

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY d/b/a
THE COAST RTA
REGULAR BOARD OF DIRECTORS MEETING
MARCH 1, 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
7. APPROVAL OF MINUTES
8. SERVICE/PAC COMMITTEES REPORT – Nothing To Report
9. FINANCE COMMITTEE REPORT
 - January Financials
 - Audit Update
 - FMO Update
 - Budget Revision Discussion
10. GENERAL MANAGER’S REPORT
11. APPROVAL OF RESOLUTIONS
12. EXECUTIVE SESSION
13. OLD BUSINESS
14. NEW BUSINESS
15. ANNOUNCEMENTS
16. ADJOURNMENT

**THE NEXT BOARD OF DIRECTORS MEETING WILL BE HELD WEDNESDAY, MARCH 29, 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							
Blackwelder, Sid	X	X	X							
Eickhoff, Darrell	X	X	X							
Gasque, Debbie		X	X							
James, Wilbur G.	E	E	E							
Johnson, Lillie Jean	X**	E	X							
Keene, Marvin, Ph.D. CFA	X	X	X							
Lazzara, Joseph	X	X	X							
Ottwell, Chuck	X									
Sheehan, Rob, Ph.D.	E	X	E							
Silverman, Bernard	X	X	X							
Wilson, Ivory	X	X	X							

X = In Attendance

A = Absent

E = Excused Absence

* = Arrived after roll call

**= In attendance via conference call

UPDATED 11/4/16

THE COAST RTA-WACCAMAW RTA BOARD OF DIRECTORS MEETING
WEDNESDAY, JANUARY 25, 2017
9:30 AM

Board Present: Joseph Lazzara
Sid Blackwelder
Marvin Keene
Ivory Wilson
Darrell Eickhoff
Katharine D'Angelo
Bernard Silverman
Deb Gasque

Staff Present: Brian Piascik, General Manager/CEO
Lynette Nobles, Executive Assistant/Board Liaison
Michelle Cantey, Marketing Manager
Doug Herriott, Transportation Manager
Disheena Chandler, Staff

Visitors: Nicholas Twigg, Citizen

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 January 23, 2017.

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

INVOCATION/PLEDGE OF ALLEGIANCE: Mr. Lazzara 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 Dr. Twigg

PUBLIC COMMENT: (3-minute limit)

EMPLOYEE RECOGNITION: Disheena Chandler, Customer Service Representative working with scheduling Paratransit utilizing RouteMatch, was introduced to the board by Doug Herriott, Transportation Manager. Mr. Silverman commended Doug for the buses being on time.

APPROVAL OF MINUTES: There was a motion and a second to approve the minutes from the October board meeting. It was suggested that a sir name (Abdullah) be added for Mustafa. A voice vote was taken, with no nays being heard, the minutes were approved.

APPROVAL OF CONSENT AGENDA:

- Resolution No. JAN2017-01 Authorization to file grant applications with SCDOT and FTA (5311)
- Resolution No. JAN2017-02 Authorization to request FY18 funding from local governments
- Resolution No. JAN2017-03 Authorization to enter into agreement with the City of Myrtle Beach for transfer of ownership of the Myrtle Beach Transit Center (MBTC)
- Resolution No. JAN2017-04 Authorization to enter into agreement Subcontractor for the Cleaning Services for the MB Transit Center

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

Mr. Piascik shared that the guest for the Executive Session has not arrived and suggested that we continue with the agenda until such time as he arrives.

COMMITTEE REPORTS

SERVICE/PAC COMMITTEE: Mr. Piascik reported that ridership is up between 15% and 16%. Mr. Silverman asked about the opening of the transfer center. Mr. Piascik shared that there will be a soft opening with a ribbon cutting ceremony at a later date. Mr. Silverman asked if we plan to inform the press and the public. Mr. Piascik added that we will and will have Customer Appreciation Day. Mr. Silverman asked if there will be a manager there. Mr. Piascik shared that the center will be staffed and a bus will be staged there. Mr. Wilson stated that he had gone by the transit center and there was someone lying on one of the benches. Mr. Piascik said that the benches we ordered have not arrived yet and they do have dividers so people will not be able to lay on them.

Regarding DBE's, we are required to set an annual goal each year. We have to report semi-annually as to the amount for DBE's and what percentage of our goal that amount represents.

Regarding PAC – SAG will be meeting in February to rejuvenate the Secret Shopper program. We made Title VI update and are having translations done.

Mr. Piascik reported that he's been on the road a lot meeting with funding partners and attended the Legislative Reception in Columbia.

There was a discussion regarding the issue of the color of the yellow on buses.

The Martin Luther King, Jr. Day events went very well. The DBE workshop didn't go as well as Mr. Piascik had hoped. The event is growing.

EXECUTIVE SESSION: There was a motion and a second that the board enter into Executive Session to discuss a personnel issue and legal issue at 9:59 AM. Voice vote was taken; no nays being heard, the motion passed.

At 10:50 AM, there was a motion and a second that the board come out of Executive Session. Voice vote was taken; no nays being heard, the motion passed. During Executive Session, no votes were taken and no decisions were made.

FINANCE COMMITTEE: Dr. Keene reported that the committee met and reviewed the December financials. He added that there was some movement in salaries. The figure for Maintenance has crept up.

There are several factors going into that budget revision. Mr. Piascik had a conversation with FTA regarding strategy related to the FMO concerning ADA (reimbursement of which we took advantage, but didn't have set up in the grant correctly. That grant, which was before the current grant, is at \$0 and FTA wants to close it. However, in the FMO report, we responded that we would like to amend that grant to reflect what actually happened. It's a provision that we're allowed to take, we just did the paperwork incorrectly. The three (3) things that came back to us on the FMO have been the 3-day Rule, the timesheet/time clock issue, and fixed assets. Mr. Piascik reported that he will be editing three (3) of our responses. They did not say anything about the ADA thing. FTA did not kick back any issues with that particular finding. We're working on the grant for the feasibility study, to get it going again. In 5311 money, we're getting \$6,000 less than what we last received.

We'll probably get a budget revision to you next month.

We should be getting the audit report next month. We want to have the auditor come to the Finance Committee meeting to answer questions. The audit seems to be going well.

GENERAL MANAGER'S REPORT: Mr. Piascik stated that he covered all of his items in the Finance report.

OLD BUSINESS: Mr. Eickhoff commented on the colors for the buses.

NEW BUSINESS: None

ANNOUNCEMENTS: Ms. D'Angelo still has tickets for the fashion show.

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 11:30 AM.



FINANCIALS

January 31, 2016

FY 2017

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
TABLE OF CONTENTS
January 31, 2017**

Page 1	Table of Contents
Page 2-3	Income Statement
Page 4	Notes to the Income Statement
Page 5	FY 17 Budget Review
Page 6	Comparative Balance Sheet
Page 7	Financial Graphs
Pages 8	Cash Requirements
Pages 9-10	Fixed Route Operating Data and Graphs
Page 11-12	Demand Response Operating Data and Graphs
Page 13	FY 16 Federal and State Grant Draw Schedule

17-Feb-17

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
INCOME STATEMENT
FOR THE PERIOD ENDED January 31,2017**

	MTD Actual	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	TOTAL FY 17 Budget
Operating Revenues						
Passenger Fares and Passes	32,378	132,916	134,000	(1,084)	-0.8%	500,000
Local Contracts	0	0	0	0	0.0%	0
Other Operating Revenue	0	0	0	0	0.0%	0
Total Operating Revenues	32,378	132,916	134,000	(1,084)	-0.8%	500,000
Operating Expenses						
Salaries & Benefits - Admin	68,476	264,217	262,551	(1,666)	-0.6%	787,654
Salaries & Benefits - Transit	184,137	708,565	680,536	(28,029)	-4.1%	2,204,860
Overtime - Transit	6,083	23,234	25,201	1,967	7.8%	84,000
Salaries & Benefits - Maintenance	64,250	260,586	244,765	(15,821)	-6.5%	734,294
Overtime - Maintenance	677	3,572	8,114	4,542	56.0%	24,350
Facility Maintenance	3,025	10,413	22,300	11,887	53.3%	66,900
Vehicle Maintenance	55,812	205,561	100,400	(105,161)	-104.7%	301,200
Fuel & Oil	31,675	123,710	118,815	(4,895)	-4.1%	395,000
Tires	1,568	9,416	11,667	2,251	19.3%	35,000
Accident Expense*	10,563	57,614	49,850	(7,764)	-15.6%	67,042
Liability Insurance	14,768	59,572	58,083	(1,489)	-2.6%	174,250
Utilities	4,228	14,647	12,067	(2,580)	-21.4%	36,200
Telephone	3,136	16,147	21,333	5,186	24.3%	64,000
Postage & Freight	81	688	1,267	579	45.7%	3,800
Office Supplies	12,710	28,475	10,000	(18,475)	-184.7%	30,000
Legal & Professional Services	14,694	19,136	28,260	9,124	32.3%	72,285
Public Information	3,888	14,539	10,000	(4,539)	-45.4%	30,000
Advertising & Marketing	3,460	5,428	3,333	(2,095)	-62.9%	10,000
Dues & Subscriptions	635	2,966	3,911	945	24.2%	11,732
Property Leases	1,163	4,686	8,600	3,914	45.5%	25,800
Travel & Training	2,286	18,510	20,000	1,490	7.4%	60,000
Other Expenses	1,039	2,739	832	(1,907)	-229.2%	2,500
Total Operating Expenses	488,354	1,854,421	1,701,885	(152,536)	-9.0%	5,220,867
Operating Profit (Loss)	(455,976)	(1,721,505)	(1,567,885)	(153,620)	-9.8%	(4,720,867)
Non-Reimbursable Expenses						
Depreciation	36,947	148,366	192,000	43,634	22.7%	576,000
Gain (Loss) on Fixed Assets	0	0	0	0	0.0%	0
Other Non-Reimbursable Expense	0	43	0	(43)	100.0%	0
Pension Expense - Deferred Outflows	0	0	0	0	0.0%	0
Total Non-Reimbursable Expenses	36,947	148,409	192,000	43,591	22.7%	576,000
Total Operating and Non-Reimbursable Expenses	525,301	2,002,830	1,893,885	(108,945)	-5.8%	5,796,867

* 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 January 31,2017**

	<u>MTD Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD \$ Variance</u>	<u>YTD % Variance</u>	<u>TOTAL FY 17 Budget</u>
Operating Grant Revenue						
Federal Grants - Operating	236,681	997,385	779,648	217,737	27.9%	2,498,760
State Grants - Operating	0	116,539	116,538	1	0.0%	336,093
Local Grants - Operating	135,000	540,002	532,850	7,152	1.3%	1,684,350
Total Operating Grant Revenue	371,681	1,653,926	1,429,036	224,890	15.7%	4,519,203
Capital Grant Revenue						
Federal Grants - Capital	109,188	109,188	109,188	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	109,188	109,188	109,188	0	0.0%	2,535,466
Total Grant Revenue	480,869	1,763,114	1,538,224	224,890	14.6%	7,054,669
Other Revenue						
Bus Advertising Revenue	1,500	9,170	8,333	837	10.0%	25,000
Insurance Proceeds	0	15,908	19,547	(3,639)	-18.6%	58,642
Misc-RTAP,F/A Disposals, Vending,Other	921	5,009	9,000	(3,991)	-44.3%	27,000
Total Other Revenue	2,421	30,087	36,880	(6,793)	-18.4%	110,642
Total Non-Operating Revenue	483,290	1,793,201	1,575,104	218,097	13.8%	7,165,311
 In-Kind Revenue	 0	 0	 0	 0	 0.0%	 18,800
Change in Net Position	<u>(9,633)</u>	<u>(76,713)</u>	<u>(184,780)</u>	<u>108,067</u>	<u>-58.5%</u>	<u>1,887,244</u>

YTD Capital Expenditure Activity

Administrative Vehicles	0	0	0	0	0.0%	0
Bus Purchases	0	0	0	0	0.0%	1,763,964
Facility Design	0	0	0	0	0.0%	480,000
Computer Hardware/Software	0	0	0	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
Retrofit Trolley A/C	0	0	0	0	0.0%	0
Security Project	0	0	0	0	0.0%	0
CIP	18,155	164,505	164,505	0	0.0%	146,350
YTD Capital Expenditures vs Budget	<u>18,155</u>	<u>164,505</u>	<u>164,505</u>	<u>0</u>	<u>0.0%</u>	<u>2,687,776</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 – January 31, 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 (\$28.0K) or (4.1%) (page 2) due to being over budget on paratransit overall and transit administration and holiday pay. We are under budget on transit operator labor. Management started new scheduling technique for paratransit that has reduced pay hours for paratransit and improved productivity beginning in mid-January. Transit administration overages are directly attributable to internal promotions and staffing for the transit center. We will be adjusting the budget to address these issues.

Salaries & Benefits - Maintenance is over budget YTD (\$15.K) or (6.5%) (page 2) because Coast RTA paid out additional vacation time and our staffing mix changed in November where a part-time hostler without benefits was replaced with a three-quarter time person with benefits. Percentage variance actually decreased from December and we will make a small adjustment in the budget to better reflect staffing. Maintenance overtime is significantly below budget.

Facility Maintenance is under budget YTD \$11.9K or 53.3% due to delayed opening of the Myrtle Beach Transit Center. Cleaning contractor at the Myrtle Beach Transit Center started on 2/15/17.

Vehicle Maintenance is over budget YTD (\$105.2) or (104.7%) due to major repair expenses to buses for engine overhauls, turbos and transmission work. We will adjust the budget for the unanticipated costs for about \$50K and the remaining \$25K overage will be assumed in the existing budget. New vehicle arrival in July should help lower costs at the end of the year.

Accident Expense is over budget YTD (\$7.8K) or (15.6%) (page 2) due to timing issues between incurring accident expense, unprocessed claims and receiving insurance proceeds. Coast RTA did receive a \$16K check from insurance in February.

Office Supplies is over budget YTD (\$18.5K) or (184.7%) (page 2) additional expenditures in January due to the purchase of supplies and furniture for the MBTC.

Legal & Professional is under budget YTD \$9.1K or 32.3% (page 2) because legal and full audit expense have not been incurred. Audit progress payment of \$12K incurred in January.

Depreciation is under budget YTD \$43.6K or 22.7% (page 2). Several vehicles have been down for more than thirty days and were not depreciated for December or January. New vehicles which have been acquired and will be entered into service in January and depreciation starts 2/1/17.

Total Operating Grant Revenue is over budget \$224.9K or 15.7% (page 3) due to the additional expenses in maintenance which were included in the draw calculations. The Authority also recognized the revenue expected from FEMA for expenses associated with the hurricane (\$15.5K). Our invoice to FEMA passed State review and is now in federal review.

Total Other Revenue is under budget (\$6.8K) or (18.4%) (page 3) due to expected insurance proceeds that have yet to be received.

Coast RTA Budget Review FY 17

	Total Expense YTD	Budget YTD	Variance \$ YTD	Variance % YTD
Administration	377,639	372,154	(5,485)	-1.5%
Operations	996,650	954,152	(42,498)	-4.5%
Maintenance	480,132	375,579	(104,553)	-27.8%
Total	1,854,421	1,701,885	(152,536)	-9.0%
Farebox Revenue	132,916	134,000	(1,084)	-0.8%

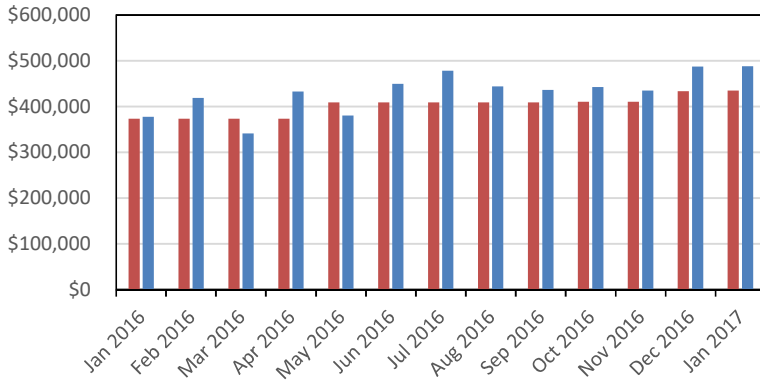
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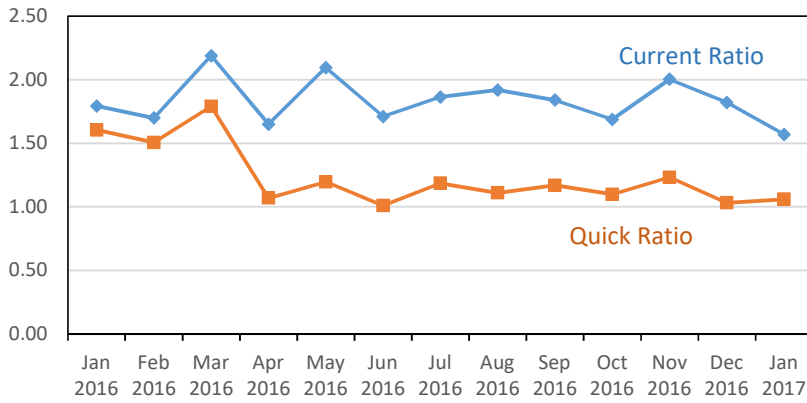
**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
COMPARATIVE BALANCE SHEET
January 31, 2017**

	Jan-17	Jan-16
ASSETS		
Current Assets:		
Cash	175,928	239,324
Cash Reserve (Certificate of Deposit)	50,001	25,000
Accounts Receivable - Federal, State & Local Grants	634,897	359,603
Accounts Receivable - Employees/Other	23,929	22,466
Inventory	144,137	129,345
Prepaid Expenses	<u>65,814</u>	<u>61,871</u>
Total Current Assets	<u>1,094,706</u>	<u>837,609</u>
Long-Term Assets		
Total Capital Assets, Net	2,350,515	2,077,274
Deferred Outflows of Resources-NPL	<u>99,372</u>	<u>298,653</u>
Total Long-Term Assets	<u>2,449,887</u>	<u>2,375,927</u>
Total Assets	<u>3,544,593</u>	<u>3,213,536</u>
LIABILITIES & EQUITY		
LIABILITIES		
Current Liabilities:		
Accounts Payable	186,053	108,136
Accrued Payroll and Withholdings	84,626	27,938
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	22,151	30,000
Unearned Revenue - Local Grants	<u>328,750</u>	<u>343,442</u>
Total Current Liabilities	<u>834,771</u>	<u>675,522</u>
Non-Current Liabilities:		
Revolving Fund Balance (Due to SCDOT)	60,000	60,000
Accrued Compensated Absences, Net of Current Portion	49,502	74,866
Capital Lease Obligations, Net of Current Portion	0	22,151
Obligation Payable - FTA	388,542	94,699
Disallowed Costs due to SCDOT - Long Term	452,110	452,110
Net Pension Liability	3,566,442	3,728,453
Deferred Inflows of Resources-NPL	<u>412,485</u>	<u>315,417</u>
Total Non-Current Liabilities	<u>4,929,081</u>	<u>4,747,696</u>
Total Liabilities	<u>5,763,852</u>	<u>5,423,218</u>
EQUITY		
Restricted Contributed Capital	2,719,523	2,719,523
Earnings - prior years	(1,185,938)	(950,916)
Retained earnings current year	(76,713)	(301,809)
Unrestricted Capital-Net Pension Liability	<u>(3,676,132)</u>	<u>(3,676,480)</u>
Total Fund Equity	<u>(2,219,260)</u>	<u>(2,209,682)</u>
Total Liabilities and Fund Equity	<u>3,544,593</u>	<u>3,213,536</u>

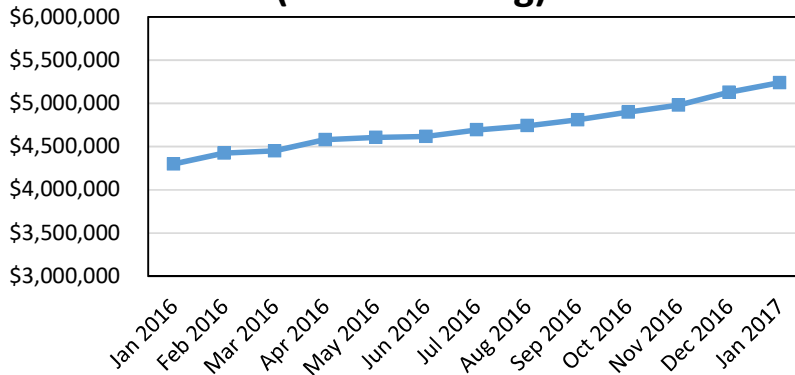
Expenses: Monthly Budget to Actual



Current/Quick Ratio



12-mo Rolling Expense Trending (12 mo ending)



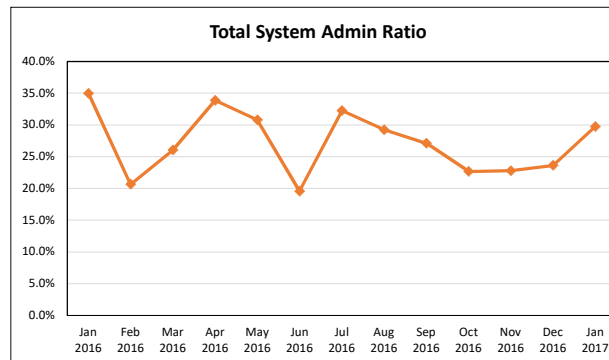
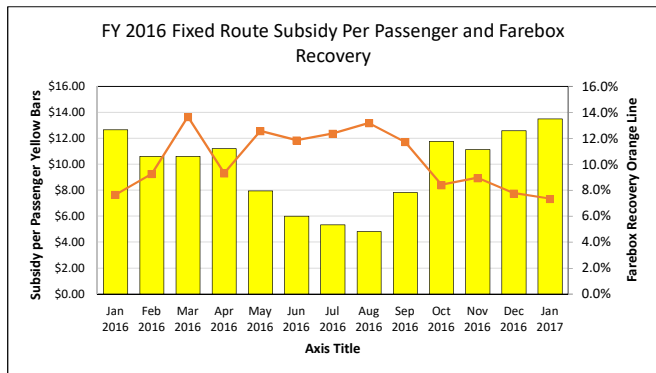
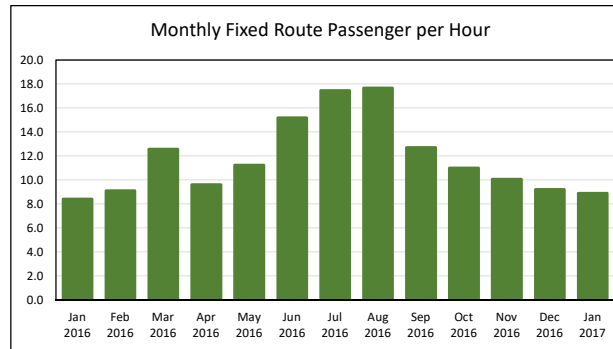
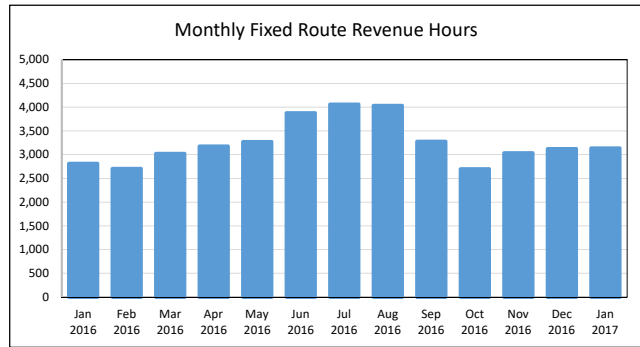
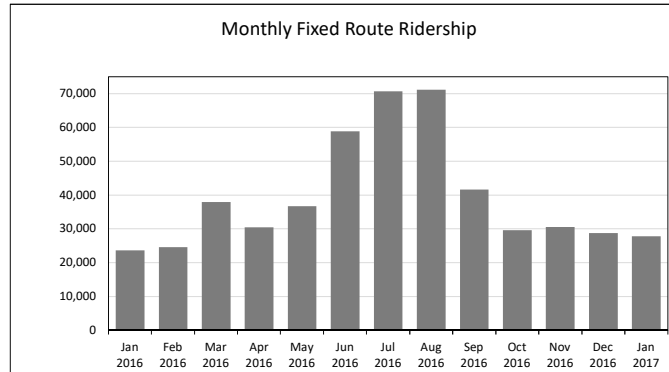
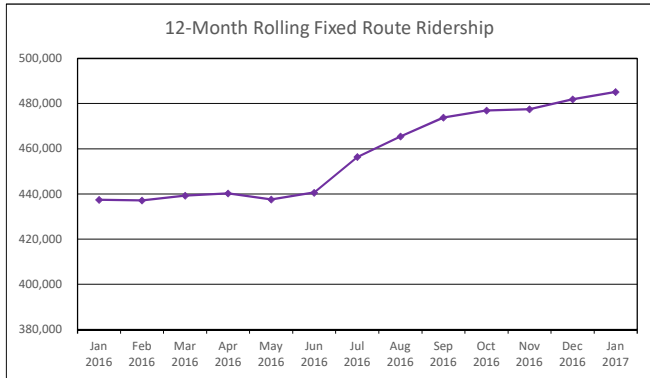
WACCAMAW REGIONAL TRANSPORTATION AUTHORITY					
DBA THE COAST RTA					
CASH REQUIREMENTS					
2/17/2017					
	Income	Expense	Balance	Date	Notes
Cash Balance			181,163	02/14/17	
Deposits in Transit	10,899		192,062	02/16/17	
5307 Federal Urban PM	72,719		264,781	02/17/17	January Actual
5307 Federal Urban Operations	84,988		349,769	02/17/17	January Actual
Cash Fares	6,500		356,269	02/18/17	Weekly Estimate
SC Retirement		38,000	318,269	02/20/17	January Actual
Payroll		95,000	223,269	02/24/17	Estimated
Cash Fares	7,000		230,269	02/25/17	Weekly Estimate
Accounts Payable		30,000	200,269	02/25/17	Estimate
5311 Federal Rural Admin	24,864		225,133	02/27/17	December Actual
5311 Federal Rural Operations	41,020		266,153	02/27/17	December Actual
5311 Federal PM	38,588		304,741	02/27/17	December Actual
5311 SC Rural Operations	30,507		335,248	02/27/17	December Actual
Deposit to CNB CD		25,000	310,248	03/01/17	O&M Reserve
Accounts Payable		20,000	315,248	03/01/17	Estimate
Cash Fares	8,000		323,248	03/04/17	Weekly Estimate
Cash Fares	8,500		331,748	03/05/17	Weekly Estimate
Accounts Payable		20,000	311,748	03/08/17	Estimate
Payroll		95,000	216,748	03/10/17	Estimate
PEBA - Health Insurance		42,000	174,748	03/10/17	March Estimate
Cash Fares	8,000		182,748	03/11/17	Weekly Estimate
Accounts Payable		25,000	157,748	03/15/17	Estimate
Cash Fares	8,500		166,248	03/18/17	Weekly Estimate
5307 Federal Urban Operations	75,000		241,248	03/18/17	February Estimate
5307 Federal Urban PM	65,000		306,248	03/18/17	February Estimate
SC Retirement		39,000	267,248	03/20/17	February Estimate
Fuel Refund	3,500		270,748	03/20/17	November Actual
5311 Federal Rural Admin	24,977		295,725	03/20/17	January Actual
5311 Federal Rural Operations	12,677		308,402	03/20/17	January Actual
5311 Federal PM	38,320		346,722	03/20/17	January Actual
Accounts Payable		25,000	321,722	03/22/17	Estimate
Payroll		97,000	224,722	03/24/17	Estimated
Accounts Payable		20,000	204,722	03/29/17	Estimate
Cash Fares	9,000		213,722	04/01/17	Weekly Estimate
Payroll		97,000	116,722	04/07/17	Estimated
Cash Fares	9,200		125,922	04/08/17	Weekly Estimate
Accounts Payable		25,000	100,922	04/08/17	Estimate
PEBA - Health Insurance		42,000	58,922	04/10/17	April Estimate
Fuel Refund	1,200		60,122	04/10/17	December Actual
Fuel Refund	3,400		63,522	04/10/17	January Actual
Myrtle Beach, 3rd Qtr Funding	82,500		146,022	04/11/17	Estimated Pay Date
Accounts Payable		25,000	121,022	04/13/17	Weekly Estimate
5307 Federal Urban Operations	75,000		196,022	04/15/17	March Estimate
5307 Federal Urban PM	65,000		261,022	04/15/17	March Estimate
Cash Fares	9,200		270,222	04/15/17	Weekly Estimate
Horry County, 3rd Qtr Funding	263,750		533,972	04/15/17	Estimated Pay Date
SC Retirement		40,000	493,972	04/20/17	March Estimate
5311 Federal PM	30,000		523,972	04/20/17	February Estimate
5311 Federal Admin	20,000		543,972	04/20/17	February Estimate
Payroll		98,000	445,972	04/21/17	Estimated - With Holiday
Accounts Payable		25,000	420,972	04/21/17	Weekly Estimate
Cash Fares	9,200		430,172	04/22/17	Weekly Estimate
Unemployment Taxes		20,000	410,172	04/27/17	Estimated 1st Qtr
Accounts Payable		25,000	385,172	04/28/17	Weekly Estimate
Cash Fares	9,200		394,372	04/29/17	Weekly Estimate

Key Performance Indicators - Fixed Route

Fixed Route Measures	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	12-Month Total
Ridership	23,670	24,680	37,983	30,508	36,776	58,936	70,759	71,227	41,677	29,647	30,568	28,766	27,874	513,071
Revenue Hours	2,814	2,708	3,021	3,176	3,271	3,881	4,058	4,035	3,278	2,696	3,036	3,124	3,139	42,237
Total Hours	3,036	2,911	3,265	3,419	3,541	4,166	4,361	4,321	3,487	2,868	3,205	3,285	3,301	45,167
Revenue Miles	63,662	61,491	65,240	68,420	72,038	79,297	80,886	80,605	70,461	58,303	67,992	69,965	70,404	908,764
Total Miles	70,099	67,232	72,124	76,579	78,928	85,914	87,723	87,154	75,435	62,488	72,410	74,333	74,607	985,026
Accidents	0	1	2	0	1	6	2	2	0	1	5	1	0	21
Breakdowns	4	3	5	2	6	5	6	6	5	5	4	3	2	56
Complaints	3	3	2	1	3	1	2	0	2	1	2	6	4	30
Transit Expense	\$156,677	\$119,841	\$116,483	\$194,322	\$173,064	\$216,442	\$225,143	\$201,248	\$179,869	\$178,120	\$212,744	\$203,496	\$201,244	\$2,378,692
Maintenance Expense	\$84,204	\$118,971	\$79,808	\$87,706	\$82,867	\$120,096	\$100,792	\$105,501	\$110,811	\$132,693	\$91,873	\$114,064	\$112,117	\$1,341,503
Administrative Expense	<u>\$83,937</u>	<u>\$50,290</u>	<u>\$48,956</u>	<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>\$1,005,137</u>
Total Operating Expenses	\$324,818	\$289,102	\$245,247	\$377,500	\$334,699	\$402,457	\$431,024	\$396,440	\$369,462	\$381,249	\$374,097	\$392,606	\$406,630	\$4,725,332
Fare Revenues	\$24,886	\$26,811	\$33,519	\$35,181	\$42,055	\$47,730	\$53,350	\$52,292	\$43,321	\$32,087	\$33,523	\$30,527	\$29,925	\$485,209

Efficiency Metrics	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	12-Month Total
O & M Expense per Hour (No Admin)	\$85.61	\$88.18	\$64.97	\$88.80	\$78.24	\$86.71	\$80.32	\$76.02	\$88.68	\$115.29	\$100.33	\$101.65	\$99.83	\$88.08
Average Fare	\$1.05	\$1.09	\$0.88	\$1.15	\$1.14	\$0.81	\$0.75	\$0.73	\$1.04	\$1.08	\$1.10	\$1.06	\$1.07	\$0.95
Farebox Recovery	7.7%	9.3%	13.7%	9.3%	12.6%	11.9%	12.4%	13.2%	11.7%	8.4%	9.0%	7.8%	7.4%	10.3%
Subsidy per Passenger	\$12.67	\$10.63	\$5.57	\$11.22	\$7.96	\$6.02	\$5.34	\$4.83	\$7.83	\$11.78	\$11.14	\$12.59	\$13.51	\$8.26
Maintenance Cost per Mile	\$1.20	\$1.77	\$1.11	\$1.15	\$1.05	\$1.40	\$1.15	\$1.21	\$1.47	\$2.12	\$1.27	\$1.53	\$1.50	\$1.36
Deadhead Ratio (Miles)	10%	9%	11%	12%	10%	8%	8%	8%	7%	7%	6%	6%	6%	8%
Administrative Ratio	35%	21%	25%	34%	37%	26%	32%	29%	27%	23%	23%	24%	30%	27%

Effectiveness Metrics	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	12-Month Total
Passengers per Hour	8.4	9.1	12.6	9.6	11.2	15.2	17.4	17.7	12.7	11.0	10.1	9.2	8.9	12.1
Mean Distance between Accidents	N/A	67,232	36,062	N/A	78,928	14,319	43,862	43,577	N/A	62,488	14,482	74,333	N/A	46,906
Mean Distance between Breakdowns	17,525	22,411	14,425	38,290	13,155	17,183	14,621	14,526	15,087	12,498	18,103	24,778	37,304	17,590
Complaints per 1,000 Riders	0.127	0.122	0.053	0.033	0.082	0.017	0.028	0.000	0.048	0.034	0.065	0.209	0.144	0.148
On-Time Performance	82%	64%	80%	91%	92%	85%	81%	87%	90%	89%	92%	96%	95%	78%

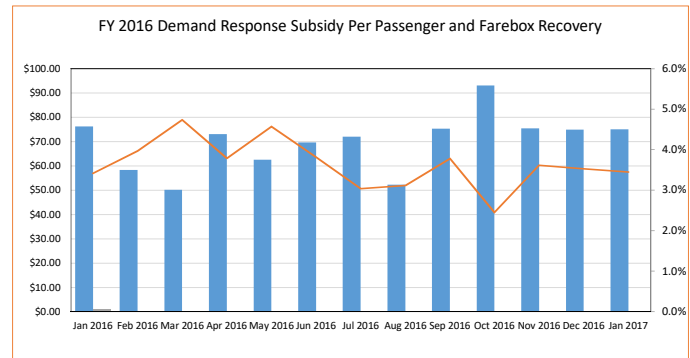
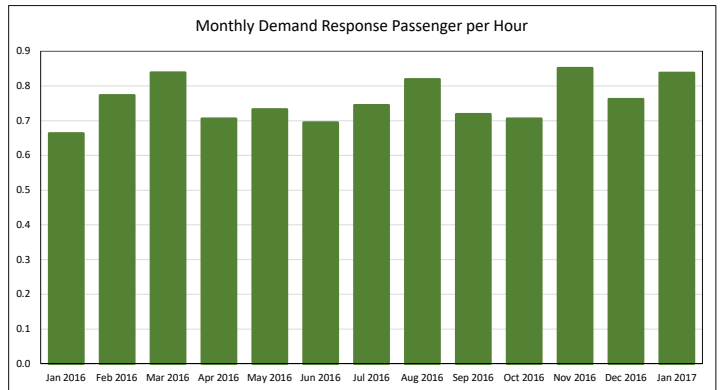
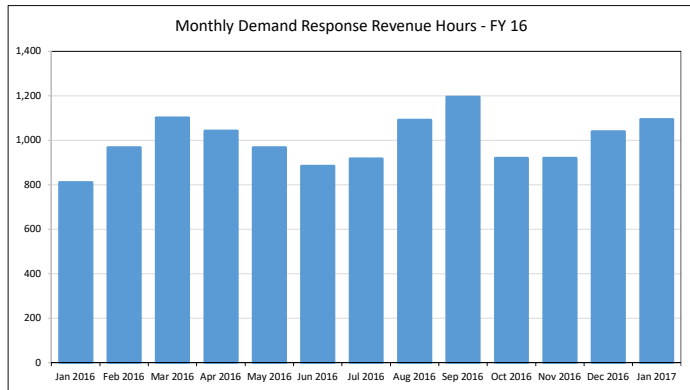
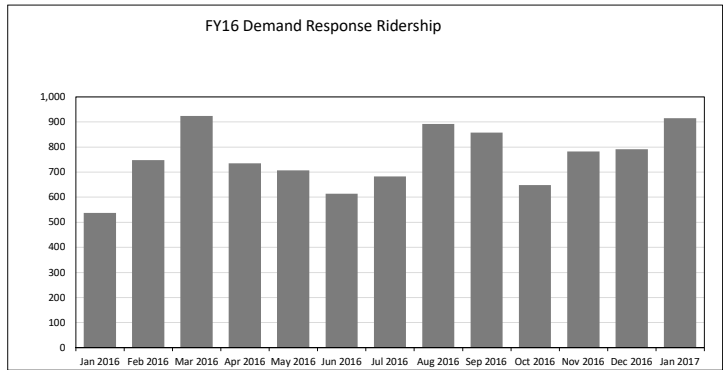
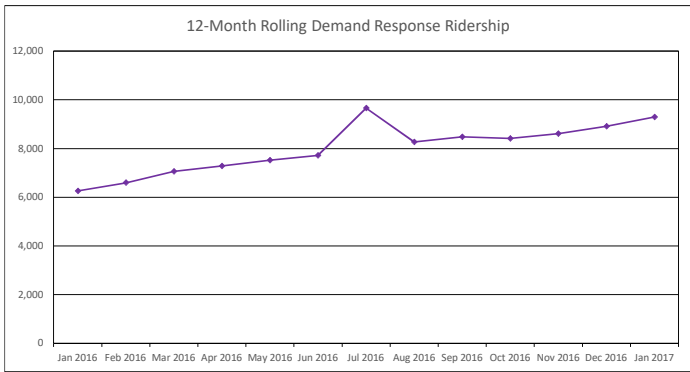


Key Performance Indicators - Demand Response

Demand Response Measures	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	12-Month Total
Ridership	537	747	923	735	707	613	682	892	857	648	782	791	915	9,829
Revenue Hours	810	967	1,101	1,042	966	883	917	1,090	1,194	919	919	1,039	1,093	12,941
Total Hours	966	1,145	1,293	1,252	1,152	1,089	1,113	1,265	1,400	1,114	1,114	1,270	1,293	15,465
Revenue Miles	9,501	11,812	13,901	13,223	11,325	9,883	11,243	14,570	15,179	11,017	13,668	13,001	14,455	162,778
Total Miles	11,568	14,364	16,831	16,217	14,576	13,785	14,373	18,332	19,006	14,052	17,221	16,724	18,027	205,076
Accidents	0	0	0	1	2	0	1	0	0	0	1	2	0	7
Breakdowns	0	0	1	0	2	2	0	0	0	0	0	0	0	5
Complaints	0	0	0	0	0	0	0	0	0	0	1	0	0	1
Paratransit Expense	\$20,986	\$23,285	\$26,779	\$31,164	\$26,174	\$26,570	\$30,418	\$27,034	\$38,608	\$39,290	\$38,420	\$38,423	\$38,849	\$406,001
Maintenance Expense	\$10,149	\$15,085	\$13,148	\$10,565	\$10,729	\$10,570	\$8,106	\$10,177	\$14,162	\$11,138	\$11,377	\$11,219	\$14,307	\$150,732
Administrative Expense	\$11,243	\$6,959	\$8,638	\$14,127	\$9,389	\$7,206	\$12,084	\$10,880	\$14,302	\$11,428	\$11,358	\$11,732	\$18,005	\$147,353
Total Operating Expenses	\$42,378	\$45,328	\$48,565	\$55,856	\$46,292	\$44,347	\$50,608	\$48,091	\$67,073	\$61,856	\$61,155	\$61,374	\$71,161	\$704,085
Fare Revenues	\$1,448	\$1,800	\$2,301	\$2,117	\$2,118	\$1,691	\$1,540	\$1,502	\$2,536	\$1,514	\$2,214	\$2,167	\$2,454	\$25,402

Efficiency Metrics	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	12-Month Total
O & M Expense per Hour	\$38.44	\$39.67	\$36.26	\$40.05	\$38.20	\$42.06	\$42.01	\$34.14	\$44.20	\$54.87	\$54.18	\$47.78	\$48.63	\$43.02
Average Fare	\$2.70	\$2.41	\$2.49	\$2.88	\$3.00	\$2.76	\$2.26	\$1.68	\$2.96	\$2.34	\$2.83	\$2.74	\$2.68	\$2.58
Farebox Recovery	3.4%	4.0%	4.7%	3.8%	4.6%	3.8%	3.0%	3.1%	3.8%	2.4%	3.6%	3.5%	3.4%	3.6%
Subsidy per Passenger	\$76.22	\$58.27	\$50.12	\$73.11	\$62.48	\$69.58	\$71.95	\$52.23	\$75.31	\$93.12	\$75.37	\$74.85	\$75.09	\$69.05
Deadhead Ratio (Miles)	22%	22%	21%	23%	29%	39%	28%	26%	25%	28%	26%	29%	25%	26%
Administrative Ratio	36%	18%	22%	34%	25%	19%	31%	29%	27%	23%	23%	24%	34%	26%

Effectiveness Metrics	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	12-Month Total
Passengers per Hour	0.66	0.77	0.84	0.71	0.73	0.69	0.74	0.82	0.72	0.71	0.85	0.76	0.84	0.76
Mean Distance between Accidents	n/a	n/a	n/a	16,217	7,288	#DIV/0!	14,373	#DIV/0!	#DIV/0!	#DIV/0!	17,221	8,362	#DIV/0!	29,297
Mean Distance between Breakdowns	n/a	n/a	16,831	n/a	7,288	6,893	n/a	n/a	n/a	n/a	n/a	n/a	n/a	41,015
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	1.3	0.0	0.0	0.1
On-Time Performance	100%	100%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	95%



***** 5307 Federal (Urban) *****						
	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	\$ -	\$ -	\$ -	\$ -	\$ -	
Mar 2017	\$ -	\$ -	\$ -	\$ -	\$ -	
Apr 2017	\$ -	\$ -	\$ -	\$ -	\$ -	
May 2017	\$ -	\$ -	\$ -	\$ -	\$ -	
June 2017	\$ -	\$ -	\$ -	\$ -	\$ -	
July 2017	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal Draws	\$ 510,525	\$ -	\$ 505,010	\$ 33,877	\$ 1,049,412	
Remaining Balance	\$ 875,239	\$ -	\$ 492,224	\$ 262,923	\$ 1,630,386	
% Expended	36.84%	0.00%	50.64%	11.41%	39.16%	
% Time Elapsed	58.33%	58.33%	58.33%	58.33%	58.33%	

***** 5311 Federal (Rural) *****					
	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	\$ -	\$ -	\$ -	\$ -	\$ -
Mar 2017	\$ -	\$ -	\$ -	\$ -	\$ -
Apr 2017	\$ -	\$ -	\$ -	\$ -	\$ -
May 2017	\$ -	\$ -	\$ -	\$ -	\$ -
June 2017	\$ -	\$ -	\$ -	\$ -	\$ -
July 2017	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Draws	\$ 228,540	\$ 252,795	\$ -	\$ 166,394	\$ 647,729
Remaining Balance	\$ -	\$ 41,969	\$ -	\$ 31,926	\$ 73,895
% Expended	100.00%	85.76%		83.90%	89.76%
% Time Elapsed	58.33%	58.33%		58.33%	58.33%

***** 5307 State (Urban - SMTF / SCDOT) *****						
	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	
Remaining Balance	\$ -	\$ -	\$ -	\$ -	\$ -	
% Expended	100.00%				100.00%	

***** 5311 State (Rural) *****						
	Operating	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	
Remaining Balance	\$ -	\$ -	\$ -	\$ -	\$ -	
% Expended	100.00%	100.00%			100.00%	