



**GTA BOARD OF DIRECTORS MEETING**

Greenlink Conference Room, 100 W. McBee Avenue, Greenville, SC

**MINUTES**

February 28, 2019

**Members Present:** Mr. George Campbell (Board Chair), Mr. Matt Carter, Ms. Addy Matney (Treasurer), Mr. David Mitchell, Ms. Inez Morris (Vice Chair), Mr. Dick O'Neill, Mr. Darren Scott

**Greenlink Staff:** Nicole McAden (Program and Public Affairs Specialist), Jason Sanders (Fleet Manager I) Gary Shepard (Transportation Director), Kayleigh Sullivan (Transit Planner and Grants Coordinator)

**Other City Staff:** Karen Crawford (City Comptroller), Micah Snead (Sr. Accountant)

**Others in Attendance:** Keith Campbell (Greene Finney LLP), Dorothy Dowe (Citizen), Asangwua Ikein (County Transit Planner), Aaron Seigler (Greene Finney LLP), Katy Smith (Piedmont Health Foundation), Amanda Warren (United Ministries)

**Quorum established.**

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

**Ms. Addy Matney made a motion to approve the January 24, 2019 GTA Board Annual Meeting Minutes.**

**Mr. Matt Carter seconded the motion. There is no opposition. The motion carries.**

**Welcome and introductions made by Board Chair.**

**No Public Comments.**

**FY2018 Audit Presentation (Greene Finney, LLP):**

Mr. Aaron Seigler stated that it is GTA's responsibility to maintain effective controls. It is good to do risk assessments. The financial statements are GTA's financial statements. Greene Finney's responsibility as GTA's auditor is to provide an opinion with reasonable assurance, but is not absolute which would require them to look at every transaction. The opinion is to let GTA know financial statements are correct as presented. The purpose of the audit is not to detect fraud. GTA received an Unmodified Opinion which is the best opinion you can receive.

The net position ended up at \$6.34 million. This was a \$750,000 (11%) decrease from last year due to expenses being higher than revenues during the year. Last year the decline was around \$250,000. The unrestricted net position was \$586,000 for 2018; this was a \$159,000 decrease. This represents roughly 8% of all 2018 expenses. GTA's unrestricted net position goal is 20% of all expenses for the year. Passenger fares were down slightly from last year. Advertising, vending and lease revenue was up slightly. Operating expenses increased from \$6.75 million to \$7.09 million. This was due to salaries, retirement contributions, insurance premiums and operating expenses. Non-operating revenues increased slightly. Capital grants and contributions was \$363,000 this year compared to \$646,000 last year. This 44% decrease was due to more capital items purchased prior year.

GTA is subject to a single audit since GTA received more than \$750,000 in federal funds. There were no findings. The Board received a management letter. There were no comments. GTA's financial condition is a concern.

**Mr. Matt Carter made a motion to accept the audit results presented by Greene Finney, LLP. Mr. Darren Scott seconded the motion. There is no opposition. The motion carries.**

50 **Director's Report (Gary Shepard):**

51 The first two Proterra buses are ready for delivery. We are waiting on the chargers that we must install at our facility.  
 52 We will install a total of four. We should receive two buses in April. The other two buses are on the line now.

54 The Piedmont Health Foundation will present the Greenville Faces (transit photographs) to County Council on March 5.  
 55 These photos will also be on display all day March 1 at the transit center in conjunction with Fare Free Day sponsored  
 56 by the Piedmont Health Foundation and the Jolley Foundation.

58 Mr. George Campbell, GTA Chair, drafted a letter to County Council regarding the status of money owed for this fiscal  
 59 year. We have not received a response to the letter nor to the two year budget proposal.

61 **Finance Committee Report (Ms. Addy Matney):**

62 The committee reviewed finances. The audit was discussed. Invoices recommended for approval.

64 **The Finance Committee recommends payment of invoices in the amount of \$424,415.05 subject to the availability  
 65 of funds. Ms. Inez Morris seconded the motion. There is no opposition. The motion carries.**

67 **Board Invoices**

Date	Vendor	Description	Invoice #	Amount
2/8/19	City of Greenville	January 2019 expenses	84174	399,992.16
1/25/19	Dell EMC	Dell computer monitors	10294455952	1,299.54
1/31/19	Greene Finney	January progress billing for FY18 audit	16475	16,000.00
2/6/19	Ivey Communication	Video decoder	2.20E+04	2,925.87
1/9/19	Northern Tool & Equip	Dumper dogg for pickup truck	41861989	3,128.13
1/15/19	Proforma	Interior bus advertisements	OK76018995	136.50
2/11/19	TD Card Services	Annual board meeting catering	2112019JK-BOARD	691.93
1/3 decrease 1/19	Travelers	Cost for damage done	000552740	240.92
				<b>\$424,415.05</b>

69  
 70 **Development Committee Report (Ms. Inez Morris):**

71 Ridership is up from last month by 8.6%. Ridership is down overall for the year by 5.3%. Trolley ridership is down;  
 72 which typical this time of year.

74 The percentage late is 32%. The percentage early is 11%. Traffic on Wade Hampton continues to cause delays.

75 Palmetto Business Daily picked up story on the Chamber policy agenda relative to GTA.

77 A Job Fair was hosted by Greenlink on January 31.

79 The Citizens Transit Academy wrapped up.

81 Implementation of Monthly fare product and implementation of route changes are the two remaining projects. We are  
 82 looking at July 1, 2019 as the target date to implement route changes.

84 Staff wanted the Board to look at a Free Voucher Policy. We have historically approved two free voucher requests.  
 85 One for the Greenville Tech Community Fest and another request from Senator Karl Allen for free vouchers for the  
 86 Second Chance Forum. This will be reviewed at the next Development Committee Meeting.

87



88 The Fiscal cliff contingency plan for 2020-2021 was discussed. Mr. Mitchell stated that during this discussion a work  
89 session for the board was suggested. The purpose is to lay out a contingency plan should we not get requested funds.  
90

91 **New Business:**

92  
93 **Contract for Uniforms for Vehicle Maintenance:**

94 The contract is for Unifirst; the same company we currently use. The contract expired. Legal reviewed the contract.  
95

96 **Ms. Addy Matney made a motion to accept the uniforms contract with Unifirst as presented. Ms. Inez Morris**  
97 **seconded the motion. There is no opposition. The motion carries.**  
98

99 Chairman Campbell welcomed Amanda Warren to the Board. She is the newest Legislative Delegation appointee.  
100

101 Mr. Matt Carter was presented with an award for 15 years of dedicated service to GTA. Mr. Carter stated that the  
102 Board needs to continue to plan for the cliff. He noted the City's new understanding of the challenges facing transit  
103 upon assuming management of GTA, and he felt the County would one day begin to understand funding issues. The  
104 City now understands the importance of mass transit. He complimented the talented staff.  
105

106 GTA Board members noted Mr. Carter's vast knowledge of transit and his contribution to the accomplishments made by  
107 GTA during the time he was on the Board.  
108

109 **Mr. Matt Carter made a motion to adjourn. Mr. Dick O'Neill seconded the motion. There is no opposition. The**  
110 **motion carries.**  
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Prepared by: Lorrie Brown Date: 4/25/19  
Lorrie Brown, Greenlink Administrative Asst.

Approved by: Geo Campbell Date: 4/25/19  
Mr. George Campbell, GTA Board Chairman

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