

CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY (CARTA)

BOARD OF DIRECTORS MEETING

March 22, 2023

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 22, 2023.

MEMBERSHIP: Mary Beth Berry; Joe Boykin; Ron Brinson; Mike Brown; Dwayne Green; Will Haynie; John Iacofano; John Labriola; James Lewis; Pat O’Neil; Christie Rainwater; Herb Sass; Michael Seekings; Keith Summey; Ed Sutton; John Tecklenburg; Jimmy Ward; Robert Wehrman

MEMBERSHIP PRESENT: Mary Beth Berry; Joe Boykin; Ron Brinson; Dwayne Green; John Iacofano; Michael Seekings; Ed Sutton; Robert Wehrman

PROXIES: Craig Harris for John Labriola; Jerry Lahm for Herb Sass; Megan Clark for Keith Summey; Robert Somerville for John Tecklenburg

OTHERS PRESENT: Alisha Wigfall (Transdev); Karen Campbell (Transdev); Bill Spraul (Transdev); Maureen Gibboney (Transdev); David Bonner (National Express Transit); Rachel Angelos (BGRM); Chloe Field (BGRM); Scott Donahue (SCDOT); Garth Lynch (HNTB); William Hamilton (Best Friends of Lowcountry Transit); Karen Forrest (Best Friends of Lowcountry Transit); additional interested parties

STAFF PRESENT: Ron Mitchum; Andrea Kozloski; Robin Mitchum; Megan Ross; Belen Vitello; 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 a quorum determination. Chairman Seekings welcomed and introduced new Board Member, Ed Sutton. Mr. Sutton was recently appointed to serve on the Board of Directors by the Charleston County Legislative Delegation. Mr. Sutton’s experience with transit will be an asset to the Board. Chairman Seekings acknowledged Alfred Harrison’s dedicated service to the Board of Directors, CARTA and the community. Mr. Harrison has served on the Board since 1997. Chairman Seekings commended Mr. Harrison’s many years of outstanding service and thanked him for his excellent leadership.

2. Consideration of Board Minutes: February 15, 2023 Meeting

Mr. Brinson made a motion to approve the February 15, 2023 Meeting Minutes as presented.

Mr. Boykin 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, 2023. Ms. Mitchum noted that, overall, the agency remains in good shape and ended the month with unexpended funds of \$559,740. She stated that the budget year is 32% complete and reviewed the following activities for FY23 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 are the proceeds from the sale of a 2010 New Flyer and five 1996 New Flyers.

Expenditures:

- Staff Salaries & Benefits include the cost of retiree insurance.
- Supplies include office and facility maintenance supplies.
- Printing includes costs of printing route brochures.
- Automotive is the cost to service the 2014 Ford Explorer.
- 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 Genfare software support agreement, 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 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 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 the Electric Bus Master Plan project to transition CARTA's diesel bus fleet to all-electric buses, Genfare report training and utility search for Leeds Avenue infrastructure project service.
- 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 by the City of North Charleston Police Department.
- Rebranding is services provided to comprehensively review and rebrand agency logos and images.
- Vehicle Maintenance is the cost to maintain the fleet.
- Facility Repair & Maintenance is the cost to maintain facilities.
- 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 renews January 1 and this is the majority of the expenditures for FY23.
- 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 shelter trash cans and office computer equipment.

Capital Expenditures:

- Rolling Stock is the purchase of a New Flyer Electric Bus.
- Bus Shelter Construction/Bench Install is the installation of shelters and benches.
- Security/Cameras & Equipment is the purchase of cameras at the Melnick Park & Ride lot and Access Control Systems at Leeds Avenue, bus stop solar lighting and AVL equipment.
- Capital (IT, Facility Repairs/Maint) is the purchase of a submersible pump at the Leeds Avenue Facility.

The Board of Directors received the Financial Status Report as information.

4. 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: Service Planning Initiatives; Downtown Route Study; US-52 BRT Study; CARTA OnDemand; Shelter Improvement Program; Solar Lighting Installation; Shipwatch Square Transit Center; Vanpool Program; Transit

Oriented Development Study; and Lowcountry Rapid Transit. In the interest of time, Mr. Mitchum briefed the Board of Directors on the Downtown Route Study and the TOD Study. He noted that detailed 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.

5. Ridership Report – Megan Ross

Megan Ross, Transit Planner, presented the Ridership Reports as of February 2023. She discussed February 2023 Ridership Trends noting that passenger trips totaled 167,848 and there were 10.8 customers per service hour (10.0 last month). On-time, across all timepoints, was 82%. Ms. Ross stated that overall ridership comparing January 2023 to February 2023 decreased by .74%, overall ridership comparing February 2022 to February 2023 increased by 9.6%, and overall ridership comparing 2022 YTD to 2023 YTD increased by 10.0%. She noted that Tel-A-Ride ridership for the month was 4,942, which was a decrease of 3.3% comparing 2022 YTD to 2023 YTD. Ms. Ross discussed the missed service comparing the first three months of calendar year 2022 to the first three months of calendar year 2023. She noted that the total missed service for March 2023 was 793.95. Ms. Ross addressed questions and comments. The Board of Directors received the Ridership Report as information.

6. Executive Session – Contractual Matters

***Mr. Wehrman 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.***

***Mr. Lahm made a motion to reconvene the Board of Directors meeting.
Mr. Iacofano 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.***

7. Mt. Pleasant Street Park & Ride – Discussion

Mr. Mitchum discussed the Mt. Pleasant Street Park & Ride location. He updated the Board regarding the \$2.8 million discretionary grant and stated that, if no objections, he would like staff to move forward with the plans for the property regarding the LCRT Park & Ride. Mr. Mitchum addressed questions and comments. The Board of Directors received the Mt. Pleasant Street Park & Ride update as information and directed Mr. Mitchum and staff to proceed with plans.

8. ADA Accessible Vans – Request for Approval

Mr. Mitchum discussed ADA Accessible Vans. He noted that the ADA Accessible Vans Selection Committee met on March 15, 2023 to review two proposals for the ADA Accessible Vans RFP. Proposals were received from Creative Bus Sales and Ilderton Conversion. A “No Bid” letter was received from Palmetto Bus Sales. Mr. Mitchum stated that the Selection Committee requests approval to award a contract to Creative Bus Sales for ADA Accessible Vans based on the overall score sheet rankings. Mr. Mitchum addressed questions and comments.

***Mr. Iacofano made a motion to approve the ADA Accessible Vans RFP as presented.
Mr. Brinson seconded the motion. The motion was unanimously approved.***

9. Management, Operations and Maintenance: Fixed Route and Paratransit Service – Request for Approval

Mr. Mitchum discussed the Management, Operations and Maintenance: Fixed Route and Paratransit Service. He stated that the Management, Operations and Maintenance: Fixed Route and Paratransit Services Selection Committee met on March 1, 2023 and reviewed three proposals from First Transit, Inc., National Express Transit Corporation and Transdev Services, Inc. The Selection Committee requests approval to enter into a contract for Management, Operations and Maintenance: Fixed Route and Paratransit Service with National Express Transit Corporation based on the overall score sheet rankings. Mr. Mitchum addressed questions and comments.

Mr. Brinson made a motion to approve the Management, Operations and Maintenance: Fixed Route and Paratransit Service RFP as presented. Mr. Wehrman seconded the motion. The motion was unanimously approved.

10. Executive Director's Report – Ron Mitchum

Mr. Mitchum discussed the President's \$100 million budget for LCRT. He noted that a meeting will be held with the Exchange Club regarding the Park & Ride property at US 78. Mr. Mitchum discussed the SCDOT's lapsing funds re-distribution plans over a 3-year period. He noted that additional capital funds will be received as well. Mr. Mitchum stated that the BCDCOG will purchase Remix Planning Software that will support CARTA and TriCounty Link planning efforts and will allow staff to analyze system components/changes. 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 further business to discuss.

12. Public Comments, If Any

There were two public comments:

- Karen Forrest, of Best Friends of Lowcountry Transit, commended bus operators who assisted her in a time of need.
- William Hamilton, of Best Friends of Lowcountry Transit, expressed his concerns regarding actions in the Lowcountry. He discussed what his organization will do to support the Beach Reach Shuttle & the Century Forward effort.

13. Board Comments, If Any

There was no further business to discuss.

14. Adjourn

Chairman Seekings thanked Board Members for their service. He commented that the recently held SC Transit Association (TASC) Reception in Columbia was very-well represented by Charleston Legislatures. He commended Mr. Mitchum and staff for their continued hard work on the many projects and programs. There being no further business before the Board, Chairman Seekings adjourned the meeting at 2:15 p.m.

Respectfully submitted,
Kim Coleman