

**CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY (CARTA)**  
**BOARD OF DIRECTORS MEETING**  
**March 16, 2022**  
**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, March 16, 2022.

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

**MEMBERSHIP PRESENT:** Mary Beth Berry; Ron Brinson; Will Haynie; John Iacofano; James Lewis; Michael Seekings

**PROXIES:** Dennis Turner for Christie Rainwater; Jerry Lahm for Teddie Pryor; Ray Anderson for Keith Summey; Robert Sommerville for John Tecklenburg

**OTHERS PRESENT:** Alisha Wigfall (Transdev); Jeff Webster (Rawle-Murdy Associates); Robert Flagler (Rawle-Murdy Associates); Scott Donahue (SCDOT); Charles Drayton (City of North Charleston); William Hamilton (Best Friends of Lowcountry Transit); Louise Brown (Best Friends of Lowcountry Transit); Lillie Collen (Best Friends of Lowcountry Transit); Eugenia Felsing (Best Friends of Lowcountry Transit); Linda Saylor-Marchant (Best Friends of Lowcountry Transit); Violet Saylor (Best Friends of Lowcountry Transit); Russell Coletti (Northwoods Estates); Tara Finch-Lazowski (Northwoods Estates); Millicent Middleton (Middleton-4-U)

**STAFF PRESENT:** Ron Mitchum; Andrea Kozloski; Robin Mitchum; Jeff Burns; Belen Vitello; Jon Dodson; John Lambert; Courtney Cherry; Michelle Emerson; Kim Coleman

**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: February 16, 2022 Meeting**

***Mr. Lahm made a motion to approve the February 16, 2022 Meeting Minutes as presented.***

***Mr. Anderson 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 February 28, 2022. Ms. Mitchum noted that, overall, the agency remains in good shape and ended the month with unexpended funds of \$134,424. She reviewed the following activities for FY22 thus far:

**Revenues:**

- Farebox is the fares collected on the revenue vehicles.
- Passes are bus pass fares sold to customers.
- 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.
- Insurance proceeds are a result of accidents.
- Sale of Assets is the proceeds from the sale of a support vehicle, a 2016 Goshen, a 1996 New Flyer and shelter scrap metal.

**Expenditures:**

- Staff Salaries & Benefits include the cost of retiree insurance.
- Supplies include office, facility maintenance and PPE (masks) supplies.
- Printing includes cost of printing route maps, brochures and passes.
- Automotive is the cost of maintaining the administrative staff vehicle.
- Dues/Membership is CARTA's membership with Transportation Association of South Carolina (TASC).

- Office Equipment Rental includes the monthly battery lease for the electric buses.
- Office Equipment Maintenance (OEM) includes the FY22 portion of the Swiftly Transit Time and Insights, Cradlepoint NetCloud Essentials for mobile routes and Zscaler internet security, in addition to IT services.
- 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.
- Auditing is the cost of the actuary valuation for GASB 75 and the annual audit.
- Custodial Services is the cost of janitorial services at the Melnick Park & Ride location.
- Pilot Ride Program is customer transportation cost for same-day service through independent rideshare.
- Other Professional Services include appraisal fees for the Ladson property.
- Shared Contract Services (IGA & Management) is the extensive services the BCDCOG provides to CARTA.
- Fixed-Route Service is the cost of fixed and commuter service provided by Transdev.
- 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 and the Leeds Avenue temporary bus parking lot 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 and maintenance on the fare vault.
- 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. The Policy renewed January 1, 2022 and this is the majority of the expenditures for FY22.
- Paratransit is the cost of paratransit transportation provided by Transdev.
- 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 three New Flyer buses and eleven Proterra buses.
- Bus Shelter Construction/Bench is the purchase of shelters.
- Security/Cameras & Equipment is the purchase of cameras at the SuperStop and the upgrading of the access control system at the Leeds Avenue facility.
- Capital includes the purchase of two diesel fuel pumps.

Ms. Mitchum stated that the amount owed to Transdev as of February 28, 2022 is \$1,256,772.84. Ms. Mitchum addressed questions and comments. The Board of Directors received the Financial Status Report as information.

**4. Mobile Ticketing – Presentation – Michelle Emerson**

Michelle Emerson, Marketing and Communications Manager, delivered a presentation on Mobile Ticketing. She stated that training, testing and preparations continue to occur and the program should launch in 3-4 weeks. Ms. Emerson noted that "Token Transit" is the cell phone APP and will be available for fixed routes and Tel-A-Ride routes. She explained the features of Token Transit and demonstrated how the features will improve rider experience. Ms. Emerson stated that public outreach is taking place as well as promotions and introduction of the APP via additional outreach and social media. Ms. Emerson addressed questions and comments. The Board of Directors received the Mobile Ticketing presentation as information.

## **5. Project Updates – Ron Mitchum/Staff**

Ron Mitchum, Executive Director, delivered an update on the following projects, noting that progress is being made on all projects: Stop/Shelter Design Guidelines; Service Planning Initiatives; Electric Bus Master Plan; CARTA OnDemand; Shelter Improvement Program; Solar Lighting Installation; Digital Signage; Shipwatch Square Transit Center; Vanpool Program; Lowcountry Rapid Transit. Mr. Mitchum briefly discussed each project, noting that a summary was distributed in the Board Meeting Agenda Packet in advance of the meeting and encouraged Board Members to contact him or the respective project manager regarding any specific concerns or questions. In addition, Courtney Cherry, new hire as the Vanpool Program Coordinator, was introduced. Mr. Mitchum stated that Ms. Cherry would be available after the meeting to discuss the Vanpool Program. Mr. Mitchum addressed questions and comments. The Board of Directors received the Project Updates Report as information.

## **6. Ridership Report – Jon Dodson**

Jon Dodson, Senior Transit Planner, presented the Ridership Report as of February 28, 2022. He noted there were 9.4 customers per hour totaling 153,089 customers in February and that the on-time across all timepoints was 89%. Mr. Dodson stated that overall ridership from January 2022 to February 2022 decreased 0.06%. Overall ridership comparing February 2021 to February 2022 increased by 12%. Overall ridership comparing February 2020 to February 2022 decreased by 40%. Mr. Dodson noted that Route 203-MUSC had the highest riders per hour at 19. Additionally, 211-Meeting/King DASH (17), 10-Rivers Avenue (14), 20-King (12) and 210-Aquarium/College of Charleston (11) had the next highest riders per hour. Mr. Dodson addressed questions and comments. The Board of Directors received the Ridership Report as information.

## **7. Executive Director's Report – Ron Mitchum**

Chairman Seekings stated that there was a special announcement. Mr. Mitchum introduced Alisha Wigfall, Interim Transdev General Manager. Ms. Wigfall then introduced Bus Operator, Roger Pinckney. Mr. Pinckney is a 40+ year public transit veteran who has over 3 million miles without an accident. Mr. Pinckney was recently recognized and presented the "Making a Difference" award at the 2022 Transportation Association of South Carolina (TASC) Conference/Roadeo. In addition to his driving and safety record, Mr. Pinckney's quick actions regarding a passenger having a seizure contributed to saving the passenger's life. The Board of Directors commended Mr. Pinckney on his outstanding performance over the past 40+ years and congratulated him on his recent award. Mr. Mitchum noted that he anticipates hearing the results of additional funding that would be used for an increase in service or the expansion of existing service. He discussed the Leeds Avenue bus parking expansion project and noted that the project is underway and is ahead of schedule. Mr. Mitchum announced that the battery electric bus charging project is kicking off this week. He discussed the HOP Lot analysis, noting that he anticipates receiving a draft soon regarding the details of the analysis and will share the information with the Board. He stated that the mask mandate was extended for 30 days and is hopeful that will be the last extension. Mr. Mitchum noted that ridership should increase once masks are no longer mandatory and he discussed the air filtration system. Mr. Mitchum discussed feedback he has received regarding the performance of the Transit APP and noted that procurement continues for a consultant to focus on CARTA projects: Transit APP performance, etc. Mr. Mitchum addressed questions and comments. The Board of Directors received the Executive Director's Report as information.

## **8. Other Business, If Any**

There was no other business to discuss.

## **9. Public Comments, If Any**

There were seven public comments:

- Eugenia Felsing, of Best Friends of Lowcountry Transit, expressed her concerns regarding safe neighborhood bus stops and the desire for more flashing lights for added safety. She also expressed her concerns regarding a LCRT route from Summerville to Mt. Pleasant as well as mobile transit passes.
- William Hamilton, Executive Director of Best Friends of Lowcountry Transit, spoke on behalf of Lillie Collen regarding assistance with purchasing bus passes as well as the transit APP's performance issues.
- Millicent Middleton, of Middleton-4-U, expressed her concerns regarding posting poles with CARTA & TCL information throughout the Sea Islands.

- Linda Saylor-Marchant, of Best Friends of Lowcountry Transit, expressed her concerns regarding service criteria in Summerville, Lincolnville and Ridgeville as well as Lowcountry Go Vanpool services.
- Louise Brown, of Best Friends of Lowcountry Transit, expressed her concerns regarding the need for more buses due to the region's rapid growth.
- Tara Finch-Lazowski, of Northwoods Estates, expressed her concerns regarding the bus stops, intersection and safety matters in Northwoods Estates.
- Russell Coletti, President of Northwoods Estates Civic League, expressed his concerns regarding the bus stops located at Northwoods Estates.

**10. Board Comments, If Any**

There was no other business to discuss.

**11. Adjourn**

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

Respectfully submitted,  
Kim Coleman