

**THE COAST RTA-WACCAMAW RTA
BOARD OF DIRECTORS MEETING
JULY 30, 2014
9:00 AM**

Board Present: Bernard Silverman, Chair
Joseph Lazzara, Vice Chair
Ivory Wilson
Katharine D'Angelo
Nicholas Twigg
Gary Loftus
Chuck Ottwell

Staff Present: Julie Norton-Dew, Interim General Manager
Felicia Beaty, DGM of Operations – COO
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
Hudson Smith, Mechanic
Kevin Parks, Procurement Manager

Also Present: Bobby Lamb – Coast RTA rider
Craig Conwell – Citizen
Darrell Eickoff – AARP
Charles Perry – Myrtle Beach Herald

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, July 28, 2014.

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

INVOCATION/PLEDGE OF ALLEGIANCE: Mr. Wilson 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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RECOGNITION OF VISITORS: Bobby Lamb – Coast RTA rider
Craig Conwell – Citizen
Darrell Eickoff – AARP
Charles Perry – Myrtle Beach Herald

PUBLIC COMMENT: Mr. Eickoff spoke regarding the Myrtle Beach Veterans’ Stand Down, an event on September 19, 2014, at Market Common, 8:00 AM – 2:00 PM, sponsored by South Carolina AARP and the local Veterans’ Welcome Home and Resource Center. This event is for homeless veterans, of which there are about 150 in this area. The event will offer showers, haircuts, socks and underwear; medical and dental counseling, an opportunity to speak with a local Veterans’ Administration counselor to find out the benefits for which they may qualify; employment opportunities; clothing vouchers; options for getting into a home; free books; and free breakfast and lunch on that day. Mr. Eickoff stated that some organizations will assist; however, they really need transportation. He requested vouchers for transportation for Veterans to attend this event.

Mr. Silverman asked if there is something that Coast RTA can do. Mr. Eickoff asked about 36 passes. Ms. Norton-Dew stated that we can do that. Mr. Ottwell suggested that The Coast RTA have a booth at the event. Ms. Beaty stated that she would love to have a table and that she and John Glover would like to identify locations where Coast RTA buses could pick up veterans for this event. It was also suggested that members of the board should also attend. The majority of these veterans are from the Vietnam War.

EMPLOYEE RECOGNITION: Ms. Beaty recognized Mr. Hudson Smith, Mechanic, for the “Caught-In-The Act” award for going above and beyond the call of duty. Members of the board thanked him for his service. Mr. Kevin Parks, Procurement Manager, was recognized for having no findings during the FTA Triennial Review. Mr. Parks shared that it’s a privilege to work at Coast RTA.

APPROVAL OF MINUTES: It was properly moved and seconded that the minutes from the meetings of June 25, 2014 board meeting be approved. There being no questions, a voice vote was taken. No nays being heard, the motion carried.

MONTHLY REPORTS:

Bylaws Committee: Ms. D’Angelo stated that the committee had attempted to meet; however, not the entire committee could meet. She hopes to meet sometime in September, prior to the board meeting, to go over the by-laws to revise them.

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Fund Development Committee: In Mr. James's absence, Mr. Silverman stated that he believes The Coast RTA needs to be included, even if it's a small amount, in the Ride III initiative/referendum, as was discussed in a previous committee meeting. He stated that it really helped Columbia and Charleston both in getting their referendum passed, by including roads, green space, and public transit all together. Mr. Loftus shared that the first meeting will be Thursday, August 14, 2014 at 4:00 PM, in Room 318, in the Wall Building. Mr. Silverman will contact Mr. Dyer and Mr. Lazarus regarding being included at the table. Per Ms. Norton-Dew, GSATS, as our MPO, should be included, as well. Mr. Silverman stated that he will talk with Mr. James.

Interim General Manager: Ms. Norton-Dew reviewed the findings from the FTA Triennial Review (a copy is included in the board packet); she explained each one and shared what Coast RTA will do to close out each of them. Ms. Norton-Dew responded to all questions from members of the board.

Planning and Development: Dr. Twigg stated that the board should consider putting the feasibility study back in the budget, as it would be necessary should we be included in Ride III and also the need for the intermodal transportation center. He then turned the meeting over to Ms. Norton-Dew. She explained the resolution for the MPO and requested that the board approve it. She then shared that we already have the funding for the feasibility study and having that completed, we would proceed with the NEPA study and by the time Ride III is implemented we will be pretty much shovel-ready for moving forward with the intermodal center. Ms. Beaty attended the GSATS meeting last week and said that when it was mentioned that Coast RTA had decided to pull the feasibility study, there was a lot of negativity. The funds have been converted from FHWA to FTA; all we have to do is dedicate the funds. If not, we will lose the funds. The portion of the feasibility study that has already been done will become part of the scope of work in the new solicitation. If we don't continue with the feasibility study, we'll lose everything we have already accomplished. The City of Myrtle Beach will continue to work with The Coast RTA to complete the project. There was a motion and a second that the board rededicate the money, which is already in the budget, for the feasibility study. A Vote was taken, with 5 Yea's and 2 Nay's (Mr. Loftus and Ms. D'Angelo), the motion passed.

Finance and Administration: Mr. Lazzara began by saying that he had reviewed the bank reconciliation and financials with Ms. Norton-Dew on Tuesday; there were some changes to the financials. He then asked if other members of the committee had any questions regarding the financials. Mr. Wilson asked (regarding the financials), on Page 94, what will happen with the payroll on August 26th. Ms. Norton-Dew answered that she will draw down funds (the \$50,000) and there will not be an issue. He then asked, on Page 89, the Balance Sheet, the current liability, is that what we owe to vendors? She replied that is correct. He then asked about the aged accounts payable report. She replied that she gives that report to Mr. Lazzara, along with the check register and the aged receivables report. She added that the check register will be put on the Coast RTA web site each month; Tom is working on that now. Mr. Silverman asked about the "other revenues" on the Income Statement, the 221. Ms. Norton-Dew replied that the amount is the federal interest in the trollies we got from Pee Dee RTA.

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Ms. Norton-Dew reviewed the resolutions, which are being presented for board approval. There were two resolutions added at the last minute, regarding applications for two grants; TIGER Grant and the Ladders of Opportunity Grant.

Ms. Norton-Dew reviewed the financials and answered all questions from the board members. She noted that expenses were \$300,000 under budget, which is attributed, in part, to not beginning summer service in May, as well as positions that were not filled. She also noted that the pay-back for the shelters is still under review at SCDOT.

Ms. Norton-Dew stated that Coast RTA ended the year with a 15.9% average Fare Box Recovery, which she believes to be phenomenal.

Ms. Norton-Dew reminded the board that they need to determine the scope of the forensic audit; Dean, the auditor, will assist the board in writing the scope.

Discussion regarding GM job description, recruitment of candidates, etc. ensued. Mr. Silverman asked that the committee to develop the GM job description meet prior to the next board meeting. The committee members are Mr. Ottwell, Mr. James, Mr. Loftus and Dr. Twigg, with Mr. Silverman assisting.

Ms. Norton-Dew added that should the board decide to hire a recruiting company, Coast RTA is required to put out a solicitation.

Operations and Maintenance: Ms. Beaty distributed a current organizational chart and operations report to the members of the board. Ms. Beaty then reviewed the resolution for board approval of the revised ADA Policy, per information provided during the FTA Triennial Review.

Ms. Beaty then reviewed the operations report with the board, which included the ridership report with the year-to-year comparison and the month-to-month comparison. The top performing route for the year was Route 7 with 9,643 rides; second was Route 15S with 7,291 rides; and third was Route 15 N with 6,684 rides (4 rides more than the Georgetown Express). With the summer service, 14 additional drivers were hired and frequency was increased on Routes 7, 10, 15N, and 15S.

Ms. Beaty shared that she attended a meeting at the Bunnell Foundation on July 8, 2014, also attending were Mr. Doug Herriott, Transportation Manager; and board members, Mr. Silverman, Mr. Lazzara, Ms. Johnson, Dr. Twigg, and Mr. Ottwell. There was discussion as to who should be leading the Sandy Island Ferry project. Many felt that Coast RTA, as the transportation authority, should be leading that effort; however Mr. Silverman expressed our inability to do anything at this time. He also expressed to them that we needed to do a feasibility study, etc.

Mr. Craig Sasser, with Waccamaw National Wildlife, came in and saved the day for the project. The question was asked by a Sandy Island resident, if the residents of Sandy Island were to purchase the vessel, and pay for all the associated costs, would Coast RTA operate the vessel. Ms. Beaty then came back and discussed the proposal with Ms. Norton-Dew, who discussed it

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with the FTA official who conducted the Triennial Review. Ms. Norton-Dew was told that we could; however, there would have to be a separation of all the work and the maintenance work would have to be out-sourced. For example, if one of the mechanics who repairs buses performed a repair to the vessel, the mechanic's hours would have to be segregated for the buses and the vessel. Coast RTA would not be allowed to use any federal funds for the vessel. Ms. Norton-Dew added that it's not just the maintenance of the boat; a certain portion of all administration staff would have to be allocated to the boat, local funds only. Every dollar toward the operation of the boat would have to be local funds, no state or federal. Mr. Lazzara suggested that Coast RTA respond to the question, in order for those individuals to be aware of where Coast RTA stands on this issue.

Ms. Beaty continued by saying that operations is working on a maintenance plan. They have gone through every bus that we currently have; and analyzed them based on the status of each bus, the issues or problems with each bus, the parts necessary to make the repairs to each bus, the cost of the necessary parts, and an estimated repair time. The analysis showed that of the 41 buses that we have, only 18 of our buses are in service; 56% of our buses are down. Further, of those 18 buses that we are using, 12 have issues; giving us only 6 vehicles, in our fleet, on which we can depend. Ms. Norton-Dew shared that in order for us to have the proper spare ration we need 28 buses per day; we only have 6. Ms. Beaty then stated that of the 41 buses that we have, 85% of them have issues. This is what was referred to as being "catastrophic" during the triennial review.

Ms. Beaty then invited everyone to go on a tour of the maintenance shop and see the mechanics at work. The group then left the conference room for the tour.

Continuing with the agenda:

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

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. JUL2014-41**

**AUTHORIZATION TO RECEIVE FY2015 FUNDING FROM HORRY
COUNTY**

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the Interim General Manager/Secretary Treasurer to receive FY2015 funds in the amount of \$1,055,000 from Horry County for mass public transportation services, in accordance with the terms and conditions set forth in the funding agreement between the Authority and 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.

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**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. JUL2014-42**

**AUTHORIZATION TO RECEIVE FY2015 FUNDING FROM
THE CITY OF MYRTLE BEACH**

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the Interim General Manager/Secretary Treasurer to receive FY 2015 funds in the amount of \$300,000 from the City of Myrtle Beach for mass public transportation.

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.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. JUL2014-43**

**AUTHORIZATION TO RECEIVE FY2015 FUNDING FROM
GEORGETOWN COUNTY**

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the General Manager/Secretary Treasurer to receive FY2015 funds in the amount of \$220,000 from Georgetown County Council for mass public transportation.

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.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. JUL2014-45**

ADOPTION OF REVISED ADA POLICY

A motion of the Board of the Waccamaw Regional Transportation Authority to adopt the revised ADA policy and procedures in accordance with FTA Triennial Review.

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.

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**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. JUL2014-46**

APPROVAL OF REVISIONS TO PROCUREMENT POLICY

A motion of the Board of the Waccamaw Regional Transportation Authority to revise the Procurement Policy in accordance with recommendations by FTA during the Triennial Review.

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.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. JUL2014-47**

**AUTHORIZATION TO RECEIVE FY2015 FUNDING FROM THE
CITY OF CONWAY**

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the General Manager/Secretary Treasurer to receive FY2015 funds in the amount of \$4,000 from the City of Conway for mass public transportation.

There was a motion and a second to approve the resolution. Dr. Twigg asked why we were only asking for \$4,000 and why we didn't ask for \$30,000. Ms. Norton-Dew replied that we did ask them for \$30,000; but they gave us only \$4,000. She then clarified that this resolution is to receive the funds, not request the funds. There being no further discussion, a voice vote was taken. No nays being heard, the resolution carried.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. JUL2014-48**

**APPROVAL OF MPO (METROPOLITAN PLANNING
ORGANIZATION) AGREEMENT WITH GSATS (GRAND
STRAND AREA TRANSPORTATION STUDY)**

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A motion of the Board of the Waccamaw Regional Transportation Authority approving the MPO Agreement between the Authority and Grand Strand Area Transportation Study (GSATS).

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.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. JUL2014-49**

APPLICATION FOR LADDERS OF OPPORTUNITY GRANT

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the Interim General Manager/Secretary-Treasurer to apply to the Federal Transit Administration for Ladders of Opportunity Program Grant.

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.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. JUL2014-50**

**APPLICATION FOR THE TRANSPORTATION INVESTMENT
GENERATING ECONOMIC RECOVERY, OR TIGER DISCRETIONARY
GRANT PROGRAM,**

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the Interim General Manager/Secretary-Treasurer to apply to the Federal Transit Administration for TIGER Grant (The Transportation Investment Generating Economic Recovery, or TIGER Discretionary Grant program).

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: None

ANNOUNCEMENTS: Coats for Kids will be held in the conference room on Saturday, December 13, 2014, from 12:00 PM – 2:00 PM

Mr. Silverman announced that Mr. Mickey James and Dr. Nicholas Twigg will be attending the APTA Conference and Expo. He also invited the board members to get out and ride the buses.

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EXECUTIVE SESSION: At 2:25 PM, there was a motion and a second to go into executive session to deal with a personnel issue.

There was a motion and a second to come out of executive session at 2:42 PM. There was no decision made and no vote taken in executive session.

Dr. Twigg asked to discuss the reconstitution of the board, per the by-laws, going to 2 board members from Horry County. After discussion, it was decided that the entire board will meet at a later date, yet to be determined, to take a thorough look at the by-laws, and come up with a plan that will be fair to the stakeholders.

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 2:46 PM.

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