

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
d/b/a THE COAST RTA
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, MAY 27, 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
Tom Arends, IT

Visitors: None Known

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 May 25, 2020. Due to social distancing, this meeting is being held remotely.

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

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

SWEARING IN OF NEW BOARD MEMBER: Mr. Greg James took the Oath of Office and joined the Board of Directors as the new representative for City of Myrtle Beach.

ROLL CALL/ANNOUNCEMENT OF QUORUM: Roll call was taken. A quorum was present.

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 Ms. D'Angelo and a second by Mr. Lazzara to approve the April minutes as written. There was no discussion. A voice vote was taken; no nays being heard, the motion passed.

ACKNOWLEDGEMENT OF VISITORS: None

PUBLIC COMMENT: None

EMPLOYEE RECOGNITION: Mr. Piascik recognized all employees for their performance during this difficult time.

CHAIRMAN'S CORNER:

- CARES Act – Mr. Eickhoff had the opportunity to thank Senators Tim Scott and Lindsey Graham, as well as Rep. Tom Rice for their support of the CARES Act and how it has allowed us to continue serving those who need our service.
- Master Project List – Category “A” Items – In particular, succession planning. Mr. Piascik will present a draft succession plan in the near future. These items are those we expect Mr. Piascik to begin working on in the next six (6) months. Board members may add to this list at any time.
- Schedule Changes
 - July and August Board Meetings – The board may or may not meet one of those two (2) months. We will discuss and make that decision in the June board meeting. We will have the November/December meeting as we have in the past.
 - Board Meeting Time – Do we need to change the time we hold board meetings? We should think about this and discuss in the June board meeting.

COMMITTEE REPORTS:

FINANCE COMMITTEE:

- April Financials – Mr. Piascik called attention to the revised financials – particularly in the line items he highlighted – there was a problem with the labor expenses, getting them in the correct category, which has been done. Same for facility maintenance regarding water leaks in the customer service area and the leaking at the back door. **NOTE:** *The revised financials are being shown on the screen during this meeting.* Fuel costs, paid \$.89/gal.; diesel fuel went down also. Fuel costs will increase during the summer. On the revenue side, we have been able to begin making draws on CARES Act money and will continue. There are some pretty significant changes in the budget revision. Based on the changes, the notes will be updated. On Budget Review page, those numbers are out of whack but will be back in line with the budget revision. The CNB note will be paid off in June/July and we'll establish an O&M Reserve. We are aiming for \$750,000 for the O&M Reserve, using more than a single instrument. The full financial plan will be brought to the Finance Committee in June. In Non-current liability, we owe \$325,000 to FTA, which will go away when we get through the grant process and do our next bus buy. We have no issues with “Cash” in the foreseeable future. We're running 100% on federal funds. On July 15th, we have \$150,000 payment into a savings account with Conway National Bank, moving toward our \$300,000 target for FY20. Our KPI's took a big hit in April (13,000 rides); May is about one-third higher. We're still doing our best to maintain social distancing.
- Budget Revision – The first step was to give the board a comfort level on expenses

going up. A draft financial plan was distributed. The \$400,000 in additional expense will just become additional service, with some capital expenditures. These numbers are adjusted for an additional bus buy. We're very close to having 20% match for our new facility, thanks to the CARES Act money. It gives us some latitude to really set up the Authority for the future. This is just to show the board and have you understand how this moves us into the future. We've been talking about a referendum. If a referendum is going to be successful for us, we're going to have to be able to paint a picture of what service expansion does for us. If we're able to expand service even a little bit in the next couple of years, we'll get a lot of strong stats on exactly how things change overall. If you think about our current productivity, anywhere between 12-15 passengers per hour; if we're able to add destinations to that system, the productivity on that base system goes up. Imagine what we could do through a successful referendum! Ms. Johnson asked about the downward trend in funds in FY24. Mr. Piascik shared that we move toward using up our surplus of funds after that year and he put in a very conservative number in for what we're getting from 5307. There may be some reduction at the federal level. We may need help from the communities; should the referendum fail, we possibly would have to cut service. There is a resolution to be presented for board approval of the budget revision when we get to that portion of today's agenda. Dr. Keene shared that Conway has a money market account that is a higher rate than a CD and asked that Mr. Piascik investigate that.

SERVICE/PAC COMMITTEE: Ms. Johnson began the committee report by saying thank you for the list of items

- Update on Service – Shuttle service begins June 5th (see Entertainment Shuttle, below)
- Fares Restart Date – Will depend on shields being installed on all buses, possibly June 15th or 22nd – all of the New Flyer buses and El Dorados have rear doors for boarding and exiting the buses
- Entertainment Shuttle - Will begin running June 5th, with the last shuttle running at midnight – the city is not allowing ANY brochures (not just ours) at any of the resorts at the present due to transmitting Covig-19. Ms. D'Angelo is concerned about our drivers.
- North Myrtle Beach Update – Mr. Piascik received an e-mail from Mike Mahenney agreeing to begin service in October – we are now a line item, not getting a lot of money from them - \$15,000. This will be the regional route that begins at the transit center up Grissom Parkway and over to StarTek and Lowe's Shopping Center and McLeod up to Barefoot Landing up to Sea Mountain Highway and back down Highway 17. There will be three (3) trips in the morning, one (1) midday and four (4) in the evening. Start time is to be determined. Morning will be to get people to work.
- Georgetown Strategy – The Administrator will be contacting Mr. Piascik to schedule a meeting – we need to design a productive route Georgetown to Andrews to Sampit. We need to go to the cities and ask for their help with the expense of the routes.
- Bus Stop Designation – Route 15S and 15N – awaiting task order to begin installation. Next route will be Route 16.
- New PIO person – Mr. Piascik has had conversations with applicants and believes he has narrowed it down to a manageable number of candidates. He would like assistance from a board member to assist with the final five (5) interviews. None of these

individuals have interviewed for the position previously. Mr. Piascik has to schedule the interviews. It would be good if the board member could sit in on all five (5) interviews, for consistency. Dr. Keene will represent the board by participating in these interviews. The chosen candidate should be on board by the end of June. Ms. Johnson asked about the salary range; Mr. Piascik replied - \$45,000 - \$65,000 range, depending upon experience. Ms. Johnson inquired about Mark and Elizabeth (WRCOG) attending one of our upcoming board meetings. Mr. Piascik will be inviting them, maybe in June. We have a few minor repairs to do prior to reopening the passenger waiting areas and to coincide with reintroduction of fares. The website is in redevelopment. The board has been sent a link to your board e-mail. You have to copy and paste it in your web browser. We'll go over it at the next Service/PAC Committee meeting.

GENERAL MANAGER'S REPORT: Mr. Piascik began by saying the facility feasibility study is moving forward. It's somewhat limited due to travel restrictions at the present. Should any board member wish to participate, we can have up to four (4) board members participate.

APPROVAL OF RESOLUTIONS: Ms. Nobles read the following into the record:

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. MAY2020-09**

**ACCEPTANCE OF INDEPENDENT AUDIT REPORT
FOR FISCAL YEAR 2019**

A motion of the Board of the Waccamaw Regional Transportation Authority accepting the independent audit report for the fiscal year ending September 30, 2019 performed by Mauldin & Jenkins, LLC.

There was a motion by Dr. Keene and a second by Mr. Lazzara to accept the resolution. There being no discussion, a voice vote was taken. No nays being heard, the resolution passed.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. MAY2020-10**

APPROVAL OF FY2020 BUDGET REVISION

A motion of the Board of the Waccamaw Regional Transportation Authority to approve the FY2020 Budget Revision for the period October 1, 2019 to September 30, 2020.

There was a motion by Ms. D'Angelo and a second by Mr. Lazzara that the budget revision be approved. There being no discussion, a voice vote was taken. No nays being heard, the resolution was approved.

There was a motion by Ms. D'Angelo and a second by Mr. Lazzara that the Chairman of the Board sign both of the above resolutions as representative of the entire board. A voice vote was taken. No nays being heard, the motion passed. Mr. Piascik will make the necessary edit to change "addition" to "additional" in the second paragraph of the second resolution.

OLD BUSINESS: Ms. D'Angelo has not received her new tablet. She is unable to bring up any of the older files. Mr. Piascik assured her that she will receive it as soon as it is available.

NEW BUSINESS: None

EXECUTIVE SESSION: None

ANNOUNCEMENTS: There will be an Executive Session in June.

ADJOURNMENT: There was a motion by Ms. Johnson and a second by Ms. D'Angelo to adjourn the meeting. A voice vote was taken; no nays being heard, the meeting was adjourned at 11:18 AM.

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 11:54 AM.