

CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY (CARTA)
BOARD OF DIRECTORS MEETING
June 15, 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 12:00 p.m. on Wednesday, June 15, 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; John Iacofano; James Lewis; Michael Seekings; Robert Wehrman

PROXIES: Jerry Lahm for Teddie Pryor; Robert Sommerville for John Tecklenburg; Lynn Christian for Alfred Harrison; Kristen Wurster for Jenny Costa Honeycutt

OTHERS PRESENT: Alisha Wigfall (Transdev); Scott Donahue (SCDOT); Chloe Field (BGRM); Samantha Dubay (HDR); Elissa Smith (HDR); Jim Garnecky (HDR); Virginia Jamison (City of North Charleston Councilmember); Tara Finch-Lazowski (Northwoods Estates)

STAFF PRESENT: Ron Mitchum; Andrea Kozloski; Robin Mitchum; Jeff Burns; Belen Vitello; Courtney Cherry; Megan Ross; Daniel Brock; Kim Coleman

1. Call to Order

Chairman Seekings called the CARTA Board of Directors Meeting to order at 12:15 p.m. followed by a moment of silence and quorum determination.

2. Consideration of Board Minutes: May 25, 2022 Meeting

Mr. Lahm made a motion to approve the May 25, 2022 Meeting Minutes as presented.

Mr. Brinson 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, 2022. Ms. Mitchum noted that, overall, the agency remains in good shape and ended the month slightly over budget with unexpended funds of \$468,563. She reviewed the following activities for FY22 thus far, stating that no issues are anticipated:

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 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, UST compliance inspections and New Flyer customer training services.
- 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 facilities 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.
- 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 and air filtration equipment 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 and cameras 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 May 31, 2022 is \$1,276,182.51. The Board of Directors received the Financial Status Report as information.

4. FY23 Proposed Budget – Request for Approval – Robin Mitchum

Ms. Mitchum presented the FY23 Proposed Budget. She reviewed the line-item changes in detail for Revenues, Expenditures and Capital Expenditures. Ms. Mitchum stated that, upon Board approval, the proposed budget will be presented to member governments for their approval. She noted that the budget will continue to be monitored to ensure revenues and expenditures remain aligned. Ms. Mitchum stated that revisions will be recommended as necessary and she addressed questions and comments.

***Mr. Green made a motion to adopt the FY23 Proposed Budget as presented to present to Member Governments.
Mr. Brinson seconded the motion. The motion was unanimously approved.***

5. FY23-25 Annual Disadvantaged Business Enterprise (DBE) Usage Goal – Request for Approval – Jeff Burns

Jeff Burns, Grant and Contracts Compliance Administrator, presented the FY23-25 Annual Disadvantaged Business Enterprise (DBE) Usage Goal. He noted that CARTA has established a DBE and Small Business Participation Program in accordance with regulations of the U.S. Department of Transportation (USDOT). CARTA receives Federal financial assistance from the USDOT and as a condition of receiving the assistance, CARTA provides assurance that it will comply with the regulations. Mr. Burns explained that it is CARTA's policy to ensure that DBEs have an equal opportunity to receive and participate in DOT-assisted contracts. It is also CARTA's policy to ensure nondiscrimination in the award and administration of DOT-assisted contracts; to create a level playing field on which DBEs may compete fairly for DOT-assisted contracts; to ensure that the DBE Program is narrowly tailored in accordance with applicable law; to ensure that only firms that fully meet eligibility standards are permitted to participate as DBEs; to help remove barriers to the participation of DBEs in DOT-assisted contracts; to assist the development of firms that can compete successfully in the market place outside the DBE program; and to facilitate competition in DOT-assisted public works projects by small business concerns (both DBEs and non-DBE small businesses). Mr. Burns noted that by using the prescribed goal-setting methodology, it is reasonable to establish a minimum annual goal of 5.0% DBE participation on DOT-assisted contracts for FY23-25. CARTA staff strives to involve DBEs in every contract and will continue to build and maintain relationships to facilitate the development of disadvantaged businesses and individuals. CARTA will strive to meet the USDOT aspirational goal of 10% beyond the goal established using the goal-setting methodology prescribed by the FTA. Mr. Burns addressed questions and comments.

***Mr. Green a motion to approve the FY23-25 Annual Disadvantaged Business Enterprise (DBE)
Usage Goal as presented. Ms. Berry seconded the motion.
The motion was unanimously approved.***

6. Public Transportation Agency Safety Plan (PTASP) Annual Certification – Request for Approval – Jeff Burns

Mr. Burns presented the Public Transportation Agency Safety Plan (PTASP) Annual Certification. He noted that safety is a core value of CARTA and managing safety is a core business function of the Agency. CARTA is committed to developing, implementing, maintaining and continuously improving processes to ensure the safety of its customers, employees and the community. Mr. Burns stated that Safety Management is a systematic and comprehensive approach to identifying safety hazards and risks associated with transit system operations and related maintenance activities. He noted that in order to ensure transit safety and in order to comply with FTA requirements, CARTA has developed and adopted a Public Transportation Agency Safety Plan (PTASP). Mr. Burns reviewed the Risk Assessment Matrix and Hazard Assessment Log and addressed questions and comments.

***Mr. Green made a motion to approve the Public Transportation Agency Safety Plan (PTASP) as presented.
Mr. Lewis seconded the motion. The motion was unanimously approved.***

7. Real Time Location System RFP – Request for Approval

Ron Mitchum, Executive Director, discussed the Real Time Location System RFP. He noted that one proposal from Swiftly, Inc. was received on June 6, 2022 to provide Real Time Location System software as a service (SAAS) for CARTA. Upon review of the proposal, staff recommends approval to award a contract with Swiftly, Inc. based upon previous experience and understanding of the scope. Mr. Mitchum noted this will be a five-year contract with four options to renew annually and that staff will continue to watch for opportunities to improve technology. Mr. Mitchum addressed questions and comments.

***Mr. Iacofano made a motion to approve the Real Time Location System RFP as presented.
Mr. Green seconded the motion. The motion was unanimously approved.***

8. 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; Electric Bus Master Plan; 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.

9. Executive Session – Contractual Matter

Mr. Lahm made a motion that the Board of Directors convene into Executive Session.

Mr. Iacofano seconded the motion. The motion was unanimously approved. Non-Board Members, Guests and Non-Essential Staff Members were excused.

Mr. Lahm made a motion that the Board of Directors reconvene the Board Meeting.

Mr. Brinson seconded the motion. The motion was unanimously approved. Attendees who were excused re-joined the Board Meeting. No action was taken related to matters discussed during Executive Session.

10. Ridership Report – Jeff Burns

Mr. Burns presented the Ridership Report as of May 31, 2022. He noted that passenger trips totaled 251,310 and there were 15.1 customers per service hour (10.1 in April). The No-Pay May initiative was a success. On-time, across all timepoints, was 85%. Mr. Burns stated that overall ridership comparing April 2022 to May 2022 increased by 46.2%, overall ridership comparing May 2021 to May 2022 increased by 53.9%, and overall ridership comparing May 2020 to May 2022 increased by 219.7%. He noted that Tel-A-Ride ridership for the month was 6,025. Mr. Burns discussed the Passengers Per Hour by Route, noting the following: 203-Medical Shuttle (35); 211-Meeting/King DASH (30); 10-Rivers Avenue (25); North Charleston-James Island Express (21); 213-Lockwood/Calhoun DASH (19), 20-King Street (17); and 11-Dorchester Road/Airport (15). Mr. Burns addressed questions and comments. The Board of Directors received the Ridership Report as information.

11. Executive Director's Report – Ron Mitchum

Mr. Mitchum discussed the recent FTA Discretionary Grant announcements, noting that CARTA was granted \$563,000 for Downtown Route Restoration Planning and the BCDCOG was granted \$650,000 for Highway 52 Corridor Planning. He stated that work on the expansion of the Leeds Avenue parking facilities is expected to be completed by the end of the month. Mr. Mitchum noted that installation of the bus charging infrastructure at the Leeds Avenue facility continues to move forward and should be operational next month. He stated that staff is investigating software for vehicle and charging system management and Dominion Energy has expressed some interest in working with us on charging software management. Regarding the LCRT project, Mr. Mitchum noted that he is still awaiting word from the FTA on the rating and the request to enter into engineering. He discussed the CARTA re-branding project, stating that the project is underway and outreach and engagement will occur with the ParaTRAC and TRAC Committees at their meetings tomorrow and with Transdev drivers on Friday. He noted that he is looking for input and feedback from those who use the system as well as those who operate the system. Mr. Mitchum announced new hires, noting that Jeff Hughes is the new safety manager who will oversee the safety efforts across all agencies and that Megan Ross has joined the transit staff and most recently was with Transdev overseeing fixed-route operations for CARTA. Mr. Mitchum addressed questions and comments. The Board of Directors received the Executive Director's Report as information.

12. Other Business, If Any

There was no other business to discuss.

13. Public Comments, If Any

There was one public comment:

- Tara Finch-Lazowski, of Northwoods Estates, expressed her concerns regarding the addition of bus stops and the proximity of the bus stops, the buses stopping near the intersection and traffic safety matters in Northwoods Estates.

14. Board Comments, If Any

Board Member discussions were held regarding No-Pay May APP usage, ridership, focus on customer service, re-thinking public transit due to rising fuel costs, the shelter/bus stop improvement project schedule, trash cans at bus stops and the DBE goal shortfall. Staff will follow-up on questions, comments and requests for further information.

15. 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. There being no further business before the Board, Chairman Seekings adjourned the meeting at 1:25 p.m.

Respectfully submitted,
Kim Coleman