

**CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY  
(CARTA)  
BOARD OF DIRECTORS MEETING  
October 16, 2024  
Meeting Notes**

A Charleston Area Regional Transportation Authority (CARTA) Board of Directors meeting was held at the Berkeley-Charleston-Dorchester Council of Governments (BCDCOG) in the Barrett Lawrimore Conference Room located at 5790 Casper Padgett Way in North Charleston, SC at 1:00 p.m. on Wednesday, October 16, 2024.

**MEMBERSHIP:** Brad Belt; MaryBeth Berry; Joe Boykin; Mike Brown; Daniel Brownstein; Reggie Burgess; William Cogswell; Dwayne Green; Will Haynie; Brandon Hudson; James Lewis; Pat O’Neil; Christie Rainwater; Herb Sass; Michael Seekings; Ed Sutton; Jimmy Ward; Robert Wehrman

**MEMBERS PRESENT:** Joe Boykin; Daniel Brownstein; Brandon Hudson; James Lewis; Pat O’Neil; Michael Seekings; Ed Sutton; Robert Wehrman

**PROXIES:** Craig Harris for Brad Belt; Adam MacConnell for Reggie Burgess; Robert Somerville for William Cogswell; Chief Gebhardt for Christie Rainwater; Jerry Lahm for Herb Sass

**OTHERS PRESENT:** David Bonner (WeDriveU Consultant); Elissa Smith (HDR); Ryan Bauman (HDR); John Mitchell (HDR); Mila Buzhinskaya (HNTB); William Hamilton (Best Friends of Lowcountry Transit); Steve Latour (Daniel Island Resident)

**STAFF PRESENT:** Ron Mitchum; Andrea Kozloski; Robin Mitchum; Sharon Hollis; Matthew Spath; Megan Ross; Jeff Burns; Kim Coleman

**1. Call to Order**

Chairman Seekings called the CARTA Board of Directors Meeting to order at 1:02 p.m. followed by a moment of silence and a quorum determination.

**2. Consideration of Board Minutes: September 18, 2024 Meeting**

***Mr. Lahm made a motion to approve the September 18, 2024 Meeting Minutes as presented.  
Mr. Boykin seconded the motion. The motion was unanimously approved.***

**3. Financial Status Report – Robin Mitchum**

Robin Mitchum, Deputy Director of Finance and Administration, presented the financial status report for the period ending August 31, 2024. She noted that, overall, the agency remains in good shape as the year-end approaches and ended the month with unexpended funds of \$4,389,520. Ms. Mitchum provided information on the following activities for FY24 thus far:

**Revenues:**

- Farebox is the fares collected on the revenue vehicles.
- Passes & Mobile Ticketing are bus pass fares sold to customers.

- Local Contributions are funds received for shelter and bench construction.
- Federal Revenue includes operating for the year-to-date. Federal Revenue is recorded as eligible expenditures are incurred.
- State Mass Transit Funds are operating funds available as match to Federal 5307 operating funds.
- Insurance proceeds are a result of accidents.
- Sale of Assets are the proceeds from the sale of nine MV-1s, five Amerivans and a 1996 New Flyer.

**Expenditures:**

- Retiree Benefits include the cost of retiree insurance.
- Supplies include office, facility maintenance and rebranding supplies.
- Printing includes costs of printing route brochures, passes and labels.
- Automotive is the cost to service the 2018 Ford F-150.
- Postage is shipping fees.
- Dues/Membership is CARTA's membership with Transportation Association of South Carolina (TASC) and the Charleston Metro Chamber of Commerce.
- Office Equipment Rental includes the monthly battery lease for the electric buses and property taxes on the equipment rental.
- Office Equipment Maintenance (OEM) includes GMV Sycromatics, GMV Digital Signage, Genfare Support, Swiftly real time passenger predictions, Swiftly GPS Playback, Swiftly on-time performance, Swiftly run-times, RCN NetCloud Essentials and NetCloud Advanced for mobile routers and other IT services.
- Rent includes the Ashley Phosphate Park & Ride lot, Dorchester Village Shopping Center Park & Ride lot, Leeds Avenue lot lease from Dominion and document storage.
- Communications is the cost of phone, internet and radio services at the facilities and on the buses.
- Utilities include electric and water at the SuperStop, Melnick Park & Ride, the Radio Shop at Leeds Avenue and the charging stations at Leeds Avenue.
- Advertising is Beach Reach outreach.
- Auditing is the cost of the FY23 GASB 75 Actuary and Audit.
- Custodial Services are the cost of janitorial services at the Melnick Park & Ride location.
- Pilot Ride Program (CARTA OnDemand) is customer transportation cost for same-day service through independent rideshare.
- Electric Bus Master Plan is to transition CARTA's diesel bus fleet to all-electric buses.
- Other Professional Services include the bus wash inspection services and appraisal services.
- Shared Contract Services (IGA & Management) is the extensive services the BCDCOG provides to CARTA.
- Fixed-Route Service is the cost of fixed and commuter service provided by National Express Shuttle and Transit.
- Money Transport is the cost of the armored guard service to transport cash deposits to the bank.
- Security Services are contracted security service provided at the SuperStop by the City of North Charleston Police Department.
- Vehicle Maintenance is the cost to maintain the fleet.
- Facility Repair & Maintenance is the cost to maintain facilities.
- Operating Fees & Licenses include credit card transaction fees and vehicle title and registration fees.

- Insurance includes the cost of liability insurance provided by the Insurance Reserve Fund. The insurance policy renews on January 1<sup>st</sup> and this is the majority of the expenditure for FY24.
- Paratransit is the cost of paratransit transportation provided by National Express Shuttle and Transit.
- Interest is the interest on the Melnick Park & Ride loan.

**Capital Expenditures:**

- Rolling Stock is the purchase of ten 2023 Voyager Vans.
- Bus Facilities/Charging Stations is the Leeds Avenue charging infrastructure.
- Bus Shelter Construction/Bench Install is the installation of shelters and benches.
- Security/Cameras & Equipment is the purchase of cameras, access control equipment and AVL equipment.
- Land is the purchase of land at the Fairgrounds.
- Facilities Construction is the Leeds Avenue parking lot repairs and Shipwatch Square engineering.
- Capital (IT, Facility Repairs, Maint.) is Genfare equipment and driver shields.

Ms. Mitchum reviewed the activity of the OnDemand Program as of August 31, 2024. She noted that the FY24 total cost is \$283,738 at 55% completion. The Board of Directors received the Financial Status Report and the OnDemand Program Activity Report as information.

**4. Annual Asset Management Plan Progress Report and FY 2025 Performance Targets – Request for Approval – Jeff Burns**

Jeff Burns, Grants and Contracts Compliance Administrator, presented the Annual Asset Management Plan Progress Report and FY 2025 Performance Targets. He noted that the Federal Transit Administration established a National Transit Asset Management (TAM) System to monitor and manage public transportation capital assets to enhance safety, reduce maintenance costs, increase reliability and improve performance. The objective is to develop a strategic and systematic process of operating, maintaining and improving public transportation capital assets effectively through their entire life cycle. The mandate requires FTA grantees to maintain an asset management plan for their public transportation assets, including vehicles, facilities, equipment and other infrastructure. CARTA established 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. The 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; 3) its lifecycle investments must have been met or recovered. Mr. Burns discussed, in detail, the performance measure targets as required by FTA for fiscal year 2025 and noted that CARTA continues to participate in the rule's requirements for metropolitan planning organizations (MPOs) to coordinate with transit providers, set targets and integrate those targets into their planning documents. Mr. Burns reviewed the process that has been established to share TAM information, including data, plans and targets with the BCDCOG and the CHATS MPO, noting CARTA's responsibilities. Mr. Burns stated that staff recommends adoption of the TAM Plan performance targets for fiscal year 2025 which are consistent with last year's performance targets. Mr. Burns and Mr. Mitchum addressed questions and comments.

***Mayor O'Neil made a motion to approve the Annual Asset Management Plan Progress Report and FY 2025 Performance Targets as presented.***

***Mr. Brownstein seconded the motion. The motion was unanimously approved.***

**5. Discount Fare Policy Revision – Request for Approval**

Andrea Kozloski, Deputy Director of Operations and Support, presented the Discount Fare Policy Revision. She stated that an ad hoc committee was established to revise the Discount Fare Policy to reflect that public sector employees, including military personnel, pay \$1.00 for a one-ride fare. Ms. Kozloski discussed the policy in detail, addressed questions and comments and requested approval of the revisions. Town of Mt. Pleasant Councilman, Daniel Brownstein, acknowledged and thanked CARTA staff for considering the policy revision and believes the change will result in the opportunity to build ridership. He encouraged all public sector members to explore their respective Human Resources and/or Finance Departments to consider the possibility of providing fare reimbursement to employees who utilize CARTA.

***Mr. Brownstein made a motion to approve the Discount Fare Policy Revision as presented.  
Mr. Boykin seconded the motion. The motion was unanimously approved.***

**6. Project Updates – Ron Mitchum/Staff**

Ms. Kozloski discussed the Project Updates report regarding the following Project Updates: Service Planning Initiatives; Downtown Route Study; US 52 BRT Study (noting that the project team continues to develop recommendations for improvements to the existing service; the project team met with staff to review the recommendations and will provide updates based on feedback and outreach efforts; the project team developed materials for upcoming public meetings); CARTA OnDemand (noting that the number of users continues to increase); Shelter Improvement Program (noting that work continues with various locations to improve the bus stops by providing the best amenities for riders as they board and depart the bus); Shipwatch Square Transit Center (noting that regarding the NEPA process, following public comment period, the Class of Action request will be finalized for submittal to the FTA; the A&E Design project team held programming discussions and presented preliminary design; an open house for the public was held for community members to provide feedback on the design); Transit Oriented Development Study (noting that final reports have been completed by the consultant; a virtual online meeting to present the final plans in development was held and staff continues to meet with stakeholders and community members; the BCDCOG was awarded a Phase 3 grant for \$1.2million to continue development of affordable housing plans and neighborhood plans to be procured in the fall); LCRT (noting that 60% design plans were completed and 90% design is underway); Dorchester Transit Signal Priority (TSP) Pilot Project; Mt. Pleasant Street Park & Ride; Fairgrounds Park & Ride; O&M Facility; and Mobile Ticketing Sales and Use (noting that usage continues to increase and staff continues to promote the program). Ms. Kozloski reviewed Upcoming Events and noted that the HOP service was implemented last night. She stated that the trolley has been received and will likely be used in Christmas parades, etc. Ms. Kozloski noted that there will be a ribbon-cutting ceremony for the Military Magnet shelter and she addressed questions and comments. The Board of Directors received the Project Updates Report as information.

**7. Ridership Report – Megan Ross**

Megan Ross, Transit Planner, presented the Ridership Reports as of September 2024. She noted that passenger trips totaled 193,343 and there were 11.6 customers per service hour (10.6 last month). Ms. Ross stated that overall ridership comparing September 2024 to August 2024 increased by 6.2%, overall ridership comparing September 2024 to September 2023 increased by 1.0%, and overall ridership comparing 2024 YTD to 2023 YTD increased by 4.8%. She stated that Tel-A-Ride ridership for September 2024 was 4,036 (a decrease of 4.3% when comparing 2023 YTD to 2024 YTD). Ms. Ross discussed the OnDemand trips for September 2024, noting that the total ridership was 3,316 passengers between both Uber and Lyft. The trip cost averaged \$10.58, lower than August's average of \$11.86 and 39% of the overall rides were from Tel-A-Ride passengers. Ms. Ross addressed questions and comments. The Board of Directors received the Ridership Reports as information.

**8. Executive Director’s Report – Ron Mitchum**

Mr. Mitchum briefed the Board of Directors on the following events/projects: the HOP service (kicked-off yesterday); the New Flyer battery event; the two-for-one funding project; the TASC conference; TriCounty Link’s system review; LCRT’s promotional push on 60% design acceptance; and LCRT public meetings to be held in December. Mr. Mitchum addressed questions and comments. The Board of Directors received the Executive Director’s Report as information.

**9. Other Business, If Any**

There was no further business to discuss.

**10. Public Comments, If Any**

There were two Public Comments that were noted for the record:

- Steven Latour (Daniel Island Resident): Mr. Latour expressed his concerns regarding there being no bus service on Daniel Island and inquired about a possible pilot program on Daniel Island to see if residents/employees on Daniel Island would utilize the service if available.
- William Hamilton (Best Friends of Lowcountry Transit): Mr. Hamilton congratulated the Board regarding the overall increase in ridership. He expressed his concerns regarding student ridership.

**11. Executive Session – Legal Matters**

*Mr. Boykin made a motion that the Board of Directors convene into Executive Session.  
Mr. Lewis seconded the motion. The motion was unanimously approved.  
Non-Board Members, Guests and Non-Essential Staff Members were excused.  
Mr. Hudson made a motion to reconvene the Board of Directors meeting.  
Mayor O’Neil seconded the motion. The motion was unanimously approved.  
Chairman Seekings reconvened the Board of Directors meeting noting that no action was taken related to legal and/or contractual matters discussed during Executive Session.*

**12. Board Comments, If Any**

There was no further business to discuss.

**13. Adjourn**

Chairman Seekings thanked the Board of Directors for their continued dedicated service to the Board and the communities they serve. He wished Charleston County Councilman Wehrman and Charleston County Legislative Delegate Sutton good luck in the upcoming election. There being no further business before the Board, Chairman Seekings adjourned the meeting at 2:15 p.m.

Respectfully submitted,  
Kim Coleman