CARTA BOARD MEETING
February 17, 2021
1:00 PM

Join Zoom Meeting
https://us02web.zoom.us/j/88262363336
Meeting ID: 882 6236 3336
Dial In: 1 929 205 6099

AGENDA

1. Call to Order/Recognition of New Members
2. Consideration of Board Minutes – January 20, 2021 Meeting
3. Financial Status Report – Robin Mitchum
5. Isle of Palms Beach Reach Shuttle Service – Request for Approval – Ron Mitchum
6. Lowcountry Rapid Transit Project Update – Sharon Hollis
7. Route 204 Service – Request for Approval – Jon Dodson
8. Route 211 & HOP Service – Discussion – Jon Dodson
9. Ridership Report – Jon Dodson
10. Executive Director’s Report – Ron Mitchum
11. Other Business, If Any
12. Public Comments, If Any
13. Board Comments, If Any
14. Adjournment
The Charleston Area Regional Transportation Authority (CAR TA) Board of Directors held a virtual Board of Directors meeting at 1:00 p.m. on Wednesday, January 20, 2021.

**MEMBERSHIP:** Mary Beth Berry; Ron Brinson; Mike Brown; Brenda Corley; Dwayne Green; Alfred Harrison; Will Haynie; John Labriola; James Lewis; Pat O’Neil; Teddie Pryor; Christie Rainwater; Dickie Schweers; Michael Seekings; Keith Summey; John Tecklenburg; Jimmy Ward; Robert Wehrman

**MEMBERSHIP PRESENT:** Mary Beth Berry; Brenda Corley; James Lewis; Dickie Schweers; Michael Seekings; John Tecklenburg; Jimmy Ward; Robert Wehrman

**PROXIES:** Dennis Turner for Christie Rainwater; Ray Anderson for Keith Summey; Lynn Christian for Alfred Harrison; Jerry Lahm for Teddie Pryor; Brad Morrison for Will Haynie

**STAFF PRESENT:** Ron Mitchum; Andrea Kozloski; Robin Mitchum; Sharon Hollis; Jon Dodson; Michelle Emerson; Daniel Brock; Kim Coleman

**OTHERS PRESENT:** David Bonner (Transdev); Jeff Webster (Rawle-Murdy Associates); Robert Flagler (Rawle-Murdy Associates); Rachel Angelos (Rawle-Murdy Associates); Daniel Monroe (Rawle-Murdy Associates); Scott Donahue (SDCOT); Keith Benjamin (City of Charleston); Desiree Fragoso (City of Isle of Palms); William Hamilton (Best Friends of Lowcountry Transit); Mary Neale Berkaw (CAJM); Additional Interested Parties participated via virtual/conference call.

1. **Call to Order**
   Chairman Seekings called the virtual CAR TA Board of Directors Meeting to order at 1:00 p.m. followed by a moment of silence and quorum determination. The Chairman welcomed and introduced the following new Board Members: John Labriola, Mayor of the Town of Kiawah and Robert Wehrman, Charleston County Councilmember. Chairman Seekings also welcomed back to the Board the following Board Members: Teddie Pryor, Charleston County Council Chairman and Dickie Schweers, Charleston County Councilmember.

2. **Consideration of Board Minutes: November 18, 2020 Meeting**

   *Mr. Anderson made a motion to approve the November 18, 2020 Meeting Minutes as presented.*
   *Mr. Ward seconded the motion. The motion was unanimously approved.*

3. **Election of Officers**
   Ron Mitchum, Executive Director, stated that the Nominating Committee met via conference call on January 18, 2021. The Nominating Committee, chaired by Dwayne Green and consisting of Mary Beth Berry and James Lewis, unanimously recommends the following slate of Officers:

   - Mike Seekings, Chair
   - Pat O’Neil, Vice Chair
   - Keith Summey, Secretary/Treasurer

   *Mr. Ward made a motion to approve the Nominating Committee’s Recommended Slate of Officers as presented.*
   *Ms. Corley seconded the motion. The motion was unanimously approved.*
4. **Financial Status Report – Robin Mitchum**

Robin Mitchum, Deputy Director of Finance and Administration, presented the financial status report for the period ending December 31, 2020. Ms. Mitchum noted that the agency ended the month with an excess of revenue of $151,390. She reviewed the following activities for FY21 thus far:

**Revenues:**
- Farebox is the fares collected on the revenue vehicles.
- HOP Lot Parking Fees are the parking fees received at the HOP lot.
- Armad Hoffler Properties is a contract service for additional HOP route access for their residents.
- Local contributions are funds received from local organizations for shelter construction.
- The Federal revenue includes operating for the year-to-date. Federal revenue is recorded as eligible expenditures are incurred.
- Interest is interest received from the SC Department of Revenue. CARTA submits for reimbursement of the SC Fuel Excise Tax each month. SCDOR periodically pays interest earned on the funds they have held in the reimbursement process.
- Insurance proceeds are a result of accidents.
- Sale of Assets is the proceeds from the sale of two NABI buses.

**Expenditures:**
- Staff Salaries & Benefits include the cost of retiree insurance.
- Supplies include office and facility maintenance supplies.
- Printing includes cost of printing route maps, brochures and passes.
- Postage is postage meter refills used to mail passes.
- Office Equipment Rental includes the quarterly postage meter rental fee, the cost of the portable toilet rental for the HOP lot and the monthly battery lease for the electric buses.
- Office Equipment Maintenance (OEM) includes the FY21 portion of the Swiftly Transit Time & Insights (through 6/28/2021), the FY21 portion of the Cradlepoint NetCloud Essentials for mobile routers and Zscaler internet security renewal (through 2/6/2021), in addition to other IT support.
- Rent includes the Ashley Phosphate Park & Ride lot, Dorchester Village Shopping Center Park & Ride lot, Leeds Avenue lot lease from SCE&G, SC Works Trident lease space and document storage.
- Communications is the cost of phone, internet and radio services at the facilities and on the buses.
- Utilities include electric and water at the SuperStop, Melnick Park & Ride, the Radio Shop at Leeds Avenue and the charging stations at Leeds Avenue.
- Custodial Services is the cost of janitorial services at the Melnick Park & Ride location and the SuperStop bus depot.
- Other Professional Services include pest control services, SuperStop security service and UST inspection services.
- Shared Contract Services (IGA & Management) is the extensive services BCDCOG provides to CARTA.
- Money Transport is the cost of the armored guard service, Brinks, to pick up and transport cash deposits to the bank.
- Vehicle Maintenance is the cost to maintain the fleet.
- Operating Fees & Licenses include credit card transaction fees, storm water fees, solid waste user fees and vehicle title and registration fees.
- Insurance includes the cost of liability insurance provided by the Insurance Reserve Fund. This includes the FY21 portion of the 2021 renewal. The amount will increase and decrease as we add and remove items from the policy throughout the fiscal year but this is the bulk of the insurance expenditure for FY21.
- Interest is the interest accrued on the Melnick Park & Ride Loan.
- Non-Capitalized Assets include the purchase of additional driver and side shields on the buses, radio equipment and security equipment.

**Capital Expenditures:**

- Rolling Stock is the purchase of two Alexander Dennis Enviro 200 buses.
- Bus Shelter Construction/Bench Installation is the purchase of two shelters.
- Capital includes the purchase of a fork lift.

Ms. Mitchum reviewed the HOP expenditures. As of December 31, 2020, total expenditures for the HOP program for FY21 is $102,031. She addressed questions and comments. The Board received the Financial Status Report as information.

5. **Isle of Palms Beach Reach Shuttle Service – Ron Mitchum**

Mr. Mitchum stated that in response to public request for beach service to the Isle of Palms, CARTA is proposing a seasonal weekend shuttle between the Town of Mt. Pleasant and the City of Isle of Palms with one stop at either end. Summer holidays would also be served including Memorial Day, the Fourth of July and Labor Day at an estimated cost of $30,000. The two stops would be at the Mt. Pleasant DMV with the other stop at Ocean Boulevard at 14th Avenue. The service would run hourly with the first trip departing the Mt. Pleasant DMV at 9:00 a.m. and the last departure at 5:00 p.m. The last return trip would have riders arriving back to the Mt. Pleasant DMV by 6:00 p.m. Mr. Mitchum reviewed estimated costs and routing and presented a slide depicting the route. Mr. Mitchum addressed questions and comments and after discussion it was decided that a final decision would be made at the next Board of Directors meeting.

6. **Lowcountry Rapid Transit Project Update – Sharon Hollis**

Sharon Hollis, Principal Planner, presented an update on the Lowcountry Rapid Transit (LCRT). She stated that the purpose of the LCRT is to provide premium, high-capacity bus rapid transit service. Ms. Hollis discussed the alignment development and refinement and explained project features including station amenities. She noted that bike and pedestrian amenities will be included at each station. Ms. Hollis also reviewed the key features of the Transit Oriented Development Study, the 2021 engineering & design and outreach milestones, project funding and the FTA’s Capital Investment Grant Program. She reviewed the timeline for Phase 2 for Project Development over the next two years. Ms. Hollis addressed questions and comments. The Board received the LCRT update as information.

7. **Route 31 Service Frequency Improvements – Request for Approval – Jon Dodson**

Jon Dodson, Planner II, presented Route 31 Service Frequency Improvements. He discussed the Folly Road service change in detail stating that the goal for the service change is to increase ridership and provide additional community connections through increased frequency on Route 31, Monday through Saturday. (Currently, it is recommended that the Sunday service maintains the original schedule.) Route 31 provides service between James Island and downtown Charleston along Folly Road with major stops at Wal-Mart, Charleston Visitors Center, MUSC, College of Charleston and S.C. Legare Road. Mr. Dodson discussed the recommended change would be to double the frequency to every 45 minutes. He also discussed the background and purpose and noted that the implementation date is February 8, 2021. Mr. Dodson reviewed the financial impacts stating that one additional vehicle will be needed at a cost of an additional $293,500 per calendar year at $72.00 per operating hour. He also discussed public outreach efforts. Mr. Dodson addressed questions and comments.

*Mr. Ward made a motion to approve the Route 31 Service Frequency Improvements as presented.*

*Ms. Berry seconded the motion. The motion was unanimously approved.*
8. **Ridership Report – Sharon Hollis**
Ms. Hollis presented the Ridership Report. She stated that ridership year over year and month over month for December 2019 to 2020 is down 32%. DASH and HOP shuttles have seen the biggest drop in ridership in 2020 followed by Express Routes with greater than 50% decline. 11-Dorchester/Airport, 12-Upper Dorchester, 31-Folly Road, 32-Northbridge, 203-Medical shuttle had the lowest decline (less than 20%) in 2020. Ms. Hollis also noted that Routes 10-Rivers Avenue (13), 11-Dorchester Airport (11), 20-King Street/Citadel (13), 32-Northbridge (12) and DASH 213 (11) have the highest riders per hour. Ms. Hollis noted that the MUSC shuttle is back to pre-COVID ridership with 12% increase over December 2019 and an average of 29 passengers per hour. She addressed questions and comments. The Board received the Ridership Report as information.

9. **Executive Director’s Report – Ron Mitchum**
Mr. Mitchum noted that ridership is down Country-wide as well due to COVID-19. He stated that there will be an item brought to the Board at the next meeting to consider adjusting the HOP shuttle’s operating levels since the demand is currently lower. Also, at the next meeting, major project updates will be delivered as well as the results of the FTA’s Triennial Review. Mr. Mitchum also discussed the CARES Act funding noting that out of the $15.5 billion for transit, CARTA will receive approximately $86 thousand for Tel-A-Ride services. He explained that the majority of the funding is slated for larger cities with subway and rail systems that have much larger operating costs. Mr. Mitchum noted that the agency received word yesterday that we will receive $575 thousand for a BCDCOG discretionary grant application submitted for COVID-19 related funding. It was submitted by the BCDCOG so that it could be used for both CARTA and TriCounty Link to implement a contactless fare system (no-touch transfer system) for added safety measures. He also noted that DHEC will be conducting COVID-19 testing at Mary Street and the SuperStop on February 1st. Mr. Mitchum announced that the TNC pilot project (Transportation Network Company) will be kicked-off on February 1st as well. The TNC project is the agency partnering with Uber & Uzurv to control costs regarding Tel-A-Ride services for passengers who do not require a wheelchair and who are not as limited, mobility-wise, as other Tel-A-Ride passengers. Mr. Mitchum addressed questions and comments. The Board received the Executive Director’s Report as information.

10. **Other Business, If Any**
There was no other business to discuss.

11. **Public Comments, If Any**
There was one public comment:
- William Hamilton, Executive Director of Best Friends of Lowcountry Transit, discussed the Transit Equity Day to be held in honor and memory of Rosa Parks on February 4, 2021. He expressed his concerns regarding the LCRT not extending service to Summerville/Lincolnville. Mr. Hamilton recognized that CARTA is the only service that he has experienced where everyone is wearing a mask.

12. **Board Comments, If Any**
There was no other business to discuss. Chairman Seekings thanked everyone for their participation in the virtual Board Meeting and commended the staff for their hard work. He thanked Board Members for their service to the agency and the community.

13. **Adjourn**
There being no further business before the Board, Chairman Seekings adjourned the meeting at 2:00 p.m.

Respectfully submitted,
Kim Coleman
MEMORANDUM

TO: Board of Directors
FROM: Robin W. Mitchum, Deputy Director of Finance & Administration
SUBJECT: January 31, 2021 Financial Report Overview
DATE: February 10, 2021


Revenues

- Farebox is the fares collected on the revenue vehicles.
- HOP Lot Parking Fees are the parking fees received at the HOP lot.
- Armad Hoffler Properties is a contract service for additional HOP route access for their residents.
- Local contributions are funds received from local organizations for shelter construction.
- The Federal revenue includes operating for the year to date. Federal revenue is recorded as eligible expenditures are incurred.
- Interest is interest received from SC Department of Revenue. CARTA submits for reimbursement of the SC Fuel Excise Tax each month. SCDOR periodically pays interest earned on the funds they have held in the reimbursement process.
- Insurance proceeds are a result of accidents.
- Sale of Assets is the proceeds from the sale of two NABI Buses and two 1996 New Flyer buses.

Expenditures

- Staff Salaries & Benefits includes the cost of retiree insurance.
- Supplies includes office and facility maintenance supplies.
- Printing includes costs of printing route maps, brochures, and passes.
- Postage is postage meter refills used to mail passes.
- Office Equipment Rental includes the quarterly postage meter rental fee, the cost of the portable toilet rental for the HOP Lot, and the monthly battery lease for the electric buses.
- Office Equipment Maintenance (OEM) includes the FY21 portion of the Swiftly Transit Time and Insights (through 6/28/2021), the FY21 portion of the Cradlepoint NetCloud Essentials for mobile routers and Zscaler internet security renewal (through 2/6/2021), in addition to other IT support.
- Rent includes the Ashley Phosphate Park & Ride Lot, Dorchester Village Shopping center Park & Ride Lot, Leeds Avenue lot lease from SCE&G, SC Works Trident lease space, and document storage.
- Communications is the cost of phone, internet, and radio services at the facilities and on the buses.
- Utilities includes electric and water at the Superstop, Melnick Park and Ride, the Radio Shop at Leeds Avenue, and the charging stations at Leeds Avenue.
• Custodial services is the cost of janitorial services at the Melnick Park and Ride and the Super Stop bus depot.
• Other Professional Services includes pest control services, Super Stop security service, and UST inspection services.
• Shared Contract Services (IGA & Management) is the extensive services BCDCOG provides to CARTA.
• Money Transport is the cost of the armored guard service, Brinks, to pick up and transport cash deposits to the bank.
• Vehicle Maintenance is the cost to maintain the fleet.
• Facility Repair & Maintenance is the cost to maintain the Superstop facility.
• Operating Fees & Licenses include credit card transaction fees, storm water fees, solid waste user fees and vehicle title & registration fees.
• Insurance includes the cost of liability insurance provided by the Insurance Reserve Fund. This includes the FY21 portion of the 2021 renewal. The amount will increase and decrease as we add and remove items from the policy throughout the fiscal year, but this is the bulk of the insurance expenditure for FY21.
• Interest is the interest accrued on the Melnick Park and Ride Loan.
• Non Capitalized assets include the purchase of additional driver and side shields on the buses, radio equipment, and security equipment.

**Capital Expenditures**

• Rolling Stock is the purchase of two Alexander Dennis Enviro 200 buses.
• Bus Shelter Construction/Bench is the purchase of two shelters.
• Capital includes is the purchase of a fork lift.
• ITS System is the purchase of the Syncromatics system.

Overall, the agency ended the month with excess of revenues of $532,229.

If you have any questions, please contact me at 843-529-2126 or robinm@bcdcog.com.

**Amount owed to Transdev as of 01/31/2021 is $1,194,113.28.**

**Amount expended on the HOP for FY21 as of 01/31/2021 is $134,431.**

<table>
<thead>
<tr>
<th>HOP Expenditures</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Rental</td>
<td>Portable Toilet</td>
<td>440</td>
</tr>
<tr>
<td>Fuel</td>
<td>Diesel Fuel</td>
<td>4,248</td>
</tr>
<tr>
<td>Fixed Route</td>
<td>Transdev Service</td>
<td>129,743</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td></td>
<td><strong>134,431</strong></td>
</tr>
</tbody>
</table>
### CARTA
#### Statement of Revenues & Expenditures
For the Month Ending January 31, 2021

<table>
<thead>
<tr>
<th>Operating Revenues</th>
<th>FY21 Budget</th>
<th>Actual</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farebox</td>
<td>1,873,328</td>
<td>402,662</td>
<td>21%</td>
</tr>
<tr>
<td>Passes</td>
<td>516,573</td>
<td>122,707</td>
<td>24%</td>
</tr>
<tr>
<td>HOP Lot Parking Fees</td>
<td>30,643</td>
<td>400</td>
<td>1%</td>
</tr>
<tr>
<td>COC Shuttle</td>
<td>420,859</td>
<td>130,468</td>
<td>31%</td>
</tr>
<tr>
<td>MUSC</td>
<td>741,699</td>
<td>231,101</td>
<td>31%</td>
</tr>
<tr>
<td>City of Charleston - DASH</td>
<td>609,992</td>
<td>203,331</td>
<td>33%</td>
</tr>
<tr>
<td>Armad Hoffler Properties</td>
<td>-</td>
<td>25,000</td>
<td>N/A</td>
</tr>
<tr>
<td>Local Contributions</td>
<td>-</td>
<td>27,971</td>
<td>N/A</td>
</tr>
<tr>
<td>Federal</td>
<td>12,295,361</td>
<td>3,644,410</td>
<td>30%</td>
</tr>
<tr>
<td>State Mass Transit Funds</td>
<td>570,953</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Sales Tax - Charleston County</td>
<td>5,667,195</td>
<td>2,740,580</td>
<td>48%</td>
</tr>
<tr>
<td>Advertising</td>
<td>700,000</td>
<td>221,511</td>
<td>32%</td>
</tr>
<tr>
<td>Interest</td>
<td>-</td>
<td>100</td>
<td>N/A</td>
</tr>
<tr>
<td>Insurance Proceeds</td>
<td>-</td>
<td>22,013</td>
<td>N/A</td>
</tr>
<tr>
<td>Sale of Assets</td>
<td>-</td>
<td>6,802</td>
<td>N/A</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>-</td>
<td>2,962</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>TOTAL OPERATING REVENUES</strong></td>
<td><strong>23,426,603</strong></td>
<td><strong>7,782,018</strong></td>
<td><strong>33%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Expenditures</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Salaries &amp; Benefits</td>
<td>8,286</td>
<td>2,678</td>
<td>32%</td>
</tr>
<tr>
<td>Supplies</td>
<td>61,650</td>
<td>22,784</td>
<td>37%</td>
</tr>
<tr>
<td>Printing</td>
<td>47,500</td>
<td>6,695</td>
<td>14%</td>
</tr>
<tr>
<td>Marketing</td>
<td>10,000</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Automotive</td>
<td>650</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Postage</td>
<td>1,850</td>
<td>521</td>
<td>28%</td>
</tr>
<tr>
<td>Dues/Memberships</td>
<td>513</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Office Equipment Rental</td>
<td>263,955</td>
<td>36,634</td>
<td>14%</td>
</tr>
<tr>
<td>Office Equipment Maintenance</td>
<td>221,265</td>
<td>107,969</td>
<td>49%</td>
</tr>
<tr>
<td>Rent</td>
<td>33,200</td>
<td>10,800</td>
<td>33%</td>
</tr>
<tr>
<td>Communications</td>
<td>179,624</td>
<td>44,697</td>
<td>25%</td>
</tr>
<tr>
<td>Utilities</td>
<td>46,523</td>
<td>13,444</td>
<td>29%</td>
</tr>
<tr>
<td>Advertising</td>
<td>5,000</td>
<td>-</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Professional Services**

| Auditing                                               | 24,300    | -        | 0%          |
| Legal                                                  | 7,500     | -        | 0%          |
| Custodial                                              | 72,404    | 23,661   | 33%         |
| Other                                                  | 96,820    | 31,390   | 32%         |

**Contract Services**

| Shared Services - IGA                                   | 2,302,387 | 833,875  | 36%         |
| Shelter/Bench Contract Services                         | 100,000   | -        | 0%          |
| Fixed Route                                             | 14,019,132| 4,192,334| 30%         |
| Money Transport                                         | 7,500     | 1,976    | 26%         |
| Pilot Ride Program                                     | 80,000    | 31       | 0%          |
| Vehicle Maintenance                                    | 250,000   | 42,940   | 17%         |
CARTA
Statement of Revenues & Expenditures
For the Month Ending January 31, 2021

<table>
<thead>
<tr>
<th>Item</th>
<th>FY21 Budget</th>
<th>Actual</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Repair &amp; Maintenance</td>
<td>21,375</td>
<td>1,065</td>
<td>5%</td>
</tr>
<tr>
<td>Operating Fees &amp; Licenses</td>
<td>34,768</td>
<td>9,487</td>
<td>27%</td>
</tr>
<tr>
<td>Insurance</td>
<td>780,865</td>
<td>797,808</td>
<td>102%</td>
</tr>
<tr>
<td>Fuel</td>
<td>1,524,623</td>
<td>303,804</td>
<td>20%</td>
</tr>
<tr>
<td>Paratransit</td>
<td>2,907,056</td>
<td>700,469</td>
<td>24%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>7,741</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Interest</td>
<td>60,116</td>
<td>21,044</td>
<td>35%</td>
</tr>
<tr>
<td>Non-Capitalized Assets</td>
<td>250,000</td>
<td>43,683</td>
<td>17%</td>
</tr>
<tr>
<td><strong>TOTAL OPERATING EXPENDITURES</strong></td>
<td><strong>23,426,603</strong></td>
<td><strong>7,249,789</strong></td>
<td><strong>31%</strong></td>
</tr>
</tbody>
</table>

Excess (Deficit) of Revenues Over (Under) Expenditures

<table>
<thead>
<tr>
<th>Item</th>
<th>FY21 Budget</th>
<th>Actual</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Capital Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rolling Stock</td>
<td>10,279,699</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Bus Facilities/Charging Stations</td>
<td>405,500</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Bus Shelter Construction/Bench Install</td>
<td>-</td>
<td>63,645</td>
<td></td>
</tr>
<tr>
<td>Security/ Cameras &amp; Equipment</td>
<td>247,937</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Capital (IT, Facility Repairs/Maint)</td>
<td>56,012</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>ITS System</td>
<td>1,300,000</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>HOP Lot Construction</td>
<td>2,800,000</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Sales Tax - Charleston County</td>
<td>5,180,555</td>
<td>662,087</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CAPITAL REVENUES</strong></td>
<td><strong>20,269,703</strong></td>
<td><strong>725,732</strong></td>
<td><strong>4%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>FY21 Budget</th>
<th>Actual</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Capital Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rolling Stock</td>
<td>12,895,746</td>
<td>550,000</td>
<td></td>
</tr>
<tr>
<td>Bus Facilities/Charging Stations</td>
<td>1,769,019</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Bus Shelter Construction/Bench Install</td>
<td>200,000</td>
<td>63,645</td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td>600,000</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>HOP Lot Construction / Leeds Ave.</td>
<td>2,800,000</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Security/ Cameras &amp; Equipment</td>
<td>309,923</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Capital (IT, Facility Repairs/Maint)</td>
<td>70,015</td>
<td>22,100</td>
<td></td>
</tr>
<tr>
<td>ITS System</td>
<td>1,625,000</td>
<td>89,987</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CAPITAL EXPENDITURES</strong></td>
<td><strong>20,269,703</strong></td>
<td><strong>725,732</strong></td>
<td><strong>4%</strong></td>
</tr>
</tbody>
</table>
# CARTA
## BALANCE SHEET
### 1/31/2021

### ASSETS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL OPERATING (BB&amp;T)</td>
<td>9,979,851.87</td>
</tr>
<tr>
<td>PETTY CASH</td>
<td>180.00</td>
</tr>
<tr>
<td>ACCOUNTS RECEIVABLE</td>
<td>(98,305.23)</td>
</tr>
<tr>
<td>PREPAID EXPENSES</td>
<td>202,544.34</td>
</tr>
<tr>
<td>INVENTORY - FUEL</td>
<td>24,657.16</td>
</tr>
<tr>
<td>DEFERRED OUTFLOWS: ER CONTR</td>
<td>46,962.00</td>
</tr>
<tr>
<td>LAND</td>
<td>4,623,977.25</td>
</tr>
<tr>
<td>VEHICLES</td>
<td>33,195,643.00</td>
</tr>
<tr>
<td>EQUIPMENT</td>
<td>2,226,824.79</td>
</tr>
<tr>
<td>FAREBOXES</td>
<td>1,170,017.00</td>
</tr>
<tr>
<td>SHELTERS</td>
<td>3,767,548.56</td>
</tr>
<tr>
<td>BUS SIGNAGE</td>
<td>62,555.32</td>
</tr>
<tr>
<td>FACILITIES</td>
<td>9,365,139.27</td>
</tr>
<tr>
<td>PARK &amp; RIDE FACILITY</td>
<td>155,251.20</td>
</tr>
<tr>
<td>ACCUMULATED DEPRECIATION</td>
<td>(27,899,996.70)</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td><strong>36,822,849.83</strong></td>
</tr>
</tbody>
</table>

### LIABILITIES & EQUITY

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNTS PAYABLE</td>
<td>1,591,014.21</td>
</tr>
<tr>
<td>NOTE PAYABLE - BB&amp;T</td>
<td>1,789,071.94</td>
</tr>
<tr>
<td>ACCRUED INTEREST</td>
<td>60,393.40</td>
</tr>
<tr>
<td>OPEB LIABILITY</td>
<td>241,935.00</td>
</tr>
<tr>
<td>DEFERRED INFLOWS: PENSION INVEST</td>
<td>490,413.00</td>
</tr>
<tr>
<td>PENSION PLAN</td>
<td>230,657.00</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td><strong>4,403,484.55</strong></td>
</tr>
</tbody>
</table>

### EQUITY

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT YEAR FUND BALANCE</td>
<td>532,229.45</td>
</tr>
<tr>
<td>INVEST IN CAPITAL ASSETS</td>
<td>28,044,450.59</td>
</tr>
<tr>
<td>FUND BALANCE</td>
<td>3,842,685.24</td>
</tr>
<tr>
<td><strong>TOTAL EQUITY</strong></td>
<td><strong>32,419,365.28</strong></td>
</tr>
</tbody>
</table>

**TOTAL LIABILITIES & FUND EQUITY**  **36,822,849.83**
MEMORANDUM

DATE:  February 9, 2021

TO:    CARTA Board of Directors

FROM: Ronald E. Mitchum, Executive Director

SUBJ:  Request for Approval – Electric Bus Master Plan

The Electric Bus Master Plan selection committee (Andrea Kozloski, Sharon Hollis, Jeff Burns, Jon Dodson, David Bonner, and Jason Woznac) met on February 9, 2021 and reviewed seven (7) qualification proposals for the Electric Bus Master Plan. Proposals were received from Atkins Global, Center for Technology and the Environment (CTE), HDR Engineering, IBI Group, Stantec Consulting Services, TranSystems Corporation, and Wendel Companies.

The selection committee is recommending that CARTA negotiate a contract to Stantec Consulting Services based upon the overall score sheet rankings. If a mutual Agreement cannot be reached, CARTA is also requesting approval to negotiate with the second highest firm, which is HDR Engineering.
Memorandum

Date: February 9, 2021
To: Ronald E. Mitchum
From: Jon Dodson
Re: Isle of Palms Beach Shuttle

In response to public request for beach service to Isle of Palms, CARTA is proposing a seasonal weekend shuttle between the City of Mt. Pleasant and the City of Isle of Palms, with one stop at either end. Summer holidays would also be served, including Memorial Day, Fourth of July, and Labor Day at an estimated cost of $26,500. The two stops would be at the Mt. Pleasant DMV with the other at Ocean Blvd at 14th Ave.

Service would run hourly with the first trip departing the Mt. Pleasant DMV at 9 AM and the last departure at 5 PM. The last return trip would have customers arriving back at the Mt. Pleasant DMV by 6 PM.

Estimated Costs and Routing:

<table>
<thead>
<tr>
<th>Month</th>
<th>Days</th>
<th>Monthly Hours</th>
<th>Monthly Cost ($72 per hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>3</td>
<td>33</td>
<td>$ 2,376.00</td>
</tr>
<tr>
<td>June</td>
<td>8</td>
<td>88</td>
<td>$ 6,336.00</td>
</tr>
<tr>
<td>July</td>
<td>9</td>
<td>99</td>
<td>$ 7,128.00</td>
</tr>
<tr>
<td>August</td>
<td>8</td>
<td>88</td>
<td>$ 6,336.00</td>
</tr>
<tr>
<td>September</td>
<td>5</td>
<td>55</td>
<td>$ 3,960.00</td>
</tr>
<tr>
<td>Total</td>
<td>33</td>
<td>363</td>
<td>$ 26,136.00</td>
</tr>
</tbody>
</table>
Memorandum

Date: February 9, 2021
To: CARTA Board Members
From: Ron Mitchum
Re: Route 204 Elimination

Attached for your review is an overview of the elimination of Route 204. Staff recommends the elimination of Route 204, which suffers from the lowest productivity in the system. Resources from the elimination of that service would be reallocated to support the Transportation Network Company (TNC) pilot.

Requested Action: Staff requests that the Board approve the elimination of Route 204.
Route 204 Elimination

Service Change Overview:
Staff recommends the elimination of Route 204, which suffers from the lowest productivity in the system. Resources from the elimination of that service would be reallocated to support the Transportation Network Company (TNC) pilot.

Requested Action: Staff requests that the Board approve the elimination of Route 204.

Background and Purpose:
- Route 204 operates Monday through Friday between 9 AM and 3 PM, providing connections between the Charleston Visitors’ Center, MUSC, Calhoun St, Canterbury House, and Charleston City Market.
- Route 204 has the highest cost per rider within the system as well as the lowest number of riders per hour.
- In the latter half of 2020, Route 204 served nearly 1 customer per hour with the system average being 9 customers per hour.
- In the latter half of 2020, the average cost per rider was approximately $72 compared to the system average of $6.
- Prior to COVID-19, Route 204 served 2 customers per hour while Route 204’s cost per passenger was $54.
- Prior to COVID, the system average was 16 customers per hour with the average cost per rider being $3.50.

Mitigations:
- The TNC Pilot service area, which includes all of the 204 service area, provides trips to the Medical District and the nearby Publix for Tel-A-Ride eligible customers as well as customers aged 55 and older.
- The TNC Pilot started February 1st of 2021. Outreach and education efforts are ongoing.
- Route 210, a fare-free service, has stops along Coming, Wentworth, and St Phillip, a block from stops on Beaufain.
- Route 213, a fare-free service, has stops along Calhoun and reaches MUSC and the Visitor Center.

Financial Impacts: This proposal would provide an annual savings of approximately $120,000 per calendar year. Presently, one vehicle is used for Route 204.

Implementation Date: March 1, 2021.

Public Outreach Efforts: Outreach and canvassing efforts started in January and are continuing. Efforts include, but are not limited to:
- An overview of the proposed change posted on the website.
- Public Meeting held via Zoom at the Visitor Center and was open to the public.
- Public Hearing held via Zoom at the BCDCOG and was open to the public.
- Email and phone number available for public comment for two-week period.

Map:

*Staff Contact:* Jon Dodson, Planner II, jond@bcdcog.com, 843-529-0339
Memorandum

Date: February 9, 2021
To: CARTA Board Members
From: Ron Mitchum
Re: Route 211 & HOP Service Changes

Attached for your review is an overview of the Route 211 and Hospitality on Peninsula (HOP) Shuttle temporary service change. Staff has identified an operating scenario that would modify the services of the DASH Route 211 to incorporate some of the routing for the HOP Route 7 to serve the primary riders on both of these routes. Both HOP Route 7 and the DASH 211 are fare-free.

The 211 would provide service between student housing along Meeting St and the College of Charleston. Frequency would also be changed for Route 211 to better meet the existing HOP span, with earlier morning trips and later evening trips. The Route 211 pattern would be maintained, but the turn at Spring St would be removed. The route would extend along both Meeting St and King St, using a northern turnaround of Huger Street instead of Spring Street.
COVID-19 - Spring Service Change Recommendation
Route 211 and Hospitality on Peninsula Shuttle (HOP)
Temporary Service Change Evaluation

Background and Purpose:
As a result of COVID-19, ridership on the Route 211 and HOP Route 7 have seen respective declines in ridership by 52% and 64% between 2019 and 2020. Prior to COVID-19, these were two of our most productive routes in the system. The routes operate and serve:

- The HOP Route 7 provides service Monday through Sunday on the Peninsula with main stops at the HOP park-and-ride, Visitor Center, College of Charleston, Charleston County Court, and Market St.
- The DASH Route 211 provides service Monday through Sunday on the Peninsula with main stops at the Visitor Center, the Market, the College of Charleston, and the Charleston County Court.

These two routes primarily serve the hospitality industry workers and tourist markets in the Peninsula, which has also seen a dramatic decline in visitors since the pandemic. These routes are funded in part from tourism revenues, which are also down.

The HOP Route 7 was designed to provide an affordable parking option on the Peninsula with connecting transit services for hospitality workers that prefer not pay the higher parking costs close to their jobs. Parking is presently free in the City of Charleston, thus decreasing the need for a remote park and ride for service industry workers. Additionally, the route has a funding partner to connect student housing to the College of Charleston.

The goal for this service evaluation is to identify short term opportunities to combine these two routes to 1) decrease costs as a result of declining revenue streams as a result of COVID-19, and 2) maintain a quality level of service to the riders that use the two routes along portions of King St and Meeting St, including service between upper King, student housing, and College of Charleston. In short:

- Extending the Route 211 pattern would allow service coverage to make up for the temporary loss of the HOP. The HOP park and ride would not be served in the interim.
- The HOP provides service Monday through Sunday on the Peninsula with main stops at Additionally, it serves the HOP Park and Ride near Morrison Drive and Romney Street. The HOP Park and Ride is to help service workers and downtown visitors have an affordable place to park before traveling downtown.
- Route 211 provides service Monday through Sunday on the Peninsula with main stops at the Visitor Center, the Market, the College of Charleston, and the Court.
**Recommendations:** Staff has identified an operating scenario that would modify the services of the DASH Route 211 to incorporate some of the routing for the HOP Route 7 to serve the primary riders on both of these routes. Both HOP Route 7 and the DASH 211 are fare-free.

The 211 would provide service between student housing along Meeting St and the College of Charleston. Frequency would also be changed for Route 211 to better meet the existing HOP span, with earlier morning trips and later evening trips. The Route 211 pattern would be maintained, but the turn at Spring St would be removed. The route would extend along both Meeting St and King St, using a northern turnaround of Huger St instead of Spring St.

**Proposed Financial Impacts:** This proposal would provide an annual savings of approximately $500,000. Presently, one vehicle is used on the HOP. Prior to COVID, three vehicles were used for the HOP. Route 211 uses three vehicles.

This change would require a net use of two vehicles, both of which would be deployed on a modified Route 211.

**Proposed Implementation Date:** March-April 2021. An agreement would need to be reached with an existing HOP funding partner and outreach would be needed in advance of any change.

**Proposed Public Outreach Efforts:** Outreach and canvassing efforts relevant to the services would be performed starting Spring 2021 and would continue up to and after the effective change date. Efforts to include, but not limited to:

- An overview of the proposed change would be posted on the website.
- Change messaging would be posted on all social media platforms CARTA is active on.
- Notices of the change would be posted on vehicles.
- Information would be shared with several major partners in the downtown area in an effort to reach their employees that use or have used the routes.
- Announcements would be made on board the route at least a week prior to effective change date.
- Staff would ride the routes and post flyers at relevant stops for direct outreach.
- Flyers and schedule information would be distributed to surrounding businesses, churches, organizations, community centers, and schools where permitted (may be limited due to COVID-19).
- Comments would be directed to staff via email and phone.
Map:

Staff Contact: Jon Dodson, Planner II, jond@bcdcog.com, 843-529-0339
Memorandum

Date: February 16, 2021
To: CARTA Board of Directors
From: Ron Mitchum
RE: Transit Planning Project Updates

Please find the progress reports for transit planning projects.

1. Shelter Installation (Project Manager: Belen Vitello)
2. Solar Lighting Installation (Project Manager: Belen Vitello)
3. Digital signage: (Project Manager: Belen Vitello)
4. Stop/shelter Design Guidelines: (Project Manager: Jon Dodson)
5. TNC Pilot Project kickoff: (Planning Project Manager: Jon Dodson)

Please let me know if you need additional information.
CARTA Shelter Improvement Program (SIP): Bus stops play an important role in how our riders experience transit. CARTA is working to continuously improve our bus stops by providing the best amenities for riders as they board and depart the bus.

Under DRC Review:
330 America St./ Reid St.
112 Meeting St./ Woolfe St.

Shelters/Benches approved, awaiting construction:
538 Calhoun St./ Alexander St. (Shelter)
350 Dorchester Rd./ Parkgate Dr. (Bench)
17 Rivers Ave./ Remount Rd. (Shelter)
35 Highway 78/ Fernwood Dr. (Shelter)
27 Rivers Ave./ Remount Rd. (2 Shelters)
367 Greenridge Rd./ Rivers Ave. (Shelter)
205 Faber Pl./ Leeds Ave. (Shelter)
232 Montague Ave./ Jenkins Ave. (Shelter)

Recently Built Shelters:
821 Hwy 61/ Spanish Oaks Apartments
115 Meeting St./ Line St. NB
787 Dorchester Village
18 Rivers Ave./ W. Oak Grove Dr.
12 Rivers Ave./ Helm Ave.
345 Dorchester Rd./ Lambs Elementary School (Replaced)

Shelter Panel Replacement: In 2020, 14 Shelter Locations had their panels replaced
560 Meeting St./ Mary St. (2021)
486 Spring St./Hagood Ave. (2021)
461 Visitors Center / Charleston Museum (2021)

Planned Bus Stop Improvements 2021:
826 St Andrews Blvd./ Sycamore Ave. (Bench)
30 Meet St./ Brigade St. (New Shelter)
47 Rivers Ave./ Cosgrove Ave. (Shelter)
193 Dorchester Rd./ Stark Ln. (Shelter)
223 Mixon Ave./ Montague Ave. (Shelter)

Solar Lighting Project: Solar lighting systems provide security and illumination in needed areas when grid power is unattainable or costly to bring to a site. CARTA has invested $178,180 into solar lights for the region.

Methodology: A systematic analysis method was applied to all CARTA bus stops. The ranking was based on ridership and infrastructure. Ridership- It was broken down into ranges. Ridership received values based on natural breaks for boarding numbers. Boarding’s of 0 received a 0 ranking, boarding ranging from 1-17 received a 1 ranking, 18-63 received a 2, 64-144 received a 3, 145- 289 received a 4, and stops with 290-600 received a 5. Existing Lighting- Bus stops with existing lighting received 0 pts. Those without lighting received 5 pts.
Current Count: 101 Solar Lights Locations have been selected in the City of North Charleston, Town of James Island, and Town of Mount Pleasant. The remaining 50 solar lights have been put aside for the City of Charleston. They are currently waiting for City of Charleston approval.

Pilot Program: The pilot program was offered to the City of Charleston Traffic and Transportation Committee.

Issue: A customer waiting to catch the 6:45 AM bus into the City at 637 Folly Rd / Prescott St NB was missed by the bus driver due to poor lighting

Possible Solution: Adding a solar light at this location

Digital Signage: Strategically-located displays enable the transit signage system to inform the public, minimize wait times, and enhance the overall traveler's experience. The methodology used were selected based on ridership, quantity of connecting routes, existing shelters, and stop closures due to flooding.

Recently brought to the City of Charleston Resiliency Committee and Design Review Committee (DRC).

Bus Stops with Shelters (Currently Under Review in DRC):
502 Calhoun St. / Jonathan Lucas St. (near side)
790 Visitors Center on John St.
539 Aquarium (Concord St.)
461 Visitors Center / Charleston Museum
486 Spring St. / Hagood Ave.
473 Meeting St. / Wentworth St.
564 Spring St. / Meeting St.
114 Meeting St. / Johnson St. NB
565 Bee St. / VA Hospital

Bus Stops without Shelters (Future DRC Review):
783 Calhoun St. / Ashley Ave.
112 Meeting St. / Woolfe St. (far side)
482 Fishburne St. / Horizon St. (Park & Ride)
575 Calhoun St. / Jonathan Lucas St. (far side)
503 Calhoun St. / Ashley Ave. (far side)

Bus Stops within Existing Buildings (Future DRC Review):
52 Mary St. / Meeting St. – Meeting St. (Parking Garage)
574 Calhoun St. / St. Philip St.

North Charleston Locations:
North Charleston Super Stop
Rivers Ave (Park & Ride)
Town of Mount Pleasant Locations:
Stuart Engals Blvd. Wando Crossing Shopping Center (Park and Ride)
Walmart- Market at Oakland (Park & Ride)

Other Locations:
Citadel Mall in West Ashley (Park & Ride)
Fishburne St/ Horizon St. (Park & Ride)
James Island Walmart (Park & Ride)

Transit Design Guidelines: Staff contracted Nelson\Nygaard to develop Transit and Bus Stop Guidelines in the fall of 2020.

- The Consultant has produced several memos to assist in the development of the Guidelines which provide background on the existing regulations as well as our current practices.
- In late January, staff held the first Technical Advisory Committee, which includes partners from municipalities within our service area as well as key stakeholders, including MUSC, College of Charleston, Charleston Moves, and the Urban Land Institute, among others.
- The next bimonthly meeting will take place in late March with the anticipated delivery of a final document in summer 2021.

TNC Pilot Program: Staff contracted UZURV and Uber to provide subsidized transportation in the fall of 2020. The pilot, CARTA OnDemand, launched on February 1. The pilot offers door-to-door subsidized services for our seniors (55+) and Tel-A-Ride customers and covers a designated area with one end of the trip connecting to or from the Charleston Medical District on the Peninsula, Monday through Friday, between the hours of 9 AM and 5 PM. Trips with both UZURV and Uber cost $4 each way and rides can be scheduled as much as 30 days in advance or with as little as 1-hour notice.

Staff reached out to community centers, senior housing, and MUSC for hand’s on outreach. Outreach efforts and continued coordination with Uber and UZURV are ongoing. The CARTA website was updated and staff worked with the press to bring attention to the project. Telephone calls were also made to existing Tel-A-Customers informing them of the additional options. Uber sent out an email with CARTA links and information to 22,000 targeted users. With Tel-A-Ride already approved, staff continues to receive and approve applications for the 55+ population.

As of Friday, 2/12/2021, no trips have been made using the project.