



Charleston Area Regional Transportation Authority

CARTA BOARD MEETING

April 27, 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 – March 16, 2022 Meeting
3. Financial Status Report – Robin Mitchum
4. Fare Free May – Request for Approval
5. Project Updates – Ron Mitchum/Staff
 - a) Stop/Shelter Design Guidelines
 - b) Service Planning Initiatives
 - c) Electric Bus Master Plan
 - d) Shelter Improvement Program
 - e) Solar Lighting
 - f) Digital Signage
 - g) Shipwatch Square Transit Center
 - h) Vanpool Program
 - i) Leeds Avenue Facility Improvements
 - j) Lowcountry Rapid Transit
6. Ridership Report – Jon Dodson
7. Executive Director's Report – Ron Mitchum
8. Other Business, If Any
9. Public Comments, If Any
10. Board Comments, If Any

Next scheduled meeting will be held on May 18, 2022



Charleston Area Regional Transportation Authority

MEMORANDUM

TO: Board of Directors
FROM: Robin W. Mitchum, Deputy Director of Finance & Administration
SUBJECT: March 31, 2022 Financial Report Overview
DATE: April 20, 2022

Please find attached the March 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 and bench 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.
- Automotive is the cost of maintaining the administrative staff vehicle.
- 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 and the postage meter.
- 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 and UST compliance inspections.
- Shared Contract Services (IGA & Management) is the extensive services BCDCOG provides to CARTA.
- 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 and the Leeds Avenue temporary bus parking lot 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 (3) New Flyer buses and nineteen (19) 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 \$68,638.

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

Amount owed to Transdev as of 3/31/2022 is \$1,430,289.23.

**CARTA
BALANCE SHEET
3/31/2022**

ASSETS

ASSETS	
GENERAL OPERATING (BB&T)	4,121,009.11
PETTY CASH	180.00
ACCOUNTS RECEIVABLE	10,878,350.65
PREPAID EXPENSES	256,402.86
INVENTORY - FUEL	32,099.08
DEFERRED OUTFLOWS: ER CONTR	2,409.00
LAND	4,623,977.25
VEHICLES	54,198,805.02
EQUIPMENT	2,227,538.43
FAREBOXES	1,170,017.00
SHELTERS	4,252,246.56
BUS SIGNAGE	238,290.32
FACILITIES	9,365,139.27
PARK & RIDE FACILITY	155,251.20
ACCUMULATED DEPRECIATION	(31,095,869.84)
TOTAL ASSETS	<u><u>60,425,845.91</u></u>

LIABILITIES & EQUITY

LIABILITIES	
ACCOUNTS PAYABLE	3,339,496.95
NOTE PAYABLE - BB&T	1,563,120.52
ACCRUED INTEREST	6,894.86
UNEARNED REVENUE	3,200.00
OPEB LIABILITY	173,017.00
DEFERRED INFLOWS: OPEB ASSUMP	24,581.00
TOTAL LIABILITIES	<u><u>5,110,310.33</u></u>

EQUITY	
CURRENT YEAR FUND BALANCE	68,638.45
INVEST IN CAPITAL ASSETS	45,123,720.67
FUND BALANCE	10,123,176.46
TOTAL EQUITY	<u><u>55,315,535.58</u></u>

TOTAL LIABILITIES & FUND EQUITY	<u><u>60,425,845.91</u></u>
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CARTA
Statement of Revenues & Expenditures
For the Month Ending March 31, 2022

Time elapsed:
50%

	FY22 Budget	Actual	% of Budget
<u>Operating Revenues</u>			
Farebox	1,840,925	680,942	37%
Passes	473,478	167,100	35%
COC Shuttle	417,104	202,641	49%
MUSC	951,364	351,320	37%
City of Charleston - DASH	640,492	320,246	50%
Local Contributions	-	75,945	N/A
Federal	11,601,438	6,226,875	54%
State Mass Transit Funds	475,794	-	0%
Sales Tax - Charleston County	6,658,003	5,153,239	77%
Advertising	700,000	298,200	43%
Insurance Proceeds	-	109,995	N/A
Sale of Assets	10,000	6,321	63%
Miscellaneous	-	168	N/A
TOTAL OPERATING REVENUES	23,768,598	13,592,992	57%
<u>Operating Expenditures</u>			
Staff Salaries & Benefits	8,334	4,017	48%
Supplies	151,670	37,131	24%
Printing	37,500	7,360	20%
Marketing	10,000	-	0%
Automotive	1,000	491	49%
Postage	2,900	1,042	36%
Dues/Memberships	1,513	1,000	66%
Office Equipment Rental	107,877	61,574	57%
Office Equipment Maintenance	1,101,938	142,212	13%
Rent	33,800	15,169	45%
Communications	170,561	78,492	46%
Utilities	205,674	54,711	27%
Advertising	58,500	-	0%
<i>Professional Services</i>			
Auditing	24,300	24,800	102%
Legal	7,500	266	4%
Custodial	23,220	11,610	50%
Pilot Ride Program	40,000	3,767	9%
Other	110,000	3,130	3%
<i>Contract Services</i>			
Shared Services - IGA	2,588,887	1,474,841	57%
Fixed Route	13,690,074	6,652,062	49%
Money Transport	7,500	3,116	42%
Security Services	96,191	71,720	75%
Electric Bus Master Plan	87,595	59,624	68%
Vehicle Maintenance	150,000	74,055	49%
Facility Repair & Maintenance	14,950	4,716	32%
Operating Fees & Licenses	25,000	13,065	52%

CARTA
Statement of Revenues & Expenditures
For the Month Ending March 31, 2022

Time elapsed:
50%

	FY22 Budget	Actual	% of Budget
Insurance	832,399	931,790	112%
Fuel	1,065,531	842,946	79%
Paratransit	2,587,469	1,204,531	47%
Miscellaneous	5,500	2,749	50%
Interest	56,210	28,778	51%
Non-Capitalized Assets	465,005	7,139	2%
Depreciation	-	1,706,450	N/A
TOTAL OPERATING EXPENDITURES	23,768,598	13,524,354	57%
Excess (Deficit) of Revenues Over (Under) Expenditures		68,638	

Capital Revenues

Rolling Stock	13,270,970	13,958,357	
Bus Facilities/Charging Stations	6,553,574	-	
Security/ Cameras & Equipment	80,097	8,358	
Park & Ride Construction/Leeds Ave.	2,800,000	-	
Sales Tax - Charleston County	6,222,247	3,566,714	
TOTAL CAPITAL REVENUES	28,926,888	17,533,429	61%

Capital Expenditures

Rolling Stock	17,747,668	17,254,999	
Bus Facilities/Charging Stations	8,164,494	-	
Bus Shelter Construction/Bench Install	100,000	219,878	
Land	600,000	-	
HOP Lot Construction / Leeds Ave.	2,200,000	-	
Security/ Cameras & Equipment	97,440	41,266	
Capital (IT, Facility Repairs/Maint)	17,286	17,286	
TOTAL CAPITAL EXPENDITURES	28,926,888	17,533,429	61%



Charleston Area Regional Transportation Authority

MEMORANDUM

Date: April 20, 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. Shelter Improvement Program (Project Manager: Belen Vitello)
5. Solar Lighting Installation (Project Manager: Belen Vitello)
6. Digital signage (Project Manager: Belen Vitello)
7. Shipwatch Square Transit Center (Project Manager: Sharon Hollis)
8. Vanpool Program (Project Manager: John Lambert)
9. 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.

MEMORANDUM

1. Transit and Bus Stop Guidelines

Staff is continuing to work with area municipal partners for their recognition of the Guidelines.

Staff is validating the Automatic Passenger Counters (APCs) on the buses to work toward building out the Transit Amenities rankings.

2. Service Planning Initiatives:

- Route 12 Scheduling adjustments made to improve the overall customer experience for Route 12 customers.
- Beach Reach: Schedule finalized. A digital sign will be also placed at Isle of Palms to better inform customers of upcoming vehicle arrivals.
- Grants: Working on Grant Applications for 4 Expansion Vehicles through the Low-No Emissions grant program

3. Electric Bus Master Plan:

The Project was 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. A final draft of the Master Plan was delivered in March 2022. Staff provided comment on the final analyses, financial assessments, and implementation strategy. Subsequently, the final publication is in production. 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. A public outreach event was held at the SuperStop to gather stakeholders' and transit customers' transit needs associated with the Shipwatch Square facility.

Work planned over the next month is to prepare a supplemental chapter comprising a Zero-Emission Transition Plan. The Bipartisan Infrastructure Law amended the provisions for the Grants for Buses and Bus Facilities and the Low or No Emission Competitive Program requiring that any application for projects related to zero-emission vehicles include this Plan. The task has been added to the scope of services and is scheduled for delivery in early May 2022. A presentation to the Board is scheduled for May 2022.

4. 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:

- 371 Dorchester Rd/Patriot Blvd SB- Design and permits approved. Construction to begin April 2022.

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- Glenn McConnell Widening- Working with Charleston County and the construction team on the install of bus pullouts and bus shelters.
- 713 Houston Northcutt Blvd/ Ann Edwards Ln- SC DOT 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.
- 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
- 5600 Craig Rd- New Development in North Charleston. Working on a pad for a future shelter for Route 13.
- 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
- 826 Sycamore Ave & St Andrews Blvd- New apartments going in. Working with a developer to have bus stop shelter installed.
- 72 Medical Plaza Drive / Trident Medical Arts Center- Teaming up with Trident Medical to install a new pad. CARTA will install the shelter.
- 102 Trident Medical Center - 9279 Medical Plaza Dr- Teaming up with Trident Medical to install a new pad. CARTA will install the shelter.
- 3894 Savannah Highway- Pad will be installed from development review.
- 3492 Maybank Highway- Pad will be installed from development review.

5. 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 147 have been installed. We have three spare lights to replace any damaged items.

6. 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.

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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.

We are working with Synchronomatics, Way Sign and Swiftly to refine the digital sign readouts. The digital signs that were malfunctioning have been identified and replaced.

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

7. Shipwatch Square/Transit Hub

Final Design is pending funding grant award. Title VI analysis on reroutes was completed as part of ZEB Plan. Developing NEPA checklist for transit center, NEPA Analysis to begin Summer 2022, with an anticipated six to nine-month timeline. Submitting grant application to FTA Bus and Bus Facilities Grant Program which will incorporate workforce development in the transit center. Grant is due end of May.

8. Lowcountry Go Vanpool

BCDCOG staff continues to promote the Lowcountry Go Vanpool program through employer outreach, printed marketing materials, outreach events, and virtual presentations. Outreach is primarily focused on large regional employers. Conversations with these employers are ongoing and

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currently the program has three potential vanpools that we hope to start in operation soon. BCDCOG staff is offering virtual and in-person presentations to provide individuals with an overview of how the vanpool service operates. The Lowcountry Go Vanpool Coordinator attended multiple outreach events to market the program including the Black Expo and the Small Business Expo. Recruiting participants and raising awareness of the service offering continues to be the program's primary focus.

BCDCOG Staff continues to promote 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.

9. Lowcountry Rapid Transit

A&E Design: 30% design submittals, project scope, schedule and budget were submitted to FTA, and have been accepted through the PMOC review process. The team continues to coordinate design with other concurrent projects being completed by SCDOT and jurisdictions.

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

FTA Coordination: Monthly meetings are held with FTA. FTA's Project Management Oversight Consultant (PMOC) has completed their review of our project documents and the project is currently being reviewed for a rating and entry into engineering approval. A decision is anticipated by the end of April 2022.

NEPA: Documented Categorical Exclusion was approved by FTA in July 2021.

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 in Summer/Fall 2022.

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 2021 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 finalized with an anticipated start of Spring 2022.

TOD Study: The TOD study Final Report was adopted by BCDCOG Board in February 2022. Presentations to stakeholders are ongoing. FTA grant award for Phase 2 being programmed, anticipated start in Summer 2022.

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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.