

**THE COAST RTA-WACCAMAW RTA
BOARD OF DIRECTORS MEETING
WEDNESDAY, APRIL 25, 2016
9:30 AM**

Board Present: Joseph Lazzara
Robert Sheehan
Bernard Silverman
Katharine D'Angelo
Chuck Ottwell
Ivory Wilson
Darrell Eickhoff
Marvin Keene
Sid Blackwelder
Lillie Jean Johnson
Mickey James – via telephone

Staff Present: Brian Piascik, General Manager/CEO
Lynette Nobles, Executive Assistant/Board Liaison
Ron Prater, CFO
Michelle Cantey, Marketing Manager
Timothy Patrick, Paratransit Driver

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 April 25, 2016.

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

INVOCATION/PLEDGE OF ALLEGIANCE: Ms. D'Angelo 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: None

PUBLIC COMMENT: None

EMPLOYEE RECOGNITION: Mr. Piascik recognized Timothy Patrick, Paratransit Driver, who qualified for the National Rodeo being held in Portland, Oregon May 22, 2016. Mr. Patrick and Mr. Piascik will be traveling to Portland on May 20, 2016. The board wished him well and let Mr. Patrick know that they are very proud of his accomplishment.

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

COMMITTEE REPORTS

SERVICE COMMITTEE: Nothing to report

PAC COMMITTEE: Nothing to report

FINANCE COMMITTEE: Mr. Ottwell reported that the committee met via telephone on April 21st to discuss the March financials, and view a presentation by Ms. Charlotte Allen, who is with Webster Rogers and actually conducted the audit, regarding the Internal Controls audit report. Mr. Ottwell said that the board was already aware of most of the items in that report and there were no surprises.

The FY16 revised budget was also presented to the Finance Committee, who will recommend board approval at the April board meeting on April 27, 2016.

GENERAL MANAGER'S REPORT: Mr. Piascik began with an update on service changes, by saying that everything had gone well and there have been very few complaints. Mr. Lazzara asked how Route 16 is going. Mr. Piascik said it's going pretty well and that 16X is one of our best routes, even in the off-peak, we get 20-25 people per trip.

Mr. Piascik then called the board's attention to the first nine (9) months of 2015 versus the first nine (9) months of 2016, we've had a 10.8% increase in ridership. Mr. Silverman shared that just before the changes on April 1st, he thought that no one knew anything and we were in very serious trouble, but that was not the case. People knew about the changes and he has heard very few complaints. Mr. Silverman also shared that Matt Simon, Mr. James, and Mr. Jones gets the Route 7 bus where it needs to go on time, every day; not all drivers do that. Mr. Piascik added that there are skill levels, as with anything else. It has a lot to do with what's going on when the buses are stopped. Here at the terminal, we have a customer service rep go out and take fares while the driver goes to the restroom. Those types of things save time.

Mr. Lazzara asked if we're getting more traffic from the airport. Mr. Piascik said that he hasn't looked at that, but will and will report to the Service Committee; and has gotten good feedback from people at Market Common.

Mr. Piascik moved on to the status of funding requests by reporting that he has met with City of Myrtle Beach and increased our request from \$30,000 to \$40,000 just to add the transfer facility upgrades. He heard from Fox Simon, the assistant city manager, and he's running everything by the public works as to the budget, and they're on board. Mr. Piascik will be going before city council to plead our case that we need a better facility there and that this is a good temporary option. Mr. Piascik will be going over to county council budget retreat on Thursday at 3:00 PM to talk about our accomplishments and go through this smaller request for 2016, asking them for an additional \$40,000 to complete the 15-month year and about next year's funding. We're providing a bus to take them to lunch on Thursday on one of our yellow buses

with the destination sign that reads “Horry County Rocks”.

Regarding the fleet update, when Mr. Piascik came to The Coast RTA, we had 45 vehicles, of which maybe 20 were operational and were failing to make pull-out on several occasions. Since that time, we have disposed of 20 and we have four (4) more on the chopping block and two (2) that are parked for safety reasons. We’ve added the ten (10) buses from DART. Right now, one (1) from the first batch is down and one (1) from the second batch that’s down. The remaining eight (8) are running the bulk of our service. We have 29 vehicles (6 cutaways, 3 trolleys, and 20 buses).

Mr. Silverman asked about the air conditioning on the trolleys, whether or not they will be ready. Mr. Piascik said that they should be and that we’re rethinking using the RV version or a larger version of what’s currently on there. Dr. Sheehan asked if the RV AC is as robust as a commercial AC would be and what would be the cost benefit. Mr. Piascik reported that it takes about three (3) days to complete the installation for the RV AC and we just have to get it done. Mr. Piascik invited the board members to take a tour of the maintenance department after the board meeting. He went on to talk about the paratransit fleet: we’re getting two (2) used cutaways from the state and we should have three (3) new ones in July. They have been ordered, we’re on the 90-day clock, and they may come in quicker than 90 days. He mentioned that we might want to do something similar to the entertainment shuttle in North Myrtle Beach and we would need more trolleys in order to do that. We’re disposing of the large cutaways and may reduce the fleet down to 18 by disposing of the remaining Opus buses, for which it’s getting harder to find replacement parts. We do have two (2) new buses coming in 2017 with the grant that we’re getting from the state; but the grant will probably not be in the system until after October 1. We’ll order them in October and it will be about 18 months before we receive them (late 2017 or early 2018). There are only five (5) of the Richmond buses remaining in our fleet. They are 1998 Gillig buses that are showing their age and we really need to be thinking about replacing them over time. The goal is to buy two (2) new buses each year and that will take funding. The new buses that will be coming are probably \$400,000 to \$420,000 each.

Regarding the update of the Title VI program, this is how we serve low-income minority populations and has nothing to do with EEO. The biggest changes are putting in better detail of how our language assistance program works (if a customer needs assistance with any other language, they can point at the chart to tell us what language they speak, call the number for a translator and proceed with the call). Mr. Silverman asked why we’re changing this again after just approving it a few months ago. Mr. Piascik explained that this program information was not in the document at the time the board approved the update. FTA requires that the information be in the document. They also required that we include updated tables on the demographics of our committees and how we’re encouraging participation of minorities on committees. Mr. Eickhoff asked if employees are required to sign a document stating that they have been told about the program, the rights, etc. Mr. Piascik shared that employees are required to sign an EEO document when they are hired. Mr. Silverman asked if we’re getting any Title VI complaints. Mr. Piascik said that we are not. Mr. Silverman then asked why he doesn’t see Title VI posters on the buses. Mr. Piascik said that we do have the posters on our bulletin boards throughout the facility. Mr. Silverman then asked if FTA has approved this document, to which Mr. Piascik answered that they have. Dr. Sheehan then said that perhaps we should move forward on the CAC rather than the group proposed by him and Mr. Silverman. We will be asking the board to approve the resolution asking for board approval of the updated Title VI document.

The AVL program has been initiated. We should be getting the equipment for the buses next week and

installation will begin. We're on track for start-up this summer. The annunciators will not be part of the initial package, but added next summer. Tom Arends and Candace will be doing the installations. The riders' guide and system maps are in the works, with the board's suggestions, and should be in full circulation by Memorial Day. We have to get the information out to the resorts and the places that sell passes.

Lastly, we will be leasing new copiers, through state contract, and selling the copiers we currently have.

APPROVAL OF RESOLUTIONS:

Ms. Nobles read the following resolutions into the record:

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. APR2016-13**

APPROVAL OF UPDATED TITLE VI PROGRAM POLICY

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the General Manager/Secretary-Treasurer to update the Title VI of the Civil Rights Act of 1964, 49 CFR Part 21 and United States Department of Transportation Title VI regulations.

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. APR2016-14**

APPROVAL OF REVISED FY2016 BUDGET

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.

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: It was decided that the board retreat will be held on Saturday, August 20, 2016, 9:00 – 1:00, in the Conference Room. An ad hoc committee was formed to plan the retreat. Members of the committee are: Mr. Lazzara, Mr. Silverman, Dr. Sheehan, and Ms. D’Angelo.

EXECUTIVE SESSION: There was a motion and a second that the board go into Executive Session to discuss a personnel matter. The board went into Executive Session at 10:30 AM.

There was a motion and a second that the board come out of Executive Session at 11:22 AM. No vote was taken and no decisions were made.

ANNOUNCEMENTS: It was decided to move the Executive Session after Old Business and New Business on the agenda, for the convenience of visitors who may attend board meeting(s).

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 11:30 AM.