



# MINUTES

Greenville Transit Authority  
**Finance Committee Meeting**  
February 15, 2019 - 9:30 a.m.

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

Attending

- Finance Committee Members:** Ms. Addy Matney (Finance Chair), Mr. Matt Carter, Mr. Darren Scott
- Other Board Members:** Mr. George Campbell (Board Chair)
- Others Present:** Asanguwa Ikein (County Planning)
- City Staff in Attendance:** Karen Crawford (City Comptroller), Jasmin Curtis (Safety and Training Officer), James Keel (Asst. Transit Director) Nicole McAden (Program and Public Affairs Specialist), Micah Snead (Sr. Accountant), Gary Shepard (Transit Director), Kayleigh Sullivan (Transit Planner and Grants Coordinator)

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

**Mr. Matt Carter made a motion to approve the January 18, 2018 Minutes. Mr. Darren Scott seconded the motion. There is no opposition. The motion carries.**

**A quorum is established.**

**Review of December Financials by Karen Crawford, City Comptroller**

**Statement of Activities:**

- Operating passenger revenue YTD is 7% lower than prior year. Passenger rides are down by 6%. Demand Response ridership YTD decreased by 11%. Advertising revenue decreased by 24%.
- Salaries and wages & fringes are up by approximately \$185,000. Increase in retirement of around \$30,000.
- Materials and supplies decreased by \$110,936 due to bulk of AVL system being purchased prior year.
- Fuel cost is higher. Average cost per gallon is \$2.38.
- Federal grants higher than last year. Capital items are not above the threshold to capitalize.

**Accounts Payable:** At December 31 we owed \$601,330.66. Everything was paid except \$141,164.80 owed to the FTA.

**Accounts Receivable:** At December 31 we were due to receive \$711,848.54. We have received \$345,213.14

**Board Invoices**

Date	Vendor	Description	Invoice #	Amount	
2/8/19	City of Greenville	January 2019 expenses	84174	399,992.16	4
1/25/19	Dell EMC	Dell computer monitors	10294455952	1,299.54	1
1/31/19	Greene Finney	January progress billing for FY18 audit	16475	16,000.00	1
2/6/19	Ivey Communication	Video decoder	2.20E+04	2,925.87	1
1/9/19	Northern Tool & Equip	Dumper dogg for pickup truck	41861989	3,128.13	1
1/15/19	Proforma	Interior bus advertisements	OK76018995	136.50	4
2/11/19	TD Card Services	Annual board meeting catering	2112019JK-BOARD	691.93	4
1/31/19	Travelers	Cost for damage done	000552740	240.92	4
				<b>\$424,415.05</b>	

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

4 The invoice relates to Board Operating expenses

**Mr. Matt Carter made a motion to recommend to the full board payment of total invoices in the amount of \$424,415.05. This is subject to the availability of funds. Mr. Darren Scott seconded the motion. There is no opposition. The motion carries and will go to the full board for approval.**

## MINUTES

- 42 • Federal government drawdowns have been done. Grant for “Low No” entered and was approved at regional  
43 level yesterday. Proterra does not have charger commissioning until March 28 or 29.  
44 • Auditors will present audit results to the full board on February 28. A few small changes were made.  
45

46 **Additional Items:**

- 47 • Mr. Keel stated that there are two contracts in the pipeline which should be ready at the board meeting on the  
48 28<sup>th</sup>. One is 3 year tire contract and a 3 year contract for uniforms for maintenance. These are budgeted items.  
49 • Mr. Carter asked whether staff has thought about reorganizing trolley routes. Staff did a presentation to the City  
50 and provided updates and made suggestions on changes.  
51 • Mr. Carter stated that perhaps transportation for hotels and the airport is more viable now with the increase in  
52 the number of hotels. Mr. Shepard stated that staff had recent discussions with the airport.  
53 • Mr. Carter questioned where we stand on the new maintenance facility. Mr. Shepard stated that we do not have  
54 an RFP out at this time. We will submit a letter of intent relative to the land. We want to be prepared before  
55 making a good presentation to the FTA.  
56

57 **Mr. Matt Carter made a motion to adjourn. Mr. Darren Scott seconded the motion to adjourn. There is no**  
58 **opposition. The motion carries.**

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60 Minutes were transcribed by Lorrie Brown and distributed via email on Friday, February 15, 2019.