



**Waccamaw Regional Transportation Authority
Board of Directors Meeting Agenda
October 27, 2022
12:00 PM**

- I. Welcome and Call to Order
- II. Invocation and Pledge of Allegiance
- III. Approval of Agenda
- IV. Approval of Minutes – September 29, 2022
- V. Acknowledgement of Visitors
- VI. Public Comment (3-minute time limit)
- VII. Committee Reports
 - a. Finance Committee
 - b. Service/PAC Committee
 - c. Compensation Committee
 - d. Other Ad Hoc Committees
- VIII. Old Business
- IX. New Business
- X. General Manager's Report
 - a. Update on Sunshine Service (L. Morris)
- XI. Good of the Order
- XII. Announcements
- XIII. Adjournment

Next meeting date: Thursday, December 15, 2022 @ 12:00PM

FY2023 BOARD OF DIRECTORS ATTENDANCE ROSTER



	OCT	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
D'Angelo, Katharine											
Eickhoff, Darrell											
James, Greg											
Johnson, Lillie Jean											
Keene, Marvin, Ph.D. CFA											
Lazzara, Joseph											
Sheehan, Rob, Ph.D.											
Silverman, Bernard											
Wallace, Randal											
Twigg, Nicholas, DBA											
Conway (Vacant)											

X = In Attendance

A = Absent

E = Excused Absence

* = Arrived after roll call

#= In attendance via conference call

revised June 2022

FY2022 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 29
D'Angelo, Katharine	X	X	X	X	X	X	X	X	N	X	#
Eickhoff, Darrell	X	X	X	X	X	X	X	X	O	X	X
James, Greg	X*#	A	X	X	X*	A	A	A		A	#
Johnson, Lillie Jean	X#	X	E	E	X	X	X	X	M	X	#
Keene, Marvin, Ph.D. CFA	X	X	X	X	X	X	X	X	E	X	X
Lazzara, Joseph	E	X	A	X	X	X	E	E	E	E	X
Sheehan, Rob, Ph.D.	X	X	X	X	X	X	X	X	T	X	X
Silverman, Bernard	X	X	X	X	X	X	X	X	I	X	X
Wallace, Randal	X	X	X	X	E	X	A	X	N	X	X
Twigg, Nicholas, DBA	-	-	-	-	-	-	X	X	G	X	X
Conway (Vacant)	-	-	-	-	-	-					

X = In Attendance

A = Absent

E = Excused Absence

* = Arrived after roll call

#= In attendance via conference call

revised June 2022



**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
d/b/a THE COAST RTA
REGULAR BOARD OF DIRECTORS MEETING
Thursday, September 29, 2022
10:00 PM**

Board Present: Darrell Eickhoff
Marvin Keene
Bernard Silverman
Rob Sheehan
Katharine D'Angelo
Nicholas Twigg
Lillie Jean Johnson
Randal Wallace
Joe Lazarra
Greg James

Staff Present: Brian Piascik, General Manager/CEO
Lauren Morris, PIO
Ron Prater, CFO
Ann-Martin Buffkin, Board Liaison

Visitors: None

In accordance with the Freedom of Information Act (FOIA), the 2022 meeting schedule was provided to the press at the beginning of the 2022 fiscal 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 September 29, 2022.

CALL TO ORDER: Chairman Keene called the meeting to order at 10:00 AM 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.

APPROVAL OF AGENDA: There was a motion by Mr. Wallace and a second by Mr. Eickhoff to revise the agenda. Under new business, the Board is to make a decision on charging fares on the entertainment shuttle beginning summer 2023. Additionally, the Board will add an Executive session after the General Manager's report to include discussion of a personnel issue.

APPROVAL OF MINUTES: There was a motion by Dr. Sheehan and a second by Mr. Lazzara to approve the August 2022 meeting minutes. A voice vote was taken; no nays being heard, the motion passed unanimously to accept the minutes as amended.

ACKNOWLEDGEMENT OF VISITORS: No visitors present.

FINANCE COMMITTEE: Mr. Silverman summarized that the FY2023 budget is close to \$9 million with an increase in almost \$300,000 in salaries and benefits and an increase in legal and professional fees due to BMore IT contract. Although there is an increase in budget for IT expense, contracting our IT services is still a cost savings as the expense is less than having an IT Manager onsite. These expenses are offset by reductions in facility maintenance and travel & training. Additionally, Mr. Silverman stated that revenue comes from about 20 separate sources. To note, Mr. Piascik states that Candace Brown has done an amazing job managing fareboxes and BMore Technology. He is very pleased with how well she has stepped up and noted she will be the point of contact for Board members when it comes to IT related issues/concerns.

Mr. Silverman asked for an explanation about the note in vehicle maintenance. Brian Piascik stated that there has been an issue with inventory, in that; our inventory number was higher than it should be. Ron Prater explained that our former parts room clerk was not entering work orders in the Ron Turley system. By not entering work orders, parts placed on buses were not pulled from inventory, which has created an exaggerated increase in inventory and decrease in expenses. Ron Prater also stated that beginning October 1, 2022, there would be a new employee in the parts room clerk position. In addition, maintenance is actively working to inventory parts and is approximately 60%-70% complete. Mr. Prater expects about \$100,000 to hit parts once inventory is complete. He also stated he would conduct a soft close in September 2022, as there will likely be adjustments through February 2023. Mr. Eickhoff wanted to clarify that this was an inventory control error only and no foul play was involved to which Mr. Piascik stated that was correct, that there was no evidence of that.

Mr. Eickhoff requested a review of cash. Mr. Piascik stated that cash is not good right now but we currently have approximately \$970,000 in Accounts Receivable. The next phase of incoming revenue will be in early December when the urban grant can be executed in the FTA TRAMS system, which will not be live until the end of October. FTA is also currently closing out their

fiscal year. At that time, we will be able to pull down federal grant money backdated from October 1, 2022. In addition, the City of Myrtle Beach sent our quarterly payment early and we can expect to get the road use payment in the next couple of weeks. Mr. Piascik explained that the county expects Coast RTA to receive \$2.368 million in road use fees for FY2023, which he also explains is a conservative estimate but is the number used in the FY2023 budget. The county also approved the revised budget and we will be receiving \$475,000 in ARPA funds.

Regarding the proposed FY2023 budget, Mr. Piascik stated that there had not been any changes in the presented budget since last month. He stated that going in to the New Year, it would be imperative to find a way to control cost. Plans to achieve this is already underway as Doug Herriott, Transportation Manager, is actively working with his team on how to save miles and hours by implementing minor service changes. In addition to service changes, we can expect our fleet MPG to go up because we are scaling back on using our NABI buses. Replacing the NABI buses, that typically get around 4MPG with other buses that get between 7-8 MPG, we will be getting more miles to the gallon, reducing fuel usage. Regarding the revenue side, Mr. Piascik states there is a lot that can still happen. Revenue that is not locked in includes \$342,000 in residual Cares Act-5307, \$560,000 in fares, and \$75,000 from the City of North Myrtle Beach. Additionally, Mr. Piascik pointed out that the following is not considered in potential revenue: \$300,000 in 5311 from SCDOT, \$377,000 in sunseting NC 5307 residual funds, and \$50,000 from the City of Georgetown.

Dr. Sheehan asked what should the board be looking at as far as control elements and support elements when it comes to the fluctuation in revenue and expenses from one month to the next? Mr. Piascik stated that he is aware the \$8 million in operating expense is not sustainable and that staying on top of cash is priority. He stated that a lot of the fluctuation is timing as the trolleys purchased this summer caused a cash shortage. However, had they been purchased this December, for example, cash would not have been affected quite as much. Dedicated funding would help solve this issue. Mr. Piascik has tasked himself with providing the Board with cash requirements that go further into the future as well as providing a 6-year financial plan this fall.

Mr. Silverman ended by stating during the next finance committee meeting, he would ask the board and committee how they could help Mr. Piascik when it comes to funding, revenue and creating a budget plan. Additionally, Mr. Silverman read Article VI, Section 5 of the by-laws, which states, "the authority shall prepare and adopt, by vote of the Board of Directors, an annual operating and capital budget. The annual budget may be amended to reflect actual expenditures and revenues consistent with actual receipts and any properly authorizes expenditures." Mr. Silverman noted the Board and the Authority are fulfilling their requirements.

Motion: A motion by Mr. Eickhoff and seconded by Mr. Lazzara to approve Resolution # Sept 2022-08 -Approval of FY23 budget. A voice vote was taken; no nays being heard, the resolution passed unanimously to approve the FY2023 budget.

SERVICE/PAC COMMITTEE: Ms. D'Angelo began the meeting by asking for an update on fare implementation. Mr. Piascik stated fare collection began September 26, 2022 including electronic fare system. He stated we are getting about 10% taps, which is a fair amount for implementation. Out of approximately 750 taps, we have only had 4 declines. We are currently working on a solution for sale of bulk single ride passes.

Ms. D'Angelo asked for facility updates. Mr. Piascik explained that adding the transit center to the maintenance facility on Grissom Parkway/Mr. Joe White Ave is still the most viable site. Currently, we are working through environmental clearance as well as acquisition. Mr. Piascik asked the board to select this location as the locally preferred alternative for the Myrtle Beach Transfer Center.

Motion: A motion by Mr. Eickhoff and seconded by Mr. Lazzara to approve Resolution # Sept 2022-09 - Board Establishment of Locally Preferred Alternative for the WRTA Myrtle Beach Transfer Center. A voice vote was taken; no nays being heard, the resolution passed unanimously to approve the locally preferred alternative for MBTC.

AD HOC COMMITTEES: None

OLD BUSINESS: None

NEW BUSINESS: Added to new business was discussion and vote for adding new fares to the entertainment shuttle beginning summer 2023.

Motion: A motion by Dr. Sheehan and a second by Mr. Eickhoff to direct the GM that the board wishes to add fares to the entertainment shuttle and for the GM will present a proposed fare structure for the Entertainment Shuttle by the January 2023 board meeting. A voice vote was taken; no nays being heard, the motion passed unanimously.

GENERAL MANAGER'S REPORT: Mr. Piascik reported that he had not long returned from a meeting for TASC. He stated the meeting went well and was the first engagement in ramping up efforts to levy the state legislature for funding, as well as, how to provide local governments more options on how to fund transit locally. Given Mr. Piascik's position at TASC, Coast RTA has a leading role in the development of TASC's message. The next meeting will be in January 2023 to define what our message will be and how to effectively speak to legislatures. A TASC-sponsored reception will be held for legislators in March 2023 at the Columbia Convention Center.

EXECUTIVE SESSION: There was a motion to go into Executive Session by Mr. Eickhoff with a second by Joe Lazzara at which time the recording session ended. A motion to come out of

executive session was made by Dr. Sheehan with a second by Mr. Eickhoff. No decisions were made and no votes were taken.

FOR THE GOOD OF THE ORDER: None

ANNOUNCEMENTS: None.

ADJOURNMENT: There was a motion by Dr. Sheehan and a second by Mr. Eickhoff to adjourn the meeting. Dr. Keene adjourned the meeting at 1:01 PM.



COAST RTA UPDATE

Service/PAC Meeting
August 18, 2022



► Welcome to LittlePay

- 9/26/2022 – Ridership 2,800 (est) – Taps 252
- 9/27/2022 – Ridership 2,253 – Taps 250
- 9/28/2022 – Ridership 2,351 – Taps 243
- August Daily Average 2407

► August Ridership

► 2022 –	Regular Service	70,559
	Entertainment Shuttle	4,071
	Paratransit	2,275
	Total	76,905

2019 –	Regular Service	49,358
	Entertainment Shuttle	29,676
	Paratransit	1,277
	Total	80,314

FARE UPDATE

COAST RTA

MYRTLE BEACH TRANSFER CENTER RELOCATION STUDY

September 29, 2022



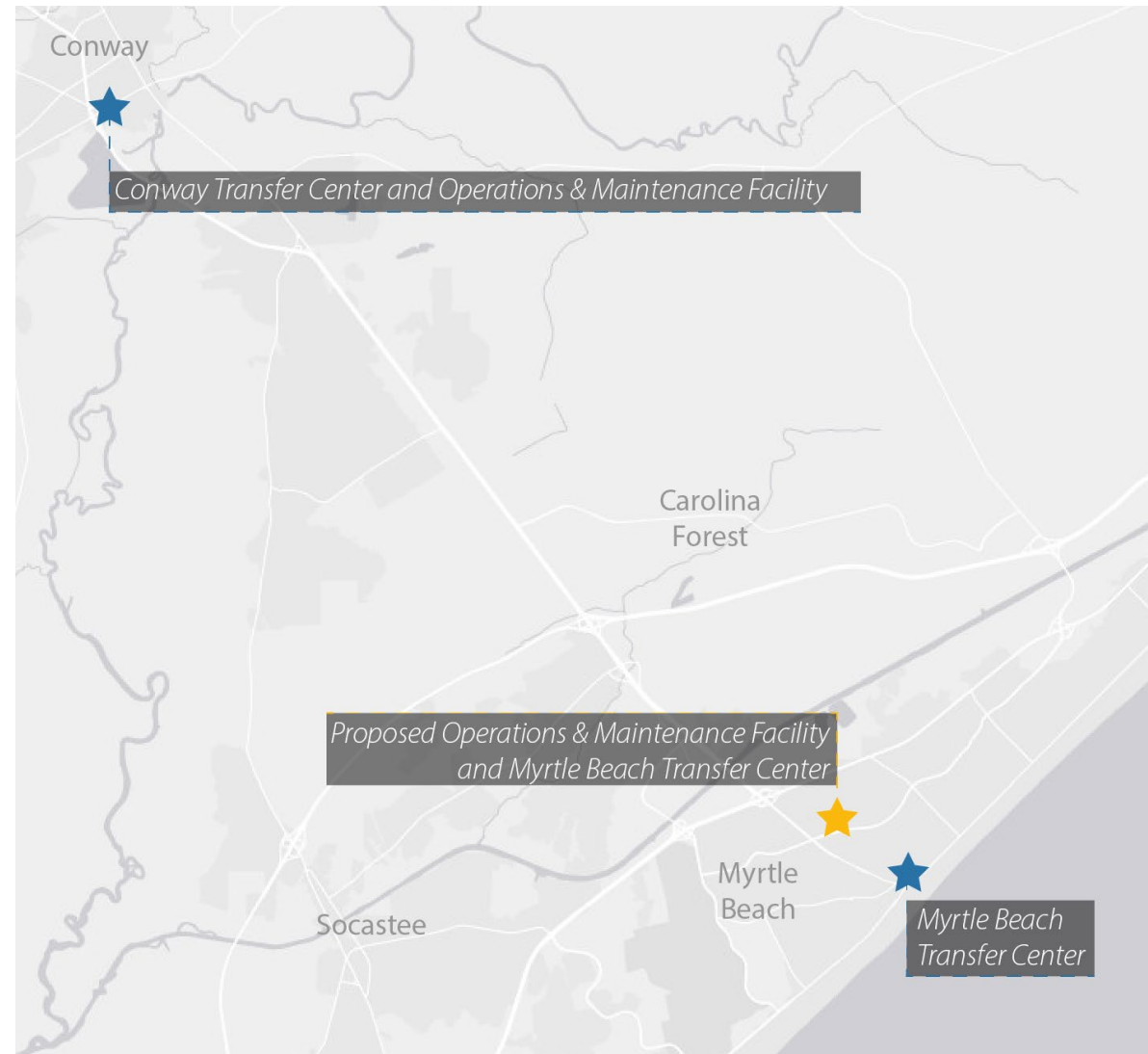
Coast (RTA)

- Serves 1,900+ daily commuters
- Routes in Horry & Georgetown Counties
- 10 fixed routes with supporting paratransit service and growing



Project Background

- Coast RTA Headquarters, Operations & Maintenance Facility and Transfer Center located in Conway
- Transfer Center in Myrtle Beach
- **Projects in Process:** Relocate the Conway Operations & Maintenance Facility and the Myrtle Beach Transfer Center



Existing Conway Operations and Maintenance Facility

Issues and Needs

- Aging Facility has reached its useful life
- Can't lift vehicles for maintenance inside the facility
- Not enough space for bus parking
- Site cannot be fully secured
- Shared with Conway Passenger Transfer Facility



Existing Myrtle Beach Transfer Center

Issues and Needs

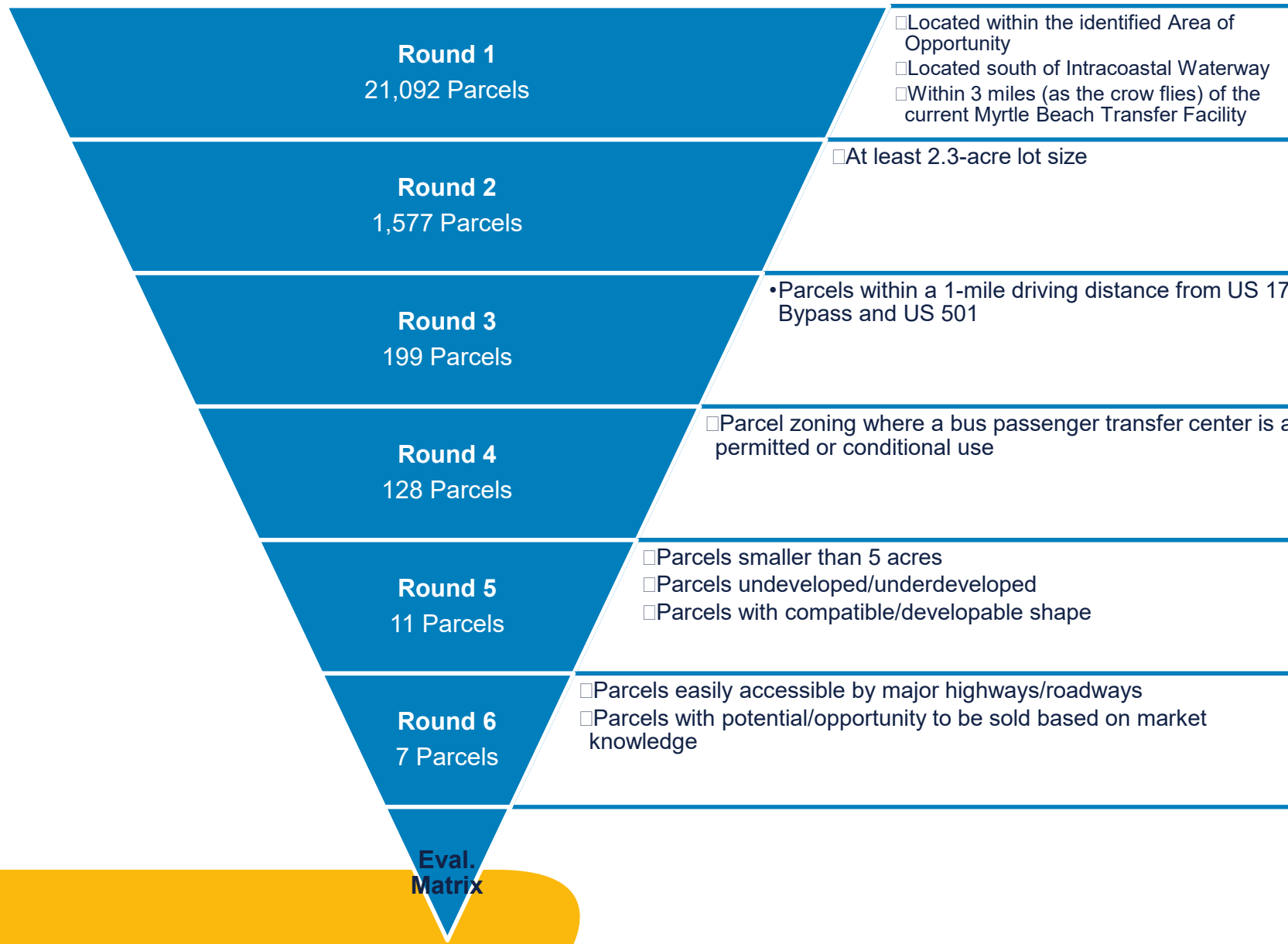
- Too small to accommodate anticipated growth
- Not enough space for bus parking
- Located at 580 10th Avenue North, Myrtle Beach, SC



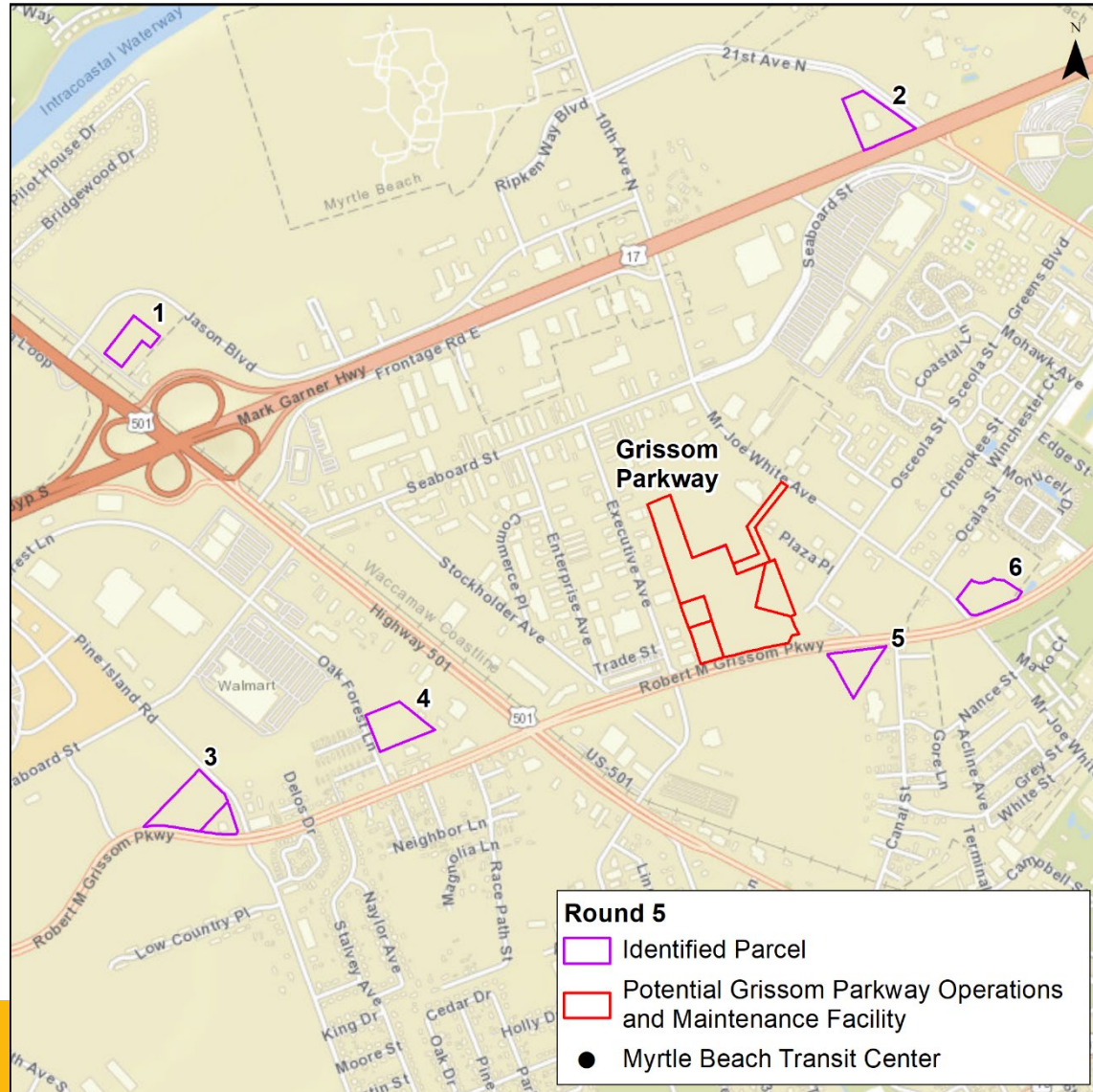
Project Purpose

Locate a new potential site for the Coast RTA
Myrtle Beach Transfer Center that meets current
and future service needs

Process – Parcel Search



Process – Parcel Search – Round 6 Results

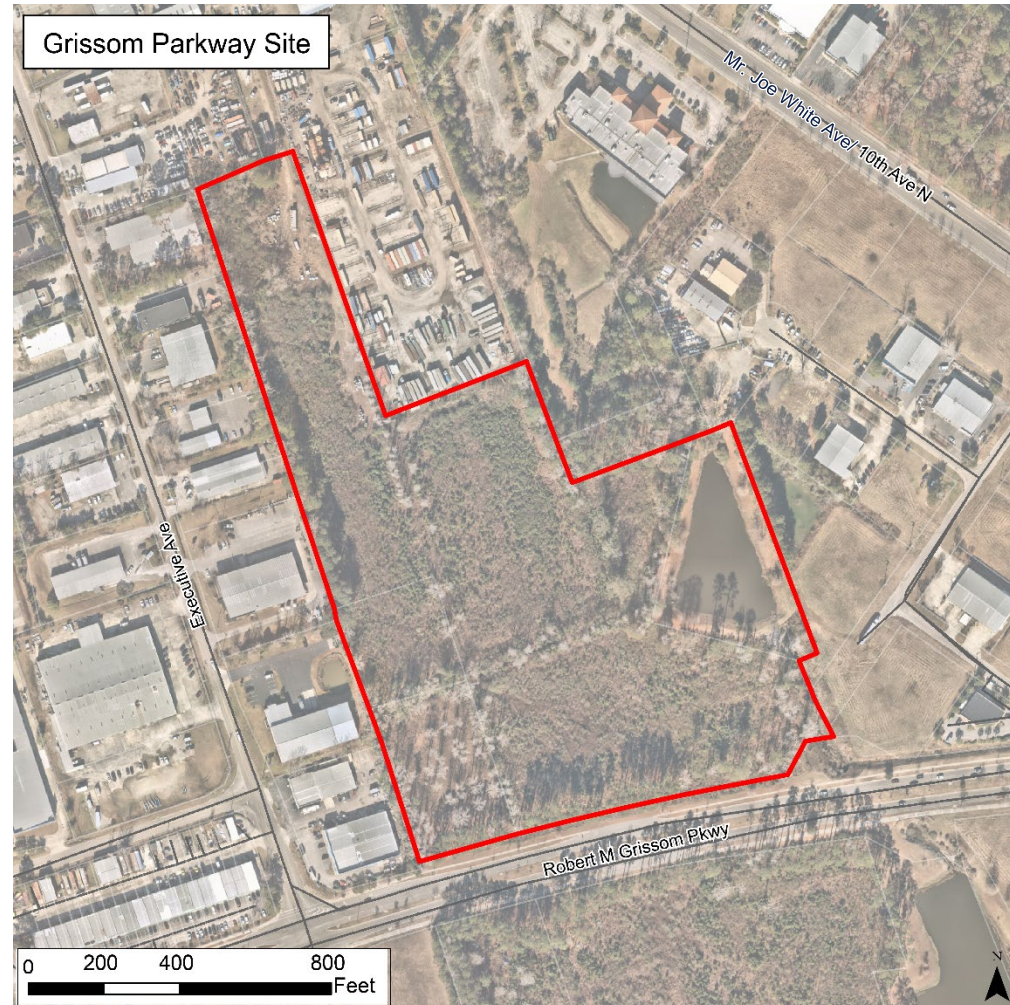


Process – Site Evaluation

Site Evaluation Matrix	
Goal	Indicator
Operational Efficiency	Proximity to proposed site of O&M facility (Robert M. Grissom Pkwy)
	Proximity to entry of service point of existing routes (Existing Myrtle Beach Transit Center)
Ease of Acquisition and Constructability	Listed for Sale
	Compatible Zoning
	Planned for Redevelopment
	Publicly Owned
	Currently Developed
	Ready for Construction
	Price per Acre
Resiliency	FEMA Flood Hazard Areas
	Current Tidal Flooding
	Sea Level Rise (1 and 2 ft)
	Storm Surge
	Evacuation Zones
Accessibility	Proximity to Jobs
	Proximity to Total Population
	Access to sidewalk
	Access to public facilities/key destinations

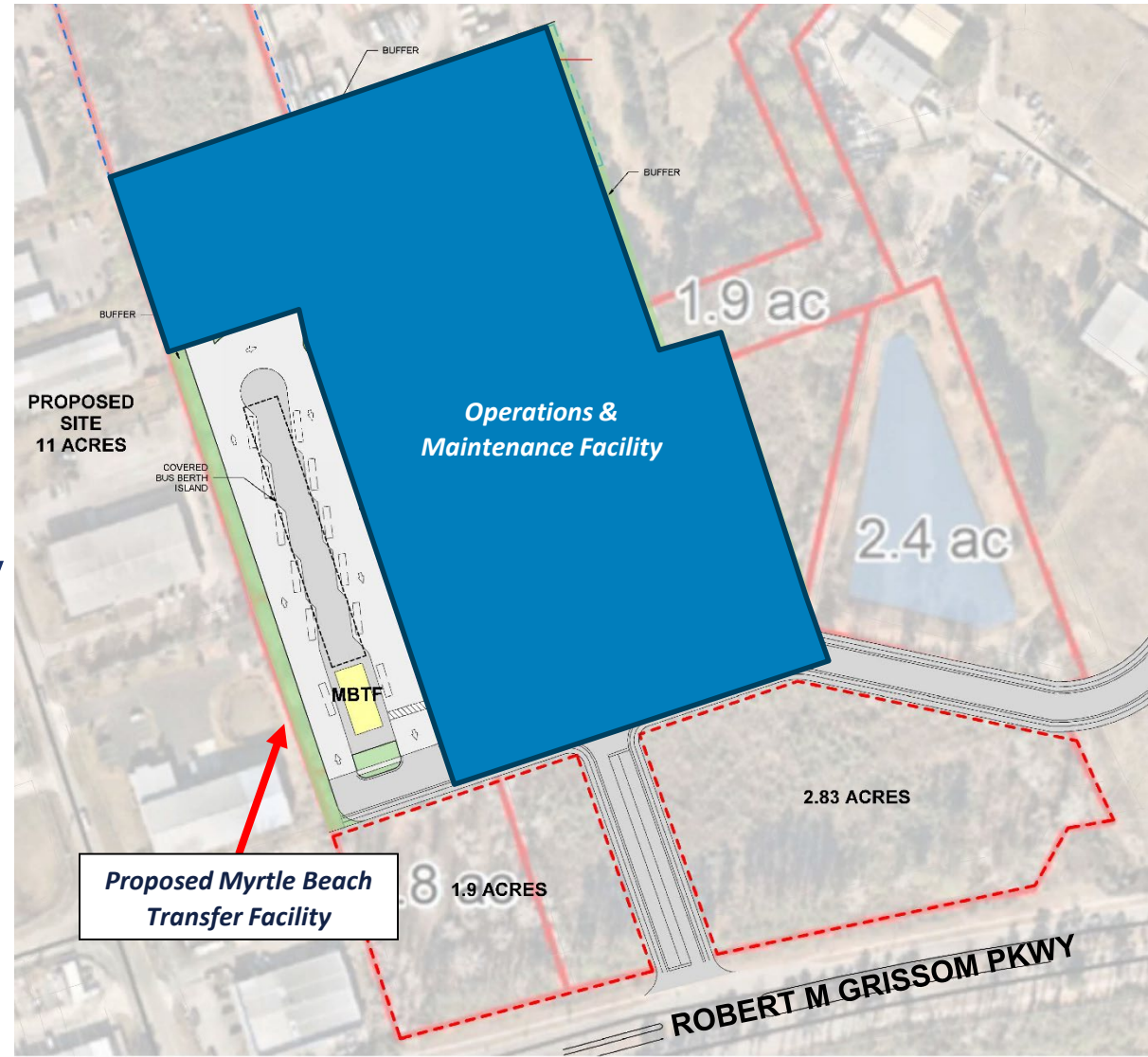
Recommended Locally Preferred Alternative – Grissom Parkway Site

- Proposed site scored well in the evaluation matrix
- Planned to be co-located with the proposed Operations & Maintenance Facility
- Efficiencies realized when the two facilities are together
- In Category 3 Storm Surge zone

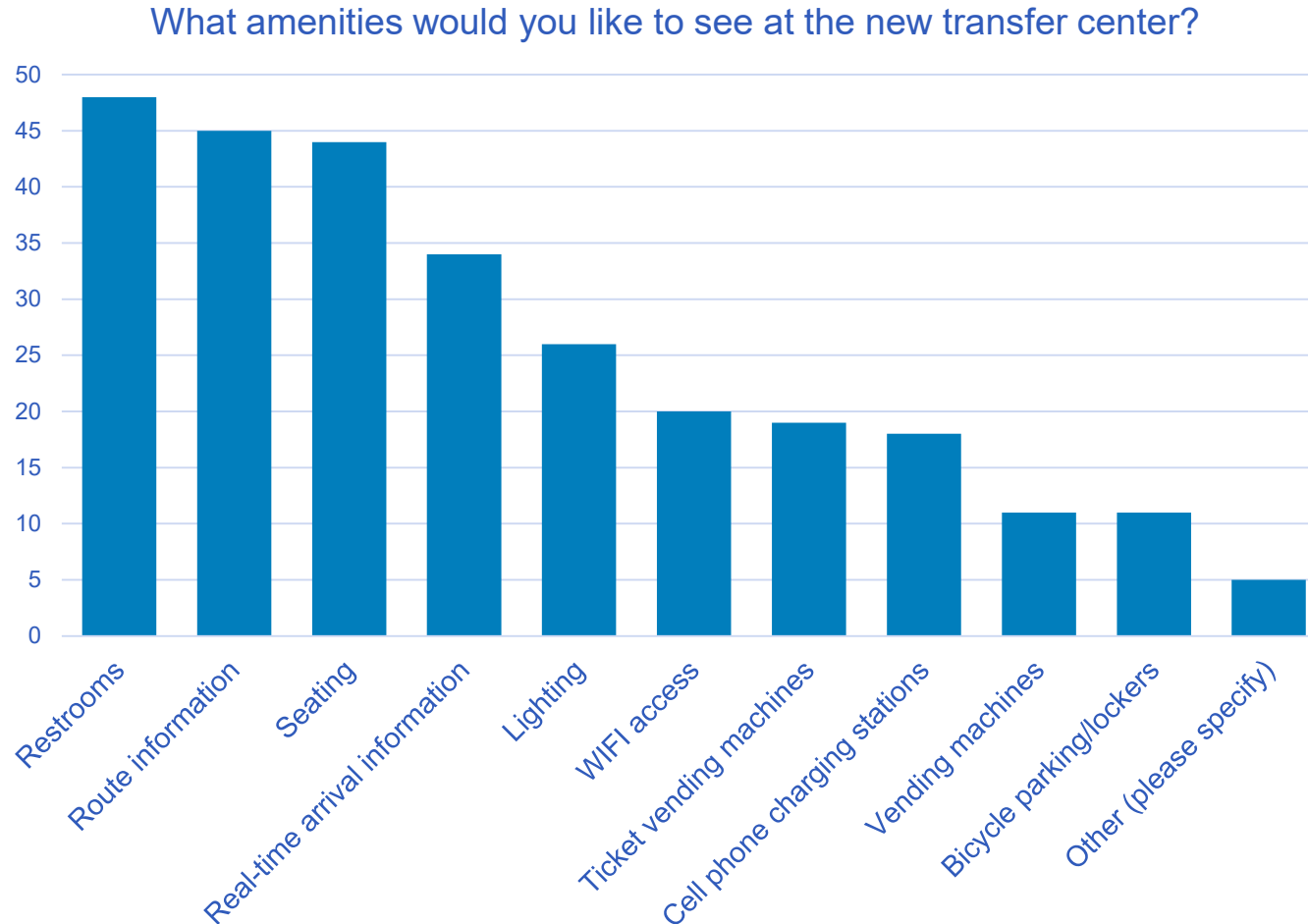


Draft Concept Design

- Co-Located Operations & Maintenance Facility and Myrtle Beach Transfer Center
- Located off Robert M Grissom Parkway
- 1 mile north of the existing transfer center



Public Engagement – Survey Results



61
Participants

36%
of participants visit
the existing Myrtle
Beach Transfer
Facility at least a
few times a month.

30-day comment period: August 24 – September 23

Co-Located Operations & Maintenance Facility and Myrtle Beach Transfer Center

- Moving administration, operations, and maintenance to new “Grissom Parkway site”
- Existing Myrtle Beach Transfer Center being moved to be co-located with the Operations & Maintenance Facility
- Project Team is currently completing federally required environmental documentation for Federal Transit Administration (FTA) review
- Mix of local and federal funding will be used to purchase property and construct the facility
- Potential for partnership with private developer for a mixed-use development on site

Next Steps

- Approval of Locally Approved Alternative (LPA)
- Completion of Title VI Analysis
- Coordination between study team, property owner, FTA throughout NEPA and due diligence process



Thank You

Brian Piascik
General Manager, Coast RTA
bpiasick@coastrta.com



COAST RTA UPDATE

Finance Meeting
August 18, 2022



► Cost Assumptions

- Labor cost increase/Including Health Insurance
- Split Operations Lease covered by 5339 Grant
- Fuel Costs Leveling – based on FY 22
- Increased cost for IT and Communications
- Increase in liability insurance
- Exploring service changes to improve on-time performance and reduce mileage
- Modest Capital Program

FY 23 BUDGET



► Revenue Assumptions

- Local revenues go back to Road Use Fee level
- Utilizing unobligated balance in Cares Act/5307
- Moderate increases in federal formula funding – SMTF stagnate or decreasing
 - Plus \$500K in 5307, \$200K in 5311
- Fare Revenue – projected to \$500K
- SCDOT Residual Funds should be available but not incorporated into budget
- Go back to municipalities

FY 23 BUDGET

ACCOUNTS FOR: Road Maintenance Fee		2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2023 DEPT REQ	2023 ASST ADMIN	2023 ADMIN
517	City Road Fees						
583	Distribution to municipalities						
410-12-517-129-583-000-583000-	Distribution to City of Conway	602,800.00	560,706.60	560,706.60	613,911.53	613,911.53	613,911.53
410-12-517-130-583-000-583000-	Distribution to City of MB	1,368,855.00	1,320,541.32	1,320,541.32	1,394,087.37	1,394,087.37	1,394,087.37
410-12-517-131-583-000-583000-	Distribution to City of NMB	837,289.00	768,534.47	768,534.47	852,722.91	852,722.91	852,722.91
410-12-517-267-583-000-583000-	Distribution -Town of Atlantic	7,545.00	7,276.75	7,276.75	7,684.08	7,684.08	7,684.08
410-12-517-268-583-000-583000-	Distribution to Town of Aynor	33,402.00	30,333.70	30,333.70	34,017.71	34,017.71	34,017.71
410-12-517-269-583-000-583000-	Distribution- Briarcliff Acres	27,238.00	27,983.05	27,983.05	27,740.08	27,740.08	27,740.08
410-12-517-270-583-000-583000-	Distribution- Town of Loris	79,240.00	74,065.42	74,065.42	80,700.65	80,700.65	80,700.65
410-12-517-271-583-000-583000-	Distribution- Town of Surfside	189,640.00	174,798.69	174,798.69	193,135.67	193,135.67	193,135.67
Total Distribution to municipalities		3,146,009.00	2,964,240.00	2,964,240.00	3,204,000.00	3,204,000.00	3,204,000.00
584	Contributions to agencies						
410-12-517-000-584-000-584006-	Coastal Rapid Transit Authorit	2,306,681.00	2,179,296.59	2,179,296.59	2,368,800.64	2,368,800.64	2,368,800.64
Total Contributions to agencies		2,306,681.00	2,179,296.59	2,179,296.59	2,368,800.64	2,368,800.64	2,368,800.64
Total City Road Fees		5,452,690.00	5,143,536.59	5,143,536.59	5,572,800.64	5,572,800.64	5,572,800.64

- ▶ Revenue from FY 22 should be \$125K-\$200K – in litigation
- ▶ \$2,368,800 for FY 23

BOARD BUDGET QUESTIONS



- ▶ IT FY 23 - \$71,500 (11 months @\$6500) Labor Only
- ▶ Unexpected Cost
- ▶ How much revenue not absolutely locked in
 - ▶ IN - \$342K in residual CARES Act – 5307
 - ▶ IN - \$560K in fares
 - ▶ IN - \$75K City of North Myrtle Beach
 - ▶ NOT IN - \$300K in 5311 from SCDOT
 - ▶ NOT IN - \$377K in 5307 Sunsetting NC Residual Funds
 - ▶ NOT IN - \$50K City of Georgetown

FY 23 BUDGET



FY 23		Revenue and Revenue Sources		
O&M Expense	\$ 8,050,303	\$ 8,050,303		
		\$ 2,398,247	5307 + Cares Act	
		\$ 299,616	SCDOT SMTF (5307 Match)	
		\$ 1,250,643	5311 + SMTF	
		\$ 171,000	5339 Lease Cost	
		\$ 560,000	Fares + other revenue	
		\$ 205,000	County ARPA	
		\$ 3,165,797	Local	

FY 23 BUDGET

Coast RTA

FY 23 Budget Comparison to FY 22 Revised Budget

	Revised FY 22 Budget	FY 23 Budget	+/-
Salaries & Benefits - Admin	825,263	859,884	34,621
Salaries & Benefits - Transit	3,405,341	3,637,902	232,561
Overtime - Transit	237,012	240,645	3,633
Salaries & Benefits - Maintenance	904,106	933,810	29,704
Overtime - Maintenance	27,686	13,063	(14,624)
Facility Maintenance	215,000	100,000	(115,000)
Vehicle Maintenance	335,000	350,000	15,000
Fuel & Oil	950,000	950,000	0
Tires	50,000	50,000	0
Liability Insurance	215,000	232,000	17,000
Utilities	40,000	40,000	0
Telecommunications	100,000	150,000	50,000
Postage & Freight	2,500	2,500	0
Office Supplies/Computer/Security	45,000	45,000	0
Legal & Professional Services	100,000	115,000	15,000
Public Information	25,000	25,000	0
Advertising & Marketing	40,000	40,000	0
Dues & Subscriptions	12,500	12,500	0
Leases/Split Operations	64,699	183,000	118,301
Travel & Training	85,000	65,000	(20,000)
Interest Expense	0	0	0
Other Expenses	4,500	5,000	500
	\$ 7,683,607	\$ 8,050,303	\$ 366,696
Percent Increase in Budget	4.77%		





Bus Stop Sign Implementation (Turnkey RFP) Remaining on Grant		\$ 65,000
Facility Development Program		\$ 275,000
Split Operations - Capital Projects		\$ 339,702
Shop Truck		\$ 100,000
Radio/Communications System		\$ 150,000
Small Capital Items		\$ 37,500
TDP - Fare Study (18-month schedule thru Dec 2023)		GSATS

FY 23 BUDGET – CAPITAL PROGRAM



COAST RTA UPDATE

Service/PAC Meeting
August 18, 2022

- ▶ Kuba Pay/Internet Routers - Hardware
 - ▶ *Installed!!!!!!!!!!!!!!!!!!!!!!*
- ▶ Little Pay – Software that determines fare.
 - ▶ *Training tomorrow – back office*
 - ▶ *Designing fare structure/rules*
 - ▶ *Setting date for resumption*
- ▶ T2H Marketing/VISA/Cash App
 - ▶ Will push out marketing features to Board as they become available



<https://mst.org/fares/contactless-payment/>

FARE COLLECTION IMPLEMENTATION



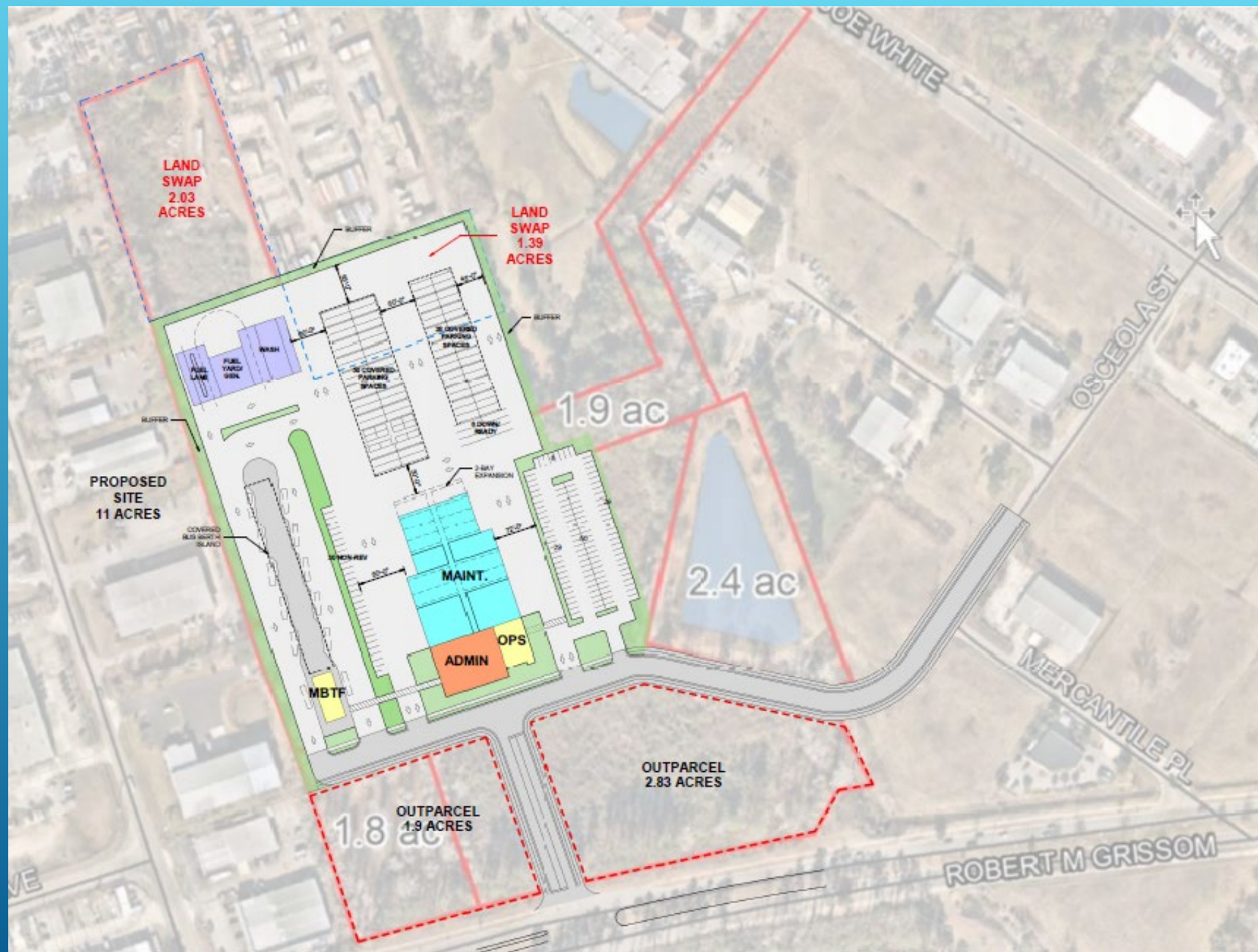
- ▶ RAISE Grant not awarded
- ▶ Low/No and 5339 Grant still in
- ▶ FTA reviewing Environmental Checklist
- ▶ Design Charrette 7/15 at HTC Aspire Hub – final check on viability of the site
- ▶ Site Evaluation MB Transit Center LPA – Public Involvement – Hearing at Service/PAC in September

FACILITY UPDATE



- ▶ County approved extension on \$500K Capital Funding and \$750K ARPA funding
 - ▶ Need to submit proposal on integration of ARPA funds toward the O&M facility
- ▶ Still working with City of MB on their participation in the site development

FACILITY UPDATE





- ▶ Leased warehouse still being prepped – access in September
- ▶ Using satellite parking near warehouse – expanded to accommodate Trolleys
- ▶ Federal Grant in process
- ▶ Will take it slow ramping up the maintenance move

SPLIT OPERATIONS



- ▶ **Taken delivery of all five Trolleys**
 - ▶ Need cameras, exterior wraps
 - ▶ Move into service ASAP.
 - ▶ Rejuvenate Entertainment Shuttle
- ▶ **Three cutaways to be delivered by Sept 1.**
- ▶ **Summer Service on-time performance**
- ▶ **Driver schedule moderating**
- ▶ **Exploring service adjustments**

SERVICE/FLEET UPDATE



COAST RTA UPDATE

GM Report

August 25, 2022

▶ Audited Network and Data Storage

- ▶ Backup failures
- ▶ Power stability issues
- ▶ Storage capacity issues
- ▶ Internet unreliable
- ▶ Security substandard
- ▶ Difference in philosophy

IT UPDATE – AUDIT RESULTS

► Priority Repairs

- Email migration to the Cloud
- Upgrade Wireless throughout the building and MBTC
- Restore backup procedures and redundancy
- Stabilize power supply and surge protection
- Decommission servers

IT UPDATE – PATH FORWARD



► October/November

- Upgrade to Office 365
- New Hire/Termination procedures
- Adding two-step sign-in to VPN
- Go live on 24/7 helpdesk – 11/1/22
- Develop plan for full cloud migration
- Capital improvement plan – computer replacements/upgrades

IT UPDATE – PATH FORWARD



- ▶ Vanpool Update
- ▶ Sunshine Service
- ▶ Accomplishments

OTHER