



CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY

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## CARTA BOARD MEETING

CARTA Board Meeting

March 2, 2016

1:00 PM

**CARTA Office**  
**3664 Leeds Avenue**  
**North Charleston, SC 29405**

### AGENDA

1. Call to Order
2. Consideration of Board Minutes – January 20, 2016 Meeting
3. Financial Status Report – January 2016 – Robin Mitchum
4. Ridership Report – February 2016 – Rainee Kearney
5. Comprehensive Operational Analysis Recommendation – Request for Approval
6. Contract Amendment for Management Services – Request for Approval
7. Intergovernmental Agreement – Request for Approval
8. Intermodal Facility Project Updates
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, April 20<sup>th</sup> 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](http://www.ridecarta.com).*

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# CARTA BOARD MEETING

1:30 PM on WED, 01/20/16

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

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## CARTA BOARDMEMBERS IN ATTENDANCE:

- Chairman Michael Seekings, City of Charleston
- Mayor Pat O'Neil, Town of Sullivans Island
- Councilmember Ed Astle, City of North Charleston
- Councilmember Marty Bettelli, City of Isle of Palms
- Councilmember Michael Brown, City of North Charleston
- Councilmember Colleen Condon, Charleston County Council
- Councilmember Will Haynie, Town of Mount Pleasant
- Councilmember James Lewis, Jr., City of Charleston
- Mr. Ray Anderson, Proxy for Mayor R. Keith Summey, City of North Charleston
- Ms. Mary Beth Berry, Representing the Charleston County Legislative Delegation
- Mr. Alfred Harrison, Representing the Charleston County Legislative Delegation
- Mr. Jerry Lahm, Proxy for Chairman J. Elliott Summey, Charleston County Council
- Mr. Michael Mathis, Proxy for Mayor Joseph P. Riley, Jr., City of Charleston
- Ms. Lynn Katie McClure, Representing the Charleston County Legislative Delegation
- Chief Dennis Turner, Proxy for Mayor Minnie Newman-Caldwell, City of Hanahan

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## CARTA STAFF IN ATTENDANCE:

- Mr. Ronald E. Mitchum, Executive Director
- Mr. Jeffrey Burns, AICP, Planning & Operations Manager
- Ms. Michelle Emerson, Marketing & Communications Manager
- Ms. Sarah Whitt, Office Manager

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## CONTRACT STAFF & GUESTS IN ATTENDANCE:

- Mr. Steven Beck, Transdev Operations Manager
- Mr. Daniel Brock, Rawle Murdy Associates
- Ms. Sharon Hollis, Davis & Floyd
- Ms. Amy Jenkins, Esquire, McAngus Goudelock & Courie
- Ms. Andrea Kozloski, BCDCOG Deputy Director of Administrative & Supportive Services
- Mr. Ryan McClure, BCDCOG Planning
- Ms. Robin Mitchum, BCDCOG Finance Manager
- Ms. Ginger Stevens, Transdev General Manager

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## CALL TO ORDER

The Wednesday, 01/20/16, meeting of the CARTA Board opened at 1:32 PM in the Lonnie Hamilton III Public Service Building, 4045 Bridgeview Drive, Room B-225, North Charleston, SC 29405, with a moment of silence. A quorum was confirmed for the meeting to continue.

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## BOARD MINUTES – 12/16/15

Chairman Seekings introduced this agenda item and asked if there were any motions from the floor. A motion was submitted by Mr. Ed Astle, representing the City of North Charleston, with a second from Councilmember Marty Bettelli, City of Isle of Palms, to adopt the minutes as distributed. With no questions or comments, the motion was voted and passed unanimously.

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## FINANCIAL STATUS REPORT – DECEMBER 2015

Chairman Seekings introduced this agenda item and deferred to Ms. Robin Mitchum, BCDCOG Finance Manager, to report.

56 Ms. Mitchum reported that the report included in the agenda package reflected the numbers through December  
57 2015, the 1<sup>st</sup> Quarter of FY2016. She reported that the numbers were in line with an excess of revenues over  
58 expenditures of \$886,729 at the end of December 2015.  
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60 Ms. Mitchum said she was working on a Balance Sheet format which would show Assets and Liabilities. She  
61 reported field work for the FY2015 Audit was underway.  
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### 63 EXECUTIVE SESSION

64 Chairman Seekings noted that the next agenda item called for an Executive Session to discuss staff compensation.  
65 Jerry Lahm, Proxy for Chairman J. Elliott Summey of Charleston County Council, entered a motion to enter into  
66 Executive Session; a second to the motion was entered by Councilmember Michael Brown, City of North  
67 Charleston. With a unanimous vote, the CARTA Board entered Executive Session at 1:38 PM.  
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69 At ~ 2:12 PM, the CARTA Board rejoined the general public. Chairman Seekings said that during Executive  
70 Session, no votes or actions were taken.  
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### 72 ACTION, IF REQUIRED, BASED ON EXECUTIVE SESSION

73 (No action required or taken)  
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### 75 RIDERSHIP REPORT – DECEMBER 2015

76 Chairman Seekings introduced this agenda item and called on Jeff Burns, AICP, Planning & Operations Manager to  
77 report. Mr. Burns reported:  
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#### 79 Fixed-Route Service for December 2015

- 80 • Ridership was 365,620 – a decrease of 5.5% over last year
- 81 • YTD ridership down by 4.2%
- 82 • Routes which did not meet performance standards included
  - 83 - Express 2 / Mt. Pleasant
  - 84 - Route 20 / King Street-Citadel
  - 85 - Route 21 / Rutledge Grove
  - 86 - Route 40 / Mt. Pleasant
  - 87 - Route 41 / Coleman Blvd.
- 88 • System-wide Cost/Passenger was \$1.88 – a decrease from \$2.05/same time one year ago
- 89 • Monthly revenue was \$443,952.44 – an increase of 7% from last year
- 90 • YTD revenue was up by 0.9%
- 91 • Farebox recovery for system was 39.2%

#### 92 Tel-A-Ride Service for December 2015

- 93 • Ridership for the month was 5,810 – a decrease of 10.2% when compared to the same period last year
- 94 • YTD ridership was up by 2.3%
- 95 • Cost per Tel-A-Ride trip was \$26.80 – a 12% increase over December of last year
- 96 • Average cost is 0.5% less than last year's average

### 97 ROUTE ADVISORY COMMITTEE REPORT

98 Chairman Seekings introduced this agenda item and called on Sharon Hollis, Davis & Floyd, to recap the input from  
99 multiple Route Advisory Sub-committees in discussions of the COA results and recommendations.  
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101 Ms. Hollis offered the following:  
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- 103 • The COA analysis recommended both short-range and mid-range recommendations
- 104 • Currently, the CARTA System had
  - 105 ➤ (16) fixed-route & neighborhood circulators
  - 106 ➤ (4) Express routes
    - 107 ○ North Charleston
    - 108 ○ Summerville
    - 109 ○ West Ashley
    - 110 ○ Mt. Pleasant
    - 111 ○ James Island
  - 112 ➤ (3) Downtown Area Shuttles (DASH) Routes
  - 113 ➤ (62) vehicles operating during peak service
  - 114

- 115 • Short-Range Plan Strategy
- 116   ➤ Challenges & Opportunities
- 117      ○ Average vehicle fleet age is (13) years
- 118      ○ Increased traffic congestion
- 119          • Longer headways and travel times
- 120          • Inconvenient transfer times
- 121          • Poor on-time performance
- 122          • Circuitous one-way routing
- 123      ○ Ridership is flat
- 124      ○ Changing travel patterns
- 125      ○ Limited capacity at major transfer hubs
- 126          • North Charleston SuperStop
- 127          • VRTC Parking Garage @ Mary Street
- 128   ➤ Weekday Service
- 129      ○ Primary corridor routes
- 130          • Rivers Avenue/Meeting (US 52)/Route 10
- 131          • Dorchester Road/Routes 11 & 12
- 132      ○ Secondary corridor routes
- 133          • Spruill Avenue/Route 11
- 134          • Ashley River Road (US 61)/Route 33
- 135          • Folly Road/Route 31
- 136          • Coleman Blvd./Route 41
- 137      ○ Connector routes
- 138          • Remount Road/Route 13
- 139          • Ashley Phosphate/Route 14
- 140          • Rutledge Avenue/Route 102
- 141          • Leeds Avenue/Route 103
- 142          • Montague Avenue/Route 104
- 143          • King Street/Route 20
- 144          • Sam Rittenberg-Cosgrove/Route 32
- 145          • Glenn McConnell/Route 301
- 146          • Wando (US 17)/Route 401
- 147      ○ DASH routes
- 148      ○ No Saturday service
- 149          • Route 103/Leeds Avenue
- 150          • Route 401/(US 17 East of Towne Centre)
- 151      ○ Sunday Service
- 152          • Route 12 – Coverage on Ashley Phosphate; 2<sup>nd</sup> bus added
- 153          • Route 13 – Sunday Service added
- 154          • Route 32 – Extended to service Wal-Mart
- 155      ○ Recommendations SPECIFIC to North Charleston Routes
- 156          • Route 10/Rivers Avenue
- 157              1. 20 min. peak/30 min. non-peak
- 158              2. 180 min. cycle time
- 159          • Route 11/Airport-Dorchester
- 160              1. 45 min. headways
- 161              2. Increased cycle time to 135 minutes
- 162              3. Potentially later trips on weekend
- 163          • Route 12/Upper Dorchester
- 164              1. Split route into (2) routes – Route 12/Dorchester & Route 14/Ashley Phosphate
- 165              2. 60 minute frequencies
- 166              3. 120 minute cycle time
- 167              4. Add (1) Sunday bus
- 168              5. Potentially later trips on weekdays & weekends
- 169          • Route 13/W. Montague-Remount
- 170              1. Modified to serve W. Montague/Tanger/Rivers/Remount & Spruill
- 171              2. 60 min. headway
- 172              3. 90 min. cycle time interline w/Route 104
- 173              4. Add Sunday Service

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- Route 14/Ashley Phosphate
    1. 60 min. headway
    2. 60 min. cycle time
  - Route 102/North Neck-Rutledge Avenue
    1. Modified to serve Rutledge Ave./Citadel to Calhoun
    2. 120 min. cycle time
    3. 60 min. headway
  - Route 103/Leeds Avenue
    1. Extended along Faber Place to Dorchester Road; eliminates Accabee deviation
    2. 60 min. headway/cycle time
    3. No Saturday service
  - Route 104/Montague Circulator
    1. Modified route to serve Mixson/Durant, Oak Terrace Preserve, Park Circle & Virginia Avenue/Noisette
    2. 90 min. cycle time
    3. 60 min. headway
    4. Interlines with Route 13
  - Recommendations SPECIFIC to Peninsula Routes
    - Route 20/Upper King
      1. Eliminates deviations in North Peninsula; 2-direction service on King Street
      2. 30 min. frequency
      3. 60 min. cycle time
    - Route 21/Rutledge Grove
      1. Eliminates route
      2. Area coverage provided by EXTENDED Route 102
    - Route 210/College of Charleston (DASH)
      1. Extended alignment from Wentworth to Beaufain to serve Canterbury House
    - Route 211/Meeting-King Street (DASH)
      1. Increase headway from 22/15 to 30/20
    - Route 213/Calhoun Street
      1. No recommended changes
    - ADDITIONAL OUTREACH NEED re: CANTERBURY HOUSE
  - Recommendations SPECIFIC to West Ashley Routes
    - Route 30/US 17-West Ashley; NEW, modified Route 301
      1. Terminate route at Citadel Mall/Mary Street
      2. 60 min. frequency
      3. 90 min. headway; interline with Route 40
    - Route 31/Folly Road
      1. No short-term change recommended
      2. Possible coordinated services with TriCounty Link to provide Riverland Drive service
    - Route 32/North Bridge-Sam Rittenberg
      1. Terminate route at Citadel Mall
      2. 60 min. frequency
      3. 60 min. cycle time
      4. Sunday Service modified to serve Wal-Mart @ Bees Ferry
    - Route 33/St. Andrews-SC 61
      1. NEW St. Andrews Route alignment
      2. Travels on Calhoun in Peninsula
      3. 60 min. headway
      4. 120 min. cycle time
    - Route 301/Glenn McConnell Circulator
      1. NEW Neighborhood Circulator Route
      2. Serves Citadel Mall, Castlewood Community, Hospital, High School & Wal-Mart
      3. 60 min. frequency
      4. 60 min. headway
      5. NO SUNDAY SERVICE; Route 32 modified on Sunday to serve Wal-Mart
  - Recommendations SPECIFIC to Mount Pleasant Routes
    - Route 40/Mt. Pleasant
      1. Route split into (2) routes (40 & 401)

- 234 2. Turn around @ Town Centre/transfer to 401 for Wando Service
- 235 3. 60 min. frequency
- 236 4. 90 min. cycle time
- 237 5. Interlines with Route 30
- 238 6. Additional outreach to Town Centre to understand best timing of last trip
- 239 • Route 41/Coleman Blvd.
  - 240 1. Route extended to serve Mt. Pleasant Midtown & Wal-Mart PNR
  - 241 2. Rerouted downtown to America Street/Trident Tech
  - 242 3. 90 min. frequency
  - 243 4. 90 min. cycle
  - 244 5. Access to Wando Wal-Mart PNR under discussion
- 245 • Route 401/NEW Neighborhood Circulator, Wando High School to Town Centre
  - 246 1. NEW Neighborhood Circulator between Wando High School & Town Centre
  - 247 2. NO SERVICE on Saturday or Sunday
  - 248 3. 60 min. frequency
  - 249 4. 60 min. cycle time
- 250 ○ Recommendations SPECIFIC to Express Routes
  - 251 • Route 1/North Charleston to James Island Express
    - 252 1. No short-term changes
  - 253 • Route 2/West Ashley to Mt. Pleasant Express
    - 254 1. No short-term changes
  - 255 • Route 3/Summerville Express
    - 256 1. Increase travel time
  - 257 • Route 4/NASH Airport Express
    - 258 1. No short-term changes

260 With Board approval to proceed with public hearings, Ms. Hollis reported a recommendation of (4) hearings in each  
 261 of the following geographical areas of CARTA's service:

- 262
- 263 1. Mt. Pleasant
- 264 2. Charleston
- 265 3. West Ashley
- 266 4. North Charleston
- 267

268 By unanimous consensus, the Board approved to proceed to public hearings of the COA Service  
 269 Recommendations.

271 **30' URBAN TRANSIT COACHES**

272 Discussion deferred to March Board meeting.

274 **INTERMODAL PROJECT UPDATES**

275 Chairman Seekings introduced this agenda item and called on Mr. Burns to report. Mr. Burns reported:

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277 The project team continued to develop and negotiate agreements with the partner agencies. The building and site  
 278 design plans were at 90% completion. Until all agreements were finalized, as the final wording could impact the  
 279 terms of each agreement. Amtrak had agreed to retain liability coverage on the platform to alleviate a financial  
 280 burden. Discussions with CSX Corporation had been productive to reach a mutually agreeable purchase price for  
 281 the site and to finalize a purchase/sale agreement.

282

283 The Environmental Assessment document was approved by FTA, and the 30-day public comment period closed on  
 284 January 4, 2016. A Finding of No Significant Impact (FONSI) was anticipated to be approved by FTA in late  
 285 January 2016. The City of North Charleston was in the process of reviewing a sub-recipient funding agreement to  
 286 administer the Federal funding that would be passed through CARTA. These agreements were scheduled to be  
 287 considered by the City of North Charleston Council at their February 2016 meeting.

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289 The following is a brief overview of accomplishments and milestones.

- 290 1) Project Timeline:
  - 291 a. Overall, the project was tracking about 6 month beyond the original schedule as impacted by the
  - 292 progress in negotiating the MOUs
  - 293 b. Finalizing agreements with partner agencies still present concerns. The team coordinating with

- 294 project stakeholders to manage these risks
- 295 2) A&E Design
- 296 a. Building and site work on-going by Davis & Floyd
- 297 b. The project team has weekly meeting to discuss issues, as they arise
- 298 3) Permitting & Zoning: Scheduled for February 2016
- 299 4) NEPA/NHPA
- 300 a. The Draft Environmental Assessment document was approved by FTA. The 30-day public
- 301 comment period closed on January 4, 2016
- 302 b. A Finding of No Significant Impact (FONSI) is anticipated to be approved by FTA in late January
- 303 2016
- 304 5) Amtrak Coordination
- 305 a. The project team continues negotiations with Amtrak and submitted a revised MOU to Amtrak for
- 306 their review and comment. Amtrak has agreed to retain ownership of the boarding platform, which
- 307 absolves CARTA and the City of North Charleston from carrying the cost of insurance.
- 308 6) Real Estate Process:
- 309 a. An appraisal of the Gaynor Street site completed. A review appraisal completed.
- 310 b. CSX provided a draft Purchase & Sale Agreement and an appraised value of the property.
- 311 Negotiations were actively occurring. FTA has received the appraisals and suggested offer price to
- 312 acquire the Gaynor Street site for their review.

313 Mr. Burns reported CARTA staff continued to coordinate with FTA to ensure their staff was informed on progress.

314 He confirmed FTA staff had been very supportive in moving this project to completion.

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316 Upcoming tasks included finalizing the design and construction plans, negotiations with Amtrak and CSX,

317 executing the agreement with the City of North Charleston, and having the FONSI signed by FTA.

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### 319 **EXECUTIVE DIRECTOR'S REPORT**

320 Chairman Seekings introduced this agenda item and called on Mr. Mitchum for his report. Mr. Mitchum referred the

321 Board to his memo, as distributed, and said he would keep his remarks brief for the sake of a long meeting:

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- 323 • The CARTA Board was invited to attend the State Transit Rodeo hosted by The Alliance for Mobile
- 324 Infrastructure during their annual meeting on 02/15/16 through 02/27/16. Details for anyone interested would
- 325 be available through Mr. Mitchum.
- 326 • CARTA's Branding Committee continued to meet for the development of a general direction to re-brand the
- 327 DASH service. They had agreed to continue the Charleston Green vehicle color and were reviewing different
- 328 DASH logo configurations.
- 329 • The Branding Committee also continued to work on identifying options for the neighborhood routes to mitigate
- 330 vehicle painting costs. A suggestion was to have white vehicles rather than another colored vehicle; white
- 331 vehicles would be less expensive to wrap with advertisement, possibly with some type of self-promotion if
- 332 vendor advertising was not an option.
- 333 • A joint meeting was held with CARTA Marketing Staff and the Marketing Consultant for TriCounty Link. Daniel
- 334 Brock, with Rawle Murdy, would take the lead in developing a regional brand for transit.
- 335 • Plans were underway to develop a new website focused on customer trip planning and services which would
- 336 allow customers to plan trips which combined both rural and urban travel.
- 337 • On-time performance for Tel-A-Ride (paratransit) service rose to 87.6%, an increase of 1.3% over the previous
- 338 month, month-to-date in January 2016, on-time performance was ~ 90%
- 339 • The (7) Goshens ordered to replace the existing neighborhood feeder route vehicles were ordered and should
- 340 be received ~ March 2016.
- 341 • The new 40' commuter buses were registered, insured and put into service this week.
- 342 • The transfer of (5) DART/Dallas Area Regional Transit commuter express buses was pending approval from (2)
- 343 regional FTA Offices.
- 344 • A State Contract vehicle, MV-1, was suggested as a less expensive and possible alternative vehicle to replace
- 345 ≥ (7) of CARTA's cut-a-way vehicles. With the lower expense, it should also be noted that these vehicles had a
- 346 shorter life than the standard cut-a-ways.
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348 With those comments, Mr. Mitchum submitted his report and asked if there were any questions for him from the

349 Board. He received none.

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**OTHER BUSINESS, IF ANY**

Chairman Seekings asked if there were any additional items to be considered by the CARTA Board at this time and received none.

**PUBLIC COMMENTS, IF ANY**

Chairman Seekings introduced this agenda item and asked if there were any comments from the public for the information of the CARTA Board.

City of Charleston Councilmember Dean Riegel asked Chairman Seekings to summarize the financial support offered to CARTA by each member jurisdiction. Chairman Seekings said that CARTA had formally approved a non-specific resolution encouraging each member jurisdiction to provide what financial support they could, but specific numbers would necessarily be researched to provide a written report, if so requested.

**BOARD COMMENTS, IF ANY**

Chairman Seekings introduced this agenda item and offered the following comments. He said the time is quickly approaching where a public discussion is necessary regarding a potential additional County Sales Tax Referendum. He urged CARTA Boardmembers to put aside their reservations about a new tax in support of this initiative. Each CARTA Boardmember should be aware of CARTA's financial position and the risk to the ultimate viability of the system if additional funding was not secured. He welcomed any positive suggestions regarding the development of this strategy for presentation to and education of the public.

**ADJOURNMENT**

With no additional business for this session of the CARTA Board, Councilmember Seekings received a motion and a second to adjourn the 01/20/16 meeting at 2:45 pm.



# CARTA

Charleston Area Regional Transportation Authority

## MEMORANDUM

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TO: CARTA Board of Directors

FROM: Robin W. Mitchum, Finance Manager

DATE: February 26, 2016

SUBJECT: Financial Status

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Attached please find the financial status report for the period ending January 31, 2016. The agency revenues and expenditures are slightly under budget with excess revenues of \$543,751. We currently have one line item over budget. The engineering line item is over budget due to prior year invoices for services that were not paid. After careful review of the invoices, we determined that the contractor was entitled to payment for services rendered.

We currently owe TransDev \$7,237,565. Of this amount, \$6,034,783 is from the prior fiscal year and \$1,202,782 is current.

### Upcoming:

We are working on the 1<sup>st</sup> budget revision for FY16. We will present a proposed revision at the April meeting.

The FYE 9/30/15 audit fieldwork will begin on March 29, 2016. I anticipate that the audit will be complete in June 2016.

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

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

Time elapsed:  
33%

	<u>Revised FY16 Budget</u>	<u>Actual</u>	<u>% of Budget</u>
<b><u>Revenues</u></b>			
Farebox	2,696,890	874,974	32%
Passes	611,941	220,608	36%
COC Shuttle	452,580	152,463	34%
School District	50,000	11,930	24%
MUSC	807,000	269,045	33%
City of Charleston - DASH	978,390	164,820	17%
City of North Charleston	1,442,330	-	0%
NASH	240,000	100,000	42%
Partnerships	100,000	-	0%
Federal	12,161,349	3,391,901	28%
State Mass Transit Funds	381,618	-	0%
Sales Tax - Charleston County	7,927,250	2,642,417	33%
Advertising	700,000	226,537	32%
Interest	615	148	24%
Montague Ave. - Proceeds from Sale	2,769,320	-	0%
Insurance Proceeds	-	34,343	N/A
Miscellaneous	881	801	91%
TOTAL REVENUES	<u>31,320,164.00</u>	<u>8,089,987</u>	26%
<b><u>Expenditures</u></b>			
Staff Salaries	615,225	258,216	42%
Supplies	14,000	11,833	85%
Printing	100,000	8,279	8%
Marketing:	90,000	20,000	22%
Parking (Employee)	8,400	3,010	36%
Accounting (Outside Services & Auditin	18,000	1,140	6%
Postage	5,000	701	14%
Dues/Publications	2,525	800	32%
Training/Travel	5,000	1,089	22%
Office Equipment Rental/Repair	18,000	10,494	58%
Rent	-	1,502	N/A
Telephone/Communications	25,600	8,392	33%
Utilities	9,990	2,253	23%
Advertising	7,500	2,510	33%
Public Notices	5,000	1,138	23%
Money Counting	60,000	12,031	20%

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

Time elapsed:  
33%

	<u>Revised FY16 Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Other Professional Services:	60,000	7,917	13%
Paratransit Certification	20,000	1,476	7%
Low Income Fare Determination	37,000	18,500	50%
Bus Shelter Cleaning	168,000	34,663	21%
Consultant Fees - Vehicles	-	-	N/A
Vehicle Maintenance	250,000	98,264	39%
Operating Fees & Licenses	9,000	5,466	61%
Insurance	502,595	501,207	100%
Fuel	1,999,231	322,161	16%
Fixed Route	12,668,680	4,101,385	32%
Paratransit	2,252,001	691,810	31%
Miscellaneous	36,030	5,018	14%
Intermodal Infrastructure - Construction	7,211,650	-	0%
Rolling Stock	4,529,933	1,362,737	30%
Bus Shelter Construction/Bench Install	70,000	-	0%
Security/Cameras	70,000	-	0%
Signage	10,000	-	0%
Engineering	30,000	52,244	174%
Leeds Ave. (FTA Payback)	411,804	-	0%
<b>TOTAL EXPENDITURES</b>	<u>31,320,164</u>	<u>7,546,236</u>	<b>24%</b>
 Excess (Deficit) of Revenues Over (Under) Expenditures	 <u>-</u>	 <u>543,751</u>	

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

	Administration	Operating	Capital	TOTAL
<b>EXPENDITURES:</b>				
Salaries & Benefits	159,726	98,490		258,216
<b>Total Direct Personnel</b>	<b>159,726</b>	<b>98,490</b>	-	<b>258,216</b>
Supplies	8,293	3,540		11,833
Printing	170	8,109		8,279
Marketing:	20,000			20,000
Parking (Employee)	3,010	-		3,010
Accounting (Outside Services & Auditing)	1,140			1,140
Postage	701			701
Dues/Publications	550	250		800
Training/Travel	1,089			1,089
Office Equipment Rental/Repair	9,916	578		10,494
Rent	502	1,000		1,502
Telephone/Communications	2,268	6,124		8,392
Utilities		2,253		2,253
Advertising	2,510			2,510
Public Notices	1,138			1,138
Money Counting		12,031		12,031
Other Professional Services:	6,811	1,106		7,917
Paratransit Certification		1,476		1,476
Low Income Fare Determination		18,500		18,500
Bus Shelter Cleaning		34,663		34,663
Consultant Fees - Vehicles				-
Vehicle Maintenance		98,264		98,264
Operating Fees & Licenses		5,466		5,466
Insurance	10,930	490,277		501,207
Fuel		322,161		322,161
Fixed Route		4,101,385		4,101,385
Paratransit		691,810		691,810
Miscellaneous	5,018			5,018
Intermodal Infrastructure - Construction			-	-
Rolling Stock		-	1,362,737	1,362,737
Bus Shelter Construction/Bench Install			-	-
Security Cameras			-	-
Signage			-	-
Engineering		52,244		52,244
Leads Ave. (FTA Payback)			-	-
<b>TOTAL EXPENDITURES</b>	<b>233,772</b>	<b>5,949,727</b>	<b>1,362,737</b>	<b>7,546,236</b>

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

	Administration	Operating	Capital	TOTAL
<b><u>REVENUE</u></b>				
Farebox		874,974		874,974
Passes		220,608		220,608
COC Shuttle		152,463		152,463
School District		11,930		11,930
MUSC		269,045		269,045
City of Charleston - DASH		164,820		164,820
City of North Charleston		-		-
NASH		100,000		100,000
Partnerships		-		-
Federal		2,409,901	982,000	3,391,901
State Mass Transit Funds				-
Sales Tax - Charleston County	753,254	1,508,426	380,737	2,642,417
Advertising	23,320	203,217		226,537
Interest	148			148
Miscellaneous	801	34,343		35,144
Montague Ave. - Proceeds from Sale				-
<b>TOTAL REVENUES</b>	<b>777,523</b>	<b>5,949,727</b>	<b>1,362,737</b>	<b>8,089,987</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>543,751</b>	<b>-</b>	<b>-</b>	<b>543,751</b>

CARTA

BALANCE SHEET

PERIOD ENDING:

1/31/2016

**ASSETS**

CASH	8,951,077.02
ACCOUNTS RECEIVABLE	-432,014.59
INVENTORY	53,049.00
LAND	6,951,000.00
INTERMODAL FACILITY (CIP)	1,921,000.00
VEHICLES	21,740,000.00
MAINTENANCE FACILITY	7,850,000.00
OTHER BUILDING, MACHINERY & EQUIPMENT	4,759,000.00
ACCUMULATED DEPRECIATION	<u>-26,973,000.00</u>
TOTAL ASSETS	<u><u>24,820,111.43</u></u>

**LIABILITIES**

ACCOUNTS PAYABLE	7,331,918.46
ACCRUED PAYROLL & LIABILITIES	86,863.97
DUE TO FEDERAL GOVERNMENT	2,086,881.00
DEFERRED REVENUE	<u>5,920,000.00</u>
TOTAL LIABILITIES	<u>15,425,663.43</u>

**EQUITY**

FUND BALANCE	-3,702,610.00
INVEST IN CAPITAL ASSETS	12,553,307.00
CURRENT YEAR FUND BALANCE	<u>543,751.00</u>
TOTAL EQUITY	<u>9,394,448.00</u>
TOTAL LIABILITIES & FUND EQUITY	<u><u>24,820,111.43</u></u>

# CARTA

Charleston Area Regional Transportation Authority

## INTER-OFFICE MEMORANDUM

---

TO: Ronald Mitchum, Executive Director

FROM: Raine'e' Kearney, Transit Coordinator

DATE: February 16, 2016

SUBJECT: January 2016 Ridership Report Summary Statistics

CC: file

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As requested, the following information presents an overview of the ridership statistics for the month of January 2016.

- Ridership for January was 306,695, a decrease of 23.4% over last year. That is a decrease of 86,498 passenger trips. Year-to-date, ridership is down by 23.4%
- Routes that did not meet performance standards include - Rt. 20- King St/Citadel, Rt. 21- Rutledge Grove, Rt. 40- Mt. Pleasant, Rt. 41-Coleman Blvd., Rt. 102- North Neck, and Rt. 103- Leeds Ave.
- The system wide cost per passenger was \$2.06 (\$1.85 last year)
- Revenue for the month was \$478,598.16, which is an increase of 6% from last year. Year-to-date, revenue is up by 6%
- Farebox recovery for the system was 43.1%
- Tel-A-Ride ridership for the month was 5,782, which is an 11.1% decrease when compared to the same period last year. Year-to-date ridership is down by 11.1%.
- The cost per Tel-A-Ride trip was \$26.32 which is a 15% increase over January of last year. The average cost is 15% more than last year's average.

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

# Revenue/Cost/Ridership for the Month of January 2016

Route Name	Revenue	Pass/Presale Revenue	2015 Revenue	2016 Revenue	Cost of Operation	Weekday Hours of Operation	Saturday Hours of Operation	Sunday Hours of Operation	Holiday Hours of Operation	Hours Operated	Percent Cost Recovered	Cost Per Passenger	Deviation From System Average	Allowable Deviation Under Performance Standards	Passengers Per Hour	Passenger Per Hour Target Under Performance Standards	2015 Ridership	2016 Ridership	Change from Last Year	% of Total Ridership
1 James Island-North Charleston Express	\$ 1,852.94	\$ 23,130.03	\$ 22,932.94	\$ 24,982.97	\$ 51,657.95	42.05	0.00	0.00	0.00	798.95	48.36%	\$ 1.62	5.25%	-5.00%	21	15	18,046	16,475	(1,571)	5.37%
2 Mt. Pleasant - West Ashley Express	\$ 1,074.41	\$ 19,278.57	\$ 10,504.53	\$ 20,352.98	\$ 37,626.36	30.31	0.00	0.00	0.00	575.89	54.09%	\$ 1.45	10.98%	-5.00%	21	15	8,318	11,914	3,596	3.88%
3 Dorchester Road Express	\$ 1,163.90	\$ 8,596.36	\$ 6,819.60	\$ 9,760.26	\$ 27,216.21	21.60	0.00	0.00	0.00	410.40	35.86%	\$ 3.82	-7.25%	-5.00%	11	15	5,231	4,568	(663)	1.49%
4 NASH Express	\$ 1,830.52	\$ 26,616.05	\$ 9,905.34	\$ 28,446.57	\$ 26,682.78	14.32	14.32	8.32	8.32	401.92	106.61%	\$ (1.27)	63.50%	-5.00%	3	15	1,700	1,388	(312)	0.45%
10 Rivers Avenue	\$ 72,392.12	\$ 31,715.92	\$ 101,596.72	\$ 104,108.04	\$ 203,991.21	133.91	86.05	35.15	35.15	3220.59	51.04%	\$ 1.34	7.92%	-10.00%	23	20	98,727	74,594	(24,133)	24.32%
11 Dorchester/Airport	\$ 24,087.74	\$ 10,562.83	\$ 30,726.44	\$ 34,650.57	\$ 75,589.11	43.60	39.70	21.78	21.78	1179.38	45.84%	\$ 1.65	2.73%	-10.00%	21	20	31,303	24,843	(6,460)	8.10%
12 Upper Dorchester AFB	\$ 25,602.82	\$ 10,557.23	\$ 36,611.06	\$ 36,160.06	\$ 77,267.83	47.61	43.65	11.89	11.89	1206.07	46.80%	\$ 1.66	3.69%	-10.00%	21	20	32,905	24,830	(8,075)	8.10%
13 Remount Road	\$ 6,159.33	\$ 2,797.98	\$ 8,675.33	\$ 8,957.31	\$ 24,154.00	15.28	14.28	0.00	0.00	361.72	37.08%	\$ 2.31	-6.03%	-10.00%	18	20	8,945	6,581	(2,364)	2.15%
20 King Street/Citadel	\$ 7,833.15	\$ 4,048.37	\$ 12,076.11	\$ 11,881.52	\$ 50,016.76	29.00	29.00	10.98	10.98	772.86	23.76%	\$ 4.01	-19.36%	-10.00%	12	20	13,416	9,522	(3,894)	3.10%
21 Rutledge Grove	\$ 1,018.50	\$ 991.16	\$ 1,799.40	\$ 2,009.66	\$ 19,353.09	12.50	9.58	0.00	0.00	285.40	10.38%	\$ 7.44	-32.73%	-15.00%	8	10	2,745	2,331	(414)	0.76%
30 Savannah Highway	\$ 10,294.65	\$ 5,013.24	\$ 13,549.85	\$ 15,307.89	\$ 49,204.65	28.55	27.05	11.75	11.75	759.95	31.11%	\$ 2.87	-12.00%	-10.00%	16	20	14,079	11,791	(2,288)	3.84%
31 Folly Road	\$ 5,054.60	\$ 2,244.01	\$ 6,434.70	\$ 7,298.61	\$ 27,700.58	14.60	12.60	11.10	11.10	418.10	26.35%	\$ 3.87	-16.76%	-15.00%	13	10	6,648	5,278	(1,370)	1.72%
32 North Bridge	\$ 13,096.69	\$ 5,795.40	\$ 18,476.70	\$ 18,892.10	\$ 50,681.66	30.07	28.12	10.22	10.22	783.43	37.28%	\$ 2.33	-5.83%	-10.00%	17	20	19,254	13,631	(5,623)	4.44%
40 Mt. Pleasant	\$ 12,194.14	\$ 5,291.76	\$ 15,562.69	\$ 17,485.90	\$ 77,267.20	45.35	41.26	19.73	19.73	1206.06	22.63%	\$ 4.80	-20.48%	-10.00%	10	20	15,121	12,446	(2,675)	4.06%
41 Coleman Boulevard	\$ 1,754.39	\$ 929.73	\$ 2,366.40	\$ 2,684.11	\$ 21,357.87	13.48	12.23	0.00	0.00	317.27	12.57%	\$ 8.54	-30.54%	-10.00%	7	20	2,608	2,187	(421)	0.71%
102 North Neck	\$ 3,068.07	\$ 1,943.06	\$ 5,087.65	\$ 5,011.14	\$ 22,584.31	14.23	13.27	0.00	0.00	336.77	22.19%	\$ 3.85	-20.92%	-15.00%	14	10	6,135	4,570	(1,565)	1.49%
103 Leeds Avenue	\$ 2,375.72	\$ 1,397.44	\$ 4,540.92	\$ 3,773.16	\$ 19,906.65	12.88	9.88	0.00	0.00	294.20	18.95%	\$ 4.91	-24.16%	-15.00%	11	10	5,390	3,287	(2,103)	1.07%
104 Montague Avenue	\$ 4,193.25	\$ 2,236.65	\$ 5,918.56	\$ 6,429.91	\$ 23,259.49	15.33	11.23	0.00	0.00	347.50	27.64%	\$ 3.20	-15.47%	-15.00%	15	10	8,079	5,261	(2,818)	1.72%
203 Medical University Shuttle	\$ 16.50	\$ 35,298.33	\$ 39,374.97	\$ 35,314.83	\$ 31,977.07	25.58	0.00	0.00	0.00	486.08	110.44%	\$ (0.36)	67.33%	-15.00%	19	10	13,195	9,163	(4,032)	2.99%
210 Aquarium/ CofC DASH	\$ -	\$ 43,479.67	\$ 36,847.39	\$ 43,479.67	\$ 50,077.15	33.23	12.95	12.95	0.00	773.82	86.83%	\$ 0.43	43.71%	-15.00%	20	10	20,153	15,396	(4,757)	5.02%
211 Meeting/King DASH	\$ -	\$ 17,940.00	\$ 16,557.06	\$ 17,940.00	\$ 65,858.75	35.00	32.70	32.70	0.00	1024.70	27.24%	\$ 1.86	-15.87%	-15.00%	25	10	30,498	25,791	(4,707)	8.41%
213 Lockwood/Calhoun DASH	\$ -	\$ 9,940.00	\$ 11,557.02	\$ 9,940.00	\$ 28,427.13	15.60	13.93	10.60	0.00	429.65	34.97%	\$ 1.84	-8.14%	-15.00%	23	10	14,768	10,059	(4,709)	3.28%
301 St. Andrews	\$ 9,143.57	\$ 4,587.34	\$ 11,858.71	\$ 13,730.91	\$ 48,297.77	29.45	22.92	10.20	10.20	745.53	28.43%	\$ 3.20	-14.68%	-10.00%	14	20	12,868	10,789	(2,079)	3.52%
<b>TOTAL</b>	<b>\$ 204,207.01</b>	<b>\$ 274,391.15</b>	<b>\$ 453,015.27</b>	<b>\$ 478,598.16</b>	<b>\$ 1,110,155.60</b>	<b>703.5</b>	<b>474.7</b>	<b>207.4</b>	<b>151.1</b>	<b>17,136.2</b>	<b>43.11%</b>	<b>\$ 2.06</b>					<b>393,193</b>	<b>306,695</b>	<b>(86,498)</b>	<b>100.0%</b>

NOT meeting Revenue Recovery Standards

Meeting Passenger Per Hour Standards

NOT Meeting Passenger Per Hour Standards



# Revenue/Cost/Ridership Excluding Pre-Paid Routes for January 2016

Route Name	Revenue	Pass/Presale Revenue	2015 Revenue	2016 Revenue	Cost of Operation	Weekday Hours of Operation	Saturday Hours of Operation	Sunday Hours of Operation	Holiday Hours of Operation	Hours Operated	Percent Cost Recovered	Cost Per Passenger	Deviation From System Average	Deviation Under Performance Standards	Passengers Per Hour	Hour Target Under Performance Standards	2015 Ridership	2016 Ridership	Change from Last Year	% of Total Ridership
1 James Island-North Charleston Express	\$1,852.94	\$23,130.03	\$18,611.75	\$24,982.97	\$51,657.95	42.1	0.0	0.0	0.0	799.0	48.36%	\$ 1.62	10.50%	-5.00%	21	15	18,046	16,475	(1,571)	6.73%
2 Mt. Pleasant - West Ashley Express	\$1,074.41	\$19,278.57	\$9,505.27	\$20,352.98	\$37,626.36	30.3	0.0	0.0	0.0	575.9	54.09%	\$ 1.45	16.23%	-5.00%	21	15	8,318	11,914	3,596	4.86%
3 Dorchester Road Express	\$1,163.90	\$8,596.36	\$5,206.20	\$9,760.26	\$27,216.21	21.6	0.0	0.0	0.0	410.4	35.86%	\$ 3.82	-2.00%	-5.00%	11	15	5,231	4,568	(663)	1.87%
4 NASH Express																				
10 Rivers Avenue	\$72,392.12	\$31,715.92	\$85,342.12	\$104,108.04	\$203,991.21	133.9	86.1	35.2	35.2	3220.6	51.04%	\$ 1.34	13.17%	-10.00%	23	20	98,727	74,594	(24,133)	30.46%
11 Dorchester/Airport	\$24,087.74	\$10,562.83	\$24,489.65	\$34,650.57	\$75,589.11	43.6	39.7	21.8	21.8	1179.4	45.84%	\$ 1.65	7.98%	-10.00%	21	20	31,303	24,843	(6,460)	10.14%
12 Upper Dorchester AFB	\$25,602.82	\$10,557.23	\$30,740.31	\$36,160.06	\$77,267.83	47.6	43.7	11.9	11.9	1206.1	46.80%	\$ 1.66	8.93%	-10.00%	21	20	32,905	24,830	(8,075)	10.14%
13 Remount Road	\$6,159.33	\$2,797.98	\$6,156.32	\$8,957.31	\$24,154.00	15.3	14.3	0.0	0.0	361.7	37.08%	\$ 2.31	-0.78%	-10.00%	18	20	8,945	6,581	(2,364)	2.69%
20 King Street/Citadel	\$7,833.15	\$4,048.37	\$9,914.24	\$11,881.52	\$50,016.76	29.0	29.0	11.0	11.0	772.9	23.76%	\$ 4.01	-14.11%	-10.00%	12	20	13,416	9,522	(3,894)	3.89%
21 Rutledge Grove	\$1,018.50	\$991.16	\$1,729.23	\$2,009.66	\$19,353.09	12.5	9.6	0.0	0.0	285.4	10.38%	\$ 7.44	-27.48%	-15.00%	8	10	2,745	2,331	(414)	0.95%
30 Savannah Highway	\$10,294.65	\$5,013.24	\$11,214.43	\$15,307.89	\$49,204.65	28.6	27.1	11.8	11.8	760.0	31.11%	\$ 2.87	-6.75%	-10.00%	16	20	14,079	11,791	(2,288)	4.81%
31 Folly Road	\$5,054.60	\$2,244.01	\$4,790.85	\$7,298.61	\$27,700.58	14.6	12.6	11.1	11.1	418.1	26.35%	\$ 3.87	-11.52%	-15.00%	13	10	6,648	5,278	(1,370)	2.16%
32 North Bridge	\$13,096.69	\$5,795.40	\$14,646.31	\$18,892.10	\$50,681.66	30.1	28.1	10.2	10.2	783.4	37.28%	\$ 2.33	-0.59%	-10.00%	17	20	19,254	13,631	(5,623)	5.57%
40 Mt. Pleasant	\$12,194.14	\$5,291.76	\$11,870.36	\$17,485.90	\$77,267.20	45.4	41.3	19.7	19.7	1206.1	22.63%	\$ 4.80	-15.23%	-10.00%	10	20	15,121	12,446	(2,675)	5.08%
41 Coleman Boulevard	\$1,754.39	\$929.73	\$1,773.51	\$2,684.11	\$21,357.87	13.5	12.2	0.0	0.0	317.3	12.57%	\$ 8.54	-25.30%	-10.00%	7	20	2,608	2,187	-	0.89%
102 North Neck	\$3,068.07	\$1,943.06	\$4,812.79	\$5,011.14	\$22,584.31	14.2	13.3	0.0	0.0	336.8	22.19%	\$ 3.85	-15.68%	-15.00%	14	10	6,135	4,570	(1,565)	1.87%
103 Leeds Avenue	\$2,375.72	\$1,397.44	\$3,017.45	\$3,773.16	\$19,906.65	12.9	9.9	0.0	0.0	294.2	18.95%	\$ 4.91	-18.91%	-15.00%	11	10	5,390	3,287	(2,103)	1.34%
104 Montague Avenue	\$4,193.25	\$2,236.65	\$5,317.77	\$6,429.91	\$23,259.49	15.3	11.2	0.0	0.0	347.5	27.64%	\$ 3.20	-10.22%	-15.00%	15	10	8,079	5,261	(2,818)	2.15%
203 Medical University Shuttle																				
210 Aquarium/ CofC DASH																				
211 Meeting/King DASH																				
213 Lockwood/Calhoun DASH																				
301 St. Andrews	\$9,143.57	\$4,587.34	\$9,699.10	\$13,730.91	\$48,297.77	29.5	22.9	10.2	10.2	745.5	28.43%	\$ 3.20	-9.43%	-10.00%	14	20	12,868	10,789	(2,079)	4.41%
TOTAL	\$202,359.99	\$141,117.10	\$258,837.64	\$343,477.09	\$907,132.71	579.8	400.8	142.8	142.8	14020.1	37.86%	\$ 2.30					309,818	244,897	(64,921)	100.00%

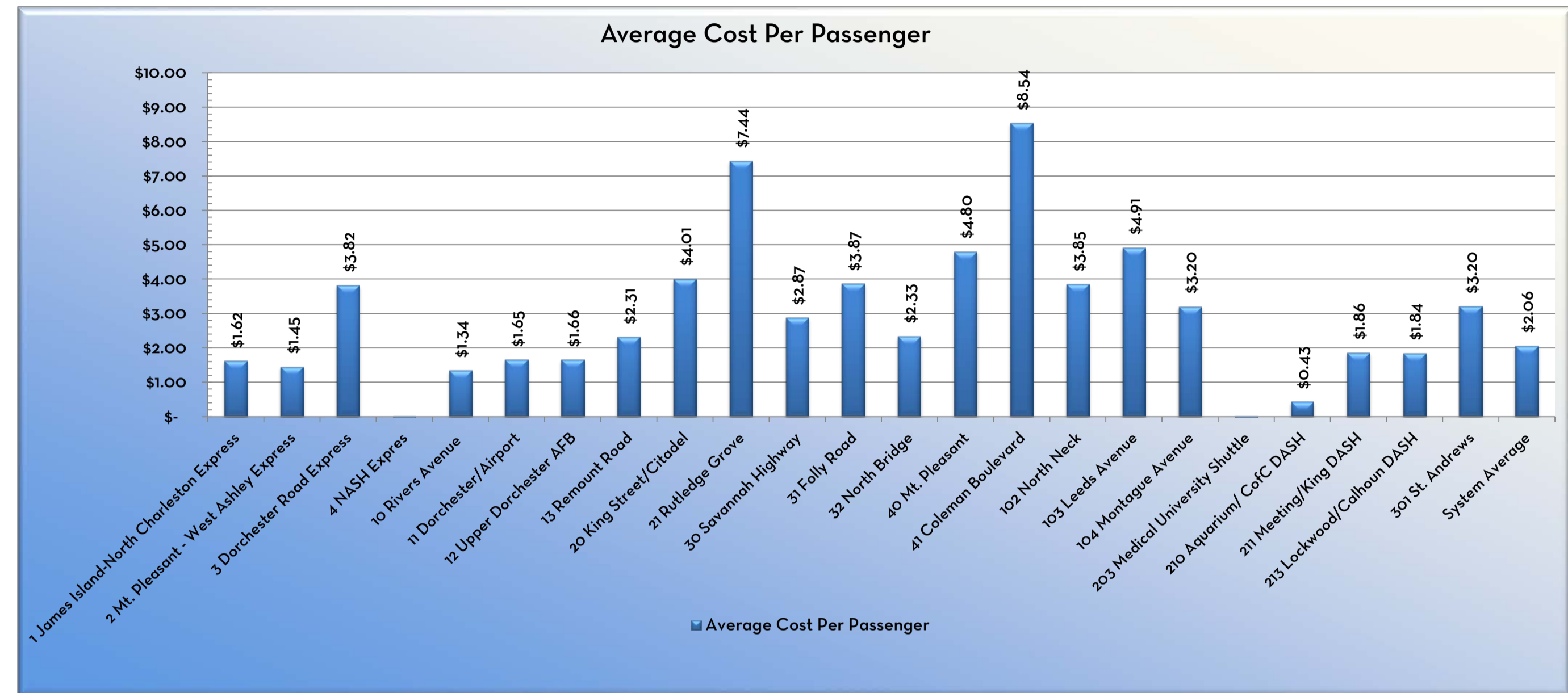
NOT meeting Revenue Recovery Standards

Meeting Passenger Per Hour Standards

NOT Meeting Passenger Per Hour Standards

## Average Cost Per Passenger for the Month of January 2016

Route Name	Average Cost Per Passenger
1 James Island-North Charleston Express	\$ 1.62
2 Mt. Pleasant - West Ashley Express	\$ 1.45
3 Dorchester Road Express	\$ 3.82
4 NASH Expres	\$ (1.27)
10 Rivers Avenue	\$ 1.34
11 Dorchester/Airport	\$ 1.65
12 Upper Dorchester AFB	\$ 1.66
13 Remount Road	\$ 2.31
20 King Street/Citadel	\$ 4.01
21 Rutledge Grove	\$ 7.44
30 Savannah Highway	\$ 2.87
31 Folly Road	\$ 3.87
32 North Bridge	\$ 2.33
40 Mt. Pleasant	\$ 4.80
41 Coleman Boulevard	\$ 8.54
102 North Neck	\$ 3.85
103 Leeds Avenue	\$ 4.91
104 Montague Avenue	\$ 3.20
203 Medical University Shuttle	\$ (0.36)
210 Aquarium/ CofC DASH	\$ 0.43
211 Meeting/King DASH	\$ 1.86
213 Lockwood/Calhoun DASH	\$ 1.84
301 St. Andrews	\$ 3.20
System Average	\$ 2.06



# FIXED ROUTE RIDERSHIP

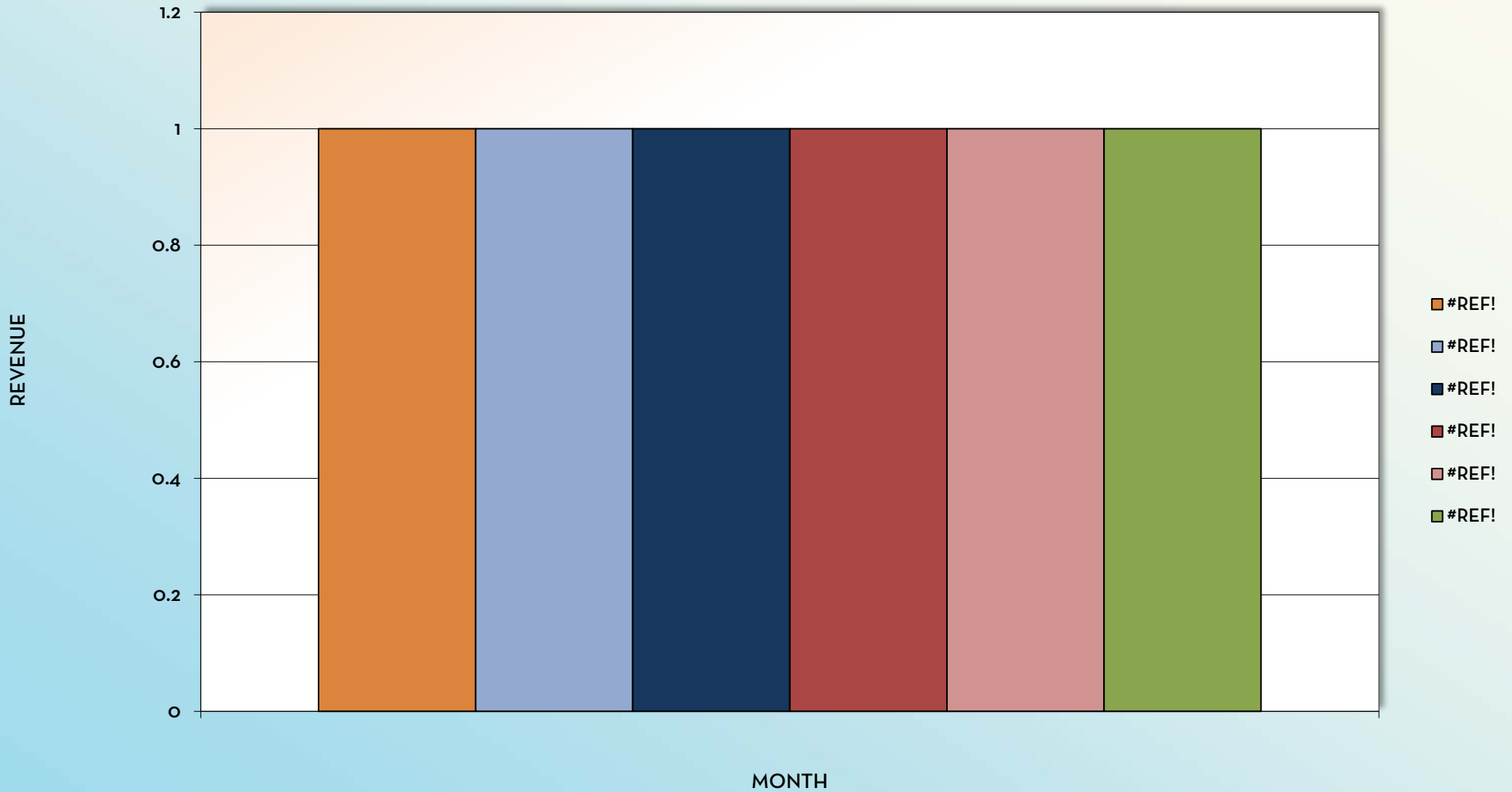
## Historical Through January 2016



Fixed Route Ridership for the month was 306,695 which is a decrease of 23.4% or 86,498 less passengers from the same period last year. YTD Ridership is down 23.4%.

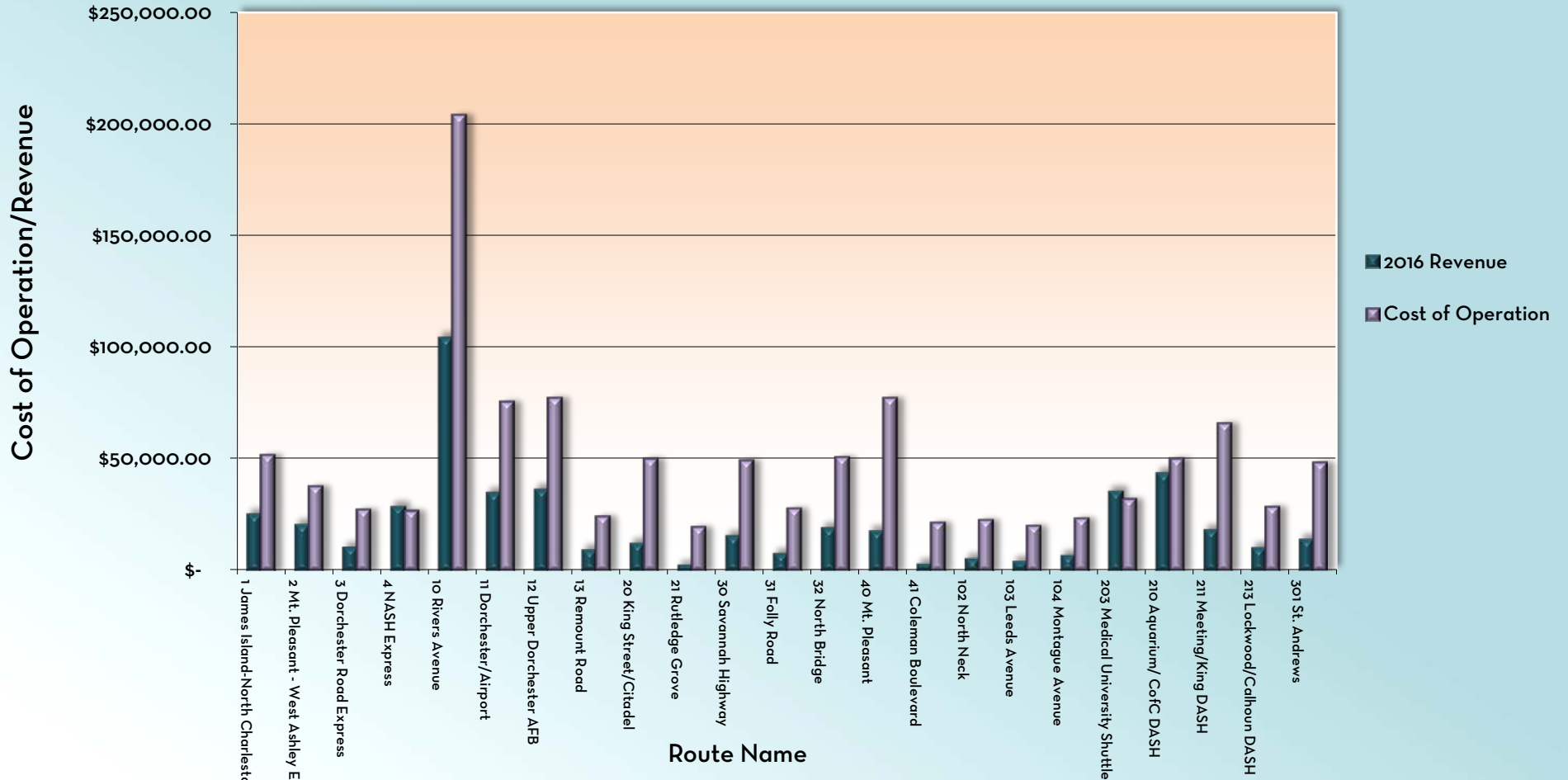
# FIXED ROUTE REVENUE

## Historical Through January 2016



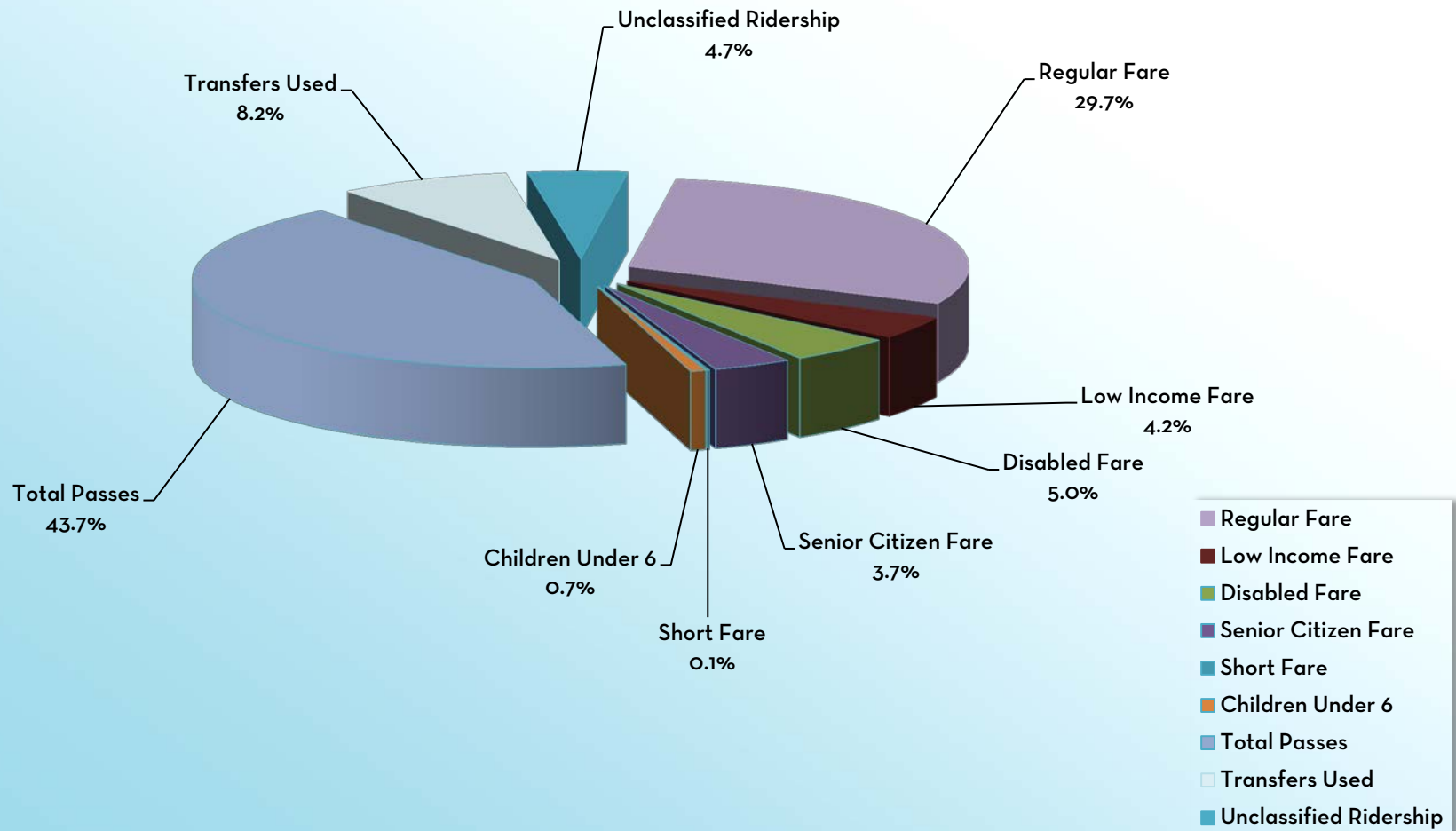
Fixed Route revenue for the month was \$478,598.16, an increase of 6% from the same period last year.  
YTD revenue is up by 6%

## REVENUE V. COST BY ROUTE January 2016

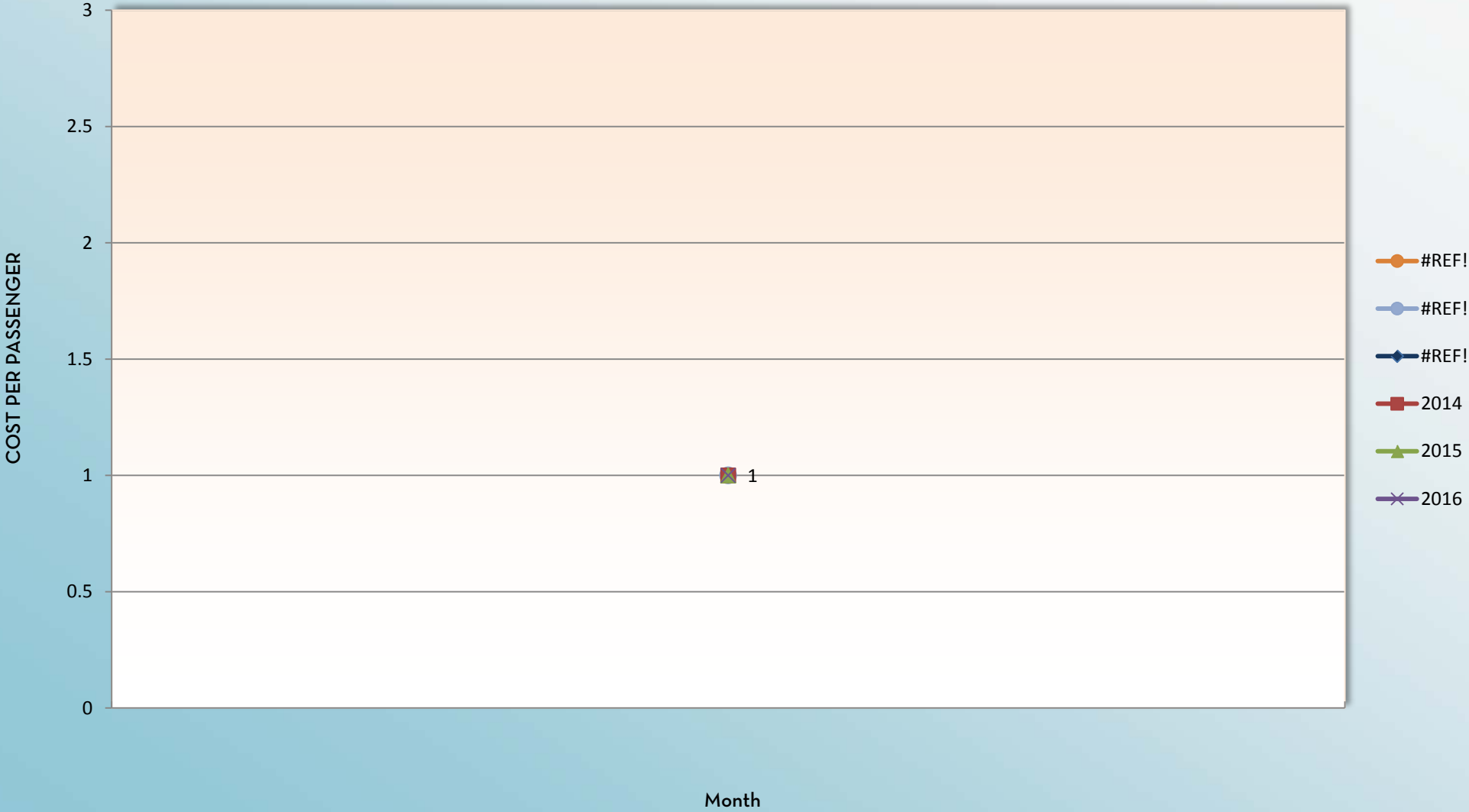


Farebox recovery was 43.1%, which means that 43.1% of the cost of service was captured in fares paid by passengers.

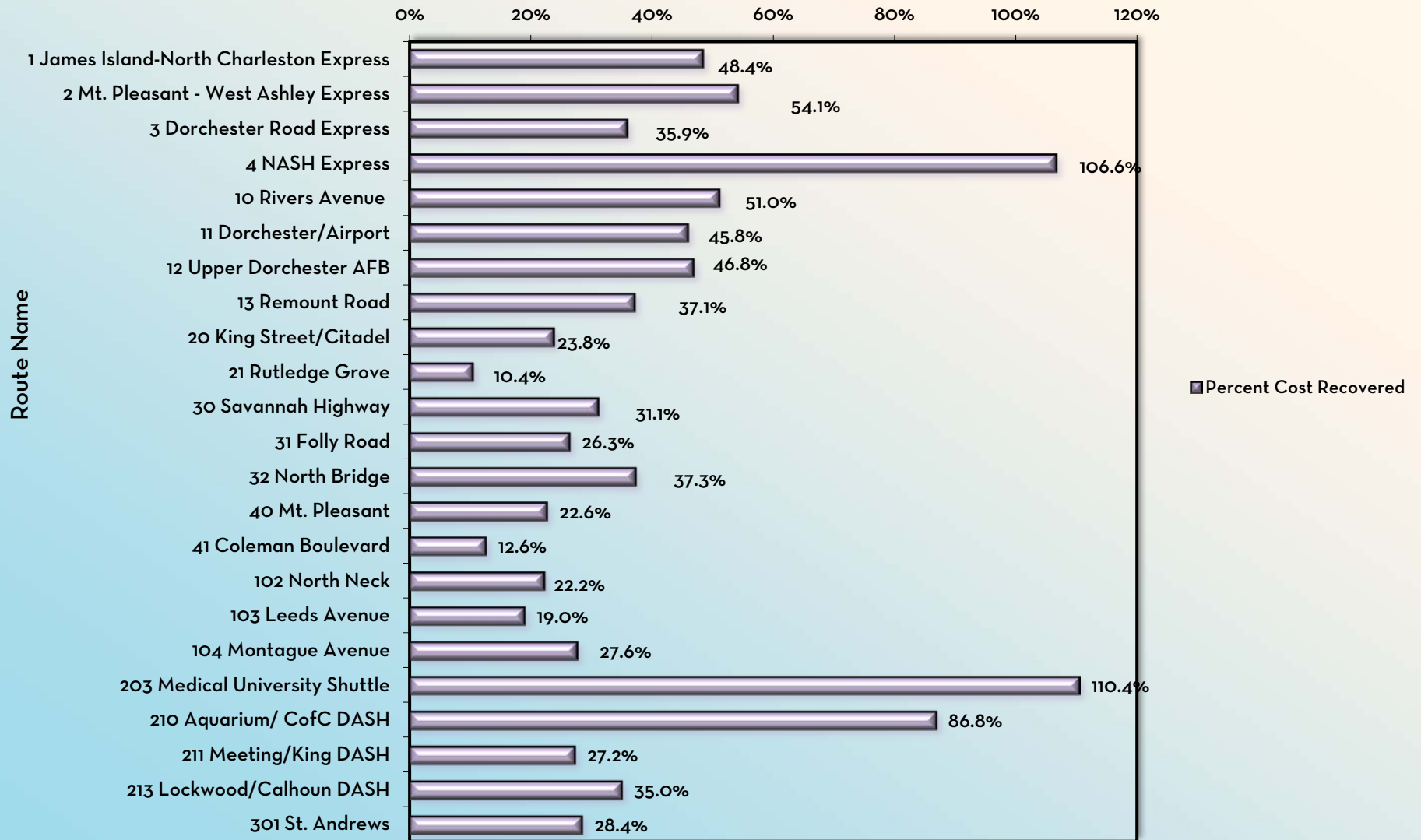
## Ridership by Fare Type January 2016



# Fixed Route Cost Per Passenger 2011-2016

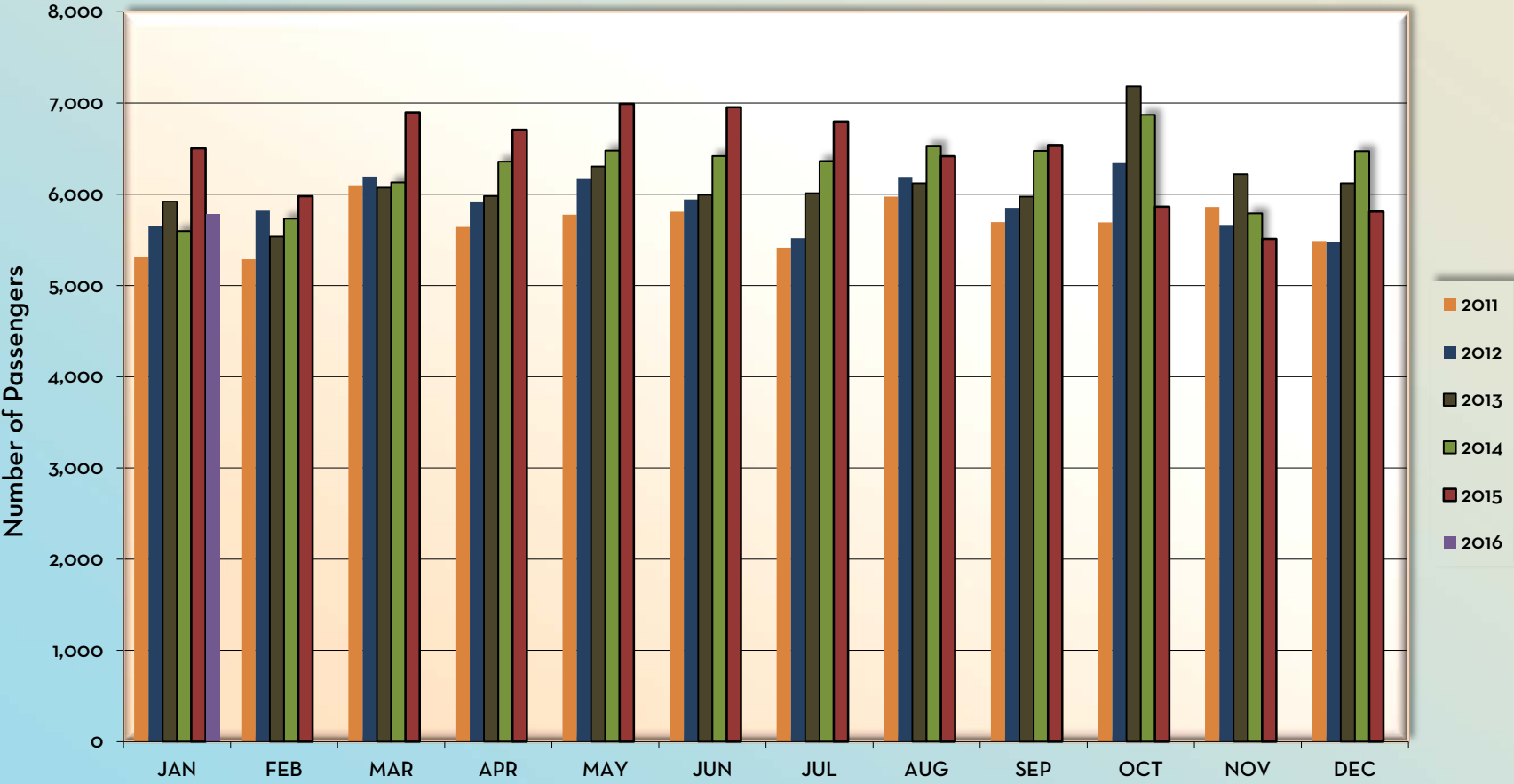


## Percent Cost Recovered by Route January 2016



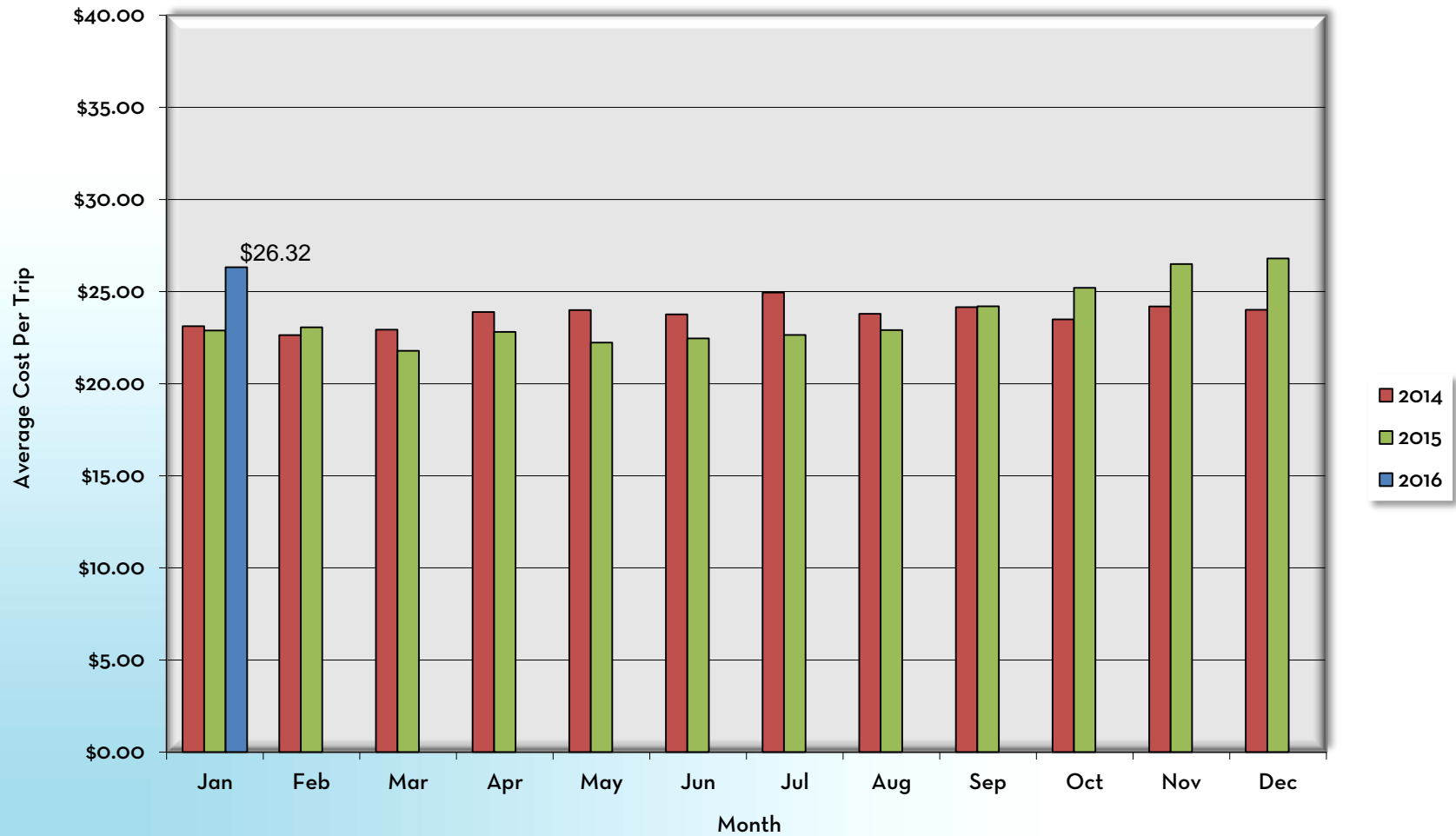


# Tel-A-Ride Ridership 2011-2016



Ridership for the month was 5,782 passengers, which is a 11.1% decrease when compared to the same period last year.  
 YTD Ridership is down 11.1%.

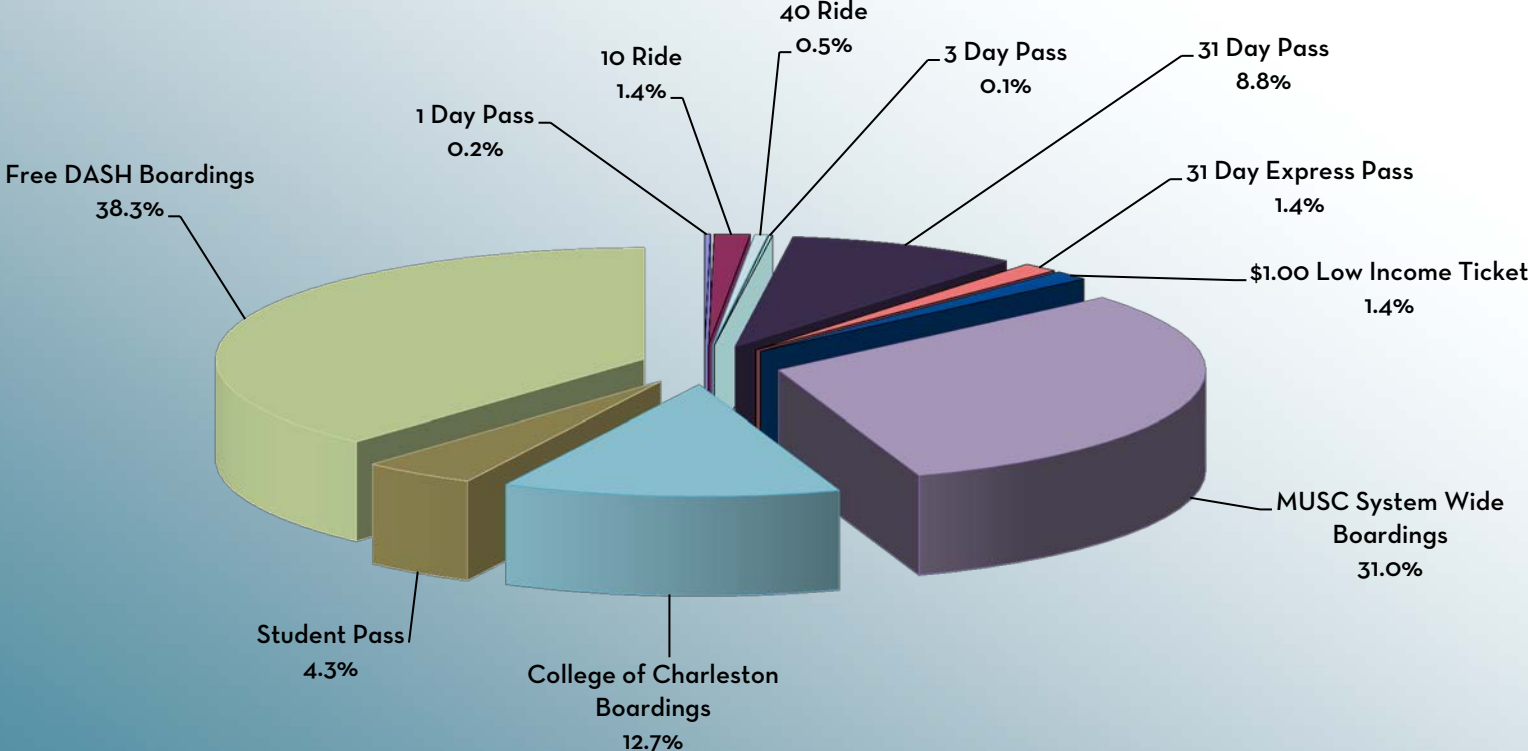
### Average Cost Per One-Way Paratransit Trip



Average cost per trip is \$26.32 which is a 15% increase in the cost per passenger for the same month a year ago.  
Average cost is 15% more than last year's average.

Revenue/Cost/Ridership for the Month of January 2016		
Type of Fare		
Regular Fare	90,800	29.61%
Low Income Fare	12,725	4.15%
Disabled Fare	15,163	4.94%
Senior Citizen Fare	11,440	
Short Fare	341	0.11%
Children Under 6	2,273	0.74%
Wheelchair Count	198	0.06%
North Bridge Free Bike Use	129	0.04%
FREE Transfers from Tri Link	236	0.08%
Subtotal	133,305	43.47%
Type of Pass		
1 Day Pass	279	0.09%
10 Ride	1,813	0.59%
40 Ride	636	0.21%
3 Day Pass	174	0.06%
31 Day Pass	11,746	3.83%
31 Day Express Pass	1,838	0.60%
\$1.00 Low Income Ticket	1,836	0.60%
MUSC System Wide Boardings	41,510	13.53%
College of Charleston Boardings	17,021	5.55%
Student Pass	5,734	1.87%
Free DASH Boardings	51,246	16.71%
Total Passes	133,833	43.64%
Transfers		
Issued	30,736	10.02%
Transfers Used	25,081	8.18%
Unclassified Ridership	14,476	4.72%
Total Ridership	306,695	

# Pass Use by Type December 2015



# CARTA

Charleston Area Regional Transportation Authority

## MEMORANDUM

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TO: CARTA Board of Directors

FROM: Ronald E. Mitchum, Executive Director

DATE: February 26, 2016

SUBJECT: Contract Amendment for Management Services

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Attached please find an amendment to the contract for management services of CARTA. We have determined that the BCD Council of Governments' services will need to extend past the original contract period. Staff has made great strides towards improving agency service and performance, however there is additional work that needs to be completed. In addition, the amendment will demonstrate the BCD Council of Government's commitment to CARTA's future and provide a level of assurance to the agency's partners and funding agencies.

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

**CONTRACT AMENDMENT  
BETWEEN  
BERKELEY-CHARLESTON-DORCHESTER COUNCIL OF GOVERNMENTS  
FOR MANAGEMENT AND STAFF SERVICES  
AND  
CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY (CARTA)**

This contract, originally effective as of July 1, 2015 between the Berkeley-Charleston-Dorchester Council of Governments, hereinafter referred to as the "COG" and the Charleston Area Regional Transportation Authority, hereinafter referred to as "CARTA," is hereby amended March 2, 2016.

**A. SCOPE OF SERVICES**

The COG agrees to provide, services as outlined below:

**MANAGEMENT:** The COG Executive Director will provide management services to CARTA. These services include, but not limited to the daily operations of the agency. The COG Executive Director will make all decisions as it relates to personnel, budget, contracts and any other needs that may arise.

**SUPPORTIVE SERVICES:** The COG will provide accounting and financial management services for CARTA. These services will include, but not limited to, budget analysis/preparation, grant compliance and any additional duties as requested by CARTA.

The COG will provide additional Transit Planning Services for CARTA. These services include, but not limited to, providing transit planning services as needed by CARTA. The COG will assist CARTA in developing, evaluating, and planning routes for the service area. The COG will also assist CARTA with coordination with the BCD RTMA.

The COG will provide Board support services. Services will include, but not limited to; Preparing, scheduling, and hosting Committee and Board meetings.

It is understood by CARTA that COG will have full access to all files and records, including but not limited to; operations, finances, personnel, procurement, audit and grants. Access to records will include current and prior years.

**B. TIME OF PERFORMANCE**

This contract will be effective July 1, 2015 and services will be provided on an as-needed basis hereinafter. The time of performance will be from the date of this Contract unless either of the two parties provides a written notice of intent to terminate the Contract.

**C. COMPENSATION AND METHOD OF PAYMENT**

At this time, there will be no charge to CARTA for these services.

**D. TERMS AND CONDITIONS**

1. Any changes to this Contract, which are mutually agreed upon between the COG and CARTA, shall be incorporated in written amendments to this Contract.
2. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in relation to any activities carried out under this contract on the grounds of race, color, or national origin.

The parties to the contract hereby agree to any and all provisions of the Contract as stated above.

CHARLESTON AREA REGIONAL  
TRANSPORTATION AUTHORITY

BERKELEY-CHARLESTON-DORCHESTER  
COUNCIL OF GOVERNMENTS

BY: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_

WITNESS: \_\_\_\_\_

CARTA Board Approval \_\_\_\_\_

COG Board Approval \_\_\_\_\_

# CARTA

Charleston Area Regional Transportation Authority

## MEMORANDUM

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TO: CARTA Board of Directors

FROM: Ronald E. Mitchum, Executive Director

DATE: February 26, 2016

SUBJECT: Intergovernmental Agreement

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Attached please find an Intergovernmental Agreement between the Berkeley-Charleston-Dorchester Council of Governments, CARTA and TriCounty Link. This agreement is for the purpose of cooperatively procuring and using supplies and services. We believe this agreement will maximize efficiencies and minimize costs for each agency. The BCD Council of Governments will be the lead agency in determining what supplies and/or services are needed and will procure those items accordingly.

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



**INTERGOVERNMENTAL AGREEMENT TO COOPERATIVELY PROCURE  
GOODS AND/OR SERVICES**

The AGREEMENT, made the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and among the following:

**BCD Council of Governments (COG)  
Charleston Area Regional Transportation Management Authority (CARTA)  
BCD Rural Transportation Management Association (RTMA)  
d/b/a TriCounty Link**

WHEREAS, the parties to the Agreement have the authority to enter into intergovernmental agreements for the purpose of cooperatively procuring and using supplies and/or services;

WHEREAS, the parties to this Agreement desire to maximize efficiencies and minimize costs to each of them individually by cooperatively procuring and using supplies and/or services.

NOW, THEREFORE, the parties hereby mutually agree as follows:

1. BCD COG shall act as the lead entity in determining which supplies and/or services should be cooperatively procured and used by the parties hereto and for making the determination in each instance that cooperative procurement and use is more cost effective than separate procurement and use by the parties of the supply or service in question.
2. As the lead entity, it shall be fully and solely responsible to the other parties to this Agreement for all personnel, compliance with all financial management, civil rights, recordkeeping, reporting, and other requirements that may be required under funding agencies.
3. The cooperatively procured and used services may include, but are not limited to, planning, maintenance, procurement and contracts oversight, asset management, and any other service that may benefit all parties to this agreement.
4. BCD COG shall invoice the parties to the agreement the actual or a proportionate share of costs incurred for supplies and/or services cooperatively procured and used under this agreement.

This Agreement shall remain in full force and effect for so long as the parties to this Agreement are pursuing or carrying out such services. Any party to this Agreement may, however, terminate its participation in this Agreement six months after providing written notice of such termination to the other parties to this Agreement. This Agreement may be terminated at any time by written agreement of all parties to this Agreement. The terms of this Agreement may be modified or changed at any time by written agreement of all parties to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day first above written.

FOR BCD Council of Governments  
\_\_\_\_\_

By: Teddie Pryor  
\_\_\_\_\_

Position: *Board Chairman*  
\_\_\_\_\_

FOR CARTA  
\_\_\_\_\_

By: Michael S. Seekings  
\_\_\_\_\_

Position: *Board Chairman*  
\_\_\_\_\_

FOR BCD RTMA (TriCounty Link)  
\_\_\_\_\_

By: Anna Johnson  
\_\_\_\_\_

Position: *Board Chair*  
\_\_\_\_\_

# CARTA

Charleston Area Regional Transportation Authority

## MEMORANDUM

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TO: Ron Mitchum, CARTA Executive Director

FROM: Jeffrey Burns, Planning & Operations Manager

DATE: February 23, 2016

SUBJECT: Intermodal Center Project Update

CC: file

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The project team maintained efforts to develop and negotiate agreements with the partner agencies. The building and site design plans sit at 90% completed until all of those agreements are finalized, as the final wording could impact the terms of each agreement. Amtrak has agreed to retain liability coverage on the platform that alleviates a financial burden, although the final agreement has not been executed. Discussions with CSX Corporation have been productive to reach a mutually agreeable purchase price for the site and to finalized a purchase/sale agreement.

The Environmental Assessment document was approved by FTA and the 30-day public comment period closed on January 4, 2016. A Finding of No Significant Impact (FONSI) is anticipated to be approved by FTA in late January 2016. The City of North Charleston is in the process of reviewing a subrecipient funding agreement to administer the Federal funding that will be passed through CARTA. These agreements are scheduled to be considered by the City of North Charleston Council at their March 2016 meeting.

The following is a brief overview of accomplishments and milestones.

- 1) Project Timeline:
  - a. Overall, the project is tracking about 6 month beyond the original schedule as impacted by the progress in negotiating the MOUs
  - b. Finalizing agreements with partner agencies still presents a concern. The team is coordinating with project stakeholders to manage these risks
- 2) A&E Design
  - a. Building and site work is on-going by Davis & Floyd
  - b. The project team holds weekly meeting to discuss issue as they arise
- 3) Permitting & Zoning: Scheduled for February 2016
- 4) NEPA/NHPA
  - a. The Draft Environmental Assessment document was approved by FTA. The 30-day public comment period closed on January 4, 2016

b. A Finding of No Significant Impact (FONSI) is anticipated to be approved by FTA in late January 2016

5) Amtrak Coordination

a. The project team continues negotiations with Amtrak and submitted a revised MOU to Amtrak for their review and comment. Amtrak has agreed to retain ownership of the boarding platform, which absolves CARTA and the City of North Charleston from carrying the cost of insurance.

6) Real Estate Process:

a. An appraisal of the Gaynor St. site has been completed. A review appraisal has been completed.

b. CSX has provided a draft Purchase & Sale Agreement and an appraised value of the property. Negotiations are actively occurring. FTA has been sent the appraisals and suggested offer price to acquire the Gaynor St. Site for their review.

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 completing the finalizing the design and construction plans, to finalize negotiations with Amtrak and CSX, executing the agreement with the City of North Charleston, and having the FONSI signed by FTA.

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