

**CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY**  
**BOARD OF DIRECTORS MEETING**  
**August 22, 2018**

The Charleston Area Regional Transportation Authority (CARTA) Board of Directors met on Wednesday, August 22, 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; Virginia Jamison; Jim Owens; Vic Rawl; Michael Seekings; John Tecklenburg; Jimmy Ward

**PROXIES:** Jerry Lahm for Elliott Summey; Stephanie Tillerson for Craig Weaver; Warwick Jones for Dickie Schweers; Rodney Williams for James Lewis; Ray Anderson for Keith Summey

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

**OTHERS PRESENT:** Keith Benjamin (City of Charleston); Amy Jenkins (MGC); David Bonner (Transdev); Daniel Brock (Rawle-Murdy Associates) William Hamilton (public); Julia Hamilton (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.

**2. Consideration of Board Minutes: June 21, 2018 and July 11, 2018 Meetings**

*Mr. Rawl made a motion to approve the June 21, 2018 and the July 11, 2018 Meeting Minutes as presented. Mr. Owens 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 July 31, 2018. She noted that the agency ended the month with an excess of revenue of \$1,591,879.

- 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.
  - Miscellaneous Revenue includes funds received from SCDOT for services rendered during the Wando Bridge Closing.

- 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.
  - 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.

Ms. Mitchum also reviewed the HOP expenditures. As of July 31, 2018, total expenditures for the HOP program are \$425,903. The Board received the Financial Overview/Status Report as information.

#### **4. Route Advisory Committee Recommendation – Sharon Hollis**

Sharon Hollis, Principal Planner, presented the Route Advisory Committee Report. She reviewed, in detail, the routes with lesser than 50% average performance measures. Ms. Hollis discussed the cost savings, based on the respective recommendations, of the following routes: HOP (cost savings of \$140,000); Route 204-MUSC/Calhoun (cost savings of \$150,000). The following routes were cost neutral: 31-Folly Road; Route 4-Airport Express; Route 13-Remount. She also presented the system-wide performance (ridership and revenue) from January 2018 to April 2018. Chairman Seekings requested a quarterly report of routes including real-time progress. Discussion was held regarding the need for transit on Meeting Street. Mr. Mitchum noted that the process to adopt the recommendations will start at the next meeting of the Route Advisory Committee. The Committee will then take the recommendations to the full Board for approval. Mr. Astle thanked the committee members and staff for their work on the Route Advisory Committee.

***Mr. Rawl made a motion to approve the Route Advisory Committee Recommendations as presented. Mr. Green seconded the motion. The motion was unanimously approved.***

#### **5. Hospitality on Peninsula Service – Ron Mitchum**

Ron Mitchum, Executive Director, commented that the HOP service is doing well and continues to see improvements each month. Ridership continues to increase and is expected to increase more since the College of Charleston is back in session. Mr. Mitchum delivered an overview of the estimated cost of operations and cautioned the Board regarding the deficit of \$(450,238). He noted that the agency continues to try to identify funding sources. Mr. Mitchum noted that the City of Charleston and the

private sector will provide some funding but other sources will need to be identified. He also discussed the parking lot utilization from April through July noting utilization is based on the 150 spaces that are available for daily use. Parking lot utilization was 7% in April, 24% in May, 59% in June and 52% in July. Mr. Mitchum commented that the security cost will go down since the security guard will be on duty during night-time hours only. Ms. Hollis discussed the study that the staff conducted regarding the service and the gap in service. Most of the riders are from the hospitality industry. She noted that the responses from the almost 400 surveys were very much in favor of the service. Mr. Mitchum commented that he would like to form a HOP Subcommittee. Mayor Tecklenburg volunteered to serve on the subcommittee. Chairman Seekings stated that other Board members will be appointed to form the HOP Subcommittee. Chairman Rawl recommended that staff needs to look at perhaps integration the HOP/DASH routes if they overlap and expand to Mt. Pleasant and the Naval Hospital. He commented that the public minds need to be changed and people need to get on the buses. Mr. Mitchum then discussed the Charleston County Transportation Sales Tax regarding transit. A handout of the presentation was distributed to the Board. Chairman Seekings noted that he continues to hold discussions with the hospitality industry regarding providing funding. The industry's contribution is currently set for \$15 thousand a month for the next four months. It is recognized that more funding will be necessary therefore further conversations with the hospitality industry will occur.

***Mr. Jones made a motion that the HOP service be discontinued. Chairman Seekings acknowledged that the motion was not seconded and noted that the service will proceed.***

#### **6. Shelter/Bench Installation Status Report – Andrea Kozloski**

Andrea Kozloski, Deputy Director of Operations and Support, presented the Shelter/Bench Installation Status Report. She noted that she will continue to update the Board on the shelter/bench installation progress, until the completion of the project, on a monthly basis. Ms. Kozloski reviewed, in detail, the locations which are due to receive a bench or shelter. She noted that 62 shelters and benches have been ordered and that installation will occur as deliveries are received. Mr. Mitchum noted challenges with the vendor on the delivery schedule. If no objection from the Board, he would like to go forward with the number two vendor as well as the contractor for the same cost. The Board had no objection to the agency proceeding with the 2<sup>nd</sup> vendor and contractor and received the Shelter/Bench Installation Status Report as information.

#### **7. Project Status Reports – Sharon Hollis**

- A. Regional Transit Framework Plan:** Ms. Hollis delivered a Regional Transit Framework Plan update. She discussed the high capacity transit corridors. Ms. Hollis also noted that ridership and cost estimates are being developed and the final plan should be completed in September.
- B. Regional Park-N-Ride Study:** Ms. Hollis delivered an update on the Regional Park-N-Ride Study. She noted that overall plan costs are anticipated at \$20-\$22 million over a five-year period. The cost does not include right of way or property acquisitions. Costs also do not include operating or maintaining the lots.
- C. Intermodal Center:** Ms. Hollis projected slides depicting the construction progress on the Intermodal Center. She noted that the building completion date is October 2018, the Amtrak move date is November/December and the building demolition/project completion date is March 2019.
- D. Lowcountry Rapid Transit:** Ms. Hollis updated the Board on the status of the Lowcountry Rapid Transit project and the project timeline as well as the NEPA timeline. She noted that contract negotiations with HDR Engineering are being finalized.

**E. Mt. Pleasant Planning Project:** Ms. Hollis noted that Phase 1 of the Mt. Pleasant Transit Study is underway. An online survey resulted in over 1,500 responses. A public open house was held and Phase 2 (plan development) will occur in the Fall of 2018. Mr. Owens thanked Ms. Hollis on the outstanding work regarding the Mt. Pleasant Planning Project. He made an inquiry on the timeframe; Ms. Hollis will have a draft report in September. Ms. Tillerson made an inquiry regarding transit planning projects for Johns Island due to the extreme need because of growth. Ms. Hollis noted TriCounty Link's route improvements and revisions that should assist Johns Island residents. The Board received the Project Status Reports as information.

#### **8. 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. Mr. Brock also noted that a public listening session was held on Daniel Island regarding public transit on the island. He shared some input from the public. Mr. Brock also highlighted various media and outreach events. He encouraged Board members to participate in the Senator Kimpson Ride Along this Friday (departing the HOP lot at 1:30 p.m.). Mr. Jones commented that media articles have been misleading with various reports of individuals using the HOP service. Mr. Mitchum then discussed the Hurricane Preparedness Guide. The Guide was distributed to the Board in advance of the meeting. The Board received the Marketing/Outreach Report as information.

#### **9. Executive Director's Report**

Mr. Mitchum highlighted the following matters:

- Senator Graham's office informed the agency that the Low-No Emissions Grant Application was successful and result in \$1.5 million.
- Low Floor Cutaways will replace four neighborhood shuttle buses that will transfer to Tel-A-Ride vehicles.
- An RFP will be issued for Bus Remanufactures; the remanufactures will include four vehicles per year for two years which will extend the bus life an additional six years.
- A grant was awarded for mobile ticketing.
- Discussions have been held with the Isle of Palms and Folly Beach personnel regarding transit for hospitality workers.
- Creation of an External Relations Committee: the committee members would work closely with staff and Rawle-Murdy Associates and would speak on behalf of CARTA at events to educate the community and bring the Charleston region up to date on the work CARTA is performing.
- 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 was one public comment:

- Mr. Hamilton, of Best Friends of Lowcountry Transit, acknowledged the Board's efforts. He distributed materials and spoke about hurricane evacuation stops and signage as well as riding with the Mayor of Lincolnville and JA Moore to discuss the impact of the fast growing region and community development.

**12. Board Comments, If Any**

No further business was discussed.

**13. Adjourn**

There being no further business before the Board, Chairman Seekings adjourned the meeting at 2:40 p.m.

Respectfully submitted,  
Kim Coleman