

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
d/b/a THE COAST RTA  
REGULAR BOARD OF DIRECTORS MEETING  
WEDNESDAY, AUGUST 28, 2019  
8:15 AM

**Board Present:** Dr. Rob Sheehan  
Darrell Eickhoff  
Joseph Lazzara  
Bernard Silverman  
Ivory Wilson  
Marvin Keene  
Katharine D'Angelo  
Lillie Jean Johnson

**Staff Present:** Brian Piascik, General Manager/CEO  
Ron Prater, Chief Financial Officer  
Michelle Cantey, Public Information Officer  
Lynette Nobles, Board Liaison  
Candace Brown, Material Controls & IT Analyst  
Tom Burda, Maintenance Manager  
Jonathan Brockman, Driver

**Visitors:** None

In accordance with the Freedom of Information Act (FOIA), the 2019 meeting schedule was provided to the press at the beginning of the 2019 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 26, 2019.

**CALL TO ORDER:** Dr. Sheehan called the meeting to order at 8:15 AM and welcomed everyone.

**INVOCATION/PLEDGE OF ALLEGIANCE:** Dr. Keene 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): None

**EMPLOYEE RECOGNITION:**

**APPROVAL OF AGENDA:** There was a motion and a second to make a change in the meeting

agenda; moving the New Business (nominations for Board Vice-Chair) to take place after the Approval of Minutes from June Meeting. There was a motion and a second to approve the revised 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 June board meeting. A voice vote was taken; no nays being heard, the minutes were approved.

### **COMMITTEE REPORTS**

#### **NEW BUSINESS – NOMINATIONS FOR BOARD VICE-CHAIR**

Mr. Silverman shared some of Dr. Keene's professional accomplishments:

PHD from Florida State University, he's a member of the board of a local charter school, and his mother worked for the New York Transit Authority. Mr. Silverman nominated Dr. Keene for Vice-Chair of the Board.

There was a motion and a second accepting Dr. Keene's nomination for Vice-Chair of the Board. A voice vote was taken; no nays being heard, the motion carried.

There was a motion and a second to close the nominations. A voice vote was taken; no nays being heard, the motion carried.

With Dr. Keene being the only candidate for Vice-Chair of the Board, and unanimously elected, there will be no vote necessary at the September meeting.

**FINANCE COMMITTEE:** Dr. Keene shared that the committee had met twice since the last board meeting, in which overall, we looked at maintenance, tires, and salaries. We also have a firm timeline for paying off the note. Cash seems to be better managed at this point. Travel and Training will come down when RTAP reimbursements come in.

Mr. Piascik shared that we should be better off next year, regarding tires. We're still a pretty old fleet, average of 11 years; we do know that we have three (3) transits coming in October. Those should help us on expenses, too. We probably will not get another year out of the trolleys. It's possible that we may get used trolleys. We may have to use cutaways one summer.

Looking at the Efficiency Matrix from last year, average fare box per boarding last July was \$.65/boarding; this July was \$.78/boarding. We pulled \$63,000 in the Fare Box in July. Kudos to our drivers for letting us know when there's a problem; buying better quality paper for passes has helped; Ms. Candace Brown and Mr. Michael Pool, who attended the training, have done a great job. Dr. Sheehan commended Ms. Brown for her efforts.

The Entertainment Shuttle runs through Labor Day. It was suggested that we operate the Entertainment Shuttle for an additional week. Dr. Sheehan asked that we look at what we lose/gain by running an additional week. Another issue is having the drivers available due to school being back in session. Mr. Piascik said that he will have to think about it.

Regarding Para Transit, Page 11, July 2019 -1254 trips and last July – 1140 trips; we have 1382 revenue hours vs. 898 revenue hours. Passengers/Hour went from .83 to 1.4, which is due to Ecolane doing what we bought it for.

Regarding the FY20 Draft Budget: Mr. Piascik gave a Power Point presentation, which is included herein.



# COAST RTA FY 20 BUDGET

Horry County Council – Transportation  
Committee

September 11, 2019



- ▶ Aggressively pay down liabilities – Use Windfalls from Revenue to Pay Down Liabilities and Improve Cash Position
- ▶ Address Fare Collection Issues
- ▶ Improve Insurance Claim Procedures
- ▶ Identifying Capital Investments to Improve Operational Efficiency/Safety
  - ▶ Farebox Preventative Maintenance
  - ▶ Video Storage/Fuel Management
  - ▶ Maintenance Software
  - ▶ Fleet Improvements – moved to FY 20
- ▶ Service Expansion on Hold – Start Conversations

GOALS – FY 19 BUDGET



- ▶ Continued streamlining staffing/operations reduced budget by \$168K less than FY 19
- ▶ Incorporated Wage/Benefit Increases
- ▶ Eliminates Short-Term Note (\$200K remaining)
- ▶ Assumes 2.8% increase in Road Use Fee
- ▶ Continue to focus on Cash Requirements
- ▶ Continued Improvement in Farebox Recovery

## HIGHLIGHTS - FY 20 BUDGET

Expenses/Revenues	Line Item FY 19 Summary	FY 20 Summary	FY 21 Summary	FY 22 Summary	FY 23 Summary
		Inflation			
		3.00%	3.00%	3.00%	3.00%
<b>Cash Outflows:</b>					
<b>Operating Expenses per Sage</b>	\$ 5,617,000	\$ 5,785,510.00	\$ 5,959,075.30	\$ 6,137,847.56	\$ 6,321,982.99
Notes Payable / CNB Principal Payments	\$ 62,400	\$ 90,000	\$ 207,800	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal Cash Outflows</b>	<b>\$ 5,679,400</b>	<b>\$ 5,875,510</b>	<b>\$ 6,166,875</b>	<b>\$ 6,137,848</b>	<b>\$ 6,321,983</b>
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Income Sources:</b>					
<b>Federal/State Grants</b>	\$ -	\$ -	\$ -	\$ -	\$ -
5307 Operating (Ops + PM + Admin)	\$ 1,500,000	\$ 1,350,000	\$ 1,300,000	\$ 1,250,000	\$ 1,250,000
5311 Operating (Ops + PM + Admin)	\$ 1,062,000	\$ 1,000,000	\$ 1,205,000	\$ 1,205,000	\$ 1,205,000
5307 Capital	\$ 48,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal Federal/State/Local Grants</b>	<b>\$ 2,610,000</b>	<b>\$ 2,400,000</b>	<b>\$ 2,555,000</b>	<b>\$ 2,505,000</b>	<b>\$ 2,505,000</b>
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other Funding:</b>	\$ -	\$ -	\$ -	\$ -	\$ -
Fares	\$ 500,000	\$ 512,500	\$ 525,313	\$ 538,445	\$ 551,906
Local Contracts	\$ -	\$ -	\$ -	\$ -	\$ -
Bus Advertising	\$ 51,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Proceeds from Sale of Assets/Other	\$ 2,400	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal Other Funding</b>	<b>\$ 553,400</b>	<b>\$ 582,500</b>	<b>\$ 595,313</b>	<b>\$ 608,445</b>	<b>\$ 621,906</b>
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Local Funding - Actual Expenditures</b>	<b>\$ 2,516,000</b>	<b>\$ 2,893,010</b>	<b>\$ 3,016,563</b>	<b>\$ 3,024,402</b>	<b>\$ 3,195,077</b>
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Local Funding:</b>	\$ -	\$ -	\$ -	\$ -	\$ -
Myrtle Beach/Georgetown/Other	\$ 587,500	\$ 885,000	\$ 890,000	\$ 895,000	\$ 905,000
Horry County	\$ 2,038,000	\$ 2,090,000	\$ 2,142,000	\$ 2,194,000	\$ 2,246,000
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal Local Funding</b>	<b>\$ 2,625,500</b>	<b>\$ 2,975,000</b>	<b>\$ 3,032,000</b>	<b>\$ 3,089,000</b>	<b>\$ 3,151,000</b>
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Local Funding Surplus/Shortfall</b>	<b>\$ 109,500</b>	<b>\$ 81,990</b>	<b>\$ 15,437</b>	<b>\$ 64,598</b>	<b>\$ (44,077)</b>
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Cash Position</b>		\$ 191,490	\$ 206,927	\$ 271,525	\$ 227,448
CNB Note Remaining Principal	\$ 297,800	\$ 207,800	\$ -	\$ -	\$ -





			Estimated	Budget
	2017	2018	2019	2020
<b>Operating Expense</b>				
Salaries and Wages	\$ 3,886,644	\$ 4,092,786	\$ 4,121,681	\$ 4,041,398
Fuel/Oil/Tires	\$ 469,427	\$ 499,073	\$ 544,133	\$ 560,000
Repairs/Maintenance	\$ 588,166	\$ 494,220	\$ 593,201	\$ 530,697
Insurance/Overhead/Other	\$ 573,544	\$ 624,336	\$ 529,806	\$ 488,503
<b>Net Operating Cost</b>	<b>\$ 5,517,781</b>	<b>\$ 5,710,415</b>	<b>\$ 5,788,821</b>	<b>\$ 5,620,598</b>
	2017	2018	2019	2020
<b>Operating Grants</b>				
FTA 5307 Urban	\$ 1,839,931	\$ 1,772,842	\$ 1,782,000	\$ 1,500,000
FTA 5311 Rural	\$ 710,481	\$ 1,172,366	\$ 798,784	\$ 712,784
State Mass Transit Funds (SMTF)	\$ 429,065	\$ 324,739	\$ 263,773	\$ 380,385
Operating Revenues/Fares	\$ 545,986	\$ 623,603	\$ 522,934	\$ 560,000
Local Operating	\$ 1,663,625	\$ 1,766,406	\$ 2,678,000	\$ 2,764,352
<b>Total Revenue</b>	<b>\$ 5,189,088</b>	<b>\$ 5,659,956</b>	<b>\$ 6,045,491</b>	<b>\$ 5,917,521</b>
<b>Revenue less Expenses</b>	<b>\$ (328,693)</b>	<b>\$ (50,459)</b>	<b>\$ 256,670</b>	<b>\$ 296,923</b>

## REVENUE-EXPENSE HISTORY



- ▶ Bus Buys – 2 40-foot New Flyers – SCDOT/5339
- ▶ Small Transits
- ▶ Internationals Replacement – FMO Finding



	Project Cost	Federal/State/Other	\$ 169,863
			Horry County Cap
New Flyers	\$ 900,000	\$ 794,500	\$ 105,500
Small Buses	\$ 300,750	\$ 264,736	\$ 36,014
Transits	\$ 195,000	\$ 166,650	\$ 28,350

CAPITAL PROGRAM – FY 20 BUDGET

- ▶ Bus Stop Designation Program
- ▶ Facility Development Program
- ▶ Total Capital Budget \$2.65M



CAPITAL PROGRAM – FY 20 BUDGET

- ▶ \$2.65 M Capital Budget



FACILITY NEEDS





There was a motion and a second that Mr. Piascik submit the Draft FY2020 Budget to Horry County. A voice vote was taken; no nays being heard, the motion passed.

### **APPROVAL OF RESOLUTIONS:**

Ms. Nobles read the following into the record:

#### **WACCAMAW REGIONAL TRANSPORTATION AUTHORITY RESOLUTION NO. AUG2019-10**

#### **APPROVAL OF REVISED COAST RTA PROCUREMENT MANUAL**

A motion of the Board of the Waccamaw Regional Transportation Authority to approve the revised Coast RTA Procurement Manual.

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

NOTE: Included in the manual, the General Manager has approval authority up to \$50,000 with board notification and/or up to \$100,000 in an emergency situation.

**SERVICE/PAC COMMITTEE:** Regarding Bus Stop Signs, 15N and 15S have been completed. The stop at the airport is still up in the air. It was suggested that we ask the Transportation Committee handle the airport stop. Mr. Piascik said that he has other avenues and would prefer not to go to the Transportation Committee with this. We have two (2) signs on Route 10 that have been damaged and need to be fixed. The bill for the repair is \$400. Not sure as to which route will be next. We'll meet with AECOM and then come to the committee.

Public Involvement – Mr. Piascik and Ms. Cantey are holding meetings in different areas and will be continuing through the spring. They will continue scheduling meetings and will let the board know when meetings are scheduled. At some point in the future, we will be looking at a referendum.

**GENERAL MANAGER'S REPORT:** Mr. Piascik went over the Vehicle Status Report – 386 and 387 are the ones we got from State Surplus – those will be going away. 142 is our only long cutaway that we still have. We have three (3) more coming. 901 and 902 – the El Dorados, we are having trouble finding parts for them. We're trying to get a new radiator for one of the New Flyers. 5700 has had a lot of diagnostic problems. 5715 has a problem with the lift. It's been hard to make pullout some days. All three (3) trolleys are serviceable – 1402 got the new engine.

We're where we need to be with mechanics.

**EXECUTIVE SESSION:** None

**OLD BUSINESS:** After discussion, it was decided to table the By-Laws revision until the Compensation Plan is developed. A voice vote was taken; no nays being heard, the motion passed.

**ANNOUNCEMENTS:** There were no 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 9:56 A.M.