

**CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY (CARTA)**

**BOARD OF DIRECTORS MEETING**

**April 19, 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, April 19, 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:** Joe Boykin; Ron Brinson; Dwayne Green; Will Haynie; John Iacofano; Pat O'Neil; Michael Seekings; Ed Sutton

**PROXIES:** Jerry Lahm for Herb Sass; Megan Clark for Keith Summey; Kristen Salisbury for Robert Wehrman

**OTHERS PRESENT:** Alisha Wigfall (Transdev); Shannon Cooper (Transdev); Chloe Field (BGRM); Scott Donahue (SCDOT); Garth Lynch (HNTB); Elissa Smith (HDR)

**STAFF PRESENT:** Ron Mitchum; Andrea Kozloski; Robin Mitchum; Megan Ross; John Lambert; Kim Coleman

**1. Call to Order**

Chairman Seekings called the CARTA Board of Directors Meeting to order at 1:08 p.m. followed by a moment of silence and a quorum determination.

**2. Consideration of Board Minutes: March 22, 2023 Meeting**

*Mayor Haynie made a motion to approve the March 22, 2023 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 March 31, 2023. She noted that, overall, the agency remains in good shape and ended the month with unexpended funds of \$924,037. Ms. Mitchum 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 six 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 Facilities/Charging Stations are the purchase of two charging depots.
- 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.

Ms. Mitchum addressed questions and comments. The Board of Directors received the Financial Status Report as information.

**4. FY23 Budget Revision – Request for Approval – Robin Mitchum**

Ms. Mitchum presented the FY23 Budget Revision. She noted that overall revenues and expenditures declined \$138,216. Ms. Mitchum reviewed the line-item revisions in detail. She stated that the budget will continue to be monitored to ensure revenues and expenditures remain aligned and noted that staff will make recommended revisions as necessary. Ms. Mitchum addressed questions and comments.

***Mr. Green made a motion to approve the FY23 Budget Revision as presented.  
Mr. Iacofano seconded the motion. The motion was unanimously approved.***

**5. Authorization to Participate in SCDOT 2 for 1 Funding Program – Request for Approval**

Ron Mitchum, Executive Director, discussed the SCDOT Two-for-One Funding Program. He explained the comparison between the current allocation and match requirement and the proposed two-for-one federal funding, the 3-year allocation and the 20% match requirement. Total funding for the proposed State Mass Transit Funds (SMTF) is \$4,228,178 compared to the current funding of \$1,691,271. Mr. Mitchum addressed questions and comments.

***Mr. Boykin made a motion to approve the Authorization to Participate in SCDOT Two-for-One Funding Program as presented. Mr. Lahm seconded the motion. The motion was unanimously approved.***

**6. SCDOT State Mass Transit Funds (SMTF) Application Resolution – Request for Approval**

Mr. Mitchum presented the SCDOT State Mass Transit Funds (SMTF) Application Resolution. If approved, the Resolution authorizes Mr. 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. The Resolution also resolves that CARTA will provide the required match for the capital, operations and administrative charges, the necessary insurance coverages as required under the agreement and all necessary local match for operating losses and that the Board will 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. Green made a motion to approve the SCDOT State Mass Transit Funds (SMTF) Application Resolution as presented. Mayor Haynie seconded the motion. The motion was unanimously approved.***

**7. CARTA OnDemand Subsidy Change – Request for Approval – John Lambert**

John Lambert, Transportation Planner, presented the CARTA OnDemand Subsidy Change. He noted that the CARTA OnDemand program was launched in February of 2021 and provides subsidized transportation services through the Transportation Network Company (TNC) Uber with Lyft expected to be brought into service in the coming months. The program offers door-to-door service for seniors (55+) and Tel-A-Ride customers, enabling them to take trips within the Tel-A-Ride service area Monday through Friday, between the hours of 7:00a.m. and 5:00p.m. Tel-A-Ride customers are ensured a \$4.00 per trip rate and receive an unlimited subsidy. Senior customers pay an initial \$4.00 co-pay with a maximum trip subsidy of \$21.00 and any surplus amount being charged to the rider. CARTA OnDemand ridership has increased significantly since the Fall of 2022, particularly among Tel-A-Ride customers. Over the last several months, Uber's "surge pricing" has become more prevalent and unpredictable, resulting in CARTA to pay more for Tel-A-Ride customers to take trips with Uber than it would cost if the trips were made on the Tel-A-Ride system. Mr. Lambert stated that staff recommends changing the trip subsidy for Tel-A-Ride customers from being an unlimited amount to being a maximum of \$30.00 per trip. Doing so would ensure that the amount CARTA pays to subsidize trips for the OnDemand program will be comparable to the amount paid for Tel-A-Ride trips. This action would also ensure a more stable average cost per trip on a month-to-month basis. Discussion was held regarding partnership and cost savings as well as closely monitoring and phasing in the new process after conducting strong marketing outreach and educating customers. Discussion was also held regarding keeping the Board informed in relation to the budget and program costs. Mr. Lambert and Mr. Mitchum addressed questions and comments.

***Mr. Boykin made a motion to approve the CARTA OnDemand Subsidy Change as discussed regarding partnership, program costs, monitoring and strong marketing outreach. Mr. Iacofano seconded the motion. Mayor Haynie made a motion to approve the CARTA OnDemand Subsidy Change as amended to include roll-out to the public with clarification following a 60-day period of educating the public. Mr. Boykin seconded the motion. The motion was unanimously approved.***

**8. Project Updates – Ron Mitchum/Staff**

In the interest of time, Mr. Mitchum stated that a detailed report regarding Project Updates were distributed in the Board Meeting Agenda Packet in advance of the meeting. He encouraged Board Members to contact him or the

respective project manager regarding any specific concerns or questions. The Board of Directors received the Project Updates Report as information.

**9. Ridership Report – Megan Ross**

Megan Ross, Transit Planner, presented the Ridership Reports as of March 2023. She discussed March 2023 Ridership Trends noting that passenger trips totaled 196,059 and there were 11.5 customers per service hour (10.8 last month). On-time, across all timepoints, was 80%. Ms. Ross stated that overall ridership comparing February 2023 to March 2023 increased by 16.8%, overall ridership comparing March 2022 to March 2023 increased by 8.6%, and overall ridership comparing 2022 YTD to 2023 YTD increased by 9.5%. She noted that Tel-A-Ride ridership for the month was 5,462, which was a decrease of 6.8% comparing 2022 YTD to 2023 YTD. Ms. Ross discussed the missed service comparing the first four months of calendar year 2022 to the first four months of calendar year 2023. She noted that the total missed service for the month of April (as of April 6, 2023) was 136.7. Ms. Ross addressed questions and comments. The Board of Directors received the Ridership Report as information.

**10. Executive Session – Contractual Matters**

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

*Mayor Haynie made a motion to reconvene the Board of Directors meeting. Mayor O’Neil 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.*

**11. Executive Director’s Report – Ron Mitchum**

Mr. Mitchum noted that progress continues on the LCRT project. He stated that work continues regarding the rebrand launch that is scheduled for July. Work also continues on the launch for the Beach Reach service. Staff is working closely with news/media channels. He stated that the LCRT project was highlighted at this year’s SCDOT Engineers Conference during the lunch-time project presentation. 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 further business to discuss.

**13. Public Comments, If Any**

There were no public comments.

**14. Board Comments, If Any**

There was no further business to discuss.

**15. Adjourn**

Chairman Seekings thanked Board Members for their service. He commended Mr. Mitchum and staff for their continued hard work on the many projects and programs. Chairman Seekings noted there may be a Board of Directors meeting held in July during the usual 3<sup>rd</sup> week of the month. There being no further business before the Board, Chairman Seekings adjourned the meeting at 2:35 p.m.

Respectfully submitted,  
Kim Coleman