

**CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY**  
**BOARD OF DIRECTORS MEETING**  
**January 17, 2018**

The Charleston Area Regional Transportation Authority (CARTA) Board of Directors met on Wednesday, January 17, 2018, at the Lonnie Hamilton III Public Service Building located at 4045 Bridgeview Drive, Room B-225 in North Charleston, South Carolina.

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

**MEMBERSHIP PRESENT:** Ed Astle; Mary Beth Berry; Bob Brimmer; Dwayne Green; Alfred Harrison; Virginia Jamison; James Lewis; Jim Owens; Vic Rawl; Michael Seekings; Jimmy Ward

**PROXIES:** Dennis Turner for Minnie Newman; Warwick Jones for Dickie Schweers; Jerry Lahm for Elliott Summey; Stephanie Tillerson for Craig Weaver; Ray Anderson for Keith Summey; Keith Benjamin for John Tecklenburg

**STAFF PRESENT:** Ron Mitchum; Andrea Kozloski; Robin Mitchum; Michelle Emerson; Sharon Hollis; Kim Coleman

**OTHERS PRESENT:** Amy Jenkins (MGC); David Bonner (Transdev); Jason Woznac (Transdev); Alisha Wigfall (Transdev); Robert Delengo (Transdev); Patrice Gilliam-Miller (Transdev); Megan Madden (Transdev); Shannon Cooper (Transdev); Daniel Brock (Rawle Murdy Associates); Michael Stettner (Rawle Murdy Associates); Lynn Christian; William Hamilton (public); Don Smith (public); Eugenia Felsing (public); Bennett Jones (public)

**1. Call to Order**

Chairman Seekings called the CARTA Board of Directors Meeting to order at 1:05 p.m. followed by a moment of silence. He wished everyone a Happy New Year and thanked Board Members for attending today’s meeting. Chairman Seekings moved the “Board Comments” portion of the agenda to the beginning of the meeting and asked Board Members to introduce themselves since there are newly appointed Board Members. Board Members then introduced themselves. Chairman Seekings announced that City of Charleston Councilmember Lewis was recently elected as Mayor Pro-Tem and Congratulated Mr. Lewis. Chairman Seekings also welcomed new Board member, Jimmy Ward, Councilmember from the City of the Isle of Palms. Executive Director, Ron Mitchum, then introduced David Bonner, General Manager of Transdev. Mr. Bonner introduced the Transdev Management Team who were in attendance today’s Board Meeting.

**2. Consideration of Board Minutes – November 29, 2017 Meeting**

***Mr. Anderson made a motion to approve the November 29, 2017 Meeting Notes as presented and Mr. Astle seconded the motion. The motion was unanimously approved.***

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

Robin Mitchum, Deputy Director of Finance and Administration, presented the financial status report for the period ending December 31, 2017. Ms. Mitchum noted that due to the recent inclement weather, the financial status report is in draft format. Ms. Mitchum noted that the agency ended the month with an excess of revenue of \$1,268,746.

- The budget to actual revenues for the month was mostly on target with projections:
  - The actual federal revenue includes operating and capital for the year-to-date.
  - The State Mass Transit Funds are being used as a match for urban funds and bus facility funds.

- Insurance proceeds are a result of accidents.
- The budget to actual expenditures for the month was mostly on target with projections with the exception of the following items:
  - Marketing includes costs associated with promoting the transit system.
  - Automotive costs include both parking expenses and mileage reimbursements to employees.
  - Accounting (Auditing) cost is a portion of the fee for the annual audit.
  - Dues include the annual membership fee to the Charleston Metro Chamber of Commerce.
  - Office Equipment Rental includes the quarterly postage meter rental fee.
  - Rent includes the Rivers Avenue Park-N-Ride lot, Ashley Phosphate Park-N-Ride lot, Leeds Avenue lot lease from SCE&G, SC Works Trident lease space, and document storage.
  - Contract Services (IGA & Management) is the extensive services provided to CARTA.
  - Vehicle Maintenance is the cost to maintain the fleet.
  - Operating Fees & Licenses include credit card transaction fees, DMV fees, storm water fees and solid waste fees.
  - Insurance includes the cost of liability insurance provided by the Insurance Reserve Fund. The amount reflected is the fiscal year 2018 portion of December 2016's renewal invoice. The renewal invoice is for January through December so we expect the bulk annual invoice in the next month. We will also receive premium adjustments throughout the year as we add and remove assets.
  - Security cameras include the purchase of additional cameras at the Super Stop, Leeds Avenue and additional security cameras for rolling stock.

Ms. Mitchum noted that the Audit is approximately 90% complete and is scheduled to be presented at the February Board Meeting. The Board received the financial status report as information.

#### 4. Executive Session – Contract & Operational Issues

***Mr. Astle made a motion to convene for an Executive Session for Contract and Operational matters and Mr. Lewis seconded the motion. The motion was unanimously approved.***

***Following the Executive Session, Mr. Lewis made a motion to reconvene the Board of Directors meeting and Mr. Lahm seconded the motion. The motion was unanimously approved. No action items were taken during Executive Session.***

#### 5. Hospitality on Peninsula (HOP) Park-N-Ride Project – Andrea Kozloski

Andrea Kozloski, Deputy Director of Operations and Support, presented the Hospitality on Peninsula (HOP) program. CARTA has partnered with the City of Charleston, Charleston County and the Charleston Visitor's Bureau for the project. Ms. Kozloski summarized the stop locations and highlighted the following aspects of the program:

- First Park-N-Ride on the Peninsula
- Located on Morrison Drive
- \$5 fee to park at the lot; there is no charge to ride the shuttle
- 130 parking spaces
- HOP shuttle will operate from 6am to 3am and service will be every 15 minutes; adjustments will be made as needs and patterns are determined
- Security cameras, bright lighting and an on-site attendant for safety measures

Mr. Mitchum commended the City and County for their efforts in the partnership to help make the program a successful one so that the agency may expand the service. Mr. Jones inquired about the cost to run the program. Mr. Mitchum responded that the program is a work in progress but costs will be shared

among the partners. Chairman Seekings also thanked the City of Charleston, Charleston County and the CVB for partnering in this important initiative. The Board received the HOP program update as information.

## 6. Project Status Report – Sharon Hollis/Michelle Emerson

- A. **Transit Framework:** Sharon Hollis, Principal Planner, presented the Regional Transit Framework Plan noting the Plan’s purpose of identifying and prioritizing a transit network that will serve the needs of Berkeley, Charleston and Dorchester Counties between now and 2040. Ms. Hollis discussed the stakeholder committee meetings, the market and service analysis and the online public meeting. She outlined the next steps, invited Board members and guests to attend the upcoming Transit Charrette and reviewed the timeline.
- B. **Park-N-Ride Study:** Ms. Hollis delivered an update on the Regional Park-N-Ride Study noting that a comprehensive plan will be developed which will identify suitable sites for permanent Park-N-Ride facilities throughout the region. She reviewed the timeline and announced that employer and stakeholder meetings will be held on February 7<sup>th</sup>.
- C. **Lowcountry Rapid Transit:** Ms. Hollis discussed Lowcountry Rapid Transit and reviewed the timeline from pre-project development through construction in 2023-2025. She explained NEPA and FTA guidelines/processes.
- D. **Intermodal Center:** Ms. Hollis delivered an update on the Intermodal Center noting that site-work continues despite weather delays. She discussed the project schedule and does not anticipate any issues or concerns at this time.
- E. **Lowcountry Go Website and App:** Michelle Emerson, Marketing and Communications Manager, presented the Lowcountry Go Website and App purpose and features. The purpose is to connect people with commuter solutions in the Tri-County Region. The Web App provides an interactive dashboard for commuters to identify an improved commute.

Ms. Hollis, Ms. Emerson and Mr. Mitchum addressed questions and comments. The Board received the Project Status Report as information.

## 7. Marketing/Outreach Report – Daniel Brock

Daniel Brock, with Rawle Murdy Associates, presented the Marketing/Outreach Report. He updated the Board on Social Media engagements and link clicks as well as App usage noting the amount of users, number of downloads and sessions per users. Mr. Brock also discussed outreach at recent community events. He reported on the Charleston International Airport Ribbon Cutting Ceremony for the new Bus Shelter and the refurbished bicycle give-a-way during the month of December. He then addressed Mr. Jones’ comments regarding the new website, noting work is still in progress in transferring from the old site to the new site and will be completed soon. The Board received the Marketing/Outreach report as information.

## 8. Executive Director’s Report

Mr. Mitchum highlighted the following matters:

- The agency is in the process of hiring a new transit planner who will focus on system improvements.
- Due to the inclement weather during the beginning of January, there were approximately 2100 hours of operating loss.

- Mr. Mitchum presented a brief video of the one MV-1 that was involved in an accident during the ice/snow storm. There were no passengers on board; the driver sustained minor injuries; the vehicle was totaled.
- One 40-foot bus was hit by another vehicle; there were no injuries; the bus had minor damage.
- Shelter and bench installations will occur soon.
- A calendar of events was distributed to Board Members depicting upcoming activities and events as well as campaign projects and status. Mr. Mitchum delivered an open-invitation to all Board Members to attend any and all events. He reminded Board Members to contact us for details on any specific event they may be interested in so that they are not inundated with emails.

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

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

There was no other business discussed.

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

There were 3 public comments:

- Ms. Eugenia Felsing of Mt. Pleasant spoke on behalf of elderly and handicapped individuals. She commended the Lowcountry Go initiative stating it is a tremendous need in the community. She spoke about the Tel-A-Ride application process and the operations of Tel-A-Ride. She expressed how much the Tel-A-Ride service is needed in the community.
- Bennett Jones, Community Manager with Enough Pie. Mr. Jones commented that Enough Pie will partner with Charleston Moves to present a series of projects that will focus on efficient and safe methods of travel in the community.
- William Hamilton, of Best Friends of the Lowcountry Transit, distributed a flyer and spoke about the ConChaCo event to be held on May 12<sup>th</sup>. He also expressed his opinion regarding the need for a sidewalk at the Citadel Mall Park-N-Ride location. Mr. Hamilton expressed his concerns regarding resuming transit services to local beaches. He then thanked the Board for their community service.

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

- Ms. Jamison requested more information regarding the Rivers Avenue Park-N-Ride. Mr. Mitchum invited her to meet with him after the meeting to discuss the matter in further detail.
- Mr. Benjamin commented further on the Enough Pie Awakening event noting that the City is excited to be assisting them with their efforts, particularly on the Eastside of the Peninsula.

## **12. Adjourn**

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

Respectfully submitted,  
Kim Coleman