



CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY

CARTA BOARD MEETING

November 28, 2018

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 – September 19, 2018 Meeting
3. Financial Status Report – Robin Mitchum
4. Local Match – CAD/AVL ITS System – Request for Approval – Ron Mitchum
5. Shelter/Bench Installation Project – Status Report – Andrea Kozloski
6. Regional Park and Ride Study Presentation - Sharon Hollis
7. Marketing/Outreach Report - Daniel Brock
8. Executive Director's Report
9. Other Business, If Any
10. Public Comments, If Any
11. Board Comments, If Any
12. Adjournment

Please note that the next regularly scheduled meeting of the CARTA Board will be January 17, 2019 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. The CARTA Board Meetings are broadcast live on Charleston County's Ustream Channel at <https://www.charlestoncounty.org/departments/county-council/cctv.php>.

CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
October 24, 2018

The Charleston Area Regional Transportation Authority (CARTA) Board of Directors met on Wednesday, October 24, 2018, at the Lonnie Hamilton III Public Service Building, Room B-225, in North Charleston, South Carolina.

MEMBERSHIP: Ed Astle; Mary Beth Berry; Bob Brimmer; Dwayne Green; Alfred Harrison; Virginia Jamison; James Lewis; Minnie Newman; Pat O'Neil; Jim Owens; Vic Rawl; Dickie Schweers; Michael Seekings; Elliott Summey; Keith Summey; John Tecklenburg; Jimmy Ward; Craig Weaver

MEMBERSHIP PRESENT: Ed Astle; Mary Beth Berry; Bob Brimmer; Dwayne Green; James Lewis; Jim Owens; Mike Seekings; Jimmy Ward

PROXIES: Dennis Turner for Minnie Newman; Jerry Lahm for Elliott Summey; Keith Benjamin for John Tecklenburg; Warwick Jones for Dickie Schweers; Lynn Christian for Alfred Harrison; Ray Anderson for Keith Summey; Doug Wurster for Vic Rawl

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

OTHERS PRESENT: David Bonner (Transdev); Gloria Fulton (Transdev); Charles Drayton (City of North Charleston); Ben Joyce (McNair Law); Daniel Brock (Rawle-Murdy Associates); Ben Tamsky (Rawle-Murdy); Lindsey Lubanski (Rawle-Murdy Associates); Brian Butler (Campbell Consulting Group); William Hamilton (public); Julia Hamilton (public)

1. Call to Order

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

2. Consideration of Board Minutes: September 19, 2018 Meeting

Mr. Owens made a motion to approve the September 19, 2018 Meeting Minutes as presented. Chief Turner seconded the motion. The motion was unanimously approved.

3. Financial Status Report – Robin Mitchum

Robin Mitchum, Deputy Director of Finance and Administration, reviewed the HOP expenditures. As of September 30, 2018, total expenditures for the HOP program were \$593,528. She noted that the agency received \$95 thousand in revenue which resulted in a deficit for the HOP program of \$498 thousand for Fiscal Year 2018. Ms. Mitchum then presented the financial status report, in draft form, for the period ending September 30, 2018. She noted that the agency ended the month with an excess of revenue of \$352,001, primarily due to being under budget on the intermodal construction project that the agency needs to match for the local portion. Ms. Mitchum addressed questions and comments.

- The budget to actual revenues for the month was mostly on target with projections:
 - The actual federal revenue includes operating and capital for the year-to-date.
 - The State Mass Transit Funds are being used as a match for urban funds and bus facility funds.
 - SC Department of Transportation revenue includes funds received for services rendered during the Wando Bridge Closing.
 - Insurance proceeds are a result of accidents.
 - Sales of Assets include the sale of four support vehicles and three cutaways.

- The budget to actual expenditures for the month was mostly on target with projections with the exception of the following items:
 - Printing includes costs of printing route maps, brochures and passes.
 - Marketing includes costs associated with promoting the transit system.
 - Automotive costs include both parking expenses and mileage reimbursements to employees.
 - Accounting (Auditing) cost is the fees for the annual audit.
 - Dues include the annual membership fee to the Charleston Metro Chamber of Commerce.
 - Office Equipment Rental includes the quarterly postage meter rental fee and the cost of the portable toilet rental for the HOP lot.
 - Office Equipment Maintenance (OEM) includes the maintenance renewal of Swiftly Transit Time Software and Cradlepoint software in addition to other IT support.
 - Rent includes the Rivers Avenue Park-N-Ride lot, Ashley Phosphate Park-N-Ride lot, Leeds Avenue lot lease from SCE&G, SC Works Trident lease space and document storage.
 - Money Counting is the cost of the armored guard service, GARDA, to pick-up and transport cash deposits to the bank.
 - Professional Services include legal fees, payroll processing system fees and the cost of the security guard for the HOP lot.
 - Contract Services (IGA & Management) is the extensive services provided to CARTA.
 - Vehicle Maintenance is the cost to maintain the fleet.
 - Operating Fees & Licenses include credit card transaction fees, DMV fees, storm water fees and solid waste fees.
 - Insurance includes the cost of liability insurance provided by the Insurance Reserve Fund.
 - Bus Shelter Construction/Bench Installation is the cost to purchase and install shelters and benches.
 - Security cameras include the purchase of additional cameras at the Super Stop, Leeds Avenue and additional security cameras for rolling stock.
 - Depreciation includes the quarterly fiscal year 2018 depreciation expense.

The Board received the Financial Overview/Status Report as information.

4. Shelter/Bench Installation Project – Status Report – Andrea Kozloski

Andrea Kozloski, Deputy Director of Operations and Support, presented the Shelter/Bench Installation Project Status Report. She noted that a Ribbon-Cutting Ceremony was held in the Town of James Island at Folly & Camp Roads which the Town of James Island fully funded. She also noted shelters were installed at Ashley Phosphate & Brandywine, Ashley Phosphate & Pepperidge and at Ashley Phosphate & Windsor Hill. She thanked Mr. Astle for his hard work on the project. Ms. Kozloski also discussed the bench installations at Dorchester Road & Leslie Street, Dorchester Road at the El Cheapo Gas Station. Also, an un-used shelter was moved to Highway 78 at the Roper Facility. Ms. Kozloski will provide the shelter/bench installation list to the Board of Directors. She addressed questions and comments. Mr. Mitchum then discussed the criteria and prioritization list for the installation project. He noted that the Route Advisory Committee needs to determine the exact criteria for prioritizing the installation project list. The Board received the Shelter/Bench Installation Project Status Report as information. Chairman Seekings recognized Mr. Astle's dedicated work on the project.

5. Regional Transit Framework Plan – Sharon Hollis

Sharon Hollis, Principal Planner, presented an update on the Regional Transit Framework Plan (RTFP). She noted that the purpose of the RTFP is to identify and prioritize a high capacity transit network that will serve the needs of the Berkeley-Charleston-Dorchester region between now and 2040. Ms. Hollis explained that high capacity transit is transit modes that have more capacity than traditional buses. It could include commuter rail, light rail, bus rapid transit and express buses. High capacity transit services are not currently offered in South Carolina. Ms. Hollis reviewed the Regional Study Matrix, existing transit modes and the state of the current transit system. She also

shared the RTFP public input. Ms. Hollis presented the Vision Statement and discussed goals and objectives. She discussed ridership, local service planning and the funding gap. She reviewed the short-term, mid-term and long-term next steps and addressed questions and comments. Ms. Hollis will distribute the presentation to the Board. The Board received the Project Status Reports as information.

6. Marketing/Outreach Report – Daniel Brock

Daniel Brock, with Rawle-Murdy Associates, presented the Marketing/Outreach Report. He updated the Board on Social Media engagements, link clicks and APP statistics. Mr. Brock also highlighted the recent “Roadeo” and discussed various media outreach throughout the month of September regarding Hurricane Florence, LowCountry Go, updated technology, electric bus funding and the Transit Riders Perceptions Survey. The “Roadeo” winners will be recognized at the next Board meeting and will compete in the upcoming State “Roadeo.” He then turned the Marketing Update over to Michelle Emerson, Marketing & Communications Manager. Ms. Emerson explained the CARTA Adopt-A-Stop program and updated the Board on the LowGoTober Challenge. The final outcome of our region’s first-ever commuter challenge, including number of participants, will be provided to you at the next meeting. The Board received the Marketing/Outreach Report as information.

7. Executive Director’s Report

Mr. Mitchum, Executive Director, highlighted the following matters:

- A member of Delegation has requested that the Board approve to declare the upcoming Election Day as “Fare-Free Day.” If approved and CARTA offers free rides on November 6, 2018, it will cost approximately \$7 thousand in revenue for the day.

Mr. Brimmer made a motion to approve that Election Day (November 6, 2018) will be a fare-free for the fixed-route and Express buses. Mr. Owens seconded the motion. The motion was unanimously approved.

- The BCDCOG has entered into a contract for Bus Rapid Transit with HDR Engineering, Inc.
- Park & Ride study findings will be presented at the next Board meeting.
- The Bus Wash System has been installed and is in place and working well.
- The agency is working with Proterra regarding charging stations and electric bus capabilities. A Letter of Intent to purchase 3 buses has been issued.
- AVL/ITS vendor reviews are underway and will be presented for Board approval at the next Board Meeting (which will include mobile ticketing and digital signage).
- Additional funding will be provided from the City of Charleston for the HOP service. Approval will be sought at the next CHATS Policy Committee meeting for use of CHATS guideshare funding for the HOP to avoid an operating deficit at CARTA. It is anticipated that approval of the use of CHATS funds will be contingent upon route continuation with increased sales tax funding in Fiscal Year 2020.
- Reports were distributed prior to the start of the meeting which included ridership summary statistics, the monthly performance snapshot, upcoming events and activities.

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

8. Other Business, If Any

No further business was discussed.

9. Public Comments, If Any

There was one public comment:

- William Hamilton, of Best Friends of Lowcountry Transit, thanked the Board Members on the progress of the bus shelters. He spoke about Affordable Housing and the BRT noting the importance of building diverse, sustainable communities with affordable housing near the routes and stations. Mr. Hamilton also noted that Best Friends of the Lowcountry Transit has talked to over 50 thousand people in the last 18 months regarding transit matters in the region and have found that people strongly support solid service.

10. Board Comments, If Any

- Mr. Jones commented that since it has been at least 2 years since the last route adjustments were made, the process should be re-visited to determine if changes/route cuts are needed.
- Mr. Green re-echoed his support of utilizing non-elected CARTA Board Members for public speaking engagements on topics of interest and to educate the public on CARTA operations and services. Chairman Seekings concurred and Rawle-Murdy Associates will work on profiling non-elected members as well as permanent proxies of the Board of Directors in Social Media outlets to get started on the initiative.
- Chairman Seekings introduced Ben Joyce of the McNair Law Firm. Mr. Joyce is the agency's attorney. Chairman Seekings also thanked the Board members for attending today's meeting and for their dedicated service.

11. Adjourn

There being no further business before the Board, Chairman Seekings adjourned the meeting at 2:10 p.m.

Respectfully submitted,
Kim Coleman

DRAFT



CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY

MEMORANDUM

TO: Board of Directors

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

SUBJECT: October 31, 2018 Financial Report Overview

DATE: November 21, 2018

Please find attached the draft October 31, 2018 Financial Report. Below is a brief overview of the activities for FY19.

Revenues

The budget to actual revenues for the month was mostly on target with our projections.

- The federal revenue includes operating and capital for the year to date.
- HOP lot revenue includes the Charleston Area Convention and Visitors Bureau and the City of Charleston contributions towards the operation of the HOP route.
- Insurance proceeds are a result of accidents.
- Miscellaneous revenue is a fee received from a motion picture company for use of a bus for a commercial.

Expenditures

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

- Printing includes costs of printing route maps, brochures, and passes.
- Marketing includes costs associated with promoting the transit system.
- Automotive costs include both parking expenses and mileage reimbursements to employees.
- Office Equipment Rental includes the quarterly postage meter rental fee and the cost of the portable toilet rental for the HOP Lot.
- Office Equipment Maintenance (OEM) includes the FY19 portion of the Swiftly Transit Time and Insights Software renewal (through 06/28/19), the FY19 portion of the NetCloud Essentials for mobile routers and Zscaler internet security renewal (through 07/24/19), in addition to other IT support.

- Rent includes the Ashley Phosphate Park & Ride Lot, Leeds Avenue lot lease from SCE&G, SC Works Trident lease space, and document storage.
- Money Counting is the cost of the armored guard service, GARDA, to pick up and transport cash deposits to the bank.
- Professional Services include legal fees, payroll processing system fees, and the cost of the security guard for the HOP Lot.
- Contract Services (IGA & Management) is the extensive services BCDCOG provides to CARTA.
- Vehicle Maintenance is the cost to maintain the fleet.
- Operating Fees & Licenses include credit card transaction fees.
- Insurance includes the cost of liability insurance provided by the Insurance Reserve Fund. This is the FY19 portion of the 2018 insurance premium. CARTA's insurance will renew January 1.
- Rolling stock is the purchase of the 2018 Ford Starcraft Allstar cutaway and the 2018 Eldorado Amerivan.
- Bus Shelter Construction/Bench Install is the cost to purchase and install shelters and benches.

Overall, the agency ended the month with an excess of revenue of \$228,327.

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

Amount owed to Transdev as of 10/31/18 is \$1,384,858.

Amount expended on the HOP as of 10/31/18 is \$80,913.

HOP Expenditures		
Expenditures	Description	Total
Printing	HOP Route	80
Equipment Rental	Portable Toilet	50
Communications	Internet	136
Utilities	Electric	95
Professional Services	Security Guard	8,364
Fuel	Diesel Fuel	5,676
Fixed Route	Transdev Service	66,512
TOTAL EXPENDITURES		80,913

CARTA
Statement of Revenues & Expenditures
For the Month Ending October 31, 2018

Time elapsed:
8%

	<u>FY19 Budget</u>	<u>Actual</u>	<u>% of Budget</u>
<u>Revenues</u>			
Farebox	2,240,483	209,406	9%
Passes	552,551	48,611	9%
HOP Lot Parking Fees	232,685	11,675	5%
COC Shuttle	457,600	39,647	9%
MUSC	815,455	68,433	8%
City of Charleston - DASH	553,280	46,107	8%
City of North Charleston	552,623	-	0%
Community Pride	-	33	N/A
Federal	14,018,072	768,855	5%
State Mass Transit Funds	4,941,104	-	0%
Sales Tax - Charleston County	12,014,250	992,417	8%
HOP Lot	892,538	45,450	5%
Capital Revenue (on hand)	1,000	-	0%
Advertising	800,000	56,885	7%
Interest	60	-	0%
Insurance Proceeds	-	47,359	N/A
Sale of Assets	50,000	-	0%
Miscellaneous	-	600	N/A
TOTAL REVENUES	<u>38,121,701</u>	<u>2,335,478</u>	6%
<u>Expenditures</u>			
Staff Salaries & Benefits	154,978	9,416	6%
Supplies	24,200	883	4%
Printing	47,500	2,956	6%
Marketing	10,000	533	5%
Automotive	2,676	225	8%
Accounting (Auditing)	14,500	-	0%
Postage	2,000	-	0%
Dues/Memberships	750	-	0%
Office Equipment Rental	1,248	239	19%
Office Equipment Maintenance	160,900	98,022	61%
Rent	24,163	1,692	7%
Communications	173,575	7,999	5%
Utilities	14,450	768	5%
Advertising	15,000	-	0%
Money Counting	6,715	535	8%

CARTA
Statement of Revenues & Expenditures
For the Month Ending October 31, 2018

Time elapsed:
8%

	FY19 Budget	Actual	% of Budget
Professional Services	131,576	8,542	6%
Contract Services	1,606,697	157,955	10%
Vehicle Maintenance	252,793	10,154	4%
Operating Fees & Licenses	27,500	1,285	5%
Insurance	567,054	133,046	23%
Fuel	1,389,893	159,950	12%
Fixed Route	13,214,377	1,139,775	9%
Paratransit	2,428,222	234,929	10%
Miscellaneous	7,741	280	4%
Intermodal Infrastructure - Construction	3,574,892	-	0%
Rolling Stock	11,967,000	106,242	1%
Bus Shelter Construction/Bench Install	80,450	16,650	21%
Capital (IT, Facility Repairs/Maint)	311,691	15,075	5%
Depreciation	1,909,160	-	0%
TOTAL EXPENDITURES	38,121,701	2,107,151	6%
 Excess (Deficit) of Revenues Over (Under) Expenditures	 <u>-</u>	 <u>228,327</u>	

CARTA
Statement of Revenues & Expenditures
For the Month Ending October 31, 2018

	Administration	Operating	Capital	TOTAL
EXPENDITURES:				
Salaries & Benefits	-	9,416	-	9,416
Total Direct Personnel	-	9,416	-	9,416
Supplies	867	16	-	883
Printing	-	2,956	-	2,956
Marketing	533	-	-	533
Automotive	160	65	-	225
Accounting (Outside Services & Auditing)	-	-	-	-
Postage	-	-	-	-
Dues/Memberships	-	-	-	-
Office Equipment Rental	189	50	-	239
Office Equipment Maintenance	2,662	95,360	-	98,022
Rent	492	1,200	-	1,692
Telephone/Communications	-	7,999	-	7,999
Utilities	-	768	-	768
Advertising	-	-	-	-
Money Counting	-	535	-	535
Other Professional Services	178	8,364	-	8,542
Contract Services	-	157,955	-	157,955
Vehicle Maintenance	-	10,154	-	10,154
Operating Fees & Licenses	-	1,285	-	1,285
Insurance	2,335	130,711	-	133,046
Fuel	-	159,950	-	159,950
Fixed Route	-	1,139,775	-	1,139,775
Paratransit	-	234,929	-	234,929
Miscellaneous	280	-	-	280
Intermodal Infrastructure - Construction	-	-	-	-
Rolling Stock	-	-	106,242	106,242
Support Vehicles	-	-	-	-
Bus Shelter Construction/Bench Install	-	-	16,650	16,650
Capital (IT, Facility Repairs/Maint)	325	-	14,750	15,075
Depreciation	-	-	-	-
TOTAL EXPENDITURES	8,021	1,961,488	137,642	2,107,151

CARTA
Statement of Revenues & Expenditures
For the Month Ending October 31, 2018

	Administration	Operating	Capital	TOTAL
<u>REVENUE</u>				
Farebox	-	209,406	-	209,406
Passes	-	48,611	-	48,611
Parking - HOP Lot	-	11,675	-	11,675
COC Shuttle	-	39,647	-	39,647
MUSC	-	68,433	-	68,433
City of Charleston - DASH	-	46,107	-	46,107
CACVB	-	15,000	-	15,000
City of Charleston	-	30,450	-	30,450
Charleston County - Hurricane	-	-	-	-
City of North Charleston	-	-	-	-
Community Pride	-	33	-	33
Federal SC-2017-012-00	-	-	-	-
Federal SC-2019	-	714,105	-	714,105
Federal Intermodal	-	-	-	-
Federal SC-90-X259	-	-	-	-
Federal SC-90-X287	-	-	-	-
Federal SC-90-X264	-	-	-	-
Federal SC-90-X279	-	-	-	-
Federal SC-2018-001-00	-	-	54,750	54,750
State Mass Transit Funds	-	-	-	-
S.C. Dept. of Transportation	-	-	-	-
Sales Tax - Charleston County	235,748	673,777	82,892	992,417
Charleston County Intermodal	-	-	-	-
Capital Revenue (on hand)	-	-	-	-
Advertising	-	56,885	-	56,885
Interest	-	-	-	-
Insurance Proceeds	-	47,359	-	47,359
Sale of Assets	-	-	-	-
Miscellaneous	600	-	-	600
TOTAL REVENUES	236,348	1,961,488	137,642	2,335,478
EXCESS OF REVENUES OVER EXPENDITURES	228,327	-	-	228,327

**CARTA
BALANCE SHEET
10/31/2018**

ASSETS

ASSETS	
GENERAL OPERATING (BB&T)	9,893,777.02
INTERMODAL (BB&T)	3,096,581.50
CAPITAL (BB&T)	52,605.00
PETTY CASH	220.00
ACCOUNTS RECEIVABLE	(775,670.11)
HEALTH INS ADVANCE DEPOSIT	984.48
INVENTORY - FUEL	25,161.08
ENCUMBRANCES	9,472,955.87
DEFERRED OUTFLOWS: ER CONTR	27,390.00
LAND	2,089,641.34
CIP	11,088,457.62
VEHICLES	22,954,604.04
EQUIPMENT	1,470,994.73
FAREBOXES	2,045,112.84
SHELTERS	3,176,551.04
BUS SIGNAGE	62,555.32
FACILITIES	9,333,085.27
INTANGIBLE ASSETS	68,000.00
ACCUMULATED DEPRECIATION	(24,773,324.37)
UNRESTRICTED NET POSITION	3,885,999.00
RESTRICTED NET POSITION	(3,096,581.50)
TOTAL ASSETS	<u>50,099,100.17</u>

LIABILITIES & EQUITY

LIABILITIES	
ACCOUNTS PAYABLE	1,700,514.63
RESERVE FOR ENCUMBRANCES	9,472,955.87
NOTE PAYABLE - BB&T	2,000,000.00
ACCRUED INTEREST	43,917.81
COMPENSATED ABSENCES	19,405.88
UNEARNED REVENUE	57,240.52
DUE TO FEDERAL GOVERNMENT	823,608.00
OPEB LIABILITY	20,542.00
DEFERRED INFLOWS: PENSION INVEST	763,489.00
PENSION PLAN	260,684.00
TOTAL LIABILITIES	<u>15,162,357.71</u>

EQUITY	
CURRENT YEAR FUND BALANCE	228,327.34
INVEST IN CAPITAL ASSETS	27,024,903.89
FUND BALANCE	7,683,511.23
TOTAL EQUITY	<u>34,936,742.46</u>

TOTAL LIABILITIES & FUND EQUITY	<u>50,099,100.17</u>
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CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY

MEMORANDUM

TO: Board of Directors
FROM: Ron Mitchum, Executive Director
SUBJECT: Local Match – ITS System
DATE: November 21, 2018

The BCDCOG has secured \$800,000 in federal Guideshare funding to purchase a CAD/AVL ITS system for CARTA. The funding requires a 20% local match. The COG issued an RFP and COG Executive Committee approved an award to Sycromatics which is the statewide contractor. The base system will cost approximately \$1,135,182.00.

Funding (Federal Guideshare)	\$800,000.00
Local	\$335,182.00
Less: Transdev (Pre-Trip Inspection)	-\$20,640.00
TOTAL CARTA	\$314,542.00
Option Phase	
Local (100%)	\$521,320.00
Less: Transdev (Vehicle Health Monitoring)	-\$36,120.00
TOTAL CARTA	\$485,200.00

I am requesting CARTA approval to provide the required match not to exceed \$335,182.

In addition, CARTA has the ability to add some options to the base system at a later date. These options will require 100% funding from CARTA. I am requesting CARTA approval to provide 100% funding for these options not to exceed \$521,320.00