

CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY (CARTA)
BOARD OF DIRECTORS MEETING
September 21, 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, September 21, 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; Jimmy Ward

PROXIES: Lynn Christian for Alfred Harrison; Carter McMillan for Jenny Costa Honeycutt; Craig Harris for John Labriola; Jerry Lahm for Teddie Pryor; Dennis Turner for Christie Rainwater; Ray Anderson for Keith Summey; Robert Sommerville for John Tecklenburg; Wes Linker for Robert Wehrman

OTHERS PRESENT: Alisha Wigfall (Transdev); Scott Donahue (SCDOT); Rachel Angelos (BGRM); Chloe Field (BGRM); David Kinard (HDR); Abraham Champagne (WSP); Marcela Rabens (Universal Latin News); William Hamilton (Best Friends of Lowcountry Transit); Helena Peltz (Best Friends of Lowcountry Transit); Louise Brown (Best Friends of Lowcountry Transit); Brendan Patman (Mt. Pleasant)

STAFF PRESENT: Ron Mitchum; Andrea Kozloski; Robin Mitchum; Megan Ross; Belen Vitello; Michelle Emerson; Morgan Grimes; John Lambert

1. Call to Order

Chairman Seekings called the CARTA Board of Directors Meeting to order at 1:02 p.m. followed by a moment of silence and quorum determination.

2. Consideration of Board Minutes: August 17, 2022 Meeting

***Mr. Lahm made a motion to approve the August 17, 2022 Meeting Minutes as presented.
Chief Turner 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 August 31, 2022. Ms. Mitchum noted that, overall, the agency remains in good shape and ended the month under budget with unexpended revenues of \$1,573,697. 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, four 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 August 31, 2022 is \$1,310,250. The Board of Directors received the Financial Status Report as information.

4. FY23 Budget – Request for Approval – Robin Mitchum

Ms. Mitchum presented the FY23 Budget. She discussed the budget in detail and noted that all member governments approved the FY23 proposed budget at their respective Council meetings. Ms. Mitchum stated that the budget will be monitored to ensure revenues and expenditures remain aligned. She noted that recommended revisions will be made to the Board of Directors as necessary.

***Mr. Brinson made a motion to approve the FY23 Budget as presented.
Mr. Lewis seconded the motion. The motion was unanimously approved.***

5. FY22 Audit Services – Request for Approval

Ms. Mitchum discussed FY22 Audit Services. She noted that CARTA is requesting approval to amend the Robert E. Milhous, CPA, PA & Associates-Financial Audit Services for an additional year pursuant to the renewal terms outlined in the contract. The contract was awarded as a one-year contract with four options to renew annually. This amendment, if approved, will extend the contract through September 30, 2023.

***Mr. Ward made a motion to approve the FY22 Audit Services as presented.
Mr. Lahm seconded the motion. The motion was unanimously approved.***

6. Asset Management Plan – Request for Approval – Jeff Burns

Ms. Mitchum presented the Asset Management Plan on Jeff Burns' behalf as Mr. Burns is attending meetings in Columbia. Ms. Mitchum noted that the FTA established a National Transit Asset Management (TAM) System to monitor and manage public transportation capital assets to enhance safety, reduce maintenance costs, increase reliability and improve performance. The objective is to develop a strategic and systematic process of operating, maintaining and improving public transportation capital assets effectively through their entire life cycle. The mandate requires FTA grantees to update their asset management plans for their public transportation assets, including vehicles, facilities, equipment and other infrastructure every four years. In 2018, CARTA established the goal of achieving and maintaining a state of good repair for its public transportation assets. Transit asset management will be a business model that uses transit asset condition to guide the optimal prioritization of funding. The FTA has defined State of Good Repair (SGR) as the condition in which a capital asset is able to operate at a full level of performance. A capital asset is in a state of good repair when that asset is able to perform its designed function, does not pose a known unacceptable safety risk and its lifecycle investments must have been met or recovered. Ms. Mitchum discussed the performance measure targets that are required by the FTA. Ms. Mitchum and Mr. Mitchum addressed questions and comments.

***Mr. Green made a motion to approve the Asset Management Plan as presented.
Mr. Lewis seconded the motion. The motion was unanimously approved.***

7. Lowcountry Rapid Transit Intergovernmental Agreement – Request for Approval

Ron Mitchum, Executive Director, presented the Lowcountry Rapid Transit Intergovernmental Agreement (IGA). He noted that since the Board previously approved the IGA, there have been changes to the agreement for Charleston County and the SCDOT. Mr. Mitchum discussed the changes and noted that all parties have approved and agreed to the terms of the IGA. Mr. Mitchum addressed questions and comments.

***Mr. Lahm made a motion to approve the Lowcountry Rapid Transit Intergovernmental Agreement as presented.
Mr. Brinson seconded the motion. The motion was unanimously approved.***

8. 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 Leeds Avenue lighting project in detail and noted there is a temporary resolution regarding the switchgear part until the full sized switchgear becomes available. 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.

9. Ridership Report – Megan Ross

Megan Ross, Transit Planner, presented the Ridership Report as of August 31, 2022. She noted that passenger trips totaled 185,722 and there were 10.7 customers per service hour (10.4 last month). On-time, across all timepoints, was 87%. Ms. Ross stated that overall ridership comparing July 2022 to August 2022 increased by 7.5%, overall ridership comparing August 2021 to August 2022 increased by 9.9%, and overall ridership comparing 2021 YTD to 2022 YTD increased by 15.6%. She noted that Tel-A-Ride ridership for the month was 5,877, which was an increase of 8.1% comparing 2021 YTD to 2022 YTD. Ms. Ross discussed the Passengers Per Hour by Route, noting the following: 203-Medical Shuttle (36); 211-Meeting/King DASH (21); 10-Rivers Avenue (15); North Charleston-James Island Express (8); 213-Lockwood/Calhoun DASH (18), 20-King Street (12); and 11-Dorchester Road/Airport (12). Ms. Ross addressed questions and comments. The Board of Directors received the Ridership Report as information.

10. Executive Director’s Report – Ron Mitchum

Mr. Mitchum discussed an article that reappeared regarding \$72 million in funding for public transit for South Carolina. He noted that the article is not based on new any funds. Mr. Mitchum discussed the State Transit Task Force and noted that the agency is participating in the Transit Task Force. Mr. Mitchum addressed questions and comments. 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 were five public comments:

- Helena Peltz, of Best Friends of Lowcountry Transit, expressed her concerns regarding lack of late-night bus service for employees who work late shifts and for disabled individuals. She also expressed her concerns regarding bus operators changing the digital signs to read the correct destination.
- Marcela Rabens, of Universal Latin News, thanked the Board for their time. She expressed her concerns regarding the need for more Spanish/Latino literature to be easily accessible to the Spanish/Latino population.
- Louise Brown, of Best Friends of Lowcountry Transit, thanked the Board and staff for their work with improvements to the system.
- Brendan Patman, of Mt. Pleasant, expressed his concerns regarding the need for more frequent bus service and for late-night service.
- William Hamilton, of Best Friends of Lowcountry Transit, thanked Board Members and staff for the new bench on Wolfe Street and the improvements at the Mary Street bus stop. He expressed his concerns regarding improvements needs for the DASH service.

13. Executive Session – Contractual Matters

***Mr. Brinson made a motion that the Board of Directors convene into Executive Session.
Mr. Lewis seconded the motion. The motion was unanimously approved. Non-Board Members, Guests
and Non-Essential Staff Members were excused.***

***Mr. Lewis made a motion to reconvene the Board of Directors meeting.
Mr. Brinson seconded the motion. The motion was unanimously approved.***

***Chairman Seekings reconvened the Board Meeting noting that no action was taken
related to matters discussed during Executive Session.***

14. Board Comments, If Any

There was no further business to discuss.

15. Adjourn

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

Respectfully submitted,
Kim Coleman