

CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
May 15, 2019

The Charleston Area Regional Transportation Authority (CARTA) Board of Directors met on Wednesday, May 15, 2019, at the Berkeley-Charleston-Dorchester Council of Governments located at 5790 Casper Padgett Way 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; Dwayne Green; Virginia Jamison; Anna Johnson; James Lewis; Pat O'Neil; Jim Owens; Vic Rawl; Michael Seekings; Jimmy Ward

PROXIES: Dennis Turner for Christie Rainwater; Jerry Lahm for Elliott Summey; Ray Anderson for Keith Summey; Keith Benjamin for John Tecklenburg

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

OTHERS PRESENT: David Bonner (Transdev); Daniel Brock (Rawle-Murdy Associates); Marquel Coaxum (Rawle-Murdy Associates); Raegan Loftis (Rawle-Murdy Associates); David Leard (HDR); Charles Drayton (City of North Charleston); Treva Williams (CAJM); Stephanie Alexander (CAJM); Lin Jay (CAJM); Mary Berkaw (CAJM); Lee Ann Rosen (CAJM); Margaret Weltz (CAJM); Becky Von Wie (CAJM); June Murray (CAJM); Kaynique Sysas (CAJM); Aaron Sherman (CAJM); 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. Chairman Seekings welcomed the Board of Directors and attendees to the new BCDCOG headquarters.

2. Consideration of Board Minutes: April 17, 2019 Meeting

Ms. Johnson made a motion to approve the April 17, 2019 Meeting Minutes as presented and Mr. Anderson 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, 2019. Ms. Mitchum noted that the agency ended the month with an excess of revenue of \$1,653,465.

- The budget to actual revenues for the month was mostly on target with projections:
 - Community Pride is the remaining balance in the project from Palmetto Pride for the annual statewide clean-up initiative.
 - 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 Federal 5307 funds and capital funds to purchase 4 2019 Champion LF Transport E450s.

- 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 2018.
 - 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 5 Trolleys, 4 Cutaways and 12 Flexible Metros.
 - 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:
 - 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.
 - Accounting (Auditing) is the cost for CARTA's annual financial audit.
 - 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 & 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.
 - Shelter/Bench Contract Services is engineering services provided through the IGA with BCDCOG for the Shelter/Bench Projects.
 - Melnick Property Contract Services is engineering services provided through the IGA with BCDCOG for the Melnick Property.
 - 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, 2 2019 Ford Starcraft Allstar Cutaways, the 2018 Eldorado Amerivan, 16 Gillig buses and 4 2019 Champion LF Transport E450s.
 - Bus Shelter Construction/Bench Installation is the cost to purchase and install shelters and benches.
 - Security Cameras & Equipment is the cost to purchase security cameras and security equipment for CARTA's buses and facilities.
 - Capital includes funds for Facility Maintenance, signage and other capital assets related to the operation of the transit system.

Ms. Mitchum also reviewed the HOP expenditures. As of April 30, 2019, total expenditures for the HOP program were \$564,144. The Board received the Financial Status Report as information.

4. Operator Contract One Year Renewal – Request for Approval

Ron Mitchum, Executive Director, noted that the agency is requesting approval to amend the Transdev Services-Fixed Route, Paratransit and Maintenance Services contract for an additional year pursuant to the renewal terms outlined in the contract. The contract was awarded on July 1, 2016 as a three-year contract with seven options to renew annually. This amendment will extend the contract through June 30, 2020.

Mr. Astle made a motion to approve the Operator Contract One Year Renewal as presented and Mayor O’Neill seconded the motion. The motion was unanimously approved.

5. Operator Lease Agreement One Year Renewal – Request for Approval

Mr. Mitchum noted that the agency is requesting approval to amend the Transdev Services-Building Lease Agreement contract for an additional year pursuant to the renewal terms outlined in the contract. This amendment will extend the contract through June 30, 2020.

Mr. Lahm made a motion to approve the Operator Lease Agreement One Year Renewal as presented and Mr. Lewis seconded the motion. The motion was unanimously approved.

6. Bus Fare Revisions – Discussion/Request for Approval:

- A) Senior Fare**
- B) Transfers**
- C) Weekly Passes**

Mr. Mitchum discussed the memorandum that was distributed to the Board regarding requests by the Charleston Area Justice Ministries (CAJM). CAJM would like CARTA to revise the fare structure for Seniors to establish the currently reduced off-peak fare of \$1.00 as the regular Senior fare for all operating hours. In addition, CAJM is requesting that the Board consider revising the fare policy to eliminate the cost of transfers (which is \$.50) and to create a \$15.00 weekly pass for unlimited rides for fixed routes and a \$25.00 weekly pass for unlimited rides for commuter/express services. Mr. Mitchum discussed the fiscal impact that the proposed changes would result in which would be an estimated net loss of revenue of approximately \$255,000 annually. The estimated loss is based on monthly averages of senior fares and the sale of transfer passes. The financial cost of purchasing and coding passes for weekly use would be minimal. Mr. Mitchum noted that if it is the Board’s desire to move forward, staff could have the necessary action items ready for consideration at the next Board meeting with a plan to implement the approved changes by July 15th.

Mr. Green made a motion to authorize Executive Director Mitchum to move forward with revising the fare structure for Seniors and Ms. Johnson seconded the motion contingent upon implementing the changes for a 6-month trial period. The motion was unanimously approved.

7. 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 as well as Social Media engagements and link clicks. Mr. Brock also highlighted Social Media stories, the HOP Lot’s uninterrupted service due to the temporary move to adjacent spaces and Rep. Cunningham’s meeting with Mr. Mitchum. He also updated the Board on the CARTA Commerce Perks program. The Board received the Marketing/Outreach Report as information.

8. Executive Director’s Report

Mr. Mitchum introduced the BCDCOG’s new transit planner, Jon Dodson. He also presented slides depicting the progress at the Melnick property as well as photographs of the exterior and interior of the Intermodal Center. Mr. Mitchum also updated the Board on grant applications regarding the Low-No Emissions grant, the VW Settlement Fund and the BUILD grant. In addition, 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.

9. Other Business, If Any

There was no other business to discuss.

10. Public Comments, If Any

There was one public comment: William Hamilton, Executive Director of Best Friends of Lowcountry Transit, distributed material regarding the BRT and other transit related topics. He expressed his concerns regarding the meeting not being live-streamed as well as his concerns regarding bus shelters and pedestrian safety matters on Rivers Avenue.

11. Board Comments, If Any

- Mr. Owens commented on Beach Park & Ride matters; the Town of Mt. Pleasant has identified the DMV property at the IOP Connector as a potential site; he also commented that he will meet with Brad Morrison regarding the shelter at Wando High School.
- Mr. Ward echoed Mr. Owens' comments regarding Beach Park & Ride matters and requested that microphones be used at future Board meetings.
- Ms. Jamison commented on the progress at the Melnick Park & Ride location. She also expressed her concerns regarding a gas station being built near the location.
- Mr. Benjamin commented that he is grateful of the COG staff as they have been very helpful. He also commented on working with CDM Smith regarding the connection at King & Meeting Streets as well as Bike Share Rides being over 800 thus far.
- Mr. Rawl commented on the Charleston Chamber's recent meeting regarding major employers and mobility matters. He also inquired about the progress being made with identifying transit stations along the BRT. David Leard with HDR replied that drafts of the layout are being reviewed and will be delivered to Sharon Hollis in the next few days. Once the NEPA phase is complete, HDR will move forward with the process. Mr. Rawl also commented on the Rivers Avenue former Naval Hospital property being a critical location for the BRT, CARTA, the City of North Charleston and Charleston County.
- Chairman Seekings commented that at the City of Charleston's Council meeting, Mr. Benjamin and his team proposed a Transit Accommodations Ordinance, which was passed unanimously, that states any future developments for multi-family housing or commercial located in the City of Charleston will be required to have transit accommodations. Chairman Seekings commended Mr. Benjamin and his team. He also noted that meetings with Benefit Focus will be held to discuss potential express service on Daniel Island. He thanked the Board for their participation and for attending today's meeting.

12. Adjourn

There being no further business before the Board, Chairman Seekings adjourned the meeting at 2:05 p.m.

Respectfully submitted,
Kim Coleman