

CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY (CARTA)
VIRTUAL BOARD OF DIRECTORS MEETING
January 20, 2021
Meeting Notes

The Charleston Area Regional Transportation Authority (CARTA) Board of Directors held a virtual Board of Directors meeting at 1:00 p.m. on Wednesday, January 20, 2021.

MEMBERSHIP: Mary Beth Berry; Ron Brinson; Mike Brown; Brenda Corley; Dwayne Green; Alfred Harrison; Will Haynie; John Labriola; James Lewis; Pat O'Neil; Teddie Pryor; Christie Rainwater; Dickie Schweers; Michael Seekings; Keith Summey; John Tecklenburg; Jimmy Ward; Robert Wehrman

MEMBERSHIP PRESENT: Mary Beth Berry; Brenda Corley; James Lewis; Dickie Schweers; Michael Seekings; John Tecklenburg; Jimmy Ward; Robert Wehrman

PROXIES: Dennis Turner for Christie Rainwater; Ray Anderson for Keith Summey; Lynn Christian for Alfred Harrison; Jerry Lahm for Teddie Pryor; Brad Morrison for Will Haynie

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); Robert Flagler (Rawle-Murdy Associates); Rachel Angelos (Rawle-Murdy Associates); Daniel Monroe (Rawle-Murdy Associates); Scott Donahue (SDCOT); Keith Benjamin (City of Charleston); Desiree Fragoso (City of Isle of Palms); William Hamilton (Best Friends of Lowcountry Transit); Mary Neale Berkaw (CAJM); 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 1:00 p.m. followed by a moment of silence and quorum determination. The Chairman welcomed and introduced the following new Board Members: John Labriola, Mayor of the Town of Kiawah and Robert Wehrman, Charleston County Councilmember. Chairman Seekings also welcomed back to the Board the following Board Members: Teddie Pryor, Charleston County Council Chairman and Dickie Schweers, Charleston County Councilmember.

2. Consideration of Board Minutes: November 18, 2020 Meeting

Mr. Anderson made a motion to approve the November 18, 2020 Meeting Minutes as presented.
Mr. Ward seconded the motion. The motion was unanimously approved.

3. Election of Officers

Ron Mitchum, Executive Director, stated that the Nominating Committee met via conference call on January 18, 2021. The Nominating Committee, chaired by Dwayne Green and consisting of Mary Beth Berry and James Lewis, unanimously recommends the following slate of Officers:

- Mike Seekings, Chair
- Pat O'Neil, Vice Chair
- Keith Summey, Secretary/Treasurer

Mr. Ward made a motion to approve the Nominating Committee's Recommended Slate of Officers as presented.
Ms. Corley seconded the motion. The motion was unanimously approved.

4. Financial Status Report – Robin Mitchum

Robin Mitchum, Deputy Director of Finance and Administration, presented the financial status report for the period ending December 31, 2020. Ms. Mitchum noted that the agency ended the month with an excess of revenue of \$151,390. She reviewed the following activities for FY21 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.
- Armad Hoffer Properties is a contract service for additional HOP route access for their residents.
- Local contributions are funds received from local organizations for shelter construction.
- The Federal revenue includes operating 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 is the proceeds from the sale of two NABI buses.

Expenditures:

- Staff Salaries & Benefits include the cost of retiree insurance.
- Supplies include office and facility maintenance supplies.
- Printing includes cost of printing route maps, brochures and passes.
- Postage is postage meter refills used to mail passes.
- 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 FY21 portion of the Swiftly Transit Time & Insights (through 6/28/2021), the FY21 portion of the Cradlepoint NetCloud Essentials for mobile routers and Zscaler internet security renewal (through 2/6/2021), in addition to other IT support.
- Rent includes the Ashley Phosphate Park & Ride lot, Dorchester Village Shopping Center 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 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.
- Custodial Services is the cost of janitorial services at the Melnick Park & Ride location and the SuperStop bus depot.
- Other Professional Services include pest control services, SuperStop security service and UST inspection 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.
- Operating Fees & Licenses include credit card transaction fees, storm water fees, solid waste user fees and vehicle title and registration fees.
- Insurance includes the cost of liability insurance provided by the Insurance Reserve Fund. This includes the FY21 portion of the 2021 renewal. The amount will increase and decrease as we add and remove items from the policy throughout the fiscal year but this is the bulk of the insurance expenditure for FY21.
- Interest is the interest accrued on the Melnick Park & Ride Loan.
- Non-Capitalized Assets include the purchase of additional driver and side shields on the buses, radio equipment and security equipment.

Capital Expenditures:

- Rolling Stock is the purchase of two Alexander Dennis Enviro 200 buses.
- Bus Shelter Construction/Bench Installation is the purchase of two shelters.
- Capital includes the purchase of a fork lift.

Ms. Mitchum reviewed the HOP expenditures. As of December 31, 2020, total expenditures for the HOP program for FY21 is \$102,031. She addressed questions and comments. The Board received the Financial Status Report as information.

5. Isle of Palms Beach Reach Shuttle Service – Ron Mitchum

Mr. Mitchum stated that in response to public request for beach service to the Isle of Palms, CARTA is proposing a seasonal weekend shuttle between the Town of Mt. Pleasant and the City of Isle of Palms with one stop at either end. Summer holidays would also be served including Memorial Day, the Fourth of July and Labor Day at an estimated cost of \$30,000. The two stops would be at the Mt. Pleasant DMV with the other stop at Ocean Boulevard at 14th Avenue. The service would run hourly with the first trip departing the Mt. Pleasant DMV at 9:00 a.m. and the last departure at 5:00 p.m. The last return trip would have riders arriving back to the Mt. Pleasant DMV by 6:00 p.m. Mr. Mitchum reviewed estimated costs and routing and presented a slide depicting the route. Mr. Mitchum addressed questions and comments and after discussion it was decided that a final decision would be made at the next Board of Directors meeting.

6. Lowcountry Rapid Transit Project Update – Sharon Hollis

Sharon Hollis, Principal Planner, presented an update on the Lowcountry Rapid Transit (LCRT). She stated that the purpose of the LCRT is to provide premium, high-capacity bus rapid transit service. Ms. Hollis discussed the alignment development and refinement and explained project features including station amenities. She noted that bike and pedestrian amenities will be included at each station. Ms. Hollis also reviewed the key features of the Transit Oriented Development Study, the 2021 engineering & design and outreach milestones, project funding and the FTA's Capital Investment Grant Program. She reviewed the timeline for Phase 2 for Project Development over the next two years. Ms. Hollis addressed questions and comments. The Board received the LCRT update as information.

7. Route 31 Service Frequency Improvements – Request for Approval – Jon Dodson

Jon Dodson, Planner II, presented Route 31 Service Frequency Improvements. He discussed the Folly Road service change in detail stating that the goal for the service change is to increase ridership and provide additional community connections through increased frequency on Route 31, Monday through Saturday. (Currently, it is recommended that the Sunday service maintains the original schedule.) Route 31 provides service between James Island and downtown Charleston along Folly Road with major stops at Wal-Mart, Charleston Visitors Center, MUSC, College of Charleston and Sol Legare Road. Mr. Dodson discussed the recommended change would be to double the frequency to every 45 minutes. He also discussed the background and purpose and noted that the implementation date is February 8, 2021. Mr. Dodson reviewed the financial impacts stating that one additional vehicle will be needed at a cost of an additional \$293,500 per calendar year at \$72.00 per operating hour. He also discussed public outreach efforts. Mr. Dodson addressed questions and comments.

***Mr. Ward made a motion to approve the Route 31 Service Frequency Improvements as presented.
Ms. Berry seconded the motion. The motion was unanimously approved.***

8. Ridership Report – Sharon Hollis

Ms. Hollis presented the Ridership Report. She stated that ridership year over year and month over month for December 2019 to 2020 is down 32%. DASH and HOP shuttles have seen the biggest drop in ridership in 2020 followed by Express Routes with greater than 50% decline. 11-Dorchester/Airport, 12-Upper Dorchester, 31-Folly Road, 32-

Northbridge, 203-Medical shuttle had the lowest decline (less than 20%) in 2020. Ms. Hollis also noted that Routes 10-Rivers Avenue (13), 11-Dorchester Airport (11), 20-King Street/Citadel (13), 32-Northbridge (12) and DASH 213 (11) have the highest riders per hour. Ms. Hollis noted that the MUSC shuttle is back to pre-COVID ridership with 12% increase over December 2019 and an average of 29 passengers per hour. She addressed questions and comments. The Board received the Ridership Report as information.

9. Executive Director's Report – Ron Mitchum

Mr. Mitchum noted that ridership is down Country-wide as well due to COVID-19. He stated that there will be an item brought to the Board at the next meeting to consider adjusting the HOP shuttle's operating levels since the demand is currently lower. Also, at the next meeting, major project updates will be delivered as well as the results of the FTA's Triennial Review. Mr. Mitchum also discussed the CARES Act funding noting that out of the \$15.5 billion for transit, CARTA will receive approximately \$86 thousand for Tel-A-Ride services. He explained that the majority of the funding is slated for larger cities with subway and rail systems that have much larger operating costs. Mr. Mitchum noted that the agency received word yesterday that we will receive \$575 thousand for a BCDCOG discretionary grant application submitted for COVID-19 related funding. It was submitted by the BCDCOG so that it could to be used for both CARTA and TriCounty Link to implement a contactless fare system (no-touch transfer system) for added safety measures. He also noted that DHEC will be conducting COVID-19 testing at Mary Street and the SuperStop on February 1st. Mr. Mitchum announced that the TNC pilot project (Transportation Network Company) will be kicked-off on February 1st as well. The TNC project is the agency partnering with Uber & Uzurv to control costs regarding Tel-A-Ride services for passengers who do not require a wheelchair and who are not as limited, mobility-wise, as other Tel-A-Ride passengers. Mr. Mitchum addressed questions and comments. 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 was one public comment:

- William Hamilton, Executive Director of Best Friends of Lowcountry Transit, discussed the Transit Equity Day to be held in honor and memory of Rosa Parks on February 4, 2021. He expressed his concerns regarding the LCRT not extending service to Summerville/Lincolnvilleville. Mr. Hamilton recognized that CARTA is the only service that he has experienced where everyone is wearing a mask.

12. Board Comments, If Any

There was no other business to discuss. Chairman Seekings thanked everyone for their participation in the virtual Board Meeting and commended the staff for their hard work. He thanked Board Members for their service to the agency and the community.

13. Adjourn

There being no further business before the Board, Chairman Seekings adjourned the meeting at 2:00 p.m.

Respectfully submitted,
Kim Coleman