

**THE COAST RTA-WACCAMAW RTA
BOARD OF DIRECTORS MEETING
WEDNESDAY, MAY 25, 2016
9:30 AM**

Board Present: Joseph Lazzara
Robert Sheehan
Bernard Silverman
Katharine D'Angelo
Chuck Ottwell
Ivory Wilson
Darrell Eickhoff
Sid Blackwelder
Lillie Jean Johnson
Mickey James

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

Visitors: Nicholas Twigg, Citizen
Suzanne Harris, Citizen

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 and stakeholders, stating the date, time, and location on May 23, 2016.

CALL TO ORDER: Chairman Lazzara called the meeting to order at 9:30AM and welcomed everyone.

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

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

ACKNOWLEDGEMENT OF VISITORS: Mr. Lazzara welcomed visitors and asked if anyone wished to make a public comment.

PUBLIC COMMENT: Ms. Harris shared that she is delighted to see the bus in her area more often and Sandy Island. She's looking forward to more frequency and defined stops. She was delighted to see the shelter in Georgetown and is pleased with the progress the Authority is making.

EMPLOYEE RECOGNITION: Mr. Piascik recognized Timothy Patrick, Paratransit Driver, who competed in the National Roadeo held in Portland, Oregon May 22, 2016. Mr. Piascik said that he is proud of Timothy Patrick for competing well. He then shared an e-mail from Diane Solchek from the Akron/Cleveland area. The e-mail stated that she was in town last weekend and utilized our services along Ocean Boulevard and back to the airport, “What a pleasure. Buses were on time, clean, and your drivers were very helpful to us out-of-towners. Your phone staff on Sunday morning, in one word, outstanding. We plan to return this fall and will make even further use of your transit system.”

Ms. D’Angelo expressed that these types of things should be in the paper.

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

COMMITTEE REPORTS

SERVICE COMMITTEE: Ms. Johnson began by reporting that on-time performance continues going well. Mr. Piascik reported that it is 93% thus far in May. Further, he said that we are getting really good data points. The question asked as to what makes our on-time performance keep going up. Mr. Piascik shared that he believes the issue before was when one bus was late to the transfer center, we held buses and we’re not having to do that nearly as often. Dr. Sheehan asked if the traffic loop (for Memorial Day weekend) will affect any of our routes. Mr. Piascik said that the loop will affect the 16 and 16X. Mr. Wilson asked if we’ve had any complaints since the service changes began. Mr. Piascik reported that we’ve had some issues with the 38th Avenue neighborhood, the bike and pedestrian group in Myrtle Beach thinks we should pick a better cross-over point and we’re talking with them about that. It’s possible that we’ll move to 29th Avenue; it’s a little wider there.

Mr. Lazzara asked if there’s any update on the AVL system. Mr. Piascik reported that our app is actually up and can be downloaded from the app store (for Apple devices) or Google Play (for non-Apple devices); go to the app store or Google Play, search for Coast RTA, and download the app. We have received the equipment and installation on the vehicles will begin soon. We’re on track for roll-out earlier than the August 1st date.

Mr. Silverman asked about the air conditioners on the trolleys that will be used for the Entertainment Shuttle. Mr. Piascik stated that they all have Carrier air conditioners already, we’re asking them (Carrier) for something bigger.

Dr. Sheehan went back to the AVL system. He believes we should get someone in front of a camera to inform people that we will have this technology. Mr. Piascik said that we should beta test the system and make sure it is working properly prior to publicizing it.

Mr. James asked Mr. Piascik about progress on serving Highway 15. Mr. Piascik stated that we are now serving that area. Mr. James asked about the possibility of using bulk mail to be sent to neighborhoods that we are now serving.

The board requested a timeline for the AVL system.

PAC COMMITTEE: Dr. Sheehan began by saying that the committee had received an update regarding the Paratransit video presentation. The process of pulling together the visuals has started and we are still looking at later in the summer.

Regarding the Service Advisory Group, we have four (4) riders and two (2) drivers interested in being part of the group. Mr. Piascik said that we are moving forward with scheduling the first meeting. He reported that Ms. Hill is working on it and has a couple of additional people we would like to invite to participate. We are looking for a meeting in mid-June.

Dr. Sheehan reported that the committee had reviewed a document pertaining to development of a Marketing Plan. The discussion moved back and forth between the Marketing Plan and marketing the AVL system. It was concluded that at the next PAC meeting, the committee would be presented with a plan for marketing the AVL system.

Dr. Sheehan requested that we contact Ride Systems to inquire about an emergency text situation where riders could select the specific route(s) for which they would want to receive emergency texts. Mr. Piascik agreed to have answers for the committee's questions for the next PAC meeting.

Mr. Silverman asked Mr. Wilson if he would be willing to speak to the history of the Authority on video. Mr. Wilson said that he would be glad to do that. Mr. Piascik said that we will get the Paratransit video done first and then begin on the history video.

Mr. Wilson asked if we should ask each municipality to have a representative on the Service Advisory Group. Mr. Piascik said that those are individuals with whom we definitely need to have conversations; however, the SAG is more for riders and drivers to work out service issues and use them as a sounding board for future service changes and issues such as convenience and those types of thing. It's really more for users of our system.

FINANCE COMMITTEE: Mr. Ottwell reported that the committee met and reviewed and discussed the April financials. The committee voted to present a resolution to the full board for approval of the Budget Review and Revision Policy. He said that everything is falling into place. Mr. Ottwell went on to talk about the tourism report prepared by CCU each month and someone else forecasting that tourism this year will be down. Mr. Piascik said that the April financial report represents a lot of changes that Mr. Prater has put into place and cleaned up a lot of incongruences between the income statement and the balance sheet, etc. We are steadily working towards a new chart of accounts so we can do more calculations in Sage rather than doing post calculations. We're making a lot of progress in that regard. Regarding the policy that we will be asking the board to approve, Mr. Piascik shared that in light of the budget revision made last month, we need a trigger in place so that we look at the budget on a regular basis and are revising it as needed. This was a finding that was in the Webster Rogers report that we formalize that process. There will be a new sheet in the financial report next month that looks like the one showing on the screen. The sheet will show variances whether over or under budget. The percentages will serve as the triggers. Mr. Piascik, in consultation with the board, will determine if a budget revision is necessary. If so, the General Manager and the Chief Financial Officer will develop a revised budget for review and board approval.

Mr. Ottwell expressed that he thinks we need to take a look at the stats that CCU compiles to try to make projections and plan accordingly. Mr. Piascik said that this is a topic for discussion during the board retreat.

GENERAL MANAGER'S REPORT: Mr. Piascik began by reporting that the Ad Hoc Retreat Planning Committee met and the retreat is scheduled for Saturday, August 20, 2016, 9:00 AM – 1:00 PM, in the Conference Room. We'll be looking at the service from the 10,000' level, possible areas for expansion and the economic data that Mr. Ottwell referred to; as well as, low, medium and high levels of funding scenarios. Mr. James asked why we couldn't have the retreat somewhere other than the Coast RTA Conference Room. He said that he'll find somewhere nice and report back. Mr. Piascik continued by saying that we, hopefully, can close the loop on peers and discuss benchmarks for our system. We definitely want to talk about the use of technology and continue that progress, alternative modes such as van pooling, which is an eligible expense under FTA, and should work well here. The biggest thing that Mr. Piascik would like to get out of the discussion is how do we frame the benefits of transit, so that when we are talking with those who might fund us or increase our funding, that we can speak to them as to this is what you're getting for your money. We'll have a good conversation about what sells transit to you, specifically; what do you think sells transit to politicians; what do you think sells transit to the general public, etc. If we are going to increase funding, then we are probably looking at another referendum someday.

Dr. Sheehan reported that he has spoken with Gary Loftus, who's going to talk with Rob Salvino and he's going to get back to him regarding what information we need to have for them in order for them to do an economic impact study. The information for them would need to be ready in late fall on into the spring. As long as we know what information to provide, they have agreed to go ahead and do the economic impact study which we would then have to use for information.

Mr. Piascik reported that we have received a couple of letters from GSATS, one of which we needed in order to start using \$200,000 of the \$800,000 flexed Surface Transportation Program (STP) dollars, which is for our feasibility study for our new facility. They are on board for our using that money to start the process and now we have that in writing, which FTA will need in order to pull money over from that pot of funds. We have three (3) years to spend this 2014 money. He then went on to say that his first step is to get the grant up and running and we can restart the project sometime in the summer. Mr. Silverman asked if we have to do another RFP or if we can continue with Stantec. Mr. Piascik said that he doesn't have it in writing yet, but they (FTA) were amenable to our continuing with Stantec. The deliverables from Stantec that we already paid for can/will be used. Stantec is interested in continuing the project. Mr. Piascik went on to say that there are some scope changes that need to be made, like a phase II of this facility, which will be part of it. We'll get going as soon as we have the grant up and approved.

The other letter that we got from GSATS is even more exciting, and that is that they have assigned all of the 5339 (Bus and Bus Facilities) dollars that came to the region from FY13 thru FY16 to us. FAST Act (Fixing America's Surface Transportation Act), the new transportation authorization passed by Congress assigns 5339 via formula. So, FY16 dollars are formula funding dollars that come to the region to be spent by the urban transit provider, which we are the only one. That's \$648,000 of new revenue, at this point, which can be spent for bus or bus facility. The issue is going to be finding local match (20%). We are buying two (2) of the cutaways under the FY13 grant, so we actually have about \$538,000 available.

Mr. Piascik moved on to the VSR (Vehicle Status Report) which it was requested that we resume using the report and making it part of the board packet and we'll be reviewing this report in Service Committee meetings. He reviewed the report with the board. He then shared his thoughts regarding the fleet. With the disposal, we will be short of mid-size (30' and shorter) vehicles. We could get a couple of new trolleys (with the \$648,000), which would open us up to do something in North Myrtle Beach down the road. Mr. Piascik said that he has not completely formulated the plan; however, we have some really good options. He reinforced that he is conscious of potential expansion and does not want to get rid of too many vehicles. Another possibility is getting mini-vans that have wheel chair ramps. Mr. Silverman asked Mr. Piascik what his plan is regarding local match. He said that he doesn't have a plan right now and that we need to scrub the FY17 budget. Dr. Sheehan asked where we are looking for the impact of the AVL system and discussion ensued. Mr. Silverman asked if FTA would have a problem with our spare ratio. Mr. Piascik said that our spare ratio can be justified. Mr. Silverman asked if we have heard anything from Horry County regarding a funding agreement. Mr. Piascik will contact Arrigo (Horry County Attorney). When asked about empty buses, Mr. Piascik explained that you have to have empty buses in order for the system to work; it's called "latent capacity." If you have a rider who wants to go from point A to point B and you're at point B, you will have an empty bus traveling from B to A. You size the system like a mall parking lot, which is sized for Christmas rush. He asked that board members relay this information to anyone who comments about an empty bus.

Mr. Piascik will be riding the Route 16 bus on Thursday morning, back and forth

APPROVAL OF RESOLUTIONS: Ms. Nobles read the following resolution into the record:

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. MAY2016-15**

APPROVAL OF A BUDGET REVIEW AND REVISION POLICY

A motion of the Board of the Waccamaw Regional Transportation Authority to approve the Budget Review and Revision Policy and authorizing the General Manager/Secretary-Treasurer to establish thresholds for budget reviews based on variances in farebox revenue and/or department expenses.

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: Mr. James will make some calls regarding location for the board retreat and report back. He asked if everyone would be okay with the Myrtle Beach Chamber for the retreat.

NEW BUSINESS: Mr. Silverman suggested that if there will be no August meeting, as last year, the board should discuss. It was decided to make the decision about August at a later date. A meeting will be scheduled for the first week of December, as was done last year.

ANNOUNCEMENTS: Mr. Silverman mentioned the Transportation Committee date. Mr. Piascik suggested that the Service Committee not meet in June. PAC will meet on June 16th at 9:00 AM and

Finance Committee at 10:30 AM on June 16th.

EXECUTIVE SESSION: There was a motion and a second that the board go into Executive Session to discuss legal and personnel matters. The board went into Executive Session at 11:10 AM.

There was a motion and a second that the board come out of Executive Session at 11:31 AM. No vote was taken and no decisions were made.

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 11:35 AM.