CARTA BOARD MEETING
February 16, 2022
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 – January 19, 2022 Meeting
3. Financial Status Report – Robin Mitchum
4. FY21 Audit Presentation – Robert Milhous, CPA
5. Re-Branding Request for Proposals – Request for Approval
6. Transportation Network Company (TNC) Service Change – Request for Approval – Jon Dodson
7. 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) Solar Lighting
   g) Digital Signage
   h) Shipwatch Square Transit Center
   i) Vanpool Program
   j) Lowcountry Rapid Transit
8. Ridership Report – Jon Dodson
9. Executive Director’s Report – Ron Mitchum
10. Other Business, If Any
11. Public Comments, If Any
12. Board Comments, If Any

Next scheduled meeting will be held on March 16, 2022
A Charleston Area Regional Transportation Authority (CARPA) 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, January 19, 2022.

MEMBERSHIP: Mary Beth Berry; Ron Brinson; Mike Brown; Dwayne Green; Alfred Harrison; Will Haynie; John Iacofano; 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; John Iacofano; James Lewis; Michael Seekings; Jimmy Ward; Robert Wehrman

PROXIES: Jerry Lahm for Teddie Pryor; Ray Anderson for Keith Summey; Robert Sommerville for John Tecklenburg; Lynn Christian for Alfred Harrison; Dennis Turner for Christie Rainwater

OTHERS PRESENT: David Bonner (Transdev); Daniel Monroe (Rawle-Murdy Associates); Samantha Dubay (HDR); William Hamilton (Best Friends of Lowcountry Transit); Rose Peltz (Best Friends of Lowcountry Transit)

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

1. Call to Order
Chairman Seekings called the CARPA Board of Directors Meeting to order at 1:05 p.m. followed by a moment of silence and quorum determination. He introduced new Board Member, John Iacofano, Councilmember for the Town of Mt. Pleasant.

2. Consideration of Board Minutes: November 17, 2021 Meeting

Mr. Lahm made a motion to approve the November 17, 2021 Meeting Minutes as presented.
Mr. Brinson 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 December 31, 2021. Ms. Mitchum noted that, overall, the agency remains in good shape and ended the month with unexpended funds of $550,806. She reviewed the following activities for FY22 thus far:

Revenues:
- Farebox is the fares collected on the revenue vehicles.
- Passes are bus pass fares sold to customers.
- 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.
- Insurance proceeds are a result of accidents.
- Sale of Assets is the proceeds from the sale of a support vehicle, a 2016 Goshen and shelter scrap metal.

Expenditures:
- Staff Salaries & Benefits include the cost of retiree insurance.
- Supplies include office, facility maintenance and PPE (masks) supplies.
- Printing includes cost of printing route maps, brochures and passes.
- Dues/Membership is CARPA’s membership with Transportation Association of South Carolina (TASC).
- Office Equipment Rental includes the monthly battery lease for the electric buses.
- Office Equipment Maintenance (OEM) includes the FY22 portion of the Swiftly Transit Time and Insights, Cradlepoint NetCloud Essentials for mobile routes and Zscaler internet security, in addition to IT services.
Rent includes the Ashley Phosphate Park & Ride lot, Dorchester Village Shopping Center Park & Ride lot, Leeds Avenue lot lease from SCE&G 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.

Auditing is the cost of the actuary valuation for GASB 75.

Custodial Services is the cost of janitorial services at the Melnick Park & Ride location.

Pilot Ride Program is customer transportation cost for same-day service through independent rideshare.

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 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 and maintenance on the fare vault.

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.

Paratransit is the cost of paratransit transportation provided by Transdev.

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.

**Capital Expenditures:**

- Rolling Stock is the purchase of three New Flyer buses.
- Bus Shelter Construction/Bench is the purchase of shelters.
- Security/Cameras & Equipment is the purchase of cameras at the SuperStop and the upgrading of the access control system at the Leeds Avenue facility.
- Capital includes the purchase of two diesel fuel pumps.

Ms. Mitchum stated that the amount owed to Transdev as of December 31, 2021 is $1,341,296.26. The Board of Directors received the Financial Status Report as information.

### 4. Transportation Network Company (TNC) Contract Renewal – Request for Approval

Ron Mitchum, Executive Director, discussed the Transportation Network Company (TNC) Contract. He stated that CARTA is requesting approval to renew the Uber Technologies, Inc.-TNC contract for an additional year pursuant to the renewal terms outlined in the contract. Mr. Mitchum noted the contract was awarded as a one-year contract with four options to annually renew and that this amendment would extend the contract through January 21, 2023. Mr. Mitchum also explained that CARTA is requesting approval for the UZURV contract to be extended for 60 days which would allow time for follow-up to be assured the regulations are in place and are being adhered to. Mr. Mitchum addressed questions and comments.

*Mr. Anderson made a motion to approve the Transportation Network Company (TNC) One-Year Contract Renewal for Uber as presented. Mr. Lahm seconded the motion. The motion was unanimously approved.*

*Mr. Brinson made a motion to approve the Transportation Network Company (TNC) 60-Day Contract Renewal for UZURV as presented. Mr. Lewis seconded the motion. The motion was unanimously approved.*
5. Beach Reach Service – Request for Approval
Mr. Mitchum discussed the Beach Reach Service for the Isle of Palms. He stated that at the October 21, 2021 Board of Directors meeting, it was approved for staff to resume efforts to offer the Beach Reach Service in 2022. The service would run the same as last year beginning on Memorial Day Weekend and running through Labor Day Weekend during weekends and on weekday holidays. Mr. Mitchum addressed questions and comments.

Mr. Ward made a motion to approve the Beach Reach Service as presented.
Mr. Brinson seconded the motion. The motion was unanimously approved.

6. Project Updates – Ron Mitchum/Staff
Mr. Mitchum delivered an update on the following projects: Stop/Shelter Design Guidelines; Service Planning Initiatives; Electric Bus Master Plan; CARTA OnDemand (TNC Pilot Project); Shelter Improvement Program; Solar Lighting Installation; Digital Signage; Shipwatch Square Transit Center; Vanpool Program; Lowcountry Rapid Transit. He also discussed the re-branding initiative regarding the bus stop sign color scheme. Mr. Mitchum noted that a summary was distributed in the Board Meeting Agenda Packet in advance of the meeting and encouraged Board Members to contact him or the respective project manager regarding any specific concerns or questions. In addition, a 2021 Year End Update on LCRT was included in the Board Meeting Agenda Packet that highlights the progress that was made during 2021 on the LCRT project. A few of the major milestones are as follows: FTA signed the environmental document; completion of 30% design plans; made significant progress on the FTA grant application. Mr. Mitchum addressed questions and comments. The Board of Directors received the Project Updates Report as information.

7. Ridership Report – Jon Dodson
Jon Dodson, Senior Transit Planner, presented the Ridership Report as of December 31, 2021. He noted there were 9.5 customers per hour totaling 165,134 customers in December. Mr. Dodson stated that overall ridership from November 2021 to December 2021 was down 7%. Overall ridership comparing December 2020 to December 2021 increased by 14%. He noted that Route 32 was up 24% and Route 31 was up 32% compared to the same period. Overall ridership comparing December 2019 to December 2021 decreased by 30% due to the pandemic. Mr. Dodson stated that Route 203-MUSC had the highest riders per hour at 26.5. Additionally, 211-Meeting/King DASH (17.5), 20-King (17.5), 10-Rivers Avenue (13.1), 213-Lockwood DASH (11.3) and 11-Dorchester/Airport (10.4) had the next highest riders per hour. He also noted that, for the month, Route 32-Northbridge saw a ridership increase of 24% and Route 31-Folly saw an increase of 32% as compared to December 2020. Mr. Dodson addressed questions and comments. The Board of Directors received the Ridership Report as information.

8. Executive Director’s Report – Ron Mitchum
Mr. Mitchum announced that the BCDCOG has been awarded $860,000 from the FTA to plan for Phase II of the LCRT’s proposed corridor. Phase II focuses on a strategic plan for implementing equitable transit-oriented development that includes a mix of commercial, residential (including affordable housing), employment, healthcare, education and entertainment centered around or located near transit stations. He also noted that the HOP lot study is on-going and a project for additional parking for commuter buses will kick-off soon. Mr. Mitchum also updated the Board on the progress of the installation of battery charging stations noting that the pandemic and supply chain issues have somewhat slowed the project down. He stated that an update on the re-branding project will be presented at the next Board meeting. Mr. Mitchum addressed questions and comments. The Board of Directors received the Executive Director’s Report as information.

9. Other Business, If Any
There was no other business to discuss.
10. Public Comments, If Any
There were two public comments:
- William Hamilton, Executive Director of Best Friends of Lowcountry Transit, expressed his concerns regarding the Transit APP’s estimated arrival times and the LCRT’s service not continuing to the Summerville area. Mr. Hamilton also discussed the “Rise, Ride and Remember Rosa Parks Transit Equity Day” to be held Friday, February 4th. He also discussed Best Friends of Lowcountry Transit’s transit equity goals for 2022 which were included on the material that was distributed prior to the start of the Board meeting.
- Rose Peltz, of Best Friends of Lowcountry Transit and frequent rider of Routes 10, 11 and 12, expressed her concerns regarding the lack of transit service for the Town of Summerville.

11. Board Comments, If Any
- Mr. Lahm commented that the new bus stop at the Charleston County Public Service Building is a positive addition.
- Mr. Lewis commended the staff and drivers’ performance during the pandemic and stated that the news media has been doing a good job regarding CARTA in the news.
- Ms. Berry inquired about the shortage of CDL drivers and expressed her concerns regarding the matter.
- Mr. Iacofano thanked the Executive Director, Chairman and Board Members for the opportunity to serve on the Board and stated he is looking forward to an orientation session and working with the Board.
- Chairman Seekings welcomed Mr. Iacofano to the Board again. He noted that there will be transportation to warming shelters in anticipation of the cold weather. Chairman Seekings thanked Board Members for their continued service to the Board and the communities they serve and thanked everyone for attending today’s Board meeting.

12. Adjourn
There being no further business before the Board, Chairman Seekings adjourned the meeting at 1:50 p.m.

Respectfully submitted,
Kim Coleman
Please find attached the January 31, 2022 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, a 2016 Goshen, a 1996 New Flyer, and shelter scrap metal.

Expenditures

- Staff Salaries & Benefits includes the cost of retiree insurance.
- Supplies includes office, facility maintenance, and PPE (masks) supplies.
- Printing includes costs of printing route maps, brochures, and passes.
- Dues/Memberships is CARTA’s membership with Transportation Association of South Carolina (TASC).
- Office Equipment Rental includes the monthly battery lease for the electric buses.
- Office Equipment Maintenance (OEM) includes the FY22 portion of the Swiftly Transit Time and Insights, Cradlepoint NetCloud Essentials for mobile routers and Zscaler internet security, in addition to IT services.
- 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.
- Auditing is the cost of the actuary valuation for GASB 75 and annual audit.
- Custodial services is the cost of janitorial services at the Melnick Park and Ride.
- Pilot Ride Program is customer transportation cost for same day service through independent rideshare.
- Other Professional Services includes appraisal fees for the Ladson property.
- Shared Contract Services (IGA & Management) is the extensive services BCDCOG provides to CARTA.
MEMORANDUM

- 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.
- 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 and maintenance on the fare vault.
- 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. The policy renewed January 1 and this is the majority of the expenditures for FY22.
- 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 three New Flyer buses and six Proterra buses.
- Bus Shelter Construction/Bench is the purchase of shelters.
- Security/Cameras & Equipment is the purchase of cameras at the Superstop and the upgrading of the access control system at the Leeds Avenue facility.
- Capital includes is the purchase of a two diesel fuel pumps.

Overall, the agency ended the month with excess of revenues of $145,131.

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

Amount owed to Transdev as of 1/31/2022 is $1,271,119.65.
## CARTA
### Statement of Revenues & Expenditures
#### For the Month Ending January 31, 2022

**Time elapsed:**

<table>
<thead>
<tr>
<th>FY22</th>
<th></th>
<th>% of</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget</td>
<td>Actual</td>
<td>Budget</td>
<td></td>
</tr>
</tbody>
</table>

### Operating Revenues
- **Farebox**: 1,840,925 / 451,936 / 25%
- **Passes**: 473,478 / 95,475 / 20%
- **COC Shuttle**: 417,104 / 135,747 / 33%
- **MUSC**: 951,364 / 236,914 / 25%
- **City of Charleston - DASH**: 640,492 / 213,497 / 33%
- **Local Contributions**: - / 74,325 / N/A
- **Federal**: 11,601,438 / 4,145,076 / 36%
- **State Mass Transit Funds**: 475,794 / - / 0%
- **Sales Tax - Charleston County**: 6,658,003 / 3,571,720 / 54%
- **Advertising**: 700,000 / 250,351 / 36%
- **Insurance Proceeds**: - / 93,966 / N/A
- **Sale of Assets**: 10,000 / 6,321 / 63%

**TOTAL OPERATING REVENUES**: 23,768,598 / 9,275,328 / 39%

### Operating Expenditures
- **Staff Salaries & Benefits**: 8,334 / 2,679 / 32%
- **Supplies**: 151,670 / 25,456 / 17%
- **Printing**: 37,500 / 3,260 / 9%
- **Marketing**: 10,000 / - / 0%
- **Automotive**: 1,000 / 265 / 27%
- **Postage**: 2,900 / 521 / 18%
- **Dues/Memberships**: 1,513 / 1,000 / 66%
- **Office Equipment Rental**: 107,877 / 43,912 / 41%
- **Office Equipment Maintenance**: 1,101,938 / 113,124 / 10%
- **Rent**: 33,800 / 11,987 / 35%
- **Communications**: 170,561 / 46,044 / 27%
- **Utilities**: 205,674 / 33,736 / 16%
- **Advertising**: 58,500 / - / 0%

#### Professional Services
- **Auditing**: 24,300 / 24,800 / 102%
- **Legal**: 7,500 / 266 / 4%
- **Custodial**: 23,220 / 7,740 / 33%
- **Pilot Ride Program**: 40,000 / 1,687 / 4%
- **Other**: 110,000 / 1,960 / 2%

#### Contract Services
- **Shared Services - IGA**: 2,588,887 / 939,168 / 36%
- **Fixed Route**: 13,690,074 / 4,424,002 / 32%
- **Money Transport**: 7,500 / 2,014 / 27%
- **Security Services**: 96,191 / 31,675 / 33%
- **Electric Bus Master Plan**: 87,595 / 48,161 / 55%
- **Vehicle Maintenance**: 150,000 / 37,876 / 25%
- **Facility Repair & Maintenance**: 14,950 / 2,230 / 15%
- **Operating Fees & Licenses**: 25,000 / 11,258 / 45%
- **Insurance**: 832,399 / 876,995 / 105%
# CARTA

**Statement of Revenues & Expenditures**

For the Month Ending January 31, 2022

<table>
<thead>
<tr>
<th></th>
<th>FY22 Budget</th>
<th>Actual</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuel</td>
<td>1,065,531</td>
<td>499,758</td>
<td>47%</td>
</tr>
<tr>
<td>Paratransit</td>
<td>2,587,469</td>
<td>781,707</td>
<td>30%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>5,500</td>
<td>1,957</td>
<td>36%</td>
</tr>
<tr>
<td>Interest</td>
<td>56,210</td>
<td>19,792</td>
<td>35%</td>
</tr>
<tr>
<td>Non-Capitalized Assets</td>
<td>465,005</td>
<td>7,139</td>
<td>2%</td>
</tr>
<tr>
<td>Depreciation</td>
<td>-</td>
<td>1,128,028</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>TOTAL OPERATING EXPENDITURES</strong></td>
<td><strong>23,768,598</strong></td>
<td><strong>9,130,197</strong></td>
<td><strong>38%</strong></td>
</tr>
</tbody>
</table>

Excess (Deficit) of Revenues Over (Under) Expenditures: 145,131

---

**Capital Revenues**

<table>
<thead>
<tr>
<th></th>
<th>FY22 Budget</th>
<th>Actual</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolling Stock</td>
<td>13,270,970</td>
<td>6,091,508</td>
<td></td>
</tr>
<tr>
<td>Bus Facilities/Charging Stations</td>
<td>6,553,574</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Security/ Cameras &amp; Equipment</td>
<td>80,097</td>
<td>6,915</td>
<td></td>
</tr>
<tr>
<td>Park &amp; Ride Construction/Leeds Ave.</td>
<td>2,800,000</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Sales Tax - Charleston County</td>
<td>6,222,247</td>
<td>1,634,035</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CAPITAL REVENUES</strong></td>
<td><strong>28,926,888</strong></td>
<td><strong>7,732,458</strong></td>
<td><strong>27%</strong></td>
</tr>
</tbody>
</table>

**Capital Expenditures**

<table>
<thead>
<tr>
<th></th>
<th>FY22 Budget</th>
<th>Actual</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolling Stock</td>
<td>17,747,668</td>
<td>7,492,967</td>
<td></td>
</tr>
<tr>
<td>Bus Facilities/Charging Stations</td>
<td>8,164,494</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Bus Shelter Construction/Bench Install</td>
<td>100,000</td>
<td>186,636</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>2,200,000</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Security/ Cameras &amp; Equipment</td>
<td>97,440</td>
<td>35,569</td>
<td></td>
</tr>
<tr>
<td>Capital (IT, Facility Repairs/Maint)</td>
<td>17,286</td>
<td>17,286</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CAPITAL EXPENDITURES</strong></td>
<td><strong>28,926,888</strong></td>
<td><strong>7,732,458</strong></td>
<td><strong>27%</strong></td>
</tr>
</tbody>
</table>
ASSETS

GENERAL OPERATING (BB&T)  6,786,169.45
PETTY CASH  180.00
ACCOUNTS RECEIVABLE  7,646,175.55
PREPAID EXPENSES  221,159.72
INVENTORY - FUEL  32,099.08
DEFERRED OUTFLOWS: ER CONTR  2,409.00
LAND  4,623,977.25
VEHICLES  44,436,773.52
EQUIPMENT  2,223,916.98
FAREBOXES  1,170,017.00
SHELTERS  4,219,004.56
BUS SIGNAGE  238,290.32
FACILITIES  9,365,139.27
PARK & RIDE FACILITY  155,251.20
ACCUMULATED DEPRECIATION  (30,517,447.80)

TOTAL ASSETS  50,603,115.10

LIABILITIES & EQUITY

ACCOUNTS PAYABLE  3,034,420.32
NOTE PAYABLE - BB&T  1,678,039.30
ACCRUED INTEREST  56,639.56
UNEARNED REVENUE  3,200.00
OPEB LIABILITY  173,017.00
DEFERRED INFLOWS: OPEB ASSUMP  24,581.00

TOTAL LIABILITIES  4,969,897.18

CURRENT YEAR FUND BALANCE  145,131.33
INVEST IN CAPITAL ASSETS  35,364,910.13
FUND BALANCE  10,123,176.46

TOTAL EQUITY  45,633,217.92

TOTAL LIABILITIES & FUND EQUITY  50,603,115.10
The CARTA Re-Branding selection committee (Andrea Kozloski, Michelle Emerson, Daniel Brock, and Jon Dodson) met on February 8, 2022 and reviewed seven (7) proposals for the CARTA Re-Branding project. Proposals were received from AFFIRM, FELLOW, HDR Engineering Inc., M3 Agency, Rawle Murdy, Tickety Boo Creative and Zimmer-Design.

The selection committee is recommending that CARTA award a contract to HDR Engineering Inc. based upon the overall score sheet rankings.
Date: February 16, 2022
To: CARTA Board of Directors
From: Ron Mitchum, Executive Director
Subject: CARTA OnDemand Service Expansion

Overview

The CARTA TNC OnDemand Pilot Program began in February 2021 to provide same day, on-demand trips to Seniors and customers with disabilities for peninsula-based trips to and from the Charleston Medical District. Since inception, the program has been expanded to cover the CARTA fixed route service area as well as to serve additional medical facilities. Uber is averaging approximately three trips per day and UZURV is averaging 0.5 trips per day. Ridership has seen limited growth with the program expansion. Sustained ridership growth is necessary for the contracted agencies to continue the partnership and for the pilot to remain active.

Requested Action:

Staff requests that the CARTA Board approve expanding the service to allow trips for all purposes rather than just limiting the trips to medical appointments within the existing CARTA OnDemand service area as shown in Map 1.

Financial Impacts:

The TNC pilot would continue to be funded through a grant award from the Enhanced Mobility of Seniors and Individuals with Disabilities Program under Section 5310 of the Fixing America's Surface Transportation Act (FAST) as well as the reallocation of the Route 204 funds. The total amount available for the pilot is $180,000 of which 5.9% has been expended.

Implementation Date:

Upon Board approval.

Staff Recommendation:

Approve moving forward with the pilot expansion. It would continue until the budget is exhausted or if ridership does not show growth over the next 60 days.

Staff Contact: Jon Dodson, Senior Transit Planner, jond@bcdcog.com, 843-529-0339
Date: February 8, 2022
To: CARTA Board of Directors
From: Ron Mitchum, Executive Director
Subject: 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. Solar Lighting Installation (Project Manager: Belen Vitello)
7. Digital signage (Project Manager: Belen Vitello)
8. Shipwatch Square Transit Center (Project Manager: Sharon Hollis)
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 is continuing to work with area municipal partners for their adoption of the Guidelines.

2. Service Planning Initiatives:

Beach Reach Shuttle: In response to public comments, staff developed a schedule and service days for the Isle of Palms and Mount Pleasant Beach Reach Shuttle that would provide better connections for Route 40 in Mount Pleasant on both Saturdays and Sundays. A kickoff to develop a marketing plan for outreach was held as well.

3. Electric Bus Master Plan:

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 scheduled to be completed in February 2022, 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, route performance analysis, power consumption analysis for existing bus routes, and facility assessments have been delivered throughout the Project.

An existing condition report on the Shipwatch Square transfer facility that details the power demand and infrastructure requirements for on-route vehicle charging has been completed. These efforts determined the charging capacity 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 month entails finalizing the layout alternatives for charging dispensers and bus parking at the Leeds Avenue facility, in the existing footprint and an expansion concept. Based on the new Federal requirement that all applications to FTA for zero-emission vehicles must include a Zero-Emission Transition Plan, the task has been added to the scope of services. A timeline for this deliverable is being developed. Lastly, the delivery of the final Master Plan document that will guide CARTA toward a zero-emission fleet of the future.

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. Seventy-two (72) 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 11.2 monthly trips with UZURV and 17.8 monthly trips with Uber. Altogether, CARTA OnDemand has provided an average of 29 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. The table below shows the uptick in the number of trips made with each provider, and overall, since July. Customers also now have the option to request preferred medical facilities that will be added to the list of eligible locations if deemed appropriate. In January 2022, there were 10 UZURV rides and 60 Uber rides, which was the highest number of monthly trips taken with either service since the program began. CARTA has spent roughly 5.9% of a $180,000.00 budget 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:

- 188 County Public Service Bldg. / Bridgeview Dr- Shelter has been installed and will be inspected
- 713 Houston Northcutt Blvd/ Ann Edwards Ln- SCDOT approval. Construction schedule for almost complete
- Historical Benches- Finding source for historical benches within the City of Charleston (Qty 8)
- 330 America St./ Reid St. (Bench) Construction Drawings Completed.
- 112 Meeting St./ Woolfe St. Property owner denied request for agreement. Moving forward with bench.
- 223 Mixon Ave/Montague (Shelter) Wildwood is finalizing the install
- 741 Meeting Street Project- Working with developer for new location and shelter for BSID 30 Meeting/Brigade St
- Maybank Hwy and Produce Lane- Developers have agreed to install a bench
- Re-Think Folly- 677 Walmart at Folly- New shelter has been added to the Re-think Folly Plans for this bus stop.

New Designs:

- 547 Calhoun St / St Philip St (Shelter) Coordinating and working with the College of Charleston on an additional shelter project, waiting on BAR approval.
- 371 Dorchester Rd/Patriot Blvd SB- Working with Bosch to have a new shelter installed. Survey has been completed. SCDOT encroachment permit approved. Construction estimates were higher than expected. Working with Stantec and our contractors to bring down the cost.
- 578 Savannah Hwy/Stinson- Working with the developers to install a pad for this bus stop.
- 68 Rivers Ave / Hawthorne Dr- Working with developers to have a pad installed.

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 134 have been installed.

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 prioritizes locations 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 the inspection and review of Phase 1 of this project. Phase 1 will have a total of 14 locations.
Memorandum

We are working with Synchromatics and our electrical contractor for the proper installation of signs. The digital signs have been installed and are currently being checked and inspected to ensure they are working properly.

Locations:

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
114  Meeting St / Johnson St NB
565  Bee St / VA Hospital
611  Citadel Mall
787  Dorchester Village Shopping Center (Park & Ride)
17   Rivers Ave./ Remount Rd.
296  Dorchester Rd / Leeds Ave SB (at Shelter)
782  Rivers Ave Park & Ride
137  N. Charleston SuperStop
103  N. Charleston SuperStop on Rivers Ave

8. Shipwatch Square/Transit Hub

Final Design is pending funding grant award.

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. Recruiting participants and raising awareness of the service offering continues to be the program’s primary focus.

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. Entry into engineering request submitted by January 10, 2022. 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. Phase 1 is complete, and scope for second phase is being developed.

**TOD Study:** The TOD study Final Report is anticipated to be finalized in February 2022. Presentations to stakeholders will be scheduled in Spring 2022. FTA grant award for Phase 2 being programmed, anticipated start in Summer 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 700 businesses and community members along the corridor, and that number continues to grow. Morgan held office hours and will continued to do so in 2022.
January 2022 Ridership Summary
*(Jan-20 had 21 weekdays, Jan-21 had 19, and Jan-22 had 20)*

- Overall ridership from December 2021 to January 2022 is down 8%
- Overall ridership comparing January 2021 to January 2022 increased by 11%
- Overall ridership comparing January 2020 to January 2022 decreased by 42%
- DASH ridership comparing January 2021 to January 2022 increased by 89%
- DASH ridership comparing January 2020 to January 2022 decreased by 42%
- Express ridership comparing January 2021 to January 2022 increased 32%
- Express ridership comparing January 2020 to January 2022 decreased 52%
- Route 203-MUSC shuttle had the highest riders per hour in the system at 24
- Additionally, 211-Meeting/King DASH (14), 10-Rivers Ave (13), 20-King (12), 213-Lockwood DASH (12), and 11-Dorchester/Airport (10) had the next highest riders per hour
- For the month, Route 31-Folly saw an increase of 43% as compared to January 2021

<table>
<thead>
<tr>
<th>Route Name</th>
<th>Jan-20</th>
<th>Jan-21</th>
<th>Jan-22</th>
<th>21 to 22 % Change</th>
<th>2022 Riders per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 James Island-North Charleston Express</td>
<td>11,874</td>
<td>4,638</td>
<td>6,864</td>
<td>48%</td>
<td>8</td>
</tr>
<tr>
<td>2 Mt. Pleasant - West Ashley Express</td>
<td>8,160</td>
<td>2,545</td>
<td>2,873</td>
<td>13%</td>
<td>5</td>
</tr>
<tr>
<td>3 Dorchester Road Express</td>
<td>5,247</td>
<td>1,983</td>
<td>2,404</td>
<td>21%</td>
<td>5</td>
</tr>
<tr>
<td>4 NASH Express</td>
<td>510</td>
<td></td>
<td></td>
<td>0%</td>
<td>1</td>
</tr>
<tr>
<td>7 HOP</td>
<td>12,275</td>
<td>2,496</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>10 Rivers Avenue</td>
<td>53,750</td>
<td>33,838</td>
<td>35,518</td>
<td>5%</td>
<td>13</td>
</tr>
<tr>
<td>11 Dorchester/Airport</td>
<td>20,569</td>
<td>12,304</td>
<td>12,166</td>
<td>-1%</td>
<td>10</td>
</tr>
<tr>
<td>12 Upper Dorchester AFB</td>
<td>19,537</td>
<td>10,659</td>
<td>11,388</td>
<td>7%</td>
<td>9</td>
</tr>
<tr>
<td>13 Remount Road</td>
<td>7,756</td>
<td>4,221</td>
<td>4,541</td>
<td>8%</td>
<td>7</td>
</tr>
<tr>
<td>20 King Street/Citadel</td>
<td>14,910</td>
<td>7,692</td>
<td>7,923</td>
<td>3%</td>
<td>12</td>
</tr>
<tr>
<td>30 Savannah Highway</td>
<td>7,875</td>
<td>4,389</td>
<td>4,808</td>
<td>10%</td>
<td>7</td>
</tr>
<tr>
<td>31 Folly Road</td>
<td>4,225</td>
<td>2,466</td>
<td>3,536</td>
<td>43%</td>
<td>4</td>
</tr>
<tr>
<td>32 North Bridge</td>
<td>7,764</td>
<td>4,980</td>
<td>5,081</td>
<td>2%</td>
<td>6</td>
</tr>
<tr>
<td>33 St. Andrews/Ashley River Rd.</td>
<td>11,267</td>
<td>6,975</td>
<td>6,715</td>
<td>-4%</td>
<td>10</td>
</tr>
<tr>
<td>40 Mt. Pleasant</td>
<td>6,091</td>
<td>3,417</td>
<td>3,886</td>
<td>14%</td>
<td>6</td>
</tr>
<tr>
<td>41 Coleman Boulevard</td>
<td>1,662</td>
<td>1,046</td>
<td>815</td>
<td>-22%</td>
<td>2</td>
</tr>
<tr>
<td>42 Wando Circulator</td>
<td>1,367</td>
<td>657</td>
<td>617</td>
<td>-6%</td>
<td>2</td>
</tr>
<tr>
<td>102 North Neck</td>
<td>3,139</td>
<td>2,159</td>
<td>1,577</td>
<td>-27%</td>
<td>3</td>
</tr>
<tr>
<td>103 Leeds Avenue</td>
<td>2,332</td>
<td>981</td>
<td>1,354</td>
<td>38%</td>
<td>8</td>
</tr>
<tr>
<td>104 Montague Avenue</td>
<td>4,298</td>
<td>1,896</td>
<td>2,119</td>
<td>12%</td>
<td>4</td>
</tr>
<tr>
<td>203 Medical University Shuttle</td>
<td>13,698</td>
<td>13,293</td>
<td>11,149</td>
<td>-16%</td>
<td>24</td>
</tr>
<tr>
<td>204 MUSC/ Calhoun Circulator</td>
<td>173</td>
<td>106</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>210 Aquarium/ CofC DASH</td>
<td>5,822</td>
<td>1,334</td>
<td>6,477</td>
<td>386%</td>
<td>9</td>
</tr>
<tr>
<td>211 Meeting/King DASH</td>
<td>28,188</td>
<td>7,919</td>
<td>14,521</td>
<td>83%</td>
<td>14</td>
</tr>
<tr>
<td>213 Lockwood/Calhoun DASH</td>
<td>10,771</td>
<td>4,474</td>
<td>4,951</td>
<td>11%</td>
<td>12</td>
</tr>
<tr>
<td>301 St. Andrews</td>
<td>2,867</td>
<td>1,968</td>
<td>1,906</td>
<td>-3%</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL Ridership</strong></td>
<td><strong>266,125</strong></td>
<td><strong>138,434</strong></td>
<td><strong>153,188</strong></td>
<td><strong>11%</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>
CARTA Monthly Performance January 2022

Fixed Route Performance:
- Passengers per Hour: 9.1
- On Time Performance: 90%
- Complaints per 100,000 Passengers: 0.0
- Compliments per 100,000 Passengers: 0.0
- Miles between Road Calls: 16,917
- Revenue Vehicle Accidents per 100,000 Miles: 3.4
- Preventable Accidents per 100,00 Miles: 0.8

Fixed Route Annual Trends FY 2018 – FY2021
(Notes: FY2022 is partial year data)

On Time Performance

<table>
<thead>
<tr>
<th>Year</th>
<th>FY2019</th>
<th>FY2020</th>
<th>FY2021</th>
<th>FY2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>87.6%</td>
<td>90.7%</td>
<td>90.5%</td>
<td>88.0%</td>
</tr>
</tbody>
</table>

Complaints per 100,000 Psgrs

<table>
<thead>
<tr>
<th>Year</th>
<th>FY2019</th>
<th>FY2020</th>
<th>FY2021</th>
<th>FY2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td>1.5</td>
<td>1.7</td>
<td>0.5</td>
<td>0.3</td>
</tr>
</tbody>
</table>

Passengers per Hour

<table>
<thead>
<tr>
<th>Year</th>
<th>FY2019</th>
<th>FY2020</th>
<th>FY2021</th>
<th>FY2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td>14.5</td>
<td>11.1</td>
<td>9.3</td>
<td>10.0</td>
</tr>
</tbody>
</table>

Accidents per 100,000 Miles

<table>
<thead>
<tr>
<th>Year</th>
<th>FY2019</th>
<th>FY2020</th>
<th>FY2021</th>
<th>FY2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td>4.8</td>
<td>4.1</td>
<td>4.7</td>
<td>3.7</td>
</tr>
</tbody>
</table>

Total Miles b/w Road Calls

<table>
<thead>
<tr>
<th>Year</th>
<th>FY2019</th>
<th>FY2020</th>
<th>FY2021</th>
<th>FY2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td>17,910</td>
<td>23,779</td>
<td>25,735</td>
<td>13,280</td>
</tr>
</tbody>
</table>
Paratransit Performance:
- Total Passengers: 5,018; Passengers per Hour: 1.7
- No Shows: 194
- On-Time Performance: 80%
- Complaints per 1,000 Passengers: 0; Compliments per 1,000 Passengers: 0.2
- Miles between Road Calls: 51,227
- Total Revenue Accidents per 100,000 Miles: 10.4; Preventable Accidents per 100,000 Miles: 5.2

Paratransit Annual Trends - FY2019 – FY2022

(Notes: 1 - FY2022 is partial year data; 2- Effective January 2021, Cancelled at door is rolled into No Shows)