AGENDA

1. Call to Order
2. Consideration of Board Minutes – October 19, 2022 Meeting
3. Financial Status Report – Robin Mitchum
4. CARTA Re-branding – Presentation – Samantha Dubay, HDR
5. CARTA Policy and Operations Manual Revision – Request for Approval
6. CARTA Bus Wrap Advertising Contract (Red Falcon Ink) – Request for Approval
7. Project Updates – Ron Mitchum/Staff
8. Ridership Report – Megan Ross
9. Executive Session – Request to Convene
10. Issuance of Fixed Route/Paratransit Operator RFP – Request for Approval
11. Executive Director’s Report – Ron Mitchum
12. Other Business, If Any
13. Public Comments, If Any
14. 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 19, 2022.

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

**MEMBERSHIP PRESENT:** Mary Beth Berry; Ron Brinson; Will Haynie; John Iacofano; James Lewis; Michael Seekings

**PROXIES:** Lynn Christian for Alfred Harrison; Carter McMillan for Jenny Costa Honeycutt; Craig Harris for John Labriola; Jerry Lahm for Teddie Pryor; Megan Clark for Keith Summey; Robert Sommerville for John Tecklenburg; Jon Skojec for Robert Wehrman

**OTHERS PRESENT:** Alisha Wigfall (Transdev); Scott Donahue (SCDOT); Chloe Field (BGRM); Abraham Champagne (WSP); William Hamilton (Best Friends of Lowcountry Transit); Sheila Rivers; Leisa Barleston

**STAFF PRESENT:** Ron Mitchum; Andrea Kozloski; Robin Mitchum; Megan Ross; Belen Vitello; Courtney Cherry; Michelle Emerson; Daniel Brock; Jeff Hughes; Kim Coleman

1. **Call to Order**
   Chairman Seekings called the CARTA Board of Directors Meeting to order at 1:02 p.m. followed by a moment of silence in memory of Ray Anderson.

2. **Consideration of Board Minutes: September 21, 2022 Meeting**

   *Mr. Lahm made a motion to approve the September 21, 2022 Meeting Minutes as presented.*
   *Mr. Iacofano 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, 2022. Ms. Mitchum noted that, overall, the agency remains in good shape and ended the month with unexpended revenues of $2,171,378. She reviewed the following activities for FY22 thus far, stating that it is expected that the unexpended balance will decrease:

   **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 and bench 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 operating funds available as match to federal 5307 operating funds.
   - Insurance proceeds are a result of accidents.
   - Sale of Assets is the proceeds from the sale of a support vehicle, a 2016 Goshen, five 1996 New Flyers 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.
- Automotive is the cost of maintaining the administrative staff vehicle.
- Dues/Membership 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 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 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 and the annual audit.
- 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 include appraisal fees for the Ladson property, UST compliance inspections, New Flyer customer training services, shelter repairs and Proterra Bus Inspections.
- Shared Contract Services (IGA & Management) is the extensive services the 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 SuperStop and the Leeds Avenue temporary bus parking lot by the City of North Charleston Police Department.
- Rebranding is services provided to comprehensively review and rebrand agency logos and images.
- 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 facilities 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, air filtration equipment on the buses and office equipment.

Capital Expenditures:
- Rolling Stock is the purchase of 3 New Flyer buses and 20 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 and cameras at the Leeds Avenue facility.
- Capital includes the purchase of two diesel fuel pumps.

Ms. Mitchum noted that the amount owed to Transdev as of September 30, 2022 is $1,602,519.24. The Board of Directors received the Financial Status Report as information.
4. Armored Transport Services – Request for Approval
Ron Mitchum, Executive Director, discussed the Armored Transport Services contract. He noted that CARTA is requesting approval to amend the Brink’s Incorporated-Armored Transport Services contract for an additional year pursuant to the renewal terms outlined in the contract. Mr. Mitchum stated that, if approved, this will extend the contract through November 4, 2023. Mr. Mitchum addressed questions and comments.

Mr. Brinson made a motion to approve the Armored Transport Services Contract as presented. Mr. Iacofano seconded the motion. The motion was unanimously approved.

5. Project Updates – Ron Mitchum/Staff
Ron Mitchum, Executive Director, delivered an update on the following projects, noting that progress is being made on all projects: Service Planning Initiatives; Downtown Route Study; US-52 BRT Study; CARTA OnDemand; Shelter Improvement Program; Solar Lighting Installation; Shipwatch Square Transit Center; Vanpool Program; Transit Oriented Development Study; Lowcountry Rapid Transit; and Special Events Impacting CARTA Services. Mr. Mitchum discussed the Shipwatch Square Transit Center, the Downtown Route Study and the US-52 BRT Study projects in detail. He noted that project summaries were 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. Mr. Mitchum addressed questions and comments. Chairman Seekings commended Mr. Mitchum and staff for their dedicated work and the Board of Directors for their tremendous support. The Board of Directors received the Project Updates Report as information.

6. Ridership Report – Megan Ross
Megan Ross, Transit Planner, presented the Ridership Report as of September 30, 2022. She noted that passenger trips totaled 169,470 and there were 10.9 customers per service hour (10.7 last month). On-time, across all timepoints, was 84%. Ms. Ross stated that overall ridership comparing August 2022 to September 2022 decreased by 8.8%, overall ridership comparing September 2021 to September 2022 decreased by 4.9%, and overall ridership comparing 2021 YTD to 2022 YTD increased by 13.1%. She noted that Tel-A-Ride ridership for the month was 5,518, which was an increase of 6.6% comparing 2021 YTD to 2022 YTD. Ms. Ross discussed the Passengers Per Hour by Route, noting the following: 203-Medical Shuttle (29); 211-Meeting/King DASH (20); 10-Rivers Avenue (14); North Charleston-James Island Express (9); 213-Lockwood/Calhoun DASH (13), 20-King Street (13); and 11-Dorchester Road/ Airport (11). Ms. Ross addressed questions and comments. The Board of Directors received the Ridership Report as information.

7. Executive Director’s Report – Ron Mitchum
Mr. Mitchum discussed the LCRT project noting that procurement is underway. He discussed US Secretary of Transportation, Pete Buttigieg’s, recent visit to the BCDCOG to receive an update on the LCRT project and the region’s transportation issues. Mr. Mitchum noted that the charging system finally arrived and is scheduled to be up and running by the first of November. He also noted that the CARTA website update is underway and that work continues on rebranding. Mr. Mitchum addressed questions and comments. The Board of Directors received the Executive Director’s Report as information.

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

9. Public Comments, If Any
There were two public comments:

- Sheila Rivers expressed her concerns regarding lack of service on Daniel Island, the increase in population effects on Clements Ferry Road, lack of access at the Long Point/Rifle Range Road intersection, Hurricane Evacuation procedures and earlier notification of the Beach Reach Shuttle service.

- William Hamilton, of Best Friends of Lowcountry Transit, discussed the Brewery Trolley and his thoughts on coordinating with Route 20. He noted the improvements to the transit app and increased security at the Mary
Street bus stop. Mr. Hamilton expressed his concerns regarding lack of funding for outreach activities for the Beach Reach Shuttle service.

10. Executive Session – Contractual Matters

Mr. Lahm made a motion that the Board of Directors convene into Executive Session. Mr. Iacofano seconded the motion. The motion was unanimously approved. Non-Board Members, Guests and Non-Essential Staff Members were excused.

Mr. Lahm made a motion to reconvene the Board of Directors meeting. Mayor Haynie seconded the motion. The motion was unanimously approved.

Chairman Seekings reconvened the Board Meeting noting that no action was taken related to matters discussed during Executive Session.

11. Board Comments, If Any

Discussion was held regarding Greenridge Road issues and it was noted that a study will need to be pushed to the next cycle of the Charleston County sales tax program. Staff will submit an application to the County for funding for the study which would be approximately $10-15 thousand. It was noted that the City of North Charleston has discretionary funds that may be available for the study.

12. Adjourn

Chairman Seekings thanked Board Members for their service. There being no further business before the Board, Chairman Seekings adjourned the meeting at 2:35 p.m.

Respectfully submitted,
Kim Coleman
MEMORANDUM

TO: Board of Directors
FROM: Robin W. Mitchum, Deputy Director of Finance & Administration
SUBJECT: October 31, 2022 Financial Report Overview
DATE: November 9, 2022

Please find attached the October 31, 2022 Financial Report. Below is a brief overview of the activities for FY23.

Revenues
- Farebox is the fares collected on the revenue vehicles.
- Passes is bus pass fares sold to customers.
- 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.

Expenditures
- Staff Salaries & Benefits includes the cost of retiree insurance.
- Supplies includes office and facility maintenance supplies.
- 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 Genfare software support agreement and IT services.
- Rent includes the Ashley Phosphate Park & Ride Lot and the 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.
- Custodial services is the cost of janitorial services at the Melnick Park and Ride.
- 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 provided by the City of North Charleston Police Dept.
- Rebranding is services provided to comprehensively review and rebrand agency logos and images.
- Vehicle Maintenance is the cost to maintain the fleet.
- Facility Repair & Maintenance is the cost to maintain facilities.
- 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 shelter trash cans and a submersible pump for the wash system.

Capital Expenditures

• Rolling Stock is the purchase of a New Flyer Electric Bus.
• Security/Cameras & Equipment is the purchase of cameras at Melnick Park and Ride and Access Control Systems at Leeds Avenue.

Overall, the agency ended the month with excess of revenues of $86,555.

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

Amount owed to Transdev as of 10/31/2022 is $1,179,987.33.
## CARTA
### Statement of Revenues & Expenditures
For the Month Ending October 31, 2022

Time elapsed: 8%

<table>
<thead>
<tr>
<th>Operating Revenues</th>
<th>FY23 Budget</th>
<th>Actual</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farebox</td>
<td>1,264,265</td>
<td>119,931</td>
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</tr>
<tr>
<td>Passes</td>
<td>451,134</td>
<td>29,184</td>
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<tr>
<td>COC Shuttle</td>
<td>417,104</td>
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<td>MUSC</td>
<td>753,157</td>
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<td>City of Charleston - DASH</td>
<td>640,492</td>
<td>56,043</td>
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<td>Local Contributions</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Federal</td>
<td>7,846,622</td>
<td>292,795</td>
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<td>State Mass Transit Funds</td>
<td>563,757</td>
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<td>Sales Tax - Charleston County</td>
<td>12,632,345</td>
<td>898,274</td>
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<tr>
<td>Advertising</td>
<td>700,000</td>
<td>73,167</td>
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<tr>
<td>Insurance Proceeds</td>
<td>100,000</td>
<td>9,371</td>
<td>9%</td>
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<tr>
<td>Sale of Assets</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Miscellaneous</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
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<tr>
<td>TOTAL OPERATING REVENUES</td>
<td>25,368,876</td>
<td>1,576,901</td>
<td>6%</td>
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<table>
<thead>
<tr>
<th>Operating Expenditures</th>
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</tr>
</thead>
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<tr>
<td>Staff Salaries &amp; Benefits</td>
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<td>Supplies</td>
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<tr>
<td>Automotive</td>
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<tr>
<td>Postage</td>
<td>2,085</td>
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<tr>
<td>Dues/Memberships</td>
<td>2,500</td>
<td>2,000</td>
<td>80%</td>
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<tr>
<td>Office Equipment Rental</td>
<td>105,687</td>
<td>8,912</td>
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<tr>
<td>Office Equipment Maintenance</td>
<td>599,953</td>
<td>12,621</td>
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<tr>
<td>Rent</td>
<td>33,350</td>
<td>1,400</td>
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<tr>
<td>Communications</td>
<td>166,847</td>
<td>7,541</td>
<td>5%</td>
</tr>
<tr>
<td>Utilities</td>
<td>313,674</td>
<td>12,371</td>
<td>4%</td>
</tr>
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<td>Advertising</td>
<td>17,500</td>
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<tr>
<td>Professional Services</td>
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<td></td>
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<tr>
<td>Auditing</td>
<td>24,800</td>
<td>-</td>
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<tr>
<td>Legal</td>
<td>7,500</td>
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<tr>
<td>Custodial</td>
<td>25,542</td>
<td>1,935</td>
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<tr>
<td>Pilot Ride Program</td>
<td>25,000</td>
<td>-</td>
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</tr>
<tr>
<td>Other</td>
<td>110,000</td>
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<tr>
<td>Contract Services</td>
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<tr>
<td>Shared Services - IGA</td>
<td>3,717,619</td>
<td>105,434</td>
<td>3%</td>
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<tr>
<td>Fixed Route</td>
<td>14,266,085</td>
<td>953,862</td>
<td>7%</td>
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<tr>
<td>Money Transport</td>
<td>7,500</td>
<td>540</td>
<td>7%</td>
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<tr>
<td>Security Services</td>
<td>116,066</td>
<td>8,480</td>
<td>7%</td>
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<tr>
<td>Rebranding</td>
<td>-</td>
<td>10,676</td>
<td>N/A</td>
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<tr>
<td>Vehicle Maintenance</td>
<td>170,000</td>
<td>16,185</td>
<td>10%</td>
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<tr>
<td>Facility Repair &amp; Maintenance</td>
<td>33,805</td>
<td>3,733</td>
<td>11%</td>
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<tr>
<td>Operating Fees &amp; Licenses</td>
<td>37,000</td>
<td>4,182</td>
<td>11%</td>
</tr>
<tr>
<td>Insurance</td>
<td>1,198,340</td>
<td>-</td>
<td>0%</td>
</tr>
</tbody>
</table>
CARTA
Statement of Revenues & Expenditures
For the Month Ending October 31, 2022

Time elapsed: 8%

<table>
<thead>
<tr>
<th></th>
<th>FY23 Budget</th>
<th>Actual</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuel</td>
<td>1,217,827</td>
<td>115,791</td>
<td>10%</td>
</tr>
<tr>
<td>Paratransit</td>
<td>2,723,873</td>
<td>209,940</td>
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</tr>
<tr>
<td>Miscellaneous</td>
<td>5,500</td>
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<tr>
<td>Interest</td>
<td>50,550</td>
<td>4,647</td>
<td>9%</td>
</tr>
<tr>
<td>Non-Capitalized Assets</td>
<td>165,939</td>
<td>8,223</td>
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<tr>
<td><strong>TOTAL OPERATING EXPENDITURES</strong></td>
<td><strong>25,368,876</strong></td>
<td><strong>1,490,346</strong></td>
<td><strong>6%</strong></td>
</tr>
</tbody>
</table>

Excess (Deficit) of Revenues Over (Under) Expenditures
86,555

**Capital Revenues**

<table>
<thead>
<tr>
<th></th>
<th>FY23 Budget</th>
<th>Actual</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolling Stock</td>
<td>383,482</td>
<td>796,644</td>
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<tr>
<td>Bus Facilities/Charging Stations</td>
<td>354,570</td>
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<td></td>
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<tr>
<td>Security/ Cameras &amp; Equipment</td>
<td>204,411</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Facilities Construction</td>
<td>7,675,353</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Sales Tax - Charleston County</td>
<td>704,655</td>
<td>203,393</td>
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<tr>
<td><strong>TOTAL CAPITAL REVENUES</strong></td>
<td><strong>9,322,471</strong></td>
<td><strong>1,000,037</strong></td>
<td><strong>11%</strong></td>
</tr>
</tbody>
</table>

**Capital Expenditures**

<table>
<thead>
<tr>
<th></th>
<th>FY23 Budget</th>
<th>Actual</th>
<th>% of Budget</th>
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<tbody>
<tr>
<td>Rolling Stock</td>
<td>479,353</td>
<td>995,805</td>
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<tr>
<td>Bus Facilities/Charging Stations</td>
<td>380,754</td>
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<tr>
<td>Bus Shelter Construction/Bench Install</td>
<td>500,000</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>HOP Lot Construction / Leeds Ave.</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Security/ Cameras &amp; Equipment</td>
<td>262,011</td>
<td>4,232</td>
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<tr>
<td>Facilities Construction</td>
<td>7,675,353</td>
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<td></td>
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<tr>
<td>Capital (IT, Facility Repairs/Maint)</td>
<td>25,000</td>
<td>-</td>
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<tr>
<td><strong>TOTAL CAPITAL EXPENDITURES</strong></td>
<td><strong>9,322,471</strong></td>
<td><strong>1,000,037</strong></td>
<td><strong>11%</strong></td>
</tr>
</tbody>
</table>
## CARTA
### BALANCE SHEET
10/31/2022

### ASSETS

<table>
<thead>
<tr>
<th>Asset Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL OPERATING (BB&amp;T)</td>
<td>6,984,198.10</td>
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<tr>
<td>PETTY CASH</td>
<td>180.00</td>
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<tr>
<td>ACCOUNTS RECEIVABLE</td>
<td>9,281,793.74</td>
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<tr>
<td>PREPAID EXPENSES</td>
<td>370,438.80</td>
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<tr>
<td>INVENTORY - FUEL</td>
<td>39,979.24</td>
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<tr>
<td>DEFERRED OUTFLOWS: ER CONTR</td>
<td>2,409.00</td>
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<tr>
<td>LAND</td>
<td>4,623,977.25</td>
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<tr>
<td>CONSTRUCTION IN PROGRESS</td>
<td>2,215,526.23</td>
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<tr>
<td>VEHICLES</td>
<td>55,945,535.34</td>
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<tr>
<td>EQUIPMENT</td>
<td>2,230,320.81</td>
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<tr>
<td>FAREBOXES</td>
<td>1,170,017.00</td>
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<tr>
<td>SHELTERS</td>
<td>4,339,489.56</td>
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<td>BUS SIGNAGE</td>
<td>238,290.32</td>
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<tr>
<td>FACILITIES</td>
<td>10,281,644.63</td>
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<tr>
<td>PARK &amp; RIDE FACILITY</td>
<td>155,251.20</td>
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<tr>
<td>ACCUMULATED DEPRECIATION</td>
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<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td><strong>63,901,773.91</strong></td>
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### LIABILITIES & EQUITY

#### LIABILITIES

<table>
<thead>
<tr>
<th>Liability Description</th>
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<td>ACCRUED INTEREST</td>
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<tr>
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<tr>
<td>DEFERRED INFLOWS: OPEB ASSUMP</td>
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<td><strong>TOTAL LIABILITIES</strong></td>
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#### EQUITY

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<td><strong>TOTAL EQUITY</strong></td>
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</table>

**TOTAL LIABILITIES & FUND EQUITY** 63,901,773.91
Attached for your review is a draft of the Public Agencies/Non-Profit Discount Policy. This will be included in the CARTA Policy and Operations Manual. Please feel free to contact me with any questions.
ELIGIBLE AGENCIES:

Public agencies and nonprofit organizations whose primary purpose is to provide assistance to individuals and families at or below the federal poverty level. Once you complete the attached application, please send it along with your 501(c)(3) Exemption Certification to:

CARTA
5790 Casper Padgett Way
North Charleston, SC 29406

DISCOUNT:

Eligible agencies will be provided a 50% discount on any combination of passes and tickets. Agencies can provide, to their client(s), transit passes and tickets free of charge, or they can sell them at a reduced price, or for the price that the agency paid for each ticket/pass. Agencies are NOT allowed to charge more than what the agency paid for the ticket/pass. Administration, handling fees, etc. are not to be charged.

ADMINISTRATIVE:

All eligible agencies must maintain records on the individuals that receive passes/tickets. The minimum information required of each recipient is:

- Name
- Social Security number
- Age
- Sex
- Ticket/Pass (weekly, monthly, etc.)

Amount paid (the amount the client paid for the ticket/pass; i.e. free, $2.00, etc.)

The records are to be maintained for up to 2 years. Charleston Area Regional Transportation Authority (CARTA) reserves the right to randomly verify that records are maintained in proper order, and that eligibility requirements are met.

All passes/tickets purchased under this discount program must be paid for when delivered. Payment will be the total face value minus the 50% discount. Accounts in good standing are eligible to pay for passes at the end of the month.
PUBLIC AGENCIES AND NON-PROFIT DISCOUNT APPLICATION

DATE: _____/____/____

ORGANIZATION: ______________________________ PHONE (___) _____ - ________

ADDRESS: ________________________________

CITY: ___________________ STATE: ________ ZIP: ________________

TAX ID# __________________________________________

EMAIL ADDRESS _______________________________________

CONTACT#_________________ FAX # _______________________

ORGANIZATION’S PURPOSE: _____________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

NUMBER CLIENTS SERVED: ___________________/MONTH

PERCENT OF CLIENTS AT OR BELOW FEDERAL POVERTY GUIDELINES: ________%

NUMBER OF SATELLITE LOCATIONS: ___________________

ADDRESS: ______________________________ PHONE: (___) _____ - ________

ADDRESS: ______________________________ PHONE: (___) _____ - ________

DESCRIPTION OF SERVICES PROVIDED: __________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

I have read CARTA’s Public Agencies / Non-Profit Discount Policy and agree to the terms and conditions. A copy of the organization’s 501(c)(3) letter from the IRS confirming tax-exempt status as a public charity is attached. I have also verified information on this sheet and attest to its validity. I have been given authority by ______________________________ to make such agreements.

Company Name

Authorized Signature: ______________________________ Date: _________________

Print Name: ______________________________

Title: ______________________________

Please mail to: Charleston Area Regional Transportation Authority
5790 Casper Padgett Way
North Charleston, SC 29406

(FOR CARTA USE ONLY)

Verified By: ______________________________

Date: ______________
MEMORANDUM

Date: November 9, 2022
To: CARTA Board of Directors
From: Ronald Mitchum, Executive Director
Subject: Request for Approval – Bus Wrap Advertising

Charleston Area Regional Transportation Authority (CARTA) is requesting approval to amend the Red Falcon Ink, LLC – Bus Wrap & Shelter Advertising contract # CARTA2019-03 for an additional year pursuant to the renewal terms outlined in the contract.

The contract was awarded on as a one (1) year contract with four (4) options to annually renew. This amendment will extend the contract through October 28, 2023.
Please find the progress reports for transit planning projects.

1. Service Planning Initiatives (Project Manager: Megan Ross)
2. Downtown Route Study (Project Manager: Megan Ross)
3. US 52 BRT Study (Project Manager: Megan Ross)
4. CARTA On-Demand (TNC Pilot Program) (Project Manager: John Lambert)
5. Shelter Improvement Program (Project Manager: Belen Vitello)
6. Solar Lighting Installation (Project Manager: Belen Vitello)
7. Shipwatch Square Transit Center (Project Manager: Sharon Hollis)
8. Vanpool Program (Project Manager: Courtney Cherry)
9. Transit Oriented Development Study (Project Manager: Sharon Hollis)
10. Lowcountry Rapid Transit (Project Manager: Sharon Hollis)
11. Special Events Impacting CARTA Services (Project Manager: Belen Vitello)

Staff will be available at the Board Meeting to answer any questions you may have regarding the projects.
1. Service Planning Initiatives:

- Staff is continuing to work with Nelson/Nygaard who will be assisting the region with the Downtown Route Restoration Study, the US 52 BRT Corridor Study and validating the APC data. The scope of work for the APC Data Validation was approved. N/N is currently working on their subcontract with IBI Group. Additionally, they are working to finish the scope of work for the Downtown Route Restoration Study.
- Trident Medical Center is expanding and building a Mental Health Facility on Ingleside Blvd. in March of 2023. Staff will be meeting again with Trident Medical leadership to review plans for the parking lot of the facility to determine the best locations in the parking lot to incorporate transit.
- Staff is reviewing possible routes for the corridor along Palmetto Commerce based on a request from the county. This area would also connect to Ingleside Blvd. which would assist with the request from Trident Medical Center.
- Dorchester County has requested assistance transporting passengers to a warming shelter in Summerville. TriCounty Link will be assisting with transporting passengers to the warming shelter. Staff will meet with the County next week to finalize the details.
- Staff is reviewing the current Rt. 20 and Rt. 301 due to on time performance issues related to traffic delays.
- Staff recommended that the Post and Courier utilize Vanpool to best service their request. The Rt. 103 is interlined with the Rt. 102, modifying one of them would cause changes to occur with the other. Additionally, based on the information provided, any passenger using the system would only have one option using the Rt. 11 to get to work at their scheduled time in the morning.
- Staff provided information from Clemson University to the Vanpool coordinator to assist them with their service request. Staff felt that this was again the best option for their needs.

2. Downtown Route Study

- Staff is working with Nelson Nygaard to develop scope.
- Work is anticipated to begin early 2023

3. US 52 BRT Study

- Scope is being developed.
- Work is anticipated to begin first qtr. of 2023

4. CARTA OnDemand (TNC Pilot)

BCDCOG staff has continued promoting the OnDemand program through outreach directed towards regional senior centers, assisted living communities, housing developments, and medical facilities. Feedback from users regarding the service has been positive. One-hundred and eight (108) seniors have been approved to use the service. There are currently thirty-nine (39) active Tel-a-Ride customers using OnDemand service. CARTA OnDemand has provided an average of 108 total trips per month since the program began and an average of 200 trips per month in 2022. Ridership has
continued to increase since the expansion of the service in summer of 2021 to cover the entire CARTA service area.

Transdev will be accommodating WAV trip requests for OnDemand through the existing Tel-a-Ride system. The agency is also exploring options for call-in ride scheduling to accommodate customers that wish to use the OnDemand service but do not have the ability to use the Uber app.

Uber has remained popular with CARTA OnDemand’s customer base and the number of rides per month on the service has continued to increase in 2022. In October there were 394 Uber rides at an average cost of $12 per trip. To date (February 2021 – present), CARTA has spent a total of $33,814 on the CARTA OnDemand program which includes trips costs and marketing expenses.

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:

- Morrison Yard- Two shelters and two benches have been agreed on. We are working on the quote.
- Glenn McConnell Widening- Construction has begun. Bus Stop shifted due to construction.
- 713 Houston Northcutt Blvd/ Ann Edwards Ln- Construction complete. Bus Stop has been shifted to new bus shelter. Working on
- 741 Meeting Street Project- Met with contractor and working on exact location at Meeting/Maple St. Bus stop 30 will be shifted to this new location.
- 822 Hwy 61/ Falkirk Dr- Bench PR Approved
- Removal of Bus Stop 30 shelter due to the new location at Meeting/Maple
- ACBA Benches
- 2215 Henry Tecklenburg Drive- Bench
- 186 St. Philip Street- Bench
- 411 Meeting St- Shelter
- Crooked Hammock Development project located on Folly Road in James Island- Pad
- 810 Meeting St- Shelter and Bench

New Designs:

- 651 King St (invoice)
- 518 E. Bay Mixed Use (invoice)
- 72 Medical Plaza Drive / Trident Medical Arts Center- Teaming up with Trident Medical to install a new pad. CARTA will install the shelter.
- Trident Metal Health Facility- Working with their team to develop infrastructure for transit use.
- 302 Morrison Dr / Jackson St (Sanders-Clyde Elementary)
- 304 Morrison Dr / Jackson St
- 300 Morrison Dr / Stuart St
- 305 Morrison Dr / Stuart St
Digital Signage

- This project has been successfully completed. Continue to monitor digital signs. We are seeing issues with accuracy and have shared those concerns to have them update.

6. Solar Lighting Project

We are ready to move forward with more solar lights. CARTA met with bus drivers during their safety meetings to discuss new locations for solar light in September. Selected 112 locations for Phase 2. We have requested for a quote.

7. Shipwatch Square/Transit Hub

Coordination ongoing.

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 still focused on large regional employers, coordinating with and recruiting local employers with parking difficulties has been a large objective. 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 continues to promote the program through solicited participation and outreach events.

In October,

- 1 community event.
- 4 follow-up inquiries for vanpool services.
- 2 potential user completed driver recommendations.
- Community outreach via flyers and conversations with the public.
- 1 potential new vanpool client, pending presentation early November.

The Taco Boy on Folly's vanpool contract came to a close at the end of September, the service operated to facilitate the summer overseas work Visa employees, and feedback has been positive. Lowcountry GO Vanpool continues to work with a second employer, Xtreem Cleaners, to find drivers and has been contacted by the Coast Guard Base downtown Charleston for potential use.

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. Transit Oriented Development Study

Selection committee has selected a consultant. Scoping is underway with project kickoff anticipated for December 2022.

10. Lowcountry Rapid Transit

A&E Design: SCDOT has selected a consultant and contract negotiations are underway full NTP is anticipated in Early 2023.

Key Stakeholder Coordination: BCDCOG/County/SCDOT/interagency agreements have been approved. Final signatures are in process

FTA Coordination: LCRT received approval to enter the engineering phase of the CIG program and received a Medium-High rating under the program criteria. Bi-Monthly meetings will continue to be held with FTA. FTA’s Project Management Oversight Consultant (PMOC) throughout the Engineering phase.

NEPA: Documented Categorical Exclusion was approved by FTA in July 2021. Any changes to the design moving forward will be evaluated to see if the change would result in a change to the NEPA approval that would require re-evaluation will be needed.

Maintenance Facility: COG staff is coordinating with the fairgrounds on the maintenance facility site and park and ride locations. Design is scheduled to be advanced to 30% level in Fall 2022 pending ROW negotiations.

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 Programmed with an anticipated start of late Fall 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 815 businesses and community members along the corridor, Morgan continues to hold office hours throughout the corridor.
11. Upcoming Special Events that could Impact CARTA Services

Staff continues to coordinate service adjustments due to special events and road closures. The following upcoming events are scheduled for November:

- 2nd Sunday on King St. - https://www.charlestoncvb.com/events/2nd-sunday-on-king-street~10240/
- Girls on the Run 5K - https://www.gotrcoastalsouthcarolina.org/5k-charleston-berkeley-chester
- Glenn McConnel Parkway Widening Project
- James Island Holiday Festival of Lights (Nov 11- Dec 31) Heavier traffic expected along Maybank Highway, Central Park Road and Folly Road off peak times due to the lines of cars trying to get into the event. I am not expecting this to have a tremendous impact because most of the traffic is on Riverland Dr.
- November 11- Veterans Day – The City of North Charleston held a tribute in 2021. I cannot see updated information for 2022. Last year they had it at the Felix C. Davis Community Center (4800 Park Circle)
- November 23-26, King Tides, flooding in the usual areas, 7 PM – 9:00 PM (Rt. 11, 213)
- Coastal Carolina Fair (Nov 1-6)
- LowVelo Bike Race - https://lowvelo.org/routes/ Not all routes will impact us. I do not know if these are full closures.
- November 24- Turkey Day Run- https://www.turkeydayrun.com/race-details/ The race starts at Marion Square in goes South down Meeting Street, S Battery, E Battery, Murray Blvd, S. Battery and up King to Marion Square.
- Thanksgiving Day Nov. 24.
CARTA Monthly Performance October 2022

Fixed Route Performance:

- Passengers per Hour: 11.5
- On Time Performance: 81%
- Complaints per 100,000 Passengers: 0.5
- Compliments per 100,000 Passengers: 0.0
- Miles between Road Calls: 17,714
- Revenue Vehicle Accidents per 100,000 Miles: 3.9
- Preventable Accidents per 100,000 Miles: 3.0

Fixed Route Annual Trends FY 2018 – FY2023
(Notes: FY2023 is partial year data)
Paratransit Performance:
- Total Passengers: 5,856; Passengers per Hour: 1.7
- No Shows: 255
- On-Time Performance: 90%
- Complaints per 1,000 Passengers: 0; Compliments per 1,000 Passengers: 0
- Miles between Road Calls: 56,049
- Total Revenue Accidents per 100,000 Miles: 3.6; Preventable Accidents per 100,000 Miles: 3.6

Paratransit Annual Trends - FY2019 – FY2023
(Notes: 1 - FY2023 is partial year data; 2 - Effective January 2021, cancelled at door is rolled into No Shows)

**ACCIDENTS PER 100,000 MILES**

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<thead>
<tr>
<th>Year</th>
<th>FY2019</th>
<th>FY2020</th>
<th>FY2021</th>
<th>FY2022</th>
<th>FY2023</th>
</tr>
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<tbody>
<tr>
<td>Accidents</td>
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**MILES B/W ROAD CALLS**

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<th>FY2021</th>
<th>FY2022</th>
<th>FY2023</th>
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<tbody>
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<td>Miles</td>
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<td>43,823</td>
<td>93,637</td>
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**PASSENGERS PER HOUR**

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<th>FY2023</th>
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<tbody>
<tr>
<td>Passengers</td>
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**ON TIME PERFORMANCE**

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<th>FY2023</th>
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<td>On Time Performance</td>
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<td>93.4%</td>
<td>89.8%</td>
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**COMPLAINTS PER 1,000 PASSENGERS**

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<th>FY2020</th>
<th>FY2021</th>
<th>FY2022</th>
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<tr>
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**ACCIDENTS PER 100,000 MILES**

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<tr>
<th>Year</th>
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<th>FY2020</th>
<th>FY2021</th>
<th>FY2022</th>
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<tbody>
<tr>
<td>Accidents</td>
<td>1,559</td>
<td>1,329</td>
<td>1,767</td>
<td>271</td>
<td>255</td>
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