

CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
May 16, 2018

The Charleston Area Regional Transportation Authority (CARTA) Board of Directors met on Wednesday, May 16, 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; Virginia Jamison; Jim Owens; Vic Rawl; Michael Seekings; John Tecklenburg

PROXIES: Dennis Turner for Minnie Newman; Jerry Lahm for Elliott Summey; Ray Anderson for Keith Summey; Lynn Christian for Alfred Harrison; Warwick Jones for Dickie Schweers

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

OTHERS PRESENT: Keith Benjamin (City of Charleston); Helen Hiser (MGC); David Bonner (Transdev); Alicia Wigfall (Transdev); Daniel Brock (Rawle Murdy Associates) William Hamilton (public); Julia Hamilton (public); Larry Carter Center (public); Carol Dotterer (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. Chairman Seekings announced that he may need to step out of the meeting to take a phone call and, if so, Mr. Astle will preside until his return.

2. Consideration of Board Minutes: March 21, 2018 and April 18, 2018 Meetings

Mr. Jones made a motion to defer the March 21, 2018 Meeting Minutes to include amendments for the Board's review/approval at the next Board meeting. Ms. Jamison seconded the motion. The motion was unanimously approved.

Mr. Lahm made a motion to approve the April 18, 2018 Meeting Minutes as presented. 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 April 30, 2018. Ms. Mitchum noted that the agency ended the month with an excess of revenue of \$2,054,885.

- 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.
 - 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:

- 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 and the cost of the portable toilet rental for the HOP lot.
- 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.
- 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. The amount reflected is the bulk once a year renewal invoice. We will receive premium adjustments throughout the year as we add and remove assets, but this amount reflects the bulk of the expenditure for the year.
- 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 budget amount will be adjusted with the next budget revision.

Ms. Mitchum reviewed the HOP expenditures. As of April 30, 2018, total expenditures for the HOP program are \$137,170. The Board received the financial status report as information.

4. FY18 Budget Revision – Request for Approval – Robin Mitchum

Mr. Jones suggested that the FY18 Budget Revision be deferred until after the HOP Update is presented to the Board. Chairman Seekings noted that the FY18 Budget Revision will be presented following the HOP Update.

Ms. Mitchum presented the FY18 Budget Revision after the HOP Update. She discussed the Budget Revision (revenues and expenditures) in detail stating that the FY17/18 Budget revision is approximately a 10% or \$4,251,685 decrease over the original approved FY17/18 Budget. Ms. Mitchum noted that the revision includes HOP lot revenues. Mr. Jones inquired about the HOP lot parking fees. Ms. Mitchum responded that HOP lot parking fees were based on \$850 per day/7 days a week at \$5.00 per car with no turnover. Ms. Mitchum commented that there are still some “unknowns” regarding operating costs for the lot since it is in the beginning stages of the pilot program. Mr. Mitchum remarked that once operating costs are determined, after the program has been in place for a period of time, more detailed information will be provided. Chairman Seekings noted that once the details of the operating costs are determined, it will go before the Board to request approval to continue the program. Ms. Berry inquired on the variance with the Rolling Stock line item. Ms. Mitchum explained that the commuter buses will arrive in November then the item will be shifted to next year’s budget. Ms. Mitchum noted the budget will continue to be monitored to insure that revenues and expenditures remain aligned. Recommended revisions will be made when necessary.

Mr. Astle made a motion to approve the FY18 Budget Revision as presented and Mr. Anderson seconded the motion. The motion was unanimously approved.

5. OPEB Plan – Request for Approval – Robin Mitchum

Ms. Mitchum presented a spreadsheet depicting retiree insurance coverage for several different agencies. The information provided from the various agencies was not comparable. CARTA is currently paying 80% of health insurance and 100% of dental coverage without Medicare eligibility restrictions. After careful consideration, staff recommends that the current retiree coverage remains unchanged and all future retiree coverage is limited to 50% health and 0% dental coverage for 20+ years of service without Medicare restrictions and 0% coverage for any service less than 20 years (retiree pays 100%). Other Post-Employment Benefits (OPEB) plans may be changed at any time with Board approval.

Mr. Rawl made a motion to approve the OPEB Plan as presented and Mr. Green seconded the motion. The motion was unanimously approved.

6. Resolution to Apply for Electric Buses – Request for Approval – Ron Mitchum

Ron Mitchum, Executive Director, discussed the Resolution to Apply for Electric Buses. The Resolution authorizes CARTA to submit grant applications to leverage Local, State and Federal Transit Funds to replace the fixed-route fleet of 1996 diesel buses with electric buses. Proterra is a leader in the design and manufacture of zero-emission, all-electric, heavy duty transit buses with a manufacturing facility in Greenville, South Carolina. CARTA will partner with Proterra on its application for the 2018 Low or No Emission Vehicle Grant Program. Mr. Astle inquired if CARTA goes “all electric,” can it be decided later to go hybrid. Mr. Mitchum replied that CARTA is not locked in any commitments. Ms. Berry inquired if Proterra was the only company that was considered. Mr. Mitchum replied that three primary manufacturers were considered. Ms. Berry inquired if there is any consideration of compressed natural gas. Mr. Mitchum replied yes there has been consideration of compressed natural gas and also with propane. However, CARTA does not have the facilities for filling stations for compressed natural gas or propane at this time. Ms. Jamison inquired about the timeframe of adopting the plan. Mr. Mitchum replied that CARTA hopes to receive funding for the Low-No Emission grant in June and the VW settlement sometime in October. Mr. Benjamin inquired about additional pending Federal grants. Mr. Mitchum replied that there is nothing specific in addition to the traditional grants.

Mr. Rawl made a motion to approve the Resolution to Apply for Electric Buses as presented and Mr. Owens seconded the motion. The motion was unanimously approved.

7. Resolution Authorizing the Submission of Applications for Grant Funds – Request for Approval

Mr. Mitchum discussed the Resolution Authorizing the Submission of Applications for Grant Funds. The annual Resolution authorizes Mr. Mitchum to file applications with the South Carolina Department of Transportation on behalf of CARTA for federal and/or state funding to assist in providing community and/or human services transportation services.

Mr. Rawl made a motion to approve the Resolution Authorizing the Submission of Applications for Grant Funds as presented and Mr. Astle seconded the motion. The motion was unanimously approved.

8. Benches and Shelters Update – Andrea Kozloski

Andrea Kozloski, Deputy Director of Operations and Support, presented an update on benches and shelters. Ms. Kozloski noted specific shelter relocations and retrofits, solar light installations and specific bench installations. She discussed the delivery schedule and stated that installations will occur as

deliveries are received. Mr. Benjamin commented that it would be helpful to know when installations are scheduled so they may notify the neighborhoods. Mr. Mitchum replied that CARTA will share the schedule once installations have been prioritized and the schedule is in place. Ms. Berry inquired about the difference between the plexiglass and the new glass. Mr. Mitchum explained the differences and with the perforated metal at specific shelter locations. Ms. Berry also inquired about the cost of the new shelters and Ms. Kozloski replied the cost of a new shelter is approximately \$12, 000. Ms. Berry inquired about the “Awakening” shelters meeting the riders’ needs. Mr. Mitchum explained that those shelters are temporary and were a part of the education/discussion point regarding transit initiatives for the “Awakening” program. The Board received the Benches and Shelters Update as information.

9. Hospitality on Peninsula Update – Andrea Kozloski

Ms. Kozloski presented an update on the HOP lot. She noted that the Ribbon Cutting Ceremony was held on April 12th and the service was launched on April 15th. To date, 5,372 riders have utilized the service. Data will continue to be analyzed, however, to date it has been determined that Friday is the busiest day of the week and the highest ridership occurred on May 11th with 416 riders. The busiest time of the day is 4:00 p.m. There has been a lot of media coverage on the program and CARTA will ask the media outlets to continue coverage. Mr. Brimmer inquired about the number of riders versus the number of parking spaces. Ms. Kozloski replied there are 170 parking spaces. The APC are scheduled to be installed in the next couple of weeks. All the spaces are needed since it is not known how many riders walk or bike to the parking lot. The number of spaces used increases each day. Chairman Seekings noted that, once the service and funding are in place, conversations will occur with the College of Charleston regarding their participation with the HOP program. Mr. Jones inquired about the turnover regarding riders parking in the lot. Chairman Seekings responded that turnover may be 1.5 on the busiest days noting. Mr. Jones then inquired about the proportion of non-hospitality workers utilizing the service. Ms. Kozloski responded that it is speculated that mostly hospitality workers are using the service due to the higher number of riders during the 2:00-5:00 p.m. timeframe. Plans are in place to survey the riders in the near future to determine who is utilizing the service. Chairman Seekings noted that once the program is in place for 90 days, more detailed information will be available. Mr. Jones commented that he has surveyed 6 hospitality workers: one responded that they prefer to drive themselves and five responded they were not aware of the service. Chairman Seekings responded that conversations continue to take place with the hospitality industry and Rawle-Murdy continues to educate the community on the program via social media and other means. Mr. Jones commented that he is concerned that the Board was tardy in demanding more information from management regarding decisions such as financing the program. He believes that the Board should be more involved from the beginning of the processes rather than being asked to approve a program at a Board Meeting based on the information that is provided to them at the Board Meeting. Chairman Seekings commented that the HOP service is a pilot program, an experiment that has never been done in the community until now. All options regarding the program will be looked at going forward. Chairman Seekings encouraged Board Members to push the program within their communities and provide suggestions. The Board received the HOP Update as information.

10. Project Status Reports – Sharon Hollis

- A. Regional Transit Framework Plan:** Sharon Hollis, Principal Planner, delivered a Regional Transit Framework Plan update. Ms. Hollis noted that stakeholder and public meetings will be held next month and the final plan date is projected for July/August 2018.
- B. Regional Park-N-Ride Study:** Ms. Hollis delivered an update on the Regional Park-N-Ride Study. She noted that a stakeholder committee meeting will be held on May 30th at the Chamber of

Commerce. Public Input and Online meetings will be held in June and July and the final plan date is projected for August 2018.

C. Intermodal Center: Ms. Hollis projected slides depicting the construction progress on the Intermodal Center noting that the building completion date is October 2018 and the project completion date is February 2019.

D. Lowcountry Rapid Transit: Ms. Hollis reviewed the timeline of the Lowcountry Rapid Transit project. She noted that proposals have been received from six firms for NEPA/Project Development and negotiations with HDR Engineering are underway.

The Board received the Project Status Reports 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 Adopt-A-Stop program, the HOP program and promotions as well as Social Media engagements and link clicks. Mr. Brock also highlighted various media and outreach events. Mr. Jones inquired about a link on the Website to access meetings. Mr. Brock explained how to obtain access to the link. Mr. Jones then inquired about the I-526 bridge closure; Chairman Seekings noted that Mr. Mitchum would address the issue under his comments on the Agenda. The Board received the Marketing/Outreach Report as information.

12. Executive Director's Report

Mr. Mitchum highlighted the following matters:

- A contingency plan is being developed in response to the I-526 bridge closure which will be an on-going process to assist in moving people as quickly as possible. The College of Charleston DASH Service may be re-routed and work continues with the DOT and transportation services staff as well as coordination with water taxi services.
- Additional MIDIs are due to be delivered during the first couple of weeks of June which will complete the replacement of the DASH fleet with spares.
- Two Low Floor Cutaways for neighborhood shuttles will be replaced.
- An RFP has been issued to bus remanufacturers to include 4 vehicles per year for two years which will extend the bus life an additional six years.
- Staff continues to evaluate the use of Transit Signal Prioritization; Board support may be requested for TSP at a future meeting.
- Procurement responses for Mobile Ticketing are due next week.
- Reports were distributed prior to the start of the meeting which include ridership summary statistics, the monthly performance snapshot, upcoming events and activities and information on the Senior Series.

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

13. Other Business, If Any

There was no other business discussed.

14. Public Comments, If Any

There were three public comments:

- Mr. Center expressed his concerns regarding the timeframe of Bus Rapid Transit and the utilization of land in Summerville for Park-N-Ride lots.
- Ms. Dotterer expressed her concerns regarding taking care of the bridge issue and improve on the bus system and infrastructure due to the growing population.
- Mr. Hamilton, of Best Friends of the Lowcountry Transit, acknowledged members of his team regarding their outreach efforts. He distributed material and spoke about requests to CARTA's Board of Directors regarding the budget, starting a limited bus service to Folly Beach and the HOP lot.

15. Board Comments, If Any

- Mr. Owens commented on the I-526 issues and the Town of Mt. Pleasant working with Patriot's Point regarding water taxi services. Mr. Mitchum announced that CARTA and Transdev are meeting this afternoon to discuss adding buses and re-routing some services to assist with the issue.
- Mr. Benjamin commented on transportation personnel's plans to re-route traffic during the bridge closure.

16. Adjourn

There being no further business before the Board, Chairman Seekings adjourned the meeting at 2:25 p.m.

Respectfully submitted,
Kim Coleman