

**THE COAST RTA
SPECIAL CALLED BOARD MEETING**

May 14, 2013

10:00 AM

Board Present: Ivory Wilson
Nicholas Twigg
Dr. Covia Stanley
Lillie Jean Johnson
Joseph Lazzara
Gary Loftus

Staff Present: Myers Rollins, General Manager
Julie Norton-Dew, Chief Financial Officer
Felicia Beaty, Director of Human Resources
John Glover, Director of Transportation
Joe Ponticello, Internal Controls Manager
Doug Herriott, Senior Street Supervisor
Ericka Hill, Marketing Assistant
Yvette Jefferson, Director of Marketing and Community Relations
Barbara Blain-Olds, Staff Attorney
Lynette Nobles, Executive Assistant
Kevin Parks, Grants & Procurement Manager

In accordance with the Freedom of Information Act (FOIA), notices of the meeting were provided to the press, stating the time, date, and place of the meeting on Friday, May 10, 2013.

CALL TO ORDER: Mr. Wilson called the meeting to order at 10:02 AM.

INVOCATION/PLEDGE OF ALLEGIANCE: Dr. Stanley gave the invocation. The Pledge of Allegiance was recited.

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

ACKNOWLEDGMENT OF VISITORS: Mike Rutkowski and Rick Day – Stantec
Clint Smith – Hanco of South Carolina Inc.
Patrick Sadek – City of Myrtle Beach Planning

PUBLIC COMMENT: None

FEASIBILITY STUDY PRESENTATION:

Mr. Rollins began by introducing Mike Rutkowski and Rick Day with Stantec, the firm chosen to conduct the feasibility study for Coast RTA's new world class intermodal center. Mr. Rollins

introduced Patrick Sadek, with the City of Myrtle Beach Planning Department, with whom Coast RTA is partnering for this project. Mr. Sadek thanked Coast RTA for partnering with them in this project. He feels the new intermodal center will have a great impact on transportation in the Myrtle Beach area. He pledged all of the support needed from the City of Myrtle Beach Planning Department.

Mr. Rollins then commented that given the enormity of this process, the importance of having a system in place to insure that every step be taken to select a firm to perform the feasibility study. We reached out to the City of Myrtle Beach, who graciously offered their expertise from both the planning and engineering standpoints. We requested that Jack Walker be the project manager. He has done an admirable job putting together a diverse team, whose members represent a number of jurisdictions. We then began to prepare a solicitation instrument which spoke to our needs as a growing metropolis. Once we prepared the document, we put the solicitation on the street, in accordance with federal and state procurement laws and came up with a long list of candidates. We reviewed the candidates and cut the list down to a short list, of which Stantec was one. We called those firms in for face-to-face interviews and presentations. Stantec stood out above the others in part because of their commitment to the local business community. We feel it is very important to keep Horry County dollars in Horry County wherever feasible and practical.

Mr. Rollins then introduced Mr. Rick Day with Stantec, who turned the presentation over to Mike Rutkowski who is the Project Manager for the feasibility study phase. He went through the step-by step process which includes meeting with the core committee, board members, Coast RTA staff, public meetings, and meetings with the major stakeholders to get their buy-in. Each month Stantec will give the committee an updated Gantt chart, adjusting the schedule as may be necessary. He stressed that with this project, we're not looking just at the next five (5) years, but the next fifty (50) years. Stantec has planners, engineers, architects, landscape architects, which go from planning to design to construction. There are four phases: (1) Facility Needs Assessment; (2) Location and Site Evaluation; (3) Conceptual Design and; (4) NEPA and Due Diligence. Other members of the Stantec team are Stu Lerner, Steve Hepler, Mike Wooten Debbie Harwell, Buddy Hucks, and Bill Barlow, many of whom are local. Funding for the feasibility study is provided by GSATS through the Waccamaw Regional Council of Governments (WRCOG). Mr. Rutkowski turned the meeting back over to Mr. Rollins, who asked if there were any questions. Mr. Loftus asked what is the cost. Mr. Rutkowski responded, "\$246,137". Mr. Loftus then asked if that amount will be in the contract. Mr. Rollins responded that the amount is in the contract, which he had in front of him. Mr. Loftus then requested that the exact amount be stated in the resolution in lieu of "up to \$250,000". Mr. Rollins replied that it would be done. Mr. Wilson asked if they anticipate being finished by December, to which Mr. Rutkowski responded that this is their timeline. Mr. Rollins added that we are approximately six (6) weeks behind, so we're looking at mid-January. Mr. Lazzara asked if we are looking to have the site itself by August. Mr. Rutkowski replied that August is a good time frame. Mr. Rollins shared that periodically, throughout this process; representatives of Stantec will attend the meeting and give an update. Also, with the new committee structure, this will be an ongoing topic of discussion.

Dr. Stanley inquired if the rail from Chadbourne, which had been mentioned in a previous meeting, would be a part of this study. Mr. Rollins stated that included in the discussions with Stantec, our interest from a business standpoint and the future growth standpoint to identify a location, under perfect circumstances, that aligns with the rail corridor infrastructure that's already in the community.

Mr. Loftus asked if anyone from Horry County Planning is included in the committee as this would, at some point, become part of Envision 2025. Mr. Rollins shared that in January 2012, after we had secured the funding from the COG (Waccamaw Regional Council of Governments), we made a proposal to the City of Myrtle Beach to provide transit planning and transit engineering services at no cost to Coast RTA. Under the leadership of their Planning Director, Jack Walker, with the support of Patrick Sadek, the city formed a committee to prepare professional services solicitation to select a qualified firm to conduct the study. Member organizations for the past six (6) months include City of Myrtle Beach, Coast RTA, Coastal Carolina University, Waccamaw Regional Council of Governments, Carter Architecture, and Horry County Planning. The kick-off meeting was held April 19, 2012. Meetings were also held June 1, October 8, October 26, November 13, January 28, 2013, and April 11. In addition to those meetings, a subcommittee (Myers Rollins, Jack Walker, and Patrick Sadek) was formed to visit recently constructed intermodal centers in North Carolina. On September 19-20, we visited Raleigh, Durham, and Charlotte where we looked at their facilities to assist us in making the best decision in the selection of a firm. Since then, we have decided that we need to expand that committee, so our core committee has identified six (6) additional slots to move the process forward. Each member of the core committee was asked to submit the names of three (3) organizations to consider for this expanding committee. We have decided to make offers to the following six (6) firms: Burroughs and Chapin, the Downtown Redevelopment Corporation, the Myrtle Beach Area Chamber of Commerce, Greyhound/Trailways, Coastal Carolina Association of Realtors, and The Sun News. Assuming that the Board approves this resolution, the city will be sending letters out extending an invitation to these six (6) entities to join the previous members. The Board of Directors has had an ex-officio position, which we extended to Professor Twigg, who has attended meetings as his schedule permits.

The following resolution was read into the record:

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. MAY2013-18**

**AUTHORIZATION TO ENTER INTO AGREEMENT WITH
STANTEC FOR INTERMODAL FEASIBILITY STUDY**

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the General Manager/Secretary-Treasurer to enter into an agreement with Stantec to conduct an Intermodal Feasibility Study for the Authority, in developing site recommendations for a future Intermodal Facility.

There was a motion and a second to amend the resolution to read "The Authority has been granted funding in the amount of Stantec's contract price of \$246,137 for this purpose" in lieu of

“...an amount of up to \$250,000 for this purpose.” There was a motion and a second that the resolution, with the substitution, be approved. No nays being heard, the resolution passed. (NOTE: the wording in the resolution was changed as was requested and the Board signed the amended version of the resolution.)

Mr. Rollins stated that he has copies of the contract, which will be turned over to Barbara Blain-Olds to review and when she informs him that they are 100% accurate, he will sign all 4 copies, with one being mailed to Stantec, one copy to the City of Myrtle Beach, and two copies will be kept for our records.

Mr. Rollins presented the next resolution to enter into a contract to provide upgrades to Coast RTA’s current facility. It is our intention to maintain this location as a satellite office upon moving to the new facility. We sought and secured ARRA funds to improve the facility. Mr. Rollins then presented photos of the existing Coast RTA facility to give the Board an understanding of why these renovations are much needed.

The following resolution was read into the record:

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. MAY2013-17**

AUTHORIZATION TO ENTER INTO AGREEMENT WITH
HANCO OF SOUTH CAROLINA, INC. FOR FACILITY
RENOVATIONS

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the General Manager/Secretary-Treasurer to enter into an agreement with Hanco of South Carolina, Inc. as the General Contractor for Main Facility Renovations.

There was a motion and a second to accept the resolution. Prior to taking a vote, Mr. Loftus inquired as to whether or not we have a bullet point scope of work. Mr. Joe Ponticello responded with a list of items included in the scope of work. Mr. Loftus then asked if the scope of work was included in the contract. Mr. Ponticello responded that it is. It was pointed out that the document is actually in excess of 400 pages. Mr. Lazzara asked if everything that was presented is included in the contract and whether the contractor had accepted all of the work for the price of \$392,816, to which the response was, “yes.” He then asked how long it will take to do the work. Ms. Norton-Dew pointed out that some of the funding expires in September, so certain things have to be done right away, i.e. the air conditioning and construction of the five new offices. Mr. Rollins pointed out that we are using ARRA funds for these renovations, which requires no local match. Mr. Clint Smith, with Hanco of South Carolina, Inc. stated that he will be the project manager and supervisor for the project. He stated that the work should be done by the end of September and will work with our needs.

The vote was taken and with no nays being heard, the resolution was accepted.

There was a motion and a second to go into Executive Session to discuss proposed employee reorganization at 11:05 AM.

Executive Session ended at 12:00 Noon, with no action or vote being taken.

Barbara Blain-Olds called for the Board to take a vote on the amended resolution regarding the contract with Stantec. There was a motion and a second. No nays being heard, the resolution passed.

The next regular Board meeting is May 29, 2013.

The meeting was adjourned at 12:03 PM.