CARTA BOARD MEETING
March 22, 2023
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 –February 15, 2023 Meeting
3. Financial Status Report – Robin Mitchum
4. Project Updates – Ron Mitchum/Staff
5. Ridership Report – Megan Ross
6. Executive Session – Contractual Matters
7. Mt. Pleasant Street Park & Ride - Discussion
8. ADA Accessible Vans – Request for Approval
10. Executive Director’s Report – Ron Mitchum
11. Other Business, If Any
12. Public Comments, If Any
13. Board Comments, If Any

The next CARTA Board Meeting will be held on April 19, 2023
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, February 15, 2023.

MEMBERSHIP: Mary Beth Berry; Joe Boykin; Ron Brinson; Mike Brown; Dwayne Green; Alfred Harrison; Will Haynie; John Iacofano; John Labriola; James Lewis; Pat O’Neil; Christie Rainwater; Herb Sass; Michael Seekings; Keith Summey; John Tecklenburg; Jimmy Ward; Robert Wehrman

MEMBERSHIP PRESENT: Mary Beth Berry; Joe Boykin; Dwayne Green; Will Haynie; John Iacofano; James Lewis; Michael Seekings; Robert Wehrman

PROXIES: Lynn Christian for Alfred Harrison; Craig Harris for John Labriola; Dennis Turner for Christie Rainwater; Jerry Lahm for Herb Sass; Megan Clark for Keith Summey; Robert Somerville for John Tecklenburg

OTHERS PRESENT: Robert Milhous (Robert E. Milhous, CPA, PA & Associates); Alisha Wigfall (Transdev); Rachel Angelos (BGRM); Chloe Field (BGRM); Scott Donahue (SCDOT); Richard Turner (AMT Engineering); Adam Coleman (Charleston County); William Hamilton (Best Friends of Lowcountry Transit); Merrill Towns Chapman (Brady: United Against Gun Violence); Melody Popovich (Charleston County Veterans Affairs); Renee Orth (Riverside Drive-Charleston); News Media Fox 24

STAFF PRESENT: Ron Mitchum; Andrea Kozloski; Robin Mitchum; Megan Ross; Belen Vitello; John Lambert; Michelle Emerson; Kristin Burrows; Daniel Brock; Kim Coleman

1. Call to Order
   Chairman Seekings called the CARTA Board of Directors Meeting to order at 1:01 p.m. followed by a moment of silence and a quorum determination.

2. Consideration of Board Minutes: January 18, 2023 Meeting

   Mr. Lahm made a motion to approve the January 18, 2023 Meeting Minutes as presented. Chief Turner 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 January 31, 2023. Ms. Mitchum noted that, overall, the agency remains in good shape and ended the month with unexpended funds of $321,685. She reviewed the following activities for FY23 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 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 are the proceeds from the sale of a 2010 New Flyer and two 1996 New Flyers.

   Expenditures:
   - Staff Salaries & Benefits include the cost of retiree insurance.
   - Supplies include office and facility maintenance supplies.
   - Printing includes costs of printing route brochures.
   - Automotive is the cost to service the 2014 Ford Explorer.
• 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 Genfare software support agreement, 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 and document storage.
• Communications is the cost of phone, internet and radio services at the facilities and on the buses.
• Utilities include electric and water at the SuperStop, Melnick Park & Ride, the Radio Shop at Leeds Avenue and the charging stations at Leeds Avenue.
• Custodial Services is the cost of janitorial services at the Melnick Park & Ride location.
• Pilot Ride Program is customer transportation cost for same-day service through independent rideshare.
• Other Professional Services include the Electric Bus Master Plan project to transition CARTA’s diesel bus fleet to all-electric buses, Genfare report training and utility search for Leeds Avenue infrastructure project service.
• 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 by the City of North Charleston Police Department.
• 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 and registration fees.
• Insurance includes the cost of liability insurance provided by the Insurance Reserve Fund. The policy renews January 1 and this is the majority of the expenditures for FY23.
• 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 shelter trash cans.

**Capital Expenditures:**

• Rolling Stock is the purchase of a New Flyer Electric Bus.
• Bus Shelter Construction/Bench Install is the installation of shelters and benches.
• Security/Cameras & Equipment is the purchase of cameras at the Melnick Park & Ride lot and Access Control Systems at Leeds Avenue, bus stop solar lighting and AVL equipment.
• Capital (IT, Facility Repairs/Maint) is the purchase of a submersible pump at the Leeds Avenue Facility.

The Board of Directors received the Financial Status Report as information.

4. **FY2022 Audit Presentation – Robert E. Milhous, CPA**

Chairman Seekings introduced Robert Milhous with Robert E. Milhous, CPA, PA & Associates. Mr. Milhous presented the FY2022 Audit Report. He noted that all financial records were in order and in compliance with Government Auditing Standards. He explained the Auditor’s Unmodified Opinion and delivered an overview of the Financial Statements. Mr. Milhous encouraged Board Members to review the Notes to Financial Statements and addressed questions and comments. Chairman Seekings thanked Mr. Milhous for his presentation on the Audit Report. The Board of Directors received the FY2022 Audit Presentation as information.
5. Beach Reach Service – Request for Approval – Megan Ross
Ron Mitchum, Executive Director, stated that staff recommends Board approval and direction regarding the upcoming season’s beach shuttle service. He noted that Megan Ross, Transit Planner, will update the Board regarding details of the Beach Reach Service for the past couple of years. Ms. Ross noted that CARTA implemented a seasonal weekend shuttle between the Town of Mt. Pleasant and the City of Isle of Palms in response to a public request for service to the beach. Along with weekend service, the route also ran on summer holidays, including Memorial Day, Fourth of July and Labor Day. In preparation for the new service, marketing ventured on many different forums to promote transportation to a local beach. A press conference, ride-alongs and social media advertisements were just some of the ways used to encourage locals and visitors to visit the Isle of Palms. Ms. Ross noted that the route started at bus stop #715 Town Centre/Market Center Boulevard and ended at Ocean Boulevard at 14th Avenue. The bus also stopped at Hungry Neck Boulevard/Theater Drive (stops #729 and #714, respectively) to allow additional transfer locations with Routes 40 and 42. Service ran hourly with the first trip departing at 9:10am on Saturday and 9:40 am on Sunday from the Town Centre stop. The last trip would leave at 5:15 p.m. on Saturday and 5:40 p.m. on Sunday. The last return trip would have riders arriving back to the Town Centre by 6:00 p.m. on Saturday and 6:25 p.m. on Sunday. Ms. Ross discussed ridership over the two seasons noting that rainy weather played a factor in service to the beach and more so during the 2nd year of service. She discussed the cost of the service noting that the Town of Mt. Pleasant, the City of Isle of Palms and CARTA agreed that the cost would be divided among the three entities in order for the route to be fully funded. Town Centre also is allowing passengers to park for free in designated parking spots. Ms. Ross noted that staff’s projection of the cost for a 2023 season totals approximately $273,349 for 33 days of service. Discussion was held to look into modifying the route and to extend the last drop-off time. Chairman Seekings thanked the City of Isle of Palms and the Town of Mt. Pleasant for their continued support and directed operational and marketing staff to study multiple route options. It was noted that CARTA will work with Channel 4 News for media coverage. Ms. Ross and Mr. Mitchum addressed questions and comments.

Mr. Green made a motion to approve the Beach Reach Service with consideration of the recommendations discussed. Mayor Haynie seconded the motion. The motion was unanimously approved.

6. Project Updates – Ron Mitchum/Staff
Mr. Mitchum 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; and Lowcountry Rapid Transit. Mr. Mitchum discussed the 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. The Board of Directors received the Project Updates Report as information.

7. Ridership Report – Megan Ross
Ms. Ross presented the Ridership Reports as of January 2023. She discussed January 2023 Ridership Trends noting that passenger trips totaled 169,097 and there were 10.0 customers per service hour (9.5 last month). On-time, across all timepoints, was 83%. Ms. Ross stated that overall ridership comparing December 2022 to January 2023 increased by 6.3%, overall ridership comparing January 2022 to January 2023 increased by 10.4%, and overall ridership comparing 2022 YTD to 2023 YTD increased by 10.4%. She noted that Tel-A-Ride ridership for the month was 5,156, which was an increase of 2.8% comparing 2022 YTD to 2023 YTD. Ms. Ross discussed the Passengers Per Hour by Route, noting the following: 203-Medical Shuttle (29); 211-Meeting/King DASH (12); 10-Rivers Avenue (14); North Charleston-James Island Express (7); 213-Lockwood/Calhoun DASH (14); 20-King Street (16); 11-Dorchester Road/Airport (12); and 12-UpperDorchester Road/Ashley Phosphate Road (10). Ms. Ross addressed questions and comments. The Board of Directors received the Ridership Report as information.

8. Executive Director’s Report – Ron Mitchum
Mr. Mitchum discussed the recent census designation for the urbanized area stating that numbers and maps are out and staff is in the process of analyzing the impacts on the system. He noted that no significant changes are expected. Mr. Mitchum stated that the RFP process is underway and that staff has received three responses. He also noted that additional funding from the SCDOT is anticipated. Mr. Mitchum stated that the O&M facility acquisition on Acres
Drive has been completed and progress continues regarding the Park & Ride facility site acquisition. Survey work is being finalized and a follow-up meeting with the Exchange Club Foundation Board will be held in the near future. Mr. Mitchum discussed the upcoming Legislative Reception sponsored by TASC noting that the topic will be Education in Transit (what transit does and doesn’t do). He also discussed the CARTA Re-brand project, noting the roll-out is anticipated for July. 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 further business to discuss.

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

- Merrill Towns Chapman, with Brady: United Against Gun Violence, expressed her concerns regarding budget cuts possibly affecting bus routes as well as her concerns regarding traffic congestion.
- William Hamilton, of Best Friends of Lowcountry Transit, encouraged participation making buttons at the Container Bar this evening at 6:30pm. He commended the work of Best Friends of Lowcountry Transit and recognized deceased members with his wife, Julia, among them. He thanked the Board for their approval of the Beach Reach Service continuing for the upcoming beach season.

11. Board Comments, If Any
There was no further business to discuss.

12. Adjourn
Chairman Seekings thanked Board Members for their service. There being no further business before the Board, Chairman Seekings adjourned the meeting at 1:59 p.m.

Respectfully submitted,
Kim Coleman
MEMORANDUM

TO: Board of Directors
FROM: Robin W. Mitchum, Deputy Director of Finance & Administration
SUBJECT: February 28, 2023 Financial Report Overview
DATE: March 13, 2023

Please find attached the February 28, 2023 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.
- 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 a 2010 New Flyer and five 1996 New Flyers.

Expenditures
- Staff Salaries & Benefits includes the cost of retiree insurance.
- Supplies includes office and facility maintenance supplies.
- Printing includes costs of printing route brochures.
- Automotive is the cost to service the 2014 Ford Explorer.
- 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 Genfare software support, 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, 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 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 the Electric Bus Master Plan project to transition CARTA’s diesel bus fleet to all-electric buses, Genfare report training, and utility search for Leeds Avenue infrastructure project service.
- 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.

Insurance includes the cost of liability insurance provided by the Insurance Reserve Fund. The policy renews January 1 and this is the majority of the expenditures for FY23.

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 office computer equipment.

**Capital Expenditures**

- Rolling Stock is the purchase of a New Flyer Electric Bus.
- Bus Shelter Construction /Bench Install is the installation of shelters and benches.
- Security/Cameras & Equipment is the purchase of cameras at Melnick Park and Ride and Access Control Systems at Leeds Avenue, bus stop solar lighting, and AVL equipment.
- Capital (IT, Facility Repairs/Maint) is the purchase of a submersible pump at the Leeds Avenue facility.

**Overall, the agency ended the month with excess of revenues of $559,740.**

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

Amount owed to Transdev as of 2/28/2023 is $1,123,644.22.
## CARTA
### Statement of Revenues & Expenditures
#### For the Month Ending February 28, 2023

Time elapsed: **42%**

<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>552,365</td>
<td>44%</td>
</tr>
<tr>
<td>Passes</td>
<td>451,134</td>
<td>215,054</td>
<td>48%</td>
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<tr>
<td>COC Shuttle</td>
<td>417,104</td>
<td>168,859</td>
<td>40%</td>
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<tr>
<td>MUSC</td>
<td>753,157</td>
<td>311,816</td>
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<tr>
<td>City of Charleston - DASH</td>
<td>640,492</td>
<td>280,215</td>
<td>44%</td>
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<tr>
<td>Local Contributions</td>
<td>-</td>
<td>64,715</td>
<td>N/A</td>
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<tr>
<td>Federal</td>
<td>7,846,622</td>
<td>3,132,926</td>
<td>40%</td>
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<tr>
<td>State Mass Transit Funds</td>
<td>563,757</td>
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<td>0%</td>
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<tr>
<td>Sales Tax - Charleston County</td>
<td>12,632,345</td>
<td>5,211,939</td>
<td>41%</td>
</tr>
<tr>
<td>Advertising</td>
<td>700,000</td>
<td>354,328</td>
<td>51%</td>
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<tr>
<td>Insurance Proceeds</td>
<td>100,000</td>
<td>66,370</td>
<td>66%</td>
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<tr>
<td>Sale of Assets</td>
<td>-</td>
<td>7,157</td>
<td>N/A</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>-</td>
<td>378</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>TOTAL OPERATING REVENUES</strong></td>
<td>25,368,876</td>
<td>10,366,122</td>
<td>41%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Expenditures</th>
<th>FY23 Budget</th>
<th>Actual</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Salaries &amp; Benefits</td>
<td>8,334</td>
<td>3,528</td>
<td>42%</td>
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<tr>
<td>Supplies</td>
<td>190,000</td>
<td>16,126</td>
<td>8%</td>
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<td>Printing</td>
<td>25,000</td>
<td>11,865</td>
<td>47%</td>
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<tr>
<td>Automotive</td>
<td>1,000</td>
<td>178</td>
<td>18%</td>
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<tr>
<td>Postage</td>
<td>2,085</td>
<td>-</td>
<td>0%</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>52,824</td>
<td>50%</td>
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<tr>
<td>Office Equipment Maintenance</td>
<td>599,953</td>
<td>132,973</td>
<td>22%</td>
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<tr>
<td>Rent</td>
<td>33,350</td>
<td>12,248</td>
<td>37%</td>
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<tr>
<td>Communications</td>
<td>166,847</td>
<td>73,270</td>
<td>44%</td>
</tr>
<tr>
<td>Utilities</td>
<td>313,674</td>
<td>78,550</td>
<td>25%</td>
</tr>
<tr>
<td>Advertising</td>
<td>17,500</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Professional Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auditing</td>
<td>24,800</td>
<td>25,000</td>
<td>101%</td>
</tr>
<tr>
<td>Legal</td>
<td>7,500</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Custodial</td>
<td>25,542</td>
<td>9,675</td>
<td>38%</td>
</tr>
<tr>
<td>Pilot Ride Program</td>
<td>25,000</td>
<td>28,849</td>
<td>115%</td>
</tr>
<tr>
<td>Other</td>
<td>110,000</td>
<td>17,633</td>
<td>16%</td>
</tr>
<tr>
<td><strong>Contract Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shared Services - IGA</td>
<td>3,717,619</td>
<td>1,396,131</td>
<td>38%</td>
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<tr>
<td>Fixed Route</td>
<td>14,266,085</td>
<td>5,000,198</td>
<td>35%</td>
</tr>
<tr>
<td>Money Transport</td>
<td>7,500</td>
<td>3,027</td>
<td>40%</td>
</tr>
<tr>
<td>Security Services</td>
<td>116,066</td>
<td>41,520</td>
<td>36%</td>
</tr>
<tr>
<td>Rebranding</td>
<td>-</td>
<td>32,903</td>
<td>N/A</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>170,000</td>
<td>67,553</td>
<td>40%</td>
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<tr>
<td>Facility Repair &amp; Maintenance</td>
<td>33,805</td>
<td>22,087</td>
<td>65%</td>
</tr>
<tr>
<td>Operating Fees &amp; Licenses</td>
<td>37,000</td>
<td>21,917</td>
<td>59%</td>
</tr>
<tr>
<td>Insurance</td>
<td>1,198,340</td>
<td>1,042,064</td>
<td>87%</td>
</tr>
</tbody>
</table>
CARTA
Statement of Revenues & Expenditures
For the Month Ending February 28, 2023

<table>
<thead>
<tr>
<th></th>
<th>FY23 Budget</th>
<th>FY23 Actual</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuel</td>
<td>1,217,827</td>
<td>744,020</td>
<td>61%</td>
</tr>
<tr>
<td>Paratransit</td>
<td>2,723,873</td>
<td>942,136</td>
<td>35%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>5,500</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Interest</td>
<td>50,550</td>
<td>22,685</td>
<td>45%</td>
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<tr>
<td>Non-Capitalized Assets</td>
<td>165,939</td>
<td>5,422</td>
<td>3%</td>
</tr>
<tr>
<td><strong>TOTAL OPERATING EXPENDITURES</strong></td>
<td><strong>25,968,876</strong></td>
<td><strong>9,806,382</strong></td>
<td><strong>39%</strong></td>
</tr>
</tbody>
</table>

Excess (Deficit) of Revenues Over (Under) Expenditures

<table>
<thead>
<tr>
<th>Capital Revenues</th>
<th>FY23 Budget</th>
<th>FY23 Actual</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolling Stock</td>
<td>383,482</td>
<td>796,644</td>
<td></td>
</tr>
<tr>
<td>Bus Facilities/Charging Stations</td>
<td>354,570</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Security/ Cameras &amp; Equipment</td>
<td>204,411</td>
<td>164,862</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>296,394</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CAPITAL REVENUES</strong></td>
<td><strong>9,322,471</strong></td>
<td><strong>1,257,900</strong></td>
<td><strong>13%</strong></td>
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</table>

Capital Expenditures

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<tr>
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<th>FY23 Budget</th>
<th>FY23 Actual</th>
<th>% of Budget</th>
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<tbody>
<tr>
<td>Rolling Stock</td>
<td>479,353</td>
<td>995,805</td>
<td></td>
</tr>
<tr>
<td>Bus Facilities/Charging Stations</td>
<td>380,754</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Bus Shelter Construction/Bench Install</td>
<td>500,000</td>
<td>46,113</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>212,062</td>
<td></td>
</tr>
<tr>
<td>Facilities Construction</td>
<td>7,675,353</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Capital (IT, Facility Repairs/Maint)</td>
<td>25,000</td>
<td>3,920</td>
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<tr>
<td><strong>TOTAL CAPITAL EXPENDITURES</strong></td>
<td><strong>9,322,471</strong></td>
<td><strong>1,257,900</strong></td>
<td><strong>13%</strong></td>
</tr>
</tbody>
</table>
CARTA
BALANCE SHEET
2/28/2023

ASSETS

GENERAL OPERATING (BB&T) 7,149,861.16
PETTY CASH 180.00
ACCOUNTS RECEIVABLE 8,873,876.53
PREPAID EXPENSES 272,823.89
INVENTORY - FUEL 39,979.24
DEFERRED OUTFLOWS: ER CONTR 905.00
LAND 5,555,404.61
CONSTRUCTION IN PROGRESS 2,215,526.23
VEHICLES 53,852,125.34
EQUIPMENT 2,181,990.32
FAREBOXES 1,170,017.00
SHELTERS 4,345,195.59
BUS SIGNAGE 238,290.32
FACILITIES 9,413,944.34
PARK & RIDE FACILITY 155,251.20
ACCUMULATED DEPRECIATION (33,443,235.10)

TOTAL ASSETS 62,022,135.67

LIABILITIES & EQUITY

LIABILITIES

ACCOUNTS PAYABLE 3,888,478.18
NOTE PAYABLE - BB&T 1,444,179.61
ACCRUED INTEREST 2,299.81
OPEB LIABILITY 134,964.00
DEFERRED INFLOWS: OPEB ASSUMP 9,235.00

TOTAL LIABILITIES 5,479,156.60

EQUITY

CURRENT YEAR FUND BALANCE 559,739.97
INVEST IN CAPITAL ASSETS 41,858,640.96
FUND BALANCE 14,124,598.14

TOTAL EQUITY 56,542,979.07

TOTAL LIABILITIES & FUND EQUITY 62,022,135.67
MEMORANDUM

Date: March 6, 2023
To: CARTA Board of Directors
From: Ronald E. Mitchum, Executive Director
Subject: Transit Planning Project Updates

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: Sharon Hollis/Megan Ross)
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. 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)

Please let me know if you need additional information.
1. Service Planning Initiatives:

- Staff is continuing to work with Nelson/Nygaard who will be assisting the region with validating the APC data. In the month of February, the subcontractor IBI Group is working on the recommendations and finalizing the memo to present to leadership.
- 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.
- Staff is working on a solution to help improve a bus stop location where the Industry of the Blind move to on Tobias Gadson Blvd. The closest current bus stop location is located about 390 ft. from the parking lot of the new location. The connection is also not linked by a sidewalk and the paired stop is located across the street from a busy road.
- Staff began discussions with the International African American Museum to look at a possible way to service the museum once it is open. Staff is considering the Rt. 210 as the best option until the completion of the Downtown Route Study.
- Staff is analyzing on time performance through Swiftly. Staff is looking at the scheduled time for each route and determining what factor it plays in on time performance.

2. Downtown Route Study

- Staff along with Nelson/Nygaard finalized the Public Outreach plan and the members of the Technical Advisory Group that we will with the entire duration of the Downtown Route Study. Additionally, staff presented on the Downtown Route Study at the Transit Rider Advisory Committee.

3. US 52 BRT Study

- Scope/Procurement Documents are being developed. Work is anticipated to begin Summer 2023

4. CARTA OnDemand (TNC Pilot)

Feedback from users regarding the CARTA OnDemand service has been positive. One-hundred and twenty-seven (127) seniors have been approved to use the service. There are currently sixty-one (61) active Tel-a-Ride customers using OnDemand service. In February 2023, CARTA OnDemand had the highest ridership of any month since the program began, providing a total of 729 trips with 70% of the trips being taken by paratransit customers and 30% being taken by senior customers as shown in Figure I.

Ridership has increased significantly since the service was opened to all trip purposes rather than only medical appointments in February of 2022. Several requests have been received for the expansion of service hours, which are currently Monday through Friday from 7:00 AM to 5:00 PM. Figure II shows the number of trips provided by the CARTA OnDemand program from January 2022 to February 2023.

Transdev is accommodating WAV trip requests for OnDemand through the existing Tel-a-Ride system. In December 2022, CARTA published a Request for Proposals (RFP) seeking additional
providers to fill the absence left by UZURV. Notice of intent to award has been provided to Uber and Lyft and staff is currently in the process of executing contracts with both companies. Marketing materials are being updated to incorporate the addition of Lyft as a secondary provider.

In February 2023, the 729 trips averaged $13.14 per trip which is up from January’s average of $9.66 per trip. To date (February 2021 – present), CARTA has spent a total of $57,848 on the CARTA OnDemand program which includes trips costs and marketing expenses.

Figure I

![Share of Trips - February 2023](image)

<table>
<thead>
<tr>
<th>Seniors 55+</th>
<th>Paratransit Customers</th>
</tr>
</thead>
<tbody>
<tr>
<td>511</td>
<td>220</td>
</tr>
<tr>
<td>70%</td>
<td>30%</td>
</tr>
</tbody>
</table>

Figure II

![CARTA OnDemand Monthly Trips Provided](image)

*Medical trip limitation lifted to allow for all trip purposes
**UZURV’s last month as a partner
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:

- 583 Savannah Hwy / Oak Forest Dr – Shelter in progress
- 308 Morrison Dr / Brigade St – Shelter in progress
- 416 N. Rhett Ave / Sumner Ave – Bench Installation
- 135 The Citadel- Shelter in progress
- 677 Walmart @ Folly Rd – ACBA Bench Installed
- 305 Morrison Dr / Stuart St- Shelter in progress
- 300 Morrison Dr / Stuart St – Shelter in progress
- 304 Morrison Dr / Jackson St - Bench Only in progress
- 302 Morrison Dr / Jackson St (Sanders-Clyde Elementary)- Bench Only Ops Meeting
- Savage Road: Working with Charleston County to design and select locations
- Charleston County: Sam Rittenburg Improvements

New Designs:

- 1776 Ashley River Road
- Stuart Engle Opportunity
- Re-Think Folly Phase 2
- Baker Motor – Shelter

Guidelines

Transit Design Guidelines have been adopted by CARTA Board and staff continues to work with municipalities and developers on implementing these guidelines. These guidelines are being shared with developers through development review.

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. 112 locations were selected for Phase 2. We have received 50 lights. We are working on installing them at this time.

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.
MEMORANDUM

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 Super Stop on Rivers Ave

7. Shipwatch Square/Transit Hub
FTA Low No/Bus & Bus Facilities competitive grant application is being developed. Letters of support will be requested in March. Grants applications are due April 13, 2023. Anticipated grant award would be July/August 2023.

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 February,
- 3 presentations with local chambers of commerce and county economic development workforces
MEMORANDUM

- 2 meetings for information on vanpool services
- 2 inquiries for vanpool services.

The Vanpool Coordinator met and presented to members from the Berkeley and Summerville Chamber of Commerce and presented them with information on the program. Several inquiries came out of those meetings and followed up with potential users. Presented to Berkeley Workforce Roundtable to discuss options for the rural areas. Discussed vanpool options to the IBST meeting and answered any questions or inquires. Lowcountry GO Vanpool continues to work with SC Works Regional Managers to aid in outreach to large employers and potentially assist in work training opportunities.

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
- TOD Study contract has been executed and Internal Staff Kickoff in March 2023
- Stakeholder meetings/public outreach activities to begin in Spring

10. Lowcountry Rapid Transit

A&E Design: Transystems has begun design review and is addressing outstanding traffic and design items from the end of Project Development Phase.

Key Stakeholder Coordination: Key stakeholders will be reengaged with the start of design by Engineer of Record. Committee member letters will go out this spring.

FTA Coordination: Bi-Monthly meetings with FTA and their 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. Next meeting in March will address changes to NEPA as a result of PNR changes.

Maintenance Facility: COG staff is coordinating with the fairgrounds on the maintenance facility site and park and ride locations. Maintenance facility site has been acquired by CARTA and design is scheduled to be advanced to 30% level in Spring.
Transit Signal Prioritization: Transit signal prioritization at intersections is included in the LCRT project. 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 Spring 2023.

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 1,100 businesses and community members along the corridor, Morgan continues to hold office hours throughout the corridor.
The following information presents an overview of the ridership statistics for the month of January 2023. Ridership remains steady in its recovery with service levels consistent with previous levels after being impacted by the unprecedented event.

- Ridership for the month was 167,848, which is a 9.6% increase from February of last year and a 0.74% decrease from January.
  - Fare Riders: 59.5% of total
  - Pass Riders: 33.1% of total
  - Transfers: 7.4% of total

- The passengers per hour averaged 10.8, which is a 14.9% increase from last year and an increase of 8% from January.

- Average payment per passenger was $0.56, an 8% decrease from last year

- Revenue for the month totaled $261,845.84, which is a 2.3% increase from last year
  - Farebox Revenue: 62.1% of total
  - Pass/Presale Revenue: 37.9% of total

- The system wide cost per passenger was $6.27

- Routes that did not meet performance standards include Rt. 1 - James Island/ North Charleston, Rt. 2 - Mt. Pleasant/West Ashley Express, Rt. 3 - Dorchester Rd./ Summerville Express, Rt. 10 - Rivers Ave., Rt. 11 - Dorchester Airport, Rt. 12 - Upper Dorchester/ Ashley Phosphate, Rt. 20 - King St./ Meeting St., Rt. 13 - Remount Road, Rt. 30 - Savannah Hwy, Rt. 31 - Folly Rd., Rt. 32 - North Bridge, Rt. 33 - St. Andrews/ Ashley River Rd., Rt. 40 - Mt. Pleasant, Rt. 41 - Coleman Blvd., Rt. 42 - Wando Circulator, Rt. 102 - North Neck/ Rutledge Ave., Rt. 103 - Leeds Avenue, Rt. 104 - Montague Avenue, and the Rt. 301 - Glenn McConnell Circulator

- Farebox recovery for the system was 19.9%.

- Tel-A-Ride ridership for the month was 4,942.

- The cost per Tel-A-Ride trip was $31.60.

Please feel free to contact me with any questions or for further information.
CARTA Monthly Performance February 2023

Fixed Route Performance:
- Passengers per Hour: 10.8
- On Time Performance: 82%
- Complaints per 100,000 Passengers: 0.6
- Compliments per 100,000 Passengers: 0.0
- Miles between Road Calls: 36,320
- Revenue Vehicle Accidents per 100,000 Miles: 3.7
- Preventable Accidents per 100,000 Miles: 2.3

Fixed Route Annual Trends FY 2019 – FY2023
(Notes: 1 - FY2023 is partial year data)
Paratransit Performance:

- Total Passengers: 4,942; Passengers per Hour: 1.7
- No Shows: 180
- On-Time Performance: 92%
- Complaints per 1,000 Passengers: 0
- Compliments per 1,000 Passengers: 0
- Miles between Road Calls: 50,926
- Total Revenue Accidents per 100,000 Miles: 4.3
- Preventable Accidents per 100,000 Miles: 0.0

Paratransit Annual Trends - FY2019 – FY2023

(Notes: 1 - FY2023 is partial year data; 2 - Effective January 2021, cancelled at door is rolled into No Shows)
<table>
<thead>
<tr>
<th>Route Name</th>
<th>Forebox Revenue</th>
<th>Pass/Presale Revenue</th>
<th>2022 Revenue</th>
<th>2023 Revenue</th>
<th>Cost of Operation</th>
<th>Hours Operated</th>
<th>Percent Cost Recovered</th>
<th>Cost Per Passenger</th>
<th>Deviation From System Average</th>
<th>Allowable Deviation Under Performance Standards</th>
<th>2022 Passengers Per Hour</th>
<th>2023 Passengers Per Hour</th>
<th>Change from Last Year</th>
<th>2022 Ridership</th>
<th>2023 Ridership</th>
<th>Change from Last Year</th>
<th>Change from Last Year</th>
<th>% of Total Ridership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Passenger Per Hour Standards</td>
<td></td>
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</tr>
</tbody>
</table>
### Route Name | Average Cost Per Passenger
--- | ---
1. James Island-North Charleston Express | $9.87
2. Mt. Pleasant - West Ashley Express | $11.06
3. Dorchester Road Express | $10.75
4. Airport Express | -
7. HOP Shuttle (Hospitality on Peninsula) | -
10. Rivers Avenue | $4.46
11. Charleston/Airport | $5.60
12. Upper Dorchester AFB | $6.83
13. Remount Road | $9.73
20. King Street/Citadel | $4.49
30. Savannah Highway | $10.60
31. Folly Road | $14.24
32. North Bridge | $8.97
33. St. Andrews/Arden Highway | $6.15
40. Mt. Pleasant | $13.45
41. Coleman Boulevard | $24.84
42. Wando Circulator | $39.40
102. North Neck/ Rutledge Ave | $20.11
103. Leeds Avenue | $8.49
104. Montague Avenue | $16.87
203. Medical University Shuttle | $0.12
210. Aquarium/CofC DASH | $2.04
211. Meeting/King DASH | $4.59
213. Lockwood/Calhoun DASH | $4.24
301. Glenn McConnell Circulator | $13.57
System Average | $6.27

### Average Cost Per Passenger

- $9.87
- $11.06
- $10.75
- $9.73
- $10.60
- $14.24
- $24.84
- $39.40
- $20.11
- $16.87
- $2.04
- $4.24
- $13.57
- $6.27
Fixed Route Ridership

Number of Passengers

Month

2020 2021 2022 2023

March: 150,000 (2020), 150,000 (2021), 150,000 (2022)
April: 150,000 (2020), 150,000 (2021), 150,000 (2022)
May: 250,000 (2020), 250,000 (2021), 250,000 (2022)
June: 200,000 (2020), 200,000 (2021), 200,000 (2022)
July: 200,000 (2020), 200,000 (2021), 200,000 (2022)
August: 200,000 (2020), 200,000 (2021), 200,000 (2022)
September: 200,000 (2020), 200,000 (2021), 200,000 (2022)
October: 200,000 (2020), 200,000 (2021), 200,000 (2022)
November: 200,000 (2020), 200,000 (2021), 200,000 (2022)
December: 200,000 (2020), 200,000 (2021), 200,000 (2022)
Farebox recovery was 19.9%, which means that 19.9% of the cost of service was captured in fares paid by passengers.
Ridership by Fare Type
February 2023

- Regular Fare: 20.7%
- Low Income Fare: 0.4%
- Disabled Fare: 2.1%
- Senior Citizen Fare: 10.5%
- Children Under 6: 0.3%
- HOP Shuttle: 0%
- Beach Shuttle: 0%
- Free School Guard: 0%
- Free Route 20: 6.2%
- Free DASH Boardings: 16.0%
- Free Students K-12: 3.4%
- Total Passes: 33.1%
- Transfers Used: 7.4%
- Unclassified Ridership: 0%
Pass Use by Type
February 2023

- MUSC System-Wide Boardings: 54%
- College of Charleston Boardings: 12%
- 1-Day Pass: 2%
- 10-Ride Pass: 4%
- 40-Ride Pass: 2%
- 7-Day Pass: 3%
- Express 7 Day Pass: 0.30%
- Free Transfers from TriCounty Link: 0%
- Student Pass: 1%
- $1.25 Low Income Ticket: 0.47%
- 31-Day Express Pass: 1%
- 31-Day Pass: 15%
- Free Tel-A-Ride Fixed Route: 5%
Ridership by Customer Type
February 2023

- Regular Fare: 34,819 (20.7%)
- Pass Media: 15,454 (9.2%)
- Free Fare: 82,814 (49.3%)
- Reduced Fare: 18,884 (11.3%)
- Disabled Fare: 3,508 (2.1%)
- Transfer Pass: 12,369 (7.4%)
# Ridership Classification for February 2023

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<thead>
<tr>
<th>Type of Fare</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Fare</td>
<td>34,819</td>
<td>20.74%</td>
</tr>
<tr>
<td>Low Income Fare</td>
<td>658</td>
<td>0.39%</td>
</tr>
<tr>
<td>Disabled Fare</td>
<td>3,508</td>
<td>2.09%</td>
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<tr>
<td>Senior Citizen Fare</td>
<td>17,615</td>
<td>10.49%</td>
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<tr>
<td>Children Under 6</td>
<td>444</td>
<td>0.26%</td>
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<tr>
<td>HOP Shuttle</td>
<td>0</td>
<td>0.00%</td>
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<tr>
<td>Beach Shuttle</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Free School Guard</td>
<td>66</td>
<td>0.04%</td>
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<td>Free Route 20</td>
<td>10,374</td>
<td>6.18%</td>
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<tr>
<td>Free DASH Boardings</td>
<td>26,784</td>
<td>15.96%</td>
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<td>Free Students K-12</td>
<td>5,633</td>
<td>3.36%</td>
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<tr>
<td>Subtotal</td>
<td>99,701</td>
<td>59.52%</td>
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<td>1-Day Pass</td>
<td>1,127</td>
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<tr>
<td>10-Ride Pass</td>
<td>2,292</td>
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<td>40-Ride Pass</td>
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<td>3-Day Pass</td>
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<td>7-Day Pass</td>
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<tr>
<td>7-Day Express Pass</td>
<td>164</td>
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<td>31-Day Pass</td>
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<td>$1.25 Low Income Ticket</td>
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<td>Student Pass</td>
<td>411</td>
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<tr>
<td>1-Ride Courtesy Pass</td>
<td>3</td>
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<td>1-Ride Pass</td>
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<tr>
<td>Free Transfers from TriCounty Link</td>
<td>251</td>
<td>0.15%</td>
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<tr>
<td>Free Tel-A-Ride Fixed Route</td>
<td>2,859</td>
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<tr>
<td>MUSC System-Wide Boardings</td>
<td>29,934</td>
<td>17.83%</td>
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<tr>
<td>College of Charleston Boardings</td>
<td>6,466</td>
<td>3.85%</td>
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<tr>
<td>Total Passes</td>
<td>55,578</td>
<td>33.11%</td>
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<table>
<thead>
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<th>Transfers</th>
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<tr>
<td>Issued</td>
<td>22,349</td>
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</tr>
<tr>
<td>Transfers Used</td>
<td>12,369</td>
<td>7.37%</td>
</tr>
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</table>

| Unclassified Ridership           | 0     | 0.00%      |

| Total Ridership                  | 167,848| 100.00%    |
Ridership Trends by Route

- **40 Mt. Pleasant**
- **41 Coleman Boulevard**
- **42 Wando Circulator**
- **102 North Neck/ Rutledge Ave**
- **103 Leeds Avenue**
- **104 Montague Avenue**
Ridership Trends by Route

203 Medical University Shuttle

210 Aquarium / CofC DASH

211 Meeting/King DASH

213 Lockwood/Calhoun DASH

301 Glenn McConnell Circulator

Total Ridership
Farebox and Pass Revenue History

- **Farebox**
- **Passes**
Date: March 20, 2023
To: CARTA Board of Directors
From: Ronald Mitchum, Executive Director
Subject: Request for Approval – ADA Accessible Vans

The ADA Accessible Vans selection committee met on March 15, 2023 to review two (2) proposals for the ADA Accessible Vans RFP. Proposals were received from Creative Bus Sales and Ilderton Conversion. A “No Bid” letter was received from Palmetto Bus Sales.

The selection committee is requesting approval to award a contract to Creative Bus Sales based upon the overall score sheet rankings.
The Management, Operations and Maintenance: Fixed Route and Paratransit Service selection committee met on March 01, 2023 and reviewed three (3) proposals from First Transit, Inc., National Express Transit Corporation, and Transdev Services, Inc.

The selection committee is requesting approval to enter into a contract for Management, Operations and Maintenance: Fixed Route and Paratransit Services. Additional details will be provided at the Board meeting.