

CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY (CARTA)
VIRTUAL BOARD OF DIRECTORS MEETING
May 20, 2020

The Charleston Area Regional Transportation Authority (CARTA) Board of Directors held a virtual Board of Directors meeting at 1:00 p.m. on Wednesday, May 20, 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: Mary Beth Berry; Brenda Corley; Dwayne Green; Anna Johnson; Pat O'Neil; Michael Seekings; John Tecklenburg; Jimmy Ward

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; Amanda Ramage for Vic Rawl

STAFF PRESENT: Ron Mitchum; Andrea Kozloski; Robin Mitchum; 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); Mary Neale Berkaw (CAJM); Phil Jos (CAJM); Rose Stump (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 1:05 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: April 30, 2020 Meeting

***Mayor Tecklenburg made a motion to approve the April 30, 2020 Meeting Minutes as presented.
Chief Turner 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, 2020. Ms. Mitchum noted that the agency ended the month with an excess of revenue of \$3,413,270. 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 three Flexible Metro vehicles, two paratransit buses and parts.
- 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.
- Postage is postage meter refills used to mail passes.
- Dues/Memberships is CARTA's annual membership with the Charleston Metro Chamber of Commerce.
- Office Equipment Rental includes the quarterly postage meter rental fee, the cost of the portable toilet rental for the HOP lot and the monthly battery lease for the electric buses.
- 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 and the SuperStop bus depot.
- 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.
- 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, shelter panels 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 April 30, 2020, total expenditures for the HOP program for FY20 were \$441,727. She addressed questions and comments. The Board received the Financial Status Report as information.

4. FY20 Budget Revision – Request for Approval – Robin Mitchum

Ms. Mitchum presented the FY20 Budget Revision. She discussed the line item changes, in detail, for revenues and expenditures noting the following:

- **Revenues:**

- An estimated reduction in passenger revenue for the remainder of the fiscal year is a result of reduced operating service and ridership due to the health pandemic.
- HOP Lot Parking Fees are the parking fees received at the HOP lot.
- Federal revenue includes estimated 5307 Urban funds, 5310 Enhanced Mobility for Seniors & individuals with disabilities and 5307 CARES Act funds. CARTA receives funds as a direct recipient from FTA and Pass Through funds from the BCDCOG. Capital funds have been moved to the Capital Revenues budget and funds to purchase electric buses have been moved to FY21. We do not anticipate receiving the additional electric buses this fiscal year.
- State Mass Transit Funds is operating funds and capital funds to match federal funds for the purchase of buses and charging stations. The reduction includes some of the funds being expended last fiscal year and some of the funds being moved to the capital revenues budget line item. We anticipate receiving additional funds for operating, but do not anticipate using the funds as match to federal 5307 funds during this fiscal year.
- Sales Tax – Charleston County capital matching requirements have been moved to the capital revenues budget line item.
- Advertising is reduced to average revenue sales.
- Interest is interest received from SC Department of Revenue for refunded excise tax payments.
- Insurance proceeds are a result of accidents.
- Sale of Assets includes the sale of three Flexible Metro vehicles, two paratransit buses and bus parts.
- Miscellaneous revenue is a fee received for a bus rental for filming.

- **Expenditures:**

- Staff Salaries & Benefits includes the cost of staff time, leave, insurance, retirement and taxes. The reduction reflects actual costs incurred through December 13, 2019. CARTA had two employees; one retired on December 13th and the other was transferred to BCDCOG. Staff and management services are provided through IGA Agreement.
- Postage increased to align the budget with average expenditures.
- Dues and Memberships include the membership with the Charleston Metro Chamber of Commerce.
- Equipment rental increased by the addition of the Electric Bus Battery Lease agreement and the portable toilet rental at the HOP Lot.
- Office Equipment Maintenance includes IT services (managed server services, email hosting, website management and other general IT services), Camera system maintenance and AVL software maintenance.
- Rent increased to reflect the rental agreement with Dorchester Village Shopping Park & Ride.
- Communications increased for the monthly digital radio frequency cost which is a per radio fee.
- Utilities increased for the new Melnick Park & Ride and the charging stations. Utilities include electric and water at the SuperStop, Melnick Park & Ride, the Radio Shop at Leeds Avenue and the charging stations at Leeds Avenue.

- Professional services increased with the addition of custodial services at Melnick Park & Ride and custodial sanitization services at the SuperStop. Other Professional Services include payroll processing system fees, new bus inspection services and shelter repair services.
- Contract Services decreased by the conclusion of the Melnick property engineering project and estimated service reductions of operations.
- Facility Repairs and Maintenance includes facility repairs and maintenance.
- Insurance increased based on the addition of new shelters, buses, charging stations and Park & Ride.
- Fuel decreased due to the reduction of fuel prices and operating services.
- Paratransit decreased based on reduction of operations.
- Non-Capitalized assets include the purchase of security equipment including cameras, lighting, shelter panels, driver safety barriers, COVID-19 PPE and radio equipment.
- Rolling Stock is being reduced to the amount of rolling stock CARTA anticipates receiving in this fiscal year. CARTA has received three Proterra Electric Buses and anticipates receiving an additional replacement paratransit vehicle before the fiscal year end. Other rolling stock items on order will be budgeted in the next fiscal year.
- Bus Facilities/Charging stations are for the purchase of charging stations for electric buses.
- Security Cameras and Equipment are funds available to purchase security equipment at our facilities and on rolling stock. This has been reduced to anticipated expenditures for the fiscal year.
- Capital has been reduced to capitalized expenditures and anticipated non-capitalized expenditures have been moved to the non-capitalized assets.

Ms. Mitchum addressed questions and comments and stated that the budget will continue to be monitored to ensure revenues and expenditure remain aligned. She also noted that recommended revisions will be made as necessary. Mayor Tecklenburg made an inquiry regarding funds as a result of the CARES Act. He also requested the Board's flexibility regarding consideration of an increase of service level where needed as long as the funds are not needed for a gap in sales tax funding. Mr. Mitchum responded that 100% of CARES Act funding can be used for operations.

***Mr. Anderson made a motion to approve the FY20 Budget Revision as presented.
Mayor Tecklenburg seconded the motion. The motion was unanimously approved.***

5. Digital Signage RFP – Request for Approval

Ron Mitchum, Executive Director, presented the Digital Signage Request for Proposal. He noted that the Selection Committee met on May 18, 2020 to review four proposals for the Digital Signage RFP. Proposals were received from GMV Syncromatics, Message Point Media, Smart City Media and Solutionz Inc. Based on the overall score sheet rankings, the Selection Committee recommends that CARTA award a contract to GMV Syncromatics. Mr. Mitchum addressed questions and comments.

***Mr. Lahm made a motion to approve the Digital Signage RFP as presented.
Mayor O'Neil seconded the motion. The motion was unanimously approved.***

6. Swiftly Contract Extension – Request for Approval

Mr. Mitchum presented the Swiftly Contract Extension. He explained that CARTA is requesting to amend the Swiftly, Inc. Real Time Location Services contract for an additional year pursuant to the terms outlined in the contract. Additionally, CARTA is requesting approval to add the Operator Reports Module for \$9,660.00 per year. The current Modules include Transitime, Live Operations, On-Time Performance, GPS Playback, Vehicle Speed and Runtime. The contract was awarded on June 29, 2017 as a one-year contract with four options to renew annually. This amendment would extend the contract from June 30, 2020 to June 28, 2021. Mr. Mitchum addressed questions and comments.

Ms. Berry made a motion to approve the Swiftly Contract Extension as presented.

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

7. Current System Operations – Update

Sharon Hollis, Principal Planner, stated that Jon Dodson, Planner II, has been monitoring the routes, first hand, and will deliver an update on the current system operations. Mr. Dodson noted that, since mid-March, CARTA has been operating on an abbreviated Sunday schedule due to the pandemic. As a result, ridership has dropped on the fixed and Express routes with the Express routes having been hit the hardest. However, there has been an upward trend on the DASH since the beginning of May. CARTA has not seen as big of a decrease in ridership as other transit agencies. Ms. Hollis noted that ridership on some routes continues to be steady and demand exists to get riders to their destinations (especially Route 20, which is currently the highest performing route that has been averaging 15 passengers per hour). Mr. Mitchum stated that the system will resume its normal operating schedule Tuesday, May 12th. CDC guidelines will be followed on all the routes in regards to resuming transit services. Hand sanitizer will be available and masks will be required and provided. Social distancing will be practiced as well. Signage listing safety guidelines will be posted on each vehicle. Transdev will monitor ridership on each route and will inform us if ridership looks as if it will exceed 50% capacity. Appropriate adjustments will be made to ensure passenger and driver safety if ridership exceeds 50% capacity. Mr. Mitchum addressed questions and comments. The Board received the Current System Operations update as information.

8. Executive Director's Report

Mr. Mitchum stated that work continues with Charleston County on the Shipwatch Square project. He also noted that discussion will be held during the June meeting on solar lighting for bus stops and the extension of the Transdev Contract. Mr. Mitchum stated that work also continues on the LCRT project and that an upcoming Steering Committee meeting will be held. He also noted that preliminary discussions have been held with the City of Charleston regarding the new HOP Lot and work continues with DHEC on the permitting processes. Mr. Mitchum announced that the Leeds Avenue Lease Agreement has been received so we will begin looking at the next steps to take in order to make expansions to the Leeds Avenue facilities. He stated that grant applications have been submitted and we feel good about CARTA's ability to compete so we are hopeful to receive funding as a result of those applications. Mr. Mitchum addressed questions and comments. 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 were two public comments:

- Phil Jos, CAJM, thanked Mayor Tecklenburg for drawing attention to the importance of increasing service frequency and commended Mr. Mitchum and Ms. Hollis for acknowledging that transit-dependent riders are keeping the revenue stream going. Mr. Jos expressed his concerns regarding CARTA placing a high priority on increasing the frequency of services and stated that CAJM is happy to submit Letters of Support for some of the recent grants.

- William Hamilton, Executive Director of Best Friends of Lowcountry Transit, stated that he has been working closely with a candidate in Summerville for the State Legislature regarding the LCRT being the top priority. Tomorrow starts a 3-day community effort to support the LCRT's possible stimulus bill. Mr. Hamilton also commented on working with the Pink House in West Ashley and their concerns regarding increasing service frequency on Sam Rittenberg Boulevard.

11. Board Comments, If Any

- Ms. Berry commended Mr. Mitchum and staff for the extra efforts in keeping everyone safe during the pandemic.
- Chairman Seekings thanked everyone for their participation in the virtual Board Meeting and announced that the next CARTA Board of Directors meeting will be held on Wednesday, June 17th at 1:00 p.m. He commended the drivers who are on the front line during these unprecedented times.

12. Adjourn

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

Respectfully submitted,
Kim Coleman