

**THE COAST RTA-WACCAMAW RTA
BOARD OF DIRECTORS MEETING
WEDNESDAY, SEPTEMBER 28, 2016
9:30 AM**

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

Staff Present: Brian Piascik, General Manager/CEO
Lynette Nobles, Executive Assistant/Board Liaison
Michelle Cantey, Marketing Manager

Visitors: Nicholas Twigg, CCU

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 September 26, 2016.

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

INVOCATION/PLEDGE OF ALLEGIANCE: Mr. Wilson 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: Nicholas Twigg

PUBLIC COMMENT: None

EMPLOYEE RECOGNITION: Mr. Piascik shared that one of our operators, Gary Bradley, took first place at the Regional Rodeo Training last weekend; and two other operators placed in the competition. There are three (3) such sessions this year, from which the operators who compete in the annual TASC Rodeo will be chosen.

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

COMMITTEE REPORTS

SERVICE COMMITTEE: Mr. Piascik reported that the Service Committee and PAC Committee met in one joint meeting this month, as the information crossed over from one to the other. We had preliminary results from the Entertainment shuttle; however, we're going to wait for some cross-tabbing of some of the results and bring a full report to next month's meeting. Ultimately, we'll take this information to the Chamber and the Hospitality Association and begin discussing ways to improve it and get some funding for it.

Regarding the Emergency Management update, there's really not much of an update at this point. Mr. Piascik shared that he has a meeting with the school system coming up in a week or so, to discuss their role and the provision of additional buses in the event of an evacuation. We have discussed that the majority of evacuees will be from Zone A.

Ms. Johnson asked if the fall survey will be done. Mr. Piascik reported that Dr. Twigg's class (26 surveyors) will be conducting the survey for us.

PAC COMMITTEE: In the absence of Dr. Sheehan, Mr. Piascik introduced a five-minute Paratransit information video for everyone to preview. This video will be posted on our Facebook page, web site, and YouTube; as well as being used in presentations, etc. Mr. Wilson said that he noticed the bus in the video did not get close enough to the curb.

Mr. Piascik shared that we are beginning to get analytics from the app. Mr. Silverman said that he has sent comments on the app, but has never gotten anything back. 2,700 individuals downloaded the app. Michelle shared further details and stated that we will continue to monitor the app to capture more information.

Mr. Piascik reported that we've received some information from our secret shoppers (SAG members) and they were glowing reports. Discussion ensued regarding getting other people to serve as secret shoppers. Mr. Silverman suggested that Mr. Piascik contact Mr. McNeil, Pee Dee RTA, to get two (2) of his CSR's to serve as secret shoppers, in exchange for two (2) of our CSR's. Mr. Piascik said that he will contact Mr. McNeil regarding trading CSR's.

FINANCE COMMITTEE: Mr. Ottwell thanked everyone for the phone calls, e-mails. He reported that the Finance Committee met last week and went over the financials and the FY16 and FY17 budgets. Further, he reported that some changes were made as to how we do some things in the future. We need to take full advantage of the federal and the state opportunities. We are doing so, especially, in the new budget (FY17). Maximizing the use of the funds we receive is how we are going to grow in the future. We will be able to add to our CD and have at least one (1) payroll in reserve, which is comforting. Mr. Ottwell went on to say that we are definitely moving in the right direction and the Finance Committee recommends, to the Board, that they approve the resolution accepting the FY17 Budget, when presented.

Mr. Piascik shared that there will be two (2) resolutions presented to the Board for approval; the revised FY16 Budget and the FY17 Budget. In this last quarter (of FY16), we have the local funds and some investments that need to be made as soon as possible. So, the \$405,000 in local funds that we have received, have been added into the FY16 Budget. He then called attention to Page 2 in the packet (Income Statement), you'll see a lot less red. This budget revision, gives us a better indication of where we are at the end of FY16.

Mr. Ottwell noted that we had expended a lot of money for windshields and asked if we are reimbursed for those. Mr. Piascik answered that we are reimbursed for the windshields.

Mr. Piascik reported to the Board that the 5307 grant has been approved and we drew \$350,000, which was in the bank on Monday. He called attention to the Cash Requirements report, stating that there will be \$100,000 added to the CD, giving us \$125,000 in reserve by the October board meeting. He added that we will be putting out an RFP for the bus stop designation in the next week or so and that grant is in process. We also have to finish the grant for the Myrtle Beach Transit Center, resurrect the facility study, and some vehicle purchases. Mr. Silverman asked if the RFP for the bus stop designation will be for installation or what. Mr. Piascik said that it will be for a turn-key project. Mr. Silverman asked if we have a design for the sign; Mr. Piascik shared that the signs will include our logo and the stop number.

Mr. Piascik reported that with the FY16 budget revision, we're moving forward with \$321,136 in local funds. We received our 5339 grant from WRCOG for two (2) more cut-aways and they were ordered yesterday, the Myrtle Beach Transit Center, we have three (3) 40-foot buses to be ordered in October. Delivery should be in April, 2017. Mr. Eickhoff asked what color the new buses will be. Mr. Piascik said that when we get those, he would like for all of our buses to look alike. He added this item to the "Parking Lot". Mr. Piascik resumed review of the capital projects for FY17, by calling attention to the \$480,000 budgeted toward the facility due diligence. We are in conversation with our planner, at FTA, on getting the first phase of the facility feasibility happening as soon as possible; but, would like to get the next phase going before the end of the year, whether that's some sort of environmental study or getting into design of the facility. We'll be using the toll credits for the local match. Mr. James asked how long it will take to complete the feasibility study. Mr. Piascik said that all we have to do is check on the programming for the new facility, the functions that need to go in; we are talking about two (2) sites, one (1) for an operations facility and one (1) for a maintenance facility, with admin at one or the other. Mr. James asked if the Myrtle Beach Transit Center will be manned, seven (7) days per week, what hours, and will there be a bus there. Mr. Piascik replied that the center will be manned by two (2) people, seven (7) days per week, during our operating hours (7:00 AM – 8:00 PM). The two people will be a Customer Service Rep/Supervisor and an extra board driver. We are contemplating staging a bus behind there, but we have to talk to the City about that. You'll also notice the \$100,000 going into the O&M Reserve (early in the year) and some equity adjustments for FTA. There is a 3% wage adjustment included in the budget for raises next year. The budget also includes \$2,000/month for having the City clean the Transit Center twice a day. Ms. Johnson asked if the staff will be checking behind the contractor to be sure they are cleaning the Transit Center properly. Mr. Piascik said they will.

Mr. Prater said that with the line of credit with Conway National Bank, we essentially have two (2) payrolls in the bank. He also reported that we are all clear regarding the Explorers.

Mr. Silverman said that in April, we implemented a new operating schedule for 18 months and we're now six (6) months into it. He asked Mr. Piascik if he's looking at making any further changes. Mr. Piascik shared that he wants to use the first three (3) month of FY17 to hone in on what we're spending on operations and cut any fat that might be in the service. He has concerns about the sustainability of the service over the course of future years. If you look at the 5307 money, we're pulling down more than a year's worth of formula funding. We have that amount available to us because we were, basically, two (2) year behind in funding. That model is sustainable for three (3) to four (4) years; but, not long term unless we get more local funds. A lot of FY18 service changes will be predicated on the conversations we have with the counties and the cities in terms of how we're funded in future years. Mr. Piascik stated that he would like to make sure that the level of service we have out there now can be run for five (5) years without issues.

Mr. Silverman asked about Mr. Piascik's plans for 2020 that were presented at the retreat, if that plan is a dream or you'll talk to the County about that. Mr. Piascik said that this is what he wants to talk about at their budget workshop. Hopefully, that will lead to dedicated funding. If we were to double our local funds (\$3 million), we could do commuter-based services out of Lorris and Little River; an Entertainment Shuttle like route in North Myrtle Beach; we would connect North Myrtle Beach and Myrtle Beach; a route that would do 544/707; and increase local service in Georgetown County.

Ms. D'Angelo asked Mr. Piascik if he's going to meet with North Myrtle Beach; it's been almost a year. Mr. Piascik said that due to our infrastructure, he's not sure how much we could do for them; we don't have the buses to do it. Mr. Piascik added that we were supposed to be part of their comprehensive plan; we gave them information, but they never contacted us. It's been more the Chamber than the City that has talked with us. We do need to get up there.

Mr. Silverman asked Mr. Piascik, when he goes to the County workshop, if he's going to make the ask. Mr. Piascik said that he wants to present a number of things: what we heard from FMO to give them a comfort level that we're moving in the right direction; elements of what we talked about in the retreat; some sort of menu-driven presentation on – if we get this funding level, we can do this, this, and this with a time frame associated with it. There are other variables, moving our facility changes our operating cost. Mr. Silverman suggested having a meeting, prior to December 1st, with Chairman Lazarus, Transportation Committee chairman, and their three (3) representatives on our board. Mr. Piascik said that is certainly part of the plan, to talk with them prior to presenting at the budget workshop.

GENERAL MANAGER'S REPORT: Mr. Piascik began his report by announcing that the state association has gone back to TASC (Transportation Association of South Carolina). There was a vacancy, which Mr. Piascik has been asked to fill. The annual conference will be held in Myrtle Beach in 2017. Our grants are now open. There will be an additional 5339 grant for a third 40 foot bus. FMO testing, they will be here on Monday for two (2) weeks. There will be an exit interview at the end of their visit to let us know what to expect in the report. Mr. Piascik reported that we received notification from FTA on two (2) findings out of our Triennial, one being the Explorers and the other on April, May, and June 2015 draws. Both of those findings have been resolved to the satisfaction of FTA and the State.

Regarding our fleet update, not much has changed since last month. (A copy of the update was distributed to the board.) Those highlighted in red are marked for disposal. Bus 5740 has stumped even the Detroit

Diesel guru. There's a problem between the engine and the turbo. It's still being researched. 903 and 904 are the two (2) for which we're looking at the Lemon Law.

Mr. Piascik asked Mr. Parks to announce the firm selected to conduct our audits for the next five (5) years. All of the quotes submitted were scored and Robert E. Milhous, C.P.A., P. A. & Associates scored the highest. Horry County gave them a glowing reference and they have experience with transit. They will come in mid-November to begin the field work, with a draft being presented at the end of January.

APPROVAL OF RESOLUTIONS:

Ms. Nobles read the following resolutions into the record:

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. SEP2016-22**

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 to approve the resolution. There being no discussion, a voice vote was taken; no nays being heard, the resolution was approved.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. SEP2016-23**

APPROVAL OF FY2017 BUDGET

A motion of the Board of the Waccamaw Regional Transportation Authority to adopt the FY2017 budget for the period October 1, 2016 to September 30, 2017 and authorizing the General Manager/Secretary-Treasurer to manage the fiscal affairs of the Authority in accordance to the fiscal year 2017 budget amounts.

There was a motion and a second to approve the resolution. There being no discussion, a voice vote was taken; no nays being heard, the resolution was approved.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. SEP2016-24**

AUTHORIZATION TO RETAIN AUDIT FIRM

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the General Manager/Secretary Treasurer to enter into a five-year agreement with Robert E. Milhous, C.P.A., P. A. & Associates to conduct audits of the financial statements of the Authority for the five (5) fiscal years 2016 (\$22,500), 2017 (\$17,500), 2018 (\$17,500), 2019 (\$15,500), and 2020 (\$15,500), for a five-year total of \$88,500.

There was a motion and a second to approve the resolution. There being no discussion, a voice vote was taken; no nays being heard, the resolution was approved.

OLD BUSINESS: Mr. Silverman brought up doing a plan in case something happens to Brian. Mr. Piascik added that to the “Parking Lot”, along with several other items: Safety Plan, Business Continuity Plan, ETC. Before the October board meeting, Mr. Piascik will work on the Authority and the General Manager’s Goals and Objectives.

NEW BUSINESS: Mr. James invited everyone to the Jazz Festival in Myrtle Beach on Saturday. He gave everyone a ticket for the event.

EXECUTIVE SESSION: None

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 11:55 AM.