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**GREENVILLE TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING**

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

**MINUTES**  
**May 25, 2022**

**Members Present:** Ms. Addy Matney (Vice Chair), Mr. David Mitchell, Mr. Sean Rusnak, Ms. Amanda Warren (Treasurer), Ms. Walker Smith (Chair)

**Absent Board Member:** Mr. Stephen Astemborski

**Greenlink Staff:** Terry Dedmon (Transit Operations Manager), James Keel (Director)

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

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

**Quorum established.**

**Mr. David Mitchell made a motion to approve the April 28, 2022 GTA Board Meeting Minutes. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.**

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

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

- There are 11 openings with 10 being tentatively filled. Three scheduled to start Monday and three in hiring process. One mechanic position open; however, intern will fill this position in July.
- Relative to new O&M facility, have 90% design drawings and expect 100% submittals June 13. Should have drawings in 2 to 3 weeks. Waiting on Greenville County to grant land disturbance permit. Skanska has a request to bid on early site work package. State did not grant any funding for GTA in the state budget. Staff will submit grant request for federal 5339b RAISE grant on May 31.
- On time performance continues to improve.
- Received 4 bids on procurement for bus stop installations, which were all over budget.
- Draft triennial review received which contained findings communicated previously. Staff will submit comments to close out review.

**FY-23 Budget Presentation (Presented by OMB Director Karen Crawford):** Presentation will look at budget highlights, proposed capital/operating budget for FY2022-2023, partner contributions needed and future funding shortfall.

For revenue considerations, budgeting for passenger revenue increase of 17%, advertising increase of 67%, no change to state funding, federal apportionment increase of 27% and federal capital increase of 29%.

For expense considerations, budgeting:

- Salary and wages increase of 14% due to merit increase in January, shift differential for later weekday hours/weekends and \$1.00 per hour for bus operators and projected health insurance increase.
- Fuel increase of 32%.
- Service Enhancement for GAP Dispatcher at around \$43,000.
- Overall operations increase of 13%.
- Capital costs increasing by around 25% from adopted budget.

For revenue, expected amount is \$10,416,267. Included in the City and County partner amounts are some previously appropriated funds. For expenses, total budget at \$10.4 million. For capital budget, did not have many high dollar items. Only 35% of the capital budget relates to capital purchases, the remainder are annual fees, insurance, etc. City and County split is 40/60. City trolley is funded separately through hospitality tax. Future federal funding shortfall at 6/30/23 is negative \$153,232 based on current projections. The City budgets for full staffing for entire year. Since never fully staffed, budget should be sufficient. The City Budget Office understands a significant increase in the partner contribution next year will be needed.



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

**City's Monthly Financial Report for March 2022 (Presented by Budget Administrator Kristina Junker):**

- Operating passenger revenue year-to-date is 12% higher than prior year. Advertising decreased slightly. Salaries and wages increased by around 9% due mostly to overtime. Fuel is higher than prior year by \$181,891. Federal grants receipts higher by \$616,658 due to higher operating expenses requiring federal reimbursement. City of Greenville local contribution is 15% higher due to increased amount budgeted for annual contribution for transit services. Federal capital grants revenue is lower than prior year. City of Greenville capital is lower due to budgeted capital match needs. Greenville capital contributions is higher due to excess capital funds given for future capital projects.
- Accounts Receivable Aging at March 31, 2022 was \$386,707.83. Received 357,114.00 thru 5/19/22 leaving a balance of 29,593.83.
- Accounts Payable Aging at March 31, 2022 was \$701,035.89. Paid \$569,311.89 thru 5/19/22 leaving a balance of \$131,724.00 (amount owed to the FTA).

**Action Item: GTA Invoices:**

Date	Vendor	Description	Invoice #	Amount
5/19/22	American Public Transportation Association	FY23 Annual Dues	397829	11,000.00
4/30/22	City of Greenville	April Expenses	88926	768,507.54
5/17/22	Gimme-A-Sign Company	Trolley Signage	22278	3,031.14
4/1/22	Skanska	OEM Professional Services March 2022	2121803-13	25,000.00
4/30/22	Skanska	OEM Professional Services April 2022	2121803-15	25,000.00
4/30/22	Tyler Technologies	Timeclocks Invoice #1	045-376751	602.00
4/30/22	Tyler Technologies	Timeclocks Invoice #2 (with local match)	045-376739	6,381.20
4/30/22	Wendel	O&M facility design – professional services	608201	208,239.43
5/10/22	Wilkins Norwood Appraisal Assoc. Inc.	Appraisals at 106 & 154 Augusta Street	8021	1,000.00
<b>Total</b>				<b>\$1,048,761.31</b>

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Ms. Amanda Warren made a motion to pay invoices totaling \$1,048,761.31 subject to the availability of funds.

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

**Resolution 2022-11 – Approve contract with Safety Keen Services Inc.:** Safety Kleen is used to clean the Oil Water Separator, Parts Washer, and dispose of used oil and anti-freeze.

Ms. Addy Matney made a motion to authorize and direct the Board Chair to execute and deliver a contract with Safety Kleen Systems, Inc. for Oil Water Separator services and other related services for an initial term of three years, with two one year extensions in the amount of approximately \$8,500 per year through resolution number 2022-11.

Mr. David Mitchell seconded the motion. There is no opposition. The motion carries.

**Staff Assignee & Other Important Updates (Presented by GTA Board Members):** Reception held at transit center for winners of Bus Shelter Art contest on May 18. Five of the six winners were present. Artwork has been installed.

No Public Comments related to items not on the agenda.

Mr. David Mitchell made a motion to adjourn. Ms. Amanda Warren seconded the motion. There is no opposition. The motion carries.

Prepared by: Lorrie Brown Date: 6/23/2022  
 Lorrie Brown, Board Secretary

Approved by: Walker Smith Date: 6/23/2022  
 Walker Smith, Chair

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