

**CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY**  
**BOARD OF DIRECTORS MEETING**  
**September 18, 2019**

The Charleston Area Regional Transportation Authority (CARTA) Board of Directors met on Wednesday, September 18, 2019, at the North Charleston Transit Center located at 4565 Gaynor Avenue in North Charleston, South Carolina.

**MEMBERSHIP:** Ed Astle; Mary Beth Berry; Bob Brimmer; Ron Brinson; Dwayne Green; Alfred Harrison; 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:** Ron Brinson; Dwayne Green; James Lewis; Jim Owens; Michael Seekings

**PROXIES:** Dennis Turner for Christie Rainwater; Jerry Lahm for Elliott Summey; Ray Anderson for Keith Summey; Keith Benjamin for John Tecklenburg; Kristen Hess for Vic Rawl; Doug Wurster for Anna Johnson; Stephanie Tillerson for Craig Weaver

**STAFF PRESENT:** Ron Mitchum; Andrea Kozloski; Robin Mitchum; Jon Dodson; John Lambert; Belen Vitello; Michelle Emerson; Kristin Burrows; Kim Coleman

**OTHERS PRESENT:** David Bonner (Transdev); Marquel Coaxum (Rawle-Murdy Associates); Scott Donahue (SCDOT); Patrick Huff (Charleston Regional Business Journal); 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 and introduced new Board Member, City of North Charleston Councilmember Ron Brinson.

**2. Consideration of Board Minutes: August 21, 2019 Meeting**

*Mr. Owens made a motion to approve the August 21, 2019 Meeting Minutes as presented and Mr. Lewis 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 August 31, 2019. Ms. Mitchum noted that the agency ended the month with an excess of revenue of \$416,543 and reviewed the following activities for FY19:

- **Revenues:**

- Farebox is the fares collected on the revenue vehicles.
- HOP Lot Parking Fees are the parking fees received at the HOP lot.
- 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. Federal revenue is recorded as eligible expenditures are incurred.
- The State Mass Transit Funds revenue is the funds available and expended as match to the Federal 5307 operating 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 2018 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 and capital contributions from the Highland Exchange Apartments.
  - Interest is interest received from the SC Department of Revenue. CARTA has to submit for reimbursement of the SC Fuel Excise Tax each month. SCDOR periodically pays interest earned on the funds they have held in the reimbursement process.
  - Insurance proceeds are a result of accidents.
  - Sale of Assets includes the sale of 5 Trolleys, 4 Cutaways and 16 Flexible Metros.
  - Miscellaneous revenue is a fee received from a motion picture company for use of a bus for a commercial.
- **Expenditures:**
    - Supplies includes office supplies and facility maintenance supplies.
    - 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 Swiftly Transit Time & Insights Software, the NetCloud Essentials for mobile routers and Zscaler internet security renewal, in addition to other IT support.
    - Rent includes the Ashley Phosphate Park & Ride lot, Leeds Avenue lot lease from SCE&G, SC Works Trident lease space and document storage.
    - Communications is the cost of phone, internet and radio services at both the facilities and on the buses.
    - Accounting (Auditing) is the cost for CARTA's annual financial audit and NTD Audit reporting.
    - Other Professional Services include payroll processing system fees, inspection costs and moving costs associated with the closure of the Morrison Hop Lot guard.
    - Shared Contract Services (IGA & Management) is the extensive services 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.
    - Money Transport is the cost of the armored guard service, GARDA, to pick-up and transport cash deposits to the bank.
    - Vehicle Maintenance is the cost to maintain the fleet.
    - Facility Repair & Maintenance is the cost of outside vendors to maintain facilities.
    - 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.
    - Interest is the interest accrued on the Melnick Park and Ride Loan.

- **Capital Expenditures (Balance Sheet):**

- Rolling Stock is the purchase of the 2018 Ford Starcraft Allstar Cutaway, two 2019 Ford Starcraft Allstar cutaways, the 2018 Eldorado Amerivan, 19 Gillig Buses, four 2019 Champion LF Transport E450s and one 2013 Alexander Dennis Enviro 200.
- The Melnick PNR is the cost to construct the park & ride lot. CARTA obtained a loan to purchase the land and contribute towards up-fitting.
- Bus Shelter Construction/Bench Install is the cost to purchase and install shelters and benches.
- Security Cameras and Equipment are to purchase security equipment at our facilities and on rolling stock.
- Capital includes funds for capital assets related to the operation of the transit system. Some of the projects completed this fiscal year include marketing videos, a gravel lot, garage door replacements, bus wash unfitting, radio shop lighting and associated hardware for rolling stock.

Ms. Mitchum also reviewed the HOP expenditures. As of August 31, 2019, total expenditures for the HOP program were \$869,729. Ms. Mitchum addressed questions and comments. The Board received the Financial Status Report as information.

#### **4. FY20 Budget – Request for Approval – Robin Mitchum**

Ms. Mitchum presented the FY20 Budget. She noted that this is the budget that the Board approved at the June 2019 Board of Directors meeting. All the member government agencies have approved the proposed budget; therefore, final approval is required by the Board. Ms. Mitchum addressed questions and comments and noted that the budget will continue to be monitored to ensure revenues and expenditures remain aligned and recommended revisions will be made as needed.

***Mr. Lahm made a motion to approve the FY20 Budget as presented and Mr. Green seconded the motion. The motion was unanimously approved.***

#### **5. Armored Transport Services RFP – Request for Approval**

Ron Mitchum, Executive Director, noted that Invitations for Bids were received on September 10, 2019 from two contractors to provide Armored Transport Services for farebox collections. Bids were received from GARDA USA, Inc. and Brink's, Inc. Upon review of the bids, it is recommended that CARTA award a contract to Brink's, Inc. based upon lowest cost. Mr. Mitchum then addressed questions and comments.

***Mr. Lewis made a motion to approve the Armored Transport Services RFP as presented and Chief Turner seconded the motion. The motion was unanimously approved.***

#### **6. Bus Wrap Advertising RFP – Request for Approval**

Mr. Mitchum noted that one Invitation for Bid was received on September 10, 2019 from a vendor to provide Bus Wraps and Shelter Advertising-Installation/Removal Services for CARTA and TriCounty Link. The bid was received from Red Falcon Ink, LLC. Upon review of the bid, it is recommended that CARTA award a contract to Red Falcon Ink, LLC based upon understanding of the scope and being the most responsive and responsible bidder. Mr. Mitchum addressed questions and comments.

***Mr. Lewis made a motion to approve the Bus Wrap Advertising RFP as presented and Mr. Lahm seconded the motion. The motion was unanimously approved.***

#### **7. Business Continuity Plan Update – Request for Approval – Andrea Kozloski**

Andrea Kozloski, Deputy Director of Operations and Support, presented the Business Continuity Plan Update. She explained that the Plan is reviewed annually and any changes are presented for the Board's approval. Ms. Kozloski stated that during this year's review, two changes are being presented: (1) Dissemination of Internal and Public Communications – Ms. Kozloski recommended that they method in which information is disseminated to the public

be updated to include contacting Customer Services and/or check the news media or social media. The Marketing Department will distribute the information to all channels; (2) Deletion of Back-Up Tapes as backup is completed in the Cloud. Ms. Kozloski then addressed questions and comments.

***Mr. Lahm made a motion to approve the Business Continuity Plan update as presented and Mr. Owens seconded the motion. The motion was unanimously approved.***

**8. IT Security Incident Response Policy and Procedures – Request for Approval – Andrea Kozloski**

Ms. Kozloski presented the IT Security Incident Response Policy and Procedures. She explained that it is a new policy that is recommended to be included in the IT Policies and Procedures. She noted that during the Fiscal and Management Oversight Review, a recommendation was made to incorporate such a policy. The policy outlines roles and responsibilities for the investigation and response of computer security incidents and data breaches. Ms. Kozloski then addressed questions and comments.

***Mr. Owens made a motion to approve the IT Security Incident Response Policy and Procedures as presented and Mr. Lewis seconded the motion. The motion was unanimously approved.***

**9. The Challenges of Bus Stop/Shelter Placement – Presentation – Ron Mitchum**

Mr. Mitchum first introduced Belen Vitello, a new Planner who will focus on transit. He then presented a video regarding the many challenges of bus stops and shelter placement. Safety issues are a tremendous concern. He highlighted several areas and intersections that are very dangerous, especially for pedestrians. Mr. Mitchum discussed the issues that resulted from the closing of the former Super K-Mart Park & Ride on Rivers Avenue. He also discussed the issues with a neighborhood association regarding their displeasure with bus stops. Mr. Mitchum explained that the bus stops are necessary to serve residents in that area and that the stops do not disrupt the flow of traffic in the area. Mr. Mitchum then addressed questions and comments. The Board received the presentation on the Challenges of Bus Stops/Shelter Placement as information.

**10. Marketing/Outreach Report – Michelle Emerson**

Michelle Emerson, Marketing and Communications Manager, presented the Marketing/Outreach Report. She updated the Board on the App statistics for the last four weeks as well as Social Media engagements and link clicks. Ms. Emerson also highlighted public outreach promotions, the Ribbon Cutting Ceremony at the new North Charleston Transit Center and upcoming events. Ms. Emerson also discussed the procedures taken before, during and after Hurricane Dorian. She then addressed questions and comments. Chairman Seekings commended management and staff on their efforts and actions leading up to Hurricane Dorian and throughout the storm. The Board received the Marketing/Outreach Report as information.

**11. Executive Director's Report**

Mr. Mitchum discussed the following matters:

- Ridership and passengers per hour were up 0.1% and 3%, respectively.
- The HOP shuttle had 13,115 riders and resulted in \$4,060 in parking revenue.
- The system-wide cost per passenger was \$3.35.
- Farebox recovery for the system was 24.89%

In addition, reports were distributed prior to the start of the meeting which included ridership summary statistics and the monthly performance snapshot. The Board received the Executive Director's Report as information.

**12. Other Business, If Any**

There was no other business to discuss.

**13. Public Comments, If Any**

There was one public comment:

- William Hamilton, Executive Director of Best Friends of Lowcountry Transit, thanked the Board for the work on cleaning up the SuperStop and the Mary Street stop. He expressed his concerns regarding the Lowline. Mr. Hamilton also discussed “Climate Strike Charleston” and the upcoming events.

**14. Board Comments, If Any**

- Mr. Green commended everyone on their efforts during Hurricane Dorian. He also is looking forward to chairing the Advisory Route Committee.
- Mr. Benjamin updated the Board on the Charleston County Aviation Authority’s actions as their last board meeting.
- Mr. Owens inquired about the progress on the Wando shelter, the Wingo Way Library and the potential Park & Ride opportunity at the DMV. He also commented on an adding a route from North Charleston to Mt. Pleasant via 526.
- Mr. Lewis thanked the Board for their support of police presence and lighting at the shelters located on Line, President and Mary Streets.
- Chairman Seekings thanked the Board and the City of North Charleston for their support of the North Charleston Transit Center.

**15. Adjourn**

There being no further business before the Board, Chairman Seekings adjourned the meeting at 2:20 p.m.

Respectfully submitted,  
Kim Coleman