

CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
October 24, 2018

The Charleston Area Regional Transportation Authority (CARTA) Board of Directors met on Wednesday, October 24, 2018, 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; 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; James Lewis; Jim Owens; Mike Seekings; Jimmy Ward

PROXIES: Dennis Turner for Minnie Newman; Jerry Lahm for Elliott Summey; Keith Benjamin for John Tecklenburg; Warwick Jones for Dickie Schweers; Lynn Christian for Alfred Harrison; Ray Anderson for Keith Summey; Doug Wurster for Vic Rawl

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

OTHERS PRESENT: David Bonner (Transdev); Gloria Fulton (Transdev); Charles Drayton (City of North Charleston); Ben Joyce (McNair Law); Daniel Brock (Rawle-Murdy Associates); Ben Tamsky (Rawle-Murdy); Lindsey Lubanski (Rawle-Murdy Associates); Brian Butler (Campbell Consulting Group); William Hamilton (public); Julia Hamilton (public)

1. Call to Order

Chairman Seekings called the CARTA Board of Directors Meeting to order at 1:00 p.m. followed by a moment of silence.

2. Consideration of Board Minutes: September 19, 2018 Meeting

Mr. Owens made a motion to approve the September 19, 2018 Meeting Minutes as presented. Chief Turner 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 September 30, 2018, total expenditures for the HOP program were \$593,528. She noted that the agency received \$95 thousand in revenue which resulted in a deficit for the HOP program of \$498 thousand for Fiscal Year 2018. Ms. Mitchum then presented the financial status report, in draft form, for the period ending September 30, 2018. She noted that the agency ended the month with an excess of revenue of \$352,001, primarily due to being under budget on the intermodal construction project that the agency needs to match for the local portion. Ms. Mitchum addressed questions and comments.

- 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.
 - SC Department of Transportation revenue includes funds received for services rendered during the Wando Bridge Closing.
 - Insurance proceeds are a result of accidents.
 - Sales of Assets include the sale of four support vehicles and three cutaways.

- 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.
 - Accounting (Auditing) cost is the fees 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 and the cost of the portable toilet rental for the HOP lot.
 - Office Equipment Maintenance (OEM) includes the maintenance renewal of Swiftly Transit Time Software and Cradlepoint software in addition to other IT support.
 - 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.
 - 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 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.
 - Bus Shelter Construction/Bench Installation is the cost to purchase and install shelters and benches.
 - Security cameras include the purchase of additional cameras at the Super Stop, Leeds Avenue and additional security cameras for rolling stock.
 - Depreciation includes the quarterly fiscal year 2018 depreciation expense.

The Board received the Financial Overview/Status Report as information.

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

Andrea Kozloski, Deputy Director of Operations and Support, presented the Shelter/Bench Installation Project Status Report. She noted that a Ribbon-Cutting Ceremony was held in the Town of James Island at Folly & Camp Roads which the Town of James Island fully funded. She also noted shelters were installed at Ashley Phosphate & Brandywine, Ashley Phosphate & Pepperidge and at Ashley Phosphate & Windsor Hill. She thanked Mr. Astle for his hard work on the project. Ms. Kozloski also discussed the bench installations at Dorchester Road & Leslie Street, Dorchester Road at the El Cheapo Gas Station. Also, an un-used shelter was moved to Highway 78 at the Roper Facility. Ms. Kozloski will provide the shelter/bench installation list to the Board of Directors. She addressed questions and comments. Mr. Mitchum then discussed the criteria and prioritization list for the installation project. He noted that the Route Advisory Committee needs to determine the exact criteria for prioritizing the installation project list. The Board received the Shelter/Bench Installation Project Status Report as information. Chairman Seekings recognized Mr. Astle's dedicated work on the project.

5. Regional Transit Framework Plan – Sharon Hollis

Sharon Hollis, Principal Planner, presented an update on the Regional Transit Framework Plan (RTFP). She noted that the purpose of the RTFP is to identify and prioritize a high capacity transit network that will serve the needs of the Berkeley-Charleston-Dorchester region between now and 2040. Ms. Hollis explained that high capacity transit is transit modes that have more capacity than traditional buses. It could include commuter rail, light rail, bus rapid transit and express buses. High capacity transit services are not currently offered in South Carolina. Ms. Hollis reviewed the Regional Study Matrix, existing transit modes and the state of the current transit system. She also

shared the RTFP public input. Ms. Hollis presented the Vision Statement and discussed goals and objectives. She discussed ridership, local service planning and the funding gap. She reviewed the short-term, mid-term and long-term next steps and addressed questions and comments. Ms. Hollis will distribute the presentation to the Board. The Board received the Project Status Reports as information.

6. Marketing/Outreach Report – Daniel Brock

Daniel Brock, with Rawle-Murdy Associates, presented the Marketing/Outreach Report. He updated the Board on Social Media engagements, link clicks and APP statistics. Mr. Brock also highlighted the recent “Roadeo” and discussed various media outreach throughout the month of September regarding Hurricane Florence, LowCountry Go, updated technology, electric bus funding and the Transit Riders Perceptions Survey. The “Roadeo” winners will be recognized at the next Board meeting and will compete in the upcoming State “Roadeo.” He then turned the Marketing Update over to Michelle Emerson, Marketing & Communications Manager. Ms. Emerson explained the CARTA Adopt-A-Stop program and updated the Board on the LowGoTober Challenge. The final outcome of our region’s first-ever commuter challenge, including number of participants, will be provided to you at the next meeting. The Board received the Marketing/Outreach Report as information.

7. Executive Director’s Report

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

- A member of Delegation has requested that the Board approve to declare the upcoming Election Day as “Fare-Free Day.” If approved and CARTA offers free rides on November 6, 2018, it will cost approximately \$7 thousand in revenue for the day.

Mr. Brimmer made a motion to approve that Election Day (November 6, 2018) will be a fare-free for the fixed-route and Express buses. Mr. Owens seconded the motion. The motion was unanimously approved.

- The BCDCOG has entered into a contract for Bus Rapid Transit with HDR Engineering, Inc.
- Park & Ride study findings will be presented at the next Board meeting.
- The Bus Wash System has been installed and is in place and working well.
- The agency is working with Proterra regarding charging stations and electric bus capabilities. A Letter of Intent to purchase 3 buses has been issued.
- AVL/ITS vendor reviews are underway and will be presented for Board approval at the next Board Meeting (which will include mobile ticketing and digital signage).
- Additional funding will be provided from the City of Charleston for the HOP service. Approval will be sought at the next CHATS Policy Committee meeting for use of CHATS guideshare funding for the HOP to avoid an operating deficit at CARTA. It is anticipated that approval of the use of CHATS funds will be contingent upon route continuation with increased sales tax funding in Fiscal Year 2020.
- 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.

8. Other Business, If Any

No further business was discussed.

9. Public Comments, If Any

There was one public comment:

- William Hamilton, of Best Friends of Lowcountry Transit, thanked the Board Members on the progress of the bus shelters. He spoke about Affordable Housing and the BRT noting the importance of building diverse, sustainable communities with affordable housing near the routes and stations. Mr. Hamilton also noted that Best Friends of the Lowcountry Transit has talked to over 50 thousand people in the last 18 months regarding transit matters in the region and have found that people strongly support solid service.

10. Board Comments, If Any

- Mr. Jones commented that since it has been at least 2 years since the last route adjustments were made, the process should be re-visited to determine if changes/route cuts are needed.
- Mr. Green re-echoed his support of utilizing non-elected CARTA Board Members for public speaking engagements on topics of interest and to educate the public on CARTA operations and services. Chairman Seekings concurred and Rawle-Murdy Associates will work on profiling non-elected members as well as permanent proxies of the Board of Directors in Social Media outlets to get started on the initiative.
- Chairman Seekings introduced Ben Joyce of the McNair Law Firm. Mr. Joyce is the agency's attorney. Chairman Seekings also thanked the Board members for attending today's meeting and for their dedicated service.

11. Adjourn

There being no further business before the Board, Chairman Seekings adjourned the meeting at 2:10 p.m.

Respectfully submitted,
Kim Coleman