

CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
January 23, 2019

The Charleston Area Regional Transportation Authority (ARTA) Board of Directors met on Wednesday, January 23, 2019, at the Lonnie Hamilton III Public Service Building, Room B-225, in North Charleston, South Carolina.

MEMBERSHIP: Ed Astle; Mary Beth Berry; Bob Brimmer; Dwayne Green; Alfred Harrison; Virginia Jamison; Anna Johnson; James Lewis; Pat O’Neil; Jim Owens; Christie Rainwater; Vic Rawl; Michael Seekings; Elliott Summey; Keith Summey; John Tecklenburg; Jimmy Ward; Craig Weaver

MEMBERSHIP PRESENT: Ed Astle; Mary Beth Berry; Bob Brimmer; Dwayne Green; Virginia Jamison; James Lewis; Jim Owens; Christie Rainwater; Vic Rawl; Michael Seekings

PROXIES: Dennis Turner for Christie Rainwater; Jerry Lahm for Elliott Summey; Keith Benjamin for John Tecklenburg; Lynn Christian for Alfred Harrison; Ray Anderson for Keith Summey; Andrea Pietras for Anna Johnson

STAFF PRESENT: Ron Mitchum; Andrea Kozloski; Robin Mitchum; Michelle Emerson; Joshua Drucker; Kim Coleman

OTHERS PRESENT: David Bonner (Transdev); Doug Frate (SCDOT); Daniel Brock (Rawle-Murdy Associates); Kate Daughtry (Rawle-Murdy); Genna Shelnett (Rawle-Murdy); David Leard (HDR); Samantha Dubay (HDR); Ellen Robinson (LowCountry Herald); William Hamilton (public); Julia Hamilton (public)

1. Call to Order

Chairman Seekings called the ARTA Board of Directors Meeting to order at 1:05 p.m. followed by a moment of silence. Chairman Seekings wished everyone a Happy New Year and welcomed new Board Members, Christie Rainwater (Mayor of the City of Hanahan) and Anna Johnson (Charleston County Councilmember). Councilmember Johnson was unable to attend today’s meeting due to a work conflict. Chairman Seekings then introduced Ms. Johnson’s appointed proxy, Andrea Pietras. Ms. Pietras is a Planner for Charleston County. Chairman Seekings also welcomed Doug Frate with the SCDOT to today’s Board meeting.

2. Consideration of Board Minutes: November 28, 2018 Meeting

Mr. Owens made a motion to approve the November 28, 2018 Meeting Minutes as presented and Mr. Lewis seconded the motion. The motion was unanimously approved.

3. Financial Status Report – Robin Mitchum

Robin Mitchum, Deputy Director of Finance and Administration, reviewed the HOP expenditures. As of December 31, 2018, total expenditures for the HOP program were \$235,170. She then presented the financial status report for the period ending December 31, 2018. Ms. Mitchum noted that the agency ended the month with an excess of revenue of \$1,177,648. Ms. Mitchum addressed questions and comments.

- The budget to actual revenues for the month was mostly on target with projections:
 - The federal revenue includes operating and capital for the year-to-date.
 - HOP lot revenue includes the Charleston Area Convention and Visitors Bureau and the City of Charleston contributions towards the operation of the HOP route.
 - Insurance proceeds are a result of accidents.
 - Miscellaneous revenue is a fee received from a motion picture company for use of a bus for a commercial.
- The budget to actual expenditures for the month was mostly on target with projections with the exception of the following items:
 - Printing includes costs of printing route maps, brochures and passes.
 - Marketing includes costs associated with promoting the transit system.
 - Automotive costs include both parking expenses and mileage reimbursements to employees.
 - Office Equipment Rental includes the quarterly postage meter rental fee and the cost of the portable toilet rental for the HOP lot.

- Office Equipment Maintenance (OEM) includes the FY19 portion of the Swiftly Transit Time and Insights Software renewal (through 6/28/19), the FY19 portion of the NetCloud Essentials for mobile routers and Zscaler internet security renewal (through 7/24/19) in addition to other IT support.
- Rent includes the Ashley Phosphate Park-N-Ride lot, Leeds Avenue lot lease from SCE&G, SC Works Trident lease space and document storage.
- Money Counting is the cost of the armored guard service, GARDA, to pick-up and transport cash deposits to the bank.
- Professional Services include legal fees, payroll processing system fees and the cost of the security guard for the HOP lot.
- Contract Services (IGA & Management) is the extensive services the BCDCOG provides to CARTA.
- Vehicle Maintenance is the cost to maintain the fleet.
- Operating Fees & Licenses include credit card transaction fees.
- Insurance includes the cost of liability insurance provided by the Insurance Reserve Fund. This is the FY19 portion of the 2018 insurance premium. CARTA's insurance will renew January 1.
- Rolling Stock is the purchase of the 2018 Ford Starcraft Allstar cutaway, the 2018 Eldorado Amerivan and the first of 16 Gillig buses.
- Bus Shelter Construction/Bench Installation is the cost to purchase and install shelters and benches.

The Board received the Financial Status Report as information.

4. Intermodal Center Update – Ron Mitchum

Ron Mitchum, Executive Director, presented a video and slide presentation depicting the progress of the Intermodal Center. The Center is very close to completion. The Grand Opening date is projected for the Spring and will be announced to the Board so that members can make plans to attend the event. Chairman Seekings commended City of North Charleston and Charleston County personnel for their work in making the much needed Intermodal Center become a reality. The Board received the Intermodal Center Update as information.

5. Melnick Park-N-Ride – Invitation for Bid – Request for Approval – Ron Mitchum

Mr. Mitchum noted that in December 2018, CARTA issued a Request for Bids for construction of the Melnick Park-N-Ride facility. On January 18, 2019, the bids were publicly opened. Four responsive bids were received and were reviewed for completeness and accuracy. The low bid is approximately \$276,791.00 or 11% under engineer estimates for the project. The construction of the Park-N-Ride is scheduled to be completed within 150 days of the Notice to Proceed. It is recommended that the Melnick Park-N-Ride construction contract be awarded to Banks Construction for \$2,141,539.42 without bid adjustment. A hand-out was distributed to the Board depicting the layout of the facility.

Mr. Rawl made a motion to approve the Melnick Park-N-Ride Invitation for Bid as presented. Mr. Astle seconded the motion. The motion was unanimously approved.

6. Student Fare Structure – Discussion – Ron Mitchum

Mr. Mitchum discussed the possibility of offering fare-free service to high school students with proper identification. The purpose would be to give them the opportunity to use the service by demonstrating how easy it would be to use public transportation. It would also give them the opportunity to have transportation to and from after school activities.

Mr. Rawl made a motion to approve fare-free services for high school students for a six-month period then re-evaluate the service, including financial forecast and ridership numbers if the program is extended, to determine the impact. Mr. Owens seconded the motion. The motion was unanimously approved.

7. Lowcountry Rapid Transit Presentation – HDR

Mr. Mitchum introduced David Leard, Project Manager with HDR. Mr. Leard presented a video and an update on the Lowcountry Rapid Transit project. He discussed the I-26 ALT Corridor study findings, the scope and schedule, the work-to-date as well as the project programming timeline. Mr. Leard also discussed the upcoming community workshops throughout the region and the public meetings to initiate the environmental process (NEPA). He then addressed questions and comments. The Board received the Lowcountry Rapid Transit Presentation as information.

8. Shelter/Bench Installation Project – Status Report – Andrea Kozloski

Andrea Kozloski, Deputy Director of Operations and Support, noted that the Bench and Shelter Installation project is well underway. Ms. Kozloski presented slides depicting shelters and benches that have been installed and discussed the timeline for the remaining installations. There will be a ribbon-cutting ceremony in February for the Dorchester Road shelters/benches. Board members are encouraged to attend. Details will be forthcoming. Ms. Kozloski then addressed questions and comments. Chairman Seekings commended Mr. Astle for his dedicated work on this project. Mr. Mitchum then presented slides depicting mistakes with previous installation. He assured the Board that standards are in place now to ensure these types of mistakes will not happen in the future. The Board received the Shelter/Bench Installation Project Status Report as information.

9. Vehicle Refurbishment – Request for Approval – Ron Mitchum

Mr. Mitchum noted that staff recently issued Request for Proposal for the purchase of refurbishment services for up to 16 of the 1996 New Flyer buses over a five-year period. One response was received from Complete Coach Works. Complete Coach Works specializes in the refurbishment of older buses as well as the repair of wrecked buses. Complete Coach Works has visited the CARTA garage and has inspected the fleet based on the amount of rust and corrosion on the fleet. They proposed two different options: 1) To refurbish the existing vehicles at a cost of \$285,000 each; or 2) To utilize 2001 or newer model low floor Gilligs that they currently have available and would refurbish at a cost of \$265,000 each. Both options are available for a 5-year/350,000 mile warranty on the engines as well as an 8-year/\$350,000 mile warranty on the frame and structural components. Staff requests approval to contract with Complete Coach Works for option number 2 based on pricing and the fact that it would utilize low floor vehicles. After discussions on the warranty agreement and FTA regulations, a motion was made.

Mr. Rawl made a motion that directs Executive Director Mitchum to investigate complete information for purchase versus refurbishment. Mr. Astle seconded the motion. The motion was unanimously approved.

10. CARTA Video Series Launch – Michelle Emerson

Michelle Emerson, Marketing and Communications Manager, presented three videos filmed to promote CARTA. The videos featured current riders. The videos were entitled: “Why I Ride;” “Ride with Us;” and “Free Rides-DASH.” Ms. Emerson recognized Rawle-Murdy Associates, David Brock, Kate Daughtry and Genna Shelnett for their work on the video project. She also thanked the Board, the bus operators and their supervisors for the opportunity to launch this robust, social media campaign. The Board received the CARTA Video Series as information.

11. Marketing/Outreach Report – Daniel Brock

Daniel Brock, with Rawle-Murdy Associates, presented the Marketing/Outreach Report. He updated the Board on the App statistics for the last four weeks, December Social Media engagements and link clicks. Mr. Brock also highlighted the following social media events: “On Board with the Board;” “Annual Bike Giveaway;” “New Express Buses.” He also noted that Charleston Business Magazine featured an article highlighting CARTA and Chairman Seekings and The Post & Courier highlighted the new Bus Wash that was picked up by the AP. Mr. Green thanked Chairman Seekings, Executive Director Mitchum and Mr. Brock for the opportunity to participate in the “On Board with the Board” event. He stated that the transit app was very easy to use and he encouraged other Board members to participate in the initiative. The Board received the Marketing/Outreach Report as information.

12. Appointment of Nominating Committee

Chairman Seekings announced that the CARTA Nominating Committee will meet in the next few weeks to discuss the slate of officers for the election in February. The Nominating Committee will be comprised of Ed Astle, Dwayne Green and James Lewis. Chairman Seekings stated that if any Board member would like to nominate a Board member for an Officer position, to please contact one of the members of the Nominating Committee. The election will be held at the February Board Meeting.

13. Executive Director's Report

Mr. Mitchum, Executive Director, highlighted the following matters:

- The Federal Shutdown is impacting reimbursements and grant awards but there are no impacts to service at this time.
- Budget revisions will be presented at the February Board meeting.
- At the February CHATS Policy Committee meeting, the Policy Committee will consider adjusting the funding level to complete the development of the Mt. Pleasant Street parcel.
- Discussion with Charleston County is on-going regarding the former Naval Hospital site in becoming the new transfer station.
- Reports were distributed prior to the start of the meeting which included ridership summary statistics, the monthly performance snapshot, upcoming events and activities.

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

14. Other Business, If Any

Chairman Seekings recognized Doug Frate with SCDOT. He commended Mr. Frate's support of CARTA and his efforts on behalf of the SCDOT. Mr. Frate reiterated SCDOT's commitment in support of the agency's efforts. Chairman Seekings stated that Mr. Frate is welcome to attend any future Board meetings.

15. Public Comments, If Any

There was one public comment:

- William Hamilton, Best Friends of Lowcountry Transit, distributed information regarding Transit Equity Day in the Lowcountry and a hand-out regarding Transit Improvement Legislation introduced in the SC State Legislature this Session (partial list dated January 23, 2019). Mr. Hamilton discussed upcoming meetings, a Press Conference and a Town Hall. He would like to distribute HOP, DASH and Transit App material at upcoming events. Mr. Hamilton also expressed his concerns regarding the last stop of the BRT being at Mt. Pleasant Street.

16. Board Comments, If Any

- Ms. Jamison stated that she would like to work closely with the project manager on the Melnick facility to keep the communities well informed on the project.
- Ms. Berry inquired about solar panels being installed on the Intermodal Center.

17. Adjourn

There being no further business before the Board, Chairman Seekings adjourned the meeting at 2:20 p.m.

Respectfully submitted,
Kim Coleman