

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
d/b/a THE COAST RTA
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, JUNE 24, 2020
9:30 AM

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

Staff Present: Brian Piascik, General Manager/CEO
Ron Prater, Chief Financial Officer
Lynette Nobles, Board Liaison
Doug Herriott, Transportation Manager
Lauren Morris, PIO
Pamela Bellamy, Human Resource Manager

Visitors: None

In accordance with the Freedom of Information Act (FOIA), the 2020 meeting schedule was provided to the press at the beginning of the 2020 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 June 22, 2020.

CALL TO ORDER: Chairman Eickhoff called the meeting to order at 9:31AM and welcomed everyone.

INVOCATION/PLEDGE OF ALLEGIANCE: Mr. Piascik gave the invocation and the Pledge of Allegiance was recited

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. Lazzara that the agenda be approved. A voice vote was taken; no nays being heard, the agenda was approved.

APPROVAL OF MINUTES – There was a motion by Mr. Lazzara and a second by Ms. D'Angelo to approve the May minutes. A voice vote was taken; no nays being heard, the motion passed.

ACKNOWLEDGEMENT OF VISITORS: None

PUBLIC COMMENT: None

EXECUTIVE SESSION: There was a motion by Mr. Lazzara and a second by Dr. Sheehan to enter into Executive Session, to discuss a personnel matter at 9:39 AM. A voice vote was taken; no nays being heard, the board entered into Executive Session.

There was a motion by Dr. Sheehan and a second by Ms. D'Angelo to close Executive Session at 10:06 AM. A voice vote was taken; no nays being heard, the board came out of Executive Session and resumed the Board of Directors meeting. During Executive Session, no votes were taken and no decisions were made.

Dr. Sheehan made the following motion regarding adjustments be made to the General Manager's contract:

- Base salary increase of 5%
- Bonus of 10%, based on last year's salary (\$15,140)
- Contract extension for an additional 3 years, effective May 10, 2020

Ms. D'Angelo seconded the motion; a voice vote was taken; no nays being heard, the motion passed. Ms. Bellamy is to prepare the new contract and other necessary documents.

Mr. Piascik thanked the Board.

EMPLOYEE RECOGNITION: Mr. Piascik introduced Ms. Lauren Morris, the new PIO, to the Board of Directors and she was welcomed by the Board. Mr. Piascik also recognized Mr. Herriott for his hard work.

CHAIRMAN'S CORNER:

- CARES Act – Chairman Eickhoff shared that the CARES Act funds have put us on firm footing, financially. He asked Mr. Piascik to share more regarding CARES Act funding. Mr. Piascik said that we don't have a final number from the state for the rural side of the house, but should be in the \$2.5 million range. We've been allocated \$971,000 to date. We should know the total in the next few days as to the total allocation. Then, we will do a contract amendment to our existing contract to continue on at 100% on the rural side. We have \$4.5 million from FTA on the urban side; so, around \$7 million total, by September 30, 2020. That gets us through the second half of FY20 and $\frac{3}{4}$ of the way through FY21 on the urban side and into FY22 on the rural side. Master Project List – Category "A" Items – Some of the items are almost done. Mr. Piascik made some updates to these items. He suggested the Georgetown Transfer Center should move up to #7. The Bus Stop Installation is ongoing. Route 16 should be done by the end of August. We're working with City of North Myrtle Beach to get some signs up, since we're starting service up there in October.
- Schedule Changes
 - July and August Board Meetings – There was a motion by Dr. Sheehan and a

second by Ms. D'Angelo to cancel the July Board of Directors meeting. A voice vote was taken; no nays being heard, the motion passed.

- Board Meeting Time – There was a discussion and decision to change the time of the Board of Directors meetings in August and September to 4:00 PM, in order to encourage attendance of some board members who are employed and have scheduling conflicts with the 9:30 AM meeting time.

FINANCE COMMITTEE: (Dr. Keene's comments were garbled and not able to understand to transcribe) Overall, we are in pretty good shape. Mr. Piascik said that we are taking advantage of the CARES Act to the fullest extent, we are being good stewards of those dollars and keeping ourselves whole; we are not furloughing anyone, we're putting service on the street and we're using all protective measures possible. The key will be when we turn the spigot off and begin saving for our five-year plan. He has extended the administrative adjustment for employees, through July 4th and it could possibly be extended again. We want to use the CARES Act money the way it was meant for. Ms. D'Angelo asked about bus advertising. Mr. Piascik said that it's not good. The CNB note is down to \$29,000 and change, and will be paid off soon. We will be meeting with CNB next week to discuss money-saving options in order to maintain the necessary level of liquidity. "Cash" is looking good. After payroll, we have \$550,000 in the account. Our KPI's aren't good, but we're doing our best to foster social distancing and, hopefully, we can begin collecting fares again soon. Paratransit was about 60% of last May. Their numbers are normally lower in summer. We submitted our draft FY21 budget to County Council and it was passed. Mr. Piascik will be on the agenda for the Transportation/Economic Development Committee the end of June. Dr. Sheehan will attend the meeting.

SERVICE/PAC COMMITTEE: Ms. Johnson shared that we heard from the new PIO that our new website is getting close to launch. The app is connecting with our new website and bus advertising will be connected, as well. Route 16 bus signs should be completed by the end of July (85 stop locations). We will also be working on siting and approvals for the stops for North Myrtle Beach. Myrtle Beach City Council declared three (3) weeks and all holiday weekends as "Extraordinary Events" and may set curfews, if deemed necessary. This will be revisited. We have designed an alternate route in case of streets being shut down in case of any curfews. Curfews are at the discretion of the City Manager. Mr. Silverman asked about our agreement with Horry County for transporting before a hurricane or for quarantine. Mr. Piascik said that we have already signed an agreement that codified our relationship in the event of evacuation, as well as the idea of our transporting anyone who is headed to quarantine. We have heard nothing more from them; nor have we transported anyone leaded to quarantine. We have procedures in place should that need occur. We have been involved in meetings with Emergency Management regarding maintaining social distancing in the event of a hurricane.

Regarding facility update, Mr. Piascik shared that we got through the programming process with staff last week; that is, looking at all the functions we want to house in the new facility. The architect will go back and come up with a minimum footprint for this facility; the size of parcel we are looking for. While that's going on, we are working on developing the evaluation criteria for identifying sites that would work for us and how we would evaluate them to select

our favorite one that would be the ideal location. Those elements of the process are going on at the present time.

Dr. Sheehan brought up the issue of masks and asked Mr. Piascik to speak to that. He said that we have purchased masks and will hand those out to those who do not have one, all staff members use masks. We cannot enforce that every rider wears a mask.

Regarding the Draft Succession Plan, Mr. Piascik will e-mail the plan out to the board members. He suggested that the plan be included in the By-Laws. He requested that everyone review the plan and share comments. We will schedule a By-Laws Committee meeting to discuss the plan.

GENERAL MANAGER'S REPORT: Mr. Piascik reported that we have another plumbing issue (possibly a collapsed pipe) out in the lobby, so the floor will be torn up again in order to make repairs. It will be another \$7,000 - \$8,000 to fix it.

Tom Arends and Mr. Piascik are looking at issues with using Go-to-Meeting, regarding being able to hear, feedback, etc. for our on-line meetings. We are looking at different options for the meeting platform. There are also some issues with some of the tablets.

Mr. Piascik shared that he has a check in the amount of \$29,258.86 that he would like to have our Chairman of the Board sign. This check pays off the CNB note!

Mr. Silverman asked about our Triennial Review. It was cancelled due to the virus and we're not sure when it will be rescheduled by FTA.

APPROVAL OF RESOLUTIONS: None

OLD BUSINESS: None

NEW BUSINESS: None

ANNOUNCEMENTS: None

ADJOURNMENT: There was a motion by Mr. Lazzara and a second by Dr. Sheehan to adjourn the meeting. A voice vote was taken; no nays being heard, the meeting was adjourned at 11:17 AM.