

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
d/b/a COAST RTA
REGULAR BOARD OF DIRECTORS MEETING
APRIL 24, 2019
9:30 AM

AGENDA

1. CALL TO ORDER
2. INVOCATION/PLEDGE OF ALLEGIANCE
3. ROLL CALL – ANNOUNCEMENT OF QUORUM
4. ACKNOWLEDGEMENT OF VISITORS
5. PUBLIC COMMENT (3-MINUTE LIMIT)
6. EMPLOYEE RECOGNITION
7. APPROVAL OF AGENDA
8. APPROVAL OF MINUTES FROM MARCH BOARD MEETING
9. CONSENT AGENDA
 - APRIL2019-5 APPROVAL OF CHANGES TO THE B-LAWS
 - APRIL2019-6 ACCEPTANCE OF THE FY18 FINAL AUDIT REPORT
 - APRIL2019-7 APPROVAL OF REVISED DRUG & ALCOHOL POLICY
10. SERVICE/PAC COMMITTEE REPORT - No Meeting
11. FINANCE COMMITTEE REPORT
 - Audit
 - March Financials
12. GENERAL MANAGER’S REPORT
13. APPROVAL OF RESOLUTIONS
14. EXECUTIVE SESSION
15. OLD BUSINESS
 - SUCCESSION PLAN/BUSINESS CONTINUITY
16. NEW BUSINESS
17. ANNOUNCEMENTS
18. ADJOURNMENT

THE NEXT BOARD OF DIRECTORS MEETING IS SCHEDULED FOR
WEDNESDAY MAY 29, 2019 AT 9:30 AM
IN THE CONFERENCE ROOM LOCATED AT 1418 THIRD AVENUE, CONWAY, SC

**2019 BOARD OF DIRECTORS
ATTENDANCE ROSTER**

	JAN 30	FEB 27	MAR 27	APR 24	MAY 29	JUN 26	JUL 31	AUG 28	SEP 25				
D'Angelo, Katharine	X	X	X										
Heather Edwards	E	E	E										
Eickhoff, Darrell	X	X	X										
James, Wilbur G.	E	E	E										
Johnson, Lillie Jean	E	X	X										
Keene, Marvin, Ph.D. CFA	X	X	X										
Lazzara, Joseph	X	X	X										
Sheehan, Rob, Ph.D.	X	X	X										
Silverman, Bernard	X	X	X										
Wallace, Randal	X	X	X*										
Wilson, Ivory	X	X	X										

X = In Attendance

A = Absent

E = Excused Absence

* = Arrived after roll call

**= In attendance via conference call

APRIL 2019

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
d/b/a THE COAST RTA
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, MARCH 27, 2019
9:30 AM

Board Present: Dr. Rob Sheehan
Darrell Eickhoff
Joseph Lazzara
Bernard Silverman
Ivory Wilson
Katharine D'Angelo
Lillie Jean Johnson
Randal Wallace
Dr. Marvin Keene

Staff Present: Brian Piascik, General Manager/CEO
Ron Prater, Chief Financial Officer
Michelle Cantey

Visitors:

In accordance with the Freedom of Information Act (FOIA), the 2018 meeting schedule was provided to the press at the beginning of the 2018 calendar year, stating the date, time and location. In addition, notice of this meeting was provided to the press and stakeholders, stating the date, time, and location on February 25, 2019.

CALL TO ORDER: Dr. Sheehan called the meeting to order at 9:30 AM and welcomed everyone.

INVOCATION/PLEDGE OF ALLEGIANCE: Dr. Sheehan gave the invocation and the Pledge of Allegiance was recited

ROLL CALL/ANNOUNCEMENT OF QUORUM: Roll call was taken. A quorum was present.

ACKNOWLEDGEMENT OF VISITORS:

PUBLIC COMMENT: (3-minute limit): None

EMPLOYEE RECOGNITION: Mr. Piascik recognized the following employees: Lawrence Jones (via telephone), driver on Route 7, a plaque for 20 years of service; Ms. Mary Nesbit, Paratransit driver, a plaque for 18 years of service; Ms. Cathy Hennessey, Staff Accountant, a plaque for 11 years of service; Mr. Wilson recognized and introduced Mr. John Glover, who has been with the Authority from the beginning. They met while in the military, in Germany.

Mr. Wilson presented Mr. Glover with a plaque for his many years of service and wished him well in his retirement. Mr. Glover was awarded a Lifetime Achievement Award at TASC and SCDOT awarded him the Golden Spatula.

Mr. Piascik announced that we had two (2) of our newer drivers compete in the Cutaway category of the TASC Roadeo and one (1) of our drivers competing in the 40' category, who finished third. He also announced that the Coast RTA Management Team was nominated and won the "Making a Difference" Award. Each member of the team received a plaque.

APPROVAL OF AGENDA: There was a motion and a second to approve the agenda. A voice vote was taken; no nays being heard, the agenda was approved

APPROVAL OF MINUTES: There was a motion and a second to approve the minutes from the February board meeting. A motion and a second were made to accept the minutes. A voice vote was taken; no nays being heard, the minutes were approved.

COMMITTEE REPORTS

SERVICE/PAC COMMITTEE: No meeting was held; updates will be given in the General Manager's Report.

FINANCE COMMITTEE: Dr. Keene said that we would push the audit report portion off until we have received the full report from the auditors. Mr. Piascik added that the auditors are doing our certification to NTD, which links our Chart of Accounts to FTA Rules and Regulations, so we have added that to their efforts. We should receive the final version today. We should be able to present the final audit report in April for acceptance by the board. Regarding income updates, Mr. Piascik reported that we are going to be working with North Myrtle Beach to provide a parking shuttle from June 15 – August 15. A couple of things need to happen first. We need to put together a proposal and hammer out an agreement and get with the City. Before that, we need to talk with the County because this could be construed as an expansion of service and we have a provision in our contract that we cannot expand service until we have our debt resolved. North Myrtle Beach has agreed to pay the O&M costs (\$90/hour to include everything except administrative cost) \$60,000-\$70,000; so this is what we are asking for. The County has been informed and Mr. Piascik will be meeting with them tomorrow morning and will see what they want us to do in order to proceed with this. There will be a budget revision coming, which should be cost neutral, just moving some money around. The shuttle will be two (2) vehicles, eight (8) hours each.

Regarding fare box revenue, statistics show that we have reduced the number of failures (free trips) in February. We will probably be changing the type of paper for our passes. Dr. Sheehan asked if the board should expect to see an official "budget change". Mr. Piascik said that there will be one in April. Mr. Silverman asked if we ran a shuttle for the car show the previous week; to which Mr. Piascik replied that we did; however, he did not have the ridership number.

Another reason we need the budget revision is to incorporate the expenses related to the bus stop implementation, which is not in the budget on either the revenue or expense side. Mr. Wilson asked

the cost of putting up one of the signs. Mr. Piascik said that the cost varies but averages about \$1000 each. We have 14 of 40, in this task order, installed. SCDOT is weighing in on those remaining 26.

Our Passengers per Hour (Paratransit) for March is 1.31, which is a huge increase over previous months. This is the first month using the new Ecolane scheduling software.

Dr. Keene stated that we are keeping an eye on our cash, as relates to our quarterly payments.

GENERAL MANAGER’S REPORT: Mr. Piascik began by asking the board for a consensus vote regarding his pursuing an agreement with the City of North Myrtle Beach to provide parking shuttle services June 15-August 15, assuring that Horry County is in agreement. There was a motion and a second that Mr. Piascik pursue an agreement with the City of North Myrtle Beach to provide parking shuttle services June 15-August 15 pursuant to agreement by Horry County. A voice vote was taken; no nays being heard, the motion is approved.

TASC update. It was a really good conference, which Dr. Taylor, FTA Administrator, attended. Mr. Piascik had an opportunity to speak with her. Next week will be “FTA Week” finishing up various items with FTA. Dr. Sheehan expressed a need for someone in the organization taking over the grant work. Mr. Piascik reported that Mr. Kevin Parks has stepped up and is doing a good deal of work on grants now. Dr. Sheehan also expressed a desire for others to attend and be present at board meetings to answer questions and give information to the board, a wider range of voices. Relating to funding, Mr. Piascik shared that he was speaking with other TASC members and he asked one of the members what would happen if they secured additional funding and his reply was that the city would reduce their funding by the same amount. He was also asked to continue as Secretary of TASC and was re-elected.

We have a meeting with Ride Systems coming up where we will be discussing issues we are having with the app and the automatic annunciation system. Mr. Piascik will have an update for the next Service/PAC committee meeting. Ecolane is going well and productivity is improving. We have not been counting personal assistants who accompany our paratransit riders. Family members who accompany pay \$1.50. Mr. Prater added that it is critical that we have supporting source documentation for those situations. Mr. Piascik assured that we do get that documentation through the Ecolane software. Mr. Silverman asked about feedback regarding the bus stop signs on Route 10. Mr. Piascik said that he has had no feedback at this point. Dr. Sheehan asked if we have had any complaints about not being picked up (flag stops). Mr. Piascik said that we are still making flag stops. Mr. Silverman asked about the shelter at Home Depot. Mr. Piascik said that he will mention it at his next meeting with City of Myrtle Beach.

Public meetings are in the works for the Bucksport and Loris routes, which are necessary due to their conversion to permanent routes and/or route deviation. The board will be notified as to date, time and location, as soon as the meetings are scheduled.

Mr. Piascik asked to schedule a By-Laws Committee meeting to update some of the language. Ms. D’Angelo shared that Ms. Nobles had sent her the By-Laws with the changes and that she had asked Ms. Nobles to send them out to the board members. She asked about Article VII, item k –

annual development of wage rates. Mr. Piascik said that he will have that with the budget revision for the April board meeting.

APPROVAL OF RESOLUTIONS: None

EXECUTIVE SESSION: None

OLD BUSINESS: By-Laws will be reviewed at the next meeting.

NEW BUSINESS: None

ANNOUNCEMENTS: Ms. Cantey invited the board members to attend a fish fry on Sunday at 3:00 PM for John Glover, here at Coast RTA.

ADJOURNMENT: There was a motion and a second that the meeting be adjourned. A voice vote was taken. No nays being heard, the meeting was adjourned.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. APRIL2019-5**

ACCEPTANCE OF REVISED BY-LAWS

A motion of the Board of the Waccamaw Regional Transportation Authority approving the revised By-Laws, as recommended by the By-Laws Committee.

Background

The By-Laws Committee reviewed, discussed and recommended changes to By-Laws sections related to the duties of the General Manager and his role as Treasurer for the Board, as well as the schedule for election of officers.

Motion

It is hereby moved by the Board of the Waccamaw Regional Transportation Authority to accept the revised By-Laws.

Requested by: _____
Brian Piascik, General Manager/Secretary

APPROVED by the Waccamaw Regional Transportation Authority Board of Directors at the regular meeting thereof held on April 24, 2019:

_____ ATTEST:	_____ Robert Sheehan, Ph.D. Board Chair
_____ Darrell Eickhoff, Vice-Chair	_____ Ivory Wilson
_____ Katharine D'Angelo	_____ Heather Edwards
_____ Lillie Jean Johnson	_____ Randal Wallace
_____ Bernard Silverman	_____ Marvin Keene, Ph.D.
_____ Joseph Lazzara	_____ City of Myrtle Beach, Vacant

BY-LAWS

OF THE

**WACCAMAW REGIONAL
TRANSPORTATION
AUTHORITY**

APRIL 2019

Table of Contents

Name of Organization_____	Article	I
Offices_____	Article	II
Organization_____	Article	III
Purposes_____	Article	IV
Board of Directors_____	Article	V
Finances; Application and use of Funds_____	Article	VI
General Manager/CEO_____	Article	VII
Board Officers_____	Article	VIII
Citizens Advisory Committee_____	Article	IX
Contracts, Loans, Checks and Deposits_____	Article	X
Amendments_____	Article	XI
Regulation_____	Article	XII
No Longer In Use (Seal)_____	Article	XIII
Dissolution_____	Article	XIV
Miscellaneous_____	Article	XV
Severability_____	Article	XVI
No Longer In Use (Executive Committee)_____	Article	XVII
Committees_____	Article	XVIII
Conflict of Interest_____	Article	XIX
Robert’s Rules of Order_____	Article	XX
Absentee Voting Policy_____	Article	XXI

BY-LAWS OF THE WACCAMAW REGIONAL TRANSPORTATION AUTHORITY

ARTICLE I NAME OF ORGANIZATION

The name of the organization is the Waccamaw Regional Transportation Authority. The Authority shall conduct business under such other names as the Board of Directors may approve and authorize.

ARTICLE II OFFICES

The principal office of the Waccamaw Regional Transportation Authority (the “Authority”) shall be located in Conway, South Carolina, in the County of Horry, State of South Carolina (“Horry County”). The Authority may have such other offices, as the Board of Directors may designate or as the business of the Authority may require from time to time.

ARTICLE III ORGANIZATION

The Authority shall be a nonprofit governmental organization established and operated in accordance with the Regional Transportation Authority Law, Sections 58-25-10 et seq., Code of Laws of South Carolina, 1976 (Supp. 1997) (the “Enabling Law”). The Authority shall be an independent and autonomous organization. Its period of duration shall be perpetual unless terminated. The Authority shall consist of a Board of Directors, a General Manager/CEO and necessary staff to administer and operate a public transportation system.

ARTICLE IV PURPOSES

The Authority is formed to perform essential governmental functions within the meaning of Section 115 of the Internal Revenue Code of 1986, as amended ("IRC"), and in this connection it shall operate as follows:

1. The Authority is organized and shall be operated for the benefit of, and to perform the functions of, a regional transportation authority including the management, operation and maintenance of public transportation services and related services for hire by means, without limitation, of motor vehicle, motor bus, or other means of conveyance, operating as a common carrier within the territorial area allowed by law, and to perform any other lawful purpose related to the furtherance of governmental purposes of the Authority that is not inconsistent with the Authority's nonprofit status; provided, that all property owned and leased by the Authority shall be used for public benefit.

2. The Authority is organized and shall operate exclusively for the aforesaid purposes, and in connection therewith its scope of activities shall include the following:

(a) purchase, lease, own, or operate or provide for the operation of transportation facilities;

(b) contract for public transportation services;

(c) plan in concert with any appropriate local planning operation for public transportation services;

(d) exercise the power of eminent domain limited to right-of-way and contiguous facility acquisition;

(e) contract with other governmental agencies, private companies, and individuals;

(f) sue and be sued, implead and be impleaded, complain, and defend in all courts;

(g) acquire, purchase, hold, lease as a lessee, and use any franchise or property, real, personal or mixed, tangible or intangible, or any interest therein, necessary or desirable for carrying out the purposes of the Authority, and sell, lease as lessor, transfer, and dispose of any property or interest therein acquired by it;

(h) fix, alter, change, and establish rates, fees, fares, and other charges for services or facilities of the Authority in accordance with applicable law;

(i) establish public transportation routes and approve the alteration or addition of routes based primarily on a detailed analysis or proposed use and comprehensive cost analysis;

(j) acquire and operate, or provide for the operation of, transportation systems, public or private, within the area, the acquisition of a system to be by negotiation and agreement between the Authority and the operator of the system to be acquired;

(k) make contracts of every name and nature and execute all instruments necessary or convenient for the carrying on of its business;

(l) enter into management contracts with any person for the management of a public transportation system owned or controlled by the Authority for a period of time, and under compensation and other terms and conditions, as may be considered advisable by the Authority;

(m) contract for the services of attorneys, engineers, consultants, and agents for any purpose of the Authority;

(n) borrow money and make and issue negotiable bonds, investments, notes, or other evidences of indebtedness;

(o) accept gifts, grants, or loans of money or other property from and enter into contracts, leases, or other transactions with and accept funds from federal, state, or local governments, public or semipublic agencies or private individuals or corporations and expend the funds and carry out cooperative undertakings and contracts;

(p) do all legal acts necessary for the provision of public transportation services;

(q) provide transportation services for residents of the service area to destinations outside the service area, as necessary

(r) promulgate regulations to carry out the provisions of this chapter.

(s) apply for and accept Federal, State, county, or municipal monies and other monies, public or private, made available by grant, trust or loan, or both, to accomplish, in whole or in part, any of the purposes of the Authority, and to this end, to continue to pursue any application heretofore filed with the Federal Transit Administration, or any other Federal agency, by or on behalf of the Authority. All federal monies accepted under this section shall be accepted and expended by the Authority upon such terms and conditions as are prescribed by federal law, and as are consistent with State law and generally accepted accounting principles and the by-laws of the Authority; and all other monies accepted under this section shall be accepted by the Authority upon such terms and conditions as are prescribed by the State or other sources thereof.

(t) enter into a contract or memorandum of agreement with Grand Strand Area Transportation Study Metropolitan Planning Organization (GSATS) and Waccamaw Regional Council of Government (WRCOG) to utilize the services of GSATS staff/WRCOG for planning services including long range (5-20 years) and short term (0-5 years) planning services and special studies as needed;

(u) enter into a contract or memorandum of agreement with Waccamaw Regional Council of Government (WRCOG) to utilize the services of staff for planning services including long range (5-20 year) planning and short term (0-5years) planning and special services, as needed, within the Waccamaw Regional (Horry and Georgetown Counties) but outside the MPO boundary;

(v) enter into a contract or memorandum of understanding with any county contiguous (within or outside the Waccamaw Region) to the service area for the coordination of transportation services and long-range planning.

(w) annually update the Waccamaw Regional Council of Government (WRCOG) Board of Directors as to the Authority's current routes/services, annual audit, funding applications and future service plans;

(x) carry out any other acts or perform any other functions allowed under S.C. Code Ann. § 58- 25-10 et seq. (1976, as amended) or otherwise allowed under applicable law;

(y) employ a General Manager/CEO, who will also serve as secretary.

ARTICLE V BOARD OF DIRECTORS

Section 1 General Powers. The business and affairs of the Authority shall be under the direction of the Board of Directors of the Authority.

Section 2 Number, Appointment and Terms

(a) The Board shall consist of eleven (11) voting Directors

(b) Voting Directors – The Board shall consist of eleven (11) voting directors as defined by S.C. Code Ann. § 58-25-10 et seq. (Supp. 1997) appointed as follows:

<u>APPOINTING AUTHORITY</u>	<u>NUMBER OF APPOINTMENTS</u>
City of Conway	1
City of Georgetown	1
City of Myrtle Beach	1
City of North Myrtle Beach	1
Georgetown County	1
Horry County	3
Horry County Legislative Delegation	3

(c) The initial terms of office of the Directors of the Board shall be for three (3) years.

(d) Directors will make every effort to attend regularly scheduled meetings of the Board. Any Director may be removed for misconduct, malfeasance, neglect of duty in office, or

interfering with day-to-day operations, by the governing body which appointed him/her. Removals from the Board shall be implemented in a manner similar to the procedures provided under Section 33-31-809 of the South Carolina Nonprofit Corporation Act of 1994.

- (e) The appointing entity will be notified based on 2/3 vote.
- (f) Attendance of Board members at meetings shall be recorded and reported on a monthly basis.
- (g) any Director may be reappointed for unlimited successive terms by the appointing agency.
- (h) Directors must be residents of the Authority's area of jurisdiction.

Section 3 Vacancies. Except as otherwise required by law any vacancy occurring in the Board shall be filled by appointment of the body appointing the prior Board Member whose seat has been vacated. When a vacancy occurs, the Board shall direct a letter to the appointing authority.

Section 4 Regular Meetings. A meeting of the Board shall be held on the last Wednesday of the month at a time and place to be designated. The Board committees shall meet monthly or as often as may be required to carry out the responsibilities and purposes of the Authority. The Board may cancel a regular meeting and hold combined meetings around the holidays as necessary.

Section 5 Special Meetings: Special, called or rescheduled meetings of the Board may be held upon the call of the Chair of the Board or a majority of the Voting Directors.

Section 6 Emergency Meetings. The Chair of the Board may call an Emergency meeting of the Board.

Section 7 Notice - Written public notice of the time, date and place of the regular meetings of the Board shall be given at the beginning of each calendar year. Notice of a special, called or rescheduled meeting shall be given at least twenty-four (24) hours in advance. As much

notice of an emergency meeting shall be given as practical under the circumstances. Notice shall be given in writing unless oral notice is reasonable under the circumstances. Notice shall be given in compliance with S.C. Code Ann. § 30-4-80, 1976, as amended.

Section 8 Quorum. - A majority of the number of Directors then in office shall constitute a quorum for the transaction of business at any meeting of the Board.

Section 9 Compliance with Freedom of Information Act. Notwithstanding any provision of these By-laws, the Board shall comply with all applicable provisions of the South Carolina Freedom of Information Act. Minutes shall be kept of all public meetings in accordance with S.C. Code Ann. § 30-4-90, 1976, as amended. The Board may meet in executive session for consideration of matters exempt from public session under the South Carolina Freedom of Information Act.

Section 10 Committees. The Board Chair, then in office, may create one or more committees of the Board and appoint members of the Board to serve on them. Each such committee shall have membership, purpose and authority as may be determined by the Board. Each committee shall have a staff liaison.

Meetings of the committees may be held at any time on call of the Chair of the Committee, Chair of the Board, or any two members of the committee. A majority of the members shall constitute a quorum for all meetings.

Section 11 General Manager/CEO's Compensation Plan - The Board shall conduct a performance review and approve compensation for the General Manager/CEO on an annual basis.

ARTICLE VI

FINANCES APPLICATION AND USE OF FUNDS

Section 1 The Authority shall receive funds and revenue generated by the operation of the Authority and all other available resources.

Section 2 All funds and revenue collected and received by the Authority shall be held, retained, invested, conserved and expended in accordance with the financial, procurement, personnel and other policies adopted by the Board.

Section 3 The Authority shall maintain or cause to be maintained such separate accounts or funds as may be necessary to satisfy the requirements of existing or future contracts, agreements, or indentures relating to the financing of capital projects.

Section 4 Fiscal Year. The fiscal year of the Authority, shall be October 1 – September 30.

Section 5 Annual Budget. The Authority shall prepare and adopt, by vote of the Board of Directors, an annual operating and capital budget. The annual budget may be amended to reflect actual expenditures and revenues consistent with actual receipts and any properly authorized expenditures.

Section 6 Financial Statements. The Authority shall cause to be prepared financial reports, which shall be delivered to the Board of Directors on a monthly basis.

Section 7 Annual Audit. The Authority's books of account shall be audited at least once in each calendar year by an independent audit firm.

Section 8 Expense Reimbursement. The Authority may reimburse the Directors for such expenses incurred in the conduct of the business and affairs of the Authority as may be authorized by the Board.

ARTICLE VII GENERAL MANAGER/CEO

Section 1 The Board may employ a General Manager/CEO, who shall also serve as secretary. The Board shall review the performance of the General Manager/CEO on an annual basis.

Section 2 The General Manager/CEO shall coordinate the management, administration, planning and operation of the Authority in accordance with the objectives and policies of the Board and shall be responsible for, but not limited to, the following functions:

- (a) Manage the operations and maintenance of a public transit system;
- (b) Develop and maintain a public transportation plan considering all modes of public transportation to serve the general public, which will include routes, types of people movers, fees, rates, fares, etc.;
- (c) Contract for services of consultants or other authorities in the effective management of a public transit system;
- (d) Develop a Board-approved procurement manual for advertising, letting and taking of bids;
- (e) Collect and review all funds and revenues received by the Authority to be deposited or invested;
- (f) Prepare and administer an annual operating budget and long range capital budget program in accordance to state law;
- (g) Maintain accounting records to indicate all receipt of income from all sources and the expenditure of such income;
- (h) Prepare current financial reports for monthly Board meeting;
- (i) Select and terminate all personnel in accordance with personnel qualifications and dismissal policy;
- (j) Supervise staff, paid or volunteer;

(k) Annually develop and administer a Board-approved compensation plan, to include wage schedules, fringe benefits, expense reimbursement and related personnel benefit matters.

(l) Provide secretarial assistance to the Board at all meetings and for committee meetings if necessary;

(m) Maintain an updated register of names, addresses and telephone numbers of all Board members for use by the Board secretary;

(n) Ensure that an annual audit is performed for review by the Board;

(o) Develop objectives and policies for the Authority to be reviewed and approved by the Board.

(p) Generate and incorporate an annual work program to achieve the objectives of the Authority into the General Manager/CEO's annual review.

(q) Develop measurable annual performance goals as part of annual evaluation by the Board.

ARTICLE VIII BOARD OFFICERS

Section 1 The Officers of the Board shall be vested with authority to administer and implement duties, responsibilities and directives in conformity with their respective offices in furtherance of the purposes of the Authority.

The Officers of the Board shall be a Chair, Vice-Chair, Secretary, and such other officers, as the Board shall deem necessary or desirable. The General Manager/CEO of the Authority will serve as Secretary of the Board without vote. A Board member elected as the Chair and Vice Chair shall serve a two (2) year term.

Section 2 Election of Vice-Chair. Every two (2) years, the Vice-Chair of the Board shall be elected by the Board. Nominations shall be accepted at the August meeting. Election shall be held in September, by secret ballot, by a majority of all board members in attendance, or in participation by telecommunications.

Section 3 Participation by Telecommunication. Any member of the Authority may participate in, and be regarded as present at, any meeting of the Authority by means of conference telephone, speakerphone, or any other means of communication by which all persons participating in the meeting can hear each other at the same time.

Section 4 Removal. The Chair or Vice Chair may be removed by a two-thirds (2/3) vote of the Directors, when the best interests of the Authority would be served thereby.

Section 5 Vacancies. A vacancy in an office because of death, resignation, removal, disqualification or otherwise, may be filled for the unexpired portion of the term by a person designated by the appointing authority. The Board shall direct a letter asking for said replacement.

Section 6 Chair. The Chair shall, when present, preside at all meetings of the Board. The Chair may sign any deeds, mortgages, bonds, contracts or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of the Chair and such other duties as may be prescribed by the Board from time to time. The Chair shall keep all Directors apprised of all pertinent matters.

Section 7 Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence of the Chair or in the event of his/her death, inability or refusal to act; and when so acting, the Vice-Chair shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice-Chair shall perform such other duties as the Chair or the Board may assign him or her from time

to time. The Vice-Chair shall automatically assume the Chair position at the end of his/her term as Vice Chair.

Section 8 Secretary. The Secretary shall be the General Manager/CEO, who shall:

(a) supervise the keeping of the minutes of the Board's meetings in one or more books provided for that purpose;

(b) see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law;

(c) be custodian of the official records.

(d) keep a register of the mailing address of each Director which shall be furnished to the Secretary by such Director;

(e) authenticate records of the Authority when such authentication is required; and

(f) in general, perform all duties incident to the office of the Secretary and such other duties as from time to time may be assigned to him by the Chair or the Board. The Board may employ a Recording Secretary to perform any of the duties enumerated herein under the supervision of the Secretary.

Section 9 Bonds. Any or all officers and agents shall, respectively, if required by the Board, give bonds for the faithful discharge of their duties in such sums and with such sureties as the Board shall determine.

ARTICLE IX CITIZENS ADVISORY COMMITTEE

Should a Citizens Advisory Committee become necessary, it will consist of fifteen (15) members. Each Board member will appoint one representative. Six at-large representatives, will be appointed with the approval of the Board, to serve on the committee as representative of our service area.

The CAC members will have no voting privileges, and will answer directly to the Waccamaw Regional Transportation Authority Board with their policy recommendations. There will be two (2) staff liaisons for the Citizens Advisory Committee; one person from Operations and one person from Communications & Public Affairs.

ARTICLE X CONTRACTS, LOANS, CHECKS AND DEPOSITS

Section 1 Contracts. The Board may authorize any Officer or Officers or agent or agents to enter into any contract or execute and deliver any instruments in the name and on behalf of the Authority, and such authority may be general or confined to specific instances.

Section 2 Bonded Indebtedness. Any bonds or other indebtedness issued by the Authority shall be issued on its own behalf as may be allowed under South Carolina law.

Section 3 Checks and Drafts. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Authority shall be signed

by such officer or officers or agent or agents of the Authority and in such manner as shall from time to time be determined by the Chair or by resolution of the Board.

Section 4 The Authority shall obtain/maintain liability insurance for officers and directors.

ARTICLE XI AMENDMENTS

These By-Laws may be amended or repealed and new By-Laws may be adopted by a two-thirds (2/3) vote of the Directors in office at the time of the amendment or repeal and adoption of new By-Laws. Moreover, the Board may authorize, amend or restate operating guidelines, plans, practices and/or procedures from time to time in order to effectively implement the purposes of the Authority.

ARTICLE XII REGULATION

The regulation of the business and conduct of the affairs of the Authority shall conform to federal and state income tax laws and any other applicable Federal and State law, and such regulation shall be determined by these By-Laws, as they may be amended from time to time. In the interpretation of these By-Laws, wherever reference is made to the United States Code (U.S.C.), the Internal Revenue Code, the South Carolina Code or any other statute, or to any section thereof, such reference shall be construed to mean such Code, statute or section thereof; and the regulations thereunder, as the case may be, as heretofore or hereafter amended or supplemented or as superseded by laws covering equivalent subject matter.

ARTICLE XIII SEAL

Article removed – No longer in use.

ARTICLE XIV DISSOLUTION

The Authority may be dissolved and its business and affairs terminated in accordance with the provisions of the Enabling Law. Upon dissolution of the Authority and after all its debts and expenses have been paid, all its assets which may be legally so distributed shall be distributed in conformity with these By-Laws and for the purposes set forth herein and in the Authority's Articles of Incorporation. All remaining assets of the Authority shall be turned over to one or more organizations which are exempt as organizations described in Sections 501(c)(3) of the Internal Revenue Code or corresponding sections of any prior or future law, such organizations being designated by the Board of Directors at the time of dissolution.

ARTICLE XV MISCELLANEOUS

Any male/female noun or pronoun that may appear in these By-Laws shall be understood to refer to persons of either sex.

ARTICLE XVI SEVERABILITY

Any provision of these By-laws, or any alteration or amendment thereof, which is determined to be unenforceable or in violation of the provisions of any applicable law, including Section 58-25-10 et seq., South Carolina Code of Laws, 1976, as amended, shall not in any way render any of the remaining provisions invalid.

ARTICLE XVII EXECUTIVE COMMITTEE

Article removed. Executive Committee no longer exists.

ARTICLE XVIII COMMITTEES

The Board shall maintain five (5) committees that will meet on a regular or as-needed basis. The Board Chairman will be responsible for assigning the Board representatives who will serve on each committee, as well as selecting a chairperson. Committees will make recommendations to the entire Board.

Committee	Primary Duties
Finance	Approve financial plans, budgets, compensation plan
Service/PAC Committee	Address service issues, final appellate for customer complaints, service planning, marketing plans, local government agreements/issues
Funding Development	Research and advocacy for dedicated local funding
Bylaws	Review and update By-Laws as necessary
Compensation	GM/CEO Contract and Compensation

XIX CONFLICT OF INTEREST

Establishment of a ‘Conflict of Interest’ Policy. Members of the Board of Directors shall maintain independence and objectivity with passengers, vendors, the community, and governmental entities and shall maintain a sense of fairness, civility, ethics, and personal integrity even when law, regulation and/or custom do not require them. Board Members shall be forthcoming when decisions have or may have an impact on the individual. Board members shall withdraw from discussions and from voting on matters of the Authority when a decision would or has the potential to impact the Board member.

ARTICLE XX ROBERT’S RULES OF ORDER

The Authority has accepted and adopted ‘Robert’s Rules of Order’ as it’s guidance for procedure in its deliberations as an assembly.

ARTICLE XXI ABSENTEE VOTING

The Authority has authorized and adopted an Absentee Voting Policy, by which members of the Board of Directors shall be allowed to vote either in person or by telephone.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. APRIL2019-06**

**ACCEPTANCE OF INDEPENDENT AUDIT REPORT
FOR FISCAL YEAR 2018**

A motion of the Board of the Waccamaw Regional Transportation Authority accepting the independent audit report for the fiscal year ending September 30, 2018 performed by Mauldin & Jenkins, LLC.

Background:

The Waccamaw Regional Transportation Authority is required to perform an annual financial audit to ensure that there are effective controls over and proper accounting for revenues, expenditures, assets, and liabilities. An annual audit is also required to qualify for Federal, State, and local funding. The Audit has been completed with no findings nor comments and the Authority as attained a status as a 'low-risk' auditee.

Motion:

It is hereby moved by the Board of the Waccamaw Regional Transportation Authority that the Board accepts the independent audit report for the fiscal year ending September 30, 2018 performed by Mauldin & Jenkins, LLC.

Requested by: _____
Brian Piascik, General Manager/Secretary

APPROVED by the Waccamaw Regional Transportation Board of Directors at the regular meeting thereof, held on, April 24, 2019.

_____ ATTEST:	_____ Robert Sheehan, Ph.D. Board Chair
_____ Darrell Eickhoff, Vice-Chair	_____ Ivory Wilson
_____ Katharine D'Angelo	_____ Heather Edwards
_____ Lillie Jean Johnson	_____ Randal Wallace
_____ Bernard Silverman	_____ Marvin Keene, Ph.D.
_____ Joseph Lazzara	_____ City of Myrtle Beach, Vacant

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. APRIL2019-07**

APPROVAL OF THE REVISED DRUG & ALCOHOL POLICY

A motion of the Board of the Waccamaw Regional Transportation Authority to approve the recently revised Drug & Alcohol Policy..

Background:

The Waccamaw Regional Transportation Authority is required to update its Drug & Alcohol Policy when federal regulations change. The Policy has been updated to meet new guidelines related to the list of tested drugs, random testing rules and new requirements governing test refusals.

Motion:

It is hereby moved by the Board of the Waccamaw Regional Transportation Authority that the Board approved the new 2019 Drug and Alcohol Policy for the Authority.

Requested by: _____
Brian Piascik, General Manager/Secretary

APPROVED by the Waccamaw Regional Transportation Board of Directors at the regular meeting thereof, held on, April 24, 2019.

ATTEST:

Robert Sheehan, Ph.D. Board Chair

Darrell Eickhoff, Vice-Chair

Ivory Wilson

Katharine D'Angelo

Heather Edwards

Lillie Jean Johnson

Randal Wallace

Bernard Silverman

Marvin Keene, Ph.D.

Joseph Lazzara

City of Myrtle Beach, Vacant

Coast RTA

Drug and Alcohol Policy

Effective as of [03/21/2019]

Adopted by: _____

Date Adopted: [dd/mm/yyyy]

Last Revised: [dd/mm/yyyy]

Table of Contents

1.	Purpose of Policy	3
2.	Covered Employees	3
3.	Prohibited Behavior	4
4.	Consequences for Violations	4
5.	Circumstances for Testing	5
6.	Testing Procedures	7
7.	Test Refusals	8
8.	Return-to-Duty Testing	9
9.	Shy Bladder	9
10.	Follow-up Testing After Returning to Duty	10
11.	Voluntary Self-Referral	10
12.	Prescription Drug Use	11
13.	Contact Person	11

I. Purpose of Policy

The purpose of this policy is to assure worker fitness for duty and to protect our employees, passengers and the public from the risk posed by the misuse of alcohol and use of prohibited drugs. This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated, but reflect The Coast RTA's policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

All The Coast RTA employees are subject to the provisions of the Drug-Free Workplace Act of 1988.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify human resource manager or department manager no later than five days after such conviction.

Zero Tolerance

Per policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be referred to at least two DOT-qualified Substance Abuse Professionals (SAPs) **and terminated from employment**.

2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service

- Carrying a firearm for security purposes

See Attachment A for a list of covered positions by job title.

3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in Part 40. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

Commented [PB1]: Opioids replaced Opiates

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

The Authority shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has had actual knowledge that the employee is using alcohol.

Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater regardless of when the alcohol was consumed.

4. Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to at least two DOT-qualified Substance Abuse Professionals **and terminated** from employment.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee's alcohol concentration being less than 0.02.

5. Circumstances for Testing

Pre-Employment Testing

Pre-employment alcohol tests are conducted after making a contingent offer of employment or transfer. All pre-employment alcohol tests will be conducted using the procedures set forth in 49 CFR Part 40. An alcohol test result of less than 0.02 is required before an employee can first perform safety-sensitive functions. If a pre-employment alcohol test is cancelled, the individual will be required to undergo another test with a result of less than 0.02 before performing safety-sensitive functions.

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment drug test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when The Coast RTA has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Post-Accident Testing

Post-accident testing is required after an accident involving the operation of a public transportation vehicle (bus, electric bus, van automobile, rail car, trolley car, trolley bus, or vessel) or a vehicle used for ancillary services, if the accident meets one of the FTA criteria, and the employee's performance cannot be completely discounted as a contributing factor (for non-fatal accident only). Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by The Coast RTA using the best information available at the time of the decision, will be tested.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by The Coast RTA using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Disabling damage means damage which prevented the departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated. Disabling damage does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, tail lights, turn signals, horn, or windshield wipers that makes them inoperative.

FTA Drug and Alcohol Policy – The Coast RTA

If an alcohol test is not administered within two hours following the time of the accident, prepare and maintain on file a record stating the reason the alcohol test was not promptly administered. If an alcohol test is not administered within eight hours following the determination to test, cease all attempts to test and document reason for inability to test.

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. Effective January 1, 2019, FTA will increase the minimum rate of random drug testing from 25 percent to 50 percent of covered employees for employers subject to FTA's drug and alcohol regulation.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

Random Testing – End of Shift

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or child care commitments will be random drug tested no later than three hours before the end of their shift and random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or childcare commitment, for the period immediately following an employee's shift, must be provided at least two hours before the end of the shift.

6. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Dilute Urine Specimen

If there is a negative dilute test result, the Authority will conduct one additional retest. The result of the second test will be the test of record.

A dilute specimen is a specimen with creatinine and specific gravity values that are lower than expected for human urine. If a specimen test result is negative the Authority will perform a retest, that is not directly observed, unless directed by the MRO to be directly observed. If an employee declines to take the retest, it is considered a test refusal.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. The Authority guarantees that the split specimen test will be conducted in a timely fashion. **The Authority will guarantee that the cost for the split specimen test is covered in order for a timely analysis of the sample however; the employee is required to pay for the split sample test if positive.**

7. Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by The Coast RTA.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or The Coast RTA for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or The Coast RTA's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.

FTA Drug and Alcohol Policy – The Coast RTA

- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to at least two DOT-qualified SAPs.

8. Return-to-Duty Testing

Return-to-duty testing is performed following refusal to submit to a test, verified positive drug test results and/or breath alcohol test result of 0.04 or greater.

When a covered employee refuses to submit to a test, has verified positive drug test result, and/or has a confirmed alcohol test result of 0.04 or greater, the Authority, before returning the employee to duty to perform a safety sensitive function, shall follow the procedures outlined in 49 CFR Part 40.

- (a) As the employer, if you decide that you want to permit the employee to return to the performance of safety-sensitive functions, you must ensure that the employee takes a return-to-duty test. This test cannot occur until after the SAP has determined that the employee has successfully complied with prescribed education and/or treatment. The employee must have a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02 before resuming performance of safety-sensitive duties.
- (b) As an employer, you must not return an employee to safety-sensitive duties until the employee meets the conditions of paragraph (a) of this section. However, you are not required to return an employee to safety-sensitive duties because the employee has met these conditions. That is a personnel decision that you have the discretion to make, subject to collective bargaining agreements or other legal requirements.
- (c) As a SAP or MRO, you must not make a “fitness for duty” determination as part of this re-evaluation unless required to do so under an applicable DOT agency regulation. It is the employer, rather than you, who must decide whether to put the employee back to work in a safety-sensitive position.

9. Shy Bladder

Inability to provide an adequate urine specimen for a drug test. When an individual is unable to produce a urine specimen or provides a specimen that is less than 45mL, the “shy bladder” procedures are initiated. If the individual does not produce any urine, the collector explains that the individual will have up to three hours to provide an adequate specimen and encourage the individual to drink up to 40 oz. of fluids

while remaining at the collection site. The collector should note the time of the first attempt to obtain a urine specimen on the CCF. If the individual refuses to remain at the collection site until he/she has provided an adequate specimen or until the three hours have elapsed, it is a "Refusal to Test".

If the individual provides a specimen less than 45mL, the collector should examine the specimen for obvious signs of adulteration and obtain a temperature reading, if possible. If the specimen show no indication of possible adulteration or substitution, the collector should discard the specimen and record on the CCF the time of the attempt and that the specimen was insufficient quantity. The individual should be encouraged to drink fluids up to 40 oz. and try again before the three-hour time limit elapses. If the specimen temperature is out of range or the specimen appears to have been tampered with, the collector should prepare the partial specimen for shipment to the laboratory and commence to conduct another specimen collection under direct observation.

DOT rules do not permit the combining of two or more partial specimens to achieve the 45mL, minimum volume. If three hours elapse and the individual has not provided an adequate specimen, the collector should discontinue the collection process. The collector should ensure that the 3 hour time period is recorded and that the "None Provided" box is checked on the CCF. The collector notifies the employer that the collection was discontinued. At this point, the employer directs the individual to obtain as soon as possible, from a licensed physician who is acceptable to the employer, an evaluation concerning the individual's ability to provide an adequate amount of urine. A written report of the examining physician's findings is provided to the MRO for review and final determination. If the MRO finds no documentation of a medical condition or illness that explains the individual's inability to provide and adequate specimen, it is deemed a "Refusal to Test".

10. Follow-up Testing After Returning to Duty

The Authority shall conduct follow-up testing of each employee who returns to duty, as specified in 49 CFR Part 40, subpart O.

11. Voluntary Self-Referral

Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the human resource manager, who will refer the individual to a substance abuse counselor for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

12. Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to human resource manager and supervisor and employee must provide proper written medical authorization to work from a licensed physician. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

It is the employees' responsibility to inform the physician, or other health care professional whether or not the prescribed drug may impair their job performance or mental or motor function. It is the responsibility of the employees to remove themselves from service if they are unfit to drive.

Pursuant to company authority, failure to report the use of such drugs or failure to provide proper evidence of medical authorization may result in disciplinary action.

13. Contact Person

For questions about The Coast RTA's anti-drug and alcohol misuse program, contact

Pamela Bellamy

Human Resource Manager, DER/DAPM

The Coast RTA

1418 Third Ave

Conway, SC 29526

Telephone Number: 843-438-3022

Email: pbellamy@coastrta.com

Attachment A: Covered Positions

- Transportation Manager
- Maintenance Manager
- Street Supervisor
- Paratransit Supervisor
- Dispatcher/Clerk
- Fixed-Route Operator
- Paratransit Operator
- Mechanic
- Custodian
- Hostler



FINANCIALS

March 31, 2019

FY 2019

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
TABLE OF CONTENTS
March 31, 2019**

Page 1	Table of Contents
Page 2-3	Income Statement
Page 4	Notes to the Income Statement
Page 5	FY 19 Budget Review
Page 6	Comparative Balance Sheet
Page 7	Financial Graphs
Pages 8-8b	Cash Requirements
Pages 9-10	Fixed Route Operating Data and Graphs
Page 11-12	Demand Response Operating Data and Graphs
Page 13	Federal 5307 Grant Draw Schedule(s)
Page 14	Federal 5311 and State Grant Draw Schedule
Page 15	Cash Flow Analysis Year-to-Date

15-Apr-19

Income Statement
DBA THE COAST RTA
INCOME STATEMENT
FOR THE PERIOD ENDED March 31, 2019

	MTD Actual	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	TOTAL FY19 Budget
Operating Revenues						
Passenger Fares and Passes	32,226	184,113	204,000	(19,887)	-9.7%	515,000
Local Contracts	0	0	0	0	0.0%	0
Other Operating Revenue	0	0	0	0	0.0%	0
Total Operating Revenues	32,226	184,113	204,000	(19,887)	-9.7%	515,000
Operating Expenses						
Salaries & Benefits - Admin	53,668	388,130	362,465	(25,665)	-7.1%	689,930
Salaries & Benefits - Transit	229,526	1,214,605	1,212,176	(2,429)	-0.2%	2,384,996
Overtime - Transit	5,399	49,437	50,382	945	1.9%	117,306
Salaries & Benefits - Maintenance	74,177	394,319	389,673	(4,647)	-1.2%	767,594
Overtime - Maintenance	1,504	11,190	12,624	1,434	11.4%	25,248
Facility Maintenance	54,130	141,517	139,257	(2,260)	-1.6%	154,871
Vehicle Maintenance	39,894	275,726	266,399	(9,327)	-3.5%	445,000
Fuel & Oil	35,156	238,016	255,673	17,657	6.9%	542,080
Tires	2,639	15,888	12,500	(3,388)	-27.1%	25,000
Liability Insurance	13,127	78,764	78,000	(764)	-1.0%	156,000
Utilities	2,195	17,830	17,941	111	0.6%	35,882
Telephone	7,249	42,315	34,800	(7,515)	-21.6%	69,600
Postage & Freight	441	1,481	1,900	419	22.1%	3,800
Office Supplies/Computer/Security	15,393	48,920	49,054	134	0.3%	92,118
Legal & Professional Services	1,443	31,873	37,500	5,627	15.0%	60,000
Public Information	511	3,753	10,250	6,497	63.4%	30,000
Advertising & Marketing	0	119	5,000	4,881	97.6%	10,000
Dues & Subscriptions	300	3,490	5,750	2,260	39.3%	11,500
Leases	819	11,123	14,380	3,257	22.6%	28,760
Travel & Training	13,391	36,251	28,440	(7,811)	-27.5%	48,000
Interest Expense	2,937	11,689	11,101	(588)	-5.3%	20,000
Other Expenses	85	245	924	679	73.5%	2,500
Total Operating Expenses	553,984	3,016,681	2,996,188	(20,493)	-0.7%	5,720,185
Operating Profit (Loss)	(521,758)	(2,832,568)	(2,792,188)	(40,380)	-1.4%	(5,205,185)
Non-Reimbursable (by FTA) Expenses						
Depreciation	45,731	274,513	300,000	25,487	8.5%	600,000
(Gain) Loss on Fixed Assets	(2,020)	544	0	(544)	0.0%	0
Accident Expense*	1,155	11,405	0	(11,405)	0.0%	0
Other Non-Reimbursable Expense				0	0.0%	
Pension Expense - Deferred Outflows				0	0.0%	
Total Non-Reimbursable Expenses	44,866	286,462	300,000	13,538	4.5%	600,000
Total Operating and Non-Reimbursable Expenses	598,850	3,303,143	3,296,188	(6,955)	-0.2%	6,320,185

* Moved accident expenses to Non-Reimbursable line items since cost is covered by insurance proceeds.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
INCOME STATEMENT
FOR THE PERIOD ENDED March 31, 2019**

	<u>MTD</u> <u>Actual</u>	<u>YTD</u> <u>Actual</u>	<u>YTD</u> <u>Budget</u>	<u>YTD \$</u> <u>Variance</u>	<u>YTD %</u> <u>Variance</u>	<u>TOTAL FY19</u> <u>Budget</u>
Operating Grant Revenue						
Federal Grants - Operating	162,919	1,490,935	1,446,743	44,192	3.1%	2,314,949
State Grants - Operating	0	64,104	63,250	854	1.4%	263,773
Local Grants - Operating	226,954	1,294,493	1,217,963	76,530	6.3%	2,600,000
Total Operating Grant Revenue	389,873	2,849,532	2,727,956	121,576	4.5%	5,178,722
Capital Grant Revenue						
Federal Grants - Capital	60,644	166,007	166,007	0	0.0%	1,319,466
State Grants - Capital	4,783	24,469	24,560	(91)	-0.4%	588,235
Local Grants - Capital	7,116	12,890	13,024	(134)	-1.0%	669,864
Total Capital Grant Revenue	72,543	203,366	203,591	(225)	-0.1%	2,577,565
Total Grant Revenue	462,416	3,052,898	2,931,547	121,351	4.1%	7,756,287
Other Revenue						
Bus Advertising Revenue	0	13,520	14,000	(480)	-3.4%	60,000
Miscellaneous - Vending, Other	141	1,483	1,000	483	48.3%	2,400
Total Other Revenue	141	15,003	15,000	3	0.0%	62,400
Total Non-Operating Revenue	462,557	3,067,901	2,946,547	121,354	4.1%	7,818,687
In-Kind Revenue				0		
Change in Net Position	(104,067)	(51,129)	(145,641)	94,512	-64.9%	2,013,502
 YTD Capital Expenditure Activity (Cost)						
Paratransit Vehicles	0	0	0	0	0.0%	385,000
Bus Purchases	0	0	0	0	0.0%	900,000
Facility Due/Diligence	0	0	0	0	0.0%	1,000,000
Computer Hardware/Software - Paratransit	26,322	64,978	38,656	(26,322)	68.1%	0
Facility Maintenance Items	0	59,773	59,773	0	0.0%	0
Bus Stop Designation/Implementation	35,581	64,452	64,452	0	0.0%	321,080
Computer Hardware/Software - 5307	6,870	18,135	11,265	(6,870)	61.0%	0
Bus Stop Designation/Planning	9,210	9,210	0	(9,210)	0.0%	0
YTD Capital Expenditures vs Budget	77,983	216,548	174,146	(42,402)	24.3%	2,606,080

Statements have been downloaded from Sage 100 and consolidated for reporting purposes.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
INCOME STATEMENT NOTES – March 2019**

These notes represent Income Statement variances of \$5,000 per MTD and YTD budget line item on pages 2 and 3, in accordance with Section 2.3 of WRTA Month-End Procedures (Rev. 04/01/09).

Operating Revenues are under budget YTD (\$19.9K) or (9.7%) (page 2) due to impacts of Hurricane Florence. Monthly revenue in was still below budget but percentage variance held steady.

Salaries & Benefits - Administration is over budget YTD (\$25.7K) or (7.1%) (page 2) but labor costs have stabilized now that we are staffed accordingly.

Vehicle Maintenance is over budget YTD (\$9.3) or (3.5%) (page 2) due to a third engine expensed ahead of budget. Cost center is 53% through 42% of the year. Management is monitoring expenses.

Fuel and Oil is under budget YTD \$17.7K or 6.9% (page 2) primarily due to low prices for diesel and gas. Latest bulk fuel purchases have been at higher unit prices. Management is monitoring.

Telephone is over budget YTD (\$7.5K) or (21.6%) (page 2) however, a new state contract for phone services will be reducing our monthly costs moving forward.

Legal/Professional Service is under budget YTD \$5.6K or 15.0% (page 2) because the final invoice for the audit was expected but has not been processed. .

Public Information is under budget YTD \$6.4K or 63.4% (page 2) because some printing and production for public materials have not been incurred yet.

Travel and Training is over budget YTD (\$7.8K) or (27.6%) (page 2) due to charges for the TASC Annual Conference being incurred. Coast RTA will receive RTAP reimbursements for some of these expenses.

Total Operating Grant Revenue is over budget \$121.6K or 4.5% (page 3) due to our drawdowns for both urban and rural grants being higher than expected. The rural grant has been expended but a new grant has been submitted and will start on July 1.

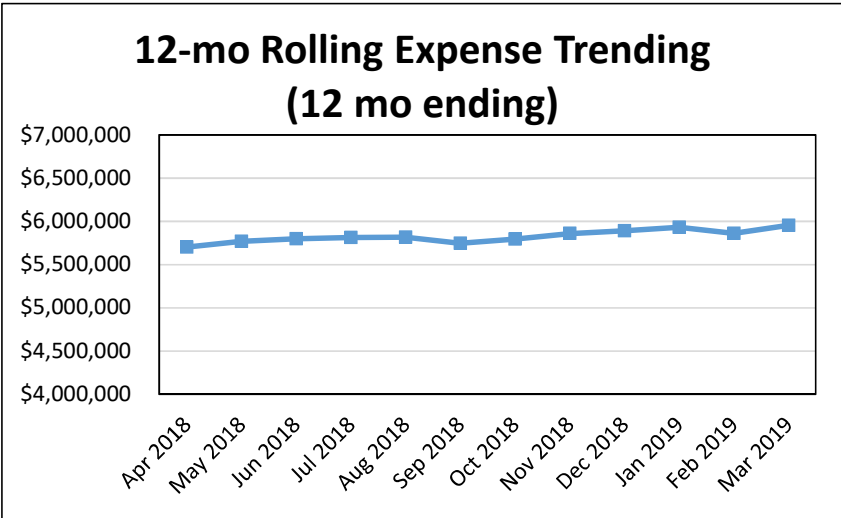
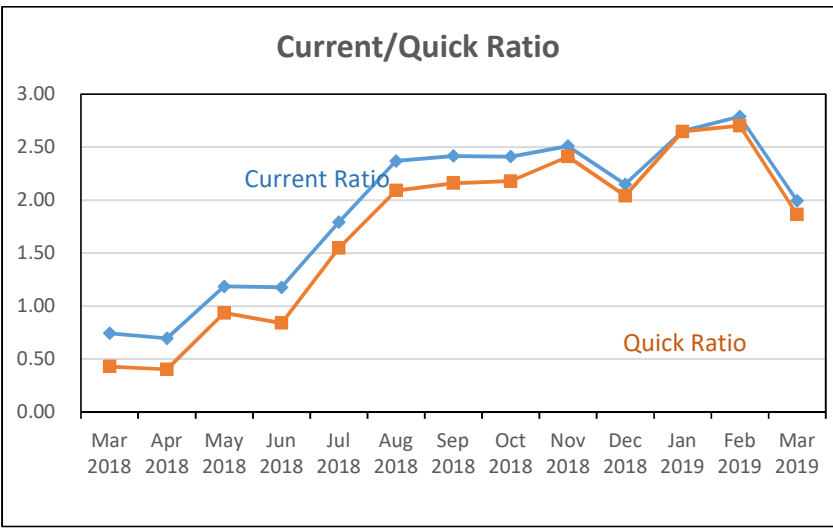
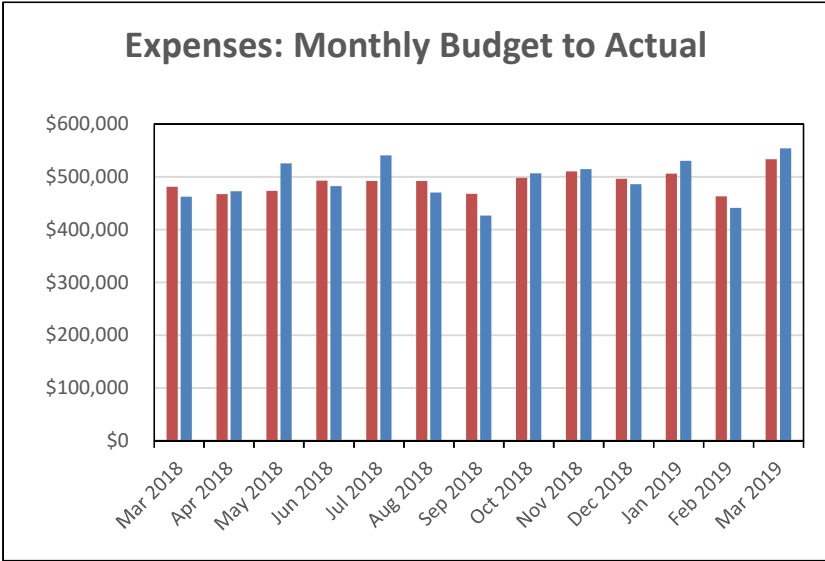
Coast RTA Budget Review FY19

	Total Expense YTD	Budget YTD	Variance \$ YTD	Variance % YTD
Administration	593,466	569,255	(24,212)	-4.3%
Operations	1,600,463	1,618,981	18,518	1.1%
Maintenance	822,752	807,953	(14,800)	-1.8%
Total	3,016,681	2,996,188	(20,493)	-0.7%
Farebox Revenue	184,113	204,000	(19,887)	-9.7%

15-Apr-19

Waccamaw Regional Transportation Authority
DBA THE COAST RTA
COMPARATIVE BALANCE SHEET
March 31, 2019

	<u>Mar-19</u>	<u>Mar-18</u>
ASSETS		
Current Assets:		
Cash	232,097	314,239
Cash Reserve (Certificate of Deposit)	0	0
Accounts Receivable - Federal, State & Local Grants	836,793	177,444
Accounts Receivable - Employees/Other	23,378	27,172
Inventory	170,940	173,387
Prepaid Expenses	<u>85,317</u>	<u>103,900</u>
Total Current Assets	<u>1,348,525</u>	<u>796,142</u>
Long-Term Assets		
Total Capital Assets, Net	2,978,479	3,297,865
Deferred Outflows of Resources-NPL	<u>1,000,624</u>	<u>1,370,351</u>
Total Long-Term Assets	<u>3,979,103</u>	<u>4,668,216</u>
Total Assets	<u>5,327,628</u>	<u>5,464,358</u>
LIABILITIES & EQUITY		
LIABILITIES		
Current Liabilities:		
Accounts Payable	266,357	181,562
Accrued Payroll and Withholdings	244,823	237,866
Accrued Compensated Absences	75,055	74,195
Disallowed Costs due to SCDOT - Current	101,634	137,488
Installment Loan CNB - Short-term	90,000	60,000
Unearned Revenue - Local Grants	<u>0</u>	<u>188,750</u>
Total Current Liabilities	<u>777,869</u>	<u>879,861</u>
Non-Current Liabilities:		
Accrued Compensated Absences, Net of Current Portion	32,063	28,052
Installment Loan CNB - Long-term	202,412	325,000
Due to FTA - Long Term	338,515	338,515
Disallowed Costs due to SCDOT - Long Term	75,500	177,134
Net Pension Liability	5,625,121	5,310,263
Deferred Inflows of Resources-NPL	<u>75,580</u>	<u>185,361</u>
Total Non-Current Liabilities	<u>6,349,191</u>	<u>6,364,325</u>
Total Liabilities	<u>7,127,060</u>	<u>7,244,186</u>
EQUITY		
Contributed Capital	2,719,523	2,719,523
Restricted Net Assets	(579,793)	(236,009)
Retained Earnings - Current Year	(51,129)	(375,309)
Net Investments in Capital Assets	2,027,824	2,027,824
Net Position Retriected for Pensions	(3,676,132)	(3,676,132)
Restricted for Transit Operations	60,000	60,000
Unrestricted Net Pension	<u>(2,299,725)</u>	<u>(2,299,725)</u>
Total Fund Equity	<u>(1,799,432)</u>	<u>(1,779,828)</u>
Total Liabilities and Fund Equity	<u>5,327,628</u>	<u>5,464,358</u>



WACCAMAW REGIONAL TRANSPORTATION AUTHORITY

CASH REQUIREMENTS

4/16/2019

	Income	Expense	Balance	Date	Notes
Cash Balance			\$134,919	04/18/19	
Deposits in Transit	\$8,115		\$143,034	03/06/19	None
Horry County Q3	\$511,667		\$654,701	04/17/19	
SC Dvsn of Insurance Services Workers Comp		\$11,000	\$643,701	04/17/19	Jul Premium
5307 Federal OPS	\$5,750		\$649,451	04/17/19	March
5307 Federal PM	\$27,390		\$676,841	04/17/19	March
5307 Federal Capital	\$5,495		\$682,336	04/17/19	March
Payroll and taxes		\$121,000	\$561,336	04/17/19	
Fares	\$4,000		\$565,336	04/19/19	
Accounts Payable		\$18,500	\$546,836	04/19/19	
5304 Bus Stop Planning - Federal	\$7,368		\$554,204	04/24/19	
5304 Bus Stop Planning - Gtown	\$1,842		\$556,046	04/24/19	
Fares	\$8,000		\$564,046	04/24/19	
Fuel - Diesel		\$12,512	\$551,534	04/24/19	
Accounts Payable		\$18,500	\$533,034	04/27/19	
PEBA - SC Retirement (Pension)		\$64,432	\$468,602	04/30/19	Mar Pension Payment
Fares	\$8,000		\$476,602	05/01/19	
Payroll and taxes		\$100,000	\$376,602	05/01/19	
5311 Federal Admin	\$0		\$376,602	05/01/19	January
5311 Federal OPS	\$19,469		\$396,071	05/01/19	February
Accounts Payable		\$18,500	\$377,571	05/04/19	
5311 PT Scheduling - Ecolane+Johnson Controls	\$19,136	\$10,198	\$386,510	05/07/19	Federal - Ecolane Payment
5311 PT Scheduling - Ecolane+Johnson Controls	\$4,783	\$10,872	\$380,420	05/07/19	State -Johnson Controls Payment
Fares	\$9,500		\$389,920	05/07/19	
CNB Payment		\$9,000	\$380,920	05/08/19	
5311 Federal Admin	\$24,779		\$405,699	05/09/19	March
5311 Federal OPS	\$0		\$405,699	05/09/19	March
5311 Federal PM	\$0		\$405,699	05/09/19	March
Fuel - Gas		\$14,000	\$391,699	05/09/19	
PEBA Health Insurance		\$46,500	\$345,199	05/10/19	May Premiums
State Insurance Fund - Liability Ins. Premium		\$35,000	\$310,199	05/10/19	
Accounts Payable		\$18,500	\$291,699	05/11/19	
Fuel - Diesel w/rebate	\$3,612	\$17,295	\$278,017	05/11/19	
Fares	\$9,500		\$287,517	05/13/19	
Disposal Income	\$17,500		\$305,017	05/15/19	FMO - Int'l.s Transaction
Horry County - April Payment			\$305,017	05/15/19	April
5307 Federal PM	\$75,000		\$380,017	05/15/19	April
Georgetown Co Monthly			\$380,017	05/15/19	
Payroll and taxes		\$100,000	\$280,017	05/15/19	
SC Dvsn of Insurance Services Workers Comp		\$11,000	\$269,017	05/15/19	Aug Premium
Fares	\$9,500		\$278,517	05/19/19	
5311 Federal Admin	\$13,000		\$291,517	05/23/19	April
5311 Federal OPS	\$0		\$291,517	05/23/19	April
5311 Federal PM	\$0		\$291,517	05/23/19	April
Fares	\$9,500		\$301,017	05/24/19	
Accounts Payable		\$18,500	\$282,517	05/25/19	
Fuel - Diesel		\$16,000	\$266,517	05/28/19	
Payroll and taxes		\$100,000	\$166,517	05/29/19	
Fares	\$9,500		\$176,017	05/30/19	
PEBA - SC Retirement (Pension)		\$46,000	\$130,017	05/31/19	Apr Pension Payment

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY

CASH REQUIREMENTS

4/16/2019

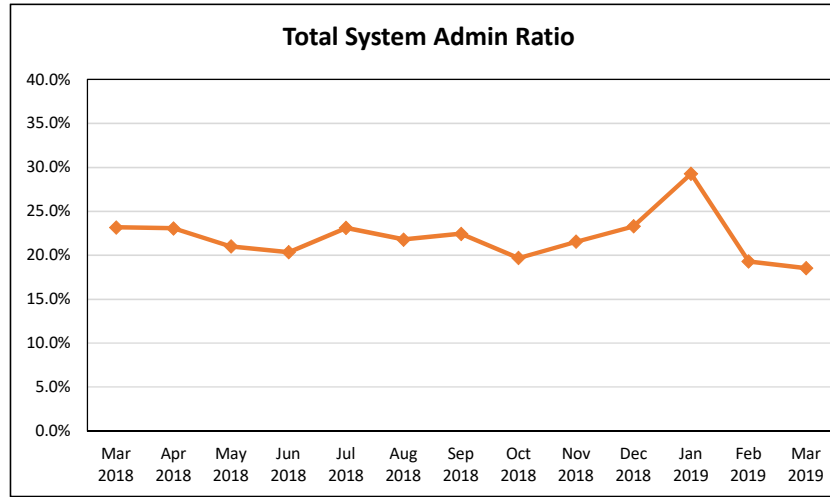
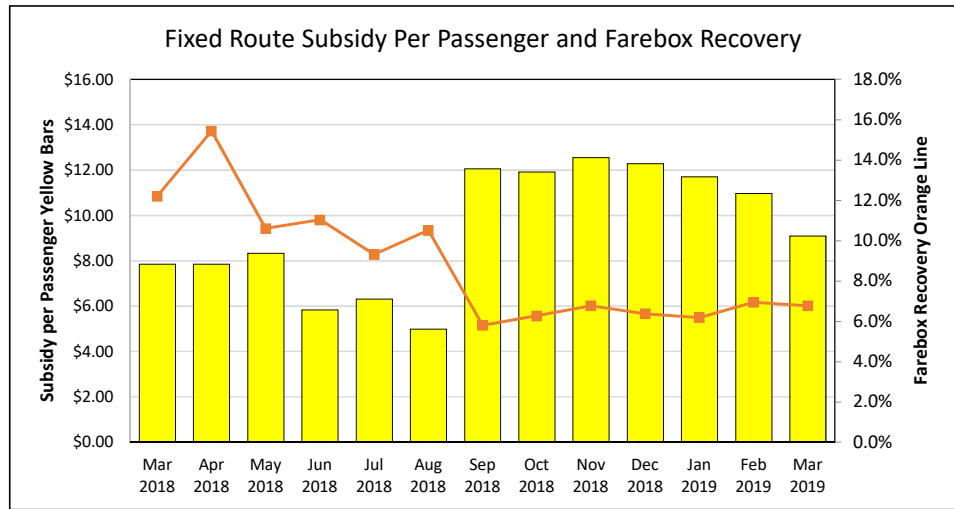
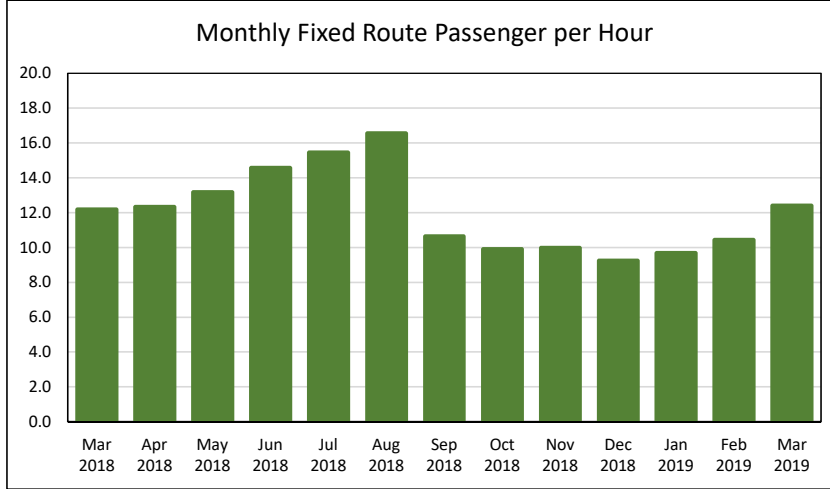
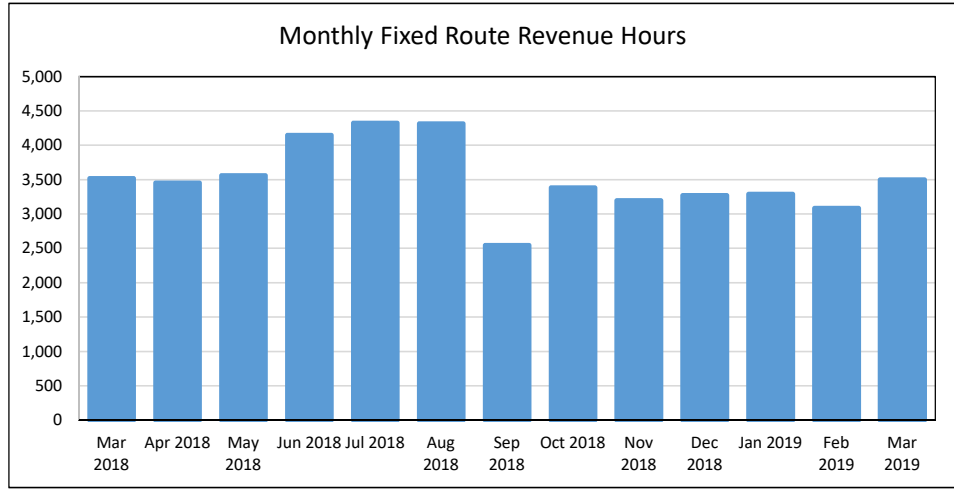
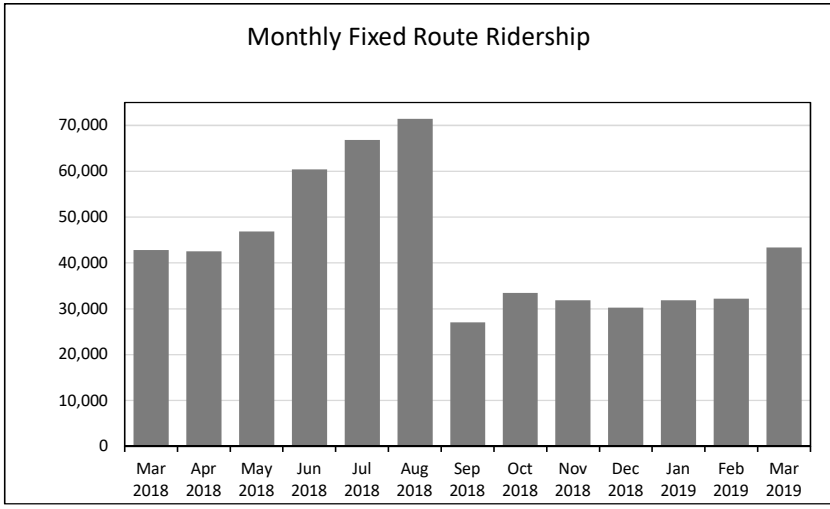
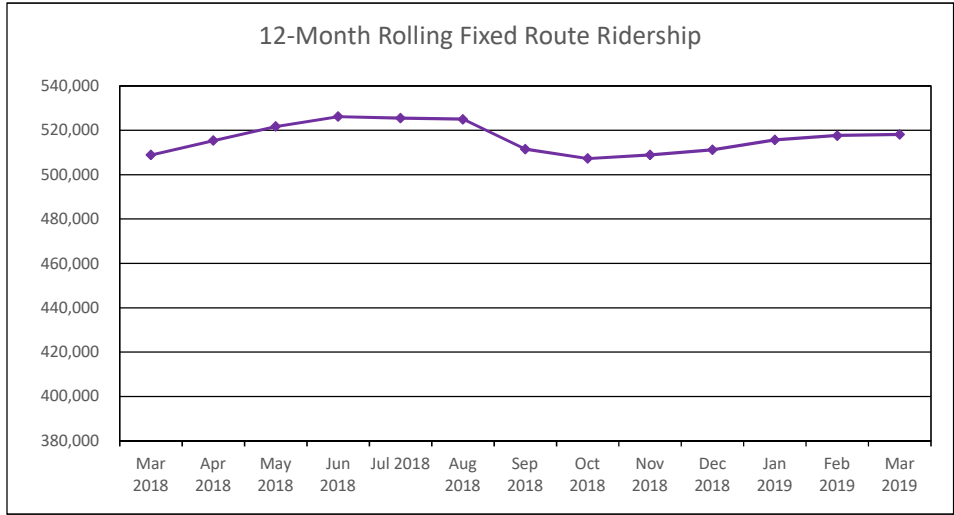
	Income	Expense	Balance	Date	Notes
Accounts Payable		\$18,500	\$111,517	06/01/19	
Fuel - Gas		\$12,000	\$99,517	06/01/19	
Fares	\$7,000		\$106,517	06/06/19	
Accounts Payable		\$18,500	\$88,017	06/08/19	
CNB Payment		\$9,000	\$79,017	06/08/19	
Fares	\$7,000		\$86,017	06/09/19	
PEBA Health Insurance		\$46,500	\$39,517	06/10/19	June Premiums
5307 Federal OPS	\$90,000		\$129,517	06/10/19	May
5307 Federal PM	\$75,000		\$204,517	06/10/19	May
Fares	\$7,000		\$211,517	06/12/19	
Payroll and taxes		\$108,000	\$103,517	06/12/19	
Fuel - Diesel		\$16,000	\$87,517	06/14/19	
Horry County May Payment			\$87,517	06/15/19	May
Accounts Payable		\$18,500	\$69,017	06/15/19	
Georgetown Co Monthly			\$69,017	06/15/19	
SC Dvsn of Insurance Services Workers Comp		\$11,000	\$58,017	06/15/19	Sep Premium
Fares	\$7,000		\$65,017	06/19/19	
Accounts Payable		\$18,500	\$46,517	06/22/19	
5311 Federal Admin	\$0		\$46,517	06/23/19	May
5311 Federal OPS	\$0		\$46,517	06/23/19	May
5311 Federal PM	\$0		\$46,517	06/23/19	May
Fares	\$7,000		\$53,517	06/24/19	
5307 Federal OPS	\$60,000		\$113,517	06/25/19	June Partial
5307 Federal PM	\$60,000		\$173,517	06/25/19	June Partial
Payroll and taxes		\$107,500	\$66,017	06/26/19	
Fuel - Gas		\$15,000	\$51,017	06/27/19	
Accounts Payable		\$18,500	\$32,517	06/29/19	
Fares	\$7,000		\$39,517	06/30/19	
PEBA - SC Retirement (Pension)		\$46,000	(\$6,483)	06/30/19	May Pension Payment
Fuel - Diesel		\$18,000	(\$24,483)	07/01/19	
Accounts Payable		\$18,500	(\$42,983)	07/06/19	
City of Myrtle Beach Q1 FY 20	\$62,500		\$19,517	07/07/19	
Fares	\$8,000		\$27,517	07/07/19	
CNB Payment		\$9,000	\$18,517	07/08/19	
Payroll and taxes		\$113,500	(\$94,983)	07/10/19	
PEBA Health Insurance		\$46,500	(\$141,483)	07/10/19	
Fares	\$8,000		(\$133,483)	07/11/19	
City of Myrtle Beach ATAX Summer 19	\$0		(\$133,483)	07/15/19	
Fares	\$8,000		(\$125,483)	07/15/19	
Georgetown Co Monthly	\$32,000		(\$93,483)	07/15/19	
Horry County Q4	\$536,862		\$443,379	07/15/19	June (\$536,864 / 3 months)
SC Dvsn of Insurance Services Workers Comp		\$11,000	\$432,379	07/15/19	Oct Premium
Accounts Payable		\$18,500	\$413,879	07/17/19	
Fuel - Diesel		\$18,000	\$395,879	07/17/19	
Fares	\$8,000		\$403,879	07/19/19	
Accounts Payable		\$18,500	\$385,379	07/20/19	
Fuel - Gas		\$15,000	\$370,379	07/21/19	

Key Performance Indicators - Fixed Route

Fixed Route Measures	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	12-Month Total
Ridership	42,846	42,543	46,883	60,432	66,823	71,414	27,072	33,458	31,878	30,233	31,864	32,207	43,385	518,192
Revenue Hours	3,515	3,452	3,557	4,146	4,323	4,312	2,546	3,380	3,196	3,272	3,290	3,083	3,499	42,058
Total Hours	3,657	3,617	3,715	4,340	4,517	4,513	2,665	3,539	3,328	3,394	3,413	3,215	3,682	43,939
Revenue Miles	79,113	77,102	79,157	85,619	86,715	86,660	47,044	74,391	71,764	73,691	74,388	69,845	77,858	904,234
Total Miles	82,829	80,898	83,201	90,608	91,407	91,726	49,539	77,891	75,027	76,785	77,707	73,215	81,980	949,984
Accidents	1	1	4	2	2	1	0	2	2	0	3	1	3	21
Breakdowns	0	1	1	4	4	3	4	8	4	6	4	3	1	43
Complaints	4	4	3	7	11	6	2	2	2	3	8	5	7	60
Transit Expense	\$235,500	\$235,477	\$244,948	\$240,393	\$266,098	\$251,772	\$207,303	\$229,014	\$232,334	\$215,832	\$210,922	\$215,498	\$250,354	\$2,799,944
Maintenance Expense	\$75,621	\$85,875	\$116,224	\$88,628	\$111,616	\$75,205	\$75,624	\$126,232	\$120,811	\$105,941	\$96,711	\$102,818	\$106,952	\$1,212,636
Administrative Expense	\$72,063	\$74,093	\$75,820	\$66,954	\$87,254	\$71,229	\$63,475	\$69,922	\$76,106	\$74,929	\$90,060	\$61,411	\$66,199	\$877,453
Total Operating Expenses	\$383,184	\$395,445	\$436,991	\$395,974	\$464,968	\$398,206	\$346,402	\$425,168	\$429,251	\$396,702	\$397,693	\$379,727	\$423,506	\$4,890,033
Fare/Contract Revenues	\$46,765	\$61,064	\$46,357	\$43,692	\$43,312	\$41,850	\$20,111	\$26,667	\$29,091	\$25,304	\$24,611	\$26,405	\$28,683	\$417,146

Efficiency Metrics	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	12-Month Total
O & M Expense per Hour (No Admin)	\$88.51	\$93.10	\$101.53	\$79.36	\$87.37	\$75.82	\$111.12	\$105.09	\$110.49	\$98.35	\$93.51	\$103.24	\$102.11	\$95.41
Average Fare	\$1.09	\$1.44	\$0.99	\$0.72	\$0.65	\$0.59	\$0.74	\$0.80	\$0.91	\$0.84	\$0.77	\$0.82	\$0.66	\$0.81
Farebox Recovery	12.2%	15.4%	10.6%	11.0%	9.3%	10.5%	5.8%	6.3%	6.8%	6.4%	6.2%	7.0%	6.8%	8.5%
Subsidy per Passenger	\$7.85	\$7.86	\$8.33	\$5.83	\$6.31	\$4.99	\$12.05	\$11.91	\$12.55	\$12.28	\$11.71	\$10.97	\$9.10	\$8.63
Maintenance Cost per Mile	\$0.91	\$1.06	\$1.40	\$0.98	\$1.22	\$0.82	\$1.53	\$1.62	\$1.61	\$1.38	\$1.24	\$1.40	\$1.30	\$1.28
Deadhead Ratio (Miles)	5%	5%	5%	6%	5%	6%	5%	5%	5%	4%	4%	5%	5%	5%
Administrative Ratio	23%	23%	21%	20%	23%	22%	22%	20%	22%	23%	29%	19%	19%	22%

Effectiveness Metrics	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	12-Month Total
Passengers per Hour	12.2	12.3	13.2	14.6	15.5	16.6	10.6	9.9	10.0	9.2	9.7	10.4	12.4	12.3
Mean Distance between Accidents	82,829	80,898	20,800	45,304	45,704	91,726	N/A	38,946	37,514	N/A	25,902	73,215	27,327	45,237
Mean Distance between Breakdowns	N/A	80,898	83,201	22,652	22,852	30,575	12,385	9,736	18,757	12,798	19,427	24,405	81,980	22,093
Complaints per 1,000 Riders	0.093	0.094	0.064	0.116	0.165	0.084	0.074	0.060	0.063	0.099	0.251	0.155	0.161	0.122
On-Time Performance	90%	82%	86%	80%	80%	76%	88%	86%	88%	95%	94%	88%	86%	88%

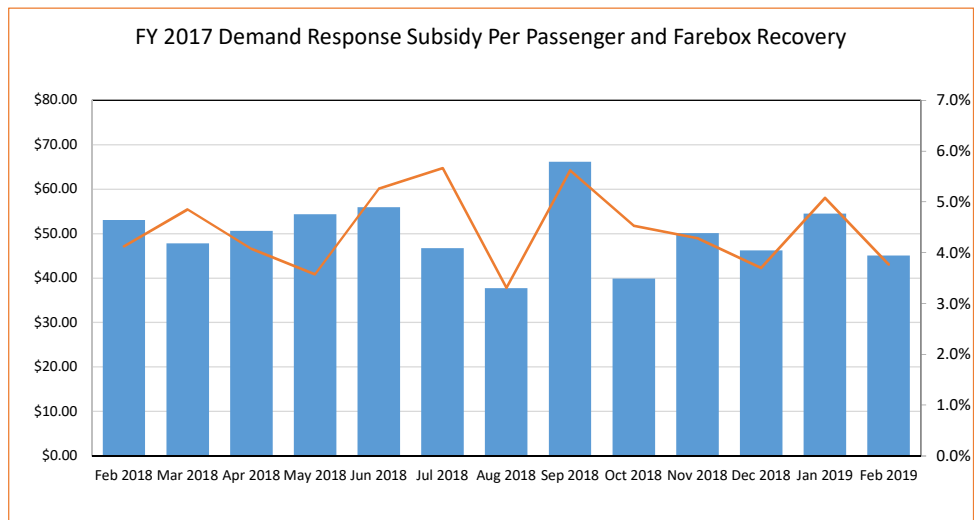
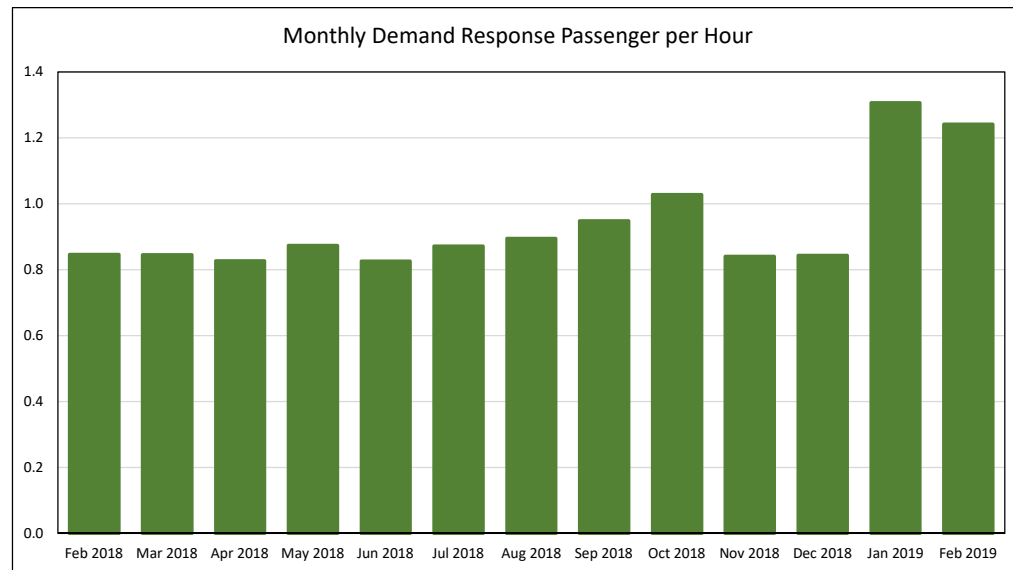
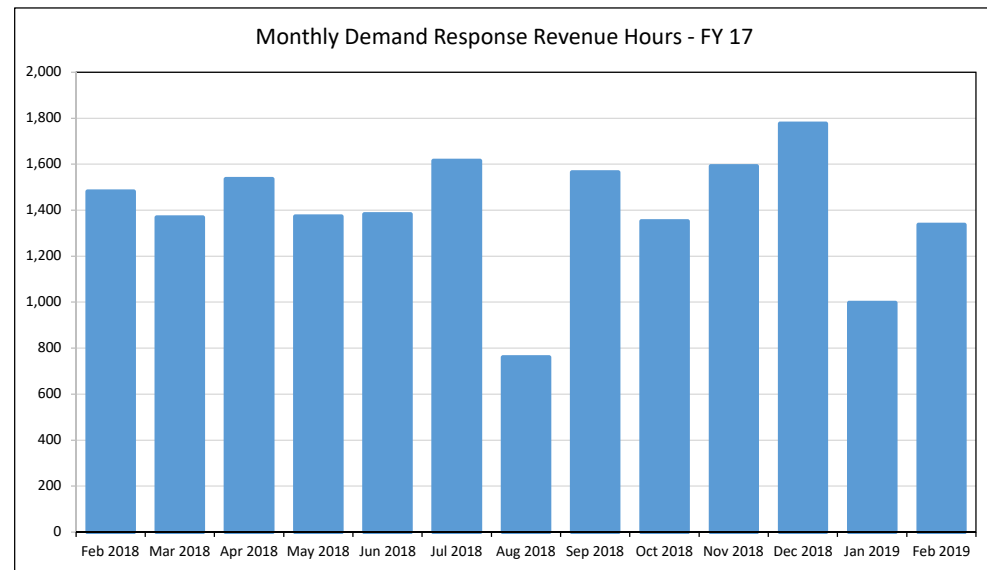
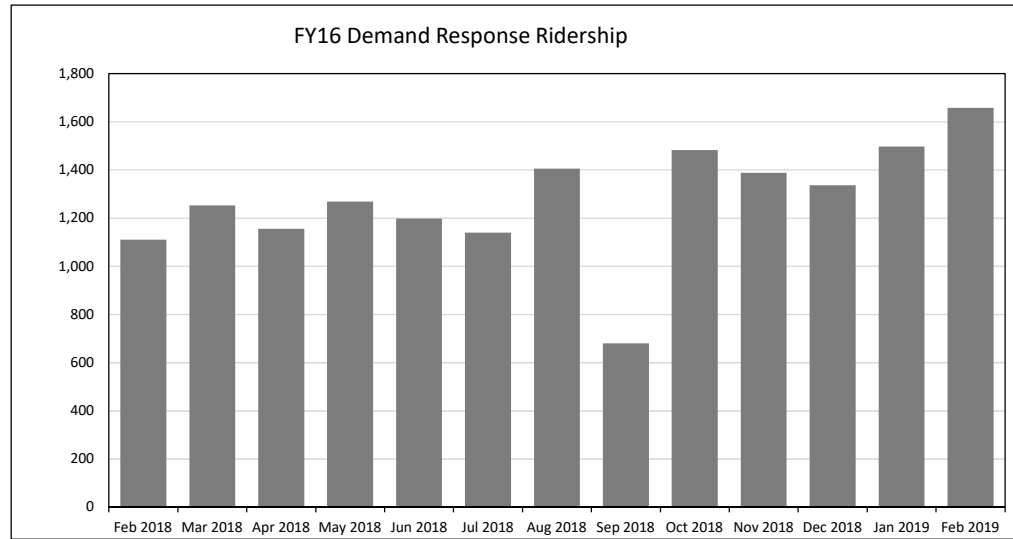
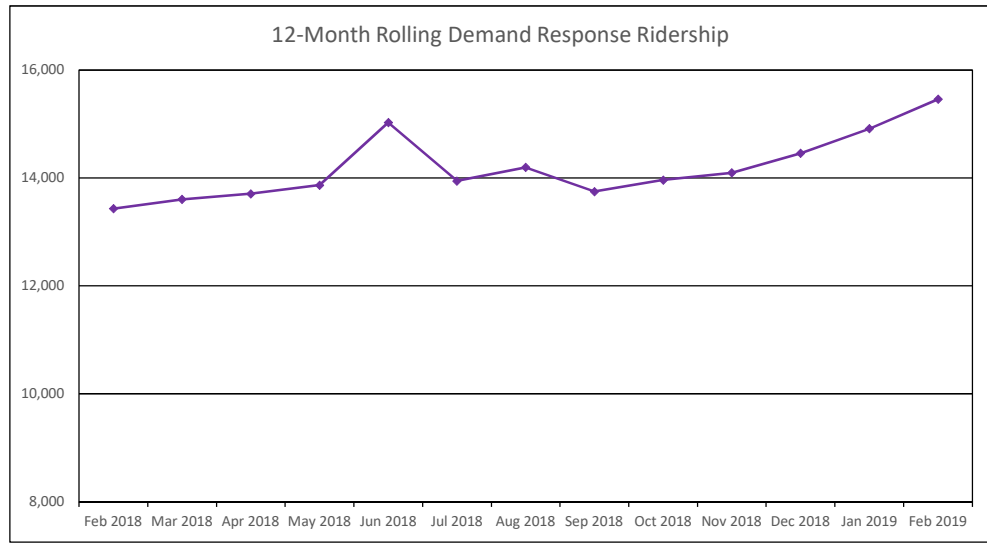


Key Performance Indicators - Demand Response

Demand Response Measures	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	12-Month Total
Ridership	1,252	1,156	1,268	1,198	1,140	1,405	680	1,483	1,388	1,337	1,497	1,301	1,658	16,763
Revenue Hours	1,481	1,368	1,535	1,372	1,382	1,614	761	1,565	1,351	1,591	1,776	996	1,336	18,127
Total Hours	1,707	1,587	1,791	1,595	1,600	1,856	939	1,812	1,588	1,884	2,115	1,248	1,582	21,303
Revenue Miles	21,032	20,136	22,114	20,006	21,091	24,757	11,378	25,054	22,658	24,214	27,549	18,301	26,597	284,887
Total Miles	25,273	24,054	27,200	24,714	25,679	30,142	14,317	30,406	27,194	29,646	33,886	23,022	31,810	347,343
Accidents	0	1	0	2	1	1	0	2	1	0	0	3	3	14
Breakdowns	0	1	1	0	0	0	0	0	0	0	0	0	0	2
Complaints	1	0	1	0	2	2	1	0	1	1	2	6	6	23
Paratransit Expense	\$48,837	\$48,597	\$55,376	\$55,913	\$45,336	\$45,941	\$38,806	\$48,714	\$52,936	\$51,162	\$64,373	\$44,467	\$59,744	\$660,202
Maintenance Expense	\$14,266	\$13,662	\$17,175	\$14,133	\$11,794	\$11,000	\$8,127	\$14,911	\$20,703	\$14,199	\$21,448	\$12,246	\$18,491	\$192,155
Administrative Expense	\$14,944	\$15,291	\$17,141	\$15,573	\$15,521	\$12,997	\$11,882	\$14,873	\$17,340	\$17,762	\$27,486	\$12,672	\$15,798	\$209,280
Total Operating Expenses	\$78,047	\$77,550	\$89,692	\$85,619	\$72,652	\$69,938	\$58,815	\$78,499	\$90,980	\$83,123	\$113,307	\$69,385	\$94,032	\$1,061,637
Fare Revenues	\$3,223	\$3,762	\$3,655	\$3,058	\$3,823	\$3,960	\$1,947	\$4,412	\$4,124	\$3,560	\$4,190	\$3,523	\$3,543	\$46,780

Efficiency Metrics	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	12-Month Total
O & M Expense per Hour	\$42.62	\$45.50	\$47.27	\$51.04	\$41.35	\$35.28	\$61.71	\$40.67	\$54.51	\$41.07	\$48.32	\$56.94	\$58.56	\$47.02
Average Fare	\$2.57	\$3.25	\$2.88	\$2.55	\$3.35	\$2.82	\$2.86	\$2.98	\$2.97	\$2.66	\$2.80	\$2.71	\$2.14	\$2.79
Farebox Recovery	4.1%	4.9%	4.1%	3.6%	5.3%	5.7%	3.3%	5.6%	4.5%	4.3%	3.7%	5.1%	3.8%	4.4%
Subsidy per Passenger	\$47.83	\$50.60	\$54.33	\$55.92	\$46.76	\$37.71	\$66.16	\$39.93	\$50.08	\$46.22	\$54.53	\$40.88	\$45.05	\$48.06
Deadhead Ratio (Miles)	20%	19%	23%	24%	22%	22%	26%	21%	20%	22%	23%	26%	20%	22%
Administrative Ratio	24%	25%	24%	22%	27%	23%	25%	23%	24%	27%	32%	22%	20%	25%

Effectiveness Metrics	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	12-Month Total
Passengers per Hour	0.85	0.84	0.83	0.87	0.83	0.87	0.89	0.95	1.03	0.84	0.84	1.31	1.24	0.92
Mean Distance between Accidents	n/a	24,054	n/a	12,357	25,679	30,142	n/a	15,203	27,194	n/a	n/a	7,674	10,603	24,810
Mean Distance between Breakdowns	n/a	24,054	27,200	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	173,672
Complaints per 1,000 Riders	0.8	0.0	0.8	0.0	1.8	1.4	1.5	0.0	0.7	0.7	1.3	4.6	3.6	1.4
On-Time Performance	99%	99%	99%	99%	99%	99%	99%	94%	95%	94%	92%	88%	85%	96%



Coast RTA Federal Grants - FY19											Current Month	6
Activity Line Item Balances												
March 2019 - Final												
5307 Federal Grant # SC-2019-001-00						Bus Stop Implementation (5339) Grant # 2018-040-00						
	SC-2019-001-03	SC-2019-001-01	SC-2019-001-02			SC-2018-001	SC-2018-002	SC-2018-003	Georgetown			
	114-A2	117-A1	300-A3			117-A3	113-A1	113-A2	County			
	Security / I.T.	Preventative				Construction	Bus Stop	Bus Stop	Local			
Month	Hard/Software	Maintenance	Operations	Totals	Comments	Month	Management	Signs	Posts	Match	Totals	Comments
FY19 Contract	\$ 64,000	\$ 878,100	\$ 557,900	\$ 1,500,000	> Current Year Award	FY18 Award	\$ 175,000	\$ 21,500	\$ 17,560	\$ 53,515	\$ 267,575	
	\$ -	\$ -	\$ -	\$ -	> Prior Year(s) Carryforward							
Monthly Draws:						Monthly Draws:						
Oct 2018	\$ 536	\$ 85,218	\$ 105,621	\$ 191,375		Oct 2018	\$ -	\$ 9,500	\$ -	\$ 2,375	\$ 11,875	> 500 Signs
Nov 2018	\$ -	\$ 88,536	\$ 103,788	\$ 192,324		Nov 2018	\$ -	\$ -	\$ 13,597	\$ 3,399	\$ 16,996	> 500 Posts
Dec 2018	\$ 2,987	\$ 82,301	\$ 95,457	\$ 180,745		Dec 2018	\$ -	\$ -	\$ -	\$ -	\$ -	
Jan 2019	\$ -	\$ 74,630	\$ 99,137	\$ 173,767		Jan 2019	\$ -	\$ -	\$ -	\$ -	\$ -	
Feb 2019	\$ -	\$ 71,054	\$ 93,147	\$ 164,201		Feb 2019	\$ -	\$ -	\$ -	\$ -	\$ -	
Mar 2019	\$ 5,495	\$ 77,390	\$ 60,750	\$ 143,635		Mar 2019	\$ 35,581	\$ -	\$ -	\$ -	\$ 35,581	> Aecom
Apr 2019	\$ -	\$ -	\$ -	\$ -		Apr 2019	\$ -	\$ -	\$ -	\$ -	\$ -	
May 2019	\$ -	\$ -	\$ -	\$ -		May 2019	\$ -	\$ -	\$ -	\$ -	\$ -	
June 2019	\$ -	\$ -	\$ -	\$ -		June 2019	\$ -	\$ -	\$ -	\$ -	\$ -	
July 2019	\$ -	\$ -	\$ -	\$ -		July 2019	\$ -	\$ -	\$ -	\$ -	\$ -	
Aug 2019	\$ -	\$ -	\$ -	\$ -		Aug 2019	\$ -	\$ -	\$ -	\$ -	\$ -	
Sept 2019	\$ -	\$ -	\$ -	\$ -		Sept 2019	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal Draws	\$ 9,018	\$ 479,129	\$ 557,900	\$ 1,046,047			\$ 35,581	\$ 9,500	\$ 13,597	\$ 5,774	\$ 64,452	
Remaning Balance	\$ 54,982	\$ 398,971	\$ -	\$ 453,953			\$ 139,419	\$ 12,000	\$ 3,963	\$ 47,741	\$ 203,123	
% Expended	14.09%	54.56%	100.00%	69.74%			20.33%	44.19%	77.43%	10.79%	24.09%	
% Time Elapsed	50.00%	50.00%	50.00%	50.00%			50.00%	50.00%	50.00%	50.00%	50.00%	
Bus & Bus Facilities (5339) Grant # 2017-020-00 114-A1												
Month	International Replacements	Comments										
FY18 Award	\$ 293,250	> Current Year Award										
Monthly Draws:												
Oct 2018	\$ -											
Nov 2018	\$ -											
Dec 2018	\$ -											
Jan 2019	\$ -											
Feb 2019	\$ -											
Mar 2019	\$ -											
Apr 2019	\$ -											
May 2019	\$ -											
June 2019	\$ -											
July 2019	\$ -											
Aug 2019	\$ -											
Sept 2019	\$ -											
Subtotal Draws	\$ -											
Remaning Balance	\$ 293,250											
% Expended	0.00%											
% Time Elapsed	50.00%											

Coast RTA SCDOT Grants - FY19													
Activity Line Item Balances													
March 2019 - Final													
											Current Month	9	
***** 5311 Federal Rural - Grant # PT-90911-55 *****						***** 5311 State Rural - Grant # PT-90911-55 *****							
	Operating	Preventative Maintenance	Capital Expenditures	Admin	Totals	Comments	Operating	Preventative Maintenance	Capital Expenditures	Admin	Totals	Comments	
FY19 Contract	\$ 298,784	\$ 200,000	\$ -	\$ 200,000	\$ 698,784		\$ 85,538	\$ 41,700	\$ -	\$ 34,880	\$ 162,118	> Orig Submission	
							\$ 20,833	\$ -	\$ -	\$ -	\$ 20,833	> Amendment #1	
Monthly Draws:						Month Drawn						Month Drawn	
July 2018	\$ 43,309	\$ 30,207	\$ -	\$ 21,226	\$ 94,742	Aug 18	\$ 43,309	\$ 7,552	\$ -	\$ 5,306	\$ 56,167	Aug 18	
Aug 2018	\$ 39,179	\$ 21,204	\$ -	\$ 19,049	\$ 79,432	Sept 18	\$ 39,179	\$ 5,301	\$ -	\$ 5,554	\$ 50,034	Sept 18	
Sept 2018	\$ 25,856	\$ 17,399	\$ -	\$ 13,878	\$ 57,133	Oct 18	\$ 3,050	\$ 4,350	\$ -	\$ 5,246	\$ 12,646	Oct 18	
Oct 2018	\$ 41,592	\$ 34,858	\$ -	\$ 21,014	\$ 97,464	Nov 18	\$ 20,796	\$ 8,714	\$ -	\$ 2,376	\$ 31,886	Nov 18	
Nov 2018	\$ 43,030	\$ 37,504	\$ -	\$ 23,761	\$ 104,295	Dec 18	\$ 37	\$ 9,376	\$ -	\$ 6,894	\$ 16,307	Dec 18	
Dec 2018	\$ 39,938	\$ 35,047	\$ -	\$ 21,041	\$ 96,026	Feb 19	\$ -	\$ 6,407	\$ -	\$ 5,319	\$ 11,726	Feb 19	
Jan 2019	\$ 41,206	\$ 23,781	\$ -	\$ 22,212	\$ 87,199	Feb 19	\$ -	\$ -	\$ -	\$ 4,185	\$ 4,185	Feb 19	
Feb 2019	\$ 24,674	\$ -	\$ -	\$ 19,469	\$ 44,143	Mar 19	\$ -	\$ -	\$ -	\$ -	\$ -		
Mar 2019	\$ -	\$ -	\$ -	\$ 24,779	\$ 24,779	Apr 19	\$ -	\$ -	\$ -	\$ -	\$ -		
Apr 2019	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
May 2019	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
June 2019	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
Subtotal Draws	\$ 298,784	\$ 200,000	\$ -	\$ 186,429	\$ 685,213		\$ 106,371	\$ 41,700	\$ -	\$ 34,880	\$ 182,951		
Remaining Balance	\$ -	\$ -	\$ -	\$ 13,571	\$ 13,571		\$ -	\$ -	\$ -	\$ -	\$ -		
% Expended	100.00%	100.00%		93.21%	98.06%		100.00%	100.00%		100.00%	100.00%		
% Time Elapsed	75.00%	75.00%		75.00%	75.00%		75.00%	75.00%		75.00%	75.00%		
Grant # PT-90999-22 5307 State Urban SMTF			Grant # PT-80939-35 Facility Maintenance Initiative - 5339 Funds				Grant # PT-80904-41 (5304 Funds) Bus Stop Designation Planning (AEcom)				Grant # PT-909SP-13 (5311 Funds) ParaTransit Scheduling Software (Ecolane)		
Month	Fed Oper/PM		Federal	State	Totals	Comments	Federal	Local	Totals	Comments	Federal	State	Totals
FY19 Award	\$ 80,822		\$ 81,843	\$ 20,461	\$ 102,304		\$ 80,000	\$ 20,000	\$ 100,000	> FY18 Award	\$ 90,712	\$ 22,678	\$ 113,390
							\$ (72,632)	\$ (18,158)	\$ (90,790)	> FY18 Expenses			\$ -
Monthly Draws:													
July 2018	\$ 80,822		\$ 8,230	\$ 2,058	\$ 10,288	> Shelving / Bins	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Aug 2018	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Sept 2018	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Oct 2018	\$ -		\$ 10,240	\$ 2,560	\$ 12,800	> Power Washer	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Nov 2018	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Dec 2018	\$ -		\$ 37,578	\$ 9,395	\$ 46,973	> Fork Lift	\$ -	\$ -	\$ -		\$ 30,925	\$ 7,731	\$ 38,656
Jan 2019	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Feb 2019	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Mar 2019	\$ -		\$ -	\$ -	\$ -		\$ 7,368	\$ 1,842	\$ 9,210		\$ 19,136	\$ 4,783	\$ 23,919
Apr 2019	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
May 2019	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
June 2019	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Subtotal Draws	\$ 80,822		\$ 56,048	\$ 14,013	\$ 70,061		\$ 7,368	\$ 1,842	\$ 9,210		\$ 50,061	\$ 12,514	\$ 62,575
Remaining Balance	\$ -		\$ 25,795	\$ 6,448	\$ 32,243		\$ -	\$ -	\$ -		\$ 40,651	\$ 10,164	\$ 50,815
% Expended	100.00%		68.48%	68.49%	68.48%		9.21%	9.21%	9.21%		55.19%	55.18%	55.19%
% Time Elapsed	75.00%		75.00%	75.00%	75.00%		75.00%	75.00%	75.00%		75.00%	75.00%	75.00%