

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY d/b/a
THE COAST RTA
REGULAR BOARD OF DIRECTORS MEETING
MAY 31, 2017
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 – EMPLOYEE APPRECIATION DAY – JUNE 16, 2017
NOON – 6:00 PM
7. APPROVAL OF MINUTES
8. SERVICE/PAC COMMITTEES REPORT
9. FINANCE COMMITTEE REPORT
10. GENERAL MANAGER’S REPORT
11. APPROVE RESOLUTIONS
 - RESOLUTION NO. MAY2017-12 APPROVAL OF REVISED PROCUREMENT POLICY
 - RESOLUTION NO. MAY2017-13 TO ALLOW FINANCE TO ACCEPT MAY FINANCIALS
 - RESOLUTION NO. MAY2017-14 AUTHORIZATION FOR BOARD CHAIRMAN TO EXECUTE HORRY COUNTY FUNDING AGREEMENTS
12. OLD BUSINESS – BY-LAWS REVISIONS
13. NEW BUSINESS – NOMINATIONS FOR BOARD VICE-CHAIR
14. EXECUTIVE SESSION
15. ANNOUNCEMENTS
16. ADJOURNMENT

**THE NEXT BOARD OF DIRECTORS MEETING WILL BE HELD WEDNESDAY, JUNE 28, 2017 AT 9:30 AM
IN THE CONFERENCE ROOM LOCATED AT 1418 THIRD AVENUE, CONWAY, SC**

**2017 BOARD OF DIRECTORS
ATTENDANCE ROSTER**

	OCT 26	NOV 30	JAN 25	MAR 1	MAR 29	APR 26	MAY 31	JUNE 28	JULY 26	SEPT 27
D'Angelo, Katharine	E	X	X	X	X	X				
Blackwelder, Sid	X	X	X	E	X	X				
Eickhoff, Darrell	X	X	X	X	X	X				
Gasque, Debbie		X	X	X	X	X				
James, Wilbur G.	E	E	E	E	E	E				
Johnson, Lillie Jean	X**	E	X	X	X	X				
Keene, Marvin, Ph.D. CFA	X	X	X	X	X	X				
Lazzara, Joseph	X	X	X	X	X	E				
Ottwell, Chuck	X									
Sheehan, Rob, Ph.D.	E	X	E	X	X	X				
Silverman, Bernard	X	X	X	X	X	X				
Wilson, Ivory	X	X	X	E	X	X				

X = In Attendance

A = Absent

E = Excused Absence

* = Arrived after roll call

**= In attendance via conference call

UPDATED 11/4/16

THE COAST RTA-WACCAMAW RTA BOARD OF DIRECTORS MEETING
WEDNESDAY, APRIL 26, 2017
9:30 AM

Board Present: Marvin Keene
Darrell Eickhoff
Katharine D'Angelo
Bernard Silverman
Deb Gasque
Rob Sheehan
Lillie Jean Johnson
Sid Blackwelder
Ivory Wilson

Staff Present: Brian Piascik, General Manager/CEO
Ron Prater, CFO
Doug Herriott, Transportation Manager
Michelle Cantey, PIO

Visitors: None

In accordance with the Freedom of Information Act (FOIA), the 2017 meeting schedule was provided to the press at the beginning of the 2017 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 April 24, 2017.

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

INVOCATION/PLEDGE OF ALLEGIANCE: Mr. Wilson 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: None

PUBLIC COMMENT: (3-minute limit) None

EMPLOYEE RECOGNITION: None

APPROVAL OF MINUTES:

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

APPROVAL OF CONSENT AGENDA:

CONSENT AGENDA

- RESOLUTION NO. APR2017-09 APPROVAL OF REVISED TRAVEL POLICY
- RESOLUTION NO. APR2017-10 APPROVAL OF REVISED BUDGET APPROVAL, REVIEW AND REVISION POLICY
- RESOLUTION NO. APR2017-11 APPROVAL OF CREDIT CARD/VENDOR CREDIT POLICY

There was a motion and a second to approve the consent agenda. There was no discussion; a voice vote was taken, no nays being heard, the consent agenda was approved.

COMMITTEE REPORTS

SERVICE/PAC COMMITTEE: Ms. Johnson was not in attendance and Mr. Silverman led the meeting. Agenda items were (1) Workforce Development Grant Discussion, and (2) Policies and Procedures. Mr. Piascik shared that the majority of the discussion was regarding the policies and procedures for things that relate to service such as ADA, Title VI, that have federal requirements with which we must be compliant. The only addition would be service standards, which we have not discussed yet. We will begin to work on those after Triennial is completed. Mr. Silverman inquired about the restroom at the Transfer Center (ADA compliance) and the status of the contract negotiations with AECOM (bus stop signs project). Mr. Piascik reported that the first negotiation session is scheduled for Friday (April 28th). He said that he wants to get this project up and running as soon as possible. Once the negotiations are complete, he will report the details to the board (time lines, pricing, etc.). Dr. Sheehan brought up that getting approvals to place the signs could take a great deal of time and we haven't even begun. Also, we have to get the word out to our riders that there's no more flagging the bus and about the signs being placed. Mr. Piascik said that he will have a mockup of the sign at the next board meeting (May).

Mr. Silverman had inquired about the communications policy (how board communicates with the media). Mr. Piascik said that the communications policy will be sent out to the entire board to read through, as it has been edited since last visited. Ms. Johnson suggested that there be designated speaker(s). It will be discussed and finalized in a manner that will be agreeable with the board.

It was suggested that the Service/PAC Committees be combined, as they overlap quite a bit. It was suggested that there be a change in the board committees in the By-Laws to combine the two (2) with five (5) members of the committee.

Mr. Piascik shared that he presented to Surfside Beach meeting and he will be part of their budget workshop meeting. He will see what we might be able to get from them for funding. He meets with Conway City Council on Monday and is very optimistic about getting them in on our funding. The letter he sent to them was well received. He will be speaking with them on Monday at 5:30 PM.

Dr. Sheehan asked about the Workforce Development Grant that might bring transportation to

Bucksport and Loris. Mr. Piascik reported that he continues to work on the grant which is due May 15th. The grant is \$100,000. There will be six (6) \$100,000 grants to be awarded in the state.

Dr. Sheehan asked about intentions for North Myrtle Beach. Mr. Piascik shared that he had spoken with Ms. D'Angelo prior to the meeting, and we really need to go and continue the discussion. It's really a scale issue. If we're going to do it right, we're talking about a \$600,000 proposition, connecting it to Myrtle Beach service and it's really more of something that we look at it when we have dedicated funding. Not sure about the timeline, but the point is that we need to get out there and continue the conversations. Mr. Piascik stated that he also wants to talk with the Chamber in North Myrtle Beach, as well. The question was asked if we would go all the way to Little River. Mr. Piascik stated that the route has not yet been designed. Remember, in our vision, we had commuter buses coming in from Little River all the way into Myrtle Beach; we had service from Loris on Hwy. 9 into North Myrtle Beach; and some sort of circulator route in North Myrtle Beach. There would certainly be something between Barefoot and downtown.

Mr. Silverman mentioned having him, Mr. Eickhoff, and Ms. Gasque, who represent the Legislative Delegation, having a conversation with the Delegation.

Ms. D'Angelo stated that she feels we should speak before the entire North Myrtle Beach City Council rather than just the Mayor or just this person or that person. We need to get in there before they begin a new project.

FINANCE COMMITTEE: Dr. Keene began by reporting that the Finance Committee met and discussed the March financials. Some items, such as Maintenance, were a little out of line, but not too far out and should come back into line.

Mr. Eickhoff asked that we have a comparison of our fares to other transportation agencies in the state so the board can see where we are. Mr. Piascik said that getting the fare comparison is on our list of things to do; however, is not a top priority. We will get that done.

Dr. Sheehan called attention to Page 11 in the financials that we are up to .91 passengers per hour for Demand Response. This is due to the work Doug has been doing with the scheduling of trips.

Mr. Piascik shared that we've drawn down everything on the state side of 5311 funds.

Dr. Sheehan asked about the Governor signing the Pension Bill. Mr. Piascik stated that we're looking at a 2% increase for the employer coming on July 1st. It goes up another 1% every year until 2022. It won't affect the FY17 budget, but we'll take a look at the FY18 budget.

Mr. Wilson asked about our current ratio and about the Administrative Salaries on Page 2, which Mr. Prater explained to his satisfaction. (NOTE: Not able to hear Mr. Prater's replies due to noise on the video recording).

GENERAL MANAGER'S REPORT: Mr. Piascik began his report by saying that Horry County has delivered drafts of two (2) agreements leading up to their budget approvals. One is for the Capital Grant of \$1,000,000 for buses and the other is for our normal \$1,055,000. He has not gone over them yet, but will do so and make the board aware of any issues that he may see. They are giving us an opportunity to ask for any edits.

FEMA has declined our claim for evacuation on the basis that we are not legally responsible for evacuation. This is the most asinine process. They have suggested that we should bill the County.

Mr. Piascik and Mr. Prater have reviewed the information from FMO and they will be sending everything to FTA by May 3rd. They will also be sending the same information to Triennial. They will be here May 18-19.

We've completed the FY16 NTD report. We're still not reporting passenger miles and that statistic is reported and is used to calculate a very small portion of funding. If we could, we might see a little bump in funding. We really do not have a way to do it. After going back and forth with the NTD date guy, he came up with this idea that because we have less than 30 buses operating during peak service hours, we don't have to be a full reporter. So, now we are a Limited Reporter, going from 21 pages to 9 and we don't do monthly reporting, just yearly.

We've gotten a new draft agreement with the MPO, which has been done on a 3-year basis. This year will be different because we have to incorporate Brunswick Transit into the agreement. Having a subrecipient adds a little bit to our plate.

We've gotten the contract from the State for the buses, so we now have \$1.7 million to pay for the buses.

Mr. Silverman asked about the GSATS meetings. Mr. Piascik said that Mr. Parks attends those meetings for us. They will prepare a highway model replicating traffic flow throughout the region as it is now and then you overlay population change over the 30 years and you add improvements to see how the congestion changes. The long-range plan for 501 includes a lane for transit.

Dr. Sheehan reminded everyone that we will have Vice-Chair nominations at the May board meeting. Also, we need to get the General Manager Evaluation process going. Mr. Wilson said that the committee had met and he needs the completed evaluations before the end of May.

There has been a call from Alan Clemmons regarding people waiting for the bus on his porch. Mr. Piascik will discuss this with Mr. Herriott.

There's a card for Mr. Lazzara for everyone to sign.

There was a discussion about board members not being able to open win mail documents.

EXECUTIVE SESSION: There was a motion and a second to go into Executive Session to discuss a legal matter. A voice vote was taken, no nays being heard, the board entered into Executive Session.

There was a motion and a second to come out of Executive Session. A voice vote was taken, no nays being heard, the board came out of Executive Session. During Executive Session, there was no decision made and no vote taken.

OLD BUSINESS: Dr. Keene asked about a charge to Clemson; Mr. Piascik replied that it was for registration for TASC

NEW BUSINESS: None

ANNOUNCEMENTS: None

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 11:10 AM.



FINANCIALS

April 30, 2017

FY 2017

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
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30-Apr-17**

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22-May-17

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
INCOME STATEMENT
FOR THE PERIOD ENDED April 30, 2017

	MTD	YTD	YTD	YTD \$	YTD %	TOTAL FY 17
	Actual	Actual	Budget	Variance	Variance	Budget
Operating Revenues						
Passenger Fares and Passes	41,650	249,238	247,500	1,738	0.7%	500,000
Local Contracts	0	0	0	0	0.0%	0
Other Operating Revenue	0	0	0	0	0.0%	0
Total Operating Revenues	41,650	249,238	247,500	1,738	0.7%	500,000
Operating Expenses						
Salaries & Benefits - Admin	64,977	461,465	463,217	1,752	0.4%	797,656
Salaries & Benefits - Transit	189,739	1,253,903	1,241,795	(12,108)	-1.0%	2,266,856
Overtime - Transit	10,241	49,531	44,103	(5,428)	-12.3%	84,002
Salaries & Benefits - Maintenance	56,234	431,369	445,341	13,972	3.1%	761,301
Overtime - Maintenance	1,423	6,763	14,193	7,430	52.3%	24,343
Facility Maintenance	2,853	32,143	39,025	6,882	17.6%	66,900
Vehicle Maintenance	21,036	278,238	260,700	(17,538)	-6.7%	386,200
Fuel & Oil	36,573	232,618	223,932	(8,686)	-3.9%	415,000
Tires	313	15,526	20,417	4,891	24.0%	35,000
Accident Expense*	2,492	61,095	60,872	(223)	100.0%	60,872
Liability Insurance	14,768	102,464	105,146	2,682	2.6%	177,750
Utilities	2,477	19,320	21,117	1,797	8.5%	43,200
Telephone	5,445	37,242	37,333	91	0.2%	57,000
Postage & Freight	145	1,553	2,217	664	30.0%	3,800
Office Supplies	5,725	40,989	38,996	(1,993)	-5.1%	51,500
Legal & Professional Services	1,226	44,081	63,397	19,316	30.5%	87,790
Public Information	9,929	29,716	22,187	(7,529)	-33.9%	30,000
Advertising & Marketing	2,816	9,209	7,083	(2,126)	-30.0%	10,000
Dues & Subscriptions	188	4,949	6,844	1,895	27.7%	11,732
Property Leases	1,163	8,349	10,450	2,101	20.1%	25,800
Travel & Training	5,953	34,925	36,395	1,470	4.0%	61,395
Other Expenses	35	2,279	4,082	1,803	44.2%	6,000
Total Operating Expenses	435,751	3,157,727	3,168,842	11,115	0.4%	5,464,097
Operating Profit (Loss)	(394,101)	(2,908,489)	(2,921,342)	12,853	0.4%	(4,964,097)
Non-Reimbursable Expenses						
Depreciation	86,223	314,893	336,000	21,107	6.3%	576,000
(Gain) Loss on Fixed Assets	0	(976)	0	(976)	0.0%	0
Other Non-Reimbursable Expense	0	0	0	0	0.0%	0
Pension Expense - Deferred Outflows	0	264,264	0	(264,264)	0.0%	0
Total Non-Reimbursable Expenses	86,223	578,181	336,000	(242,181)	-72.1%	576,000
Total Operating and Non-Reimbursable Expenses	521,974	3,735,908	3,504,842	(231,066)	-6.6%	6,040,097

* Budget adjusted monthly based on Insurance Proceeds

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 April 30, 2017**

	<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 17</u> <u>Budget</u>
Operating Grant Revenue						
Federal Grants - Operating	156,384	1,462,412	1,446,940	15,472	1.1%	2,498,760
State Grants - Operating	0	116,539	116,539	0	0.0%	336,093
Local Grants - Operating	135,000	945,002	945,000	2	0.0%	1,684,350
Total Operating Grant Revenue	291,384	2,523,953	2,508,479	15,474	0.6%	4,519,203
Capital Grant Revenue						
Federal Grants - Capital	540	151,903	151,903	0	0.0%	2,196,661
State Grants - Capital	0	0	0	0	0.0%	162,960
Local Grants - Capital	0	0	0	0	0.0%	175,845
Total Capital Grant Revenue	540	151,903	151,903	0	0.0%	2,535,466
Total Grant Revenue	291,924	2,675,856	2,660,382	15,474	0.6%	7,054,669
Other Revenue						
Bus Advertising Revenue	2,640	17,090	14,583	2,507	17.2%	25,000
Insurance Proceeds	0	40,872	40,872	0	0.0%	60,872
Misc-RTAP,F/A Disposals, Vending,Other	(2,462)	10,300	11,250	(950)	-8.4%	22,500
Total Other Revenue	178	68,262	66,705	1,557	2.3%	108,372
Total Non-Operating Revenue	292,102	2,744,118	2,727,087	17,031	0.6%	7,163,041
 In-Kind Revenue	 0	 0	 0	 0	 0.0%	 18,800
Change in Net Position	<u>(188,222)</u>	<u>(742,552)</u>	<u>(530,255)</u>	<u>(212,297)</u>	<u>40.0%</u>	<u>1,641,744</u>

YTD Capital Expenditure Activity

Administrative Vehicles	0	0	0	0	0.0%	0
Bus Purchases	0	128,456	128,456	0	0.0%	1,763,964
Facility Design	0	0	0	0	0.0%	480,000
Computer Hardware/Software	0	9,885	9,885	0	0.0%	22,160
AVL System	0	0	0	0	0.0%	53,000
Bus Stop Sign Implementation	0	0	0	0	0.0%	202,302
Security	0	0	0	0	0.0%	20,000
Transfer Center - Security/Other I.T.	0	43,509	43,509	0	0.0%	43,509
Transfer Center - Construction/Other	8,563	8,563	8,563	0	0.0%	46,383
CIP	8,106	99,967	99,967	0	0.0%	99,967
YTD Capital Expenditures vs Budget	<u>16,669</u>	<u>290,380</u>	<u>290,380</u>	<u>0</u>	<u>0.0%</u>	<u>2,731,285</u>

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

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
Revised INCOME STATEMENT NOTES – April 30, 2017**

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

Salaries & Benefits - Transit is over budget YTD (\$12.1K) or (1.0%) (page 2) due to three payments to the pension for the month of April when there are typically two. Pension payment dates do not coincide with payroll dates.

Overtime - Transit is over budget YTD (\$5.4K) or (12.3%) (page 2) primarily due to several drivers out on medical leave, as well as State Rodeo participation and training.

Salaries & Benefits - Maintenance is under budget YTD \$13.9K or 3.1% (page 2) due to one termination and two individuals on leave for medical reasons. Management working to find one mechanic to replace terminated employee.

Overtime - Maintenance is under budget YTD \$7.4K or 52.3% (page 2). Management expecting this to decrease with two employees out at the moment and ramping up for summer.

Facility Maintenance is under budget YTD 6.9K or 17.6% due to the late opening of the IWTC. Janitorial services have been awarded and under contract. The April payment to janitorial services did not get accrued so there will be two payments (\$2.0K) will show up in May.

Vehicle Maintenance is over budget YTD (\$17.5K) or (6.7%) due to major repair expenses to buses for engine overhauls, turbos and transmission work. New vehicle arrival in July should help lower costs at the end of the year. There is a marked improvement in this line item over the March variance.

Fuel is over budget YTD (\$8.7K) or (3.9%) due to fluctuations in gas prices. We are working to assess vehicle mileage to see if there were issues with the budget estimates. There may also be an issue with how the seasonal adjustments to monthly budget affect the variance.

Legal & Professional Services is under budget YTD \$19.3K or 30.5% (page 2) due to additions to the budget for upcoming disposition of impairment loss on two Int'l/Navistar.

Public Information is over budget YTD (\$7.5K) or (33.9%) due to major purchases for system map. We do have the Entertainment Shuttle map in production which will push this item over budget further. However, there is additional advertising income expected to cover this overage.

Depreciation is under budget YTD \$21.1K or 6.3% (page 2). Several buses that were re-entered into service have been added back into the depreciation calculation.

Pension Expense – Deferred Outflows is not a budgeted item but \$264K was added to the income statement as a retroactive adjustment to October 1, 2016 at the direction of the auditor.

Total Operating Grant Revenue is over budget \$15.4K or 1.1% (page 3) but is trending toward our annual budget amount. Rural funding (5311) has been spent down but we are still drawing on the urban program.

Coast RTA Budget Review FY 17

	Total Expense YTD	Budget YTD	Variance \$ YTD	Variance % YTD
Administration	664,361	691,131	26,770	3.9%
Operations	1,744,853	1,718,452	(26,401)	-1.5%
Maintenance	748,513	759,259	10,746	1.4%
Total	3,157,727	3,168,842	11,115	0.4%
Farebox Revenue	249,238	247,500	1,738	0.7%

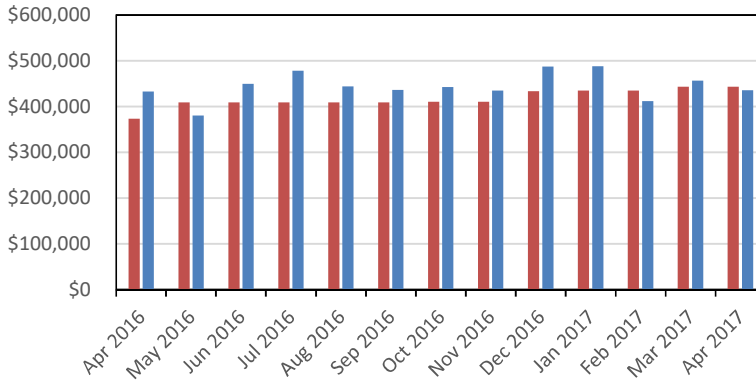
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22-May-17

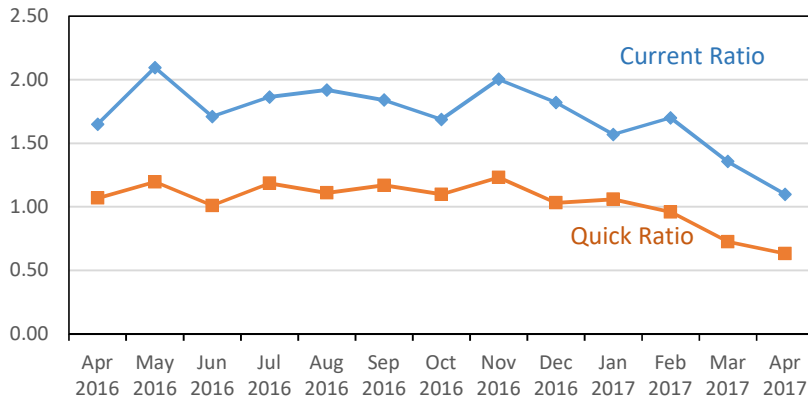
**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
COMPARATIVE BALANCE SHEET
April 30, 2017**

	Apr-17	Apr-16
ASSETS		
Current Assets:		
Cash	261,303	265,598
Cash Reserve (Certificate of Deposit)	50,001	25,001
Accounts Receivable - Federal, State & Local Grants	171,856	504,832
Accounts Receivable - Employees/Other	24,965	13,088
Inventory	152,692	137,972
Prepaid Expenses	<u>69,608</u>	<u>71,455</u>
Total Current Assets	<u>730,425</u>	<u>1,017,946</u>
Long-Term Assets		
Total Capital Assets, Net	2,015,735	2,063,129
Deferred Outflows of Resources-NPL	<u>305,118</u>	<u>99,372</u>
Total Long-Term Assets	<u>2,320,853</u>	<u>2,162,501</u>
Total Assets	<u>3,051,278</u>	<u>3,180,447</u>
LIABILITIES & EQUITY		
LIABILITIES		
Current Liabilities:		
Accounts Payable	182,970	132,469
Accrued Payroll and Withholdings	125,218	137,535
Accrued Compensated Absences	75,703	28,518
Disallowed Costs due to SCDOT - Current	137,488	137,488
Line of Credit - Conway National Bank	0	0
Capital Lease Obligations	18,986	30,000
Unearned Revenue - Local Grants	<u>261,759</u>	<u>288,443</u>
Total Current Liabilities	<u>802,124</u>	<u>754,453</u>
Non-Current Liabilities:		
Accrued Compensated Absences, Net of Current Portion	49,502	74,866
Capital Lease Obligations, Net of Current Portion	0	17,151
Due to FTA - Long Term	396,779	94,699
Disallowed Costs due to SCDOT - Long Term	314,622	452,110
Net Pension Liability	3,566,354	3,566,442
Deferred Inflows of Resources-NPL	<u>618,668</u>	<u>412,485</u>
Total Non-Current Liabilities	<u>4,945,925</u>	<u>4,617,753</u>
Total Liabilities	<u>5,748,049</u>	<u>5,372,206</u>
EQUITY		
Contributed Capital	2,719,523	2,719,523
Restricted Net Assets	(785,710)	(950,917)
Retained Earnings - Current Year	(742,552)	(344,233)
Net Investments in Capital Assets	2,027,824	0
Net Position Retriected for Pensions	(3,676,132)	(3,676,132)
Restricted for Transit Operations	60,000	60,000
Unrestricted Net Pension	<u>(2,299,725)</u>	<u>0</u>
Total Fund Equity	<u>(2,696,772)</u>	<u>(2,191,759)</u>
Total Liabilities and Fund Equity	<u>3,051,278</u>	<u>3,180,447</u>

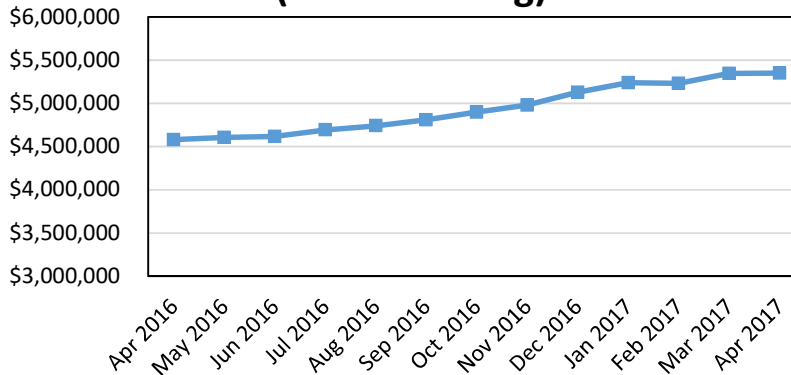
Expenses: Monthly Budget to Actual



Current/Quick Ratio



12-mo Rolling Expense Trending (12 mo ending)



WACCAMAW REGIONAL TRANSPORTATION AUTHORITY

DBA THE COAST RTA

CASH REQUIREMENTS

5/21/2017

	Income	Expense	Balance	Date	Notes
Cash Balance			75,600	04/12/17	
Deposits in Transit	0		75,600	05/21/17	
FARES	11,000		86,600	05/20/17	ESTIMATED W/E 05/20/17
ACCOUNTS PAYABLE		15,000	71,600	05/23/17	Estimate
FARES	12,000		83,600	05/27/17	Estimate
ACCOUNTS PAYABLE		20,000	63,600	05/30/17	Estimate
FUEL		15,000	48,600	05/30/17	Estimate
CNB 90-Day Short-Term Loan	150,000		198,600	06/01/17	Estimate
Workers' Compensation Insurance		10,000	188,600	06/01/17	Estimated June Payment
PAYROLL		100,000	88,600	06/02/17	Estimate
FARES	12,000		100,600	06/04/17	Estimate
ACCOUNTS PAYABLE		20,000	80,600	06/08/17	Estimate
PEBA - Health Insurance		18,000	62,600	06/08/17	ESTIMATED MAY PAYMENT
FARES	15,000		77,600	06/11/17	Estimate
5307 FEDERAL OPS	85,000		162,600	06/12/17	May Draw
5307 FEDERAL PM	55,000		217,600	06/12/17	May Draw
FUEL		15,000	202,600	06/14/17	Estimate
5307 FEDERAL CAPITAL EXP	91,000		293,600	06/15/17	Transit Center Draw
ACCOUNTS PAYABLE		20,000	273,600	06/15/17	Estimate
CNB 90-Day Short-Term Loan		100,000	173,600	06/15/17	Estimate
CNB 90-Day Short-Term Loan	100,000		273,600	06/30/17	Estimate
PAYROLL		110,000	163,600	06/16/17	Estimated with Holiday
FARES	15,000		178,600	06/18/17	
ACCOUNTS PAYABLE		25,000	153,600	06/22/17	
FARES	15,000		168,600	06/25/17	
FUEL		15,000	153,600	06/28/17	ESTIMATED
SC Pension		39,000	114,600	06/28/17	
5307 FEDERAL OPS	42,500		157,100	06/29/17	June Draw (possibly Partial)
5307 FEDERAL PM	26,500		183,600	06/29/17	June Draw (possibly Partial)
ACCOUNTS PAYABLE		15,000	168,600	06/30/17	
PAYROLL		110,000	58,600	06/30/17	
Workers' Compensation Insurance		10,000	48,600	07/01/17	Estimated June Payment
FARES	15,000		63,600	07/02/17	
ACCOUNTS PAYABLE		25,000	38,600	07/07/17	
PEBA - Health Insurance		18,000	20,600	07/08/17	ESTIMATED MAY PAYMENT
FARES	15,000		35,600	07/09/17	
GEORGETOWN	117,500		153,100	07/10/17	FY18 FUNDING, 1ST QTR, ESTIMATE
MYRTLE BEACH	82,500		235,600	07/10/17	FY18 FUNDING, 1ST QTR, ESTIMATE
FUEL		15,000	220,600	07/13/17	ESTIMATED
ACCOUNTS PAYABLE		20,000	200,600	07/14/17	
PAYROLL		115,000	85,600	07/14/17	ESTIMATE WITH HOLIDAY
HORRY COUNTY	263,750		349,350	07/15/17	FY18 FUNDING, 1ST QTR, ESTIMATE
FARES	15,000		364,350	07/16/17	
5307 FEDERAL OPS	42,500		406,850	07/20/17	June Draw (remaining)

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY

DBA THE COAST RTA

CASH REQUIREMENTS

5/21/2017

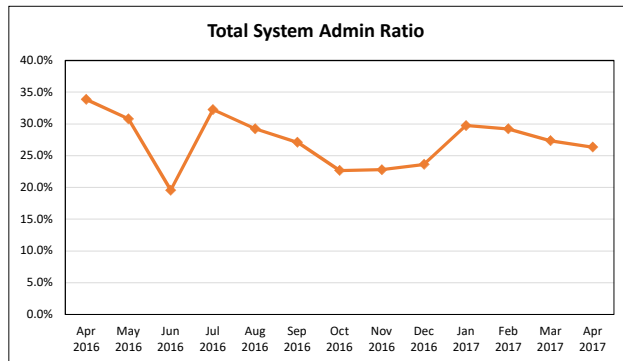
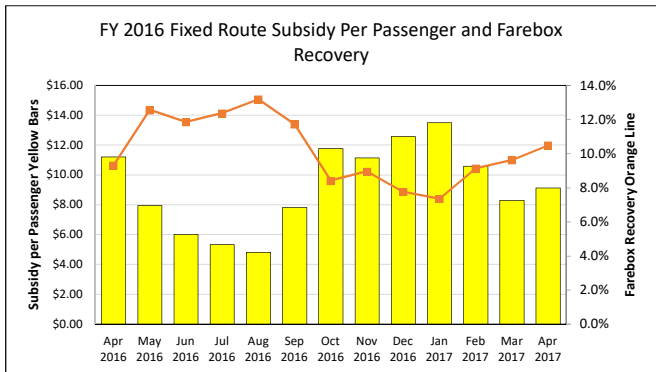
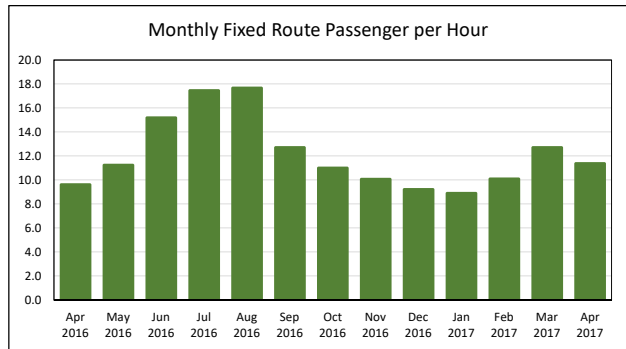
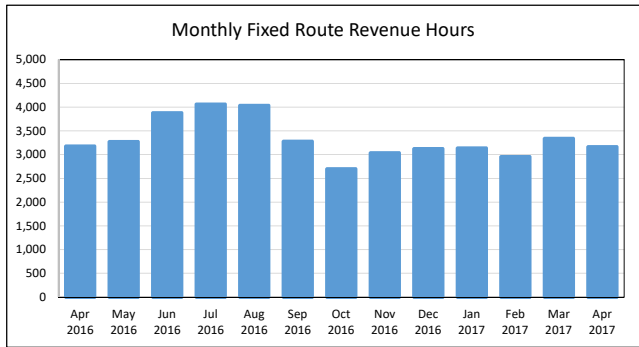
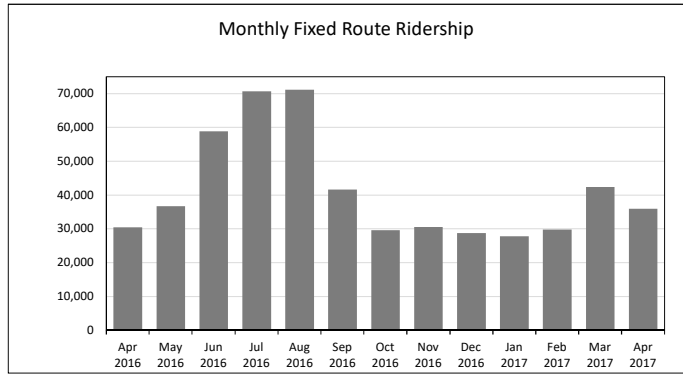
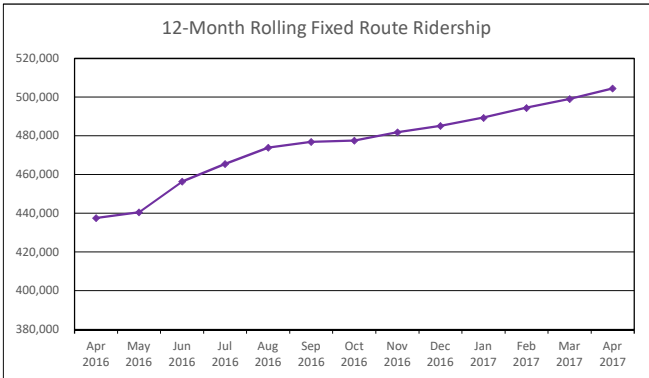
	Income	Expense	Balance	Date	Notes
Cash Balance			75,600	04/12/17	
5307 FEDERAL PM	26,500		433,350	07/20/17	June Draw (remaining)
CNB 90-Day Short-Term Pay-off		150,000	283,350	07/20/17	Estimate
ACCOUNTS PAYABLE		20,000	263,350	07/21/17	
FARES	15,000		278,350	07/23/17	
ACCOUNTS PAYABLE		20,000	258,350	07/28/17	
FUEL		15,000	243,350	07/28/17	
PAYROLL		110,000	133,350	07/28/17	
SC Pension		39,001	94,349	07/28/17	
FARES	15,000		109,349	07/30/17	

Key Performance Indicators - Fixed Route

Fixed Route Measures	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	12-Month Total
Ridership	30,508	36,776	58,936	70,759	71,227	41,677	29,647	30,568	28,766	27,874	29,811	42,476	35,971	504,488
Revenue Hours	3,176	3,271	3,881	4,058	4,035	3,278	2,696	3,036	3,124	3,139	2,954	3,341	3,161	39,974
Total Hours	3,419	3,541	4,166	4,361	4,321	3,487	2,868	3,205	3,285	3,301	3,102	3,518	3,302	42,457
Revenue Miles	68,420	72,038	79,297	80,886	80,605	70,461	58,303	67,992	69,965	70,404	66,328	72,715	70,056	859,050
Total Miles	76,579	78,928	85,914	87,723	87,154	75,435	62,488	72,410	74,333	74,607	70,107	77,179	73,878	920,156
Accidents	0	1	6	2	2	0	1	5	1	0	0	1	0	19
Breakdowns	2	6	5	6	6	5	5	4	3	2	1	0	1	44
Complaints	1	3	1	2	0	2	1	2	6	4	1	2	2	26
Transit Expense	\$194,322	\$173,064	\$216,442	\$225,143	\$201,248	\$179,869	\$178,120	\$212,744	\$203,496	\$201,244	\$189,716	\$223,780	\$216,899	\$2,421,764
Maintenance Expense	\$87,706	\$82,867	\$120,096	\$100,792	\$105,501	\$110,811	\$132,693	\$91,873	\$114,064	\$112,117	\$79,041	\$82,443	\$73,771	\$1,206,069
Administrative Expense	<u>\$95,473</u>	<u>\$78,768</u>	<u>\$65,920</u>	<u>\$105,089</u>	<u>\$89,692</u>	<u>\$78,782</u>	<u>\$70,436</u>	<u>\$69,480</u>	<u>\$75,046</u>	<u>\$93,269</u>	<u>\$78,528</u>	<u>\$83,756</u>	<u>\$76,633</u>	<u>\$965,399</u>
Total Operating Expenses	\$377,500	\$334,699	\$402,457	\$431,024	\$396,440	\$369,462	\$381,249	\$374,097	\$392,606	\$406,630	\$347,285	\$389,979	\$367,303	\$4,593,232
Fare Revenues	\$35,181	\$42,055	\$47,730	\$53,350	\$52,292	\$43,321	\$32,087	\$33,523	\$30,527	\$29,925	\$31,763	\$37,542	\$38,548	\$472,663

Efficiency Metrics	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	12-Month Total
O & M Expense per Hour (No Admin)	\$88.80	\$78.24	\$86.71	\$80.32	\$76.02	\$88.68	\$115.29	\$100.33	\$101.65	\$99.83	\$90.97	\$91.65	\$91.95	\$90.75
Average Fare	\$1.15	\$1.14	\$0.81	\$0.75	\$0.73	\$1.04	\$1.08	\$1.10	\$1.06	\$1.07	\$1.07	\$0.88	\$1.07	\$0.94
Farebox Recovery	9.3%	12.6%	11.9%	12.4%	13.2%	11.7%	8.4%	9.0%	7.8%	7.4%	9.1%	9.6%	10.5%	10.3%
Subsidy per Passenger	\$11.22	\$7.96	\$6.02	\$5.34	\$4.83	\$7.83	\$11.78	\$11.14	\$12.59	\$13.51	\$10.58	\$8.30	\$9.14	\$8.17
Maintenance Cost per Mile	\$1.15	\$1.05	\$1.40	\$1.15	\$1.21	\$1.47	\$2.12	\$1.27	\$1.53	\$1.50	\$1.13	\$1.07	\$1.00	\$1.31
Deadhead Ratio (Miles)	12%	10%	8%	8%	8%	7%	7%	6%	6%	6%	6%	6%	5%	7%
Administrative Ratio	34%	37%	26%	32%	29%	27%	23%	23%	24%	30%	29%	27%	26%	27%

Effectiveness Metrics	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	12-Month Total
Passengers per Hour	9.6	11.2	15.2	17.4	17.7	12.7	11.0	10.1	9.2	8.9	10.1	12.7	11.4	12.6
Mean Distance between Accidents	N/A	78,928	14,319	43,862	43,577	N/A	62,488	14,482	74,333	N/A	N/A	77,179	N/A	48,429
Mean Distance between Breakdowns	38,290	13,155	17,183	14,621	14,526	15,087	12,498	18,103	24,778	37,304	70,107	N/A	73,878	20,913
Complaints per 1,000 Riders	0.033	0.082	0.017	0.028	0.000	0.048	0.034	0.065	0.209	0.144	0.034	0.047	0.056	0.148
On-Time Performance	91%	92%	85%	81%	87%	90%	89%	92%	96%	95%	97%	95%	92%	88%

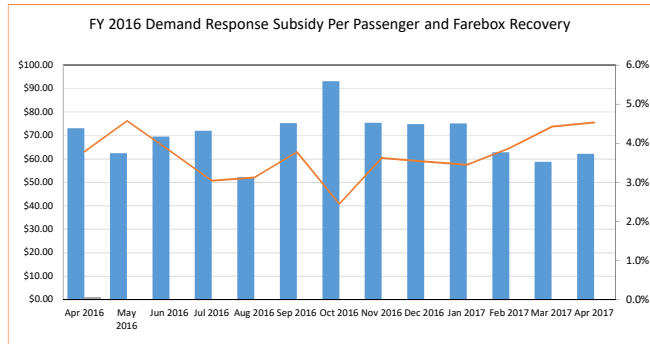
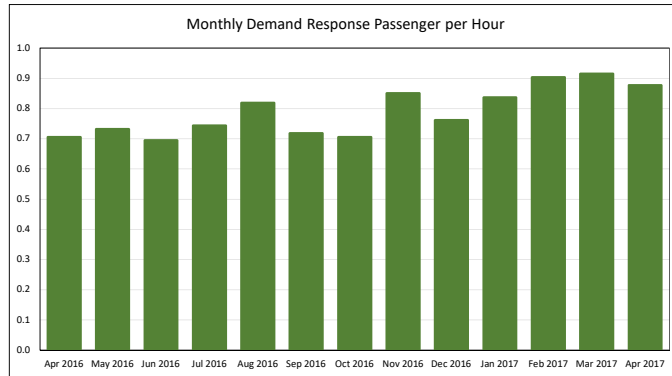
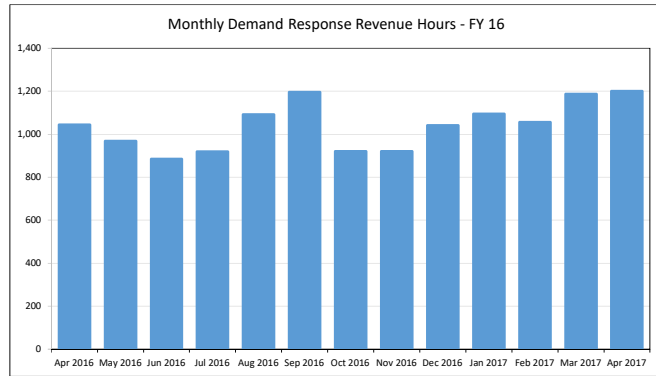
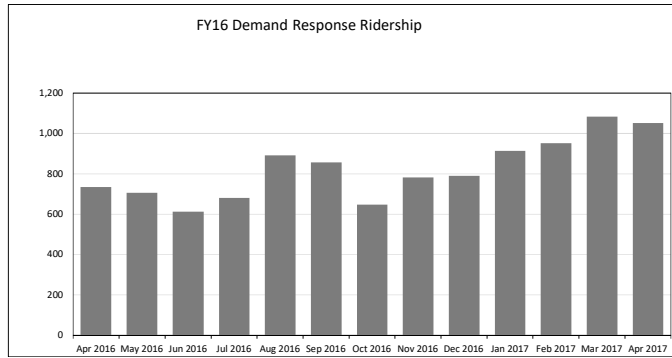
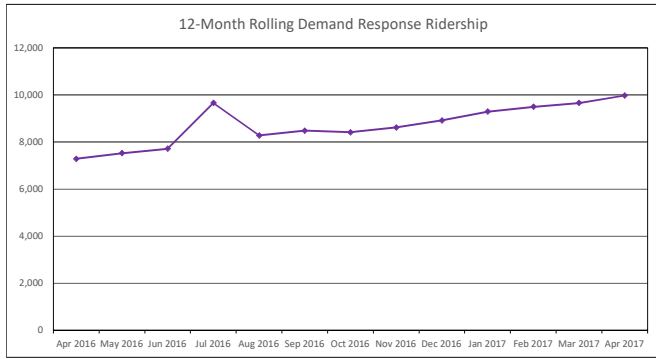


Key Performance Indicators - Demand Response

Demand Response Measures	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	12-Month Total
Ridership	923	735	707	613	682	892	857	648	782	791	915	953	1,084	1,052	9,976
Revenue Hours	1,101	1,042	966	883	917	1,090	1,194	919	919	1,039	1,093	1,055	1,185	1,199	12,460
Total Hours	1,293	1,252	1,152	1,089	1,113	1,265	1,400	1,114	1,114	1,270	1,293	1,206	1,361	1,365	14,742
Revenue Miles	13,901	13,223	11,325	9,883	11,243	14,570	15,179	11,017	13,668	13,001	14,455	13,851	15,567	16,578	160,337
Total Miles	16,831	16,217	14,576	13,785	14,373	18,332	19,006	14,052	17,221	16,724	18,027	16,490	18,582	0	181,168
Accidents	0	1	2	0	1	0	0	0	1	2	0	0	0	0	6
Breakdowns	1	0	2	2	0	0	0	0	0	0	0	0	0	0	4
Complaints	0	0	0	0	0	0	0	0	1	0	0	1	1	0	3
Paratransit Expense	\$26,779	\$31,164	\$26,174	\$26,570	\$30,418	\$27,034	\$38,608	\$39,290	\$38,420	\$38,423	\$38,849	\$35,978	\$40,443	\$42,615	\$422,823
Maintenance Expense	\$13,148	\$10,565	\$10,729	\$10,570	\$8,106	\$10,177	\$14,162	\$11,138	\$11,377	\$11,219	\$14,307	\$11,443	\$11,098	\$10,776	\$135,103
Administrative Expense	\$8,638	\$14,127	\$9,389	\$7,206	\$12,084	\$10,880	\$14,302	\$11,428	\$11,358	\$11,732	\$18,005	\$14,892	\$15,137	\$15,056	\$151,470
Total Operating Expenses	\$48,565	\$55,856	\$46,292	\$44,347	\$50,608	\$48,091	\$67,073	\$61,856	\$61,155	\$61,374	\$71,161	\$62,313	\$66,679	\$68,447	\$709,396
Fare Revenues	\$2,301	\$2,117	\$2,118	\$1,691	\$1,540	\$1,502	\$2,536	\$1,514	\$2,214	\$2,167	\$2,454	\$2,417	\$2,952	\$3,102	\$26,207

Efficiency Metrics	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	12-Month Total
O & M Expense per Hour	\$36.26	\$40.05	\$38.20	\$42.06	\$42.01	\$34.14	\$44.20	\$54.87	\$54.18	\$47.78	\$48.63	\$44.94	\$43.49	\$44.52	\$44.78
Average Fare	\$2.49	\$2.88	\$3.00	\$2.76	\$2.26	\$1.68	\$2.96	\$2.34	\$2.83	\$2.74	\$2.68	\$2.54	\$2.72	\$2.95	\$2.63
Farebox Recovery	4.7%	3.8%	4.6%	3.8%	3.0%	3.1%	3.8%	2.4%	3.6%	3.5%	3.4%	3.9%	4.4%	4.5%	3.7%
Subsidy per Passenger	\$50.12	\$73.11	\$62.48	\$69.58	\$71.95	\$52.23	\$75.31	\$93.12	\$75.37	\$74.85	\$75.09	\$62.85	\$58.79	\$62.12	\$68.48
Deadhead Ratio (Miles)	21%	23%	29%	39%	28%	26%	25%	28%	26%	29%	25%	19%	19%	-100%	13%
Administrative Ratio	22%	34%	25%	19%	31%	29%	27%	23%	23%	24%	34%	31%	29%	28%	27%

Effectiveness Metrics	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	12-Month Total
Passengers per Hour	0.84	0.71	0.73	0.69	0.74	0.82	0.72	0.71	0.85	0.76	0.84	0.90	0.91	0.88	0.80
Mean Distance between Accidents	n/a	16,217	7,288	#DIV/0!	14,373	#DIV/0!	#DIV/0!	#DIV/0!	17,221	8,362	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	30,195
Mean Distance between Breakdowns	16,831	n/a	7,288	6,893	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	45,292
Complaints per 1,000 Riders	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.3	0.0	0.0	1.0	0.9	0.0	0.3
On-Time Performance	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%



Coast RTA						
FY17 Grant Draw-Down Schedules						
04/30/17						
***** 5307 Federal Urban - Grant # SC-2016-017 *****						
	Admin & Operating	ADA Admin & Operating	Preventative Maintenance	Capital Expenditures	Totals	Comments
FY17 Grant (submitted)	\$ 1,190,805	\$ -	\$ 1,126,874	\$ 284,000	\$ 2,601,679	
FY16 Carryover	\$ 61,023	\$ -	\$ (129,640)	\$ 12,800	\$ (55,817)	Drawn before Aug
FY16 Carryover	\$ 133,936	\$ -	\$ -	\$ -	\$ 133,936	Drawn after July
Total Available for FY17	\$ 1,385,764	\$ -	\$ 997,234	\$ 296,800	\$ 2,679,798	
Monthly Draws:						<u>Month Drawn</u>
July 2016	\$ 73,368	\$ 18,699	\$ 72,111	\$ 33,877	\$ 198,055	Aug+Nov 16
Aug 2016	\$ 65,164	\$ 17,593	\$ 72,809	\$ -	\$ 155,566	Sept 16
Sept 2016	\$ 56,527	\$ (36,292)	\$ 72,062	\$ -	\$ 92,297	Oct/Nov 16
Oct 2016	\$ 68,221	\$ -	\$ 77,399	\$ -	\$ 145,620	Nov 16
Nov 2016	\$ 80,029	\$ -	\$ 65,025	\$ -	\$ 145,054	Dec 16
Dec 2016	\$ 82,228	\$ -	\$ 72,885	\$ -	\$ 155,113	Jan 17
Jan 2017	\$ 84,988	\$ -	\$ 72,719	\$ -	\$ 157,707	Feb 17
Feb 2017	\$ 72,387	\$ -	\$ 53,036	\$ -	\$ 125,423	Mar 17
Mar 2017	\$ 83,038	\$ -	\$ 56,591	\$ 42,715	\$ 182,344	Apr 17
Apr 2017	\$ 82,219	\$ -	\$ 46,861	\$ -	\$ 129,080	May 17
May 2017	\$ -	\$ -	\$ -	\$ -	\$ -	
June 2017	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal Draws	\$ 748,169	\$ -	\$ 661,498	\$ 76,592	\$ 1,486,259	
Remaning Balance	\$ 637,595	\$ -	\$ 335,736	\$ 220,208	\$ 1,193,539	
% Expended	53.99%	0.00%	66.33%	25.81%	55.46%	
% Time Elapsed	66.67%	66.67%	66.67%	66.67%	66.67%	

***** 5311 Federal Rural - Grant # PT-70911-22 *****						
	Preventative Maintenance	Capital Expenditures	Admin	Totals	Comments	
FY17 Grant (submitted)	\$ 228,540	\$ 294,764	\$ -	\$ 198,320	\$ 721,624	FY17 Grant
FY16 Carryover	\$ -	\$ -	\$ -	\$ -	\$ -	
FY16 Carryover	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Available for FY17	\$ 228,540	\$ 294,764	\$ -	\$ 198,320	\$ 721,624	
Monthly Draws:						<u>Month Drawn</u>
July 2016	\$ 35,047	\$ 31,443	\$ -	\$ 23,771	\$ 90,261	Aug 16
Aug 2016	\$ 31,672	\$ 32,067	\$ -	\$ 22,509	\$ 86,248	Sept 16
Sept 2016	\$ 34,278	\$ 37,990	\$ -	\$ 23,533	\$ 95,801	Oct 16
Oct 2016	\$ 34,322	\$ 41,183	\$ -	\$ 21,824	\$ 97,329	Nov 16
Nov 2016	\$ 39,524	\$ 33,204	\$ -	\$ 24,916	\$ 97,644	Dec 16
Dec 2016	\$ 41,020	\$ 38,588	\$ -	\$ 24,864	\$ 104,472	Jan 17
Jan 2017	\$ 12,677	\$ 38,320	\$ -	\$ 24,977	\$ 75,974	Feb 17
Feb 2017	\$ -	\$ 28,183	\$ -	\$ 18,408	\$ 46,591	Mar 17
Mar 2017	\$ -	\$ 13,786	\$ -	\$ 13,518	\$ 27,304	Apr 17
Apr 2017	\$ -	\$ -	\$ -	\$ -	\$ -	
May 2017	\$ -	\$ -	\$ -	\$ -	\$ -	
June 2017	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal Draws	\$ 228,540	\$ 294,764	\$ -	\$ 198,320	\$ 721,624	
Remaning Balance	\$ -	\$ -	\$ -	\$ -	\$ -	
% Expended	100.00%	100.00%		100.00%	100.00%	
% Time Elapsed	83.33%	83.33%		83.33%	83.33%	

***** 5307 State Urban SMTF - Grant # 70999-55 *****						
	Operating	TBD	Preventative Maintenance	Capital Expenditures	Totals	Comments
FY17 Grant (submitted)	\$ 99,326	\$ -	\$ -	\$ -	\$ 99,326	
Monthly Draws:						<u>Month Drawn</u>
July 2016	\$ 78,043	\$ -	\$ -	\$ -	\$ 78,043	Aug 16
Aug 2016	\$ 21,283	\$ -	\$ -	\$ -	\$ 21,283	Sept 16
Sept 2016	\$ -	\$ -	\$ -	\$ -	\$ -	
Oct 2016	\$ -	\$ -	\$ -	\$ -	\$ -	
Nov 2016	\$ -	\$ -	\$ -	\$ -	\$ -	
Dec 2016	\$ -	\$ -	\$ -	\$ -	\$ -	
Jan 2017	\$ -	\$ -	\$ -	\$ -	\$ -	
Feb 2017	\$ -	\$ -	\$ -	\$ -	\$ -	
Mar 2017	\$ -	\$ -	\$ -	\$ -	\$ -	
Apr 2017	\$ -	\$ -	\$ -	\$ -	\$ -	
May 2017	\$ -	\$ -	\$ -	\$ -	\$ -	
June 2017	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal Draws	\$ 99,326	\$ -	\$ -	\$ -	\$ 99,326	
Remaning Balance	\$ -	\$ -	\$ -	\$ -	\$ -	
% Expended	100.00%				100.00%	
% Time Elapsed	83.33%				83.33%	

***** 5311 State Rural - Grant # PT-70911-22 *****					
	Preventative Maintenance	Capital Expenditures	Admin	Totals	Comments
FY17 Grant (submitted)	\$ 205,348	\$ 37,562	\$ -	\$ 242,910	FY17 Grant
Monthly Draws:					<u>Month Drawn</u>
July 2016	\$ 35,046	\$ 7,861	\$ -	\$ 42,907	Aug 16
Aug 2016	\$ 31,671	\$ 8,017	\$ -	\$ 39,688	Sept 16
Sept 2016	\$ 34,278	\$ 9,498	\$ -	\$ 43,776	Oct 16
Oct 2016	\$ 34,322	\$ 10,296	\$ -	\$ 44,618	Nov 16
Nov 2016	\$ 39,524	\$ 1,890	\$ -	\$ 41,414	Dec 16
Dec 2016	\$ 30,507	\$ -	\$ -	\$ 30,507	Jan 17
Jan 2017	\$ -	\$ -	\$ -	\$ -	
Feb 2017	\$ -	\$ -	\$ -	\$ -	
Mar 2017	\$ -	\$ -	\$ -	\$ -	
Apr 2017	\$ -	\$ -	\$ -	\$ -	
May 2017	\$ -	\$ -	\$ -	\$ -	
June 2017	\$ -	\$ -	\$ -	\$ -	
Subtotal Draws	\$ 205,348	\$ 37,562	\$ -	\$ 242,910	
Remaning Balance	\$ -	\$ -	\$ -	\$ -	
% Expended	100.00%	100.00%		100.00%	
% Time Elapsed	83.33%	83.33%		83.33%	

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. MAY2017-12**

APPROVAL OF REVISIONS TO PROCUREMENT MANUAL

A motion of the Board of the Waccamaw Regional Transportation Authority to revise the Procurement Manual as suggested during the Financial Management Oversight (FMO) and Triennial.

Background:

In maintaining compliance, it has been determined that the Authority should revise the current Procurement Manual. The policy revisions further clarify and/or add additional language necessary for full compliance. Section 19.8, Environmental and Energy Efficiency Preferences has been added; Section 20.0, Attachments has been revised; and the following has been removed: "Fair and Reasonable Determination form was removed from Attachments. This information is clearly documented in the Price Analysis or Cost Analysis for large purchases exceeding \$2,500 or on the Requisition for small purchases.

Motion:

It is hereby moved by the Board of the Waccamaw Regional Transportation Authority that the Board of Directors approves and adopts the Procurement Manual, accepting the changes as attached herein.

Requested by: _____
Brian Piascik, General Manager/Secretary-Treasurer

APPROVED by the Waccamaw Regional Transportation Board of Directors at the regular meeting thereof, held on, May 31, 2017.

ATTEST:

Joseph Lazzara, Board Chair

Robert Sheehan, Ph.D., Board Vice Chair

Katharine D'Angelo

Ivory Wilson

Wilbert G. James

Lillie Jean Johnson

Sid Blackwelder

Debbie Gasque

Bernard Silverman

Marvin Keene, Ph.D.

Darrell Eickhoff

Revisions to Procurement Manual Narrative:

Revised/Updated:

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Added:

19.8 Environmental and Energy Efficiency Preferences

19.8 Environmental and Energy Efficiency Preferences

The Authority seeks a preference and will to the extent practicable and economically feasible, procure products and services that are renewable, conserve natural resources, protect the environment, and are energy efficient. Energy-efficient product and service procurement activities can produce significant energy, environmental, economic, and other benefits to the Authority. Environmental friendly products and services support and protect the environment.

- When contracting for services or construction, the Authority shall include the provisions of energy-consuming products, and shall specify the use of energy-efficient products that comply with the applicable requirements listed in the ENERGY STAR® Program of Federal Energy Management Program (FEMP).
- The Authority is not required to procure an ENERGY STAR® or FEMP-designated product if the head of the agency determines in writing that:
 - a) No ENERGY STAR® or FEMP-designated product is reasonably available that meets the functional requirements of the agency; or
 - b) No ENERGY STAR® or FEMP-designated product is cost effective over the life of the product taking energy cost savings into account.
- WRTA is accountable to the public for its environmental stewardship. WRTA shall work to comply with environmental requirements and take all necessary actions to prevent, control and abate environmental pollution. This environmental protection language shall be required of all contractors.

Revised Attachments:

All attachments excluding Requisition are now indicated as "SAMPLE," so we will not be restricted from utilizing any other format for the process.

20.0 ATTACHMENTS

- A. Procurement Checklist
- B. Independent Cost Estimate
- C. Responsibility Determination Form
- D. Statement of Work Template
- E. Sole Source Justification Form
- F. Cost Analysis Form
- G. Price Analysis
- H. Procurement Summary
- I. Procurement Decision Matrix
- J. Change Order Review Checklist

Removed:

Fair and Reasonable Determination form was removed from Attachments. This information is clearly documented in the Price Analysis or Cost Analysis for large purchases exceeding \$2,500 or on the Requisition for small purchases.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. MAY2017-13**

**APPROVAL TO ALLOW THE FINANCE COMMITTEE TO ACCEPT THE
MAY FINANCIALS**

A motion of the Board of the Waccamaw Regional Transportation Authority allowing the Finance Committee to accept the May financials due to timing issue for submitting invoice to Horry County to receive funds.

Background:

In order to receive funds from Horry County in a timely manner, May 2017 financials must be received by Horry County prior to the monthly board meeting on June 28, 2017. Therefore, the May financials must be accepted and an invoice submitted.

Motion:

It is hereby moved by the Board of the Waccamaw Regional Transportation Authority that the Board of Directors gives approval to allow the Finance Committee to accept the May financials.

Requested by: _____
Brian Piascik, General Manager/Secretary-Treasurer

APPROVED by the Waccamaw Regional Transportation Board of Directors at the regular meeting thereof, held on May 31, 2017.

ATTEST:

Joseph Lazzara, Board Chair

Robert Sheehan, Ph.D., Board Vice Chair

Katharine D'Angelo

Ivory Wilson

Wilbert G. James

Lillie Jean Johnson

Sid Blackwelder

Debbie Gasque

Bernard Silverman

Marvin Keene, Ph.D.

Darrell Eickhoff

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. MAY2017-14**

**AUTHORIZATION FOR BOARD CHAIRMAN TO EXECUTE
HORRY COUNTY FUNDING AGREEMENTS**

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the Chairman of the Board to execute the FY18 Funding Agreements with Horry County.

Background:

The County has passed Ordinance No. 31-17, approving the Funding Agreements between Horry County and Coast RTA for Fiscal Year 2018. 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 14, 2017	\$ 263,750
2) October 13, 2017	\$ 263,750
3) January 15, 2018	\$ 263,750
4) April 13, 2018	<u>\$ 263,750</u>
Total	<u>\$1,055,000</u>

In addition, County Council approved a one-time appropriation of \$1,000,000 for the purposes of providing local match for state and federal grants used to acquire buses and similar rolling stock used in the provision of a fixed bus route service for Horry County, a valid public purpose under the laws of the State of South Carolina. This sum has been designated in Ordinance No. 31-17, the County's FY2018 Budget Ordinance.

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 FY2018 funds in the amount of \$1,055,000 from Horry County for mass public transportation services and the additional one-time appropriation of \$1,000,000, disbursement of which is contingent upon the terms and conditions contained therein to be paid in multiple payments for the Agency

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 May 31, 2017.

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

Debbie Gasque

Marvin Keene, Ph.D

Darrell Eickhoff



County Council Decision Memorandum

Horry County, South Carolina

Date: May 25, 2017
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 Agreements

ISSUE

Pursuant to the requirements of the budget ordinance, the County needs to approve two COAST RTA Funding Agreements for FY 17-18.

BACKGROUND

The County Council appropriated \$1,055,000 in its FY 2017-18 budget for mass transportation. In addition, Council has provided in Section 13 of the County's FY 2017-18 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 several revisions.

- 1) Consolidates language on the requirement for an annual audit and financial statements that were required in two sections of the document previously.
- 2) Consolidates language on the requirement to have Transportation Plan that were required in two sections of the document previously.
- 3) Requires a report by September 30 on its progress to resolving the findings from its FMO and replaces language require the agency to complete one now that the FMO has been done.
- 4) Revises language to require a procurement code in effect at all times and deletes language that the County to clear any contracts the agency enters into with third parties.

In addition, County Council approved a one-time appropriation of \$1,000,000 for the purposes of providing match for grants used to acquire buses and other rolling stock. A separate funding agreement has been developed governing the provision of those funds. The agreement provides the County will provide reimbursement for local match on grants approved by SCDOT and the USDOT to COAST RTA. As it is anticipated the time necessary to acquire buses will exceed the timing of the fiscal year, a second agreement has been developed.

RECOMMENDATION

Staff recommends approval of the Funding Agreements as proposed.

STATE OF SOUTH CAROLINA)
COUNTY OF Horry)

COAST RTA FUNDING AGREEMENT

This agreement is entered into on the 1st day of July, 2017 by and between Horry County, a body politic (hereinafter "the County"), and Waccamaw Regional Transportation Authority d/b/a The Coast RTA, (hereinafter "the Agency" or "Coast RTA"), for the purpose of regulating the funding of Coast RTA by the County.

1. The County has appropriated the sum of \$1,055,000.00, disbursement of which is contingent upon the terms and conditions contained herein, to be paid in multiple payments for the Agency to use for the express purpose of providing a fixed bus route service for Horry County, a valid public purpose under the laws of the State of South Carolina. The sum has been designated in Ordinance No. 31-17, the County's FY 2018 Budget Ordinance.
2. The Agency hereby expressly agrees to the terms and conditions contained in this Agreement, and no disbursements will be made unless and until those terms and conditions are satisfied. The anticipated disbursement schedule is as follows :

1) July 14, 2017	\$ 263,750
2) October 13, 2017	\$ 263,750
3) January 15, 2018	\$ 263,750
4) April 13, 2018	<u>\$ 263,750</u>
Total	<u>\$1,055,000</u>

NOTE: Agency shall request disbursements in writing no less than fifteen (15) days prior to anticipated disbursement date. Each request, which will be in the form of a notarized Draw Request to be approved by the County Administrator, will contain in specific detail the purpose(s) for each dollar requested, to include anticipated use, description of any associated project, identity of any third party agency involvement, dates of anticipated expenditure, and a description of all laws, regulations, grant assurances, and terms and conditions attendant to the use of such funds and a certification that each such law, regulation, grant assurance, term and condition has or will be appropriately complied with. County Council may elect to provide anticipated disbursements, provide partial disbursements, or withhold disbursements, in its discretion, based upon compliance by Coast RTA with the terms and conditions of this Agreement.

3. Coast RTA will provide the County a written report by September 30, 2017 updating the progress of COAST RTA in addressing the findings from the FTA Full Scope Financial Management Overview (FMO) System Review completed in 2016.
4. 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 its audit of Federal Financial Assistance required under OMB Circular A-133, and all auditor communications relating to matters of concern, including management letters and communications regarding material weaknesses in internal controls, significant deficiencies in internal controls, and instances of noncompliance with grants, funding agreements, debt covenants, or other contracts. Agency shall provide draft Financial Statement by December 31st following the fiscal year-end. Supporting documentation that may be requested by the County as a result of the monthly review of the financial statements.
- c. The approved FY 2018 detailed budget including Capital Improvement Plan and Business Plan adopted by the Coast RTA Board of Directors is to be provided by September 15, 2017.
- d. The FY 2019 draft budget is to be provided by June 30, 2018. 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).

- e. 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.
 - f. 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.
 - g. 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.
 - h. 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.
 - i. 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.
 - j. 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.
5. 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.
6. 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.

7. 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.
8. 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, 2017. 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.
9. The Agency 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.
10. 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.
11. 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.
12. 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.

13. 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 the South Carolina 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

STATE OF SOUTH CAROLINA)
COUNTY OF Horry)

COAST RTA CAPITAL FUNDING AGREEMENT

This agreement is entered into on the 1st day of July, 2017 by and between Horry County, a body politic (hereinafter "the County"), and Waccamaw Regional Transportation Authority d/b/a The Coast RTA, (hereinafter "the Agency" or "Coast RTA"), for the purpose of regulating the funding of Coast RTA by the County.

1. The County has appropriated the sum of \$1,000,000.00, disbursement of which is contingent upon the terms and conditions contained herein, to be paid in multiple payments for the Agency to use for the express purpose of providing local match for state and federal grants used to acquire buses and similar rolling stock used in the provision of a fixed bus route service for Horry County, a valid public purpose under the laws of the State of South Carolina. The sum has been designated in Ordinance No. 31-17, the County's FY 2018 Budget Ordinance.
2. The Agency shall use funds appropriated by the County for the express purpose of providing local match to acquire buses and other similar rolling stock through federal and state grants. The Agency hereby expressly agrees to the terms and conditions contained in this Agreement, and no disbursements will be made unless and until those terms and conditions are satisfied.
3. The Agency shall provide to the County all grant applications, award notifications grantor monitoring reports, and all correspondence related to each grant in which the funds appropriated by the County shall be used as match. Prior to submission of a grant application, the County Administrator or his designee shall approve the use of the funds appropriated by the County as local match.
4. The Agency shall procure all items associated with the funds appropriated by the County through the Agency's approved procurement policy and abide by all terms and conditions required by the grant agreements the Agency has entered.
5. The Agency shall request disbursements in writing no less than fifteen (15) days prior to anticipated disbursement date. Each request, which will be in the form of a Draw Request to be approved by the County Administrator, will contain the invoice to which the draw shall be applied and shall reference the grant used as match.
6. The County has appropriated the funds in FY 2018. If funds have not been disbursed to the Agency by June 30, 2019, the Agency may request to the County a re-appropriation of the remaining balance until all funds have been expended. This is subject to future appropriation by County Council.
7. Assets acquired through this agreement shall be used solely for the provision of mass transportation in the Agency's service area. In the event the Agency

declares the asset to be surplus or non-operable, the Agency may dispose of the asset through methods permitted by its policies and procedures. Any residual or salvage value rendered to the Agency from the disposal must be applied to the purchase of acquiring buses or other similar rolling stock, or shall be refunded to the County in proportion to the amount to which the County's appropriation was used in the purchase of the asset.

8. 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.
9. 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, 2017. 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. 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.
11. 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.
12. 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.

13. The Agency agrees that the above referenced funding shall be used for capital expenditures and shall not be used for debt service associated with the obligations payable to the Federal Transit Administration or the South Carolina 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