

**THE COAST RTA-WACCAMAW RTA  
BOARD OF DIRECTORS MEETING  
WEDNESDAY, JULY 27, 2016  
9:30 AM**

**Board Present:** Joseph Lazzara  
Sid Blackwelder  
Bernard Silverman  
Katharine D'Angelo  
Chuck Ottwell  
Marvin Keene  
Ivory Wilson  
Darrell Eickhoff

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

**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 and stakeholders, stating the date, time, and location on July 25, 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:** No visitors

**PUBLIC COMMENT:** None

**EMPLOYEE RECOGNITION:** None

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

## COMMITTEE REPORTS

**SERVICE COMMITTEE:** In the absence of the committee chair, Mr. Piascik gave the report. He began by saying that the 2015-2016 service comparison is deferred as the Service Committee meeting time was spent reviewing operational stats.

Regarding Emergency Management Update, we met (about a month ago) with Randy Webster about our role in evacuation efforts. During the meeting, evacuation of the 5-6,000 international students, who are in Zone A, and the disconnect between that number and the number of spaces available in the shelters was introduced into the discussion. It also came up that with 32 or so vehicles, there's concern as to whether or not we have enough equipment to evacuate that many people. We are meeting with them August 15<sup>th</sup> to try to answer some of these questions. Jim Wright, Horry County School District Transportation Manager, is amenable to our utilizing the 28 school buses parked at Myrtle Beach High School; he will be in the August meeting. We need to speak with law enforcement about a route back to the coast after we drop people off at a shelter. We also need to find out how many slots we have; there are at least two (2) additional schools, Pee Dee Elementary and Whittemore Park Middle School that qualify as Red Cross Shelters.

Mr. Eickhoff asked about having enough drivers to operate the total number of vehicles. Mr. Piascik said that we have about 70 people and we can call on school bus drivers to assist. Mr. Silverman asked if there's protocol for when our drivers and other responders need to be off the roads. Mr. Piascik said that Evacuation usually occurs as much as 24 hours before landfall and yes there is a point when everyone is called in off the road. Mr. Lazzara asked if we will be assisting in Georgetown County. Mr. Piascik said that the Georgetown County School District does that; however, if the need arises, we would be backup. We'll have updates as the meetings progress.

We did distribute some van pool program information during the meeting.

Mr. Silverman asked about whether we are required to have information in Spanish on our signs. He requested that we find out whether or not this is a requirement. We are in the process of having signs and information translated once we have them worded as we want them in English.

Discussion ensued regarding hiring bilingual individuals or providing classes for any current employees interested in learning Spanish.

**PAC COMMITTEE:** The app is moving forward and seems to be working pretty well. Staff will be out next week on the buses telling passengers about the app and showing them how it works. There is work to be done on how the 16X is in the system and there are changes to be made on the rural side. We have had to change out an antenna on one bus and Ride Systems was right on it.

SAG (Service Advisory Group) will meet early August and we'll be talking about the Secret Shopper program and getting them set up for that.

Regarding the Paratransit presentation video, the up-date on Ms. Jackie Atkinson is that she got out of the

hospital and was back on our bus the next week and Ms. Nesbitt is back at work and doing okay. Mr. Piascik explained that this project stalled due to the work on getting the app up and running.

Mr. Lazzara asked about the fare boxes on the paratransit vehicles (where they're being placed) and Mr. Piascik shared that there is another option; removing one of the stations right behind the driver, but he wasn't sure what that would entail. He will have an update in the next Service Committee meeting.

**FINANCE COMMITTEE:** Mr. Ottwell reported that the committee met and reviewed the financials. Mr. Piascik reported that he had reported previously that in the budget there were provisions for using Customer Service reps to drive one (1) shift per week on Route 1; primarily, to keep their driving skills fresh. We had an issue with a driver having issues driving one of the larger vehicles and we had to move her to Route 1 and we lost the CSR driving that route every day. The CSR's have not been driving. From a budgetary perspective, the CSR's have been concentrating on learning the app.

Mr. Silverman asked about the latest on the FMO. Mr. Piascik reported that it will take place August 31<sup>st</sup> - September 2nd. They will be looking at FY2013 through March 31, 2016. Mike Levitan will be coming in the week prior to FMO to assist with pulling some things together.

Mr. Piascik then went through a brief presentation showing that for the same cost, we provided 5,000 more transit hours (revenue hours) in the year; a 72% increase over the previous year with no additional funding. We spent a few more dollars in maintenance, but got almost 50,000 more miles out of the system. That's a 75% decrease in in-service breakdowns.

Mr. Piascik shared that the last item for Finance Committee; he handed out a draft FY17 budget.

**GENERAL MANAGER'S REPORT:** Mr. Piascik began his report with a funding update. He gave a presentation, beginning with 5307, urban program, formula funding that comes to the region based on population, population density, and some service statistics. Once it gets here, the MPO (GSATS is our MPO) is the designated recipient. They have to put out a letter showing how they are splitting the funds within the region. They take some money off the top for administration of the funding and North Carolina has a portion of it. He showed how it's split out for the 5307 line items. On this sheet, you'll also see 5339 (Bus and Bus Facilities) that under the new federal authorization moved from Discretionary to Formula funding; and it went back to FY2013. Then there's 5310, Elderly and Disabled Transportation. This is just the urban portion; we get 5310 Rural, as well. We have \$259,000 in 5310 money that will sunset September 30, 2016. There is a meeting on July 28<sup>th</sup> with Neighbor to Neighbor, Myrtle Beach Council on Aging, and New Directions to talk about how we're going to use this money. The goal is to set up a system by which they can apply for the money and buy transportation service from us, at full cost. This is urban money, so it has to be spent on the coast. Those three (3) entities will provide the local match (\$90,000).

Mr. Piascik reported that he received a letter from the MPO allowing us to use \$200,000 (of the \$800,000 transferred from FHWA to FTA) to continue the facility project (feasibility study). Brunswick County is not able to use their portion of funding and have said that we can use that funding.

Further, there's \$538,000 in 5339 funding and about \$3,200,000 in 5307 funding available to us, aside from any 5310 funds.

With funding, you have the year it's appropriated plus three (3) to five (5) years, depending on how the rules change, to spend the money. With MAP-21, it changed from three (3) to five (5) years. FTA always does First-In First-Out (FIFO); they use up the old money before they go to the new money.

Other service updates; we're moving forward with the plans for the transfer center. The City has a double-wide, of which they were going to dispose; they want to relocate and fix it up for the transfer center facility and feel they can do that so it will meet the Community Appearance Board standards. Once the upgrades are done, it will be assessed and we can use that amount as local match. We'll pay for the power, sewer and water. Right now, we pay the City \$150.

Regarding the Retreat, Mr. Piascik shared that the program calls for us to come in at 8:45, get your coffee and pastries, settle in and then walked the board through the particulars on the Retreat schedule.

**APPROVAL OF RESOLUTIONS:** None to present

**OLD BUSINESS:** Ms. D'Angelo asked if everyone had received a copy of the By-laws showing that the fiscal year has been changed. Ms. Nobles will e-mail them to the board members.

**NEW BUSINESS:** None

**EXECUTIVE SESSION:** There was a motion and a second that the board go into Executive Session to discuss legal issue and personnel matter. The board went into Executive Session at 11:15 AM. There was a motion and a second that the board come out of Executive Session at 11:48 AM. No vote was taken and no decisions were made.

**ANNOUNCEMENTS:**

**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 11:49 AM.