

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
d/b/a THE COAST RTA
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, FEBRUARY 28, 2018
9:30 AM

Board Present: Dr. Rob Sheehan
Darrell Eickhoff
Bernard Silverman
Lillie Jean Johnson
Ivory Wilson
Dr. Marvin Keene
Sid Blackwelder
Debbie Gasque
Joseph Lazzara

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

Visitors: Nicolas Twigg, Citizen (late arrival)

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 February 26, 2018.

CALL TO ORDER: Dr. Sheehan called the meeting to order at 9:31 AM and welcomed everyone.

INVOCATION/PLEDGE OF ALLEGIANCE: Mr. Eickhoff 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: There was a motion and a second to pull items from the Consent Agenda to be presented separately. A voice vote was taken; no nays being heard, pulling those items from the Consent Agenda was approved.

There was a motion and a second to approve the revised agenda. 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 January board meeting. There was a motion and a second that the minutes be approved. A voice vote was taken; no nays being heard, the minutes were approved.

COMMITTEE REPORTS

SERVICE/PAC COMMITTEE: Ms. Johnson began by reporting that Mr. Piascik shared there were a few hick-ups with the AVL stop enunciation system. Those are being fixed and a few more keep coming up. We are working to get all of them fixed.

Regarding Passenger Policies – We received some information from our attorney as it applies to guns on buses. The attorney found a statute regarding public transit – the no-guns-on-buses policy will become part of our Code of Conduct, which seems to be a nationwide issue. Dr. Sheehan asked when we will roll this policy out. Mr. Piascik replied that we’ve never allowed guns on buses. Not sure exactly, it will be prior to the end of May. Ms. Nobles sent the handout given to attendees of the committee meeting to the entire board, per Ms. Johnson’s request.

Bus Stop Guidelines – The guidelines document has been sent to planning partners at the County, WRCOG, etc. to get their input before the guidelines are accepted. AECOM is collecting data and they’re out riding the buses. They are working on an implementation plan. Dr. Sheehan asked if we anticipate having to pour pads for any of the stops. Mr. Piascik replied that we are. Mr. Lazzara asked about the signs. Mr. Piascik shared that we have not done any procurement for signs. AECOM is working on the signs and getting state approval. We have approximately 250 stop locations. They are working on Work Order One (1), which is all the planning. Work Order Two (2) will be putting up signs. Ms. Johnson asked if signs can go up in different packages simultaneously. Mr. Piascik reported that the sub-contractor has two (2) crews and they will be installing signs in different locations (packages) for a week at a time.

We also talked about the revised Title VI Program, which is a critical piece of the Triennial. We also are required to have the information posted in every bus; which has been done. We have a resolution, which must be approved by the board before we send it to FTA.

FINANCE COMMITTEE: Dr. Keene reported that the committee met and discussed the January financials, focusing on three (3) main topics (expenses, revenue, and cash). On Page 2, Total Operating Expenses, we’re basically on budget for the year-to-date. Major under-budget items are tires, gas and oil, etc.); over-budget Salaries & Expenses. We need to monitor those closely. Other Expenses (300% over budget) is the expense for the loan with Conway National Bank. Regarding Revenue, Page 3, transactions have not hit yet. Cash – looking at Pages 8 and 8A, our Federal Grant was executed and we should be able to pull down from it soon. We’re solid into June; however, our first check from the county will not come until October. The money has to be collected before it can be paid to us. Dr. Sheehan asked about the amount we have been receiving (\$1,055,000) some of that

being used as a stop-gap measure. Mr. Piascik said that is one of the possibilities. The Entertainment Shuttle will be running in the three (3) months that we'll be in a crunch. This is a good topic for our retreat. There are some cost reductions that we need to explore to get out of this as soon as possible, so that we can begin to grow. Dr. Sheehan stated that the safety position has to be put on hold, as well as salary increases. Mr. Piascik shared that with our funding profile, we really don't need to have debt service. We're out in front of it. Dr. Keene shared that where we're headed is more of a concern than where we are. We can potentially get out of the hole and we need to not get back in it.

Dr. Sheehan asked what Mr. Prater would like to see in the retreat. He suggested the FY2019 Budget; looking at budget constraints. The board wants to know how they can contribute. Mr. Prater suggested sending information to the board members prior to the retreat and getting their input during the retreat. Mr. Piascik added we need to take a close look at all the moving parts to develop a strategy. Mr. Silverman suggested that Mr. Piascik and Mr. Prater develop an outline of a plan and go through it with the board during the retreat. Dr. Sheehan said that he was expecting to discuss expansion and the timeline; but, he's hesitant to do that. Dr. Keene added that the three (3) things he would like to see discussed at the retreat; (1) Why are we here; (2) The solution (how we get there); and (3) How do we stop the bleeding and avoid the situation in the future. Dr. Sheehan would like to see personnel Priorities (for added positions).

Audit Update – Mr. Piascik shared that we should receive the report. We are expecting a report with no findings and no management notes; which is huge.

The payroll services – we are spending about \$16,000 on this that is well worth the cost. He explained some of the nuances of the program (i.e. punching, finger print, data). They will also handle paying the payroll taxes, etc. The company, Strovix, is located in Georgetown.

GENERAL MANAGER'S REPORT: Mr. Piascik would like to discuss a “funding equity” plan (Atlantic Beach, Briarcliff Acres); Brunswick County will be coming on line and they get 10%. He showed the area where we should be spending our federal dollars. Only a small area of Murrells Inlet is located in Georgetown County. He showed a map of just the urban side of our system, based on population/population density. He will be showing this at Conway City Council on Monday evening. If we add service to North Myrtle Beach, we will need an increase in funding from Myrtle Beach. We are running on all cylinders. On-time Performance has improved, we're not having as many breakdowns; operations have improved.

Dr. Sheehan recapped the list of topics for our board retreat. Mr. Piascik reported that our insurance is increasing by about \$24,000 a year, beginning July 1, 2018. Mr. Wilson and Mr. Piascik have met with another insurance carrier.

Mr. Piascik announced that we have a state grant to purchase maintenance items and we were going to put in an automatic fueling system. We need a lot of electrical and plumbing, so the price of the project went from \$15,000 to \$42,000. We're working with the state to see if we can spend the money for a new forklift. We're spending \$2,000/month to rent a heavy-duty forklift.

APPROVAL OF RESOLUTIONS:

Ms. Nobles read the following into the record:

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. FEB2018-04**

AUTHORIZATION TO AWARD CONTRACT FOR PAYROLL PROCESSING

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the General Manager/Secretary Treasurer to award the Payroll Services contract to Strovis Payroll and HR, to implement and process payroll for the Authority.

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

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. FEB2018-05**

APPROVAL OF UPDATED TITLE VI PROGRAM POLICY

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the General Manager/Secretary-Treasurer to update the Title VI of the Civil Rights Act of 1964, 49 CFR Part 21 and United States Department of Transportation Title VI regulations.

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

EXECUTIVE SESSION: None

OLD BUSINESS: Mr. Silverman asked the Compensation Committee when they need to begin working on Mr. Piascik's contract review.

NEW BUSINESS: Ms. Nobles announced that the Board Retreat will be Saturday, April 21, 2018 here in our Conference Room.

ANNOUNCEMENTS: None

ADJOURNMENT: There was a motion and a second that the Board adjourn. A voice vote was taken. No nays being heard, the meeting was adjourned at 11:24 AM.