



MINUTES

Greenville Transit Authority Finance Committee Meeting

June 21, 2019 - 9:30 a.m.

Greenlink Administrative Office, 100 W. McBee Avenue, Greenville SC 29601

Attending

Finance Committee Members: Ms. Addy Matney (Finance Chair), Ms. Amanda Warren

Absentee Committee Member(s): Mr. Darren Scott

Others Present: Dave Yensen (Pond), Asanguwa Ikein (County Planning)

City Staff in Attendance: Caleb Cousins (Advertising Business Development Intern), Karen Crawford (Comptroller), Jasmin Curtis (Safety and Training Officer), James Keel (Interim Transit Director) Nicole McAden (Program and Public Affairs Specialist), Jason Sanders (Fleet Manager), Micah Snead (Sr. Accountant)

Ms. Addy Matney, Finance Chair, called the meeting to order at approximately 9:30 a.m.

A quorum is established.

Ms. Amanda Warren made a motion to approve the May 17, 2019 Finance Committee Meeting Minutes. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.

Welcome and Introductions

Review of April financials by Karen Crawford, City Comptroller

Statement of Activities:

- Operating Passenger Revenue year to date is 8% lower than the prior YTD. Advertising revenue decreased by 18%.
- Salaries, wages and fringe benefits are above the total for the prior YTD by \$272,496. Factors related to increase are increase in over time, increase in full time and increase in retirement due to 1% increase in employer rates.
- Materials & supplies have increased by \$151,084 due to noncapitalizable purchases during FY19.
- Fuel costs are higher than prior year by \$124,090. Average cost per gallon for this period in FY18 was \$2.07. This year at April 30, average cost per gallon is \$2.30. Fuel refunds for July through December of \$22,963 were received in the current year and netted against the fuel expenses.
- Federal grants are \$379,148 above the prior year due to more budgeted "capital grant" items purchased in the current year that are not capitalizable (over \$5,000) plus the remix reimbursement in the current year.
- Large differential in local contributions.
- Disposal of asset money for items sold at higher rates than expected.
- Federal capital grants high due to electric buses and charges. Capital state grant increase is related to bus refurbishment. Increase in net position due to purchase of buses.

Accounts Payable: At April 30 we owed \$2,581,426.34. Everything was paid except \$141,164.80 owed to the FTA.

Accounts Receivable: At April 30 we were due to receive \$2,489,839.10. We have received \$2,193,434.25 thru May 10 leaving a balance owed of \$296,404.85.

Board Invoices

Date	Vendor	Description	Invoice #	Amount	
6/18/19	ADD Brands	Powerheart GS AED	97640	3,467.00	1
6/4/19	American Lock & Key	Locks redone and duplicate keys made	18819	283.00	1
6/5/19	American Lock & Key	Duplicate key	18823	27.50	1
6/6/19	American Lock & Key	Duplicate keys and key rings	18838	107.00	1
6/12/19	American Lock & Key	Redo locks	18870	188.00	1
6/3/19	APTA	Membership dues for FY20	357966	7,000.00	4

6/6/19	City of Greenville	May 2019 expenses	84717	600,983.90	4
5/15/19	Coach Crafters	Bus 312 midlife overhaul	FL19748	1,643.27	1
5/31/19	Coach Crafters	Bus 311 midlife overhaul	FL19962	47,430.54	1
5/31/19	Coach Crafters	Bus 310 midlife overhaul	FL19963	19,146.78	1
6/1/19	DHEC	Underground storage tank fee	UJ0267-8	1,000.00	4
6/1/19	GMV Syncromatics	AVL for supervisor/support vehicles	106891	2,865.00	1
6/4/19	Hall Signs	Bus route signs	343620	10,962.33	1
6/4/19	Home Depot	Padlocks	8061224	109.76	1
5/31/19	Remix	Scheduling license year 2 of 3	IN-0687	18,000.00	1
6/6/19	TAPCO	Poles for bus stop signs	1639121	4,884.95	1
6/7/19	TD Card Services	Board lunches	672019JK-BOARD	64.45	4
6/1/19	Willis of Tennessee	July 2019 insurance installment	2181637	58,959.00	1
Total				\$777,122.48	

45 1 The invoice relates to various items, applicable portion grant funded, GTA responsible for 20%.

46 4 The invoice relates to Board Operating expenses

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48 **Ms. Amanda Warren made a motion to recommend to the full board payment of total invoices in the amount of**
 49 **\$777,122.48. This is subject to the availability of funds. Ms. Addy Matney seconded the motion. There is no**
 50 **opposition. The motion carries and will go to the full Board for approval.**

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52 **OLD BUSINESS**

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54 **Ms. Amanda Warren made a motion to recommend approval of a monthly 31 day fare pass to the full board as**
 55 **presented by staff. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.**

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57 **Ms. Amanda Warren made a motion to recommend to the full board extending year to year lease with Mill Village**
 58 **which expires in August. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.**

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60 **Ms. Amanda Warren made a motion to recommend to the full board approval of FY2020 budget totaling \$11,300,000.**
 61 **Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.**

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63 **NEW BUSINESS**

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65 **Ms. Addy Matney made a motion to recommend to the full board allowing the City to set up an investment account for**
 66 **GTA to earn interest on the FY19 City capital appropriation that has not been spent, since we can make interest on**
 67 **local money. Ms. Amanda Warren seconded motion. There is no opposition. The motion carries.**

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69 Chamber Advocacy 101 training will be held August 2 & 9 from 8:30 a.m. - 1 p.m. Mr. Dick O'Neill and Ms. Inez Morris
 70 have stated they will attend. On the 2nd they will cover government relations and how to develop strategy, build and
 71 spend political capital and engaging public officials. On the 9th they will discuss how to use social media and digital
 72 channels for advocacy, building coalitions, influencing local government and the difference between advocating and
 73 educating.

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75 The County approved first year of the two year budget which has our increase. July 16 they will conduct the final reading
 76 of the FY21 budget. On July 16 at the committee of the whole meeting we will give a short presentation discussing the
 77 COA changes and providing other updates such as new fare passes.

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79 FYI - The City launched a new website. Twenty total nonprofits attended the new route changes drop.

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81 **Ms. Amanda Warren made a motion to adjourn. Ms. Addy Matney seconded the motion to adjourn. There is no**
 82 **opposition. The motion carries.**

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84 Minutes were transcribed by Lorrie Brown and distributed via email on Monday, June 24.