

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY d/b/a
THE COAST RTA
BOARD OF DIRECTORS MEETING
JUNE 29, 2016
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 MAY BOARD MEETING MINUTES AND
JUNE 2ND SPECIAL CALLED BOARD MEETING MINUTES
8. SERVICE COMMITTEE REPORT – Nothing to report
9. PAC COMMITTEE REPORT
 - AVL Update
 - Draft Marketing Plan
 - Paratransit Information Presentation update
 - SAG (Service Advisory Group) Update
10. FINANCE COMMITTEE REPORT
 - May Financials
 - FY17 Funding Agreement with Horry County
11. GENERAL MANAGER’S REPORT
 - Status of Funding Requests
 - Fleet Update
12. APPROVAL OF RESOLUTIONS
 - Resolution JUNE2016-17 – Approval of Revised Drug & Alcohol Policy
 - Resolution JUNE2016-18 – Authorization to Accept Contents of Funding Agreement with Horry County
13. OLD BUSINESS
14. NEW BUSINESS
15. EXECUTIVE SESSION – To discuss personnel issue
16. ANNOUNCEMENTS
17. ADJOURNMENT

**THE NEXT BOARD OF DIRECTORS MEETING WILL BE HELD WEDNESDAY, JULY 27, 2016
AT 9:30 AM IN THE COAST RTA CONFERENCE ROOM, 1418 THIRD AVENUE, CONWAY, SC**

**2016 BOARD OF DIRECTORS
ATTENDANCE ROSTER**

	JAN. 27	FEB. 24 (MARCH 2)	MAR. 30	APR. 27	MAY 25	JUNE 2 29	JUL. 27	AUG. 31	SEPT. 28	OCT. 26	NOV.	DEC.
D'Angelo, Katharine	X	X	X	X	X	X**						
Blackwelder, Sid	E	X	E	X	X	X**						
Eickhoff, Darrell	X	X	X	X	X	X						
James, Wilbur G.	X	E	X	X	X	E						
Johnson, Lillie Jean	X	X	E	X	X	X**						
Keene, Marvin, Ph.D. CFA	X	X	X	X	E	X**						
Lazzara, Joseph	X	X	X	X	X	X**						
Ottwell, Chuck	X*	X	X	X	X	X**						
Sheehan, Rob, Ph.D.	X	X	X	X	X	E						
Silverman, Bernard	X	X	X	X	X	X						
Wilson, Ivory	X	X	X	X	X	X						

X = In Attendance

A = Absent

E = Excused Absence

* = Arrived after roll call

**= In attendance via conference call

JUNE 2 – SPECIAL CALLED BOARD CALL-IN MEETING

UPDATED 12/14/15

**THE COAST RTA-WACCAMAW RTA
SPECIAL CALLED
BOARD OF DIRECTORS MEETING
TUESDAY, JUNE 7, 2016
9:30 AM**

Board Present: Bernard Silverman
Ivory Wilson
Darrell Eickhoff

**Board Present
via telephone:** Sid Blackwelder
Lillie Jean Johnson
Joseph Lazzara
Katharine D'Angelo
Chuck Ottwell
Marvin Keene

Staff Present: Brian Piascik, General Manager/CEO
Lynette Nobles, Executive Assistant/Board Liaison
Michelle Cantey, Marketing Manager

In accordance with the Freedom of Information Act (FOIA), the 2016 meeting schedule was provided to the press at the beginning of the 2016 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 June 3, 2016.

CALL TO ORDER: Chairman Lazzara called the meeting to order at 9:32AM.

Mr. Piascik explained that the cash requirements list in the board report was close, but didn't look too bad. Since then, we've had some delays in the state reimbursement for April, which caused him to be concerned that when we move the dates of when we're expecting the reimbursement, we have some negative numbers. We were really cutting it too close the first time around and could use a little help with cash flow. Mr. Piascik spoke with Mr. Benson at Conway National Bank (CNB) and asked about the possibility of getting a 30 or 45-day note for \$150,000 based on two (2) contracts, the state 5311 contract for the funding of one (1) vehicle and the contract that we have with WRCOG (5310) for the funding of two (2) vehicles. Mr. Benson said that they can do that and asked if Mr. Piascik has authorization, so we are asking for authorization from the board. There's no problem paying the loan and interest back even if we don't get the reimbursement from the state and WRCOG by July 15th, as that's when we get our check from Horry County, The state questioned as to whether or not the specs of the vehicle we ordered qualify under the state contract on which we are purchasing the vehicle. We bought these vehicles on state contract, bypassing the usual procurement process. It was related to asking for an additional 24 inches on the bottom of the vehicle to allow for more room inside. It didn't

change the capacity of the vehicle; if you have two wheelchair clients in the vehicle at the same time, it allows you to be able to let the second wheelchair client off without having to move the first wheelchair client out first. Palmetto Bus Sales (Columbia), who is the manufacturer, came back to us saying that they made a mistake, it's a 22' bus, not a 24' bus. Everything is straight now and the state is satisfied. The vehicles are Ford Starcraft E-450's; they're V10 engines with heavy-duty chassis, so they should last pretty well.

Mr. Lazzara asked if Horry County would be paying the interest. Mr. Piascik shared that the funds for paying the interest will be worked in the budget and we don't need county council's help with that. The interest should be less than \$1200. Mr. Piascik went on to say that it is his understanding that this is standard procedure for a transit authority and the interest may even be reimbursable. If we were direct recipients, we would be able to draw down the funds and pay within three (3) days; however, we are sub-recipients and are not able to do that. The funds must flow through the state and WRCOG. The vehicles will be here not later than June 17th and we have to give them a check and they'll give us the vehicles. Mr. Piascik shared that he has already spoken with Chris Eldridge, the County Administrator, and let him know we're doing this and he will send Josh (CFO) an e-mail. He will also send an e-mail to David Mucher (FTA).

Mr. Piascik said that he will send the board all of the information regarding the transaction.

APPROVAL OF RESOLUTIONS: Ms. Nobles read the following resolution into the record:

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. JUNE2016-16**

APPROVAL TO SECURE A SHORT-TERM LOAN

It is hereby moved by the Board of the Waccamaw Regional Transportation Authority that the Board of Directors authorizes the General Manager/Secretary-Treasurer to secure a short-term loan up to the amount of One hundred Fifty Thousand Dollars (\$150,000) in order to purchase three (3) paratransit vehicles. The Board also authorizes the immediate Past Chair, Mr. Silverman, to sign on behalf of Chairman Mr. Lazzara, since he and the Vice Chair are not available to sign the resolution.

There was a motion by Mr. Silverman and a second by Mr. Eickhoff to pass the resolution. There being no further discussion, a voice vote was taken; no nays being heard, the motion passed.

Mr. Piascik reminded the board that we have the PAC Committee meeting on Thursday, June 16, 2016 at 9:00 AM and Finance Committee meeting at 10:30 AM the same date. There are no meetings on Wednesday, June 8, 2016.

ADJOURNMENT: It was properly moved and seconded that the Board adjourn. A voice vote was taken. No nays being heard, the meeting was adjourned at 10:55 AM.

**THE COAST RTA-WACCAMAW RTA
BOARD OF DIRECTORS MEETING
WEDNESDAY, MAY 25, 2016
9:30 AM**

Board Present: Joseph Lazzara
Robert Sheehan
Bernard Silverman
Katharine D'Angelo
Chuck Ottwell
Ivory Wilson
Darrell Eickhoff
Sid Blackwelder
Lillie Jean Johnson
Mickey James

Staff Present: Brian Piascik, General Manager/CEO
Lynette Nobles, Executive Assistant/Board Liaison
Ron Prater, CFO
Michelle Cantey, Marketing Manager

Visitors: Nicholas Twigg, Citizen
Suzanne Harris, Citizen

In accordance with the Freedom of Information Act (FOIA), the 2016 meeting schedule was provided to the press at the beginning of the 2016 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 May 23, 2016.

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

INVOCATION/PLEDGE OF ALLEGIANCE: Mr. Blackwelder 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: Mr. Lazzara welcomed visitors and asked if anyone wished to make a public comment.

PUBLIC COMMENT: Ms. Harris shared that she is delighted to see the bus in her area more often and Sandy Island. She's looking forward to more frequency and defined stops. She was delighted to see the shelter in Georgetown and is pleased with the progress the Authority is making.

EMPLOYEE RECOGNITION: Mr. Piascik recognized Timothy Patrick, Paratransit Driver, who competed in the National Roadeo held in Portland, Oregon May 22, 2016. Mr. Piascik said that he is proud of Timothy Patrick for competing well. He then shared an e-mail from Diane Solchek from the Akron/Cleveland area. The e-mail stated that she was in town last weekend and utilized our services along Ocean Boulevard and back to the airport, “What a pleasure. Buses were on time, clean, and your drivers were very helpful to us out-of-towners. Your phone staff on Sunday morning, in one word, outstanding. We plan to return this fall and will make even further use of your transit system.”

Ms. D’Angelo expressed that these types of things should be in the paper.

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

COMMITTEE REPORTS

SERVICE COMMITTEE: Ms. Johnson began by reporting that on-time performance continues going well. Mr. Piascik reported that it is 93% thus far in May. Further, he said that we are getting really good data points. The question asked as to what makes our on-time performance keep going up. Mr. Piascik shared that he believes the issue before was when one bus was late to the transfer center, we held buses and we’re not having to do that nearly as often. Dr. Sheehan asked if the traffic loop (for Memorial Day weekend) will affect any of our routes. Mr. Piascik said that the loop will affect the 16 and 16X. Mr. Wilson asked if we’ve had any complaints since the service changes began. Mr. Piascik reported that we’ve had some issues with the 38th Avenue neighborhood, the bike and pedestrian group in Myrtle Beach thinks we should pick a better cross-over point and we’re talking with them about that. It’s possible that we’ll move to 29th Avenue; it’s a little wider there.

Mr. Lazzara asked if there’s any update on the AVL system. Mr. Piascik reported that our app is actually up and can be downloaded from the app store (for Apple devices) or Google Play (for non-Apple devices); go to the app store or Google Play, search for Coast RTA, and download the app. We have received the equipment and installation on the vehicles will begin soon. We’re on track for roll-out earlier than the August 1st date.

Mr. Silverman asked about the air conditioners on the trolleys that will be used for the Entertainment Shuttle. Mr. Piascik stated that they all have Carrier air conditioners already, we’re asking them (Carrier) for something bigger.

Dr. Sheehan went back to the AVL system. He believes we should get someone in front of a camera to inform people that we will have this technology. Mr. Piascik said that we should beta test the system and make sure it is working properly prior to publicizing it.

Mr. James asked Mr. Piascik about progress on serving Highway 15. Mr. Piascik stated that we are now serving that area. Mr. James asked about the possibility of using bulk mail to be sent to neighborhoods that we are now serving.

The board requested a timeline for the AVL system.

PAC COMMITTEE: Dr. Sheehan began by saying that the committee had received an update regarding the Paratransit video presentation. The process of pulling together the visuals has started and we are still looking at later in the summer.

Regarding the Service Advisory Group, we have four (4) riders and two (2) drivers interested in being part of the group. Mr. Piascik said that we are moving forward with scheduling the first meeting. He reported that Ms. Hill is working on it and has a couple of additional people we would like to invite to participate. We are looking for a meeting in mid-June.

Dr. Sheehan reported that the committee had reviewed a document pertaining to development of a Marketing Plan. The discussion moved back and forth between the Marketing Plan and marketing the AVL system. It was concluded that at the next PAC meeting, the committee would be presented with a plan for marketing the AVL system.

Dr. Sheehan requested that we contact Ride Systems to inquire about an emergency text situation where riders could select the specific route(s) for which they would want to receive emergency texts. Mr. Piascik agreed to have answers for the committee's questions for the next PAC meeting.

Mr. Silverman asked Mr. Wilson if he would be willing to speak to the history of the Authority on video. Mr. Wilson said that he would be glad to do that. Mr. Piascik said that we will get the Paratransit video done first and then begin on the history video.

Mr. Wilson asked if we should ask each municipality to have a representative on the Service Advisory Group. Mr. Piascik said that those are individuals with whom we definitely need to have conversations; however, the SAG is more for riders and drivers to work out service issues and use them as a sounding board for future service changes and issues such as convenience and those types of thing. It's really more for users of our system.

FINANCE COMMITTEE: Mr. Ottwell reported that the committee met and reviewed and discussed the April financials. The committee voted to present a resolution to the full board for approval of the Budget Review and Revision Policy. He said that everything is falling into place. Mr. Ottwell went on to talk about the tourism report prepared by CCU each month and someone else forecasting that tourism this year will be down. Mr. Piascik said that the April financial report represents a lot of changes that Mr. Prater has put into place and cleaned up a lot of incongruences between the income statement and the balance sheet, etc. We are steadily working towards a new chart of accounts so we can do more calculations in Sage rather than doing post calculations. We're making a lot of progress in that regard. Regarding the policy that we will be asking the board to approve, Mr. Piascik shared that in light of the budget revision made last month, we need a trigger in place so that we look at the budget on a regular basis and are revising it as needed. This was a finding that was in the Webster Rogers report that we formalize that process. There will be a new sheet in the financial report next month that looks like the one showing on the screen. The sheet will show variances whether over or under budget. The percentages will serve as the triggers. Mr. Piascik, in consultation with the board, will determine if a budget revision is necessary. If so, the General Manager and the Chief Financial Officer will develop a revised budget for review and board approval.

Mr. Ottwell expressed that he thinks we need to take a look at the stats that CCU compiles to try to make projections and plan accordingly. Mr. Piascik said that this is a topic for discussion during the board retreat.

GENERAL MANAGER'S REPORT: Mr. Piascik began by reporting that the Ad Hoc Retreat Planning Committee met and the retreat is scheduled for Saturday, August 20, 2016, 9:00 AM – 1:00 PM, in the Conference Room. We'll be looking at the service from the 10,000' level, possible areas for expansion and the economic data that Mr. Ottwell referred to; as well as, low, medium and high levels of funding scenarios. Mr. James asked why we couldn't have the retreat somewhere other than the Coast RTA Conference Room. He said that he'll find somewhere nice and report back. Mr. Piascik continued by saying that we, hopefully, can close the loop on peers and discuss benchmarks for our system. We definitely want to talk about the use of technology and continue that progress, alternative modes such as van pooling, which is an eligible expense under FTA, and should work well here. The biggest thing that Mr. Piascik would like to get out of the discussion is how do we frame the benefits of transit, so that when we are talking with those who might fund us or increase our funding, that we can speak to them as to this is what you're getting for your money. We'll have a good conversation about what sells transit to you, specifically; what do you think sells transit to politicians; what do you think sells transit to the general public, etc. If we are going to increase funding, then we are probably looking at another referendum someday.

Dr. Sheehan reported that he has spoken with Gary Loftus, who's going to talk with Rob Salvino and he's going to get back to him regarding what information we need to have for them in order for them to do an economic impact study. The information for them would need to be ready in late fall on into the spring. As long as we know what information to provide, they have agreed to go ahead and do the economic impact study which we would then have to use for information.

Mr. Piascik reported that we have received a couple of letters from GSATS, one of which we needed in order to start using \$200,000 of the \$800,000 flexed Surface Transportation Program (STP) dollars, which is for our feasibility study for our new facility. They are on board for our using that money to start the process and now we have that in writing, which FTA will need in order to pull money over from that pot of funds. We have three (3) years to spend this 2014 money. He then went on to say that his first step is to get the grant up and running and we can restart the project sometime in the summer. Mr. Silverman asked if we have to do another RFP or if we can continue with Stantec. Mr. Piascik said that he doesn't have it in writing yet, but they (FTA) were amenable to our continuing with Stantec. The deliverables from Stantec that we already paid for can/will be used. Stantec is interested in continuing the project. Mr. Piascik went on to say that there are some scope changes that need to be made, like a phase II of this facility, which will be part of it. We'll get going as soon as we have the grant up and approved.

The other letter that we got from GSATS is even more exciting, and that is that they have assigned all of the 5339 (Bus and Bus Facilities) dollars that came to the region from FY13 thru FY16 to us. FAST Act (Fixing America's Surface Transportation Act), the new transportation authorization passed by Congress assigns 5339 via formula. So, FY16 dollars are formula funding dollars that come to the region to be spent by the urban transit provider, which we are the only one. That's \$648,000 of new revenue, at this point, which can be spent for bus or bus facility. The issue is going to be finding local match (20%). We are buying two (2) of the cutaways under the FY13 grant, so we actually have about \$538,000 available.

Mr. Piascik moved on to the VSR (Vehicle Status Report) which it was requested that we resume using the report and making it part of the board packet and we'll be reviewing this report in Service Committee meetings. He reviewed the report with the board. He then shared his thoughts regarding the fleet. With the disposal, we will be short of mid-size (30' and shorter) vehicles. We could get a couple of new trolleys (with the \$648,000), which would open us up to do something in North Myrtle Beach down the road. Mr. Piascik said that he has not completely formulated the plan; however, we have some really good options. He reinforced that he is conscious of potential expansion and does not want to get rid of too many vehicles. Another possibility is getting mini-vans that have wheel chair ramps. Mr. Silverman asked Mr. Piascik what his plan is regarding local match. He said that he doesn't have a plan right now and that we need to scrub the FY17 budget. Dr. Sheehan asked where we are looking for the impact of the AVL system and discussion ensued. Mr. Silverman asked if FTA would have a problem with our spare ratio. Mr. Piascik said that our spare ratio can be justified. Mr. Silverman asked if we have heard anything from Horry County regarding a funding agreement. Mr. Piascik will contact Arrigo (Horry County Attorney). When asked about empty buses, Mr. Piascik explained that you have to have empty buses in order for the system to work; it's called "latent capacity." If you have a rider who wants to go from point A to point B and you're at point B, you will have an empty bus traveling from B to A. You size the system like a mall parking lot, which is sized for Christmas rush. He asked that board members relay this information to anyone who comments about an empty bus.

Mr. Piascik will be riding the Route 16 bus on Thursday morning, back and forth

APPROVAL OF RESOLUTIONS: Ms. Nobles read the following resolution into the record:

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. MAY2016-15**

APPROVAL OF A BUDGET REVIEW AND REVISION POLICY

A motion of the Board of the Waccamaw Regional Transportation Authority to approve the Budget Review and Revision Policy and authorizing the General Manager/Secretary-Treasurer to establish thresholds for budget reviews based on variances in farebox revenue and/or department expenses.

There was a motion and a second. There being no discussion, a voice vote was taken; no nays being heard, the motion passed.

OLD BUSINESS: Mr. James will make some calls regarding location for the board retreat and report back. He asked if everyone would be okay with the Myrtle Beach Chamber for the retreat.

NEW BUSINESS: Mr. Silverman suggested that if there will be no August meeting, as last year, the board should discuss. It was decided to make the decision about August at a later date. A meeting will be scheduled for the first week of December, as was done last year.

ANNOUNCEMENTS: Mr. Silverman mentioned the Transportation Committee date. Mr. Piascik suggested that the Service Committee not meet in June. PAC will meet on June 16th at 9:00 AM and

Finance Committee at 10:30 AM on June 16th.

EXECUTIVE SESSION: There was a motion and a second that the board go into Executive Session to discuss legal and personnel matters. The board went into Executive Session at 11:10 AM.

There was a motion and a second that the board come out of Executive Session at 11:31 AM. No vote was taken and no decisions were made.

ADJOURNMENT: It was properly moved and seconded that the Board adjourn. A voice vote was taken. No nays being heard, the meeting was adjourned at 11:35 AM.

Draft Marketing Plan for Coast RTA 2016-2017

1 PRIMARY MARKETING OBJECTIVES

The following objectives have been identified to be included in the overall marketing effort/plan of Coast RTA:

- I. Improve overall **Customer Experience**
- II. Develop and execute **Communications Strategy**
- III. Identify and cultivate opportunities for **Business Growth/Partnerships**
- IV. Protect the **Coast RTA Logo/Brand**
- V. Establish **Evaluation and Data Collection Program** to refine, prioritize and redirect marketing strategies

2 TARGET MARKETS

For Coast RTA's marketing efforts to be effective, they must address target groups for whom the transit system will offer distinct advantages.

2.1 Current Customers

Coast RTA's current passengers already rely heavily on Coast RTA's services as transit dependent riders; however, Coast RTA has a few passengers who are choice riders. In both cases, there is room for growth with the transit dependent (currently using other means to travel to their points of interest) and the choice rider.

2.2 Visitors/Tourists

Coast RTA's service to the airport and its Entertainment Shuttle are two key elements which serve visitors to the Grand Strand. Understanding the transportation patterns of visitors, will help Coast RTA expand options for these visitors, which are currently limited.

2.3 Students

In reaching out to the K-12 student early, Coast RTA will be building a base of potential future riders and the "trickle down" effect of the students telling family members about the Coast RTA services (both English and non-English speaking). There are also thousands of college/university student who may rely on Coast RTA for transportation to/from class, work, internships, or recreation at the beach.

2.4 Persons with Disabilities

Across the US, persons with disabilities are a core constituency for transit usage; and, that holds true for Coast RTA's service area as well. In addition to partnering

with Horry County Disabilities and Special Needs, there are other social service programs who can provide effective channels for communicating with these individuals and their families.

2.5 Hispanic Community

Customized communication efforts are required to reach persons who speak little or no English. Coast RTA will need to incorporate bilingual/translated materials into the overall marketing efforts to reach out to the Hispanic market in its service area to promote its fixed-route services and paratransit services.

2.6 Senior Citizens

Statistics show that senior citizens are also core riders of public transportation. With the increased number of retirees moving to the Grand Strand annually, this is one target demographic that Coast RTA should continue to cater its message.

Typically, senior travel needs include medical, shopping and social trips within their local communities, as well as medical travel to other communities within the area.

Wanting to maintain independence for as long as possible, most seniors will not consider using public transportation until unable to drive themselves. Therefore, Coast RTA needs to take the opportunity to build awareness among this sector of the population, as well as those who are about enter the sector. In addition, Coast RTA must develop relationships with social service agencies and medical providers who work with aging individuals.

2.7 Veterans

Coast RTA's service area includes a large number of veterans. The VA offers programs to assist veterans in obtaining transportation to their VA appointments as well as meeting basic travel needs. Outreach programs can target key local veterans groups and work with the local VA to identify those who may qualify for Coast RTA's paratransit services.

2.8 Employers

Coast RTA should seek business partnerships with local employers to pre-purchase fare passes as a benefit for employees. The IRS allows the purchase of transit fares using pre-tax dollars, when offered as part of employer-based commute option programs. Coast RTA should introduce information on vanpooling and ridesharing programs, which can become new modes of service to be offered.

2.9 Advertisers

Coast RTA marketing team will create a list of previous advertisers from the past 5 years and potential advertisers. Programs designed to gain insight into geographic and temporal requirements to entice new advertisers will increase revenue that will

allow Coast RTA to increase the intensity of marketing efforts as well as supplementing operating reserves.

2.10 Entertainment Venues/Destinations

Once the Entertainment Shuttle Survey is complete, the Coast RTA marketing team will have data (compiled from the survey information) to discuss and pitch with select entertainment venues and key destinations as potential sponsors or advertisers of the Entertainment Shuttle.

2.11 Partner Agencies

Coast RTA lacks full understanding of services provided by local agencies in Horry and Georgetown Communities. There are opportunities to utilize capacity in the system. It will be necessary to focus initial efforts on existing service before expanding service.

2.12 Public Officials

Coast RTA's funding partners may not be transit dependent and may never ride a bus but it is always a member of the target audience in making these partners aware of Coast RTA's services and milestones in a positive "light." Providing transparency to encourage confidence in the Authority combined with education on the benefits of well-funded transit is critical to future funding decisions.

3 MARKETING PROGRAM

The development of a Coast RTA Marketing Program will educate current and potential riders (and key partner agency personnel) about the Coast RTA services that are available. By increasing the overall visibility of Coast RTA's services within the local community, funding support would be encouraged by local municipal partners.

Cultivating a coordinated marketing program would enable Coast RTA to meet the identified objectives. The Coast RTA Marketing Program includes the following elements to aid in meeting the marketing goals or redefining the actions needed:

3.1 Objective 1. Improve overall Customer Experience

- *Evaluation and training of Customer Service Representatives (CSR's)* – Enhancing the overall customer experience begins on the front lines with Coast RTA's drivers and CSR's. Customer service receives a high volumes of calls on a daily basis, especially during peak service. The Coast RTA team will monitor call intake, recorded calls and schedule Customer Service Training (as needed) for the CSR's to insure quality control. Moving forward, phone calls received in Customer Service will be categorized to assist in tracking the types of calls received, information needed and if successfully answered. In addition, data will be collected to assist in reporting and planning needs. *(Target Audiences: Current Customers; Students; Persons with Disabilities; Hispanic Community; Senior Citizens; Veterans and Public Officials)* **\$\$ - Budget Item**

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- *Development of Coast RTA System Map/Passenger Guide* - Materials should include easy-to-read information with the bus schedules, system maps and additional information. Connections between routes at the Transfer Station, along with service area should be highlighted. Widely distributed, as well as being incorporated into the website, this Transportation Guide will provide information about the availability of fixed-route and paratransit services, Coast RTA policies; ways to access the services; and, encourage use of the existing services by those with any local transportation needs. All materials should be available in English and Spanish. Braille/audio versions should also be explored for key information. **\$\$ - Budget Item**

Aimed at locals (primarily) and new residents, distribution outlets for this Guide should include high traffic locations within each county, as well as locations specifically frequented by members of the target audiences (Target Audiences: Current Customers; Students; Persons with Disabilities; Hispanic Community; Senior Citizens; Veterans and Public Officials). For example:

- Libraries
 - Government offices
 - Major employers
 - Post Offices
 - Training programs
 - Career services centers
 - Housing complexes
 - Medical clinics/medical complexes
 - Social service offices
 - Senior centers
 - Property Management Offices
- *Defined Bus Stops and Installation of Shelters* – The introduction of bus stops into the Coast RTA system will be initiated in 2016. The benefits of defined stops is well-documented but they also represent a marketing opportunity to increase the visibility of the system. References to the SP app, website, routes serving the stop and a bus stop ID will make the system easier to use and safer. Future boarding data will be used to identify high volume stops and to initiate a phased shelter program. **\$\$ - Budget Item** (Target Audiences: All).

Operations and Planning are working in conjunction with local partners to install bus shelters including 20 in Myrtle Beach, four in Georgetown County and four within the city limits of Georgetown.

- *Entertainment Shuttle/Tourists'/Residents and Service Needs* – To better assess both resident and tourist (who use transit during visit) needs, Coast RTA will develop audience specific surveys to provide analytical data that will assist in long-term planning and provide information for potential advertisers.
 - 1.) Throughout the summer months, Coast RTA will conduct on-board surveys of the Entertainment Shuttle, which will provide valuable information in assessing the tourists needs and information that could potentially be used for acquiring funding for the Entertainment Shuttle in the future. (Target Audiences: Current
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Customers/Passengers; Entertainment Venues/Destinations; Advertisers (potential); Students (perhaps non-traditional); Persons with Disabilities; Hispanic/ESL Community; Senior Citizens; Visitors/Tourists and Veterans)

- 2.) Surveys are also planned for the residents/locals who are passengers throughout the year. These questions are catered more to Coast RTA's services and are targeted to meet the needs of Coast RTA's passengers. In addition, Coast RTA will use planning surveys from FY17 to incorporate into accomplishing the Marketing Objectives. Survey data can be used reassess for further partnerships and communication efforts in FY18. At this time, surveys are listed under Customer Experience; however, once data can be collected and used or compared to previous data, surveys can be moved to assist in identifying potential business partnerships for growth/advertising/services. *(Target Audiences: Current Customers/Passengers; Employers (Fare Pass Program); Students (perhaps non-traditional); Persons with Disabilities; Senior Citizens; Partner Agencies; and Veterans)* **\$\$ - Budget Item**

 - 3.) This initial push for data will serve as support to the implementation of the Service Advisory Group (SAG), which consists of passengers and drivers who will serve as the sounding board for the overall Coast RTA passenger population. Please note that SAG's specific role is still being defined. Opening the lines of communication with the riding public is critical and needs to be imminent. *(Objective element expected to reach the following Target Audiences: Current Customers/Passengers; Students (perhaps non-traditional); Persons with Disabilities; Hispanic Community; Senior Citizens; and Veterans)* **\$\$ - Budget Item**
- *Purchase and distribution of Coast RTA promotional items/Tchotchkes.* Examples of Tchotchkes planned include, but are not limited to, PAX lights for passengers (used for rural passengers during fall/winter months to alert drivers or on-coming traffic); kids transit education coloring books; senior friendly items/pouches; contact info on magnets; credit card holders for cell phone cases; and, so forth. *(Target Audiences: Current Customers/Passengers; Students (perhaps non-traditional); Persons with Disabilities; Hispanic Community; Senior Citizens; Veterans; and, Public officials)* **\$\$ - Budget Item**

 - *Planned improvements at the Ivory Wilson Transit Center* are underway for the current fiscal year, which will provide more customer-centric services at the transit center downtown. Again, this is a project assigned to Operations and Planning, but Marketing will assist as needed as the improvements will enhance the overall customer experience for anyone traveling through the Ivory Wilson Transit Center. In addition, the Coast RTA marketing team will work alongside the operations team in planning a grand opening event once the new amenities are complete. *(Target Audiences: Current Customers/Passengers; Students; Persons with Disabilities; Hispanic Community; Senior Citizens; Veterans and Public Officials).* **\$\$ - Budget Item**
-

-
- *Resurrection of the Mystery Rider Program (MRP)* – Passengers will be recruited to serve as a Mystery Rider with planned payment of \$25 Wal-Mart or Visa gift card and reimbursement for trips aboard Coast RTA while serving as a Mystery Rider. Execution plans for up to 20 passengers/Mystery Riders to rate the services/drivers once per quarter = \$500 investment per quarter, plus reimbursement of Coast RTA fares. (*Target Audiences: Current Customers/Passengers*)

In rolling out the MRP, a questionnaire will be developed, to be completed by the MRP participant, with the goal to gain insight of the MRP participant in ways Coast RTA can improve service.

The SAG can assist in helping recruit MRP participants and in the development of customer feedback assessments (i.e. complaints). In planning the benefit analysis assessment, Coast RTA may develop an incentive program, a contest, or another specific marketing strategy to increase ridership and to further develop a positive image of the system. When looking at the progress on outcomes delivered, one may examine ridership counts, survey results indicating changes in awareness of the system, number of outreach programs delivered and audience in attendance or other specific anticipated outcome. The indicators will vary by activity and anticipated outcome.

3.2 Objective 2. Develop and execute Communications Strategy

- *Public information/awareness campaign.* Communications materials will be developed and distributed as part of an overall Public Information/Communications Strategy (traditional and non-traditional media [web, social media, app roll out and so forth] and Community Outreach. (*Target Audiences: Current Customers/Passengers; Students; Persons with Disabilities; Hispanic Community; Senior Citizens; Veterans and Public Officials*).
- *Communications Strategy* developed will incorporate a concise new media plan that addresses rollout of Coast RTA App (there's a separate plan which addresses the rollout/marketing of the AVL/Coast RTA App); development and launch of new Coast RTA website/maintenance/analytics; and, social media platforms which should be utilized in communicating with the Coast RTA passenger. (*Target Audiences: All Audiences*). **\$\$ - Budget Item**

Should an advertising budget be available, Coast RTA will determine the best, most efficient, use of online advertising/digital marketing platforms to reach the intended audience (i.e., Hispanic, passengers, potential passengers, public officials, employers or another targeted market). Local television and radio stations would be primarily used to broadcast Public Service Announcements (PSA's), if time's available to broadcast Coast RTA's message.

Coast RTA will reach out to the Board of Directors, SAG and community focus groups (potentially) to determine the most effective communications strategy in disseminating the Authority message.

- *Preparation of a year-long calendar* of community marketing activities and promotions. Possible activities include: transportation booths at local job fairs or college orientation sessions; speaking engagements; and, community fairs/events/senior expos. (*Target Audiences: Current Customers/Passengers; Students; Persons with Disabilities; Hispanic Community; Senior Citizens; Veterans and Public Officials*). **\$\$ - Budget Item**

Community Outreach may also be achieved through speakers' bureau; schools/civic clubs/events; the SAG; hosting Travel Training Workshops and through local agency coordination of services

- *Build public support for Coast RTA by:*
 - 1.) Increasing awareness of how public transportation improves quality of life by providing opportunity, freedom, mobility and access for all citizens (use passenger testimonies online and on board all buses);
 - 2.) Increasing appreciation for Coast RTA's contributions to communities;
 - 3.) Recognizing elected officials who have been supportive of public transportation initiatives;
 - 4.) Embracing local groups and individuals that have a vital interest in Coast RTA's and public transportation's local, state and federal legislative goals; and,
 - 5.) Communicating the importance of investment in public transportation (looking beyond Coast RTA and seeing the residents who depend on its services – these could be shared with public officials).

The paratransit video/brochure is a crossover marketing piece that promotes the Coast RTA brand as well as the overall customer experience. This important service is very expensive but serves a critical need in the community. **\$\$ - Budget Item**

3.3 Objective 3. Identify and cultivate opportunities for Business Growth/Partnerships.

Coast RTA will review the Grand Strand market and pinpoint the most viable businesses that could become partners through advertising, sponsorships or other means of partnering. As part of this process:

- *Professional sales materials* will be created and posted online. (*Target Audiences: Previous advertisers/partners and potential advertisers/partners*) **\$\$ - Budget Item**

-
- *Employee/Employer Fare Pass Program* will be promoted to local employers touting the tax benefits of providing up to \$130/month in transit expenses for employee or allowing this commute benefit to be paid with pre-tax income or a combination of the two. The exact tax savings will depend on whether the employee-paid through pre-tax salary deductions, the employer paid or a combination.
 - *Create a flier* to outline the advantages of the IRS commuter transit benefits for Employers/Employees and a tiered plan to reach out to the target employers. Tier 1 employers could be those who employ Coast RTA's current passengers in the hospitality industry; Tier 2 could be those who need employees and are willing to recruit from Coast RTA's service area or use fare passes as an employee benefit. Tier 3 could be non-traditional employers on Coast RTA's routes. *(Target Audiences: Employers (on route); Current Customers; Hispanic Community)* **\$\$ - Budget Item**
 - *Solicit new and previous advertisers* (re-visit or query for non-renewal) Once complete, Coast RTA's marketing team will craft categories of advertising likelihood of each company listed; then, divide the list and set timelines for completion of contact or goals achieved. In speaking with these businesses, Coast RTA will develop a database of ideal areas or routes for the buses to operate per advertisers' feedback. *(Target Audiences: Previous advertisers/partners and potential advertisers/partners)* **\$\$ - Budget Item**
 - *Web analytics and other tools will be used in created customized pitches aimed at the newly identified target audiences/growth markets.* *(Target Audiences: Previous advertisers/partners and potential advertisers/partners)*

3.4 Objective 4. Protect the Coast RTA Logo/Brand

- *Create a Logo/Brand "rule book" or guidelines* to educate staff/general public about the proper uses of the Coast RTA Brand and Logo when promoting Coast RTA. *(Target Audiences: Coast RTA Staff; Current Customers/Passengers; Students; Persons with Disabilities; Hispanic Community; Senior Citizens; Veterans and Public Officials).*
- *Promote the Coast RTA brand by taking advantage of service enhancements and system improvements.* *(Target Audiences: Coast RTA Staff; Current Customers/Passengers; Students; Persons with Disabilities; Hispanic Community; Senior Citizens; Veterans and Public Officials).*

3.5 Objective 5. Establish Data Collection and Evaluation Program to refine, prioritize and redirect marketing strategies.

Marketing activities tied to the goals and objectives should be evaluated to assure they are effectively generating results. Prior to launch, Coast RTA management team will specify the desired outcomes, activities, and indicators for each of the programs created.

Throughout the process, the Coast RTA team will be monitoring progress and make decisions on continuing forward or redirecting the message/efforts.

The Coast RTA team will identify means of evaluation or goals to properly assess or redirect objectives. Examples of objectives assessment or evaluation may include:

- 1.) Did the attendance at public meetings increase?
- 2.) After increased promotion, did the use of services increase? Coast RTA's goal may be to achieve a certain ridership target demographic or to increase Route 16X ridership over the course of a year.
- 3.) Set a specified timeframe during the marketing plan or a specific promotion/rollout and monitor calls into customer service. Did the number of calls increase? Were questions on the desired topic during that time? If not, which topic received the most inquiries?
- 4.) Define a period of time and monitor the number of visits to website and length of time spent on site.
- 5.) Once rolled out, how many Coast RTA apps were downloaded? What was the number 1 and 2 type of phone used to download the app? Who was the provider? How was the app used in a specific timeframe? Create dashboard reports to track the data for the social media, website, and app.
- 6.) Analysis of complaints/compliments
- 7.) Regular ridership surveys conducted to show the overall increase in public perception of services or access of services.
- 8.) Did the advertising revenue and/or the number of advertisers increase?
- 9.) Was there increased participation in the Employer Fare Pass Program?

Other goals may be downloading the Coast RTA app or visits to the long-awaited new website can be identified and tracked monthly in the analytics; or, ridership surveys may show the overall increase in public perception of services or the access of services.

Additional metrics may include:

1. System ridership changes
2. Attitudinal surveys comparison
3. Outreach attendance
4. Number/types of service requests.

Feedback Loop

Data generated from any efforts across objectives should be utilized in the evaluation of the Marketing Program overall. Key feedback tools in measuring the effectiveness of the marketing program include surveys; the Service Advisory Group; previous advertisers; web/app analytics for dashboard reports; and, the regular recordkeeping conducted by staff (such as, but not limited to, number of information only calls, types of information calls, number and types of complaints and the number and types of service requests).

Future elements considered, but not included in this draft of the marketing plan, are as follows (in no particular order)

- Fare media/structure changes
- Television commercial
- Conventions/Reunions/Conferences
- Sports Tourism Agencies
- Design and procurement of new vehicle paint scheme



FINANCIALS

May 31, 2016

FY 2016

Revised 6/20/16 post-Finance Committee

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
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30-May-16**

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Revisions to Board Report on June 20, 2016:

Page 4 - Corrected figures in Operating Grant Revenue note to reflect May numbers - this was not updated from April.

Page 5 - Operations line item formula did not include Vehicle Registrations - added \$10 to Operations expense.

Page 9 - Corrected Transit Expense for May 2016 - this changed Efficiency Metrics including cost per revenue hour and farebox recovery.

Page 11 - corrected typo in Paratransit Total Hours for May 2016 - no effect on metrics.

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
INCOME STATEMENT
FOR THE PERIOD ENDED May 31, 2016

	MTD Actual	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	TOTAL FY 16 Budget
Operating Revenues						
Passenger Fares and Passes	44,173	422,833	447,333	(24,500)	-5.5%	610,000
Local Contracts	0	0	0	0	0.0%	0
Other Operating Revenue	0	0	0	0	0.0%	0
Total Operating Revenues	44,173	422,833	447,333	(24,500)	-5.5%	610,000
Operating Expenses						
Salaries & Benefits - Admin	63,217	689,203	693,188	3,985	0.6%	945,256
Salaries & Benefits - Transit	160,157	1,653,784	1,656,087	2,303	0.1%	2,258,301
Overtime - Transit	4,076	108,084	107,821	(263)	-0.2%	147,029
Salaries & Benefits - Maintenance	57,544	634,001	633,095	(906)	-0.1%	863,311
Overtime - Maintenance	1,179	20,658	21,267	609	2.9%	29,000
Contract Maintenance	8,046	50,436	60,537	10,101	16.7%	82,550
Custodial Service	541	9,461	11,000	1,539	14.0%	15,000
Vehicle Maintenance	18,781	171,202	142,839	(28,363)	-19.9%	194,780
Fuel & Oil	33,895	311,764	384,348	72,584	18.9%	524,111
Vehicle Registration Fees	10	10	0	(10)	0.0%	0
Tires	165	37,392	36,667	(725)	-2.0%	50,000
Liability Insurance	(1,146)	141,923	145,750	3,827	2.6%	198,750
Utilities	2,420	28,952	43,428	14,476	33.3%	59,220
Telephone	3,552	33,372	46,200	12,828	27.8%	63,000
Postage & Freight	211	6,098	2,933	(3,165)	-107.9%	4,000
Office Supplies	2,062	34,432	32,267	(2,165)	-6.7%	44,000
Operational Supplies	9,698	72,716	89,753	17,037	19.0%	122,390
Legal & Professional Services	1,691	55,390	45,467	(9,923)	-21.8%	62,000
Advertising & Marketing	0	12,719	18,333	5,614	30.6%	25,000
Dues & Subscriptions	742	9,478	11,917	2,439	20.5%	16,250
Property Leases	(1,635)	8,086	10,083	1,997	19.8%	13,750
Travel & Training	3,089	47,223	33,000	(14,223)	-43.1%	45,000
Other Misc. Administrative Expenses	0	(40)	0	40	0.0%	0
Accident Expense	0	2,600	0	(2,600)	-100.0%	0
Total Operating Expenses	368,295	4,138,944	4,225,979	87,035	2.1%	5,762,698
Operating Profit (Loss)	(324,122)	(3,716,111)	(3,778,645)	62,534	-1.7%	(5,152,698)
Non-Reimbursable Expenses						
Depreciation	35,489	506,048	550,000	43,952	8.0%	750,000
Gain (Loss) on Fixed Assets	0	0	0	0	0.0%	0
Capital Grant Purchases under 5K	13,782	23,539	0	(23,539)	-100.0%	0
Other Non-Reimbursable Expense	(1,068)	35,930	18,333	(17,597)	-96.0%	25,000
Pension Expense - Deferred Outflows	0	134,687	0	(134,687)	-100.0%	0
Total Non-Reimbursable Expenses	48,203	700,204	568,333	(131,871)	-23.2%	775,000
Total Operating and Non-Reimbursable Expenses	416,498	4,839,148	4,794,312	(44,836)	-0.9%	6,537,698

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

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
INCOME STATEMENT
FOR THE PERIOD ENDED May 31, 2016

	<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 FY 16</u> <u>Budget</u>
Operating Grant Revenue						
Federal Grants - Operating	225,727	2,136,275	2,285,370	(149,095)	-6.5%	3,116,414
State Grants - Operating	0	295,784	216,701	79,083	36.5%	295,501
Local Grants - Operating	171,250	1,483,750	1,221,575	262,175	21.5%	1,665,784
Total Operating Grant Revenue	396,977	3,915,809	3,723,646	192,163	5.2%	5,077,699
Capital Grant Revenue						
Federal Grants - Capital	0	44,059	583,505	(539,446)	-92.4%	795,688
State Grants - Capital	0	0	15,004	(15,004)	-100.0%	20,460
Local Grants - Capital	0	0	82,186	(82,186)	-100.0%	112,072
Total Capital Grant Revenue	0	44,059	680,695	(636,636)	-93.5%	928,220
Total Grant Revenue	396,977	3,959,868	4,404,341	(444,473)	-10.1%	6,005,919
Other Revenue						
Bus Advertising Revenue	3,376	21,258	24,200	(2,942)	-12.2%	33,000
Insurance Proceeds	14,914	43,989	25,667	18,322	100.0%	35,000
Misc - Vending, Legal Reimb, Other	2,198	15,431	29,333	(13,902)	-47.4%	40,000
Total Other Revenue	20,488	80,678	79,200	1,478	1.9%	108,000
Total Non-Operating Revenue	417,465	4,040,546	4,483,541	(442,995)	-9.9%	6,113,919
In-Kind Revenue from Federal Asset Acquisitions (NBV less Purchase Price)	0	76,677	56,230	20,447	36.4%	76,677
Change in Net Position	<u>45,140</u>	<u>(299,092)</u>	<u>192,792</u>	<u>(491,884)</u>	<u>-255.1%</u>	<u>262,898</u>

YTD Capital Expenditure Activity						
Administrative Vehicles	0	56,866	56,866	0	0.0%	56,866
Bus Purchases	0	0	0	0	0.0%	255,000
Bus Engine/Transmission (Expensed)	0	0	0	0	0.0%	50,000
Computer Hardware/Software	0	23,212	23,500	288	1.2%	35,000
AVL System	0	0	0	0	0.0%	75,000
Bus Stop Improvement	0	0	0	0	0.0%	202,302
Feasibility Study	0	0	0	0	0.0%	200,000
Retrofit Trolley A/C	0	0	0	0	0.0%	60,000
Security Project	0	0	0	0	0.0%	25,000
CIP - AVL \$13K, Engine \$35K, Other \$6K	(1,940)	54,375	N/A	N/A	N/A	N/A
YTD Capital Expenditures vs Budget	<u>(1,940)</u>	<u>134,453</u>	<u>80,366</u>	<u>288</u>	<u>0.4%</u>	<u>959,168</u>

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

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
INCOME STATEMENT NOTES – May 31, 2016**

These notes represent May 31, 2016 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).

Passenger Fares/Passes is under budget YTD (\$24.5K) or (5.5%) because we are at the end of the off-peak months of service. May farebox revenue exceeded the monthly budget by \$4K. Revenue will rebound through the summer months.

Contract Maintenance is under budget YTD \$10.1K or 16.7% because of more repairs completed in-house. Aggregating with the vehicle maintenance category, the budget for maintenance is within an acceptable range. The maintenance Department understands the amount to be spent over the rest of the year.

Vehicle Maintenance is over budget YTD (\$28.4K) or (19.9%) (page 2) because more repairs are occurring in-house. Aggregating with the contract maintenance category, the budget for maintenance is within an acceptable range. The trend is still negative and will be monitored. Current paratransit fleet has needed additional work to keep on the street and the DART buses are experiencing air pressure issues related to humid conditions. As long as fuel stays relatively constant at current price levels the additional maintenance expense should be allowed. New paratransit fleet arrives in June and should modestly reduce maintenance expense.

Fuel and Oil is under budget YTD \$72.6K or 18.9% (page 2) due to continued low fuel prices. This is still trending well as recent fuel prices have decreased back to early Spring levels.

Utilities is under budget YTD \$14.5K or 33.3% (page 2) due to a decrease in energy costs and relatively cool weather this Spring. Current budget will be maintained to guard against a spike in energy prices.

Telephone is under budget YTD \$12.8K or 27.8% (page 2) because the budget was increased to account for data charges associated with the AVL Program and supporting the upcoming smartphone app (est. to be \$13K for FY 16).

Operational supplies is under budget YTD \$17.0K or 19.0% (page 2) Budget revision accounts for upcoming expenditures for production of passenger information materials.

Legal and Professional Services is over budget YTD (\$9.9K) or (21.8%) (page 2) due to current litigation but decreased from April overage. Legal fund policy insurance is expected to cover approximately \$10-15K of this expense. Professional services for maintenance consultant and internal controls audit included in this category.

Advertising is under budget YTD \$5.6K or 30.6% however, Coast RTA will be ramping up efforts with new marketing initiatives.

Travel and training is over budget YTD (\$14.2K) or (43.1%) (page 2) due to DART bus procurement and other travel/training expenses. State RTAP reimbursements have occurred and will continue to show up as contra-expenses.

Depreciation is under budget YTD \$43.9K or 8.0% (page 2) and trending under budget due to longer term removals from service on several vehicles and removal of several vehicles from fleet. This is a non-cash item.

Capital Grant Purchases under 5k is over budget YTD (\$23.5K) or (100%) (page 2) due to the two state surplus vehicles being added to the fleet for \$9K. This line item is for non-reimbursable capital project. In June, staff will go through these expenditures and move those that can be submitted for reimbursement.

Other Non-reimbursable Expense is over budget YTD (\$17.6K) or (96.0%) (page 2) primarily due travel expenses related to the DART bus acquisition and reimbursement of the General Manager's relocation expenses. The negative amount in May is related to expenses that were eligible for RTAP funds and moved to a reimbursable category.

Pension – Deferred Outflows is over budget YTD (\$134.7K) or (100.0%) (page 2). No budget is included for this category because the amount is assigned to Coast RTA by PEBA. This is a non-cash liability and represents one-year of future GASB 68 pension shortfall. There will be a 0.5% increase in Authority contribution to employee pensions beginning in July which in theory should reduce this liability next year.

Operating Grant Revenue is over budget \$192.2K or 5.2%. While lower operating costs overall have reduced the federal draws, state draws are completed for the year. Local fund payments arrive on different schedules depending on the funder and are deferred to twelve monthly installments. Coast RTA will recognize all local revenue for the year on June 30, 2016 including the additional \$40K from Horry County. There will be no installments recognized for local funding in the months July-September, since FY 17 payments from local funders will be deferred to the beginning of the Coast RTA fiscal year beginning October 1, 2016.

Total Capital Grant Revenue is under budget YTD (\$636.6K) or (93.5%) (page 3) as planned submission of bus purchase grants (5310 and 5339 grants from GSATS) and other capital projects were rescheduled for later in the fiscal year. Budget reflects latest revision in April. New cutaways will hit in June and reduce the variance.

Coast RTA Budget Review FY 16

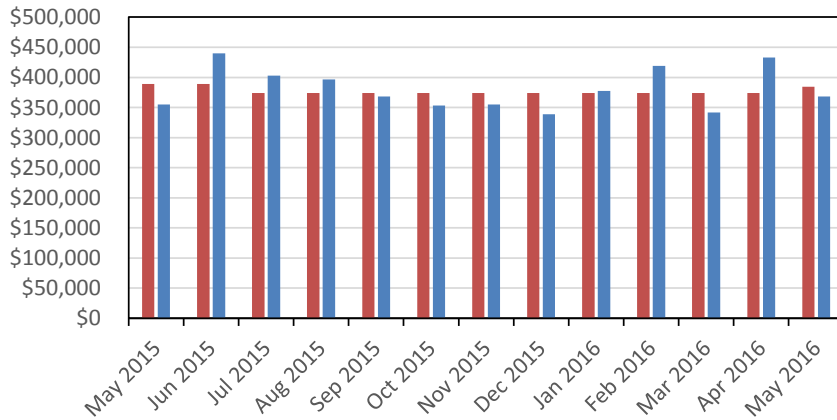
	Total Expense YTD	Budget YTD	Variance \$ YTD	Variance % YTD
Administration	976,296	945,066	(31,230)	-3.3%
Operations	2,298,967	2,393,843	94,876	4.0%
Maintenance	923,150	905,403	(17,747)	-2.0%
Total	4,198,413	4,244,312	45,899	1.1%
Farebox Revenue	422,833	447,333	(24,500)	-5.5%

through May 2016

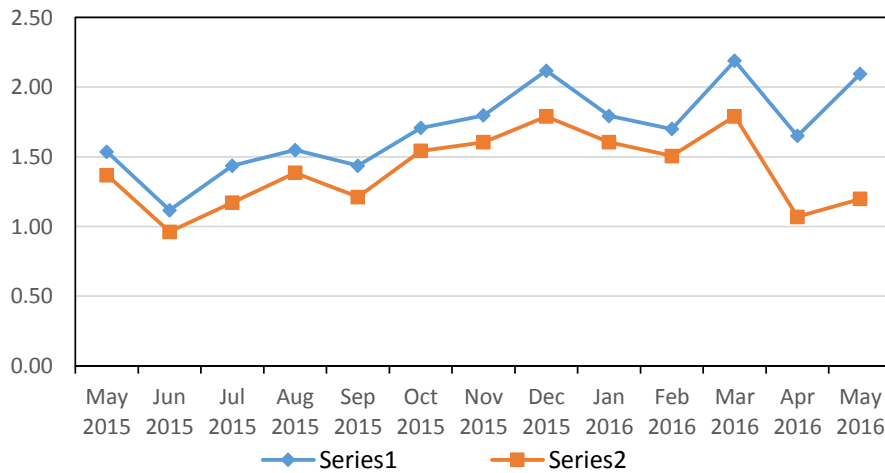
**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
COMPARATIVE BALANCE SHEET
May 31, 2016**

	May-16	May-15
ASSETS		
Current Assets:		
Cash	275,370	281,426
Cash Reserve (Certificate of Deposit)	25,002	0
Accounts Receivable - Federal, State & Local Grants	359,282	456,996
Accounts Receivable - Employees/Other	28,680	20,376
Inventory	129,907	101,320
Prepaid Expenses	<u>98,359</u>	<u>94,468</u>
Total Current Assets	<u>916,600</u>	<u>954,586</u>
Long-Term Assets		
Total Capital Assets, Net	2,027,474	2,465,131
Deferred Outflows of Resources-NPL	<u>99,372</u>	<u>105,590</u>
Total Long-Term Assets	<u>2,126,846</u>	<u>2,570,721</u>
Total Assets	<u>3,043,446</u>	<u>3,525,307</u>
LIABILITIES & EQUITY		
LIABILITIES		
Current Liabilities:		
Accounts Payable	112,793	112,199
Accrued Payroll and Withholdings	108,818	167,463
Accrued Compensated Absences	28,518	56,698
Obligation Payable-SCDOT, Current Portion	137,488	0
Capital Lease Obligations	30,000	30,000
Deferred Revenue	<u>157,192</u>	<u>165,906</u>
Total Current Liabilities	<u>574,809</u>	<u>532,266</u>
Non-Current Liabilities:		
Revolving Fund Balance (Due to SCDOT)	60,000	60,000
Accrued Compensated Absences, Net of Current Portion	74,866	53,782
Capital Lease Obligations, Net of Current Portion	14,651	44,651
Obligation Payable - FTA	94,699	31,099
Obligation Payable-SCDOT, Net of Current Portion	452,110	589,598
Net Pension Liability	3,566,442	3,728,372
Deferred Inflows of Resources-NPL	<u>412,485</u>	<u>315,410</u>
Total Non-Current Liabilities	<u>4,675,253</u>	<u>4,822,912</u>
Total Liabilities	<u>5,250,062</u>	<u>5,355,178</u>
EQUITY		
Restricted Contributed Capital	2,719,523	2,784,120
Earnings - prior years	(950,916)	(361,492)
Retained earnings current year	(299,092)	(576,222)
Unrestricted Capital-Net Pension Liability	<u>(3,676,132)</u>	<u>(3,676,277)</u>
Total Fund Equity	<u>(2,206,617)</u>	<u>(1,829,871)</u>
Total Liabilities and Fund Equity	<u>3,043,446</u>	<u>3,525,307</u>

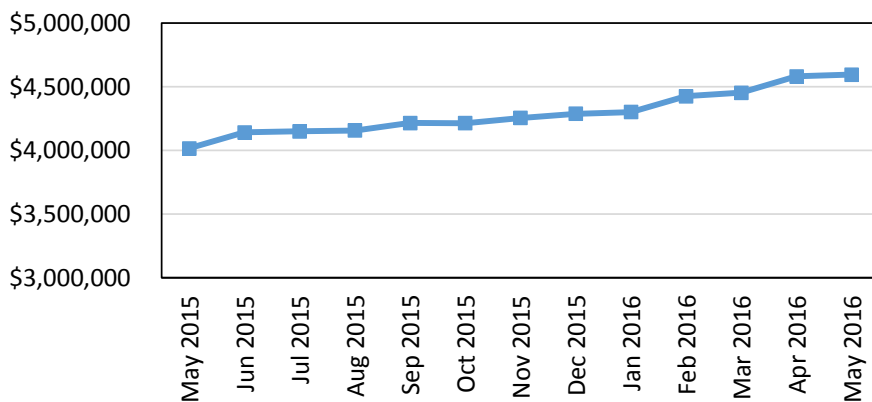
Expenses: Monthly Budget to Actual



Current Ratio



12-mo Rolling Expense Trending (12 mo ending)



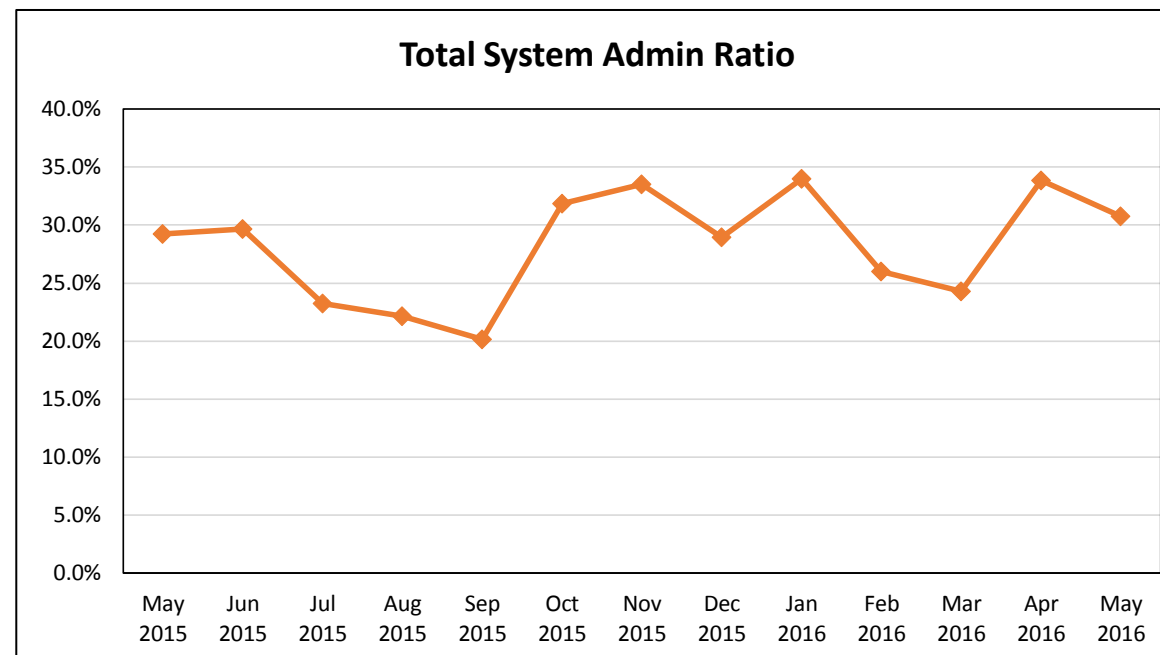
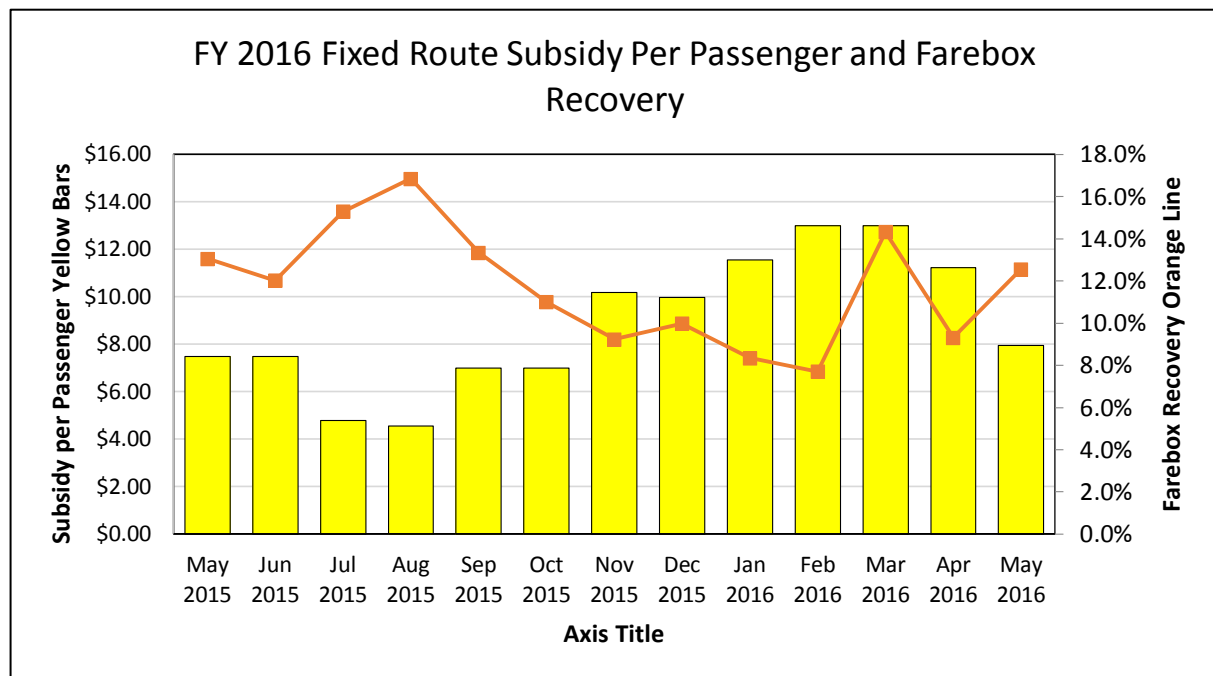
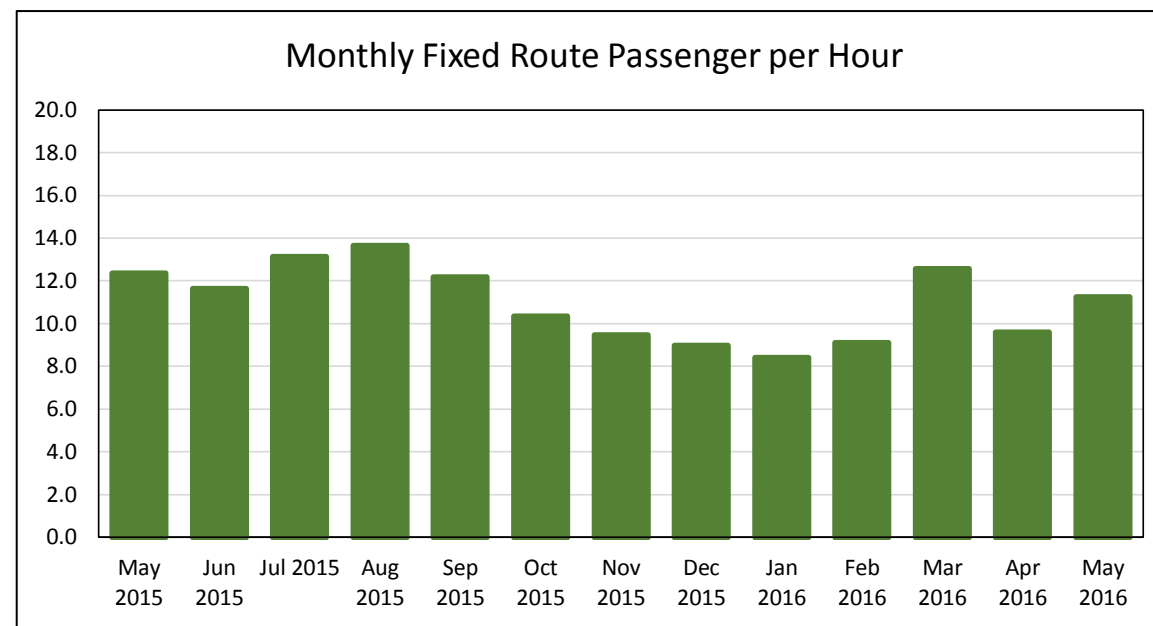
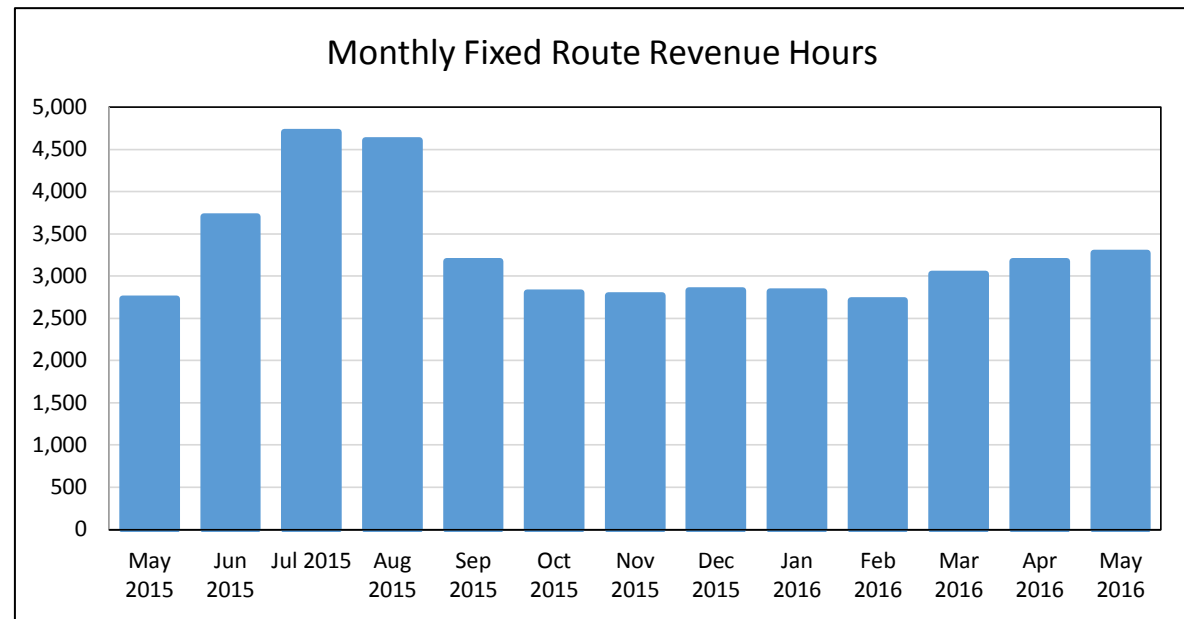
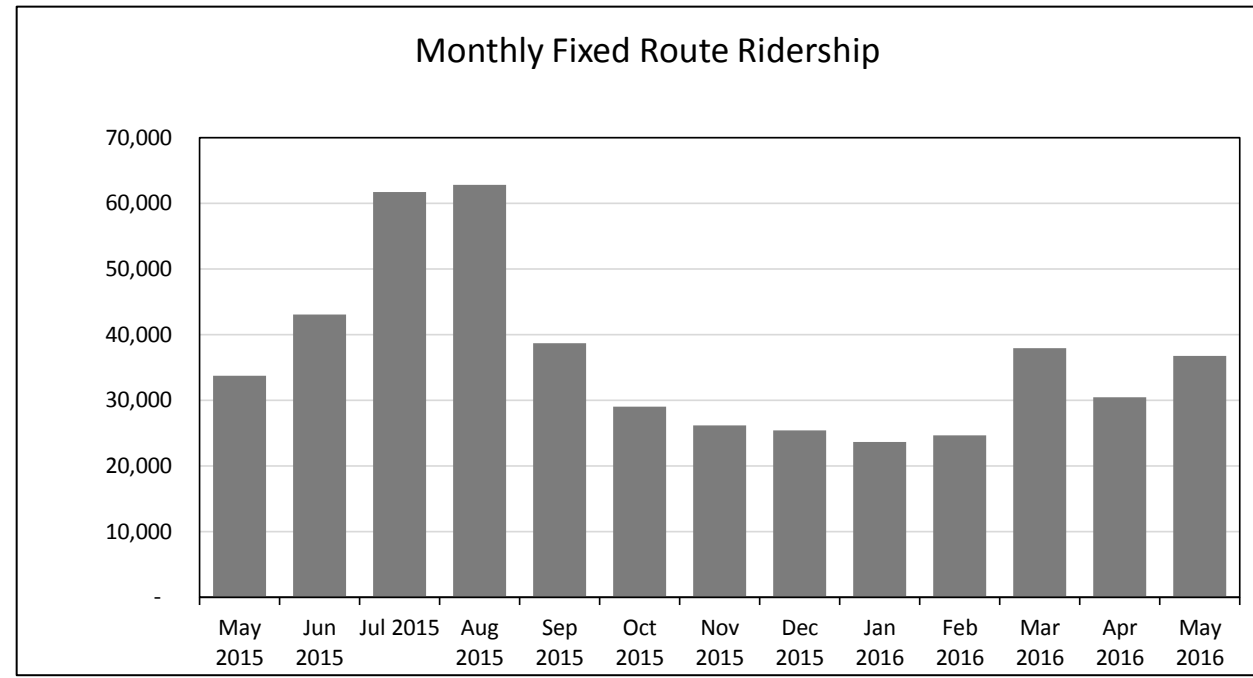
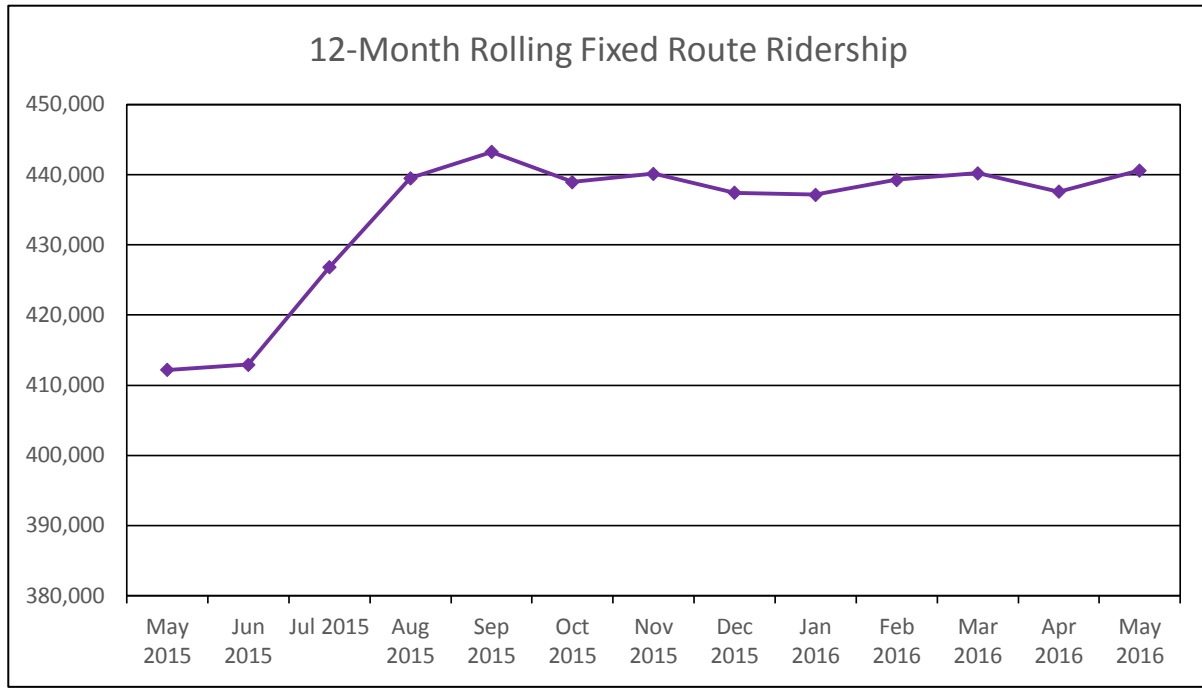
WACCAMAW REGIONAL TRANSPORTATION AUTHORITY					
DBA THE COAST RTA					
CASH REQUIREMENTS					
6/13/2016					
	Income	Expense	Balance	Date	Notes
Cash Balance			150,900	06/13/16	
Deposit in Transit	11,475		162,375		
Accounts Payable		21,000	141,375	06/15/16	Weekly Estimate
Payroll		111,387	29,988	06/17/16	Actual
5307 Urban PM	22,458		52,446	06/17/16	May, 2016
5307 Urban Operations	63,438		115,884	06/17/16	May, 2016
Fuel		26,000	89,884	06/17/16	Estimated 06/15/16
Fares	10,000		99,884	06/18/16	Estimate, week ending 06/18/16
Accounts Payable		30,000	69,884	06/21/16	Weekly Estimate
CNB 45-day Loan	150,000		219,884	06/22/16	45-day note payable by 8/8/16
5307 Urban Operations	65,000		284,884	06/25/16	Estimate, June Partial Draw
Fares	11,000		295,884	06/25/16	Estimate, week ending 06/25/16
Palmetto Bus Co		190,500	105,384	06/25/16	Three new buses
5311 Rural Admin	67,080		172,464	06/28/16	April, 2016
5311 Federal Rural Operations	84,303		256,767	06/28/16	April, 2016
5311 SC Rural Operations	28,276		285,043	06/28/16	April, 2016
Fuel Refund	2,300		287,343	06/30/16	Fuel Refund, May, 2016
Payroll		110,000	177,343	07/01/16	Estimated
Fuel		27,000	150,343	07/01/16	Estimated 07/01/16
Fares	13,000		163,343	07/02/16	Estimate, week ending 07/02/16
Accounts Payable		32,000	131,343	07/02/16	Weekly Estimate
Accounts Payable		35,000	96,343	07/06/16	Weekly Estimate
Fares	13,000		109,343	07/09/16	Estimate, week ending 07/09/16
PEBA		38,000	71,343	07/09/16	Estimate, July, 2016
Georgetown County	117,500		188,843	07/13/16	1st Quarter Funding
PEBA		26,000	162,843	07/15/16	Estimate, Deposit for FY2017
Accounts Payable		30,000	132,843	07/15/16	Weekly Estimate
Payroll		110,000	22,843	07/15/16	Estimated
City of Myrtle Beach	82,500		105,343	07/15/16	1st Quarter Funding
Fuel		28,000	77,343	07/15/16	Estimated 07/15/16
5307 Urban Capital	12,800		90,143	07/15/16	Estimate, June Draw
Pension		39,200	50,943	07/15/16	Estimated May
Horry County	263,750		314,693	07/15/16	1st Quarter Funding
5311 Rural PM	28,946		343,639	07/16/16	May, 2016
5311 Rural Admin	17,812		361,451	07/16/16	May, 2016
Fares	12,000		373,451	07/16/16	Estimate, week ending 07/16/16
Accounts Payable		30,000	343,451	07/19/16	Weekly Estimate
IT Purchases		4,000	339,451	07/20/16	IT Purchases
5311 Federal Rural Admin	8,500		347,951	07/20/16	Estimate, June Draw
5311 Capital	55,250		403,201	07/20/16	Estimate, Cut-a-Way Buses
5310 GSATS	107,000		510,201	07/20/16	GSTAT, Buses
Fares	13,000		523,201	07/23/16	Estimate, week ending 07/23/16
Accounts Payable		32,000	491,201	07/26/16	Weekly Estimate
Payroll		100,000	391,201	07/29/16	Estimated
Fares	12,000		403,201	07/30/16	Estimate, week ending 07/30/16
State Unemployment - 2nd Qtr		11,000	392,201	07/30/16	Estimate
Pension		40,000	352,201	07/31/16	Estimated June
Fuel		28,000	324,201	08/01/16	Estimated 08/01/16
Vehicle Ins, other Ins		40,000	284,201	08/01/16	Estimated new year quarterly deposit
Vehicle Ins, other Ins		-15,000	299,201	08/01/16	Credit due from Insurances
Accounts Payable		32,000	267,201	08/02/16	Weekly Estimate
Fares	14,000		281,201	08/06/16	Estimate, week ending 08/06/16
PEBA		38,000	243,201	08/09/16	Estimate, August, 2016
Accounts Payable		30,000	213,201	08/09/16	Weekly Estimate
Payroll		100,000	113,201	08/12/16	Estimated
Fares	14,000		127,201	08/13/16	Estimate, week ending 08/13/16
Fuel		28,000	99,201	08/15/16	Estimated 08/15/16

Key Performance Indicators - Fixed Route

Fixed Route Measures	May 2015	Jun 2015	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	12-Month Total
Ridership	33,753	43,076	61,762	62,796	38,672	29,034	26,203	25,453	23,670	24,680	37,983	30,508	36,776	474,366
Revenue Hours	2,731	3,703	4,703	4,604	3,174	2,804	2,767	2,832	2,814	2,708	3,021	3,176	3,271	42,307
Total Hours	3,036	4,055	5,200	5,086	3,449	3,039	2,987	3,025	3,036	2,911	3,265	3,419	3,541	46,051
Revenue Miles	57,553	70,575	89,157	88,308	67,919	61,127	61,842	62,980	63,662	61,491	65,240	68,420	72,038	890,312
Total Miles	65,877	80,942	102,729	101,223	75,378	67,186	67,810	69,565	70,099	67,232	72,124	76,579	78,928	995,672
Accidents	0	2	3	4	1	3	0	0	0	1	2	0	1	17
Breakdowns	11	13	4	7	6	1	0	2	4	3	5	2	6	64
Complaints			9	11	4	14	6	2	3	3	2	1	3	58
Transit Expense	\$153,462	\$185,811	\$210,743	\$199,167	\$172,941	\$142,011	\$149,160	\$149,792	\$135,774	\$140,744	\$116,483	\$210,697	\$189,380	\$2,156,166
Maintenance Expense	\$70,325	\$99,954	\$72,959	\$83,184	\$86,999	\$81,530	\$70,779	\$68,583	\$86,630	\$135,117	\$87,274	\$71,339	\$66,569	\$1,014,673
Administrative Expense	\$66,449	\$80,565	\$65,979	\$62,504	\$52,242	\$71,845	\$74,360	\$63,400	\$75,822	\$71,770	\$30,122	\$95,473	\$78,768	\$810,531
Total Operating Expenses	\$290,236	\$366,330	\$349,681	\$344,855	\$312,182	\$295,386	\$294,299	\$281,774	\$298,226	\$347,632	\$233,879	\$377,508	\$334,717	\$4,126,707
Fare Revenues	\$37,883	\$44,045	\$53,462	\$58,133	\$41,649	\$32,524	\$27,193	\$28,138	\$24,886	\$26,811	\$33,519	\$35,181	\$42,055	\$485,481

Efficiency Metrics	May 2015	Jun 2015	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	12-Month Total
O & M Expense per Hour (No Admin)	\$81.93	\$77.18	\$60.32	\$61.33	\$81.89	\$79.72	\$79.49	\$77.12	\$79.05	\$101.86	\$67.45	\$88.80	\$79.71	\$74.95
Average Fare	\$1.12	\$1.02	\$0.87	\$0.93	\$1.08	\$1.12	\$1.04	\$1.11	\$1.05	\$1.09	\$0.88	\$1.15	\$1.14	\$1.02
Farebox Recovery	13.1%	12.0%	15.3%	16.9%	13.3%	11.0%	9.2%	10.0%	8.3%	7.7%	14.3%	9.3%	12.6%	11.8%
Subsidy per Passenger	\$7.48	\$7.48	\$4.80	\$4.57	\$7.00	\$9.05	\$10.19	\$9.96	\$11.55	\$13.00	\$5.27	\$11.22	\$7.96	\$7.68
Deadhead Ratio (Miles)	14%	15%	15%	15%	11%	10%	10%	10%	10%	9%	11%	12%	10%	12%
Administrative Ratio	30%	28%	23%	22%	20%	32%	34%	29%	34%	26%	15%	34%	37%	26%

Effectiveness Metrics	May 2015	Jun 2015	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	12-Month Total
Passengers per Hour	12.4	11.6	13.1	13.6	12.2	10.4	9.5	9.0	8.4	9.1	12.6	9.6	11.2	11.2
Mean Distance between Accidents	n/a	40,471	34,243	25,306	75,378	22,395	N/A	N/A	N/A	67,232	36,062	N/A	78,928	58,569
Mean Distance between Breakdowns	5,989	6,226	25,682	14,460	12,563	67,186	N/A	34,783	17,525	22,411	14,425	38,290	13,155	15,557
Complaints per 1,000 Riders	n/a	n/a	0.146	0.175	0.103	0.482	0.229	0.079	0.127	0.122	0.053	0.033	0.082	0.148
On-Time Performance			57%	57%	55%	62%	62%	67%	82%	64%	80%	91%	92%	70%

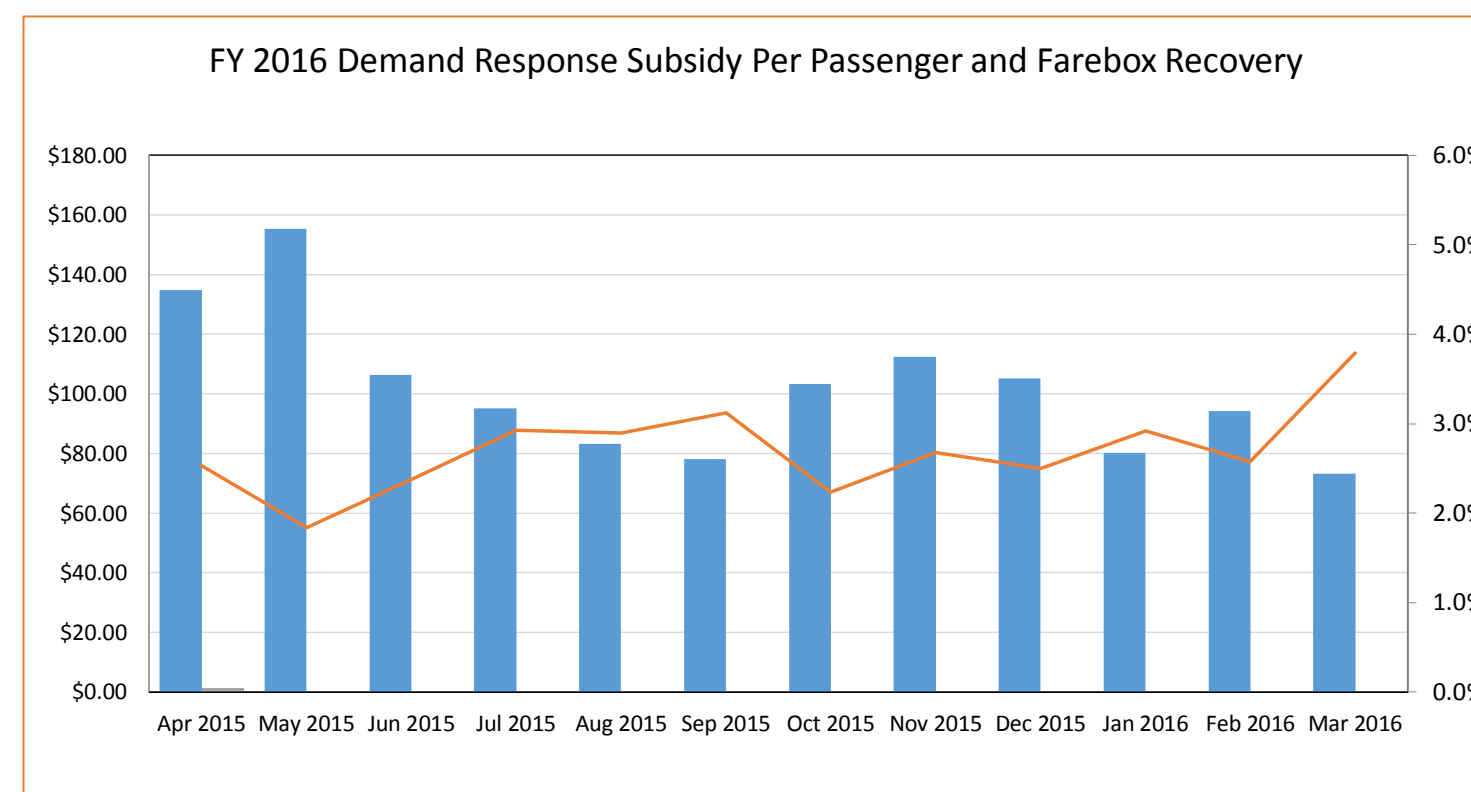
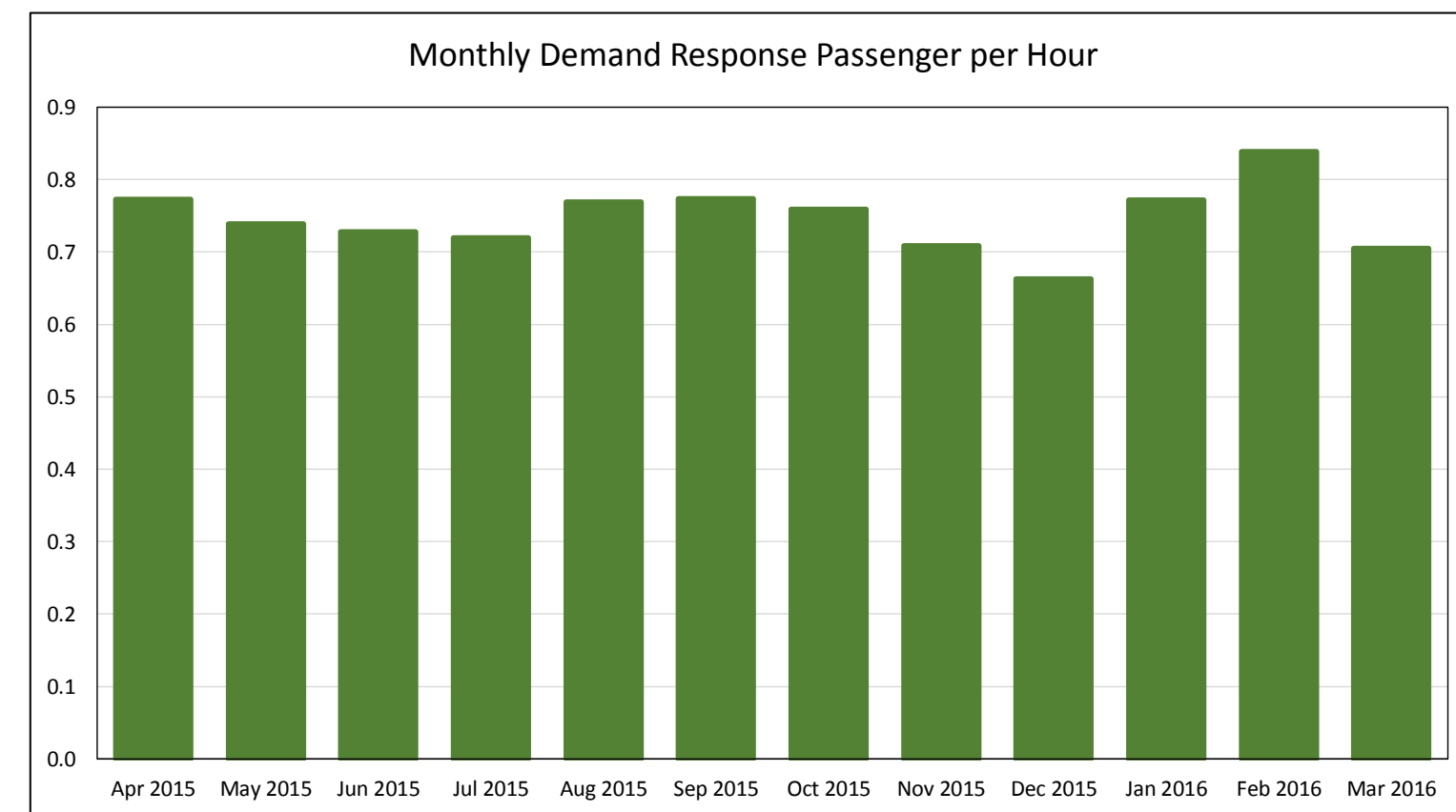
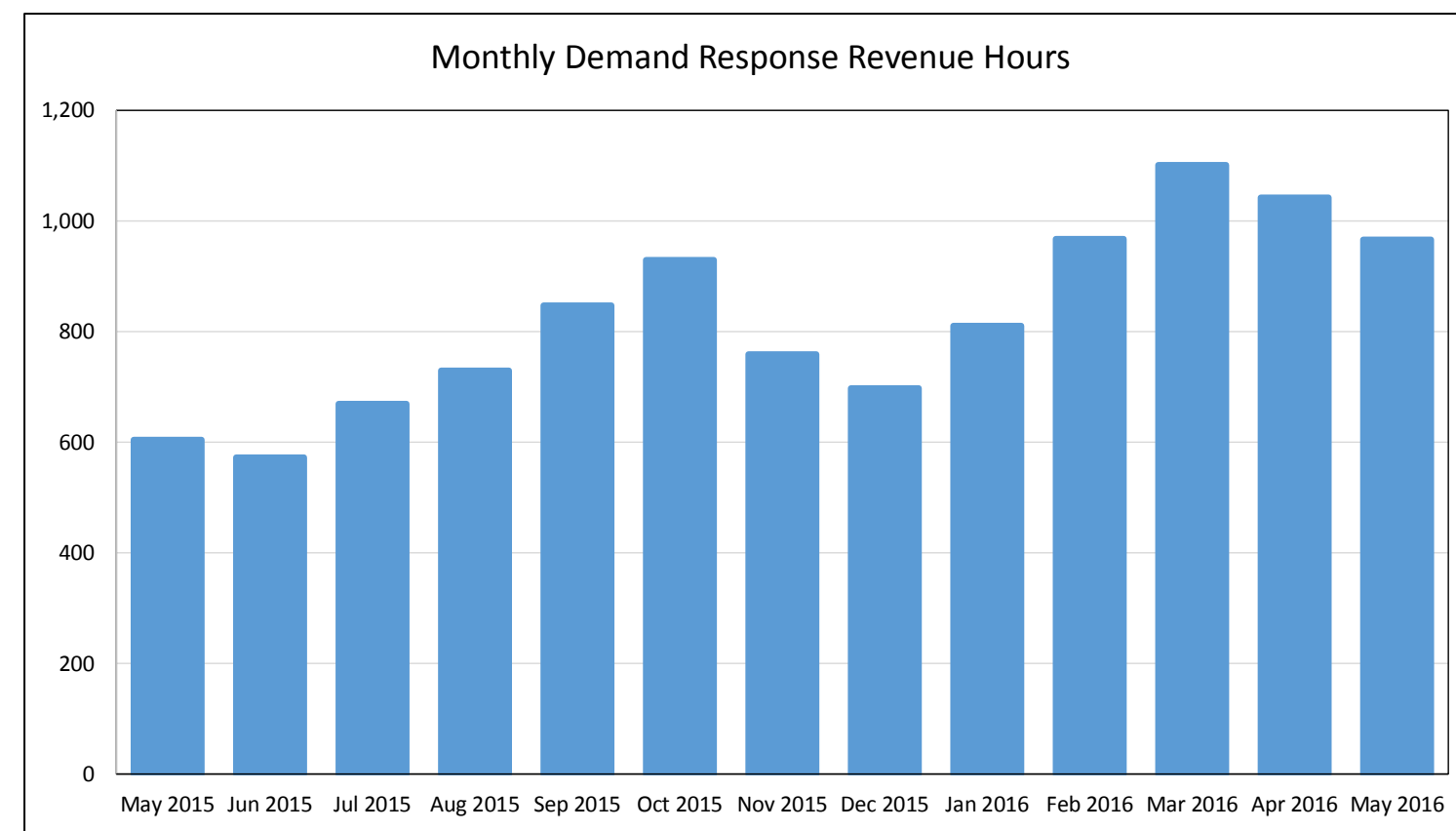
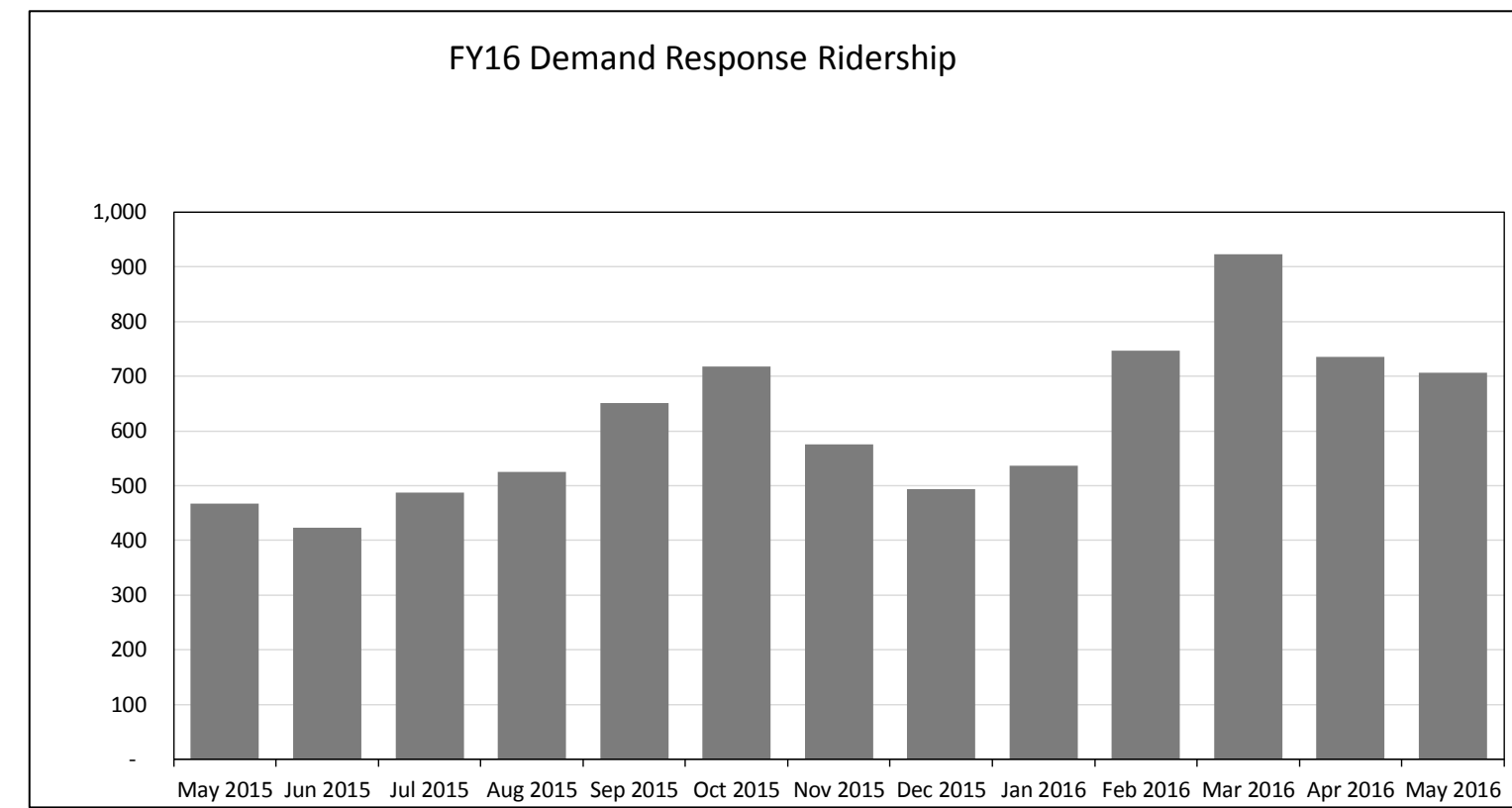
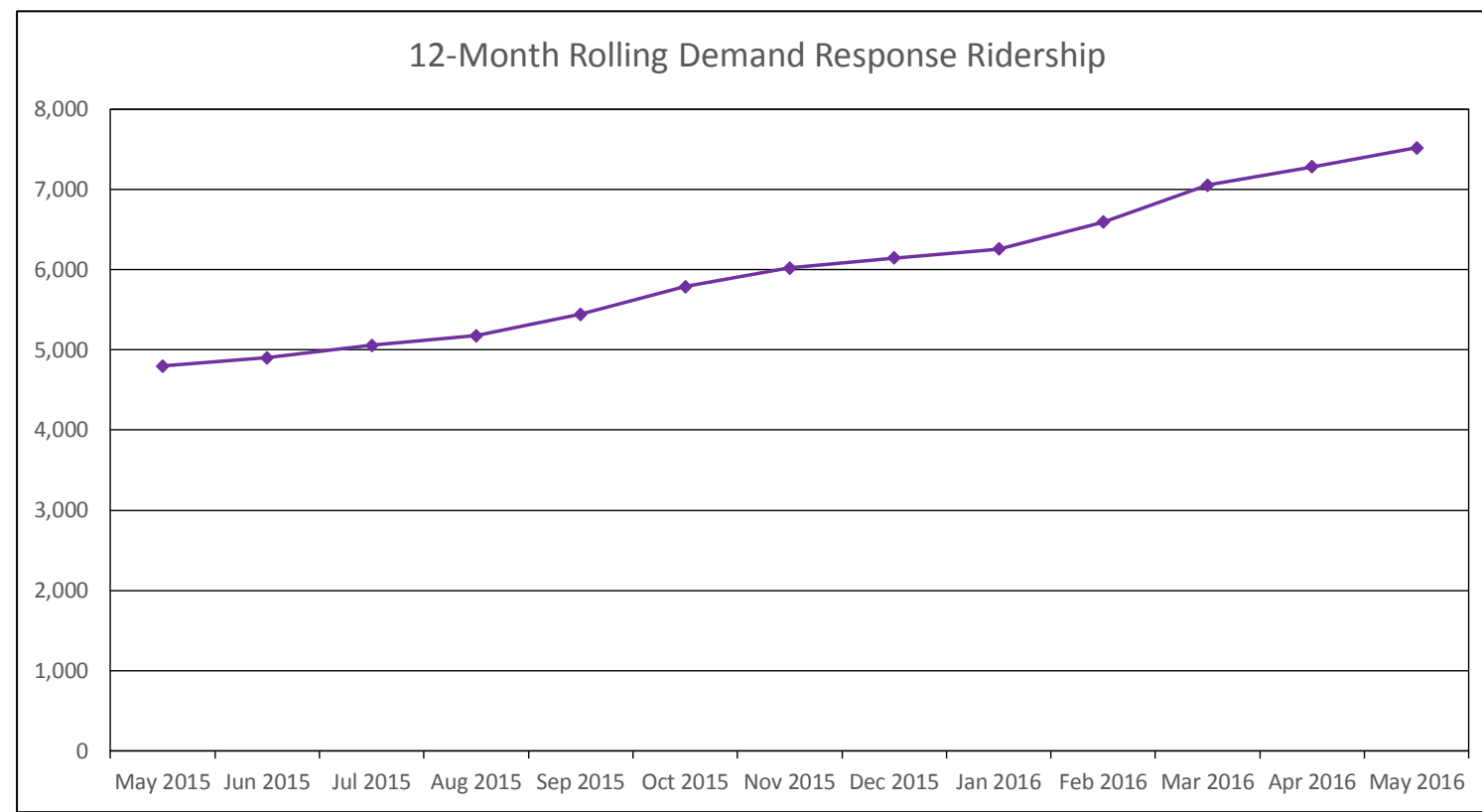


Key Performance Indicators - Demand Response

Demand Response Measures	May 2015	Jun 2015	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	12-Month Total
Ridership	467	423	487	525	651	718	576	494	537	747	923	735	707	7,283
Revenue Hours	604	573	669	729	846	929	759	697	810	967	1,101	1,042	966	9,727
Total Hours	733	734	877	939	1,036	1,111	919	901	966	1,145	1,293	1,252	1,152	11,905
Revenue Miles	8,419	7,186	7,790	8,696	10,288	10,438	8,726	8,790	9,501	11,812	13,901	13,223	11,325	118,770
Total Miles	10,639	9,481	10,601	11,086	12,828	13,026	10,893	11,073	11,568	14,364	16,831	16,217	14,576	148,607
Accidents	0	0	0	0	0	0	0	0	0	0	0	1	2	1
Breakdowns	0	0	0	0	0	0	0	0	0	0	1	0	1	1
Complaints			0	0	0	0	0	0	0	0	0	0	0	0
Transit Expense	\$38,951	\$36,595	\$35,758	\$33,794	\$39,247	\$35,851	\$38,278	\$37,163	\$34,303	\$35,094	\$55,621	\$31,173	\$26,192	\$451,828
Maintenance Expense	\$11,830	\$11,816	\$7,292	\$8,314	\$7,078	\$8,509	\$7,724	\$7,210	\$9,038	\$13,916	\$18,524	\$10,556	\$10,711	\$121,807
Administrative Expense	\$13,844	\$18,578	\$10,012	\$9,317	\$9,439	\$13,548	\$14,816	\$12,709	\$14,533	\$12,741	\$15,129	\$14,127	\$9,389	\$158,793
Total Operating Expenses	\$64,626	\$66,989	\$53,062	\$51,425	\$55,764	\$57,908	\$60,817	\$57,082	\$57,874	\$61,752	\$89,274	\$55,856	\$46,292	\$732,428
Fare Revenues	\$1,633	\$1,233	\$1,258	\$1,505	\$1,613	\$1,806	\$1,361	\$1,530	\$1,448	\$1,800	\$2,301	\$2,117	\$2,118	\$19,603

Efficiency Metrics	May 2015	Jun 2015	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	12-Month Total
O & M Expense per Hour	\$84.03	\$84.55	\$64.33	\$57.74	\$54.73	\$47.77	\$60.59	\$63.64	\$53.50	\$50.67	\$67.34	\$40.05	\$38.20	\$58.97
Average Fare	\$3.50	\$2.91	\$2.58	\$2.87	\$2.48	\$2.52	\$2.36	\$3.10	\$2.70	\$2.41	\$2.49	\$2.88	\$3.00	\$2.69
Farebox Recovery	2.5%	1.8%	2.4%	2.9%	2.9%	3.1%	2.2%	2.7%	2.5%	2.9%	2.6%	3.8%	4.6%	2.7%
Subsidy per Passenger	\$134.89	\$155.45	\$106.37	\$95.09	\$83.18	\$78.14	\$103.22	\$112.45	\$105.08	\$80.26	\$94.23	\$73.11	\$62.48	\$97.88
Deadhead Ratio (Miles)	26%	32%	36%	27%	25%	25%	25%	26%	22%	22%	21%	23%	29%	25%
Administrative Ratio	27%	38%	23%	22%	20%	31%	32%	29%	34%	26%	20%	34%	25%	28%

Effectiveness Metrics	May 2015	Jun 2015	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	12-Month Total
Passengers per Hour	0.77	0.74	0.73	0.72	0.77	0.77	0.76	0.71	0.66	0.77	0.84	0.71	0.73	0.75
Mean Distance between Accidents	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	16,217	7,288	148,607
Mean Distance between Breakdowns	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	16,831	n/a	14,576	148,607
Complaints per 1,000 Riders	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
On-Time Performance			80%	81%	100%	100%	100%	100%	100%	100%	99%	99%	99%	95%



Coast RTA												
FY16 Grant Draw-Down Schedules												
05/31/16												
***** 5307 Federal (Urban) *****							***** 5311 Federal (Rural) *****					
	Preventative	Admin &	Capital				Preventative		Capital			
	Maintenance	Operating	Expenditures	N/A	Totals	Comments	Maintenance	Operating	Expenditures	Admin	Totals	Comments
FY15 Amendment	\$ 451,000	\$ 760,000	\$ 12,800	\$ -	\$ 1,223,800	thru 03/31/16	\$ 307,754	\$ 313,970	\$ 55,250	\$ 275,504	\$ 952,478	FY16 Grant per
FY16 Grant (6 mo's)	\$ -	\$ -	\$ -	\$ -	\$ -	thru 09/30/16						Amendment 1
FY15 Grant Balance	\$ 17,055	\$ 325,553	\$ -	\$ -	\$ 342,608	July-Aug 15			\$ 42,400		\$ 42,400	(thru 06/30/16)
Monthly Draws:						Month Drawn						Month Drawn
July 2015	\$ -	\$ 137,001	\$ -	\$ -	\$ 137,001	Sept 15	\$ 23,234	\$ 25,387	\$ -	\$ 19,093	\$ 67,714	Oct 15
Aug 2015	\$ -	\$ 138,869	\$ -	\$ -	\$ 138,869	Sept 15	\$ 26,260	\$ 21,850	\$ -	\$ 18,047	\$ 66,157	Oct 15
Sept 2015	\$ 125,700	\$ -	\$ -	\$ -	\$ 125,700	Dec 15	\$ 34,528	\$ 32,663	\$ 42,400	\$ 15,376	\$ 124,967	Oct 15
Oct 2015	\$ 35,317	\$ 63,439	\$ -	\$ -	\$ 98,756	Dec 15	\$ 32,251	\$ 22,912	\$ -	\$ 18,325	\$ 73,488	Nov 15
Nov 2015	\$ 69,990	\$ -	\$ -	\$ -	\$ 69,990	Dec 15	\$ 622	\$ 23,410	\$ -	\$ 23,970	\$ 48,002	Dec 15
Dec 2015	\$ 28,019	\$ 60,767	\$ -	\$ -	\$ 88,786	Jan 16	\$ 31,399	\$ 15,355	\$ -	\$ 21,960	\$ 68,714	Jan 16
Jan 2016	\$ 39,655	\$ 95,945	\$ -	\$ -	\$ 135,600	Feb 16	\$ 37,688	\$ 34,648	\$ -	\$ 29,903	\$ 102,239	Feb 16
Feb 2016	\$ 68,615	\$ 54,350	\$ -	\$ -	\$ 122,965	Mar 16	\$ 49,447	\$ 25,690	\$ -	\$ 22,267	\$ 97,404	Mar 16
Mar 2016	\$ 42,423	\$ 60,585	\$ -	\$ -	\$ 103,008	Apr 16	\$ 43,379	\$ 27,752	\$ -	\$ 13,169	\$ 84,300	Apr 16
Apr 2016	\$ 35,878	\$ 104,531	\$ -	\$ -	\$ 140,409	May 16	\$ -	\$ 84,303	\$ -	\$ 67,080	\$ 151,383	June 16
May 2016	\$ 22,458	\$ 63,438	\$ -	\$ -	\$ 85,896	June 16	\$ 28,946	\$ -	\$ -	\$ 17,812	\$ 46,758	June 16
June 2016					\$ -						\$ -	
Subtotal Draws	\$ 468,055	\$ 778,925	\$ -	\$ -	\$ 1,246,980		\$ 307,754	\$ 313,970	\$ 42,400	\$ 267,002	\$ 931,126	
Remaning Balance	\$ -	\$ 306,628	\$ 12,800	\$ -	\$ 319,428		\$ -	\$ -	\$ 55,250	\$ 8,502	\$ 63,752	
% Expended	100.00%	71.75%	0.00%		79.61%		100.00%	100.00%	43.42%	96.91%	93.59%	
% Time Elapsed	100.00%	100.00%	100.00%		100.00%		91.67%	91.67%	91.67%	91.67%	91.67%	
***** 5307 State (Urban - SMTF / SCDOT) *****							***** 5311 State (Rural) *****					
	Preventative	Capital					Preventative	Capital				
	Maintenance	Operating	Expenditures	N/A	Totals	Comments	Maintenance	Operating	Expenditures	N/A	Totals	Comments
07/01/15 Award	\$ 9,783	\$ 50,801	\$ -	\$ -	\$ 60,584	thru 03/31/16	\$ 35,815	\$ 156,985	\$ -	\$ -	\$ 192,800	thru 06/30/16
Monthly Draws:						Month Drawn						Month Drawn
July 2015	\$ 5,121	\$ 35,199	\$ -	\$ -	\$ 40,320	Oct 15	\$ 2,904	\$ 12,694	\$ -	\$ -	\$ 15,598	Oct 15
Aug 2015	\$ 4,662	\$ 15,602	\$ -	\$ -	\$ 20,264	Oct 15	\$ 3,283	\$ 10,925	\$ -	\$ -	\$ 14,208	Oct 15
Sept 2015	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 4,316	\$ 16,331	\$ -	\$ -	\$ 20,647	Oct 15
Oct 2015	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 4,031	\$ 11,456	\$ -	\$ -	\$ 15,487	Nov 15
Nov 2015	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 78	\$ 11,705	\$ -	\$ -	\$ 11,783	Dec 15
Dec 2015	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 3,925	\$ 7,677	\$ -	\$ -	\$ 11,602	Jan16
Jan 2016	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 4,711	\$ 17,324	\$ -	\$ -	\$ 22,035	Feb 16
Feb 2016	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 6,181	\$ 12,845	\$ -	\$ -	\$ 19,026	Mar 16
Mar 2016	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 6,386	\$ 27,752	\$ -	\$ -	\$ 34,138	Apr 16
Apr 2016	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 28,276	\$ -	\$ -	\$ 28,276	June 16
May 2016	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
June 2016	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal Draws	\$ 9,783	\$ 50,801	\$ -	\$ -	\$ 60,584		\$ 35,815	\$ 156,985	\$ -	\$ -	\$ 192,800	
Remaning Balance	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
% Expended	100.00%	100.00%			100.00%		100.00%	100.00%			100.00%	
% Time Elapsed	100.00%	100.00%			100.00%		91.67%	91.67%			91.67%	

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. JUNE2016-17**

APPROVAL OF REVISED DRUG AND ALCOHOL POLICY

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the General Manager/Secretary-Treasurer to revise the Authority's Drug and Alcohol Policy in order to comply with federal and state requirements.

Background:

The Board of Directors authorizes the General Manager/Secretary-Treasurer to revise the Drug and Alcohol policy for employees of the Waccamaw Regional Transportation Authority in accordance with current Federal Transportation Authority (FTA) and SCDOT requirements.

Motion:

It is hereby moved by the Board of the Waccamaw Regional Transportation Authority that the Board of Directors approves and adopts the Authority's revised Drug and Alcohol policy which ensures that the Authority is in compliance with current federal and state requirements.

Requested by:

Brian Piascik, General Manager/Secretary-Treasurer

APPROVED by the Waccamaw Regional Transportation Authority Board of Directors at the regular meeting thereof held on June 29, 2016.

ATTEST:

Joseph Lazzara, Board Chair

Robert Sheehan, Ph.D., Board Vice Chair

Wilbert G. James

Katharine D'Angelo

Sid Blackwelder

Ivory Wilson

Bernard Silverman

Lillie Jean Johnson

Chuck Ottwell

Marvin Keene, Ph.D

Darrell Eickhoff



REVISED DRUG AND ALCOHOL POLICY

JUNE 2016

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 is also intended to comply with all Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. This policy complies with 49 CFR Part 655, as amended, 49 CFR Part 40, as amended, and 49 CFR Part 382, as amended. All drug and alcohol testing is conducted in accordance with these regulations.

All safety-sensitive employees and others, when so noted, are required to submit to drug and alcohol tests as a condition of employment required by FTA 49 CFR Part 655, as amended.

A copy of these procedures may be obtained from the Human Resource Manager and can be found on the internet at the Office of Drug & Alcohol Policy & Compliance's website <http://www.dot.gov/ost/dapc/index.html>.

This policy preempts state and local law. If any conflict occurs between State and local laws and any requirement of the above-mentioned Federal regulations, the Federal regulations prevail. However, Federal regulations do not preempt provisions of State criminal laws that impose sanctions for reckless conduct attributed to prohibited drug use or alcohol misuse, whether the provisions apply specifically to transportation employees, employers, or the public in general.

Zero Tolerance

The Authority reserves the right to test all employee when she/he has been involved in an accident. Per Authority policy, any employee who tests positive for drugs and/or alcohol, or refuses to test, will be referred to a SAP and terminated.

Covered Employees

This policy applies to every employee whose position requires the possession of a commercial driver's license (CDL); every employee performing a "safety-sensitive function" as defined herein, and any person applying for such positions.

Under FTA, you are a safety-sensitive employee if you perform any of the following:

- Operation of a revenue service vehicle, in or out of revenue service
- Operation of a non-revenue vehicle requiring a CDL
- Controlling movement or dispatch of a revenue service vehicle
- Security personnel who carry firearms

- Maintenance (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used on revenue service.
- Contractor employees that stand in the shoes of Transit System employees also have to comply

Covered employee means a person, including an applicant or transferee, who performs or will perform a safety-sensitive function. A volunteer is a covered employee if: (1) The volunteer is required to hold a commercial driver’s license to operate the vehicle; or (2) The volunteer performs a safety-sensitive function for an entity subject to this part and receives remuneration in excess of his or her actual expenses incurred while engaged in the volunteer activity.

Safety-Sensitive Positions at The Authority include:

- Director of Transportation Services
- Director of Maintenance Services
- Street Supervisor
- Dispatcher
- Fixed-Route Operator
- Paratransit Van Operator
- Mechanic
- Hostler

Contact Person

Questions regarding The Authority’s Substance Abuse Program should be addressed to:

Pamela Bellamy
 Human Resource Manager, DER/DAPM
 The Authority
 1418 Third Ave
 Conway, SC 29526
 Telephone Number: 843-438-3022

Education and Training

The Authority has established a yearly employee education and training program for all covered employees, including:

Education

The education component shall include display and distribution to every covered employee of: informational material and given contact information of The Authority’s EAP Provider. The employees need to call the EAP 800# which is 24 hours. The number is on the brochure and it is

800 346-0110. They will be referred to someone locally when they give the counselor their address and zip code.

The Authority's Employee Assistance Provider:
Inova Employee Assistance
3949 Pender Drive, Suite 310
1-800 346-0110

Training

Covered employees must receive at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.

Supervisors

Supervisors and/or other company officers authorized by the employer to make reasonable suspicion determinations shall receive at least 60 minutes of training on the physical, behavioral, and performance indicators of probable drug use and at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

Prohibited Substances

- Marijuana
- Cocaine
- Amphetamines (Methomped, MDA Meth)
- Opiates (Morphine, Heroin, Codeine)
- Phencyclidine
- Alcohol

These five drugs are prohibited at all times.

Testing Procedure

All testing is conducted as required in 49 C.F.R. Part 40, as amended. Employees can be tested at any time when they are on duty.

Types of Testing

Pre-employment Testing

Pre-employment alcohol tests are conducted after making a contingent offer of employment or transfer, subject to the employee passing the pre-employment alcohol test.

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive duties.

A pre-employment test is required for covered employees who are away from work for more than 90 consecutive calendar days, and removed from the random testing pool, and plan to return to a safety-sensitive function.

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

Reasonable Suspicion Testing

The Authority shall conduct a drug and/or alcohol test when The Authority has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse.

The determination that reasonable suspicion exists shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee. A supervisor(s), or other company official(s) who is trained in detecting the signs and symptoms of drug use and alcohol misuse must make the required observations.

The Authority may direct a covered employee to undergo reasonable suspicion testing for alcohol only 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.

If an alcohol test is not administered within two hours following the determination to conduct a reasonable suspicion test, the supervisor shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test is not administered within eight hours following the determination to test, cease attempts to administer an alcohol test and update the record with the reasons for not administering the test.

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 more of the FTA criteria, and the employee's performance cannot be completely discounted as a contributing

factor (for non-fatal accidents only).

Safety-sensitive employees shall be subject to post-accident alcohol and controlled substances testing under the following circumstances:

Fatal Accidents. As soon as possible following an accident involving the loss of human life, DOT drug and alcohol tests are conducted on all surviving covered employees. In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, is tested.

Non-fatal Accidents. Post-accident testing is required if one of the following conditions is met,

- An accident results in injuries requiring immediate medical treatment away from the scene, and the covered employee contributed to the accident,

Or

- One or more vehicles receive disabling damage and have to be towed from the scene, and the covered employee contributed to the accident.

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

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, but 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.

If an alcohol test is not administered within two hours following the time of the accident, Transportation Manager or Street Supervisor (first to arrive on scene) will prepare and submit to the Human Resource Manager to maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test is not administered within eight hours following the determination to test, the Human Resource Manager will cease attempts to administer an alcohol test and update the record with the reasons for not administering the test. The drug test should be taken as soon as possible. The Human Resource Manager will cease attempts to collect the drug test after 32-hours.

If the decision not to administer a drug and/or alcohol test under this section shall be based on the employer's determination, using the best available information at the time of the determination, that the employee's performance could not have contributed to the accident, **such a decision must**

be documented in detail, including the decision-making process used to reach the decision not 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.

A DOT form is required if there is a fatality, anyone involved receives medical attention and/or either vehicle had to be towed. However, the Authority reserves the right to test, using a non-DOT form, any/all employees when involved in any accident while operating any company vehicle. An “accident” is defined as any contact with objects other than the road or curb, unless the Authority vehicle is legally parked.

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 must be conducted at all times of day when safety-sensitive functions are performed. As a condition of employment, all safety-sensitive employees must submit to drug and alcohol testing required by FTA 49 CFT Part 655, as amended.

Testing rates will meet or exceed the minimal annual percentage rate set each year by the DOT Administrator. The current year testing rates can be viewed on line at <http://www.dot.gov/ost/dapc/rates.html>. The 2007 FTA minimum testing requirement is to annually perform drug tests on 25% and alcohol tests on 10% of the average number of safety-sensitive employees.

The selection of employees for random drug and alcohol testing shall be made by a scientifically valid method, such as a random number table or a computer-based random number generator that is matched with employees' Social Security numbers, payroll identification numbers, or other comparable identifying numbers. Under the selection process used, each covered employee shall have an equal chance of being tested each time selections are made.

Each employee selected for testing shall be tested during the selection period. A covered employee shall 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 shall proceed to the test site immediately.

Test Refusal

The following constitute test refusal:

1. Failure to appear for any test (except pre-employment) within a reasonable time after being notified to go.
2. Failure to remain at the testing site until the testing process is complete.
3. Failure to provide a specimen for any drug or alcohol test required by DOT/FTA rules.
4. Refusal to allow the observation or monitoring of a specimen collection when it is required.
5. Failure to provide a sufficient urine or breath sample without an adequate medical explanation for the failure.
6. Failure to take a second test that the employer or collector has directed the employee to take.
7. Failure to undergo a medical exam as directed by the employer or the MRO as part of the verification process, or “shy bladder” or shy lung” procedures.
8. Failure to cooperate with the testing process (Examples: refusal to empty pockets when requested, behaving in a confrontational manner that disrupts the process, or failure to wash hands after being directed to do so by the collector).
9. For an observed collection, failure to follow the observer’s instructions to raise clothing above the waist, lower clothing and underpants to mid-thigh, and to turn around to allow the observer to see if employee is wearing a prosthetic or similar device that could be used to interfere with the collection process.
10. Possession or wearing of a device as described above intended to help the employee pass the drug test.
11. Admitting adulteration or substitution of the specimen to the collector of the MRO.
12. If the MRO reports a verified adulterated or substituted test, result.
13. In alcohol testing, refusal to sign Step 2 of the Alcohol Testing Form
14. Leaving the scene of the accident without just cause prior to submitting to a required test.

Prohibited Conduct

- 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 above the minimum thresholds defined in 49 DFR Part 40, as amended.
- Each covered employee is 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. The covered employee must take an alcohol test, if the covered employee claims ability to perform his or her safety-sensitive function.

- The Authority shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has 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.
- No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

Dilute Specimen

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 dilute negative The Authority will perform a retest, unless directed by the MRO. If an employee declines to take the retest, it is considered a test refusal.

Dilute negative results, if creatinine is between 2-5 mg/dl requires an immediate recollection under direct observation (see §40.155(c)).

If creatinine is above 5 but below 20 mg/dl the employer may retest employee immediately, but **not** directly- observed.

Re-Tests and Observed Tests

Employees who test positive for drugs may request, within 72 hours of notification, a test of the split sample, as all specimens are split and non-testing portions are stored for a period of time. The procedure for requesting this test may be obtained from their supervisor.

There are certain situations that may require the employee to provide, at the collection site, second urine or breath sample, i.e., when the volume of urine or breath provided is an inadequate sample, or the technician has reason to suspect tampering with the sample. Under the latter circumstances, a second collection may be made under observed conditions.

Split Sample

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.

Consequences

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee is immediately removed from safety-sensitive duties, referred to a substance abuse professional (SAP), and terminated.

For alcohol violation below 0.04, referral must be to a substance abuse counselor, not a SAP.

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

Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medication is not prohibited. It is, however, the employee's responsibility to inform the physician of the employee's job duties and determine from 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 for duty.

Pursuant to company authority, employees are required to report the use of medically authorized drugs or other substances that may create a direct threat by impairing job performance of safety-sensitive functions to his/her supervisor and provide proper written medical authorization to work from a physician.

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.

RETURN-TO-DUTY TESTING

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

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

Follow-up testing after returning to duty.

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

Retesting of covered employees with an alcohol concentration of 0.02 or greater but less than 0.04.

If an employer chooses to permit a covered employee to perform a safety-sensitive function within 8 hours of an alcohol test indicating an alcohol concentration of 0.02 or greater but less than 0.04, the employer shall retest the covered employee to ensure compliance with the provisions of §655.35. The covered employee may not perform safety-sensitive functions unless the confirmation alcohol test result is less than 0.02.

Drug Free Work Place Act of 1988

In accordance with the Drug Free Work Place Act of 1988, an employee who is convicted of any criminal drug statute for a violation occurring in the work place shall notify the Human Resource Manager, Pamela Bellamy, no later than five days after such conviction. Failure to report such a conviction or any moving violation, causing the loss of driver's license, by state or local law enforcement involving drugs or alcohol, will result in discipline up to and including termination of employment.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. JUNE2016-18**

**AUTHORIZATION TO ACCEPT THE CONTENTS OF THE
FUNDING AGREEMENT WITH HORRY COUNTY**

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the Chairman of the Board to accept the contents of the FY17 Funding Agreement with Horry County.

Background:

The County has passed Resolution R-22-16, approving the Funding Agreement between Horry County and Coast RTA for Fiscal Year 2017. With the acceptance of this agreement, Coast RTA agrees to the terms and conditions stated therein. Payments will be made according to the following schedule:

1) July 15, 2016	\$ 263,750
2) October 14, 2016	\$ 263,750
3) January 13, 2017	\$ 263,750
4) April 14, 2017	<u>\$ 263,750</u>
Total	<u>\$1,055,000</u>

Motion:

It is hereby moved by the Board of the Waccamaw Regional Transportation Authority that the Chairman of the Board be authorized to accept the Funding Agreement for FY2017 funds in the amount of \$1,055,000 from Horry County for mass public transportation services.

Requested by:

Brian Piascik, General Manager/CEO

APPROVED by the Waccamaw Regional Transportation Authority Board of Directors at the regular board meeting hereof held on June 29, 2016.

ATTEST:

Joseph Lazzara, Board Chair

Robert Sheehan, Ph.D., Board Vice Chair

Wilbert G. James

Katharine D'Angelo

Sid Blackwelder

Ivory Wilson

Bernard Silverman

Lillie Jean Johnson

Chuck Ottwell

Marvin Keene, Ph.D

Darrell Eickhoff

4. Coast RTA will revisit the 2010 Transportation Development Plan in light of current trends, funding, and economic development, and consider updating such Plan as needs and the changing environment dictate.
5. Coast RTA will, at a schedule determined by the Federal Transit Administration (FTA), undergo a FTA Full Scope Financial Management Overview (FMO) System Review to encompass the last three (3) years and will provide a written report of the results of such to the County within 90 days of receipt. Coast RTA will provide the County with any preliminary findings.
6. The Agency will provide the County with the following throughout the term of this Agreement:
 - a. Monthly internally-prepared financial information, as specified below, which shows total receipts and expenditures in sufficient detail to reflect the restrictions of the funding sources from which County staff can determine that County revenues are funding appropriate expenditures. Said financial information shall include the following and be provided to the County within three business days of these statements being approved by the Coast RTA Board, or thirty days following the month-end, whichever comes first:
 - A. Detailed monthly internally-prepared financial statements to include the following:

(Format required – as approved by the Coast RTA Board)

 - i. Comparative Balance Sheet (Current year month compared to prior year)
 - ii. Statement of Revenues, Expenses, and Changes in Fund Equity (Month to Date, Year to Date, and Budget Year to Date)
 - iii. Income Statement (Month to Date compared to Budget with variance, and Year to Date compared to Budget with variance)
 - iv. Income Statement (Current Year to Date compared to Prior Year to Date)
 - B. Detailed monthly Grant Draw Expense Allocations
 - C. Detailed monthly Check Registers
 - b. Audited prior fiscal year-end Financial Statements no later than April 30 following the fiscal year-end, including the single audit report and any other communications to management relating to internal controls and procedures that are issued by the auditor. Agency shall provide draft Financial Statement by December 31st following the fiscal year-end.
 - c. Supporting documentation that may be requested by the County as a result of the monthly review of the financial statements.
 - d. The approved FY 2017 detailed budget including Capital Improvement Plan and Business Plan adopted by the Coast RTA Board of Directors is to be provided by September 15, 2016.

- e. The FY 2018 draft budget is to be provided by April 15, 2017. In addition during the term of this Funding Agreement,. Coast RTA is to develop a long-range financial plan (minimum 5 years in length) and a State of Good Repair program (timely asset repair and replacement).
 - f. Any updates or modifications to the Five Year Long-Range Strategic Plan (Transportation Development Plan) are to be provided within three business days from approval by the Coast RTA Board. Agency will update this plan on a frequency of no less than every three years.
 - g. Advance notification will be provided to the Clerk of Horry County Council of all Board Meetings, Committee meetings, Executive Committee meetings, along with the agendas and meeting materials.
 - h. Copies of all grant applications, award notifications, grantor monitoring reports, and all correspondence relating to each grant at the same time as delivered or within five (5) business days of receipt by Coast RTA. Coast RTA shall provide immediate notification to the Horry County Administrator in the event that grant funding from any source is rescinded, or when grant funding or revenue from contracts or other funding is terminated in a manner that is inconsistent with the original terms. Additionally, Coast RTA shall provide notice within 15 business days for any grant, revenue contract, or other revenue funding source that is renewed, extended, or replaced that varies from its original funding amount by the lessor of 25% of the original funding amount or \$25,000.
 - i. Routes, designated pick-up points and drop-off locations will be coordinated annually with the Horry County Emergency Management Director or his designee as specified in the Comprehensive Emergency Management Plan.
 - j. With respect to any contemplated modification of existing routes, and Coast RTA's public notice and public comment process in that regard, Coast RTA will provide such advance notice directly to the Horry County Administrator and an opportunity for comment concerning the contemplated modification.
 - k. Coast RTA will report to the County regarding any issues that may arise with the FTA as a result of any future FTA Triennial Review.
7. Upon request of the County, the Coast RTA Finance Director and other staff as appropriate will meet with the Horry County Finance Director to review financial and cash flow projections, and to discuss other financial matters. A review of this Agreement will also be done at each meeting to assure compliance.
8. No less frequently than quarterly, Coast RTA will present a report at each County Transportation Committee meeting (or meeting of such other appropriate Standing Committee, such as the Administration Committee), providing a review of their finances as well as their operations, routes, designated pick-up points and drop-off locations. Included in such report will be a description of any special designation received by Coast RTA e.g. "High Risk Agency" as defined by the Code of Federal Regulations, a

description of any special conditions or restrictions attached to such designation, and a description of Coast RTA 's efforts at compliance with such conditions or restrictions, and efforts to improve its status and at removal of such designation. At the request of the County Council Chairman, Coast RTA will present a similar report at a meeting or meetings of County Council.

9. Upon request of the County, the Agency shall allow one or more representatives of the County access to all financial records of the Agency and any subsidiary or affiliated corporation or entity of the Agency necessary to examine documentation and support for the receipt and disbursement of the funds provided hereunder, whether received or disbursed by the Agency or such subsidiary or affiliate corporation or entity of the Agency. Such access shall be at a reasonable time and place to be determined by the County. This right of access and audit granted to the County shall not be interpreted to limit the right of the County to examine the financial records of any other source contributing money to the Agency during the term of this Agreement.

The Agency shall provide a certificate of insurance upon such terms as the County may require, including at least \$1,000,000 per occurrence on each liability policy. This per occurrence amount is based on the services in effect as of June 30, 2016. The County may require adjustment to this amount if changes in services occur which are deemed to warrant an adjustment to this amount. Each certificate shall designate the County as a certificate holder, list the County as an additional insured (on all general liability policies not issued by South Carolina Fiscal Accountability Authority), and shall by its terms not be canceled without thirty (30) days written notice to the County.

10. The Agency will review its procurement policy (policy versus practices), it's segregation of duties (requisitions, authorize/approve, receive, record, pay) and three-way match, must have continually in effect a written Procurement Policy acceptable to the County, adopted and approved by the Agency's Board of Directors, with signed copies and/or minutes from the Board of Directors meeting substantiating adoption of said policy provided to the County before any funds are disbursed hereunder. County may require that all proposed agreements with third party contractors/vendors be approved by the County prior to Coast RTA incurring any costs involving County funds.
11. By accepting the funds which are the subject of this Agreement, the Agency also agrees to indemnify the County and hold it harmless against any and all causes of action which may arise out of the course of the disbursement and use of the funds which are the subject of this Agreement, to include a reasonable attorney's fee to defend such action or actions.
12. This Agreement may be terminated by the County upon failure in the performance or breach of any covenant, obligation or duty imposed by this Agreement upon Agency, and the continuance of such failure in the performance or breach for a period of thirty (30) days after County has given Agency written notice of such failure in the performance or breach.

13. If the County shall determine at any time that the funds disbursed hereunder were not spent for a valid public purpose, or in accordance with this Agreement, then the Agency shall, upon demand by the County, repay all or such portion of the funds disbursed hereunder as the County may require.
14. The Agency agrees that the above referenced funding shall be used for operating and capital expenditures and shall not be used for debt service associated with the obligations payable to the Federal Transit Administration or SC Department of Transportation.

WITNESS OUR HANDS AND SEALS on the day and year set forth.

WITNESS FOR THE COUNTY Horry County, a Body Politic

	Chairman of County Council, on behalf of County Council	Date

WITNESS FOR COAST RTA COAST RTA

	Chairman of Coast RTA Board on behalf of Coast RTA Board	Date



County Council Decision Memorandum

Horry County, South Carolina

Date: June 7, 2016
From: Justin Powell, Assistant County Administrator
Cleared By: Chris Eldridge, County Administrator
Barry Spivey, Finance Director
Arrigo Carotti, County Attorney

Re: Approval of COAST RTA Funding Agreement

ISSUE

Pursuant to the requirements of the budget ordinance, the County needs to approve the COAST RTA Funding Agreement for FY 16-17.

BACKGROUND

The County Council appropriated \$1,055,000 in its FY 2016-17 budget for mass transportation. In addition, Council has provided in Section 13 of the County's FY 2016-17 Budget Ordinance that funding for Coast RTA is contingent upon the entering into of a Funding Agreement, and upon compliance by Coast RTA with the terms and conditions contained therein, and that approval of the Agreement, and all future disbursements, will be by way of resolution of County Council.

The Funding Agreement is consistent with the terms from last year with some revisions. In summary, those revisions include:

- 1) Removing language related to an APTA Peer Review and relying upon the Federal Transit Administration's Full Scale Financial Management Overview for recommendations to improve the financial management of COAST RTA.
- 2) Updating deadline dates to correspond with the federal fiscal year (October to September) rather than the County fiscal year (July to June). COAST RTA is in the process of converting to a federal fiscal year to better align with its primary funding source (the Federal Transit Administration).
- 3) In section 12, it provides for a 30-day cure period if COAST RTA fails to perform according to the agreement. If the 30-day cure period has passed without appropriate remedy, the County can terminate the agreement.

RECOMMENDATION

Staff recommends approval of the Funding Agreement as proposed.

COUNTY OF HORRY)
)
STATE OF SOUTH CAROLINA)

RESOLUTION R- -16

A RESOLUTION APPROVING A FUNDING AGREEMENT FOR COAST RTA FOR FISCAL YEAR 2017.

WHEREAS, Horry County Government is responsible for taking appropriate measures to ensure that any public funds which it allocates are properly expended in accordance with law and sound business practices; and

WHEREAS, County Council has provided for the allocation of \$1,055,000 for mass transportation in the County's FY 2017 Budget Ordinance (Ordinance 22-16); and

WHEREAS, in furtherance of its obligations as set forth above, Council has provided in Section 13 of the County's FY 2017 Budget Ordinance that funding for Coast RTA is contingent upon the entering into of a Funding Agreement, and upon compliance by Coast RTA with the terms and conditions contained therein, and that approval of the Agreement, and all future disbursements, will be by way of resolution of County Council.

NOW, THEREFORE, BE IT RESOLVED that County Council hereby approves a Funding Agreement with Coast RTA for FY17, substantially similar to that attached herewith, and all future disbursements set forth thereunder, contingent upon Coast RTA complying with all the terms and conditions contained in such Agreement.

AND IT IS SO RESOLVED.

Dated this ____ day of____, 2016.

HORRY COUNTY COUNCIL

Mark Lazarus, Chairman

Harold G. Worley, District 1
Bill Howard, District 2
Jimmy Washington, District 3
Gary Loftus, District 4
Tyler Servant, District 5
Cam Crawford, District 6

Vacant, District 7
Johnny Vaught, District 8
W. Paul Prince, District 9
Jody Prince, District 10
Al Allen, District 11

Attest:

Patricia S. Hartley, Clerk to Council