



South Carolina Alliance  
For Mobile Infrastructure

MOVING TRANSPORTATION FORWARD

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**TRANSPORTATION ASSOCIATION OF SOUTH CAROLINA  
BOARD MEETING AGENDA**

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**Thursday, July 7, 2016  
Board Meeting  
The COMET, Columbia, SC  
10:00 am Scheduled Start**

**I. Approval of the May Board Meeting Minutes**

**II. Committee Reports**

- a. Conference
- b. Outreach
  - i. Membership Update
- c. Policy
- d. Finance
  - i. Review: Financial Report
  - ii. Update: 2016-2017 Annual Budget

**III. Unfinished Business**

**IV. New Business**

- a. Planning for Transportation and Wellness Forum

**V. Adjourn**

***Next Scheduled Meeting is Thursday, September 1, 2016  
Proterra Plant @ 11:00 AM – Details to be provided***

**Attachments:**

2016 May Board Retreat Minutes

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## TRANSPORTATION ASSOCIATION OF SOUTH CAROLINA BOARD RETREAT & BOARD MEETING MINUTES

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DAY 1 – MONDAY, MAY 23, 2016

**In Attendance:** Bob Schneider, Kat Moreland, Ginger Stevens, Mark Rickards, Terecia Wilson, Lynnda Bassham, Terecia Wilson, Shaun Gaines, Lynn Stockman, Jenny Swofford, Sharon Hollis, Dana Spurgeon, Mary Mack, Curtis Sims, Frieda Price

*Minutes recorded by Kat Moreland & Sharon Hollis*

**Start Time: 2:07 p.m.**

Welcome and Opening Remarks (Keith Scott)

- Many thanks to Dana and National Bus Sales for sponsoring the Executive Committee Board Dinner.
- We all need to support the vendors who support us year after year. We will be putting a list of preferred vendors on the website for all members.

Introductions including personal story and hot items from the office (presented in order above).  
Highlights included:

- Logisticare contract has been extended until Dec 2016.
- Art Justice – Florence County Labor Attorney – Overtime Rule (\$47,000 minimum w/ annual increases)
- Michelle Raford – promotion to Physical Control Officer
- Jeannine McCall – promotion to Program Manager
- Joan Firesone and David Burgess are now planners.
- Doug Studer with Altroflor will sponsor of the reception from 5:15 pm – 6:15 p.m.

**Break 3:00 pm – 3:17 p.m.**

Last year, our big push was to secure funding through the roads bill and get our message out. It has gotten through the House and will be passed to the Senate. Unfortunately, no additional money was included for transit. The positive is that we have gotten our name out there more than ever before and have caught the eye of more people. We need to continue the conversation and connections with our legislatures.

Air quality is strongly connected to transit. There is money available through DHEC to help fund some new buses. Brian Barnes from DHEC will be here to explain more. Additionally, Lo-No grant restrictions have been relaxed to allow attainment systems to apply for funding.

The transit wave did begin to build, but it did not come in. Next year, there will be some changes to the legislature. Some strong supporters of transit are not running again. Sen. Clary-R will not be running again. Lynn & Terecia will meet with Ronnie Cromer to discuss his support. Sen. Matthews has been a strong supporter. We have had good connections with the Lt. Governor's office. John Scott- D continues to be a strong supporter. Local agencies will need to keep the message going.

Bob and Terecia presented Sen. Clary with his award, and it was well received and appreciated.

Bus Day at the State House was a success. A reporter called Terecia after Bus Day for an article into the Columbia Business news. Link to article:

<http://www.columbiabusinessreport.com/news/transportation-and-infrastructure/public-transportation-a-vital-link-for-seniors-businesses/>

Wellness/ Rise to Health – many groups are beginning to recognize this as an important issue. We don't see the current roads bill coming back any time soon. We don't want to lose momentum, so we may want to align with the wellness trend. Curtis is hearing more around the state and nation about the economic effects of missing an appointment due to lack of transportation. *Institute of Medical Health of SC* has established a task force for transportation solutions. TRB is also getting involved to research the link between medical care and transportation. Many people are saying is transportation is the issue, but no one is hearing it. TASC could be the catalyst to bring everyone together and synthesize the many voices who are stating transportation is essential. There is a potential that this issue could bridge the Rural and Urban providers. Katy Smith, Piedmont Health Foundation, is more than willing to act.

Lynnda was able to present the cost of dial-a-ride against the cost of taxi and ambulance service proving dial-a-ride was the best bargain. Lynnda has offered to write position papers on specific topics as needed.

Conference at Wild Dunes was wildly successful but wildly costly –spent \$15-18K rather than making that much. As such, we are in a conservation mode. For the next two years, we are in Myrtle Beach in late March. Emphasis is on our membership and business partners to bring more of them back to the conference. After this meeting, we will be sending out the sponsorship information for the conference, board retreat, and meetings in an attempt to get into their budgets ahead of time. Information will be sent in June and again in October.

Frieda Price joined and shared her story. Rhonda's grand baby also arrived and mommy and baby are doing well.

Stephen Amick and Kevin Adams from Palmetto Bus Sales presented on the State of Industry beginning at 4:04 p.m.

## DAY 2 - TUESDAY, MAY 24, 2016

**In Attendance: Mary Mack, Bob Schneider, Kat Moreland, Ginger Stevens, Mark Rickards, Lynnda Bassham, Keith Scott, Shaun Gaines, Frieda Price, Lynn Stockman, Jenny Swofford, Sharon Hollis, Dana Spurgeon**

Presentation by Zach Walsh, Creative Bus Sales & Ross Richardson, Creative Bus Sales.

**Start: 9:28 a.m.**

Committees: Policy, Conference, Membership, Finance chaired by the officers.

**Policy Committee: Bob Schneider will chair. Other members will include Ginger Stevens, Mark Rickards, Frieda Price, Chuck MacNeil, Michael Burgess, and Ron Mitchum.**

- In the past, we have been involved with the State Chamber of Commerce. The Chamber has transitioned its focus from Infrastructure bill to making SC great for industry. With the change in leadership, there is declining relevance, and should decide if we want to continue that membership. If members are interested in attending the regional meetings, we should continue our membership. Membership is \$1,500. In years past, Bob has also attended the state meeting which has cost \$800-\$900. We worked for two years to get a tighter relationship with the business community, but with Otis Rawls departure, we lost some ground.
- Is there a benefit of joining CTAA and APTA to gain access to resources from each of these organizations? CTAA state agency membership is \$250. APTA Affiliate membership for a state membership is \$567.
- APTA is currently is flux – they are transitioning to policy focus and distancing himself from research and best practice recommendations. This shift has caused several large agencies, like NYC, to drop their membership.
- CTAA is guided more toward small urban rural systems while APTA is guided more toward large urban area. During conservation mode, money would be better spent on other areas instead of APTA. For the last two years, our champions were from Myrtle Beach and Orangeburg.

**Conference: Kat Moreland will chair. Other members will include Keith Scott, Ginger Stevens, Terecia Wilson, Shaun Gaines, Dana Spurgeon, Curtis Sims, Rhonda Mitchell, Lynnda Bassham**

- With the DOT doing the regional roadeos, is there a possibility of allowing that same core of people to do the state roadeo? Could DOT participate in the state roadeo? Curtis invited Lynn to a meeting to discuss the regional roadeos. In that meeting, he did mention the state roadeo to see if the regional participants were interested in running that roadeo as well.
- Doug Harrett, COAST – Keith spoke with Doug to discuss the use of the Speedway while NASCAR was kicking up. He thought we would be ok but he would investigate further. Doug and Brian have been very helpful and were invited to dinner.
- Regional roadeos are planned in Florence, Bluffton, Newberry, and Pee Dee.
- We are at the Marriott in Myrtle Beach, SC Thursday, March 23 – Sunday, March 26.

- The Board Retreat will be in the Clemson in 2017. May appears to be the best time with the group. Dates to avoid: APTA May 7 – 10. Graduation May 12. Tentative Dates for Board Retreat: May 22 – 24. We will forego the Winter Retreat but may do a full day at the Comet to get prepared for the start of the legislative session and conference wrap up.
- Board meeting will continue to be on the first Thursday of the month. The Board will meet every other month for four months. No board meeting in June. Next meeting would be July 7, 2016. No meeting in August. Next meeting would be September 1, 2016 will be at the Proterra plant in Greenville at 11 a.m. No meeting in October. Next meeting Nov. 3, 2016. Optional meeting on December 1, 2016. January is the full retreat day on Jan. 5. Feb 2. March 2.
- Shaun, Keith, and Terecia are available to all committees if needed. Terecia has analyzed her hours and may conserve her time in June – Aug to save her hours for conference time. She will communicate times when she will be unavailable.
- The rodeo has had strong attendance. The “all-inclusive” package seems to be working well. We need to assist the RTAP scholarship recipients that it is a reimbursement program. We have had some issues with guest tickets for the banquet. If the rodeo registration includes the participant + 1, would it be helpful? Consider this topic and we will bring it up after lunch.

**Membership Committee: Sharon Hollis is chairing. Wendy Duda, Terecia Wilson, Mary Mack, Keith Scott, and Shaun Gaines are members.**

- This committee needs to meet imminently as membership is typically sent out in June.
- We will maintain the 10% increase in November for returning members and January 1 for new members.
- Lynnda’s code needs to change to an associate membership.
- *Add a line to the letter – this code is associated with your previous status. If you need to change please contact Sharon Hollis.*
- If we need to increase revenues, we can increase dues or conference registrations.

**Finance Committee: Lynn Stockman is chair. Jenny Swofford and Pam Dukes**

- Pam will be passing the books to Lynn. Terecia will coordinate the adjustments to bank signatures. *Motion is required for adjustments to bank signatures.*
- We will not be completing a comprehensive audit this year. We still have to do I-9, 990, 1099, and register. A third party reviewer is recommended bi-annually or annually but not a comprehensive audit. Terecia will share with Lynn

***Break at 10:53. Resumed at 11:08 a.m.***

Brian Barnes, DHEC presentation related to the slogan “We breathe We Hope” and air quality. His presentation will be shared by Keith after the meeting.

- In South Carolina, we are most concerned with ozone (a secondary pollutant) and particulate matter. DHEC looks at NOx emissions that yield to ozone. Spartanburg currently is our highest concern on air quality as the highest ozone values along I-85.

- At 0.060ppm, six counties remain in attainment. At 0.070 ppm, 8 counties are out of attainment. For the first time in about 10 years, all areas of SC are in ATTAINMENT.
- Transportation Conformity – adds about 18 months to the planning and development process. It doesn't matter who is paying for. It must be built into long range plan as conformity extends to 2040.
- If you are going to idle for more than 10 seconds, it is recommended to turn off your car to save emissions.
- Ozone Forecasts are available daily on Twitter at @UpstateRegion, CentralMidlands, CSRA, PeeDee,
- DHEC can pay up to 25% of a bus for vehicle acquisition for diesel emission reductions. Can't pay for infrastructure for CNG or Propane but can pay for electric infrastructure. BAQ update, semi-weekly email, is sent out notifying the available grant opportunity. They don't have to be alternative fuel – they just have to be clean diesel vehicles. You must drill a hole in the block and get it off the road. It has to have been in fleet service, but it can be at the end of its useful life.
- Myer Reese, DHEC Director of Bureau of Air Quality, is a major champion of public transit. She has the ear of the Director of DHEC who is connected to the Governor.
- Opportunities for use of CMAQ funding. Charlotte uses much of its CMAQ funding to support vanpooling.

***Break for lunch at 12:15 PM. Return at 1:18 p.m.***

#### **Conference discussion highlights**

- Potential Tracts for Sessions: Transportation; Human Services/Labor Tracks; Vehicle/Asset Management; Student/TDM Session; Finance; UBER and how it can work with Public Transportation; and Safety/Security
- Last Year:
  - 115 Conference Attendees
  - 58 Roadeo
  - 29 Vendors
  - 49 Guests
- Suggestion to push information about the conference to Adult Day Care Providers.
- Workshop needs include: Operating Wheelchair Lifts and Outsourcing Maintenance.
- Suggestion to Alabama Transit Association.
- Topic on innovative funding/grants would be helpful.
- Investigate getting professional credits applied to sessions (i.e. AICP, etc.)
- We have logo thank you cards that should be sent out to session presenters, etc.

***Break at 2:35 p.m. Return at 3:02 p.m.***

Hot topics discussion.

**Roadeo**

- One person can drive multiple events.
- An agency can send multiple drivers for the same event.
- If they can receive scholarship, it is great competition, comradery, training, moral boost. It is up to the director and system budget to determine how many people they can send.
- Moving forward, we will add a disclaimer to the roadeo registration that a system may register up to 3 drivers per category.
- Roadeo Banquet tickets – proposal to incorporate the guest ticket into the roadeo registration fee so the participant and guest could attend. Depending on the cost increase, it could affect the number of RTAP scholarships available. We are already subsidizing the cost per head. We also spent about \$6,000 in volunteer meals.
- Improve the communication and determination of what they get for their service.
  - Roadeo Set Up Team – Shirt, lunch, banquet
  - Roadeo Judges – Shirt, lunch
  - Roadeo Cooks – etc.
- Current fees are \$75. Proposal to increase the cost of roadeo registration by \$15 to \$90.
- $\$7,500$  (roadeo budget) / 65 participants = \$115 per participant full cost excluding the cost of the banquet. Add \$70 per plate for the banquet = \$185 per participant full cost.
- Given the cost, the revised proposal is to increase the cost of roadeo registration by \$25 to \$100 and guest registration is to increase \$10 to \$70.

**Business Membership versus Conference Vendors**

- A discussion on whether it is better to have a discounted vendor rate for business members or to have one rate for all vendors and no business members was held.
- For business members, we can create greater benefits for those who join. One issue that we have is someone pays for the registration as a member but is not. We are also seeing more business members attend the conference without paying the exhibitor fees.
- After 45 minutes of discussion, there was still significant confusion and topic will be revisited.

## DAY 3, WEDNESDAY, MAY 25, 2016

**In Attendance:** Curtis Sims, Kat Moreland, Ginger Stevens, Mark Rickards, Terecia Wilson, Lynnda Bassham, Keith Scott, Shaun Gaines, Frieda Price, Lynn Stockman, Jenny Swofford, Sharon Hollis, Dana Spurgeon

**Start Time: 8:52 a.m.**

Keith expressed his thanks to everyone for being here. We work hard during the year and it does not go unnoticed and it is much appreciated.

This will serve as our normal board meeting. There will not be a meeting June. The next one will be July 7, 2016. There is a question mark associated with the December meeting. We will meet if needed.

The dates for the Board Retreat in May 2017 are available. The Board retreat will be May 21-24, 2017.

**A quorum was present and meeting called to order: 8:56 a.m.**

### Conference Discussion:

*Item for Further Discussion:* Based on the volume of questions, we will revisit the fee structure changes as discussed yesterday by the end of year through the membership and conference committees. For the main announcement, we will send the dates and sponsorship levels.

**Motion to adjust the rodeo registration fee to \$100 and the guest ticket fee to \$70 - Kat Moreland, Lynn Stockman – Second. Unanimously approved.**

We invited Brian and Doug to dinner with us last night as a thank you for hosting. Doug shared that he was able to secure the raceway for the bus rodeo in March. Ginger will be following up with Lynn & Donny to investigate alternate insurance costs to save money due to escalating costs. Ginger did add some additional cost for the protection of pavement in Charleston. Additionally, Doug will need to confirm that the bathrooms will be available to avoid port-a-johns.

Name Changing Discussion: In the last 3 years, we adjusted our name to ride the infrastructure wave to better align with potential funding bills. The Executive Board discussed a realignment of our name to address some membership push back. We are legally the Transportation Association of South Carolina now doing business as the SC Alliance for Mobile Infrastructure. For the past 30+ years, it has always been TASC. Moving forward we may be a bit more strategic in how we present our letterhead. Lynnda mentioned the Alliance for Mobile Infrastructure is difficult to explain. Shaun shared an image of a new logo. Curtis mentioned that we need to define an identity and stick to it. We need to better build up the website to tell the greater story of how we got to where we are. We did everything we could to align ourselves with the bill so that we can say that we tried everything. We can continue to use the Alliance with the greater legislature while with some of our once a year vendors, they only know us as TASC. Search engines are also not pulling up our website as a search result. We need to make some concerted efforts to improve our website and make our identity clearer. We need to continue to bring in our vendors to support our conference.

**Motion to be strategic in what we are sending out and unite that into who we are and what we do. We will share any versions of the logo to the board for approval - Keith Scott, Dana Spurgeon - Second)**

**Discussion:** We need to investigate alternative website access to improve information dissemination with Keith, Shaun, Sharon, and Kat. Curtis commented that we need to remember who our target audience is. Terecia commented that other associations have a members only section. Keith commented that we need to have a greater presence online. Dana mentioned that our website needs to highlight the good work that we do. There is an opportunity to tie into Social Media. Site should incorporate the preferred vendor list to create greater encouragement for involvement from the business community. Keith will make it his mission to make information easier.

**Vote is unanimously approved.**

It would be great to have this update at the Sub-Recipient meeting **Aug 22 – 23.**

National RTAP Conference: Curtis brought up the opportunity to partner with National RTAP biannual conference. The next meeting is 2017. That will be too soon, so we would look at 2019 National Rural Transportation Assistance Program. In off years, the intercity conference occurs during the first or second week in October 2016, the intercity conference is in Asheville. National RTAP will pay for it, but they need some local expertise to improve the conference. National RTAP is looking to do things that could help transportation systems with technical assistance. Highlight new and innovative programs. Kelly Gilbert from Spartanburg also went. It is a 3-day conference. The money for the conference comes from FTA. October is typically the conference. Last year's attendance was 180 – 200 people. Either Greenville or Myrtle Beach would be best locations. The only caveat with Greenville is that they typically do not give GSA. Mark mentioned that that is changing with the new hotels. The dates are flexible based on the RFP. Attendees come in Sunday and leave on Wednesday.

Lobbying Efforts: We are paying Campbell and Company \$3,000 per month for inclusion in the roads bill. As an executive committee we talked about ending that contract at the end of May. It is a year-to-year contract. We have to report to the ethics commission how much we spent on lobbying. We are a 501.c6.

**Motion to discontinue the contract with Campbell as of May 31, 2016- Lynn Stockman, Lynnda Bassham - Second. Unanimously approved.**

Curtis asked about continuing notifications about happenings in the state house. Keith discussed with Terecia about registering as a lobbyist for \$100 to keep an ear to the ground. If we think that we need to shift her hours slightly to lobbying we can make that adjustment.

We have spent a lot of money in the coming year and there will be significant change in the House and Senate. Terecia already has many relationships on the hill so that we are not starting with zero.

Terecia's Contract: Terecia's contract expired in April. The Executive Committee met and felt that she has done very well and needs to continue. Terecia spent many hours getting into the nitty gritty and

sorting out administrative registrations. She did go over a little last year due to these unforeseen tasks. She will be taking some time off within June-Aug so that she has time available near conference time.

**Motion to renew Terecia's contract for 2016-2017 – Keith Scott, Ginger Stevens – Second.**

**Discussion:** The base hours and costs stayed the same from 2015-2016. The incentive package was not completed last year but it will be included this year by next meeting.

**Vote: Unanimously approved.**

Continuing SC Chamber Members: We have joined the SC Chamber of Commerce for \$1,500 per year for the last few years to better align with the roads bill. Is that something that should continue? Bob would need to continue to serve as the liaison but he did make a recommendation not to continue. It would be more beneficial to join at the local level.

**Motion to discontinue State Chamber of Commerce Membership at the end of the current membership cycle– Ginger Stevens, Lynnda Bassham – Second. Unanimously approved.**

Budget Finance Discussion: The journal entries as recommended by the auditor have caused some issues within the financial reports. All of the checks and bank statements have been reconciled and in the system. The balance at the end of April was about \$82,000 in the checking account. One other problem in the system is that the 2015-2016 budget is changing when you run the memorized reports.

Moving forward, we will continue a financial review/audit for revenues and expenses which will cost less than \$1,000 rather than a full audit for \$5,000. We are continuing to do reconciliation each month.

**Motion to make a resolution to approve the new officers for signature cards at the bank – Lynn Stockman, Ginger Stevens – Second. Unanimously approved.**

Terecia shared that we have expended \$18,000 this year for Campbell Consulting and \$26,000 for Terecia's contract from the reserve account. We have done a lot to try and seize the opportunity, but the wave never came in. We will be watching our expenditures very closely so that we are bringing in money rather than expending it

Lobbying: Within the tax code, if you are paying for lobbying services out of membership dues you must notify them explicitly what percentage of the dues goes towards paying the lobbyist. "XX % of your dues goes to toward the lobbying effort. Consult with your tax professional on its implication." That did not occur in 2015. The Alliance had to write check for \$1,050. We can send everyone a receipt stating the percentage. A system would need to show that the dues money came out of local match (not state or federal money). If lobbying efforts were paid out of the reserve accounts and not the current year membership dues. We need to define a policy to prevent this from occurring again. It is stated in the minutes that the lobbyist was not to come out the membership dues. Any other information needs to be sent to Terecia to sort this out.

FTA Wellness Forum: Curtis presented on “Rise to Wellness”. It would be good to take on the organization of a forum to bring people together to discuss the connection of transportation. It would be positive moment in transit and could be a new wave for the organization. SCDOT is willing to pull in some resources to assist with this. Curtis can secure \$2,200 (\$1,200 + \$1,000) to bring people together for RTAP training. If we did it in October, we can pull in some legislature staff members to involve them. The Food Task Force could be involved. Piedmont Health Foundation could also be involved. Other foundations in the area (Institute of Public Health, DHEC) can be pulled together. Mary mentioned that there is a transportation gap for some where they need treatment but they receive too much money and are excluded from Medicaid. There is some assistance from Family Care Giver Centers (Care South – Susan Welsh) to support families who are being stressed. As an Alliance, we can be a greater catalyst to share some of these stories and make it known.

RTAP received approximately \$235,000.

Work on the directory is underway. The prototype was been created. The survey information was collected. Following conservation of hours, we will continue that work. SCDOT, at no cost to the group, has agreed to do the layout. Several organizations mentioned they may contribute to printing of hard copies.

**Motion to Adjourn - Ginger Stevens, Kat Moreland – Second. Meeting Adjourned at 10:42 a.m.**