

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
d/b/a THE COAST RTA
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, MAY 29, 2019
9:30 AM

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

Staff Present: Brian Piascik, General Manager/CEO
Ron Prater, Chief Financial Officer
Michelle Cantey, Public Information Officer

Visitors:

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 May 27, 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:

PUBLIC COMMENT: (3-minute limit): None

EMPLOYEE RECOGNITION: Mr. Piascik recognized Ms. Candace Brown, who will give a presentation regarding fare boxes, during the General Manager's Report.

APPROVAL OF AGENDA: There was a motion and a second to approve the 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 April board meeting. Chairman Sheehan announced that the motion will remain open until the end of the meeting in order for board members to review and voice any changes to be made.

COMMITTEE REPORTS

SERVICE/PAC COMMITTEE: Ms. Johnson began by reporting that there were a lot of items on the meeting agenda which were discussed. First, the Bucksport and Loris routes begin June 1, 2019. Mr. Piascik shared more details and the board members followed along on a map of the routes. He also shared that via “route deviation”, anyone located within .75 mile of the fixed route may call in one day ahead of time and schedule a pickup, which will combine the two (2) services. There’s only one (1) route deviation on the Bucksport route, extending it from the Frazier Center to the marina. The same will apply in that anyone located within .75 mile of the fixed route will be able to utilize both services.

The Entertainment Shuttle began May 28, 2019 and seems to be going well. We had some issues with the app not working and had one (1) complaint. It helps to “refresh” the app periodically. Ms. D’Angelo asked why we’re not extending the Entertainment Shuttle through the end of September instead of stopping it after Labor Day. We will revisit that at some point. Mr. Piascik shared that the driver is provided 2 (two) fans in order to stay cooler during this summer, along with a cooler of water and cooling towels.

All of Route 10 (bus stop signs) are in the ground, except for the one on Hwy. 501/Seaboard Street; we’re waiting on SCDOT. We met with the city and SCDOT last week to go through 15S and 15N stops. We should hear back from them shortly and begin putting up signs in the next few weeks.

Mr. Piascik shared that he has been asked to be on the project steering committee for a safety audit on Kings Highway, from about 10th Avenue North down to 20th Avenue South, looking at sidewalks and crossings. This should satisfy the Ped Committee.

We’re still working on getting the stop enunciation working properly. There’s a place in our budget to get the new tablets hard-wired and connected to the speaker system. There are Geo-fencing issues. We’ll reboot this later in the summer.

Regarding moving forward on the new facility project, Mr. Piascik distributed Coast RTA Facility Due-Diligence Project Scope and Evaluation Criteria to each board member. Our representative on the Project Selection Committee will be Mr. Tom Burda, Maintenance Manager. We have to have the grant application for this project in to FTA by the end of September. We will issue a RFQ (Request for Qualification). Whichever consulting team is chosen, Mr. Piascik would prefer that someone from that team continue as the Project Manager to oversee the progress. We have \$800,000 that was FHWA that was flexed to FTA; the additional \$200,000, we’re hoping to get from Georgetown.

Ecolane IT – we still have about \$40,000 to spend on IT for this project. We’re continuing to work on changing the “we’ve always done it this way” mentality. We’re still not making the feedback connection by documenting timing issues, etc. in the system. Scheduling and productivity have improved.

Maintenance software has now been procured. All parts in inventory now have a barcode. Next up is cleaning up the inventory we have in stock.

We're going to try to reinstate the CAC later in the year, with a different roster of members.

FINANCE COMMITTEE: Mr. Piascik reported that the committee meeting was short. We will have a budget revision in June. Vehicle Maintenance is over budget, we have three (3) buses that need new engines. Even though fuel prices are coming down, we're leaving that as is. In Salary and Benefits, that \$30,742 includes vacation buy-outs and retirement, in addition to regular payroll and benefits. It was suggested that the line item "Telephone" be changed to "Telecommunications" due to the fact that it includes more than just the telephone service. Overall, we're in pretty good shape. Mr. Piascik requested pushing the Compensation Plan to the Finance Committee one more time before bringing to the full board. Chairman Sheehan mentioned inquiring (from Horry County) about monthly payments in lieu of quarterly payments. Mr. Piascik said that in our Funding Agreement with Horry County, it states quarterly payments. That would have to be discussed with the County Treasurer.

KPI's – Average Fare/Boarding is back up to \$.83 and 8.3% Fare Box Recovery.

Regarding the disabled lady who was in an accident; she's out of the hospital and haven't heard anything more. She was already disabled (in a wheelchair), but made the choice not to ride in her wheelchair. The bus was totaled. Our driver had her baby and is doing well.

Regarding Demand Response – Ridership, we did about 300 people less than in March, but with the 300 person decrease, our Revenue Hours also went down.

Ms. D'Angelo expressed a problem with not having the August board meeting. It was suggested that we suspend the By-Laws, moving the nominations for Vice-Chair to June and electing in August.

GENERAL MANAGER'S REPORT: Mr. Piascik introduced Candace Brown, Data/FareBox. Ms. Brown took the board through the farebox equipment and explained the problems and what could be the source of the problem(s). She also answered various questions. Ms. Brown reported that we did change the type of paper used to print the passes, which has really helped. The new paper costs approximately \$1500 more per year, which we make up in revenue. We order about two (2) timer per year. We're trying to get everyone to report any problems to the Help Desk, in a timely manner. We do record boardings on the Entertainment Shuttle (the driver presses a button).

Chairman Sheehan asked about approval for the Navstars; Mr. Piascik hasn't received it yet. Mr. Silverman asked about Brunswick County. We have \$1.42 million coming from WRCOG (comes from the feds, WRCOG takes 5% off the top and oversees Brunswick County). We have one (1) year plus five (5) to spend the money before it reverts to the feds. Mr. Piascik distributed the Project Listing.

EXECUTIVE SESSION: None

OLD BUSINESS: The Business Continuity Committee – Chairman Sheehan, Vice-Chair Eickhoff, Mr. Ivory Wilson, and Mr. Bernard Silverman will meet on Thursday, at 10:30 AM here in the Conference Room. Ms. D’Angelo asked about iPads for board members; Mr. Tom Arends will research pricing.

NEW BUSINESS:

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 11:30 A.M.