

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
d/b/a THE COAST RTA
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, OCTOBER 31, 2018
9:30 AM

Board Present: Dr. Rob Sheehan
Darrell Eickhoff
Joseph Lazzara
Bernard Silverman
Ivory Wilson
Katharine D'Angelo
Randal Wallace
Lillie Jean Johnson
Heather Edwards
Dr. Marvin Keene (Go To Meeting)

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

Visitors: Donna Edwards – Heather Edwards' Mother
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 October 1, 2018.

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

SWEARING IN OF NEW BOARD MEMBER: Ms. Nobles administered the Oath of Office to new board member, Ms. Heather Edwards. She congratulated Ms. Edwards and welcomed her as a member of the Board of Directors. Ms. Edwards was appointed by the Horry County Legislative Delegation to fill the vacancy left by Ms. Gasque plus a full three-year term.

ROLL CALL/ANNOUNCEMENT OF QUORUM: Roll call was taken. A quorum was present.

ACKNOWLEDGEMENT OF VISITORS: Donna Edwards (Heather Edwards' mother) and Charles Perry (reporter for the Horry Independent)

PUBLIC COMMENT: (3-minute limit): None

EMPLOYEE RECOGNITION:

APPROVAL OF AGENDA: There was a motion and a second to approve the agenda. A voice vote was taken; no nays being heard, the agenda was approved.

APPROVAL OF MINUTES:

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

COMMITTEE REPORTS

SERVICE/PAC COMMITTEE: Ms. Johnson stated that Mr. Piascik has done a great job. He reported that the Ivory Wilson Transfer Center will re-open on Monday. The repairs have gone well, even though there was more to be done than we had thought. However, it came in under budget. We will probably have a ribbon-cutting ceremony for the bus stop sign when placed at the Transfer Center.

Entertainment Shuttle – we got great information from the survey, which was consistent with the information we got in our previous survey. Dr. Sheehan was a great help in putting together the survey and the statistics afterward. Dr. Sheehan shared that those who completed the surveys gave a very high score for the service.

We've implemented recording of calls in Customer Service and we're going to start getting a lot more information about the calls, impact of the app, and more information regarding complaints. We'll have more moving forward.

We're waiting for the poles to come in for the signs. Route 10 (about 40 signs) will be the first round. The controlling factor at this time is getting the poles. They are on order, but we don't know when they will arrive. The funding and the local match are in place.

FINANCE COMMITTEE: Mr. Piascik began by saying that there's a lot going on as it relates to how we spend money. He called attention to page 10 of the slideshow. Starting with Farebox Issues, for the period September 1, 2017 – August 31, 2018, 15.6% of the trips performed on fixed route were free (72,000 free trips). Two-thirds of these are farebox issues. Our late-bus procedure was the other contributing factor. We are putting a plan in place to do more maintenance on the fareboxes. Our archive room has been converted to a farebox maintenance space. Candace and one of the mechanics attended training on farebox maintenance and this should greatly reduce the fares lost. We have an issue with the paper used for some of the passes; the paper gets stuck and jams the farebox.

The Compensation Plan, which is a work in progress. We have a lot of work to do on this topic. Mr. Piascik stated that he would like to have better information for the board regarding the impact of

the wage increase has on the budget. We have moved people around and need to have a new organizational chart. Areas marked for improvement include insurance claims, safety, training; areas in which we need to improve, as well as renewed focus on staff performance with accountability, across the board. This is being expanded into the purview of the Board's Compensation Committee.

Mr. Piascik announced that we did receive our first check from Horry County in the amount of \$539,526.00 from the road use fee. We got funding from Georgetown County for the bus stop study for \$53,000 and approval for \$65,000 to help us with the FMO bus transaction. We do have an issue that will impact cash requirements in the next thirty days and we are waiting for TRAMS (FTA's web-based program) to reopen so we can get our O&M grant for FY19 approved. It has everything in it and is ready to go. We expect it to reopen tomorrow. We still have new facility due-diligence project out there. The money for that project has to be obligated prior to the end of FY19. We had another consultant in this week interested and we should have pretty good interest in that. The SCDOT bus purchase for the two (2) New Flyers that we have ordered; that grant is also stuck in TRAMS. We got an extension on our Bus and Bus Facilities grant from the state; this is where we get the funding for the new fork lift.

We received a check for Hurricane Matthew; half was paid on the CNB note. CNB has agreed to extend our note for one (1) year and we are increasing our monthly payments on the principle from \$5000 to \$7500. There is a resolution being presented today for board approval.

The biggest discussion in October was the hurricane. While it had a detrimental impact on our fare revenue (we didn't operate service for five (5) days); we were on limited service for another ten (10) days. It did help us on the expense side \$46,000 - \$50,000; so that actually lined things up better for the end of the year. We did spend a lot of PTO, as drivers were allowed to use that time to fill in the gaps. We also assisted some with temporary unemployment. We moved some budget numbers around to clean up the Income Statement. We moved money only within departments; there is no change in overall budget.

The State is coming the first week of December to audit our 5307 program and the annual audit will be done the second week of January, 2019.

Dr. Sheehan announced that Heather Edwards will serve on the Finance Committee and Randal Wallace on the PAC Committee.

Ms. Cantey went over the Christmas Parade schedule.

GENERAL MANAGER'S REPORT: None

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

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. OCT2018-16**

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.

EXECUTIVE SESSION: None

OLD BUSINESS:

NEW BUSINESS: Ms. Nobles reminded everyone about the Thanksgiving luncheon on November 15, 2018 and the Holiday Party on December 15, 2018.

ANNOUNCEMENTS: Mr. Wilson announced that we need to have the evaluation forms ready to submit to him at the next meeting.

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 10:41 AM.