

**THE COAST RTA-WACCAMAW RTA
SPECIAL CALLED BOARD OF DIRECTORS MEETING
APRIL 23, 2014
2:00 PM**

Board Present: Bernard Silverman, Chair
Ivory Wilson
Nicholas Twigg
Gary Loftus
Joseph Lazzara, Vice Chair (via conference call)
Lillie Jean Johnson (via conference call)
Mickey James (via conference call)

Staff Present: Myers Rollins, General Manager
Julie Norton-Dew, DGM of Finance & Administration – CFO
Felicia Beaty, DGM of Operations – COO
Lynette Nobles, Executive Assistant & Board Liaison
Barbara Blain-Olds, Staff Attorney
Michele Cantey, Public Information Officer
Ericka Hill, Business Development Specialist
John Glover, Transportation & Service Planning Manager

Also Present: Tom O’Dare, Myrtle Beach Herald
Doris Gleason, AARP
Elizabeth Schneider, CAC
Suzanne Harris, CAC

In accordance with the Freedom of Information Act (FOIA), the 2014 meeting schedule was provided to the press at the beginning of the 2014 calendar year, stating the date, time and location. In addition, notice of this special called meeting was provided to the press, stating the date, time and place of the meeting on Monday, April 21, 2014.

CALL TO ORDER: Chairman Silverman called the meeting to order at 2:00 PM.

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

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

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ACKNOWLEDGMENT OF VISITORS: Tom O'Dare, Myrtle Beach Herald
Doris Gleason, AARP
Elizabeth Schneider, CAC
Suzanne Harris, CAC

Mr. Silverman had the guests introduce themselves and welcomed them.

PUBLIC COMMENT: None

EMPLOYEE RECOGNITION: None

APPROVAL OF RESOLUTIONS: Mr. Silverman shared with the visitors that this meeting is to approve resolutions in preparation for an upcoming audit. Ms. Norton-Dew and Ms. Beaty attended training and these resolutions are a result of the training.

The following resolutions were presented for board approval:

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. APR2014-13**

APPROVAL OF REVISIONS TO ACCOUNTS PAYABLE POLICY

A motion of the Board of the Waccamaw Regional Transportation Authority to revise the Accounts Payable Policy, to ensure goods and services approved and received are paid in a timely manner.

It was properly moved and seconded that the resolution be approved.

Mr. Loftus asked how long ago the training was held and out of the training comes this. Ms. Norton-Dew stated that the training was March 31-April 1, 2014, and these resolutions are the result of the FTA changes that were shared in the training. She further notes that some of the changes are simply a change in a position change or a circular number change. She also stated that the packet sent to the board included the new policy, as well as the old policy showing the changes. Mr. Loftus asked if we've ever done this before. Ms. Beaty explained that the whole purpose of her and Ms. Norton-Dew going to the triennial training prior to our audit was to ensure that we are following the FTA guidelines. The last time we had a triennial was in 2011, and since that triennial, there have been changes in various codes and verbiage was added to policies. Ms. Beaty gave the example that in our ADA policy, FTA no longer wants the term "common wheelchair" used, which required us to go back through the policy and remove that term. She further explained that it was necessary to hold a special called meeting due to the triennial being divided into three parts with deadlines for each part. These resolutions are in Part A and the deadline set by FTA to have this documentation to them in Atlanta is April 25, 2014, which is prior to our regular board meeting. Section B items are due May 13, 2014. Then FTA comes in July 16-18, 2014. Mr. Loftus asked why these resolutions could not be approved on April 30th. Ms. Beaty replied that this documentation is due to FTA in Atlanta on April 25th. If

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we had submitted policies that had not been approved by the board, it would have resulted in a finding. He then asked if we had been notified in the last three years that these changes needed to be made. Ms. Beaty replied no, a lot of these changes were just made by FTA and that was the purpose of attending the training; to learn what changes in their requirements have been made since our triennial 3 years ago. Mr. Loftus then asked if we get notice between the triennials as to changes that have to be made; to which Ms. Beaty stated that yes we do, when their circulars change. He then asked if we make those changes as they come in; to which she replied that we do, as soon as we are aware of them. Ms. Beaty stated further that all of the changes being presented today are changes that have just happened; they're new changes that we have to identify and include in our new policies. Ms. Norton-Dew added that the majority of the finance and administration policy changes are position changes, circular changes, or a lot of them are verbiage; the only major one is the procurement policy, which we do every year. The board approved a procurement policy in 2011, 2012, and 2013; this one being for 2014; which went from 10 to 28 pages. Kevin went to training in October and learned all the new things that we have to do. Mr. Silverman asked if this resolution (APR2014-13) has been sent to FTA for approval or they're just waiting for you to do and you're doing it. Ms. Norton-Dew replied that they (FTA) will do it when they come in for the triennial; and policies are set by the board, not FTA, but they do review them and make sure the policies meet their requirements. Mr. Silverman asked if they (FTA) know every resolution that we pass and then they say that this is not up to par or they told you what needed to be pulled and you pull the resolutions that match the problems. Ms. Beaty replied that we forward them only the resolutions and policies that apply to the questions that they (FTA) ask. Mr. Loftus asked if we could group the resolutions said she noticed "paid in a timely manner" in several of the resolutions and asked how that is defined. Ms. Norton-Dew explained that it's whatever the terms of the invoice are; net 30, 10 days, etc. It just depends on what it is. Our vehicle insurance is paid every 3 months; our pension is paid once a month; or for our fuel, we may have a 20-day turnover. It's whatever the vendor requires.

There being no further questions, a voice vote was taken. No nays being heard, the resolution carried.

Professor Twigg stated that he agreed with councilman Loftus regarding separating the resolutions into groups according to the type of change(s) made. Mr. Loftus said he has to leave for a meeting at 3:30. Ms. Beaty asked if they would like to go to the two resolutions she has while Ms. Norton-Dew is sorting her resolutions according to the changes that were made.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. APR2014-31**

ADOPTION OF REVISED ADA POLICY & PROCEDURES

A motion of the Board of the Waccamaw Regional Transportation Authority to adopt the revised ADA policy and procedures which established operating and

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service guidelines for the implementation of the American with Disabilities Act of 1990, the U.S. Department of Transportation regulations for implementing ADA, and applicable South Carolina laws and regulations.

Ms. Beaty provided the background for this policy/resolution. Changes made include, the deletion of the term "common wheelchair"; added a definition of complementary paratransit, a disclaimer for passengers in a wheelchair and being restrained, and change of position for the contact person for complaints, Mr. Loftus asked if on complementary paratransit services, do we submit anything to Medicare or Medicaid or whoever, to cover the cost of those. Ms. Beaty replied, "No sir." Mr. Silverman added that this service is mandated by FTA.

It was properly moved and seconded that the resolution be approved. There being no further questions, a voice vote was taken. No nays being heard, the resolution carried.

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY RESOLUTION NO. APR2014-32

APPROVAL OF DBE (DISADVANTAGED BUSINESS ENTERPRISE) PROGRAM POLICY

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the General Manger/Secretary-Treasurer to establish a policy regarding Disadvantaged Business Enterprise (DBE) in accordance with the rule of Title 49, Section 26 Code of Federal Regulations, Federal Transit Authority and United States Department of Transportation.

Ms. Beaty deferred to Ms. Blain-Olds, who shared that our DBE program and goals were established in August 2011. They are due to be updated soon. Approved. What we discovered in preparing for this triennial was that, though the program and goals had been approved by FTA, no policy had been approved by the board.

It was properly moved and seconded that the resolution be approved. There being no questions, a voice vote was taken. No nays being heard, the resolution carried.

Ms. Nobles was instructed to read only the bolded text for the remaining resolutions.

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY RESOLUTION NO. APR2014-14

APPROVAL OF REVISIONS TO ACCOUNTS RECEIVABLE POLICY

A motion of the Board of the Waccamaw Regional Transportation Authority to revise the Accounts Receivable Policy, to ensure payment for goods and

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services provided are recorded to the general ledger and paid by the customer in a timely manner.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. APR2014-16**

APPROVAL OF REVISIONS TO BANK RECONCILIATION POLICY

A motion of the Board of the Waccamaw Regional Transportation Authority to revise the Bank Reconciliation Policy, to establish criteria and procedures that conform to FTA guidelines for reconciling bank accounts.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. APR2014-20**

**APPROVAL OF REVISIONS TO COMPUTER
RETIREMENT/REPLACEMENT POLICY**

A motion of the Board of the Waccamaw Regional Transportation Authority to revise the Computer Retirement/Replacement Policy, to create an authorized process for the retirement and/or replacement of computers purchased for Waccamaw Regional Transportation Authority.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. APR2014-21**

APPROVAL OF REVISIONS TO CREDIT CARD POLICY

A motion of the Board of the Waccamaw Regional Transportation Authority to revise the Credit Card Policy, to establish a procedure by which employees can use company credit cards.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. APR2014-24**

APPROVAL OF REVISIONS TO PAYROLL PROCESSING POLICY

A motion of the Board of the Waccamaw Regional Transportation Authority to revise the Payroll Processing Policy, to provide guidance in procedures for payroll processing.

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It was properly moved and seconded that resolutions 14, 16, 20, 21, and 24 be approved. Mr. Silverman asked what the change was for the change in the credit card policy. Ms. Norton-Dew answered that it was changed from the executive assistant to the procurement manager; from Lynette to Kevin. Ms. Norton-Dew then repeated the change for Mr. James. There being no further questions, a voice vote was taken. No nays being heard, the resolution carried.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. APR2014-15**

APPROVAL OF REVISIONS TO ANNUAL OPERATING BUDGET POLICY

A motion of the Board of the Waccamaw Regional Transportation Authority to revise the Annual Operating Budget Policy, to establish criteria and procedures for development, management and reporting of the annual operating budget.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. APR2014-18**

**APPROVAL OF REVISIONS TO CAPITAL PROGRAM ASSISTANCE
POLICY**

A motion of the Board of the Waccamaw Regional Transportation Authority to revise the Capital Program Assistance Policy, to provide guidance in grant management for Federal capital program assistance.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. APR2014-23**

APPROVAL OF REVISIONS TO GRANT FINANCIAL REPORTING POLICY

A motion of the Board of the Waccamaw Regional Transportation Authority to revise the Grant Financial Reporting Policy, to provide guidance in financial reporting for federal grants pursuant to 49 CFR 18.20 and 18.41 and FTA C 5010.1D.

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**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. APR2014-25**

**APPROVAL OF REVISIONS TO 5307 PREVENTIVE MAINTENANCE
POLICY**

A motion of the Board of the Waccamaw Regional Transportation Authority to revise the 5307 Preventive Maintenance Policy, to provide guidance in grant management for 5307 urban preventive maintenance.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. APR2014-26**

**APPROVAL OF REVISIONS TO RURAL OPERATING ASSISTANCE
GRANTS - 5311 POLICY**

A motion of the Board of the Waccamaw Regional Transportation Authority to revise the Rural Operating Assistance Grants - 5311 Policy, to provide guidance in grant management for 5311 rural operating assistance.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. APR2014-28**

**APPROVAL OF REVISIONS TO URBAN OPERATING ASSISTANCE
GRANTS - 5307 POLICY**

A motion of the Board of the Waccamaw Regional Transportation Authority to revise the Urban Operating Assistance Grants - 5307 Policy, to provide guidance in grant management for urban operating assistance.

It was properly moved and seconded that resolutions 15, 18, 23, 25, 26. And 28 be approved. There being no questions, a voice vote was taken. No nays being heard, the resolution carried.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. APR2014-17**

APPROVAL OF REVISIONS TO CAPITAL EXPENDITURES POLICY

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A motion of the Board of the Waccamaw Regional Transportation Authority to revise the Capital Expenditures Policy, to provide guidance in the acquisition of equipment and capital expenditures.

Ms. Norton-Dew went through the minor changes to this policy.

It was properly moved and seconded that the resolution be approved. There being no questions, a voice vote was taken. No nays being heard, the resolution carried.

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY RESOLUTION NO. APR2014-19

APPROVAL OF REVISIONS TO CASH FARES/PASSES/CHECKS POLICY

A motion of the Board of the Waccamaw Regional Transportation Authority to revise the Cash Fares/Passes/Checks Policy, to provide guidance for all checks and cash received, including the collection and management of fare box revenue ensuring sufficient internal controls from the time cash leaves customer possession until bank deposit.

Ms. Norton-Dew shared the minor changes to this policy. At the time this policy was written, we have electronic fare boxes on all buses and any verbiage relating to manual collection was deleted. Also the word “dispatch” was replaced with “Customer Service”. Ms. Beaty shared that the two teams (Beaty and Dew) worked on these together.

It was properly moved and seconded that the resolution be approved. There being no further questions, a voice vote was taken. No nays being heard, the resolution carried.

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY RESOLUTION NO. APR2014-22

APPROVAL OF REVISIONS TO GRANT BUDGET ENCUMBRANCE POLICY

A motion of the Board of the Waccamaw Regional Transportation Authority to revise the Grant Budget Encumbrance Policy, to establish a procedure that provides guidance when encumbrances are incurred relative to grant obligations.

Ms. Norton-Dew shared that this means that when we purchase something, but we haven't received the purchase yet, we have to set aside the funds to pay for the purchase.

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It was properly moved and seconded that the resolution be approved. There being no questions, a voice vote was taken. No nays being heard, the resolution carried.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. APR2014-27**

APPROVAL OF REVISIONS TO STATE FUEL CARD POLICY

A motion of the Board of the Waccamaw Regional Transportation Authority to revise the State Fuel Card Policy, to establish a procedure by which employees can use State Fuel Cards.

Ms. Norton-Dew explained the state fuel card process. Questions regarding how many cards, who has them in their possession, where is the remainder of the cards, when can they be used. The questions were answered by Ms. Norton-Dew.

It was properly moved and seconded that the resolution be approved. There being no questions, a voice vote was taken. No nays being heard, the resolution carried.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. APR2014-29**

APPROVAL OF REVISIONS TO PROCUREMENT POLICY

A motion of the Board of the Waccamaw Regional Transportation Authority to revise the Procurement Policy detailing the use of Disadvantaged Business Enterprises and Requisition / Purchase Order procedures.

Ms. Norton-Dew shared that this policy represents 3 months of work. Kevin attended training, FTA review our policy and shared what needed to be changed. Mr. Loftus asked when he went to training; Ms. Norton-Dew shared that was in October. Mr. Loftus asked if he knew what the changes were when he completed the training in October. Mr. Norton-Dew replied that yes, he did; however, the new policy had to be reviewed by FTA, it was sent to them in November. Based on their feedback and the training, came this new document. Mr. Loftus asked when we got their feedback. Ms. Norton-Dew answered, "In November." We also looked at other RTA's procurement policy; we benchmarked policies from other RTA's, such as Hampton Rhodes, VA. In response to Mr. Lazzara's question, "No, we did not look at CARTA." She shared further that she had spoken with one of her Leadership APTA classmates, who is in Hampton Rhodes. Professor Twigg asked her when that was; to which she replied, "December." Professor Twigg further stated, so we got from October, November, December; it's only been three months. Mr. Silverman observed that some are wondering why we didn't have this a while ago.

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It was properly moved and seconded that the resolution be approved. There being no further questions, a voice vote was taken. Mr. Loftus stated that he's not going to vote for something that he doesn't know what it says. With six (6) Yeas and (2) Nays (Mr. Loftus and Professor Twigg), the resolution carried.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. APR2014-30**

**APPROVAL OF REVISIONS TO RURAL TRANSPORTATION
ASSISTANCE PROGRAM (RTAP) POLICY**

A motion of the Board of the Waccamaw Regional Transportation Authority to revise the Rural Transportation Assistance Program (RTAP) Policy, to provide guidance in obtaining training scholarships through the South Carolina Department of Transportation Rural; Assistance Program (RTAP).

Ms. Norton-Dew explained that RTAP is a program we use to be reimbursed for training; and this policy had not been updated since 2006.

It was properly moved and seconded that the resolution be approved. There being no questions, a voice vote was taken. No nays being heard, the resolution carried.

Mr. Wilson asked if any of these policies can be amended. Ms. Norton-Dew replied that yes, they can be amended. Just let her know.

ANNOUNCEMENTS: Mr. Rollins announced the Ride with the GM 2014 kicked off this morning from the Ivory Wilson Transfer Center. Michelle Cantey, Mayor Rhodes, Councilman Wallace, and Tom O'Dare joined him for a very enjoyable couple of hours. He invited the members of the board to join them on Friday, when they will be riding Route 7; and on Monday, when they will be in Georgetown.

ADJOURNMENT: It was properly moved and seconded that the Board adjourn. A voice vote was taken. No nays being heard, the Board adjourned at 3:10 PM.

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