

CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
April 30, 2020

The Charleston Area Regional Transportation Authority (CARTA) Board of Directors held a virtual Board of Directors meeting at 1:30 p.m. on Thursday, April 30, 2020.

MEMBERSHIP: Ed Astle; Mary Beth Berry; Ron Brinson; Brenda Corley; Dwayne Green; Alfred Harrison; Will Haynie; Anna Johnson; James Lewis; 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; Dwayne Green; James Lewis; Pat O’Neil; Michael Seekings; John Tecklenburg

PROXIES: Dennis Turner for Christie Rainwater; Jerry Lahm for Elliott Summey; Ray Anderson for Keith Summey; Lynn Christian for Alfred Harrison; Stephanie Tillerson for Craig Weaver; Kristen Hess for Anna Johnson

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

OTHERS PRESENT: David Bonner (Transdev); Jeff Webster (Rawle-Murdy Associates); Marquel Coaxum (Rawle-Murdy Associates); Keith Benjamin (City of Charleston); Charles Drayton (City of North Charleston); Jason Wozmac; Mary Neale Berkaw (CAJM); William Hamilton (Best Friends of Lowcountry Transit); Additional Interested Parties participated via virtual/conference call.

1. Call to Order

Chairman Seekings called the virtual CARTA Board of Directors Meeting to order at 1:35 p.m. followed by a moment of silence. Roll call was made for Board Member attendance and a quorum was determined.

2. Consideration of Board Minutes: February 19, 2020 Meeting

***Mayor Tecklenburg made a motion to approve the February 19, 2020 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 March 31, 2020. Ms. Mitchum noted that the agency ended the month with an excess of revenue of \$2,414,705. She also stated that a Budget Revision will be presented at the next Board of Directors meeting and she 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.
 - City of Charleston – HOP Lot is contributions for the operations of the HOP route for 2019.
 - 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 two Flexible Metro vehicles.
 - Miscellaneous revenue is a fee received for a bus rental for filming.
- **Expenditures:**
 - Staff Salaries & Benefits include the cost of staff time, leave, insurance, retirement and taxes.
 - Supplies include office supplies, facility maintenance supplies and signage supplies for new vehicles.
 - Printing includes costs of printing route maps, brochures and passes.
 - Automotive costs include the maintenance on the administrative vehicle 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 FY20 portion of the Swiftly Transit Time & Insights Software (through 6/28/2020), the FY20 portion of the Cradlepoint NetCloud Essentials for mobile routers and Zscaler internet security renewal (through 9/30/2020), 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 include electric and water at the SuperStop, Melnick Park & Ride, the Radio Shop at Leeds Avenue and the charging stations at Leeds Avenue. The budget for Utilities will be adjusted for the new Park & Ride and the charging stations.
 - Auditing Services is the cost for CARTA's annual financial audit.
 - Custodial Services is the cost of janitorial services at the Melnick Park & Ride location.
 - Other Professional Services include payroll processing system fees, new bus inspection services and shelter repair services.
 - Shared Contract Services (IGA & Management) is the extensive services BCDCOG provides to CARTA.
 - Money Transport is the cost of the armored guard service, Brinks, 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. CARTA repaired the hardscape pavers at the SuperStop and purchased panels to repair bus shelters.
 - Operating Fees & Licenses include credit card transaction fees, stormwater fees, solid waste user 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 2019 and 2020 policy period. This is the bulk of the expenditure for the year. Many shelters, vehicles and the addition of the Melnick Park & Ride have been added to the policy.
 - Interest is the interest accrued on the Melnick Park & Ride Loan.
 - Non-Capitalized Assets include the purchase of security equipment including cameras, lighting and radio equipment.

- **Capital Expenditures:**

- Rolling Stock is the purchase of three Proterra electric buses.
- Bus Facilities/Charging Stations is the purchase of six electric bus Charging Stations.
- Bus Shelter Construction/Bench Installation is the cost of three shelters.
- Security/Cameras and Equipment is the cameras on the Midi buses.

Ms. Mitchum reviewed the HOP expenditures. As of March 31, 2020, total expenditures for the HOP program for FY20 were \$414,248. She addressed questions and comments. The Board received the Financial Status Report as information.

4. Current System Operations – Update

Ron Mitchum, Executive Director, and Sharon Hollis, Principal Planner, delivered an update on the current system operations. Ms. Hollis discussed ridership due to COVID-19 noting that for the first three months of the year, compared to 2019, ridership was down 7%. It had seen an upward trend on several routes prior to March. In comparing March 2019 and March 2020, most routes experienced a drop in ridership of 20% or more, with an overall 29% drop in March 2020. DASH driver tallies for routes 7, 210 and 211 show a significant drop starting around March 14th. This trend is expected to continue on all routes in April. Slides depicting several safety measures in place for drivers and passengers were reviewed and discussed. The Board received the Current System Operations update as information.

5. CARES Act Funding Utilization Plan – Request for Approval

Mr. Mitchum presented the CARES Act Funding Utilization Plan. He noted that Legislation requires the funding be shared with TriCounty Link, the funding is 100% Federal, funding can be used for any activity related to COVID-19 including activities normally funded with FTA 5307 funds for operations and capital, and Charleston County sales tax revenue will remain stable for the next budget year. Available funding to CARTA is \$15 million. Mr. Mitchum reviewed the proposed use of funds:

- Operations = \$7 million (no local match required): allows the agency to save an estimated \$3.5 million in transportation sales tax funds which would normally be needed and used for the local match; it is recommended that funds are set aside in a reserve account; estimated savings does not account for funds that would be needed as local match for discretionary grant applications currently in process.
- Capital = \$8 million (no local match required): facility construction/improvements = \$2.8 million for new HOP lot construction and Leeds Avenue facility improvements; vehicle acquisition = \$5 million for seven 35 foot fixed-route electric buses; transit amenities = \$100,000; and safety/security = \$100,000.

Mr. Mitchum addressed questions and comments.

Ms. Astle made a motion to approve the CARES Act Funding Utilization Plan as presented.

Mr. Green seconded the motion. The motion was unanimously approved.

6. Executive Director's Report

Mr. Mitchum noted that grant applications are in process, including the application for Shipwatch Square Terminal. He also noted that procurement is underway for digital signage for stops and shelters, solar lighting for stops, a transit stop/shelter design manual and CAD/AVL system. Mr. Mitchum stated that he is still waiting to hear from Dominion Energy regarding the Leeds Avenue lease. Mr. Mitchum referenced a slide that was presented earlier in the meeting that included a gentleman rider at a bus stop on Greenridge Road in North Charleston. The gentleman expressed his gratitude to Mr. Mitchum regarding the service in that area. The gentleman also expressed his appreciation of the relocated bus stop noting that the new location is much safer for riders. Mr. Mitchum addressed questions and comments. The Board received the Executive Director's report as information.

7. Other Business, If Any

There was no other business to discuss.

8. Public Comments, If Any

There was one public comment:

- William Hamilton, Executive Director of Best Friends of Lowcountry Transit, discussed plans for a Progressive Community Circle Rally to be held on May 4th. He also discussed buses going to the beaches.

9. Board Comments, If Any

- Mr. Astle commended Mr. Mitchum and staff and Mr. Bonner and Transdev staff for the extra safety measures taken during the pandemic.
- Mayor O'Neil requested that an electronic version of today's presentation be made available to Board Members.
- Mr. Lewis noted that the public comments he has received have been very favorable of the service that has been provided.
- Chairman Seekings thanked everyone for their participation in the virtual Board Meeting and noted that an update on the LCRT will be delivered at the next meeting.

10. Adjourn

There being no further business before the Board, Chairman Seekings adjourned the meeting at 2:30 p.m.

Respectfully submitted,
Kim Coleman