

CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
November 28, 2018

The Charleston Area Regional Transportation Authority (CARTA) Board of Directors met on Wednesday, November 28, 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; Dwayne Green; Virginia Jamison; James Lewis; Jim Owens; Vic Rawl; Michael Seekings

PROXIES: Jerry Lahm for Elliott Summey; Keith Benjamin for John Tecklenburg; Stephanie Tillerson for Craig Weaver; Warwick Jones for Dickie Schweers; Lynn Christian for Alfred Harrison; Ray Anderson for Keith Summey

STAFF PRESENT: Ron Mitchum; Andrea Kozloski; Robin Mitchum; Sharon Hollis; Jeff Burns; Kim Coleman

OTHERS PRESENT: David Bonner (Transdev); Sonya Jackson (Transdev); Quincin Hamilton (Transdev); Maritza Simon (Transdev); Gloria Fulton (Transdev); Daniel Brock (Rawle-Murdy Associates); Robert Knight (CCMA); Brett Strickland (CCMA); William Hamilton (public); Julia Hamilton (public); Jack Daniel (public); Larry Carter Center (public); Eugenia Felsing (public); Laurie Steiner (public); Kristen French (public); Bob Knight (public); Pastor Middleton (public); George Hopkins (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. Chairman Seekings recognized the recent "Rodeo" Winners: Sonya Jackson (35' Bus Operator) and Quincin Hamilton (40' Bus Operator). Maritza Simon, who was the Paratransit Operator winner, was unable to attend today's meeting. These winners will compete in the Regionals in Clemson soon. The Board congratulated them on their exceptional skills.

2. Consideration of Board Minutes: October 24, 2018 Meeting

Mr. Lahm made a motion to approve the October 24, 2018 Meeting Minutes as amended and Mr. Anderson seconded the motion. The motion was approved.

3. Financial Status Report – Robin Mitchum

Robin Mitchum, Deputy Director of Finance and Administration, reviewed the HOP expenditures. As of October 31, 2018, total expenditures for the HOP program were \$80,913. She then presented the financial status report for the period ending October 31, 2018. Ms. Mitchum noted that the agency ended the month with an excess of revenue of \$228,327. 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, 2019.
 - Rolling Stock is the purchase of the 2018 Ford Starcraft Allstar cutaway and the 2018 Eldorado Amerivan.
 - Bus Shelter Construction/Bench Installation is the cost to purchase and install shelters and benches.

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

4. Local Match – CAD/AVL ITS System – Request for Approval – Ron Mitchum

Ron Mitchum, Executive Director, stated that the BCDCOG has secured \$800,000 in Federal guideshare funding to purchase a CAD/AVL ITS system for CARTA. The funding requires a 20% local match. The BCDCOG issued an RFP and the BCDCOG's Executive Committee approved an award to Sycromatics which is the statewide contractor. The base system will cost approximately \$1,135,182. Mr. Mitchum then discussed the cost breakdown and requested the Board's approval for CARTA to provide the required match not to exceed \$335,182. CARTA has the ability to add some options to the base system at a later date. These options will require 100% funding from CARTA. The options will be revisited and discussed in more detail at a future meeting prior to seeking Board approval.

Mr. Lahm made a motion to approve the Local Match – CAD/AVL ITS System (Phase 1) as presented and Mr. Astle seconded the motion. The motion was unanimously approved.

5. Route 31 Proposed Changes – Request for Approval – Sharon Hollis

Sharon Hollis, Principal Planner, presented the proposed changes for Route 31 (Folly Road/James Island). She noted that Route 31 is not meeting performance measures. Ms. Hollis discussed the existing route and the proposed changes in detail. As a result of Public Outreach, 81 survey responses were collected from Tuesday-Thursday passenger trips in October, 32 people attended the Public Open House on October 29th and 15 online comments were received. Ms. Hollis then discussed staff recommendations on Route 31. She also discussed proposed changes to the Airport Route 4 which includes extending airport services to HOP stops and will continue to serve Tanger Outlet Mall with a 75-minute frequency.

Mr. Astle made a motion to approve the Proposed Route Changes with the caveat that the proposed changes for the Airport Route 4 are re-evaluated. Mr. Green seconded the motion. The motion was unanimously approved.

It was requested that any proposed changes/updates be distributed to the Board in advance of the meeting to allow time to review the documents prior to approval. It was also requested that the Route Advisory Committee material be distributed to the Board for their information.

6. Regional Park and Ride Study Presentation – Sharon Hollis

Ms. Hollis presented the Regional Park and Ride Study update. She reviewed existing sites, concept design enhancements and cost estimate assumptions and program costs. The Board received the update as information. Chairman Seekings noted that continued discussion on the Regional Park and Ride Study should occur at the next Board meeting.

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

Andrea Kozloski, Deputy Director of Operations and Support, noted that the shelter/bench installations remain on target. The benches have been installed on Dorchester Road and two shelters will be installed this week. The Board received the shelter/bench installation project status report as information.

8. 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, October Social Media engagements, link clicks and Tel-A-Ride performance. Mr. Brock also highlighted the following social media events: “Free Bus Service on Election Day;” “LowGoTober;” and he noted that “Bus Wash” information is forthcoming. The Board received the Marketing/Outreach Report as information.

9. Executive Director’s Report

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

- If no objections from the Board, we would like to adjust the operating schedule to operate on a normal fixed-route schedule on the day after Christmas. (There were no objections.)
- Bus deliveries remain on schedule.
- The Bus Rapid Transit contract with HDR has been executed by the BCDCOG and stakeholder meetings are underway.
- A forum on Lowcountry Rapid Transit will be held in January at Trident Technical College.
- Work continues on transportation issues for workers on the Isle of Palms and in Mt. Pleasant.
- Work continues on identifying a parking site for Mt. Pleasant workers.
- 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.

10. Other Business, If Any

No further business was discussed.

11. Public Comments, If Any

There were seven public comments:

- Pastor Middleton discussed concerns regarding traffic control on James Island, Johns Island and Wadmalaw Island and public transportation on Johns Island and Wadmalaw Island.
- Eugenia Felsingher discussed concerns regarding the need of healthcare/transit ministries in every congregation.
- Kristen French shared Park Circle community feedback in the hospitality industry and the need for transportation for workers in the Chicora neighborhood as well as DASH services in North Charleston/Hanahan.

- Bob Knight discussed use of the West Ashley Masonic Lodge parking lot for shuttle service (150 spaces are available for lease at \$2.00 per day). Mr. Knight distributed information regarding parking opportunities at the Masonic Lodge.
- William Hamilton discussed concerns regarding transparency with LCRT and the planning process. Mr. Hamilton distributed information entitled "Transparent Planning for a Connected Community."
- George Hopkins discussed concerns regarding bus stops at West Ashley Senior Centers and the material that Mr. Hamilton distributed regarding the utilization of the former Naval Hospital.
- Larry Carter Center discussed concerns regarding the area's growth, Park and Ride locations and meeting the needs of individuals who are mobility challenged.

12. Board Comments, If Any

- Mr. Benjamin commended BCDCOG and Charleston County staff regarding the Glenn McConnell and Maybank Highway projects. The City of Charleston is finishing up with the parking study and will hold public meetings on December 10th-11th with administrators from Charlotte and Columbus.
- Mr. Owens requested ridership information for Wando High School and inquired about the availability of contributions from perhaps the Charleston County School Board. He would like the possibility of a cover for the shelter looked into and will reach out to the School District. He also expressed his appreciation for the meeting regarding the Houston Northcutt shelter location.
- Chairman Seekings thanked the Board members for attending today's meeting and for their dedicated service. He also wished everyone a Happy Holiday Season.

13. Adjourn

There being no further business before the Board, Chairman Seekings adjourned the meeting at 2:35 p.m.

Respectfully submitted,
Kim Coleman