11,311,419. The Operating amount is \$6.1 million.
81 The TDP amount is \$1.3 million. The capital pieces that we need to purchase is \$3.8 million. Partner contribution would
82 be \$905,000 for the City and \$1.1 million for the County. The City Council budget will go to the second reading June
83 10. The County Council budget will have second and third reading in June.

84
85 **Director's Report (James Keel):**

- 86 • COA changes are on track and we will deploy route changes July 1. We had delays with SCDOT permitting and getting
87 the County to install stops, but we are now moving forward. New maps will be available in June, and the new app will
88 be up. We will start putting out a 30 day notice on route changes.
- 89 • Other items added to Director's report. We are on target for later hours in October.

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91 **Committee Reports**

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93 **Development Committee (Inez Morris):**

- 94 • KPI – Ridership increased from the prior month for Rt. 2, Rt. 3, Rt. 6 and the trolley. Rt. 14 is trending the same. Number
95 of accidents decreased. Farebox is in line. Proterra buses sent back to the factory for minor repairs. When they return,
96 they will be put on shadow service and drivers will be trained on these buses.
- 97 • On Time Performance Report - Rt. 11 continues to be the route that is late the most.
- 98 • Marketing report. We signed \$1,721.50 in new contracts. Total revenue since July 1, 2018 is \$100,142.14.
 - 99 ▪ PR/Media - Stories on iMAGINE Upstate Festival and Proterra picked up. . Our detours were covered. Greenville
100 Connect gave a press release in support of public transit. Lindsey Jacobs, City Council candidate, came out in favor

- 101 of Greenlink funding. City Council appropriated Prima Health funds to Greenlink to provide the match for the "Low
 102 No" grant. A portion of funds will be used to upgrade bus stops around GHS Prisma Health campus.
- 103 ▪ Partnerships - Human Trafficking grant application is due this Friday. We are partnering with several organizations
 104 to aid us with submission of the grant application.
 - 105 ▪ Sponsorships - iMagine Upstate and Ten at the Top sponsored Fare Free Day April 6 in conjunction with the festival.
 106 This increased ridership by 27% from the previous Saturday.
 - 107 ▪ Events/Tours: Proterra Ribbon Cutting held on April 5 attracted nearly 200 people. We had a Proterra bus on
 108 display at the iMAGINE Upstate Festival held April 6.
- 109 • Milestones report was given.

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 111 **The Development Committee recommends implementation of Adopt-A-Stop. Since this is a recommendation from the**
 112 **Development Committee, a second is not required. There was no opposition. The motion carries.**

113 **Finance Committee Report (Ms. Addy Matney):**
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Date	Vendor	Description	Invoice #	Amount
5/10/19	City of Greenville	April 2019 expenses	84588	460,845.17
4/19/19	Coach Crafters	Midlife overhaul for 312	FL19520	31,505.23
4/19/19	Coach Crafters	Midlife overhaul for 304	FL19521	21,047.13
4/30/19	Coach Crafters	Midlife overhaul for 304	FL19673	2,566.61
4/30/19	Coach Crafters	Midlife overhaul for 310	FL19704	109,240.32
4/30/19	Coach Crafters	Midlife overhaul for 311	FL19705	67,178.32
4/15/19	D&B Glass	Bus shelter glass	190419	696.00
4/23/19	HD Supply Construction	Proterra bus installation supplies	50010219257	1,226.70
4/24/19	Home Depot	Proterra bus installation supplies	9011285	88.82
4/29/19	Home Depot	Proterra bus installation supplies	4575573	39.84
5/7/19	TD Card Services	Board lunches	572019JK-BOARD	70.70
4/30/19	Yarder Manufacturing	Advertising frames for buses	69007	791.40
4/1/19	Roe Cassidy Coates	Legal services	1027816	1,422.00
4/30/19	Roe Cassidy Coates	Legal services	1028087	100.00
Total				\$696,818.24

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 116 **The Finance Committee recommends paying invoices in the amount of \$696,818.24 subject to the availability of funds.**
 117 **Since this is a recommendation from the Finance Committee, a second is not required. There is no opposition. The**
 118 **motion carries.**

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 120 **The Finance Committee recommends moving forward with the monthly pass product as presented by staff. Since this is**
 121 **a recommendation from the Finance Committee, a second is not required. There is no opposition. The motion carries.**
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123 **New Business**

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 125 **A motion made by Ms. Addy Matney to appoint James Keel as Board Secretary. Ms. Inez Morris seconded the motion.**
 126 **There is no opposition. The motion carries.**

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 128 **Old Business**

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 130 **A motion was made by Ms. Addy Matney to approve updating SCDOT Certifications and Assurance and adding James**
 131 **Keel as the authorizer. Ms. Amanda Warren seconded the motion. There is no opposition. The motion carries.**
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133 **Contingency Plan AD Hoc Committee Discussion**

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 135 **The Committee headed by Mr. Dick O'Neill met with GTA staff (James Keel and Nicole McAden). James Keel provided a**
 136 **spreadsheet for them to plug in numbers that will give the number of hours that need to be reduced. There are various**

137 options such as reducing Saturday service or cutting the hours of various routes. We need to look at alternate funds in order
138 to prevent cutting service.

139
140 Mr. O'Neill stated the Board needed to look at attending meetings and carrying the banner for transit.
141

142 **Government Relations Strategy**

143 Nicole McAden stated that due to board turnover some Board members are just getting their assignment spread sheet with
144 elected officials. She is sending out a revised spreadsheet which can be edited on Google.Docs. Board members will receive
145 a monthly draft email which can be customized and sent out as frequently as they would like. Mr. Keel asked if they would
146 prefer for staff member, Nicole McAden, to send these out on their behalf. Ms. Warren asked whether we can have a split
147 strategy. Ms. McAden stated Board Members can individually let her know how they want to handle this item.
148

149 **Additional Comments**

- 150 • Councilor Cates commended Greenlink Driver, Darnell Alford, for his assistance when he rode the bus.
151 • Ms. Crawford stated that we have received money from the County so we are fully funded from the County for this year.
152 • Mr. Keel stated that the FTA has made available \$423 million in funding for bus and bus facilities and we will be
153 applying for a portion of funding to begin some type of capital outlay for TDP implementation for 30 minute service.
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155 **Ms. Amanda Warren made a motion to adjourn. Ms. Addy Matney seconded the motion. There is no opposition. The**
156 **motion carries.**

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Prepared by: Lorrie Brown Date: 6/27/19
Lorrie Brown, Greenlink Administrative Asst.

Approved by: George Campbell Date: 6/27/19
Mr. George Campbell, GTA Board Chairman

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