

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

A Charleston Area Regional Transportation Authority (CARTA) Board of Directors meeting was held at the Berkeley-Charleston-Dorchester Council of Governments in the Barrett Lawrimore Conference Room located at 5790 Casper Padgett Way in North Charleston, SC at 1:00 p.m. on Wednesday, October 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; Ron Brinson; Brenda Corley; Will Haynie; James Lewis; Michael Seekings; John Tecklenburg; Jimmy Ward

PROXIES: Jerry Lahm for Teddie Pryor; Kristen Wurster for Dickie Schweers; Ray Anderson for Keith Summey; Stephanie Tillerson for John Labriola; Cater McMillan for Robert Wehrman

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

OTHERS PRESENT: David Bonner (Transdev); Jason Woznac (Transdev); Daniel Monroe (Rawle-Murdy Associates); Robert Flagler (Rawle-Murdy Associates); Scott Donahue (SDCOT); Ed Astle; William Hamilton (Best Friends of Lowcountry Transit)

1. Call to Order

Chairman Seekings called the 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: September 15, 2021 Meeting

*Mr. Lahm made a motion to approve the September 15, 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 September 30, 2021. Ms. Mitchum noted that the agency remains in good shape and ended the month with unexpended revenues of \$151,111. 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, 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, 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.
- 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.
- 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, cameras, bike racks and security equipment.

Capital Expenditures:

- Rolling Stock is the purchase of two Alexander Dennis Enviro 200 buses, three Proterra Electric buses and three New Flyer buses.
- Bus Shelter Construction/Bench is the purchase of shelters.
- Security/Cameras & Equipment is the purchase of cameras at facilities and on buses.
- 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 September 30, 2021, total expenditures for the HOP program for FY21 is \$246,043. The amount owed to Transdev as of September 30, 2021 is \$1,287,425.38. The Board of Directors received the Financial Status Report and HOP Expenditures Report as information.

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

Ron Mitchum, Executive Director, stated that Jon Dodson, Senior Transit Planner, would introduce Amy Pettine. Mr. Dodson introduced Ms. Pettine, Principal with Nelson/Nygaard. Ms. Pettine delivered a presentation on Transit and Bus Stop Design Guidelines. She discussed the Project Overview, noting the bus stop guidelines and how they are used. She also discussed the Project Schedule and the Project Work Recap regarding Stakeholder Outreach and Technical Work. Ms. Pettine highlighted the Design Guidelines and noted that the Next Steps are the adoption and implementation of Design Guidelines. Ms. Pettine addressed questions and comments.

***Mr. Brinson made a motion to approve the Transit Design Guidelines as presented.
Ms. Tillerson seconded the motion. The motion was unanimously approved.***

A discussion was held regarding better collaboration between the City of Charleston, the City of North Charleston and the respective Police Departments, Charleston County and the BCDCOG relating to bus shelter protocol and law enforcement of posted rules.

5. Isle of Palms Beach Reach Shuttle - Discussion

Mr. Mitchum stated that Jon Dodson would highlight the results of the Isle of Palms Beach Reach Shuttle. Mr. Dodson noted that service for the shuttle began on the Memorial Day weekend and ended on Labor Day Monday. Service during that time was offered on the weekend and weekday holidays. He stated that operation was partly funded by the City of the Isle of Palms and the Town of Mt. Pleasant. Pick-up location changed in July at the request of the City of the Isle of Palms. The Mt. Pleasant Town Centre provided free parking and marketing efforts included branch development, in-person pushes, flyer and sandwich board distributions, press releases and TV coverage and ads on the buses and social media pushes. He noted that rainy weather was the biggest challenge during the season. Mr. Dodson addressed questions and comments. Mr. Mitchum requested the Board's support of staff resuming efforts to offer the service in 2022. Mr. Ward, Isle of Palms Councilmember, stated that he would request the City of the Isle of Palms' support to provide additional media coverage for next year. Mayor Haynie stated that the Town of Mt. Pleasant will continue to support the service during the same time-range for next year as well. The Board encouraged Mr. Mitchum and staff to move forward with plans for the Isle of Palms Beach Reach Shuttle service for 2022.

6. Bus Wrap Advertising – Request for Approval

Mr. Mitchum discussed Bus Wrap Advertising. He stated that CARTA requests 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. Mr. Mitchum noted that the contract was awarded as a one-year contract with four options to renew annually. This amendment will extend the contract through October 29, 2022. Mr. Mitchum stated that an advertising update will be presented at the next Board meeting and addressed questions and comments.

***Mr. Lewis made a motion to approve the Bus Wrap Advertising as presented.
Mr. Lahm seconded the motion. The motion was unanimously approved.***

7. Armored Transport Services – Request for Approval

Mr. Mitchum discussed the Armored Transport Services. He stated that CARTA requests approval to amend the Brinks, Inc. Armored Transport Services contract for an additional year pursuant to the renewal terms outlined in the contract. Mr. Mitchum noted that the contract was awarded on November 5, 2019 as a one-year contract with two options to renew annually. This amendment will extend the contract through November 4, 2022. Mr. Mitchum addressed questions and comments.

***Mr. Anderson made a motion to approve the Armored Transport Services as presented.
Ms. Wurster seconded the motion. The motion was unanimously approved.***

8. 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: Service Planning Initiatives; Electric Bus Master Plan; CARTA OnDemand; Shelter Improvement Program; Shipwatch Square Transit Center; Solar Lighting; 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 noted that Bosch paid for the shelter and the installation at the bus stop located at their facility on Dorchester Road. He then addressed questions and comments. The Board of Directors received the Project Updates as information.

9. Ridership Report – Jon Dodson

Mr. Dodson presented the Ridership Report as of September 2021. He stated that ridership was the highest since pre-COVID at 10.6 customers per hour. There were 178,315 customers in September. Overall ridership From August 2021 to September 2021 is up 5%. Overall ridership comparing September 2020 to September 2021 increased by 19%. Overall ridership comparing September 2019 to September 2021 decreased by 22%. Mr. Dodson noted that the Route 203-MUSC shuttle had the highest riders per hour in the system at 29. Additionally, Routes 211-Meeting/King (20), 10-Rivers (14.1), 210-College of Charleston (13.6), 213-Lockwood (13.2), 20-King (12.8) and 32-Northbridge (11.6) had the next highest riders per hour. Mr. Dodson addressed questions and comments. The Board of Directors received the Ridership Report as information.

10. Executive Director's Report – Ron Mitchum

Mr. Mitchum stated that he had no additional information to present but noted that work continues to move forward on the LCRT project. He commended Morgan Grimes, Communications & Outreach Specialist, for her multiple public outreach efforts. The Board of Directors 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, commented on the SCDOT's Complete Streets Policy, the Beach Reach Shuttle and the Northbridge and DASH services. Mr. Hamilton suggested double-sided bus stop signs and expressed his concerns regarding masks not being worn by all of the attendees at the meeting.

13. Board Comments, If Any

- Mayor Tecklenburg introduced Robert Somerville, the City of Charleston's Director of Traffic and Transportation.
- Chairman Seekings recognized former Board Members and City of North Charleston Councilmember, Ed Astle, and thanked him for attending the meeting. He wished those who were on upcoming voting ballots Good Luck and thanked them for their service. He also thanked attendees for taking the time to attend today's meeting.

14. Adjourn

There being no further business before the Board, Chairman Seekings adjourned the meeting at 2:05 p.m.

Respectfully submitted,
Kim Coleman