

**THE COAST RTA-WACCAMAW RTA  
BOARD OF DIRECTORS MEETING  
AUGUST 27, 2014  
9:00 AM**

**Board Present:** Bernard Silverman, Chair  
Joseph Lazzara, Vice Chair  
Ivory Wilson  
Katharine D'Angelo  
Nicholas Twigg  
Gary Loftus  
Chuck Ottwell  
Mickey James  
Lillie Jean Johnson

**Staff Present:** Julie Norton-Dew, Interim General Manager  
Felicia Beaty, DGM of Operations – COO  
Lynette Nobles, Grants Administrator/Board Liaison  
Doug Herriott, Transportation Manager  
Pamela Bellamy, Human Resource Manager  
Tom Arends, Material Controls & IT Analyst  
Kevin Parks, Grants and Procurement Manager  
Michelle Cantey  
Mary Nesbitt, Operator of the Quarter

**Also Present:** Bobby Lamb – Citizen  
Craig Conwell – Citizen  
Darrell Eickoff – AARP  
Jason Rodriguez – The Sun News  
Jay Specter - Citizen  
Jim Wiles – Citizen  
Joel Allen – TV15

*In accordance with the Freedom of Information Act (FOIA), the 2014 meeting schedule was provided to the press at the beginning of the 2014 calendar year, stating the date, time and location. In addition, notice of this meeting was provided to the press, stating the date, time, and place of the meeting on Monday, August 25, 2014.*

**CALL TO ORDER:** Chairman Silverman called the meeting to order at 9:00 AM. He welcomed all visitors.

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

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

**RECOGNITION OF VISITORS:** Mr. Silverman recognized the visitors (listed above).

**PUBLIC COMMENT:** Mr. Conwell spoke regarding his personal concern and the community concern for The Coast RTA with the staffing changes and elimination of positions since the end of April. He shared that the board members and staff should be concerned about the actions of the board, as relates to public perception. (He used the example of some board members saying that we do not have qualified people in Human Resources.)

Mr. James stated that he appreciates Mr. Conwell and his attendance and interest in The Coast RTA. Mr. Ottwell also applauded his efforts in the community.

**EMPLOYEE RECOGNITION:** Ms. Beaty recognized Ms. Mary Nesbitt as Operator of the Quarter and Ms. Lynette Nobles as Employee of the Quarter. Each received a framed certificate and a gift card.

**APPROVAL OF MINUTES:** It was properly moved and seconded that the minutes from the meeting of July 30, 2014 board meeting be approved. There being no questions, a voice vote was taken. No nays being heard, the motion carried.

#### **MONTHLY REPORTS:**

**By-laws Committee:** Ms. D'Angelo stated that the committee will meet on September 17, 2014 at 11:00 AM, in the Conference Room of The Coast RTA. The entire board is invited. The purpose of the meeting is to make any necessary changes to the by-laws; and board reconstitution.

**Fund Development Committee:** Mr. James shared reported that the committee met at 8:00 AM, prior to the board meeting, and discussed Ride III and other avenues for funding. Requesting more money from the City of Myrtle Beach was discussed. He will contact Brad Dean to request that he meet with the committee to discuss the possibility of securing a portion of the Accommodations Tax (A-Tax) money for The Coast RTA. Mr. James suggested that the committee contact Burroughs and Chapin, as well.

**Planning and Development:** Dr. Twigg stated that he has met with Ms. Norton-Dew and discussed the items on the agenda. She will be giving updates on those items. Ms. Norton-Dew reminded everyone of The Coast RTA Mission Statement. There are no action items this month.

Last month, the board approved the MPO agreement with GSATS. Regarding the Feasibility Study for the intermodal center, GSATS has been notified that The Coast RTA will be moving forward with the study. The funding has been transferred to FTA funds; all that remains is to set a budget and allocate the funds. The solicitation is already written, the deliverables will be included; the City of Myrtle Beach will be informed that The Coast RTA will be moving forward with the project and the original committee will resume meetings.

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Ms. Norton-Dew announced that Mr. Kevin Parks, Grants and Procurement Manager, has negotiated for storage for the shelters, across the street in the old Piggly Wiggly building (\$150/mo.). The Coast RTA has also insured the shelters in the amount of \$600/yr. Mr. John Glover will supervise the move.

Ms. Norton-Dew reported that there has been no change in the signage project to report at this time.

Regarding update on the new bus purchase. The Coast RTA has applied for the Ladders of Opportunity Grant, \$5,280,000. Results of the grant awards will be announced in the fall. Mr. Parks will give a presentation regarding leasing options for buses. \$200,000 local funds has been put aside for the buses.

Ms. Norton-Dew stated that the Transit Task Force should be re-established; she will speak with Mr. Harold Stowe, who chaired that effort.

**Operations and Maintenance:** Ms. Johnson turned the meeting over to Ms. Beaty.

Ms. Beaty began with the agenda by saying that there are no action items this month. At last month's meeting, the board approved Resolution JUL2014-45 – Approval of Revised ADA Policy. The policy was revised as a result of the FTA Triennial Review in July.

Ms. Beaty began the Ridership Report by showing that ridership for July is up 12.4% from June. Ridership for July (FY2014) compared to July (FY2015) is down from 74,360 to 47,914. The decrease is attributed to extended service hours, the CATS program, and the 747's that ran in FY2014, but not in FY2015. Also, Summer Service began a month later this year. The Fall & Winter Schedule will begin on Monday, September 1, 2014. The frequencies will revert back to every hour.

Ms. Beaty made a presentation regarding changes of the transfer point in Georgetown, as well as the route. She also gave a report on the public meeting held in Georgetown, with about 50 attendees; who gave their feedback as to the changes being considered. The transfer point may be moved from the corner of Duke and Hazard to the vicinity of Piggly Wiggly.

An update as given regarding the DBE workshop. There were ten (10) attendees, all of whom are already included on the South Carolina DBE Registry. Attendees gave valuable input as to how The Coast RTA might proceed to make the DBE goal, as is required by FTA. Ms. Beaty and Mr. Parks will be attending required DBE training in Columbia on August 28, 2014.

Ms. Beaty called the board members' attention to the fleet status report; and shared that her focus is on categorizing the mechanics according to their skill level and improving the preventive maintenance process. Discussion ensued regarding recruiting diesel mechanics. It was suggested that Coast RTA contact Miller-Motte and Horry Georgetown Tech regarding the diesel mechanic positions. Ms. Beaty stated that she has contacted them; however, they do not have a diesel mechanic program.

Ms. Beaty distributed copies of her expense report and the training agenda from Chicago to each of the board members. Discussion ensued regarding the cost of airline travel and meals.

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Ms. Beaty then distributed the job description for the General Manager position, which was prepared by herself and Ms. Pamela Bellamy, using the notes from the meeting held one week prior.

**Finance and Administration:** Ms. Norton-Dew began with the agenda items; the first of which is the resolution for approval of the revised travel policy. The current policy, which was passed by the board in March 2014, was included in the board packet. Discussion began as to what the per diem for meals should be when traveling for The Coast RTA business purposes. It was suggested that the per diem for meals be \$35 per day for out of state travel, with no receipts to be provided. Ms. Norton-Dew stated that since 2009, The Coast RTA has used the federal per diem and provided detailed receipts. The decision was made to table this resolution until the September meeting. There was further discussion regarding the training and conferences attended. Ms. Johnson suggested that the board be informed of the training, conferences, etc. which employees attend. Mr. Silverman stated that he does not recall any unnecessary travel for training and conferences.

Ms. Norton-Dew reviewed the financials with the board. She pointed out that the admin costs for the month are over budget due to the large final pay-out of the previous general manager's contract. It was also noted that SCDOT is still going through the documentation regarding the payback for the shelter project. Professor Twigg asked why salaries and wages was \$100,000 over budget. Ms. Norton-Dew stated that it's due to the pay out of the previous general manager's contract being included.

Ms. Norton-Dew noted that included in the board packet is the final FY2014 year-end financials, which will go to the auditor.

Mr. Silverman asked about the separation of duties issue. Ms. Norton-Dew shared that Ms. Nobles will be doing the draws, with Ms. Norton-Dew pinning (approving) them. He then asked if the Internal Controls position needs to be filled. She shared that Mr. Parks will be filling that position, Internal Controls Manager, as he was a finance director for several years. The Procurement position will be posted. Mr. Silverman asked about the on-line checkbook, in regards to some of the abbreviations. She then went over them: CNB (Conway National Bank) – credit card bill; Dell – toner cartridges; OCC DOC – physicals for the drivers; SEON is our camera system on the buses; John T. Cook – insurance for our underground storage tanks; Money Plus – flex spending medical; Family Court – child support payments (deducted from employee pay checks); Wage Works – fringe benefit; City of Myrtle Beach – cleaning the shelters at the transfer center; Horry County Commercial Collision – repair to Bus 832. Mr. Silverman asked if anything has been decided about the 2 buses. She replied that The Coast RTA will dispose of them.

Mr. Parks gave the procurement update – seeking quotes for repairing the concrete in the maintenance shop - broken concrete near the pit – have rented a steel plate to place over the area to preserve the integrity of the pit, as was suggested by one of the concrete companies. There are new handrails out front; getting new handrails installed in the hallway outside the conference room. He will also be seeking quotes for shop painting. Mr. Parks is encouraging DBE firms to quote on these projects. He then went through some of the options of leasing buses. FTA permits funding to be used for capital leasing. The risk is, the amount of FTA funding is not the same from one year to the next. FTA must examine and approve the lease prior to execution of the lease. If using the lease option for buses, a

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request for proposal (RFP) would have to be written, establishing the scope, and following the normal bid process. Mr. Parks shared that he has negotiated a contract with a DBE firm for the AC maintenance.

**Interim General Manager:** Ms. Norton-Dew began by stating that the auditor could not attend the meeting. Regarding the forensic audit that has been requested by Horry County; the scope of the audit has not been developed. Normally, a forensic audit is conducted when there's an issue of fraud, which is not the case in this instance. At this point, it is not known what Horry County wants to look at (i.e. grants, procurement, bank deposits, etc.). In an effort to keep the cost of the forensic audit to a minimum, The Coast RTA needs to have a specific scope for the audit.

Regarding the FTA Triennial Review draft report, the responses will be sent to FTA; and the final report will be received by September 18, 2014. The final report will be shared with the board.

There was discussion regarding the board's investigating and evaluating utilizing a management company versus hiring a general manager, per the funding agreement with Horry County. The board would then provide a report to Horry County. Mr. Silverman will communicate with the members of the board to begin the investigation and evaluation of bringing in a management company to operate The Coast RTA; present the information gathered and the decision of the board to Horry County.

**APPROVAL OF RESOLUTIONS:** The one resolution (Revised Travel Policy) was tabled until the September board meeting.

**OLD BUSINESS:** Regarding the job description for the General Manager, Mr. Ottwell commented that the revised version seemed long. Ms. Beaty replied that there is a difference between the job description and the job posting. The job posting will be an abbreviated version of the job description. Mr. Silverman asked Ms. Beaty to prepare the classified ad for the job posting. He will then send the proposed ad out to the board members and ask for their comments. The board will make a decision on the ad to be placed in the appropriate publications. Ms. D'Angelo suggested that the position not be posted until the board has done their due diligence regarding the management company providing a general manager versus hiring a general manager; and has informed Horry County of the decision of the board. Mr. Silverman will advise the Horry County Administration Committee of what the board is doing.

**ANNOUNCEMENTS:** Professor Twigg announced the power breakfast being held at Horry Electric on September 5, 2014.

Ms. Norton-Dew announced that Ms. Nobles has been selected to participate in Leadership Conway, representing The Coast RTA, at no cost; just the time off to attend the sessions.

Mr. Silverman attended the Conway Chamber Business-After-Hours, met and spoke with a lot of people. He proposed that The Coast RTA sponsor a Business-After-Hours and everyone felt it would be beneficial.

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Mr. Silverman also mentioned the Veterans event on September 19, 2014 at the VA Clinic in Myrtle Beach.

Ms. Beaty announced that the United Way Day of Caring is coming up and she will send the details out to everyone.

**EXECUTIVE SESSION:** At 2:33 PM, there was a motion and a second to go into executive session to deal with a personnel issue.

There was a motion and a second to come out of executive session at 3:15 PM. There was no decision made and no vote taken in executive session.

Professor Twigg suggested looking at the cost of producing the hard copies of the board packets versus The Coast RTA purchasing an iPad, or equivalent, for each board member. Ms. Beaty suggested that Mr. Tom Arends will gather the pricing information for different types of electronics, so that the decision can be made.

**ADJOURNMENT:** It was properly moved and seconded that the Board adjourn. A voice vote was taken. No nays being heard, the Board was adjourned at 3:20 PM.

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