

**THE COAST RTA-WACCAMAW RTA  
BOARD OF DIRECTORS MEETING  
MARCH 2, 2016 (FEBRUARY  
MEETING)  
9:30 AM**

**Board Present:** Joseph Lazzara, Chair  
Robert Sheehan  
Bernard Silverman  
Katharine D'Angelo  
Lillie Jean Johnson  
Chuck Ottwell  
Ivory Wilson  
Darrell Eickhoff  
Marvin Keene

**Staff Present:** Brian Piascik, General Manager/CEO  
Lynette Nobles, Executive Assistant/Board Liaison  
Ron Prater, CFO

**Visitors:** None

**In accordance with the Freedom of Information Act (FOIA), the 2016 meeting schedule was provided to the press at the beginning of the 2016 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 on Monday, February 22, 2016 and February 29, 2016.**

**CALL TO ORDER:** Chairman Lazzara called the meeting to order at 9:32 AM and welcomed everyone.

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

Mr. Lazzara called for a moment of silence for Kay Loftus.

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

**ACKNOWLEDGEMENT OF VISITORS:** None

**PUBLIC COMMENT:** None

**EMPLOYEE RECOGNITION:** None

**APPROVAL OF MINUTES:** There was a motion and a second to approve the minutes from the January board meeting. A voice vote was taken, with no nays being heard, the minutes were

approved.

## COMMITTEE REPORTS

**SERVICE COMMITTEE:** Did Not Meet in February

**PAC COMMITTEE:** Did Not Meet in February – will meet March 9, 2016. Dr. Sheehan asked about the timeline for the paratransit video project. The project is behind the timeline at this point; however, it should be completed very close to the deadline.

**FINANCE COMMITTEE:** The committee met February 17, 2016 to review and discuss the February financials. Also, reviewed the budget and we are right on track. Mr. Ottwell shared that he had reviewed the credit card statement and check registers, which were sent out to the committee members. It was decided not to post the credit card statements on the website.

Mr. Silverman asked if we now have everything on Sage; which Ron answered that we have made a lot of progress in that area. There was a question about where we stand on the time clock and Ron shared that they are running a test using two (2) maintenance personnel. Mr. Blackwelder asked if it's possible to interface the credit card statements with Sage. It is not, as each receipt is entered and coded into the accounting system.

Mr. Ottwell asked about the progress on the internal controls review. Ron replied that they are in the process of writing their review.

Board members were given a hard copy of the final audit report.

**GENERAL MANAGER'S REPORT:** More than any other negative comment, we've had less than a dozen regarding moving from the boulevard and not going into the mall. We will be going back into the mall, as we do have the running time. The City of Myrtle Beach loves that we're going to be able to serve some of the neighborhoods. There were a few comments and questions regarding the service changes that begin April 1, 2016.

Mr. Eickhoff asked if we had any response from the drivers regarding the service changes. Mr. Piascik replied that we went over all of the changes at State of the Coast and all of the drivers seemed pleased.

The question was asked regarding the operating hours for the Entertainment Shuttle. Mr. Piascik replied that it will operate 11:00 AM to 11:00 PM.

We will be purchasing a new Cummins diesel engine from DART for \$35,000, which will allow us to run a true preventive maintenance program. We will also have a new transmission. It was suggested by Dr. Sheehan that perhaps we purchase two (2) of those types of things. Those engines are not being manufactured any longer.

Regarding the buses of which we are disposing, four (4) are being advertised on govdeals and there are others that we will be getting out of our fleet.

Currently, there is no date set for our FMO.

The AVL system RFP is on the street and we are getting a lot of requests for information. The deadline is the 11<sup>th</sup>.

Results from the Roadeo, we finished first and second in the cut-away category. Timothy Patrick has a full ride to the national Roadeo in May. Our mechanics also had the top score on the written test and finished second overall. It was suggested that we publicize these accomplishments.

We received comments on our Title VI and there are some substantive changes necessary. As soon as Kevin is finished, it will be sent to the board. We are also waiting for approval on our EEO, which you are being asked to approve today.

### **APPROVAL OF RESOLUTIONS:**

Ms. Nobles read the following resolutions into the record:

#### **WACCAMAW REGIONAL TRANSPORTATION AUTHORITY RESOLUTION NO. FEB2016-09**

##### **APPROVAL OF UPDATED EEO (EQUAL EMPLOYMENT OPPORTUNITY) PROGRAM POLICY**

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the General Manager/Secretary-Treasurer to update the policy regarding EEO in accordance with FTA (Federal Transit Authority) Circular UMTA C 4704.1 and United States Department of Transportation.

There was a motion and a second. There being no discussion, a voice vote was taken; no nays being heard, the motion passed.

#### **WACCAMAW REGIONAL TRANSPORTATION AUTHORITY RESOLUTION NO. FEB2016-10**

##### **APPROVAL OF COMPUTER ACCESS & INTELLECTUAL PROPERTY POLICY**

A motion of the Board of the Waccamaw Regional Transportation Authority approving the Computer Access & Intellectual Property Policy for requesting, approving, and reviewing access to the Authority's applications and systems to include secured and appropriate access to its applications and to systems and data used, processed, stored, maintained and/or transmitted in and through those systems.

There was a question as to whether we have backup offsite, yes, we do. The development of this policy

came as a result of the State review documentation.

There was a motion and a second. There being no further discussion, a voice vote was taken; no nays being heard, the motion passed.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
RESOLUTION NO. FEB2016-11**

**AUTHORIZATION TO FILE APPLICATIONS WITH THE FEDERAL TRANSIT  
ADMINISTRATION (FTA) FOR URBANIZED AREA FORMULA PROGRAM 5307 FUNDING**

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the General Manager/Secretary-Treasurer to file applications with the Federal Transit Administration for assistance authorized by 49 U.S.C. chapter 53, title 23 United States Code and other Federal statutes administered by the Federal Transit Administration, for urbanized area formula program 5307 funding.

There was a motion and a second. There being no discussion, a voice vote was taken; no nays being heard, the motion passed.

**OLD BUSINESS:** None at this time

**NEW BUSINESS:** None at this time

**EXECUTIVE SESSION:** There was a motion and a second that the board go into Executive Session to discuss a legal issue. The board went into Executive Session at 3:45 PM

There was a motion and a second that the board come out of Executive Session at 3:55 PM. No vote was taken and no decisions were made.

**ANNOUNCEMENTS:** North Myrtle Beach Saint Patrick's Day parade on Saturday.

**ADJOURNMENT:** It was properly moved and seconded that the Board adjourn. A voice vote was taken. No nays being heard, the meeting was adjourned at 3:56 PM.