

CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY (CARTA)

BOARD OF DIRECTORS MEETING

May 25, 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, May 25, 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; Dwayne Green; Will Haynie; John Iacofano; Michael Seekings; Jimmy Ward

PROXIES: Dennis Turner for Christie Rainwater; Jerry Lahm for Teddie Pryor; Ray Anderson for Keith Summey; Robert Sommerville for John Tecklenburg; Lynn Christian for Alfred Harrison; Kristen Salisbury for Robert Wehrman

OTHERS PRESENT: Alisha Wigfall (Transdev); Scott Donahue (SCDOT); Robert Flagler (BGRM); Shannon Meder (HNTB); Elissa Smith (HDR); Pastor Thomas Dixon (North Charleston Resident); William Hamilton (Best Friends of Lowcountry Transit); Tara Lazowski (Northwoods Estates)

STAFF PRESENT: Ron Mitchum; Andrea Kozloski; Robin Mitchum; Jeff Burns; Sharon Hollis; Belen Vitello; John Lambert; Courtney Cherry; Michelle Emerson; Daniel Brock; Kim Coleman

1. Call to Order

Chairman Seekings called the CARTA Board of Directors Meeting to order at 1:00 p.m. followed by a moment of silence and quorum determination.

2. Consideration of Board Minutes: April 27, 2022 Meeting

Mr. Anderson made a motion to approve the April 27, 2022 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 April 30, 2022. Ms. Mitchum noted that, overall, the agency remains in good shape and ended the month with unexpended funds of \$639,417. 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 and bench 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 and the postage meter.
- Office Equipment Maintenance (OEM) includes the FY22 portion of the Swiftly Transit Time and Insights, Cradlepoint NetCloud Essentials for mobile routers 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 and UST compliance inspections.
- 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 3 New Flyer buses and 19 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 April 30, 2022 is \$1,268,499.31. The Board of Directors received the Financial Status Report as information.

4. FY22 Budget Revision – Request for Approval

Ms. Mitchum presented the FY22 Budget Revision. She reviewed the line-item changes in detail for Revenues, Expenditures and Capital Expenditures. Ms. Mitchum stated that the budget will continue to be monitored to ensure revenues and expenditures remain aligned. She noted that revisions will be recommended as necessary. Ms. Mitchum addressed questions and comments.

***Mr. Brinson made a motion to approve the FY22 Budget Revision as presented.
Mr. Lahm seconded the motion. The motion was unanimously approved.***

5. Operations Contract Renewal – Request for Approval

- A) Fixed Route**
- B) Paratransit**
- C) Maintenance**

Ron Mitchum, Executive Director, presented the Operations Contract Renewal. He noted that the Fixed-Route, ParaTransit and Maintenance Services contract with Transdev was awarded on July 1, 2016 as a three-year contract with seven options to renew annually. Mr. Mitchum stated that CARTA is requesting approval to amend the Transdev Services - Fixed-Route, ParaTransit and Maintenance Services contract for an additional year pursuant to the renewal terms outlined in the contract. If approved, this amendment will extend the contract through June 30, 2023. Mr. Mitchum addressed questions and comments.

***Mr. Lahm made a motion to approve the Operations Contract Renewal as presented.
Mr. Anderson seconded the motion. The motion was unanimously approved.***

6. 3664 Leeds Avenue Building Lease Renewal – Request for Approval

Mr. Mitchum presented the 3664 Leeds Avenue Building Lease Renewal. He noted that CARTA is requesting approval to amend the Transdev Services – Building Lease Agreement contract for an additional year pursuant to the renewal terms outlined in the contract. If approved, this amendment will extend the contract through June 30, 2023. Mr. Mitchum addressed questions and comments.

***Mr. Ward made a motion to approve the 3664 Leeds Avenue Building Lease Renewal as presented.
Mr. Brinson seconded the motion. The motion was unanimously approved.***

7. Digital Sign Contract Renewal – Request for Approval

Mr. Mitchum presented the Digital Sign Contract Renewal. He noted that CARTA is requesting approval to amend the GMV Syncromatics Digital Signage contract for an additional year pursuant to the renewal terms outlined in the contract. The contract was awarded on June 5, 2020 as a two-year contract with three options to renew annually. If approved, this amendment will extend the contract through June 4, 2023. Mr. Mitchum addressed questions and comments.

***Mr. Lahm made a motion to approve the Digital Sign Contract Renewal as presented.
Mayor Haynie seconded the motion. The motion was unanimously approved.***

8. Post Mounted Solar Lighting Contract Renewal – Request for Approval

Mr. Mitchum presented the Post Mounted Solar Lighting Contract Renewal. He noted that CARTA is requesting approval to amend the Urban Solar Post Mounted Solar Lighting contract for an additional year pursuant to the renewal terms outlined in the contract. The contract was awarded on June 24, 2020 as a two-year contract with three options to renew annually. If approved, this amendment will extend the contract through June 23, 2023. Mr. Mitchum addressed questions and comments.

***Mr. Anderson made a motion to approve the Post Mounted Solar Lighting Contract Renewal as presented.
Mr. Green seconded the motion. The motion was unanimously approved.***

9. Electric Bus Master Plan Presentation – Request for Approval – Jeff Burns

Jeff Burns, Grants and Contracts Compliance Administrator, presented the Electric Bus Master Plan. He discussed the project's objectives noting that CARTA has committed to a 100% battery-electric fleet transition and will establish a long-term fleet management plan. He discussed the following additional project objectives: review of existing condition to understand characteristics and constraints for CARTA's operations and service area; inventory the current and future resources to meet costs for the transition and implementation; site planning for the BEB transition at the Leeds Avenue facility; review utility provider partnerships; assess existing and future facilities and their relationship to the technology transition; and, evaluate the impact of the transition on current workforce by identifying training

needs. Mr. Burns discussed the fixed-route fleet transition, predictive bus performance modeling, Shipwatch Square site plan, maintenance facility infrastructure and charging and power management. Mr. Burns reviewed the fleet status and performance and addressed questions and comments.

***Mr. Anderson made a motion to approve the Electric Bus Master Plan as presented.
Mr. Iacofano seconded the motion. The motion was unanimously approved.***

10. Electric Bus Master Plan Modification – Request for Approval

Mr. Mitchum presented the Electric Bus Master Plan Modification. He noted that CARTA is requesting approval to amend the Stantec Consulting Services Electric Bus Master Plan contract for development on Overhead Charging Station Design and Construction Plans. Mr. Mitchum stated that, if approved, the cost shall not exceed \$77,300. Mr. Mitchum addressed questions and comments.

***Mr. Iacofano made a motion to approve the Electric Bus Master Plan Modification as presented.
Mr. Lahm seconded the motion. The motion was unanimously approved.***

11. Battery Electric Infrastructure Contract Modification – Request for Approval

Mr. Mitchum presented the Battery Electric Infrastructure Contract Modification. He noted that CARTA is requesting approval to amend the Proterra Operating Company Electric Bus Charging Infrastructure contract for the addition of ten make-ready charging stalls for future expansion. Mr. Mitchum stated that, if approved, the cost shall not exceed \$130,490.63. He discussed the reason for the change in detail. Mr. Mitchum addressed questions and comments.

***Mr. Anderson made a motion to approve the Battery Electric Infrastructure Contract Modification as presented.
Mr. Lahm seconded the motion. The motion was unanimously approved.***

12. State Mass Transit Funds (SMTF) Application – Request for Approval

Mr. Mitchum discussed the State Mass Transit Funds (SMTF) Application and presented the Resolution. The Resolution states that the CARTA Board of Directors authorizes Ronald E. Mitchum 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 approved, the Board resolves that 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 and agrees to comply with all FTA and SCDOT Program statutes and regulations, directives, certifications and assurances to carry out the project as described in the application. Mr. Mitchum addressed questions and comments.

***Mr. Lahm made a motion to approve the State Mass Transit Funds (SMTF) Application as presented.
Mr. Green seconded the motion. The motion was unanimously approved.***

13. Climate Action Plan – Request for Approval – Sharon Hollis

Sharon Hollis, Principal Planner, delivered a presentation on the Climate Action Plan. She noted that in April 2021, the Biden-Harris Administration announced a goal of achieving a 50% reduction in economy-wide net GHG emissions from 2005 levels by 2030 and reaching net-zero emissions economy-wide by 2050. FTA launched the Sustainable Transit for Healthy Planet Challenge to encourage transit agencies to reduce GHG emissions to support federal goals and provided tools for developing a Climate Action Plan. FTA competitive grant program funding priorities include the reduction of greenhouse gas emissions from public transportation, with extra credit going toward projects that support a Climate Action Plan. Based on the analysis conducted for the ZEB Plan and fleet replacement schedule, CARTA should be able to fully electrify its transit fleet by 2045 and achieve net zero emissions agency-wide by 2050. Ms. Hollis discussed the Climate Action Plan Targets and Strategies and addressed questions and comments.

***Mr. Brinson made a motion to approve the Climate Action Plan as presented.
Mr. Green seconded the motion. The motion was unanimously approved.***

14. Project Updates – Ron Mitchum/Staff

Mr. Mitchum delivered an update on the following projects, noting that progress is being made on all projects: Stop/Shelter Design Guidelines; Service Planning Initiatives; CARTA OnDemand; Shelter Improvement Program; Solar Lighting Installation; Digital Signage; Shipwatch Square Transit Center; Vanpool Program; and, 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. Mr. Mitchum addressed questions and comments. The Board of Directors received the Project Updates Report as information.

15. Ridership Report

Mr. Mitchum presented the Ridership Report as of April 30, 2022. He noted for the fixed-routes that there were 10.1 customers per hour in April and that the on-time performance was 86%. Mr. Mitchum noted for the Paratransit performance, that there were 1.7 passengers per hour totaling 6,252 passengers for April. On-time performance was 88% and there were 168 no-shows. Mr. Mitchum addressed questions and comments. The Board of Directors received the Ridership Report as information.

16. Executive Director's Report – Ron Mitchum

Mr. Mitchum noted that the Beach Reach Shuttle service is launching this weekend and that a well-covered press conference was held this morning. He stated that staff is reviewing various software products for the management of the operation of the battery electric buses as well as for implementing smart charging with the depot chargers. Mr. Mitchum announced that Jon Dodson resigned his position and returned to Wilmington to be closer to family. He has accepted a position with the Wilmington transit agency. Mr. Mitchum addressed questions and comments. The Board of Directors received the Executive Director's Report as information.

17. Other Business, If Any

There was no other business to discuss.

18. Public Comments, If Any

There were two public comments:

- Tara Lazowski, of Northwoods Estates, expressed her concerns regarding the addition of bus stops, the bus stopping near the intersection and traffic safety matters in Northwoods Estates.
- William Hamilton, Executive Director of Best Friends of Lowcountry Transit, thanked the Board for re-instating the Beach Reach Shuttle service and noted information was distributed to the public promoting the service. He noted that the transit app's performance has improved and that the fare-free May contributed to an increase in ridership. Mr. Hamilton expressed his concerns regarding panhandling and other negative conduct at major bus stops and hopes to see an increase in police presence.

19. Board Comments, If Any

There was no further business to discuss.

20. Adjourn

Chairman Seekings thanked Board Members for their service to the Board and the community. He commended the staff for their work on the various projects. Chairman Seekings polled the Board to ask if next month's meeting could start at Noon due to a conflict with his schedule. The Board Members agreed that the meeting to be held June 15, 2022 would begin at 12:00 p.m. There being no further business before the Board, Chairman Seekings adjourned the meeting at 2:05 p.m.

Respectfully submitted,
Kim Coleman