



CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY

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## CARTA BOARD MEETING

April 20, 2016  
1:00 PM

Lonnie Hamilton III Public Service Building  
4045 Bridgeview Drive, Room B-225  
North Charleston, SC 29405

### AGENDA

1. Call to Order
2. Consideration of Board Minutes – March 2, 2016 Meeting
3. Financial Status Report – February 2016 – Robin Mitchum
4. Ridership Report – Rainee Kearney
5. Comprehensive Operational Analysis Implementation Status Update – Ron Mitchum
6. Executive Session – Operational Contract Matters
7. Action Related to matters discussed in Executive Session, If Required
8. Resolution Authorizing the Submission of an Application to SCDOT for State Mass Transit Funds – Request for Approval – Ron Mitchum
9. Intermodal Facility Project Update – Jeff Burns
10. Executive Director's Report
11. Other Business, If Any
12. Public Comments, If Any
13. Board Comments, If Any
14. Adjournment

*Please note that the next **regularly scheduled** meeting of the CARTA Board will be WEDNESDAY, May 18<sup>th</sup> in Room B-225 of the Lonnie Hamilton III Public Service Building, 4045 Bridgeview Drive, North Charleston, SC 29405. Notice, including agenda documentation, will be sent to Board Members in advance of the meeting, as well as posted on [www.ridecarta.com](http://www.ridecarta.com).*

**CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY**  
**BOARD OF DIRECTORS MEETING**  
**MARCH 2, 2016**

The Charleston Area Regional Transportation Authority (CARTA) Board of Directors met on Wednesday, March 2, 2016 at the CARTA Office located at 3664 Leeds Avenue in North Charleston, South Carolina.

**MEMBERSHIP:** Ed Astle; Mary Beth Berry; Marty Bettelli; Michael Brown; Colleen Condon; Alfred Harrison; Will Haynie; James Lewis; Charles Lipuma; Katie McClure; Minnie Newman; Pat O'Neil; Joe Qualey; Gary Santos; Michael Seekings; Elliott Summey; Keith Summey; John Tecklenburg

**MEMBERSHIP PRESENT:** Ed Astle; Mary Beth Berry; Marty Bettelli; Michael Brown; Alfred Harrison; Will Haynie; James Lewis; Katie McClure; Joe Qualey; Michael Seekings; John Tecklenburg

**PROXIES:** Jerry Lahm for Elliott Summey; Doug Wurster for Colleen Condon

**STAFF PRESENT:** Ron Mitchum; Andrea Kozloski; Robin Mitchum; Ryan McClure; Jeff Burns; Michelle Emerson; Rainee Kearney; Kim Coleman

**OTHERS PRESENT:** Teddie Pryor (Charleston County Councilmember); Linda Page (Mayor of Mt. Pleasant); Anna Johnson (Charleston County Councilmember); Ginger Stevens (TransDev); Sharon Hollis (Davis & Floyd); Daniel Brock (Rawl Murdy Associates); Sebastian Hale (Rawl Murdy Associates); Wendy Hermance; William Hamilton and several members of the public (did not sign in)

**1. Call to Order**

Chairman Seekings called the meeting to order at 1:00 p.m. followed by introductions of the new Board Members, Mayor John Tecklenburg and Councilmember Joe Qualey. Chairman Seekings announced that Councilmember Michael Brown has been named interim Vice Chair of CARTA's Board of Directors.

**2. Consideration of Board Minutes – January 20, 2016 Meeting**

*Marty Bettelli made a motion to approve the January 20, 2016 Meeting Notes as presented and James Lewis seconded the motion. The motion was unanimously approved.*

**3. Financial Status Report – January 2016 – Robin Mitchum**

Robin Mitchum, Finance Manager, presented the financial status report for the period ending January 31, 2016. The agency revenues and expenditures are slightly under budget with excess revenues of \$543,751. Currently, there is one line item under budget. The engineering line item is over budget due to prior year invoices for services that were not paid. After careful review of the invoices, it was determined that the contractor was entitled to payment for services rendered. Currently, \$7,237,565 is owed to TransDev. \$6,034,783 of that amount is from the prior fiscal year \$1,202,782 is current. A proposed revision will be presented at the April Board Meeting. In addition, the FYE 9/30/15 audit fieldwork is scheduled to begin on March 29, 2016. The audit should be complete in June 2016. The Board received the financial status report as information.

#### 4. Ridership Report – February 2016 – Rainee Kearney

Rainee Kearney, Transit Coordinator, presented the ridership statistics for January 2016.

- Ridership for January was 306,695, a decrease of 23.4% over last year (which is a decrease of 86,498 passenger trips).
- Routes that did not meet performance standards include: Rt. 20-King Street/Citadel; Rt. 21-Rutledge Grove; Rt. 40-Mt. Pleasant; Rt. 41-Coleman Boulevard; Rt. 102-North Neck; Rt. 103-Leeds Avenue.
- The system-wide cost per passenger was \$2.06, compared to \$1.85 last year.
- Revenue for the month was \$478,598,16, which is an increase of 6% from last year.
- Farebox recovery for the system was 43.1%.
- Tel-A-Ride ridership for the month was 5,782, which is an 11.1% decrease when compared to the same period last year.
- The cost per Tel-A-Ride trip was \$26.32, which is a 15% increase over January of last year.

The Board received the ridership report as information.

#### 5. Comprehensive Operational Analysis Recommendation – Request for Approval

Sharon Hollis, of Davis & Floyd, presented CARTA's Comprehensive Operational Analysis (COA). The COA was discussed in detail. Following the presentation and discussion, ***Katie McClure made a motion for the Board to receive public comments and Michael Brown seconded the motion. The motion was unanimously approved; the Board then received public comments. Michael Brown made a motion to approve the Comprehensive Operational Analysis as presented and Ed Astle seconded the motion. The motion was unanimously approved.***

#### 6. Contract Amendment for Management Services – Request for Approval

The Berkeley-Charleston-Dorchester Council of Governments' (BCDCOG) services will need to extend past the original contract period. The amendment will demonstrate the BCDCOG's commitment to CARTA's future and provide a level of assurance to the agency's partners and funding agencies. ***Michael Brown made a motion to approve the Contract Amendment for Management Services as presented and Ed Astle seconded the motion. The motion was unanimously approved.***

#### 7. Intergovernmental Agreement – Request for Approval

The Intergovernmental Agreement is between the BCDCOG, CARTA and TriCounty Link. The agreement is for the purpose of cooperatively procuring and using supplies and services. The agreement should maximize efficiencies and minimize costs for each agency. The BCDCOG will be the lead agency in determining what supplies and/or services are needed and will procure those items accordingly. ***Katie McClure made a motion to approve the Intergovernmental Agreement as presented and Ed Astle seconded the motion. The motion was unanimously approved.***

#### 8. Intermodal Facility Project Updates

Ron Mitchum, Executive Director, updated the Board on the Intermodal Facility Project. The project team maintained efforts to develop and negotiate agreements with the partner agencies. The building site and design plans sit at 90% completed until all of those agreements are finalized. Amtrak has agreed to retain liability coverage on the platform that alleviates a financial burden, although the final agreement has not been executed. Discussions with CSX Corporation have been productive to reach a mutually agreeable purchase price for the site and to finalize a purchase/sale agreement. The Environmental Assessment document was approved by FTA and the 30-day public

comment period closed on January 4, 2016. A Finding of No Significant Impact (FONSI) is anticipated to be approved by the FTA in late January 2016. The City of North Charleston is in the process of reviewing a subrecipient funding agreement to administer the Federal funding that will be passed through CARTA. These agreements are scheduled to be considered by the City of North Charleston Council at their March 2016 meeting. The Board was provided an overview of the project's accomplishments and milestones. The Board received the Intermodel Center Project update as information.

## **9. Executive Director's Report**

Ron Mitchum presented the following to the Board:

- Staff received notification from the SCDOT that the Commission has approved approximately \$3.8 million in new funds for the replacement of vehicles. Unfortunately, we may not be able to access these funds until July 2017. The SCDOT is talking with the FTA to determine if there is any way we can proceed with vehicle procurement/acquisitions prior to actually receiving the funds.
- The FTA announced the FY2016 federal funding for the Charleston urbanized area for the fiscal year October 2015 through September 2016. The area is projected to receive \$6,022,186 in 5307 funds. IN addition, the urbanized area is expected to receive approximately \$586,694 in bus and bus facilities funds. We have also received a preliminary commitment for \$661,636 in state funds from the SCDOT. Given that we now have the actual funding amounts, we will be preparing a revised budget for the Board's approval within the next couple of months.
- We recently received notification from Boeing that they would not continue to provide funding to CARTA past this current fiscal year. This means a loss of \$300,000 from our system operating revenue. This is the equivalent of 4,000 hours of operating service.
- CHATS recently approved the flexing of \$800,000 in FHWA funds to transit to be used by CARTA to invest in technology/fare collection solutions. The funds do require a local 20% match, which we are working to identify.
- The BCDCOG Board recently approved the BCDCOG/CHATS MPO joining the American Public Transportation Association (APTA) at a membership cost of less than \$2,000. The membership dues for CARTA are approximately \$28,000 so the agency has not renewed its membership for the past couple of years. The BCDCOG's membership in APTA will allow CARTA staff to access members-only information.

The Board received the Executive Director's report as information.

## **10. Other Business, If Any**

Chairman Seekings presented a service award to Councilmember Anna Johnson. Ms. Johnson was recognized for her years of service by serving on CARTA's Board of Directors.

## **11. Public Comments, If Any**

- Public comments were received primarily regarding the Comprehensive Operational Analysis.
- Ginger Stevens, with TransDev, made the announcement that the CARTA maintenance team won first place at the "roadeo" competition hosted by the South Carolina Alliance for Mobile Infrastructure at the annual conference. The team, comprised of Shannon Byrum, Fard Muhammad and David Mungin, will travel to Charlotte in May to compete in an

international “roadeo.” In addition, CARTA drivers Quincin Hamilton and Greg Shuler won a second-place award at the Alliance’s annual conference. Ms. Stevens also recognized Roger Pinckney, a 35-year Charleston public transit veteran. Mr. Pinckney was named “Driver of the Year” by the SCDOT during the Alliance’s annual conference.

**12. Board Comments, if Any**

Comments were provided from Mr. Pryor on the need for additional funding for CARTA. Mr. Lewis provided comments on the ridership of the King Street Route. Both comments were noted for the record.

**13. Adjournment**

The meeting adjourned at 2:35 p.m.

Respectfully submitted,  
Kim Coleman

DRAFT

**RESOLUTION BY BOARD OF DIRECTORS TO APPLY FOR FUNDING**

The Board of Directors of the Charleston Area Regional Transportation Authority (CARTA) is aware of the provisions of Federal Transit Administration (FTA) program fund requirements for each application it makes to the state of South Carolina for Federal and/or State funding and hereby authorizes Ronald E. Mitchum of CARTA to file applications with the South Carolina Department of Transportation (SCDOT) on behalf of CARTA for federal and/or state funding to assist in providing community and/or human services transportation services. If this application is approved:

(1) The Board resolves that CARTA will provide the required match for the capital, operations and administrative charges, the necessary insurance coverage as required under the agreement, and all necessary local match for operating losses; and

(2) The Board agrees to comply with all FTA and SCDOT Program statutes and regulations, directives, certifications and assurances to carry out the project as described in the application.

**APPROVED AND ADOPTED**

This 20th day of April, 2016.

\_\_\_\_\_  
*Signature of Attesting Witness*

\_\_\_\_\_  
*Signature of Chairperson*

**Kim Coleman**  
\_\_\_\_\_  
*Printed Name of Attesting Witness*

**Mike Seekings**  
\_\_\_\_\_  
*Printed Name of Chairperson*

# CARTA

Charleston Area Regional Transportation Authority

## MEMORANDUM

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TO: Ronald E. Mitchum, CARTA Executive Director

FROM: Jeffrey Burns, Planning & Operations Manager

DATE: April 11, 2016

SUBJECT: Intermodal Center Project Update

CC: file

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The project team continued their efforts to finalize agreements with the partner agencies. During the month of March, there were a number of approvals that moved the Project forward. Amtrak agreed to the terms of the Facility-Use Memorandum of Understanding, which allows the building and site design plans to proceed from 90% complete to the final design plan. North Charleston City Council authorized the Mayor to execute the subrecipient agreement with CARTA to oversee and manage the Project. FTA provided concurrence on appraisals of the subject properties, which includes concurrence on the offer price to CSX Corporation and Fabian tract. A revised purchase and sale agreement (PSA) has been submitted to CSX Corporation for their review. North Charleston City Council is scheduled to consider the PSA at their April 21, 2016 meeting.

The following is a brief overview of accomplishments and milestones.

- 1) Project Timeline:
  - a. Overall, the project is tracking about 7 months beyond the original schedule as impacted by the progress in negotiating the MOUs
  - b. Finalizing agreements with partner agencies still presents a concern. The team is coordinating with project stakeholders to manage these risks
- 2) A&E Design
  - a. Building and site work is on-going by Davis & Floyd
  - b. The project team holds weekly meeting to discuss issue as they arise
- 3) Permitting & Zoning: A meeting with North Charleston's Planning and Zoning staff was held on April 5, 2016.
- 4) NEPA/NHPA
  - a. The Draft Environmental Assessment document was approved by FTA. The 30-day public comment period closed on January 4, 2016
  - b. A Finding of No Significant Impact (FONSI) was approved by FTA in January 2016

5) Amtrak Coordination

- a. The project team finalized negotiations with Amtrak and submitted a partially executed MOU to Amtrak for their execution. Amtrak has agreed to retain ownership of the boarding platform, which absolves CARTA and the City of North Charleston from carrying the cost of insurance.

6) Real Estate Process:

- a. An appraisal and review appraisal of the Gaynor St. site has been completed. FTA has provided concurrence on the appraisals and the offer price for the real estate.
- b. A revised Purchase & Sale Agreement has been provided to CSX Corp. North Charleston City Council is scheduled to consider the PSA at their April 21, 2016 meeting.

CARTA staff continues to coordinate with FTA to ensure their staff is informed on our progress. FTA staff has been very supportive in moving this project to completion.

Upcoming tasks include completing the finalizing the design and construction plans, receiving the executed agreements with Amtrak and CSX, executing the PSA through the City of North Charleston, and begin drafting the bid documents for construction services.

Please feel free to contact me with any questions or for further information.