

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
d/b/a THE COAST RTA
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, AUGUST 29, 2018
9:30 AM

Board Present: Dr. Rob Sheehan
Darrell Eickhoff
Joseph Lazzara
Bernard Silverman
Ivory Wilson
Katharine D'Angelo
Mickey James (Via Go To Meeting)
Randal Wallace

Staff Present: Brian Piascik, General Manager/CEO
Lynette Nobles, Executive Assistant/Board Liaison
Ron Prater, Chief Financial Officer (via Go to Meeting)
Michelle Cantey, PIO

Visitors: None

In accordance with the Freedom of Information Act (FOIA), the 2018 meeting schedule was provided to the press at the beginning of the 2018 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 August 27, 2018.

CALL TO ORDER: Dr. Sheehan called the meeting to order at 9:33 AM and welcomed everyone.

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

SWEARING IN OF NEW BOARD MEMBER: Mr. Randal Wallace, appointed by Horry County as their representative, was sworn in by Ms. Nobles.

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

ACKNOWLEDGEMENT OF VISITORS: None

PUBLIC COMMENT: (3-minute limit)

EMPLOYEE RECOGNITION: None

APPROVAL OF AGENDA There was a motion and a second to approve the agenda. There was a

motion and a second to approve the agenda. A voice vote was taken; no nays being heard, the agenda was approved.

APPROVAL OF MINUTES:

There was a motion and a second to approve the minutes from the June board meeting. A voice vote was taken; no nays being heard, the minutes were approved.

COMMITTEE REPORTS

SERVICE/PAC COMMITTEE: No meeting was held; however, Mr. Silverman asked whether or not we should be concerned about AECOM and where they should be in the process according to their update. Mr. Piascik stated that they have given him task orders two (2) and three (3); we're waiting for the grant to be approved, which should be before September 30, 2018. At that time, I will be giving them the Notice to Proceed and we should see signs going up very shortly after. Dr. Sheehan expressed that there is some skepticism among board members as to when this is going to happen. Mr. Piascik reminded everyone that this is going to be a lengthy process.

Mr. Silverman expressed concern regarding losing revenue due to fare boxes that are not working for whatever reason. He suggested that we are losing 10% or more of our fares due to these issues. Dr. Sheehan stated that he's not sure board members are aware of this. He asked how many fare boxes are down. Mr. Piascik responded by saying that when the buses leave the terminal in the morning, the fare boxes are working. They break down due to humidity, when a passenger puts a damp pass into the fare box, coins get jammed sometimes, trims have to be replaced; it could be any number of causes. He also said that lost fare revenue is more like 5%. It was requested that the board receive a report at the September board meeting regarding missed/lost fares and data for July and August. It was noted that additional information will be shared in the General Manager's Report.

FINANCE COMMITTEE: Dr. Keene called attention to Pages 2 and 3 in the July financials, saying that when closing out the year, we're out about 1%, with a couple of months remaining. We'll be looking at a loss for the year. Mr. Piascik shared that he and Mr. Prater have worked with members of the Finance Committee regarding Estimate to Complete for the year might be. He believes the loss will be more like \$40,000 than \$60,000 and we should have the revenue to cover most of that. The \$295,000 (in red) is for capital projects that have not hit; therefore, the money has not been spent and is still there. A list of capital projects and where they are is included in the report. At the end of the year, we should be at zero. We have to figure out how to stop the bleeding every month going into FY19. Dr. Sheehan shared that prior to the beginning of the meeting, Mr. Eickhoff had expressed that he would like to have a discussion regarding the cut-backs in staffing prior to voting on the resolution to approve the FY19 Budget. It was suggested that the Executive Session be held prior to voting on the resolutions.

EXECUTIVE SESSION: There was a motion and a second to go into Executive Session to discuss a legal issue at 10:13 AM. At 10:55 AM, there was a motion and a second to come out of Executive Session. During Executive Session, no votes were taken and no decisions were made.

Mr. Piascik returned to the Finance Committee report by sharing slides of the FY19 Budget and giving explanations for some of the assumptions. We are trying to reduce our dependence on federal funds. We have two (2) more years for payback on the shelters. Also, the money being paid on the shelters now can be used to pay back Conway National Bank once the shelter payback has been completed. The discussion came down to paying down debt and increasing O&M Reserve. Cash Requirements for the entire FY19 has been incorporated into the budget process. This budget also continues the Loris and Bucksport routes and the Entertainment Shuttle. The Loris and Bucksport Routes will no longer be pilot programs and will be considered to be Demand Response routes rather than fixed routes. We want to pay down liabilities and improve our cash position. There was discussion as to when the Entertainment Shuttle decision needs to be made. Mr. Eickhoff wants to see letters being sent to the beneficiaries of that service regarding their throwing in some amount of money to pay for the service. Mr. Silverman agreed that we need to set a deadline to get this done. Dr. Sheehan stated that by the end of October, we should make the decision on Entertainment Shuttle. We have selected Ecolane as our new scheduling software, which is being paid for by SCDOT. Myrtle Beach Transit Center – we received the quotes for repairs; that’s the second resolution we’re asking you to approve. Ms. Nobles was asked to find out why the light dimmer in the conference room doesn’t work.

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

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. AUG2018-13**

APPROVAL OF DRAFT FY2019 BUDGET

A motion of the Board of the Waccamaw Regional Transportation Authority to adopt the Draft FY2019 budget for the period October 1, 2018 to September 30, 2019 and authorizing the General Manager/Secretary-Treasurer to manage the fiscal affairs of the Authority in accordance to the Draft fiscal year 2019 budget amounts.

There was a motion and a second to approve the resolution. A voice vote was taken, no nays being heard, the resolution passed.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. AUG2018-14**

**APPROVAL TO OVERRIDE INTERNAL PURCHASING COST
THRESHOLDS FOR EMERGENCY REPAIRS TO THE MYRTLE
BEACH TRANSFER CENTER FLOOR**

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the General Manager/Secretary - Treasurer to grant a one-time override of internal purchasing cost thresholds found in the Authority’s Procurement Policy, for the sole purpose of procuring emergency repairs to the Authority’s Myrtle Beach Transfer Center. This purchase will be made utilizing local funds only, but does remain within FTA’s threshold, as a small purchase.

There was a motion and a second to approve the resolution. A voice vote was taken, no nays being heard, the resolution passed.

GENERAL MANAGER’S REPORT:

The stop announcement system is not working as we need, so we’re asking Ride Systems to assist us in finding and fixing the problem(s).

We are having some issues with Strovis that we’re working through and moving forward.

We have several grants in process. Trams system shuts down September 21, 2018 for about a month.

Bus and Bus Facilities Grant – funded entirely by the state. (Fork lift, maintenance software)

We are preparing for our SCDOT audit September 12-13, 2018

Advertising sales are going well – we have a lack of inventory.

Mr. Silverman asked if we could change the date of the committee meetings on September 19, 2018, as that’s the beginning of Yom Kappur. The meetings were changed to Tuesday, September 18, 2018.

OLD BUSINESS: None

NEW BUSINESS: The decision was made to set the FY19 Meeting Schedule at the September board meeting.

ANNOUNCEMENTS: None

ADJOURNMENT: There was a motion and a second that the meeting be adjourned. A voice vote was taken. No nays being heard, the meeting was adjourned at 12:32 PM.