

CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY (CARTA)

VIRTUAL BOARD OF DIRECTORS MEETING

June 16, 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, June 16, 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; Ron Brinson; Dwayne Green; Will Haynie; James Lewis; Pat O'Neil; Michael Seekings; Robert Wehrman

PROXIES: Dennis Turner for Christie Rainwater; Lynn Christian for Alfred Harrison; Jerry Lahm for Teddie Pryor; Megan Smith for Dickie Schweers; Keith Benjamin for John Tecklenburg; Charles Drayton for Keith Summey

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

OTHERS PRESENT: David Bonner (Transdev); Jason Woznac (Transdev); Karen Campbell (Transdev); Alisha Wigfall (Transdev); Jeff Webster (Rawle-Murdy Associates); Rachel Angelos (Rawle-Murdy Associates); Scott Donahue (SDCOT); Doug Frate (SCDOT); Amy Pettine (Nelson/Nygaard); William Hamilton (Best Friends of Lowcountry Transit); Christopher Jackson (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 and quorum determination.

2. Consideration of Board Minutes: May 19, 2021 Meeting

Mayor Haynie made a motion to approve the May 19, 2021 Meeting Minutes as presented.

Mr. Lahm 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 May 31, 2021. Ms. Mitchum noted that the agency remains in good shape and ended the month with an excess of revenues of \$251,606. 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 Hoffler 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, five 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 through September, 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.
- Pilot Ride Program is customer transportation cost for same-day service through independent rideshare.
- Other Professional Services include pest control services 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.
- Security Services is contracted security service provided at the SuperStop by the City of North Charleston Police Department.
- Electric Bus Master Plan is the project to develop the necessary planning documents to transition CARTA's diesel bus fleet to all-electric buses.
- 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, bike racks 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 is the purchase of shelters.
- Capital includes the purchase of a fork lift and digital signage for shelters and bus stops.
- ITS System is the purchase of the Syncromatics system.

Ms. Mitchum reviewed the HOP expenditures. As of May 31, 2021, total expenditures for the HOP program for FY21 is \$246,043. The Board received the Financial Status Report and HOP Expenditures Report as information.

4. Transit Design Guidelines – Presentation – Amy Pettine, Nelson/Nygaard

Jon Dodson, Senior Transit Planner, introduced Amy Pettine with Nelson/Nygaard. Ms. Pettine delivered a presentation on the Transit and Bus Stop Design Guidelines. She stated that Bus Stop Design Guidelines will assist the region with improving all current and future CARTA and TriCounty Link bus stops. They will reflect agency, passenger and stakeholder priorities and existing regulations at federal, state and local levels. Guidelines should be flexible and reflect that bus stops differ based on level of activity, location, physical and fiscal constraints. Ms. Pettine reviewed the Guideline Expectations and discussed the stakeholder meetings and findings. She reviewed the technical work completed to-date and discussed the project timeline and next steps. The Board received the Transit Design Guidelines presentation as information.

5. Real-Time Location Services (Swiftly) Renewal – Request for Approval – Ron Mitchum

Ron Mitchum, Executive Director, discussed the Real-Time Location Services (Swiftly) Contract Amendment. Mr. Mitchum noted that CARTA requests approval to amend the Swiftly, Inc. Real-Time Location Services contract for an additional year pursuant to the terms outlined in the contract. Current modules include Transitime, Live Operations, On-Time Performance, GPS Playback and Vehicle Runtime. He stated that the contract was awarded on June 29, 2017 as a one-year contract with four options to renew annually. This amendment will extend the contract from June 30, 2021 to June 28, 2022.

Mr. Lewis made a motion to approve the Real-Time Location Services (Swiftly) Renewal as presented. Mayor Haynie seconded the motion. The motion was unanimously approved.

6. Auditing Services (Milhous) Contract Renewal – Request for Approval – Ron Mitchum

Mr. Mitchum discussed the contract renewal for financial auditing services noting that CARTA requests approval to amend the Robert E. Milhous, CPA, PA and Associates-Financial Audit Services 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 renew annually. Mr. Mitchum stated that this amendment will extend the contract through September 30, 2022 and that the cost for FY22 is \$15,000.

Mr. Brinson made a motion to approve the Auditing Services (Milhous) Contract Renewal as presented. Mr. Lewis seconded the motion. The motion was unanimously approved.

7. FY22 Proposed Budget – Request for Approval – Robin Mitchum

Ms. Mitchum presented the FY22 Proposed Budget. She reviewed, in detail, the proposed line-item changes in revenues, expenditures and capital expenditures. Ms. Mitchum explained that FY21 budget was reduced due to the pandemic. She also noted that there is a \$1.4 million increase due to the expectation of operations returning to normal. Ms. Mitchum stated that the budget will continue to be monitored to ensure revenues and expenditures remain aligned and that revisions will be recommended as necessary. Ms. Mitchum, along with Mr. Mitchum, addressed questions and comments. Chairman Seekings commended Ms. Mitchum and staff for their hard work on the budget.

Mayor O'Neil made a motion to approve the FY22 Proposed Budget as presented. Mr. Lewis seconded the motion. The motion was unanimously approved.

8. Annual Certification of the Public Transportation Agency Safety Plan – Request for Approval – Jeff Burns

Jeff Burns, Grants and Contracts Compliance Administrator, discussed the Public Transportation Agency Safety Plan. Mr. Burns noted that safety is a core value of CARTA, and managing safety is a core business function of the agency and that the Safety Plan is an annual Plan. CARTA is committed to developing, implementing, maintaining and

continuously improving processes to ensure the safety of its customers, employees and the community. He stated that safety management as a systematic and comprehensive approach to identifying safety hazards and risks associated with transit system operations and related maintenance activities has been achieved. A Safety Management Systems (SMS) framework as an explicit element of the agency's responsibility by establishing safety policy; identifying hazards and controlling risks; goal setting, planning and measuring performance has been adopted. Mr. Burns noted that the SMS has been adopted as means by which to foster agency-wide support for transit safety by establishing a culture where management is held accountable for safety and everyone in the organization takes an active role in securing transit safety. To ensure transit safety and in order to comply with Federal Transit Administration (FTA) requirements, CARTA has developed and adopted this Public Transportation Agency Safety Plan (PTASP). He stated that this plan complies with FTA regulations established by Section 5329(d) of the Moving Ahead for Progress in the 21st Century (MAP-21) Act signed into law on July 6, 2012. Mr. Burns addressed questions and comments.

Ms. Berry made a motion to approve the Annual Certification of the Public Transportation Agency Safety Plan as presented. Mayor Haynie seconded the motion. The motion was unanimously approved.

9. Service Changes – Discussion – Jon Dodson

Mr. Dodson discussed the preliminary Fall 2021 Service Changes. Mr. Dodson stated that the Service Planning staff will be investigating potential service changes in the coming months for Route 32-Northbridge and DASH Routes for the Fall of 2021. He explained that the intent of the possible changes would be to provide increased frequency, improve safety, increase ridership and improve access. Mr. Dodson discussed the background and purpose of Routes 32 and 210 and discussed the next steps. He noted that a recommendation would be brought before the CARTA Board in the Fall of 2021. The Board received the potential Service Changes discussion as information.

10. Title VI Update – Request for Approval – Jon Dodson

Mr. Dodson presented the Title VI Update. He explained that the Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin. As a public transit provider, CARTA is required to ensure all levels of transit services are compliant with this federal requirement. He noted that CARTA is also required by the FTA to update the Title VI Program every three years, which includes a public participation plan that identifies and outlines engagement and outreach efforts. The only changes from the previous version are updated demographic information for the region and changes to the system details. Mr. Dodson stated that CARTA is committed to making the Title VI of the Civil Rights Act a part of the daily operations, integrating it in all programs and plans. The responsibility for daily operations and compliance, including the investigation of Title VI complaints, is assigned to the Title VI Compliance Officer; however, all CARTA staff share in this collective responsibility for implementing and adhering to this program. Mr. Dodson addressed questions and comments.

Mr. Lewis made a motion to approve the Title VI Update as presented. Ms. Berry seconded the motion. The motion was unanimously approved.

11. Project Updates – Ron Mitchum/Staff

Mr. Mitchum noted that a summary was distributed in the Board packet in advance of the meeting on the following projects: Stop/Shelter Design Guidelines; Service Planning Initiatives; Electric Bus Master Plan; CARTA OnDemand; Shelter Improvement Program; Shipwatch Square Transit Center; Solar Lighting Installation; Digital Signage; VanPool Program; and Lowcountry Rapid Transit. He stated that if anyone has any questions regarding the project updates, to please contact him or staff members for further information. Mr. Mitchum discussed the VanPool program in detail,

noting that the program is a BCDCOG program since funding was awarded through a BCDCOG grant application. He stated that the vans are ready to be placed into service. Mr. Mitchum also updated the Board on the LCRT project stating that the project is moving forward and the BCDCOG received clearance on the NEPA process. He noted that the FTA has approved PMA Consultants out of Orlando, Florida to be the FTA-provided consultants for the project. Mr. Mitchum addressed questions and comments. The Board received the Project Updates as information.

12. Ridership Report – Jon Dodson

Mr. Dodson presented the Ridership Report. He stated that ridership from April 2021 to May 2021 is down 1.6%. Ridership from May 2020 to May 2021 is up 108%. Ridership from May 2019 to May 2021 is down 41%. He noted that DASH services are up 274% and Express services are up 185% from May 2020 to May 2021. Additionally, Routes DASH 211 (17), 32-Northbridge (14), 10-Rivers Avenue (14), 20-King Street/Citadel (14), DASH 213 (12), and 11-Dorchester Road/Airport (11) have the highest rider per hour across the system. Route 203-MUSC has 25 riders per hour, which is the highest in the system. Mr. Dodson also noted that the Farebox Recovery for the system was 21.3%. He stated that the system cost per passenger trip for fixed-route is \$6.00 and for Tel-A-Ride is \$31.02. The Board received the Ridership Report as information.

13. Executive Director’s Report – Ron Mitchum

Mr. Mitchum noted that all projects are going well. He stated that meetings are planned to discuss additional options for the HOP Lot. Mr. Mitchum announced that the agency received the TASC Innovation Award for the bus stop solar lighting project at this year’s virtual TASC Conference. The Board received the Executive Director’s Report as information.

14. Other Business, If Any

There was no other business to discuss.

15. Public Comments, If Any

There was one public comment:

- William Hamilton, Executive Director of Best Friends of Lowcountry Transit, expressed his gratitude for the Beach Reach Shuttle service and shared positive feedback from some of the riders. Mr. Hamilton also discussed the upcoming “Reach the Beach” trips from other locations in the CARTA system. Mr. Hamilton thanked the Board and staff for their hard work regarding the Beach Shuttle service.

16. Board Comments, If Any

- Dwayne Green congratulated and commended staff for receiving the TASC award.
- Chairman Seekings recognized Keith Benjamin, proxy for Mayor Tecklenburg. He announced that Mr. Benjamin is relocating to the Washington, DC area and thanked him for his hard work and dedication. On behalf of the Board of Directors, Chairman Seekings wished Mr. Benjamin continued success. Mr. Benjamin stated that it has been beyond a privilege to have worked with everyone in the City of Charleston, CARTA, the BCDCOG and the region. Chairman Seekings also commended staff for receiving the TASC award. He thanked everyone for their participation in the virtual Board Meeting. Chairman Seekings reminded Board Members there will not be meetings held in July and August and that in-person meetings will resume in September.

17. Adjourn

There being no further business before the Board, Chairman Seekings adjourned the meeting at 1:56 p.m.

Respectfully submitted,
Kim Coleman