

**THE COAST RTA-WACCAMAW RTA
BOARD OF DIRECTORS MEETING
JANUARY 27, 2016**

9:30 AM

Board Present:

Joseph Lazzara, Chair
Robert Sheehan
Bernard Silverman
Katharine D'Angelo
Lillie Jean Johnson
Chuck Ottwell
Ivory Wilson
Darrell Eickhoff
Marvin Keene

Staff Present:

Brian Piascik, General Manager/CEO
Lynette Nobles, Executive Assistant/Board Liaison
Ron Prater, CFO
Doug Herriott, Transportation Manager/

Pamela Bellamy, Human Resource Manager
Ericka Hill, External Affairs/EEO Officer
Jule Johnson, Operator of the Year
Mary Nesbitt, Operator of the Year
Al D'Andrea , Customer Service
Tom Burda, Maintenance Manager
Michelle Cantey, Public Affairs Communication (via
telephone)

Visitors:

Dean Richardson, Auditor
Suzanne Harris, Public Transit Supporter
Renee Rollins

In accordance with the Freedom of Information Act (FOIA), the 2016 meeting schedule was provided to the press at the beginning of the 2016 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 on Monday, January 25, 2016.

CALL TO ORDER: Chairman Lazzara called the meeting to order at 9:32 AM and welcomed everyone.

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

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

ACKNOWLEDGEMENT OF VISITORS: Mr. Lazzara recognized the visitors, Mr. Richardson and Ms. Harris and asked if either wished to make any public comment.

PUBLIC COMMENT: None

EMPLOYEE RECOGNITION: In December, each department voted for the Employee of the Year from their department. The winners were awarded with a plaque recognizing their distinction as Employee of the Year 2015. They are as follows: Mary Nesbit and Jule Johnson – Paratransit Operators; Al D’Andrea – Customer Service; Tom Burda – Maintenance; and Doug Herriott – Administration. The board members thanked them for their service.

APPROVAL OF MINUTES: There was a motion and a second to approve the minutes from the December board meeting. A voice vote was taken, with no nays being heard, the minutes were approved.

APPROVAL OF CONSENT AGENDA ITEMS:

- Resolution No. JAN2016-01 Authorization to file grant applications with SCDOT and FTA (5311)
- Resolution No. JAN2016-02 Authorization to request FY17 funding from local governments
- Resolution No. JAN2016-03 Authorization to submit application for 5307 funds to reinstate Feasibility Study
- Resolution No. JAN2016-04 Approval of updated DBE (Disadvantaged Business Enterprise) Program Policy
- Resolution No, JAN2016-07 Approval of updated Title VI Program Policy

Mr. Silverman asked that we post Title VI information as is required.

There was a motion and a second that the agenda items be approved. There being no discussion, a voice vote was taken; no nays being heard, the items in the Consent Agenda were approved.

COMMITTEE REPORTS

SERVICE COMMITTEE: Ms. Johnson reported that the committee met earlier in the month and discussed ridership, TDP update, and service changes that will go into effect on April 1, 2016. Mr. Piascik then talked about the public meetings that are being held through the end of February. Mr. Herriott and Ms. Hill rode Route 16 at 3:00 pm and informed the 31 riders of the service changes. We will continue to do this, in an effort to communicate the changes with more of our riders. Public meeting dates, times, and locations are posted on our web site, as well as on WPDE web site, at the transfer center in Myrtle Beach, and in the terminal in Conway. Ms. Johnson said that we need to make more announcements to bring

people to the public meetings. Mr. Piascik said that we are also attending neighborhood meetings and have been distributing flyers on the buses. Mr. Lazzara shared that he and Ms. Johnson attended the meeting in Georgetown and invited all board members to attend future meetings. Mr. Piascik announced that ridership in the fall increased by 2.5% over fall 2014, in spite of the rains and flooding and a day of no service.

Mr. Lazzara shared that there is a shelter at the Sandy Island stop.

Ms. Johnson announced that there are sections of Georgetown where people are not aware of our service or stops.

Mr. Piascik shared that he is scheduled to meet with Sel Hemingway on Thursday.

Mr. James asked if we go to Andrews; Mr. Piascik replied that we do. He then said that he had sent a letter to John Pederson, the Myrtle Beach City Administrator regarding the service changes that we have proposed. (He sent a digital copy of the letter to the members of the board).

Mr. Ottwell suggested that we have a presence at the airport. It was shared that in the past we had an Airport Ambassador; however, we have none now. There was a discussion that we need to do something to make people flying in that we do have public transportation available. Mr. James suggested talking with Brad Dean. Mr. James said that he has been asked about transportation to Star Tek.

PAC COMMITTEE: Dr. Sheehan said that the committee met and discussed bringing in passenger feedback. One solution discussed is creating an alternative to the CAC to encourage riders to participate in an information opinion group that would meet three (3) times per year for the next 18 months. One meeting would focus on disability services with other meetings more broadly discussing a range of services that riders may want. Also recommended is advertising the availability of those forums and those positions on the opinion group. Ms. Cantey has drafted an invitation based on some material that he and Mr. Silverman had provided. Dr. Sheehan suggested that we get the information out as soon as possible, with all of these meetings in progress, Mr. Piascik said that he will verify that this information is being shared in the meetings. He then asked if this information was shared in the meeting in Georgetown. It was answered that it was not.

Mr. Silverman will send the invitation to the board to review and will send it to Mr. Piascik as well,

Mr. Piascik shared that the RFP is at the state for their approval.

FINANCE COMMITTEE: Mr. Ottwell shared that the committee met a week ago and reviewed the November and December financials, as well as the proposed budget and the audit report. Mr. Piascik reported that the November and December financials are now based on the proposed revised FY16 budget. He shared that he corrected the formula errors pointed out by Dr. Keene. There is a resolution that will be presented later for approval of the revised FY16 budget. He continued by saying that we are in good shape and that it makes sense to go to a 15-month year and change our fiscal year. Mr. Ottwell

thanked Mr. Piascik and Mr. Prater for providing a sheet to show the board exactly where we are on draws from our grants and all of the grants we have. Mr. Piascik shared that we need to shore up our internal controls to make sure that we're dealing better with our assets. One of the missteps in taking on the DART buses was that we had this increase in assets, but we didn't have journal entries on where we got the money to increase those assets, FTA in-kind revenue. We increased our net position by \$300,000, due to the audit. There were also some timing issues as to when we did our draws, There were certain admin expenses in Sage that were going into Excel and then getting reallocated to maintenance because it was maintenance on and admin vehicle, Our goal is to have all of the allocations that we need in Sage; splitting it between transit and paratransit; splitting between maintenance, operations, and administrative.

We have a software update coming that will be matched up with a timeclock, so that labor and payroll will be done automatically. All of the allocations will be done within the software so that when we are going for a draw, it's tied to the actual costs for that month rather than a change in year-to-date. The only allocations we'll have to do is urban and rural split, after Sage. Mr. Ottwell asked who will be handling payroll, Mr. Piascik replied that Mr. Prater will be. He then asked if the percentages will fluctuate and how often it's revisited. Mr. Piascik replied that it's in the 65/35 range and it's based on operating hours and miles. Right now, it's monthly, but we're getting away from that and going to annual so that it's the same percentage, which is within the regulations.

The auditor was asked to speak to the audit results and answer any questions. Mr. Richardson began by saying that we have a set of correct financial statements and an "Unmodified Opinion" on both the compliance with the rules and regulations, as well as the financial statements and disclosures. The biggest change this year is in the recording and effect of GADSB 68. Mr. Piascik interjected that in the past we put all of the non-reimbursable expenses into, basically, a suspense account and last year it was \$114,000. These are expenses that we cannot go back to FTA or the state to be reimbursed and they were budgeted in other line items. We have to set up the chart of accounts and put those amounts into the line item in which they were budgeted. This will give us better internal controls. It will also help us match up to the budget. There will be no miscellaneous category any more. Also, we will be going back into 2016 and making necessary adjustments.

Mr. Silverman asked if we are on the right track as far as our internal controls go. Mr. Richardson replied, "Absolutely". Mr. Piascik reported that we are fully staffed and we have the company coming in to look at our internal controls and who is doing certain things.

Mr. James asked what is meant by an "unmodified opinion". The reply was that this is a positive outcome of the audit.

GENERAL MANAGER'S REPORT: Mr. Piascik shared that the PAC Committee had discussed putting together a video regarding our paratransit service, something that Dr. Sheehan had requested we do. We delivered a plan for this project, which will be starting shortly. We'll be interviewing a couple of drivers, as well as paratransit customers talking about the importance of the service. Mr. Ottwell asked how many paratransit vehicles we have – Mr. Piascik said we have six (6). We will be replacing five (5) of them this year with new ones.

Some of our board members attended our State of the Coast and it went very well. When raises are done

in May/June timeframe, we're looking at a cost-of-living, as well as a merit increase. The details haven't been decided. Safe drivers will receive a patch (the sun from our logo) to wear on their sleeve and drivers will also be included in our Safety Committee.

Regarding DART buses, the group will be leaving on February 10th to pick up the five (5) buses and drive them back, arriving Friday night, February 12th.

We got our statement for our CD and we made \$1.85 interest on our \$5,000 and we deposited another \$20,000, so now we have \$25,001.85 CD reserve. That's more than we had.

APPROVAL OF RESOLUTIONS:

Ms. Nobles read the following resolutions into the record:

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. JAN2016-05**

**ACCEPTANCE OF INDEPENDENT AUDIT REPORT
FOR FISCAL YEAR 2015**

A motion of the Board of the Waccamaw Regional Transportation Authority accepting an independent audit report for the fiscal year ending June 30, 2015 performed by McGregor and Company LLP, Certified Public Accountants:

There was a motion and a second. There being no discussion, a voice vote was taken; no nays being heard, the motion passed.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. JAN2016-08**

**APPROVAL OF WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
REVISED FY2016 BUDGET AND ADOPTION OF
15-MONTH FISCAL YEAR**

A motion of the Board of the Waccamaw Regional Transportation Authority to adopt the revised FY2016 budget for the period July 1, 2015 to September 30, 2016 and authorizing the General Manager/Secretary-Treasurer to manage the fiscal affairs of the Authority in accordance to the fiscal year 2016 operating budget amounts and convert the Authority's fiscal year annually to October 1 – September 30.

There was a motion and a second. There being no discussion, a voice vote was taken; no nays being heard, the motion passed.

OLD BUSINESS: None at this time

NEW BUSINESS: The Impala and van that the Explorers replaced have been sold.

EXECUTIVE SESSION: N/A

ANNOUNCEMENTS: Mr. James thanked Coast RTA for participating in the Martin Luther King Day festivities.

ADJOURNMENT: It was properly moved and seconded that the Board adjourn. A voice vote was taken. No nays being heard, the meeting was adjourned at 12:15 PM.