

CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY (CARTA)

BOARD OF DIRECTORS MEETING

August 17, 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, August 17, 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: Lynn Christian for Alfred Harrison; Carter McMillan for Jenny Costa Honeycutt; Craig Harris for John Labriola; Jerry Lahm for Teddie Pryor; Ray Anderson for Keith Summey; Robert Sommerville for John Tecklenburg

OTHERS PRESENT: Alisha Wigfall (Transdev); Scott Donahue (SCDOT); Rachel Angelos (BGRM); Chloe Field (BGRM); Samantha Dubay (HDR); Faith Saucier (HDR); Jim Czarnecky (HDR); Virginia Jamison (City of North Charleston Councilmember); Shannon Meder (HNTB); Steve Dudash (Navy Yard Charleston); Bailey Vincett (Charleston Metro Chamber of Commerce); Abraham Champagne (WSP); William Hamilton (Best Friends of Lowcountry Transit); Rose Peltz (Best Friends of Lowcountry Transit); Louise Brown (Best Friends of Lowcountry Transit); Diana Saillant (Saillant Language Consulting); Nilsy Rapalo (Saillant Language Consulting); John Royall (Citizen & Merchant)

STAFF PRESENT: Ron Mitchum; Andrea Kozloski; Robin Mitchum; Sharon Hollis; Megan Ross; Belen Vitello; Michelle Emerson; Morgan Grimes; Jeff Hughes; Kyle James; John Lambert; Wyatt Stitely; 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: June 15, 2022 Meeting

Mr. Anderson made a motion to approve the June 15, 2022 Meeting Minutes as presented.

Mr. Green 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 July 31, 2022. Ms. Mitchum noted that, overall, the agency remains in good shape and ended the month under budget with unexpended funds of \$1,276,196. 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.
- State Mass Transit Funds are operating funds available as match to federal 5307 operating funds.
- Insurance proceeds are a result of accidents.
- Sale of Assets is the proceeds from the sale of a support vehicle, a 2016 Goshen, three 1996 New Flyers 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, New Flyer customer training services and Proterra Bus 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.
- Rebranding is services provided to comprehensively review and rebrand agency logos and images.
- 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, air filtration equipment on the buses and office equipment.

Capital Expenditures:

- Rolling Stock is the purchase of 3 New Flyer buses and 20 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 noted that the amount owed to Transdev as of July 31, 2022 is \$1,254,957.46. She stated that all member governments approved the proposed CARTA Budget for FY22/23 and noted that the proposed budget will be brought before the Board for Board approval at the next Board of Directors meeting. Ms. Mitchum addressed questions and comments. The Board of Directors received the Financial Status Report as information.

4. Lowcountry Rapid Transit Project Update – Jim Czarnecky, HDR

Chairman Seekings introduced Jim Czarnecky, Vice President with HDR. Mr. Czarnecky presented the Lowcountry Rapid Transit (LCRT) project update. He noted that the purpose of the LCRT is to provide premium, high-capacity bus rapid transit service. He reviewed the service area, end-to-end travel time, weekday and weekend timing during peak and daytime hours of service, the park & ride stations and connections to CARTA and TriCounty Link service. Mr. Czarnecky noted that the project is a capital investment grant program. He discussed the project development phase, the engineering phase and the construction phase, noting that the project is currently in the engineering phase and that the construction phase is scheduled for 2026-2028. Mr. Czarnecky presented the project development milestones and delivered an overview of the engineering phase. He discussed the project schedule, noting various contingencies. Mr. Czarnecky reviewed project funding stating that the estimated project cost is \$625 million. He presented a breakdown of the FTA approved capital budget and of FTA/PMOC oversight aspects of the project. Mr. Czarnecky noted intergovernmental agreement roles and responsibilities and stated that an Executive Leadership Team will be formed. The Executive Leadership Team will consist of one representative each from the BCDCOG, CARTA, the SCDOT and Charleston County. He discussed project controls and the next steps. Mr. Czarnecky and Mr. Mitchum addressed questions and comments. The Board of Directors received the LCRT Project Update as information.

5. Bus Stop Amenities Update – Belen Vitello

Belen Vitello, Transit Planner II, delivered an update on Bus Stop Amenities. Ms. Vitello discussed the methodology, the tools and the progress. She noted that data driven criteria was used to evaluate and prioritize investments and she reviewed the planned projects. Ms. Vitello noted that the purpose of the Transit Accommodations Ordinance is to promote and support quality bus and transit services, to provide and enhance mobility operations and to meet the transportation needs of the region's residents, workers and visitors. She reviewed guidelines and infrastructure progress detailing projects that have been completed since 2019 and those that are in progress to date. Mr. Mitchum and Ms. Vitello addressed questions and comments. The Board of Directors received the Bus Stop Amenities Update as information.

6. 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; CARTA OnDemand; Shelter Improvement Program; Solar Lighting Installation; Digital Signage; Shipwatch Square Transit Center; Vanpool Program; Transit Oriented Development Study; Lowcountry Rapid Transit; and Special Events Impacting CARTA Services. Mr. Mitchum discussed the Shipwatch Square/Transit Hub project, noting that the project was not included in the latest round of funding; however, staff will continue to pursue other funding opportunities. Mr. Mitchum noted that project summaries were 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.

7. Ridership Report – Megan Ross

Megan Ross, Transit Planner, presented the Ridership Report as of July 31, 2022. She noted that passenger trips totaled 172,776 and there were 10.4 customers per service hour (11.3 last month). On-time, across all timepoints, was 88%. Ms. Ross stated that overall ridership comparing June 2022 to July 2022 decreased 9.4%, overall ridership comparing July 2021 to July 2022 increased by 7.1%, and overall ridership comparing 2021 YTD to 2022 YTD increased by 16.5%. She noted that Tel-A-Ride ridership for the month was 5,607, which was an increase of 8.9% comparing 2021 YTD to 2022 YTD. Ms. Ross discussed the Passengers Per Hour by Route, noting the following: 203-Medical Shuttle (34); 211-Meeting/King DASH (35); 10-Rivers Avenue (14); North Charleston-James Island Express (7); 213-Lockwood/Calhoun DASH (14), 20-King Street (13); and 11-Dorchester Road/Airport (11). Ms. Ross addressed questions and comments. The Board of Directors received the Ridership Report as information.

8. Executive Director's Report – Ron Mitchum

Mr. Mitchum had no further business to discuss.

9. Other Business, If Any

There was no other business to discuss.

10. Public Comments, If Any

There was one public comment:

- William Hamilton, of Best Friends of Lowcountry Transit, thanked Board Members for their service to the public, commended Board Members for their efforts regarding the shelter project, expressed his concerns regarding the LCRT project as it relates to affordable housing and congratulated Board Members regarding the increase in ridership.

11. Executive Session – Contractual Matters

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

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

Chairman Seekings reconvened the Board Meeting noting that no action was taken related to matters discussed during Executive Session. Attendees who were excused re-joined the Board Meeting.

12. Board Comments, If Any

Mr. Brinson discussed Greenridge Road noting a Traffic Study should be held due to the development of a car wash in the vicinity of the neighborhood. There were no additional Board comments.

13. Adjourn

Chairman Seekings thanked Board Members for their service to the Board and the community. There being no further business before the Board, Chairman Seekings adjourned the meeting at 2:40 p.m.

Respectfully submitted,
Kim Coleman