



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

2 County Square (County Council Committee Room)

3 301 University Ridge

4 Greenville, SC 29601

5
6 **MINUTES**

7 **July 27, 2023**

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

11 **Absent Members:** Ms. Walker Smith (Chair)

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

13 **Other City Staff:** Karen Crawford (OMB Deputy Director), Patricia Dennis (OMB Director), Kristina Junker (Budget
14 Administrator)

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16 **Ms. Addy Matney, Vice Chair, called the meeting to order at 12:30 p.m.**

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18 **Quorum established. Ms. Amanda Warren joined the meeting via Webex.**

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20 **Mr. David Mitchell made a motion to approve the June 22, 2023 GTA Board Meeting Minutes.**

21 **Mr. Sean Rusnak seconded the motion. There is no opposition. The motion carries.**

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23 **Vice Chair Ms. Addy Matney asked that it be noted in the minutes that the GTA Board appreciates Greenville
24 County continuing to allow the use of their conference room for the GTA Board Meetings until the new Operations
25 and Maintenance Facility is complete.**

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27 **No Public Comments related to items on the agenda.**

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

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- 31 • GTA awarded \$6.3 million Low and No Emissions program funding to allow for purchase of Compressed National
32 Gas (CNG) Station and CNG buses. Staff will have budget amendment for this at the August GTA Board meeting.
 - 33 • Budget amendment #1 being presented today to add in the last phase of the Guaranteed Maximum Price for the
34 maintenance facility's construction.
 - 35 • ITS implementation going well. Staff will work with Urban Transit Associates to get Automatic Passenger Counters
36 (APC) validated.
 - 37 • Fixed Route has 5 Operator openings with 2 in hiring process. Five new hires in training. Three (3) trolley Driver
38 and two Mechanic positions are open. Planner position is re-scoped and should post this week.
 - 39 • Construction photos presented. Most of the concrete walls are up. Window frames and windows have gone in.
40 Most interior framing complete. Drywall has started going in for Administrative area. Partition for boardroom
41 has gone in. Building will be bricked in the next couple of weeks. Preparing to pour slab for maintenance area.
42 Trench for wash bay has been poured. Parking lot being flattened out to get it ready for asphalt. Grass is
43 planted.

44 **[Public KPI Dashboard – https://info.greenvillesc.gov/pages/greenlink-peformance](https://info.greenvillesc.gov/pages/greenlink-peformance)**

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46 **City's Monthly Financial Report for May 2023 (Presented by Budget Administrator Kristina Junker):**

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- 48 • Passenger fares \$80,978 higher than May 2022.
 - 49 • Advertising revenue for the year \$44,868 higher based on StreetLevel Media contract.
 - 50 • Salaries, Wages and Fringe benefits 13% higher.
 - 51 • Fuel costs remain higher than prior year by \$109,591 (20%).
 - 52 • Services costs increase of \$146,167 due to generalized increase in communication costs, professional services
53 related to the RAISE grant application and an increase in legal service fees.
 - 54 • Maintenance facility expenses for FY2023 through May 2023 total \$12,028,514. Grant draws thru May total
55 \$10.5 million. Total costs incurred for the project \$14,853,274.
 - Accounts Payable for May 2023 is \$2,834,501.36. Everything paid except outstanding amount owed to FTA.



56 • Accounts Receivable as of May 2023 is \$2,124,453.23. Received \$1,089,673.99 thru 7/15/23.

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Action Item: GTA Invoices:

Date	Vendor	Description	Invoice #	Amount
6/28/23	Burr &Forman, LLP	Legal Services /Facility Relocation	1398307	1,087.50
6/28/23	Burr &Forman, LLP	Legal Services /Disposition of Real Property	1398308	8,267.50
6/28/23	Burr &Forman, LLP	Legal Services /General Counsel	1400232	2,760.00
6/30/23	Burr &Forman, LLP	Legal Services /Facility Relocation	1400233	1,730.00
6/30/23	Burr &Forman, LLP	Legal Services /Disposition of Real Property	1400234	1,222.50
7/19/23	City of Greenville	June Expenses	90324	933,937.22
7/21/23	City of Greenville	June Expenses (mini upload for PY)	90411	14,519.95
7/20/23	David Mitchell/Travel	APTA Conference, AL	TR72023DM	1,256.04
7/14/23	DISYS Solutions, Inc.	IT expenses for O&M Facility	IN35325	4,045.47
7/21/12	DISYS Solutions, Inc.	IT expenses for O&M Facility	IN35431	360.52
7/12/23	INEO Systrans USA (Equans)	Progress towards new IT system	9532700146	28,397.85
6/22/23	Masters Car Stereo &Tint	Backup Camera for truck unit GTA17056	A191252	720.00
6/22/23	Masters Car Stereo &Tint	Backup Camera for truck unit 7059	A191419	720.00
6/30/23	Reeves Young	O&M construction services thru 6-30-2023	APP#011	2,042,460.95
7/1/23	Remix Technologies LLC	Annual scheduling software license	INV031-997	30,000.00
7/10/23	SCDMV	Title and tag for new Escapes	SCDMV71023	34.00
6/30/23	Skanska	O&M professional services thru 6-30-2023	2121803-29	22,735.95
6/16/63	Stertil-Koni USA, Inc.	Lifts for new maintenance facility	174297	587,937.28
7/24/23	Stone & Associates	Appraisal 106/154 Augusta	23295-TES	2,100.00
6/30/23	StreetLevel Media	Advertising refund due to #1917 collision	Street7072023	956.67
6/13/23	TD Card Services/Sanders	Amazon purchase–truck rack with light bar	772023JS-2	419.60
6/8/23	TD Card Services/Keel	PayPal Rays the Mark Foundation sponsorship	772023JK-2	250.00
7/10/23	Vic Bailey Ford	2023 For Escape 2WD	VicBailey71023	29,165.00
7/10/23	Vic Bailey Ford	2023 For Escape 4WD	VicBailey71023-2	30,974.00
6/30/23	Wendel	Architectural Services thru 6-30-23	608201-29	67,359.40
Total				\$3,813,417.40

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Mr. Sean Rusnak made a motion to pay invoices totaling \$3,813,417.40 subject to the availability of funds.

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

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Resolution 2023-14 SMTF Apportionment Policy (Presented by Director James Keel): Plan presented last month on how to split SMTF among municipalities moving forward. This resolution is to adopt the plan and allow relevant municipalities to be contacted. Plan will be defined based on guidelines of SCDOT and FTA. Staff and GTA Board officers will meet with municipalities.

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Mr. Stephen Astemborski made a motion to approve an apportionment plan for South Carolina State Mass Transit Funding (SMTF) by way of Resolution # 2023-14. Mr. David Mitchell seconded the motion. There is no opposition. The motion carries.

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Resolution 2023-15 FY24 Budget Amendment #1 (Presented by Director James Keel): There are several different line items. Guaranteed Maximum Price (GMP) #4 finalizes the original scope for the facility. Two separate change orders associated with Wendel (Redesign of Arcadia Drive which moves from Rutherford Road to Worley Road and construction administration services adjustment for additional time needed because project taking longer than originally scoped). Adding additional funds to cutaway bus line item due to increase in costs after the purchase was budgeted. There is IT equipment for the new facility that needs to be acquired. Some IT equipment in terminal needs to be replaced which reached the end of its useful life. Outlined history of GMP apportionments and appropriations which will make it equal with the total cost of the facility and the amount that has been appropriated. This resolution also authorizes purchase orders related to cutaway buses purchased off the state contracted along with IT equipment which is also off the state contract. Total amendment to the budget is \$8,715,107.

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Mr. Stephen Astemborski made a motion to approve and adopt the fiscal year 2023-2024 Capital Budget Amendment #1 and authorize equipment purchases to include \$8,715,107 of increased funding by way of Resolution 2023-15. Mr. Sean Rusnak seconded the motion. There is no opposition. The motion carries.

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86 **Resolution 2023-16 Authorize Guaranteed Maximum Price Component #4 with Reeves + Young (Presented by**
87 **Director James Keel):** In 2021 all the funding was not in place. This resolution recognizes the completion of all 4
88 components. With this, the GMP increases to \$39,872,419. This allows all subcontracts to be executed except for
89 CNG. This action came to fruition due to of all the work put forth by Greenlink staff for 8 years. Mr. Keel further
90 credited City Council, County Council, Senator Tim Scott, Senator Lindsey Graham, and Congressman William Timmons
91 for being instrumental to the success of this project.

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93 **Ms. Santora Bowling made a motion to authorize and direct the Board Chair to execute and deliver guaranteed**
94 **maximum price (GMP) component #4 with Reeves + Young by way of Resolution 2023-16. Mr. Sean Rusnak**
95 **seconded the motion. There is no opposition. The motion carries.**

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97 **Resolution 2023-17 Authorize Wendel Contract Extension and Change Order (Presented by Director James Keel):**
98 Architecture planning for the project began in 2019 resulting in a contract in 2020. Original schedule for construction
99 was for 56 weeks. Request is to revise schedule to 96 weeks. Wendel is seeking additional 10 months of construction
100 and Administration Services. There is some disagreement between the Construction Manager and Wendel relative to
101 time frame. Therefore, the change order has been set up to state not to exceed 96 weeks; and if construction ends
102 earlier Wendel is not entitled to the amount authorized through this resolution. This should be the last change order
103 relating to the facility. CNG is a different component. The amount for additional Construction Administration Services
104 is \$266,185. Of this amount around \$34,000 relates to reimbursable expenses such as travel. The second piece
105 relates to redesign of Arcadia Drive for \$134,267.

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107 **Mr. David Mitchell made a motion to authorize and direct the Board Chair to execute and deliver a change order**
108 **with Wendel companies for a total cost of \$400,452 by way of Resolution 2023-17. Ms. Santora Bowling**
109 **seconded the motion. There is no opposition. The motion carries.**

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111 **Unfinished Business:** Mr. Keel provided insight regarding CNG. Staff has been debating on whether to do a fast fill
112 or time filled station. Staff feels they are now ready to decide after discussions with Piedmont Natural Gas. Staff
113 came to a final design agreement with ANG (compressor manufacturer) and Piedmont Natural Gas. Should have cost
114 numbers before the end of the week. Funding is available through the recent Low and No Emissions program award to
115 pay for this regardless of what is chosen. Staff plans to bring this to the Board next month. Also, expect to bring
116 forward a contract with Gillig, our partner with the grant, for the CNG buses. Gillig expects a 12-month delivery
117 date.

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119 **Important Updates (GTA Board/Staff):**

- 120 • Mr. Astemborski noted that the Greenville Drive held a signing ceremony last month for a Trolley Driver. He
121 questioned whether the Driver was a Greenlink or Drive employee. Ms. McAden stated that he is a Greenlink
122 employee. Greenlink partnered with the Drive to help get word out on the need for Trolley Drivers. Any Trolley
123 Driver that signs on before the end of baseball season will receive the same recognition by the Drive.
- 124 • Mr. Mitchell thanked the Board and staff for the opportunity to attend the APTA Board conference. He stated this
125 was a great networking opportunity. Other transit agencies are facing the same challenges as Greenlink. He was
126 impressed with the Birmingham BRT system.
- 127 • Mr. Keel introduced the new City Financial Officer, Patricia Dennis.
- 128 • The artist selected by the Washington Heights Alumni Association to create the memorial for the school was on site
129 last Thursday. The Alumni Association is still raising funds for the statue. Tracy Ramseur with the City has assisted
130 them with contracts, etc.

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132 **No public comments related to items not on the agenda.**

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

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Prepared by: Lorrie Brown
Lorrie Brown, Board Secretary

Date: 8/24/2023

Approved by: Walker Smith
Walker Smith, Chair

Date: 8/24/2023

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