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**GREENVILLE TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING**

County Square – Conference Room D  
301 University Ridge  
Greenville, SC 29601

**MINUTES**

**February 24, 2022**

**Members Present:** Mr. Stephen Astemborski, Ms. Addy Matney (Vice Chair), Ms. Amanda Warren (Treasurer), Ms. Walker Smith (Board Chair)

**Absent Board Member:** Mr. David Mitchell

**Greenlink Staff:** James Keel (Director), Nicole McAden (Marketing and Public Affairs Manager), Liston Mehserle (Transit Planner), Kayleigh Sullivan (Transit Planning Manager)

**Other City Staff:** Dorothy Dowe (City Councilor), Micah Snead (Budget Administrator)

**Guest Speakers:** Larry Finney (Greene Finney Cauley, LLP)

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

**Quorum established by roll call.**

**Mr. Stephen Astemborski made a motion to approve the January 27, 2022 GTA Board Meeting Annual Meeting Minutes. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.**

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

**FY2021 Audit Report (Presented by Greene Finney Cauley, LLP Partner Larry Finney):** GTA is reminded of their fiduciary responsibility and need for good internal controls. GTA is responsible for its financial statements. The goal is for auditors to issue an opinion with reasonable assurance opposed to absolute assurance. GTA received an unmodified opinion, which is the best an entity can receive. The net position is calculated by adding the assets, cash and receivables and subtracting what is owed. At year-end last year (June 2021), GTA's net position was \$18.5 million. Most of the net position is investment in capital assets. This is an increase of almost \$4 million from the prior year. Around \$4.3 million of net position is restricted for capital purposes, and another \$0.6 million is restricted for operating purposes. The unrestricted net position is what is available for future operations. The ending unrestricted balance of \$882 thousand represents 9% of GTA's annual operating expenses, which would cover a little over a month of operating run time. Every year a national organization called the Government Finance Officers Association update their recommendation related to unrestricted net positions, and their minimum recommendation is to have at least 2 months of operating expenses available in unrestricted net position. Operating expenses went up around \$1.3 million from FY 2020 to FY 2021. Non-operating revenue increased by around \$800,000 from grants and local contributions. Capital revenues increased by \$2 million. Because GTA receives a significant amount of federal funds from the FTA, the Federal government asks that auditors look at how GTA is doing in terms of compliance. The audit found one significant invoice did not get accrued back at year end. No concerns with this finding.

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

- Working on GTA budget for FY23. Does not include any major capital projects aside from new facility. Requesting another Information Specialist/Dispatcher to help with Paratransit. Navigating how to request police presence at the Transit Center. There will be an agreement for the Woodruff Connector coming out soon; however, Bon Secours is no longer a partner.
- Greenlink still has 11 driver openings to fill before it can launch later service hours on Saturdays. 6 are currently in the hiring process. Staff hopes to include a salary increase for Bus Operators in budget. Looking at differential pay for drivers working later hours and on weekends as incentive to work those hours.
- Ninety percent drawings for new facility due April 12. Reeves Young held a small business/DBE vendor fair at the Kroc Center on February 18 with 31 vendors in attendance. Information for project sent to over 900 DBE vendors on SCDOT registry.
- On-time performance increased from December to January. Began "Slow your Roll" campaign geared towards decreasing early arrivals.
- Phase 1 of bus stop improvements completed with 15 stops in City. Working on phase 2.
- Submitted triennial data last month. Staff waiting on follow-up dates for site visits from auditors.



- 59 • No update on TSA mask mandate – which is set to expire March 18.
- 60 • There have been recent conversations with stakeholders on GTA going fully electric. Thirteen (13) vehicles are eligible to
- 61 be replaced next year due to having met their useful life. It would cost \$30 million to replace all 13 diesel vehicles and go
- 62 fully electric. This would require \$4.3 million in local funding pending federal grants are available.

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64 **Public KPI Dashboard available for review – <https://info.greenvillesc.gov/pages/greenlink-performance>**

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66 **Marketing Report (Marketing & Public Affairs Manager Nicole McAden):**

- 67 • Streetlevel Media brought in one new contract in January 2022. However, in February – which will be included on next
- 68 month’s report – they signed a contract with George Sink for full wraps of 7 buses for \$134,000 and signed a contract
- 69 with Shelly Leeke Law Firm for 3 partial bus wraps of and 3 paratransit bus wraps for \$42,000. Staff met with Streetlevel
- 70 Media, and their Sales team has joined the Greenville Chamber and is in the process of becoming a member of Geopath –
- 71 which will provide data on impressions and reach to help the sale of shelter advertisements.
- 72 • Greenlink partnering with iMAGINE Upstate Festival for Bike vs. Bus vs. Car Race. The event is planned for March.
- 73 • Three Fare Free Days occurred in February.
- 74 • Citizens Transit Academy graduated 12 participants from its 2022 class.

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76 **City’s Monthly Financial Reports for December 2021 (Financial Analyst Micah Snead)**

- 77 • Operating Passenger Revenue year-to-date is 18% higher than prior YTD. Passenger rides are 17% higher. Demand
- 78 Response ridership increased 52% compared to last year. Adverting revenue higher by around \$6,000. Park and Ride
- 79 revenue is higher since payments are now being recorded quarterly.
- 80 • Salaries, Wages and Fringe benefits are higher by around \$265,310 when comparing FY23 to FY22. Fuel costs are
- 81 higher by around \$135,000. This number includes \$30,000 reduction for refund received for gas taxes paid to the State.
- 82 Parts costs up by \$45,000. Temporary personnel expenses are lower by \$42,000. Insurance higher by \$49,000. Travel
- 83 and training expenses are up by \$15,000.
- 84 • Federal grants receipts up by \$433,000 compared to last year. State grant receipts up by approximately \$84,000.
- 85 Miscellaneous revenue is higher by around \$14,000 from payout for destroyed bus shelter. Federal capital revenue is
- 86 \$255,000 lower than the prior year. Local capital contributions for City are \$133,000 lower than prior year. Local
- 87 capital contributions for the County are \$27,000 higher.
- 88 • Accounts Receivable at end of December \$582,852.37. Everything received thru 2/17/22 except \$58,000.
- 89 • Accounts Payable at end of December \$840,420.74. Everything paid thru 2/17/22 except what is owed to the FTA.

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91 **Action Item: GTA Invoices:**

Date	Vendor	Description	Invoice #	Amount
1/31/22	Burr Forman LLP	Legal counsel services	1291498	540.00
2/10/22	City of Greenville	January 2022 expenses	88537	541,768.94
1/31/22	Foothills Contracting	Bus stop bench project	21-3751	7,560.00
1/31/22	Foothills Contracting	Bus stop bench project	21-3751-2	9,930.00
1/31/22	Greene Finney	Audit services	17916	11,000.00
1/6/22	Lingualinx	Translation services	115190	40.00
1/18/22	Reeves Young	Preconstruction services	001	20,000.00
2/2/22	Seon	Terminal equipment – HDD docks	166254	490.00
1/1/22	Skanska	O&M facility program management	2121803-10	24,520.00
1/31/22	Skanska	O&M facility program management	2121803-11	28,120.00
2/3/22	Steve Schreiner	TouchPass refund	020322SS	19.00
2/16/22	TD Card Services	TASC conference registration – Jasmin Curtis	021622JC	475.00
2/8/22	TD Card Services	Furniture, TASC conference registration	282022KS-2	1,335.81
1/31/22	Travelers	Damages due to accident	000607380	3,099.10
1/31/22	Wendel Architecture	O&M facility design services	700447	183,180.12
1/6/22	Willis Towers Watson SE	Additional premiums from new vehicles	3163698	18,966.00
2/2/22	Young Office	Office furniture	209054	190.28
2/4/22	Young Office	Office furniture	209070	381.00
<b>Total</b>				<b>\$851,615.25</b>

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93 **Mr. Stephen Astemborski made a motion to pay invoices totaling \$851,615.25 subject to the availability of funds.**

94 **Ms. Amanda Warren seconded the motion. There is no opposition. The motion carries.**

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**Proposed Changes to Trolley Routes – Public Input Process (Presented by Transit Planning Manager Kayleigh Sullivan):** With the redesigned route, the Zoo and Northpointe would be removed from the trolley Attractions Route. The West End Route would be redesigned to maintain service to Heritage Green and add service to Unity Park. Sunday service would start at 10 a.m. instead of 1 p.m. Staff hopes to launch route by June 1.

**Ms. Addy Matney made a motion to allow staff to move forward with the potential trolley network revision by initiating the Public Input process. Mr. Stephen Astemborski seconded the motion. There is no opposition. The motion passes.**

**Resolution 2022-02 – Authorizing 2022 FTA Compliant Certifications & Assurances (Presented by Transit Planning Manager Kayleigh Sullivan):** GTA must recertify with FTA every year. With the Zero emissions grants the FTA wanted to include cost to train employees using 5% of the grant unless able to prove this training was not needed.

**Mr. Stephen Astemborski made a motion to authorize staff to file applications with the Federal Transit Administration and attest compliance with the appropriate 2022 Certifications & Assurances and authorize the Board Chair to sign document. The resolution # is 2022-02. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.**

**Discussion of Prisma TouchPass/Umo Employee Benefit Rate (Presented by Marketing & Public Affairs Manager Nicole McAden):** Contract with Prisma signed October 2020. Prisma employees go on employee portal and complete an application. Ms. McAden receives the applications and sends it to Prisma’s human resources corporate office to confirm employees meet eligibility requirements for the benefit. The applicant is either informed a card is being mailed to them to use to board the bus for free or given information on how to download the app. Every month Ms. McAden pulls boarding reports for anyone coded as a Prisma employee. When invoicing she must pull a report and provide names of Prisma employees who rode the bus to Prisma the previous month and the value of the rides they have taken. They are billed at same cost fee structure as the public. Prisma currently has 6 riders riding upwards of 350 times per month; therefore, the boarding report is very long with a lot of transactions having occurred. The issue is that since it is free when the boarding report is pulled, the face value of the ride is not being coded TouchPass. Staff can only access a long transaction log of all the times the individual rides. Staff must manually code the cost amounts in a spreadsheet. TouchPass does have a simple report where she can pull a raw total number of rides taken by Prisma employees; however, this report will not show if the ride value is a \$1.50-, \$0.50-, or \$0 dollar trip. She suggests applying a single flat rate for all rides of \$1.00 due to free transfers. The consensus of the Board is that Nicole will approach Prisma relative to making this change to the agreement.

**Discussion of Bus Shelter Art Contest – Request for Judges (Presented by Marketing & Public Affairs Manager Nicole McAden):** Deadline extended from March 4, 2022 to April 1, 2022 due to not having received any submissions. She is also asking for two Board Members to judge contest.

**Resolution 2022-03 – Amend Resolution 2021-25 to Reflect correct AmeriCorps Living Allowance (Presented by Marketing & Public Affairs Manager Nicole McAden):** The corrected amount for Greenlink’s portion of the living allowance is \$2,866.00 reflecting a budget increase of \$178.00.

**Ms. Addy Matney made a motion to amend resolution 2021-25 to reflect appropriate 2021-22 living allowance as updated in an agreement with the United Way of Greenville County to participate with the AmeriCorps Upstate Program. The resolution # is 2022-03. Mr. Stephen Astemborski seconded the motion. There is no opposition. The motion carries.**

**Staff Assignee & Other Important Updates (Presented by GTA Board Members):** Ms. Warren had a conversation with Kayleigh Sullivan and was informed Liston Mehserle is attending planning meetings around the City making sure GTA’s interest are represented. Kayleigh is busy applying for grants.

Mr. Astemborski questioned how proposed changes to Augusta Road would affect GTA. City Councilmember Dorothy Dowe gave update on proposed changes to Augusta Road. The “road diet” proposed by the City goes along the residential section of Augusta Street, from Augusta Place to Crystal Street.

**No Public Comments related to items not on the agenda.**

**Mr. Stephen Astemborski made a motion to adjourn. Ms. Amanda Warren seconded the motion. There is no opposition. The motion carries.**

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Prepared by: Lorrie Brown Date: 3/25/22  
Lorrie Brown, Board Secretary

Approved by: Walker Smith Date: 3/24/2022  
Walker Smith, Board Chair

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