



CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY

CARTA BOARD MEETING

January 18, 2017
1:00 PM

Lonnie Hamilton III Public Service Building
4045 Bridgeview Drive, Room B-225
North Charleston, SC 29405

AGENDA

1. Call to Order
2. Consideration of Board Minutes – November 16, 2016 Meeting
3. Election of Officers
4. Financial Status Report – Robin Mitchum
5. Transit Asset Management – Performance Measure Target – Request for Approval – Jeff Burns
6. Marketing Activities Status Report – Daniel Brock
7. Ridership Report – Rainee Kearney
8. Intermodal Facility Project Update – Jeff Burns
9. Executive Director's Report
10. Other Business, If Any
11. Public Comments, If Any
12. Board Comments, If Any
13. Adjournment

*Please note that the next **regularly scheduled** meeting of the CARTA Board will be WEDNESDAY, February 15, 2017 in Room B-225 of the Lonnie Hamilton III Public Service Building, 4045 Bridgeview Drive, North Charleston, SC 29405. Notice, including agenda documentation, will be sent to Board Members in advance of the meeting, as well as posted on www.ridecarta.com.*

CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
November 16, 2016

The Charleston Area Regional Transportation Authority (CARTA) Board of Directors met on Wednesday, November 16, 2016, at the Lonnie Hamilton III Public Service Building located at 4045 Bridgeview Drive, Room B-225 in North Charleston, South Carolina.

MEMBERSHIP: Ed Astle; Mary Beth Berry; Marty Bettelli; Michael Brown; Colleen Condon; Alfred Harrison; Will Haynie; James Lewis; Charles Lipuma; Minnie Newman; Pat O'Neil; Joe Qualey; Gary Santos; Michael Seekings; Elliott Summey; Keith Summey; John Tecklenburg

MEMBERSHIP PRESENT: Ed Astle; Mary Beth Berry; Michael Brown; Colleen Condon; Alfred Harrison; Will Haynie; Gary Santos; Michael Seekings

PROXIES: Dennis Turner for Minnie Newman; Jerry Lahm for Elliott Summey; Ray Anderson for Keith Summey; Michael Mathis for John Tecklenburg

STAFF PRESENT: Ron Mitchum; Andrea Kozloski; Robin Mitchum; Michelle Emerson; Kim Coleman

OTHERS PRESENT: Amy Jenkins (MGC); Daniel Brock (Rawle Murdy Associates); Ginger Stevens (Transdev); David Bonner (Transdev); Jim Krierson (SCDOT); Latesia Grant (CCG); William Hamilton (Public); Dave Crossley (Public); Jennifer Saunders (Public); Bennett Jones (Public); Nicholas Bell (Public); Tony Fields (Public)

1. Call to Order

Chairman Seekings called the CARTA Board Meeting to order at 1:00 p.m. followed by a moment of silence.

2. Consideration of Board Minutes – September 28, 2016 Meeting

Michael Brown made a motion to approve the September 28, 2016 Meeting Notes as presented and Gary Santos seconded the motion. The motion was unanimously approved.

3. Financial Status Report – Robin Mitchum

Robin Mitchum, Deputy Director of Finance & Administration, presented financial status reports for the periods ending September 30, 2016 and October 31, 2016. Ms. Mitchum noted that budget to actual revenues for the month of October were below projections due to farebox revenues and pass sales. Ridership was down due to Hurricane Matthew; however, trends for October indicate a decline in ridership during this time of year. The budget to actual expenditures for the month of October were mostly on target with

projections with the exception of the following items: supplies were slightly over budget at 9% for the month due to the timing of purchases that were made to restock needed supplies; automotive is over budget by 1% due to service on the agency vehicle; and Office Equipment Maintenance (OEM) is over budget by 1% for repairs to equipment. These items are expected to come back in line since some of these expenses do not occur consistently every month. Staff will continue to monitor the line item budget and recommend changes through a budget revision as deemed necessary. Overall, the agency ended the month with an excess of revenue of \$367,937. The Board received the financial status reports as information.

4. Vulcan Signs Contract Amendment – Request for Approval

CARTA is requesting approval to amend the Vulcan Signs contract # 2014-005 for an additional year pursuant to the renewal terms outlined in the contract. The contract was awarded on December 13, 2013 as a one-year contract with four options to annually renew. Amendment 3 will extend the contract from December 18, 2016 to December 17, 2017.

Michael Brown made a motion to approve the Vulcan Signs Contract Amendment as presented and Ed Astle seconded the motion. The motion was unanimously approved.

5. Extension of Davis & Floyd Engineering Contract – Request for Approval

A. Ashley Phosphate Road/Dorchester Road Shelter Project

CARTA is requesting approval to amend the Davis & Floyd contract # 2011-004 to allow for completion of the Ashley Phosphate Road/Dorchester Road Shelter Project. The contract was awarded on November 3, 2011 as a one-year contract with four options to annually renew. Upon completion of this project, the contract will be terminated.

Ray Anderson made a motion to approve the Extension of the Davis & Floyd Engineering Contract as presented and Jerry Lahm seconded the motion. The motion was unanimously approved.

6. Shelter and Bench Designs - Discussion

Transit Riders Advisory Committee (TRAC) meetings were held where the committee was presented with shelter and bench design options. After reviewing and discussing the various designs, the TRAC made a shelter and bench design recommendation and the City of North Charleston has agreed to the recommendation. Several comments were made by Board members and were noted.

Colleen Condon made a motion to approve the Shelter and Bench Designs as presented and Ed Astle seconded the motion. The motion was unanimously approved.

7. Operating Policies and Procedures – Request for Approval

The Operating Policies & Procedures Manual was distributed to the Board at the September Board Meeting. The Request for Approval at that time was deferred to today's Board Meeting to allow sufficient time for Board Members to thoroughly review the manual. After amendments were made based on the Board's recommendations, the revised Operating Policies & Procedures manual was distributed for approval.

Ed Astle made a motion to approve the revised Operating Policies & Procedures Manual as presented and Dennis Turner seconded the motion. The motion was unanimously approved.

8. Paratransit Service Riders Guide – Request for Approval

The Paratransit Service Riders Guide was distributed to the Board at the September Board Meeting. The Request for Approval at that time was deferred to today's Board Meeting to allow sufficient time for Board Members to thoroughly review the guide. After amendments were made based on the Board's recommendations, the revised Paratransit Service Riders Guide was distributed for approval.

Ed Astle made a motion to approve the revised Paratransit Service Riders Guide as presented and Dennis Turner seconded the motion. The motion was unanimously approved.

9. Farebox Management System – Discussion

Ron Mitchum, Executive Director, noted that an RFP for the purchase and installation of a new farebox management system will be issued. The new farebox management system will include: Fareboxes; Mobile Ticketing; Kiosks and Point-of-Sale Terminals; Back Room Software; and Probing and Cash Collection Station.

10. Ridership Report

Ron Mitchum referred to a memorandum that was distributed to the Board in the Agenda Packet. Mr. Mitchum noted that the decline in ridership is consistent with the nationwide trend. However, CARTA ridership data is currently not accurate and plans are in place to install automatic passenger counters (APCs). The installation of the APCs, along with the implementation of the new farebox management system, will dramatically reduce the potential for human error and will result in accurate ridership numbers. The Board received the Ridership Report as information.

11. Intermodal Facility Project Update

Ron Mitchum updated the Board on the Intermodal Facility Project. CARTA staff continues to coordinate with FTA to ensure their staff is informed on our progress. FTA staff has been very supportive in moving this project to completion. Upcoming tasks include executing the purchase/sale agreement with CSX Corporation, transferring ownership of the property, finalizing permitting and zoning approval, awarding the bid for the Amtrak History and Liberty Hill Community Heritage Room, and opening an Invitation for Bids (IFB) to secure a construction contractor. There have been some issues with Amtrak agreeing to the Lease Agreement as they do not want to pay their pro rata share of the facility maintenance. The City of North Charleston plans to meet with the Director of the Southeast Operations for Amtrak. We are willing to negotiate a reduced Amtrak maintenance cost if it will result in finalizing this project. The Board received the Intermodal Facility Project Update as information.

12. Executive Director's Report

Ron Mitchum highlighted the following matters:

- Charleston County Sales Tax: staff will update financial and capital plans to include a vehicle replacement plan; the COG will initiate its Transportation Long Range Plan which will include public transportation; staff will look at ways to continue to move BRT forward in the federal process.
- The FMO Review Analysis Report was returned and staff is working on gathering the information noted on the FMO Review.
- The CARTA Annual Bus Rodeo was held in October and the winners were Jamel Thomas in the paratransit division and Bernard Sumter in both the 35 and 40 foot categories. John Bruce from Channel 4 won in the celebrity category.
- Rawle Murdy has been selected by the COG to continue their work with CARTA. The expanded scope now includes efforts for TriCounty Link and the COG. The agencies will share in this cost under three party intergovernmental agreements. As a result, the Marketing and Outreach Plan will be updated.
- The bulk of the paratransit vehicles will be replaced with smaller vehicles since the average trip is 2 passengers.
- New camera systems will be installed on all vehicles transporting passengers.
- Approximately \$250,000 in old grant funds will be used to replace 10 support vehicles and one service truck.
- The CARTA website will be updated to be more functional and user friendly and easier to report on the progress and expenditures of current and future sales tax dollars.
- A new Automatic Vehicle Location (AVL) system will be implemented to allow more precise monitoring of vehicle location to provide better real time information to customers.
- Funds have been received from SCDOT to address some facility maintenance matters. The funds will be used to repair or replace concrete slabs that pose potential hazards to employees and equipment. Repairs will also be made to the maintenance shed and the gas canopy. We are hopeful some funding will remain to address other outstanding maintenance issues.
- Upon Board approval, CARTA would like to hold a contest for riders during the month of December where they may win a refurbished bicycle. There are a large number of bikes that have been left on buses by passengers that were not claimed during the required holding period. A local bike shop has identified 18 bikes that they will refurbish for approximately \$20 per bike. This is a great way to promote the system while rewarding some of our customers.

The Board received the Executive Director's report as information.

13. Other Business, If Any

- Board members were invited to look at the new MIDI that was parked outside the building as they left the meeting. The seven new MIDIs should be in service by December 1st.
- The next CARTA Board Meeting will be held on January 18, 2017.

There was no other business discussed.

14. Public Comments, If Any

- Five public comments were received regarding community development, sales tax referendum, BRT concerns and interested parties from the community working with the CARTA Board to resolve issues.

The public comments were noted for the record.

15. Board Comments, If Any

- Colleen Condon announced that she is rotating off the CARTA Board and that today's meeting will be her last Board meeting. Ms. Condon expressed her gratitude for the work that the Board is doing and is confident the Board will continue to take CARTA in the right direction.
- Chairman Seekings thanked Ms. Condon for her dedicated service not only to the Board and CARTA but to the community.
- Chairman Seekings commended Daniel Brock with Rawle Murdy on his efforts with Foodlion's corporate office on securing discounts for CARTA customers.
- Mt. Pleasant Police Department is hosting a fund raiser to benefit The Special Olympics. Chief Turner encouraged participation and challenged other area Police Chiefs to participate in the donut eating contest to raise awareness and funds for this worthy cause.

There were no additional Board comments.

16. Adjourn

The meeting adjourned at 2:20 p.m.

Respectfully submitted,
Kim Coleman

CARTA
Statement of Revenues & Expenditures
For the Month Ending December 31, 2016

Time elapsed:
25%

	<u>FY17 Budget</u>	<u>Actual</u>	<u>% of Budget</u>
<u>Revenues</u>			
Farebox	2,696,890	566,549	21%
Passes	585,388	89,101	15%
COC Shuttle	452,580	113,616	25%
MUSC	807,000	190,860	24%
City of Charleston - DASH	516,600	125,460	24%
City of North Charleston	1,151,630	-	0%
Federal	18,279,154	1,779,387	10%
State Mass Transit Funds	661,636	-	0%
Sales Tax - Charleston County	8,147,000	1,981,812	24%
Charleston County EOC	-	47,316	N/A
Charleston County Intermodal	1,241,870	6,925	1%
Advertising	825,000	177,207	21%
Interest	300	21	7%
Insurance Proceeds	-	30,521	N/A
TOTAL REVENUES	<u>35,365,048.00</u>	<u>5,108,775</u>	14%
<u>Expenditures</u>			
Staff Salaries	147,327	39,047	27%
Supplies	15,000	4,484	30%
Printing	100,000	11,710	12%
Marketing	70,000	12,800	18%
Automotive	2,880	867	30%
Accounting (Auditing)	20,000	-	0%
Postage	2,500	556	22%
Dues/Publications	1,100	500	45%
Training/Travel	2,000	-	0%
Office Equipment Rental	17,496	4,399	25%
Office Equipment Maintenance	18,000	11,906	66%
Rent	11,963	2,985	25%
Communications	105,500	11,805	11%
Utilities	10,500	2,432	23%
Advertising	5,500	4,801	87%
Public Notices	3,500	365	10%
Money Counting	6,000	861	14%
Professional Services	36,000	3,897	11%
Contract Services	850,000	306,018	36%
Paratransit Certification	31,000	-	0%
Vehicle Maintenance	376,000	23,998	6%

CARTA
Statement of Revenues & Expenditures
For the Month Ending December 31, 2016

Time elapsed:
25%

	<u>FY17 Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Operating Fees & Licenses	17,000	8,332	49%
Insurance	538,147	2,679	0%
Fuel	1,300,000	247,039	19%
Fixed Route	12,084,000	2,796,551	23%
Paratransit	2,282,343	531,110	23%
Miscellaneous	12,500	463	4%
Intermodal Infrastructure - Construction	11,467,500	34,625	0%
Rolling Stock	1,866,627	-	0%
Support Vehicles	250,661	-	0%
Bus Shelter Construction/Bench Install	668,864	2,252	0%
Security/Cameras	344,084	24,153	7%
Fareboxes	1,000,000	-	0%
Signage	70,015	6,904	10%
Automated Vehicle Locator	919,237	-	0%
Capital (IT, Facility Repairs/Maint)	250,000	69,729	28%
Engineering	50,000	-	0%
Leeds Ave. (FTA Payback)	411,804	-	0%
TOTAL EXPENDITURES	<u>35,365,048</u>	<u>4,167,268</u>	12%
 Excess (Deficit) of Revenues Over (Under) Expenditures	 <u><u>-</u></u>	 <u><u>941,507</u></u>	

CARTA
Statement of Revenues & Expenditures
For the Month Ending December 31, 2016

	Administration	Operating	Capital	TOTAL
EXPENDITURES:				
Salaries & Benefits	18,619	20,428		39,047
Total Direct Personnel	18,619	20,428	-	39,047
Supplies	3,038	1,446		4,484
Printing	-	11,710		11,710
Marketing	12,800			12,800
Automotive	867			867
Accounting (Outside Services & Auditing)	-			-
Postage	-	556		556
Dues/Publications	500	-		500
Training/Travel	-	-		-
Office Equipment Rental	4,399			4,399
Office Equipment Maintenance	11,906			11,906
Rent	1,485	1,500		2,985
Telephone/Communications	1,315	10,490		11,805
Utilities		2,432		2,432
Advertising	1,081	3,720		4,801
Public Notices	-	365		365
Money Counting		861		861
Other Professional Services	1,147	2,750		3,897
Contract Services		306,018		306,018
Paratransit Certification				-
Low Income Fare Determination		-		-
Bus Shelter Cleaning		-		-
Consultant Fees - Vehicles				-
Vehicle Maintenance		23,998		23,998
Operating Fees & Licenses	611	7,721		8,332
Insurance	-	2,679		2,679
Fuel		247,039		247,039
Fixed Route		2,796,551		2,796,551
Paratransit		531,110		531,110
Miscellaneous	463			463
Intermodal Infrastructure - Construction			34,625	34,625
Rolling Stock				-
Support Vehicles				-
Bus Shelter Construction/Bench Install		2,252	-	2,252
Security Cameras		1,447	22,706	24,153
Fareboxes				-
Signage		6,904	-	6,904
Automated Vehicle Locator				-
Capital (IT, Facility Repairs/Maint)	2,990	66,739		69,729
Engineering		-	-	-
Leeds Ave. (FTA Payback)				-
TOTAL EXPENDITURES	61,221	4,048,716	57,331	4,167,268

CARTA
Statement of Revenues & Expenditures
For the Month Ending December 31, 2016

	Administration	Operating	Capital	TOTAL
<u>REVENUE</u>				
Farebox		566,549		566,549
Passes		89,101		89,101
COC Shuttle		113,616		113,616
School District				-
MUSC		190,860		190,860
City of Charleston - DASH		125,460		125,460
City of North Charleston				-
Federal		1,729,828		1,729,828
Federal SC-04-0010			27,700	27,700
Federal SC-90-X0259	1,893			1,893
Federal SC-90-X0287		1,801	9,668	11,469
Federal SC-2016-001-00			8,497	8,497
State Mass Transit Funds				-
Sales Tax - Charleston County	1,000,814	976,457	4,541	1,981,812
Charleston County Intermodal			6,925	6,925
Charleston County EOC		47,316		47,316
Advertising		177,207		177,207
Interest	21			21
Insurance Proceeds		30,521		30,521
TOTAL REVENUES	1,002,728	4,048,716	57,331	5,108,775
EXCESS OF REVENUES OVER EXPENDITURES	941,507	-	-	941,507



MEMORANDUM

TO: Board of Directors

FROM: Robin W. Mitchum, Deputy Director of Finance & Administration

SUBJECT: December 31, 2016 Financial Report Overview

DATE: January 11, 2017

Please find attached the December 31, 2016 Financial Report. Below is a brief overview of the activities for FY17.

Revenues

The budget to actual revenues for the month were below our projections.

- The farebox revenue & pass sales fell short of projections. Ridership is down due to Hurricane Matthew. Farebox is down due to loss of farebox on Route 20.
- The actual federal revenue includes operating and capital for the year to date.
- The Charleston County EOC revenue is for services provided for Hurricane Matthew evacuations. These funds will be provided from Charleston County through FEMA reimbursement. We do not have an estimated date for the receipt of these funds.

Expenditures

The budget to actual expenditures for the month were mostly on target with our projections with the exception of a few items.

- Dues/Publications are slightly over budget at 20% for the month. This is primarily due to annual payment for dues to the Metro Chamber of Commerce.
- Automotive is over budget by 5% due to service on the agency vehicle and parking reimbursements. We will adjust the budget in the first revision.
- Office Equipment Maintenance (OEM) is over budget by 41%. We had maintenance on the mobile radios that was unexpected. We will adjust the budget in the first revision.
- Advertising is over budget by 62% due to promotion of the "DASH" and refurbished bike giveaways. We will adjust the budget in the first revision is necessary.

- Contract Services (IGA & Management) is over budget by 11%. The overage is primarily due to the extensive services provided to CARTA in the first quarter. We will adjust the budget in the first revision as necessary.
- Operating Fees & Licenses is 24% over budget. This overage is due to annual Stormwater management fees.

We expect these items to come back into line since some of these expenses do not occur consistently every month. We will continue to monitor our line item budget and recommend changes through budget revisions as deemed necessary.

Overall, the agency ended the month with an excess of revenue of \$941,507.

Other

Our external auditors performed the FY2016 audit fieldwork last week. We anticipate that the draft audit will be completed by the end of January and presented to the Board at the February meeting.

As of January 11, 2017 CARTA owes TransDev \$2,272,416.82. The November invoice of \$1,132,719.81 will be paid next week.

If you have any questions, please contact me at 843-529-0400 ext. 213 or robinm@bcdcog.com.

CARTA

Charleston Area Regional Transportation Authority

MEMORANDUM

TO: Ronald E. Mitchum, CARTA Executive Director
FROM: Jeffrey Burns, Senior Planner
DATE: December 30, 2016
SUBJECT: Transit Asset Management - Performance Measure Target

The Fixing America's Surface Transportation Act (FAST) mandated that FTA develop a rule to establish a strategic and systematic process of operating, maintaining and improving public transportation capital assets effectively through their entire life cycle. The rule requires FTA grantees to develop asset management plans for their public transportation assets, including vehicles, facilities, equipment, and other infrastructure.

CARTA proposes to establish the goal of achieving and maintaining a state of good repair for its public transportation assets. Transit asset management will be a business model that uses transit asset condition to guide the optimal prioritization of funding. FTA has defined State of Good Repair (SGR) as the condition in which a capital asset is able to operate at a full level of performance. A capital asset is in a state of good repair when that asset:

1. Is able to perform its designed function,
2. Does not pose a known unacceptable safety risk, and
3. Its lifecycle investments must have been met or recovered.

CARTA proposes to establish the following initial performance measure targets as required by FTA.

Asset Type	Performance Measure
Rolling Stock – Revenue Vehicles	<ul style="list-style-type: none">• Percentage of Vehicles exceeding the FTA's Useful Life Benchmark• Satisfactory Asset Condition Rating (1-5)
Rolling Stock – Support Vehicles	<ul style="list-style-type: none">• Percentage of Vehicles exceeding the FTA's Useful Life Benchmark• Satisfactory Asset Condition Rating (1-5)
Equipment	<ul style="list-style-type: none">• Percentage of Equipment exceeding Satisfactory Asset Condition Rating (1-5)
Facilities	<ul style="list-style-type: none">• Percentage of Facilities exceeding Satisfactory Asset Condition Rating (1-5)

The next steps in the process will be to add the rating criteria to the existing Asset Inventory, rate the condition of assets per the rating scale, implement decision support tools, and prioritize capital projects. This program complements and builds on asset management program CARTA currently employs. It formalizes the process nationally and serves to inform decision-makers to the greatest needs to maintain a state of good repair.

Staff recommends adoption these initial SGR performance measures. Please feel free to contact me with any questions or for further information.

CARTA

Charleston Area Regional Transportation Authority

MEMORANDUM

TO: Ronald E. Mitchum, CARTA Executive Director
FROM: Jeffrey Burns, Senior Planner
DATE: January 6, 2017
SUBJECT: Intermodal Center Project Update

Over the two months, the project team continued to work with the CSX Corporation to finalize the purchase/sale agreement. An extension was executed to finalize the negotiations between the CSX Corporation, Amtrak, and the City regarding the platform and improvements thereto before the agreement is executed and the property changes ownership. The property sale closed on January 6, 2017. This is a major milestone for the project.

The bid to layout and supply materials for the Amtrak History and Liberty Hill Community Heritage Room was awarded on November 22, 2016. Lease agreements have circulated to each tenant of the Center for their review and execution. North Charleston City Council authorized the Mayor to enter into the tenant lease agreements on December 15, 2017. Lastly, staff is reviewing the scope of work to hire a construction management contractor. The request for proposals to construct the facility is scheduled to be circulated in early February 2017.

The following is a brief overview of accomplishments and milestones.

- 1) Project Timeline
 - a. Overall, the project is tracking about twelve months beyond the original schedule as impacted by the progress in negotiating the MOUs
 - b. The property sale closed on January 6, 2017
 - c. Circulation of the request for proposals to construct the facility is scheduled for February 2017
- 2) A&E Design
 - a. Building and site work has been completed by Davis & Floyd
 - b. The project team holds biweekly meetings to discuss issues as they arise
 - c. Construction procurement documents have been completed
- 3) Permitting & Zoning: Scheduled to be completed in January 2017
- 4) NEPA/NHPA
 - a. The Draft Environmental Assessment document was approved by FTA
 - b. A Finding of No Significant Impact (FONSI) was approved by FTA in late January 2016
- 5) Tenant Coordination
 - a. The project team finalized negotiations with Amtrak. The tenant agreement is in review by Amtrak staff
 - b. Southeastern Stages is reviewing their tenant agreement

- 6) Real Estate Process
 - a. An appraisal of the Gaynor St. site has been completed. A review appraisal has been completed
 - b. The Purchase & Sale Agreement is fully executed and the property has been transferred to City ownership
 - c. FTA has approved the appraisals and suggested offer price to acquire the Gaynor St. site
 - d. The property sale closed on January 6, 2017
- 7) Facility Construction
 - a. Staff is reviewing the scope of work to hire a construction management contractor. The request for proposals to construct the facility is scheduled to be circulated in early February 2017

CARTA staff continues to coordinate with FTA to ensure their staff is informed on our progress. FTA staff has been very supportive in moving this project to completion.

Upcoming tasks include finalizing permitting and zoning approval, execution of the tenant agreements, and opening an Invitation for Bids (IFB) to secure a construction contractor and a construction manager.

Please feel free to contact me with any questions or for further information.