

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
d/b/a THE COAST RTA
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, MAY 30, 2018
9:30 AM

Board Present: Dr. Rob Sheehan
Darrell Eickhoff
Joseph Lazzara
Bernard Silverman
Lillie Jean Johnson
Sid Blackwelder
Ivory Wilson
Katherine D'Angelo
Mickey James (via Go to Meeting)

Staff Present: Brian Piascik, General Manager/CEO
Lynette Nobles, Executive Assistant/Board Liaison
Ron Prater, Chief Financial Officer (via Go to Meeting)
Michelle Cantey, PIO

Visitors: None

In accordance with the Freedom of Information Act (FOIA), the 2018 meeting schedule was provided to the press at the beginning of the 2018 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 28, 2018.

CALL TO ORDER: Dr. Sheehan called the meeting to order at 9:00 AM and welcomed everyone.

INVOCATION/PLEDGE OF ALLEGIANCE: Mr. James 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: None

PUBLIC COMMENT: (3-minute limit)

EMPLOYEE RECOGNITION: None

APPROVAL OF AGENDA: Dr. Sheehan proposed the following change to the Agenda; moving the Executive Session after the General Manager's Report and before the Approval of Resolutions.

He also added two items to the Executive Session for discussion: (1) board responsibility when a board member ceases to be a board member, it is the responsibility of the Board of Directors to submit a letter to the appointing body (Article V (g)); and (2) the timeline and beginning the process for the annual evaluation for the General Manager (once the board receives the accomplishments of the General Manager for the past year). There was a motion and a second to approve the changes to the agenda, including the additional items to the Executive Session. A voice vote was taken; no nays being heard, the amended agenda was approved.

APPROVAL OF MINUTES:

There was a motion and a second to approve the minutes from the April board meeting. A voice vote was taken; no nays being heard, the minutes were approved.

COMMITTEE REPORTS

SERVICE/PAC COMMITTEE: Ms. Johnson began by reporting that the Entertainment Shuttle was to have begun May 29, 2018. Mr. Piascik reported that the Entertainment Shuttle began on schedule. With the first day being a transition day for those leaving Myrtle Beach and those arriving, and the rain, we expect the ridership to improve. There are two (2) substantive changes; we are beginning earlier in the day, one vehicle runs 9:00 AM, to 9:00 PM; with the second vehicle running Noon to Midnight. We've also extended coverage. When leaving the Aquarium, turn left onto 21st Ave. North across Hwy. 17 By-Pass to Broadway Grand Prix, Cal Ripken Experience, and Myrtle Waves, back down 21st and then all the way down to 3rd Avenue South going by Family Kingdom and then up Ocean Boulevard. We're still able to maintain 30-minute frequency in the mornings and evenings when things die down a little. These vehicles are on the app and we're working on announcement.

Ms. Cantey shared that Dr. Twigg and Dr. Sheehan assisted with the survey questions. There will be a snapshot each month of the ridership, so that we have a good understanding of the riders instead of waiting until the end of summer. Then we will have a survey for fixed route. Dr. Sheehan added that one of the substantive changes is the question regarding fares, which is something we haven't asked before. Ms. Cantey went on to say that the question is "If there were a charge for the shuttle, would you still hop a ride? And, for which fare: \$1/person/ride; \$1.25/person/ride; \$1.50/person/ride or not for any charge. Mr. Piascik shared that our dynamic with the City of Myrtle Beach is changing and we need to rethink our strategy for moving forward with it. There's the possibility of doing an all-day/hop-on, hop-off fare/pass that we could think about.

Code of Conduct – is being posted on all vehicles and will be completed within a couple of weeks. Mr. Eickhoff asked for a deadline date – June 30th was offered and accepted. Our attorney was consulted as to our not allowing hand guns on our vehicles.

Regarding the sale of advertising on our buses, Mr. Piascik said that Ms. Cantey is doing a great job with the ad sales. We're about \$25,000 over the \$40,000 we have budgeted. That amount is net. The person/company buying the advertising pays for the installation and removal of the ad.

Regarding the City of North Myrtle Beach, there were issues with parking, so they decided not to proceed. It was good in that it opened the line of communication with them.

Mr. Silverman asked if there is any update regarding the signs. Mr. Piascik said that they are still working on implementation plan and he is working on the grant for installation of bus stop signs. We have to find local match. We should see an implementation plan by the end of the month. Mr. Eickhoff asked when we would see the first sign go into the ground; Mr. Piascik replied that we had talked about July-August timeframe, so August. We have to get the grant rolling and find out where the local match is going to come from.

Ms. Johnson said that in an earlier meeting, Mr. Piascik had said that Ms. Hill was working on a complaint form. Mr. Piascik shared that they have not had an opportunity to talk about that yet, but will have an update at the next committee meeting.

Mr. Wilson asked if the new buses are being used on the Conway Route. Mr. Piascik explained that they are, as we are required to have our vehicles rotated on all of our routes.

FINANCE COMMITTEE: Mr. Piascik began by saying that the financials are fairly benign because we have our budget revision, so there's not a lot to talk about. Obviously, we are in a cost-cutting mode just so we make our budget more sustainable in future years. Cash Requirements is obviously in decent shape until we get into mid-July. Mr. Prater added that we have some state 5311 money coming in that will help us get through June. Mr. Piascik called the board's attention to the KPI's on page 9 of the April financials. Ridership in April saw a significant uptick. Even without the 1700 rides for the airshow, there is a 10% increase over April 2017. We're looking forward to a busy summer. Ms. D'Angelo asked if we get any money from the airshow. Mr. Piascik stated that we had billed the airport (Horry County) \$9,400, who will bill the contractor responsible for the airshow. Mr. Eickhoff asked why we went down to 82% on On-Time Performance. Mr. Piascik said that we are looking at that. We are experimenting with the AVL data on looking at on-time performance. Right now, the drivers call in the time they're leaving. We will definitely be keeping an eye on the on-time performance. One more thing on Page 9, if you look at the Fares/Contract Revenue line, those numbers have been updated to reflect our contract dollars (i.e. the SCWorks Grant and the \$61,000 in April includes the \$9,000 that we billed for the airshow shuttle. Paratransit has leveled off in the 1100 – 1200 passengers-per-month range. We are looking at the software package.

We also had the FY19 Budget Discussion. Mr. Piascik shared that at the present he is still formulating where we are on the revenue side, working with the different governments, so until we have more of a handle on that, we won't be able to go into the FY19 budget. Mr. Prater is working on the cost side trying to find a way to present those numbers in an easier to understand format. Right now, it's just a work in progress. Dr. Sheehan asked if we're still looking at June for suggested expense reduction; Mr. Piascik said yes.

GENERAL MANAGER'S REPORT: Mr. Piascik began by saying that Coast RTA, Kevin, served as the lead agency for state-wide procurement of paratransit scheduling software. There were four (4) bids and we ended up taking all four (4) bids from which each agency may choose, depending on their need (Fixed Route and Paratransit, Paratransit, and one for smaller systems). We have the first demo

scheduled for next Thursday. We are going back to having the system do the scheduling. At the TASC Board Retreat, he got to see two (2) of the demos. We will be asking for a resolution for the system we select. Dr. Sheehan asked that Mr. Piascik give the board a feel for our .84 person number, whether that's low or high.

Mr. Piascik reported that there are flooring issues at the Transfer Center. There are floor joists that need to be added and some structural things that need to be addressed, new tiles on the floor, and ventilation under the building to make better airflow, The total fix will be less than \$2500.

EXECUTIVE SESSION: TO DISCUSS CONTRACT & PERSONNEL ITEMS

There was a motion and a second at 10:51 AM to go into Executive Session to discuss contract and personnel items. A voice vote was taken; no nays being heard, the motion passed.

There was a motion and a second at 11:50 AM to come out of Executive Session. A voice vote was taken; no nays being heard, the motion passed.

During Executive Session, no votes were taken and no decisions were made.

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

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. MAY2018-06**

AUTHORIZATION TO EXTEND EXISTING SHORT-TERM LOAN

A motion of the Board of the Waccamaw Regional Transportation Authority Authorization to authorize the General Manager/Secretary-Treasurer to renew the existing short-term loan with Conway National Bank.

There was a motion and a second to approve the resolution. A voice vote was taken, no nays being heard, the resolution passed.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. MAY2018-07**

**AUTHORIZATION TO FILE GRANT APPLICATION WITH SCDOT FOR
BUSES**

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the General Manager/Secretary Treasurer to file grant applications with SCDOT for FTA §5339 and State Mass Transit Funds (SMTF).

There was a motion and a second to approve the resolution. A voice vote was taken, no nays being heard, the resolution passed.

OLD BUSINESS: None

NEW BUSINESS: None

ANNOUNCEMENTS: None

ADJOURNMENT: There was a motion and a second that the meeting be adjourned. A voice vote was taken. No nays being heard, the meeting was adjourned at 11:54 AM.