

**THE COAST RTA-WACCAMAW RTA
BOARD OF DIRECTORS MEETING
FEBRUARY 25, 2015
10:00 AM**

Board Present: Bernard Silverman, Chair
Joseph Lazzara, Vice Chair
Katharine D'Angelo
Nicholas Twigg
Chuck Ottwell
Lillie Jean Johnson
Ivory Wilson
Wilbur James
Gary Loftus
Johnny Vaught
Robert Sheehan

Staff Present: Julie Norton-Dew, Interim General Manager
Felicia Beaty, DGM of Operations – COO
Lynette Nobles, Grants Administrator/Board Liaison
Doug Herriott, Transportation Manager
Tom Arends, Material Controls & IT Analyst
John Glover, Transportation & Service Planning Manager
Michelle Cantey, Public Information Officer
Kevin Parks, Procurement Manager

Also Present: Darrell Eickhoff – AARP

In accordance with the Freedom of Information Act (FOIA), the 2014 meeting schedule was provided to the press at the beginning of the 2015 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, February 23, 2015.

CALL TO ORDER: Chairman Silverman called the meeting to order at 10:00 AM and welcomed everyone.

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.

Mr. Silverman asked that everyone silence or turn their cell phones off.

FEBRUARY 25, 2015

RECOGNITION OF VISITORS: Mr. Silverman welcomed Mr. Eickoff

PUBLIC COMMENT: None

EMPLOYEE RECOGNITION: While there was no employee recognition, Ms. Avant Beaty announced that two Coast RTA operators who participated in the Alliance Rodeo the previous weekend had placed second in the competition; with one of the two being invited to participate in the national competition. They will be brought in to be recognized and introduced to the board at a later date.

APPROVAL OF MINUTES: It was properly moved and seconded that the minutes of the January 28, 2015 board meeting be approved. Mr. Lazzara noted that the first installment of the pay-back for the shelter project is due in 2015, not 2016. There being no questions, a voice vote was taken. No nays being heard, the motion carried. (NOTE: The change was made and the edited minutes were e-mailed to the board members during the board meeting.)

MONTHLY REPORTS:

By-laws Committee: Ms. D'Angelo, Chair of the committee, announced that the committee will meet in March to begin reviewing the By-Laws.

Fund Development Committee: Mr. Silverman shared that he had contacted Mr. Dyer (Ride III Committee) regarding presenting to the committee; and was told that public transportation was not on the list of projects.

Search/Contract RFI Committee: Mr. James asked Mr. Loftus speak on the Search Committee. Mr. Loftus stated that the committee has narrowed the field to three (3) candidates. A reception for the three (3) will be March 12, 2015 at the Myrtle Beach Area Chamber of Commerce and the interviews for the three (3) candidates will be held March 13, 2015, which will also be held at the Myrtle Beach Area Chamber of Commerce.

Mr. Silverman advised that Mr. Wilson and members of the Compensation Committee should begin working on a compensation plan.

Mr. Silverman also asked for a progress report on the RFI. There have been no developments. Mr. Silverman expressed that he is not in favor of a contract management company as it's expensive, the board has less control and it didn't exactly work out well the last time. Further, Mr. Silverman said that the board had committed to investigating it and feels that the information we received from the RFI can be used to do so.

Mr. James said that he would get with Mr. Vaught and then present their information to the board. Mr. James shared that the Search Committee and Felicia have done a great job.

Operations and Maintenance: Ms. Felicia Avant Beaty called attention to the agenda, which included two (2) items, the Operations Update and the Maintenance Update. She then reviewed the Ridership

FEBRUARY 25, 2015

report with the board, pointing out that Overall Ridership Year-to-Date is 243,371 rides, compared to 288,056 from last year at this time, which is down by 15%. She attributes most of the decrease to the paratransit services which Coast RTA no longer offers. If you compare what we have year to date (2,552) rides on the CATS paratransit service, adding up those services last year, it totaled 1,630 we're actually up by 57% for our paratransit services from last year, if you take away the Demand Response what we no longer offer. Ridership for the month of January was 23,943 which is up 19% over last year; and comparing this month, at 23,943 is down slightly from last month.

Ms. Avant Beaty then gave the board an overview of how the decision to suspend service or delay service due to inclement weather is made. She also reminded the board that last year, January 30 and 31, were such occasions due to ice and freezing rain, making roads unsafe. When those types of decisions are made, notifications are sent to all media outlets (newspapers, TV stations, radio stations) as well as on our web site and the Coast RTA Facebook page. Customer Service employees come in to answer any telephone calls.

Mr. Silverman asked how we determine when to kick in with the county when there's a hurricane or whatever. Ms. Avant Beaty answered that Coast RTA is a part of the planning and implementation; however, that's only in case of evacuations and doesn't apply in these types of situations.

Ms. Avant Beaty then gave the maintenance update, stating that 20 Coast RTA buses are up today. During off-peak season (fall and winter months) we require only 12 buses to make pull-out every day, so that's more than enough buses. She further stated that most of the vehicles that are down are slated for disposal. Mr. Vaught asked if there is a plan or a time frame for getting these buses off our sheets. Ms. Avant Beaty stated that she spoke with FTA and SCDOT officials regarding disposal of buses and they advised that as long as Coast RTA has the title and the vehicles have met their useful life, and Coast RTA follows their steps, Coast RTA can go ahead and begin the process. SCDOT officials will be here at Coast RTA on March 13, as they are conducting their statewide Vehicle Utilization Review.

Mr. Ottwell asked about the six (6) Bluebirds on the Long Term Debt regarding the useful life and the repayment. As that is part of the Finance report, it was decided to wait until that report.

Ms. D'Angelo asked if Coast RTA is picking up anyone at the airport. Ms. Avant Beaty replied that we are picking people up at the airport. Ms. D'Angelo shared that she had seen on the news that the taxis have a big placket on the ground in front of the airport reading "TAXI" and has their names and she was wondering why we couldn't have anything like that but they can. Ms. Avant Beaty said that she will look into it.

Last month Ms. D'Angelo had asked about the status of the shelters in Georgetown, Ms. Avant Beaty reported that she contacted Mr. Millwood, Community Development Planner for the City of Georgetown, who let her know that they have submitted their Encroachment Permit Application to SCDOT. SCDOT got back with him on last Friday saying that they need more information on the distances from the pavement, so they are working on that. As soon as they send that information to SCDOT and they receive SCDOT approval, then they can begin pouring the pads and installing the shelters. Ms. Avant Beaty will keep the board abreast of any progress.

FEBRUARY 25, 2015

Dr. Sheehan requested that there be a column added to the Vehicle Status Report indicating where the vehicles are as it relates to meeting their useful life. Ms. Avant Beaty will do so.

Mr. Silverman asked for a motion and a second to go into Executive Session to discuss personnel and legal issues. There was a move and a second to go into Executive Session. A voice vote was taken and the motion passed. The board went into Executive Session at 10:30 AM.

There was a motion and a second that the board come out of Executive Session. A voice vote was taken and the motion carried. The board come out of Executive Session at 11:05 AM. No votes were taken, no decisions were made during Executive Session.

Finance and Administration: Mr. Lazzara reported that he and Ms. Julie Norton-Dew had discussed the financials on Tuesday; and she had spoken with Mr. Ottwell on Tuesday, as well. The financials were reviewed and accepted. Mr. Lazzara then turned the meeting over to Ms. Norton-Dew.

Mr. Wilson referred to a check to Conway National Bank in the amount of \$5003.33, from the check register (Check No. 36794), and asked why we're paying Conway National Bank. Ms. Norton-Dew replied that it's for the credit card. Ms. D'Angelo asked how many credit cards are out. Ms. Norton-Dew stated that there is only one (1) credit card and it's used to purchase things with companies when we do not have an account and when we travel. Mr. Wilson asked why we were paying Conway National Bank instead of the credit card company. Ms. Norton-Dew replied that Conway National Bank is the credit card company, a Conway National Bank Visa. Mr. Ottwell asked about a check to Ms. Norton-Dew and a check to Ms. Avant Beaty. Those were both travel reimbursements when each of them had paid out of their pocket and this was their reimbursement. Mr. Lazzara stated that he had asked for the documentation for those reimbursements and he received it. The board requested that they be sent the credit card statement in order to see the breakdown of charges.

Mr. James took exception with the purchase of a table at the Martin Luther King event. Ms. Norton-Dew explained that she had spoken with Mr. Silverman and it was felt that it would be a good idea to have a presence at that community event and one of our own was being honored.

Mr. Wilson then asked about the two checks, one in the amount of \$14,632.08 and another in the amount of \$3,500 to TransPro. Mr. Wilson then asked if this was something we owed TransPro before cancelling the contract. Mr. Silverman explained that part of it was for the meeting in Myrtle Beach for the Strategic Plan study and the balance was for the beginning of the Transit Task Force. The part that the board did not approve was for the rest of the Transit Task Force. Mr. Ottwell asked what happened with the \$14,632.08. Ms. Norton-Dew responded that it was actually \$24,000 but they were paid part of it and then we owed them the balance for the rest of the work they did and there will be another check to them in February. Mr. Ottwell asked if we got anything back. Mr. Norton-Dew answered that we got a full report, which was shared with the board as part of the workshop. Mr. Ottwell then asked if this was something we could use for getting back with county council. Ms. Norton-Dew said that part of it can be; however, the study was not completed. Mr. Silverman added that he and Ms. Norton-Dew had approved the study; it was within the amount of money that she could approve without coming to the

FEBRUARY 25, 2015

board. We spent that part of it, we spent a small part at the beginning of the Transit Task Force and then the board chose not to continue with it; so now we've left Dr. Twigg and Ms. Norton-Dew and others to complete the corridor study, which we need for the county and FTA. Ms. D'Angelo stated that she was under the impression that it was now being done for free. Ms. Norton-Dew shared that the Transit Development Plan (TDP) has to be updated from 2010 and TransPro was helping with that; however, the board didn't approve the second part of it, which would have completed it. Ms. Norton-Dew went on to say that she had reached out to Horry County, GSATS, Georgetown, and the City of Myrtle Beach to assist us with the corridor study. We are meeting with them on Friday at 3:00PM at the City of Myrtle Beach to discuss moving forward with the corridor study. Originally, TransPro was going to come in and lead the Transit Task Force and complete the Transit Development Plan update, which we are required to update the TDP every 3-5 years. However, since the board did not approve the contract. Ms. Norton-Dew has been leading the Transit Task Force and had to reach out and try to use our resources that would be free. Now it puts the burden on Coast RTA to put the pieces and parts together and produce a document that would satisfy the requirement of County Council. Mr. Silverman added that, this is the part of the plan that would have finished that document, which the board did not approve last month. Ms. Norton-Dew asked if this is something the board wants to put on hold until the new general manager is in place or how does the board want her to proceed. The question was asked as to what the deadline is to have this done. Ms. Norton-Dew stated that it's driven by Horry County. Mr. Vaught clarified that this is a requirement by Horry County.

A lengthy discussion ensued. Mr. Silverman asked if Ms. Norton-Dew and her staff will continue to work with City of Myrtle Beach, Horry County, etc. in gathering the data. Ms. Avant Beaty asked Mr. Vaught, as a member of county council, if he thought Horry County would accept the milestones that have been accomplished. His answer was that is council asked him why this had not been done, he would have to say that the board voted not to do it, even though we had the money to do it. Mr. Silverman stated that Ms. Norton-Dew and the staff should continue to negotiate with TransPro, or another agency, to do a report for us that has some use, that can be presented to county council and to the new general manager. There was another discussion that we do not have the money to pay TransPro. Mr. Silverman asked Mr. Ottwell for his solution. Mr. Ottwell said that he felt Ms. Norton-Dew should exhaust all avenues first where we can get input that isn't going to cost an arm and a leg. If necessary, somebody needs to put that data together, someone at Coast could put the data together or possibly go to Dr. Twigg's task force. Mr. Vaught added that Coast has already said they (staff) can't do it; they don't have the time. Mr. Silverman asked for a motion to direct the staff to continue doing their research into this transit study and that we direct the interim general manager to come negotiate a price with TransPro, or someone else, who can put together a report for us. Mr. Ottwell asked if we have to send out another RFP. Ms. Norton-Dew responded that we are using local funds and TransPro would be a sole source. Mr. James offered that if we have the money, go ahead and pay TransPro. Multiple discussions were occurring simultaneously. Ms. Johnson stated that she would like to hear what Ms. Norton-Dew has to say. Ms. Norton-Dew stated that last month she had already told the board that she had identified the source of money for both TransPro and Halsey King projects. They were both identified by 3 very significant unfilled positions plus \$106,000 in local funds that have not been identified for anything else at this point; so, we do have the money to pay for both. However, last month the board felt that \$115,000 was too high so we went back and renegotiated and the other one didn't pass. Ms. Norton-Dew said that she did identify the funds and was sorry if the board didn't realize that

FEBRUARY 25, 2015

we had the funds. Further, she would not bring the board any kind of proposal without identifying the funds. As the Chief Financial Officer, we would never bring anything to the board if we couldn't afford it.

Mr. Wilson asked where the money is. Ms. Norton-Dew replied that we have grant money, which would require a budget revision to use money that is in wages and salaries and fringe benefits. Mr. Wilson said that we can put anything in the budget. Mr. Norton-Dew went on to explain that the amount of money in the bank account and our available resources are two entirely different things. Mr. Ottwell pointed out that our grants are down; to which Mr. Norton-Dew replied that our expenses are down and she draws only what we need.

Dr. Sheehan offered that we do not want to jeopardize the county money by failing to produce a deliverable. There was a motion and a second that the staff continue to gather the information and renegotiate with TransPro, not to exceed one-half of the original amount, to use the information that we gather to produce the report.

Mr. Silverman stated that we have a letter of engagement with the auditor, the auditor has met with the county, and we are working on that. Ms. Norton-Dew added that she has signed the letter of engagement and it has been sent over to the county; we are waiting for Horry County to send over their policies so that we can compare their policies to ours to ensure that our policies are as strong as theirs for internal control purposes.

Mr. James offered that Ms. Norton-Dew is doing a great job and that the board is tight, but that has nothing to do with her.

It was discussed and agreed that we do need to hire an Internal Controls Manager.

Ms. Norton-Dew reviewed the resolutions being presented for board approval. She then reviewed the January financials.

Mr. Silverman thanks Dr. Twigg and all who have worked on the Transit Task Force. Also, as of March 21, 2015, Coast RTA will no longer be responsible for storing or insuring the remainder of the shelters.

Ms. Norton-Dew addressed the Blue Bird buses that Mr. Ottwell had asked about. Two or three years ago, we had 6 Blue Bird buses that sat on our property for a number of years and were not used, but still had useful life. They were defective and we got rid of them; but, there was an amount of federal money due because they had given us the money to buy them; therefore, there was a payback. We disposed of those vehicles. Mr. Silverman shared that the Blue Birds buses were a problem for every transit agency in the state. The agencies were told that anyone who wanted to do so could turn them back in and forget about their interest in those vehicles; but Coast RTA did not do that and now we are paying the price.

Kevin Parks came in to give the procurement update. We are taking quotes on some fence work and there are some issues with the parking lot, which we are waiting for a grant to come through. There are

FEBRUARY 25, 2015

two solicitations coming up, one for the printing of our schedules and the other for bus wraps, as the contract with Tyson will expire soon. We have received the SCDOT approval to proceed with the Intermodal Center Feasibility Study. Kevin shared that he did contact First Transit and after numerous e-mails back and forth, let him know that he (Kevin) is the point of contact.

Ms. Norton-Dew gave an update on the Transit Task Force. We will be sending out three (3) different surveys; current riders, non-riders, and tourists. The City of Myrtle Beach has offered to include the surveys in the water bills.

Mr. Wilson asked why our grants are \$467,000 behind. Ms. Norton-Dew replied that our expenses are low, they're under budget, so we haven't drawn down the money. We only draw down what we need; we cannot draw in advance. The money is for operations. Mr. Wilson expressed that board members need to go to Washington, DC and let our representatives know that we need new buses. Ms. Norton-Dew added that without the local matching funds, we can't accept federal or state funding.

APPROVAL OF RESOLUTIONS:

Ms. Nobles read the following resolutions into the record:

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. FEB2015-16**

APPROVAL OF HALSEY KING & ASSOCIATES, INC.

A motion of the Board of the Waccamaw Regional Transportation Authority, authorizing the Interim General Manager/Secretary-Treasurer to enter into a contract with Halsey King & Associates, Inc. for Bus Maintenance Department Improvement Plan & Short Range Management Assistance.

There was a motion and a second to approve the resolution. Dr. Sheehan asked if the amount includes the \$17,237.18 invoice. Mr. Ottwell asked why we had Mr. King go to Atlanta to look at buses. Ms. Avant Beaty shared that just after the FTA Triennial Review, we received a call from Georgia Transit saying that they have buses in which we might be interested. In addition to going to inspect those buses, there were calls to find out if there was a CNG fuel supplier in our local area and what the cost would be to convert those buses from CNG to propane. Mr. Ottwell then asked how many people went to Atlanta. Mr. Avant Beaty answered that it had been approved for her, three mechanics, Mr. King, Mr. Doug Herriott, and Mr. John Glover to make that trip. Mr. Ottwell expressed concern regarding the trip. It was agreed that we need to hire a maintenance manager with the expertise to do what we need. Ms. Avant Beaty shared that Mr. King is conducting training for our mechanics and when he is not here, he calls every day. To reduce costs, Mr. King utilizes the Impala when he is here, to eliminate the cost of a rental car. FTA could have picked anyone to come in; they picked Mr. King. His expertise is known worldwide. One of the FTA requirements is that we have to have a detailed Maintenance Plan as soon as possible and he is assisting us to develop the plan. He will also assist us in finding a qualified maintenance manager. Dr. Sheehan asked that the minutes reflect that the contract with Mr. King will end August 15th; and it is our goal to have a maintenance manager in place by

FEBRUARY 25, 2015

that date. Ms. Norton-Dew expressed that we have 12 different types of buses and we are required to have a maintenance plan for each of those 12 types.

There being no further questions, a voice vote was taken. With 5 yeas, 1 abstention (Ms. D'Angelo) and 1 Nay (Mr. Wilson), the resolution carried.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. FEB2015-17**

APPROVAL OF REVISIONS TO GRANT FINANCIAL REPORTING POLICY

A motion of the Board of the Waccamaw Regional Transportation Authority to revise the Grant Financial Reporting Policy:

There was a motion and a second to approve the resolution. There being no further questions, a voice vote was taken. No nays being heard, the resolution carried.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. FEB2015-18**

AUTHORIZATION TO PURCHASE TWO (2) FORD EXPLORERS

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the Interim General Manager/Secretary Treasurer to execute a procurement from the South Carolina State Contract for purchasing two (2) Ford Explorer vehicles for Non-Revenue and Administrative Use.

There was a motion and a second to approve the resolution. There being no further questions, a voice vote was taken. No nays being heard, the resolution carried.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. FEB2015-19**

**APPROVAL OF POLICY FOR ANNUAL RENEWAL AND UPDATING OF CHECK
SIGNATORY CARDS**

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the Interim General Manager/Secretary-Treasurer to implement a policy for the renewal and/or updating of check signatory cards with the Authority's bank as needed, but at least annually.

FEBRUARY 25, 2015

There was a motion and a second to approve the resolution. There being no further questions, a voice vote was taken. No nays being heard, the resolution carried.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. FEB2015-20**

**AUTHORIZED SIGNERS ON WACCAMAW REGIONAL TRANSPORTATION
AUTHORITY'S ACCOUNT AT THE CONWAY NATIONAL BANK**

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the Interim General Manager/Secretary Treasurer to submit a Corporate Authorization Resolution to The Conway National Bank to list the following: Ivory Wilson, Felicia Beaty, John Glover, and Lynette Nobles as authorized signers on the Waccamaw Regional Transportation Authority's account.

There was a motion and a second to approve the resolution. There being no further questions, a voice vote was taken. No nays being heard, the resolution carried. Ms. Johnson asked if we should not include names, but positions. Ms. Avant Beaty responded that the bank requires names, as they have to have social security numbers and driver's license information, as well as signatures on file.

OLD BUSINESS: Mr. Ottwell suggested that something be done to ensure that spending money for such things as the trip to Atlanta not occur again. Mr. Wilson added that we do need staff to go to look at the buses, but not have someone go that charges \$150/hour to do so. Ms. D'Angelo said that the board was told he would be doing this free of charge previously. It was agreed that staff should not have to go to the board every time such a decision has to be made. When FTA did our Triennial Review, Mr. King was the maintenance expert FTA chose to bring in to review the maintenance department. If you recall, Mr. Silverman came and reported to the board that it was reported that we are under catastrophic maintenance failure. FTA actually paid for Mr. King to come back in October to work with us on maintenance. It was agreed that we needed to have him come back and work with us to get maintenance where it needs to be. That's when the proposed contract was presented to see if we could hire him to help us turn things around. We did renegotiate, and as a result, he will come for one week instead of two weeks at a time. To clarify, the \$66,000 is in addition to the \$17,000. Mr. Silverman added that Ms. Norton-Dew has been acting as interim general manager, at the board's request, and she has done as well as anyone could have expected. Further, he feels she has given this project all that she has to do the best thing and it didn't work out the way anyone had wanted. Ms. Norton-Dew offered that last month we had agreed to renegotiate to a lower level of \$75,000, not including January when he was already here. Since the January amount is under the amount that I'm (Ms. Norton-Dew) allowed to sign for, we would pay the amount that I'm authorized to sign for and negotiate the balance down to \$75,000.

NEW BUSINESS: None

FEBRUARY 25, 2015

ANNOUNCEMENTS: Mr. Silverman announced that March 19th, Coast RTA is hosting the Conway Chamber Business after Hours, 5:30 PM – 7:00 PM here in the terminal. Mr. Wilson shared that we are members of the Conway Chamber; however, if you look in the chamber magazine, you can hardly find an ad for Coast RTA. Discussion ensued regarding receiving/not receiving money from North Myrtle Beach.

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 1:50 PM.

FEBRUARY 25, 2015