

THE COAST-WACCAMAW RTA

BOARD MEETING

February 29th, 2012

12:00 p.m.

Board Present: Ivory Wilson, Chair
Bernard Silverman
Katharine D'Angelo
Joseph Lazzara
Mickey James
Lillie Jean Johnson

Staff present: Myers Rollins, General Manager
John Glover, Director of Transportation Services
Julie Norton-Dew, Director of Budget & Finance
Felicia Beaty, Director Human Resources and Organization Development
Yvette Jefferson, Director of Marketing and Community Relations
Barbara Blain-Olds, Staff Attorney
Lynette Nobles, Office Manager
Ericka Hill, Marketing Assistant
Kevin Parks, Grants and Procurement Manager
Joe Ponticello, Budget and Internal Controls Manager

Also Present: Don Neptune, Citizens Advisory Committee
Bobby Lamb

In accordance with the Freedom of Information Act (FOIA), notices of the meeting were provided to the press, stating the time, date, and place of the meeting on February 27th, 2012.

CALL TO ORDER: Chairman Wilson called the meeting to order at 12:04 p.m.

INVOCATION/PLEDGE OF ALLEGIANCE: Mr. James gave the invocation. The Pledge of Allegiance was recited.

ANNOUNCEMENT OF QUORUM/ROLL CALL: Roll call was taken. A quorum was present.

ACKNOWLEDGMENT OF VISITORS: Chairman Wilson asked if there were any visitors present and/or any public comments. There were no auditory responses.

EMPLOYEE RECOGNITION: Al Lohr and Chris Smith, both mechanics, were recognized for their "outstanding hard work, exemplary attitude and dedication" by having all vehicles inspected (as required by LogistiCare) in one day without interruption of service. Both were given certificates.

Pamela Glenn and Janet Hughes were also recognized for attending last minute training for LogistiCare, assisting in training drivers for CTAA, defensive driving and sensitivity training and working long hours with the LogistiCare transition. Pamela Glenn was recently promoted from paratransit driver to a paratransit clerk. Rick Carroll and Edi Meka were recently promoted from drivers to street supervisors.

APPROVAL OF MINUTES: Ms. Johnson asked that it be noted that she abstained from voting to accept the minutes of the October Board meeting as she was not present at the October meeting. She was sworn in

as a member of the Board of Directors at the January 2012 meeting. It was properly moved with the correction and seconded that the minutes from the previous meeting be approved. There being no questions, a voice vote was taken. No nays being heard, the motion carried.

CITIZENS ADVISORY COMMITTEE: Don Neptune reported that he, Mr. Rollins, Mr. Lazzara and Mr. Wilson attended a well-attended and informative meeting at Surfside Beach on February 10th. There appears to be a need for public transportation for the area and it is believed that to make a start in that area would be a great advancement for Coast RTA. A representative of AARP said many people who come to AARP are looking for transportation in Surfside Beach and that the gentleman was going to recommend to AARP management to use advertising signs for AARP. This location could be a spin off for other areas Coast RTA covers. Mr. Neptune recommends two buses in the area, one on the east side and one on the west side.

MONTHLY REPORTS:

Finance and Procurement: Mr. Lazzara reported the committee met with Julie Norton-Dew and discussed the financial reports.

Ms. Norton-Dew said that the draft audit was presented to each of the Board Members this morning for their review over the next four weeks. If there are any comments or concerns there will be an opportunity to discuss it prior to finalization the end of March.

Mr. Silverman commended Ms. Norton-Dew and her team on a job well done on the audit.

Mr. Wilson questioned the payroll liability under the long-term liability. Ms. Norton-Dew explained that it is for accrued vacation time. Ms. D'Angelo questioned if an employee left employment, would they be paid the full amount of accrued vacation time. Ms. Norton-Dew responded in the affirmative. Ms. D'Angelo asked if there was a sick bank wherein employees could donate their vacation time to a fellow ill employee. Coast RTA does not have that provision, though it has been discussed.

Planning and Operations Committee: Mr. Rollins reported the committee provided updates on Title XIX Program Rollout. This will transition to the finance committee with the financial receipts generated. The shelter program was discussed, principally the public/private partnership being formed with Wal-Mart. Sandy Island was also mentioned. The Board was given a brief overview of proposed route enhancements, the office space, plans to provide more adequate facilities, and the bus fleet.

Mr. James requested an outline be available at the next board meeting regarding costs for space. Mr. Rollins discussed a quote of \$70,000 due to additional modification, so it's in the range of \$60,000 to \$70,000. A contractor had provided an estimated cost. It has to be put out for solicitation and bid.

Mr. Silverman asked Mr. Rollins about the resolution that was signed for the employees to go directly to the Board with a complaint or an issue. Mr. Rollins and Ms. Blain-Olds decided there are issues that grew out of what was proposed and apologized for that. Ms. Blain-Olds will sit down with outside legal counsel for their opinion and advice on some of the concerns. The issue is on hold due to lack of clarity on liability to the organization.

There was a discussion regarding conformity with the Whistle Blower statute and who owns the box. The proposal last month was that the Chairman would have the key to the box. Mr. Rollins has found no other agency, that they've been able to identify, that places that level of responsibility on a Board since it may result in personal risks and possible litigation.

Marketing Committee: Mr. Silverman reported that the Marketing Committee met this morning. Ms. Jefferson reports that the Marketing Committee continues to work diligently on promoting Coast RTA

to the community. Ridership is tracking 576,219 with five months to go and looking forward to meeting the one million ride mark this summer. Service was extended on Route 7, Conway to Myrtle Beach. Besides the CCU routes, the Number 7 Conway to Myrtle Beach is now the second highest ridership, second to 15 South Ocean Boulevard.

The site that had been looked at for the customer service center has been leased. Plans are to continue to look for something in that area and maybe partner with another business that will allow Coast RTA to rent a space within their business. There is a requirement to have a ten-year lease anytime capital money is spent and there are estimates of approximately \$30,000 just to get in the building. Ms. Jefferson is still hopeful to have something at the beach where customers can readily access information and get passes.

By-Laws: Ms. D'Angelo stated two proposed amendments, drafted by Staff Attorney Barbara Blain-Olds, have been presented to the Board. One is the establishment of an executive committee which consists of the Chair, the Vice Chair, the Past Chair, Mr. Lazzara the Finance Chair, and Mr. Rollins. The second draft proposal is the Coast RTA Conflict of Interest Policy for the Board. Ms. D'Angelo requested that the Board review the proposals. Chairman Wilson said it will be voted on next month.

General Manager: Mr. Rollins reported that Coastal Carolina University has, as part of their master plan, a plan to purchase a small fleet of buses with a goal of limiting Coast RTA's services to perimeter coverage. They are moving to a green campus, which will result in the elimination of a number of parking lots. The understanding is that they will purchase a number of trams to shuttle the employees. CCU has alerted and reminded Coast RTA that their contract expires 2013. Preparations are being made for that possible transition. There was a discussion regarding Coast RTA funding along with CCU's possible "risky consequences" of: insurance, liability, jobs for students, the cost for students and ADA compliance. Ms. D'Angelo is interested in who is on CCU's committee and who chairs it. Mr. Rollins reported that this is not in CCU's business plan that was just released last fall, it is not in their financial section, and it's not in the programmatic section of the business plan.

Mr. Rollins said that the GSATS Committee met last week and announced they will be accepting proposals for the new Transit Improvement Plan and they will be funding it at a \$6.7 million level, new money for transportation projects, and have a current carryover of \$4.2 million resulting in about \$10.9 million to use on new transit projects. Coast RTA has \$1 million in 2014 that's been approved in the TIP for a transportation center; however, it is Mr. Rollins' plan to submit a formal proposal for a quarter million dollars to pay for a feasibility study. Mr. Rollins requests that the COG (WRCOG) release the solicitation. All proposals must be turned in, in a month. Mr. Rollins will report as developments occur. Mr. Rollins says it is recommended that there be a feasibility study and that funds are needed to do it. Concerns were raised regarding the remaining \$750,000 in funds. Mr. Rollins said those funds could only be used for preliminary engineering and design, which is the second step. The study must be done prior to the preliminary engineering.

OLD BUSINESS: Mr. Lazzara said the study to get a facility is considered under old business.

EXECUTIVE SESSION: It was properly moved and seconded that the Board go into Executive Session. No nays being heard, the Board went into Executive Session at 12:59 p.m.

RETURN TO REGULAR SESSION: The Board came out of Executive Session at 1:21 p.m. and announced no action was needed as a result of Executive Session.

ADJOURNMENT: It was properly moved and seconded that the Board adjourn. There being no questions, a voice vote was taken. No nays being heard, the motion carried. The Board adjourned at 1:21 p.m.