

**THE COAST RTA-WACCAMAW RTA
BOARD OF DIRECTORS MEETING
WEDNESDAY, JUNE 29, 2016
9:30 AM**

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

Staff Present: Brian Piascik, General Manager/CEO
Lynette Nobles, Executive Assistant/Board Liaison
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 June 27, 2016.

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

INVOCATION/PLEDGE OF ALLEGIANCE: Mr. Silverman 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 the trip to Conway is not as arduous as it was when she first began coming; the road is getting better paved and the trip is better traversed. She can't help but feel that it has a direct correlation with how she feels about the accomplishments of Coast in the last year. She feels it's more streamlined and better addresses the needs.

Board members thanked Ms. Harris for her comments.

EMPLOYEE RECOGNITION: None

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

There was a motion and a second to approve the minutes from the June 2nd Special Called board meeting. A voice vote was taken, with no nays being heard, the minutes were approved.

COMMITTEE REPORTS

SERVICE COMMITTEE: No report as the committee did not meet in June. Mr. Piascik said that the committee will meet on July 13, 2016 to review new statistics on the service changes and what Mr. Piascik plans to discuss with the County Transportation Committee in their next meeting. Service and PAC committees will meet July 13th, at 9:00 AM and 10:30 AM respectively. The Finance Committee will meet on July 20, 2016 at 10:30 AM.

PAC COMMITTEE: Dr. Sheehan began by announcing that he will not be attending any committee meetings in July as he is scheduled to be in China. He asked Ms. D’Angelo to take the PAC Committee in his absence. He leaves for China July 10th and return August 2nd.

PAC Committee did meet in June and had an AVL (Automatic Vehicle Locator) update, for which we need to decide on a name prior to August 1st. Buses will be assigned on a daily basis beginning Monday, July 4, 2016. Dr. Sheehan requested that a handout be provided instructing as to how to download the app, in both English and Spanish. Mr. Silverman asked if we’re working on the roll-out literature (signage, things that will be on buses, etc.). Mr. Piascik shared that he has seen mockups for side-of-the-bus signs and signs that will be at the shelters, main transit centers, etc. That should be ready for the next PAC meeting on July 13th. He went on to say that we’re still working with Ride Systems on some of the complicating factors of how we’re operating the service where we have a bus that leaves in the morning as 16X and then at 9:30 it switches over to 7 and things like that. Dr. Sheehan asked if someone would have to sign up for the text service. Mr. Piascik responded that they will not have to sign up. Those without a smartphone will be able to text “NXTBUS” and the stop number (numbers will be added to our public schedules), you will receive a text with the next two (2) arrivals. 41141 is the number to which you will text “NXTBUS” and the stop number and you will receive (in real time) the next two (2) arrivals. There will be a lot of one-on-one training in the coming weeks.

There was a question regarding the training role of the drivers to which Mr. Piascik replied that he sees the drivers at the transfer center when someone comes up and asks about the next bus, the driver actually showing them on the app. That’s the type of training the drivers will provide.

Mr. Piascik shared that the week prior to the rollout, it’ll be all hand on deck - employees will be on the buses showing passengers how to get to the app and how to use it. We plan on doing a lot of one-on-one training. Employees will need to be an expert on this app.

On Monday and Tuesday, we went over every route and made some tweaks. Ride Systems had the transfer center in Myrtle Beach on Mr. Joe White Avenue instead of 10th Avenue North, so that had to be changed and every route adjusted. Route 15 N was terminated at 79th Avenue North & Kings Highway rather than getting over to the hospital (82nd Ave. N.) and that had to be changed. We had a hard time explaining what the 16X's are doing, so Ride Systems can look at where the 16X is going and adjust the route(s) accordingly. Operations is looking at all the stop locations and making sure those are as accurate as possible. Dr. Sheehan suggested that perhaps some of the SAG members may be able to assist in training our riders, should they have the time and wish to do so.

Dr. Sheehan called the board members' attention to the draft Marketing Plan (included in the board packet) that was reviewed at the June PAC meeting. He then mentioned that the Paratransit video project is close to completion. He then moved back to the SAG update by mentioning that there was a lot of interest by the riders, not for themselves but for people they know, from the fixed riders in the paratransit system and at least one person said that no one knew about it. Mr. Piascik said that there are a lot of people out there who could take advantage of the service, but they're not and there are a lot of people who can't take advantage of it because they don't live or need to go to a location where we could serve them. By the same token, as long as these marketing efforts also focus on the ability to use fixed-route system, which is much more efficient for us, they can go on fixed route for half the price, and we encourage them to do that. Dr. Sheehan suggested a partnership with other agencies that provide transportation services to meet the same needs. Ms. Harris shared that Linda with Tideland Hospital System received a \$250,000 grant and has information with the form(s) to apply for the service. Mr. Piascik said that he has spoken with her (Linda) and Cathy at New Directions and Joe Kunkel with Neighbor-to-Neighbor; Mr. Eickhoff is in Columbia talking with AARP about funding opportunities they might have, and Ms. Gerard with United Way. The five (5) will be meeting to discuss some more programs for which there is funding available, predicated on some local match. We are in conversations and Coast RTA is involved in that conversation to try to fill in some of the gaps.

Dr. Sheehan shared that the SAG group did not want to meet on weekends, so evenings during the week will be when the meetings are held. Ms. Ericka Hill will send out information regarding future meetings.

Mr. Silverman shared that in the past, we did have a mobility manager funded by a one-year grant. Mr. Silverman requested that we have a time line for the bus stop signs. Mr. Piascik replied that the grant for the bus stop signs is in and awaiting FTA approval. As soon as that is approved, the RFP will go out and the successful company should be able to start this fall. This will be a turn-key project. He envisions the RFP will be a 3-year contract with two (2) options and we just keep feeding it until completed. We have \$100,000 in a 5307 grant and \$100,000 in a 5339 grant from the state that is not in place yet. Mr. Silverman asked about local match for those. Mr. Piascik said that the \$100,000 from the state is matched by the state and then we match \$20,000 on the other \$100,000 (80/20).

Dr. Keene asked about the budget items in the draft marketing plan and Mr. Piascik said that there will be line items in the FY17 budget for those.

Mr. Lazzara welcomed Mr. Wilson back. Mr. Wilson thanked everyone for the cards, calls and e-mails he received.

FINANCE COMMITTEE: Mr. Ottwell began by saying that they had a very productive meeting and got through a lot of data in a short time. The committee reviewed the financials and the Horry County Funding Agreement. We're in line with the budget and are moving along very well. Mr. Piascik announced that there are some minor changes in the financials that were made after the Finance Committee meeting. This will be done each month between the Finance Committee meeting and the board meeting. Mr. Piascik noted that our cash flow is in good shape, as we received the money from the State and did not have to go into our CD.

GENERAL MANAGER'S REPORT: Mr. Piascik let the board know that we were contacted by the FMO consultant. Their first task is to review our Coast Allocation Plan (CAP) and the Indirect Cost Rate Proposal. The Cost Allocation Plan is the method by which we split common costs between urban and rural systems. The Indirect Cost Rate is how we're going to be billing admin costs to the system for reimbursement. For every hour in operations, we bill off 32.15% additional, basically an overhead rate, to cover admin expenses. We received a letter from FTA allowing us to use that 32.15% as our provisional rate until this process goes through. Right now, it looks like the FMO will be in August, and Mr. Piascik has let the County know. The State contracts – we put in budget revisions to pull in additional State money; we got an additional \$50,000 for the State's match to our 5307 (urban) grant. We also got \$70,000 on the rural side. These funds are local match and they help us pull down more federal money.

Mr. Piascik let the board know that one of the new cutaways is outside if they would like to take a look inside. We are having an issue as to placement for the fare box. These cutaways may be put on the street without fare boxes (free service) until the issues are resolved.

Dr. Sheehan asked if the issue with the Texas buses (water in the air lines) has been resolved. Mr. Piascik let the board know that we are working on it. New dryers (from NABI) are being installed, but we don't have enough data to tell if it's effective.

Mr. James asked if we had spoken to the City of Myrtle Beach regarding the changes at the Transfer Center. Mr. Piascik let the board know that they are working on the changes.

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

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. JUNE2016-17**

APPROVAL OF REVISED DRUG AND ALCOHOL POLICY

There was a motion and a second. There were two minor changes requested (changed "Company" to "Authority") and ("An "accident" is defined" changed to "An "accident" includes"); the changes were made immediately. There was no further discussion. A voice vote was taken; no nays being heard, the motion passed, with these minor changes.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. JUNE2016-18**

**AUTHORIZATION TO ACCEPT THE CONTENTS OF THE
FY17 FUNDING AGREEMENT WITH HORRY COUNTY**

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

OLD BUSINESS: Mr. James asked Ms. Nobles to give an update regarding her conversation with the Myrtle Beach Chamber of Commerce (using their conference room for the retreat). Ms. Nobles reported that she spoke with Kathy with the Chamber and they will provide coffee, sodas, and water, which they have in house. We will have to arrange for breakfast and lunch to be brought in.

NEW BUSINESS: None

EXECUTIVE SESSION: There was a motion and a second that the board go into Executive Session to discuss a personnel matter. The board went into Executive Session at 11:05 AM. There was a motion and a second that the board come out of Executive Session at 11:38 AM. No vote was taken and no decisions were made.

Mr. Lazzara announced that the board will now vote on compensation for the General Manager to include a 1% base salary increase; a \$10,000 bonus; and a provision will be added in the employment contract calling for an annual thorough medical physical, which the Authority will pay any costs not covered by the General Manager's health insurance as well as transportation costs. These changes are effective July 1, 2016. There was a motion and a second. There was no further discussion. A voice vote was taken; no nays being heard, the motion passed.

ANNOUNCEMENTS: Mr. Piascik invited board members to attend our annual Employee Appreciation Day cook out on Friday, July 1, 2016, beginning at noon. We'll have barbeque, hamburgers and hot dogs. At 2:00 PM, Mr. Silverman will recite the Declaration of Independence.

Dr. Sheehan expressed that the success of the General Manager is heavily influenced by the contributions of his staff. Mr. Silverman shared that one of the drivers asked him about drivers losing the floating holidays. Mr. Piascik said that is part of the Employee Handbook changes. Drivers don't actually lose anything. Prior to this change, they were not paid anything more for working on a holiday, but could take another day off with pay. Now, with the change, they get paid for 12 holidays, whether they work or not. They actually gained, not lost. When a driver works on a holiday, they are paid for working that day plus the holiday pay, **IF** they work the day before and the day after the holiday as scheduled.

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 11:43AM.