

**THE COAST RTA-WACCAMAW RTA  
BOARD OF DIRECTORS MEETING  
JUNE 25, 2014  
9:00 AM**

**Board Present:** Bernard Silverman, Chair  
Joseph Lazzara, Vice Chair  
Ivory Wilson  
Lillie Jean Johnson  
Katharine D'Angelo  
Mickey James  
Nicholas Twigg  
Gary Loftus  
Chuck Ottwell

**Staff Present:** Julie Norton-Dew, Interim General Manager  
Felicia Beaty, DGM of Operations – COO  
Joe Ponticello, Interim Finance Director  
Lynette Nobles, Grant Manager/Board Liaison  
Doug Herriott, Transportation Manager  
Ericka Hill, Business Development Specialist  
Pamela Bellamy, Human Resource Manager  
Tom Arends, Material Controls & IT Analyst

**Also Present:** Bobby Lamb – Coast RTA rider  
Craig Conwell – Citizen  
Renee Rollins – Citizen  
Myers Rollins – Citizen  
Bonnie Rollins – Citizen  
Ed Wilson – Red Bluff Community Activist  
Carolyn Proctor – NAACP  
Marion Howard – Citizen  
Isaac Wade – Citizen

*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 meeting was provided to the press, stating the date, time and place of the meeting on Monday, June 23, 2014.*

**CALL TO ORDER:** Chairman Silverman called the meeting to order at 9:00 AM. He welcomed all visitors.

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

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

**RECOGNITION OF VISITORS:** Bobby Lamb – Coast RTA rider  
Craig Conwell – Citizen  
Renee Rollins – Citizen  
Myers Rollins – Citizen  
Bonnie Rollins – Citizen  
Ed Wilson – Red Bluff Community Activist  
Carolyn Proctor – NAACP  
Marion Howard – Citizen  
Isaac Wade – Citizen

**PUBLIC COMMENT:** Carolyn Proctor stated that she would like to request that the bus service, that we have now, remains.

**EMPLOYEE RECOGNITION:** Ms. Beaty introduced the new employees (drivers) of The Coast RTA. She also showed pictures from the annual luau on June 20, 2014. She then announced that a newsletter is going to begin and will be distributed to employees, the board, and all of our stakeholders.

**CITIZENS ADVISORY COMMITTEE:** Mr. Silverman stated that he feels the CAC should be reinstated.

**APPROVAL OF MINUTES:** It was properly moved and seconded that the minutes from the meetings of May 28, 2014 and special called board meeting on June 10, 2014 be approved. There being no questions, a voice vote was taken. No nays being heard, the motion carried.

#### **MONTHLY REPORTS:**

**Bylaws Committee:** Mr. Silverman has been speaking with board members and the consensus is that reconstitution of the board may be accomplished through the by-laws. Ms. D'Angelo stated that she has been looking at the state law and feels that the by-laws should be reviewed and some items may be revised. Board members did not have the latest by-laws. Ms. Nobles provided a copy of the by-laws for those who did not have them, as well as anyone else who requested them. It was decided that the by-laws be included on the web site (has been done) Mr. Silverman will meet with the by-laws committee to accomplish the goal.

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**Fund Development Committee:** Mr. James shared that the committee met last month and that Ride III might be a good source for funding; and would like to have a representative on the Ride III committee. He would also like for the committee to meet prior to the July board meeting. Mr. Loftus explained the process for Ride III; in that, in addition to the committee, there is a Ride III Commission. Mr. James asked Mr. Loftus for any guidance as to securing a spot on the committee/commission. He advised contacting Charleston to see how they did this. Ms. Norton-Dew said that the committee was thinking about Ride III, not as a permanent source of funding; but, for capital expenditures. Accommodations Tax was also mentioned as a possible funding source, even though we have not been successful in the past. Mr. Loftus said he will contact someone with TERC regarding the A-Tax funds. Professor Twigg asked to be enlightened as to what A-Tax money is and where it comes from. Mr. Loftus explained that it's a 2% tax on accommodations only, collected by each municipality; sent to Columbia; and the state sends it back, minus a collection fee. Each municipality can spend the money any way they want, so long as they follow the rules and guidelines established by (1) the law and (2) the Tourism Expenditure Revue Committee (TERC). There is an application process for requesting these funds.

**Planning & Development:** Julie Norton-Dew began by saying that she and Professor Twigg met earlier in the week to discuss the agenda items. We continue working with GSATS to switch the intermodal center feasibility study funding from FHWA dollars to FTA dollars. Once the funds have been transferred to FTA, we will be able to proceed with the solicitation. Also, there is a 20% match required for the project. Mr. Silverman asked if the money we have for the intermodal center could be used for signs. She responded that she will be getting to that. Regarding the shelter project, the shelters are still out back; GSATS owns them; but we are storing them for GSATS. Ms. Norton-Dew will take a look at finding a storage facility so they can be moved off the campus. GSATS has a list of locations for the shelters. The estimated cost of the signage project is \$420,000 and Ms. Norton-Dew will be working with GSATS to secure the funding for this project. Regarding new bus purchase: in the budget there is an amount for new buses. We do not have that funding secured; there are two grants coming up in August, one is a TIGER Grant and there's another grant; both requiring a match. We're also looking at lease opportunities and other options. Right now, to make pull-out in the morning is very difficult because our fleet is old. We have a lot of breakdowns during the day and replacement buses have to go out. We're at the point now that we have to look at new buses. In the current budget, there's funds for four (4) new buses. It takes approximately 18 months to get a new bus. We've done a search within a 500-mile radius to see if RTA's within that area has buses of which they are trying to dispose; however, there are none. We can use federal funding for used buses, but not state funding. The ten buses we got from Richmond last year are doing very well, as they are heavy-duty buses. We will be hiring two mechanics to lower our bus-to-mechanic ratio. At the present time, we're sending some work out to be done. Ms. Norton-Dew stated that we should be replacing 3-4 buses each year. The last item on the agenda is the Route Analysis. We feel we need to conduct a route analysis looking at our current routes and the amount of money that we have and make changes accordingly. Mr. Silverman asked about the task force – it has been disbanded. APTA will be coming in to do a peer review. Mr. James requested a report be made at the July meeting regarding leasing buses.

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**Operations:** Felicia Beaty began by reviewing the Operations agenda. Ms. Beaty then reviewed the ridership for the month of May. Year-to-Date ridership is 419,555 rides, which is a .5% decrease over last year at this time. This is attributed to not beginning the summer service when we normally do, in May. Route 7 is the number one route, with 8,443 rides (1.6% increase); Route 15S is number two with 6,416 rides; Route 16X is number three with 6,302 rides.

Summer service has been delayed due to the events with Horry County regarding funding. We propose instead of keeping as is, we have one-hour frequency. We'll leave the 15S and 15N as they are, except we will increase the frequency to every half hour. Mr. James asked when the summer service ends. Ms. Beaty stated that it ends the first weekend in September. The question was asked if the signage will have the times the buses are due there. Ms. Beaty replied that the signs will have the barcode that the passengers will scan with their smartphone, which will give them the time the bus is due at that location. With Route 10, instead of continuing as is, we are proposing that we incorporate the airport into Route 10; not having a separate airport shuttle. We already have passengers that transfer to other buses at the transfer center. For those passengers who are accustomed to riding public transportation, transferring is not an issue. Route 10 will increase to 30-minute frequency.

The last item is the Sandy Island Ferry, which we discussed at length last month. However, we need to make a decision as to what we are going to do. This was tabled at last month's meeting. We need to make a motion and take a vote on that motion. Mr. Loftus shared that this should be a Georgetown County project. Ms. Norton-Dew added that Georgetown County had asked if the board (The Coast RTA) would support this project, if there were money to do so. Mr. Loftus stated that he supports it as long as The Coast RTA has no involvement with the project. Ms. Johnson interjected that The Coast RTA provides transportation for the public, of which the residents of Sandy Island are a part. The motion was made that the board support the Sandy Island Ferry project, provided that Georgetown County provides all monetary support, personnel, planning, and operations, with no involvement by Coast RTA. Ms. Johnson stated that Georgetown County is not in the transportation business and to say that Georgetown is to do all of this, you're asking us to move into an arena in which we have no experience. Mr. Wilson added that he agrees with Ms. Johnson. This transportation company serves both Horry and Georgetown counties. This is not just for Horry County; we do the same for Georgetown County as we do for Horry County. We have issues in Horry County by having buses running routes that we can't support, and we've got the same thing in Georgetown County. Mr. Wilson stressed that this bus service is for Georgetown County too; and, the people in Georgetown County cannot be neglected. Ms. Johnson added that if you look at the amount of money that Georgetown County gives to The Coast RTA and that county's population and compare it to the money from Horry County and Horry County's population, it probably comes out pretty close to being the same. Mr. Wilson stated that he will not support the motion if it includes "with no involvement by Coast RTA". The discussion continued. The motion was read again and it was decided to take out the phrase, "With no involvement by Coast RTA." Mr. James then asked for Ms. Beaty's opinion as to the terminology of the motion. There was a motion and second for amending the motion to remove "with no involvement by Coast RTA." A vote was taken and

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the motion carried. The motion was made and seconded that “The board supports the Sandy Island Ferry project, provided that Georgetown County provides all monetary support for personnel, planning, and operations.” There was no further discussion. A vote was taken; with 7 Yeas and 2 nays (Ms. Johnson and Mr. Loftus), the motion carried. This decision will be communicated to Georgetown County through a letter, which is to be written. Mr. Wilson suggested inviting members of Georgetown County to attend our next board meeting.

**Finance and Administration:** Mr. Lazzara began by saying that he and Joe had reviewed the financials on Monday. He then asked if other members of the committee had any questions regarding the financials. Mr. Loftus asked about the passenger fares being under budget. He then asked what constitutes non-transit revenue. Ms. Norton-Dew replied that non-transit revenue would consist of income from wraps and in-kind for the trolleys. We have to absorb the federal interest in the three trolleys we received from Pee Dee RTA. We have to show them on our books, as this gives a method to depreciate them. Mr. Ponticello pointed out that income is under budget; but, so are expenses. Mr. Ponticello continued by reviewing the three (3) resolutions being presented for board approval. One is the policy for the approval of contracts; the second is the resolution approving the FY2015 budget; and the third is a resolution to accept the contents of the funding agreement with Horry County. Mr. Ponticello reviewed the financials with the board, pointing out that our month-to-date revenue is under budget almost \$4000; however, our expenses are also under budget \$33,000. He also pointed out that even though our year-to-date revenue is under budget about \$200,000; however, our operating expenses are also under budget \$236,000, which means that we are more under budget on the expense side than on the income side. Our current ratio is 166%. Our Fare Box Recovery is 15.6% (industry standard is 18%).

Regarding Procurement, we have three (3) very small projects right now: One is getting quotes for a detailing company to clean the buses inside to attract choice riders; the second is getting quotes for our air conditioning preventive maintenance; and lastly, quotes for installing handrails on our front porch.

Maintenance report: (Page 61 in the board packet) Mr. Ponticello reported that we have 45 buses in our fleet and only 6 mechanics on staff, which is a ratio of 7.5 buses to 1 mechanic. The SCDOT recommended ratio is 4 buses to 1 mechanic. In the FY2015 budget, we had budgeted for two (2) full-time mechanics; which will help reduce that ratio to 5.6 buses to 1 mechanic.

Ms. Norton-Dew began her presentation of the FY2015 proposed budget with the mission statement. The funding that we received this fiscal year is \$3.1 million. Our 5307 funds are up about \$250,000 over last year and our 5311 is up about \$100,000. She then referred the board members to the pie charts for revenues, expenses, and capital for the breakdown of funding. Mr. Loftus asked how our pie charts compare with other RTA's. Ms. Norton-Dew replied that she will get that information. During the discussion, it was suggested that the funds set aside for the feasibility study be used for something else to which Ms. Norton-Dew stated that those funds can be used only for planning. She also pointed out that if we want to be part of Ride III, the feasibility study will have to be done. Mr. Silverman said that he's not sure what happens to

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the \$175,000 if we don't do the feasibility study, is it gone to us. Ms. Norton-Dew said that the amount is for planning only, and is being converted to FTA funds which has not been obligated, so we could put it on hold for some time. Once the funds have been obligated, you have five (5) years to spend it. It was decided to scratch the feasibility study and take the local match associated with that and hold it for capital planning. Once FTA obligates the funds, you have to define how those funds will be used. GSATS gave us the funds to be used for planning.

Ms. Norton-Dew continued the review of the FY2015 proposed budget, route by route. It was discussed as to whether or not to begin charging for the Entertainment Express rather than it being free. After much discussion, it was decided to continue as is and possibly revisit it for next year.

Discussion of the budget continued with the board reviewing the salary and wage scale. It was recommended by Ms. Beaty (COO) that salaries for those earning in excess of \$50,000/year be frozen; for those administrative staff earning less than \$50,000/year, an increase of \$1.25 per hour; for mechanics, drivers, hostler, and janitorial staff, an increase of \$2.50/hr. across the board. Ms. Beaty shared the pay for CCU and Horry County School's bus drivers. At the present time, drivers receive five (5) days per year for PTO (paid time off) and three paid holidays per year (Thanksgiving Day, Christmas Day and New Years' Day). Ms. Beaty continued by saying that it is proposed to give the drivers fifteen (15) days per year for PTO, which includes sick and vacation time, and two additional days to be used as floating holidays that can be taken at any time.

Mr. James interjected that major changes (firings, eliminating positions) should not be made by an interim person; and that those types of changes should be made when a permanent person is hired. Ms. Norton-Dew added that changes that have occurred were recommendations to the board, who discussed and approved those changes.

Ms. Beaty further recommended that hourly employees who work on holidays be paid time and a half (1.5 times their hourly pay) for working when everyone else is off on holidays. Mr. Loftus asked if all of these changes are included in the FY2015 budget. Ms. Norton-Dew assured the board that all of the changes are included in the budget. Mr. Silverman asked about the increase in salaries and benefits from FY2014 to FY2015. FY2014 is \$3.059 million and FY2015 is \$3.317 million (approximately 10% increase).

It was motioned and seconded that the board approve what has been recommended for non-exempt employees (\$2.50/hr. increase in pay, increase in number of PTO days to 15 annually, time and a half pay for those who work on holidays, and two floating holidays); and a 3% pay increase (not \$1.25 per hour) for exempt employees earning less than \$50,000 annually. A voice vote was taken. No nays being heard, the motion passed. The question was asked as to when these changes go into effect; with the reply that this will begin July 1, 2014.

Regarding the funding agreement between The Coast RTA and Horry County, Mr. Silverman called everyone's attention to the agreement, which is in each packet. He stated that Horry

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County made the majority of the changes that we had requested in the funding agreement. He asked for a motion and a second to accept the funding agreement between The Coast RTA and Horry County. A voice vote was taken. No nays being heard, the motion passed.

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

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
RESOLUTION NO. JUN2014-38**

**APPROVAL OF POLICY FOR APPROVAL OF CONTRACTS**

A motion of the Board of the Waccamaw Regional Transportation Authority approving the Policy for Approval of Contracts, wherein all contracts (revenue and service) must be reviewed and approved by the General Manager prior to execution by any agent of the authority.

There was a motion and a second to approve the resolution. Mr. Loftus requested that the word "local" be added in the second sentence of the motion. There being no questions, a voice vote was taken. No nays being heard, the resolution carried. (Note – the change was made as requested and the revised resolution was signed by the board.)

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
RESOLUTION NO. JUN2014-39**

**APPROVAL OF WACCAMAW REGIONAL TRANSPORTATION AUTHORITY 2015  
ORIGINAL BUDGET**

A motion of the Board of the Waccamaw Regional Transportation Authority to adopt the FY2015 budget for the period July 1, 2014 to June 30, 2015 and authorizing the General Manager/Secretary-Treasurer to manage the fiscal affairs of the Authority in accordance to the fiscal year 2015 operating budget amounts.

There was a motion and a second to approve the resolution. Ms. Norton-Dew added that the discussion is that the feasibility study will be taken out, as discussed; the federal portion of the bus purchase will be taken out, as discussed; and the exempt staff earning less than \$50,000 will receive a 3% increase rather than a dollar amount. Also, any excess funds will be set aside in a budget line item. There being no questions, a voice vote was taken. No nays being heard, the resolution carried.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
RESOLUTION NO. JUN2014-40**

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**AUTHORIZATION TO ACCEPT THE CONTENTS OF THE FUNDING  
AGREEMENT WITH HORRY COUNTY**

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the Interim General Manager/Secretary Treasurer to accept the contents of the Funding Agreement (FY2015 funds) with Horry County.

There was a motion and a second to approve the resolution. There being no questions, a voice vote was taken. No nays being heard, the resolution carried.

**OLD BUSINESS:** None

**NEW BUSINESS:** Professor Twigg asked if we are going to discuss the search committee for selecting a General Manager. Ms. Norton-Dew cautioned that there are procurement rules and requirements we must follow when looking at executive search firms to assist us in this search. Professor Twigg then shared his conversation with an executive search firm in California. He spoke with another such company who asked for a 40%-45% fee for the search. Neither of the firms were interested. He suggested that we have representatives from our stakeholders on the committee as well. Mr. Silverman asked if anyone else had any suggestions and that he likes the idea of having our stakeholders involved in the process. Mr. Loftus suggested coming up with the qualifications/job description and then eliminate any candidates that do not meet the qualifications. Ms. Norton-Dew added that if the board decides to use a professional search committee, the board will have to write a scope for the procurement process as to exactly what comprises the search committee; this would be a 3-4 month process and any expenses will have to come from local funding. It was discussed that if a nation-wide search is conducted, the first round of interviews be via Skype, then when narrowed to the final three, bring them here for face-to-face interviews. Ms. Norton-Dew will send the board the guide for hiring a general manager that is on the APTA web site. It covers everything that needs to be done. The question was asked if there are magazines in which to advertise. Ms. Norton-Dew shared that Transit Talent and Mass Transit magazines do charge to advertise. It was agreed that the first thing to do is write a job description, qualifications. Mr. Loftus will get with Patrick (Horry County Human Resources) regarding a job description and have it at the next meeting. It was also discussed to have the public present during the final interviews. Mr. Silverman asked if the board needs to develop the qualifications and whether it needs to be a committee or the whole board. The committee to develop the qualifications will be Mr. Loftus, Mr. Ottwell, Mr. James and Professor Twigg

**ANNOUNCEMENTS:** Ms. Norton-Dew shared with the board that we are receiving FOIA requests, for which we have a policy and a procedure; however, we never decided the research fee or the per-copy fee. It was decided that regarding the charges for the FOIA requests, we charge \$10.00 per man-hour for the research and \$.25/page for the copies. The charges are paid prior to the requesting person/company receiving the materials.

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**EXECUTIVE SESSION:** There was a motion and a second to go into executive session at 1:50 PM.

There was a motion and a second to come out of executive session at 2:54 PM. There was no decision made and no vote taken in executive session.

**ADJOURNMENT:** It was properly moved and seconded that the Board adjourn. A voice vote was taken. No nays being heard, the Board was adjourned at 2:55 PM.

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