

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY d/b/a
THE COAST RTA
REGULAR BOARD OF DIRECTORS MEETING
JULY 26, 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 COMMITTEE REPORT
9. FINANCE COMMITTEE REPORT
10. GENERAL MANAGER’S REPORT
11. APPROVE RESOLUTIONS
 - RESOLUTION NO. JULY2017-16 APPROVAL OF REVISED BY-LAWS
12. OLD BUSINESS
13. NEW BUSINESS
14. EXECUTIVE SESSION – PERSONNEL MATTER
15. ANNOUNCEMENTS
16. ADJOURNMENT

**THE NEXT BOARD OF DIRECTORS MEETING WILL BE HELD WEDNESDAY, SEPTEMBER 27, 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	X	X		
Blackwelder, Sid	X	X	X	E	X	X	X	X		
Eickhoff, Darrell	X	X	X	X	X	X	X	X		
Gasque, Debbie		X	X	X	X	X	X	X		
James, Wilbur G.	E	E	E	E	E	E	E	X		
Johnson, Lillie Jean	X**	E	X	X	X	X	X	X		
Keene, Marvin, Ph.D. CFA	X	X	X	X	X	X	X	X		
Lazzara, Joseph	X	X	X	X	X	E	X	X		
Ottwell, Chuck	X									
Sheehan, Rob, Ph.D.	E	X	E	X	X	X	X	X		
Silverman, Bernard	X	X	X	X	X	X	X	X		
Wilson, Ivory	X	X	X	E	X	X	X	X		

X = In Attendance

A = Absent

E = Excused Absence

* = Arrived after roll call

**= In attendance via conference call

UPDATED 7/20/17

THE COAST RTA-WACCAMAW RTA BOARD OF DIRECTORS MEETING
WEDNESDAY, JUNE 28, 2017
9:30 AM

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

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

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 June 26, 2017.

CALL TO ORDER: Mr. Lazzara called the meeting to order at 9:33 AM and welcomed everyone.

INVOCATION/PLEDGE OF ALLEGIANCE: Ms. Johnson 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: Nicholas Twigg

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 May board meeting. A voice vote was taken; no nays being heard, the minutes were approved.

COMMITTEE REPORTS

Mr. Piascik asked that we suspend the meeting so the Board could go out and take a look at the new buses that came in. There was a motion and a second that the meeting be suspended for a short time for that purpose. A voice vote was taken; no nays being heard, the motion passed.

Mr. Silverman asked that the Board recognize Mr. Piascik and his staff. There was applause and “Good Job” heard.

Mr. James asked Mr. Lazzara about turning in an evaluation for Mr. Piascik. Mr. Lazzara said that they will discuss that later in the meeting.

There was a motion and a second to call the meeting to order. A voice vote was taken; no nays being heard, the motion passed.

SERVICE/PAC COMMITTEE: No meeting in June

FINANCE COMMITTEE: Dr. Keene reported that the committee met and reviewed the May financials. The two (2) items that are of concern is Maintenance and Fuel. Mr. Piascik shared that he and Mr. Prater are keeping an eye on the budget. Pay increases are coming up and there’s a 3% increase across the board in the budget. It is their thought that we may need another \$50,000 - \$55,000 to complete the year. Mr. Piascik shared a slide showing additional funding that will be coming into the Authority and the sources of those funds. He also shared a chart showing the funding for FY2017 and FY2018, where there is a shortfall (approximately \$300,000). We’ll be working on closing the gap.

Dr. Sheehan brought up that we’re short of mechanics and getting the pay level where it needs to be. Mr. Piascik shared that we’re in the same position with drivers’ pay levels. He said that he and Mr. Burda are discussing training for the mechanics to get them to certain levels.

There was discussion regarding when raises should be given; whether July 1, as has been the case in the past; or changing the timing to coincide with our new fiscal year (October 1 – September 30). A 3% increase across the board is what has been budgeted. It was suggested that this year we move ahead with the raises being effective July 1; however, it will be communicated with staff that next year and beyond, raises will not be given until October 1 instead of July 1, due to the fiscal year change.

The Brittain properties are purchasing passes for their employees, presently. They also have representatives attending the public meetings with us.

Ridership is definitely moving in the right direction.

We have sent a letter (which our attorney wrote) to the auditor letting him know that we are firing them. We also sent him a check for \$6,100 in lieu of the \$24,000 invoice he sent us.

GENERAL MANAGER’S REPORT: Mr. Piascik distributed his list of projects, which shows where each project stands. There are some that need to be added. He reviewed those projects that have changes since the last meeting. We have the MPO Agreement (with GSATS). He will be talking with GSATS regarding pulling in additional funds, since he will be overseeing Brunswick County. He will negotiate. Transit Center improvements are progressing slowly, as it is very difficult to get the contractor in to do what we need. Bus purchase is progressing, we have two (2) more coming today and another one (1) coming next week. Speakers for the enunciation system are being installed and should be in operation by the end of next month.

Mr. Piascik has a letter for Navistar going to Creative Bus Sales, the people who actually sold us the vehicles. There are a few changes that need to be made and the letter will be going out next week.

Mr. Silverman stated that he thinks the project list includes too much information. Mr. Piascik shared that this is really a big help to him. Ms. D’Angelo asked for a copy of the Entertainment Shuttle map. Ms. Cantey distributed those to the board members.

Mr. Piascik attended a luncheon at the North Myrtle Beach Chamber where the Governor spoke and he spoke with Greg Hembree regarding his (Mr. Piascik) new role with TASC (Policy Committee Chair).

We have gotten the planning portion of the bus stop sign designation program. We have a grant, in hand, for planning money from SCDOT for our program. AECOM has proposed pricing for packages for the project. We have AECOM’s scope and fee schedule, which our attorney is reviewing. We hope to have them under contract by the middle of July.

The Transfer Center is a huge hit with the City of Myrtle Beach. We’ve heard nothing but good things.

Dr. Sheehan asked about meeting with North Myrtle Beach regarding the possibility of starting some sort of service in that area. Mr. Piascik said that we will be meeting with them about possibly putting some type of service there; maybe something like the Entertainment Express. It was also suggested that we talk with Little River about service up there. J-1 students are asking for service to the north end to get them back and forth to work.

Dr. Sheehan asked if the time clock project is on the project list. Mr. Piascik shared that the RFP is in Columbia awaiting approval.

Mr. Wilson asked about doing some landscaping at the Transfer Center and Mr. Piascik agreed that doing so is a possibility.

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

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. JUN2017-15**

AUTHORIZATION TO ACCEPT MPO AGREEMENT FROM GSATS

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the General Manager/Secretary Treasurer to accept the MPO (Metropolitan Planning Organization) Agreement between Waccamaw Regional Transportation Authority (WRTA), Brunswick Transit Systems (BTS), and Grand Strand Area Transportation Study (GSATS) implementing Fixing America's Surface Transportation Act (FAST ACT).

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

OLD BUSINESS: CHANGES TO THE BY-LAWS – The Chair of the By-Laws Committee asked that we remove the last paragraph of the section relating to changes in the By-Laws. This revision will be made, the revised By-Laws will be sent out to board members. The By-Laws Committee will present the revised By-Laws and ask that the Board vote to accept the revised By-Laws.

NEW BUSINESS: PASSING OF THE GAVEL – Mr. Lazzara, out-going Board Chair, passed the gavel to Dr. Sheehan, in-coming Board Chair. Mr. Piascik presented a plaque to Mr. Lazzara in appreciation of his service and support of the Authority.

EXECUTIVE SESSION: There was a motion and a second that the board go into Executive Session to discuss a personnel matter. A voice vote was taken; no nays being heard, the board went into Executive Session at 11:55 AM.

There was a motion and a second that the board come out of Executive Session. A voice vote was taken; no nays being heard, the board came out of Executive Session at 12:24 PM.

During Executive Session, no decisions were made and no votes were taken.

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 12:25 PM.



FINANCIALS

June 30, 2017

FY 2017

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

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17-Jul-17

**DBA THE COAST RTA
INCOME STATEMENT
FOR THE PERIOD ENDED June 30, 2017**

	MTD Actual	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	TOTAL FY 17 Budget
Operating Revenues						
Passenger Fares and Passes	47,866	345,672	340,000	5,672	1.7%	500,000
Local Contracts	0	0	0	0	0.0%	0
Other Operating Revenue	0	0	0	0	0.0%	0
Total Operating Revenues	47,866	345,672	340,000	5,672	1.7%	500,000
Operating Expenses						
Salaries & Benefits - Admin	69,898	603,433	596,992	(6,441)	-1.1%	797,656
Salaries & Benefits - Transit	177,985	1,613,892	1,643,558	29,666	1.8%	2,266,856
Overtime - Transit	14,286	71,126	59,501	(11,625)	-19.5%	84,002
Salaries & Benefits - Maintenance	58,385	547,302	571,738	24,436	4.3%	761,301
Overtime - Maintenance	3,288	11,537	18,250	6,713	36.8%	24,343
Facility Maintenance	8,618	46,795	50,175	3,380	6.7%	66,900
Vehicle Maintenance	29,516	346,144	310,906	(35,238)	-11.3%	386,200
Fuel & Oil	37,803	310,433	298,179	(12,254)	-4.1%	415,000
Tires	2,152	21,469	26,250	4,781	18.2%	35,000
Liability Insurance	14,846	132,078	134,188	2,110	1.6%	177,750
Utilities	2,339	24,114	22,350	(1,764)	-7.9%	31,400
Telephone	5,900	48,666	52,800	4,134	7.8%	68,800
Postage & Freight	331	2,134	2,850	716	25.1%	3,800
Office Supplies	8,131	63,168	61,696	(1,472)	-2.4%	61,625
Legal & Professional Services	6,655	51,373	73,155	21,782	29.8%	87,790
Public Information	3,385	33,316	25,312	(8,004)	-31.6%	30,000
Advertising & Marketing	758	10,603	8,250	(2,353)	-28.5%	10,000
Dues & Subscriptions	960	6,545	8,799	2,254	25.6%	11,732
Property Leases	377	9,685	14,750	5,065	34.3%	25,800
Travel & Training	6,328	48,785	46,395	(2,390)	-5.2%	61,395
Other Expenses	1,070	3,735	4,849	1,114	23.0%	6,000
Total Operating Expenses	453,011	4,006,333	4,030,943	24,610	0.6%	5,413,350
Operating Profit (Loss)	(405,145)	(3,660,661)	(3,690,943)	30,282	0.8%	(4,913,350)
Non-Reimbursable (by FTA) Expenses						
Depreciation	38,192	414,083	432,000	17,917	4.1%	576,000
(Gain) Loss on Fixed Assets	0	(976)	0	(976)	0.0%	0
Accident Expense*	(7,191)	13,032	6,300	(6,732)	-106.9%	31,400
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	31,001	690,403	438,300	(252,103)	-57.5%	607,400
Total Operating and Non-Reimbursable Expenses	484,012	4,696,736	4,469,243	(227,493)	-5.1%	6,020,750

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

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

	MTD Actual	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	TOTAL FY 17 Budget
Operating Grant Revenue						
Federal Grants - Operating	145,286	1,747,161	1,739,639	7,522	0.4%	2,498,760
State Grants - Operating	0	116,539	116,539	0	0.0%	336,093
Local Grants - Operating	134,998	1,215,000	1,215,000	0	0.0%	1,684,350
Total Operating Grant Revenue	280,284	3,078,700	3,071,178	7,522	0.2%	4,519,203
Capital Grant Revenue						
Federal Grants - Capital	0	151,903	1,123,712	(971,809)	-86.5%	2,196,661
State Grants - Capital	0	0	562,500	(562,500)	-100.0%	162,960
Local Grants - Capital	0	0	620,376	(620,376)	-100.0%	175,845
Total Capital Grant Revenue	0	151,903	2,306,588	(2,154,685)	-93.4%	2,535,466
Total Grant Revenue	280,284	3,230,603	5,377,766	(2,147,163)	-39.9%	7,054,669
Other Revenue						
Bus Advertising Revenue	3,640	23,370	18,750	4,620	24.6%	25,000
Misc-RTAP,F/A Disposals, Vending,Other	7,639	20,281	15,750	4,531	28.8%	22,500
Total Other Revenue	11,279	43,651	34,500	9,151	26.5%	47,500
Total Non-Operating Revenue	291,563	3,274,254	5,412,266	(2,138,012)	-39.5%	7,102,169
 In-Kind Revenue	 0	 (58,264)	 0	 (58,264)	 0.0%	 18,800
Change in Net Position	(144,583)	(1,135,074)	1,283,023	(2,418,097)	-188.5%	1,600,219

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	18,394	18,394	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	0	8,563	8,563	0	0.0%	46,383
CIP	1,296	102,954	102,954	0	0.0%	99,967
YTD Capital Expenditures vs Budget	1,296	301,876	301,876	0	0.0%	2,731,285

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

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
Revised INCOME STATEMENT NOTES – June 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).

Fare Revenue is over budget YTD \$5.7K or 1.7% (page 2) due ridership improvements and increase in pass sales. July revenue, however, was below expectations.

Salaries & Benefits - Admin is over budget YTD (\$6.4K) or (1.1%) (page 2) due some vacation payouts.

Salaries & Benefits - Transit is under budget YTD \$29.7K or 1.8% (page 2) due a number of factors: the budget adjustment for summer service may be too high; the Authority has been running short on drivers which may show lower cost in regular hours and benefits but a substantial increase in overtime;

Overtime - Transit is over budget YTD (\$11.6K) or (19.5%) (page 2) primarily due to several drivers out on medical leave, as well as overall shortage of drivers.

Salaries & Benefits - Maintenance is under budget YTD \$24.4K or 4.3% (page 2) due unfilled positions. Management working to find one mechanic to replace terminated employee but has hired laborer/apprentice.

Overtime - Maintenance is under budget YTD \$6.7K or 38.6% (page 2) has trended downward due to authorized overtime to catch up on downed bus issues.

Vehicle Maintenance is over budget YTD (\$35.2) or (11.3%) (page 2) due to major repair expenses in very tough month from a maintenance perspective.

Fuel & Oil is over budget YTD (\$12.2K) or (4.1%) (page 2) due to overestimating fleet fuel mileage in the budget. There should be some correction in the summer season budgets. Dallas buses were estimated for 5 mpg and are only getting about 4.25 mpg. Also, seeing significant decrease in market prices in July.

Legal & Professional Services is under budget YTD \$21.7K or 29.8% (page 2) due to additions to the budget for upcoming disposition of impairment loss on two Int'l/Navistar. We paid an additional \$6.1K to the CPA for the 2016 audit.

Public Information is over budget YTD (\$8.0K) or (31.6%) (page 2) due to major purchases for system map. The Entertainment Shuttle map production pushed this item over budget further. However, there is additional advertising income expected to cover this overage.

Property Leases is under budget YTD \$5.1K or 34.3% (page 2) due to copier lease being paid annually, which will be paid in July.

Depreciation is under budget YTD \$17.9K or 4.1% (page 2) and trending correctly now that several corrections have been made to the fixed asset list per FMO and Triennial reviews. New Flyers will begin depreciation in August.

Accident Expense has been moved to Non-Reimbursable Expenses since these costs are not chargeable to FTA. We are also showing Insurance proceeds as contra-expenses within this line item. In theory, these expenses will zero out as long as reimbursement from insurance does not bridge fiscal years. Currently, (\$6.7K) or (106.9%) over budget.

Pension Expense – Deferred Outflows (page 3) 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 Capital Grant Revenue is over budget \$2.1M or 39.9% (page 3) under budget. New Flyer purchase was budgeted for June but will not hit the system until July with corresponding corrections in Current and Quick ratios.

Coast RTA Budget Review FY 17

	Total Expense YTD	Budget YTD	Variance \$ YTD	Variance % YTD
Administration	872,241	892,886	20,645	2.3%
Operations	2,182,314	2,186,988	4,674	0.2%
Maintenance	951,778	951,069	(709)	-0.1%
Total	4,006,333	4,030,943	24,610	0.6%
Farebox Revenue	345,672	340,000	5,672	1.7%

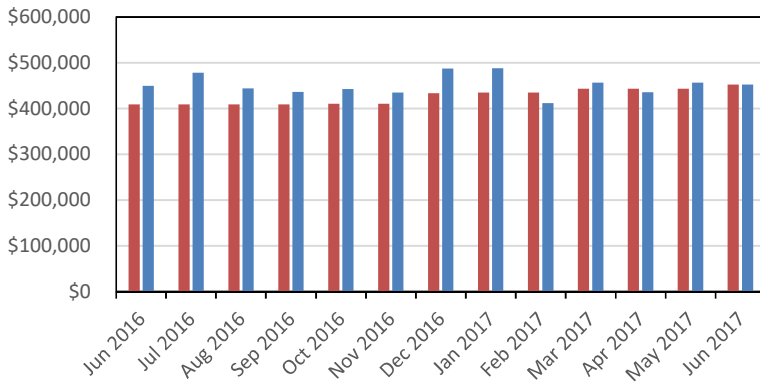
through June 2017

17-Jul-17

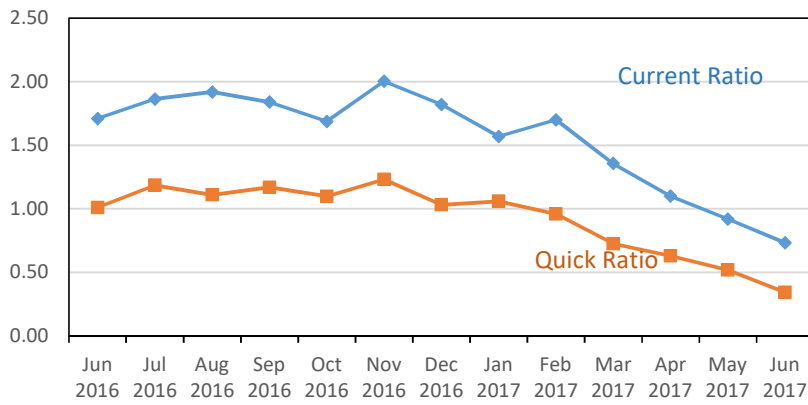
WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
COMPARATIVE BALANCE SHEET
June 30, 2017

	Jun-17	Jun-16
ASSETS		
Current Assets:		
Cash	105,760	281,445
Cash Reserve (Certificate of Deposit)	50,001	25,001
Accounts Receivable - Federal, State & Local Grants	70,210	346,495
Accounts Receivable - Employees/Other	43,061	18,694
Inventory	139,350	152,263
Prepaid Expenses	64,618	75,959
Total Current Assets	473,000	899,857
Long-Term Assets		
Total Capital Assets, Net	1,861,267	2,145,121
Deferred Outflows of Resources-NPL	305,118	99,372
Total Long-Term Assets	2,166,385	2,244,493
Total Assets	2,639,385	3,144,350
LIABILITIES & EQUITY		
LIABILITIES		
Current Liabilities:		
Accounts Payable	144,908	136,856
Accrued Payroll and Withholdings	142,899	154,326
Accrued Compensated Absences	75,703	28,518
Disallowed Costs due to SCDOT - Current	137,488	137,488
Line of Credit - Conway National Bank	250,000	150,000
Capital Lease Obligations	9,493	30,000
Unearned Revenue - Local Grants	22,262	25,943
Total Current Liabilities	782,753	663,131
Non-Current Liabilities:		
Accrued Compensated Absences, Net of Current Portion	49,502	74,866
Capital Lease Obligations, Net of Current Portion	0	12,151
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	618,668	412,485
Total Non-Current Liabilities	4,945,925	4,612,753
Total Liabilities	5,728,678	5,275,884
EQUITY		
Contributed Capital	2,719,523	2,719,523
Restricted Net Assets	(785,710)	(950,917)
Retained Earnings - Current Year	(1,135,074)	(284,008)
Net Investments in Capital Assets	2,027,824	0
Net Position Restricted for Pensions	(3,676,132)	(3,676,132)
Restricted for Transit Operations	60,000	60,000
Unrestricted Net Pension	(2,299,725)	0
Total Fund Equity	(3,089,294)	(2,131,534)
Total Liabilities and Fund Equity	2,639,385	3,144,350

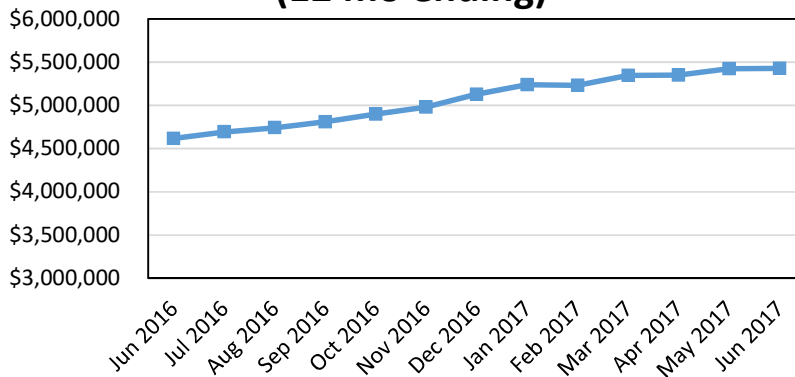
Expenses: Monthly Budget to Actual



Current/Quick Ratio



12-mo Rolling Expense Trending (12 mo ending)



WACCAMAW REGIONAL TRANSPORTATION AUTHORITY

CASH REQUIREMENTS

7/17/2017

	Income	Expense	Balance	Date	Notes
Cash Balance			\$203,338	07/17/17	
Deposits in Transit	\$6,526		\$209,864	07/18/17	
5307 Federal OPS	\$22,854		\$232,718	07/19/17	Final June Draw
5307 Federal PM	\$25,385		\$258,103	07/19/17	Final June Draw
5308 Federal Capital	\$14,200		\$272,303	07/20/17	Capital Draw
Accounts Payable		\$25,000	\$247,303	07/19/17	Estimated 07/19
City of Myrtle Beach	\$88,000		\$335,303	07/19/17	1Q payment
Fuel		\$12,000	\$323,303	07/19/17	Estimated
Fares	\$12,500		\$335,803	07/22/17	Estimated
Accounts Payable		\$20,000	\$315,803	07/26/17	Estimated
Fuel		\$10,000	\$305,803	07/26/17	Estimated
Horry County - New Flyer Reimbursement	\$385,645		\$691,448	07/28/17	Invoice Submitted 7/14/17
Payroll and taxes		\$144,000	\$547,448	07/28/17	Estimated
SC Dept of Health & Human Service		\$12,700	\$534,748	07/28/17	Pay-off in July
Fares	\$12,500		\$547,248	07/29/17	Estimated
Worker's Comp		\$12,000	\$535,248	07/29/17	Estimate
Quarterly Unemployment Taxes		\$15,700	\$519,548	07/30/17	Quarter unemployment taxes
SC Retirement		\$38,800	\$480,748	07/31/17	June Pension
Accounts Payable		\$20,000	\$460,748	08/02/17	Estimated
Fuel		\$10,000	\$450,748	08/02/17	Estimated
Fares	\$12,500		\$463,248	08/06/17	Estimated
SC Works - Payment for Bus Wraps	\$24,000		\$487,248	08/07/17	Bus Wraps
5307 Federal OPS	\$85,000		\$572,248	08/09/17	July Draw
5307 Federal PM	\$60,000		\$632,248	08/09/17	July Draw
Accounts Payable		\$18,000	\$614,248	08/09/17	Estimated
Fuel		\$10,000	\$604,248	08/09/17	Estimated
Vehicle, other insurances		\$45,000	\$559,248	08/09/17	Estimated quarterly first payment
City of Loris	\$7,500		\$566,748	08/10/17	Payment for SC Work Routes
PEBA - Health Insurance		\$40,000	\$526,748	08/10/17	August Premium
Payroll and taxes		\$111,000	\$415,748	08/11/17	Estimated
SCDOT - New Flyer Reimbursement	\$1,356,250		\$1,771,998	08/11/17	Invoice Submitted 7/14/17
Fares	\$12,500		\$1,784,498	08/12/17	Estimated
New Flyer Payment - 4 buses		\$1,741,895	\$42,603	08/12/17	New Flyer Bus Payment
Accounts Payable		\$18,000	\$24,603	08/16/17	Estimated 8/16/2017
Fuel		\$10,000	\$14,603	08/16/17	Estimated
Fares	\$12,500		\$27,103	08/18/17	Estimated
5307 Federal Capital Exp	\$96,800		\$123,903	08/21/17	Transit Center Draw
5311 Federal Admin	\$22,000		\$145,903	08/22/17	July Draw
5311 Federal OPS	\$33,000		\$178,903	08/22/17	July Draw
5311 Federal PM	\$35,000		\$213,903	08/22/17	July Draw
5311 State OPS - SMTF	\$30,000		\$243,903	08/22/17	July Draw
5311 State PM - SMTF	\$7,500		\$251,403	08/22/17	July Draw
5311 Federal Admin	\$22,000		\$273,403	08/22/17	July Draw
5311 Federal OPS	\$33,000		\$306,403	08/22/17	July Draw
Accounts Payable		\$18,000	\$288,403	08/23/17	Estimated
Fuel		\$10,000	\$278,403	08/23/17	Estimated
Fares	\$12,500		\$290,903	08/24/17	Estimated
5307 SMTF	\$40,000		\$330,903	08/25/17	July Draw

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY

CASH REQUIREMENTS

7/17/2017

	Income	Expense	Balance	Date	Notes
Cash Balance			\$203,338	07/17/17	
Payroll and taxes		\$112,000	\$218,903	08/25/17	Estimated
Conway National Bank -Line of Credit		\$150,000	\$68,903	08/29/17	
Accounts Payable		\$18,000	\$50,903	08/30/17	Estimated 8/30/2017
Fares	\$12,500		\$63,403	08/30/17	Estimated
Fuel		\$10,000	\$53,403	08/30/17	Estimated
SC Retirement		\$37,000	\$16,403	08/30/17	July Pension
5307 ADA Service Drawdown	\$48,000		\$64,403	09/01/17	ADA Drawdown Diff between 80%-50%
Accounts Payable		\$20,000	\$44,403	09/06/17	Estimated 9/6/2017
Fares	\$10,000		\$54,403	09/06/17	Estimated
Fuel		\$10,000	\$44,403	09/06/17	Estimated
Conway National Bank -Line of Credit	\$150,000		\$194,403	09/07/17	
Payroll and taxes		\$112,000	\$82,403	09/08/17	Estimated
PEBA - Health Insurance		\$40,000	\$42,403	09/10/17	September Premium
Accounts Payable		\$20,000	\$22,403	09/13/17	Estimated 9/13/2017
Fares	\$10,000		\$32,403	09/13/17	Estimated
Fuel		\$10,000	\$22,403	09/13/17	Estimated
5307 Federal OPS	\$85,000		\$107,403	09/15/17	August Draw
5307 Federal PM	\$70,000		\$177,403	09/15/17	August Draw
Conway National Bank -Line of Credit		\$100,000	\$77,403	09/18/17	
Accounts Payable		\$20,000	\$57,403	09/20/17	Estimated 9/20/2017
Fares	\$10,000		\$67,403	09/20/17	Estimated
Fuel		\$10,000	\$57,403	09/20/17	Estimated
5311 Federal PM	\$35,000		\$92,403	09/21/17	September Draw
5311 State OPS - SMTF	\$30,000		\$122,403	09/21/17	September Draw
5311 State PM - SMTF	\$7,500		\$129,903	09/21/17	September Draw
5311 Federal Admin	\$22,000		\$151,903	09/22/17	August Draw
5311 Federal OPS	\$64,000		\$215,903	09/22/17	August Draw
5311 Federal PM	\$35,000		\$250,903	09/22/17	August Draw
5311 State OPS - SMTF	\$30,000		\$280,903	09/22/17	August Draw
5311 State PM - SMTF	\$7,500		\$288,403	09/22/17	August Draw
Payroll and taxes		\$110,000	\$178,403	09/22/17	Estimated with Holiday
Fares	\$10,000		\$188,403	09/26/17	Estimated
Accounts Payable		\$20,000	\$168,403	09/27/17	Estimated 9/27/2017
Fuel		\$10,000	\$158,403	09/27/17	Estimated
SC Retirement		\$37,000	\$121,403	09/30/17	August Pension
Fares	\$10,000		\$131,403	10/03/17	Estimated
Accounts Payable		\$20,000	\$111,403	10/04/17	Estimated
Fuel		\$10,000	\$101,403	10/04/17	Estimated
Payroll and taxes		\$105,000	(\$3,597)	10/06/17	
Fares	\$10,000		\$6,403	10/10/17	Estimated
PEBA - Health Insurance		\$40,000	(\$33,597)	10/10/17	October Premium
Accounts Payable		\$20,000	(\$53,597)	10/11/17	Estimated
Fuel		\$10,000	(\$63,597)	10/11/17	Estimated
5307 Federal OPS	\$80,000		\$16,403	10/15/17	September Draw
5307 Federal PM	\$60,000		\$76,403	10/15/17	September Draw
City of Myrtle Beach	\$88,000		\$164,403	10/15/17	
Horry County Quarterly Payment	\$263,750		\$428,153	10/15/17	Q2 Payment
Accounts Payable		\$20,000	\$408,153	10/18/17	Estimated

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY

CASH REQUIREMENTS

7/17/2017

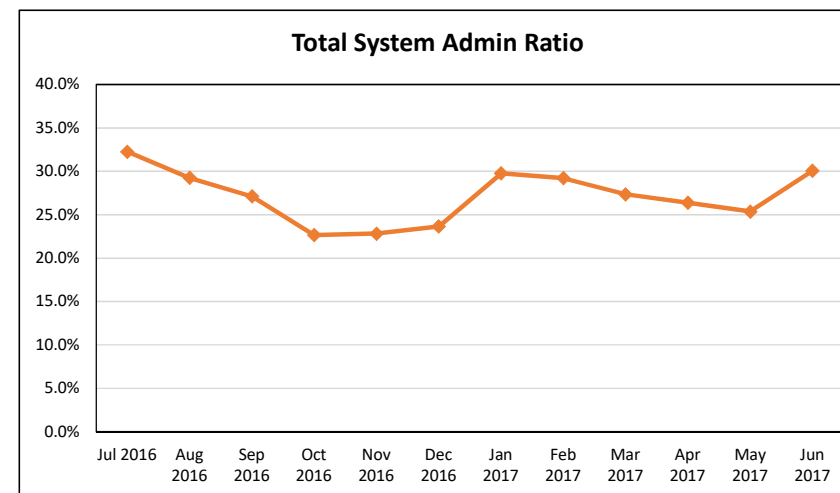
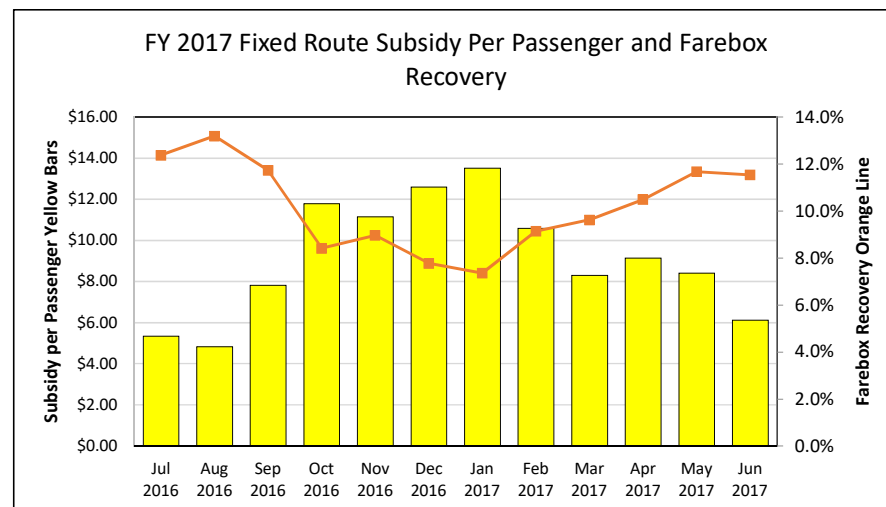
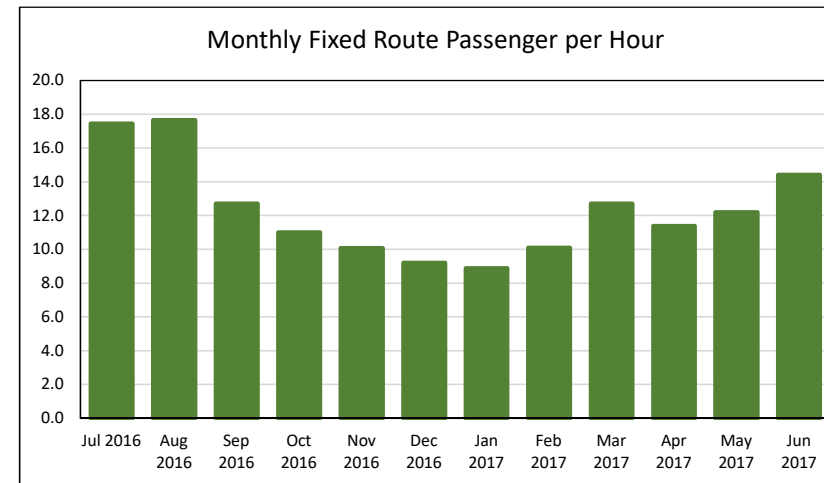
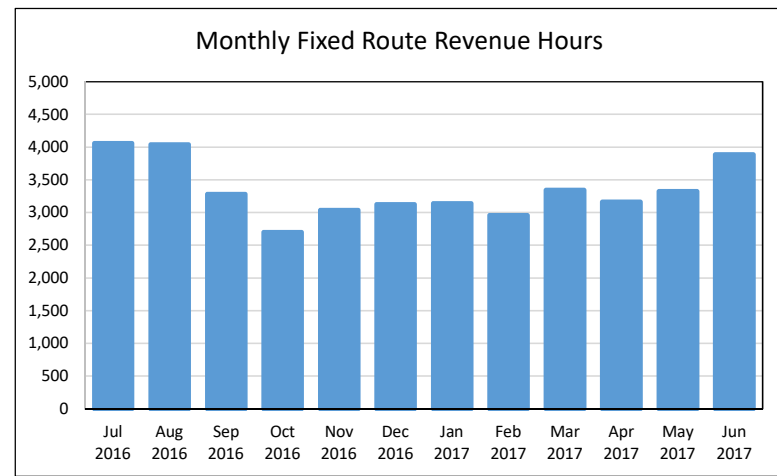
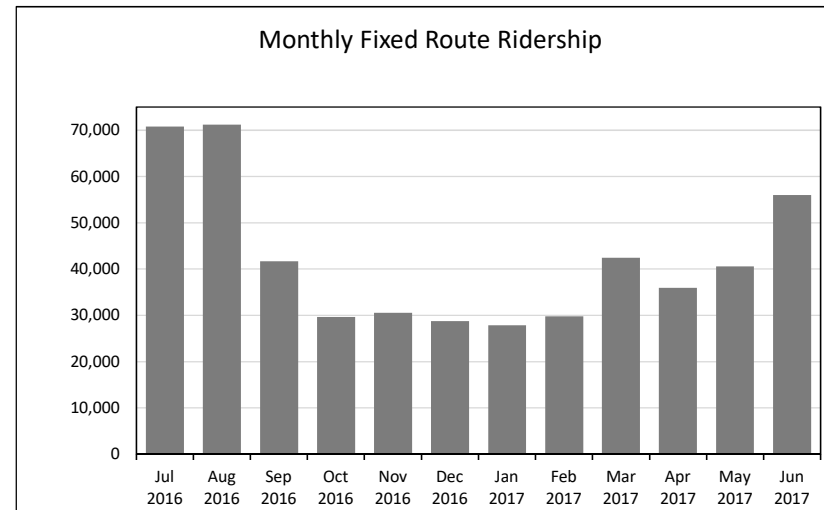
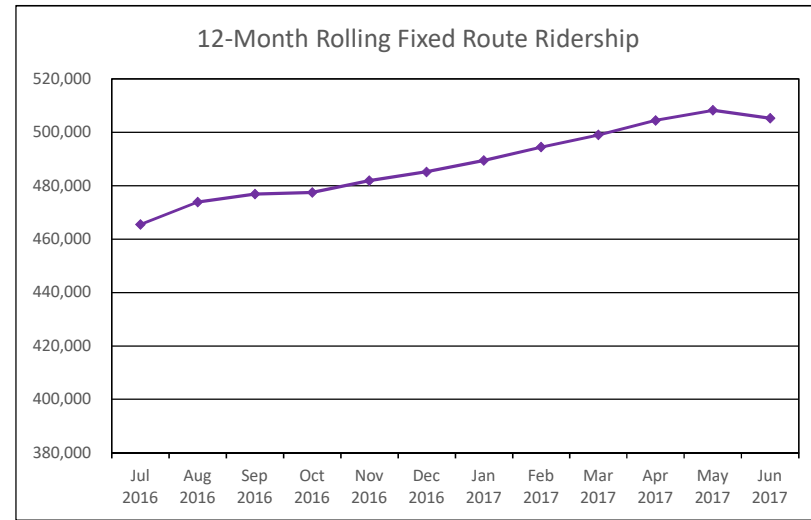
	Income	Expense	Balance	Date	Notes
Cash Balance			\$203,338	07/17/17	
Fuel		\$10,000	\$398,153	10/18/17	Estimated
Payroll and taxes		\$105,000	\$293,153	10/20/17	
Fares	\$10,000		\$303,153	10/24/17	Estimated
Accounts Payable		\$20,000	\$283,153	10/25/17	Estimated
Fuel		\$10,000	\$273,153	10/25/17	Estimated
Worker's Comp		\$12,000	\$261,153	10/29/17	Estimate
Quarterly Unemployment Taxes		\$15,700	\$245,453	10/30/17	Quarter unemployment taxes
SC Retirement		\$37,000	\$208,453	10/30/17	September Pension
Fares	\$10,000		\$218,453	10/31/17	Estimated
Accounts Payable		\$20,000	\$198,453	11/01/17	Estimated
Fuel		\$10,000	\$188,453	11/01/17	Estimated

Key Performance Indicators - Fixed Route

Fixed Route Measures	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	12-Month Total
Ridership	58,936	70,759	71,227	41,677	29,647	30,568	28,766	27,874	29,811	42,476	35,971	40,546	55,991	564,249
Revenue Hours	3,881	4,058	4,035	3,278	2,696	3,036	3,124	3,139	2,954	3,341	3,161	3,325	3,886	43,914
Total Hours	4,166	4,361	4,321	3,487	2,868	3,205	3,285	3,301	3,102	3,518	3,302	3,483	4,088	46,487
Revenue Miles	79,297	80,886	80,605	70,461	58,303	67,992	69,965	70,404	66,328	72,715	70,056	72,146	79,067	938,225
Total Miles	85,914	87,723	87,154	75,435	62,488	72,410	74,333	74,607	70,107	77,179	73,878	76,328	83,985	1,001,541
Accidents	6	2	2	0	1	5	1	0	0	1	0	0	2	20
Breakdowns	5	6	6	5	5	4	3	2	1	0	1	5	8	51
Complaints	1	2	0	2	1	2	6	4	1	2	2	1	1	25
Transit Expense	\$216,442	\$225,143	\$201,248	\$179,869	\$178,120	\$212,744	\$203,496	\$201,244	\$189,716	\$223,780	\$216,899	\$216,280	\$215,675	\$2,680,654
Maintenance Expense	\$120,096	\$100,792	\$105,501	\$110,811	\$132,693	\$91,873	\$114,064	\$112,117	\$79,041	\$82,443	\$73,771	\$91,439	\$82,021	\$1,296,662
Administrative Expense	\$65,920	\$105,089	\$89,692	\$78,782	\$70,436	\$69,480	\$75,046	\$93,269	\$78,528	\$83,756	\$76,633	\$78,027	\$89,495	\$1,054,153
Total Operating Expenses	\$402,457	\$431,024	\$396,440	\$369,462	\$381,249	\$374,097	\$392,606	\$406,630	\$347,285	\$389,979	\$367,303	\$385,746	\$387,190	\$5,031,468
Fare Revenues	\$47,730	\$53,350	\$52,292	\$43,321	\$32,087	\$33,523	\$30,527	\$29,925	\$31,763	\$37,542	\$38,548	\$45,024	\$44,670	\$520,301

Efficiency Metrics	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	12-Month Total
O & M Expense per Hour (No Admin)	\$86.71	\$80.32	\$76.02	\$88.68	\$115.29	\$100.33	\$101.65	\$99.83	\$90.97	\$91.65	\$91.95	\$92.55	\$76.60	\$90.57
Average Fare	\$0.81	\$0.75	\$0.73	\$1.04	\$1.08	\$1.10	\$1.06	\$1.07	\$1.07	\$0.88	\$1.07	\$1.11	\$0.80	\$0.92
Farebox Recovery	11.9%	12.4%	13.2%	11.7%	8.4%	9.0%	7.8%	7.4%	9.1%	9.6%	10.5%	11.7%	11.5%	10.3%
Subsidy per Passenger	\$6.02	\$5.34	\$4.83	\$7.83	\$11.78	\$11.14	\$12.59	\$13.51	\$10.58	\$8.30	\$9.14	\$8.40	\$6.12	\$7.99
Maintenance Cost per Mile	\$1.40	\$1.15	\$1.21	\$1.47	\$2.12	\$1.27	\$1.53	\$1.50	\$1.13	\$1.07	\$1.00	\$1.20	\$0.98	\$1.29
Deadhead Ratio (Miles)	8%	8%	8%	7%	7%	6%	6%	6%	6%	6%	5%	6%	6%	7%
Administrative Ratio	26%	32%	29%	27%	23%	23%	24%	30%	29%	27%	26%	25%	30%	27%

Effectiveness Metrics	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	12-Month Total
Passengers per Hour	15.2	17.4	17.7	12.7	11.0	10.1	9.2	8.9	10.1	12.7	11.4	12.2	14.4	12.8
Mean Distance between Accidents	14,319	43,862	43,577	N/A	62,488	14,482	74,333	N/A	N/A	77,179	N/A	N/A	41,993	50,077
Mean Distance between Breakdowns	17,183	14,621	14,526	15,087	12,498	18,103	24,778	37,304	70,107	N/A	73,878	15,266	10,498	19,638
Complaints per 1,000 Riders	0.017	0.028	0.000	0.048	0.034	0.065	0.209	0.144	0.034	0.047	0.056	0.025	0.018	0.148
On-Time Performance	85%	81%	87%	90%	89%	92%	96%	95%	97%	95%	92%	91%	83%	88%

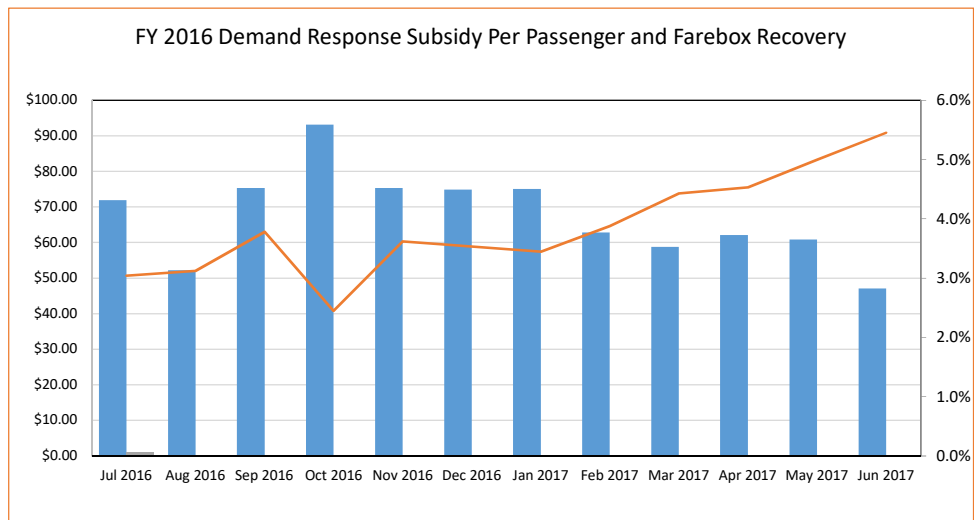
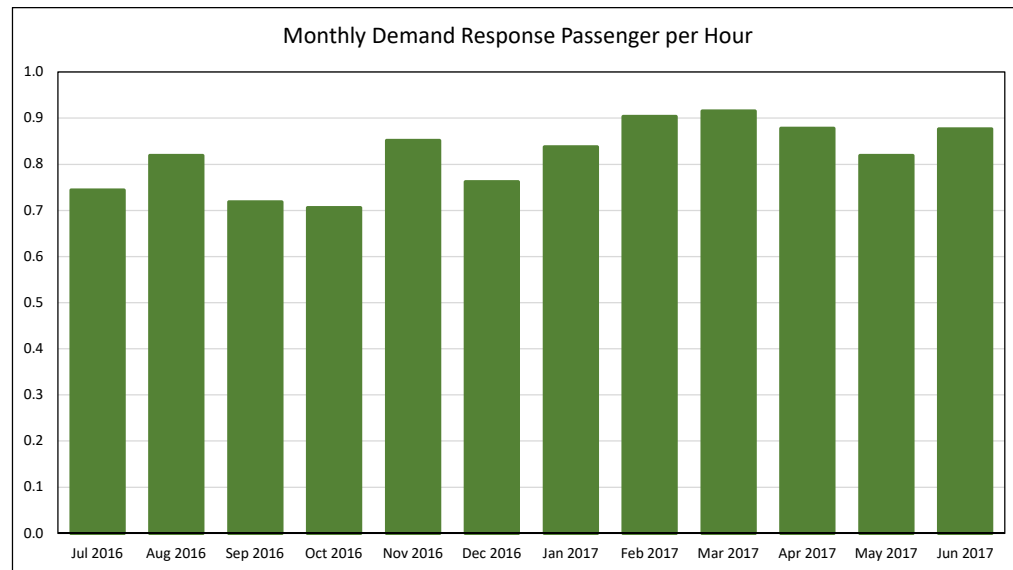
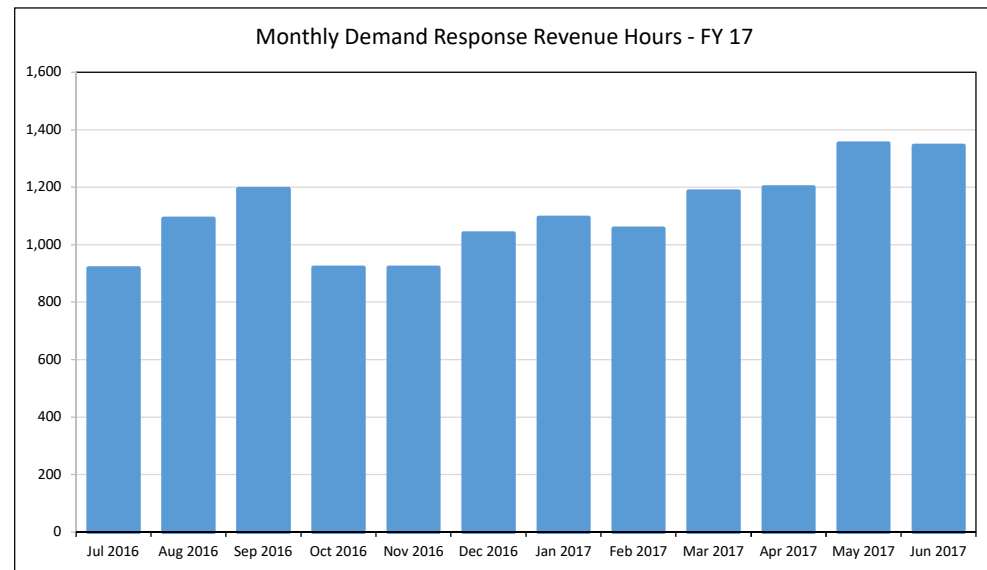
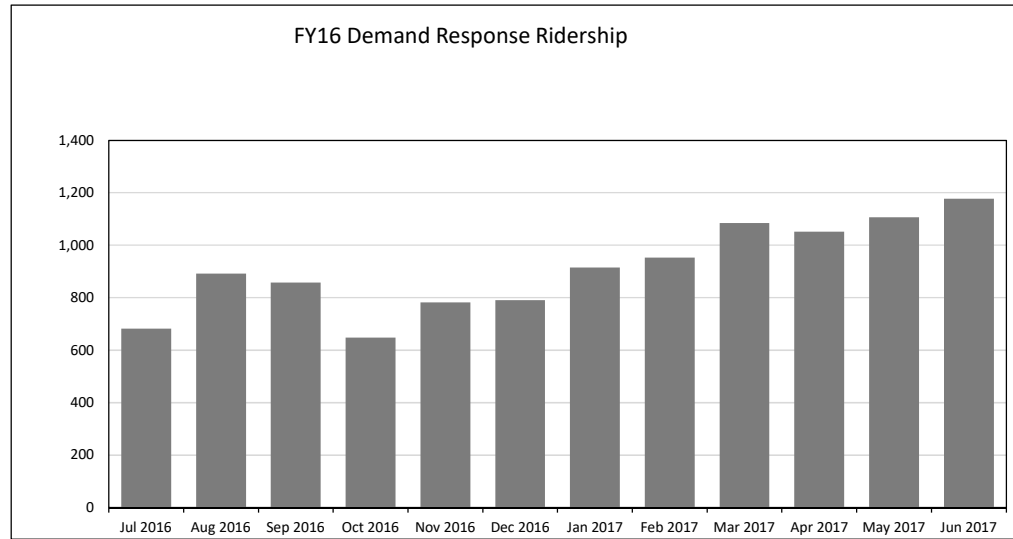
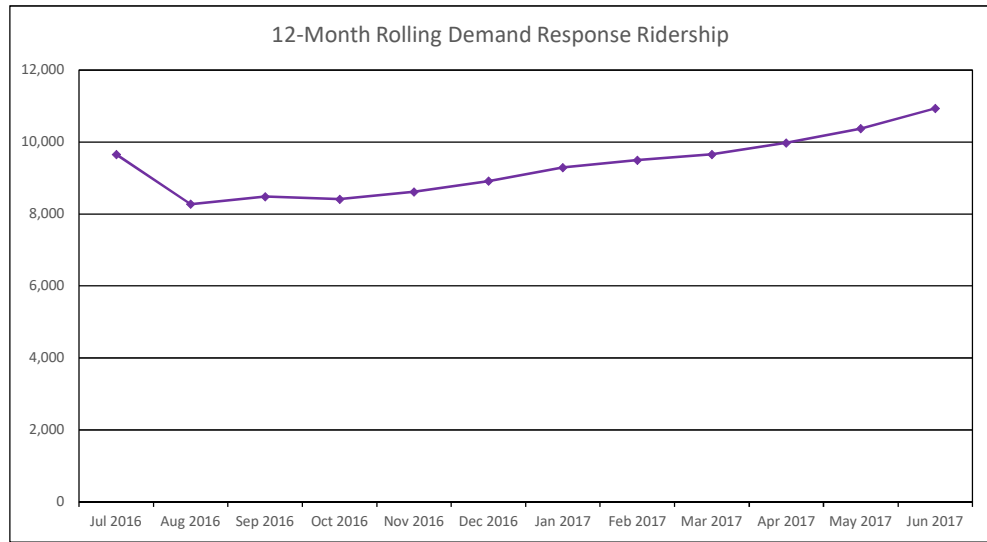


Key Performance Indicators - Demand Response

Demand Response Measures	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	12-Month Total
Ridership	613	682	892	857	648	782	791	915	953	1,084	1,052	1,107	1,177	11,553
Revenue Hours	883	917	1,090	1,194	919	919	1,039	1,093	1,055	1,185	1,199	1,352	1,344	14,190
Total Hours	1,089	1,113	1,265	1,400	1,114	1,114	1,270	1,293	1,206	1,361	1,365	1,574	1,577	16,741
Revenue Miles	9,883	11,243	14,570	15,179	11,017	13,668	13,001	14,455	13,851	15,567	16,578	17,284	17,910	184,206
Total Miles	13,785	14,373	18,332	19,006	14,052	17,221	16,724	18,027	16,490	18,582	19,880	21,397	21,686	229,555
Accidents	0	1	0	0	0	1	2	0	0	0	0	0	1	5
Breakdowns	2	0	0	0	0	0	0	0	0	0	0	0	0	2
Complaints	0	0	0	0	0	1	0	0	1	1	0	1	2	6
Paratransit Expense	\$26,570	\$30,418	\$27,034	\$38,608	\$39,290	\$38,420	\$38,423	\$38,849	\$35,978	\$40,443	\$42,615	\$43,592	\$34,834	\$475,076
Maintenance Expense	\$10,570	\$8,106	\$10,177	\$14,162	\$11,138	\$11,377	\$11,219	\$14,307	\$11,443	\$11,098	\$10,776	\$11,624	\$9,342	\$145,340
Administrative Expense	\$7,206	\$12,084	\$10,880	\$14,302	\$11,428	\$11,358	\$11,732	\$18,005	\$14,892	\$15,137	\$15,056	\$15,727	\$14,455	\$172,262
Total Operating Expenses	\$44,347	\$50,608	\$48,091	\$67,073	\$61,856	\$61,155	\$61,374	\$71,161	\$62,313	\$66,679	\$68,447	\$70,943	\$58,631	\$792,678
Fare Revenues	\$1,691	\$1,540	\$1,502	\$2,536	\$1,514	\$2,214	\$2,167	\$2,454	\$2,417	\$2,952	\$3,102	\$3,544	\$3,196	\$30,829

Efficiency Metrics	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	12-Month Total
O & M Expense per Hour	\$42.06	\$42.01	\$34.14	\$44.20	\$54.87	\$54.18	\$47.78	\$48.63	\$44.94	\$43.49	\$44.52	\$40.84	\$32.87	\$43.72
Average Fare	\$2.76	\$2.26	\$1.68	\$2.96	\$2.34	\$2.83	\$2.74	\$2.68	\$2.54	\$2.72	\$2.95	\$3.20	\$2.72	\$2.67
Farebox Recovery	3.8%	3.0%	3.1%	3.8%	2.4%	3.6%	3.5%	3.4%	3.9%	4.4%	4.5%	5.0%	5.5%	3.9%
Subsidy per Passenger	\$69.58	\$71.95	\$52.23	\$75.31	\$93.12	\$75.37	\$74.85	\$75.09	\$62.85	\$58.79	\$62.12	\$60.88	\$47.10	\$65.94
Deadhead Ratio (Miles)	39%	28%	26%	25%	28%	26%	29%	25%	19%	19%	20%	24%	21%	25%
Administrative Ratio	19%	31%	29%	27%	23%	23%	24%	34%	31%	29%	28%	28%	33%	28%

Effectiveness Metrics	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	12-Month Total
Passengers per Hour	0.69	0.74	0.82	0.72	0.71	0.85	0.76	0.84	0.90	0.91	0.88	0.82	0.88	0.81
Mean Distance between Accidents	#DIV/0!	14,373	#DIV/0!	#DIV/0!	#DIV/0!	17,221	8,362	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	21,686	45,911
Mean Distance between Breakdowns	6,893	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	114,778
Complaints per 1,000 Riders	0.0	0.0	0.0	0.0	0.0	1.3	0.0	0.0	1.0	0.9	0.0	0.9	1.7	0.5
On-Time Performance	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%



Coast RTA							***** 5311 Federal Rural - Grant # PT-70911-22 *****					
FY17 Grant Draw-Down Schedules							***** 5311 State Rural - Grant # PT-70911-22 *****					
06/30/17												
***** 5307 Federal Urban - Grant # SC-2016-017 *****							***** 5311 State Rural - Grant # PT-70911-22 *****					
Admin & Operating		ADA Admin & Operating	Preventative Maintenance	Capital Expenditures	Totals	Comments	Preventative Maintenance		Capital Expenditures	Admin	Totals	Comments
Operating		Operating	Maintenance	Expenditures	Totals	Comments	Operating	Maintenance	Expenditures	Admin	Totals	Comments
FY17 Grant (submitted)	\$ 1,190,805	\$ -	\$ 1,126,874	\$ 284,000	\$ 2,601,679		\$ 228,540	\$ 294,764	\$ -	\$ 198,320	\$ 721,624	FY17 Grant
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		\$ 228,540	\$ 294,764	\$ -	\$ 198,320	\$ 721,624	
Monthly Draws:						Month Drawn						Month Drawn
July 2016	\$ 73,368	\$ 18,699	\$ 72,111	\$ 33,877	\$ 198,055	Aug+Nov 16	\$ 35,047	\$ 31,443	\$ -	\$ 23,771	\$ 90,261	Aug 16
Aug 2016	\$ 65,164	\$ 17,593	\$ 72,809	\$ -	\$ 155,566	Sept 16	\$ 31,672	\$ 32,067	\$ -	\$ 22,509	\$ 86,248	Sept 16
Sept 2016	\$ 56,527	\$ (36,292)	\$ 72,062	\$ -	\$ 92,297	Oct/Nov 16	\$ 34,278	\$ 37,990	\$ -	\$ 23,533	\$ 95,801	Oct 16
Oct 2016	\$ 68,221	\$ -	\$ 77,399	\$ -	\$ 145,620	Nov 16	\$ 34,322	\$ 41,183	\$ -	\$ 21,824	\$ 97,329	Nov 16
Nov 2016	\$ 80,029	\$ -	\$ 65,025	\$ -	\$ 145,054	Dec 16	\$ 39,524	\$ 33,204	\$ -	\$ 24,916	\$ 97,644	Dec 16
Dec 2016	\$ 82,228	\$ -	\$ 72,885	\$ -	\$ 155,113	Jan 17	\$ 41,020	\$ 38,588	\$ -	\$ 24,864	\$ 104,472	Jan 17
Jan 2017	\$ 84,988	\$ -	\$ 72,719	\$ -	\$ 157,707	Feb 17	\$ 12,677	\$ 38,320	\$ -	\$ 24,977	\$ 75,974	Feb 17
Feb 2017	\$ 72,387	\$ -	\$ 53,036	\$ -	\$ 125,423	Mar 17	\$ -	\$ 28,183	\$ -	\$ 18,408	\$ 46,591	Mar 17
Mar 2017	\$ 83,038	\$ -	\$ 56,591	\$ 42,715	\$ 182,344	Apr 17	\$ -	\$ 13,786	\$ -	\$ 13,518	\$ 27,304	Apr 17
Apr 2017	\$ 82,219	\$ -	\$ 46,861	\$ -	\$ 129,080	May 17	\$ -	\$ -	\$ -	\$ -	\$ -	
May 2017	\$ 77,841	\$ -	\$ 61,622	\$ -	\$ 139,463	June 18	\$ -	\$ -	\$ -	\$ -	\$ -	
June 2017	\$ 81,894	\$ -	\$ 63,392	\$ -	\$ 145,286	June/July 17	\$ -	\$ -	\$ -	\$ -	\$ -	
July 2017	\$ -	\$ -	\$ -	\$ -	\$ -							
Aug 2017	\$ -	\$ -	\$ -	\$ -	\$ -							
Sept 2017	\$ -	\$ -	\$ -	\$ -	\$ -							
Subtotal Draws	\$ 907,904	\$ -	\$ 786,512	\$ 76,592	\$ 1,771,008		\$ 228,540	\$ 294,764	\$ -	\$ 198,320	\$ 721,624	
Remaning Balance	\$ 477,860	\$ -	\$ 210,722	\$ 220,208	\$ 908,790		\$ -	\$ -	\$ -	\$ -	\$ -	
% Expended	65.52%	0.00%	78.87%	25.81%	66.09%		100.00%	100.00%		100.00%	100.00%	
% Time Elapsed	80.00%	80.00%	80.00%	80.00%	80.00%		100.00%	100.00%		100.00%	100.00%	
***** 5307 State Urban SMTF - Grant # 70999-55 *****							***** 5311 State Rural - Grant # PT-70911-22 *****					
Operating		TBD	Preventative Maintenance	Capital Expenditures	Totals	Comments	Preventative Maintenance		Capital Expenditures	Admin	Totals	Comments
Operating		TBD	Maintenance	Expenditures	Totals	Comments	Operating	Maintenance	Expenditures	Admin	Totals	Comments
FY17 Grant (submitted)	\$ 99,326	\$ -	\$ -	\$ -	\$ 99,326		\$ 205,348	\$ 37,562	\$ -	\$ -	\$ 242,910	FY17 Grant
Monthly Draws:						Month Drawn						Month Drawn
July 2016	\$ 78,043	\$ -	\$ -	\$ -	\$ 78,043	Aug 16	\$ 35,046	\$ 7,861	\$ -	\$ -	\$ 42,907	Aug 16
Aug 2016	\$ 21,283	\$ -	\$ -	\$ -	\$ 21,283	Sept 16	\$ 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	\$ 99,326	\$ -	\$ -	\$ -	\$ 99,326		\$ 205,348	\$ 37,562	\$ -	\$ -	\$ 242,910	
Remaning Balance	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
% Expended	100.00%				100.00%		100.00%	100.00%			100.00%	

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. JUL2017-16**

ACCEPTANCE OF REVISED BY-LAWS

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

Background

The By-Laws Committee reviewed, discussed and recommended changes to update the By-Laws sections related to the Citizens' Advisory Committee, provisions for amendments to the By-Laws and removed references to the corporate seal.

Motion

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

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

APPROVED by the Waccamaw Regional Transportation Authority Board of Directors at the regular meeting thereof held on July 26, 2017:

ATTEST:

Robert Sheehan, Board Chair

Darrell Eickhoff, Board Vice Chair

Katharine D'Angelo

Ivory Wilson

Wilbert G. James

Lillie Jean Johnson

Bernard Silverman

Debbie Gasque

Marvin Keene, Ph.D.,CFA

Sid Blackwelder

Joseph Lazzara

BY-LAWS

OF THE

**WACCAMAW REGIONAL
TRANSPORTATION
AUTHORITY**

JULY 2017

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BY-LAWS OF THE WACCAMAW REGIONAL TRANSPORTATION AUTHORITY

ARTICLE I NAME OF ORGANIZATION

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

ARTICLE II OFFICES

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

ARTICLE III ORGANIZATION

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

ARTICLE IV PURPOSES

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

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

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

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

(b) contract for public transportation services;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE V BOARD OF DIRECTORS

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

Section 2 Number, Appointment and Terms

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

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

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

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

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

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

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

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

Section 4 Regular Meetings. A meeting of the Board shall be held on the last Wednesday of the month at a time and place to be designated. The Board committees shall meet monthly or as often as may be required to carry out the responsibilities and purposes of the Authority. The Board shall provide, by resolution, the date, time and place, either within or without the State of South Carolina, for the holding of regular meetings.

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

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

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

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

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

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

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

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

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

Section 12 Compensation Plan – See Article VII, Section K for details.

ARTICLE VI

FINANCES; APPLICATION AND USE OF FUNDS

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

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

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

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

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

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

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

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

ARTICLE VII GENERAL MANAGER/CEO

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

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

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

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

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

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

(n) Require an annual audit for review by the Board;

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

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

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

ARTICLE VIII BOARD OFFICERS

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

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

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

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

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

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

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

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

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

Section 8 Secretary/Treasurer. The Secretary/Treasurer shall be the GM/CEO, who shall:

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

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

(c) be custodian of the official records.

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

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

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

Section 9 Secretary/Treasurer. The Secretary/Treasurer shall be the custodian of the funds of the Authority and shall cause such records and returns to be kept and filed as shall be required in conformity with applicable Federal and State laws. The Secretary/Treasurer shall present a financial report at every meeting of the Board and shall see that the Corporation's books of account are reviewed at least once a year by a certified public accountant selected by the Board of Directors.

The Secretary/Treasurer shall perform such other duties as the Board Chair may assign him from time to time.

Section 10 Bonds. Any or all officers and agents shall, respectively, if required by the Board, give bonds for the faithful discharge of their duties in such sums and with such sureties as the Board shall determine.

ARTICLE IX CITIZENS ADVISORY COMMITTEE

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

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

ARTICLE X CONTRACTS, LOANS, CHECKS AND DEPOSITS

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

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

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

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

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

ARTICLE XI AMENDMENTS

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

ARTICLE XII REGULATION

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

ARTICLE XIII SEAL

Article removed – No longer in use.

ARTICLE XIV DISSOLUTION

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

ARTICLE XV MISCELLANEOUS

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

ARTICLE XVI SEVERABILITY

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

ARTICLE XVII EXECUTIVE COMMITTEE

Article removed. Executive Committee no longer exists.

ARTICLE XVIII COMMITTEES

The Board shall maintain four (4) primary committees that will meet on a regular or as-needed basis. The Board Chairman will be responsible for assigning the Board representatives who will serve on each committee, as well as selecting a chairperson. Primary committees shall be comprised of five (5) members.

Committee	REPS	Primary Duties
<u>Finance</u>	4	Approve financial plans, budgets, compensation plan
<u>Service/PAC Committee</u>	5	Address service issues, final appellate for customer complaints, service planning, marketing plans, local government agreements/issues
<u>Funding Development</u>	4	Research and advocacy for dedicated local funding

The Ad-Hoc committees are outlined in the table below:

Committee	Number Reps	Primary Duties
Bylaws	3	Review and update By-Laws as necessary
Compensation	3	GM/CEO Contract and Compensation

XIX CONFLICT OF INTEREST

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

ARTICLE XX ROBERT'S RULES OF ORDER

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

ARTICLE XXI ABSENTEE VOTING

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