

CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY (CARTA)
VIRTUAL BOARD OF DIRECTORS MEETING
April 21, 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, April 21, 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: Brenda Corley; Dwayne Green; Will Haynie; James Lewis; Dickie Schweers; Michael Seekings; Jimmy Ward; Robert Wehrman

PROXIES: Ray Anderson for Keith Summey; Lynn Christian for Alfred Harrison; Jerry Lahm for Teddie Pryor; Stephanie Tillerson for John Labriola; Keith Benjamin for John Tecklenburg

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

OTHERS PRESENT: David Bonner (Transdev); Jeff Webster (Rawle-Murdy Associates); Rachel Angelos (Rawle-Murdy Associates); Scott Donahue (SDCOT); Doug Frate (SCDOT); Steve Dudash (Thomas & Hutton); 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 1:05 p.m. followed by a moment of silence and quorum determination.

2. Consideration of Board Minutes: March 17, 2021 Meeting

Mr. Lahm made a motion to approve the March 17, 2021 Meeting Minutes as presented.

Ms. Corley 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, 2021. Ms. Mitchum noted that the agency remains in good shape and ended the month with an excess of revenues of \$14,267. 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.
- State Mass Transit Funds are the funds available and expended as match to the Federal 5307 operating funds.
- 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 and three 1996 New Flyer buses and one 1997 New Flyer bus.

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.
- Automotive costs include the maintenance on the administrative vehicles and mileage reimbursements.
- Postage is postage meter refills used to mail passes.
- Dues/Memberships is CARTA's membership with Transportation Association of South Carolina (TASC).
- 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, 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.
- Pilot Ride Program is customer transportation cost for same day service through independent rideshare.
- Vehicle Maintenance is the cost to maintain the fleet.
- Facility Repair & Maintenance is the cost to maintain the SuperStop facility.
- 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 and three Proterra Electric buses.
- Bus Shelter Construction/Bench Installation is the purchase of shelters.
- Capital includes the purchase of a fork lift.
- ITS System is the purchase of the Syncromatics system.

Ms. Mitchum reviewed the HOP expenditures. As of March 31, 2021, total expenditures for the HOP program for FY21 is \$202,932. She addressed questions and comments. The Board received the Financial Status Report and HOP Expenditures Report as information.

4. FY21 Budget Revision – Request for Approval – Robin Mitchum

Ms. Mitchum presented the FY21 Budget Revision. She discussed the line-item changes in revenues and expenditures in detail. Ms. Mitchum stated that the budget will continue to be monitored to ensure revenues and expenditures remain aligned and that any recommended revisions will be made as necessary. Ms. Mitchum addressed questions and comments.

Mr. Lewis made a motion to approve the FY21 Budget Revision as presented. Mayor Haynie seconded the motion. The motion was unanimously approved.

5. Procurement Policies and Procedures Revision – Request for Approval – Robin Mitchum

Ms. Mitchum presented the Procurement Policies and Procedures Revision. She noted that the Board approved the Procurement Policies and Procedures at the September 20, 2017 Board of Directors meeting. Ms. Mitchum stated that the FTA has requested the addition of a Governing Directive that will be inserted on pages 70 & 71 of the Procurement Policies and Procedures manual. She explained the Governing Directive in detail and addressed questions and comments.

Mr. Lewis made a motion to approve the Procurement Policies and Procedures Revision as presented. Mayor Haynie seconded the motion. The motion was unanimously approved.

6. Resolution to Apply for Funding – Request for Approval – Robin Mitchum

Ms. Mitchum discussed the Resolution to Apply for Funding. She noted that the Resolution authorizes Ron Mitchum, Executive Director, to file applications with the SCDOT on behalf of CARTA for federal and/or state funding to assist in providing community and/or human services transportation services. If the application is approved, CARTA will provide the required match for the capital, operations and administrative charges, the necessary insurance coverage as required under the agreement, and all necessary local match for operating losses. The Board will agree to comply with all FTA and SCDOT Program statutes and regulations, directives, certifications and assurances to carryout the project as described in the application. Ms. Mitchum addressed questions and comments.

Mayor Haynie made a motion to approve the Resolution to Apply for Funding as presented. Mr. Lahm seconded the motion. The motion was unanimously approved.

7. Mobile Ticketing Project – Request for Approval – Ron Mitchum

Ron Mitchum, Executive Director, discussed the Mobile Ticketing Project. He noted that the pilot program is a result of the discretionary grant application that staff submitted to identify a contactless ticketing system. A contactless ticketing system will provide additional safety features for riders. CARTA was awarded the grant for funding which will be used towards the mobile ticketing project upon Board approval. Mr. Mitchum stated that the contactless fare option will not replace the current fare system so that those who wish to pay in cash may continue to do so; however, a system will be implemented in order to allow cash payments to be made in a safer method. He noted that CARTA's Transit Advisory Committee, as well as some customers, will be involved in the project. Mr. Mitchum addressed questions and comments.

Mr. Lewis made a motion to approve the Mobile Ticketing Project for a 6-month Trial Period. Mr. Benjamin seconded the motion. The motion was unanimously approved.

8. Project Updates – Ron Mitchum & Staff:

Mr. Mitchum stated that if anyone has any questions regarding the project updates, to please contact him for further information. A summary was distributed in the Board packet in advance of the meeting.

A) Stop/Shelter Design Guidelines: Staff contracted Nelson\Nygaard to develop Transit and Bus Stop Guidelines in the fall of 2020. In March, the Consultant and BCDCOG staff finished the first round of stakeholder discussions with key parties to address their desired outcome for the development of the Guidelines. A second round of stakeholder discussions will start in late April. Nelson\Nygaard also wrote a design guidelines peer review, which included Maryland DOT, Port Authority of Alleghany County, King County, Memphis Area Transportation Authority and information from the NACTO Urban Street Design Guide. The next bimonthly Technical Advisory Committee meeting will take place in late May or early June with the anticipated delivery of a final document in summer 2021.

B) Service Planning Initiatives: HOP Route 7 and Route 211 Temporary Changes: HOP Route 7 would be temporarily removed from service after effective Sunday, May 9th. Route 211 would have increased span to more closely match that of the HOP services starting that Sunday; Syncromatics APC Verification: Staff has a sampling plan to validate the Automatic Passenger Counters data recently installed on the buses that will be used in April to validate recent data. The plan requires staff to ride all rides and track

boarding and alightings by route, stop, day and time; Isle of Palms Beach Shuttle: Staff is developing the routing and schedule for the Beach Shuttle. The shuttle will have a Memorial Day weekend launch, with service starting Saturday, May 29th. Connections to Routes 40 and 42 are being evaluated to occur at Town Centre and Market Center Boulevard; Lincolnville Transit Survey: In cooperation with the Town of Lincolnville, the BCDCOG is conducting a town-wide transit survey to better understand the transit needs and desires of residents and businesses. We are sharing the survey and meeting with the homeowners and local businesses in Lincolnville. An online survey went live in March and is available through April 20 at <https://www.surveymonkey.com/r/LTNS032021>.

- C) Electric Bus Master Plan:** Stantec was selected to develop a comprehensive plan that improves the overall performance of the network as CARTA moves toward an all-electric fleet. This plan includes a study of power demands, route feasibility, infrastructure needs, charging strategies and on-route charging evaluations. This effort also includes the development of a fleet management plan that will support CARTA's program for fleet replacement and expansion over the next 20 years. Presently, Stantec is gathering data and will deploy loggers to gather data across the entire fixed-route fleet.
- D) CARTA OnDemand (TNC Pilot):** Staff contracted UZURV and Uber to provide subsidized transportation in the fall of 2020. The pilot, CARTA OnDemand, launched on February 1st. The pilot offers door-to-door subsidized services for our seniors (55+) and Tel-A-Ride customers and covers a designated area with one end of the trip connecting to or from the Charleston Medical District on the Peninsula, Monday through Friday, between the hours of 9 AM and 5 PM. Trips with both UZURV and Uber cost \$4 each way. Staff approved 11 senior applications in March. We had 8 UZURV trips taken in March and 1 Uber trip.
- E) CARTA Shelter Improvement Program (SIP):** Bus stops play an important role in how our riders experience transit. CARTA is working to continuously improve our bus stops by providing the best amenities for riders as they board and depart the bus. A list of the shelters/benches in development and new designs being started were included in the agenda packet for the Board's review in advance of the meeting.
- F) Solar Lighting Project:** Solar lighting systems provide security and illumination in needed areas when grid power is unattainable or costly to bring to a site. CARTA has invested \$178,180 into solar lights for the region. To date 101 have been installed. Recent Development: City of Charleston approved 27 locations. We are currently working on the installation of solar lights at these approved locations and review other suggested input and locations.
- G) Digital Signage:** Strategically-located displays enable the transit signage system to inform the public, minimize wait times and enhance the overall traveler's experience. The methodology selected priorities based on ridership, quantity of connecting routes, existing shelters and stop closures due to flooding. The City of Charleston's Design Review Committee (DRC) approved 9 locations within existing shelters. CARTA is currently working on a final quote for Phase 1 of this project. Phase 1 will have a total of 13 locations. We are working the Synchronatics on design details and an installation plan.
- H) BCDCOG Vanpool Program:** The BCDCOG took delivery of 11 vans. The fleet has two sizes: Seven vans accommodate 15 riders, and the other 4 vans accommodate 7 riders. COVID protocols and fare structure have been developed and included in Policy Document. Vans have been detailed, licensed and registered, and cameras (AngelTrax internal and external dash cam) have been installed. The only things left to be done before they are ready for use are the decal wraps and the GPS device installation which will happen next week. Our primary employers being considered for first rider groups are Wild Dunes, Gildan and MUSC. We are waiting on employee survey results from WD, and are sharing our COVID protocols with other interested parties. MUSC and Gildan will likely need to distribute updated employee surveys as well.
- I) Fleet Replacement/Charger Installation**
- J) Shipwatch Square Transit Center:** A meeting was held this morning regarding the Shipwatch Square Transit Center. Staff is working with Charleston County and the project is making progress.

K) Lowcountry Rapid Transit (LCRT): A&E Design: 30% design submittals are ongoing over the next month with anticipated completion in May. These plans will be used to develop the project scope, schedule and budget for FTA review. Key Stakeholder Coordination: BCDCOG/County/SCDOT/CARTA have initiated discussions on interagency agreements needed. Project team has begun meeting with key stakeholders, community members and other interested organizations about the 5 projects. Steering committee meeting is scheduled for April 19th. Meeting with municipal and key stakeholders is ongoing. FTA Coordination: Monthly meetings are held with FTA. The required subplans are being developed to submit to FTA in April. FTA's Project Management Oversight Consultant (PMOC) will be assigned in near future. An internal team risk workshop will be held in late April, with an FTA led Risk Workshop to be scheduled in early Summer. Coordination meetings on the ridership model with FTA technical staff are ongoing. NEPA: Documented Categorical Exclusion draft document is in development and will be submitted to FTA for review in March. Section 106 consultation is underway. NEPA is anticipated to be complete in June. Shipwatch Square/Transit Hub: Civil site design on the bus transfer loop is nearing completion. Transit Center concepts are being evaluated and coordinated with City of North Charleston to incorporate a Police Precinct. Maintenance Facility: Team is evaluating maintenance facility site near fairgrounds for LCRT vehicle storage and maintenance. This includes a NEPA analysis near the end of line Park and Ride facility proposed for the Exchange Park Fairgrounds. That analysis is expected to be complete at the end of April. Transit Signal Prioritization: Transit signal prioritization at intersections is part of the LCRT project definition. A demonstration project of the TSP on Dorchester Road was initiated in March to develop the technology and infrastructure on a smaller scale corridor to advance that technology on CARTA transit buses traveling on Dorchester Road. This will provide the framework for the LCRT TSP technology which can be expanded to the remainder of the corridor. A kickoff meeting was held and the project team began data collection. TOD Study: Station area planning workshops are being scheduled for 8 station areas through March and April. TOD stakeholder meeting was held to review final drafts of affordable housing and value capture strategies. TOD virtual public workshops for Summerville on April 19th and North Charleston on April 20th. Virtual access to the meetings is available on lowcountryrapidtransit.com. Public Involvement: Stakeholder and neighborhood meetings are ongoing. TOD workshops began in March. LCRT online public meetings will begin on April 26th. Morgan Grimes, LCRT's communications specialist, has been visiting businesses along the corridor and reaching out to neighborhoods and community organizations. She has had direct communications with over 520 businesses and community members along the corridor as of April 1st, and that number continues to grow. Several virtual and in person events are scheduled for the spring.

Mr. Mitchum addressed questions and comments. The Board received the Project Updates as information.

9. Ridership Report – Jon Dodson

Jon Dodson, Senior Transit Planner, presented the Ridership Report. He stated that ridership on a month-to-month comparison from March 2020 to March 2021 is down 16%. Mid-to-late March 2020 were when altered schedules were implemented as COVID measures. DASH & HOP shuttles have seen the biggest drop in ridership between March 2020 and March 2021 with a 38% decline, followed by Express routes with an approximately 36% decline. The HOP is down 56% in the same period, the largest decline across the system. Mr. Dodson noted that 31-Folly Road (14%), 33-St. Andrews Boulevard (5%), 41-Coleman Boulevard (21%), 102-North Neck (0%), 103-Leeds Avenue (10%), 203-MUSC (76%) and 31-St. Andrews Boulevard (20%) increased ridership between March 2020 and March 2021. Route 203-MUSC had 25 riders per hour which is the highest in the system. Additionally, Routes 10-Rivers Avenue (13), 11-Dorchester Airport (11), 20-King Street/Citadel (12), 32-Northbridge (13), 33-St. Andrews (10) and DASH 211 (12) had the highest riders per hour across the system. Route 31-Folly Road is up 35% comparing March 2021 to January 2021. January 2021 was the last full month with the previous, lesser frequency. When comparing March 2021 to March 2020, that route is up 14%. Mr. Dodson addressed questions and comments. The Board received the Ridership Report as information.

10. Executive Director's Report – Ron Mitchum

Mr. Mitchum noted that virtual public meetings will be held to explain and discuss the changes that will occur on Rivers Avenue regarding the LCRT. He also noted that a VW grant that the BCDCOG submitted on behalf of CARTA was awarded for \$608 thousand and will be used for electric buses. Mr. Mitchum stated that work continues on the parking lot matters regarding the IOP Pilot Project. He explained the Triennial Review and noted that the review is

on-going and the virtual wrap-up will take place tomorrow. 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 was one public comment:

- William Hamilton, Executive Director of Best Friends of Lowcountry Transit, expressed his concerns regarding the TriCounty Link Summerville to Charleston route regarding para-transit stops resulting in the bus being off-route. Mr. Hamilton also commented on the Best Friends of Lowcountry Transit's Ride to the Beach campaign as well as Kids to the Beach campaign.

13. Board Comments, If Any

- 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 and noted that there will not be Board meetings held in July and August. Chairman Seekings stated he plans to resume in-person meetings in September.

14. Adjourn

There being no further business before the Board, Chairman Seekings adjourned the meeting at 1:46 p.m.

Respectfully submitted,
Kim Coleman