

**THE COAST RTA-WACCAMAW RTA
BOARD OF DIRECTORS MEETING
MARCH 30, 2016
9:30 AM**

Board Present: Joseph Lazzara, Chair
Robert Sheehan
Bernard Silverman
Katharine D'Angelo
Chuck Ottwell
Ivory Wilson
Darrell Eickhoff
Marvin Keene

Staff Present: Brian Piascik, General Manager/CEO
Lynette Nobles, Executive Assistant/Board Liaison
Ron Prater, CFO
Michelle Cantey, Marketing & Communications

Visitors: Suzanne Harris, Concerned Citizen

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 and stakeholders, stating the date, time, and location on March 26, 2016.

CALL TO ORDER: Chairman Lazzara called the meeting to order at 9:30AM and welcomed everyone.

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

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

ACKNOWLEDGEMENT OF VISITORS: Suzanne Harris

PUBLIC COMMENT: Ms. Harris shared that she is pleased with the progress that is being made and the positive press

EMPLOYEE RECOGNITION: Mr. Piascik shared that it was a tough week for the Authority with the loss of Lynette's father and the loss of Roger Montgomery, one of our drivers for six (6) years. Mr. Lazzara asked for a moment of silence in honor of Lynette's father and Roger Montgomery.

APPROVAL OF MINUTES: There was a motion and a second to approve the minutes from the

February board meeting. A voice vote was taken, with no nays being heard, the minutes were approved.

COMMITTEE REPORTS

SERVICE COMMITTEE: In the absence of Ms. Johnson, Mr. Silverman began by saying that the service changes aren't on the web site. Ms. Cantey shared that there is a pop-up of the changes and the site has been updated. Dr. Sheehan went to the site and the public meetings are still there and need to be removed. He also mentioned that the web address should be posted on the interior of the buses. Mr. Silverman asked if we have responded to the request from Horry County Chairman Lazarus regarding service to Bucksport. Mr. Piascik shared that he is to speak in Bucksport at the Community Center on Thursday, April 14th at 6:00 PM and will communicate that to Chairman Lazarus. Mr. Piascik went on to explain that in order to expand the service, we must increase our rural service before we will be able to receive additional money.

He had a request from Tom Rice's office for service to Loris, which would also require additional funding. Mr. Wilson expressed that we should go back to the County for additional money. Mr. Piascik said that the money we receive from Horry County is at the maximum from their discretionary fund and any additional funding would have to come from some other area in their budget.

Mr. Piascik called the board's attention to the packet of maps, route changes, etc. that was distributed to them. This is the information being passed out to passengers. Staff will be on the buses on Thursday and Friday passing out the information and answering questions from passengers. The information is also posted at the transfer center. Stop locations are represented on the maps by a dot and are listed.

Mr. Wilson asked that the name of the route (Example: Route 1 – Conway Circulator) be added to the route maps. Mr. Piascik said that the route name will definitely be added on the web site and on subsequent printings. The question came up as to what the dotted line on Route 16X means; to which Mr. Piascik explained that a dotted line means limited service (runs only at certain times) and that is explained on the reverse side.

PAC COMMITTEE: Dr. Sheehan was snowed in and unable to call in to the meeting. Mr. Silverman reported that a few people completed applications for SAG (the Service Advisory Group). Applications will be given while on the buses distributing the service change information. There was some discussion as to when the PAC meetings are scheduled. The meeting schedule is on our web site and the board members also have that schedule.

A revised schedule for the paratransit video will be presented at the next PAC meeting.

The AVL update was also on that meeting agenda. Our review committee has made their recommendation on a contractor to start the process. We actually have a resolution for you to consider when presented to you in a few minutes. Ride System is the same company used by Coastal Carolina University for their AVL system. Their pricing was considerably less than their competitors and they have several add-ons available, for which there is money in the budget. The board members were given a copy of the resolution and the pricing/add-ons.

FINANCE COMMITTEE: Mr. Ottwell reported that the committee met at the Authority the week prior to discuss the financials, as well as the final audit report. We went over the audit report and the Internal Controls report. Mr. Ottwell said that the board was already aware of most of the items in the Internal Controls report. We need to report back to Horry County Council.

There was some discussion regarding outsourcing payroll, the time clock, etc. Mr. Silverman asked if there was any internal control issue found that would put us out of compliance with FTA, SCDOT requirements or Horry County Funding Agreement. Mr. Prater replied that he didn't believe so. SCDOT just completed their review and didn't mention anything.

GENERAL MANAGER'S REPORT: Mr. Piascik began with the revised draft budget and pointed out the changes to the board. We have a better handle on overtime and the situation of a customer service rep filling in for a driver. We will now have an extra driver come in first thing in the morning and another when the shift changes. They are being paid for three (3) hours. Some lines will be added to the Income Statement breaking down salaries, overtime and wages by department, which will give us a better picture of trending. We will not be replacing the CSR that we lost last month. Mr. Lazzara asked about raises; Mr. Piascik reported that this budget does allow for a 3% pay increase in June. He reported that we have some work to do on capital projects. Top priorities include getting the AVL System up and running, the bus stop sign implementation, the feasibility study for the facility, and replacing the air conditioners on the trolleys.

Mr. Piascik called attention to the feasibility study notes, under South Carolina Toll Credits. Mr. Piascik added that in a conversation last week with Johnny Mmanuikie, he essentially told us to pick a project and they would help us with the local match by using toll credits. These are highway projects that the state has completed using toll funds. The state has about \$20 million in toll credits; they have all these projects that were funded, solely, with state money. The feds allow you to take credit for that and use those credits for local match on other federal projects. The only issue is that it's not real money. We're getting \$200,000 in federal money and then we use the credits for the local match. Mr. Silverman asked about the funding for the signage project. The signage project is facility money. The grant award originally, we asked the state for \$250,000; they gave us \$100,000. We're now augmenting that with the 5307 money. Now it's an urban and rural project and we had to put in some local match for that.

The biggest reason we have this \$96,000 overrun is that we lost a ton of money on our 5311 program, which was mentioned to the Finance Committee. There are two (2) reasons why we lost money: (1) our operating statistics are a little lower, which is about 20% of the reduction; and (2) 80% of the reduction is they took 5311 and divided it into a rural program, an intercity program and a tribal program (at the state level). Mr. Silverman pointed out that only one (1) quarter of the 5311 funds is in this budget. Mr. Silverman then asked why the \$96,000 is not a problem. Mr. Piascik reminded the board that previously we were down \$236,000 and we talked about it might take us a few years to zero it out, we can still do that. There are two (2) other revenue sources, 2016 fares were \$570,000 before and is now \$610,000 because we've been running pretty well. We've gotten through the lean months and things should start ramping up now and we're going until 8:00 PM which typically generates another 15%, and we could go beyond that number.

Looking at FY17 funding, which is very much a draft, a couple of projects have been deferred until after September 30th and these numbers are based on a 12-month version of the FY16 budget from operating and maintenance perspective, and you'll notice that we still have \$27,000 at the bottom of the local column.

Back to FY16, the other revenues column, there's \$15,000 from the legal fund, \$15,000 in advertising; we've asked City of Myrtle Beach and Georgetown County for \$30,000 each; and we should ask Horry County for \$40,000. We also have \$10,000 in bus disposals and we still have five (5) more of which to dispose.

Mr. Piascik showed an illustration of and explained our Rural/Urban split. He went on to say that we're going to start basing this split on actual miles an hour on a monthly basis; we're also going to do it based on the actual Rural/Urban split for each month. It will be different each month. We will implement the policy to do this on a monthly basis. The first add-on for the AVL System will be the stop annunciation, which will assure our compliance with ADA requirements.

Mr. Piascik gave the board an update on the fleet. We will be ordering three (3) new cut-aways next week, which should be here sometime in June.

APPROVAL OF RESOLUTIONS:

Ms. Nobles read the following resolutions into the record:

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. MAR2016-12**

**AUTHORIZATION TO AWARD AVL (AUTOMATIC VEHICLE LOCATION)
SYSTEM FOR THIRTY (30) VEHICLES**

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: None at this time

EXECUTIVE SESSION: There was a motion and a second that the board go into Executive Session to discuss legal and personnel matters. The board went into Executive Session at 11:26 AM.

There was a motion and a second that the board come out of Executive Session at 12:19 PM. No vote was taken and no decisions were made.

ANNOUNCEMENTS: None

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 12:25 PM.