



GREENVILLE TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

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

**MINUTES
June 22, 2023**

- Members Present:** Ms. Santora Bowling, Ms. Addy Matney (Vice Chair), Mr. David Mitchell, Mr. Sean Rusnak, Ms. Walker Smith (Chair)
- Absent Members:** Mr. Stephen Astemborski, Ms. Amanda Warren (Treasurer)
- Greenlink Staff:** James Keel (Director), Jasmin Curtis (Transit Safety Mgr.), Nicole McAden (Public Affairs Mgr.)
- Other City Staff:** Karen Crawford (Deputy OMB Director), Tammy Seel (Financial Analyst)

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

Quorum established.

Mr. David Mitchell made a motion to approve the May 25, 2023 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):

- No updates regarding recent grant applications.
- FY24 Budget being presented for adoption today.
- All but two vehicles have been transitioned over to Equans. Data is live in the Transit App and Google Maps.
- Five openings for Fixed Route bus operators. Trolley driver starting today; still have 4 openings. Two Paratransit driver openings with 1 in hiring process. Transit Planner position will not be filled due to rescoping the position.
- Waiting on paper grant agreement from FTA to begin spending RAISE grant award on bus stop improvements.
- Construction Update given for new OEM facility. A lot of progress has been made on facility despite heavy rain.

Public KPI Dashboard – <https://info.greenvillesc.gov/pages/greenlink-peformance>

City’s Monthly Financial Report for April 2023 (Presented by Financial Analyst Tammy Seel):

- Passenger fares 16% higher than prior year. Park and ride revenue 84% higher due to having received a quarterly payment earlier than last year. Salaries and wages up 12%. Fuel up 35%. Services high due to increase in professional and legal fees. Maintenance facility expenses for FY23 through April over \$10 million. Grant draws for FY2023 through April 2023 for maintenance facility related expense over \$9 million.
- Accounts Payable balance at end of April is \$3,321,552.00. Everything paid except amount owed to the FTA.
- Accounts Receivable balance at end of April is \$2,433,033.24. All received except for 2 invoices totaling \$34,779.24.

Action Item: GTA Invoices:

Date	Vendor	Description	Invoice #	Amount
6/6/23	Burr Forman	Legal Contract/General counsel	1392990	1620.00
6/6/23	Burr Forman	Legal Services/Facility Relocation	1392991	300.00
6/6/23	Burr Forman	Legal Contract/Property Disposition	1392992	180.00
6/13/23	City of Greenville	May Expenses	90203	655,634.49
5/31/23	DHEC	Annual underground storage tank fees	UJ19951-3	200.00
5/1/23	Eagle Embroidery	Interns Polo Embroidery	E81132	84.00
5/19/23	Federal Transit Authority	Refund of Sale Proceeds	FTA5192023	12,800.00
6/1/23	Furman University	Shi Institute Fellowship support	1000228	1,000.00

6/19/23	INEO Systrans USA, Inc. (Equans)	Progress towards new ITS system	9532700049	174,378.93
5/1/23	McGriff	July 2023 Quarterly insurance	INV05012023	112,321.25
5/1/23	Northern Safety & Industrial	Shop Tools: Misc.	905440322	5,385.97
5/4/23	Northern Safety & Industrial	Shop Tools: Misc.	905453563	505.20
5/8/23	Northern Safety & Industrial	Shop Tools: Misc.	905459010	5,948.40
5/9/23	Northern Safety & Industrial	Shop Tools: Misc.	905462306	936.72
5/10/23	Northern Safety & Industrial	Shop Tools: Misc.	905465228	4,886.32
5/19/23	Northern Safety & Industrial	Shop Tools: Misc.	905486435	267.64
6/20/23	Proforma Rhino Graphics	5 bus route stickers	B798011214A	41.67
5/31/23	Reeves Young	O&M construction services thru 5-31-23	APP#010	1,968,287.12
5/31/23	Skanska	O&M professional services thru 5-31-23	2121803-28	4,871.00
5/1/23	Snap-On Industrial	Shop Tools: Socket	ARV/57016843	305.12
5/1/23	Snap-On Industrial	Shop Tools: Wrench Set	ARV/57028069	555.45
5/1/23	Snap-On Industrial	Shop Tools: Socket Sets	ARV/57075090	174.64
5/1/23	Snap-On Industrial	Shop Tools: 6-3 pc universal joint sets	ARV/57083397	834.80
5/1/23	Snap-On Industrial	Shop Tools: 7-12 pc wrench sets	ARV/57174726	3,888.15
5/15/23	Snap-On Industrial	Shop Tools: 1 ¼ drive 6 pc 12 pt. socket set	ARV/57362512	174.64
6/7/23	TD Card Services	J. Keel-APTA for David Mitchell	672023-JK-2	795.00
6/7/23	TD Card Services	J. Sanders-Misc. shop tools (Amazon)		480.56
5/31/23	Wendell	Architectural Services thru 5-31-23	608201-28	37,037.70
Total				\$2,993,894.77

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47 **Ms. Addy Matney made a motion to pay invoices totaling \$2,993,894.77 subject to the availability of funds. Mr.**
48 **Sean Rusnak seconded the motion. There is no opposition. The motion carries.**
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50 **Resolution 2023-12 Adoption of FY 2024-2025 Budget (Presented by Interim Director Karen Crawford):**

51 **Budget Highlights**

- 52 • Passenger revenue budgeted to increase 8%. State funding budgeted to decrease by 7%. Federal apportionment as anticipated. No reserve of prior year grants. Fiscal cliff reached this year.
- 53 • Salary and benefits budgeted to increase by 15%. This includes cost of living increase and shift differential for later weekday hours/weekends. Spent \$8,400 in FY23 on hiring incentives.
- 54 • Fuel budgeted to increase 20%.
- 55 • Service enhancement for two paratransit operators included.
- 56 • Overall operations budgeted to increase 12%.
- 57 • Capital costs remain higher than normal due to facility construction.

58 **Proposed FY2023-2024 Budget**

- 59 • Total revenues \$11,819,862. This is increase of \$1.4 million higher than budget adopted last year. With amendments added, amount is over \$50 million mostly due to new OEM facility. Electric bus procurement amendments were around \$6 million.
- 60 • Other revenue line item reduced \$114,000 due to reduction in advertising wraps. Added \$200,000 in the City revenue line item which almost doubles offset from this reduction. City contribution budgeted amount shown does not reflect previously appropriated funds on hand of around \$169,000. The FY24 budget based on full employments. Vacancies estimated at \$116,000 throughout the year.
- 61 • Other operating cost savings around \$97,000 were estimated for the new facility. Expect it to be more energy efficient. Other potential savings estimated for \$480,000. Hope to see fuel drop and inflationary rates drop. The current line item proposed for the County appropriation is \$3 million.

62 **Expenses:**

- 63 • Total expenses \$11.8 million. Includes fully funded salaries and other salary adjustments. The main item that is different this year versus last year is that we have the Mauldin/Simpsonville budget lines broken down into 3 different divisions. Shifted cost for ADA paratransit to a separate division, added another new division for preventive maintenance for M/S. This will reduce the mechanical computation to do monthly draws and allow

77 maximization of federal draws. The total cost in FY 23 was \$1.5 million. The three divisions added together for
78 FY24 is around \$2 million; increase of \$508,000. Addition of two paratransit operators are part of this increase.

79 **Proposed FT2023-2024 Capital Budget**

- 80 • Proposed capital budget totals \$1.4 million for the new budget year. The New maintenance facility cost and
81 Proterra buses were a large part for the FY23 budget. Most of the cost for FY24 of \$626,00 is for operating
82 capital items (audit, insurance, legal and other fees). A planning contract, also included in capital, is budgeted at
83 \$250,000 and is fully funded by Greenville County funds already on hand.
- 84 • Operating capital costs are 44% of capital budget, 18% relate to planning contract, 5% to replace support
85 vehicles, 14% to replace cutaway buses for paratransit, 12% to add ITS items for new Proterra buses and 7% other
86 items.

87 **Partner contribution**

- 88 • Cash and in-kind column added for FY24 budget for both partners. Included in the City's in-kind are any staff costs
89 for Bus shelter installations plus contributed services. The total in kind services provided to GTA by the City for the
90 2024 budget cannot be fully utilized for GTA due to current year grant apportionment. The total amount is
91 \$1,009,000. However, will only be able to draw \$447,000. If had more grant funding, could draw the full million.
- 92 • Split in FY24 is 40/60 (City/County). In 2019, the City contributed \$2.4 million for the new maintenance facility
93 and other capital purchases. The County gave \$1.2 million land contribution for the new facility in FY21.

94 **Future federal funding (fiscal cliff)**

- 95 • Budgeting draw amount for \$2.9 million. Based on results of Census, will get a new number for FY2025 where GTA
96 will no longer split funds with Clemson.

97
98 The total GTA Board budget for FY24 is \$11,819,862. Of which \$1.4 million is capital and \$10.4 million is operating.
99 The partner cash contribution (does not include funds on hand) for the City is \$1.7 million (includes trolley funding) and
100 \$3 million from the County pending their budget approval.

101
102 **Mr. Sean Rusnak made a motion to approve Resolution 2023-12 to approve and adopt the proposed fiscal year**
103 **2023-2024 Operating (\$10,394,802) and Capital (\$1,425,031) Budget for a total of \$11,819862.**

104 **Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.**

105
106 **Resolution 2023-13 to update Procurement Policy (Presented by Director James Keel):** There are two revisions to
107 GTA's Procurement Policy. Staff added in three FTA clauses federally mandated to be in our Procurement Policy.
108 Three clauses are 1) Buy America 2) Prohibition of Certain telecommunications and video surveillance services or
109 equipment and 3) Updates to National Intelligent Transportation Systems (ITS) Architecture and Standards. Also
110 adding language to give the Director the ability to make these types of changes. The exception being that the
111 Director does not have authority to change spending authority which remains with the governing body over this policy.
112 Last change made at the request of the auditors to state not required to do a purchase order for utilities every month.

113
114 **Ms. Addy Matney made a motion to approve Resolution 2023-13 to update Procurement Policy.**

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

116
117 **Discussion: Split of State Mass Transit Funds (SMTF) – (Presented by Director James Keel):**
118 Maps being presented which will aid with staff's proposal on how to move forward with splitting SMTF as additional
119 municipalities are interested in potentially adding transit service in their areas. Purple section is considered Greenville
120 urbanized area (UZA) which goes into Easley. Orange section is Mauldin/Simpsonville UZA. If we overlay the
121 municipalities on top of urbanized areas, part of Greenville goes into Mauldin/Simpsonville UZA. Fountain Inn and a
122 portion of Greer fall into Mauldin/Simpsonville UZA. If we overlay the bus route network over the goldens strip,
123 Greenville, Mauldin/Simpsonville, and Fountain Inn come into view. GTA has service that butts up against Mauldin.
124 Route 601 connects Mauldin to Simpsonville. Staff looked at what SMTF funding is coming into the Greenville
125 urbanized area. This year it is a little over \$214,000. SMTF funding going into the Mauldin/Simpsonville area is
126 \$158,000. Looking at the route network, there are nine routes in the Greenville urbanized area. If you divide
127 \$214,000 by nine, the SMTF amount for existing routes is around \$24,000 per route. Staff's recommendation on how
128 to handle matching funds moving forward is to continue to use this funding to match the nine routes but as additional
129 routes are integrated into the system, splice the SMTF subsidy using a revenue hour percentage. As the agency
130 increases frequency, take frequency into consideration when funds are split. A new route would not be eligible to
131 receive SMTF funds until it has been in operation for a full fiscal year. For routes that span multiple municipal

132 jurisdictions, a route revenue miles model would be used to determine a percentage for each municipality. When
133 looking at Mauldin/Simpsonville routes, only 510 and 601 utilize SMTF. We would continue to use SMTF funds for
134 these two routes and splice the SMTF subsidy based on revenue hours percentage. Rt. 601 is currently 19.6 miles in
135 length with 6.5 in Simpsonville, 7.5 in Mauldin and .5 miles in Fountain Inn and 5.1 miles in unincorporated Greenville
136 County. Because .5 miles represents 2.6% of this route it would not trigger a threshold for the bus going to Fountain
137 Inn to provide 2.6% of the expenses. Current cost to operate route 601 is almost \$900,000 when adding in route
138 cost, preventative maintenance cost, cost to maintain all the stops and shelters and paratransit. When subtracting
139 fares, federal subsidy and SMTF funds, there is a local balance of \$237,000. Assuming the county picks up 60% of
140 this amount, 54% being picked up by Mauldin, 46% to be picked up by Simpsonville. With the 54/46 split the
141 breakdown in dollars is \$51,000 for Mauldin and \$44,000 for Simpsonville. This would be their operating cost
142 moving forward to operate the route. Other costs would be cost to purchase replacement vehicles, bus stop
143 infrastructure, and cost to purchase expansion vehicles.

144
145 If the Board is in agreement, staff will bring a resolution next month to adopt, and letters will be drafted to go to
146 municipalities showing their required contribution in FY25 if they are interested.

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

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150 Greenlink Planning Summer Intern, Zane Newell, introduced to GTA Board.

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

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154 **Ms. Addy Matney made a motion to enter Executive session pursuant to (S.C. Code §30-4-70): discussion of**
155 **sale of property – (Presented by Attorney Adam Artigliere). Mr. Sean Rusnak seconded the motion. There is**
156 **no opposition. The motion carries.**

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158 **Mr. Sean Rusnak made a motion to exit Executive session. No action was taken. Mr. David Mitchell seconded**
159 **the motion. There is no opposition. The motion carries.**

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161 **Mr. David Mitchell made a motion to adjourn. Mr. Sean Rusnak seconded the motion. There is no opposition.**
162 **The motion carries. Meeting adjourned.**

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Prepared by: Lorrie Brown Date: 7/27/23
Lorrie Brown, Board Secretary

Approved by: Addy Matney Date: 7/27/23
Addy Matney, Vice Chair

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