

CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY (CARTA)
VIRTUAL BOARD OF DIRECTORS MEETING
November 18, 2020
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, November 18, 2020.

MEMBERSHIP: Mary Beth Berry; Ron Brinson; Mike Brown; 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; Will Haynie; James Lewis; Pat O'Neil; Michael Seekings; Jimmy Ward

PROXIES: Dennis Turner for Christie Rainwater; Ray Anderson for Keith Summey; Lynn Christian for Alfred Harrison; Virginia Jamison for Ron Brinson; Taylor Green for Vic Rawl; Carter McMillan for Anna Johnson; Keith Benjamin for John Tecklenburg

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

OTHERS PRESENT: David Bonner (Transdev); Alisha Wigfall (Transdev); Jeff Webster (Rawle-Murdy Associates); Marquel Coaxum (Rawle-Murdy Associates); Allison Lane (Rawle-Murdy Associates); Scott Donahue (SDCOT); Doug Frate (SCDOT); WCSC Live 5 News; WCBD News 2; William Hamilton (Best Friends of Lowcountry Transit); Mary Neale Berkaw (CAJM); Rose Stump (CAJM); Phil Jos (CAJM); Geni Felsing; John Phillips; Christine Williams; Thomas Gruel; Graham Glaab; Christopher Jackson; Karen Campbell; Matt Brady; Summer Carter; 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 1:03 p.m. followed by a moment of silence and quorum determination.

2. Consideration of Board Minutes: October 21, 2020 Meeting

Chief Turner made a motion to approve the October 21, 2020 Meeting Minutes as presented.

Ms. Berry 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, 2020. Ms. Mitchum noted that the agency ended the month with an excess of revenue of \$103,870. 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.
- The Federal revenue includes operating for the year-to-date. Federal revenue is recorded as eligible expenditures are incurred.
- Insurance proceeds are a result of accidents.

- **Expenditures:**

- Staff Salaries & Benefits include the cost of retiree insurance.
- Supplies include office and facility maintenance supplies.
- 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 and SuperStop security service.
- 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.
- Insurance includes the cost of liability insurance provided by the Insurance Reserve Fund. This is the FY21 portion of the 2020 renewal. The policy will renew in January.
- 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.

- **Capital Expenditures:**

- Rolling Stock is the purchase of two Alexander Dennis Enviro 200 buses.
- Bus Shelter Construction/Bench Installation is the purchase of one shelter.

Ms. Mitchum reviewed the HOP expenditures. As of October 31, 2020, total expenditures for the HOP program for FY21 is \$37,170. She addressed questions and comments. The Board received the Financial Status Report as information.

4. Shelter Installation Contract Renewal – Request for Approval – Ron Mitchum

Ron Mitchum, Executive Director, presented the Shelter Installation Contract Renewal. He noted that CARTA is requesting approval to amend the Wildwood Contractors, Inc. Bus Shelter Installation contract for an additional year pursuant to the renewal terms outlined in the contract. The contract was awarded on December 12, 2017 for a term of two years with the option to renew for three consecutive one-year terms. This amendment will extend the contract through December 11, 2021. Mr. Mitchum addressed questions and comments.

***Mayor O'Neil made a motion to approve the Shelter Installation Contract Renewal as presented.
Mr. Anderson seconded the motion. The motion was unanimously approved.***

5. Bus Advertising Wrap Installation Contract Renewal – Request for Approval – Ron Mitchum

Mr. Mitchum presented the Bus Advertising Wrap Installation Contract Renewal. He noted that CARTA is requesting approval to amend the Red Falcon Ink, LLC Bus Wrap and Shelter Advertising contract for an additional year pursuant to the renewal terms outlined in the contract. The contract was awarded as a one-year contract with four options to annually renew. This amendment will extend the contract through October 29, 2021. Mr. Mitchum addressed questions and comments.

*Mr. Anderson made a motion to approve the Bus Advertising Wrap Installation Contract Renewal as presented.
Mr. Green seconded the motion. The motion was unanimously approved.*

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 the timeline for Phase 2 for Project Development over the next two years. She discussed the CIG program requirements and sensitivity training. Ms. Hollis discussed the bike/pedestrian facilities from Ingleside to Mt. Pleasant Street. She announced that the next steps through September 2021 are on schedule. Ms. Hollis addressed questions and comments. The Board received the LCRT update as information.

7. Route 31 Service Frequency Improvements – Jon Dodson

Jon Dodson, Planner II, delivered an overview on Route 31 Service Frequency Improvements. Mr. Mitchum prefaced Mr. Dodson's overview by stating that the presentation will be for informational purposes and that a plan will be presented to the Board in January for consideration. Mr. Dodson stated that the goal for the service change is to increase ridership and provide additional community connections through increased frequency on the route Monday through Saturday. He explained that Route 31 serves Folly Road and downtown Charleston with major stops at Walmart, Charleston Visitors Center, MUSC, College of Charleston and by Sol Legare Road. Mr. Dodson discussed the background of Route 31, public outreach efforts and financial impacts. Mr. Dodson addressed questions and comments. The Board received the Route 31 Service Frequency Improvements overview as information.

8. Transportation Network Company (TNC) Pilot Overview – Jon Dodson

Mr. Dodson presented the Transportation Network Company overview. He stated that the goal for the TNC pilot is to provide better efficiency while serving seniors and Tel-A-Ride customers. Mr. Dodson noted that it is anticipated that the pilot will begin in January 2021 and will provide subsidized trips to those over 55 years old as well as qualified Tel-A-Ride customers in the peninsula traveling to or from the medical district or the nearby Publix. He explained that funding for the pilot would include \$101,000 from the reallocation of Route 204 funding as well as \$80,000 awarded as part of the Enhanced Mobility of Seniors and Individuals with Disabilities Program under Section 5310 of the FAST Act. Mr. Dodson noted that Route 204 operates Monday through Friday between 9:00 a.m. and 3:00 p.m., providing connections between the Charleston Visitors Center, MUSC, Calhoun Street, Canterbury House and Charleston City Market. He then addressed questions and comments. The Board received the Transportation Network Company Pilot overview as information.

9. Ridership Report – Sharon Hollis

Ms. Hollis presented the Ridership Report. She stated that ridership has steadily increased 159% from a low of 63,407 in April 2020 to a high of 164,165 in October 2020. Ridership year over year and month over month for October 2019 to 2020 is down 43%. DASH and HOP shuttles have seen the biggest drop in ridership followed by Express Routes with greater than 50% decline. Folly Road, St. Andrews, Montague Avenue have seen the smallest decline at less than 30% drop in ridership. Ms. Hollis also noted that Routes 10 (Rivers Avenue), 20 (King Street/Citadel), 32 (Northbridge) and

DASH 211/213 have the highest riders per hour. Ms. Hollis noted that the MUSC shuttle is back to pre-COVID ridership. She addressed questions and comments. The Board received the Ridership Report as information.

10. Executive Director's Report – Ron Mitchum

Mr. Mitchum stated that work continues on the Shipwatch Square project. He noted that vehicles have been identified for the vanpool program that can be acquired more quickly and will be in compliance with regulations. Mr. Mitchum noted that the digital signage and solar lighting projects are moving forward and discussions will take place with the City of Charleston regarding the historic district. He announced that the shelter at Rivers and Aviation Avenues had to be replaced due to damages as a result of a car accident. Mr. Mitchum stated that a meeting will be scheduled with the City of Charleston to discuss HOP Lot design matters. He recognized and commended SCDOT for yesterday's state-wide Fall Clean-Up. Mr. Mitchum addressed questions and comments. The Board received the Executive Director's Report as information.

11. Other Business, If Any

There was no other business to discuss.

12. Public Comments, If Any

There were two public comments:

- William Hamilton, Executive Director of Best Friends of Lowcountry Transit, thanked the Board members for their service. He expressed his concerns regarding the LCRT not extending service to Summerville.
- Geni Felsing thanked the Board for the Wando Shelter and the Uber/Lyft pilot program for individuals who are 55 years old and over. She expressed interest in having a similar service in Mt. Pleasant to the medical district.

13. Board Comments, If Any

- Mr. Lewis thanked Mr. Mitchum and staff for their hard work throughout 2020.
- Chief Turner inquired about free rides to warming shelters in anticipation of the cold weather approaching.
- On behalf of Ms. Johnson, Mr. McMillan stated that Councilmember Johnson supports Route 31 service frequency improvements.
- Chairman Seekings thanked Mayor Haynie for attending the Ribbon Cutting Ceremony at Wando High School in Mt. Pleasant. He also 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 and wished everyone happy holidays.

14. Adjourn

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

Respectfully submitted,
Kim Coleman