

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
d/b/a COAST RTA
REGULAR BOARD OF DIRECTORS MEETING
THURSDAY, FEBRUARY 27, 2020
11:00 AM

AGENDA

1. CALL TO ORDER
2. INVOCATION/PLEDGE OF ALLEGIANCE
3. ROLL CALL – ANNOUNCEMENT OF QUORUM
4. APPROVAL OF CONSENT AGENDA
 - RESOLUTION FEB2020-01 AUTHORIZATION TO REQUEST FY21 FUNDING FROM LOCAL GOVERNMENTS
 - RESOLUTION FEB2020-02 AUTHORIZATION TO REQUEST FY21 5311 AND SMTF FUNDS FROM SCDOT
 - RESOLUTION FEB2020-03 AUTHORIZATION TO REQUEST FY21 5307 FUNDS FROM FTA
5. APPROVAL OF AGENDA
6. ACKNOWLEDGEMENT OF VISITORS
7. PUBLIC COMMENT (3-MINUTE LIMIT)
8. EMPLOYEE RECOGNITION
9. APPROVAL OF MINUTES FROM JANUARY MEETING
10. SERVICE/PAC COMMITTEE REPORT
11. FINANCE COMMITTEE REPORT
12. GENERAL MANAGER’S REPORT
13. OLD BUSINESS – BY-LAWS CHANGES
14. APPROVAL OF RESOLUTIONS
 - RESOLUTION FEB2020-04 ACCEPTANCE OF REVISED BY-LAWS
15. NEW BUSINESS
 - MASTER PROJECT LIST
16. EXECUTIVE SESSION
17. ANNOUNCEMENTS
18. ADJOURNMENT

THE NEXT BOARD OF DIRECTORS MEETING IS SCHEDULED FOR
WEDNESDAY MARCH 25, 2020 AT 9:30 AM
IN THE CONFERENCE ROOM LOCATED AT 1418 THIRD AVENUE, CONWAY, SC

**2020 BOARD OF DIRECTORS
ATTENDANCE ROSTER**

	JAN 22	FEB 26	MAR 25	APR 29	MAY 27	JUN 24	JUL 29	AUG 26	SEP 30	OCT 28	DEC 9
D'Angelo, Katharine	X										
Heather Edwards	E										
Eickhoff, Darrell	X										
Johnson, Lillie Jean	X										
Keene, Marvin, Ph.D. CFA	X										
Lazzara, Joseph	X										
Sheehan, Rob, Ph.D.	E										
Silverman, Bernard	X										
Wallace, Randal	X										
Wilson, Ivory	E										

X = In Attendance

A = Absent

E = Excused Absence

* = Arrived after roll call

**= In attendance via conference call

JANUARY 2020

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
d/b/a THE COAST RTA
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, JANUARY 22, 2020
10:30 AM

Board Present: Darrell Eickhoff
Dr. Marvin Keene
Joseph Lazzara
Katharine D'Angelo
Lillie Jean Johnson
Bernard Silverman

Staff Present: Brian Piascik, General Manager/CEO
Ron Prater, Chief Financial Officer
Lynette Nobles, Board Liaison

Visitors: Professor Sara Brailer, CCU
Charles Perry, Horry Independent

In accordance with the Freedom of Information Act (FOIA), the 2020 meeting schedule was provided to the press at the beginning of the 2020 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 20, 2020.

CALL TO ORDER: Chairman Eickhoff called the meeting to order at 10:30 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: Sociology Professor Sara Brailer and Charles Perry

PUBLIC COMMENT: Professor Brailer talked about a project looking at met and unmet needs of the homeless in Horry County. They spoke with 100 homeless people. Their basic needs for shelter, food, a place to bathe and wash their clothes are met by the homeless shelter. For 67% of them, the number one (1) unmet need is transportation. 34% of the 67% said that transportation is a problem for them every day. Not having transportation is a problem in trying to find/keep employment and medical appointments. Professor Brailer said that she has been invited to join the task force. The frequency of our service seems to be the biggest issue. Professor Brailer will send her complete report to Mr. Piascik.

EMPLOYEE RECOGNITION: Mr. Piascik announced that the following drivers will be

participating in the TASC Rodeo in March in Hilton Head: Matt Simon, Gary Bradley, Robert Bomba, Ron Cameron, (40' buses) and Beneshia Julious, Jalexus Ford (Cutaways)

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

APPROVAL OF MINUTES: There was a motion by Mrs. D'Angelo and a second by Mr. Silverman to approve the minutes from the December board meeting. A voice vote was taken; no nays being heard, the minutes were approved.

It was decided that the By-Laws Committee will meet Wednesday, February 19th, after the Service/PAC Committee meeting.

COMMITTEE REPORTS

FINANCE COMMITTEE: Dr. Keene shared that our budget is in good shape. Mr. Piascik shared that we are looking at a budget revision. We are buying out vacation hours to get those back in line. We had to upgrade our push-to-talk phones, and Travel and Training is running a little high.

Henrietta Golding, Esquire – to answer questions regarding open meetings, etc. The purpose of FOIA is transparency in government. There are also protections. Any employee receiving \$50,000 or more is a matter of public record. Personnel matters and legal matters are the two (2) exemptions under FOIA. In Executive Session, no votes can be taken and no decisions can be made. We are not required to announce an Executive Session in advance. When discussing individuals, you may do that in Executive Session. Contract negotiations can be subject to FOIA. When going into Executive Session, we must announce the purpose. The board members are now provided tablets and have been assigned a coasttra e-mail address. One of the purposes of doing so takes the board member's personal e-mail out of being included under FOIA. Any e-mail sent to anyone can be subject to FOIA. Communications regarding Coast RTA business are subject to FOIA. Any time we have at least three (3) board members together, it's a meeting. Should you send something to an attorney, that would come under attorney/client privilege; unless you send it to a third party. FOIA requests from out of state, you are not required to respond.

Mr. Piascik stated that in Charleston, they are looking at changing their service area to add two (2) additional counties. They're worried that it will require them to change the make-up of their board. They are interested in initiating changes to the law that governs RTA's in South Carolina. We're not sure that all of the RTA's were established under the same legislation. Mr. Piascik will send the information to Ms. Golding to make that determination. COMET in Columbia is no longer a member of TASC and they could possibly initiate change to the law that would be detrimental to what TASC is trying to accomplish.

GENERAL MANAGER'S REPORT: Mr. Piascik began by going over funding coordination: On the Transportation Committee makeup, a good thing for us is that they've added Economic Development, so the scope has been widened. The Chair is Dennis DiSabatto, who has requested to meet with Mr. Piascik. He's also been talking with Mr. Gosnell, the new County Administrator. The

Transportation Committee will meet January 27th. Meetings with Barry Spivey are going well. The Road Use fee is going very well. We will need to go through a budget process with them.

Georgetown County – we’re waiting to see on the administrative changes and still want to continue meetings. We’ll focus on City of Georgetown and Andrews. We have a Chamber Legislative breakfast on Friday. Ms. Johnson will be attending.

Myrtle Beach Chamber – have a meeting with Karen Riordan and Jimmy Gray on January 27th. We have the Transportation Summit with the Lieutenant Governor on February 24th. The Myrtle Beach Chamber Board meets February 26th, and we will be on the agenda.

City of Myrtle Beach – General Fund Application for \$250,000 is due January 31st. Mr. Piascik will ask for \$430,000 (\$330,000 Operations and \$100,000 for Capital) and see what they do. They have invited us to participate in development of a Five-Year Transportation Plan, due in March.

City of Conway – Mr. Piascik is meeting with the City Administrator Monday, January 27th to talk about their budget process.

City of North Myrtle Beach – Mr. Piascik is meeting with them on Thursday at 10:00 AM. They are interested in service. They want to begin small and build on that. We have to have direct funding. There is a new funding opportunity with the state – Intercity Grant for Service between Myrtle Beach and North Myrtle Beach. It falls right into that plan and we could fund the new route. We’ll ask for two (2) to three (3) years funding.

SCDOT - \$1.8 Billion in State of Good Repair – Mr. Piascik will write a letter requesting \$2 million to leverage funds for our new facility. Our application for 5311 funds, up to \$775,000 is due February 28th. SMTF is \$193,000 and our 5307 match is going to be up to \$140,000. We have paid off the shelter program.

FTA – Facility Grant is in process. We’re working on the scope now.

WRCOG/GSATS – We are requesting 5307 funding to do a Fare Structure Analysis and 5310 by February 28th.

Annunciation system problems – we are getting Ride Systems back in here to redo the geo fencing, which tells the system to announce the stop in advance. We have corrected all of the hardware issues. Mr. Piascik will let the board know when Ride Systems will be here to fix the issue(s).

Regulatory – NTD update is due January 31st; Mike Levitan is working on this. Triennial is scheduled for June 10-11, 2020, with questionnaire due January 31st. Title VI – we have a letter from FTA approving our plan. DBE Letter – there is potential for a finding. Fuel Management issue - we tried to purchase the system last year. We drew the money down, anticipating having the system in by the end of September, but it didn’t happen and the vendor was fired. The grant has been closed out, so we were unable to return the money. We have found a vendor who will honor the same pricing and the program should be implemented next week. Mr. Piascik will write a letter to FTA

explaining the issues we had and that should resolve the situation.

Internal – We will be distributing a new Employee Manual in the next couple of weeks, with the main changes being the accrual of PTO (Paid Time Off). We’re paying out hours to those who are over the accrual rate. State Ethics – everyone on the board should have their Conflict of Interest forms completed and turned in. We are about to release a small RFQ for website development. It will be less than \$25,000, so it’s in the works. Hill South is out. The Public Transportation Safety Plan is required by FTA and we are trying to include the succession plan in that. Advertising – there are a few irons in the fire. We have taken delivery of three (3) long cutaways and two (2) 40’ coaches. We will be rolling out a more comprehensive training program for new drivers. New drivers will learn all of our routes and all of the various vehicles prior to being put on the road.

APPROVAL OF RESOLUTIONS: None

OLD BUSINESS: Mr. Eickhoff is going to send out the Project List to everyone. He would like to prioritize the items into three (3) categories. Category A will be those that can be completed in 1-6 months; Category B – 7-12 months; Category C – other items. He would like to have this information prior to the February board meeting.

NEW BUSINESS: The decision was made to reschedule the February board meeting to Thursday, February 27, 2020 at 11:00 AM.

EXECUTIVE SESSION: None

ANNOUNCEMENTS:

ADJOURNMENT: There was a motion and a second that the meeting be adjourned. A voice vote was taken. No nays being heard, the meeting was adjourned at 12:25 PM.



FINANCIALS

January 31, 2020

FY 2020

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
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January 31, 2020**

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12-Feb-20

Income Statement
DBA THE COAST RTA
INCOME STATEMENT
FOR THE PERIOD ENDED January 31, 2020

	MTD Actual	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	TOTAL FY20 Budget
Operating Revenues						
Passenger Fares and Passes	33,001	144,253	137,300	6,953	5.1%	500,000
Local Contracts	0	0	0	0	0.0%	0
Other Operating Revenue	0	0	0	0	0.0%	0
Total Operating Revenues	33,001	144,253	137,300	6,953	5.1%	500,000
Operating Expenses						
Salaries & Benefits - Admin	62,386	254,690	250,633	(4,057)	-1.6%	729,398
Salaries & Benefits - Transit	220,495	810,553	772,984	(37,569)	-4.9%	2,339,195
Overtime - Transit	10,364	42,731	31,145	(11,586)	-37.2%	117,290
Salaries & Benefits - Maintenance	73,418	281,663	281,013	(650)	-0.2%	816,920
Overtime - Maintenance	1,617	5,104	8,706	3,602	41.4%	25,834
Facility Maintenance	7,303	97,606	90,496	(7,110)	-7.9%	235,000
Vehicle Maintenance	31,164	148,626	161,664	13,038	8.1%	480,697
Fuel & Oil	45,523	155,993	170,508	14,515	8.5%	525,000
Tires	2,063	11,156	14,096	2,940	20.9%	35,000
Liability Insurance	17,049	57,583	54,929	(2,654)	-4.8%	163,000
Utilities	2,985	10,108	12,394	2,286	18.4%	36,779
Telecommunications	7,840	32,497	26,959	(5,538)	-20.5%	80,000
Postage & Freight	377	1,206	1,000	(206)	-20.6%	3,000
Office Supplies/Computer/Security	2,507	26,304	29,003	2,699	9.3%	70,588
Legal & Professional Services	13,906	19,154	31,795	12,641	39.8%	55,000
Public Information	0	540	4,293	3,753	87.4%	20,000
Advertising & Marketing	0	1,713	1,849	136	7.4%	12,000
Dues & Subscriptions	317	4,817	4,344	(473)	-10.9%	11,787
Leases	1,415	4,502	6,550	2,048	31.3%	19,436
Travel & Training	(3,748)	17,980	23,666	5,686	24.0%	40,000
Interest Expense	877	3,886	2,527	(1,359)	-53.8%	7,500
Other Expenses	81	276	476	200	42.0%	1,413
Total Operating Expenses	497,939	1,988,688	1,981,029	(7,659)	-0.4%	5,824,837
Operating Profit (Loss)	(464,938)	(1,844,435)	(1,843,730)	(705)	-0.0%	(5,324,837)
Non-Reimbursable (by FTA) Expenses						
Depreciation	41,218	170,224	197,192	26,968	13.7%	600,000
(Gain) Loss on Fixed Assets	0	0	0	0	0.0%	0
Accident Expense*	(11,915)	4,121	0	(4,121)	-	0
Other Non-Reimbursable Expense	0	0	0	0	0.0%	0
Pension Expense - Deferred Outflows	0	0	0	0	0.0%	0
Total Non-Reimbursable Expenses	29,303	174,345	197,192	22,847	11.6%	600,000
Total Operating and Non-Reimbursable Expenses	527,242	2,163,033	2,178,221	15,188	0.7%	6,424,837

* 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 January 31, 2020**

	<u>MTD Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD \$ Variance</u>	<u>YTD % Variance</u>	<u>TOTAL FY20 Budget</u>
Operating Grant Revenue						
Federal Grants - Operating	272,090	1,083,432	1,048,500	34,932	3.3%	2,221,684
State Grants - Operating	1,596	85,992	84,245	1,747	2.1%	380,385
Local Grants - Operating	141,270	789,148	819,900	(30,752)	-3.8%	2,764,352
Total Operating Grant Revenue	414,956	1,958,572	1,952,645	5,927	0.3%	5,366,421
Capital Grant Revenue						
Federal Grants - Capital	85,340	150,240	129,440	20,800	16.1%	984,928
State Grants - Capital	0	1,921	2,500	(579)	-23.2%	500,000
Local Grants - Capital	215,179	227,819	145,161	82,658	56.9%	206,000
Total Capital Grant Revenue	300,519	379,980	277,101	102,879	37.1%	1,690,928
Total Grant Revenue	715,475	2,338,552	2,229,746	108,806	4.9%	7,057,349
Other Revenue						
Bus Advertising Revenue	0	70	3,000	(2,930)	-97.7%	47,170
Miscellaneous - Vending, Other	0	1,147	800	347	43.4%	2,400
Total Other Revenue	0	1,217	3,800	(2,583)	-68.0%	49,570
Total Non-Operating Revenue	715,475	2,339,769	2,233,546	106,223	4.8%	7,106,919
 In-Kind Revenue				0		
Change in Net Position	<u>221,234</u>	<u>320,989</u>	<u>192,624</u>	<u>128,365</u>	<u>67%</u>	<u>1,182,082</u>
 YTD Capital Expenditure Activity (Cost)						
Paratransit Vehicles	0	0	0	0	0%	385,000
Bus Purchases	300,519	300,519	300,519	0	0%	900,000
Facility Due/Diligence	0	0	0	0	0%	1,000,000
Computer Hardware/Software - Paratransit	0	9,606	9,606	0	0%	118,000
Facility Maintenance Items	0	0	0	0	0%	87,634
Bus Stop Designation/Implementation	0	63,203	63,203	0	0%	321,080
Computer Hardware/Software - 5307	0	22,467	22,467	0	0%	64,000
YTD Capital Expenditures vs Budget	<u>300,519</u>	<u>395,795</u>	<u>395,795</u>	<u>0</u>	<u>0%</u>	<u>2,875,714</u>

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

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
INCOME STATEMENT NOTES – January 2020**

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).

Total Operating Revenues is over budget YTD \$6.9K or 5.1% (page 2) due to continued efforts to maintain the reliability of the fareboxes. Pass sales also remain steady.

Salaries & Benefits - Transit is over budget YTD (\$37K) or (4.9%) (page 2) due to payout of over-accrued vacation (\$20K), some coverage issues for customer service related to employee medical leave and phone coverage. Management is assessing customer service coverage needs as well as road supervision and will incorporate those needs into a budget revision. We have not made Balance Sheet adjustments for the vacation payout (typically done at year end), but this payout eliminates the long-term liability. Staff will make the balance sheet adjustment in February.

Overtime - Transit is over budget YTD (\$11.6K) or (37.2%) (page 2) due to the loss of drivers via voluntary and involuntary means. Four new drivers have been hired (still looking for three more), who will enter our revamped training program in February.

Facility Maintenance is over budget YTD (\$7.1K) or (7.9%) (page 2) because we had to replace the exterior lighting (\$6K) on the administration side of the building and make repairs to the fuel dispenser system. No budgetary adjustment is expected at this time.

Vehicle Maintenance is under budget YTD \$13.0K or 8.1% (page 2) with no short range plans for an additional engine replacement or other major repair. The arrival of the new vehicle should allow this trend to continue.

Fuel & Oil is under budget YTD \$14.5K or 8.5% (page 2) as market prices for fuel remain steady.

Telecommunications is over budget YTD (\$5.5K) (page 2) due to increases in our push-to-talk services (Ops Communication) and the aggregated effect of internet services, changes in our phone system and data plans from the beginning of the fiscal year.

Legal & Professional Service is under budget YTD \$12.6K or 39.8% (page 2) because we have not received the final invoice from the auditor. Coast RTA has also incurred some legal expenses that will hit in February.

Travel & Training is under budget YTD \$5.6K or 24.0% (page 2) as Coast RTA has received reimbursement from RTAP for expenses related to the regional rodeo in October. The TASC Annual Conference, including the State Rodeo will be held early March. Upfront expenses for the Conference, as well as, triennial training will hit in February.

Operating Grant Revenue is over budget YTD \$5.9K or 0.3% (page 2) which is a significant change from December. It became necessary that some the incoming local funds re-classed to capital projects in order to complete the purchase of the three 26-passenger medium duty buses.

Capital Grant Revenue is over budget YTD \$102.8K or 37.1% (page 2) due to the re-class of local funds to capital in order to complete a bus purchase.

Coast RTA Budget Review FY 20

	Total Expense YTD	Budget YTD	Variance \$ YTD	Variance % YTD
Administration	377,133	391,196	14,063	3.6%
Operations	1,078,556	1,047,955	(30,601)	-2.9%
Maintenance	532,999	541,879	8,880	1.6%
Total	1,988,688	1,981,029	(7,659)	-0.4%
Farebox Revenue	144,253	137,300	6,953	5.1%

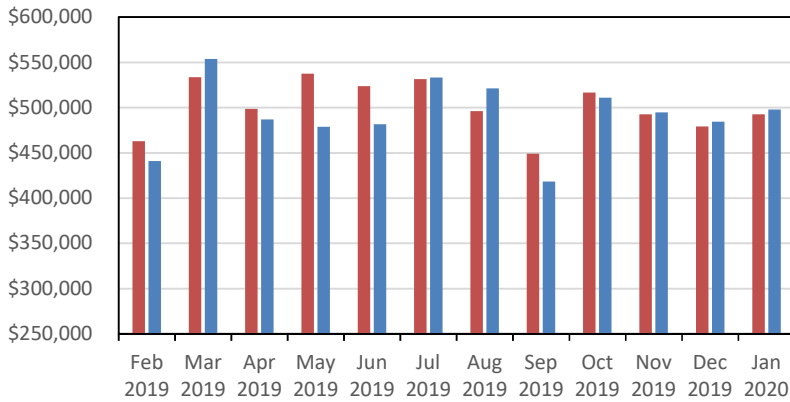
ending January 31, 2019

12-Feb-20

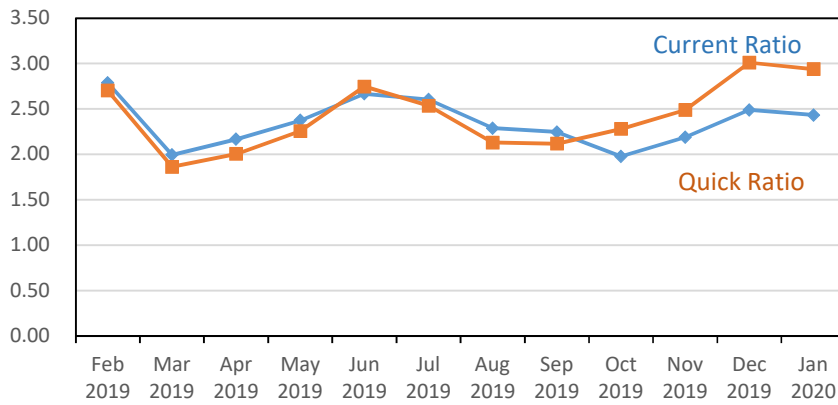
**Waccamaw Regional Transportation Authority
DBA THE COAST RTA
COMPARATIVE BALANCE SHEET
January 31, 2020**

	<u>Jan-20</u>	<u>Jan-19</u>
ASSETS		
Current Assets:		
Cash	385,518	344,415
Cash Reserve (Certificate of Deposit)	0	0
Accounts Receivable - Federal, State & Local Grants	541,789	621,312
Accounts Receivable - Employees/Other	26,719	40,570
Inventory	186,340	170,966
Prepaid Expenses	<u>38,897</u>	<u>69,165</u>
Total Current Assets	<u>1,179,263</u>	<u>1,246,428</u>
Long-Term Assets		
Total Capital Assets, Net	2,959,104	3,046,262
Deferred Outflows of Resources-NPL	<u>1,000,624</u>	<u>1,000,624</u>
Total Long-Term Assets	<u>3,959,728</u>	<u>4,046,886</u>
Total Assets	<u>5,138,991</u>	<u>5,293,314</u>
LIABILITIES & EQUITY		
LIABILITIES		
Current Liabilities:		
Accounts Payable	(8,503)	61,240
Accrued Payroll and Withholdings	183,125	150,034
Accrued Compensated Absences	108,331	75,055
Disallowed Costs due to SCDOT - Current	217,166	101,634
Installment Loan CNB - Short-term	159,876	90,000
Unearned Revenue	<u>41,667</u>	<u>95,000</u>
Total Current Liabilities	<u>701,662</u>	<u>572,963</u>
Non-Current Liabilities:		
Accrued Compensated Absences, Net of Current Portion	10,376	32,063
Installment Loan CNB - Long-term	0	232,500
Due to FTA - Long Term	154,905	338,515
Disallowed Costs due to SCDOT - Long Term	126,668	75,500
Net Pension Liability	5,625,121	5,625,121
Deferred Inflows of Resources-NPL	<u>75,580</u>	<u>75,580</u>
Total Non-Current Liabilities	<u>5,992,650</u>	<u>6,379,279</u>
Total Liabilities	<u>6,694,312</u>	<u>6,952,242</u>
EQUITY		
Contributed Capital	2,719,523	2,719,523
Restricted Net Assets	(707,800)	(579,793)
Retained Earnings - Current Year	320,989	89,375
Net Investments in Capital Assets	2,027,824	2,027,824
Net Position Retriected for Pensions	(3,676,132)	(3,676,132)
Restricted for Transit Operations	60,000	60,000
Unrestricted Net Pension	<u>(2,299,725)</u>	<u>(2,299,725)</u>
Total Fund Equity	<u>(1,555,321)</u>	<u>(1,658,928)</u>
Total Liabilities and Fund Equity	<u>5,138,991</u>	<u>5,293,314</u>

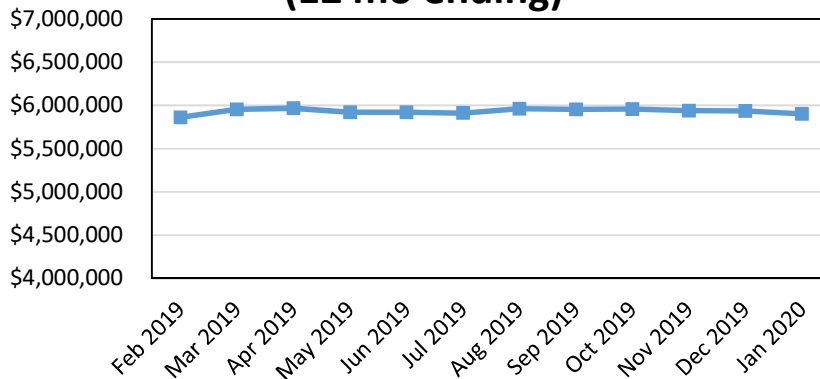
Expenses: Monthly Budget to Actual



Current/Quick Ratio



12-mo Rolling Expense Trending (12 mo ending)



WACCAMAW REGIONAL TRANSPORTATION AUTHORITY

CASH REQUIREMENTS

2/12/2020

	Income	Expense	Balance	Date	Notes
Cash Balance			\$487,409	02/11/20	
Deposits in Transit			\$487,409		
5307 Federal OPS	\$112,162		\$599,571	02/14/20	January Final
5307 Federal PM	\$75,062		\$674,633	02/14/20	January Final
New Flyers (2) - Horry Cty Capital	\$103,855		\$778,488	02/14/20	
Fuel - Gas		\$14,000	\$764,488	02/15/20	
New Flyers (2) - New Flyer		\$459,809	\$304,679	02/15/20	
Accounts Payable		\$20,000	\$284,679	02/17/20	
Fares	\$6,500		\$291,179	02/17/20	
Payroll and taxes		\$107,000	\$184,179	02/19/20	
Fuel Management - 5307		\$20,000	\$164,179	02/20/20	
Ford Transits (3) - Horry Cty Capital Fund	\$28,385		\$192,564	02/21/20	
New Flyers (2) - SCDOT	\$588,235		\$780,799	02/21/20	
New Flyers (2) - New Flyer		\$459,809	\$320,990	02/22/20	
5311 Federal Admin/Ops/PM	\$75,000		\$395,990	02/23/20	Jan Rural Service
5311 State OPS/PM/ADMIN	\$1,596		\$397,586	02/23/20	Jan Rural Service
Fares	\$6,500		\$404,086	02/24/20	
Fuel - Diesel		\$17,500	\$386,586	02/24/20	
Ford Transits (3) - Palmetto Bus Sales		\$189,096	\$197,490	02/28/20	
PEBA - SC Retirement (Pension)		\$47,834	\$149,656	02/28/20	Jan Pension Payment
Accounts Payable		\$20,000	\$129,656	03/01/20	
CNB Payment		\$20,000	\$109,656	03/01/20	
Ford Transits (3) - WRCOG 5310 Funds	\$160,711		\$270,367	03/01/20	
SC Dvsn of Insurance Services Workers Comp		\$24,865	\$245,502	03/01/20	2CQ20 Premium
Fares	\$7,700		\$253,202	03/02/20	
Payroll and taxes		\$102,500	\$150,702	03/04/20	
Fuel - Gas		\$15,056	\$135,646	03/07/20	
Fares	\$7,700		\$143,346	03/09/20	
Fuel - Diesel	\$4,823	\$16,000	\$132,169	03/09/20	
Georgetown County	\$31,000		\$163,169	03/10/20	March
PEBA Health Insurance		\$45,000	\$118,169	03/10/20	Mar Premiums
Capital - Ecolane - Training	\$12,000	\$12,000	\$118,169	03/15/20	
Accounts Payable		\$25,000	\$93,169	03/16/20	
Fares	\$7,700		\$100,869	03/16/20	
5307 Federal OPS	\$80,000		\$180,869	03/17/20	February Final
5307 Federal PM	\$70,000		\$250,869	03/17/20	February Final
Payroll and taxes		\$108,000	\$142,869	03/18/20	
5311 Federal Admin/Ops/PM	\$40,000		\$182,869	03/20/20	Feb Rural Service
Fares	\$7,700		\$190,569	03/23/20	
Fuel - Diesel		\$16,000	\$174,569	03/23/20	
Fuel - Gas		\$12,500	\$162,069	03/28/20	
Fares	\$7,700		\$169,769	03/30/20	
PEBA - SC Retirement (Pension)		\$46,000	\$123,769	03/30/20	Feb Pension Payment
5307 Federal OPS	\$50,000		\$173,769	03/31/20	March Partial
5307 Federal PM	\$35,000		\$208,769	03/31/20	March Partial
Accounts Payable		\$25,000	\$183,769	04/01/20	
CNB Payment		\$20,000	\$163,769	04/01/20	
Payroll and taxes		\$104,000	\$59,769	04/01/20	

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY

CASH REQUIREMENTS

2/12/2020

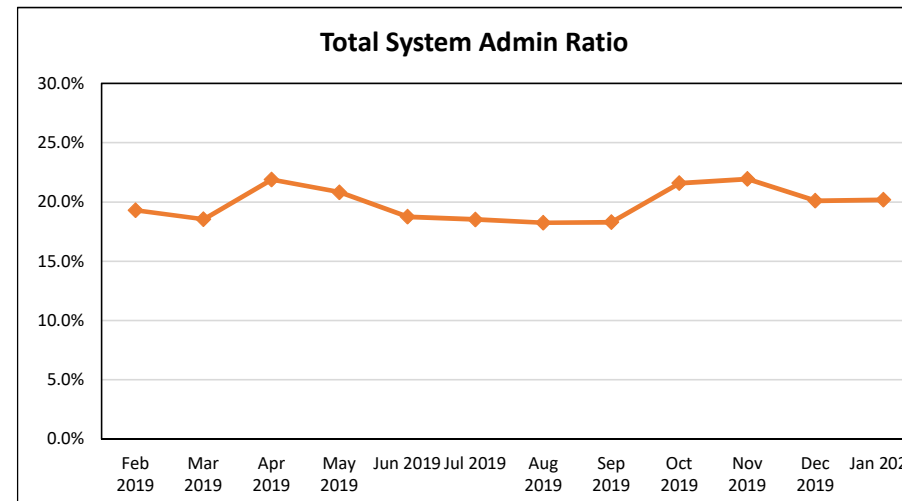
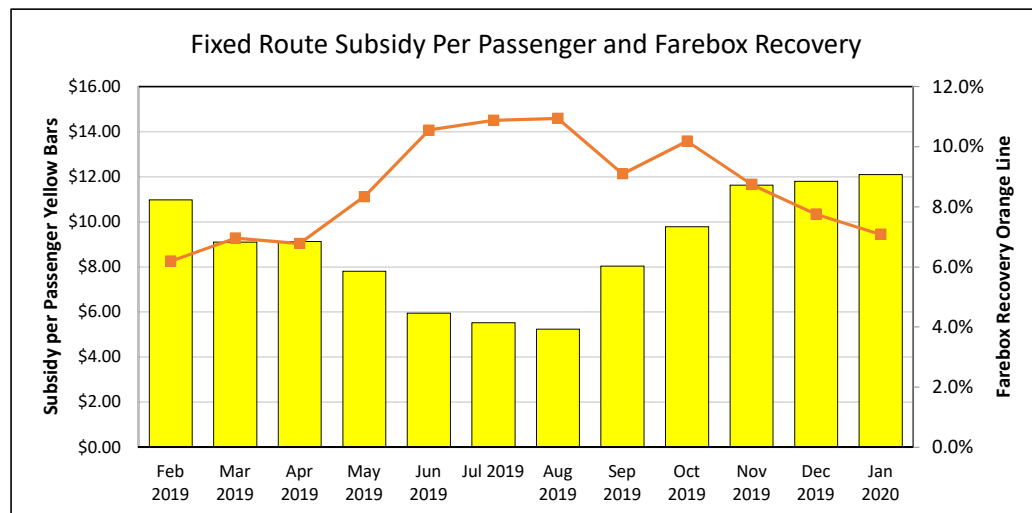
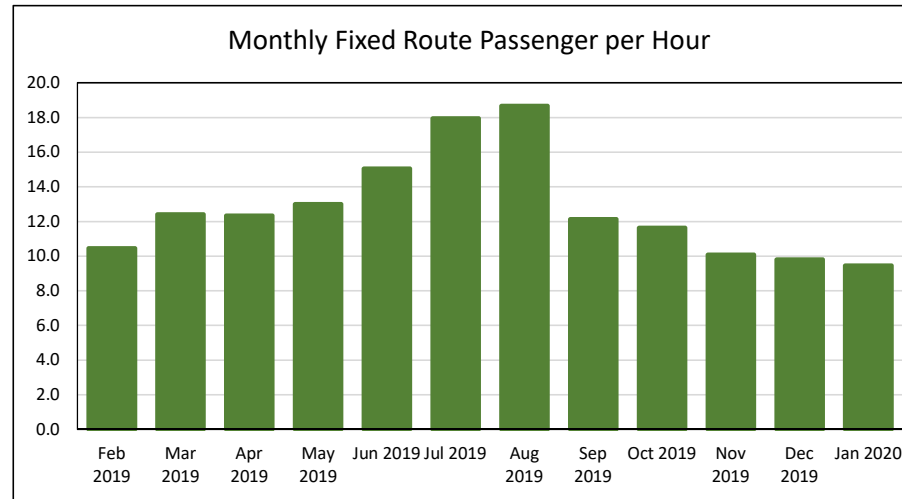
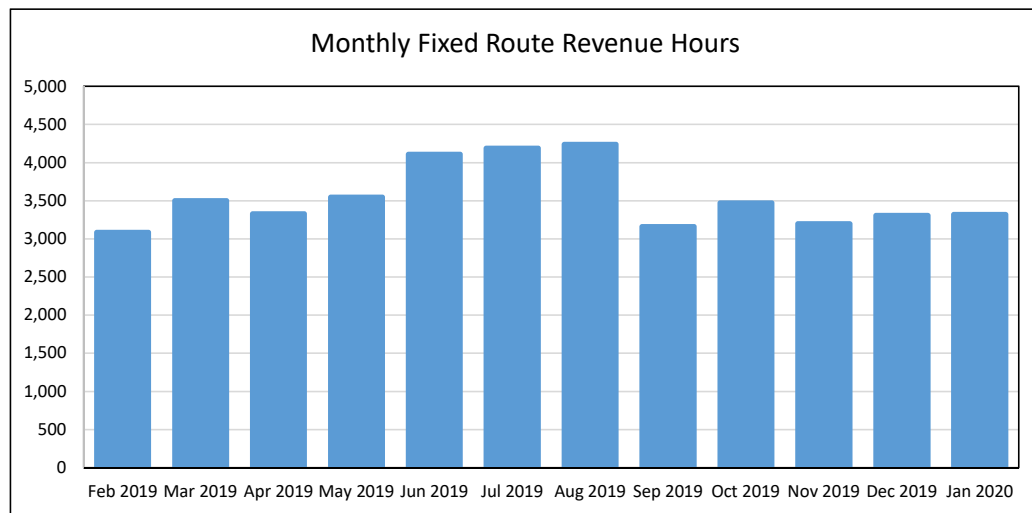
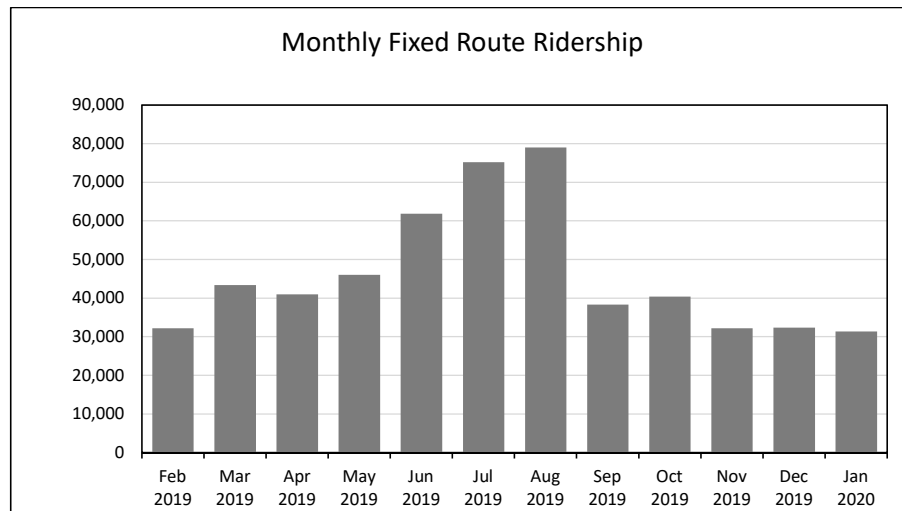
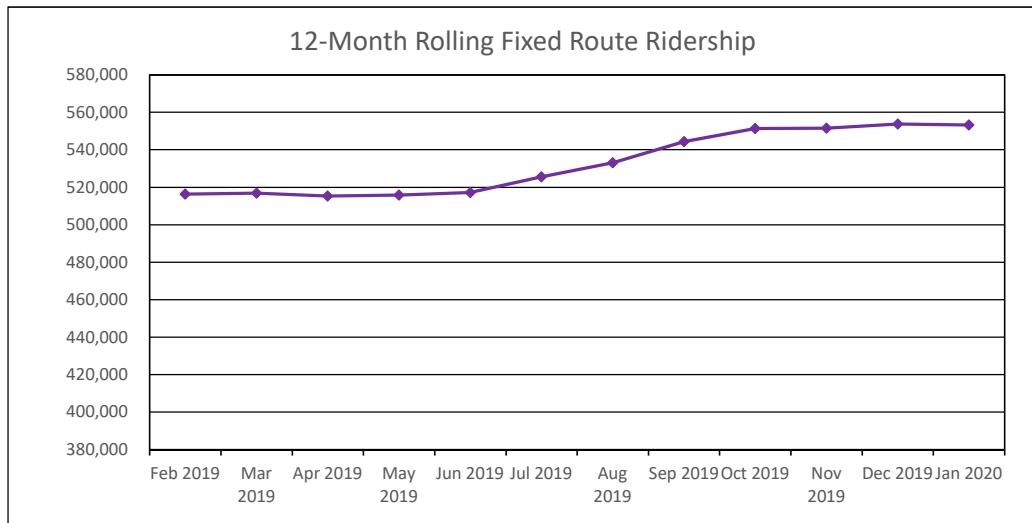
	Income	Expense	Balance	Date	Notes
Fares	\$8,750		\$68,519	04/06/20	
Fuel - Diesel		\$16,000	\$52,519	04/06/20	
Georgetown County	\$31,000		\$83,519	04/10/20	
PEBA Health Insurance		\$40,000	\$43,519	04/10/20	Apr Premiums
Fares	\$8,750		\$52,269	04/13/20	
Accounts Payable		\$18,500	\$33,769	04/15/20	
Bus Stop Designation - AECOM			\$33,769	04/15/20	
City of Myrtle Beach Q3 FY 20	\$62,500		\$96,269	04/15/20	
Horry County 3FQ20	\$525,000		\$621,269	04/15/20	
Payroll and taxes		\$108,000	\$513,269	04/15/20	
Fuel - Gas		\$12,500	\$500,769	04/18/20	
5307 Federal OPS	\$16,000		\$516,769	04/20/20	March Final
5307 Federal PM	\$30,000		\$546,769	04/20/20	March Final
5311 Federal Admin/Ops/PM	\$29,498		\$576,267	04/20/20	Mar Rural Service
Fares	\$8,750		\$585,017	04/20/20	
Fuel - Diesel		\$16,000	\$569,017	04/20/20	
Bus Stop Designation - Georgetown County			\$569,017	04/23/20	
Fares	\$8,750		\$577,767	04/27/20	
Payroll and taxes		\$112,000	\$465,767	04/29/20	
Accounts Payable		\$25,000	\$440,767	04/30/20	
PEBA - SC Retirement (Pension)		\$46,000	\$394,767	04/30/20	Mar Pension Payment
CNB Payment		\$10,000	\$384,767	05/01/20	
Fares	\$9,800		\$394,567	05/04/20	
Fuel - Diesel	\$4,823	\$16,000	\$383,389	05/04/20	
Fuel - Gas		\$12,500	\$370,889	05/09/20	
Georgetown County	\$31,000		\$401,889	05/10/20	May
PEBA Health Insurance		\$40,000	\$361,889	05/10/20	May Premiums
State Insurance Fund - Liability Ins. Premium		\$41,000	\$320,889	05/10/20	
Fares	\$9,800		\$330,689	05/11/20	
Payroll and taxes		\$112,000	\$218,689	05/13/20	
Accounts Payable		\$18,500	\$200,189	05/14/20	
Fares	\$9,800		\$209,989	05/18/20	
Fuel - Diesel		\$16,000	\$193,989	05/18/20	
5307 Federal OPS	\$95,000		\$288,989	05/20/20	April Final (Assumes Renewal)
5307 Federal PM	\$65,000		\$353,989	05/20/20	April Final
5311 Federal Admin/Ops/PM	\$0		\$353,989	05/20/20	Apr Rural Service
Accounts Payable		\$18,500	\$335,489	05/25/20	
Fares	\$9,800		\$345,289	05/25/20	
Payroll and taxes		\$112,000	\$233,289	05/27/20	
Fuel - Gas		\$12,500	\$220,789	05/30/20	
PEBA - SC Retirement (Pension)		\$46,000	\$174,789	05/30/20	Apr Pension Payment
CNB Payment		\$10,000	\$164,789	06/01/20	
Fares	\$9,800		\$174,589	06/01/20	
Fuel - Diesel		\$16,000	\$158,589	06/01/20	
SC Dvsn of Insurance Services Workers Comp		\$24,866	\$133,723	06/01/20	3CQ20 Premium

Key Performance Indicators - Fixed Route

Fixed Route Measures	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	12-Month Total
Ridership	31,864	32,207	43,385	40,984	46,024	61,830	75,167	79,037	38,311	40,353	32,201	32,359	31,350	553,208
Revenue Hours	3,290	3,083	3,499	3,326	3,545	4,108	4,188	4,236	3,160	3,469	3,195	3,306	3,319	42,434
Total Hours	3,413	3,215	3,682	3,503	3,759	4,260	4,453	4,523	3,318	4,163	3,398	3,484	3,506	45,264
Revenue Miles	74,388	69,845	77,858	75,075	78,431	83,852	84,303	86,573	70,299	79,236	72,875	75,630	75,864	929,841
Total Miles	77,707	73,215	81,980	79,116	82,978	89,574	90,428	93,126	74,053	83,752	76,797	80,130	79,858	985,007
Accidents	3	1	3	1	3	0	0	2	1	0	0	3	1	15
Breakdowns	4	3	1	7	6	8	4	10	9	3	5	6	4	66
Complaints	8	5	7	10	8	7	3	4	5	7	2	6	3	67
Transit Expense	\$210,922	\$215,498	\$250,354	\$233,377	\$235,807	\$260,709	\$253,985	\$257,985	\$219,289	\$254,270	\$241,939	\$228,095	\$254,765	\$2,906,074
Maintenance Expense	\$96,711	\$102,818	\$106,952	\$101,514	\$96,914	\$86,819	\$139,616	\$126,988	\$70,498	\$101,352	\$90,862	\$114,189	\$85,106	\$1,223,630
Administrative Expense	\$90,060	\$61,411	\$66,199	\$73,291	\$69,256	\$65,188	\$72,897	\$70,229	\$53,014	\$76,774	\$72,978	\$68,833	\$68,577	\$818,646
Total Operating Expenses	\$397,693	\$379,727	\$423,506	\$408,182	\$401,977	\$412,716	\$466,499	\$455,202	\$342,801	\$432,396	\$405,779	\$411,117	\$408,448	\$4,948,350
Fare/Contract Revenues	\$24,611	\$26,405	\$28,683	\$34,022	\$42,403	\$44,875	\$51,025	\$41,384	\$34,898	\$37,807	\$31,465	\$29,114	\$29,048	\$431,129

Efficiency Metrics	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	12-Month Total
O & M Expense per Hour (No Admin)	\$93.51	\$103.24	\$102.11	\$100.69	\$93.87	\$84.60	\$93.98	\$90.88	\$91.70	\$102.53	\$104.16	\$103.53	\$102.40	\$97.32
Average Fare	\$0.77	\$0.82	\$0.66	\$0.83	\$0.92	\$0.73	\$0.68	\$0.52	\$0.91	\$0.94	\$0.98	\$0.90	\$0.93	\$0.78
Farebox Recovery	6.2%	7.0%	6.8%	8.3%	10.5%	10.9%	10.9%	9.1%	10.2%	8.7%	7.8%	7.1%	7.1%	8.7%
Subsidy per Passenger	\$11.71	\$10.97	\$9.10	\$9.13	\$7.81	\$5.95	\$5.53	\$5.24	\$8.04	\$9.78	\$11.62	\$11.81	\$12.10	\$8.17
Maintenance Cost per Mile	\$1.24	\$1.40	\$1.30	\$1.28	\$1.17	\$0.97	\$1.54	\$1.36	\$0.95	\$1.21	\$1.18	\$1.43	\$1.07	\$1.24
Deadhead Ratio (Miles)	4%	5%	5%	5%	6%	7%	7%	8%	5%	6%	5%	6%	5%	6%
Administrative Ratio	29%	19%	19%	22%	21%	19%	19%	18%	18%	22%	22%	20%	20%	20%

Effectiveness Metrics	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	12-Month Total
Passengers per Hour	9.7	10.4	12.4	12.3	13.0	15.1	17.9	18.7	12.1	11.6	10.1	9.8	9.4	13.0
Mean Distance between Accidents	25,902	73,215	27,327	79,116	27,659	N/A	N/A	46,563	74,053	N/A	N/A	26,710	79,858	65,667
Mean Distance between Breakdowns	19,427	24,405	81,980	11,302	13,830	11,197	22,607	9,313	8,228	27,917	15,359	13,355	19,965	14,924
Complaints per 1,000 Riders	0.251	0.155	0.161	0.244	0.174	0.113	0.040	0.051	0.131	0.173	0.062	0.185	0.096	0.124
On-Time Performance	94%	88%	86%	82%	83%	75%	71%	74%	84%	86%	90%	92%	93%	84%

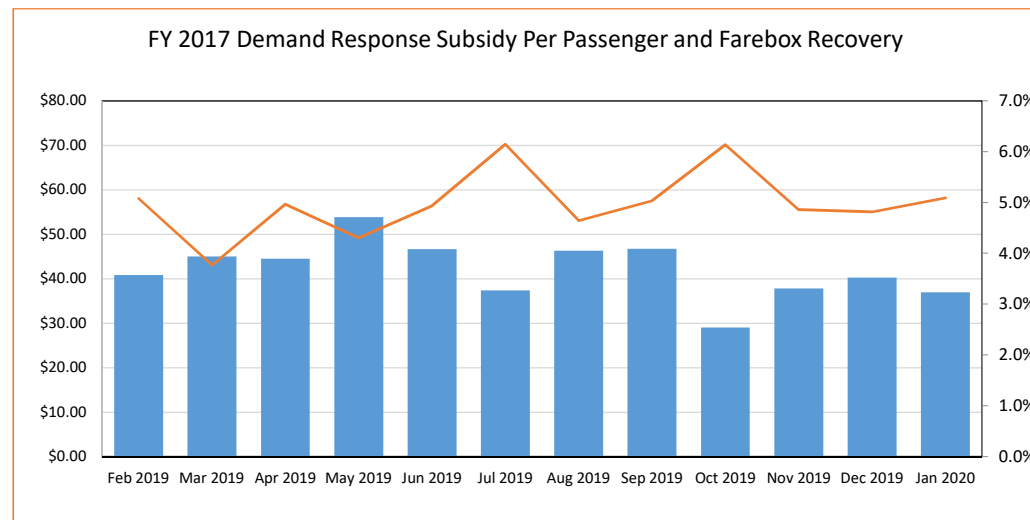
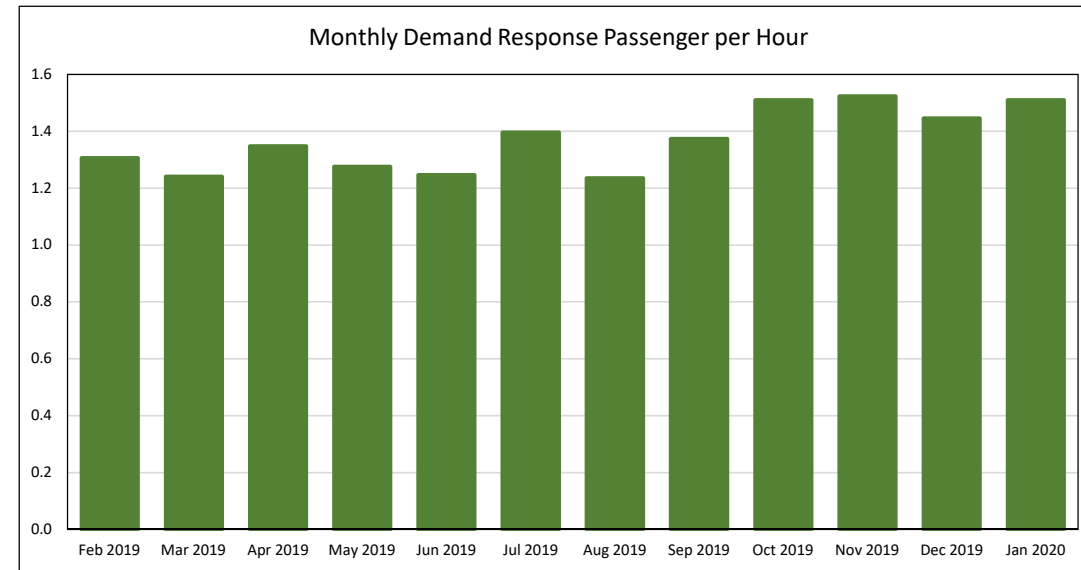
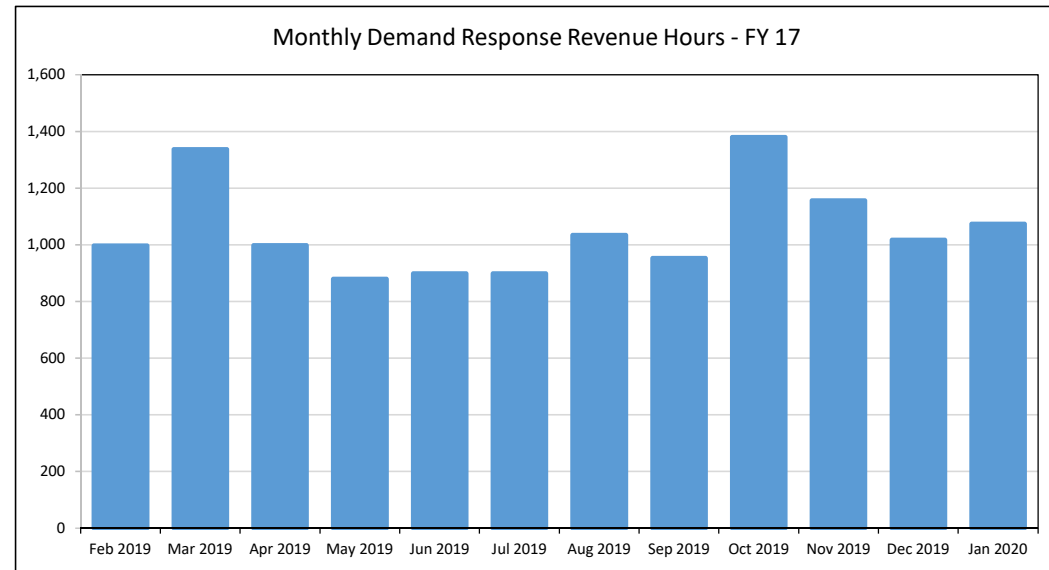
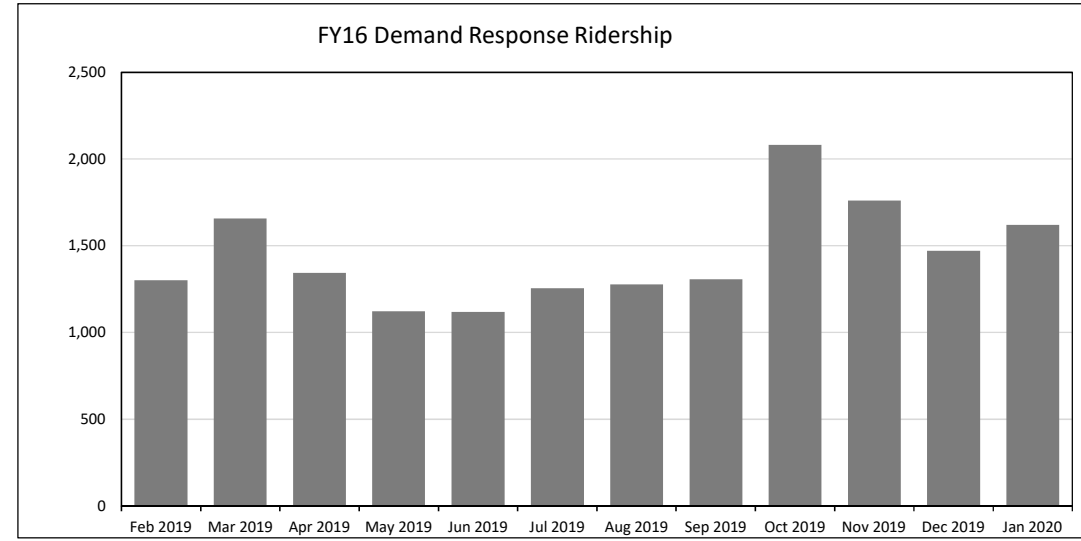
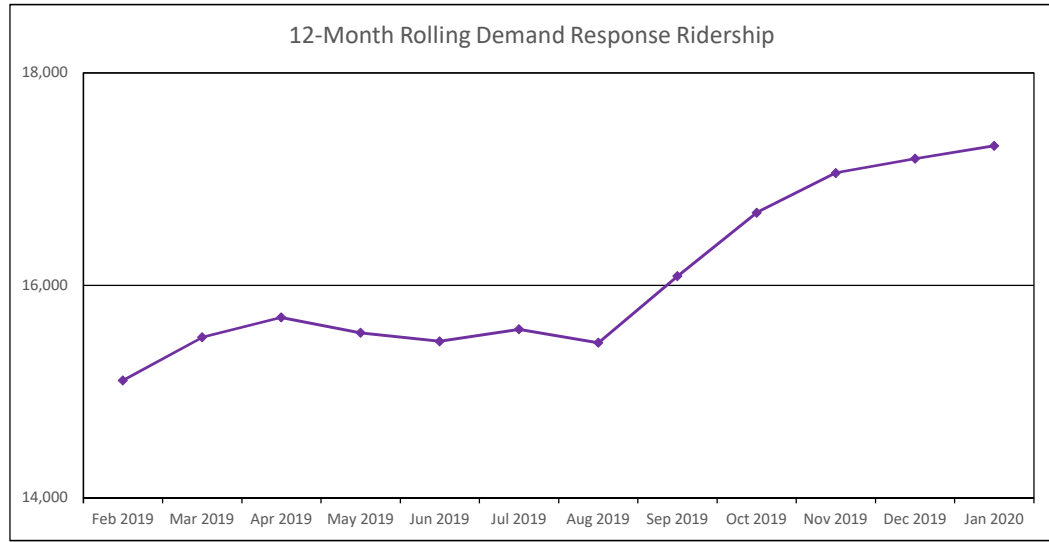


Key Performance Indicators - Demand Response

Demand Response Measures	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	12-Month Total
Ridership	1,497	1,301	1,658	1,344	1,122	1,119	1,254	1,277	1,307	2,081	1,761	1,470	1,620	17,314
Revenue Hours	1,776	996	1,336	997	880	898	898	1,034	952	1,379	1,156	1,017	1,073	12,616
Total Hours	2,115	1,248	1,582	1,220	1,128	1,101	1,064	1,226	1,119	1,584	1,333	1,215	1,253	15,073
Revenue Miles	27,549	18,301	26,597	19,249	16,080	16,515	17,971	19,831	17,948	23,251	21,479	18,275	20,833	236,330
Total Miles	33,886	23,022	31,810	24,016	21,187	20,488	22,082	24,254	21,464	28,015	25,568	22,771	25,086	289,763
Accidents	0	3	3	1	1	0	0	0	1	1	0	1	0	11
Breakdowns	0	0	0	1	0	1	0	1	1	1	0	1	0	6
Complaints	2	6	6	5	6	3	1	4	0	6	2	3	4	46
Paratransit Expense	\$64,373	\$44,467	\$59,744	\$48,595	\$44,728	\$41,548	\$36,481	\$45,467	\$47,888	\$50,905	\$54,631	\$44,158	\$51,162	\$569,775
Maintenance Expense	\$21,448	\$12,246	\$18,491	\$15,187	\$19,057	\$13,971	\$14,194	\$17,049	\$17,027	\$14,446	\$16,245	\$18,757	\$12,643	\$189,312
Administrative Expense	\$27,486	\$12,672	\$15,798	\$15,261	\$13,137	\$10,389	\$10,471	\$10,471	\$11,577	\$15,370	\$16,479	\$13,326	\$13,772	\$158,720
Total Operating Expenses	\$113,307	\$69,385	\$94,032	\$79,042	\$76,922	\$65,908	\$61,146	\$72,987	\$76,493	\$80,721	\$87,355	\$76,241	\$77,576	\$917,807
Fare Revenues	\$4,190	\$3,523	\$3,543	\$3,924	\$3,312	\$3,252	\$3,758	\$3,392	\$3,850	\$4,953	\$4,244	\$3,670	\$3,953	\$45,374

Efficiency Metrics	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	12-Month Total
O & M Expense per Hour	\$48.32	\$56.94	\$58.56	\$63.95	\$72.52	\$61.84	\$56.43	\$60.46	\$68.19	\$47.39	\$61.31	\$61.86	\$59.46	\$60.17
Average Fare	\$2.80	\$2.71	\$2.14	\$2.92	\$2.95	\$2.91	\$3.00	\$2.66	\$2.95	\$2.38	\$2.41	\$2.50	\$2.44	\$2.62
Farebox Recovery	3.7%	5.1%	3.8%	5.0%	4.3%	4.9%	6.1%	4.6%	5.0%	6.1%	4.9%	4.8%	5.1%	4.9%
Subsidy per Passenger	\$54.53	\$40.88	\$45.05	\$44.54	\$53.90	\$46.71	\$37.41	\$46.30	\$46.72	\$29.02	\$37.84	\$40.30	\$36.95	\$41.22
Deadhead Ratio (Miles)	23%	26%	20%	25%	32%	24%	23%	22%	20%	20%	19%	25%	20%	23%
Administrative Ratio	32%	22%	20%	24%	21%	19%	21%	17%	18%	24%	23%	21%	22%	21%

Effectiveness Metrics	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	12-Month Total
Passengers per Hour	0.84	1.31	1.24	1.35	1.28	1.25	1.40	1.24	1.37	1.51	1.52	1.45	1.51	1.37
Mean Distance between Accidents	n/a	7,674	10,603	24,016	21,187	n/a	n/a	n/a	21,464	28,015	n/a	22,771	n/a	26,342
Mean Distance between Breakdowns	n/a	n/a	n/a	24,016	n/a	20,488	n/a	24,254	21,464	28,015	n/a	22,771	n/a	48,294
Complaints per 1,000 Riders	1.3	4.6	3.6	3.7	5.3	2.7	0.8	3.1	0.0	2.9	1.1	2.0	2.5	2.7
On-Time Performance	92%	88%	85%	85%	85%	82%	86%	88%	88%	86%	86%	90%	87%	86%



Coast RTA Federal Grants - FY19						Current Month						16	> 5307 + Bus Stop
Activity Line Item Balances						Current Month						4	> 5339 Grants
January 2020 - Final													
5307 Federal Grant # SC-2019-001-00						Bus Stop Implementation (5339) Grant # 2018-040-00							
SC-2019-001-03		SC-2019-001-01		SC-2019-001-02		SC-2018-001		SC-2018-002		SC-2018-003		Georgetown	
114-A2		117-A1		300-A3		117-A3		113-A1		113-A2		County	
Security / I.T.		Preventative				Construction		Bus Stop		Bus Stop		Local	
Month	Hard/Software	Maintenance	Operations	Totals	Comments	Month	Management	Signs	Posts	Match	Totals	Comments	
FY19 Contract	\$ 64,000	\$ 878,100	\$ 557,900	\$ 1,500,000	> Total Award	FY18 Award	\$ 175,000	\$ 21,500	\$ 17,560	\$ 53,515	\$ 267,575	> Total Award	
	\$ -	\$ -	\$ -	\$ -	> Prior Year Carryforward		\$ (66,188)	\$ (9,500)	\$ (13,597)	\$ (22,322)	\$ (111,607)	> Prior Year Carryforward	
Monthly Draws:						Monthly Draws:							
Oct 2018	\$ 536	\$ 85,218	\$ 105,621	\$ 191,375		Oct 2019	\$ 24,216	\$ -	\$ -	\$ 6,054	\$ 30,270	> AECOM	
Nov 2018	\$ -	\$ 88,536	\$ 103,788	\$ 192,324		Nov 2019	\$ 25,026	\$ -	\$ -	\$ 6,256	\$ 31,282	> AECOM	
Dec 2018	\$ 2,987	\$ 82,301	\$ 95,457	\$ 180,745		Dec 2019	\$ 1,321	\$ -	\$ -	\$ 330	\$ 1,651	> AECOM	
Jan 2019	\$ -	\$ 74,630	\$ 99,137	\$ 173,767		Jan 2020	\$ -	\$ -	\$ -	\$ -	\$ -		
Feb 2019	\$ -	\$ 71,054	\$ 93,147	\$ 164,201		Feb 2020	\$ -	\$ -	\$ -	\$ -	\$ -		
Mar 2019	\$ 5,495	\$ 77,390	\$ 60,750	\$ 143,635		Mar 2020	\$ -	\$ -	\$ -	\$ -	\$ -		
Apr 2019	\$ -	\$ 77,757	\$ -	\$ 77,757		Apr 2020	\$ -	\$ -	\$ -	\$ -	\$ -		
May 2019	\$ -	\$ 75,073	\$ -	\$ 75,073		May 2020	\$ -	\$ -	\$ -	\$ -	\$ -		
June 2019	\$ -	\$ 68,187	\$ -	\$ 68,187		June 2020	\$ -	\$ -	\$ -	\$ -	\$ -		
July 2019	\$ -	\$ 100,852	\$ -	\$ 100,852		July 2020	\$ -	\$ -	\$ -	\$ -	\$ -		
Aug 2019	\$ 10,427	\$ 77,102	\$ -	\$ 87,529		Aug 2020	\$ -	\$ -	\$ -	\$ -	\$ -		
Sept 2019	\$ 44,555	\$ -	\$ -	\$ 44,555		Sept 2020	\$ -	\$ -	\$ -	\$ -	\$ -		
Subtotal Draws	\$ 64,000	\$ 878,100	\$ 557,900	\$ 1,500,000			\$ 50,563	\$ -	\$ -	\$ 12,640	\$ 63,203		
Remaning Balance	\$ -	\$ -	\$ -	\$ -			\$ 58,249	\$ 12,000	\$ 3,963	\$ 18,553	\$ 92,765		
% Expended	100.00%	100.00%	100.00%	100.00%			66.71%	44.19%	77.43%	65.33%	65.33%		
% Time Elapsed	100.00%	100.00%	100.00%	100.00%			44.44%	44.44%	44.44%	44.44%	44.44%		
Bus & Bus Facilities (5339) Grant # 2017-020-00 114-A1						Vehicle Replacement Intiative Phase III (5339) Grant # PT-90939-C4							
Month	5339 Urban Formula	Horry Cty Capital	Totals	Comments	Month	5339 Rural Discretionary	SMTF	Georgetown Cty Capital	Horry Cty Capital	Local Funding	Totals		
FY18 Award	\$ 293,250	\$ 51,750	\$ 345,000	> Partial Funding	FY18 Award	\$ 500,000	\$ 88,235	\$ 95,038	\$ 89,728	\$ 102,135	\$ 875,136		
Monthly Draws:					Monthly Draws:								
Oct 2019	\$ -	\$ -	\$ -		Oct 2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Nov 2019	\$ -	\$ -	\$ -		Nov 2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Dec 2019	\$ -	\$ -	\$ -		Dec 2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Jan 2020	\$ 85,340	\$ 12,800	\$ 98,140	> 3 Ford F-550, 24 Passenger Buses	Jan 2020 (F-550's)	\$ -	\$ -	\$ 95,038	\$ 24,823	\$ 82,518	\$ 202,379		
Feb 2020	\$ 207,910	\$ 38,950	\$ 246,860	> 2 New Flyer Buses, 40 ft Excelsior	Feb 2020 (New Flyers)	\$ 500,000	\$ 88,235	\$ -	\$ 64,905	\$ 19,617	\$ 672,757		
Mar 2020	\$ -	\$ -	\$ -		Mar 2020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Apr 2020	\$ -	\$ -	\$ -		Apr 2020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
May 2020	\$ -	\$ -	\$ -		May 2020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
June 2020	\$ -	\$ -	\$ -		June 2020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
July 2020	\$ -	\$ -	\$ -		July 2020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Aug 2020	\$ -	\$ -	\$ -		Aug 2020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Sept 2020	\$ -	\$ -	\$ -		Sept 2020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Subtotal Draws	\$ 293,250	\$ 51,750	\$ 345,000			\$ 500,000	\$ 88,235	\$ 95,038	\$ 89,728	\$ 102,135	\$ 875,136		
Remaning Balance	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
% Expended	100.00%	100.00%	100.00%			100.00%	100.00%	100.00%	100.00%	100.00%	100.00%		
% Time Elapsed	33.33%	33.33%	33.33%			33.33%	33.33%	33.33%	33.33%	33.33%	33.33%		

Coast RTA SCDOT Grants - FY20

Activity Line Item Balances

January 2020 - Final

Current Month

7

***** 5311 Federal Rural - Grant # PT-200911-19 *****

***** 5311 State Rural - Grant # PT-200911-19 *****

	***** 5311 Federal Rural - Grant # PT-200911-19 *****					***** 5311 State Rural - Grant # PT-200911-19 *****						
	Operating	Preventative Maintenance	Capital Expenditures	Admin	Totals	Comments	Operating	Preventative Maintenance	Capital Expenditures	Admin	Totals	Comments
FY20 Contract	\$ 298,784	\$ 200,000	\$ -	\$ 200,000	\$ 698,784		\$ 159,805	\$ 41,700	\$ -	\$ 34,880	\$ 236,385	> Orig Submission
							\$ -	\$ -	\$ -	\$ -	\$ -	> Amendment #1
Monthly Draws:						<u>Month Drawn</u>						<u>Month Drawn</u>
July 2019	\$ 36,333	\$ 36,400	\$ -	\$ 20,376	\$ 93,109	Aug 19	\$ 36,333	\$ 9,099	\$ -	\$ 5,094	\$ 50,526	Aug 19
Aug 2019	\$ 37,729	\$ 34,334	\$ -	\$ 19,809	\$ 91,872	Sept 19	\$ 37,729	\$ 8,583	\$ -	\$ 4,953	\$ 51,265	Sept 19
Sept 2019	\$ 37,902	\$ 20,459	\$ -	\$ 22,346	\$ 80,707	Oct 19	\$ 37,902	\$ 5,114	\$ -	\$ 5,586	\$ 48,602	Oct 19
Oct 2019	\$ 40,910	\$ 30,994	\$ -	\$ 23,097	\$ 95,001	Nov 19	\$ 40,910	\$ 7,748	\$ -	\$ 5,775	\$ 54,433	Nov 19
Nov 2019	\$ 40,234	\$ 30,018	\$ -	\$ 24,610	\$ 94,862	Dec 19	\$ 6,931	\$ 7,505	\$ -	\$ 6,153	\$ 20,589	Dec 19
Dec 2019	\$ 41,049	\$ 34,794	\$ -	\$ 22,892	\$ 98,735	Jan 20	\$ -	\$ 3,651	\$ -	\$ 5,723	\$ 9,374	Jan 20
Jan 2020	\$ 46,882	\$ 13,001	\$ -	\$ 25,959	\$ 85,842	Feb 20	\$ -	\$ -	\$ -	\$ 1,596	\$ 1,596	Feb 20
Feb 2020	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
Mar 2020	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
Apr 2020	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
May 2020	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
June 2020	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal Draws	\$ 281,039	\$ 200,000	\$ -	\$ 159,089	\$ 640,128		\$ 159,805	\$ 41,700	\$ -	\$ 34,880	\$ 236,385	
Remaning Balance	\$ 17,745	\$ -	\$ -	\$ 40,911	\$ 58,656		\$ -	\$ -	\$ -	\$ -	\$ -	

% Expended	94.06%	100.00%		79.54%	91.61%		100.00%	100.00%		100.00%	100.00%	
% Time Elapsed	58.33%	58.33%		58.33%	58.33%		58.33%	58.33%		58.33%	58.33%	

Grant # PT-200999-29 5307 State Urban SMTF		Grant # PT-909SP-13 (5311 Funds) ParaTransit Scheduling Software (Ecolane)		
Month	Fed Oper/PM	Federal	State	Totals

FY20 Award	\$ 68,810	\$ 90,712	\$ 22,678	\$ 113,390	> FY19 Award
		\$ 51,983	\$ 12,994	\$ 64,977	> FY19 Expense
Monthly Draws:					
July 2019	\$ 68,810	\$ -	\$ -	\$ -	
Aug 2019	\$ -	\$ 17,062	\$ 4,265	\$ 21,327	> 32 Tablets + Laptop
Sept 2019	\$ -	\$ 2,591	\$ 648	\$ 3,239	> Tablet Mounts
Oct 2019	\$ -	\$ 7,694	\$ 1,921	\$ 9,615	> Tablets + Mounts
Nov 2019	\$ -	\$ -	\$ -	\$ -	
Dec 2019	\$ -	\$ -	\$ -	\$ -	
Jan 2020	\$ -	\$ -	\$ -	\$ -	
Feb 2020	\$ -	\$ -	\$ -	\$ -	
Mar 2020	\$ -	\$ -	\$ -	\$ -	
Apr 2020	\$ -	\$ -	\$ -	\$ -	
May 2020	\$ -	\$ -	\$ -	\$ -	
June 2020	\$ -	\$ -	\$ -	\$ -	
Subtotal Draws	\$ 68,810	\$ 79,330	\$ 19,828	\$ 99,158	
Remaning Balance	\$ -	\$ 11,382	\$ 2,850	\$ 14,232	
% Expended	100.00%	% Expended	87.43%		
% Time Elapsed	58.33%	% Time Elapsed	79.17%		



Coast RTA Monthly Cash Flow January 31, 2020													Totals
	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Totals
Beginning Balance	\$ 158,567.58	\$ 544,742.74	\$ 190,198.75	\$ 300,827.30	\$ 385,217.65	\$ 385,217.65	\$ 385,217.65	\$ 385,217.65	\$ 385,217.65	\$ 385,217.65	\$ 385,217.65	\$ 385,217.65	\$ 158,567.58
Cash Receipts													
5307 - Operations	\$ -	\$ 95,594.00	\$ 161,682.00	\$ 32,753.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 290,029.00
5307 - Preventative Maintenance	\$ -	\$ 73,974.00	\$ 113,977.00	\$ 43,788.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 231,739.00
5307 - Capital Expenditures	\$ 44,555.00	\$ 2,876.00	\$ -	\$ 3,767.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,198.00
5307 - SMTF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5311 - Operations	\$ 75,804.00	\$ -	\$ 128,985.00	\$ 41,049.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 245,838.00
5311 - Preventative Maintenance	\$ 25,573.00	\$ -	\$ 76,265.00	\$ 38,445.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,283.00
5311 - Administration	\$ 27,932.00	\$ -	\$ 59,635.00	\$ 28,615.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 116,182.00
5311 - Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Horry County Registration Fees	\$ 560,274.00	\$ -	\$ -	\$ 492,388.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,052,662.00
Horry County Other	\$ -	\$ -	\$ -	\$ 12,600.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,600.54
Georgetown County Registration Fees	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124,000.00
Myrtle Beach	\$ 62,500.00	\$ -	\$ 62,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000.00
Loris	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fares/Passes	\$ 49,401.25	\$ 31,339.18	\$ 29,210.31	\$ 40,109.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,060.00
Local Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bus Advertising	\$ -	\$ 70.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70.00
Accident Proceeds	\$ 3,323.92	\$ 2,484.95	\$ -	\$ 15,495.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,304.28
RTAP / Fuel Refunds / Other	\$ 19,235.30	\$ 3,974.78	\$ 6,311.56	\$ 14,717.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,238.97
5304 - Bus Stop Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5339 - Bus Stop Implementation	\$ -	\$ 49,242.00	\$ 1,321.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,563.00
5311 - Paratransit Scheduling	\$ 3,239.00	\$ -	\$ 9,605.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,844.00
5310 - Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5339 - Vehicles	\$ -	\$ -	\$ -	\$ 85,340.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,340.00
5339 - Facility Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Horry County Capital Funds	\$ -	\$ -	\$ -	\$ 37,623.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,623.00
Georgetown County Capital Funds	\$ 10,000.00	\$ 6,054.00	\$ 6,586.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,640.00
Total Cash Receipts	\$ 912,837.47	\$ 296,608.91	\$ 687,077.87	\$ 917,690.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,814,214.79
Cash Basis Expenditures:													
Operating Expenses	\$ 515,387.47	\$ 631,152.90	\$ 542,285.96	\$ 522,781.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,211,607.52
Capital Expenditures	\$ 3,774.84	\$ -	\$ 14,163.36	\$ 300,519.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 318,457.20
CNB Note Payments	\$ 7,500.00	\$ 20,000.00	\$ 20,000.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,500.00
Total Expenditures	\$ 526,662.31	\$ 651,152.90	\$ 576,449.32	\$ 833,300.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,587,564.72
Ending Balance	\$ 544,742.74	\$ 190,198.75	\$ 300,827.30	\$ 385,217.65	\$ 385,217.65	\$ 385,217.65	\$ 385,217.65	\$ 385,217.65	\$ 385,217.65	\$ 385,217.65	\$ 385,217.65	\$ 385,217.65	\$ 385,217.65

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. FEB2020-01**

**AUTHORIZATION TO REQUEST FY21 FUNDING FROM
LOCAL GOVERNMENTS**

A motion of the Board of Directors for the Waccamaw Regional Transportation Authority to authorize the General Manager/Secretary Treasurer to request FY21 funding from local governments.

Background:

Coast RTA will be requesting funds from local governments including, but not limited to, Horry County, Georgetown County and the cities of Myrtle Beach, Conway, Loris and North Myrtle Beach. These funds leverage federal dollars and cover capital, operating, maintenance and administrative expenses for the Authority.

Motion:

It is hereby moved by the Board of the Waccamaw Regional Transportation Authority that the General Manager/Secretary-Treasurer be authorized to request funding for FY21 from local governments and executing funding agreements as necessary.

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

APPROVED by the Waccamaw Regional Transportation Board of Directors at the regular meeting thereof, held on February 27, 2020.

ATTEST:

_____ Darrell Eickhoff, Board Chair	_____ Marvin Keene, Ph.D. CFA, Board Vice Chair
_____ Katharine D'Angelo	_____ Heather Edwards
_____ Lillie Jean Johnson	_____ Rob Sheehan, Ph.D.
_____ Joseph Lazzara	_____ Bernard Silverman
_____ Randal Wallace	_____ Ivory Wilson
_____ Vacant	_____

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. FEB2020-02**

**AUTHORIZATION TO FILE FY21 GRANT APPLICATIONS
WITH SCDOT**

A motion of the Board of Directors for the Waccamaw Regional Transportation Authority to authorize the General Manager/Secretary Treasurer to file grant applications with SCDOT for FY21 FTA §5311 and State Mass Transit Funds (SMTF).

Background:

Coast RTA will be filing applications with SCDOT for FY21 grants for FTA §5311 and SMTF funds. FTA §5311 funds our rural transit program and subsidizes operating, maintenance and administrative costs, while SMTF is used to match both 5311 and the urban formula program (5307).

Motion:

It is hereby moved by the Board of the Waccamaw Regional Transportation Authority that the General Manager/Secretary-Treasurer be authorized to submit applications with SCDOT for FY21 FTA §5311 and State Mass Transit Funds (SMTF).

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

APPROVED by the Waccamaw Regional Transportation Board of Directors at the regular meeting thereof, held on, February 27, 2020

ATTEST:

_____	_____
Darrell Eickhoff, Board Chair	Marvin Keene, Ph.D. CFA, Board Vice Chair
_____	_____
Katharine D'Angelo	Heather Edwards
_____	_____
Lillie Jean Johnson	Rob Sheehan, Ph.D.
_____	_____
Joseph Lazzara	Bernard Silverman
_____	_____
Randal Wallace	Ivory Wilson
_____	_____
Vacant	

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. FEB2020-03**

**AUTHORIZATION TO FILE FY20-21 GRANT APPLICATIONS
WITH FTA**

A motion of the Board of Directors for the Waccamaw Regional Transportation Authority to authorize the General Manager/Secretary Treasurer to file FY20-21 grant applications with Federal Transit Administration for FTA §5307 funds.

Background:

Coast RTA will be filing applications with Federal Transit Administration for §5307 funds. FTA §5307 funds our urban transit program and will subsidize operating, maintenance and administrative costs. Coast RTA will also be filing for §5307 fund to conduct the Authority's Facility Development Program.

Motion:

It is hereby moved by the Board of the Waccamaw Regional Transportation Authority that the General Manager/Secretary-Treasurer be authorized to submit FY20-21 applications to FTA for FTA §5307 Urban Formula Funds.

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

APPROVED by the Waccamaw Regional Transportation Board of Directors at the regular meeting thereof, held on, February 27, 2020

ATTEST:

_____ Darrell Eickhoff, Board Chair	_____ Marvin Keene, Ph.D. CFA, Board Vice Chair
_____ Katharine D'Angelo	_____ Heather Edwards
_____ Lillie Jean Johnson	_____ Rob Sheehan, Ph.D.
_____ Joseph Lazzara	_____ Bernard Silverman
_____ Randal Wallace	_____ Ivory Wilson
_____ Vacant	_____



BY-LAWS OF THE
WACCAMAW REGIONAL TRANSPORTATION
AUTHORITY

DRAFT

February 2020

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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:

Section 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.

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

- a. purchase, lease, own, or operate or provide for the operation of transportation facilities;
- b. contract for public transportation services;
- c. plan in concert with any appropriate local planning operation for public transportation services;
- d. exercise the power of eminent domain limited to right-of-way and contiguous facility acquisition;

- e. contract with other governmental agencies, private companies, and individuals;
- f. sue and be sued, implead and be impleaded, complain, and defend in all courts;
- g. acquire, purchase, hold, lease as a lessee, and use any franchise or property, real, personal or mixed, tangible or intangible, or any interest therein, necessary or desirable for carrying out the purposes of the Authority, and sell, lease as lessor, transfer, and dispose of any property or interest therein acquired by it;
- h. fix, alter, change, and establish rates, fees, fares, and other charges for services or facilities of the Authority in accordance with applicable law;
- i. establish public transportation routes and approve the alteration or addition of routes based primarily on a detailed analysis or proposed use and comprehensive cost analysis;
- j. acquire and operate, or provide for the operation of, transportation systems, public or private, within the area, the acquisition of a system to be by negotiation and agreement between the Authority and the operator of the system to be acquired;
- k. make contracts of every name and nature and execute all instruments necessary or convenient for the carrying on of its business;
- l. enter into management contracts with any person for the management of a public transportation system owned or controlled by the Authority for a period of time, and under compensation and other terms and conditions, as may be considered advisable by the Authority;
- m. contract for the services of attorneys, engineers, consultants, and agents for any purpose of the Authority;
- n. borrow money and make and issue negotiable bonds, investments, notes, or other evidences of indebtedness;
- o. accept gifts, grants, or loans of money or other property from and enter into contracts, leases, or other transactions with and accept funds from federal, state, or local governments, public or semipublic agencies or private individuals or corporations and expend the funds and carry out cooperative undertakings and contracts;
- p. do all legal acts necessary for the provision of public transportation services;
- q. provide transportation services for residents of the service area to destinations outside the service area, as necessary
- r. promulgate regulations to carry out the provisions of this chapter.
- s. apply for and accept Federal, State, county, or municipal monies and other monies, public or private, made available by grant, trust or loan, or both, to accomplish, in whole or in part, any of the purposes of the Authority, and to this end, to continue to pursue any application heretofore filed with the Federal Transit Administration, or any other Federal agency, by or on behalf of the Authority. All federal monies accepted under this section shall be accepted and expended by the Authority upon such terms and conditions as are prescribed by federal law, and as are consistent with State law and generally accepted accounting principles and the by-laws of the Authority; and all other monies accepted under this section shall be accepted by the Authority upon such terms and conditions as are prescribed by the State or other sources thereof.
- t. enter into a contract or memorandum of agreement with Grand Strand Area Transportation Study

Metropolitan Planning Organization (GSATS) and Waccamaw Regional Council of Government (WRCOG) to utilize the services of GSATS staff/WRCOG for planning services including long range (5-20 years) and short term (0-5 years) planning services and special studies as needed;

- u. enter into a contract or memorandum of agreement with Waccamaw Regional Council of Government (WRCOG) to utilize the services of staff for planning services including long range (5-20 year) planning and short term (0-5years) planning and special services, as needed, within the Waccamaw Regional (Horry and Georgetown Counties) but outside the MPO boundary;
- v. enter into a contract or memorandum of understanding with any county contiguous (within or outside the Waccamaw Region) to the service area for the coordination of transportation services and long-range planning;
- w. annually update the Waccamaw Regional Council of Government (WRCOG) Board of Directors as to the Authority's current routes/services, annual audit, funding applications and future service plans;
- x. carry out any other acts or perform any other functions allowed under S.C. Code Ann. § 58- 25-10 et seq. (1976, as amended) or otherwise allowed under applicable law; and
- y. employ a General Manager/CEO, who will also serve as secretary.

ARTICLE V – Board of Directors

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

Section 2. **Number, Appointment and Terms**

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

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

- c. The initial terms of office of the Directors of the Board shall be for three (3) years.
- d. Directors will make every effort to attend regularly scheduled meetings of the Board. Any Director may be removed for misconduct, malfeasance, neglect of duty in office, or interfering with day-to-day operations, by the governing body, which appointed him/her. Removals from the Board shall be

implemented in a manner similar to the procedures provided under Section 33-31-809 of the South Carolina Nonprofit Corporation Act of 1994.

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

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

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

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

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

Section 7. **Notice** - Written public notice of the time, date and place of the regular meetings of the Board shall be given at the beginning of each calendar year. Notice of a special, called or rescheduled meeting shall be given at least twenty-four (24) hours in advance. As much notice of an emergency meeting shall be given as practical under the circumstances. Notice shall be given in writing unless oral notice is reasonable under the circumstances. Notice shall be given in compliance with S.C. Code Ann. § 30-4-80, 1976, as amended.

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

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

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

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

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

ARTICLE VI - Finances Application and Use of Funds

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

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

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

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

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

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

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

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

ARTICLE VII – General Manager/CEO

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

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

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

- h. Prepare current financial reports for monthly Board meeting;
- i. Select and terminate all personnel in accordance with personnel qualifications and dismissal policy;
- j. Supervise staff, paid or volunteer;
- ~~k. Maintain a Board-approved Authority Compensation Plan, which outlines pay rates by department, compares them to industry standards and sets goals for the future. The Plan shall be reviewed annually by the GM, in coordination with the Finance Committee, to determine if an update is necessary.~~
- ~~k.l. Annually develop and administer a Board-approved compensation plan, to include wage schedules, fringe benefits, expense reimbursement and related personnel benefit matters.~~
- ~~l.m.~~ Provide secretarial assistance to the Board at all meetings and for committee meetings if necessary;
- ~~m.n.~~ Maintain an updated register of names, addresses and telephone numbers of all Board members for use by the Board secretary;
- ~~n.o.~~ Ensure that an annual audit is performed for review by the Board;
- ~~o.p.~~ Develop objectives and policies for the Authority to be reviewed and approved by the Board.
- ~~p.q.~~ Generate and incorporate an annual work program to achieve the objectives of the Authority into the General Manager/CEO's annual review.
- ~~q.r.~~ Develop measurable annual performance goals as part of annual evaluation by the Board.

ARTICLE VIII - Board Officers

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

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

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

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

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

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

Section 6. **Chair.** The Chair shall, when present, preside at all meetings of the Board. The Chair may sign any deeds,

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

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

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

- a. supervise the keeping of the minutes of the Board's meetings in one or more books provided for that purpose;
- b. see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law;
- c. be custodian of the official records.
- d. keep a register of the mailing address of each Director which shall be furnished to the Secretary by such Director;
- e. authenticate records of the Authority when such authentication is required; and
- f. in general, perform all duties incident to the office of the Secretary and such other duties as from time to time may be assigned to him by the Chair or the Board. The Board may employ a Recording Secretary to perform any of the duties enumerated herein under the supervision of the Secretary.

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

ARTICLE IX - Citizens Advisory Committee

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

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

ARTICLE X - Contracts, Loans, Checks and Deposits

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

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

Section 3. **Checks and Drafts.** All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Authority shall be signed by such officer or officers or agent or agents of the Authority and in such manner as shall from time to time be determined by the Chair or by resolution of the Board.

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

ARTICLE XI - Amendments

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

ARTICLE XII - Regulation

The regulation of the business and conduct of the affairs of the Authority shall conform to federal and state income tax laws and any other applicable Federal and State law, and such regulation shall be determined by these By-Laws, as they may be amended from time to time. In the interpretation of these By-Laws, wherever reference is made to the United States Code

(U.S.C.), the Internal Revenue Code, the South Carolina Code or any other statute, or to any section thereof, such reference shall be construed to mean such Code, statute or section thereof; and the regulations thereunder, as the case may be, as heretofore or hereafter amended or supplemented or as superseded by laws covering equivalent subject matter.

ARTICLE XIII - Seal

Article removed – No longer in use.

ARTICLE XIV - Dissolution

The Authority may be dissolved and its business and affairs terminated in accordance with the provisions of the Enabling Law. Upon dissolution of the Authority and after all its debts and expenses have been paid, all its assets which may be legally so distributed shall be distributed in conformity with these By-Laws and for the purposes set forth

herein and in the Authority's Articles of Incorporation. All remaining assets of the Authority shall be turned over to one or more organizations which are exempt as organizations described in Sections 501(c)(3) of the Internal Revenue Code or corresponding sections of any prior or future law, such organizations being designated by the Board of Directors at the time of dissolution.

ARTICLE XV - Miscellaneous

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

ARTICLE XVI - Severability

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

ARTICLE XVII – Executive Committee

Article removed. Executive Committee no longer exists.

ARTICLE XVIII - Committees

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

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

ARTICLE 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.