

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
d/b/a THE COAST RTA  
REGULAR BOARD OF DIRECTORS MEETING  
WEDNESDAY, APRIL 24, 2019  
9:30 AM

**Board Present:** Dr. Rob Sheehan  
Darrell Eickhoff  
Joseph Lazzara  
Bernard Silverman  
Ivory Wilson  
Randal Wallace  
Dr. Marvin Keene  
Heather Edwards (via Go to Meeting)

**Staff Present:** Brian Piascik, General Manager/CEO  
Ron Prater, Chief Financial Officer (via Go to Meeting)  
Michelle Cantey, Public Information Officer (via Go to Meeting)  
Lynette Nobles, Board Liaison  
Jay Smith, Deputy Transportation Manager

**Visitors:** Charles Perry, Horry Independent

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 April 22, 2019.

**CALL TO ORDER:** Dr. Sheehan called the meeting to order at 9:30 AM and welcomed everyone.

**INVOCATION/PLEDGE OF ALLEGIANCE:** Dr. Sheehan 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. Charles Perry, Horry Independent

**PUBLIC COMMENT:** (3-minute limit): None

**EMPLOYEE RECOGNITION:** Mr. Piascik introduced Mr. Jay Smith, Deputy Transportation Manager, to the board. The board members welcomed Mr. Smith to the Authority. Mr. Smith thanked the board for inviting him to the meeting. His background is 29 years in law enforcement, particularly in accident investigation and reconstruction and safety inspections. He's never failed in a job and doesn't plan to fail here.

**APPROVAL OF AGENDA:** There was a motion and a second to approve the agenda after pulling Resolution APRIL2019-5 from the Consent Agenda and moving it to Approval of Resolutions. A voice vote was taken; no nays being heard, the revised agenda was approved.

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

**APPROVAL OF CONSENT AGENDA:**

Ms. Nobles read the following into the record:

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
RESOLUTION NO. APRIL2019-07**

**APPROVAL OF THE REVISED DRUG & ALCOHOL POLICY**

Changes to the Drug & Alcohol Policy were changing verbiage, i.e. opioids and opiates; also, minor changes in random drug testing procedures.

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

The annual audit was presented as part of the Consent Agenda. It was a clean audit with no findings and we are now at “low risk”.

There was a motion and a second to approve the Consent Agenda. A voice vote was taken; no nays being heard, the motion was approved.

**NOTES:** Dr. Sheehan asked to have entered in the minutes that he was late in sending the letter to Georgetown County Council requesting Ms. Johnson’s reappointment. The letter has been sent. A response has not yet been received.

Mr. Eickhoff asked if Mr. James had resigned his board position in writing or verbally and asked that it be entered into record. Dr. Sheehan replied that the letter to the City of Myrtle Beach states that he has resigned and requests a replacement be appointed, which will serve as record.

Mr. Silverman asked about the public meetings regarding the Loris and Bucksport routes. Mr. Piascik said that he will cover that in his General Manager’s Report. He then inquired as to what we have done or are doing to inform riders of the bus stop signs on Route 10. Mr. Piascik stated that he will cover anything related to Service/PAC in his General Manager’s Report.

## COMMITTEE REPORTS

**SERVICE/PAC COMMITTEE:** No meeting was held in April; however, he will cover any relative information in his General Manager's Report.

**FINANCE COMMITTEE:** Dr. Keene shared that the budget is still "baking" and we'll get to that at a future meeting. The audit results were great. We also talked about March financials. A lot of the things are still there, as far as year-to-date. Mr. Eickhoff asked about the operating revenue side; we're never going to make that up (from Florence in October) are we? Mr. Piascik agreed that we will not make up for that lost revenue. Mr. Piascik also shared that the budget revision should take care of a lot of the negative numbers and he is shooting for a 0 change overall budget. Dr. Sheehan stated that it looks like the price of fuel and oil are expected to rise and we should keep a close eye on that. Dr. Keene called attention to "Cash Requirements", we have June covered and Mr. Piascik shared that he and Mr. Prater are watching July. They have a couple of avenues to resolve the issue. Mr. Eickhoff said that, regarding grant revenue, we have exhausted rural and we've resubmitted. Is that a guarantee? Mr. Piascik said that it's 100% going to happen, the question is whether or not it happens in time. Dr. Sheehan asked what's the drop-dead for us to submit that. Mr. Piascik stated that it's going in this week. It's a 30-45 day process. Dr. Sheehan asked if Mr. Prater had anything to add. Mr. Prater's response was not audible for transcription. Dr. Sheehan asked if this will be a grant revision or a new grant. Mr. Piascik responded that he has a call with them scheduled on Thursday, as to how to navigate through this. We're 15 days short of getting to the Horry County payment and it's not too bad. We got through June. When asked about the current ratio, Mr. Prater's response, again, was not audible for transcription.

Dr. Sheehan acknowledged that Mr. Charles Perry has joined our meeting and recognized the award for professionalism Mr. Perry received for his work with the Horry Independent.

**GENERAL MANAGER'S REPORT:** Mr. Piascik shared a slide presentation with the board, of which a copy follows as part of these meeting minutes.

Dr. Sheehan shared that he would prefer the Compensation Plan be brought, first, to the Finance Committee. Also, there are a couple of items in "old business" that Mr. Piascik might want to mention, as well, those being Succession Planning and Business Continuity and how we might approach those two (2) items.

Mr. Wilson expressed that he does not like the bus stop signs and asked why they're so high. The signs are required to be 7' above the ground/pavement. The signs are required to meet SCDOT requirements. Mr. Wilson said he still doesn't like them.

Dr. Sheehan said that sometime in May/June, Mr. Piascik should get on the news to tell people what we have been doing in the past year.

Mr. Lazzara asked about the trolleys he saw out back. Mr. Piascik responded that the maintenance department is preparing the trolleys for the beginning of the Entertainment Shuttle.

Mr. Piascik shared that we will not be providing the shuttle in North Myrtle Beach due to the lack of an area for parking.

Mr. Piascik invited the board members to attend any/all of the State of the Coast meetings, should they wish to do so.

Mr. Wilson asked about the next Defensive Driver training; he and his wife would like to attend.

Mr. Piascik shared that there is a session coming up and we will let him know when it is scheduled.

Mr. Piascik distributed a copy of the Vehicle Status Report. Dr. Sheehan requested that this report be given to the board once a quarter.

Dr. Sheehan asked that Mr. Piascik provide the board with drop-dead dates for submitting grants and when they are ending, etc.

#### **APPROVAL OF RESOLUTIONS:**

### **WACCAMAW REGIONAL TRANSPORTATION AUTHORITY RESOLUTION NO. APRIL 2019-5**

#### **ACCEPTANCE OF REVISED BY-LAWS**

A motion of the Board of the Waccamaw Regional Transportation Authority approving the revised By-Laws, as recommended by the By-Laws Committee.

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

**EXECUTIVE SESSION:** None

**OLD BUSINESS:** Business Continuity Plan and Succession Plan

It was proposed that Mr. Piascik appoint someone to organize the Business Continuity outline and present it to the board in a couple of months. Mr. Piascik proposed that a team be appointed to work on these plans. He mentioned himself, Mr. Herriott, Mr. Burda and one other from administration side. Dr. Sheehan asked for about four (4) board members be part of the team, as well.

**NEW BUSINESS:** None

**ANNOUNCEMENTS:**

**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 11:37 A.M.





# COAST RTA GM REPORT

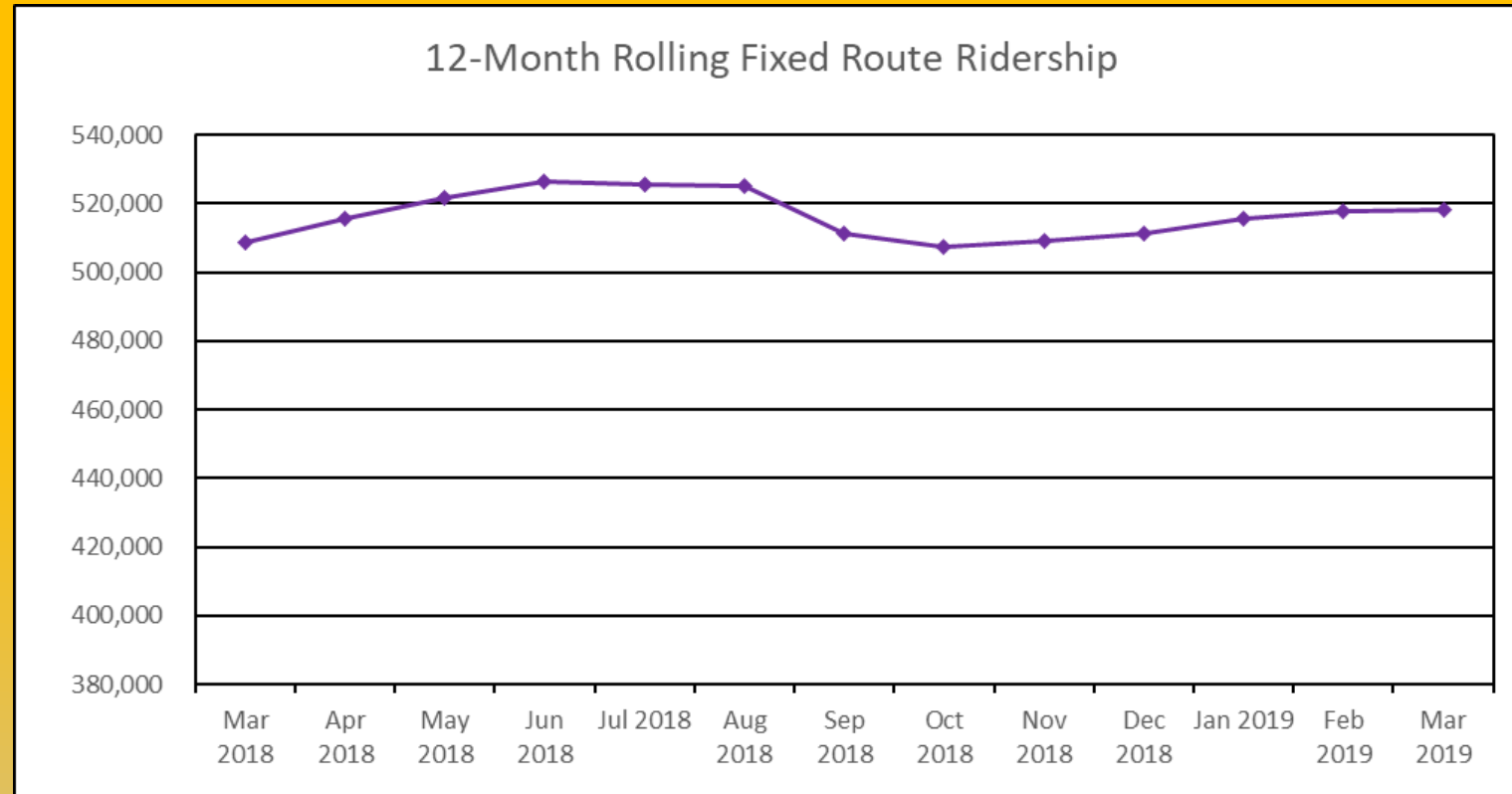
Board Meeting  
April 24, 2019

- ▶ Bus Stops Update
- ▶ Ridership/Farebox/Paratransit
- ▶ State of the Coast
- ▶ Transit Asset Management/Fleet Update
- ▶ Compensation Plan – if Board wants Executive Session

- ▶ Almost Complete with Route 10
- ▶ 15N/15S Moved up in Priority – as a result of conversation SCDOT – staff review 4/24
- ▶ Improvements to Conway Terminal Site
- ▶ Issues with US 501 Stops (and other US Highways)



- ▶ Ridership Continues to Grow
- ▶ 4%-8% growth when comparing month to month 2019 v. 2018





<b>Fixed Route Measures</b>	<b>Mar 2018</b>	<b>Oct 2018</b>	<b>Nov 2018</b>	<b>Dec 2018</b>	<b>Jan 2019</b>	<b>Feb 2019</b>	<b>Mar 2019</b>
Ridership	42,846	33,458	31,878	30,233	31,864	32,207	43,385
Average Fare	\$0.81	\$0.80	\$0.91	\$0.84	\$0.77	\$0.82	\$0.66
True \$0 Fare Trips	(5,671)	(172)	(98)				(6,368)
Fares without SC Works	\$34,632	\$26,667	\$29,091	\$25,304	\$24,611	\$26,405	\$28,683
Adjusted Average Fare	\$0.93	\$0.80	\$0.92	\$0.84	\$0.77	\$0.82	\$0.77

FAREBOX/RIDERSHIP



- ▶ Pleased with the Ecolane Implementation
- ▶ Experienced Considerable Improved in Productivity but also Decreased in On-Time Performance
- ▶ More Training in Second Week of May
  - ▶ Focus on Feedback Loop
  - ▶ Consistent Driver Scheduling
  - ▶ Customer Service Function

RIDERSHIP/FAREBOX/PARATRANSIT



- ▶ Meetings to be Held April 30 – 4AM, May 1 – 3 PM & May 2 – 10 AM
- ▶ Focus on Upcoming Training
  - ▶ Defensive Driving
  - ▶ Live Shooter
  - ▶ Route Cross Training
  - ▶ Pre-trip Inspections
- ▶ Address Driver Concerns as Bus Stops are Installed



- ▶ Current VSR Shows 2 of 9 Paratransit Vehicles are Down – Accident/Wheelchair Issue
  - ▶ Working on replacing 782
- ▶ 7 of 18 buses currently down – 1 New Flyer (engine); 1 El Dorado (A/C Issue); 5 NABIs (2 Engines, 2 Transmission, 1 Steering Box)
- ▶ Letter Sent to FTA on Plan to Resolve Navistar/Int’ls
- ▶ One Transit on the way

## Asset Inventory Summary



Asset Category	Total Number	Avg Age	Avg Mileage	Avg Value
<b>Revenue Vehicles</b>	<b>32</b>	<b>9.8</b>	<b>208,176</b>	<b>\$139,508.54</b>
<i>AB - Articulated Bus</i>	0	-	-	-
<i>AO - Automobile</i>	0	-	-	-
<i>BR - Over-the-road Bus</i>	0	-	-	-
<i>BU - Bus</i>	19	11.5	267,410	\$192,116.73
<i>CU - Cutaway Bus</i>	10	5.3	110,338	\$62,695.66
<i>DB - Double Decked Bus</i>	0	-	-	-
<i>FB - Ferryboat</i>	0	-	-	-
<i>MB - Mini-bus</i>	0	-	-	-
<i>MV - Mini-van</i>	0	-	-	-
<i>RT - Rubber-tire Vintage Trolley</i>	0	-	-	-
<i>SB - School Bus</i>	0	-	-	-
<i>SV - Sport Utility Vehicle</i>	0	-	-	-
<i>TB - Trolleybus</i>	3	13.3	159,152	\$62,366.32
<i>VN - Van</i>	0	-	-	-
<i>Custom 1</i>	0	-	-	-
<i>Custom 2</i>	0	-	-	-
<i>Custom 3</i>	0	-	-	-
<b>Equipment</b>	<b>151</b>	<b>8.8</b>	<b>82,870</b>	<b>\$32,905.46</b>
<i>Non Revenue/Service Automobile</i>	4	6.5	94,252	\$28,476.08
<i>Steel Wheel Vehicles</i>	0	-	-	-
<i>Trucks and other Rubber Tire Vehicles</i>	3	18.0	60,108	\$25,538.48
<i>Custom 1</i>	110	7.0	N/A	\$101,879.83
<i>Custom 2</i>	14	12.7	N/A	\$25,847.39
<i>Custom 3</i>	20	6.4	N/A	\$17,733.11
<b>Facilities</b>	<b>3</b>	<b>24.7</b>	<b>N/A</b>	<b>\$1,132,900.59</b>
<i>Administration</i>	1	36.0	N/A	\$1,156,429.82
<i>Maintenance</i>	1	36.0	N/A	\$2,147,655.38
<i>Parking Structures</i>	0	-	N/A	-
<i>Passenger Facilities</i>	1	2.0	N/A	\$94,616.56
<i>Custom 1</i>	0	-	N/A	-
<i>Custom 2</i>	0	-	N/A	-
<i>Custom 3</i>	0	-	N/A	-



Asset Category - Performance Measure	Asset Class	2020 Target	2021 Target	2022 Target	2023 Target	2024 Target
<b>REVENUE VEHICLES</b>						
<b>Age - % of revenue vehicles within a particular asset class that have met or exceeded their Useful Life Benchmark (ULB)</b>	AB - Articulated Bus	N/A				
	AO - Automobile	N/A				
	BR - Over-the-road Bus	N/A				
	BU - Bus	49%	35%	25%	20%	20%
	CU - Cutaway Bus	15%			25%	33%
	DB - Double Decked Bus	N/A				
	FB - Ferryboat	N/A				
	MB - Mini-bus	N/A				
	MV - Mini-van	N/A				
	RT - Rubber-tire Vintage Trolley	N/A				
	SB - School Bus	N/A				
	SV - Sport Utility Vehicle	N/A				
	TB - Trolleybus	67%	50%	25%		
	VN - Van	N/A				
	Custom 1	N/A				
Custom 2	N/A					
Custom 3	N/A					
<b>EQUIPMENT</b>						
<b>Age - % of vehicles that have met or exceeded their Useful Life Benchmark (ULB)</b>	Non Revenue/Service Automobile	50%	50%	50%	50%	50%
	Steel Wheel Vehicles	N/A				
	Trucks and other Rubber Tire Vehicles	50%	50%	50%	50%	50%
	Custom 1	Target Required				
	Custom 2	Target Required				
	Custom 3	Target Required				
<b>FACILITIES</b>						
<b>Condition - % of facilities with a condition rating below 3.0 on the FTA Transit Economic Requirements Model (TERM) Scale</b>	Administration	100%	100%	50%		
	Maintenance	100%	100%	50%		
	Parking Structures	N/A				
	Passenger Facilities	50%	50%	50%	50%	50%
	Custom 1	N/A				
	Custom 2	N/A				
Custom 3	N/A					

- ▶ 5311 Submitted to the SCDOT
- ▶ 5310 Grant Pending at WRCOG
- ▶ Amendment to 5307
- ▶ Amendment for 5339 to Adjust for Incoming Buses
- ▶ Starting on the Facility Grant

GRANTS IN PROCESS