CARTA BOARD MEETING
November 17, 2021
1:00 PM
Barrett Lawrimore Conference Room
5790 Casper Padgett Way
North Charleston, SC 29406

AGENDA

1. Call to Order
2. Consideration of Board Minutes – October 20, 2021 Meeting
3. Financial Status Report – Robin Mitchum
4. Hospitality on Peninsula (HOP) Service – Discussion
5. CARTA On Demand Pilot Extension – Request for Approval – Jon Dodson
6. Project Updates – Ron Mitchum/Staff
   a) Stop/Shelter Design Guidelines
   b) Service Planning Initiatives
   c) Electric Bus Master Plan
   d) CARTA On Demand
   e) Shelter Improvement Program
   f) Shipwatch Square Transit Center
   g) Solar Lighting
   h) Digital Signage
   i) Vanpool Program
   j) Lowcountry Rapid Transit
7. Ridership Report – Jon Dodson
8. Executive Director’s Report – Ron Mitchum
9. Other Business, If Any
10. Public Comments, If Any
11. Board Comments, If Any
A Charleston Area Regional Transportation Authority (CARTA) Board of Directors meeting was held at the Berkeley-Charleston-Dorchester Council of Governments in the Barrett Lawrimore Conference Room located at 5790 Casper Padgett Way in North Charleston, SC at 1:00 p.m. on Wednesday, October 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; Ron Brinson; Brenda Corley; Will Haynie; James Lewis; Michael Seekings; John Tecklenburg; Jimmy Ward

PROXIES: Jerry Lahm for Teddie Pryor; Kristen Wurster for Dickie Schweers; Ray Anderson for Keith Summey; Stephanie Tillerson for John Labriola; Cater McMillan for Robert Wehrman

STAFF PRESENT: Ron Mitchum; Robin Mitchum; Sharon Hollis; Belen Vitello; Jon Dodson; John Lambert; Michelle Emerson; Daniel Brock; Kim Coleman

OTHERS PRESENT: David Bonner (Transdev); Jason Woznic (Transdev); Daniel Monroe (Rawle-Murdy Associates); Robert Flagler (Rawle-Murdy Associates); Scott Donahue (SDCOT); Ed Astle; William Hamilton (Best Friends of Lowcountry Transit)

1. Call to Order
   Chairman Seekings called the CARTA Board of Directors Meeting to order at 1:05 p.m. followed by a moment of silence and quorum determination.

2. Consideration of Board Minutes: September 15, 2021 Meeting

   Mr. Lahm made a motion to approve the September 15, 2021 Meeting Minutes as presented.
   Ms. Corley seconded the motion. The motion was unanimously approved.

3. Financial Status Report – Robin Mitchum
   Robin Mitchum, Deputy Director of Finance and Administration, presented the financial status report for the period ending September 30, 2021. Ms. Mitchum noted that the agency remains in good shape and ended the month with unexpended revenues of $151,111. 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.
   - State Mass Transit Funds are the funds available and expended as match to the Federal 5307 operating funds.
   - 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, five 1996 New Flyer buses and one 1997 New Flyer bus.
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.
- Automotive costs include the maintenance on the administrative vehicles and mileage reimbursements.
- Postage is postage meter refills used to mail passes.
- Dues/Memberships is CARTA’s membership with Transportation Association of South Carolina (TASC).
- 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, Cradlepoint NetCloud Essentials for mobile routers and Zscaler internet security renewal, 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.
- Pilot Ride Program is customer transportation cost for same-day service through independent rideshare.
- Other Professional Services include pest control services 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.
- Security Services is contracted security service provided at the SuperStop by the City of North Charleston Police Department.
- Electric Bus Master Plan is the project to develop the necessary planning documents to transition CARTA’s diesel bus fleet to all-electric buses.
- 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 and registration fees.
- Insurance includes the cost of liability insurance provided by the Insurance Reserve Fund.
- 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, cameras, bike racks and security equipment.

Capital Expenditures:

- Rolling Stock is the purchase of two Alexander Dennis Enviro 200 buses, three Proterra Electric buses and three New Flyer buses.
- Bus Shelter Construction/Bench is the purchase of shelters.
- Security/Cameras & Equipment is the purchase of cameras at facilities and on buses.
- Capital includes the purchase of a fork lift and digital signage for shelters and bus stops.
- ITS System is the purchase of the Syncromatics system.

Ms. Mitchum reviewed the HOP expenditures. As of September 30, 2021, total expenditures for the HOP program for FY21 is $246,043. The amount owed to Transdev as of September 30, 2021 is $1,287,425.38. The Board of Directors received the Financial Status Report and HOP Expenditures Report as information.
Ron Mitchum, Executive Director, stated that Jon Dodson, Senior Transit Planner, would introduce Amy Pettine. Mr. Dodson introduced Ms. Pettine, Principal with Nelson/Nygaard. Ms. Pettine delivered a presentation on Transit and Bus Stop Design Guidelines. She discussed the Project Overview, noting the bus stop guidelines and how they are used. She also discussed the Project Schedule and the Project Work Recap regarding Stakeholder Outreach and Technical Work. Ms. Pettine highlighted the Design Guidelines and noted that the Next Steps are the adoption and implementation of Design Guidelines. Ms. Pettine addressed questions and comments.

*Mr. Brinson made a motion to approve the Transit Design Guidelines as presented. Ms. Tillerson seconded the motion. The motion was unanimously approved.*

A discussion was held regarding better collaboration between the City of Charleston, the City of North Charleston and the respective Police Departments, Charleston County and the BCDCOG relating to bus shelter protocol and law enforcement of posted rules.

5. Isle of Palms Beach Reach Shuttle - Discussion
Mr. Mitchum stated that Jon Dodson would highlight the results of the Isle of Palms Beach Reach Shuttle. Mr. Dodson noted that service for the shuttle began on the Memorial Day weekend and ended on Labor Day Monday. Service during that time was offered on the weekend and weekday holidays. He stated that operation was partly funded by the City of the Isle of Palms and the Town of Mt. Pleasant. Pick-up location changed in July at the request of the City of the Isle of Palms. The Mt. Pleasant Town Centre provided free parking and marketing efforts included branch development, in-person pushes, flyer and sandwich board distributions, press releases and TV coverage and ads on the buses and social media pushes. He noted that rainy weather was the biggest challenge during the season. Mr. Dodson addressed questions and comments. Mr. Mitchum requested the Board’s support of staff resuming efforts to offer the service in 2022. Mr. Ward, Isle of Palms Councilmember, stated that he would request the City of the Isle of Palms’ support to provide additional media coverage for next year. Mayor Haynie stated that the Town of Mt. Pleasant will continue to support the service during the same time-range for next year as well. The Board encouraged Mr. Mitchum and staff to move forward with plans for the Isle of Palms Beach Reach Shuttle service for 2022.

6. Bus Wrap Advertising – Request for Approval
Mr. Mitchum discussed Bus Wrap Advertising. He stated that CARTA requests approval to amend the Red Falcon Ink, LLC Bus Wrap and Shelter Advertising contract for an additional year pursuant to the renewal terms outlined in the contract. Mr. Mitchum noted that the contract was awarded as a one-year contract with four options to renew annually. This amendment will extend the contract through October 29, 2022. Mr. Mitchum stated that an advertising update will be presented at the next Board meeting and addressed questions and comments.

*Mr. Lewis made a motion to approve the Bus Wrap Advertising as presented. Mr. Lahm seconded the motion. The motion was unanimously approved.*

7. Armored Transport Services – Request for Approval
Mr. Mitchum discussed the Armored Transport Services. He stated that CARTA requests approval to amend the Brinks, Inc. Armored Transport Services contract for an additional year pursuant to the renewal terms outlined in the contract. Mr. Mitchum noted that the contract was awarded on November 5, 2019 as a one-year contract with two options to renew annually. This amendment will extend the contract through November 4, 2022. Mr. Mitchum addressed questions and comments.

*Mr. Anderson made a motion to approve the Armored Transport Services as presented. Ms. Wurster seconded the motion. The motion was unanimously approved.*
8. **Project Updates – Ron Mitchum/Staff**

Mr. Mitchum noted that a summary was distributed in the Board packet in advance of the meeting on the following projects: Service Planning Initiatives; Electric Bus Master Plan; CARTA OnDemand; Shelter Improvement Program; Shipwatch Square Transit Center; Solar Lighting; Digital Signage; VanPool Program; and Lowcountry Rapid Transit. He stated that if anyone has any questions regarding the project updates, to please contact him or staff members for further information. Mr. Mitchum noted that Bosch paid for the shelter and the installation at the bus stop located at their facility on Dorchester Road. He then addressed questions and comments. The Board of Directors received the Project Updates as information.

9. **Ridership Report – Jon Dodson**

Mr. Dodson presented the Ridership Report as of September 2021. He stated that ridership was the highest since pre-COVID at 10.6 customers per hour. There were 178,315 customers in September. Overall ridership From August 2021 to September 2021 is up 5%. Overall ridership comparing September 2020 to September 2021 increased by 19%. Overall ridership comparing September 2019 to September 2021 decreased by 22%. Mr. Dodson noted that the Route 203-MUSC shuttle had the highest riders per hour in the system at 29. Additionally, Routes 211-Meeting/King (20), 10-Rivers (14.1), 210-College of Charleston (13.6), 213-Lockwood (13.2), 20-King (12.8) and 32-Northbridge (11.6) had the next highest riders per hour. Mr. Dodson addressed questions and comments. The Board of Directors received the Ridership Report as information.

10. **Executive Director’s Report – Ron Mitchum**

Mr. Mitchum stated that he had no additional information to present but noted that work continues to move forward on the LCRT project. He commended Morgan Grimes, Communications & Outreach Specialist, for her multiple public outreach efforts. The Board of Directors received the Executive Director’s Report as information.

11. **Other Business, If Any**

There was no other business to discuss.

12. **Public Comments, If Any**

There was one public comment:

- William Hamilton, Executive Director of Best Friends of Lowcountry Transit, commented on the SCDOT’s Complete Streets Policy, the Beach Reach Shuttle and the Northbridge and DASH services. Mr. Hamilton suggested double-sided bus stop signs and expressed his concerns regarding masks not being worn by all of the attendees at the meeting.

13. **Board Comments, If Any**

- Mayor Tecklenburg introduced Robert Somerville, the City of Charleston’s Director of Traffic and Transportation.
- Chairman Seekings recognized former Board Members and City of North Charleston Councilmember, Ed Astle, and thanked him for attending the meeting. He wished those who were on upcoming voting ballots Good Luck and thanked them for their service. He also thanked attendees for taking the time to attend today’s meeting.

14. **Adjourn**

There being no further business before the Board, Chairman Seekings adjourned the meeting at 2:05 p.m.

Respectfully submitted,
Kim Coleman
MEMORANDUM

TO: Board of Directors
FROM: Robin W. Mitchum, Deputy Director of Finance & Administration
SUBJECT: October 31, 2021 Financial Report Overview
DATE: November 8, 2021

Please find attached the October 31, 2021 Financial Report. Below is a brief overview of the activities for FY22.

Revenues
- Farebox is the fares collected on the revenue vehicles.
- Passes is bus pass fares sold to customers.
- Local contributions is 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.
- Insurance proceeds are a result of accidents.
- Sale of Assets is the proceeds from the sale of a support vehicle and shelter scrap metal.

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.
- Office Equipment Rental includes the monthly battery lease for the electric buses.
- Office Equipment Maintenance (OEM) includes IT services.
- Rent includes the Ashley Phosphate Park & Ride Lot, Dorchester Village Shopping Center Park & Ride Lot, and Leeds Avenue lot lease from SCE&G.
- 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.
- Auditing is the cost of the actuary valuation for GASB 75.
- Custodial services is the cost of janitorial services at the Melnick Park and Ride.
- Other Professional Services includes appraisal fees for the Ladson property.
- Fixed Route service is the cost of fixed and commuter service provided by Transdev.
- Money Transport is the cost of the armored guard service, Brinks, to pick up and transport cash deposits to the bank.
- Security Services is contracted security service provided at the Super Stop by the City of North Charleston Police Dept.
- 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.
• Paratransit is the cost of paratransit transportation provided by Transdev.
• 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.

**Capital Expenditures**
• Rolling Stock is the purchase of two New Flyer Buses.
• Security/Cameras & Equipment is the purchase of cameras at the Superstop.
• Capital includes is the purchase of a two diesel fuel pumps.

**Overall, the agency ended the month with excess of revenues of $29,626**

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

**Amount owed to Transdev as of 10/31/2021 is $1,337,151.84.**
## CARTA

**Statement of Revenues & Expenditures**

For the Month Ending October 31, 2021

Time elapsed: 8%

<table>
<thead>
<tr>
<th>Operating Revenues</th>
<th>FY22 Budget</th>
<th>Actual</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Farebox</td>
<td>1,840,925</td>
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<tr>
<td>Passes</td>
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<td>COC Shuttle</td>
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<td>951,364</td>
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<td>Advertising</td>
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<td>Insurance Proceeds</td>
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<tr>
<td>Sale of Assets</td>
<td>10,000</td>
<td>720</td>
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<tr>
<td><strong>TOTAL OPERATING REVENUES</strong></td>
<td>23,768,598</td>
<td>1,582,201</td>
<td>7%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Expenditures</th>
<th>FY22 Budget</th>
<th>Actual</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Expenditures</strong></td>
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<tr>
<td>Staff Salaries &amp; Benefits</td>
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<td>Supplies</td>
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<td>Printing</td>
<td>37,500</td>
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<tr>
<td>Marketing</td>
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<tr>
<td>Automotive</td>
<td>1,000</td>
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<tr>
<td>Postage</td>
<td>2,900</td>
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<td>Dues/Memberships</td>
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<td>Office Equipment Rental</td>
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<td>Office Equipment Maintenance</td>
<td>1,101,938</td>
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<td>Rent</td>
<td>33,800</td>
<td>1,350</td>
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<td>Communications</td>
<td>170,561</td>
<td>6,252</td>
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<td>Utilities</td>
<td>205,674</td>
<td>5,881</td>
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<td>Advertising</td>
<td>58,500</td>
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<tr>
<td><strong>Professional Services</strong></td>
<td></td>
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<tr>
<td>Auditing</td>
<td>24,300</td>
<td>1,800</td>
<td>7%</td>
</tr>
<tr>
<td>Legal</td>
<td>7,500</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Custodial</td>
<td>23,220</td>
<td>1,935</td>
<td>8%</td>
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<tr>
<td>Pilot Ride Program</td>
<td>40,000</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Other</td>
<td>110,000</td>
<td>1,960</td>
<td>2%</td>
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<tr>
<td><strong>Contract Services</strong></td>
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<tr>
<td>Shared Services - IGA</td>
<td>2,588,887</td>
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<tr>
<td>Fixed Route</td>
<td>13,690,074</td>
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<tr>
<td>Money Transport</td>
<td>7,500</td>
<td>486</td>
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<tr>
<td>Security Services</td>
<td>96,191</td>
<td>8,040</td>
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<td>Electric Bus Master Plan</td>
<td>87,595</td>
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<tr>
<td>Vehicle Maintenance</td>
<td>150,000</td>
<td>7,851</td>
<td>5%</td>
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<td>Facility Repair &amp; Maintenance</td>
<td>14,950</td>
<td>359</td>
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<tr>
<td>Operating Fees &amp; Licenses</td>
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<tr>
<td>Insurance</td>
<td>832,399</td>
<td>-</td>
<td>0%</td>
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</tbody>
</table>
CARTA
Statement of Revenues & Expenditures
For the Month Ending October 31, 2021

<table>
<thead>
<tr>
<th></th>
<th>FY22 Budget</th>
<th>Actual</th>
<th>% of Budget</th>
</tr>
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<tbody>
<tr>
<td>Fuel</td>
<td>1,065,531</td>
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<td>Paratransit</td>
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<td>Miscellaneous</td>
<td>5,500</td>
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<tr>
<td>Interest</td>
<td>56,210</td>
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<tr>
<td>Non-Capitalized Assets</td>
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<tr>
<td>Depreciation</td>
<td>-</td>
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<td>TOTAL OPERATING EXPENDITURES</td>
<td>23,768,598</td>
<td>1,552,575</td>
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</table>

Excess (Deficit) of Revenues Over (Under) Expenditures

<table>
<thead>
<tr>
<th>Capital Revenues</th>
<th>Budget</th>
<th>Actual</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolling Stock</td>
<td>13,270,970</td>
<td>975,359</td>
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<tr>
<td>Bus Facilities/Charging Stations</td>
<td>6,553,574</td>
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<tr>
<td>Security/ Cameras &amp; Equipment</td>
<td>80,097</td>
<td>6,915</td>
<td></td>
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<tr>
<td>Park &amp; Ride Construction/Leeds Ave.</td>
<td>2,800,000</td>
<td>-</td>
<td></td>
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<tr>
<td>Sales Tax - Charleston County</td>
<td>6,222,247</td>
<td>1,033,537</td>
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<tr>
<td>TOTAL CAPITAL REVENUES</td>
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</table>

<table>
<thead>
<tr>
<th>Capital Expenditures</th>
<th>Budget</th>
<th>Actual</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolling Stock</td>
<td>17,747,668</td>
<td>1,991,610</td>
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<tr>
<td>Bus Facilities/Charging Stations</td>
<td>8,164,494</td>
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<tr>
<td>Bus Shelter Construction/Bench Install</td>
<td>100,000</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td>600,000</td>
<td>-</td>
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</tr>
<tr>
<td>HOP Lot Construction / Leeds Ave.</td>
<td>2,200,000</td>
<td>-</td>
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<tr>
<td>Security/ Cameras &amp; Equipment</td>
<td>97,440</td>
<td>6,915</td>
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</tr>
<tr>
<td>Capital (IT, Facility Repairs/Maint)</td>
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<td>17,286</td>
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<tr>
<td>TOTAL CAPITAL EXPENDITURES</td>
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## CARTA
### BALANCE SHEET
#### 10/31/2021

### ASSETS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
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### LIABILITIES & EQUITY

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### EQUITY

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**TOTAL LIABILITIES & FUND EQUITY** **44,182,773.84**
Memorandum

Date: November 17, 2021
To: CARTA Board of Directors
From: Ron Mitchum, Executive Director
RE: CARTA OnDemand Service Area Expansion

CARTA OnDemand launched at the beginning of February 2021 for seniors (55+) and approved Tel-A-Ride customers and expanded in July 2021. See below for Map 1: Coverage Area for a map of the current service area. The OnDemand program represents CARTA’s first experience working with Transportation Network Companies (TNCs) to provide demand response services and same-day medical trips for customers.

The original end date was through the end of calendar year 2021. Staff is recommending an extension of the program through next year.

The launch during COVID remains a challenge as marketing and outreach efforts continue to be limited, especially considering our target population is better served with hands-on instruction. However, staff continues to adjust and ridership has seen steady growth since the expansion in July. See below for Chart 1: Ridership Total by Month.

The OnDemand pilot budget included funds from the reallocation of Route 204 services, as well as $80,000 awarded as part of the Enhanced Mobility of Seniors and Individuals with Disabilities Program under Section 5310 of the Fixing America’s Surface Transportation Act (FAST). Of the $180,000 originally budgeted, approximately $8,500 has been expended or 4.7% of the overall budget.
Image 1: Coverage Area

Chart 1: Ridership Total by Month
Memorandum

Date: November 8, 2021
To: CARTA Board of Directors
From: Ron Mitchum, Executive Director
RE: Transit Planning Project Updates

Please find the progress reports for transit planning projects.

1. Stop/shelter Design Guidelines (Project Manager: Jon Dodson)
2. Service Planning Initiatives (Project Manager: Jon Dodson)
3. Electric Bus Master Plan (Project Manager: Jeff Burns)
4. CARTA On-Demand (TNC Pilot Project) (Project Manager: John Lambert)
5. Shelter Improvement Program (Project Manager: Belen Vitello)
6. Shipwatch Square Transit Center (Project Manager: Sharon Hollis)
7. Solar Lighting Installation (Project Manager: Belen Vitello)
8. Digital signage (Project Manager: Belen Vitello)
9. Vanpool Program (Project Manager: John Lambert)
10. Lowcountry Rapid Transit (Project Manager: Sharon Hollis)

Staff will be available at the Board Meeting to answer any questions you may have regarding the projects.
1. Transit and Bus Stop Guidelines

Staff contracted Nelson\Nygaard to develop Transit and Bus Stop Guidelines in the fall of 2020. The CARTA Board as well as the BCDCOG Board adopted the Transit and Bus Stop Design Guidelines in October 2021. Staff will work with partners and those on the Technical Advisory Committee team to have their respective municipalities adopt these as well at a local level over the next few months.

2. Service Planning Initiatives:

- Downtown Route Study- Staff is developing a grant application for the Route Planning and Restoration Grant Program due on November 15.

- Frequency – Staff is evaluating frequency improvement budget and fleet impacts for Route 11 and 12.

3. Electric Bus Master Plan:

The objective of the Project is to develop a comprehensive plan that optimizes the performance of the route network and its facilities as CARTA transitions its diesel bus fleet to all-electric bus fleet. The Master Plan is schedule to be completed in December 2021, pending the final site design of charging infrastructure design at the Leeds Avenue facility. A number of interim data collection tasks, existing condition reports, technical analyses, and facility assessments have been deliverables along this timeline. The consultant team finalized the route performance analysis using on-vehicle, real-time data collection tools to determine power consumption for existing bus routes. An existing conditions report on the Shipwatch Square transfer facility has been completed that details the power demand and infrastructure requirements completed. These efforts determined the charger needs and siting requirements at this facility. A public outreach event was held at the SuperStop to gather stakeholders’ and transit customers’ transit needs associated with the Shipwatch Square facility. The input period has closed and the feedback gathered will be included in the final report.

Work planned over the next couple months will entail finalizing the power demand and infrastructure requirements at the CARTA facilities, primarily the site layout alternatives and continued work on the final deliverable, the CARTA Zero Emission Bus Master Plan.

4. CARTA OnDemand (TNC Pilot)

BCDCOG staff has continued promoting the OnDemand program through outreach directed towards regional senior centers, assisted living communities, and medical facilities. Feedback from users regarding the service has generally been positive and several riders use the service regularly every month. Sixty-eight (68) seniors have been approved to use the service and many existing Tel-a-Ride customers have taken advantage of the service as well.
Since the program began in February, there have been an average of 10.2 monthly trips with UZURV and 9.4 monthly trips with Uber. Altogether, CARTA OnDemand has provided an average of 19.7 trips per month since the service began.

Beginning in July, CARTA OnDemand was expanded to include the entire CARTA service area and additional medical facilities were added to the list of approved destinations. The expansion resulted in higher ridership. Tables I, II, and III show the uptick in the number of trips made with each provider, and overall, since July.

On average, the CARTA cost per trip for Uber service is $8.63 over 89 total trips. Reliable cost per trip data is currently unavailable for UZURV service. Since February for both services, CARTA has paid a total of $2,129.06 for 181 trips at an average per trip cost of $11.76. For the cost of service as well as marketing expenses, CARTA has spent a total of $8,829.06 of the $180,000 budget (4.9%) on this project.

5. 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.
Shelters/Benches in development:
- Meeting/Romney- Shelter has been installed October 2021
- South Station Phase 1 Maybank HWY- Working with developers and SCDOT to have a pad installed for ADA accessible bus stop
- 713 Houston Northcutt Blvd/ Ann Edwards Ln- SCDOT approval. Construction schedule for Fall 2021. There were delays due to weather
- Indigo Grove Project- Developers will install a pad along Maybank Hwy
- 194 Cannon Street (Aloft Hotel) - FEE-IN-LIEU - Request for invoice
- SPINX – West Wildcat Blvd – FEE-IN-LIEU
- 369 King Student Apartments - FEE-IN-LIEU – Request for invoice
- KIA Country Re-Development - FEE-IN-LIEU - Request for invoice
- 330 America St./ Reid St. (Bench) Construction Drawings Completed.
- 112 Meeting St./ Woolfe St. Property owner denied request for agreement. Moving forward with bench.
- Development Review Project: 102 President Street- NEW bench at BSID 480 President St/Bee St and shifted shelter location for BSID 570 Cannon St/President St
- 223 Mixon Ave/Montague (Shelter) Waiting on approval for permits from SCDOT and City of North Charleston. Wildwood is preparing a quote for the install

New Designs:
- 826 St Andrews Blvd / Sycamore Ave (Shelter) Continuing to work on the agreement with property owner.
- 547 Calhoun St / St Philip St (Shelter) Coordinating and working with the College of Charleston on an additional shelter project, waiting on BAR approval
- 188 County Public Service Bldg. / Bridgeview Dr (Shelter) Coordinating and working with Charleston County to have a shelter installed. Submitted agreement.
- 371 Dorchester Rd/Patriot Blvd SB- Working with Bosch to have a new shelter installed. Survey has been completed. SCDOT encroachment permit submitted
- 135 Citadel- Working with The Citadel to design a new shelter

6. 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. To date 119 have been installed.
- Recent Development: City of Charleston approved 27 locations. We have installed the approved locations with the City of Charleston. Newly installed at
various locations in the West Ashley area. We are working with the new City of Charleston Traffic and Transportation Director to determine the remaining locations.

7. 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 selected priorities based on ridership, quantity of connecting routes, existing shelters, and stop closures due to flooding.

- The City of Charleston’s Design Review Committee (DRC) approved 9 locations within existing shelters. CARTA is currently working on a final quote for Phase 1 of this project. Phase 1 will have a total of 13 locations.

- Working with Synchromatics and our electrical contractor for the proper installation of signs. Shipping delays were due to Covid-19. Synchromatics is pending a finalized quote from their installation vendor and confirmation of installation dates for the equipment. All equipment for this phase is currently programmed and ready to ship from the warehouse. Once Synchromatics has confirmation of installation dates and a finalized quote, they will ship the equipment directly to Watson for installation. Generally, at this stage of the project, installation will occur within 4-6 weeks. Plans are still on schedule to have the digital signs installed November 2021.

- ORS Mini-Grant - BCDCOG Application Submittal: Submitted application for a grant to cover the cost of a new digital sign at BSID 188 County Public Service Bldg. / Bridgeview Dr. We were not awarded this grant.

8. Shipwatch Square/Transit Hub

Final Transit Center design is advancing and coordinated with City of North Charleston. Coordination with Charleston County hub/Library is ongoing. Final design is anticipated to be complete in December 2021.

9. Lowcountry Go Vanpool

BCDCOG staff continues to promote the Lowcountry Go Vanpool program through employer outreach, printed marketing materials, paid media, and virtual presentations. Outreach is primarily focused on large regional employers. Conversations with these employers are ongoing, and BCDCOG staff is offering virtual and in-person presentations to provide individuals with an overview of how the vanpool service operates. Rawle Murdy has finalized a 60-second digital advertisement for the program that will begin circulating on social media in coming months.
In October, staff gave vanpool presentations to the Charleston Regional Development Alliance (CRDA) and Joint Base Charleston. CRDA has committed to helping staff generate employer leads to continue employer outreach efforts. Also in October, staff promoted Lowcountry Go Vanpool at the Business Expo at the North Charleston Coliseum as well as the Park Circle Harvest Festival in North Charleston.

Staff is currently working to finalize participant agreements with Xtreem Cleaners, a local housekeeping agency based in West Ashley. Xtreem Cleaners will begin leasing a 7-passenger van for a 4-person rider group beginning in November, and they are confident that they will be able to use additional vans in the next couple of months and especially going into the spring. The majority of their employee base consists of low-income workers with limited transportation options, and they are highly enthusiastic about the service offering. Their first rider group will be commuting from the Stall Road area in North Charleston to Wild Dunes Resort on Isle of Palms.

During the vanpool program’s pilot period, the monthly fare is $30 per rider regardless of trip distance. Lowcountry Go’s fleet of 11 vehicles (four 7-passenger and seven 15-passenger) are leased on a first come, first serve basis. The vans are branded with decals containing the Lowcountry Go Vanpool logo and telephone number. The service is able to accommodate riders in the rural and urban areas of the region as long as one leg of the commute is in the urban area.

10. Lowcountry Rapid Transit

A&E Design: 30% design submittals, project scope, schedule and budget are being reviewed by the FTA Project Management Consultant (PMOC), which was assigned at the end of May. FTA is reviewing all documents.

Key Stakeholder Coordination: BCDCOG/County/SCDOT/ interagency agreements discussions are being finalized. Project team has been meeting with key stakeholders and providing presentation to neighborhoods and organizations as requested.

FTA Coordination: Monthly meetings are held with FTA. FTA’s Project Management Oversight Consultant (PMOC) is reviewing documents. Management capacity interviews were completed. An Entry into Engineering (EIE) decision is anticipated in March 2022.

NEPA: Documented Categorical Exclusion was approved by FTA in July.

Maintenance Facility: A new maintenance facility/storage yard near the fairgrounds for LCRT buses has been included in the project. Design to be advanced to 30% level.

Transit Signal Prioritization: Transit signal prioritization at intersections is part of the LCRT project definition. A demonstration project of the TSP on Dorchester Road was initiated in March to develop the technology and infrastructure on a smaller scale corridor to
advance that technology on CARTA transit buses traveling on Dorchester Road. This will provide the framework for the LCRT TSP technology which can be expanded to the remainder of the corridor. A draft concept of operations has been developed and coordination with SCDOT and project stakeholders is ongoing.

TOD Study: The TOD study Final Report is anticipated to be released in November 2021. Presentations to stakeholders will be scheduled in early 2022.

Public Involvement: Stakeholder and neighborhood meetings are ongoing. Morgan Grimes, LCRT's communications specialist, has been visiting businesses along the corridor and reaching out to neighborhoods and community organizations. She has had direct communications with over 600 businesses and community members along the corridor, and that number continues to grow. Morgan held office hours throughout the month and will continued to do so this fall.