



**Waccamaw Regional Transportation Authority
Board of Directors Meeting Agenda
April 28, 2022
12:00 PM**

- I. Welcome and Call to Order
- II. Invocation and Pledge of Allegiance
- III. Roll Call
- IV. Approval of Agenda
- V. Approval of Minutes – March 31, 2022
- VI. Acknowledgement of Visitors
- VII. Public Comment (3-minute time limit)
- VIII. Committee Reports
 - a. Finance Committee
 - b. Service/PAC Committee
 - c. Ad Hoc Committees
- IX. Old Business
 - a. Board Vacancies
- X. New Business
 - a. Implications from change in Road Use Fee
 - b. Master Project List
- XI. General Manager's Report
- XII. Executive Session – to discuss contractual matters (if necessary)
- XIII. Good of the Order
- XIV. Announcements
- XV. Adjournment

Next meeting date: Thursday, May 26, 2022 @ 12:00PM

FY 2022 BOARD OF DIRECTORS ATTENDANCE ROSTER



	OCT 25	DEC 4	JAN 27	FEB 24	MAR 31	APR 28	MAY 26	JUN 23	JUL 28	AUG 25	SEP 22
D'Angelo, Katharine	X	X	X	X	X						
Eickhoff, Darrell	X	X	X	X	X						
James, Greg	X*#	A	X	X	X*						
Johnson, Lillie Jean	X#	X	E	E	X						
Keene, Marvin, Ph.D. CFA	X	X	X	X	X						
Lazzara, Joseph	E	X	A	X	X						
Sheehan, Rob, Ph.D.	X	X	X	X	X						
Silverman, Bernard	X	X	X	X	X						
Wallace, Randal	X	X	X	X	E						
Conway (Vacant)	-										
Delegation 3 (Vacant)	-										

X = In Attendance

A = Absent

E = Excused Absence

* = Arrived after roll call

= In attendance via conference call

revised December 2021



**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
d/b/a THE COAST RTA
REGULAR BOARD OF DIRECTORS MEETING
Thursday, March 24, 2022
12:00 PM**

Board Present: Darrell Eickhoff
Marvin Keene
Bernard Silverman
Rob Sheehan
Katharine D'Angelo
Joe Lazzara
Greg James

Staff Present: Brian Piascik, General Manager/CEO
Ron Prater, Chief Financial Officer
Lauren Morris, PIO

Visitors: Elizabeth Tucker, GSATS/WRCOG
Evan King, GSATS/WRCOG
Robert Pawlowski

In accordance with the Freedom of Information Act (FOIA), the 2021 meeting schedule was provided to the press at the beginning of the 2021 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 December 4, 2021.

CALL TO ORDER: Chairman Keene called the meeting to order at 12:04 PM and welcomed everyone.

INVOCATION/PLEDGE OF ALLEGIANCE: Dr. Keene gave the invocation, then led the Pledge of Allegiance.

ROLL CALL/ANNOUNCEMENT OF QUORUM: Roll call was taken. A quorum was present. The Board Chairman and Past Board Chairman asked that those absent from board meetings be recognized as "Excused", only if that board member informs the Board Liaison, in advance, that they are unable to attend. Board members who do not attend the meeting and do not inform the Board Liaison that they will be absent will be recognized as "Absent".

APPROVAL OF AGENDA – There was a motion by Dr. Sheehan and a second by Mr. Silverman that the agenda be approved. The agenda was amended by the Board to include a discussion about GSATS and added it to the Good of the Order. A voice vote was taken; no nays being heard the agenda was approved unanimously.

APPROVAL OF AMENDED MINUTES – There was a motion by Mr. Lazzara and a second by Dr. Sheehan to approve the February minutes. Ms. D’Angelo asked that the minutes be amended to more accurately describe the discussion regarding the hiring of a lobbyist. She was asking if Coast RTA was going to hire a lobbyist not TASC. The minutes have been amended. A voice vote was taken; no nays being heard, the motion passed unanimously to accept the minutes as amended..

ACKNOWLEDGEMENT OF VISITORS: Mr. Pawlowski made comments regarding the reintroduction of fares, of which he is in favor. He is also in favor of building a new facility. He also felt that Coast RTA staff should meet the transit system in Detroit.

CONSENT AGENDA: There was consensus that no changes were needed to the consent agenda and was therefore accepted..

FINANCE COMMITTEE: Mr. Silverman summarized the Finance Committee where the February financials were reviewed, the Committee discussed coverage of the GSATS Policy Committee and that staff had returned \$350,000 to the Local Government Investment Pool (LGIP). The Committee discussed budget revisions assumptions, including local jurisdictional funding levels, split operations expense estimates and State/Federal funding levels.

Mr. Piascik informed the Board that the LGIP deposit had not occurred but would in April and that there was no planned discussion of the budget revision for the meeting. He then detailed some information on COVID related funding has been utilized (see slides). CARES Act funds came to the region was based on Coast RTA operating expense. Between CARES Act and CRSSA, the Region got 132% of Coast RTA’s FY 18 Operating Expense. Rural CARES Act came through SCDOT. These funds were fully expended over the period between 2/1/20 through 9/30/21. CARES Act funding allowed us to use our regular funding for the purchase of rolling stock and resolving long term liability with FTA and SCDOT. He outlined COVID related expenses and showed the Board what expenses are continuing beyond the pandemic. The CARES Act also allowed us to put \$1.42M in the LGIP. Dr. Keene asked about the philosophy in onboarding the CARES Act funding and protecting cash. Mr. Piascik and Mr. Prater both mentioned the need to stay within budget and the financial plan needs to be reworked because of changes to local funding.

Mr. Piascik mentioned that the County has level funding for FY 23 would offer enough information for the FY 22 Budget Revision and the FY 23. Dr. Sheehan reiterated that the need to revisit the Financial Plan.

Ms. D'Angelo asked about the North Myrtle Beach service and Mr. Piascik mentioned the possibility of a pilot program.

Ms. Johnson asked about the \$600K from Georgetown County in the slide presentation. Mr. Piascik said that the funding was 20 months of Georgetown road use fee.

SERVICE/PAC COMMITTEE: Ms. D'Angelo summarized the Service/PAC meeting where the Facility Development Program. The Consultant team is close to producing an LPA report and the full Board will be asked to pass a resolution. Mr. Piascik mentioned that a Title VI assessment was also in development to examine the benefits and burdens on at-risk populations as a result of building the facility. He said that the parcel is big enough to accommodate the O&M Facility and a replacement for the MB Transit Center. Mr. Piascik said that a lot of work still needs to be completed on the passenger facility but that moving forward on the parcel is mostly based on needs for the O&M facility. Regardless of whether one or both of the facilities are developed on the site, Coast RTA will need to team up with other developers because there are 22 acres available and Coast RTA needs 10-14 acres. We will need the funding to proceed with a design-build.

Ms. D'Angelo continued to summarize the Service/PAC proceedings including the Entertainment Shuttle service plan, a fleet update and 8 CDL drivers are in the process of being hired and going through orientation.

Then the Board was informed about split operations. Staff has secured a lease and Mr. Piascik showed the Board the warehouse location behind Canfor Lumber off of US 501 Business. He spoke about the procedures leading up to the move. SCDOT has awarded Coast RTA \$700K in rural 5339 funding. Coast RTA will be required to supply FTA with a lease v. buy analysis.

Mr. Piascik made an additional statement about the O&M Facility. He mentioned communication with Santee Cooper to discuss their integration into the development of the facility, since federal requirements call for a transition to lower or no emissions to be eligible for funding. There will be grant applications submitted for RAISE, Lo-No and 5339 programs.

Mr. Piascik then described the implementation of new fare collection system. Staff have been working on the development of an RFP and came to the realization that none of the major players (Init, and others) would not bid on an RFP from us because we are too small. Staff has decided to select off of an RFP in California. Based on conversations with system in California, staff would like select LittlePay for software, KubaPay for validators and Elavon for back-end banking. Cash will continue to be accepted for a period of time until we can get to a point where we can eliminate cash. Credit/Debit cards that are enabled on smartphones to pay the fare, including CashApp, ApplePay or GooglePay. There is a strategy for eliminating cash through the use of closed loop

card that can be replenished at many retail outlets. The project will include operational expenses to include maintenance fees, data plans and setup fees. The intent will be to use County ARPA funds for start-up expense and then ongoing operational expense until they are used up.

AD HOC COMMITTEES – No Reports from the Ad Hoc Committees.

OLD BUSINESS: Dr. Keene asked about the AD HOC Committee on funding. Mr. Piascik said that we needed to set a date for a meeting.

The Board discussed member vacancies.

NEW BUSINESS:.

RESOLUTION NO. MAR2022-06 - BOARD ESTABLISHMENT OF THE LOCALLY PREFERRED ALTERNATIVE (LPA) FOR THE WRTA OPERATING & MAINTENANCE FACILITY LOCATION

There was a motion by Mr. Eickhoff and a second by Ms. D'Angelo to establish an LPA for the location of a new O&M Facility for the Authority subject to any further public comment received by April 15, 2022. A voice vote was taken; no nays being heard the resolution was approved unanimously.

There was a motion by Mr. Silverman and a second by Ms. D'Angelo Mr. Silverman to allow the Chairman to sign on behalf of Board all of the resolutions approved during the meeting. A voice vote was taken; no nays being heard the resolution was approved unanimously.

Mr. Piascik talked about hiring needs. He mentioned the need to look at the reasons for attrition but hiring has been going well.

GENERAL MANAGER'S REPORT: No GM's Report was necessary.

FOR THE GOOD OF THE ORDER: The Board spoke about Board coverage at the GSATS Policy Committee. With GSATS staff in the meeting, Board notifications were updated.

Ms. Tucker spoke about things going on with WRCOG/GSATS. Funding for 5310 was recently awarded – Coast RTA received \$154K for buses. Mr. Silverman asked about the Planning RFP recently released. Ms. Tucker said that bids were due on March 31st and 4 had already been delivered. Mr. Eickhoff asked about Brunswick County. Ms. Tucker responded that Brunswick would definitely be a part of the Coordination planning. Mr. Piascik mentioned that travel data that crosses the State Line and that NC would be interested in that. Piascik also mentioned that the fare study is will be interesting.

Dr. Sheehan asked about staff bandwidth to pull off implementation of the fare collection system. Piascik replied that we did for installation but that we would be looking for outside help to assist with marketing. These expenses will be covered by the County ARPA funds. Piascik talked about the accounting for the new fare collection will require the extraction of fees from collecting fares before applying fares

ANNOUNCEMENTS: None.

ADJOURNMENT:

There was a motion by Dr. Sheehan and a second by Mr. Eickhoff to adjourn the meeting. A voice vote was taken; no nays being heard the meeting was adjourned at 1:42 PM.



COAST RTA UPDATE

Finance Committee Meeting
April 21, 2022



- ▶ USDOT Debrief
- ▶ RAISE Grant submitted on April 14 – support letters from MB, Horry County, Conservation Voters of SC, Coastal Conservation League and Santee Cooper
- ▶ Low/No and 5339 Grant Application going in on 5/31
- ▶ Expect LPA Report, Title VI and Environmental Checklist any day now
- ▶ Still vetting partners on the purchase of the Grissom property

FACILITY UPDATE



- ▶ Have access to parking across Powell St through May 1
- ▶ Leased warehouse still being prepped
- ▶ Using satellite parking near warehouse
- ▶ Lease vs. Purchase Assessment to be completed by consultant

SPLIT OPERATIONS

- ▶ California ITP – Procurement – Do Not Need Cooperative Agreement
- ▶ Working on menu of costs
 - ▶ System Initiation - <\$50K
 - ▶ Data Plan - tbd
 - ▶ Minimum to Fare Engine Supplier - \$15/bus/month
 - ▶ Transaction Fees – 2.25%
- ▶ All eligible expense for ARPA Funding coming from Horry County \$440K



FARE COLLECTION IMPLEMENTATION



- ▶ Grants to be Filed for remainder of FY 22 and for FY 23
 - ▶ 5307 Grant Urban Program - \$1.8M
 - ▶ SMTF Grant for FY 21/FY 22 and FY 23 - \$600K+
 - ▶ 5311 Grant Rural Program \$1.15M(also includes SMTF)
 - ▶ Split Operations - 5339 Grant from SCDOT - \$700K
 - ▶ 5310 from GSATS for buses \$154K
 - ▶ 5339 Formula Funds (TBD) – Capital Expenditures

FY 22 GRANT RESOLUTIONS



► Assumptions

- Maintaining Step Increase - modified
- Split Operations \$650K-\$750K over next 3 years
 - Moving Expenses – include in Facility Maintenance
 - Lease and capital purchases – covered by 5339 Grant
- Fuel Costs Rising – \$4.00/Gal for Diesel & \$3.20/Gal of Gas
- Horry \$750K ARPA/\$2.2M Road Use Fee Replacement
- Georgetown \$375K up from \$220K

FY 22 BUDGET REVISION

Coast RTA

FY 22 Budget Comparison to FY 21

	Revised FY 22 Budget	FY 22 Budget	+/-	Spent to date	ETC
Salaries & Benefits - Admin	825,263	797,128	28,135	410,218	415,045
Salaries & Benefits - Transit	3,405,341	3,303,090	102,250	1,630,585	1,774,756
Overtime - Transit	237,012	217,677	19,336	105,920	131,092
Salaries & Benefits - Maintenance	904,106	922,030	(17,924)	458,616	445,490
Overtime - Maintenance	27,686	11,709	15,977	12,337	15,349
Facility Maintenance	341,250	271,250	70,000	145,592	175,658
Vehicle Maintenance	320,000	350,000	(30,000)	138,139	181,861
Fuel & Oil	900,000	690,000	210,000	372,329	527,671
Tires	40,000	40,000	0	11,785	28,215
Liability Insurance	215,000	215,000	0	101,928	113,072
Utilities	40,000	40,000	0	17,727	22,273
Telecommunications	140,000	140,000	0	50,814	89,186
Postage & Freight	2,500	2,500	0	978	1,522
Office Supplies/Computer/Security	75,000	75,000	0	44,074	30,926
Legal & Professional Services	86,000	50,000	36,000	73,965	12,035
Public Information	40,000	40,000	0	12,178	27,822
Advertising & Marketing	20,000	20,000	0	17,185	2,815
Dues & Subscriptions	12,500	12,500	0	1,259	11,241
Leases/Split Operations	110,000	100,000	10,000	10,852	99,148
Travel & Training	50,000	50,000	0	36,654	13,346
Interest Expense	0	0	0	0	0
Other Expenses	4,500	4,500	0	2,670	1,830
	\$ 7,796,158	\$ 7,352,384	\$ 443,774	\$ 3,655,805	\$ 4,120,353
			% Spent Orig	49.72%	56.04%
Percent Increase in Budget	6.04%		% Spent Rev	46.89%	52.85%





COAST RTA UPDATE

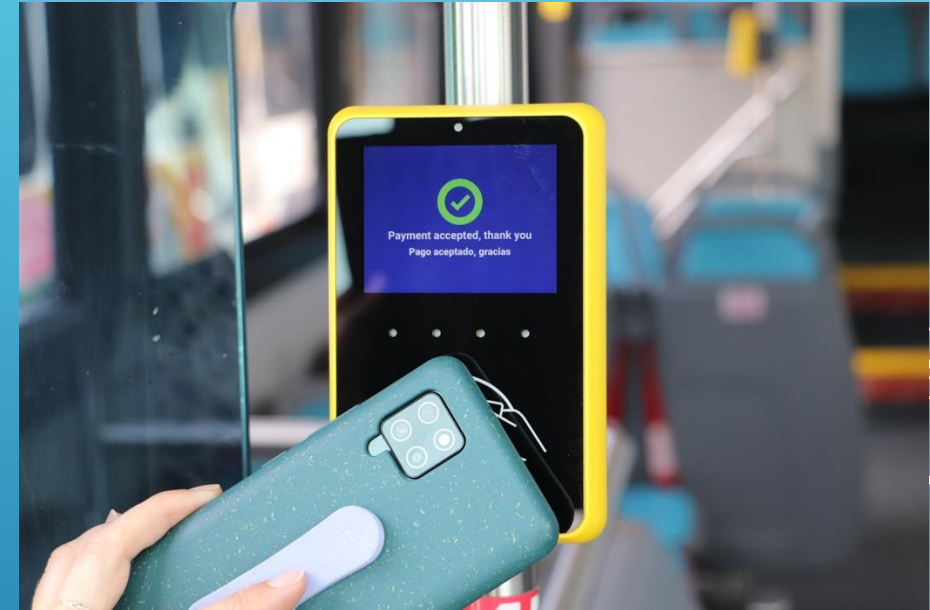
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FARE COLLECTION IMPLEMENTATION

COAST RTA ARPA Funding Budget Contactless Fare	Payable by:												
Start-up	31-May	30-Jun	31-Jul	31-Aug	30-Sep	31-Oct	30-Nov	31-Dec	31-Jan	28-Feb	31-Mar	30-Apr	Total
Validators (approx. \$1172/unit) + Support	\$ 80,162	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 86,212
Set-up (LittlePay)	\$ 5,000												\$ 5,000
Validators Set-up for Coast RTA Card				\$ 10,000									\$ 10,000
Sim Cards	\$ 500												\$ 500
Coast RTA - chipped cards - Set-up													\$ -
Coast RTA - chipped cards - Purchase					\$ 17,500								\$ 17,500
Operations													
Maintenance Fee	\$ 1,548	\$ 1,548	\$ 1,763	\$ 1,763	\$ 1,763	\$ 1,763	\$ 1,763	\$ 1,763	\$ 1,763	\$ 1,763	\$ 1,763	\$ 1,763	\$ 20,726
Wireless Internet Connection		\$ 525	\$ 615	\$ 615	\$ 615	\$ 615	\$ 615	\$ 615	\$ 615	\$ 615	\$ 615	\$ 615	\$ 6,675
based on fare -revenue		\$ 10,000	\$ 15,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 35,000	\$ 30,000	\$ 40,000	\$ 40,000	
Front-end Software - Determines Fare (2.25%)	2.25%	\$ 225	\$ 349	\$ 563	\$ 563	\$ 563	\$ 563	\$ 563	\$ 788	\$ 675	\$ 900	\$ 900	\$ 6,649
Bank-end Banking - Transactional Fee (5.5%)	5.50%	\$ 550	\$ 853	\$ 1,375	\$ 1,375	\$ 1,375	\$ 1,375	\$ 1,375	\$ 1,925	\$ 1,650	\$ 2,200	\$ 2,200	\$ 16,253
<i>based on Cash-up on Coast RTA Cards</i>													
<i>Number of transactions</i>						1,000	1,500	2,000	4,000	4,000	5,000	5,000	
<i>Avg Amount of Transaction</i>	\$ 10					\$ 10,000	\$ 15,000	\$ 20,000	\$ 40,000	\$ 40,000	\$ 50,000	\$ 50,000	
Incomm Transactional Fee	5.00%					\$ 500	\$ 750	\$ 1,000	\$ 2,000	\$ 2,000	\$ 2,500	\$ 2,500	\$ 11,250
												Total Yr 1	\$ 169,515

FARE COLLECTION SYSTEM EXPENSE



	Coast RTA Expense by Fiscal Year				Dec 2025
ARPA	FY 22	FY 23	FY 24	FY 25	FY 26
Balance	\$131,969	\$ 125,093	\$ 79,677	\$ 86,186	\$ 22,168
\$440,000	\$308,031	\$ 182,938	\$103,260	\$ 17,074	\$ (5,094)

- ▶ Working on Funding Agreement with Horry County
- ▶ Master Service Agreements (MSA) with Vendors
- ▶ Purchase Order to KubaPay

FARE COLLECTION SYSTEM EXPENSE



- ▶ **Grants to be Filed for remainder of FY 22 and for FY 23**
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FY 22 ETC		Revenue and Revenue Sources		
O&M Expense	\$ 4,120,353	\$ 2,724,280		
		\$ 688,272	5307	
		\$ 310,000	SMTF	
	Leases/Bus Stops	\$ 250,000	5339	State/ Urban Formula
		\$ 481,250	5311 + SMTF	
		\$ 750,000	County ARPA	Operating
		\$ 200,000	Fares	
		\$ 44,758	County ARPA	Fares
		\$ 1,396,253	Local	Still to collect \$1.255M

Remaining Capital		Revenue and Revenue Sources		
Maint Capital	\$ 151,000	\$ 151,000	5339	State/ Urban Formula
Fare Collection	\$ 84,000	\$ 84,000	County ARPA	Fares
Cutaways (3)	\$ 330,000	\$ 330,000		
		\$ 154,000	GSATS/5310	
		\$ 126,500	5339	Urban Formula
		\$ 49,500	Local Funds	
Cutaway (1)	\$ 79,000	\$ 79,000		
		\$ 29,700	5339	Urban Formula
		\$ 49,300	Local/Insurance Proceeds	

- ▶ Five available – Three 2002/
Two 2007
- ▶ 30' Gillig/Low Floor
- ▶ \$85,000 per vehicle
(\$11K per vehicle for delivery)
- ▶ Serve both MB and NMB with
spare
- ▶ Good Bridge to Electric
Vehicles
- ▶ Usable in Regular Service
- ▶ NO Federal Funds /
Procurement

