

CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
February 20, 2019

The Charleston Area Regional Transportation Authority (CARTA) Board of Directors met on Wednesday, February 20, 2019, 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; Anna Johnson; James Lewis; Pat O’Neil; Jim Owens; Christie Rainwater; Vic Rawl; Michael Seekings; Elliott Summey; Keith Summey; John Tecklenburg; Jimmy Ward; Craig Weaver

MEMBERSHIP PRESENT: Ed Astle; Bob Brimmer; Dwayne Green; Virginia Jamison; Anna Johnson; James Lewis; Vic Rawl; Michael Seekings; John Tecklenburg; Jimmy Ward

PROXIES: Dennis Turner for Christie Rainwater; Kristen Brame for Elliott Summey; Ray Anderson for Keith Summey; Stephanie Tillerson for Craig Weaver

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

OTHERS PRESENT: David Bonner (Transdev); Robert E. Milhous (CPA); Keith Benjamin (City of Charleston); Daniel Brock (Rawle-Murdy Associates); David Leard (HDR); Scott Donahue (SCDOT); Kitt Grach (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: January 23, 2019 Meeting

Mr. Astle made a motion to approve the January 23, 2019 Meeting Minutes as presented and Mr. Rawl seconded the motion. The motion was unanimously approved.

3. Election of Officers

Mr. Green delivered the Nominating Committee Report stating that a Nominating Committee meeting was held on February 12, 2019. The Nominating Committee, comprised of Mr. Astle, Mr. Lewis and Mr. Green, presented the following slate of officers for election:

- Chairman – Mike Seekings
- Vice Chair – Anna Johnson
- Treasurer/Secretary – Mayor Keith Summey

Mr. Rawl made a motion to approve the Slate of Officers for Election as presented and Mayor Tecklenburg seconded the motion. The motion was unanimously approved.

4. FY18 Audit Presentation – Bob Milhous, CPA

Bob Milhous, of Robert E. Milhous, CPA, PA and Associates, presented the FY18 Audit Report. Mr. Milhous reviewed the audit report by the respective sections: Basic Financial Statements; Required Supplementary Information (Other than Management’s Discussion and Analysis); Supplementary Federal Financial Assistance Reports. He reviewed the Statement of Net Position as of September 30, 2018 in detail. He also reviewed the Statement of Revenue, Expenses and Changes in Fund Net Position and the Statement of Cash Flows. Mr. Milhous noted that were a couple of findings and that Management has responded to those findings. Overall, the audit was good. Mr. Milhous addressed questions and comments.

Mr. Brimmer made a motion to approve the FY18 Audit Report as presented and Mr. Astle seconded the motion. The motion was unanimously approved.

5. Financial Status Report – Robin Mitchum

Robin Mitchum, Deputy Director of Finance and Administration, presented the financial status report for the period ending January 31, 2019. Ms. Mitchum noted that the agency ended the month with an excess of revenue of \$650,817.

- 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.

- The State Mass Transit Funds revenue is the funds available and expended as match to the new Federal 5307 funds.
- HOP lot revenue includes the Charleston Area Convention and Visitors Bureau and the City of Charleston contributions towards the operation of the HOP route. This is their contributions from October through December. To date, we are unaware of any continued contributions towards the operations of the HOP route.
- Capital Revenue is local private capital contributions towards bench or shelter preparation and construction sites. The current amount is a contribution towards shelter construction at the Roper Hospital location.
- Insurance proceeds are a result of accidents.
- Sales of Assets include the sale of five Trolleys and three Cutaways.
- 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. This includes the promotional supplies from the Community Pride Project which was part of the Great American Clean-Up project in our region.
 - Automotive costs include both parking expenses and mileage reimbursements to employees.
 - Dues/Memberships is CARTA's annual membership with 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 FY19 portion of the Swiftly Transit Time & 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. This is the bulk of the FY19 expenditure for the Transit Time & Insights software maintenance.
 - 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, audit 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. The IGA also covers engineering services provided for the Melnick Property and the Shelter/Bench Projects.
 - Vehicle Maintenance is the cost to maintain the fleet.
 - Operating Fees & Licenses include credit card transaction fees and vehicle title and registration fees.
 - Insurance includes the cost of liability insurance provided by the Insurance Reserve Fund. The amount will increase and decrease throughout the year as we add and remove items on the policy, but the amount shown is the bulk of the expenditure for the year.
 - Rolling Stock is the purchase of the 2018 Ford Starcraft Allstar cutaway, the 2018 Eldorado Amerivan and the first 15 of the 16 Gillig buses.
 - Bus Shelter Construction/Bench Installation is the cost to purchase and install shelters and benches.

Ms. Mitchum also reviewed the HOP expenditures. As of January 31, 2019, total expenditures for the HOP program were \$314,558.

The Board received the Financial Status Report as information.

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

Ms. Mitchum presented the FY18 Budget Revision. She reviewed the detailed explanation of line item changes for revenues and expenditures noting that revenues have increased by \$3.1 million to re-align revenues with the budget that was approved this past summer. This revision balances the budget with what actually happened through September 30th to date. Ms. Mitchum addressed questions and comments.

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

7. Resolution in Support of EPA Diesel Emissions Reduction Act (DERA) Grant – Request for Approval

Ron Mitchum, Executive Director, presented the Resolution in Support of the EPA Diesel Emissions Reduction Act (DERA) Grant. Mr. Mitchum stated that approval of the Resolution will allow CARTA to apply for discretionary grant funds, including the 2019 Clean Diesel Funding Assistance Program, VW Settlement Funds and other discretionary grant programs to replace the fixed route fleet of model year 1996 diesel buses with all-electric buses.

Ms. Johnson made a motion to approve the Resolution in Support of EPA Diesel Emissions Reduction Act (DERA) Grant as presented and Mr. Rawl seconded the motion. The motion was unanimously approved.

8. Project Status Reports:

Mr. Mitchum delivered the following project status reports:

- A) **Intermodal Center:** Amtrak is operating but CARTA is reaching for an April Ribbon-Cutting date, weather permitting. The Board will be notified of the Ribbon-Cutting date.
- B) **North Charleston Park-N-Ride:** Mr. Mitchum presented a slide of the Melnick property. A Groundbreaking Ceremony will take place. The Board will be notified of the Ribbon-Cutting date.
- C) **Mt. Pleasant Street Park-N-Ride:** The contractors are working on a concept plan, estimated costs and a timeline. The CHATS Policy Committee approved additional funds to help cover the cost. May 1st is the anticipated date when the current HOP lot will be vacated.
- D) **Fleet Replacement:** 16 of the commuter buses have arrived; 15 are in service, one is going on a “Road Show” around our region to give the communities CARTA serves the opportunity to get on the bus and provide feedback; 4 low-floor cutaways are due to arrive next week; 2 Tel-A-Ride vehicles are due to arrive on March 1st; the Proterra grant award has been delayed due to the Government Shutdown; vehicle refurbishment is delayed until the impact of VW settlement funds is known.
- E) **Isle of Palms – Workforce Transportation:** The CHATS Policy Committee approved funding for a van pool operating through the BCDCOG. The COG will not use Transdev drivers. The funding should be approved in March at the next SCDOT Commission meeting. The agency is in the process of potentially identifying 3-4 parking sites and the program is projected to start this Spring. Mr. Mitchum encouraged Board members to assist with identifying parking sites.
- F) **Shelter/Bench Installation:** A Ribbon-Cutting Ceremony was held yesterday and was well –received. CDM Smith is beginning scope work.

The Board received the Project Status Reports as information.

9. 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, January Social Media engagements and link clicks. Mr. Brock also highlighted the following social media events: Charleston County Council’s Support of CARTA, a Ribbon-Cutting Ceremony for the new Dorchester Road Shelters and the James Island Ride-a-long. The Board received the Marketing/Outreach Report as information. Chairman Seekings commended Mr. Astle for his work on the shelters. Mr. Astle thanked the Board and staff for their work on the project.

10. Executive Director’s Report

Mr. Mitchum had no further business to discuss.

- Reports were distributed prior to the start of the meeting which included ridership summary statistics, the monthly performance snapshot, upcoming events and activities.

11. Other Business, If Any

There was no other business to discuss.

12. Public Comments, If Any

There was one public comment:

- Kitt Grach, resident of West Ashley, expressed her concerns with the changes on Route 30 (the return stop was changed and signage was not posted notifying riders of the change). Chairman Seekings responded that the matter will be investigated. He thanked Ms. Grach for her comments.

13. Board Comments, If Any

- Mr. Green expressed his interest in hearing results of performance measures on the Ansonborough route. Mr. Mitchum responded the Performance Route Advisory Committee will reconvene to hold discussions on the performance measures.
- Mr. Ward commented to let the City of the Isle of Palms know what they can do to expedite the workforce transportation service.
- Mayor Tecklenburg suggested that, as a result of the James Island Ride-a-long event, perhaps James Island ridership would increase if more frequent stops were added to the route.
- Mr. Astle inquired if bus passes would be sold at the Intermodal Center. Mr. Mitchum responded that staff will look into possibly having a ticket sales kiosk at the facility.
- Ms. Johnson expressed her appreciation for the changes made to Route 31 and commented she is delighted to be back on the CARTA Board of Directors. Chairman Seekings welcomed her back to the Board.

14. Adjourn

There being no further business before the Board, Chairman Seekings adjourned the meeting at 1:55 p.m.

Respectfully submitted,
Kim Coleman