

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

The Charleston Area Regional Transportation Authority (CARTA) Board of Directors met on Wednesday, November 20, 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; Ron Brinson; Dwayne Green; Alfred Harrison; Anna Johnson; Pat O’Neil; Christie Rainwater; Vic Rawl; Michael Seekings; Elliott Summey; Keith Summey; John Tecklenburg; Jimmy Ward; Craig Weaver

MEMBERSHIP PRESENT: Ed Astle; Mary Beth Berry; Ron Brinson; Dwayne Green; 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; Kristen Salisbury for Anna Johnson; Lynn Christian for Alfred Harrison

STAFF PRESENT: Ron Mitchum; Andrea Kozloski; Robin Mitchum; Heather Brady; Michelle Emerson; Sharon Hollis; Jon Dodson; Belen Vitello

OTHERS PRESENT: David Bonner (Transdev); Will Haynie (Mayor, Town of Mt. Pleasant); Marquel Coaxum (Rawle-Murdy Associates); Scott Donahue (SCDOT); Charles Drayton (City of North Charleston); Phil Jos (CAJM); Mary Neale Berkaw (CAJM); William Hamilton (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 and introductions.

2. Consideration of Board Minutes: September 18, 2019 Meeting

*Mr. Lahm made a motion to approve the September 18, 2019 Meeting Minutes as presented.
Mr. Green 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 October 31, 2019. Ms. Mitchum noted that the agency ended the month with an excess of revenue of \$177,698 and reviewed the following activities for FY20 thus far:

- **Revenues:**

- Farebox is the fares collected on the revenue vehicles.
- HOP Lot Parking Fees are the parking fees received at the HOP lot.
- The Federal revenue includes operating and capital for the year-to-date. Federal revenue is recorded as eligible expenditures are incurred.
- Interest is interest received from the SC Department of Revenue. CARTA submits 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 a Flexible Metro vehicle.

- **Expenditures:**

- Supplies includes office supplies and facility maintenance supplies.
- Printing includes costs of printing route maps, brochures and passes.
- Automotive costs include the maintenance on the administrative vehicle and mileage reimbursements to employees. In October, the 2013 Ford Explorer required a new battery.
- 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 FY20 portion of the Swiftly Transit Time & Insights Software (through 6/28/2020), FY20 portion of the Cradlepoint NetCloud Essentials for mobile routers and Zscaler internet security renewal (through 7/25/2020), in addition to other IT support. This is the bulk of the FY20 expenditure for the Transit Time & Insights and the Cradlepoint 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.
- Communications is the cost of phone, internet and radio services at both the facilities and on the buses.
- Utilities includes electric and water at the SuperStop, Melnick Park & Ride and the Radio Shop at Leeds Avenue. CARTA received a refund for an origination and tap fee for the Melnick property, which is reflected in the credit balance for the expenditure at October 31st.
- Other Professional Services include payroll processing system fees and new bus inspection services.
- Shared Contract Services (IGA & Management) is the extensive services BCDCOG provides to CARTA.
- Vehicle Maintenance is the cost to maintain the fleet.
- Facility Repair & Maintenance is the cost of outside vendors to maintain facilities. CARTA repaired the hardscape pavers at the SuperStop.
- 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. The amount shown is the FY20 portion of the 2020 policy period.
- Interest is the interest accrued on the Melnick Park & Ride Loan.

Ms. Mitchum also reviewed the HOP expenditures. As of October 31, 2019, total expenditures for the HOP program for FY20 were \$73,611. Ms. Mitchum addressed questions and comments. The Board received the Financial Status Report as information.

4. Accounting Policies and Procedures Revision – Request for Approval – Robin Mitchum

Ms. Mitchum presented the Accounting Policies and Procedures revision. The purpose of the manual is to discuss the governmental accounting and financial reporting principles which apply to CARTA's operations and to describe the specific policies and procedures utilized by CARTA to adhere to the principles through the application of its financial techniques. Ms. Mitchum noted that, since the Board last approved the Policies and Procedures on March 15, 2017, there have been a few revisions to the Policy. Ms. Mitchum reviewed the respective sections in the Policy where changes have been made. She then addressed questions and comments.

Mr. Brinson made a motion to approve the Accounting Policies and Procedures Revision as presented. Chief Turner seconded the motion. The motion was unanimously approved.

5. Wildwood Construction Contract Modification – Request for Approval

Ron Mitchum, Executive Director, explained that the contract for Bus Shelter Installation was awarded to Wildwood Construction on December 12, 2017 for a term of two years with the option to renew for three consecutive years. He noted that the agency is pleased with the work performed by Wildwood Construction. Mr. Mitchum stated that the BCDCOG is requesting CARTA Board approval to amend the contract for an additional year pursuant to the renewal terms outlined in the contract. The amendment would extend the contract from December 12, 2017 to December 11, 2020. Mr. Mitchum then addressed questions and comments.

***Mr. Anderson made a motion to approve the Wildwood Construction Contract Modification as presented.
Mr. Astle seconded the motion. The motion was unanimously approved.***

6. Lowcountry Rapid Transit – Project Update – Sharon Hollis

Sharon Hollis, Principal Planner, delivered an update on the Lowcountry Rapid Transit (LCRT) project. She discussed the study area service and operations. Ms. Hollis also noted the purpose and need of the LCRT and discussed the goals and objectives. She explained that \$180 million is allocated from Charleston County half-cent sales tax funds towards construction, the estimated project cost is \$387 million in year of expenditure dollars and that the agency will compete for Federal Funds under FTA's Capital Investment Grant Program. Ms. Hollis discussed the environmental considerations, preliminary engineering and design and the station area development. She announced upcoming Public Workshops dates, reviewed the project timeline and the next steps. Ms. Hollis and Mr. Mitchum addressed questions and comments. The Board received the Lowcountry Rapid Transit project update as information.

7. Electric Bus Project – Project Update

Mr. Mitchum briefed the Board on the Electric Bus project noting that three electric buses have been received by Proterra and that three additional electric buses are in production now. Mr. Mitchum presented slides depicting the buses and charging stations. He stated that the electric buses will not be in operation until the beginning of the 2020 calendar year. Mr. Mitchum addressed questions and comments. The Board received the Electric Bus Project update as information.

8. 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 Electric Bus Ribbon Cutting Ceremony, the Annual Rodeo and the Airport Express service. She announced the following winners of the Annual Rodeo: Sonya Jackson (1st Place – 35 ft.); Keisha Jamison (2nd Place – 35 ft.); Quincin Hamilton (1st Place – 40 ft.); Gladys Singleton (2nd Place – 40 ft.). The winners will move on to the State competition. CARTA's maintenance team ranked 1st Place among the region. Ms. Emerson also discussed upcoming events/outreach such as "Seniors Ride Free Day," the electric bus service launch and airport marketing. The Board received the Marketing/Outreach Report as information.

9. Executive Director's Report

Mr. Mitchum discussed the following matters:

- Ridership was up 5.4% in September compared to last year and up 1.7% in October compared to last year.
- Average payment per passenger came to \$.51, down 17.35 from last year.
- Revenue was down 18.5% as compared to last year (as a result of students and seniors).
- A Route Advisory Committee meeting needs to be scheduled to look at underperforming routes.
- Staff is working to initiate a pilot TNC project on the peninsula for medical trips for Tel-A-Ride customers to look for methods to reduce CARTA's per trip cost.
- Work continues on the Mt. Pleasant Street parcel for a future HOP lot.
- Senator Graham extended his congratulations on the agency's award of \$8.3 million from the bus facilities discretionary program.

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

10. Other Business, If Any

There was no other business to discuss.

11. Public Comments, If Any

There were two public comments:

- Phil Jos, Charleston Area Justice Ministries, expressed his pleasure with the reduced senior fares and the LCRT project. Mr. Jos also expressed his concerns regarding the lack of bus service in underserved areas.
- William Hamilton, Executive Director of Best Friends of Lowcountry Transit, expressed his concerns regarding Spinx's plans for building a gas station/convenience store at the corner of Rivers and McMillan Avenues as well as his concerns of the expansion of I-526 prior to the construction and operation of the BRT.

12. Board Comments, If Any

Chairman Seekings thanked the Board for their service and recognized City of Charleston Councilman, Mr. James Lewis, and acknowledged his service to the CARTA Board, the City of Charleston and the communities he has represented for several years.

13. Adjourn

There being no further business before the Board, Chairman Seekings adjourned the meeting at 2:15 p.m.

Respectfully submitted,
Kim Coleman