

**THE COAST-WACCAMAW RTA
BOARD MEETING
June 27, 2012
12:08 p.m. – 1:20 p.m.**

Board Present:

Ivory Wilson, Chair
Bernard Silverman, Vice Chair
Dr. Nicholas Twigg
Dr. Covia Stanley
Katharine D'Angelo
Joseph Lazzara
Wilbert G. James
Lillie Jean Johnson

Staff present:

Myers Rollins, General Manager
John Glover, Director of Transportation Services
Julie Norton-Dew, Chief Financial Officer
Felicia Beaty, Director Human Resources and Organization Development
Yvette Jefferson, Director of Marketing and Community Relations
Barbara Blain-Olds, Staff Attorney
Lynette Nobles, Executive Assistant
Joe Ponticello, Director of Internal Controls & IT

Also Present:

J. Rhett Reidenbach, Davis & Floyd

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 Monday, June 25th, 2012.

CALL TO ORDER: Chairman Wilson called the meeting to order at 12:08 p.m.

INVOCATION/PLEDGE OF ALLEGIANCE: Mr. Silverman 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 welcomed J. Rhett Reidenbach, Vice President of Davis & Floyd in Charleston, South Carolina.

PUBLIC COMMENT: (None.)

EMPLOYEE RECOGNITION: Felicia Beaty announced the following promotions:

Julie Norton-Dew promoted to Chief Financial Officer.
Joe Ponticello promoted to Director of Internal Controls and IT.
Lynette Nobles promoted to Executive Assistant.
Doug Herriott promoted to Senior Street Supervisor.
Tom Arends promoted to Material Control and IT Analyst.
Sharon Bigam promoted to Customer Service Representative.
Ebony George promoted to Customer Service Representative.

CAUGHT IN THE ACT: Darryl Stephenson and Ebony George worked independently and went above and beyond the call of duty in Project Cleanup. Erica Hill was recognized for cleaning the transfer center.

APPROVAL OF MINUTES: It was properly moved 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: (Pam Creech was not present.) A meeting is scheduled for July 5th.

APPROVAL OF RESOLUTIONS:

Ms. Nobles read the following resolutions into the record:

Res. No. JUNE2012-25: Authorization To Allow Chief Financial Officer to Be Substituted for the Term Finance Director in all Related Authority Policies -- A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the General Manager/Secretary-Treasurer to allow substitution of the term “Chief Financial Officer” in place of “Financial Director” in all related Authority Policies.

Mr. Rollins explained that as part of the overall organizational growth it had been determined that the financial analysis needed to be taken to another level. Julie Norton-Dew, in her new position, will provide analysis of industry standards in the financial area along with trends to direct strategic financial planning benchmarking with similarly situated RTAs in the region. She will also assume a key role in maintenance, operation planning and oversight and to serve as comptroller. This will position Coast RTA to be better stewards of the entrusted funds and to provide better service to customers.

It was properly moved and seconded that the resolution be approved. There being no further questions, a voice vote was taken. No nays being heard, the resolution carried.

Res. No. JUNE2012-26 Approval of Waccamaw Regional Transportation Authority 2013 Budget – A motion of the Board of the Waccamaw Regional Transportation Authority to adopt the 2013 Budget for the period July 1, 2012 to June 30, 2013 and authorizing the General Manager/Secretary-Treasurer to manage the fiscal affairs of the Authority in accordance to the fiscal year 2013 operating budget amounts.

Mr. Rollins was happy to present a balanced budget for the seventh consecutive year. The referendum represented a change for Coast RTA. It placed Coast RTA in the position of being the second RTA in the state, joining CARTA, as the only two RTAs that receive a source of dedicated funding and to take the services offered to the community to another level.

It was properly moved and seconded that the resolution be approved. There being no further questions, a voice vote was taken. No nays being heard, the resolution carried.

Res. No. JUNE2012-27 Authorization to Retain Architectural and Engineering Firm on an “As Needed” Hourly Basis – A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the General Manager/Secretary-Treasurer to enter into an agreement with Davis and Floyd, Inc. to conduct Architectural and Engineering Services for the Authority on an “as needed” hourly basis related to current capital facility renovation projects.

Mr. Rollins was very excited to offer a Notice to Proceed to who is deemed to be the best firm for this project. It is felt this positions Coast RTA to bring in a fresh site of eyes that has transit specific experience with respect to both operational efficiencies and construction.

Mr. Reidenbach stated he was representing Davis & Floyd who has been CARTA’s on-call architect and engineer for the past six years. Mr. Reidenbach personally manages the contract and in six years has performed a number of services for CARTA ranging from five year strategic planning, route studies, and renovations to their main facility with designing a 42,000 sq. ft. intermodal facility. In six years Davis and Floyd has gained a

valuable amount of experience and feels they are now in a position to offer that experience to other RTAs. He expressed his pleasure and appreciation to be affiliated with Coast RTA.

It was properly moved and seconded. Dr. Twigg commented that there was no opportunity for discussion on the other resolutions however stated he had no questions on this resolution. There being no further comments or questions, a voice vote was taken. No nays being heard, the resolution carried.

Res. No. JUNE2012-28 Authorization to Implement State Fuel Card Policy – A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the General Manager/Secretary–Treasurer to implement a State Fuel Card Policy.

Mr. Rollins stated this had been discussed at the Finance Committee meeting and that it is felt this allows Coast RTA to improve service delivery by reducing dead-head costs, positioning to servicing vehicles and to prepare in the event of a natural disaster or hurricane.

It was properly moved and seconded. It was noted that the date was incorrect and that it should be June 27th. There being no further comments, questions or discussion, a voice vote was taken. No nays being heard, the resolution carried.

Res. No. JUNE2012-29 Authorization for One-Time Override of the Procurement Policy For the Purpose of Purchasing One Diesel Bus Engine. - A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the General Manager/Secretary–Treasurer to grant a one-time override of internal purchasing cost thresholds found in the Authority’s Procurement Policy for the sole purpose of purchasing one M-11 Diesel Bus Engine from Cummins Atlantic, LLC. This purchase has been approved by the FTA and remains within FTA’s threshold, as a small purchase.

Mr. Rollins reminded the Board that in 2005 Coast RTA self-imposed a \$25,000 threshold regarding purchases by staff. This resolution is asking to make an exception, not a change, to expedite the ability to repair a bus to get it back into service.

A motion was made to accept the resolution. Mr. Silverman asked if the resolution should state “purchase and installation.” There was a discussion that concluded it was a purchase and installation. Dr. Twigg moved to make a change to include “installation.” There being no further comments or questions, a voice vote was taken to change the resolution to state “purchase and installation.” No nays being heard, it was agreed to change the resolution to read “Purchase and Installation.” Chairman Wilson asked for a vote on the amended resolution. The motion to accept the amended resolution was seconded. There being no further questions, a voice vote was taken. No nays being heard, the amended resolution carried.

Res. No JUNE2012-30 Approval of Revisions to Procurement Policy – A motion of the Board of the Waccamaw Regional Transportation Authority to revise the Procurement Policy detailing the use of Disadvantaged Business Enterprises and Requisition / Purchase Order procedures.

Mr. Rollins explained that Coast RTA continues to look for process improvements and that an overview has been given to the Finance Committee meeting of the specific changes.

A motion was made and seconded to approve the resolution. Mr. Silverman asked for the details for the use of disadvantaged businesses that seek approval and asked if there was a requirement to use disadvantaged businesses for some percentage of procurement. Mr. Parks said that yes, there is an overall percentage rate and Ms. Blain-Olds is considered the coordinator. There was discussion concerning when the document was given to the Board for review. There being no further questions or comments, a voice vote was taken. No nays being heard, the resolution carried.

MONTHLY REPORTS:

Finance and Procurement: Mr. Lazzara reported that the Finance and Procurement Committee met this morning. The financial reports were reviewed for May with Ms. Norton-Dew, verified and accepted. The budget for 2012-13, requisitions, financial reports and bank record reconciliations were also reviewed. Ms. Norton-Dew and Mr. Lazzara reviewed other reports at the beginning of June. Mr. Lazzara commended Ms. Norton-Dew and said she continues to do an excellent job. Ms. Norton-Dew thanked the Board for passing the balanced budget and said any funds not used during the current year would be carried over into next year's budget. There was a discussion concerning a possible procedure being implemented for adequate time to review the budget. Mr. Wilson suggested a budget workshop in the future.

Planning and Operations Committee: Dr. Twigg reported that the committee met this morning. There were discussions between the committee and Mr. Rollins during the week. Mr. Rollins said the Board had been updated on the feasibility study with the goal to build an intermodal center in partnership with the City of Myrtle Beach, the shelters, the signage project, working with Wal-Mart to create transit stations on their property, and the City of Conway Park and Ride. There will be a draft proposal for the new facility that will be presented to the City of Conway. The airport Easy Shuttle rollout has been deferred until the airport construction work is completed. There were meetings with Georgetown County leadership resulting in termination of Georgetown Route 14 based on both cost and ridership. Dr. Twigg explained the complexity of installing shelters.

Marketing Committee: Ms. Jefferson stated that as of Memorial Day, the Entertainment Express Shuttle was extended to a daily route and is averaging approximately 200 rides per day. Route 7 hours have been extended. Route 10, 15 North and 15 South are running until 11:00 p.m. and offer connectivity to the Entertainment Shuttle which also runs until 11:00 p.m. CCU is preparing to possibly expanding service by adding a shuttle. There will be a public meeting today to discuss the Georgetown Connector to Andrews and a meeting on July 2nd and July 18th to inform the public. There is a 30 percent increase in ridership for the year.

By-Laws Committee-- Ms. D'Angelo stated there was no meeting since no items are currently pending. She encouraged all Board members to contact her should they feel any changes may be necessary. The by-laws state there is to be an annual evaluation of the CEO. She has the Board members' evaluations and will present all information to Mr. Wilson.

General Manager: Mr. Rollins reported on the trip he and Mr. Wilson made to Washington, DC. It was for the purpose of securing funds to purchase 20 new buses at approximately \$350,000 per bus for a total of \$7 million. They focused on three key stakeholders: Congressman Tim Scott, Congressman James Clyburn and Senator Lindsey Graham. Congressman Clyburn assured them Coast RTA had his support and encouraged Coast RTA to forge a relationship with the new Seventh Congressional District Representative. Mr. Rollins and Mr. Wilson also met with Tim Scott's representative, John Don, and with Andrew King, Lindsey Graham's representative. At each meeting Mr. Wilson told his story and they listened. They indicated that currently all the discretionary money is at DOT and there was a strong recommendation that Coast RTA meet with the DOT Secretary of Transportation.

It was also suggested that a white paper be drafted that identifies and explains Coast RTA's position. Staff will begin working on the white paper. They were all very impressed with Coast RTA's role in the county's emergency evacuation and instructed us to always talk about that when discussing the need for funding.

Some time after January, Mr. Rollins and a couple of Board members will plan a follow-up meeting in Washington to begin discussions with whomever our new congressman will be. A trip will be planned to establish a relationship with the DOT representative to determine the extent of funds that will allow the purchases. Coast RTA's position is very similar to CARTA's in that there is a 42 bus fleet, many of which have 500,000 miles. This is the primary challenge as an organization. Most RTAs are experiencing a decline in

ridership while Coast RTA is experiencing unprecedented growth.

Mr. Wilson commented that he is not sending out much information about meetings on emails since it is not in a meeting format. If members want information, they need to attend the meetings.

Ms. D'Angelo asked about the Sandy Island project. Mr. Rollins said the hope was that Georgetown County Schools would eliminate the tugboat and become part of Coast RTA's project. That would allow the state to approve the transfer of those operational and maintenance dollars to Coast RTA to support the service as local match. Last September, the Board authorized Mr. Rollins to try to continue the service. There have been many discussions with the school district. The State Superintendent of Education has been awaiting official approval. It was decided Coast RTA would go forward without the Board of Education. Georgetown leadership was presented with different scenarios, some that included the schools and some that did not.

When the task force was originally formed, after three island residents drowned, Coast RTA was asked to pursue federal funding. \$148,000 was secured for year one service and \$127,000 for year two service. It was discussed that Route 16 be interlined with Sandy Island to support the access to work which were requirements of the funding. Part of that connectivity would be installing a shelter at the mainland for the residents waiting for the interlining bus. The bus traveling to and from Georgetown would go to the dock and the people would wait at the shelter. It would not include service to transport the children to and from school. That would be left to the school district. Coast RTA will design routes that will focus on residents getting to and from the island to get to and from work. Coast RTA would not be operating the boat. Once successful service for a year has been demonstrated then maybe Coast RTA would be approached to become part of the project. Coast RTA will still go forward with an early morning, midday and late evening route.

A draft budget was presented to the Georgetown leadership and it is being determined how and through what means Coast RTA would acquire a vessel. The plan is to outsource the service. A federal official has come forward and indicated a willingness to purchase the vessel. The insurance on the boat would be the same as on a bus. Mr. Wilson believes there would need to be major improvements on the landward side of the island. Mr. Rollins said a pontoon-type vessel is being considered. The Department of Natural Resources and the Coast Guard would be contacted when the vessel is identified to discuss site improvements.

Board members have been asked to attend a Conway Counsel meeting some time in July to present Park and Ride.

OLD BUSINESS (none)

NEW BUSINESS: (none)

ANNOUNCEMENTS: Dr. Stanley apologized for not being present in the past due to scheduling conflicts. It was announced that today is the one-year anniversary of Barbara Blaine-Olds and Joe Ponticello.

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 1:20 p.m.