



CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY

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## CARTA BOARD MEETING

September 20, 2017

1:00 PM

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

### AGENDA

1. Call to Order
2. Consideration of Board Minutes –August 16, 2017 Meeting
3. Financial Status Report – Robin Mitchum
4. FY18 Budget Approval – Request for Approval – Robin Mitchum
5. Public Participation Plan Revision – Request for Approval – Jeff Burns
6. Disadvantaged Business Enterprise (DBE) & Small Business Participation Goals Setting Methodology Update – Request for Approval – Jeff Burns
7. Limited English Proficiency Plan Update – Request for Approval – Jeff Burns
8. One-Time Expenditure on Engineering Services – Request for Approval – Jeff Burns
9. MPO/CARTA Agreement – Request for Approval – Ron Mitchum
10. Request for Additional Service – Discussion – Ron Mitchum/Sharon Hollis
11. Vehicle Acquisition – Request for Approval – Ron Mitchum
12. Hurricane Irma – Post Assessment Review – Ron Mitchum
13. Marketing/Outreach Report - Daniel Brock
14. Executive Director's Report
15. Other Business, If Any
16. Public Comments, If Any
17. Board Comments, If Any
18. Adjournment

*Please note that the next **regularly scheduled** meeting of the CARTA Board will be WEDNESDAY, October 18, 2017 in Room B-225 of the Lonnie Hamilton III Public Service Building, 4045 Bridgeview Drive, North Charleston, SC 29405. Notice, including agenda documentation, will be sent to Board Members in advance of the meeting, as well as posted on [www.ridecarta.com](http://www.ridecarta.com).*

**CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY**  
**BOARD OF DIRECTORS MEETING**  
**August 16, 2017**

The Charleston Area Regional Transportation Authority (CARTA) Board of Directors met on Wednesday, August 16, 2017, at the Lonnie Hamilton III Public Service Building located at 4045 Bridgeview Drive, Room B-225 in North Charleston, South Carolina.

**MEMBERSHIP:** Ed Astle; Mary Beth Berry; Marty Bettelli; Alfred Harrison; Virginia Jamison; James Lewis; Brad Morrison; Minnie Newman; Pat O'Neil; Linda Page; Vic Rawl; Dickie Schweers; Michael Seekings; Elliott Summey; Keith Summey; John Tecklenburg; Craig Weaver

**MEMBERSHIP PRESENT:** Ed Astle; Mary Beth Berry; Marty Bettelli; Alfred Harrison; Virginia Jamison; Brad Morrison; Vic Rawl; Michael Seekings

**PROXIES:** Michael Mathis for John Tecklenburg; Dennis Turner for Minnie Newman; Stephanie Tillerson for Craig Weaver; Rodney Williams for James Lewis; Warwick Jones for Dickie Schweers; Jerry Lahm for Elliott Summey; Ray Anderson for Keith Summey; Steve Thigpen for Vic Rawl

**STAFF PRESENT:** Ron Mitchum; Andrea Kozloski; Michelle Emerson; Sharon Hollis; Kim Coleman; Nick Stefan

**OTHERS PRESENT:** Amy Jenkins (MGC); David Bonner (Transdev); Gloria Fulton (Transdev); Jim Frierson (SCDOT); Daniel Brock (Rawle Murdy Associates); Bill Woolsey (Mayor, Town of James Island); Matthew Ruby (Waccamaw Producers); Eileen Darshun (Waccamaw Producers); Anthony Bryant (public); William Hamilton (public); Dave Crossley (public)

**1. Public Hearing – FY2017 Section 5307 Urbanized Area Formula Funding**

Chairman Seekings opened the Public Hearing at 1:05 p.m. Ron Mitchum, Executive Director, noted the purpose of the hearing is a consideration of an application for financial assistance from the Federal Transit Administration (FTA) under the Section 5307 Program for Urbanized Area Formula funds. The overall project cost is \$4,251,093; with \$2,547,978 being requested from the FTA. There was one public comment from William Hamilton, with Best Friends of the Lowcountry Transit, regarding his opinion of CARTA applying all resources to the benefit of transit riders rather than building roads. No other public comments were made; Chairman Seekings then closed the Public Hearing at 1:10 p.m.

**2. Call to Order**

Chairman Seekings called the CARTA Board of Directors Meeting to order at 1:10 p.m. followed by a moment of silence. Chairman Seekings then introduced new Board Member, Virginia Jamison. City of North Charleston Councilmember Jamison replaces City of North Charleston Councilmember Michael Brown. Chairman Seekings welcomed Councilmember Jamison to the CARTA Board of Directors and commended Councilmember Brown's dedicated service. He then appointed Board Member Brad Morrison as interim Vice Chair until the next elections are held. Chairman Seekings announced the upcoming arrival of another new Board Member, Dwayne Green, by legislative delegation. He also congratulated Board Members Mary Beth Berry and Alfred Harrison on their reappointments by legislative delegation. Chairman Seekings then introduced Mayor Woolsey from the Town of James Island.

### **3. Consideration of Board Minutes – July 19, 2017 Meeting**

*Chief Turner made a motion to approve the July 19, 2017 Meeting Notes as presented and Mr. Bettelli seconded the motion. The motion was unanimously approved.*

### **4. James Island Shelter Project (Camp and Folly Roads) – Mayor Bill Woolsey**

Mayor Bill Woolsey, Town of James Island, shared that the Town of James Island, and everyone on James Island, is very committed to and supportive of mass transit on James Island, especially on Folly Road. Mayor Woolsey then delivered a presentation on the improvements at the intersection of Folly and Camp Roads. He also presented a rendering of a CARTA Bus Shelter and Bus Pull-Off area at the intersection in the former Walgreens site, near the new Walgreens building. Mayor Woolsey then addressed questions from the Board. Mr. Jones made an inquiry on who will provide the funding for the shelter facilities and pull-off area to which the Mayor responded the Town of James Island and also by partnering with Walgreens. Chairman Seekings inquired if there was a representative from the CARTA Board on the ReThink Folly Road Steering Committee. Mayor Woolsey responded that the committee will be expanded and will include a representative from the CARTA Board. The Board received the presentation as information.

### **5. Financial Status Report – Ron Mitchum**

Ron Mitchum, Executive Director, presented the financial status report for the period ending July 31, 2017. Mr. Mitchum noted that the agency ended the month with an excess of revenue of \$2,286,153. He delivered an overview of the activities for FY17:

- The budget to actual revenues for the month was below projections:
  - The pass sale revenue fell short of projections: In June, Roper Hospital returned \$42,075 in monthly passes they previously purchased due to Roper discontinuing a program.
  - The actual federal revenue includes operating and capital for the year-to-date.
  - The Charleston County EOC revenue is for services provided for Hurricane Matthew evacuations.
  - Insurance proceeds are a result of accidents.
  - Sales of Assets reflect the proceeds of the sale of 12 Cutaway buses, two 40-foot express buses, seven trolleys and two cars on GovDeals. This line item also includes the scrap bus sold to Transdev for \$3,601. We are in the process of selling additional assets which will be reflected in future months.
  - Miscellaneous Revenue is payment for a production company's use of an old bus to be used on the set of a movie (\$1,200), and miscellaneous scrap metal sold (\$76.50).
- The budget to actual expenditures for the month was mostly on target with projections with the exception of the following items:
  - Marketing includes a contract with the marketing firm, Rawle Murdy, to update the website in addition to costs associated with promoting the transit system.
  - Office Equipment Maintenance (OEM) contains annual renewals. This line item includes the maintenance renewal of Trapeze route software for para-transit service.
  - Contract Services (IGA & Management) is the extensive services provided to CARTA.
  - Vehicle Maintenance is the cost to maintain the fleet. We have had to purchase several engines to keep our aging fleet in service. Additionally, we have purchased maintenance supplies for maintenance on the new fareboxes.
  - Operating Fees & Licenses include credit card transaction fees, DMV fees, storm water fees and underground storage tank fees.

- Insurance includes the cost of liability insurance provided by the Insurance Reserve Fund. The amount reflected is the bulk once a year renewal invoice. While we receive premium adjustments throughout the year as we add and remove assets, this amount reflects the bulk of the expenditure for the year.
- Fareboxes exceeded the budget. The total amount of the new farebox system will be \$1,195,921, including the farebox system, installation and training. This system was purchased with \$800,000 of Federal Pass Through funds from the BCDCOG's federal planning guide share money.

It is expected that these items will come back into line since some of these expenses do not occur consistently each month. Mr. Mitchum then addressed comments and questions. Mr. Jones commented that he recently rode the CARTA bus and received questions from riders regarding the installation of bus shelters. He inquired about the timing delay since installation of shelters is included in the budget. Mr. Mitchum explained the funding processes of gaining additional right-of-way space required for the installation of shelters which is very time-consuming as well as being ADA compliant in the locations that are not grandfathered. The shelters have been ordered; however, there is a 16-week lag-time to get through all the processes. The Board received the financial status report as information.

#### **6. Contractor Oversight Policy – Request for Approval – Ron Mitchum**

Ron Mitchum, Executive Director, presented the Contractor Oversight Policy. Mr. Mitchum noted that CARTA is required to ensure that the service contractor complies with all federal requirements. A service contractor is an entity that is hired by a FTA grantee to provide transit service. That grantee receives federal funding assistance through the Federal Transit Administration (FTA). A service contractor is competitively procured to provide a service. The procurement process is rigorous for contractors and that continues with oversight throughout the contract period. A contractor is an individual or firm (either non-profit or for-profit) which is paid with federal funds by the grantee in return for the delivery or performance of specific services. This contractor normally provides similar goods or services to many different purchasers as part of its regular business and operates in a competitive environment. When the contractor finishes its job, it walks away from the project (having been paid a fair price for quality work) and has no further vested interest in the project. By the same token, the grantee retains its interest or ownership in the project. In most instances, a contractor is simply a vehicle to carry out project activities which the grantee is not capable of undertaking. The purpose of this Oversight Procedure is to describe the procedures and reporting requirements that the Federal Transit Administration (FTA) expects from the grantee with regard to CARTA's management, organization, and capability to effectively and efficiently plan, develop, manage, and complete a Federally-assisted project. CARTA staff monitors contractor activities through the use of reports, performance measures, customer complaints, field observations, facility inspections, and contract penalties. CARTA staff is required to ensure that grant funds are used for intended purposes, in accordance with laws and regulations. The contractor is making use and maintaining federal assets and it is CARTA's responsibility to ensure compliance.

***Mr. Anderson made a motion to approve the Contractor Oversight Policy as presented and Mr. Astle seconded the motion. The motion was unanimously approved.***

#### **7. Policy to Promote Safe and Efficient Transit – Request for Approval – Amy Jenkins**

Chairman Seekings introduced Amy Jenkins, attorney with MGC Law. Ms. Jenkins presented the Policy to Promote Safe and Efficient Transit. She noted that CARTA's primary purpose is to facilitate safe and efficient travel for members of the public within its service area. It wishes to keep passengers, bus operators and staff safe, and its vehicles and equipment protected from damage and fully operational. CARTA has no intent to designate its buses, facilities or bus stops as a place for expressive conduct or

solicitation. Ms. Jenkins further explained activities that are prohibited on CARTA buses, within CARTA facilities and within 50 feet of CARTA bus stops.

**Mr. Astle made a motion to approve the Policy to Promote Safe and Efficient Transit as presented and Mr. Bettelli seconded the motion. The motion was unanimously approved.**

**8. Tel-A-Ride Paratransit Service Riders Guide Amendment – Request for Approval – Andrea Kozloski**

Andrea Kozloski, Deputy Director of Operations and Support, presented the Tel-A-Ride Paratransit Service Riders Guide Amendment. Ms. Kozloski noted that the amendments made were primarily language to clarify the process for eligibility, when suspensions will occur and to define excessively long trips as well as administrative corrections to change reservation hours and added language to state that the policy applies to all scheduled trips.

**Mr. Anderson made a motion to approve the Tel-A-Ride Paratransit Service Riders Guide Amendment as presented and Mr. Bettelli seconded the motion. The motion was unanimously approved.**

**9. Procurement Policies and Procedures Revision – Request for Approval – Ron Mitchum**

Mr. Mitchum presented the Procurement Policies and Procedures Revisions. He noted that the purpose of the Procurement Policies and Procedures Manual is to provide fair and equitable treatment of all persons involved in public purchasing by CARTA. During the Financial Management Oversight and Triennial Review, the consultants and the Federal Transit Administration (FTA) found several elements missing from the agency's Procurement Policies and Procedures. The document that was distributed to the CARTA Board of Directors for review in advance of the Board meeting is a mark-up of requested and/or proposed changes based on FTA Circular 4220.1F. The document gives guidance to staff on requirements for purchasing and contracting on behalf of CARTA. Once approved by the CARTA Board of Directors, the document will be forwarded to FTA Region IV for final concurrence.

**Mr. Astle made a motion to approve the Procurement Policies and Procedures Revision as presented and Mr. Bettelli seconded the motion. The motion was unanimously approved.**

**10. Marketing/Outreach Report – Daniel Brock**

Daniel Brock, with Rawle Murdy Associates, presented the Marketing/Outreach Report, noting Social Media and Media Relations highlights and information on the upcoming Eclipse. Mr. Brock discussed the updated website and announced the Website Rollout Event. The Board received the Marketing/Outreach report as information.

**11. Executive Director's Report**

Mr. Mitchum highlighted the following matters:

- Shelters: Work is in progress to retrofit some of the existing shelters with perforated aluminum and to test solar light kits to make sure it meets the agency's needs prior to bulk purchase.
- Budget presentations will be complete once it is presented to Charleston County Council tomorrow. To date, all have approved the budget with the exception of the Town of Mt. Pleasant.
- APC report will be presented at the next Board Meeting.
- The BCDCOG is in the process of updating the Long Range Transportation Plan.
- Staff continues work on the transportation issues with the hospitality industry.
- Closing on the North Charleston Park-N-Ride site is approaching and contractors are in the process of designing the facilities.
- Procurement is in place for a Park-N-Ride study for short- and long-term needs.
- Three applications for funding have been submitted seeking funding for bus replacement.

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

## **12. Other Business, If Any**

There was no other business discussed.

## **13. Public Comments, If Any**

There were four public comments:

- David Crossley expressed his concern regarding the need for more service in West Ashley.
- Gloria Fulton expressed concerns on behalf of riders regarding bus stops on north and south Dorchester Road. Riders are currently walking several blocks with grocery/shopping bags to the bus stops. They request the stops be reinstated at the Obama Mart and the adjacent shopping center.
- Anthony Bryant expressed his concerns about the SCANA transfer of the bus system and the financial status it was left in. He raised the question of including local minority businesses in procurement and wants to insure they are included in regional procurements.
- William Hamilton distributed materials regarding Best Friends of Lowcountry Transit. He expressed his concern regarding the time taken to install shelters and the need for more bus service.

## **14. Board Comments, If Any**

- Mr. Jones commented on his meeting with Mr. Hamilton and feedback he received from riders regarding the installation of shelters and the funding process. He mentioned that the public doesn't understand CARTA's problems, particularly CARTA's budget and the lack of funding needed to increase service. He noted struggles with the Post and Courier article and his disappointment with CARTA's response. He remarked that ridership has been down and there needs to be truth and transparency with agency dealings. Mr. Jones also commented that the Town of Mt. Pleasant did not approve the budget while the Mayor approved it during the CARTA Board Meeting. He mentioned that the Town of Mt. Pleasant routes have low ridership. He commented that politics should be taken out of assessments noting that he believes there is a lack of policies regarding bus routes and the criteria used to assess success of a route. He stated that riders complain of schedule delays because of traffic in West Ashley; however, traffic issues are the reason for the removal of the beach routes as well as lack of ridership. For consistency and fairness, CARTA needs a policy in place for determining routes and service levels and should be in place when data is available. Mr. Mitchum responded that performance measures are required by transportation laws that the agency operates under and that APC data will be helpful when evaluating routes. He stated that far too often the quality of the data that CARTA had as well as re-evaluating routes once they were established was an issue. He stated that decreasing ridership is a national issue due to the cost of fuel at this time. He stated that staff is working on a message related to the cost of service and where the funding is going along with the challenges that CARTA is facing.
- Chief Turner commented that he recognizes the needs of the community with transportation issues of getting to and from work, grocery store, medical appointments, etc. He believes that the agency is heading the right direction. Chief Turner then commended Mr. Mitchum and staff for their professionalism and hard work.
- Ms. Berry remarked that public outreach needs to continue when evaluating routes prior to potentially cutting routes.
- Charleston County Chairman Rawl stated that we need to provide the public information on pay go versus bonding. He stated that we need to provide updates on Park-N-Ride lots and service so that citizens know the service is available. Mr. Mitchum stated that it is our intention to create an

online map so citizens can comment on proposed Park-N-Ride lots before we move forward with any investments.

- Chairman Seekings commented that agency staff went through an extensive process by conducting studies and holding public meetings to evaluate routes prior to cuts. He commended Mr. Mitchum on his leadership and work with CARTA (which is a non-paying position). Chairman Seekings announced the details of the Groundbreaking Ceremony for the Intermodal Center and recognized Mayor Summey, Ray Anderson and the City of North Charleston. On a personal note, Mr. Seekings thanked those who reached out to him during a difficult time for him and his family. Chairman Seekings then thanked the Board Members for their hard work, dedication and attending Board meetings and CARTA related events.

#### **15. Adjourn**

There being no further business before the Board, Chairman Seekings adjourned the meeting at 2:20 p.m.

Respectfully submitted,  
Kim Coleman

DRAFT



**CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY**

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MEMORANDUM

TO: Board of Directors

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

SUBJECT: August 31, 2017 Financial Report Overview

DATE: September 13, 2017

Please find attached the August 31, 2017 Financial Report. Below is a brief overview of the activities for FY17.

**Revenues**

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

- The pass sale revenue fell short of projections. In June, Roper Hospital returned \$42,075 of monthly passes they previously purchased. Roper discontinued a program.
- The actual federal revenue includes operating and capital for the year to date.
- The Charleston County EOC revenue is for services provided for Hurricane Matthew evacuations.
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- Sale of Assets reflects the proceeds of the sale of twelve cut-a-way buses, two 40-foot express buses, seven trolleys, and two cars on GovDeals. This line item also includes the scrap bus sold to TransDev for \$3,601. We are in the process of selling additional assets which will be reflected in future months.
- Miscellaneous Revenue is payment for a production company's use of an old bus to be used on the set of a movie (\$1,200), and miscellaneous scrap metal sold (\$76.50).

**Expenditures**

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

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- Insurance includes the cost of liability insurance provided by the Insurance Reserve Fund. The amount reflected is the bulk once a year renewal invoice. While we will receive premium adjustments throughout the year as we add and remove assets, this amount reflects the bulk of the expenditure for the year.
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We expect these items to come back into line since some of these expenses do not occur consistently every month. **Overall, the agency ended the month with an excess of revenue of \$2,122,963.**

If you have any questions, please contact me at 843-529-0400 ext. 213 or [robinm@bcdcog.com](mailto:robinm@bcdcog.com).

**Amount owed to Transdev as of 8/31/17 is \$1,321,208.33**

**CARTA**  
**Statement of Revenues & Expenditures**  
**For the Month Ending August 31, 2017**

Time elapsed:  
92%

	<u>FY17 Budget</u>	<u>Revision #1 FY17 Budget</u>	<u>Actual</u>	<u>% of Budget</u>
<b><u>Revenues</u></b>				
Farebox	2,696,890	2,370,254	2,160,458	91%
Passes	585,388	585,388	482,258	82%
COC Shuttle	452,580	452,580	419,901	93%
MUSC	807,000	807,000	732,605	91%
City of Charleston - DASH	516,600	516,600	460,020	89%
City of North Charleston	1,151,630	552,623	-	0%
Federal	18,279,154	15,401,154	8,283,234	54%
State Mass Transit Funds	661,636	617,440	617,440	100%
Sales Tax - Charleston County	8,147,000	8,147,000	8,027,917	99%
Charleston County EOC	-	47,316	47,316	100%
Charleston County Intermodal	1,241,870	1,021,377	-	0%
Advertising	825,000	896,000	743,584	83%
Interest	300	124	114	92%
Insurance Proceeds	-	75,000	88,968	119%
Sale of Assets	-	50,000	82,400	165%
Miscellaneous	-	150	1,277	851%
TOTAL REVENUES	<u>35,365,048</u>	<u>31,540,006</u>	<u>22,147,492</u>	<b>70%</b>
<b><u>Expenditures</u></b>				
Staff Salaries	147,327	147,327	135,461	92%
Supplies	15,000	15,000	13,613	91%
Printing	100,000	60,000	38,043	63%
Marketing	70,000	70,000	74,821	107%
Automotive	2,880	2,880	2,775	96%
Accounting (Auditing)	20,000	21,250	21,250	100%
Postage	2,500	2,500	2,313	93%
Dues/Publications	1,100	1,100	500	45%
Training/Travel	2,000	-	-	N/A
Office Equipment Rental	17,496	34,374	34,355	100%
Office Equipment Maintenance	18,000	35,174	37,670	107%
Rent	11,963	21,110	20,955	99%
Communications	105,500	108,167	52,911	49%
Utilities	10,500	10,500	8,979	86%
Advertising	5,500	23,088	13,557	59%
Public Notices	3,500	-	-	N/A
Money Counting	6,000	6,000	5,571	93%
Professional Services	36,000	21,520	11,520	54%
Contract Services	850,000	1,434,511	1,407,448	98%
Paratransit Certification	31,000	-	-	N/A
Vehicle Maintenance	376,000	186,372	294,474	158%
Operating Fees & Licenses	17,000	28,706	26,804	93%
Insurance	538,147	561,000	511,651	91%
Fuel	1,300,000	1,105,340	1,043,130	94%
Fixed Route	12,084,000	12,084,000	10,497,078	87%

**CARTA**  
**Statement of Revenues & Expenditures**  
**For the Month Ending August 31, 2017**

Time elapsed:  
92%

	<u>FY17 Budget</u>	<u>Revision #1 FY17 Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Paratransit	2,282,343	2,282,343	2,082,384	91%
Miscellaneous	12,500	38,256	23,996	63%
Intermodal Infrastructure - Construction	11,467,500	7,870,000	721,237	9%
Rolling Stock	1,866,627	1,866,627	913,400	49%
Support Vehicles	250,661	250,661	161,632	64%
Bus Shelter Construction/Bench Install	668,864	668,864	59,813	9%
Security/Cameras	344,084	344,084	234,393	68%
Fareboxes	1,000,000	1,000,000	1,037,817	104%
Signage	70,015	70,015	40,538	58%
Automated Vehicle Locator	919,237	919,237	440,481	48%
Capital (IT, Facility Repairs/Maint)	250,000	250,000	53,959	22%
Engineering	50,000	-	-	N/A
Leeds Ave. (FTA Payback)	411,804	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<u>35,365,048</u>	<u>31,540,006</u>	<u>20,024,529</u>	<b>63%</b>
 Excess (Deficit) of Revenues Over (Under) Expenditures	 <u>-</u>	 <u>-</u>	 <u>2,122,963</u>	

**CARTA**  
**Statement of Revenues & Expenditures**  
**For the Month Ending August 31, 2017**

	Administration	Operating	Capital	TOTAL
<b>EXPENDITURES:</b>				
Salaries & Benefits	66,971	68,490		135,461
Total Direct Personnel	66,971	68,490	-	135,461
Supplies	7,634	5,979		13,613
Printing	49	37,994		38,043
Marketing	74,821			74,821
Automotive	2,775			2,775
Accounting (Outside Services & Auditing)	21,250			21,250
Postage	2,240	73		2,313
Dues/Publications	500	-		500
Training/Travel	-	-		-
Office Equipment Rental	34,355			34,355
Office Equipment Maintenance	22,729	14,941		37,670
Rent	6,080	14,875		20,955
Telephone/Communications	4,747	48,164		52,911
Utilities		8,979		8,979
Advertising	3,542	10,015		13,557
Public Notices	-	-		-
Money Counting		5,571		5,571
Other Professional Services	9,320	2,200		11,520
Contract Services		1,407,234	214	1,407,448
Paratransit Certification				-
Low Income Fare Determination		-		-
Bus Shelter Cleaning		-		-
Consultant Fees - Vehicles				-
Vehicle Maintenance		294,474		294,474
Operating Fees & Licenses	3,648	23,156		26,804
Insurance	9,732	501,919		511,651
Fuel		1,043,130		1,043,130
Fixed Route		10,497,078		10,497,078
Paratransit		2,082,384		2,082,384
Miscellaneous	23,996			23,996
Intermodal Infrastructure - Construction			721,237	721,237
Rolling Stock			913,400	913,400
Support Vehicles			161,632	161,632
Bus Shelter Construction/Bench Install		26,000	33,813	59,813
Security Cameras		10,573	223,820	234,393
Fareboxes			1,037,817	1,037,817
Signage		40,538	-	40,538
Automated Vehicle Locator			440,481	440,481
Capital (IT, Facility Repairs/Maint)		40,109	13,850	53,959
Engineering		-		-
Leeds Ave. (FTA Payback)				-
<b>TOTAL EXPENDITURES</b>	<b>294,389</b>	<b>16,183,876</b>	<b>3,546,264</b>	<b>20,024,529</b>

**CARTA**  
**Statement of Revenues & Expenditures**  
**For the Month Ending August 31, 2017**

	Administration	Operating	Capital	TOTAL
<b><u>REVENUE</u></b>				
Farebox		2,160,458		2,160,458
Passes		482,258		482,258
COC Shuttle		419,901		419,901
MUSC		732,605		732,605
City of Charleston - DASH		460,020		460,020
City of North Charleston				-
Federal SC-2017-012-00		5,790,567		5,790,567
Federal SC-90-X307			60,222	60,222
Federal SC-04-0010			576,990	576,990
Federal SC-90-X259	1,893			1,893
Federal SC-90-X287		1,801	57,006	58,807
Federal SC-16-X010		43,519		43,519
Federal SC-16-X013		49,815		49,815
Federal SC-90-X246			59,925	59,925
Federal SC-90-X264			129,306	129,306
Federal SC-90-X279			37,085	37,085
Federal SC-2016-001-00			8,497	8,497
Federal SC-2016-016-00			666,608	666,608
Federal PL Guideshare			800,000	800,000
State Mass Transit Funds		617,440		617,440
Sales Tax - Charleston County	2,415,345	4,461,947	1,150,625	8,027,917
Charleston County Intermodal				-
Charleston County EOC		47,316		47,316
Advertising		743,584		743,584
Interest	114			114
Insurance Proceeds		88,968		88,968
Sale of Assets		82,400		82,400
Miscellaneous		1,277		1,277
<b>TOTAL REVENUES</b>	<b>2,417,352</b>	<b>16,183,876</b>	<b>3,546,264</b>	<b>22,147,492</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>2,122,963</b>	<b>-</b>	<b>-</b>	<b>2,122,963</b>

**CARTA  
BALANCE SHEET  
8/31/2017**

**ASSETS**

<b>ASSETS</b>		
GENERAL OPERATING (BB&T)		4,407,714.81
SAVINGS (BB&T)		1,242,025.27
INTERMODAL (BB&T)		4,700,000.50
CAPITAL (BB&T)		661,260.00
PETTY CASH		380.60
ACCOUNTS RECEIVABLE		1,954,699.09
HEALTH INS ADVANCE DEPOSIT		958.64
INVENTORY - FUEL		29,104.31
DEFERRED OUTFLOWS: ER CONTR		144,620.00
LAND		564,509.00
CIP		1,555,789.00
VEHICLES		25,642,009.10
EQUIPMENT		1,203,236.00
FAREBOXES		875,095.84
SHELTERS		2,301,692.43
BUS SIGNAGE		62,555.32
FACILITIES		8,918,112.77
ACCUMULATED DEPRECIATION		(29,220,872.49)
PREPAID EXPENSES		136,893.15
UNRESTRICTED NET POSITION		6,295,325.00
RESTRICTED NET POSITION		(5,941,682.00)
	TOTAL ASSETS	<u><u>25,533,426.34</u></u>

**LIABILITIES & EQUITY**

<b>LIABILITIES</b>		
PAYROLL		2,322.41
ACCOUNTS PAYABLE		1,654,564.20
COMPENSATED ABSENCES		21,829.67
UNEARNED REVENUE		654,980.00
DUE TO FEDERAL GOVERNMENT		1,235,412.00
OPEB LIABILITY		12,600.00
DEFERRED INFLOWS: PENSION INVEST		329,480.00
PENSION PLAN		1,101,528.00
	TOTAL LIABILITIES	<u>5,012,716.28</u>

<b>EQUITY</b>		
CURRENT YEAR FUND BALANCE		2,122,963.02
INVEST IN CAPITAL ASSETS		10,867,655.53
FUND BALANCE		7,530,091.51
	TOTAL EQUITY	<u>20,520,710.06</u>
	TOTAL LIABILITIES & FUND EQUITY	<u><u>25,533,426.34</u></u>



**CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY**

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MEMORANDUM

TO: Board of Directors

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

SUBJECT: FY17/18 Proposed Budget – FINAL Approval

DATE: September 13, 2017

Please find attached the FY17/18 Proposed Budget for your consideration. The FY17/18 Budget draft was approved on June 21, 2017. The member governments have approved the proposed budget with the exception of Mt. Pleasant.

Below is an overview of the budget approved by the Board and member governments.

**Revenues**

The majority of the changes in revenue are reflected in federal revenue. This revenue line includes funding for the intermodal facility construction, bus & bus facilities and other capital items. A more detailed explanation of line item changes includes:

- Federal - The increase reflects the drawdown and utilization of the Intermodal Center funds and Discretionary funds to purchase new commuter buses.
- State Mass Transit Funds – This increase reflects additional funds for facility improvements and the purchase of low floor cutaway buses.
- Sales Tax-Charleston County – The increase in this line item reflects the actual County contribution from the 1<sup>st</sup> half-cent sales tax and 2<sup>nd</sup> half-cent sales tax.
- Charleston County – Intermodal revenue is the cash on hand.
- Capital Revenue – Cash on hand restricted for Shelter construction.

**Expenditures**

The majority of the changes in expenditures are reflected in the capital expenses related to the intermodal facility construction, bus & bus facilities and other capital items. A more detailed explanation of changes is as follows:

- Staff salaries and benefits – The increase reflects the increase in employer contributions for retirement, FICA, and insurance benefits.
- Marketing – The decrease is due to the website update that will be completed in FY17.
- Office equipment rental – The decrease reflects the termination of the copier lease for John Street office.
- Office equipment maintenance – The increase includes software maintenance.
- Communications - The increase reflects projections for the upcoming year based on actual costs in FY17.
- Advertising – The decrease reflects projections based on current year needs.
- Professional Services – This line was reduced based on our projected need for outside professional services in the upcoming fiscal year.
- Vehicle Maintenance – The increase is based on FY17 actual costs.
- Paratransit – This line item was increased slightly to account for some growth in the ridership and costs associated with providing tele-ride service.
- Intermodal Infrastructure Construction – The increase reflects the completion of the Intermodal center.
- Rolling Stock – This line item reflects the amount of funds we have available for the acquisition of commuter buses.
- Bus Shelter Construction/Bench Install – The budget includes previously awarded funds for the installation of new bus shelters.
- Security cameras - The budget reflects the utilization of previously awarded grant funds to install cameras.
- Fare boxes – This line item includes the replacement of the aging Fare box system.
- Capital – This line item includes funds received from SCDOT for facility improvements.
- Engineering – The line item includes professional services related to facility maintenance and bus shelter installation.

We will continue to monitor the budget to insure revenues and expenditure remain aligned and we will make recommended revisions as necessary.

If you have any questions, please contact me at 843-529-0400 ext. 213 or [robinm@bcdco.com](mailto:robinm@bcdco.com).

**CARTA**  
**FY2018 Proposed Budget**

	<u>FY17 Budget</u>	<u>Proposed FY 18 Budget</u>	<u>Variance</u>
<b><u>Revenues</u></b>			
Farebox	2,370,254	2,370,254	-
Passes	585,388	585,388	-
COC Shuttle	452,580	452,580	-
MUSC	807,000	807,000	-
City of Charleston - DASH	516,600	516,600	-
City of North Charleston	552,623	551,623	(1,000)
Federal	15,401,154	22,657,159	7,256,005
State Mass Transit Funds	617,440	963,467	346,027
Sales Tax - Charleston County	8,147,000	10,606,750	2,459,750
Charleston County - Intermodal	1,021,377	1,200,000	178,623
Capital Revenue (On Hand)	-	600,000	600,000
Charleston County EOC	47,316	-	(47,316)
Advertising	896,000	900,000	4,000
Interest	124	-	(124)
Insurance Proceeds	75,000	-	(75,000)
Sale of Asset	50,000	50,000	-
Miscellaneous	150	-	(150)
<b>TOTAL REVENUES</b>	<u><u>31,540,006</u></u>	<u><u>42,260,821</u></u>	<u><u>10,720,815</u></u>
<b><u>Expenditures</u></b>			
Staff Salaries & Benefits	147,327	150,718	3,391
Supplies	15,000	15,000	-
Printing	60,000	60,000	-
Marketing	70,000	10,000	(60,000)
Automotive	2,880	1,945	(935)
Accounting (Auditing)	21,250	21,250	-
Postage	2,500	2,500	-
Dues/Memberships	1,100	750	(350)
Training/Travel	-	-	-
Office Equipment Rental	34,374	601	(33,773)
Office Equipment Maintenance	35,174	124,174	89,000
Rent	21,110	21,710	600
Communications	108,167	112,810	4,643
Utilities	10,500	10,500	-
Advertising	23,088	20,000	(3,088)
Money Counting	6,000	6,000	-
Professional Services:	21,520	11,000	(10,520)
Contract Services	1,434,511	1,434,511	-
Vehicle Maintenance	186,372	200,000	13,628
Operating Fees & Licenses	28,706	28,706	-
Insurance	561,000	561,000	-
Fuel	1,105,340	1,105,340	-

**CARTA**  
**FY2018 Proposed Budget**

	<u>FY17 Budget</u>	<u>Proposed FY 18 Budget</u>	<u>Variance</u>
Fixed Route	12,084,000	12,084,000	-
Paratransit	2,282,343	2,352,486	70,143
Miscellaneous	38,256	12,000	(26,256)
Intermodal Infrastructure - Construction	7,870,000	13,500,000	5,630,000
Rolling Stock	1,866,627	7,902,000	6,035,373
Support Vehicles	250,661	-	(250,661)
Bus Shelter Construction/Bench Install	668,864	605,560	(63,304)
Security Cameras	344,084	120,682	(223,402)
Fareboxes	1,000,000	1,035,027	35,027
Signage	70,015	-	(70,015)
Automated Vehicle Locator	919,237	-	(919,237)
Capital (IT, Facility Repairs/Maint)	250,000	700,551	450,551
Engineering	-	50,000	50,000
<b>TOTAL EXPENDITURES</b>	<u>31,540,006</u>	<u>42,260,821</u>	<u>10,720,815</u>
Excess (Deficit) of Revenues Over (Under) Expenditures	<u>-</u>	<u>-</u>	

CARTA  
Proposed FY17/18 Budget Detail

	Administration	Operating	Capital	TOTAL
<b>EXPENDITURES:</b>				
Salaries & Benefits	-	150,718	-	150,718
Total Direct Personnel	-	150,718	-	150,718
Supplies	15,000	-	-	15,000
Printing		60,000		60,000
Marketing	10,000			10,000
Automotive	1,945			1,945
Accounting (Auditing)	21,250			21,250
Postage	2,500			2,500
Dues/Memberships	750			750
Training/Travel	-			-
Equipment Rental	601			601
Office Equipment Maintenance	33,174	91,000		124,174
Rent	4,200	17,510		21,710
Communications	12,890	99,920		112,810
Utilities		10,500		10,500
Advertising	20,000			20,000
Money Counting		6,000		6,000
Professional Services	11,000			11,000
Contract Services	75,000	1,359,511		1,434,511
Vehicle Maintenance		200,000		200,000
Operating Fees & Licenses		28,706		28,706
Insurance	11,000	550,000		561,000
Fuel		1,105,340		1,105,340
Fixed Route		12,084,000		12,084,000
Paratransit		2,352,486		2,352,486
Miscellaneous	12,000			12,000
Intermodal Infrastructure - Construction			13,500,000	13,500,000
Rolling Stock			7,902,000	7,902,000
Support Vehicles			-	-
Bus Shelter Construction/Bench Install			605,560	605,560
Security Equipment			120,682	120,682
Fareboxes			1,035,027	1,035,027
Automated Vehicle Locator			-	-
Facility Repairs			700,551	700,551
Signage			-	-
Engineering			50,000	50,000
<b>TOTAL EXPENDITURES</b>	<b>231,310</b>	<b>18,115,691</b>	<b>23,913,820</b>	<b>42,260,821</b>

CARTA  
Proposed FY17/18 Budget Detail

	Administration	Operating	Capital	TOTAL
<b>REVENUE</b>				
Farebox		2,370,254		2,370,254
Passes		585,388		585,388
COC Shuttle		452,580		452,580
MUSC		807,000		807,000
City of Charleston - DASH		516,600		516,600
City of North Charleston			551,623	551,623
Federal - Intermodal			10,124,926	10,124,926
Federal - Operating		5,903,588		5,903,588
Federal - Bus & Bus Facilities			6,153,600	6,153,600
Federal passed through COG		200,000	178,500	378,500
Federal - Safety & Security			96,545	96,545
SCDOT - OPT			963,467	963,467
Sales Tax - Charleston County	-	6,611,591	3,995,159	10,606,750
Charleston County - Intermodal			1,200,000	1,200,000
Capital Revenue (On hand)			600,000	600,000
Advertising	231,310	668,690		900,000
Interest				-
Insurance Proceeds				-
Sale of Asset			50,000	50,000
Miscellaneous				-
<b>TOTAL REVENUES</b>	<b>231,310</b>	<b>18,115,691</b>	<b>23,913,820</b>	<b>42,260,821</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	-	-	-	-

**CARTA**  
**DETAILED BUDGETED EXPENDITURES**  
**FY 2017/2018**

		Budget FY 2017	<i>Original</i> Budget FY 2018	Increase (Decrease)
SALARIES & BENEFITS	Salaries	106,347	106,347	-
	Retirement	12,294	14,421	2,127
	FICA	7,154	8,136	982
	Insurance	12,832	13,024	192
	Retiree Insurance	8,700	8,790	90
		<u>147,327</u>	<u>150,718</u>	<u>3,391</u>
SUPPLIES	Admin/Operations	15,000	15,000	-
	Total	<u>15,000</u>	<u>15,000</u>	<u>-</u>
MARKETING	Promotional	10,000	10,000	-
	Contractual	60,000	-	(60,000)
	Total	<u>70,000</u>	<u>10,000</u>	<u>(60,000)</u>
AUTOMOTIVE	Parking/Mileage/Service	2,880	1,945	(935)
	Total	<u>2,880</u>	<u>1,945</u>	<u>(935)</u>
ACCOUNTING	Contractual	-	-	-
	Audit	21,250	21,250	-
	Total	<u>21,250</u>	<u>21,250</u>	<u>-</u>
POSTAGE	John Street	2,500	2,500	-
	Total	<u>2,500</u>	<u>2,500</u>	<u>-</u>
DUES & MEMBERSHIPS	Metro Chamber	500	500	-
	SCAMI/TASC	600	250	(350)
	Total	<u>1,100</u>	<u>750</u>	<u>(350)</u>
TRAINING & TRAVEL	SCAMI	-	-	-
	FTA	-	-	-
	Total	<u>-</u>	<u>-</u>	<u>-</u>
EQUIPMENT RENTAL	Copier	33,773	-	(33,773)
	Repair (Service Call)	-	-	-
	Miscellaneous Equipment	601	601	-
	Total	<u>34,374</u>	<u>601</u>	<u>(33,773)</u>
OFFICE EQUIPMENT MAINTENANCE	IT	33,174	33,174	-
	Money Counting Equipment	2,000	2,000	-
	Trapeze	-	14,000	14,000
	AVL	-	75,000	75,000
		<u>35,174</u>	<u>124,174</u>	<u>89,000</u>

**CARTA**  
**DETAILED BUDGETED EXPENDITURES**  
**FY 2017/2018**

		Budget FY 2017	<i>Original</i> Budget FY 2018	Increase (Decrease)
RENT	Land	6,000	6,000	-
	Park & Ride	7,875	7,875	-
	Document Storage	3,600	4,200	600
	SC Works Charleston Center	3,635	3,635	-
		<u>21,110</u>	<u>21,710</u>	<u>600</u>
COMMUNICATIONS	Telephone/Internet	6,067	12,890	6,823
	Mobile	27,500	9,600	(17,900)
	Tablets - Buses	-	15,720	15,720
	Radios	74,600	74,600	-
	Total	<u>108,167</u>	<u>112,810</u>	<u>4,643</u>
UTILITIES	Electricity	8,000	8,000	-
	Water	2,500	2,500	-
		<u>10,500</u>	<u>10,500</u>	-
ADVERTISING	ALL	23,088	20,000	(3,088)
		<u>23,088</u>	<u>20,000</u>	<u>(3,088)</u>
PROFESSIONAL SERVICES	Legal	4,800	6,000	1,200
	Other	16,000	5,000	(11,000)
	Payroll	720	-	(720)
		<u>21,520</u>	<u>11,000</u>	<u>(10,520)</u>
CONTRACT SERVICES	Management Services	75,000	75,000	-
	Shared Services (IGA)	1,359,511	1,359,511	-
		<u>1,434,511</u>	<u>1,434,511</u>	-
PRINTING		60,000	60,000	-
		<u>60,000</u>	<u>60,000</u>	-
MONEY COUNTING		6,000	6,000	-
		<u>6,000</u>	<u>6,000</u>	-
VEHICLE MAINTENANCE		186,372	200,000	13,628
		<u>186,372</u>	<u>200,000</u>	<u>13,628</u>
OPERATING FEES & LICENSES		28,706	28,706	-
		<u>28,706</u>	<u>28,706</u>	-
INSURANCE	Administration	11,000	11,000	-
	Operating	550,000	550,000	-
		<u>561,000</u>	<u>561,000</u>	-
FUEL		1,105,340	1,105,340	-
		<u>1,105,340</u>	<u>1,105,340</u>	-

**CARTA**  
**DETAILED BUDGETED EXPENDITURES**  
**FY 2017/2018**

	Budget FY 2017	<i>Original</i> Budget FY 2018	Increase (Decrease)
FIXED ROUTE	<u>12,084,000</u>	<u>12,084,000</u>	<u>-</u>
	<u>12,084,000</u>	<u>12,084,000</u>	<u>-</u>
PARATRANSIT	<u>2,282,343</u>	<u>2,352,486</u>	<u>70,143</u>
	<u>2,282,343</u>	<u>2,352,486</u>	<u>70,143</u>
MISCELLANEOUS	<u>38,256</u>	<u>12,000</u>	<u>(26,256)</u>
	<u>38,256</u>	<u>12,000</u>	<u>(26,256)</u>
CAPITAL			
Intermodal Facility	7,870,000	13,500,000	5,630,000
Rolling Stock/Fleet Repair	1,866,627	7,902,000	6,035,373
Support Vehicles	250,661	-	(250,661)
Security/Cameras	344,084	120,682	(223,402)
Bus Shelters/Benches	668,864	605,560	(63,304)
Signage	70,015	-	(70,015)
Fareboxes	1,000,000	1,035,027	35,027
Automated Vehicle Locator (AVL)	919,237	-	(919,237)
Facility Maintenance	250,000	700,551	450,551
Miscellaneous Engineering	-	50,000	50,000
	<u>13,239,488</u>	<u>23,913,820</u>	<u>10,674,332</u>

# CARTA

Charleston Area Regional Transportation Authority

## MEMORANDUM

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TO: Ronald E. Mitchum, CARTA Executive Director  
FROM: Jeffrey Burns, Senior Planner  
DATE: September 1, 2017  
SUBJECT: Update to the Public Participation Plan  
CC: file

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CARTA developed a Public Participation Plan (PPP) that strives to involve all stakeholders while recognizing that minorities, low income are other populations need additional outreach. This plan documents the actions to be carried out by CARTA to ensure that opportunities exist for the public to be involved in transportation planning activities. The public participation policy is designed to ensure opportunities for the public to express its views on transportation issues and to become active participants in the decision-making process.

In response to a finding from FTA's Triennial Review, the enclosed policy has been updated with a process for public involvement for fare changes. CARTA's outreach effort will include a 30-day comment period on the proposed changes and the accompanying federally-required Title VI fare equity analysis. Prior to holding the public meetings, CARTA will prepare and distribute a notice to riders and members of the public. Comments received through the public meeting(s) and comment period will be analyzed, evaluated, and reported to the Board. Changes may be made to the recommended fare structure and pricing, and/or additional options considered as a result of public input.

Staff submits this item for your consideration and requests approval.

# CARTA

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Charleston Area Regional Transportation Authority

## **Public Participation Plan: An Element of the Title VI Plan**

Prepared for  
The Federal Transit Administration  
Office of Civil Rights



September 2017

**CARTA**  
FTA ID# 1115

1362 McMillan Ave., Suite 100  
North Charleston, SC 29405  
Telephone (843) 529.0040  
Contact Person: Jeffrey Burns

## **CARTA Public Participation Plan**

### Introduction

In accordance with federal guidelines, CARTA developed a Public Participation Plan (PPP) that strives to involve all stakeholders while recognizing that minorities, low income are other populations need additional outreach. This plan documents the actions to be carried out by CARTA to ensure that opportunities exist for the public to be involved in transportation planning activities. The public participation policy is designed to ensure opportunities for the public to express its views on transportation issues and to become active participants in the decision-making process.

### Public Meeting Principles

Public meetings are held for a variety of reasons, and different levels of public input are expected. The purpose of these meetings is threefold:

1. To confirm the purpose and intent of the plan or project;
2. To present the trends and forecasts for the region; and
3. To gather public input

Actions of meetings may result in the adoption or approval/disapproval of the CARTA policies, procedures, service modifications, budgets, procurement and expenditures, and/or allocation and suballocation of FTA programs. Other actions include adoption of resolutions for amendments, adjustments, endorsements, special plans and reports.

### Early Involvement

Early involvement with local community leaders will help to determine suitable meeting forums and information formats to foster valuable input, especially when soliciting input from disadvantaged populations.

### Understandable and Interesting Language/No Jargon

Meeting notices and materials will use appropriate, understandable language — acronyms and other technical jargon will be avoided to the extent that is possible to the subject matter. Efforts will be made to tailor advertising, project campaigns and slogans to generate the most interest possible. The MPO will make reasonable efforts to address identified language barriers in order to provide meaningful access to information on its plans and programs.

### Accessibility

CARTA meetings and public review meetings shall be held at a location and time that is convenient and accessible. When there are a series of public meetings being held throughout the region on a certain plan or program, at least one-quarter of these meetings shall be held at a time and location that is accessible by public transportation.

### Public Notification Procedures

Meetings notices shall be advertised in the Charleston Post & Courier Newspaper and documents shall be made available in draft form for public review and comment (in the offices of CARTA, at least thirty (30) days prior to the Board Meeting where action is scheduled). Notices will also be sent to media outlets that focus on minority population in the community. These outlets include:

- WAZS 98.9 El Sol
- Jabr Communications

5081 Rivers Ave  
Charleston, SC 29406

- Charleston Chronicle Newspaper  
1111 King Street  
Charleston, SC 29401
- WJEA Channel 12

### Outreach Tools and Techniques

The type of public outreach efforts employed for a particular project will be determined based on the project's overall regional and local impact. Highly localized projects may require more specialized outreach within the project's area of influence, rather than the broad outreach efforts required by others. Extensive outreach efforts throughout all areas of the region are conducted in order to assemble a broad cross-section of input into the decision making process, including traditionally underserved areas. CARTA's outreach efforts in these areas will continue to provide these residents with an opportunity to voice their opinions and concerns. CARTA will continue to conduct, sponsor, and participate in special and community events that reinforce the mission and strategic plan of the organization, educate the public, and provide opportunities for public input.

### Tools

CARTA's approach in publicizing its public meetings may include the following outreach methods:

### Public Notices

Public notices and/or advertisements will be placed in newspapers, in addition to major regional newspapers deemed appropriate for the project. Public service announcements and meeting advertisements will be sent to popular minority and ethnic radio stations. Whenever possible and appropriate, public service announcements and meeting advertisements will be sent to the public access cable television station, in addition to regional network stations. A list of regional newspapers will be maintained by CARTA staff and made available on request.

### Paid Advertising

Various projects may require additional paid advertising in the form of newspaper, radio, or television ads. These will be more detailed than a standard Public Notice.

### Newsletters

CARTA produces and distributes a periodic newsletter that includes articles and other information of interest on CARTA's plans, programs, studies, and service modifications.

### Flyers/Posters

When appropriate, participation from target populations will be sought by posting flyers/posters and meeting notices in locations such as government centers, neighborhood shops, religious institutions, social service agencies, employment centers, bus stops/transit hubs, senior centers, public health clinics, public libraries, community centers and popular meeting places. Postcards and flyers may also be distributed directly to residents.

### Traditional Letters

When appropriate, traditional letters about plans, studies, projects or any other information deemed important for public input will be mailed out to interested parties, public libraries and to members of the advisory committees.

### Press Releases

Press releases will be released to ensure interested parties and the press is up-to-date on news and information concerning CARTA activities. The CARTA website (<http://www.RideCARTA.com>) will be employed as a tool for disseminating information on meetings, project updates and background. CARTA's website is a tool to describe and visually represent CARTA's plans, programs, meetings, and other appropriate information. A calendar is included on CARTA's website displaying scheduled committee meetings. Staff shall post draft documents on the website for public review and comment. The website shall contain, but not be limited to:

- Brief descriptions of current projects with available maps, photos, renderings
- Work products and publications
- Links to related agencies and planning partners — SCDOT, FHWA, etc.
- Current Operating Procedures
- A listing of current CARTA member jurisdictions
- Meeting calendars with agendas as soon as feasible
- Contact information — mailing address, phone, fax and e-mail
- Profiles of CARTA staff with current responsibilities

### Mailing databases

The assembly of a database of names and addresses of social and civic groups, neighborhood and community associations and interested individuals will assist in the public outreach for the Public Participation Plan and other plans. The electronic list of names will serve as a mailing list for notification of meetings. Particular efforts will be made to include low-income, minority, disabled and non-English-speaking populations. To supplement the database, members of the public will be asked if they would like to be included on a mailing list as a part of comment forms dispensed and collected at public meetings. Mailing and e-mail addresses will be requested. E-mail messages and/or post cards will be sent to individuals and groups notifying them of meetings, in addition to the notices that are distributed to the local media.

By providing the opportunity for everyone to participate in the transportation planning process, CARTA insures that the needs of all people can be met and that their desires for how the whole community should function and develop will be considered. To accomplish this, CARTA staff uses Census data to determine where concentrations of the underserved or underrepresented reside. Using this data, staff does the following:

1. Holds public meetings that are convenient to these geographic concentrations of low income and minority districts in terms of walk-ability and available transit options, which tend to be used more by low-income individuals than other forms of transportation;
2. Makes all draft documents available for public review via the techniques described above;
3. Residents or organizations that express an interest by attending public meetings or notify CARTA by other means are included in the direct mailing list to receive information about future events and plan development;
4. Continues to research creative methods of reaching these populations with information, documents, and invitations other than the techniques listed within this document;
5. Seeks out community leaders or representatives of these groups to participate in planning processes as appropriate and

6. Meets and makes presentations to organizations that represent these segments of the population as requested.

#### Public Outreach Opportunities:

As part of the public outreach to minority and low income populations, CARTA participates in the regional Black Expo held in the City of North Charleston, the Charleston Green Fair, and the Summerville Flowertown Festival, the North Charleston Earth Day Festival, the Mexican Consulate events and other opportunities as they arise.

CARTA also continues to partner with the SC Department of Health and Environmental Control, the Medical University of South Carolina, the Lowcountry Aids Services, the University of SC School of Public Health and others on ways to develop programs and policies that address the needs of the disadvantaged groups. CARTA contracts with the SC Works- Charleston Employment Center and this has added an additional opportunity to access the needs of those disadvantaged populations needing transportation services for employment.

#### Consultation with Interested Parties

CARTA will continue to provide notice of upcoming public review meetings or review periods being held on the draft and final documents. Notice will be provided to known interested parties including minorities, the disabled, elderly, low income and Limited English-speaking populations.

CARTA will also continue to strive to locate more partners by focusing on the following methods of outreach:

- Email notification, to organizations such as rural migrant mission
- Use of Facebook and other social media
- Use of ads on buses with a service change
- Coordination with human service transit providers
- Engage community leaders and churches in affected geographic area to information Resources

Other resources include:

- The Mobility Management Program operated by the BCDCOG
- 211 (United Way) has transportation information & coordinate for updates
- Low-income bus pass program, administered by BCDCOG SC Works-Charleston
- Use of Environmental Justice as a scoring criterion in LRTP/TIP project selection
- Continues maintenance of GIS data on minority & low-income

#### Public Participation Process for Fare Changes

Prior to request for Board adoption, staff will schedule, conduct outreach, and solicit public input in accordance with CARTA's Public Participation Plan. CARTA's outreach effort will include a 30-day comment period on the proposed changes and the accompanying federally required Title VI fare equity analysis. Prior to holding the public meetings, CARTA will prepare and distribute a notice to riders and members of the public.

The public notice must include:

- A title and brief description of the proposed changes and a statement that CARTA is seeking public comments.

- Notice of documents available for review (e.g., draft fare structure proposal(s), Title VI equity analysis, and/or environmental documents).
- The date, time, and location of the public meeting(s) and transit routes serving the location.
- Contact information and where to find additional information.
- The final date and time to submit comments.

CARTA will post the notice on CARTA’s website and will accept comments on the proposed fare changes for at least 30 calendar days. The notice will be posted in English as well as any non-English languages determined by CARTA policy on language assistance. CARTA will also provide information on the hearing in CARTA vehicles, at major stops and stations, and to applicable mailing list subscribers. CARTA may also notify riders through press releases or through social media.

Upon request, and given advanced notice of at least 3 business days, CARTA will provide an interpreter (including sign language) at the public meeting. CARTA’s translator service also provides interpretation services over the phone for patrons calling for additional information, to make comments, or to arrange interpretation services at the public hearing.

Comments received through the public meeting(s) and comment period will be analyzed, evaluated, and reported to the Board. Changes may be made to the recommended fare structure and pricing, and/or additional options considered as a result of public input.

In adopting fare changes, CARTA will comply with all relevant laws and regulations governing fares, discounts, and farebox recovery. These include the Federal Title VI of the Civil Rights Act of 1964 and Executive Order 12898, addressing equity and Federal funding guidelines addressing fare discount.

#### Implementation of Fare Changes

Given the intended infrequency of fare changes, staff must examine how and where fare levels are posted and communicated. The intent is to clearly convey current fare levels and plans for routine, modest changes, efficiently. In addition to posting fares on ticket vending machines, staff will post current fares on-line and guide customers to that site in marketing and communications materials. Staff will likewise strive to minimize the administrative burden and cost of changing fare media, by leveraging technology solutions like mobile phone and smart card payment mechanisms.

#### Outcome Reporting

Actual revenue results sometimes vary from plans and projections, and staff will routinely report fare revenue results versus the plan to the Board of Directors. At minimum, such performance results will include average fare per passenger, farebox recovery, total ridership, and total fare revenue, all versus the long-term financial plan (shows compounding impact of differences between planned and actual fare revenues) and the current year budget. When appropriate, staff will recommend changes for Board consideration at mid-year and annual budget reviews.

# CARTA

Charleston Area Regional Transportation Authority

## MEMORANDUM

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TO: Ronald E. Mitchum, CARTA Executive Director  
FROM: Jeffrey Burns, Senior Planner  
DATE: September 1, 2017  
SUBJECT: Update to the Disadvantaged Business Enterprise & Small Business Participation  
Goal Setting Methodology  
CC: file

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The purpose of the goal setting process for CARTA's the Disadvantaged Business Enterprise (DBE) Program is to determine the overall program goal for the Federal Transit Administration funding it receives for Federal Fiscal Years 2017-2019, and as a condition of receiving this assistance, CARTA has signed an assurance that it will comply with 49 CFR Part 26. It is the policy of CARTA to ensure that DBE's have an equal opportunity to receive and participate in DOT-assisted contracts.

In response to a finding from FTA's Triennial Review, the enclosed policy has been updated to include contracting opportunities with our operating contractor. Further, the calculation has been updated to more accurately reflect the timeline of the intermodal center, which is a large contracting opportunity. For fiscal years 2017, 2018, and 2019, CARTA has established an overall DBE usage goal of 11%.

There are only 860 firms registered with the SCDOT Unified Certification Program and their services provided do not always match the needs of a transit agency. Nevertheless, CARTA staff will pursue all opportunities to engage small businesses and DBE firms.

Staff submits this item for your consideration and requests approval.

# CARTA

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Charleston Area Regional Transportation Authority

## Disadvantaged Business Enterprise & Small Business Participation Goal Setting Methodology for the FY 2017, FY 2018, and FY 2019



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**June 2016, Revised August 21, 2017**

FTA Recipient ID# 1115,  
DBE Report Group A

CARTA  
1362 McMillan Ave., Suite 100  
North Charleston, SC 29405  
Telephone (843) 529.0400  
Contact Person: Jeffrey Burns

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# CARTA

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## Charleston Area Regional Transportation Authority

### Goal Setting Methodology for the DBE Program

#### **INTRODUCTION**

The United States Department of Transportation (USDOT) has revised the Disadvantaged Business Enterprise program and published revised program regulations (49 CFR Part 26) on November 3, 2014. The USDOT has set a 10% “aspirational goal” at the national level, which the USDOT uses as a tool in evaluating and monitoring the national DBE program. The revised program rule does not authorize or require recipients to set overall goals at the 10% level. Instead, the revised regulation requires individual recipients to establish a goal that reflects the amount of participation by DBE’s that can be achieved in the recipient’s area in the absence of discrimination. On February 23, 2010, 49 CFR Part 26 was updated to allow for the establishment of goals which apply to the three forthcoming fiscal years, in this case FY 2017, FY 2018, and FY 2019.

The USDOT outlined a two-step process recipients could use to set goals. Initially, recipients determine a baseline figure that represents the number of ready, willing, and able DBE firms relative to the number of all businesses ready, willing, and able to participate in USDOT funded projects. The second step involves examining all evidence available to determine what adjustments, if any, are needed to the base figure. Evidence that must be considered in the second step includes current capacity of DBE’s to perform work in the recipient’s program as measured by the volume of work DBE’s have performed in recent years. A recipient’s goal must be based on demonstrable evidence of the availability of ready, willing, and able DBE’s to participate in the recipient’s USDOT funded contracts.

The purpose of the goal setting process for CARTA’s DBE Program is to determine the overall program goal for the Federal Transit Administration funding it receives for Federal Fiscal Years 2017-2019, and as a condition of receiving this assistance, CARTA has signed an assurance that it will comply with 49 CFR Part 26.

#### **DBE PROGRAM POLICY STATEMENT**

CARTA has established a Disadvantaged Business Enterprise (DBE) and Small Business Participation Program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. CARTA has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, CARTA has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of CARTA to ensure that DBE's, as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy –

1. To ensure nondiscrimination in the award and administration of DOT-assisted contracts;

2. To create a level playing field on which DBE's can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBE's;
5. To help remove barriers to the participation of DBE's in DOT assisted contracts; and
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program; and
7. To facilitate competition in DOT-assisted public works projects by small business concerns, both DBEs and non-DBE small businesses.

#### **METHODOLOGY FOR SETTING THE BASE FIGURE**

The initial step in the goal setting process is to establish the base figure that represents the number of willing, ready, and able DBE firms relative to the number of businesses ready, willing and able to perform work for the FTA funded projects undertaken by CARTA. CARTA has historically undertaken the same mix of contracting activities which include the following: bus shelter cleaning and repair, professional services to include engineering, financial, consulting, and legal services, fixed route and paratransit operations and maintenance, facilities maintenance and construction, and bus shelter construction projects. CARTA's Intermodal Facility construction is a major project that is anticipated to affect goals for FY17 and FY18, allowing for additional categories to be added to the potential vendor list. The base figure is developed by reviewing available vendors in these contracting sectors and also reviewing the available certified DBE firms in those same areas. Several options were presented in the USDOT's revised regulations including:

- DBE Directory and Census Bureau Data
- Bidders List
- Disparity Study Data
- Goal of another recipient
- Alternative Methods

The standard method of utilizing DBE Directory Information and Census Bureau data was selected for the establishment of the baseline figure. Census Bureau data for Berkeley, Charleston, and Dorchester counties, which encompasses all of CARTA's current service area was used in determining the total number of businesses available for CARTA's FTA funded projects. This geographic area also comprises the Charleston-North Charleston Urbanized Area as defined by the US Census Bureau. As mandated by USDOT regulations, CARTA is a participant in the SCDOT Unified Certification Program, which was approved in April 2012.

The base figure is developed by reviewing available vendors in these contracting sectors as found in the 2015 US Census Business Patterns Database. Firms in NAICS code categories that CARTA will be utilizing in FY 2017, FY 2018, and FY 2019 were identified and compiled. The South Carolina Department of Transportation's Unified DBE directory was then used to identify DBE firms in the NAICS code categories that CARTA will be utilizing in FY 2017-2019.

- Total number of businesses in the Charleston-North Charleston Urbanized Area: **17,916**
- Total number of DBEs in the South Carolina UCP Directory: **860**
- Total number of businesses with potential to be used by CARTA: **2,654**
- Total number of DBEs providing services likely to be used by CARTA: **85**
- Overall percentage of DBE businesses feasible for CARTA to use: **3.2%**

CARTA Project Type		NAICS Code	Anticipated Project Cost
Audit Services		541211	\$15,000
Armored Transport Services		561613	\$90,000
Bus Shelter Cleaning/Repair		561720	\$98,000
Bus Shelter Construction		236220	\$650,000
Facility Maintenance		236220	\$400,000
Fixed Route/Paratransit Operations		485113	\$32,619,500
Grounds Maintenance		561730	\$36,000
Janitorial Services		561720	\$75,000
Uniforms		812332	\$120,000
NTD Data Collection & Reporting		541910	\$7,500
Paratransit Service Eligibility Certification		485991	\$54,000
Vehicle Cleaning Service		811192	\$360,000
Office Equipment		532420	\$28,000
Replacement Vehicle Parts		423120	\$150,000
Vehicle Tires		423130	\$450,000
Printing		323111	\$177,250
Professional Services - Engineering		541330	\$150,000
Professional Services – Legal		541110	\$75,000
Professional Services – Public Relations		541820	\$170,000
FY2018 – Intermodal Center Project	Construction & Institutional Building Construction	236220	\$6,953,661
	Masonry Contractor	238140	\$297,000
	Roofing Contractor	238160	\$660,290
	Electrical & Wiring	238210	\$1,146,595
	Plumbing, Heating & Air	238220	\$258,472
	Site Preparation	238910	\$3,114,776
Total			\$48,191,044

NAICS Code	Number of Firms Ready, Willing, &	Number of DBEs Ready, Willing, & Able
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Able		
541211	102	9
561613	3	0
561720	203	3
236220	106	2
236220	106	3
485113	2	2
561730	276	11
561720	203	1
812332	6	0
541910	19	2
485991	4	1
811192	29	1
532420	4	0
423120	14	3
423130	8	2
323111	23	2
541330	187	1
541110	532	7
541820	19	1
236220	106	28
238140	31	1
238160	29	1
238210	166	1
238220	238	2
238910	238	1
<b>Total</b>	<b>2,654</b>	<b>85</b>

**STEP 2 ADJUST THE BASE FIGURE**

The base figure in the first step estimates the ready, willing, and able DBE firms relevant to all businesses ready, willing, and able to participate in CARTA’s FTA funded projects. The second step involves examining all evidence available to determine what adjustment, if any is needed to the base figure. Past performance in DBE goal attainment was used for the purposes of adjusting the base figure. For FY 2014, the average attainment for the year was 13.9%. For FY 2015, the average attainment for the year was 4.8% and for FY 2016, the average attainment for the year was 0.5%.

**DETERMINATION OF THE FY 2017-2019 OVERALL DBE GOAL**

Due to the level of attainment of DBE participation in past years, the baseline goal was adjusted to reflect historical attainment levels. During 2016, CARTA was forced to curtail services and capital expenditures for financial reasons that impacted our DBE usage goal attainment. For the last two years prior to 2016, the average annual attainment was 9.4%. With a large construction project anticipated in FY 2018 and then programmed projects return to normal levels for FY 2019, the overall DBE Goal is 11%.

## **Fiscal Year 2017-2019 Overall DBE Goal – 11%**

As a recipient of FTA funds, CARTA is required to express its goal as a percentage of all FTA funds that will be expended in the forthcoming fiscal year.

### **RACE NEUTRAL VERSUS RACE CONSCIOUS GOALS**

As average attainment exceeds the base figure, the goal is 100% race neutral.

### **PUBLIC PARTICIPATION & CONSULTATION PROCESS**

The revised USDOT regulations require consultation with minority, women's and general contractor groups, community organizations, and other officials or organizations that could be expected to have information concerning the availability of disadvantaged and non-disadvantaged businesses. CARTA partnered with SCDOT on February 6, 2014 at a public outreach meeting to receive public input as well as share details on how to improve setting and achieving DBE goals. In the past CARTA has relied upon the Consultation Committee's comments to the South Carolina Department of Transportation for the original establishment of this goal. The Consultation Committee consisted of the following participants:

- SC Senate Transportation Committee
- South Carolina Legislative Black Caucus
- South Carolina Legislative Women's Caucus
- SC House Ways and Means Committee
- Governor's Office
- Carolina Association of General Contractors
- Disadvantaged Minority Business Enterprise owners
- Disadvantaged Women Business Enterprise owners
- South Carolina Transportation Policy Council
- Transportation Association of South Carolina
- Consulting Engineers of South Carolina
- South Carolina Division of Aeronautics
- Representative of South Carolina State University

The Consultation Committee met with the SCDOT and CARTA to comment on data, methodology, and approaches to be considered by the SCDOT in its determination of an overall goal. On August 25, 2017, a local consultation process was conducted to receive feedback on the goal and the methodology to establish the goal. The sign-in sheet is attached.

Following this consultation, CARTA will publish a notice of the proposed overall goals, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at our administrative office for 30 days following the date of the notice. CARTA and DOT will accept comments on the goals for 45 days from the date of the notice published in the newspaper of general circulation.

Comments received during the previous consultation meeting included the need for a centralized place for DBEs to view projects available for bid, the frustration over the cumbersome process to be certified as a DBE, and the difficulty for a DBE to establish a work history with a general contractor. Additional comments included the fact that DBEs were less aware of FTA-funded projects opposed to FHWA-funded as a contracting opportunity.

During this consultation session, the comments received included the prohibitive bonding requirements in federal contracts, the lack of a consistent application of the prompt payment clause, and the fact that small businesses do not understand the DBE process. The discussion also touched on the ability of a small business to meet the bonding requirement and obtain loans to sustain operations.

Based the comments received, CARTA staff informed the attendees that our construction projects are included in the South Carolina Business Opportunities publication (SCBO), a publication provided by the State Fiscal Accountability Authority as the central place to view projects available for bid. CARTA staff also informed the group of the on-going contracting opportunities available with FTA-funded properties, such as tire contracts, building maintenance service, and professional services. The regional Council of Governments has a revolving loan fund to support small businesses and workforce development agency offers payed on-the-job training for small business to gain qualified employees. Regarding the financial elements, it was suggested that a small business representative attend pre-bid meeting to meet the general contractors and look for opportunities to have the prime contractor hold the bond. It was reiterated that resources are available at the local and state level to assist in becoming a certified DBE.

In addition, since 2007 CARTA has participated in a large local Expo and Trade Show that targets minority business-owners and consumers. In conjunction with the Expo, CARTA participates in a forums to discuss CARTA business opportunities with minority owned firms via the local municipalities and the county governments. Firms were provided information on how to become certified through SCDOT's Unified Certification Program. Several other local municipalities' purchasing functions participated in the Expo and the Business Opportunities Forum as well. CARTA plans to participate annually in the Expo to increase awareness of contracting opportunities, and to encourage firms to become certified.

Finally, CARTA has partnered with Charleston County Procurement and its Small Business Program which also includes minority firms. Charleston County methods and databases are used to target firms to receive solicitations for CARTA projects and purchases. The participation in this program has led to a higher attainment of utilization of DBE firms. A meeting with the County staff was held on August 29, 2017 to provide an update on contracting opportunities at CARTA and to inform them of our participation in the program.

In accordance with 49 CFR 26.45(g)(1)(ii), the goal methodology and the proposed overall goal was posted on CARTA's agency web site before August 1<sup>st</sup>. The posting can be viewed at <http://www.ridecarta.com/business-center/title-vi>.

**CONSULTATION PROCESS**  
**CARTA DBE Usage Goal Methodology**  
 August 25, 2017, 9:30 AM, hosted by the Charleston County Aviation Authority

	NAME	REPRESENTING	EMAIL
1	Robert Carew	CCAA	
2	Sharon McGhee	CCAA	
3	Jeff Burns	CARTA	
4	Donald McClutcheon	Black Contractors Assoc of Cardinals	McCree's Construction & Demol.
5	Carla Nelson Chambers	Jacobsen Daniels	
6	Claudine Choate	USDOT SBT Mid South Atlanta	cchoate@fwd-mc.net
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9			
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11			
12			
13			
14			

# CARTA

Charleston Area Regional Transportation Authority

## MEMORANDUM

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TO: Ronald E. Mitchum, CARTA Executive Director  
FROM: Jeffrey Burns, Senior Planner  
DATE: September 1, 2017  
SUBJECT: Update to the Limited English Proficiency Plan  
CC: file

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Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds.

In response to a finding from FTA's Triennial Review, the enclosed policy has been updated with a procedure for bus operators providing language assistance to persons with limited English proficiency who wish to access services provided by CARTA. The updated policy, along with evidence of training will demonstrate compliance with this requirement.

Staff submits this item for your consideration and requests approval.

# CARTA

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Charleston Area Regional Transportation Authority

## **Limited English Proficiency Plan: An Element of the Title VI Plan**

Prepared for  
The Federal Transit Administration  
Office of Civil Rights



September 2017

**CARTA**  
FTA ID# 1115

1362 McMillan Ave., Suite 100  
North Charleston, SC 29405  
Telephone (843) 529.0040  
Contact Person: Jeffrey Burns

## Limited English Proficiency (LEP) Plan

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency* indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds.

### LEP Plan/Policy Summary

CARTA has developed a *Limited English Proficiency Plan* to help identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access services provided. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. These policies outline how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare the LEP policies, CARTA used the four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served by the CARTA
2. The frequency with which LEP persons come in contact with CARTA's services.
3. The nature and importance of services provided by CARTA to the LEP population.
4. The interpretation services available to CARTA and overall cost to provide LEP assistance.

### MEANINGFUL ACCESS: FOUR-FACTOR ANALYSIS

- 1. The number or proportion of LEP persons in the service area who may be served or are likely to require CARTA's services.**

A LEP person would interact with our agency as consumer of our transportation services. CARTA examined the 2010 Census data and was able to determine that in the tri-county area, the number of residents who spoke a language other than English at home can be broken down as follows:

LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER			
Universe: Population 5 years and over			
	Berkeley	Charleston	Dorchester
Total Population:	171,069	335,746	130,133
Speak English less than "very well"	5,533	9,723	2,976
Percentage	3.2%	2.9%	2.3%

Berkeley County had approximately 5,533 persons or 3.2% of the county population who spoke English less than 'very well.' Charleston County had 9,723 persons or 2.9% of the county population who spoke English less than 'very well.' Dorchester County had 2,976 persons or 2.3% of county residents who spoke a language other than English less than 'very well.' In each county, Hispanics comprised the largest non-English speaking language group with 55.5% speaking Spanish. It has been found that the literacy skills in this community are adequate to provide materials, such as schedule brochures in Spanish as an effective practice and does not represent a barrier.

**2. The frequency with which LEP persons come in contact with CARTA services.**

CARTA staff reviewed the frequency with which office staff have, or could have, contact with LEP persons. This includes documenting phone inquiries or office visits. To date, CARTA has had no requests for interpreters and no requests for translated program documents. CARTA bus schedules present route information in English and Spanish. The CARTA website can be translated into numerous languages through the use of imbedded software.

**3. The nature and importance of services provided by CARTA to the LEP population.**

Transportation and mobility is of great importance to the community. Generally speaking, the more important the program, the more frequent the contact and the likelihood that language services will be needed. The provision of public transportation is a vital service, especially for people without access to personal vehicles. Development of a coordinated plan to meet the specific transportation needs of seniors and people with disabilities will often also meet the needs of LEP persons. A person who is LEP may have a disability that prevents the person from using fixed route service, thus making the person eligible for ADA complementary paratransit. Facilitated meetings with LEP persons are one method to inform the recipient on what the local LEP population considers to be an essential service, as well as the most effective means to provide language assistance. CARTA's outreach activities serve this role in the Latino Community and the actions outlined in this LEP Plan will provide a procedure to accommodate the needs of LEP individuals.

**4. The resources available to CARTA and overall cost to provide LEP assistance.**

CARTA reviewed its available resources that could be used in providing LEP assistance and which of its documents would be most valuable to be translated if the need should arise. Resources are available, and technology solutions, coordinating with local jurisdictions, or colleges are willing to provide voluntary Spanish and other language translation or large print if needed within a reasonable time period.

A translation service has been procured to assist CARTA passengers in communicating with customer service staff. The translation service can provide verbal or written interpretation. A procedure has been developed for bus operators to refer passengers with limited English skills to the customer service representation. The drivers and support staff have been trained on the process.

CARTA maintains a list of documents are considered mission critical and will be translated and made available as part of the annual process of updating. Documents not included on this list will be translated upon request.

1. Transit Route schedule brochures
2. Riding rules posters and Title VI notice to beneficiaries.
3. Public hearings on service and fares.

Analysis

CARTA analyzed the four factors and determined that the population of LEP persons living in the Charleston region is relative small when compared to the rest of the population. However, the resources have been provided and are available to provide to the LEP population. Spanish-speaking individuals in the service area meet the policy threshold and will be accommodated. The Authority developed the following plan to assist individuals with Limited English Proficiency within its service region.

Language Spoken at Home by Population 5 Years and Over that Speak English Less than Very Well

Charleston County, South Carolina				
Language	Estimate	Percent of Population	Speaks English Less than "very well"	Percent LEP
Total:	349,832	-		
Speak only English	325,870	93.2%	-	
Spanish or Spanish Creole:	14,395	4.1%	5,902	1.7%
Chinese:	1,566	0.4%	777	0.2%
Vietnamese:	528	0.2%	322	0.1%
Tagalog:	558	0.2%	198	0.1%
French (incl. Patois, Cajun):	1,395	0.4%	180	0.1%
Arabic:	580	0.2%	164	0.0%
Other Slavic languages:	316	0.1%	145	0.0%
Italian:	483	0.1%	114	0.0%
German:	1,012	0.3%	102	0.0%
Korean:	150	0.0%	98	0.0%
Russian:	355	0.1%	86	0.0%
Japanese:	173	0.0%	47	0.0%
Mon-Khmer, Cambodian:	46	0.0%	36	0.0%
Other Indo-European languages:	217	0.1%	30	0.0%
Hebrew:	82	0.0%	27	0.0%
Portuguese or Portuguese Creole:	372	0.1%	26	0.0%
Other West Germanic languages:	173	0.0%	25	0.0%
Other Indic languages:	128	0.0%	21	0.0%
French Creole:	63	0.0%	20	0.0%
Serbo-Croatian:	20	0.0%	20	0.0%
Other Asian languages:	183	0.1%	17	0.0%
Other Pacific Island languages:	49	0.0%	15	0.0%
Hindi:	191	0.1%	13	0.0%
African languages:	213	0.1%	9	0.0%
Polish:	37	0.0%	8	0.0%
Yiddish:	5	0.0%	0	0.0%
Scandinavian languages:	286	0.1%	0	0.0%
Greek:	104	0.0%	0	0.0%
Armenian:	3	0.0%	0	0.0%
Persian:	43	0.0%	0	0.0%
Gujarati:	38	0.0%	0	0.0%
Urdu:	22	0.0%	0	0.0%
Hmong:	0	0.0%	0	0.0%
Thai:	98	0.0%	0	0.0%
Laotian:	0	0.0%	0	0.0%
Navajo:	0	0.0%	0	0.0%
Other Native North American languages:	6	0.0%	0	0.0%
Hungarian:	0	0.0%	0	0.0%
Other and unspecified languages:	72	0.0%	0	0.0%

US Census Bureau's American Community Survey (ACS) 5-Year Estimates

### Language Assistance

A person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English may be a Limited English Proficient person and may be entitled to language assistance with respect to CARTA services. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language and/or translation, which means the written transfer of a message from one language into another language.

How CARTA staff may identify an LEP person who needs language assistance:

- Distribute business cards stating the availability of interpretation or translation services free of charge in languages LEP persons would understand
- All CARTA staff will be provided with “I Speak” cards to assist in identifying the language interpretation at public meetings
- All CARTA staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year
- When CARTA sponsors an informational meeting or event, an advanced public notice of the event should be published including special needs related to offering a translator (LEP) or interpreter (sign language for hearing impaired individuals). Additionally, a staff person may greet participants as they arrive. By informally engaging participants in conversation it is possible to gauge each attendee’s ability to speak and understand English. Although translation may not be able to be provided at the event it will help identify the need for future events.
- If staff knows that they will be presenting a topic that could be of potential importance to an LEP person or if staff will be hosting a meeting or a workshop in a geographic location with a known concentration of LEP persons, have meeting notices, fliers, advertisements, and agendas printed in an alternative language, such as Spanish.
- When running a general public meeting notice, staff should insert the clause “Un traductor del idioma español estará disponible” This means “A Spanish translator will be available”. Or if not sure of the need, staff should insert this clause, “Si usted necesita la ayuda de un traductor del idioma español, por favor comuníquese con la (Kim Coleman) al teléfono (843) 724-7420, cuando menos 48 horas antes de la junta” which asks persons who need Spanish language assistance to make arrangements with CARTA within two days of the publication notice.
- Include this statement when running a general public meeting notice. “Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact (Kim Coleman) at least two working days of the publication notice.”
- CARTA contracts with company to provide translations services to support the needs of the LEP community
- CARTA will continue to partner with the Hispanic community, the SC Department of Health and Environmental Control, the Medical University of South Carolina, the Lowcountry Aids Services, the University Of SC School Of Public Health and others on ways to assess and reach the needs of the disadvantaged.

### Language Assistance Measures

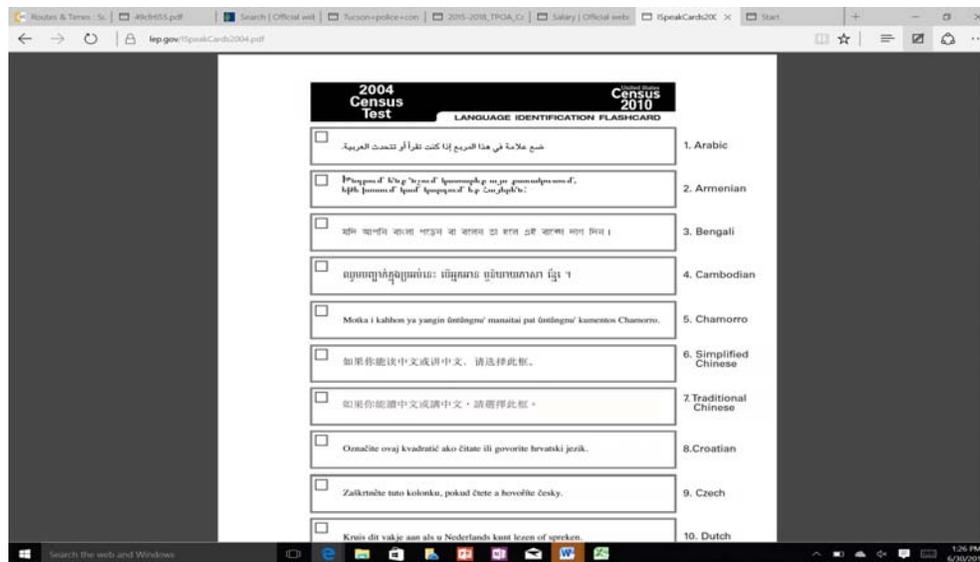
1. CARTA staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating in English or have disability that prevents them from fully participating in the public process
2. The following resources will be available to accommodate LEP persons:

- Interpreters for the Spanish language and hearing impaired are available and will be provided
- Staff may be able to assist with written communications and all CARTA documents translation requests from LEP persons. The website content may now be easily converted to Spanish and 49 other languages through the use of the Babble Fish software on the website.

### Staff Training

The following training will be provided to all CARTA staff:

- Information on the Title VI Policy and LEP responsibilities
- Description of language assistance services offered to the public
- Use of the “I Speak” cards
- Documentation of language assistance requests
- How to handle a potential Title VI/LEP complaint



The following training will be provided to bus operators:

- The Operator will use the provided pictorial guide to demonstrate how to ride a bus, deposit the fare, etc.
- The Operator will offer the LEP customer a business card with the phone number to customer service (same phone number as shown on the route schedule brochure) and customer will connect them with the translation service. If the customer does not have a phone, please contact Dispatch to have a Supervisor to meet you on-route.
- If you are inbound or near the SuperStop, please escort the customer to the SuperStop attendant and they can provide assistance in contacting a Customer Service Representative.
- If an individual needing language assistance that comes into the office or calls to schedule a paratransit trip, refer them to a Customer Service Representative and they will contact the interpretation services for assistance in communicating with the client, as approved the Customer Service Manager.
- Flash cards have been provided that should be kept with your route book at all times.

**All contractors or subcontractors performing work for CARTA will be required to follow the Title VI/LEP guidelines.**

### Translation of Documents

CARTA weighed the costs and benefits of translating documents for potential LEP groups. Considering the expense of translating all of the documents, the likelihood of frequent changes in documents and other relevant factors, at this time it is not necessary to have all documents translated. The following CARTA documents are currently available in Spanish: Transit Route schedule brochures, Riding rules posters, Title VI notice to beneficiaries, and public hearings on service and fares, the paratransit eligibility application, and the Title VI complaint form.

### Subrecipients and LEP Policies

Awareness of LEP has grown in recent years and CARTA is committed to assisting all persons achieve mobility. All fare information of subrecipients is posted on each bus and at the Transit Center in Spanish. Schedule information incorporates international symbols to improve the readability of transit information. Route signs have been installed throughout the system to aid navigation. CARTA will work with subrecipients to provide information in the requested format and advise them on methods to exceed compliance with Title VI provisions.

Currently, CARTA does not have any subrecipients. If there were to be a subrecipient, we would monitor their compliance with Title VI through document inspections, field inspections, monitoring of service parameters, and oversight of the complaint process. CARTA would use the compliance checklist included herein as Appendix I. No federal funds would be sub allocated until all of the conditions are met.

### Environmental Justice

Environmental justice is a program to ensure that one group is not unjustly subjected to burden the negative impacts of a construction project or general impact of an organizational decision. CARTA will include environmental justice considerations in capital investment projects and transit service delivery.

### Summary of Public Outreach and Involvement Activities

In order to integrate into community outreach activities, viewpoints of minority, low-income, and LEP populations are sought out and considered in the course of conducting public outreach and involvement activities. An agency's public participation strategy shall offer early and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions. This is accomplished by conducting meetings in an open and welcoming manner. Meetings are held in transit accessible locations, with notices circulated in the newspaper of general circulation. Meetings are also published in minority papers per CARTA Public Participation Plan (PPP).

Multiple methods of communication are offered to our customers and citizens. Staff is accessible by telephone, e-mail, and in person. The agency contact information is published on the website, transit vehicle interior, route schedules, and all publications. Also, public participation is encouraged through the Metropolitan Planning Organization and organization-wide events.

### Determination of Site or Location of Facilities

Title 49 CFR Section 21.9(b)(3) states, "In determining the site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any program to which this regulation applies, on the grounds of race, color, or national origin; or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the Act or this part." Title 49 CFR part

21, Appendix C, Section (3)(iv) provides, “The location of projects requiring land acquisition and the displacement of persons from their residences and businesses may not be determined on the basis of race, color, or national origin.” For purposes of this requirement, “facilities” does not include bus shelters, as these are transit amenities and are covered in Chapter IV, nor does it include transit stations, power substations, etc., as those are evaluated during project development and the NEPA process. Facilities included in this provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc. In order to comply with the regulations:

1. CARTA will complete a Title VI equity analysis during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin. Recipients shall engage in outreach to persons potentially impacted by the siting of facilities. The Title VI equity analysis must compare the equity impacts of various siting alternatives, and the analysis must occur before the selection of the preferred site.
2. When evaluating locations of facilities, CARTA will give attention to other facilities with similar impacts in the area to determine if any cumulative adverse impacts might result. Analysis should be done at the Census tract or block group where appropriate to ensure that proper perspective is given to localized impacts.
3. If the CARTA determines that the location of the project will result in a disparate impact on the basis of race, color, or national origin, the recipient may only locate the project in that location if there is a substantial legitimate justification for locating the project there, and where there are no alternative locations that would have a less disparate impact on the basis of race, color, or national origin. The recipient must show how both tests are met; it is important to understand that in order to make this showing, the recipient must consider and analyze alternatives to determine whether those alternatives would have less of a disparate impact on the basis of race, color, or national origin, and then implement the least discriminatory alternative.

#### Monitoring and Updating the Title VI and LEP Policies

The Title VI Plan is designed to be flexible and is one that can be easily updated. At a minimum, CARTA will follow the Title VI Program update schedule for the LEP Plan. The next required Title VI Program update must be forwarded to the FTA by April 11, 2018.

#### Dissemination of CARTA’s Title VI Plan

CARTA will post the Title VI Civil Rights and LEP Policy Updates on its website at [www.ridecarta.com](http://www.ridecarta.com). Any person, including social service, non-profit, and law enforcement agencies, and other community partners with internet access will be able to access the plan. For those without personal internet service, all Charleston, Berkeley, and Dorchester county libraries offer free internet access. Copies of the Title Civil Rights Update will be provided to any person or agency requesting a copy. Each LEP persons may obtain copies/translations of the plan upon request. Any questions or comments regarding this plan should be directed to the Senior Planner:

Jeffrey Burns, AICP, CARTA, 1362 McMillan Ave., Suite 100, North Charleston, SC 29405

Phone: 843-529-2128

E-mail: [jburns@ridecarta.com](mailto:jburns@ridecarta.com)

# CARTA

Charleston Area Regional Transportation Authority

## MEMORANDUM

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TO: Ronald E. Mitchum, CARTA Executive Director  
FROM: Jeffrey Burns, Senior Planner  
DATE: September 13, 2017  
SUBJECT: Request Approval for One-Time Expenditure on Engineering Services for  
Dorchester Rd. Shelter Installation Project  
CC: file

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The bus stop facility improvement project is underway, and we anticipate construction to begin this fall. The project will add nine shelters and 13 benches at transit stops along Dorchester Road and Ashley Phosphate Road. To date, the design plans have been completed, encroachment permits have been approved by SCDOT, and property owners have been contacted to discuss right-of-way needs for installation.

During discussions with Charleston County for an easement, or license agreement as has been executed in the past, it was requested that a shelter be installed at the Dorchester Road Library instead of a bench that was planned for the site. This will require a revision to the engineering plans and resubmittal to SCDOT for the encroachment permit. Davis & Floyd, Inc. prepared the engineering plans under an on-call services contract that has since expired.

It is requested that one-time expenditure with Davis & Floyd, Inc. be approved to revise the engineering drawings to substitute the currently designed site with a concrete pad and bench with a concrete pad and transit shelter. The not-to-exceed cost will be \$600 hourly cost for the engineering work.

Staff submits this item for your consideration and requests approval.

# CARTA

Charleston Area Regional Transportation Authority

## MEMORANDUM

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TO: Ronald E. Mitchum, CARTA Executive Director  
FROM: Jeffrey Burns, Senior Planner  
DATE: September 1, 2017  
SUBJECT: Planning Coordination Agreement with BCDCOG  
CC: file

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The continuing, coordinated, and comprehensive transportation planning process in the Charleston-North Charleston Urbanized Area (UZA) is dependent upon the cooperation and mutual support of all the responsible parties. This agreement defines the roles and responsibilities of the BCDCOG and CARTA, especially relating to planning, programming, and operations of public transportation, as well as intermodal transportation efforts.

BCDCOG is the federally designated agency/staff for the Charleston Area Transportation Study (CHATS MPO), the designated Metropolitan Planning Organization for the Charleston-North Charleston UZA, and CARTA is the federally designated public transit operator for the UZA.

This agreement satisfies federal regulations requiring such an agreement to specify cooperative procedures for conducting transportation planning and programming, development and sharing of information, and cooperatively delivering transportation services to the community.

Staff submits this item for your consideration and requests approval.

# **Planning Coordination and Cooperation Agreement between the Berkeley – Charleston - Dorchester Council of Governments and the Charleston Area Regional Transportation Authority**

This agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between Berkeley-Charleston-Dorchester Council of Governments, hereinafter referred to as "BCDCOG," and the Charleston Area Regional Transportation Authority, hereinafter referred to as "CARTA."

## **SECTION 1: PURPOSE**

The continuing, coordinated, and comprehensive transportation planning process in the Charleston-North Charleston Urbanized Area (UZA) is dependent upon the cooperation and mutual support of all the responsible parties. This agreement defines the roles and responsibilities of the BCDCOG and CARTA, especially relating to planning, programming, and operations of public transportation, as well as intermodal transportation efforts. BCDCOG is the designated staff for the Charleston Area Transportation Study (CHATS MPO), the designated Metropolitan Planning Organization for the Charleston-North Charleston UZA, and CARTA is the federally designed public transit operator for the UZA.

This agreement satisfies federal regulations requiring such an agreement to specify cooperative procedures for conducting transportation planning and programming.

BCDCOG is designated as the agency to staff the CHATS MPO in a letter from the Governor of South Carolina dated February 2, 1977, having served as the staff for CHATS since 1973. The CHATS MPO was established in that same letter pursuant to joint Federal Highway Administration / Federal Transit Administration's urban transportation planning regulations. In 2015, the BCDCOG was appointed as the designated recipient for Federal Transit Administration (FTA) assistance funding for the UZA in a letter from the Governor of South Carolina.

CARTA is a direct recipient of Federal Transit Administration assistance funds, becoming the transit provider for the UZA in January 1999.

## **SECTION 2: ORGANIZATIONAL RESPONSIBILITIES**

### **BCDCOG Emphasis on Multimodal Comprehensive Planning**

In general, BCDCOG shall be responsible for the overall coordination of the regional transportation planning process, project programming, and development activities through the operation of the CHATS MPO. Products of the CHATS MPO include the development of the Transportation Improvement Program (TIP), the Long Range Public Transportation Plan (LRTP), the annual listing of obligated projects, and the Unified Planning Work Program (UPWP), including project priority recommendations.

In accordance with federal regulations, BCDCOG shall ensure that the UPWP is updated annually, the TIP every two years, and the Long Range Public Transportation Plan every five years.

In its planning, BCDCOG shall include policy coordination with CARTA to achieve integrated and supportive efforts in development of the UPWP and development and maintenance of the regional TIP. In accordance with CHATS bylaws, CARTA shall participate as a voting member of the CHATS Policy Committee, Study Team, and standing advisory committees, as well as serve on various subcommittees and advisory committees by appointment.

BCDCOG shall be responsible for conducting comprehensive system and multimodal transportation planning in cooperation with local governments, public transit operators, the South Carolina Department of Transportation (SCDOT), the South Carolina State Ports Authority, and the Charleston County Aviation

# **Planning Coordination and Cooperation Agreement between the Berkeley – Charleston - Dorchester Council of Governments and the Charleston Area Regional Transportation Authority**

Authority.

BCDCOG shall be responsible for developing specific plans related to the transportation systems of regional significance within the CHATS MPO study boundaries, such as major corridor studies. BCDCOG shall also provide assistance to local government agencies to study transportation-related projects upon request.

## **Regional Data Coordination**

BCDCOG shall also be responsible for developing and maintaining the travel demand model for the region, relying upon CARTA, SCDOT, and local jurisdictions for model input and calibration data. BCDCOG shall continue to be responsible for collection of socioeconomic and land use data for future long range public transportation planning activities and operational service studies. BCDCOG planning activities shall be overseen by the CHATS MPO committee structure of which CARTA shall be an active participant of the aforementioned committees.

To help assure consistency in planning activities, BCDCOG shall periodically provide CARTA with current and forecasted demographic, economic, transportation, and other appropriate data as is mutually agreed upon by all parties. Such data requests shall be coordinated and processed according to the BCDCOG's established data request policy.

BCDCOG shall transfer data to map format by creating, maintaining, and updating additional levels of data on base mapping of the MPO area to be used for transportation planning purposes, using a Geographic Information System (GIS).

CARTA shall be responsible for collecting and maintaining ongoing operational data needed for other studies and the MPO's Public Transportation Management System, including the sharing of information for the development of financial plans and the annual listing of obligated projects.

## **Cooperation on Transportation Management and Special Needs**

BCDCOG shall coordinate the CHATS MPO's Congestion Management System, with assistance from the SCOOT Traffic Engineering Division. BCDCOG shall consult with CARTA on public transportation service and facility issues, including development of regional service plans, park and ride facilities, and agency coordination. The BCDCOG will include CARTA in developing and implementing a regional congestion management system.

In accordance with the Americans with Disabilities Act (ADA), the BCDCOG shall provide assistance to CARTA in program development for inclusion in the TIP and the development and update of ADA-compliant plans as needed. CARTA shall take a lead role in planning for the transportation disadvantaged, and providing transit services to transportation disadvantaged persons, consistent with requirements of Title VI of the Civil Rights Act of 1964.

## **CARTA Emphasis on System and Operations Planning**

CARTA shall be responsible for short and long-range transit operational and strategic planning, including financial plans for the transit system. CARTA shall be responsible for program administration, marketing, operational studies, and financial planning related to fixed-route services, Express services, paratransit, and DASH operations. CARTA shall also be responsible for the management and operations of the transit system.

# **Planning Coordination and Cooperation Agreement between the Berkeley – Charleston - Dorchester Council of Governments and the Charleston Area Regional Transportation Authority**

BCDCOG shall provide assistance to CARTA as needed for operational and strategic planning, as well as GIS data management services.

CARTA shall be responsible for directly-apportioned funding and program administration of the FTA Section 5307 funding and FTA Section 5339 funding. BCDCOG shall be responsible for any program administration for major capital investment grants and FHWA/FTA Consolidated Planning Grants.

CARTA may submit applications to BCDCOG as staff for CHATS MPO annually or as the TIP and/or UPWP schedules may require, for public transportation planning and system implementation projects for consideration for funding and inclusion in the regionally prioritized TIP. BCDCOG staff shall process the TIP and UPWP.

## **Cooperation on Statewide Planning**

BCDCOG and CARTA shall continue to serve on the statewide steering committee staffed by SCDOT Mass Transit Division.

## **Coordination on Public Involvement**

To coordinate effective planning and programming activities, CARTA and BCDCOG shall, to the maximum extent practical, coordinate their public information efforts and seek joint opportunities for public involvement.

BCDCOG and CARTA shall also make every effort to promote the benefits and values of public transportation to the community, including the services provided by the BCDCOG Mobility Manager and Travel Demand Management (TDM) program.

## **SECTION 4: TERMINATION**

This agreement may be terminated by either party to this agreement upon written notice to the other party, at least six months prior to the start of the other party's fiscal year. Such notice shall explain the rationale for the declaration of the intent to terminate the agreement and shall confirm that such termination is supported through action of the initiating party in the same manner as the original agreement was approved.

## **SECTION 5: COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS**

BCDCOG and CARTA shall each comply with all applicable local, state, and federal laws and regulations. Nothing in this agreement alters, or seeks to alter, the existing statutory authority of any party to this agreement under state or federal law. If any of the provisions of this agreement are held to be illegal, invalid, or unenforceable, the remaining provisions shall remain in full force and effect.

## **SECTION 6: TERMS**

This agreement shall be effective as of the date first written above and shall extend for an indefinite period until terminated by the parties as provided for herein. The responsible individual identified below for each party to this agreement shall review the implementation of the agreement annually, or upon enactment of major state and/or federal legislation to ensure the agreement is being administered in an effective manner which satisfies the needs of the respective parties, and shall provide a report of such review to their respective policy boards within 30 days of completion of such review.

**Planning Coordination and Cooperation Agreement between the Berkeley –  
Charleston - Dorchester Council of Governments and the Charleston Area Regional  
Transportation Authority**

IN **WITNESS WHEREOF**, the parties hereto have hereunder set their hands and seals the day and year first above written.

**Signed, sealed, and executed for the Charleston Area Regional Transportation Authority:**

By: \_\_\_\_\_  
CARTA Board Chairman

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

**Signed, sealed, and executed for Berkeley-Charleston-Dorchester Council of Governments:**

By: \_\_\_\_\_  
BCDCOG Board Chairman

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