

**THE COAST RTA-WACCAMAW RTA
BOARD OF DIRECTORS MEETING
WEDNESDAY, AUGUST 31, 2016
9:30 AM**

Board Present: Joseph Lazzara
Sid Blackwelder
Katharine D'Angelo
Chuck Ottwell
Marvin Keene
Ivory Wilson
Darrell Eickhoff
Rob Sheehan

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

Visitors: Nicholas Twigg, CCU

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 August 29, 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: Nicholas Twigg

PUBLIC COMMENT: None

EMPLOYEE RECOGNITION: Doug Herriott, Al D'Andrea, Rick Carroll, and John Glover were recognized for their efforts in keeping service going throughout the summer. Mr. Piascik also introduced and welcomed Lori Richardson, our new Finance employee. The board members introduced themselves to Ms. Richardson.

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 Ms. Johnson, chairperson of the committee, Mr. Piascik gave the Service Committee report. He began by reporting that on-time performance is over 80% even in summer. We also talked about the Entertainment Shuttle performing very well; more than 24,000 in July and a system-record 71,000 overall this summer season.

Mr. Piascik gave an Emergency Management update, reporting that the school system will be working with us regarding vehicles for use in the evacuation process, of which The Coast RTA will be in charge. We're still working on the details with the school system.

The Vehicle Status Report was distributed to board members showing vehicles that are out of service and why. Also, the nine (9) vehicles slated for disposal are identified. We are still waiting for the state 5311 grant which will be used to purchase new vehicles.

PAC COMMITTEE: Dr. Sheehan asked for an update of the SAG meeting. Mr. Piascik reported that members of the group were not happy with Route 7 and did not want to hear about the traffic on 501. There was a good discussion about the app and how it's going. SAG members conducted some surveys and will be our "Secret Shoppers". There should be more to report regarding the surveys at the next PAC meeting.

Ms. Canteley shared that filming of the paratransit video has been completed and is now in the process of editing.

We are in the process of entering about 400 surveys on the Entertainment Shuttle and the vast majority of those that have already been keyed are from visitors to the area. We should have good data from this survey to take to the chamber and the Hospitality Association to help us get some funding for the Entertainment Shuttle.

Mr. Piascik reported that the 5310 grant, in partnership with Neighbor To Neighbor and New Directions, which was approved at the Board Retreat, to develop a mobility management center, a one-call shop whether you're a provider or a person who needs transportation and use their databases to fill those needs and to bridge the gap within our paratransit program. Also, another vehicle for us and agreements with both of those entities to provide some transportation. This would result in a reduction in cost of our paratransit program.

Mr. Piascik announced that Dr. Twigg's class will be conducting surveys for us this year.

FINANCE COMMITTEE: Mr. Ottwell began by reporting that the committee met and went over the financials and the notes. A time will be set up for some time in September to revise the 2016 budget, in accordance with the Budget Review and Revision Policy, approved by the board in May 2016. He also said that he feels we're doing fine. Mr. Eickhoff recommended budgeting by seasonality rather than just

allocating equally over a 12-month period. Mr. Piascik said that he feels that budgeting by seasonality would be the better way to budget.

Mr. Piascik spoke briefly regarding the FMO audit that is in progress. The FMO audit team will be back in late September for two (2) - four (4) weeks for testing. He went on to say that this will be a strain on staff, so he requested that the board skip the August financials.

GENERAL MANAGER'S REPORT: Mr. Piascik began his report by saying that he has been responding to e-mails with FTA regarding the audit; they picked up on the transaction regarding the Explorers, thinking that we had received the funds before we actually did the transaction, which Mr. Piascik quickly corrected and explained that it was simply a matter of when the funds were recorded (FY15) and we took delivery and paid for them in FY16. The other item was the credit draw that we did because we had underdrawn each month, drawing down \$131,000 that we had not drawn throughout the year.

APPROVAL OF RESOLUTIONS: None to present

OLD BUSINESS: The board reviewed the requested changes to Mr. Piascik's contract, which have been reviewed by the attorney. Dr. Keene called attention to one worded that should be changed prior to the board approving the changes. The change was made. A voice vote was taken, no nays being heard, it was approved that these changes be made to the contract.

Mr. Ottwell reported that he had not received the check register or credit card statements. Those will be sent to him immediately after the board meeting.

NEW BUSINESS: Mr. Blackwelder reported that the County had their fall retreat in November of last year.

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 10:25 AM. There was a motion and a second that the board come out of Executive Session at 10:43 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 10:43 AM.